

Action Brief

ACC Board of Directors

CONTACT	Aaron Baker, Executive Director
MEETING DATE	January 28, 2026
AGENDA ITEM	Upcoming Facilities Master Plan Process
RECOMMENDATION	Approve the Upcoming Facilities Master Plan Process

LINKAGE TO STRATEGIC PRIORITIES

- Operational Excellence - Manage community resources with care and pride
- Fiscal Stewardship - Maintain an assessment rate with low volatility

BUDGETARY IMPLICATIONS

Fiscal Impact	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Notes		

PREVIOUS BOARD ACTION/ACTIVITY

May 24, 2017	Proposed 2016-2017 FMP projects the Board moved to internally fund (i.e. ACC funds), design and build the pickleball, dog park, and base skate park expansion projects along with the Community Center renovation project; to direct staff to do further research and analysis and provide proposed project schedules and related recommendations, ideally by the July Board meeting, and to do the outreach necessary to survey the residents residing within 500 feet of the proposed Meridian dog park site.
July 27, 2022	Board approved 2021-2026 Facilities Master Plan Project Recommendations as presented.
November 19, 2025	A multi-phased 21-month process was discussed to bring back a draft for consideration to the January 2026 meeting.

ISSUE SUMMARY/DESCRIPTION

The current Facilities Master Plan (2021-2026) is nearing completion, making this the opportune time to develop the next FMP. This memo outlines a comprehensive 21-month process designed to incorporate lessons learned from previous planning cycles and ensure fiscally responsible, community-driven project selection.

Guiding Principles

- The ACC has very little undeveloped land available for projects. Proposals should look at re-purposing, redeveloping or maximizing existing improvements.
 - Identify underutilized spaces, outdated amenities or areas with overlapping functions that could be repurposed or redeveloped
- Proposals should either generate significant new operating revenue or drive down operating expenses.
 - New revenue through rentals, programs, memberships, events, etc.
 - Reduces ongoing operating costs through lowering maintenance, energy efficiency, etc.
 - Projects must demonstrate positive financial impact through new revenue generation or expense reduction to advance

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anthem

community council

Open Session Agenda Number 8C

- Proposals must include comprehensive financial analysis beyond initial capital costs, including operating and replacement costs.
 - Estimate of initial capital cost
 - Estimated annual operating and maintenance costs
 - Expected useful life
 - Long term cost benefit assessment
- The demographics of Anthem continue to evolve. Consequently, the ACC must consider all perspectives.
 - Robust community outreach to ascertain desired improvements
 - Use various feedback mechanisms to determine which segments of the community a project would benefit
- As Anthem's resources age, ensuring that improvements age well and remain relevant over time is critical.
 - Require durable materials, flexible layouts and design standards that align with maintenance capacity
 - Schedule periodic post construction evaluation to ensure continued relevance (5-year intervals)

In an effort to improve our FMP process, staff recommends engaging an independent consultant as part of the process to provide objective financial analysis and project evaluation. In the past, the ACC has approved projects based on incomplete cost estimates and insufficient financial analysis, resulting in commitments that did not align with our long-term goals. An outside expert would help us develop more accurate cost projections, rigorously assess financial viability, and ensure that only projects that squarely align with the Guiding Principles are presented to the ACC Board for consideration.

Phase I – Education Campaign

February 1 – June 1, 2026

A proactive education campaign to the community should result in a streamlined process for evaluating FMP proposals. This campaign will take place over several months and will establish expectations and provide information on the purpose of the project, the history of the FMP and previously considered projects, the ACC's progress on previously identified projects, the steps involved in the master plan process, funding mechanisms, the timeframe, how to propose projects, and how to weigh in on projects.

- Develop information sheets
- Summarize prior projects and show results
 - State guiding principles
 - Outline process
 - Explain funding sources – capital vs. operating expenses
 - Define approach – open, no bias
- Use all communication platforms to provide information to the Anthem community
- Create materials for launch at 3rd of July event
- Create a webpage

Phase II – Community Input

Kickoff at Third of July 2026 – Autumnfest 2026

Solicit projects from the community that align with the guiding principles.

- Collect community input via social media, email, speaking engagements, public meetings and other appropriate means
- Media outreach
- Who can submit
 - Community members
 - ACC staff
- Proposals should include the following
 - Overview of the project
 - Demonstration of adherence to guiding principles
 - Target group and number of people impacted
 - Initial Capital Cost
 - Operating costs and the impact on the Reserve Fund, including replacement costs.
 - Firm funding commitments from alternative funding sources (documented grants or pledges, not speculative funding)
 - Description/photos of potential site option(s) with land ownership information
 - Description of added value to community of the project
 - Explanation of why ACC should take on the project and not another entity (e.g., Maricopa County or City of Phoenix)
- Solicit volunteers to serve on a committee to evaluate FMP proposals
- Seek out a design firm to assist with Phase IV

Phase III – Preliminary Evaluation Period

November 2026 – January 2027

During this period, the FMP committee will meet and review the projects. Proponents will have an opportunity to present their proposals.

- The committee will grade projects based on a pre-established point system
- The projects deemed most viable will advance to future phases

Phase IV – Preliminary Board Consideration

February 2027 – March 2027

The Board will meet to consider the Committee recommendations and approved projects will proceed to the next phase

Phase V – Final Evaluation Period

April 2027 – July 2027

Once a list of the most viable projects has been developed by the committee and approved by the Board, the ACC will retain a design professional to help develop the project concept further. The design professional will develop the following:

- Conceptual drawings
- Project Pro Forma
 - Construction estimates
 - Operating estimates

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- Revenue estimates, if applicable
- Replacement costs
- Narrative discussing the project

Once these materials are developed, further public comment will be gathered on the identified projects.

The committee will then meet again and rank the projects based on community benefit.

Phase VI – Final Committee and Board Consideration

June 2027 – September 2027

- The Committee and Board will meet to discuss the outcome of the design professional's work.
- Additional community input may be sought.
- The Committee will meet and develop final recommendations
- The Board will meet to consider the Committee's recommendations and approve a project list

Timeline

While the 21-month timeline is substantial, this deliberate approach incorporates lessons from previous planning cycles and ensures thorough community engagement, accurate cost analysis, and financially sound project selection. Individual phases may be accelerated depending on community response and project complexity, making this a conservative estimate."

The extended timeline also allows the Enhancement Fund to accumulate additional resources, as annual transfers to operations have slowed fund growth in recent years. (See attached spreadsheet for details.)

SUGGESTED MOTION

I move to approve the Upcoming Facilities Master Plan Process

ATTACHMENTS

- Facilities Master Plan 2026 Key Dates One-Pager
- Enhancement Fees by Year