



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: December 4, 2023		Subject: Resolution No. 3094 Sole Source Selection – Friends of Trees	
		Staff Member: Kerry Rappold, Natural Resources Manager	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council adopt of the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Protect Wilsonville's environment and increase access to sustainable lifestyle choices.	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Authorize the sole source selection of Friends of Trees (FOT), over a three-year period covering FY 2023-2024 through Fiscal Year 2025-2026, to provide site preparation activities, planting and mulching events by community volunteers, neighborhood outreach, and follow-up maintenance completed by FOT staff and youth work crews.

EXECUTIVE SUMMARY:

Since 2002, the City of Wilsonville has partnered with Friends of Trees Green Space program on a wide variety of natural resource planting, restoration and maintenance activities. In 2019, Public Works started a partnership with the Neighborhood Trees program to improve the diversity and quality of Wilsonville’s street trees. In 2020, the City Council approved a three-year sole source selection of FOT. The authorization of a new multi-year agreement will provide Friends of Trees with the stability in planning for proper site preparation and setting the community revegetation and street tree planting efforts up for the highest degree of long-term success.

The City may sole-source procurements without competition when it is determined that one (1) of four (4) criteria outlined in ORS 279B.075 are met based on written findings. In this case two (2) of the criteria are met;

(2)(a) That the efficient utilization of existing goods requires acquiring compatible good or services.

Finding: As described in further detail below, Friends of Trees provides the City a unique combination of community involvement, improving the urban tree canopy, and restoring habitat. They bring an exceptional level of experience to organizing volunteers and successfully completing habitat improvement projects and growing the urban forest through planting street trees.

(2)(d) Other findings that support the conclusion that the goods or services are available from only one source.

Finding: Friends of Trees is the only organization that provides the capacity to effectively organize volunteers in the restoration and maintenance of the urban forest. They cover the gamut of planting events through long-term maintenance and monitoring.

Founded in 1989, Friends of Trees is a regional leader in improving the urban tree canopy and restoring sensitive natural areas through programs delivered by thousands of volunteers. Since their founding, Friends of Trees has planted more than 900,000 trees and native plants in over 100 neighborhoods in six counties across two states.

Friends of Trees offer two programs to improve the urban forest: Neighborhood Trees and Green Space. The Neighborhood Trees program grows the urban forest through planting street and yard trees. The Green Space program works in urban natural areas to restore and improve native habitats. These sylvan and community locations provide a vital resource for our urban invertebrates, birds, and mammals as well as an important area for humans to connect directly with nature. The Green Space program has improved habitat in Memorial Park, Tranquil Park, Water Treatment Plant Park and the Boeckman Creek Corridor, and the Neighborhood Trees program has added to the urban canopy in neighborhoods throughout the community.

EXPECTED RESULTS:

Selecting Friends of Trees will allow the City to continue an effective and beneficial partnership. Over the last twenty-one years, there have been thousands of volunteers involved in planting events and significant, long-term, improvement to Wilsonville’s native habitats and urban forest.

TIMELINE:

City Council to review the sole source selection of Friends of Trees on December 4, 2023. The sole source notice will be posted in the Daily Journal of Commerce (DJC) after Resolution No. 3094 is approved and before the agreement is signed with FOT.

CURRENT YEAR BUDGET IMPACTS:

Community Development and Public Works have planned for Friends of Trees during the Fiscal Year 23-24 budget cycle and funds are available to cover the fee of \$51,530. Community Development and Public Works will budget \$52,140 in FY 2024-0225 and \$52,440 in FY 2025-0226. The total cost of the three-years is \$156,110.

COMMUNITY INVOLVEMENT PROCESS:

Friends of Trees engages the community through various outreach activities, which includes door hangers, postcards, signage, tabling at events, and online recruitment tools.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Community residents are inspired to contribute to a healthy regional ecosystem by participating in the programs. Friends of Trees provide trained, volunteer Crew Leaders to manage the volunteers at planting and maintenance events and ensures the safety and well-being of participants in planting trees and plants.

ALTERNATIVES:

The City could choose not to partner with Friends of Trees, or only contract on a yearly basis for less than \$10,000, which would not be sufficient to maintain a partnership.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3094
 - A. Friends of Trees Scope of Work for FY 23-24 through FY 25-26