



# TOWN OF FAIRFAX

## STAFF REPORT

April 5, 2017

**TO:** Mayor and Town Council  
**FROM:** Garrett Toy, Town Manager *GT*  
**SUBJECT:** Approval of Town Council goals for 2017

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### RECOMMENDATION

Approve Town Council goals for 2017.

### DISCUSSION

On March 17, 2017, the Council conducted its annual retreat at the Women's Club to discuss Town Council goals, accomplishments, and Council protocols and policies. Attached is a list of Council goals for 2017, a list of 2016 Town accomplishments developed by the Council, and a list of Town accomplishments prepared by staff to supplement the Council's list. Staff will make recommendations regarding the implementation and funding of the Council's goals/priorities as part of the budget approval process.

### FISCAL IMPACT

None

### ATTACHMENTS

1. List of Council goals for 2017
2. List of Council and Town accomplishments in 2016

**COUNCIL GOALS 2017**  
**(Not in order of priority)**

- Regulate non-medical marijuana
- Take action on the Victory Village/Senior Housing project including new senior housing zone and dedication of open space
- Provide enhanced funding and support for senior and teen programming
- Repair/renovate 5 to 8 pedestrian trails and notify property owners of encroachments
- Replace/repair downtown sidewalks and increase incentives under the sidewalk grant program
- Develop a community “emergency preparedness handbook” with information on how to prepare for disasters, what to do in the event of a disaster, and evacuation maps including pedestrian trails.
- Complete design and begin the renovation of Parkade by 2018
- Begin the preliminary design for the seismic retrofit of the Pavilion
- Take action on the development of a detention basin at Sunnyside Nursery, green infrastructure, and other flood control measures.

## TOWN ACCOMPLISHMENTS DEVELOPED BY COUNCIL

Passage of Measure C Sales tax

Adopted Junior Second Unit ordinance

Adopted Medical Marijuana cultivation ordinance

Refinanced Pre-2013 Retirement Obligations using COP's

Installed permanent bike corral and temporary bike corral

Public Works performance during storm events

Refined the direction of the Town Center plan

Planning and legal analysis for the rezoning language required for Victory Village

Police use of social media and other media (Next Door) for communication

Efficiency and effectiveness of Town staff in providing services

Council establishing a culture of robust but civil debates

Ensuring movement toward implementing effective flood protection.

Renovated Claus Park with neighborhood assistance

Amended the Emergency Homeless Shelter Ordinance

Adopted the Low Flush Volume changes to Toilet Ordinance

Launched the MCE Deep Green Incentive Program

Approved rate decrease for MSS Service

Approved retrofit of 500+ streetlights to LED fixtures under the PGE turnkey program and on-bill financing

Pavilion Parking lot volunteer green infrastructure project

Adopted the 2016 updates to the Fire and Building Codes

Achieved General fund surplus

Survived the Oct. 1 Town Center workshop

## **TOWN ACCOMPLISHMENTS (Jan 2016 – March 2017)**

### **RECREATION AND COMMUNITY SERVICES**

- Implemented rotating art exhibit at the parkade parking lot. Each exhibit is up for three months.
- Selected new Artist-in-Resident, Stephanie Mohan, for a two year term. Staff will look at expanding the AIR program to include more artists and a wider range of art projects.
- Installed 3 new “age friendly” benches in the downtown area and one in Claus Circle,
- Honored volunteers at a volunteer recognition ceremony and luncheon as part of a volunteer incentive program.
- Continued to offer chipper day drop off service to Town residents at decentralized sites in the neighborhoods. Offered a total of 5 events in 2016, collected a total of 15 tons of vegetation debris, which was sent for recycling.
- Expanded summer camps to include specialized art camp, Spanish camp
- Expanded staff support to Volunteer Board for marketing and outreach
- Created and completed Community Assessment and Action Plan with Age Friendly Task Force
- Expanded senior recreation programming with wildly popular results

### **FINANCE**

- Adopted FY17 budget in July
  - Revised department structure to group recreation & public safety accounts
  - Absorbed Recreation fund into General Fund
  - Improved budget document presentation to add pictures
- Refunded 2006 GO Bonds August, 2015
  - Timing allowed Town to reduce interest rate to 2.5% on underlying revenue bonds
  - Saved taxpayers \$165,000 over remaining 11 years of bonds
- Refunded \$3.8M CalPERS sidefund and Pre 2013 UAL pension liability through lease agreement with Capital One
  - Reduced interest payments from 7.5% rate charged by CalPERS
  - Saving the Town \$600K over 20 years (\$200K in next five years)
- Passed Measure C – Sales Tax increase & extension in November
- Succeeded in avoiding TRAN borrowing for second year
- Prepared 12 months of timely financial statements
- Participated in preparations for resolving FLSA cash-in-lieu procedure
- Participated in preparations for resolving retiree medical benefit claim and procedures
- Participated in audit of FY 2015-16 financials
- Upgraded ADP payroll software

### **CAPITAL IMPROVEMENTS (PUBLIC WORKS)**

- Evaluated impacts on the Town regarding the new standards for Storm Water Pollution Prevention Program.
- Secured funding and issued bid for Bike Spine Completion (Class I Bike project); rebid scheduled for spring.
- Secure funding and installed new rapid flashing beacon system on SFD

- Approved agreement for design of Azalea Bridge
- Repaired Meadow Way bridge
- Completed Claus Circle park renovation project
- Repaired Pavilion Roof
- Reconstructed the Peri Park Stage
- Purchases and installed new trash/recycling stations in downtown
- Rebuilt compost/sand bins walls
- Repaired picnic tables damaged by the storm
- Emergency repairs for roads damaged by the storm and design started
- Debris removal and clean up from storm damage

#### ADMINISTRATION/PLANNING/POLICE

- Passage of Sales Tax Measure
- Negotiated Rate adjustment with MSS
- Conducted 2 CH-CC workshops with density bonus primer
- Conducted 2 Town Center Plan workshops
- Began hiring process to replace Planning and Building Services Director
- Prepared 10 adopted ordinances:
  - Adopting Emergency Homeless Shelter Standards
  - Adopting Junior Second Unit Regulations
  - Reducing the Effective Flush Volumes for Toilets from 1.6 to 1.28 gallons
  - Amending Street Trees and Shrubs code to clarify it is the responsibility of the adjacent property owner to maintain sidewalks
  - Regulating Medical Marijuana Cultivation
  - Amending Social Host Accountability code to add Controlled Substances
  - Adopting updated State Building and Fire Codes
  - Adopting ordinance (vote approved) to extend and increase the local sales tax rate from 1/2% to 3/4%
  - Extending the Prohibition on the Installation of SmartMeters
- Approved 39 resolutions
- Presented 11 proclamations and certificates of appreciation
- Responded to approx. 40 public records requests
- Implemented Cloud back-up for servers
- Conducted election (sales tax measure passed)
- Identified new location for bicycle pump track
- Replaced security/monitoring system for Town Hall
- Negotiated extension and increased fees for Town operated Dispatch Services
- Hired new police officer