

Legislation Text

File #: #19-294, Version: 1

PREPARED BY: MATT RODRIGUEZ

DATE OF MEETING: 07/15/19

SUBJECT:

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

CITY MANAGER RECOMMENDATION

Adopt Resolution

COMPLIANCE STATEMENTS

Major Policy Goal: Building A Healthy Community; 100.16 Historic Preservation Park for City owned historical facilities are adopted policy items under the FY 2019-21 Council Priority Workplan, effective March 1, 2019. Additionally, City Council adopted Resolution 2017-188 adopting a Policy for the Naming, Dedication and Sponsorship of City Facilities and Acceptance of Donations is in effect.

CEQA Compliance Statement

This is not a project as defined by CEQA

BACKGROUND

On September 18, 2017, the City Council adopted Resolution 2017-188 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 (see attachment).

San Pablo Historical & Museum Society Donation Request

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.

On May 8, 2019, the City Manager's Office received a formal request from the San Pablo Historical & Museum Society (SPHS) to donate a memorial bench 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.

City Manager Administrative Review

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 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 Cork Tree located between Bunk House and Blume House at the 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 any ongoing maintenance, which is expected to be minimal; and
- Plans and specs and photo of location submitted to the City Manager's Office for review prior to construction (see attachment); and
- Total Monetary Value of Donation: <\$500.00 (i.e. wood; hardware; plaque)

Approval Process for Donation Request

Following City Manager 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 donated to be adopted by Resolution.

Community Services Standing Committee Review

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 approval of the 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.

Conditions of Acceptance Recommended

Following Standing Committee review and action received on June 3, 2019, the City Manager has developed the following recommended conditions of acceptance to be memorialized in the proposed Resolution for formal adoption by the City Council, as follows:

- City of San Pablo assumes ownership, control and maintenance of any donated property or item under conditions of acceptance as determined by the City.
- City shall not be obligated to repair or replace any donated property or item that is damaged or destroyed for any reason.
- 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; and
- 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.

- No City public funds will be expended for construction and installation of the memorial bench donation beyond the staff oversight discussed above; and
- A City-issued building permit will not be required for this project.

FISCAL IMPACT

None associated with this action. No City funds are to be authorized for this action.

ATTACHMENT:

1. Adopted City Council Policy for the Naming, Dedication and Sponsorship of City Facilities and Acceptance of Donations (CC Resolution 2017-188)
2. May 8, 2019 SPHS Donation Request Packet with Photo and Specifications