

# **Fiscal Year 2019-2020 Work Plan**

## **Quality of Life**

### **1. Dog Park Design**

**Strategic Label:** *Quality of Life/Community Investment*

**Description:** The parks & recreation Department was directed by city council to begin design/construction documents for the dog park, coordinate an IGA with Pinal County, and begin fundraising efforts.

**Status:** *The project is in the design phase.*

**Anticipated Council Interaction:** 2<sup>nd</sup> or 3<sup>rd</sup> quarter

**Department Assigned:** Parks & Recreation

### **2. The Citizen Brochure – Contract Award COMPLETED**

**Strategic Label:** *Quality of Life*

**Description:** The parks & recreation department will be asking to renew our contract for the *Citizen* brochure that is published and distributed three times per year to residents, highlighting Parks & Recreation, Library, AJPD and other city programs.

**Status:** *Contracted awarded in August to Apache Junction Independent*

**Anticipated Council Interaction:** 1<sup>st</sup> quarter

**Department Assigned:** Parks & Recreation

### **3. Senior Services – MGC Bingo License COMPLETED**

**Strategic Label:** *Quality of Life*

**Description:** Through popular demand, parks and recreation staff have researched re-implementing bingo at the senior center. Staff will seek Arizona Dept of Revenue required city council endorsement for the Senior Center Class A Bingo license. This license was formally held at the center and allowed seniors to play recreational, small-monetary bingo games.

**Status:** *Council approved the application and this item is now complete*

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** Parks & Recreation / City Attorney

### **4. 2020-2050 General Plan - Legendary Landscapes and Lifestyles**

**Strategic Label:** *Quality of Life*

**Description:** The city is required by state law to adopt a General Plan every 10 years through an update or a whole new plan. For this plan, the city is making major revisions in some areas but also updating some chapters. New this time around is an Intergovernmental Cooperation Element and a water element as well as a Downtown AJ Element.

**Status:** *Staff met with approximately 20 groups for input, conducted a survey with over 1,000 responses and held four public information sessions (latest on October 30<sup>th</sup>) over the last year. Each department head contributed to the preparation of the draft plan, saving the city over \$200,000 in typical planning costs that a consultant would have charged. The Planning and Zoning Commission reviewed the draft in July and August. They will have a work session on October 12<sup>th</sup> with adoption scheduled for January 14. Council will have a work session in January with adoption on February 4<sup>th</sup>. The ballot measure is scheduled for August of 2020.*

**Anticipated Council Interaction:** 3rd Quarter  
**Department Assigned:** Development Services

## **5. Contract for Visitor Center Services**

**Strategic Label:** *Quality of Life*

**Description:** The current professional services agreement with the Apache Junction Chamber of Commerce for visitor center services is a three-year agreement and is in effect until June 30, 2020. If council wishes to continue to support visitor center services for our residents and visitors, a new contract will need to be secured with a provider. The recent changes to the procurement code exempts this service from the formal procurement process but a contract will require council approval.

**Status:** Staff has begun analyzing options and will be seeking input on the process to secure a provider. Contract consideration expected late 4<sup>th</sup> Quarter.

**Anticipated Council Interaction:** 3rd Quarter  
**Department Assigned:** Economic Development

## **Community Investment**

## **6. Public Art – COMPLETED - ONGOING**

**Strategic Label:** *Community Investment/ World Class Governance*

**Description:** Establish a Public Arts Commission

**Status:** Council adopted code changes to Volume 1 Chapter 2 and Chapter 4, and Volume 2 Chapter 1 in September. Commission members were appointed in October and the commission will begin regular monthly meetings in December of 2020.

**Anticipated Council Interaction:** 1<sup>st</sup> and 2<sup>nd</sup> quarters  
**Department Assigned:** Development Services

## **7. City-Leased Bureau of Land Management Property - ONGOING**

**Strategic Label:** *Quality of Life/Community Investment/ Strong Infrastructure*

**Description:** The Bureau of Land Management recently renewed leases on Sheepdrive Trail (Multi-Use Trail System), Prospector Park, and the Rodeo Grounds. City Council has expressed interest in learning how the city could obtain patents or the right to purchase some of these lands in order to fully utilize these important recreational assets.

**Status:** Parks and recreation and Bureau of Land Management staff will work on next steps to begin appraisals of the land and to present/discuss with city council. BLM staff have been asked for appraisal quotes (which couldn't be done until the start of their new fiscal year in late October)

**Anticipated Council Interaction:** 2<sup>nd</sup> or 3<sup>rd</sup> quarter  
**Department Assigned:** Parks and Recreation

## **8. Apache Trail Median Landscape Improvements**

**Strategic Label:** *Quality of Life/Community Investment/Strong Infrastructure*

**Description:** In 2010, plans for beautification began at Idaho Rd. and Old West Highway: unfortunately, outside funding for these types of projects were no longer accessible and the project has been stalled. A more scaled back and manageable approach has

been adopted to re-introduce native plants and trees to the median in a phased approach. Partnerships with various for-profit and non-profit agencies have been initiated to complete this project largely through donations, volunteers, and in-house manpower. The AJCDC is planning the community's first Make a Difference Day event in October 2019 and is the entity responsible for holding and coordinating the finances for the median beautification project in conjunction with the Make a Difference Day event.

**Status:** Work is 90% complete on the median just east of Meridian and the median just west of Phelps. Parks and Rec will finish planting where mounds were added and then place decomposed granite. Plan to complete 2 sections each year

**Anticipated Council Interaction:** updates as needed

**Department Assigned:** Parks and Recreation, Public Works, Management Services, Revenue Development

## Strong Infrastructure

### 9. Financial Management Software (Munis) – ONGOING

**Strategic Label:** Strong Infrastructure / World Class Governance

**Description:** New financial management software system to replace outdated system. Additional phases planned to include replacing standalone software in departments for centralized and integrated ERP system.

**Status:** Agreement approved by city council on August 20<sup>th</sup>. Staff is currently working on implementation and a go live date is now scheduled for July 1, 2020.

**Anticipated Council Interaction:** 4<sup>th</sup> quarter

**Department Assigned:** City Management and Finance

### 10. Reconstruction of Winchester Rd – 16<sup>th</sup> Avenue to Southern Ave.

**Strategic Label:** Strong Infrastructure

**Description:** Curb, 2 driving lanes and center turn lane, 2 bike lanes, sidewalk on both sides, and storm sewer (storm sewer will be connected when channel south of Southern Ave is completed).

**Status:** Bids came in \$550,000 over estimate. Staff rejected bids then applied for and received \$696,761 in MAG closeout funds. Project has been rebid, awarded and Joint Project Agreement (JPA) approved by council in April 2019. ADOT working on contract and we estimate a notice to proceed shortly, followed by construction starting in January.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Public Works

### 11. Reconstruction of Ironwood – Lost Dutchman to McKellips

**Strategic Label:** Strong Infrastructure

**Description:** Base reconstruction and asphalt paving.

**Status:** Council approved the contract with Sunland Asphalt 8/6/19. Work is projected to begin in January 2020.

**Anticipated Council Interaction:** 3rd Quarter

**Department Assigned:** Public Works

## 12. Reconstruction of East Side of Main Drive – 1<sup>st</sup> Avenue to Broadway

**Strategic Label:** *Strong Infrastructure*

**Description:** Add curb to east side of Main. West side finished in FY19.

**Status:** CDBG funding was decreased by \$74,000. Staff will complete as planned and will need to secure funding from another source. Design is complete. Prebid meeting late November with bid opening in December. Work projected to begin in January 2020.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Public Works

## 13. Reconstruction of West side of Grand Drive – Apache Trail to Broadway

**Strategic Label:** *Strong Infrastructure*

**Description:** Add curb and sidewalk to the west side of Grand Drive. East side finished in FY19.

**Status:** Design is complete. Prebid meeting late November with bid opening in December. Work projected to begin in January 2020.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Public Works

## 14. Street Preservation of Old West Highway – Idaho to US60 - **COMPLETED**

**Strategic Label:** *Strong Infrastructure*

**Description:** Slurry seal. 0.2% road tax funded project

**Status:** **COMPLETED**

**Anticipated Council Interaction:** 1st Quarter

**Department Assigned:** Public Works

## 15. Reconstruction of Southern – Delaware to Ironwood

**Strategic Label:** *Strong Infrastructure*

**Description:** Widening, bike lanes, curb, sidewalk and drainage

**Status:** Bids have been received. ADOT working on contract and expect work to begin January or February 2020

**Anticipated Council Interaction:** 3rd Quarter

**Department Assigned:** Public Works

## 16. Development Fee Ordinance Update and Infrastructure Improvement Plan Update - **COMPLETED**

**Strategic Label:** *Strong Infrastructure*

**Description:** The city must update the Infrastructure Improvement Plan (IIP), Land Use Assumptions and Development Fee Report every five years by state law. Volume II, Chapter 7 is also being revised as part of this process. Chapter 7 of the Land Development Code is the mechanism to implement the IIP.

**Status:** The new fees went into effect October 21, 2019.

**Anticipated Council Interaction:** 1st Quarter

**Department Assigned:** Development Services

## 17. Superstition Shadows Park Fencing

**Strategic Label:** Strong Infrastructure

**Description:** Award of contract for replacement of deteriorating fencing at Superstition Shadows Park (skate park and interior pool fencing).

**Status:** Staff is researching options

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Parks and Recreation

## World Class Governance

## 18. Request for Proposal for Solid Waste, Recycling & Disposal Services and Solid Waste and Recycling

**Ordinance - COMPLETED**

**Strategic Label:** World Class Governance

**Description:** Award of contract for a single hauler solid waste, recycling and disposal service in the city and an ordinance change to mandate trash service for all city residents.

**Status:** Council is currently negotiating with Republic Services on an eight year contract and is also reviewing amendments to Volume I, Chapter 9, Article 9-5 Collection of Residential Solid Waste to implement mandatory solid waste collection with a single hauler.

**Anticipated Council Interaction:** 1st Quarter

**Department Assigned:** Public Works and City Manager's Office

## 19. Parks and Recreation Fees Update

**Strategic Label:** World Class Governance

**Description:** The Parks and Recreation Commission has previously reviewed and considered commercial fees to be added to our fee structure (due to new city-owned properties). Staff is seeking city council direction to begin the 5-year market-study on all Parks and Recreation Fees and direction to incorporate a new commercial use tier in order to accommodate for-profit entities that currently cannot reserve parks and recreation facilities.

**Status:** With city council support, staff and the Parks and Recreation Commission will conduct a market study and bring changes for final council approval.

**Anticipated Council Interaction:** End of 3<sup>rd</sup> quarter

**Department Assigned:** Parks and Recreation

## **20. Zoning Ordinance Update (Miscellaneous amendments, Sign Regulations, Wireless Code & Group Home Regulations) – ONGOING**

**Strategic Label:** *World Class Governance*

**Description:** Modifications to Volume II, Chapter 1, Zoning Ordinance are being recommended to comply with recent court rulings on sign regulations and group home regulations.

**Status:** Staff is now concentrating on amendments to the zoning code and wireless code as several other major projects were completed in 2019. This project should be completed by the end of this fiscal year.

**Anticipated Council Interaction:** 3<sup>rd</sup> Quarter

**Department Assigned:** Development Services

## **21. Liquor License Application Process and Related Fees – Code update – ONGOING**

**Strategic Label:** *World Class Governance*

**Description:** As directed by council on May 2, 2017, amendments to Apache Junction City Code regarding a possible local liquor license application process and related fees.

**Status:** Deputy city clerk is currently researching updated fees on liquor license initial and renewal fees based on the series of license and is writing a standard operating procedures manual for timely process of applications received.

**Anticipated Council Interaction:** 3<sup>rd</sup> Quarter

**Department Assigned:** City Clerk

## **22. City Public Records Request Process Update**

**Strategic Label:** *World Class Governance*

**Description:** Staff is reviewing forms, fees, and current public records request processes and will present recommendations for council to consider for applicable city code changes to provide for a new enhanced process and fee structure.

**Status:** Deputy city clerk is in the process of moving to electronic filing and fulfillment of public record requests if available and reviewing current fees for possible updates. State statute prohibits creating documents to fulfill the request, or charging fees when the request is fulfilled electronically.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** City Clerk

## **23. City Code Chapter 8: Business License Code Changes - ONGOING**

**Strategic Label:** *World Class Governance*

**Description:** Correct clerical inconsistencies and make needed revisions to Chapter 8 that have surfaced during implementation of the 2017 business license code changes.

**Status:** Deputy city clerk is working with the city attorney to review and address inconsistencies and needed revisions to Chapter 8 Business Licensing that have arisen during the implementation of the 2017 business license code changes.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** City Clerk

## **24. 2020 Personnel Rules**

**Strategic Label:** *World Class Governance*

**Description:** Document that provides a uniform system of personnel administration for the City of Apache Junction. Staff seeks to update document on an as needed basis.

**Status:** Staff is reviewing current rules that may be updated.

**Anticipated Council Interaction:** 4<sup>th</sup> Quarter

**Department Assigned:** Human Resources

## **25. Website Remodel - ONGOING**

**Strategic Label:** *World Class Governance*

**Description:** Update the website to a completely mobile-first service. Though this doesn't necessitate a change of vendor, staff may entertain other third parties.

**Status:** Staff is research options of whether to issue a new request for proposal for web services or work with current provider for an overhaul of current website platform.

**Anticipated Council Interaction:** 4<sup>th</sup> Quarter

**Department Assigned:** Marketing and Communications and IT

## **26. Mygovonline - ONGOING**

**Strategic Label:** *World Class Governance*

**Description:** Implementation of MyGovonline software for planning and zoning, building, and code compliance processes to enhance customer experience.

**Status:** The Development Services staff is concentrating on this project now that the General Plan, building code, permit fees, development fees and other projects have wrapped up.

**Anticipated Council Interaction:** 3<sup>rd</sup> Quarter

**Department Assigned:** Development Services