

THE FRANK LLOYD WRIGHT CIVIC CENTER CONSERVANCY
Marin County Administrator's Office, Room 325
3501 Civic Center Drive, San Rafael, CA 94903

MEETING of August 27, 2014

DRAFT MINUTES

Civic Center Board of Supervisors Room 324A
Marin County Civic Center
San Rafael, California

Members Present: Joan Brown; Lynn Downey; Sandra Fawn; Cheryl Lentini; Annette Rose;
Supervisor Kathrin Sears; Mark Schatz; Suki Sennett

Others: David Speer, Janis West, County Administrator's Office (CAO); Pat Echols, Mike
Norton, David Vaughan, Department of Public Works (DPW);

1. **CALL TO ORDER:** Mark Schatz, Chair, called the meeting to order at 9:00 A.M.
2. **APPROVAL OF MINUTES FROM APRIL 23, 2014 REGULAR MEETING AND JULY 23, 2014 REGULAR MEETING:** Suki Sennett made and motion and Sandra Fawn seconded the motion to approve both sets of minutes as read.
3. **CASH/CREDIT KIOSK PROPOSAL UPDATE:** Keith Pepper announced the cash payments kiosk installed at the Child Support Services office (CDSS) in Novato June 30 has processed over 200 payments, approximating \$800,000. Cash, credit cards and ATM cards are accepted. The feedback from customers has been tremendous and has reduced the transaction time by about 50 percent. CDSS proposes to install it at the Civic Center in a convenient place for the public. Also of consideration is if other departments are interested in installing their applications for business such as property taxes, parking tickets, library fines, etc. Potential locations discussed:
 - Near Courtroom O offering court security
 - Near elevators on posts with electrical already installed
 - Consider back-up security
 - Should be in a covered area
 - Near the ATM on second floor-hours are a consideration
 - Old phone booths – not as visible and not ADA accessible
 - First floor near gates – not accessible due to stairs
 - Machine safety concern: it is bolted down and no incidents have occurred with current installed machines; no liability to the County if one did occur
 - Living wall across from administration gate entrance-allows for 24/7 access; possible electrical set-up issue
 - Outside Courts entrance near the new agenda posting
 - Near the bus stop, better lighting

Suggestions will be explored and will return with recommendations

4. CIVIC CENTER RECYCLING BIN MODIFICATIONS: Mike Norton presented some samples of recycle bins for the Civic Center as a result of the Grand Jury's report recommending improved recycling. Discussion:

- Bermuda Triple streamlined-allows for trash, bottles/cans, and paper
- Consideration of existing trash receptacles and their future use
- Terra Cotta options available?
- Consideration of three-hole cans: volume at the same rate? DPW Custodial staff will monitor frequently
- Recommend two halves and a circle bin
- Recommend three-hole cans-want to view more options

Mike will return with more options at a future meeting.

5. CIVIC CENTER SURPLUS FURNITURE INVENTORY SUMMARY: David Vaughan provided a summary of surplus furniture that is in storage. He noted many pieces are in decent condition with the exception of the long cabinets (also noted they were not made well). He also identified the colored chairs were made for specific departments: the blue are for Courts; beige are for the Library; and the brown are for the County in general. Discussion included:

- Contact the library regarding the children's library benches
- Consider providing sample pieces to view the furniture when conducting docent tours
- Recommend furniture not be allowed to leave Civic Center
- Recommend tagging or tracking the furniture; signage
- It is appreciated that this inventory is tracked

DPW will return at a future meeting to discuss further

6. REMINDER OF COMBINED MEETING WITH CULTURAL SERVICES

COMMISSION: David Speer reminded the board members of the joint meeting with Cultural Services September 24 at 10:30. The FLWCCC will meet 30 minutes prior at 10:00. The meeting will be held at the Marin Center in the Exhibit Hall.

7. UPDATE ON LEASE WITH U.S. POSTAL SERVICE AT 2 CIVIC CENTER

DRIVE: David Speer said the Board of Supervisors approved the lease with the post office on August 22, 2014. This will allow for a study to take place. The Conservancy should consider an RFP for the globe replacement. Sandra Fawn and Joan Brown volunteered as a subcommittee to define the scope of the study.

8. MEMBER ITEMS FOR UPDATES & FUTURE AGENDAS:

- A. Pat Echols introduced Patrick Zuroske, new Capital Planning and Project Manager in DPW.
- B. Book signing September 4 for Frank Lloyd Wright on the West Coast
- C. David Speer said he is reviewing the final draft of the application for World Heritage status.

9. OPEN TIME FOR PUBLIC ITEMS NOT ON THE AGENDA: None.

10. ADJOURNMENT: The meeting was adjourned at 10:00 a.m.