



CITY OF SAN MATEO

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San Mateo CA 94403
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Agenda Report

Agenda Number: 11	Section Name: {{section.name}}	Account Number: 10-4679	File ID: {{item.tracking_number}}
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TO: City Council

FROM: Alex Khojikian, City Manager

PREPARED BY: Parks and Recreation Department

MEETING DATE: Dec. 4, 2023

SUBJECT:
Fallen Heroes Memorial Artwork Fabrication – Appropriation and Agreement

RECOMMENDATION:

Adopt a Resolution to authorize an appropriation in the amount of \$103,400 from the Art in Public Places Fund to the Parks and Recreation Capital Improvement Project Central Park Fund for the fabrication of the Fallen Heroes Memorial artwork and approve a purchase agreement with Thomas-Swan Sign Company, Inc., for custom fabricated signage in an amount not to exceed \$103,400; and authorize the Director of the Parks and Recreation to execute a purchase agreement in substantially the form presented.

BACKGROUND:

The City of San Mateo Municipal Code (23.60.030) states there is a fund known as the "Art in Public Places Fund" and that this fund shall be maintained by the City treasurer, and shall be used for the acquisition, installation, improvement, and maintenance of artwork to be displayed in the City, and the administration of the Art in Public Places Program.

The Parks and Recreation Department is constructing a Fallen Heroes Memorial at the direction of the City Council as part of the implementation of the Central Park Master Plan. Throughout the years, residents had been inquiring about where San Mateo has formal recognition for our fallen heroes and veterans. While there are six separate plaques scattered in Central Park recognizing veterans and service members, the City has no formal memorial. In response to community interest in 2015, Mayor Maureen Freschet recommended the creation of a memorial in Central Park to recognize all the City's Fallen Heroes, including public safety personnel. The San Mateo City Council unanimously agreed with the recommendation and directed that a Fallen Heroes Memorial be added to the Central Park Master Plan. An eleven-member steering committee, comprised of City Councilmembers, veterans, retired police and fire representatives, community members, and city staff was assembled to develop the memorial's concept.

The City contracted with RRM Design Group to develop a design concept for committee consideration. RRM returned with two concepts, including the Remembrance Poppy inspired by the national emblem of remembrance that was worn following World War I (Attachment 3). The Committee overwhelmingly chose the Remembrance Poppy which is the preferred design recommended to the Park and Recreation Commission. The City Council expressed unanimous support and approval for the design at its November 20, 2020, City Council Meeting, and later, at its May 17, 2021, meeting the Council appropriated \$50,000 for construction of the memorial and approved the Fallen Heroes Recognition Policy. The design consists of seven vertical stainless-steel columns, each containing a segment of the poppy that, when viewed from a certain angle, will unite to form a single image. Each column will represent a branch of the military and the San Mateo Police and Fire Departments with engraved names of those who died in service.

Per the Purchasing Policy, the department conducted a public solicitation for quotes for the fabrication of the artwork and Thomas - Swan Sign Company, Inc. was chosen based on price and execution of previous work examples of similar scale. Per Municipal Code Section 23.60.030, "Art In Public Places Fund," the department gained unanimous approval from the Civic Arts Committee, at their November 13, 2023 meeting, to approve \$94,000 plus a 10% contingency in the amount of

\$9,400 for a total of \$103,400 for the fabrication of the Fallen Heroes Memorial artwork. Staff recommends that City Council approve the appropriation of the funds and authorize the Director of Parks and Recreation to execute a purchase agreement with Thomas - Swan Sign Company, Inc. in substantially the form presented inclusive of a 10% contingency.

BUDGET IMPACT:

There is sufficient funding available for the budget appropriation. The current fund balance of the Art in Public Places Fund stands at \$999,946.84, with \$294,567 appropriated (and available) by the Civic Arts Committee. This action will result in a reduction of this balance by \$103,400.

ENVIRONMENTAL DETERMINATION:

This budget appropriation is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).) The Fallen Heroes Memorial sitework is categorically exempt from CEQA as an “existing facility,” because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use (CEQA Guidelines Section 15301) and because it consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. (CEQA Guidelines Section 15303.)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1- Proposed Resolution

Att 2 – Purchase Agreement Thomas – Swan Sign Company, Inc.

Att 3 - Remembrance Poppy Rendering

STAFF CONTACT

King Leong

kleong@cityofsanmateo.org

(650) 522-7542