

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. We are working with City Attorney and county staff to update our current IGA with Pinal County, it is in draft stages and will be presented to council during the 3rd quarter

Anticipated Council Interaction: 2nd quarter – pushed back to 3rd 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: 1st 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: 1st Quarter

Department Assigned: Parks & Recreation / City Attorney

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

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: Council adopted on February 4th. The ballot measure is scheduled for August 4, 2020.

Anticipated Council Interaction: 3rd Quarter

Department Assigned: Development Services

5. Contract for Visitor Center Services – **NO COUNCIL ACTION REQUIRED THIS FISCAL YEAR**

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: With the recent adopted changes to the procurement code, the process will change on how services are procured and contract approved. With the contract for the upcoming fiscal year below the minimum dollar amount threshold required for council approval, the contract this year will be handled administratively. Should the contract payment amount exceed the minimum threshold in the future, the contract approval process will come back to council at the time of such future renewal.

Anticipated Council Interaction: None (informal briefings as to process change due to changes in procurement code)

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 began regular monthly meetings in December of 2019. Collection of public art fees began February 2020. Commission is now preparing a “work plan” and will vote on a logo for use by the Centennial committee.

Anticipated Council Interaction: 1st quarter

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 has been given a list of steps for the appraisal process for patent and purchase, which we have learned is a multi-phased process; we were verbally given a \$70,000-\$100,000 cost recovery estimate that the City of AJ would have to pay for the steps associated with appraisal, environmental assessments, etc to move towards patent on the 20 acres at rodeo grounds. Waiting for a written proposal to share.

Anticipated Council Interaction: 2nd quarter – pushed back to 3rd quarter

Department Assigned: Parks and Recreation

8. Apache Trail Median Landscape Improvements - **COMPLETED**

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: The two sections identified for the first phase have been completed. The plants, trees, and rip rap were all donated; and the City paid for granite and did all of the work in-house to shape and add the granite after the community planting in October. Water is the biggest challenge as it is in an awkward space next to busy roads. Budgeted to complete 2 sections each year, add curbing, and possibly consider a temporary above ground, PVC watering system for future phases while the plants establish themselves in their first 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 20th. Staff is currently working on implementation and a go live date is now scheduled for July 1, 2020.

Anticipated Council Interaction: 4th quarter

Department Assigned: City Management and Finance

10. Reconstruction of Winchester Rd – 16th 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: 60" storm sewer completed and working on installation of 48". Storm sewer will not be operational until we complete drainage improvements from Southern to 29th. Installing sidewalks on Southern and 16th. Completion expected in July.

Anticipated Council Interaction: 2nd quarter – pushed back to 3rd quarter

Department Assigned: Public Works

11. Reconstruction of Ironwood – Lost Dutchman to McKellips - **COMPLETED**

Strategic Label: *Strong Infrastructure*

Description: Base reconstruction and asphalt paving.

Status: Roadway and bike lanes have been completed

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Public Works

12. Reconstruction of East Side of Main Drive – 1st Avenue to Broadway

Strategic Label: *Strong Infrastructure*

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

Status: Contractor mobilized 2/10/20 and we expect work will be completed in May.

Anticipated Council Interaction: 2nd quarter – pushed back to 3rd 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: Contractor mobilized 2/10/20 and we expect work will be completed in May.

Anticipated Council Interaction: 2nd quarter – pushed back to 3rd 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: Contractor having issues with utilities. Eastbound lanes have been milled. Contract completion is October, but we expect completion a few months earlier.

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 working on bid paperwork and logistics to release in February.

Anticipated Council Interaction: 2nd quarter – pushed back to 3rd 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 3rd 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: 4th Quarter

Department Assigned: Development Services

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

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 Permit be considered; Simplification and streamlining application process and review of related fees.

Status: Staff has completed analysis of the City's application process and renewal fees based on the license series. Staff has completed the license and renewal fees. The City's website has been updated with information and resource links to assist individuals through the process of the varying licenses. The next step is to finalize data and propose options for Council's consideration and direction to staff.

Anticipated Council Interaction: 3rd Quarter

Department Assigned: City Clerk

22. City Public Records Request Process Update - *FINALIZING*

Strategic Label: *World Class Governance*

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

Status: Staff has completed the on-line fillable form and allows for electronic submittal of the Public Record Request. The City Clerk web pages have been significantly updated and provide access to public record request forms from the Police Dept., Court, City Clerk and a link to Superstition Fire and Medical. Staff is in the process of moving to electronic fulfillment of public record requests if applicable.

Anticipated Council Interaction: 2nd quarter – pushed back to 3rd 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. NEW CHANGES are needed due to recent legislation and are currently under review.

Status: Staff is working with the city attorney to review and address the fees, legislative changes to business licensing, Food truck vendors, out of state sellers and inconsistencies within the chapter that arose during the implementation of the 2017 business license code changes.

Anticipated Council Interaction: 2nd quarter – pushed back to 4th 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: 4th 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: 4th 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: 3rd Quarter

Department Assigned: Development Services