

RESOLUTION NO. 308

A RESOLUTION OF THE CITY OF NEWCASTLE, WASHINGTON, RELATING TO THE ADOPTION OF A DONATION AND MEMORIAL POLICY FOR THE CITY.

WHEREAS, the City Council has directed the Parks Commission to review and develop a Donation and Memorial Policy for the City; and

WHEREAS, a Donation and Memorial Policy will give members of the community the opportunity to make donations within the park system, and allow for a coordinated and consistent program for soliciting and recognizing such contributions; and

WHEREAS, the City Council has reviewed the Parks Commission's proposed Donation and Memorial Policy and desires to adopt the same; NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF NEWCASTLE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

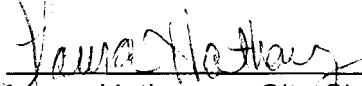
Section 1. Adoption. The City Council hereby adopts the City of Newcastle Donation and Memorial Policy, which is attached hereto as Exhibit 1 and incorporated by reference as if set forth in full.

ADOPTED BY THE CITY COUNCIL ON July 19, 2005.



John D. Duleich, Mayor

ATTEST:



Laura Hathaway, City Clerk

AUG 09 2005

City of Newcastle
Donation and Memorial Policy
Adopted: July 19, 2005 by Resolution No. 308

Purpose

The City of Newcastle provides the opportunity for the members of the community to make donations within the park system. In order to allow for a coordinated and consistent program for soliciting and recognizing contributions, we have established an introductory letter and the following guidelines.

The guidelines were developed based on research on the best practices of similar agencies, the needs and resource capabilities of the City of Newcastle and the desire for citizens to make monetary donations in remembrance of loved ones through specific lasting memorials.

Scope

The City of Newcastle donation guidelines allow for several types of opportunities including memorials. Citizens are encouraged to contact the Public Works Department to discuss ideas for locations of memorials. Final memorial locations will be dependant on the needs on the department and the planning process already underway.

Donations to the City of Newcastle may be tax deductible. (Please contact your tax advisor.)

Donations and memorials are accepted in the following categories:

Trees
Benches
Statues, Fountains, Plazas, Playscapes, Gardens, etc.
Donations to General Park Funds
Park Naming Opportunities

Naming of parks as a memorial may be submitted under the City of Newcastle Naming Policies.

Donation and memorial opportunities are outlined in detail below. For additional information, or to pursue a memorial donation, Please call the Public Works Department at 425.649.4444.

Tree donations

The City of Newcastle will accept living trees and monetary gifts allocated for the purchase of trees to be planted in designated locations in city parks. The following guidelines will apply:

- A limit of 10 trees will be planted each year.
 - Tree species must be approved by the Public Works Department. Trees may be purchased from a local nursery as long as they meet size and quality requirements as determined by city staff or their designee. Please make sure requests are approved prior to purchase of tree.
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- Tree caliper must be at least 2" for deciduous trees.
- Tree height must be at least 5' for evergreen trees.
- A small fee to cover the cost of planting and maintenance will be necessary in addition to the cost of the tree. Please see attached fee schedule for current pricing.
- In instances where trees do not survive, tree replacements will be provided if Parks staff planted the tree. Replacement trees may not be of the same variety as the original donation pending availability.
- Planting locations will be determined by city staff. The Public Works Department will try to honor special park location requests by the donor.
- Requests may be made any time of year and will be considered for the following spring or fall planting.
- Due to vandalism and maintenance concerns, plaques will not be permitted as part of the tree donation program.

Tree Replacement/ Future Planting Donations

Donors are encouraged to remember a loved one by replacing a tree that did not survive in the park system or by assisting the department with future plantings at locations determined by the city. A minimum donation of \$150 is requested. These donations will be used on an as needed basis, to replace and plant trees that will beautify the park system.

Tree Donation Process:

Please submit a letter to the Public Works Department and indicate whether you would like to purchase the tree from the department recommended nursery or from an outside source.

Staff will respond to your letter with information as to your available donation opportunities in your desired location or alternate locations.

Donations to the tree program and tree replacement/ future planting program will be recognized with a letter of appreciation from the City of Newcastle.

Staff will inform the donor of the scheduled planting time and location in order to offer an opportunity for the donor to be present during the planting. Families and friends are welcome to plan and conduct a dedication ceremony for persons being memorialized.

Benches and Other Park Amenity Donations

The City will accept donations for benches and other like scale park amenities. The following guidelines apply:

- All park amenities will be constructed of materials selected by the Public Works Department to meet design and maintenance considerations of The City of Newcastle.
- Prior to the beginning of each calendar year, staff will identify existing benches and other amenities to be replaced. Donors will be encouraged to support replacement amenities at these locations.
- Donors may make suggestions for particular locations; however, placement of park amenities in the park system must meet the master plan and requirements of the particular park. Final decisions will be determined by the Public Works Department.
- Gift contributions for benches and other amenities and memorials will be in the amount listed in the City of Newcastle fee schedule. The fee includes the cost of

the item, installation, a ten-year maintenance plan, and administrative costs of the program.

- Park amenities will be maintained for ten years in their original location. After ten years, the amenity may be removed or relocated pending redevelopment of the park site.
- The donor may also elect to have a small plaque included on the bench. The design, placement, and language must meet with requirements determined by city staff or their designee.

Benches and Other amenities Donation Process

Please submit a letter to the City Manager, or designee, outlining your donation request, including ideas as to location of the amenity or memorial. We encourage donors to consider placement of park amenities where an existing bench is scheduled to be replaced.

Staff will consider the request in conjunction with park construction and renovation plans. If the donation request falls within a current park site concept plan, approval of the Parks Commission may be required.

Due to the timing of park planning processes and the annual review of park amenity requests, the total process may take one year or more.

Donations to this program will be recognized with a letter of appreciation from the City of Newcastle.

Staff will inform the donor of the scheduled installation time and the location in order to offer an opportunity for the donor to be present during the installation. Families and friends are welcome to plan and conduct a dedication ceremony for persons being memorialized.

Statues, Fountains, Plazas, Gardens, etc...

Large physical scale donations are more difficult to accommodate. To the extent that projects of this nature are consistent with park planning already underway, they may be considered on a case-by-case basis. The city will maintain a list of specific projects that may be sponsored by a donor in memory or honor of others. Donors are welcome to contact the department to discuss additional ideas.

General Donations

General donations gifted will be acknowledged by the City of Newcastle with a letter of appreciation. Funds generated by these donations will be used to best meet current needs of the department as determined by the City Manger, or their designee. Alternatively, as stated above, the city will maintain a list of specific projects that may be sponsored by a donor.

City of Newcastle Donation Fee Schedule

The following is the fee schedule for donations to the Public Works Department. Specific information as to memorial donations can be found in the Donation Policy.

Tree Donations

Tree purchased as part of the city's tree replacement program	\$135
Administrative fee (covers planting and maintenance)	\$100
Tree purchased from other local nursery	Cost of tree and delivery
Administrative fee (covers planting and maintenance)	\$100

Bench Donations

Bench cost (varies based on site needs)	\$500 - \$1,000
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