



Parks Gifts & Memorials Catalog

12-15-05



City of Moses Lake
Parks & Recreation Department
P.O. Box 1579, 401 S. Balsam
Moses Lake, WA 98837
(509) 766-9240

Our Mission

The mission of the Moses Lake Parks & Recreation Department is to plan, develop and maintain safe recreational facilities and programs for the health, pleasure and educational use of the community and its visitors.



Policy for Accepting Gifts and Memorials

The beauty of our parks and the recreational opportunities that they offer have enriched the City of Moses Lake. The City of Moses Lake respects the desires of individuals to commemorate special events or the lives of loved ones; it also recognizes the desire of other community members who visit public places to not be burdened with a constant reminder of death. While gifts and memorials may enrich a park experience for park users, open space itself is a very precious commodity. The City of Moses Lake considers some open spaces in our parks as complete, offering an unrestricted setting to encounter a wide range of experiences. It is the responsibility of City of Moses Lake Parks & Recreation Department to preserve the open, tranquil quality of Moses Lake's parks. The goal of this policy is to ensure that the limited space available be used for park improvements that support the mission of the City of Moses Lake Parks & Recreation Department. Therefore, a thoughtful review process is provided to encourage gifts and donations that:

- Cover the total cost of a project.
- Are sensitive to all park users.
- Are sensitive to the design standards required for public spaces.
- Are sensitive to the long-term cost of maintenance and the distribution of maintenance money.

Any party wishing to locate a gift, memorial or tribute in a Moses Lake park should contact the City's Parks & Recreation Department for a consultation on the review and acceptance process.

Policy Objective

Any new gift or memorial will be expected to enhance a park without hindering the quality of the open space. This policy describes a process through which applicants are encouraged to work with City staff to determine how a gift or memorial can enhance the experience of park users as well as meet the needs of a donor. In order to preserve the general nature of open space, public parks and public realm, donors will be asked to broaden their search for an appropriate location by considering private property as well as public.

Requests to honor groups or organizations will be evaluated using the approval criteria established in this document. At their discretion, Parks & Recreation staff, and/or the Parks & Recreation Commission and City Council may consider additional factors in evaluating such requests. Potential donors to the City of Moses Lake parks system, as well as those wishing to honor the contributions of a particular organization, are encouraged to make park amenity donations through the City's *Parks Gifts and Memorials Catalog*.

This policy also provides a method for defining the total cost of a gift or memorial and establishes a method through which donors will be asked to include within their donation the cost of design review, project coordination, construction oversight and part of the cost of ongoing maintenance.

Placing wreaths, flowers, etc., at memorial sites will not be permitted without special permission from the Parks Superintendent, and will be limited to specific community ceremonies or events.




Review Process

As donations and memorials vary greatly in their impact on parks, the review process should be tailored according to the proposal's complexity. Criteria for the donation of typical park amenities, as identified in the *Parks Gifts and Memorials Catalog*:

- The Sponsor should meet with the Parks & Recreation Director at the earliest possible time to discuss the review process for the specific proposal.
- City staff considers land use requirements, legal requirements, park design issues, potential public concern, maintenance issues, and recreational issues.
- The proposal is reviewed against approval criteria included in this policy. The true cost of the proposal is estimated, if appropriate, at this stage of the proposal's development.
- The Parks Superintendent forwards a recommendation to the Parks & Recreation Director regarding the acceptance or denial of the park amenity.
- A letter will be sent to the donor informing them of the decision to approve or deny the amenity, giving instruction to the donor about the procedure to complete the project.

**REMEMBER: Your Donations to The
City of Moses Lake Are Tax Deductible.**

Gifts & Memorials

Item	Price Range
	<p>A number of our parks utilize fixed charcoal barbecues. Both masonry and steel units are used. As we continue to develop and improve existing green space, the need for additional units is constant.</p>
Barbecue	\$500 - \$1,000.
	<p>Benches are a popular fixture in our parks and along our growing trail system. We maintain several different styles that incorporate a variety of materials. Besides traditional wood benches, options include concrete, steel, and recycled plastics in a number of different colors and styles.</p>
Bench	\$500 - \$1,500.
	<p>Demand for bicycle racks continues to grow in our health conscious society. Several different styles of steel units are available in a variety of colors and shapes.</p>
Bicycle Rack	\$400 - \$1,000.
	<p>Multi-use seems to be the name of the game with many of our facilities. The demand is solid for portable bleacher units. Current designs favor aluminum construction.</p>
Bleacher	\$4,000 - \$20,000.



Drinking fountains are a popular item in all of our parks and facilities. There are a number of new designs, styles and colors available. Many existing locations could be enhanced with the installation of a new fountain.

Drinking Fountain

\$2,000 - 4,000.



Our existing picnic shelters continue to get plenty of use. With the intensity of our summers, most organized picnics prefer a fixed location with shade, tables, benches and sometimes even barbecues.

Picnic Shelter

\$5,000 - 20,000.



Picnic tables are one of the staples in most of our parks. We are using several different styles. Most are steel framed with replaceable wood planking. We are constantly asked to provide additional units in numerous locations.

Picnic Table

\$350 - \$900.



Playground equipment options are pretty much unlimited. Opportunities exist for new playground equipment in many community locations. There are some exciting new designs and choices in playground equipment.

Playground Equipment

\$5,000 - \$100,000.



We're proud of the trees and plant materials that flourish in our parks. The need for replacement or new materials is constant.

Trees & Plant Materials

\$300 - \$750.



Other Projects

We are always open to community suggestions regarding possible “non-traditional” projects. City staff will work closely with you and/or your organization to examine unique possibilities outside the normal scope of gifts and memorials. Don’t hesitate to contact the Parks & Recreation Director to discuss your ideas.

Neighborhood Self-Help Funding

Some of our larger projects have been accomplished with assistance from the City of Moses Lake’s “Neighborhood Self-Help” funding. With City Council authorization, local groups/organizations can be allocated project-funding assistance. Appropriate use of this funding requires that once completed, the final project must demonstrate a documented value of triple the amount of the original funding support. *(In essence the funding pays for “raw materials” and the collective assembly/construction/technical labors of the group provide the increase in completed value. The other option is for the group to donate adequate funding to the city that when combined with the city’s portion of funding the tripling in value is accomplished.)* The City of Moses Lake is currently limited to approximately \$34,000 per year in total combined Neighborhood Self-Help Fund support. This funding is authorized by RCW 35.21.278 *(Contracts with community service organizations for public improvements -- Limitations):*

- (1) Without regard to competitive bidding laws for public works, a county, city, town, school district, metropolitan park district, park and recreation district, or park and recreation service area may contract with a chamber of

commerce, a service organization, a community, youth, or athletic association, or other similar association located and providing service in the immediate neighborhood, for drawing design plans, making improvements to a park, school playground, or public square, installing equipment or artworks, or providing maintenance services for the facility as a community or neighborhood project, and may reimburse the contracting association its expense. The contracting association may use volunteers in the project and provide the volunteers with clothing or tools; meals or refreshments; accident/injury insurance coverage; and reimbursement of their expenses. The consideration to be received by the public entity through the value of the improvements, artworks, equipment, or maintenance shall have a value at least equal to three times that of the payment to the contracting association. All payments made by a public entity under the authority of this section for all such contracts in any one year shall not exceed twenty-five thousand dollars or two dollars per resident within the boundaries of the public entity, whichever is greater.

- (2) A county, city, town, school district, metropolitan park district, park and recreation district, or park and recreation service area may ratify an agreement, which qualifies under subsection (1) of this section and was made before June 9, 1988.





- Yes, please sign us up for participation in the Park Gifts & Memorial program.

We are interested in funding the following: _____

Name: _____

Organization: _____

Address: _____

Telephone: _____ E-Mail: _____

Your Signature & Today's Date

Please Return Completed Form to:
Moses Lake Parks & Recreation, P.O. Box 1579, Moses Lake, WA 98837