

# RESOLUTION 2014-588 EXHIBIT 1

## **City of Newcastle Donation and Memorial Policy**

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### **PURPOSE**

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

The guidelines were developed based on research of the best practices used with 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.

### **APPROVAL PROCESS**

Donations are initially accepted and reviewed by the City Manager who may consider recommendations from the Community Development Director, the Community Activities Liaison, and the Community Activities Commission for the proposed donation and the "Donation Agreement." If the proposed donation has significant policy or fiscal impacts, the City Manager will make a recommendation to the City Council for a final decision.

### **SCOPE**

The City of Newcastle Donation Guidelines allow for several types of opportunities including memorials. Citizens are encouraged to contact the City Manager to discuss ideas for locations of memorials. Final memorial locations will be dependant on the needs of 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.**
- **General Donations**
- **Park Naming Opportunities**

Donation and memorial opportunities are outlined in detail below. For additional information, or to pursue a memorial donation, Please contact the City Manager 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:

- Tree species must be approved by the City staff. 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.
- 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 Donation Guidelines for current pricing.
- The Donation Guidelines are updated from time to time as prices change by the City to reflect the actual cost of common donations.
- In instances where trees do not survive, tree replacements will be provided if City 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 and 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.

### **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. 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 City Manager 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 City staff 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 City Manager.
- Gift contributions for benches and other amenities and memorials will be in the amount listed in the City of Newcastle Donation Guidelines. The donation amount includes the cost of the item, installation, a ten-year maintenance plan, and administrative costs of the program.
- Park amenities will be maintained for at least 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, 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 Community Activities 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 scale donations may be 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 Manager or his/her designee. Alternatively, as stated above, the city will maintain a list of specific projects that may be sponsored by a donor.

### **PARK NAMING OPPORTUNITIES**

Naming of parks as a memorial may be submitted pursuant to the most current Resolution regarding the naming of parks and recreation facilities.