

## **RESOLUTION 2019-121**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO CITY COUNCIL APPROVING THE CONDITIONS OF ACCEPTANCE FOR A MEMORIAL BENCH DONATION REQUEST FROM THE SAN PABLO HISTORICAL AND MUSEUM SOCIETY FOR MS. AUDREY LASSEN**

WHEREAS, the City Council adopted Resolution 2017-188 on September 18, 2017, which authorized a New Policy for the Naming, Dedication and Sponsorship of City Facilities and Acceptance of Donations in order to establish a formal process and new policy criteria for the consideration of requests by business owners, organizations, property owners, or residents for the naming or renaming of City facilities and for acceptance of donations;

WHEREAS, the San Pablo Historical & Museum Society (SPHS) is a local non-profit 501 (c)(3) organization, which has an agreement with the City to operate the City's Alvarado Adobe Museum, Blume House and Bunk House for cultural and educational purposes at 13831 San Pablo Avenue pursuant to adopted Resolution 2017-159;

WHEREAS, on May 8, 2019, the City Manager received a memorial bench donation request from San Pablo Historical & Museum Society (SPHS) representatives in honor of long-term SPHS member, Ms. Audrey Lassen, who recently passed away to commemorate her years of volunteer service as Treasurer to the SPHS organization, and her efforts at assisting in the management, preservation and programming of the City's historical facilities, including the Alvarado Adobe, a state registered historical landmark;

WHEREAS, in accordance with City's Policy for the Naming, Dedication and Sponsorship of City Facilities and Acceptance of Donations via Resolution 2017-188, the City Manager reviewed the proposed memorial donation bench request as submitted on May 8, 2019 by SPHS representatives, and found the request meets the policy criteria of the adopted said policy under Section III., DONATIONS AND SPONSORSHIPS, Subparts A-C – Donation Procedure; as follows:

- SPHS proposes to construct and donate a memorial bench to be installed around the existing Cork Tree located between Bunk House and Blume House at San Pablo Civic Center; and
- SPHS intends to donate the memorial bench with a small commemorative plaque to be installed on memorial bench in honor of long-term SPHS member and treasurer, Audrey Lassen; and
- No City public funds are requested for the memorial bench donation; and
- No City support services needed other than Public Works Maintenance staff to oversee the coordination of installation of memorial bench with SPHS and volunteers and minimal ongoing maintenance; and

- Plans and specs and photo of location submitted to the City Manager's Office for review prior to construction; and
- Total Monetary Value of Donation: <\$500.00 (i.e. wood; hardware; plaque)

WHEREAS, in accordance with City's Policy for the Naming, Dedication and Sponsorship of City Facilities and Acceptance of Donations via Resolution 2017-188, following the City Manager's administrative review, the adopted policy calls for a review and recommendation from the Community Services Standing Committee, with final City Council approval with conditions of acceptance for donation to be adopted by Resolution; and

WHEREAS, on June 3, 2019, the Community Services Standing Committee (Cruz; Xavier) reviewed the request from the SPHS and findings from the City Manager's administrative review. Following discussion and review, the Community Services Standing Committee recommended adoption/approval on donation bench request from SPHS, with conditions of donation acceptance to be determined by City Manager, and recommended for approved under proposed City Council Resolution.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of San Pablo has reviewed memorial bench donation request received on May 8, 2019 from the SPHS, and authorizes the following conditions of acceptance as recommended by the City Manager, as follows:

1. City of San Pablo assumes ownership, control and maintenance of any donated property or item under conditions of acceptance as determined by the City.
2. City shall not be obligated to repair or replace any donated property or item that is damaged or destroyed for any reason.
3. The City Manager will designate appropriate City Department representative(s) to coordinate, oversee and schedule the construction and installation of donation memorial bench on or around City tree.
4. All volunteers designated by SPHS to construct and install said donated memorial bench shall sign waivers as required by the City's Risk Management Pool Authority to meet any City liability program requirements prior to installation of the donated memorial bench on City property.
5. No City public funds will be expended for construction and installation of memorial bench donation beyond the oversight discussed above.

BE IT FURTHER RESOLVED that the foregoing recitations are true and correct, and are included herein by reference as findings.

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ADOPTED this 15<sup>th</sup> day of July, 2019, by the following votes:

AYES:	COUNCILMEMBERS:	Pineda, Xavier, Pabon-Alvarado, Cruz and Kinney
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None

ATTEST:

APPROVED:

/s/ Patricia Ponce  
Patricia Ponce, City Clerk

/s/ Rich Kinney  
Rich Kinney, Mayor