



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

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**Submitted By:** Kelly Schmidt, Parks & Community Services Director

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**Parks & Recreation Commission Meeting Date:** November 2, 2020

**Agenda Item Wording:** Consider and recommend approval of the Parks and Community Services Park Bench/Tree Dedication and Donation Program.

**Agenda Item Requestor:** Kelly Schmidt/Eric Henlein

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**Summary/Background:** During the PRC meeting on October 5, 2020 and the subsequent City Council meeting of October 13, 2020 a request for donation of a memorial bench was presented and approved by both civic bodies. During the initial PRC meeting staff was asked to develop a formal program that would present the bench dedication/donation opportunity to the public but also formulate a way to manage it. Commissioner Henlein voiced concern that without a formal program the parks would be over-run with memorial benches and there would be no cohesion or process to manage future requests.

In response, staff reached out to neighboring cities with larger populations with veteran Parks and Recreation departments. Working from those successful programs, the Dripping Springs Parks and Community Services Dedication and Donation Program was created. Currently, the program is being presented as a management tool for Park Bench & Tree Dedication requests, but it will also serve as a general monetary & in-kind donation management mechanism, piggy-backing off of the existing donation form and agreement process.

**Staff Recommendation:** Recommend approval.

- Attachments:**
1. PRC Park Bench/Tree Dedication and Donation Program Brochure
  2. Staff Dedication & Donation Tracking Checklist
  3. Sample Donation Acknowledgement and appreciation letter
  4. Donation Recognition Certificate

**Next Steps/Schedule:** Place on November 11, 2020 City Council Meeting agenda for consideration.