



City Council Staff Report

Subject: Commemorative Tree and Bench Donation Policy Amendment

Date: September 26, 2023

Submitted By: Kevin Huntzinger, Director of Parks and Recreation

Department: Parks and Recreation

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Approving the Amended Commemorative Tree and Bench Donation Policy.

Background:

On December 14, 2021, Parks and Recreation staff presented the Commemorative Tree and Bench Donation Policy to the City Council, which was approved by Resolution No. 2021-240. Adopting the policy ensured the Parks and Recreation Department had the tools needed to provide the best service to the community as donation requests were received. Since the policy's approval, the Parks and Recreation Commission has approved several tree and bench donations, using the policy to guide their decisions.

After receiving feedback from applicants, the Parks and Recreation Commission, and the City Council, staff have determined that the Commemorative Tree and Bench Donation Policy needs to be amended. The changes to the policy will provide more flexibility to the applicant and provide staff additional support when considering the donation applications. The proposed changes to the policy are highlighted below:

1. All references to the Parks, Recreation and Arts Commission have been updated to the Parks and Recreation Commission.
2. Section II(2)(iii)
Line three of the plaque shall list one singular date or one of the four phrases below:
 - Native of Rocklin
 - Lifelong Rocklin Resident
 - Champion of the Community
 - Dedicated Rocklin Volunteer
3. Section IV(1) (Former Policy)
This section discussing the appeal process for the applicant has been removed.
4. The Parks and Recreation Commission will no longer consider and approve the

requested plaque language. They will continue to consider and approve the approximate location of all tree and bench donation applications.

Staff recommends that the City Council approve the amended Commemorative Tree and Bench Donation Policy, which is included as Attachment 2.

Fiscal Impact:

There is no direct fiscal impact from the staff recommendation.

ATTACHMENTS:

1. [Resolution](#)
2. [Amended Tree & Bench Policy](#)