



MARIN COUNTY CIVIC CENTER CONSERVANCY

Marin County Administrator's Office, Suite 325
3501 Civic Center Drive, San Rafael, California 94903

REGULAR MEETING OF FEBRUARY 23, 2022 DRAFT MINUTES

Held at Marin County Civic Center, Suite 143D
San Rafael, California

Members Present: Joan Brown, Sandra Fawn, June Miller, Annette Rose, Supervisor Stephanie Moulton-Peters.

Staff: David Speer, Janis West, Jeff Wong, County Administrator's Office; David Vaughan, Department of Public Works; Lynda Roberts, Registrar of Voters, and Greg Hayes, Elections

1. CALL TO ORDER: Chair Sandra Fawn called the meeting to order at 9:15 AM
2. OPEN TIME FOR PUBLIC ITEMS NOT ON THE AGENDA:
 - A. Ron Ford, Judy Schreiber and Aurora Massahine spoke in favor of clean-up efforts and a floating island at the Civic Center campus lagoon to improve the water quality.
3. REVIEW AND APPROVAL OF MINUTES OF DECEMBER 15, 2021: Approval of December 15, 2021 minutes was moved and seconded and was approved unanimously.
4. UPDATE ON DEPARTMENT OF CULTURAL SERVICES PROGRAMS: Libby Garrison was unable to attend the meeting. David Speer shared her report in her absence.
 - A. Civic Center second floor wall displays are being updated
 - B. Names are being added to the images for identification
 - C. Ms. Garrison will be attending the FLW Building Conservancy conference in Chicago
 - D. Plans are underway for recognition of the Civic Center Administration building's 60th Anniversary
5. DISPLAY OF BERGER DOGHOUSE: David Vaughan
 - A. The donated Berger doghouse currently in the Civic Center Library will be relocated next to the exhibit in the cafeteria
 - Installation materials will match the wood
 - Cultural Services and the library's California Room will curate documents for the display
6. ROOM 232 RECORDER-COUNTY CLERK OFFICE LOBBY UPDATE:
 - A. Plans underway to combine two lobbies adjacent to each other to better serve the public
 - B. Using existing Herman Miller furniture
 - C. Counters will meet all ADA guidelines

- D. The expected completion date is May 2022
7. CIVIC CENTER MAIN DIRECTORY SIGNAGE: Jeff Wong
 - A. Subcommittee has agreed on changes to update signage for the three archways
 - B. Recommends updating the middle graphic, including Spanish text, using exact language and symbols
 - C. The project expense is less than budgeted, which might allow for two more directories connecting the Administration and Hall of Justice buildings
 - D. Next steps include parking lot signs and way finding (administration sign)
8. INSTALLATION OF ADDITIONAL BALLOT DROP BOX IN THE MIDDLE ARCHWAY: David Speer requested an urgency item from the Elections Department be added to the agenda
 - A. Elections staff plan to place an additional ballot box in the lobby of the Civic Center middle archway (Courts entrance) during election time
 - This is in addition to the drop boxes that are placed at north and south archways
 - Provides easier access for voters than going to the Elections Office
 - Convenient location for staff who process the ballots
 - Placed 30 days prior to the election
 - Center arch is a legal entrance to courts and provides appropriate disability access
 - Anchor will be placed in planter as already done in the hallway planter at Elections office
 - B. Placing the box outside the building was considered. Concerned with auto/bus traffic and pedestrian safety
 - C. Comments included streamlining the signage on the box, and suggest placement on other side of foliage near utility functions, bolted to drinking fountain
9. MEMBER ITEMS FOR UPDATES:
 - A. Fair Political Practices Commission Annual Statements (Form 700) due April 1
 - B. Next meeting will be held in Suite 324A
10. ADJOURNMENT: Chair Fawn adjourned the meeting at 9:59 AM