

SPECIAL MEETING of the ROSS TOWN COUNCIL
THURSDAY, JANUARY 6, 2011

1. 8:30 A.M. Commencement.

Present: Mayor Chris Martin, Mayor Pro Tempore Carla Small, Council Member Rupert Russell, Council Member Rick Strauss. Absent: Council Member Scot Hunter.

2. Posting of Agenda.

Town Manager Gary Broad reported that the agenda was posted according to government code.

3. Open Time for Public Expression.

No one wished to speak during the open time.

4. Town Council, sitting as a Planning Commission, public hearing on proposed Zoning Ordinance No. 622 to amend the hillside lot development regulations. The amendment would add language to the Hillside Lot Ordinance to clarify the intent of the Council that the hillside lot floor area ratio formula applies only to lots with an average slope of 30% or greater. The Planning Commission will make a recommendation to the Town Council regarding Ordinance No. 622.

Senior Planner Elise Semonian recommended that the Town Council, sitting as Planning Commission, recommend that the Town Council adopt Ordinance No. 622 and that the Town Council introduce Ordinance No. 622 and consider adoption of the ordinance at the January 13, 2011 meeting.

Mayor Martin asked for a motion.

Council Member Strauss moved and Mayor Pro Tempore Small seconded, to recommend that the Town Council introduce Ordinance 622. Motion carried unanimously (Council Member Hunter absent).

5. Town Council introduction of Ordinance No. 622 to amend the hillside lot development regulations. The amendment would add language to the Hillside Lot Ordinance to clarify the intent of the Council that the hillside lot floor area ratio formula applies only to lots with an average slope of 30% or greater. (Semonian, 10 minutes)

Jared Polsky, architect, recommended that the Council adopt the proposed ordinance. Mr. Polsky suggested the Council explore revisions to the Town slope definition.

Mayor Martin asked for a motion.

Council Member Strauss moved and Mayor Pro Tempore Small seconded, to recommend that the Town Council introduce Ordinance 622. Motion carried unanimously (Council Member Hunter absent).

6. Town Council consideration/approval of plan and budget for reorganization of Town Hall offices to better serve the public and staff functions. The plan includes minor modifications to the entrance to Town Hall. The Council will consider/amend the FY2010-2011 budget to fund the remodel. (Strauss, 15 minutes)

Council member Strauss presented drawings of the proposed reorganization of Town Hall offices to better serve the public and staff functions. He indicated that the goal is to improve the facility to better serve the community and improve upon the interaction between staff and departments. He indicated he had received feedback from staff on the proposed revisions. The ideal was to have a common entrance into Town Hall where Planning and Building could be accessed easily by the public. He described the proposed floor plan and where the staff would be located. The biggest challenge was to minimize the change to the entrance of Town Hall. He explained the proposed entrance would be transparent with glass doors and brass fixtures. They considered other options but none had the transparent look that glass would have. Barbara Chambers will be working with staff to determine the best options for furniture for their offices. She is looking into built-ins which may have a savings on the budget. The budget for the project was prepared by contractor Chris Heney for \$74,300 but we made an adjustment to include carpeting costs. The total requested amount, including contingency, is \$87,000.

Town Manager Broad indicated that \$10,000 is currently allocated in the budget for minor clean up in the Building Department. The amendment to the budget would increase by \$72,000 for this expenditure. He indicated that roughly half would come out of Building Permit Excess Reserve and half from the Facilities Fund.

Mayor Martin inquired if the budget included the monitors or visual presentation work discussed previously for Council meetings. Town Manager Broad responded that Council had not made a formal decision on which way to proceed on that. He added that money for the project could be added now or later when the decision was made. Council member Strauss indicated that the matter should be brought back to the Council at a future meeting.

Mayor Pro Tempore Small stated that it was very important that all employees have a proper work space and the money that will be spent now on this project would serve us well for many years. She inquired about the anticipated start date of the project.

Council member Strauss indicated that the glass doors will need at least a six week lead time. He estimated the project could potentially start March 1st-15th but in the meantime, we could start moving file cabinets and cleaning up work areas.

Mayor Pro Tempore Small indicated that she would like to have an initial discussion of the live feeding, monitors, podium at the February Council meeting to have a better, clearer idea of the wiring needed. And then Marin Telecommunications can come and do a presentation.

She added that to minimize the chaos, it would be important that the contractor have a definitive plan and action for the offices so that the employees know exactly when their office will be worked on and can plan accordingly.

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Fire Chief Vallee indicated that once the budget approved, they will have a definitive time frame on the built-ins that they can then come up with a construction plan that would make sense. He stated that Barbara Chambers' idea was to have everything built and ready to go in the next 6-8 weeks.

The Council then stepped outside of Town Hall to view the entrance where the glass doors would go. They discussed the proposed new glassed-in entry.

Fire Chief Vallee stated that Ms. Chambers' next step is to meet again with each staff member to determine where their computer and lighting will be placed for wiring purposes. Mayor Martin inquired if Ms. Chambers had determined which existing furniture and file cabinets will be re-used. Fire Chief Vallee responded that she has had discussions with all of the staff regarding their needs, what would work and what needs to be replaced.

Fire Chief Vallee indicated that he visited Ms. Chambers' office to see the built-ins and found them to be simple and very elegant, and they did not appear cheap. He believed they would fit right in.

Council member Strauss indicated that they will try to match the wood of the counter tops to the existing wood. Transactions can be done at the counter and the gate can be locked after hours.

Fire Chief Vallee stated that Ms. Chambers is still looking into options for the counter/door.

Mayor Martin indicated that today the Council is going to approve a budget amendment as well as the plan presented. At the February meeting we will have this back on the agenda with a presentation on monitor and video wiring modifications that might be required in the future.

Town Manager Broad stated that we can invite the Community Media Center Executive Director to come and look at our space and give recommendations on the wiring including cost estimates sometime before the February meeting. Council member Strauss indicated he would like to participate in the meeting with Mayor Pro Tempore Small.

Mayor Martin asked for a motion.

Council Member Russell moved and Mayor Pro Tempore Small seconded, to approve the proposed budget amendment of \$87,000 for the reorganization of Town Hall offices and to allocate the additional costs to the Facilities and the Building Permit Excess Reserve Funds. Motion carried unanimously (Council Member Hunter absent).

7. Adjournment.

By order of Mayor Martin, the meeting adjourned at 10:00 a.m.

Christopher Martin, Mayor

ATTEST:

Gary Broad, Town Manager