



# AGENDA

## ASTORIA CITY COUNCIL

October 3, 2016

7:00 p.m.

2<sup>nd</sup> Floor Council Chambers

1095 Duane Street · Astoria OR 97103

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **REPORTS OF COUNCILORS**

4. **CHANGES TO AGENDA**

5. **PRESENTATIONS**

- (a) Update on Construction of New Aerial Fire Truck

6. **CONSENT CALENDAR**

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the City Council requests to have any item considered separately. Members of the community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

- (a) City Council Minutes of 9/6/16  
(b) Finance Department Status Report  
(c) Fire Department Status Report  
(d) Spur 14 Waterline – Revised Contract Amendment for Construction Engineering Services (Public Works)  
(e) 16<sup>th</sup> Street CSO Separation Project – Payment Adjustment No. 6 (Public Works)  
(f) Authorization to Award Contract to ArborPro, Inc., for Tree Inventory and Condition Services in Astoria Parks and Open Spaces (Parks)

7. **REGULAR AGENDA ITEMS**

All agenda items are open for public comment following deliberation by the City Council. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

- (a) Liquor License Application from Michael Cameron-Lattek, doing business as Street 14 Café, Located at 1410 Commercial Street, for an Additional Privilege for an Off-Premises Sales License (Finance)  
(b) Ordinance Readopting Local Fuel Tax (2<sup>nd</sup> reading & adoption) (Finance)  
(c) Resolution Declaring a Vacancy for the Position of Councilor, Ward 2 (City Council)  
(d) Parklet Proposal (Community Development)

8. **NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)**

9. **EXECUTIVE SESSION**

- (a) ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees  
(b) ORS 192.660(2)(d) – Labor Negotiation Consultations

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE YUILL, CITY MANAGER'S OFFICE, 503-325-5824



# CITY OF ASTORIA

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September 29, 2016

## MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF OCTOBER 3, 2016

### PRESENTATIONS

**Item 5(a): Update on Construction of New Aerial Fire Truck**

Fire Chief Ted Ames will make a presentation regarding the status of construction of the new aerial fire truck.

### CONSENT CALENDAR

**Item 6(a): City Council Minutes**

The minutes of the City Council meeting of September 6, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

**Item 6(b): Finance Department Status Report**

Enclosed is a status report regarding Finance Department projects. This report is provided for information only.

**Item 6(c): Fire Department Status Report**

Enclosed is a status report regarding Fire Department projects. This report is provided for information only.

**Item 6(d): Spur 14 Waterline – Revised Contract Amendment for Construction Engineering Services (Public Works)**

CH2M Hill has been providing engineering design services for the Spur 14 Water Line Project. The project includes the installation of 700 feet of raw water pipe and associated flow measurement and control appurtenances. Upon completion, the project will provide better operational control over source water selection, better flow monitoring, reduce maintenance on existing pressure relief valves,



and should reduce the level of disinfection byproducts (DBP) in the City's treated water. This will also enhance the City's ability to stay in compliance with recent United States Environmental Protection Agency (USEPA) drinking water regulations. The construction contract was awarded to Big River Construction at the June 20, 2016 Council meeting, with the construction engineering services Contract Amendment #3 approved at the July 5, 2016 Council meeting. The fee schedule associated with Contract Amendment #3 contained an accounting error that resulted in an incorrect total. The correct total fee is \$61,323.20, not the \$55,374.66 identified in Contract Amendment #3. This results in a difference of \$5,948.54. Contract Amendment #4, which is attached, addresses this accounting error by increasing the compensation appropriately. Funding for the additional fee associated with construction services is proposed to come from the Public Work Improvement Fund. It is recommended that Council approve Contract Amendment #4 with CH2M Hill to correct the accounting error associated with Contract Amendment #3. The total additional compensation for Contract Amendment #4 is \$5,948.54.

**Item 6(e): 16<sup>th</sup> Street CSO Separation Project – Pay Adjustment No. 6 (Public Works)**

The 16<sup>th</sup> Street Combined Sewer Overflow (CSO) Separation project was awarded to Emery & Sons Construction Group (Emery) for the bid amount of \$5,483,180. Staff recommended and incorporated a standard 10% contingency to the budget for this project. The construction contingency of 10% is \$549,000. Pay adjustment No. 6, which is the final pay adjustment for this project, is in the amount of \$318,732.87 and includes a variety of changes that are itemized below:

<b>Item</b>	<b>Description</b>	<b>Cost</b>
1	Installation of green thermoplastic stripe for Fort Astoria	\$425.70
2	Pavement grinding	\$1,073.13
3	Additional required waterline testing	\$807.02
4	Reconstruct 16 <sup>th</sup> St from Duane to Exchange	\$2,572.50
5	Addition of waterline Field Loks	\$3,578.71
6	Reconnect chair wall tie-backs	\$2,789.34
7	Standby time for archaeological monitoring	\$543.13
8	Replace grates on existing catch basins	\$628.73
9	Reconciliation of bid items	\$304,897.11
10	Reconciliation of Change Order item 2.3 – add sidewalk	\$1,417.50
	<b>TOTAL</b>	<b>\$318,732.87</b>

The total amount that will be paid to Emery, including this pay adjustment, will be \$5,953,153.10. Following is a summary of pay adjustments to date:

Pay Adjustment	Total Amount	City Portion of Pay Adjustment	Contract Amount	Contingency Balance	Contingency Balance Percentage
			\$5,483,180.00	\$549,000.00	100%
1	\$7,535.00	\$7,535.00	\$5,490,715.00	\$541,465.00	99%
2	\$83,063.46	\$83,063.46	\$5,573,778.46	\$458,401.54	83%
3	\$2,757.86	\$0.00	\$5,576,536.32	\$458,401.54	83%
4	\$0.00	\$0.00	\$5,576,536.32	\$458,401.54	83%
5	\$59,301.41	\$10,301.41	\$5,635,837.73	\$448,100.13	82%
6	\$318,732.87	\$318,732.87	\$5,954,570.60	\$178,367.26	32%

Funds are available for this pay adjustment through IFA funding that includes \$525,000 grant and the balance is loan. It is recommended that the City Council authorize Pay Adjustment No. 6 for the 16<sup>th</sup> Street CSO Separation project in the amount of \$318,732.87.

**Item 6(f): Authorization to Award Contract to ArborPro, Inc., for Tree Inventory and Condition Services in Astoria Parks and Open Spaces (Parks)**

The City of Astoria's Parks and Recreation Department oversees 310 acres of park land and open space and maintains a wide variety of native and exotic tree species. In the past year the Parks and Recreation Department removed 14 trees and spent \$21,620 on pruning and/or removal of hazardous trees. When trees fall into a hazardous state they no longer provide the positive financial and environmental aspects of; cleaning the air we breathe, providing oxygen, preventing soil erosion, providing shade, increasing property values, reducing stress, and providing a habitat for wildlife. Contrary, trees that became hazardous or in a dead, diseased or dangerous state turn a park into a dangerous place to recreate and have caused damage to park amenities and to the property of neighboring property owners.

During the 2016-2017 Fiscal Year budget process, City Council allocated \$30,000 to inventory the trees managed by the Parks and Recreation Department. This inventory would develop an index of the type, condition, size, location, health, and potential hazards for all individual trees in the parks and open spaces managed by the Department. During the August 1, 2016 City Council meeting, Council authorized the Parks and Recreation Department to Request Proposals (RFP) for the Tree Inventory and Condition report. The Parks and Recreation Department solicited and received proposals for 30 days, ending on September 2, 2016. As identified in the RFP, proposals were evaluated and scored with equal weighting in each in the areas of; quality of proposal, methodology, vendor qualifications/references, and cost. Proposals were received from three companies with the following rankings and bids:

<u>Company</u>	<u>Review Committee Ranking</u>	<u>Bid</u>
ArborPro, Inc.	1st	\$27,000
Davey Resource Group	2 <sup>nd</sup>	\$28,586
Arbor Care, Inc.	3 <sup>rd</sup>	\$38,989

After evaluation of the three proposals, it was determined that ArborPro's proposal and price best suited the Park's Department's goals and would provide the most comprehensive services for this project. It is recommended that Council approve the tree inventory and condition survey contract with ArborPro, Inc., in the amount of \$27,000. There are funds allocated for this work in the Fiscal Year 2016-2017 Capital Improvement Fund.

## **REGULAR AGENDA ITEMS**

**Item 7(a): Liquor License Application from Michael Cameron-Lattek, doing business as Street 14 Café, Located at 1410 Commercial Street, for an Additional Privilege for an Off-Premises Sales License (Finance)**

A Liquor License Application has been filed by Michael Cameron-Lattek, doing business as Street 14 Café, Located at 1410 Commercial Street, Astoria. The application is for an Additional Privilege for an Off-Premises Sales License. The appropriate departments have reviewed the application and it is recommended that Council consider approval of the application.

**Item 7(b): Ordinance Readopting Local Fuel Tax (2<sup>nd</sup> reading & adoption) (Finance)**

This proposed ordinance received its first reading at the September 19, 2016 City Council meeting. Ordinance No. 07-02, which was adopted August 20, 2007, pertains to the provision for administration, enforcement and collection of three cents per gallon business license tax on motor vehicle fuel dealers. The use of tax revenue is for the construction, reconstruction, improvement, repair, maintenance, operation and use of City owned roads and streets within the City of Astoria, roads and streets for which the City is contractually or legally obligated to operate and maintain, or roads and streets for which the City has accepted responsibility under intergovernmental agreement. The City of Astoria and the City of Warrenton adopted three cents per gallon business license tax ordinances at the same time and both will sunset in 2017, unless re-adopted. Astoria and Warrenton desire to continue the road tax for road maintenance by readopting their respective ordinances. The City of Astoria has an Intergovernmental Agreement (IGA) with the Oregon Department of Transportation (ODOT) for the collection and administration of the City's fuel tax which was amended in May, 2016 to coincide with City of Warrenton's IGA ending September, 2016. Both Agreements have been extended through September 30, 2021. It is advantageous to have the ordinance renewal coincide with the timeline for the IGA with ODOT and early re-adoption by both Councils is being sought. City Attorney Henningsgaard prepared the attached re-adoption ordinance. It is recommended that the City Council hold the second reading and adopt the proposed ordinance re-adopting a motor vehicle fuel tax.

**Item 7(c): Resolution Declaring a Vacancy for the Position of Councilor, Ward 2 (City Council)**

Drew Herzig was elected to the position of Councilor Ward 2 for a four year term expiring on December 31, 2016. Mr. Herzig has submitted his resignation as

Councilor of Ward 2 effective September 13, 2016. Pursuant to Astoria City Charter Sections 4.8 and 4.9, the Astoria City Council may appoint an individual to the position or declare that a vacancy exists in the position of Councilor, Ward 2 and that said vacancy will be filled at the next available election, November 8, 2016. It is recommended that Council either determine to make an appointment or consider the attached resolution stating the vacancy will be filled at the next available election, November 8, 2016.

**Item 7(d): Parklet Proposal (Community Development)**

On August 3, 2015, Council unanimously approved the launch of the Parklet Pilot Program. City staff has received an application from a business owner regarding the potential of a “parklet” to be located within a designated, on street parking space in downtown Astoria. The application and supporting documents are attached. A parklet will facilitate the use of public space for small, outdoor, commercial spaces in the street rights of way adjacent to storefront locations. In many cities that permit this activity, the street becomes an activated and inviting community space. In downtowns or older commercial areas where public space might be underutilized, parklets are an urban design tool to provide more outdoor seating, landscaping, and to inject more activity into the streetscape. Since parklets involve the private use of a public right of way, City staff (including ADHDA) has drawn on work done in other cities, including Sacramento and Portland, to develop and adapt several policies which were adopted by Council August 3, 2015. The ADHDA Executive Director and Board President reviewed the revised proposal and reiterated their support. As a reminder, once a property owner proposes a parklet project, staff would review the project and then present the proposal with a recommendation to the City Council for final approval. It is recommended that Council approve the proposed parklet with the conditions contained in the memorandum.

**EXECUTIVE SESSION**

**Item 9(a): ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees**

The City Council will meet in executive session to discuss a performance evaluation.

**Item 9(b): ORS 192.660(2)(d) – Labor Negotiation Consultations**

The City Council will meet in executive session to consult with members of its labor contract negotiating team.

A regular meeting of the Astoria Common Council was held at the above place at the hour of 7:00 pm.

Councilors Present: Nemlowill, Herzig, Warr, Price, Mayor LaMear

Councilors Excused: None

Staff Present: City Manager Estes, Community Development Director Cronin, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Ames, Police Chief Johnston, and Public Works Director Cook. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

## REPORTS OF COUNCILORS

**Item 3(a): Councilor Nemlowill** reported that this would be Councilor Herzig's last meeting. When she was on the Planning Commission, Councilor Herzig encouraged her to run for City Council. He had said being a Councilor would not be more work than being president of the Planning Commission. This has not been her experience, but she appreciated his support and their mutual interest in democracy. Councilor Herzig ruffled some feathers, but she always got along well with him. She appreciated that he was a good politician who stayed informed by attending meetings and listening to the people without hardening himself too much. This is a difficult position that requires one to harden themselves at times because Councilors can get attacked and people can say nasty things. Councilor Herzig allowed himself to be vulnerable and she would miss him and Charlie.

**Item 3(b): Councilor Herzig** thanked Councilor Nemlowill for understanding their shared belief in democracy. It meant a lot that he played a part in getting her on City Council. He reported that he attended Coffee with a Cop at the Blue Scorcher, which is a noisy and crowded venue; however, he was able to sit with Astoria's newest police officer, Officer Kevin Berry. Officer Berry is optimistic, idealistic, and believes in calling out any culture of corruption. It was wonderful to hear his enthusiasm. The entire table agreed that the best model for community policing is Officer Kenneth Hanson. The event needs more publicity because it is definitely worth attending. The Fire Department's open house was also a great event. Chief Ames has done great work and his staff and volunteers are very dedicated. The annual events are a great opportunity to let the Fire and Police Departments know they are heroes. Being on City Council has allowed him to learn how much the Coast Guard does for the country and the community. They save lives and save the environment on a daily basis and they are the most unsung branch of the armed services. It has been a privilege to learn more about the Coast Guard.

**Item 3(c): Councilor Price** reported that Tom Brownson was present. Mr. Brownson is the only candidate for Ward 2, which is Councilor Herzig's seat. She looked forward to serving with him over the next few years. She thanked Staff for the department reports, Item 6(d) on the Consent Calendar. The reports indicate an urgent need for staff in all departments. Finding the ability to hire additional staff will be very difficult and she hoped Council would address efforts to resolve the issue. The workload that Council is putting on various departments is not sustainable. She said she had deep respect for Councilor Herzig's advocacy of the safety, security, and respect for everyone. She wished him and Charlie the best.

**Item 3(d): Councilor Warr** thanked Councilor Herzig for his service and complemented him for his efforts on City Council. He and Councilor Herzig did not always agree, but Councilor Herzig worked hard at everything he did. He wished Councilor Herzig and Charlie the best future.

**Item 3(e): Mayor LaMear** said Councilor Herzig's work on the diversity committee has been commendable. Every few weeks, there was a new program on diversity in the community. It was great to be reminded of all the different people in Astoria. She appreciated all of his efforts, including his work with the homeless. The warming center would not exist without Councilor Herzig, Charlie, and several others in the community. She wished them well.

## CHANGES TO AGENDA

City Manager Estes requested the removal of Consent Agenda Item 6(k) so that Staff could make some revisions. Mayor LaMear requested that Consent Agenda Item 6(i) be removed until City Attorney Henningsgaard could be present. The agenda was approved with changes.

## PROCLAMATIONS

### Item 5(a): Constitution Week

Mayor LaMear read the proclamation declaring September 17 through 23, 2016 as Constitution Week.

## CONSENT CALENDAR

The following items were presented on the Consent Calendar:

- 6(a) City Council Minutes of 8/1/16
- 6(b) City Council Minutes of 8/15/16
- 6(c) Boards and Commission Minutes
  - (1) Historic Landmarks Commission Meeting of 6/21/16
- 6(d) Department Project Status Reports
  - (1) Community Development
  - (2) Parks and Recreation**
  - (3) Police Department
  - (4) Public Works
- 6(e) Fiscal Year 2016-17 Dispatch Service Agreements (Police)
- 6(f) Authorize Solid Waste Engineering Consultant Services for Former Astoria Landfill (Public Works)
- 6(g) Authorize Landfill Notice of Real Property (Public Works)
- 6(h) Authorize Recology Lease Amendment (Public Works)
- ~~6(i) Agreement for City Attorney Legal Services (City Council)~~
- 6(j) 7th and Astor Streets Sanitary Sewer Improvement Project – Contract For Design Services (Public Works)
- ~~6(k) Authorization to Approve Intergovernmental Agreement (IGA) with Oregon Department of Transportation (ODOT) for 33rd Street and Highway 30 Street Lights (Public Works)~~
- 6(l) Authorization to Lease Plotter-Copier-Scanner (Public Works)
- 6(m) Authorization to Award Contract to Associated Cleaning Services, Inc., for Custodial Services at Tourist Related Sites (Parks)

Items 6(i) and 6(k) were removed during Item 4 Changes to the Agenda. Councilor Nemlowill requested Item 6(d)(2) be removed for further discussion.

**City Council Action:** Motion made by Councilor Warr, seconded by Councilor Price, to approve Items 6(a), (b), (c), (d)(1), (d)(3), (d)(4), (e), (f), (g), (h), (j), (l) and (m) on the Consent Calendar. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

### Item 6(d)(2) Parks and Recreation Department Project Status Report

Councilor Nemlowill stated the report indicated two employees no longer worked for the department. She wanted to know when those positions would be filled. City Council received a letter with specific complaints about the state of the Aquatic Center and she has heard verbal feedback on the issues. She has also heard a lot of positive feedback about the Aquatic Center, but staffing or the aquatic center is a top priority in the Parks and Recreation Master Plan. She was concerned about the positions and the resources put into managing the Aquatic Center. She also noted that the Chip-In program is great and wanted to know if the program coordinator position would be filled.

Director Cosby said former Chip-In coordinator Melissa Keyser began working full time for Cannon Beach, so Grounds Coordinator Randy Bohrer took over the program because his job description includes volunteer duties. She found some efficiencies in combing the two roles because the Grounds Coordinator must be present at

Chip-In events to help run power tools. It will be easier on the budget to continue allowing the Grounds Coordinator to manage the Chip-In program so the Chip-In coordinator position will not be filled.

Councilor Nemlowill said she was surprised that the maintenance staff had to take on the Chip-In program because they are already so overburdened. Director Cosby said the situation is not ideal and she would love to fill the position. However, funds have not been budgeted to do so. City Manager Estes explained that funds budgeted for the current fiscal year will not provide enough financial support to maintain facilities at the same level as in prior years, even with the increases in the budget. Director Cosby is working on a presentation that will be presented to City Council in October. Information in the presentation will allow City Council to consider options for addressing priorities within the Parks Department and consider opportunities identified in the Parks Master Plan for addition funds. Staff understands the Aquatic Center is one of the facilities that the community strongly supports and they are looking for opportunities. He believed the position at the Aquatic Center would be posted within the next month.

Councilor Herzig said every department needs staffing. The Parks Department is one of the most stretched departments in Astoria. Director Cosby has tried, but it is difficult to hire people when better paying jobs are becoming more readily available in Clatsop County. The Interim Library Manager did not provide a report and he understood the library was severely understaffed and underfunded as well. Staff is waiting for a Library Director to be hired before staffing issues will be addressed. All of the departments are struggling and are making do with very little. It is amazing what still gets accomplished. City Manager Estes said he hoped people would begin to take notice of some of the parks. Now that the City has contracted with Greensmith Landscaping, work has begun on the most visited park facilities. The visual impact to these areas has been positive. Parks maintenance staff has been working with Greensmith over the last few weeks to get some of the work completed. Director Cosby confirmed for Councilor Herzig that Parks staff was responsible for clearing out the area at the bottom of the pigeon steps.

Councilor Price said City Council would receive a quarterly financial report in October. She asked if a work session could be scheduled in October or November to discuss budget issues and priorities. Public Works cannot even do planning right now and the new Library Director will ask Council for a lot. A City cannot get grants for personnel and she believed the issues should be discussed.

Mayor LaMear directed City Manager Estes to schedule a work session or special meeting to discuss staffing. Every department needs more staff and City Council will have to make some difficult decisions. City Manager Estes confirmed he would find an available date in October.

**City Council Action:** Motion made by Councilor Nemlowill, seconded by Councilor Price, to approve Item 6(d)(2) on the Consent Calendar. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

## REGULAR AGENDA ITEMS

**Item 7(a): Ordinance Approving the Assignment of Non-Exclusive Telecommunication Franchise from CoastCom, Inc. to Astound Broadband, LLC (Finance) (2<sup>nd</sup> Reading and Adoption)**

This proposed ordinance received its first reading at the August 15, 2016 City Council meeting. Ordinance 16-03 was approved March 21, 2016, granting a franchise to CoastCom, Inc., for operation of telecommunications facilities within City rights-of-way. The ordinance:

- Requires COASTCOM, INC. to pay a fee to the City equal to 7.0 percent of the gross revenue earned within the City
- Provides procedures for amendment and renewal of the franchise.
- Imposes certain reporting requirements.

Astound Broadband, LLC has entered into a purchase agreement with CoastCom, Inc. to acquire the assets and operation of CoastCom, Inc. Matt Updenkelder, Vice President of Operations for CoastCom, Inc. has requested City Council consider assignment of the CoastCom franchise to Astound Broadband, LLC. Included in this



packet is an Ordinance approving the assignment of a non-exclusive telecommunication franchise. The documents have been reviewed and approved as to form by City Attorney Henningsgaard. It is recommended that Council conduct the second reading and adopt the proposed ordinance.

Director Brooks conducted the second reading of the ordinance.

**City Council Action:** Motion made by Councilor Nemlowill, seconded by Councilor Price, to adopt Ordinance 16-03 approving the assignment of Non-Exclusive Telecommunication Franchise from CoastCom, Inc. to Astound Broadband, LLC. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

**Item 7(b): Parking and Visitor Information Agreement with Astoria Downtown Historic District Association (ADHDA) (Police)**

During the budget hearings for Fiscal Year Ending June 30, 2017, staff presented a concept of providing a new service of contracting downtown parking enforcement to the Astoria Downtown Historic District Association (ADHDA). As a part of their duties, the ADHDA parking officer would also provide information services to visitors. Because of both encouraging turnover in downtown parking spaces and providing visitor information, this program can be funded from the Promote Astoria Fund. Staff has negotiated a contract that is acceptable to both staff and the ADHDA. The contract provides \$22,000 to the ADHDA to provide both services. Administration of the program is left to the ADHDA. Any parking violations written by the ADHDA employee would be filed in Astoria Municipal Court and any fine proceeds retained by the City. The City will provide citations and uniforms to the ADHDA employee. ADHDA will be required to submit annual reports. The ADHDA Board has approved the agreement and is ready to sign the agreement. The \$22,000 is included as a line item in the Promote Astoria Fund. The document has been reviewed and approved as to form by City Attorney Henningsgaard. It is recommended that Council authorize execution of the contract and approve the expenditure of the funds from the Promote Astoria Fund.

Councilor Price said she had only seen one negative comment about this agreement on social media. The comment indicated that a business owner could take this job and give tickets to people parked in front of their business without giving tickets to people parked in front of other businesses. Chief Johnston responded there were several flaws with that concept. One, the ADHDA is required to perform and provide accounting for their performance. Two, the ADHDA is not the only entity with enforcement authority in the area. The Police Department could still enforce parking regulations in the downtown area. Additionally, several ethics laws would be violated in the situation as described by Councilor Price.

Councilor Nemlowill asked why the Police Department was working with the ADHDA on parking services. Chief Johnston explained that the Police Department is required by the FBI to conduct background checks and security train any employees with unrestricted access to the department. After recruiting, the two chosen candidates were unable to get past the background check process. While these candidates were appropriate for the job, FBI standards deemed them ineligible for unrestricted access to the Police Department building. Cannon Beach and Albany are sharing responsibilities with their downtown association or chamber of commerce. No one is more motivated to turn over parking downtown and provide information to tourists than the ADHDA.

Councilor Nemlowill said she supported this concept throughout the budget process. Downtown Astoria desperately needs parking enforcement and the businesses can really feel the effects of not having enforcement right now. It is increasingly difficult for customers to find places to park, but she was concerned about how sustainable this arrangement would be. This position is not being offset by taking funds away from the Police Department and there is increasing debate about how to use Promote Astoria Funds. Chief Johnston stated this position has been budgeted for in the General Fund and has remained sustainable for quite some time. City Manager Estes added that future projections for the Promote Astoria Fund include a healthy stream of revenues. Sustainability will depend on the priorities identified during the next budget cycle. He believed there would be enough funds for this contract, but there may not be enough funds for other projects. This model provides an overall benefit to the City of Astoria. If the City did not pay for this position using this model, the staffing costs would impact the General Fund. Currently, Staff believes this model can continue as long as City Council makes the position a priority.

Councilor Nemlowill said she appreciated the ADHDA and she hoped the arrangement worked.

Councilor Herzig asked if the City could legally authorize a civilian to issue parking citations. Chief Johnston said yes, an Ordinance allows the City Manager to appoint three levels of enforcement authority. Staff anticipates presenting Council with a Code change to make some minor changes, but the City Attorney did not anticipate any problems with the existing laws. He confirmed the ADHDA would hire a parking attendant who would be deputized by the City Manger to have enforcement authority.

Councilor Herzig said if the City is going to have civilians issuing citations, the public needs to know they are authorized to do so. Chief Johnston said the Police Department would provide uniforms and the contract states only people wearing uniforms can write citations.

**City Council Action:** Motion made by Councilor Price, seconded by Councilor Nemlowill to authorize execution of a service contract with Astoria Downtown Historic District Association and approve the expenditure of \$22,000 from the Promote Astoria Fund. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

### **NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)**

Sylvia Davis, 2775 Steam Whistle Way, Astoria, thanked Councilor Herzig and Charlie for their work in the community.

Tom Duncan, 511 Jerome, Astoria, also thanked Councilor Herzig and Charlie.

Chris Farrar, 3023 Harrison Avenue, Astoria, said Councilor Herzig has moved a lot of people to participate in the local government. Councilor Herzig has inspired him to voice his perspective, which he appreciates. He will also miss Charlie's art.

Doris Swenson, 2252 SE Salal Loop, Warrenton, said she appreciated Councilor Herzig. She first knew Councilor Herzig as a dance instructor, who taught her and her husband to work hard and expand their strengths. She is the Astoria Senior Center's ambassador to the Chamber of Commerce. Councilor Herzig fought hard for many things at the Senior Center. He also started the Astoria Warming Center and worked with the Lower Columbia Diversity Project. She has learned so much from knowing Councilor Herzig and he broadened her horizon by helping her learn. She believed Councilor Herzig ran into brick walls many times, but he never gave up. He always had a vision for a greater Astoria in many areas of the community. Councilor Herzig also has a beautiful singing voice. Councilor Herzig and Charlie will be missed.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:43 pm to convene the Astoria Development Commission meeting.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
City Manager



# CITY OF ASTORIA

Founded 1811 • Incorporated 1856

September 23, 2016

## MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: FINANCE AND ADMINISTRATIVE SERVICES STATUS REPORT

The following summaries related to Finance and Administrative Services projects and activities for the current year.

### **OPENGOV**

- Director Brooks and Financial Analyst Snyder have been able to upload and verify historical data and current information to the OpenGov platform. The process began as uploading and verifying five years of data and the database of accounts. Once we went back past three years we realized comparability of data was not as meaningful for Parks and Recreation because of splitting out information to a new fund. Several challenges have created additional reconciling steps for us but we are ready to roll out training for Department Heads first and then we will organize training for Council. We continue to develop reporting formats and specific queries or “views” for internal and external reporting.
- Financial Report Manager Puckett received training regarding data uploads to OpenGov after month-end processes have been completed.

### **COMMUNITY GRANT APPLICATIONS**

- In anticipation of the budget cycle and grant process FY 16-17, the Service Organization and Arts & Cultural funding applications were updated, posted to our website and notifications were sent electronically to former applicants and the media by February 2, 2016.
- Mid-year reports were received and were included with copies of new applications. Binders were prepared for subcommittee review to make recommendations.
- Integrated with the distributions FY 16-17 was requested feedback to each agency, from the subcommittee, regarding additional information which may enhance future applications and acknowledgement of items in application which enhanced committee member understanding and the distribution outcome for the applicant. Additional information was provided regarding leveraging and matching funds to all applicants to provide better information regarding these sources in future applications.

### **AUDIT AND FINANCIAL STATEMENT PREPARATION**

- A request for proposals (RFP) process for Audit Services was approved by Council on January 4, 2016 and the solicitation process began late January. Merina & Company, LLC was chosen as the successful firm to provide financial statement audit services.
- Initial fieldwork began the week of July 18 and final field work is scheduled for the week of October 17. Preliminary closure of Fiscal Year 2015-2016 information was conducted by City staff in August with preparation of year end accruals taking place through September.

- Staff have begun training related to upcoming Generally Accepted Standards Board (GASB) 45 changes which are related to Other Postemployment Benefits (OPEB). OPEB postemployment benefits include healthcare and life insurance. GASB establishes standards for the measurement, recognition and display of OPEB expense/expenditures and related liabilities, note disclosures and supplementary information in financial reports.  
The audited Financial Statements for FYE June 30, 2015 initially scheduled for completion by December 31, 2015, were received in May, 2016. All agency filings related to these statements were completed shortly after the audited statements were received. Management letters generally document deficiencies in internal control or other areas which may be improved that are identified during the audit. A management letter is used to communicate deficiencies and suggested improvements to those in charge. Pauly Rogers & Company did not issue a management letter for the FYE June 30, 2015 audit.
- Initiated request for valuation of donated DeMuro lots. Property has been held as an investment to provide funding for Heritage Square upon sale and therefore Fair Market Valuation must be determined fiscal year ending June 30, 2015 presentation in compliance with new GASB 72 pronouncement. Public Works Department is currently awaiting an appraisal report which should be complete by end of September, 2016.

## **FINANCE DEPARTMENT**

- Director Brooks reviewed a variety of financial processes to enhance understanding of the various processes which comprise the City's financial framework. Staff have been working with Springbrook to enhance the work flow aspects of purchase order approvals and implemented training for users to ensure recognition of encumbrances, as contracts are approved and initiated.
- Review of systems and processes has enhanced procedures for payroll and benefit review.
- Finance took over administrative (sales) functions of Oceanview Cemetery in August. Training through the City's GIS vendor is anticipated by mid-October to continue to update the cemetery online plot locator.
- Finance staff have worked with Parks staff enabling a new credit card processing company, ETS, in coordination with the launch of RecTrac. Finance and Parks staff continue to work through Automated Clearing House (ACH) transaction processes related to online transactions and monthly payments set up through RecTrac. All credit card machines were fully implemented by mid-September by iFocus. Finance has enhanced ability to track credit card transactions and reprint receipts through web based software provided by vender ETS.
- Finance staff began utilizing RecTrac software in July and has developed standardized reporting for the review, input, transaction tracing and deposit reconciliation.
- Director Brooks is working with Spyglass, LLC on the telecommunications audit. Several areas require review to determine if recommendations can be initiated and whether savings will result. The basic report has identified \$20.64 in charged tax which should be removed and refunded and potential to discontinue push to talk service in one department which would have an annual savings of \$144. Other areas identified for future savings relate to reconfiguring data blocks and renegotiating terms for a potential savings of \$2,000 per year.

## **OPEN ENROLLMENT**

- Director Brooks and Executive Secretary Yuill attended the open enrollment workshop presented by CIS in July which highlights changes and the required submittal requesting coverage. CIS has added employee paid short-term disability option for the 2017 plan year which the City has elected to make available.
- Open Enrollment for Health, Dental, Vision, Life, Disability and other applicable benefits is scheduled for October with CIS available for three employee sessions on October 6.

## **BUDGET STATUS**

- Budget preparation began in December 2015 and culminated with budget meetings which began in April. Fiscal Year 16-17 budgets were approved by Council prior to June 30, 2016 and the budget was finalized for distribution and posting the first week of July.
- The first quarter budget to actual report summary will be available at the October 3, 2016 Council meeting, for the period July 1, 2016 through September 30, 2016.

## **REPORTING AND FORMS**

- Medicare required reporting was completed in January, 2016
- OSHA injury reports for 2015, were compiled and submitted to each department for proper posting. The City recorded 21 work-related injuries and illnesses with 9 resulting in modified work assignments. As of August 31, 2016, 13 work-related reports have been filed.
- Through June, 2016, the City received reimbursement in the amount of \$4,887.85 for injured worker modification recovery. This is compared to no recoveries in 2014 and 2015. Tools and equipment reimbursements, through June, have been \$2,347.96 compared with zero reimbursements for 2014 and 2015. Approximately \$3,000 in additional modification equipment has been requested since June. Wage recovery for returning workers to modified duties is \$16,442.31, through June, 2016. Annual amount of \$9,782.99, in 2015, and \$7,499.10 in 2014 were recovered.
- The City is currently able to exclude wages for worker compensation insurance coverage for two Preferred Worker Program eligible staff.
- Required submittal for Worker Compensation Insurance Audit was completed with CIS in September, 2016.
- Insurance valuations and coverage were reviewed and updated in May in anticipation of discussion with Propel in June and subsequent discussions with CIS for July 1, 2016 renewal.

## **ELECTIONS**

- Information regarding Ward Boundaries and governing rules for revisions was requested by Councilor Herzig. Information was gathered and reviewed to determine whether adjustments would be required and the timelines associated with changes. In March there was less than 2% deviation between Wards and current ward populations are well within the prescribed boundaries. A subsequent meeting was held with City Manager and Councilor Herzig to explain the process and current status.
- Council referred a Ballot Measure to impose city tax on retailer's sale of recreational marijuana items. This measure will be on the November 8, 2016 ballot for consideration by the voters.
- Current terms for Ward 2 and Ward 4 Council positions end December 31, 2016. Applicants could begin filing applications June 1, 2016 and a press release was distributed May 31, 2016. One applicant for Ward 2 and two applicants for Ward 4 will appear on the November Ballot. The City provided the County Elections Office with the required candidate notice on August 31, 2016.

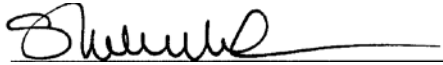
## **CONFERENCES, SEMINARS AND MEETINGS**

- Director Brooks and Financial Analyst Snyder attended Oregon Basic Local Budget Law training in February.
- CIS Risk Management provided review of best practices for City. Items were noted for future enhancement and review of policies and practices based on input from CIS.
- Director Brooks attended Bullard Law Annual Public Sector Symposium in April.
- Director Brooks and Executive Secretary Yuill attended Election Training in May.

- Director Brooks and Finance Operations Supervisor Dohaniuk attended a meeting with Community Development Director Cronin and Airbnb representatives about third party transient lodging tax (TLT) agreement. The agreement would be similar to third party booking and collections by Expedia, Kayak, Priceline and others. Attorney Henningsgaard has provided recommended adjustments to the agreement which Director Brooks will follow up on.
- Director Brooks is participating in the certification committee for Oregon Governmental Finance Officer Association (OGFOA) and was accepted into the certification program in 2015. Her first year training credits were all accepted towards her certification with OGFOA which has requirements across several competencies and multiple years of educational effort.

## **HUMAN RESOURCES, JOB OPENINGS AND THE HIRING PROCESS**

- Oregon House Bill 3025 became effective January 1, 2016. This legislation makes it unlawful for employers to exclude an applicant from an initial interview solely because of a past criminal conviction. Our application form was updated in December, 2015 and necessary changes were implemented prior to January 1, 2016.
- Effective January 1, 2016 Employers must provide up to 40 hours of sick leave per year to all employees. Processes were implemented in January to accrue sick leave based on hours worked and to ensure compliance with the new requirements associated with Oregon Sick Leave
- Oregon's new minimum wage law was signed in March, 2016 and will be phased in over six years with different minimum wage levels based on areas of the state. Astoria is part of the Standard Area and recognized minimum wage of \$9.75 / hour as of July 1, 2016. Increases of \$.50 / hour will continue through July, 2022 at the rate of \$13.50 / hour. Beginning in 2023 rates will be adjusted based on Consumer Price Index for All Urban Consumers.
- The online application system, ApplicantPool, was upgraded in December, 2015 and fully transitioned in January. Posting managers and users have been trained and continuing support has been provided by Director Brooks and Executive Secretary Yuill. The upgraded system interfaces with INDEED which is an online job search web based program. ApplicantPool provides our job postings to the INDEED job board, at no additional cost to the City, and assists in broadening outreach for job candidates. INDEED and the upgraded City application are available to use via mobile devices.
- Recruitment of a part-time Human Resources administrative assistant is in progress.
- We anticipate spending time reviewing the first six months of available matrix data through the ApplicantPool software in coming months. Information should allow us to better understand demographics and provide information to improve the recruitment targets. We hope to roll out additional training regarding recruiting options and tools after an administrative assistant recruited.
- Took over the criminal background check process through the Department of Human Resources for Lil' Sprouts employees. Director Brooks is registered agent to process and receive records.
- Review and enhancement of the orientation process continues.

By:   
 Director of Finance and  
 Administrative Services



**CITY OF ASTORIA**  
Founded 1811 • Incorporated 1856

September 23, 2016

**MEMORANDUM**

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA FIRE DEPARTMENT ACTIVITY AND STATUS REPORT

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**August, 2016 Emergency Response Activity -**

The Astoria Fire Department responded to 115 emergency requests for service during the month of August, 2016. The department responded to 60 EMS (emergency medical services) calls, 10 motor vehicle crashes, 5 reportable fires and 40 service calls. Service calls include alarm activations with no fire, false alarms, hazardous conditions, good intent calls, public assists, etc.

Of the 115 total calls for service in August, 33 involved response by our volunteer firefighters. Our volunteers respond to all fire related calls, alarm activations, motor vehicle crashes occurring on the Megler and New Young's Bay Bridge and any other call for service requiring extra assistance. The availability of volunteers for response is largely dependent on the time of day due to work schedules. For that reason, we track when calls for volunteer response occur each month. In August, 67% or 22 of the volunteer calls were during daytime hours between 6:00 a.m. and 6:00 p.m. The other 11 calls or 33% were during the night between 6:00 p.m. and 6:00 a.m. An average of two (2) volunteers responded per call throughout the month.

**August, 2016 Training -**

The department held five (5) regularly scheduled Wednesday evening training sessions during the month of August. Wednesday evening drills generally start at 7:00 p.m. and run until 10:00 p.m. and are attended by the volunteers, the student interns, the career personnel who are on duty, the Deputy Chief and me. EMS continuing education is normally scheduled on the first Wednesday of each month along with the Volunteer Association's monthly business meeting.

- Aug. 3 EMS Training - Hands-on patient assessment and care scenarios  
Monthly Volunteer Association Business Meeting
- Aug. 10 Fire Ground Operations - Hands-on Scenarios
- Aug. 17 Fire Ground Operations - Hands-on Scenarios at North Tongue Point
- Aug. 24 Fire Ground Operations & Pumper Operator Task Scenarios



Aug. 31 Fire Ground Operations – Hands-on Scenarios at North Tongue Point

In addition to the regular Wednesday evening training sessions, each of the three career shifts are responsible for completing monthly training topics as assigned by Deputy Chief Paul Gascoigne. August career staff training included;

- Two EMS classes with a focus on Pediatrics – Fevers & Seizures and Poisoning.
- Officer Development classes and drills based on assignments & competencies.
- Pre-Fire Familiarization Tours and Plans for Target Hazards
- South Slope area Map Class
- Rule of Thumb Pumper/Operator Hydraulics
- Hazardous Materials Response training topic for the month

#### **General Information –**

August was a very busy month for Astoria Fire Department personnel above and beyond providing emergency response and participating in scheduled training activities. Below is a list of activities the department was engaged in throughout the month.

- Aug. 2 Department personnel staffed the Clatsop County Firefighters Association booth at the County Fair from 1:00 p.m. to 4:00 p.m.
- Aug. 3 Assisted Gearhart Fire Department with set-up at the County Fair from 9:45 a.m. to 10:20 a.m.
- Aug. 10 Department personnel and apparatus participated in the Jr. Regatta Parade at 6:00 p.m. prior to regular Wednesday evening training.
- Aug. 13 Department personnel and apparatus assisted with, and participated in the Astoria Regatta Grand Land Parade.
- Aug. 20 Chief Ames represented the department and City at a retirement function for Hamlet RFPD Chief Bill Boone recognizing his 30 years of service.
- Aug. 23 Department personnel and apparatus participated in a shipboard fire scenario with the crew of the USCG Cutter Alert from 2:00 p.m. to 4:00 p.m.
- Aug. 25 Department personnel provided fire extinguisher training for City Employees at two separate times for convenience to other Departments
- Aug. 27 The Astoria Fire Department held its third annual Open House at the Public Safety Building/ Headquarters Station from 11:00 a.m. to 4:00 p.m. This year's Open House was very well attended, and we were kept quite busy.

The department has started a pre-fire tour program in the past few months. We are starting with multi-family dwellings/apartment buildings. Each of our three shifts participates in familiarization tours to become more familiar with some of the complexities associated with the buildings in the event a fire emergency was to occur. Upon completion of each building tour, staff puts together a pre-fire plan that is available electronically on each of the department I-Pads apparatus. We have been working on

this program for about six months now. Once we are caught up with multi-family buildings, we will begin working on other high life hazard buildings and businesses throughout Astoria. This project will continue each month for the foreseeable future.

**Aerial Truck Update –**

At the time of writing this report, the City’s new aerial ladder truck is finishing week number 6 of construction. There are six to seven weeks left for construction. Upon near completion, three members of the department will travel to the Pierce Manufacturing facility in Appleton, Wisconsin to perform an intensive two day long Final Inspection of the vehicle prior to delivery. Depending on the outcome of the final inspection, the truck should be ready for delivery to our dealer, Hughes Fire Equipment for final outfitting. It is a bit too early to say for sure, but I would think we should see the truck here in Astoria sometime between Thanksgiving and Christmas.

**Astoria Fire Department Staff –**

Throughout this report, I have mentioned our career staff, our student intern firefighters and our volunteer firefighters. As you may know, our professional career staff is comprised of nine personnel who work on three shifts, A-shift, B-shift and C-shift. We currently have three Student/Intern firefighters who are assigned to work a shift alongside the career staff. The current composition of each shift is listed below along with a little information on each member.

<u>A-Shift</u>	<u>B-Shift</u>	<u>C-Shift</u>
Wade Mathews Lieutenant EMT-Intermediate Haz-Mat Team	Terry Corbit Lieutenant EMT-Intermediate Haz-Mat Team	Brett Bishop Lieutenant EMT-Basic Haz-Mat Team
Aaron Bielemeier Engineer EMT-Intermediate Haz-Mat Team	Rob Weidman Engineer EMT-Intermediate	Jake Rummell Engineer EMT-Intermediate Haz-Mat Team
Zach Plant Firefighter EMT-Basic	Brandon Knight Firefighter EMT-Advanced Haz-Mat Team	Tom Jaworski Firefighter EMT-Basic Haz-Mat Team
William Newton Intern Firefighter EMT-Basic	Spencer Johnston Intern Firefighter EMT-Basic	Josh Raichl Intern Firefighter EMT-Basic

Our current professional volunteer firefighters are listed below along with a little information.

- Carlos Gomez – Volunteer Firefighter / EMT-Basic
- Garret McLellan – Volunteer Firefighter
- Ashley O’Byant – Volunteer Firefighter
- Avery Petersen – Volunteer Firefighter / EMT-Basic
- Jarrid Romero – Volunteer Firefighter
- Bob Steiner – Volunteer Firefighter / Emergency Medical Responder

### **Why does a fire truck accompany every Medix Ambulance call?**

This is a very good question that I get asked often, and will require some explanation. It may appear to the casual observer that an Astoria Fire Department engine crew accompanies a Medix ambulance crew on every emergency medical response in the City of Astoria however, that is not the case.

The Astoria Fire Department responds to EMS, or emergency medical system calls for service based on an EMS Dispatch Protocol. In other words, we respond to specific emergencies or requests as opposed to all requests for an ambulance in the City of Astoria. These specific Dispatch or Response Protocols have been in place for a number of years now and are listed below.

1. All MVAs (motor vehicle accidents) with the exception of those occurring in parking lots with no hazards or injuries.
2. Chest pain, no pulse, not breathing, Cardiac Arrest
3. Difficulty breathing, unconsciousness.
4. Burns
5. Drowning or near-drowning.
6. Incidents involving electricity.
7. Serious injury (falls from heights, industrial accidents, etc.)
8. Seizures
9. Diabetic emergencies
10. Stroke or possible stroke.
11. Medix response is delayed, or by Medix request for assistance.


A Medix ambulance crew consists of two people; a Paramedic and usually an EMT or EMT-Intermediate. The protocols listed above are true emergencies that usually require more than two people to manage appropriately along with the fact that extricating patients from homes and businesses in Astoria can be challenging. Homes built on hills with long, steep steps to negotiate and multi-story apartment buildings require extra assistance if the patient is to be transported to the hospital for definitive care. In addition, successfully managing a patient in cardiac arrest for example requires a minimum of four or five people for not only providing the appropriate pre-hospital treatment and care, but for allowing rapid and efficient extrication and transport. The majority of the types of emergencies listed above can require the same type of response for what we hope is a successful and positive outcome for the patient.

Statistically speaking to the question provides more insight as to the number of times the Astoria Fire Department responds with a Medix ambulance within the City of Astoria. As an example, the Astoria Fire Department responded to 76 emergency medical calls for service in the month of March, 2015. Medix Ambulance Company responded to calls for service in Astoria approximately 220 times in March, 2015. These statistics do fluctuate throughout the year however, percentage wise they remain within five to seven percent of the above example.

On limited occasions, a Medix ambulance may be delayed in their response. On these occasions Astoria Fire Department will be requested to respond to provide pre-hospital care until the ambulance arrives. These responses may not fit the Dispatch Protocols for the Astoria Fire Department listed above, but are in the best interest of the patient. Finally, the Medix crew may occasionally request a response from the Astoria Fire Department to assist with extricating a patient. These requests again, are made by the

Medix Paramedic with the best interest of the patient first and foremost. Quite simply, there are times when it is impossible for two people to safely carry a patient from the residence to the ambulance while still managing the patient's injury or medical problem.

While it may appear that we respond to every call for service with Medix, we can see that there is quite a difference in the numbers and the reasons for a dual response.

By:   
\_\_\_\_\_  
Ted Ames, Fire Chief



**CITY OF ASTORIA**  
Founded 1811 • Incorporated 1856

June 29, 2016

**MEMORANDUM**

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: **SPUR 14 WATER LINE – REVISED CONTRACT AMENDMENT FOR CONSTRUCTION ENGINEERING SERVICES**

**DISCUSSION/ANALYSIS**

CH2M Hill has been providing engineering design services for the Spur 14 Water Line Project. The project includes the installation of 700 feet of raw water pipe and associated flow measurement and control appurtenances. Upon completion, the project will provide better operational control over source water selection, better flow monitoring, reduce maintenance on existing pressure relief valves, and should reduce the level of disinfection byproducts (DBP) in the City's treated water. This will also enhance the City's ability to stay in compliance with recent United States Environmental Protection Agency (USEPA) drinking water regulations. The construction contract was awarded to Big River Construction at the June 20, 2016 Council Meeting, with the construction engineering services contract (Contract Amendment #3) approved at the July 5, 2016 Council Meeting.

The fee schedule associated with Contract Amendment #3 contained an accounting error that resulted in an incorrect total. The correct total fee is \$61,323.20, not the \$55,374.66 identified in Contract Amendment #3. This results in a difference of \$5,948.54. Contract Amendment #4 (attached) addresses this accounting error by increasing the compensation appropriately. Funding for the additional fee associated with construction services is proposed to come from the Public Work Improvement Fund.

**RECOMMENDATION**

It is recommended that City Council approve Contract Amendment #4 with CH2M Hill to correct the accounting error associated with Contract Amendment #3. The total additional compensation for Contract Amendment #4 is \$5,948.54.

Submitted By  FOR  
Ken P. Cook, Public Works Director

Prepared By   
Nathan Crater, Assistant City Engineer



**CONTRACT AMENDMENT #4  
BETWEEN  
THE CITY OF ASTORIA AND CH2M HILL  
FOR  
SPUR 14 WATER LINE PROJECT**

The AGREEMENT dated November 21, 2014, by and between THE CITY OF ASTORIA, hereinafter called "THE CITY" and CH2M Hill Engineers Inc., hereinafter called "CONSULTANT", is hereby amended as follows:

Amend Scope of Services of the AGREEMENT for construction engineering services; see attached scope and fee in Attachment A. The Scope of Services detailed in Attachment A has not changed from that identified in Contract Amendment #3.

Amend Compensation of the AGREEMENT to increase contract amount by \$5,948.54. The increase is necessary to account for an accounting error associated with the compensation sum of Contract Amendment #3. The corrected fee schedule is attached to this amendment.

IN WITNESS WHEREOF, THE CITY AND CONSULTANT have executed this AMENDMENT as of \_\_\_\_\_, 2016.

THE CITY OF ASTORIA a municipal corporation of the State of Oregon

CONSULTANT:  
CH2M Hill Engineers, Inc.

BY: \_\_\_\_\_  
Arline LaMear Date  
Mayor

BY: Craig Monie 9/16/2016  
Consultant Date

BY: \_\_\_\_\_  
Brett Estes Date  
City Manager

Attachment: A

# City of Astoria—Construction Services for the Spur 14 Improvements Project

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The purpose of this amendment to the scope of work is to define the Final Design Coordination and Construction Engineering Services and related consulting services for the Spur 14 Improvements Project (PROJECT). The construction engineering services will be provided by CH2M HILL Engineers (CONSULTANT) for the City of Astoria (CITY).

The following assumptions were made in developing this amendment to the scope of work and engineering budget. In some cases, specific assumptions are noted in the list of tasks.

- The presence or duties of CONSULTANT's personnel at a construction site, whether as onsite representatives or otherwise, do not make CONSULTANT or CONSULTANT's personnel in any way responsible for those duties that belong to CITY and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work.
- CONSULTANT and CONSULTANT's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except CONSULTANT's own personnel.
- The presence of CONSULTANT's personnel at a construction site is for the purpose of providing to CITY a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s). CONSULTANT neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction documents.
- For this AGREEMENT only, construction sites include places of manufacture for materials incorporated into the construction work, and construction contractors include manufacturers of materials incorporated into the construction work.
- CONSULTANT's SDC are based upon the schedule or duration of construction anticipated at the time that these services are agreed. Deviations from the anticipated schedule or duration of construction will materially affect the scope of these SDC and CONSULTANT's compensation for the SDC, and may require an increase/decrease to CONSULTANT's compensation.
- CONSULTANT will not be responsible for the means, methods, techniques, sequences or procedures of the Contractor, nor shall CONSULTANT be responsible for the Contractor's failure to perform in accordance with the contract documents.



1. **Services During Construction**

CONSULTANT will provide services to assist in monitoring the contractor's performance, responding to design and technical submittals, and preparation of record drawings.

- a. **Review of Work**: The CITY shall provide day-to-day observation of the work. The CONSULTANT will assist the CITY's monitoring of the performance of the work by being available to remotely answer questions and by providing supplemental observation up to 12 site visits except when work is in the Saddle Dike, and then CONSULTANT will be on site for up to 3 consecutive days.

CONSULTANT's observation of the work is not an exhaustive observation or inspection of all work performed by the Contractor. CONSULTANT does not guarantee the performance of the Contractor. CONSULTANT's observations shall not relieve the Contractor from responsibility for performing the work in accordance with the contract for construction, and CONSULTANT shall not assume liability in any respect for the construction of the project. CONSULTANT will obtain written plans from the Contractor for quality control of its work, and will monitor the Contractor's compliance with its plan.

- b. **Deficient and Non-conforming Work**: Should CONSULTANT discover or believe that any work by the Contractor is not in accordance with the contract for construction or is otherwise defective, not conforming to requirements of the contract or applicable rules and regulations, CONSULTANT will bring this to the attention of the Contractor and the CITY.

2. **Health and Safety**

- a. CONSULTANT will manage the health, safety, and environmental activities of its staff and the staff of its subcontractors to achieve compliance with applicable health and safety laws and regulations.

CONSULTANT will coordinate its health, safety, and environmental program with the responsibilities for health, safety, and environmental compliance specified in the contract for construction. CONSULTANT will coordinate with responsible parties to correct conditions that do not meet applicable federal, state, and local occupational safety and health laws and regulations, when such conditions expose CONSULTANT staff, or staff of CONSULTANT subcontractors, to unsafe conditions.

CONSULTANT will notify affected personnel of any site conditions posing an imminent danger to them that CONSULTANT observes.

- b. CONSULTANT is not responsible for health or safety precautions of construction workers. CONSULTANT is not responsible for the Contractor's compliance with the health and safety requirements in the contract for construction, or with federal, state, and local occupational safety and health laws and regulations.

3. **Changes**

**Review of Contractor's Requested Changes**: CONSULTANT will review all Contractor - requested changes to the contract for construction. CONSULTANT will make recommendations to the CITY regarding the acceptability of the Contractor's request and, upon approval of the CITY, lead negotiations of the requested change. Upon agreement and approval, CONSULTANT will prepare final change order documents.

4. **Interpretations of Contract Documents**

CONSULTANT will provide written responses to the Contractor's request for interpretation or clarification of the contract documents.

Requests for Information: CONSULTANT will review the Contractor's requests for information or clarification of the contract for construction. CONSULTANT will coordinate such review with the design team and with the CITY as appropriate. CONSULTANT will coordinate and issue responses to the requests.

Proposed Substitutions: CONSULTANT will review and respond to the Contractor's requests for substitution of materials and equipment. CONSULTANT will review such requests and will advise the CITY as to the acceptability of such substitutions.

5. **Record Drawings**

CONSULTANT will revise the drawings based on the CITY provided markups to reflect available record as-built information. One CD with pdf drawings and AutoCAD drawing files will be submitted to the CITY.

6. **Project Management**

CONSULTANT will supervise and control activities of CONSULTANT staff assigned to the PROJECT. Coordinate and schedule appropriate project staffing to meet PROJECT requirements.

Participate in phone calls with the CITY to review the project and discuss activities and needed actions.

Maintain project records, manage and process project communications, and coordinate project administrative matters.

Monitor project activities for potential changes, anticipate changes whenever possible, and with CITY approval, modify project tasks, task budgets, and approach. Inform CITY if any changes will impact the cost of engineering services, the construction cost, or the schedule.

7. **Additional Services**

The following services are not included in this contract, but can be provided by CONSULTANT upon authorization of the CITY and agreement on compensation to CONSULTANT.

1. Services related to procurement or management of third party contractors.
2. Services necessary due to the default of the Contractor.
3. Services related to damages caused by fire, flood, earthquake, or other acts of God.
4. Preparation for and serving as a witness in connection with any public or private hearing or other forum related to the project.
5. Services to support, prepare, document, bring, defend, or assist in litigation undertaken or defended by the CITY.
6. Tracking compliance with American Iron and Steel Requirements.
7. Permitting support.

## **Compensation**

The work will be performed as described on a time and materials basis. The not-to-exceed budget for the final design and bid services is shown in Exhibit B - LOE. This budget will not be exceeded without prior written authorization of the CITY.

### **Basis of SDC Scope and Fee Development**

The following assumptions were used when determining the compensation to CONSULTANT. These assumptions are in addition to the scope and additional services set forth in the foregoing scope of work.

### **Services During the Construction Phase**

1. The construction period will last up to 4 months from Notice to Proceed.
2. The project will be constructed under one general contract for construction.
3. Up to 20 original submittals and 5 re-submittals will be reviewed. This includes shop drawings, and samples.
4. Up to 5 Requests for Interpretation / Clarification will be reviewed and responded to.
5. Up to 2 Change Orders will be prepared.
6. 12 site visits consisting of 12 hours inclusive of travel and site time plus up to 3 consecutive days for Saddle Dike Crossing.
7. Any labor and expenses required to address construction claims, unforeseen subsurface considerations, or additional construction requested by the Contractor or CITY would be additional costs.

## **City Provided Services**

1. CITY will make its facilities accessible to CONSULTANT as required for CONSULTANT's performance of its services and will provide labor and safety equipment as required by CONSULTANT for such access.
2. CITY will give prompt notice to CONSULTANT whenever CITY observes or becomes aware of any development that affects the scope or timing of CONSULTANT's services, or of any defect in the work of CONSULTANT or the Contractor.
3. The CITY shall examine information submitted by CONSULTANT and render in writing or otherwise provide decisions in a timely manner.
4. The CITY shall furnish required information and approvals in a timely manner.

## **Schedule**

The project duration is expected to commence in July of 2016 and run through November 2016.



# Revised Fee Schedule


City of Astoria, Oregon  
Spur 14 Improvements

Task No.	Task Description	Paul Berg, CSM	Mark Baldwin, PM / DN	Mark Little, Pipe Engr	Mark Kacmarik, Geotech Engr	Carl Koester, Structural Engr	Jaco Esterhuizen, Geotech Engr QC	Phil Long, PAL and Civil CAD	Phil Long, PAL and Civil CAD	Scott Billings, Health and Safety	Eisa Cervantes, KA Accountant	Kim Neal, KA Specifications	Kathleen Malin, Specifications	Labor Hours	Labor	CH2M HILL Expenses	TOTAL \$
1	Services During the Construction Phase	\$208,47	\$137,56	\$121,18	\$118,23	\$116,56	\$95,16	\$95,16	\$95,16	\$165,00	\$125,00	\$124,20	\$90,00	Totals	\$	\$	\$
	Site Visits / On-Site Time			144	40									184	\$	2,200	\$ 2,200
	Submittals		4	48	10									62	\$		\$ 22,219
	RFIs		4	32	4									40	\$		\$ 7,559
	Change Orders		4	24	8									36	\$		\$ 4,905
															\$		\$ 4,412
														322	\$	39,086	\$ 41,286
2	Record Drawings													44	\$	4,707	\$ 4,807
	translations													12	\$	1,142	\$ 1,142
														56	\$	5,849	\$ 5,949
3	Final Design Coordination													82	\$	8,986	\$ 9,086
														82	\$	8,986	\$ 9,086
4	Project Management													34	\$	4,893	\$ 4,893
														34	\$	4,893	\$ 4,893
														494	\$	59,823.20	\$ 61,323.20
	<b>TOTALS</b>	10	38	262	66	2	3	0	68	6	4	7	16	494	\$	2,500.00	\$ 61,323.20



September 23, 2016

**MEMORANDUM**

TO: MAYOR AND CITY COUNCIL  
FROM:  BRETT ESTES, CITY MANAGER  
SUBJECT: 16<sup>TH</sup> STREET CSO SEPARATION PROJECT – PAY ADJUSTMENT NO. 6

**DISCUSSION/ANALYSIS**

The 16<sup>th</sup> St. Combined Sewer Overflow (CSO) Separation project consisted of installing over 12,000 feet of new stormwater pipe within the existing roadway infrastructure in established City right-of-way. It also included replacing existing water and sewer pipe where construction of the new storm pipe compromised the integrity of the existing infrastructure. Most of the intersections were rebuilt and many of the intersection ramps were reconstructed within the project area.

In May 2015, Council awarded the construction contract to Emery & Sons Construction Group (Emery) for the bid amount of \$5,483,180. Staff recommended and Council authorized a standard 10% contingency to the budget for this project, which is lower than the other large CSO project budgets that had construction contingencies ranging from 12-15% and on the lower end of the construction industry standard that ranges from 10-15%. The construction contingency of 10% is \$549,000 for this project.

This large, complex project was completed in early September. On every project, a final accounting of bid items is done during funding closeout and the reconciliation can result in either a decrease or increase to the original bid amount. To date, inclusive of the pay adjustment requested in this memo, total change orders that were the responsibility of the City amounted to 7.7% of the total construction project cost. This is well below the staff recommended and Council approved 10% contingency on this project. Unforeseen conditions, oversights and contractor delays were kept to a minimum, which can be credited to a strong, qualified team from start to finish including the design consultant and construction inspection services by Gibbs & Olson, construction project management by Bob Jossis, and construction by Emery.

Pay Adjustment No. 6 is the final pay adjustment for the 16<sup>th</sup> St CSO Separation Project. This project had 77 bid items that were reconciled during this process for the entire project scope (spanning 2015 to 2016). A large portion of the increased bid items were due to replacing existing water and sewer pipes, additional asphalt due to existing deteriorated roadways and concrete restoration. Another contributing increase in quantities was for additional concrete sidewalk removal and replacement to ensure retrofitted intersection ramps were built to meet Americans with Disabilities Act (ADA) criteria. These increases resulted in a betterment to the City's infrastructure.

Pay adjustment No. 6 includes a variety of changes that are itemized below:

Item	Description	Cost
1	Installation of green thermoplastic stripe for Fort Astoria	\$425.70
2	Pavement grinding	\$1,073.13
3	Additional required waterline testing	\$807.02
4	Reconstruct 16 <sup>th</sup> St from Duane to Exchange	\$2,572.50
5	Addition of waterline Field Loks	\$3,578.71
6	Reconnect chair wall tie-backs	\$2,789.34
7	Standby time for archaeological monitoring	\$543.13
8	Replace grates on existing catch basins	\$628.73
9	Reconciliation of bid items	\$304,897.11
10	Reconciliation of Change Order item 2.3 – add sidewalk	\$1,417.50
	<b>TOTAL</b>	<b>\$318,732.87</b>

The total amount that will be paid to Emery, including this pay adjustment, will be \$5,953,153.10. Following is a summary of pay adjustments to date:


Pay Adjustment	Total Amount	City Portion of Pay Adjustment	Contract Amount	Contingency Balance	Contingency Balance Percentage
			\$5,483,180.00	\$549,000.00	100%
1	\$7,535.00	\$7,535.00	\$5,490,715.00	\$541,465.00	99%
2	\$83,063.46	\$83,063.46	\$5,573,778.46	\$458,401.54	83%
3	\$2,757.86	\$0.00	\$5,576,536.32	\$458,401.54	83%
4	\$0.00	\$0.00	\$5,576,536.32	\$458,401.54	83%
5	\$59,301.41	\$10,301.41	\$5,635,837.73	\$448,100.13	82%
6	\$318,732.87	\$318,732.87	\$5,954,570.60	\$178,367.26	32%


Pay adjustment #1 and #2 were paid entirely by the City. Pay adjustment #3 was paid by CenturyLink. Pay adjustment #4 extended the contract completion date at no additional cost. Pay adjustment #5 includes reimbursement by Clatsop Community College in the amount of \$49,000. The contract amount in the table above reflects the entire amount of each pay adjustment, but the contingency balance was only reduced by the City's portion of the pay adjustments.

Funds are available for this pay adjustment through IFA funding that includes \$525,000 grant and the balance is loan.

**RECOMMENDATION**

It is recommended that the City Council authorize Pay Adjustment #6 for the 16<sup>th</sup> Street CSO Separation project in the amount of \$318,732.87.

Submitted By:   
 Ken P. Cook, Public Works Director

Prepared By: CINDY D. MOORE   
 Cindy D. Moore, City Support Engineer





September 23, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: AUTHORIZATION TO AWARD CONTRACT TO ARBORPRO INC. FOR TREE INVENTORY AND CONDITION SERVICES IN ASTORIA PARKS AND OPEN SPACES

**DISCUSSION/ANALYSIS**

The City of Astoria's Parks and Recreation Department oversees 310 acres of park land and open space and maintains a wide variety of native and exotic tree species. In the past year the Parks and Recreation Department removed 14 trees and spent \$21,620 on pruning and/or removal of hazardous trees.

When trees fall into a hazardous state they no longer provide the positive financial and environmental aspects of; cleaning the air we breathe, providing oxygen, preventing soil erosion, providing shade, increasing property values, reducing stress, and providing a habitat for wildlife. Contrary, trees that became hazardous or in a dead, diseased or dangerous state turn a park into a dangerous place to recreate and have caused damage to park amenities and to the property of neighboring property owners.

The loss of these trees and the damage caused by them could have been prevented if the trees would have received proper care and maintenance. To accomplish this, the Parks Department desires to increase its knowledge and tracking ability of the trees it is responsible for maintaining. Knowing the high value that trees as natural resources provides communities and that the City of Astoria strives to provide positive and healthy environments for its citizens. To serve both the purpose of tracking the health and types of trees located within the City's parks properties in order to best care for and maintain them, and to help promote and enhance the benefits trees provide to the community, a comprehensive inventory of tree species, health, size, and location must be carried out.

During the 2016-2017 fiscal year budget process City Council allocated \$30,000 to inventory the trees managed by the Parks and Recreation Department. This inventory would develop an index of the type, condition, size, location, health, and potential hazards for all individual trees in the parks and open spaces managed by the Department.

Completing a tree inventory also aligns with the Parks and Recreation Comprehensive Master Plan. Through the Parks Master Planning process, citizen outreach has strongly indicated that trees in Astoria Parks are of high importance. This valuation is reflected in feedback from park users who desire a high level of care and maintenance dedicated to tree species. In section 6.2 of the 2016 Parks Master Plan, Developing a Parks and Facilities Maintenance Plan is listed as a recommendation. Any Parks Maintenance plan must take into account the current trees in a given park and their future growth potential. Due to the wide variety and locations of tree species in our parks and open spaces, the most efficient method of obtaining a complete tree inventory is to contract a reputable arbor care company that is experienced in producing such reports.

During the August 1, 2016 City Council meeting, Council authorized the Parks and Recreation Department to Request Proposals (RFP) for the Tree Inventory and Condition report. The Parks and Recreation Department solicited and received proposals for 30 days, ending on September 2<sup>nd</sup>, 2016.

To review and evaluate the proposals, an evaluation committee consisting of; Valerie Grant with Oregon State University Forestry, and Natural Resources Extension Office, Ron Zilli with the Oregon Department of Forestry, and Jonah Dart-McLean with Parks and Recreation Department, studied, scored, and discussed each proposal. As identified in the RFP, proposals were evaluated and scored with equal weighting in each in the areas of; quality of proposal, methodology, vendor qualifications/references, and cost.

Proposals were received from three companies with the following rankings and bids:

Company	Review Committees Ranking	Bid
ArborPro Inc.	1st	\$27,000
Davey Resource Group	2 <sup>nd</sup>	\$28,586
Arbor Care Inc.	3 <sup>rd</sup>	\$38,989

After evaluation of the three proposals, it was determined that ArborPro's proposal and price best suited the Park's Department's goals and would provide the most comprehensive services for this project. ArborPro will provide the following information about all individual Parks trees:

- Scientific (Genus, Species) and common name
- Type (deciduous, conifer)
- Condition
- DBH (diameter at breast height)
- Height
- Canopy Spread
- Location (latitude/longitude)
- Proximity to Assets/Forecasted Growth Issues
- Documentation of any present tree disease/parasite/threat
- Tree Health Management Recommendation
- Photo (capturing typical foliage)
- Map of Trees Within Each Property Location

High density tree locations with homogeneity of species or large locations where individual inventoring is not feasible, may be inventoried as a plot of trees with the following criteria:

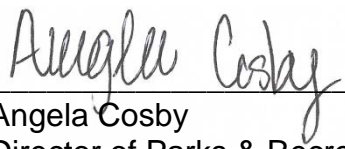
- Percentage of each tree species present
- Average height, age, DBH, in plot by species
- Overall health of tree stand/plot – identification/description of any endemic disease/parasite that may threaten stand health
- Description of any potential hazards to infrastructure in stand
- Map of stand sampled

ArborPro will also provide the City with access to their proprietary tree inventory management software at no extra cost.

The attached contract has been reviewed and approved as to form by City Attorney Henningsgaard.

### **RECOMMENDATION**

It is recommended that Council approve the tree inventory and condition survey contract with ArborPro Inc. in the amount of \$27,000. There are funds allocated for this work in the 2016-2017 Capital Improvement Fund.

By:   
\_\_\_\_\_  
Angela Cosby  
Director of Parks & Recreation

**CITY OF ASTORIA  
CONTRACT FOR GOODS AND SERVICES**

CONTRACT:

This Contract, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016 by and between the City of Astoria, a municipal corporation of the State of Oregon, hereinafter called "CITY", and ArborPro Inc., located at 22605 E. La Palma Ave, Suite 509 Yorba Linda, CA 92817, hereinafter called "CONTRACTOR", duly authorized to do business in Oregon.

W I T N E S S E T H

WHEREAS, the CITY requires goods and services which CONTRACTOR is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, CONTRACTOR is able and prepared to provide such goods and services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

IN CONSIDERATION of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. CONTRACTOR GOODS AND SERVICES

A. CONTRACTOR shall provide goods and services for the City of Astoria, as outlined in its Attachment A, which by this reference is incorporated herein.

B. CONTRACTOR'S obligations are defined solely by this Contract and its attachment and not by any other contract or agreement that may be associated with this project.

C. CONTRACTOR services shall be performed as expeditiously as is consistent with professional skill and the orderly progress of work.

2. COMPENSATION

A. The CITY agrees to pay CONTRACTOR a total not to exceed \$27,000 for providing goods and performance of those services provided herein;

B. *The CONTRACTOR will submit billing for work at benchmarks of 75% and 100% completion of the total project.*

C. CITY certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract.

3. CONTRACTOR IDENTIFICATION

CONTRACTOR shall furnish to the CITY the CONTRACTOR'S employer identification number, as designated by the Internal Revenue Service, or CONTRACTOR'S Social Security number, as CITY deems applicable.

4. CITY'S REPRESENTATIVE

For purposes hereof, the CITY'S authorized representative will be Jonah Dart-McLean, City of Astoria, 1095 Duane Street, Astoria, Oregon, 97103, (503) 741-1600.

5. CONTRACTOR'S REPRESENTATIVE

For purposes hereof, the CONTRACTOR'S authorized representative will be Keith Henning, ArborPro Inc., 22605 E. La Palma Ave, Suite 509 Yorba Linda, CA 92817, (714) 694-1724

6. CITY'S OBLIGATIONS

In order to facilitate the work of the CONTRACTOR as above outlined, the CITY shall furnish to the CONTRACTOR access to all relevant site information which is in the City's possession concerning the project area. In addition, the CITY shall act as liaison for the CONTRACTOR, assisting the CONTRACTOR with making contacts and facilitating meetings, as necessary.

7. CONTRACTOR IS INDEPENDENT CONTRACTOR

A. CONTRACTOR'S services shall be provided under the general supervision of City's project director or his designee, but CONTRACTOR shall be an independent CONTRACTOR for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 2 of this Contract,

B. CONTRACTOR acknowledges that for all purposes related to this contract, CONTRACTOR is and shall be deemed to be an independent CONTRACTOR and not an employee of the CITY, shall not be entitled to benefits of any kind to which an employee of the CITY is entitled and shall be solely responsible for all payments and taxes required by law; and furthermore in the event that CONTRACTOR is found by a court of law or an administrative agency to be an employee of the CITY for any purpose, CITY shall be entitled to offset compensation due, or, to demand repayment of any amounts paid to CONTRACTOR under the terms of the contract, to the full extent of any benefits or other remuneration CONTRACTOR receives (from CITY or third party) as result of said finding and to the full extent of any payments that CITY is required to make (to CONTRACTOR or a third party) as a result of said finding.

C. The undersigned CONTRACTOR hereby represents that no employee of the City of Astoria, or any partnership or corporation in which a City of Astoria employee has an interest, has or will receive any remuneration of any description from the CONTRACTOR, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

8. CANCELLATION FOR CAUSE

CITY may cancel all or any part of this Contract if CONTRACTOR breaches any of the terms herein or in the event of any of the following: Insolvency of CONTRACTOR; voluntary or involuntary petition in bankruptcy by or against CONTRACTOR; appointment of a receiver or trustee for CONTRACTOR, or any assignment for benefit of creditors of CONTRACTOR. Damages for breach shall be those allowed by Oregon law, reasonable and necessary attorney's fees, and other costs of litigation at trial and upon appeal. CONTRACTOR may likewise cancel all or any part of this contract if CITY breaches any of the terms herein and be therefore entitled to equivalent damages as expressed above for CITY.

9. ACCESS TO RECORDS

CITY shall have access to such books, documents, papers and records of contract as are directly pertinent to this contract for the purposes of making audit, examination, excerpts and transcripts.

10. FORCE MAJEURE

Neither CITY nor CONTRACTOR shall be considered in default because of any delays in completion of responsibilities hereunder due to causes beyond the control and without fault or negligence on the part

of the party so disenabled provided the party so disenabled shall within ten (10) days from the beginning such delay notify the other party in writing of the causes of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation.

11. NONWAIVER

The failure of the CITY to insist upon or enforce strict performance by CONTRACTOR of any of the terms of this Contract or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future occasion.

12. ATTORNEY'S FEES

In the event suit or action is instituted to enforce any of the terms of this contract, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

13. APPLICABLE LAW

The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it.

14. CONFLICT BETWEEN TERMS

It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the proposal of the CONTRACTOR, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

15. INDEMNIFICATION

With regard to Comprehensive General Liability, CONTRACTOR agrees to indemnify and hold harmless the City of Astoria, its Officers, and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to city, contractor, or others resulting from or arising out of CONTRACTOR'S negligent acts, errors or omissions in services pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONTRACTOR and The City of Astoria this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CONTRACTOR.

With regard to Professional Liability, CONTRACTOR agrees to indemnify and hold harmless the City of Astoria, its Officers and Employees from any and all liability, settlements, loss, reasonable defense costs, attorney fees and expenses arising out of CONTRACTOR'S negligent acts, errors or omissions in service provided pursuant to this Agreement; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONTRACTOR and the Client, this indemnification and agreement to assume defense costs applies only to the extent of negligence of CONTRACTOR.

With respect to Commercial Liability and Professional Liability, CONTRACTOR reserves the right to approve the choice of counsel.

16. INSURANCE

Prior to starting work hereunder, CONSULTANT, at CONSULTANT'S cost, shall secure and continue to carry during the term of this contract, with an insurance company acceptable to CITY, the following insurance, written on an occurrence basis, in amounts not less than the limitations on liability for local public bodies provided in ORS 30.272 and ORS 30.273:

A. Commercial General Liability. CONSULTANT shall obtain, at CONSULTANT'S expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage. Coverage shall include consultants, sub-consultants and anyone directly or indirectly employed by either.

B. Automobile Liability. CONSULTANT shall obtain, at CONSULTANT'S expense and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits).

C. Additional Insured. The liability insurance coverage shall include CITY and its officers and employees as Additional Insured but only with respect to CONSULTANT'S activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, CONSULTANT shall furnish a certificate to CITY from each insurance company providing insurance showing that the CITY is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

D. Professional Liability Insurance. The CONTRACTOR shall have in force a policy of Professional Liability Insurance. The CONTRACTOR shall keep such policy in force and current during the term of this contract.

E. Notice of Cancellation or Change. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from CONSULTANT or its insurer(s) to CITY. Any failure to comply with the reporting provisions of this clause will constitute a material breach of this Contract and will be grounds for immediate termination of this Agreement.

17. CITY'S BUSINESS LICENSE

Prior to beginning work, the CONTRACTOR shall have a current City of Astoria business license (occupational tax). Before permitting a subcontractor to begin work, CONTRACTOR shall verify that subcontractor has a current City of Astoria business license.

18. WORKMEN'S COMPENSATION

The CONTRACTOR, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

19. LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES

Contractor shall make payment promptly, as due, to all persons supplying CONTRACTOR labor or material for the prosecution of the work provided for this contract.

Contractor shall pay all contributions or amounts due the Industrial Accident Fund from CONTRACTOR or any subcontractor incurred in the performance of the contract.

Contractor shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

20. NONDISCRIMINATION

It is the policy of the City of Astoria that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity and expression. The City of Astoria also requires its contractors and grantees to comply with this policy.

21. PAYMENT OF MEDICAL CARE

Contractor shall promptly, as due, make payment to any person, copartnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of such CONTRACTOR, of all sums which the CONTRACTOR agrees to pay for such services and all moneys and sums which the CONTRACTOR collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

22. OVERTIME

Employees shall be paid for overtime work performed under this contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 U.S.C. sections 201 to 209).

23. STANDARD OF CARE

The standard of care applicable to contractor's services will be the degree of skill and diligence normally employed by contractors performing the same or similar services at the time CONTRACTOR'S services are performed. CONTRACTOR will re-perform any services not meeting this standard without additional compensation.

24. NO THIRD PARTY BENEFICIARIES

This contract gives no rights or benefits to anyone other than the CITY and CONTRACTOR and has no third party beneficiaries.

25. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability shall survive termination of this Agreement for any cause.



26. COMPLETE CONTRACT

This Contract and its referenced attachments constitute the complete contract between CITY and CONTRACTOR and supersedes all prior written or oral discussions or agreements. CONTRACTOR services are defined solely by this Contract and its attachments and not by any other contract or agreement that may be associated with this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first written above.

Approved as to form:

  
Attorney

Digitally signed by  
cn=com.apple.idms.appleid.prd.49317566476d4438  
6725416454659334c7944c354e773d1d  
DN:  
cn=com.apple.idms.appleid.prd.49317566476d  
44386725416454659334c7944c354e773d1d  
Date: 2016.09.22 08:40:16 -0800

CITY OF ASTORIA, a municipal  
corporation of the State of Oregon

BY: \_\_\_\_\_  
Mayor Date

BY: \_\_\_\_\_  
City Manager Date

BY: \_\_\_\_\_  
Contractor Date

## Attachment A

### Description of Services

ArborPro, Inc. (Contractor) will conduct a comprehensive GPS-based tree inventory to assist the City of Astoria (City) in proactively managing its urban forest within the park system.

Contractor will collect and provide the following information on all individual trees:

- Scientific (Genus, Species) and common name
- Type (deciduous, conifer)
- Condition
- DBH (diameter at breast height)
- Height
- Canopy Spread
- Location (latitude/longitude)
- Proximity to Assets/Forecasted Growth Issues
- Documentation of any present tree disease/parasite/threat
- Tree Health Management Recommendation
- Photo (capturing typical foliage)
- Map of Trees Within Each Property Location

High density tree locations with homogeneity of species or large locations where individual inventoring is not feasible, may be inventoried as a plot of trees with the following criteria:

- Percentage of each tree species present
- Average height, age, DBH, in plot by species
- Overall health of tree stand/plot – identification/description of any endemic disease/parasite that may threaten stand health
- Description of any potential hazards to infrastructure in stand
- Map of stand sampled

Stands to be sampled will be of one (1) plot per five (5) acres with a plot size of 1/10<sup>th</sup> of an acre. In the case of stands that are less than 5 acres, stands will be divided into polygons and data will be provided for each polygon within the stand.

Prior to using sampling methods vs. individual data collection at any site, approval must be obtained from the City to ensure that all desired individual trees are surveyed and included in the inventory.

### Tree Rating Criteria

Below is the standard tree condition assessment to be utilized. With regard to hazardous trees, ISA Tree Risk Assessment criteria will be utilized.

**Excellent** – The tree is near perfect condition, this determination is generally used for trees with no defects and young trees that have been properly maintained.

**Very Good** – The tree is in very good condition with very minor defects that could be corrected by pruning. These trees generally “stand out” with respect to the aesthetic value they add to the Urban Forest.

**Good** – The tree has no major structural problems; no significant damage from diseases or pests; no significant mechanical damage; a full, balanced crown, and normal twig condition and vigor for its species.

**Fair** – The tree may exhibit the following characteristics: minor structural problems and/or mechanical damage; significant damage from non-fatal or disfiguring diseases; minor crown imbalance or thin crown; minor structural imbalance; or stunted growth compared to adjacent trees.

**Poor** – The tree appears healthy, but may have structural defects. This classification also includes healthy trees that have unbalanced structures or have been topped. Trees in this category may also have severe mechanical damage, decay, severe crown dieback or poor vigor/failure to thrive.

**Dead** – Trees in advanced states of decline are not included. This category refers only to dead trees.

**Critical** – The tree is in a physical state that requires immediate attention. Generally these trees are recommended for a Priority One Removal.

### **Pre-Job meeting**

Prior to commencement of the project, Contractor will meet with designated staff from the City to determine and agree upon project standards, review the scope of work and identify the criteria for evaluating and documenting the City's Urban Forest requirements.

### **Data Collection**

Utilizing GIS tablet computers and GeoXH Trimble GPS units; Contractor will collect data directly into the ArborPro Software Suite, a custom-designed GIS software program, and review the data on a daily basis.

### **Progress Meetings & Reports**

A weekly progress report will be prepared for the City the first day of each work week. This report will include detailed maps of the parks that have been completed, metrics, and a complete listing of the trees surveyed the previous week as well as projections for the following week. All action items from previous meetings will be addressed and new action items created if needed.

### **Deliverables**

Contractor will provide the City of Astoria with all the data collected in two (2) hard copy reports and a digital copy with Excel spreadsheets containing all collected data, images and all maps of tree locations. The project will be summarized into a 10-15 minute visual presentation and presented to the Parks & Recreation Advisory Board during a regularly scheduled meeting and the Astoria City Council during a regularly scheduled meeting. Contractor will also provide the City with a license of ArborPro (tree inventory management program) in the first week of the project at no extra cost.

### **Timeline**

All work will be completed and invoiced prior to June 30, 2017

Locations to be inventoried and surveyed are included as Attachment B to this document.

**Attachment B**  
**Locations to be included in survey and inventory**

# 14th & Grand Playground

Address: 14th & Grand  
Owner: City of Astoria

0.38 acres  
Condition: Good



## Description:

Community playground with updated play structures, a basketball half-court, and a picnic area. This park is highly used by the neighbors of the park and is only three blocks from Downtown Astoria

## Regular Maintenance:

Mowing, weed-eating 1x week, empty garbage 2x week, regular cleaning, inspection, and repair of playground equipment.

## Needed Maintenance:

Add fence on west side of park to prevent balls rolling downhill, replace swing set, add fence on north side of park, replace playground chips





# 9th & Astor Park

Address: 9th & Astor  
Owner: City of Astoria

0.13 acres  
Condition: Poor



## Description:

Small irrigated grass area located next to the Riverwalk, 9th Street Trolley Stop, and Astoria Transit Center. The site was purchased by the City in 1998 and later converted to a park. Grant funds helped install a Robert Murase-designed concrete plaza with benches, which was later demolished and removed by the City. In 2013, the site was graded and irrigated, and planted with grass. The grant agreement stipulates use of the land as a park with specific amenities.

## Regular Maintenance:

Mowing, weed-eating 1x week, empty garbage 2x week

## Needed Maintenance:

Poor drainage, improve turf





# Alameda Park

Address: Alameda & Melbourne  
Owner: City of Astoria

0.11 acres  
Condition: Fair



## Description:

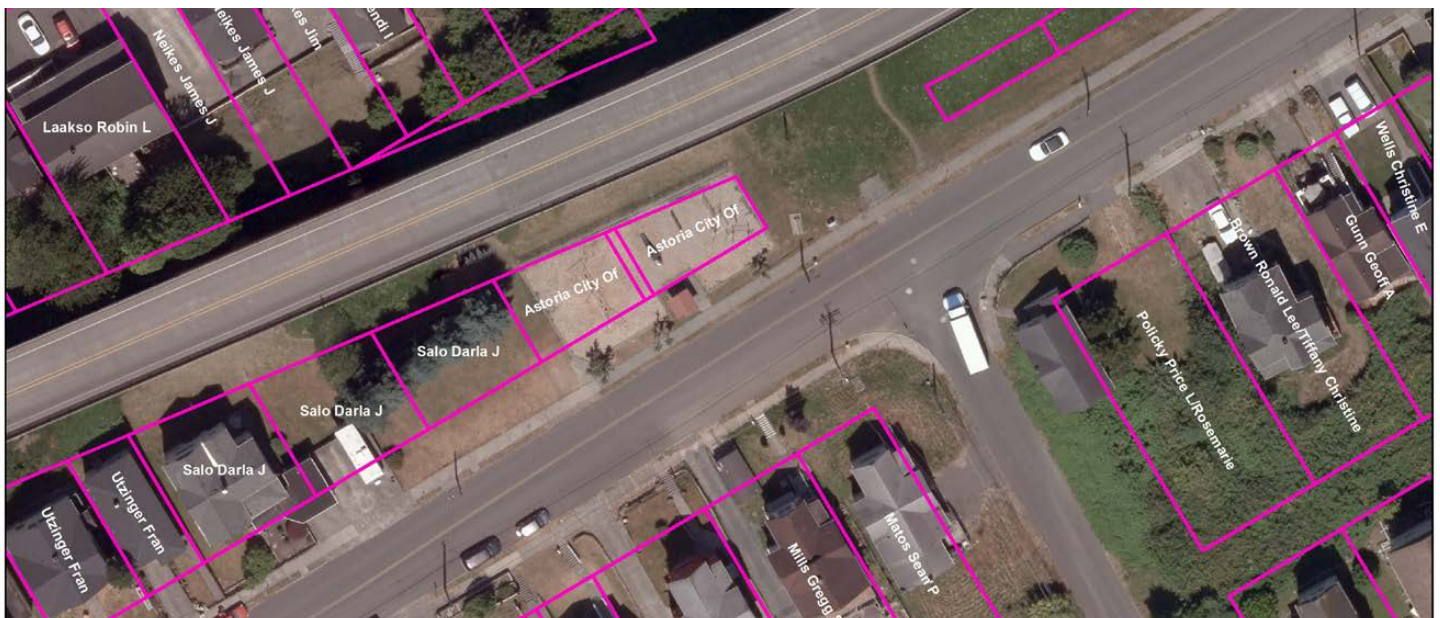
Small playground with benches and covered picnic table in a grass area overlooking the Columbia River and Megler Bridge

## Regular Maintenance:

Mowing, weed-eating 1x week, empty garbage 2x week, regular cleaning, inspection, and repair of playground equipment.

## Needed Maintenance:

Replace playground chips, remove over-pruned trees, update play structures





# Alameda Park Reserve

Address: Alameda & Cumberland  
Owner: City of Astoria

0.67 acres  
Condition: Good



## Description:

Open grass area reserved for use as a neighborhood pocket park, currently maintained by neighbors.

## Regular Maintenance:

None

## Needed Maintenance:

None





# Alderbrook Natural Area

Address: 53rd & Alder  
Owner: City of Astoria

13.3 acres  
Condition: Fair



## Description:

Large natural area at the eastern terminus of the River Walk. The park can be accessed from the River Walk or a small parking lot at Alder St and Lagoon Rd. The North Coast Watershed Association, North Coast Land Conservancy, and neighbors of the park are active in invasive species removal and native replanting.

## Regular Maintenance:

Mow 1x year

## Needed Maintenance:

Better control of invasive/noxious plant species



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# Alderbrook Park

Address: 45th & Leif Erickson  
Owner: City of Astoria

0.62 acres  
Condition: Poor



## Description:

Small neighborhood pocket park with a playground, covered picnic table, basketball half-court, small grass area, and community hall available for rentals.

## Regular Maintenance:

Mowing, weed-eating 1x week, empty garbage 2x week, regular cleaning, inspection, and repair of playground equipment.

## Needed Maintenance:

Outdated play equipment, Basketball court weeds, Repaint bball, back border of park has derelict building encroaching, replace playground chips



# ARC Grounds

Address: 1555 W Marine Dr  
Owner: City of Astoria

3.5 acres  
Condition: Poor



## Description:

Waterfront property on Youngs Bay that includes the Astoria Recreation Center, Parks and Facilities Maintenance Shops, and Youngs Bay Marine Park. There is a large parking lot, two picnic shelters, and a playground area with basketball half-court installed in 2014.

## Regular Maintenance:

Mowing, weed-eating 1x week, garbage 2x week, maintenance of parking lot and lights, regular cleaning, inspection, and repair of playground equipment.

## Needed Maintenance:

Repair picnic shelters, organize parking lot for maximum use of space, pave parking lot, eradicate invasive weeds





# Astor Park

Address: 1 Coxcomb Dr  
Owner: City of Astoria

37.5 acres  
Condition: Fair



## Description:

Home of the 125-ft tall Astoria Column, Astor Park is a destination for visitors and locals, providing parking, a gift shop, restrooms, picnic areas, trailheads, and stunning views of Astoria and its surroundings. The irrigated grounds are operated and maintained by the Friends of the Astoria Column.

## Regular Maintenance:

Maintenance is currently carried out by a caretaker with the Friends of the Astoria Column.

## Needed Maintenance:

None



# Birch Field & Park

Address: 49th & Birch  
Owner: City of Astoria

0.96 acres  
Condition: Poor



## Description:

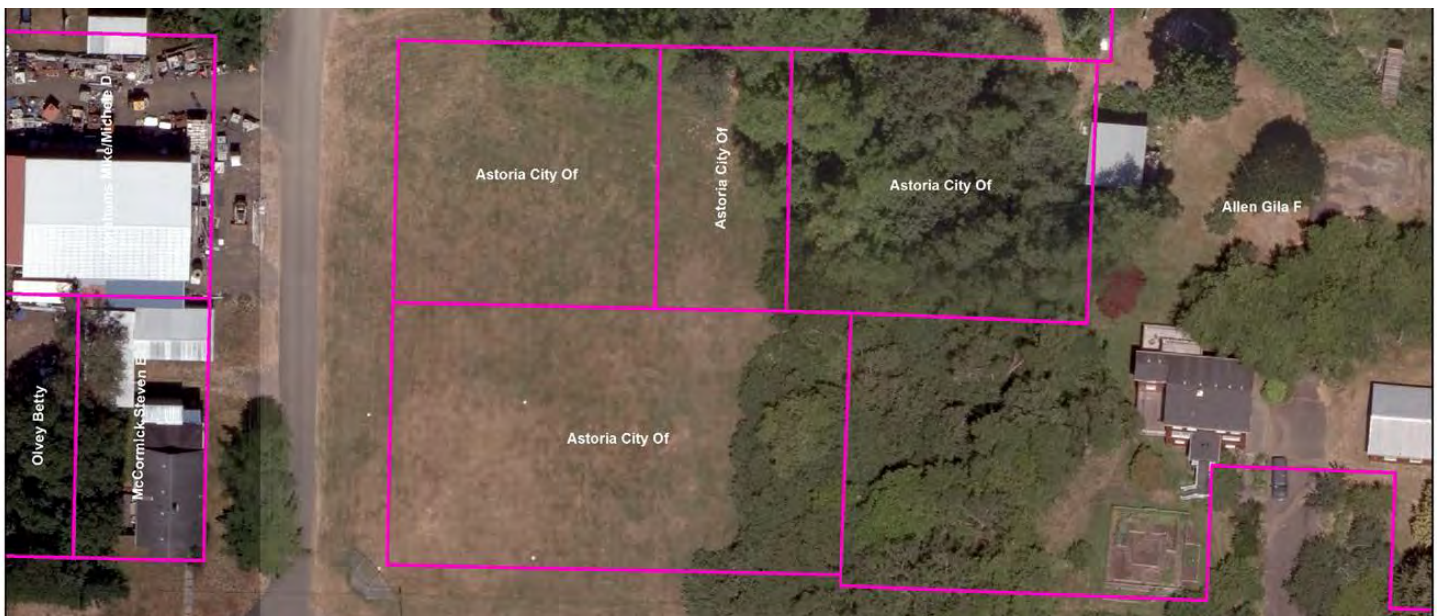
Grass ball field with bases and backstop. The park is often visited by the neighbors for general use and dog walking.

## Regular Maintenance:

Mowing, weed-eating 1x week

## Needed Maintenance:

Poor drainage, bases overgrown





# Children's Park Playground

Address: 6th & Commercial  
Owner: City of Astoria

0.23 acres  
Condition: Fair



## Description:

Popular downtown playground with an updated play structure, basketball half-court, swing set, picnic tables and fenced-in grass area with dog waste bags.

## Regular Maintenance:

Mowing, weed-eating 1x week, empty garbage 2x week, regular cleaning, inspection, and repair of playground equipment.

## Needed Maintenance:

Play structure needs power washing, play structure will need to be replaced in near future, replace playground chips



# Columbia Fields

Address: 35th & Leif Erickson  
Owner: Astoria School District

2.9 acres  
Condition: Poor



## Description:

Multi-use park with two ball fields, tennis courts, and a large grass area, used by multiple area sports programs. Gravel parking lot, concession stand, dugouts, and bleachers. The facility is owned by the Astoria School District. Use by the Parks and Recreation Department is provided at no cost in exchange for maintenance and operations of the site.

## Regular Maintenance:

Mowing, weed-eating 1x week, garbage 2x week, field preparation during periods of high use.

## Needed Maintenance:

Improve Columbia North Field infield, replace bleachers in east field, reseal tennis court, add lights for night use, improve turf





# Customs House

Address: 35th & Leif Erickson  
Owner: City of Astoria

0.5 acres  
Condition: Fair



## Description:

A small irrigated landscaped area with interpretive signs surrounding a reconstruction of Astoria's first Customs House.

## Regular Maintenance:

Mowing, weed-eating 1x week

## Needed Maintenance:

Weed eradication; structure repairs; replacement of interpretive panels.





# Evergreen Fields

Address: Astoria Middle School

Owner: City of Astoria

11.7 acres

Condition: Poor



## Description:

Large, irrigated neighborhood park with two softball fields, a large open grass area, three sand volleyball courts, restrooms, and a concession stand. Used by Parks department youth and adult sport leagues, as well as high school athletic programs.

## Regular Maintenance:

Mowing and weed-eating 1x week, emptying garbage 2x week, cleaning and maintaining restrooms, field preparation during periods of high-use

## Needed Maintenance:

Improve baseball field infields, poor drainage on both fields, weeds in sand volleyball area, improve turf



# Fort Astoria Park

Address: 15th & Exchange  
Owner: City of Astoria

0.14 acres  
Condition: Good



## Description:

A downtown historical site with scenic mural and replica of the original Fort Astoria, an irrigated grass area, dog waste bags, and interpretive signs.

## Regular Maintenance:

Mowing, weed-eating 1x week, weeding flower beds 1x month, garbage 2x weeks

## Needed Maintenance:

Weeds in flower beds





# Fred Lindstrom Park

Address: 7th & Niagara  
Owner: City of Astoria

1.9 acres  
Condition: Fair



## Description:

Popular neighborhood park with a large playground, two tennis courts, a basketball full-court, picnic tables, benches, and open grass areas.

## Regular Maintenance:

Mowing, weed-eating 1x week, garbage 2x week

## Needed Maintenance:

Power wash play structure, update/replace play structure, replace playground chips, install picnic shelter; install permanent restroom facility





# Gray School Recreation Complex

Address: Alameda & Chinook  
Owner: Astoria School District

1 acres  
Condition: Poor



## Description:

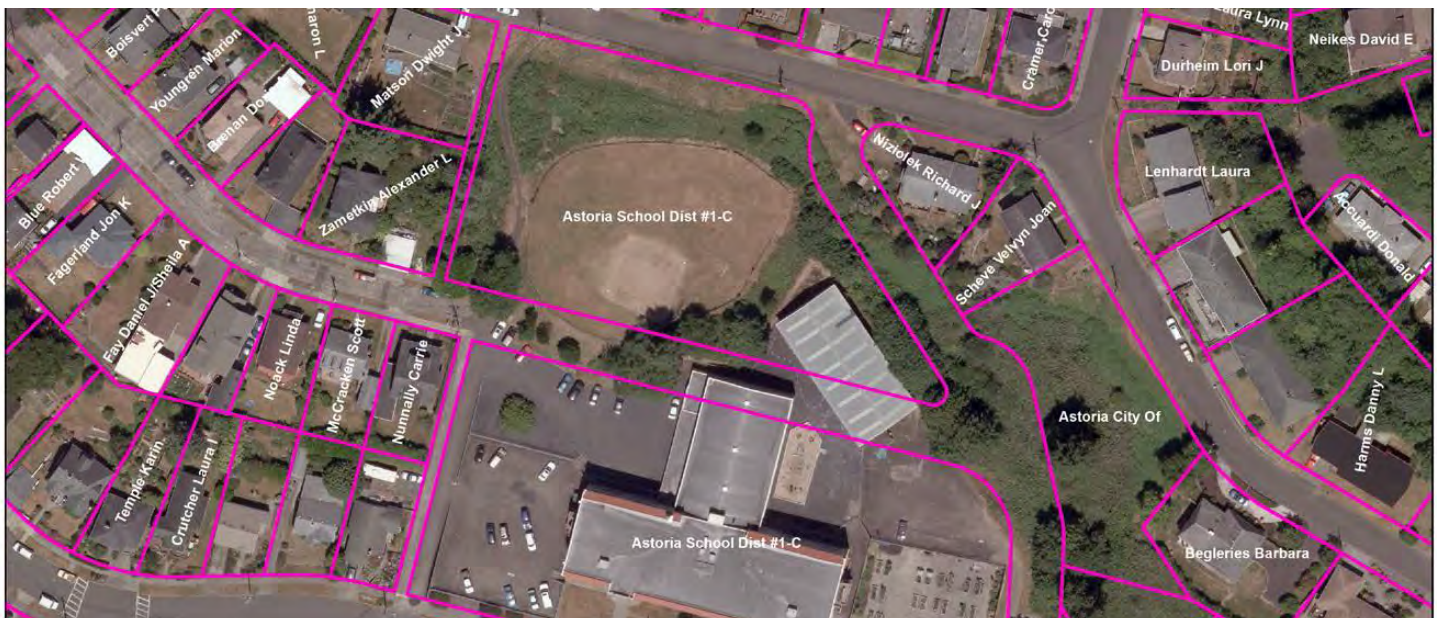
Large fenced-in grass field with fence and backstop, and semi-covered outdoor playground adjacent to Port of Play, Lil' Sprouts Academy, and the Community Gardens.

## Regular Maintenance:

Mowing, weed-eating 1x week

## Needed Maintenance:

Remove invasive weeds, improve infield on baseball field, repair fence





# Heritage Square / Garden of Surging Waves

Address: 11th & Duane  
Owner: City of Astoria

1.25 acres  
Condition: Fair



## Description:

An urban plaza with seating, hardscaping, irrigated landscaping, and sculptural elements commemorating the culture, challenges, and contribution of Chinese immigrants to Astoria and the Pacific Northwest.

## Regular Maintenance:

Weeding 1x / two weeks, 2x checks for garbage on grounds

## Needed Maintenance:

Eradicate noxious weeds, manage/prune plantings



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# Maritime Memorial

Address: Bay St & Marine Dr  
Owner: City of Astoria

0.24 acres  
Condition: Good



## Description:

Riverside park with a granite memorial wall, irrigated landscaping, historic fresh water fountain, walkway and picnic area.

## Regular Maintenance:

Weeding flower beds 1x month. Portions of the park are maintained by the Holiday Inn Express.

## Needed Maintenance:

Eradicate invasive weeds in flower beds, simplify plantings on grounds





# McClure Park

Address: 8th & Grand  
Owner: City of Astoria

0.92 acres  
Condition: Poor



## Description:

A neighborhood pocket park with a backstop, open grass area, swing set, seating, picnic tables, and dog waste bags overlooking downtown Astoria and the Columbia River. The Friends of McClure Park have adopted the site and are working on improving landscape features and adding new play equipment.

## Regular Maintenance:

Mowing, weed-eating 1x week, empty garbage 2x week

## Needed Maintenance:

Improve turf, re-evaluate use of swings, potential site for restroom/picnic shelter, replace playground chips; stabilize and rebuild north-facing retaining wall



# Mill Pond Park

Address: 23rd & Mill Pond Ln  
Owner: City of Astoria

0.29 acres  
Condition: Excellent



## Description:

Small waterfront landscaped area with picnic tables and a gazebo.

## Regular Maintenance:

Currently, maintenance is carried out by private contractor through HOA

## Needed Maintenance:

None





# Ocean View Cemetery

Address: 18th & Whiskey Rd, Warrenton  
Owner: City of Astoria

100 acres  
Condition: Poor



## Description:

Historic cemetery located in Warrenton, Oregon that includes about 16,000 burial plots, a chapel, mausoleum, maintenance facility, and scenic location.

## Regular Maintenance:

Mowing 1x week, emptying garbage cans 1x month, trimming of tree limbs as needed. Half of the cemetery grounds are irrigated, but the system is unused due to high costs.

## Needed Maintenance:

Improve turf, maintain gravesites, remove illegal plantings/grounds additions, replace/add wayfinding signs, replace wooden fence with low-maintenance structure, improve irrigation, eradicate invasive weeds





# People's Park

Address: 16th & Marine  
Owner: City of Astoria

0.41 acres  
Condition: Poor



## Description:

Open grass area adjacent to the River Walk with parking, dog waste bags, and views of the Columbia River. A wooden viewing deck was removed in 2016 due to poor structural conditions.

## Regular Maintenance:

Mowing, weed-eating 1x week, garbage 2x week

## Needed Maintenance:

Remove platform, remove hedge along sidewalk and excessive bushes in park, improve turf





# Pioneer Cemetery

Address: 15th & Niagara  
Owner: City of Astoria

2.1 acres  
Condition: Fair



## Description:

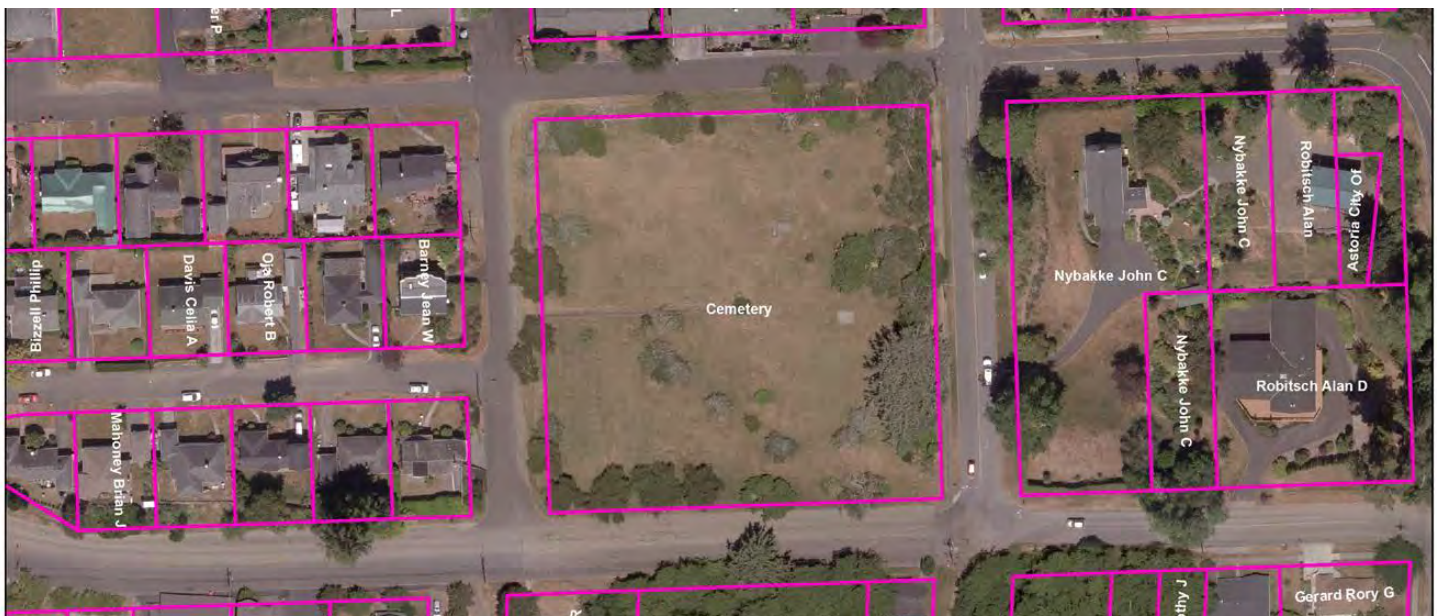
A decommissioned historic cemetery with grass areas, trees, and headstones. A wooden perimeter fence is scheduled to be removed due to poor conditions. The park is often visited by neighbors for general use and dog walking.

## Regular Maintenance:

Mowing, weed-eating 1x week

## Needed Maintenance:

Replace wooden fence with lower-maintenance structure, address erosion on east side of park, stabilize headstones, clean headstones, trim/remove trees; repair crypt



# Post Office Park

Address: 15th & Franklin  
Owner: City of Astoria

0.11 acres  
Condition: Fair



## Description:

A small grass area near downtown with a river view and monument commemorating the original location of the first post office site west of the Rocky Mountains.

## Regular Maintenance:

Mowing, weed-eating 1x week

## Needed Maintenance:

Add amenities to park for more positive use, clean obelisk





# Richard Fenscak Cathedral Tree Trail

Address:  
Owner: City of Astoria

47 acres  
Condition: Poor



## Description:

A forested natural area that can be accessed by trailheads at 28th and Irving and Astor Park. Park amenities include informational signs, maps, benches, and dog waste bags.

## Regular Maintenance:

Repairs and maintenance as requested, empty garbage 1x week

## Needed Maintenance:

Improve drainage, add wayfinding signs, address user-generated trails, provide interpretive signs, replace deficient structures, re-route tread



# River Walk

Address: Smith Point to Alderbrook Natural Area  
Owner: City of Astoria

36.4 acres  
Condition: Fair



## Description:

Linear park consisting of a 50-ft rail right of way from Smith Point to Alderbrook Natural Area, including a 6-mile multi-use trail, open landscaped areas with seating and interpretive signs, and access to multiple parks and scenic viewing areas.

## Regular Maintenance:

Mowing and weed-eating 1x week, garbage removal 2x week, maintenance of bollards, railings, and decking as needed

## Needed Maintenance:

Power wash all structures, inspect/replace trestles, eradicate invasive/noxious weeds





# Shively Park

Address: 16th & Williamsport  
Owner: City of Astoria

11.7 acres  
Condition: Poor



## Description:

A historic hilltop park with a community hall, two picnic shelters, open lawn and landscaped area, small play structure, and large forested natural areas with meandering informal trails. One trail connects to Evergreen Fields and Astoria Middle School.

## Regular Maintenance:

Mowing, weed-eating 1x week, garbage 2x week, regular cleaning, inspection, and repair of playground equipment.

## Needed Maintenance:

Eradicate invasive weeds, reduce over-mature understory in forested area, improve picnic shelters, replace swing set, replace playground chips



# Tapiola Park

Address: S. Denver & W. Marine  
Owner: City of Astoria

12 acres  
Condition: Fair



## Description:

Large community park overlooking Youngs Bay with a large playground, full basketball court, four ballfields, a skate park, two sets of public restrooms, and a picnic area with a shelter.

## Regular Maintenance:

Cleaning restrooms, empty garbage 2x week, mowing and weed-eating 1x week, field preparation during periods of high-use, regular cleaning, inspection, and repair of playground equipment.

## Needed Maintenance:

Improve turf and infield on Tapiola 2 field; improve infields and turf on Niemi fields; Power wash play structure, update/replace play structure, replace playground chips, reduce vandalism of facilities





# Tidal Rock Park

Address: 15th & Commercial  
Owner: City of Astoria

0.08 acres  
Condition: Poor



## Description:

Downtown pocket park with a large historic rock that served as a landmark for large ships coming from the Columbia River. The site includes about 100-feet of exposed historic chair-wall and access to the Astoria underground, and is mostly overgrown and inaccessible.

## Regular Maintenance:

Remove garbage and debris 1x six months

## Needed Maintenance:

Remove noxious/invasive weeds, provide better access, provide better informational signage



# Violet LaPlante Park

Address: 45th & Cedar  
Owner: City of Astoria

0.69 acres  
Condition: Fair



## Description:

Small neighborhood park surrounded by a forested area near the Columbia River. Amenities include a small climbing structure, swing set, covered picnic table, dog waste bags, and direct access to the River Walk.

## Regular Maintenance:

Mowing, weed-eating 1x week, empty garbage 2x week

## Needed Maintenance:

Outdated play equipment, replace playground chips





# Youngs Bay Marine Park

Address: 1555 W Marine Dr  
Owner: City of Astoria

0.9 acres  
Condition: Poor



## Description:

Marine use area with a boat ramp, docks, picnic area, and a gravel parking lot shared with the Astoria Recreation Center.

## Regular Maintenance:

Repair/replacement of dock infrastructure as needed

## Needed Maintenance:

Replacement of transient dock and pilings



# Youngs River Falls

Address: Young's River Loop Rd  
Owner: City of Astoria

12 acres  
Condition: Poor



## Description:

A wooded park about 10 miles south of Astoria, with parking, interpretive signs, and a scenic 65' waterfall on the Youngs River.

## Regular Maintenance:

Remove garbage and debris 1x six months. Distance from Astoria limits level of care.

## Needed Maintenance:

Trail and step repair; replace interpretive signs.





# 15th Street Triangle

Address: 15th & Marine Dr  
Owner: City of Astoria

0.2 acres



## Description:

Small grass area with trees, landscaping, and a "Welcome to Downtown Astoria" sign

## Regular Maintenance:

Mowing, weed-eating 1x week, weeding flower beds 1x month

## Needed Maintenance:

Weed eradication



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# 18th Street Flower Beds

Address: 18th Street from Marine Dr to Exchange St  
Owner: City of Astoria

0.2 acres



## Description:

Small area with natural plantings and flowers.

## Regular Maintenance:

Weed-eating and mowing 1x month

## Needed Maintenance:

Weed eradication; litter removal





# 8th Street Triangle

Address: 8th & Marine Dr  
Owner: City of Astoria

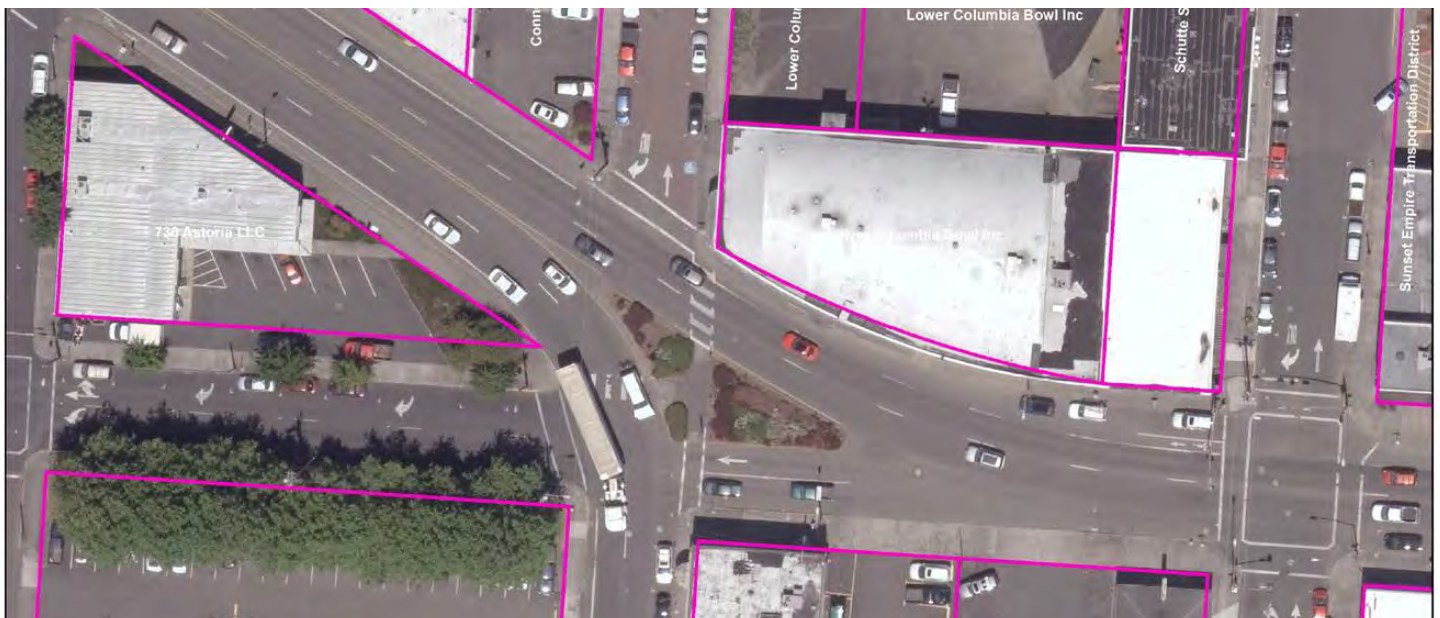
0.1 acres



**Description:**  
Small landscaped area along Marine Drive.

**Regular Maintenance:**  
Weed-eating and mowing 1x month

**Needed Maintenance:**  
Weed eradication; litter removal



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# Aquatic Center Grounds

Address: 1997 Marine Dr  
Owner: City of Astoria

2.2 acres



## Description:

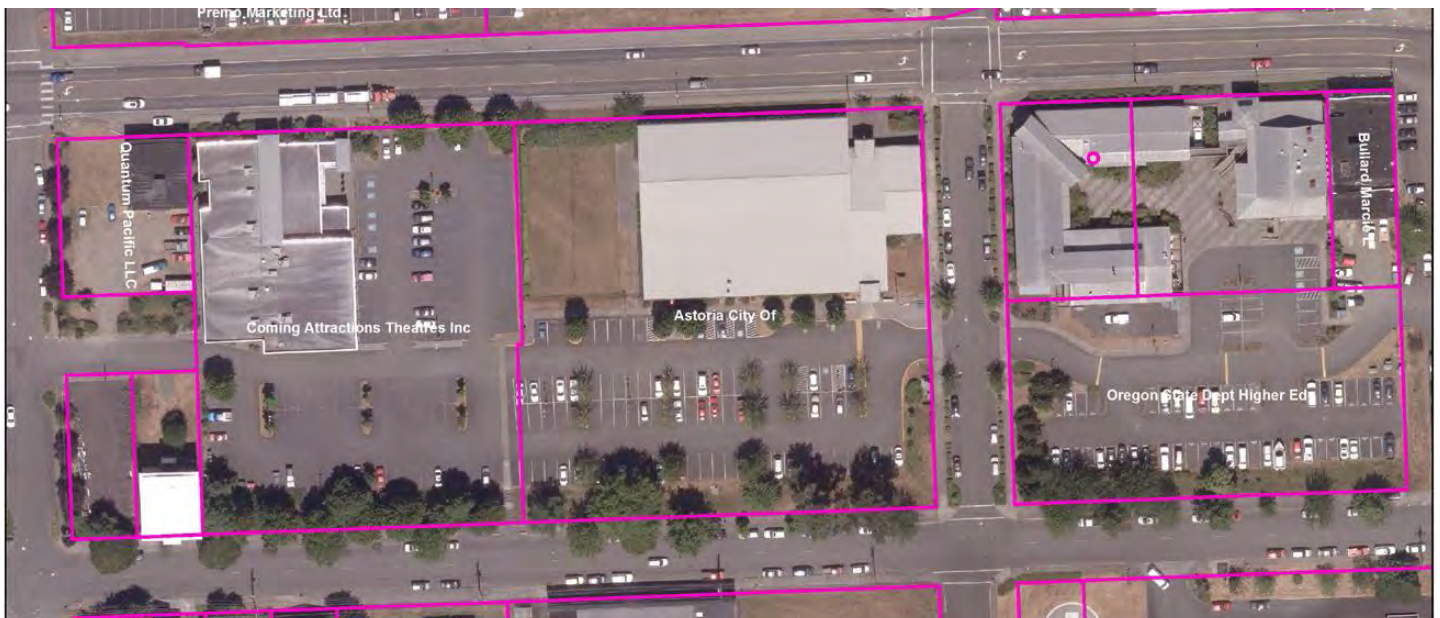
Large parking lot, open grass area, and landscaping

## Regular Maintenance:

Mowing, weed-eating 1x week

## Needed Maintenance:

Address roots damaging concrete sidewalk, excessive leaves in fall, eradicate invasive weeds





# Exchange Street Parkway

Address: 17th St to 20th St

Owner: City of Astoria

0.3 acres



## Description:

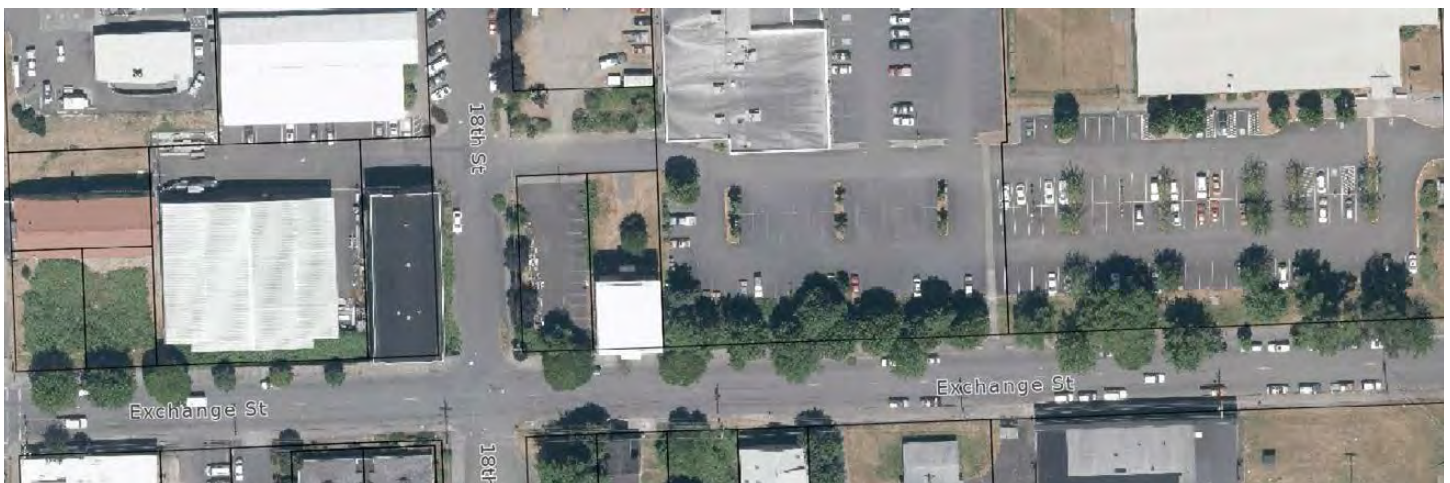
Street trees and landscape beds.

## Regular Maintenance:

Tree and landscape bed maintenance as needed

## Needed Maintenance:

None



# Library Parking Lot

Address: 10th & Exchange  
Owner: City of Astoria

0.2 acres



## Description:

Half block paved parking lot with 15 spaces and landscaping.

## Regular Maintenance:

Trim hedge 2x year

## Needed Maintenance:

None





# Marine Drive Parkway

Address: 10th St to 23rd St

Owner: City of Astoria

1.5 acres



## Description:

Street trees and landscape beds.

## Regular Maintenance:

Tree and landscape bed maintenance as needed

## Needed Maintenance:

None



# Portal Park - East

Address: 33rd & Marine Dr  
Owner: City of Astoria

0.2 acres



## Description:

Grass area with trees, landscaping, and gateway sign.

## Regular Maintenance:

Mowing, weed-eating 1x week, garbage 2x week

## Needed Maintenance:

Weed eradication; tree trimming





# Portal Park - West

Address: Taylor & W Marine Dr  
Owner: City of Astoria

0.4 acres



## Description:

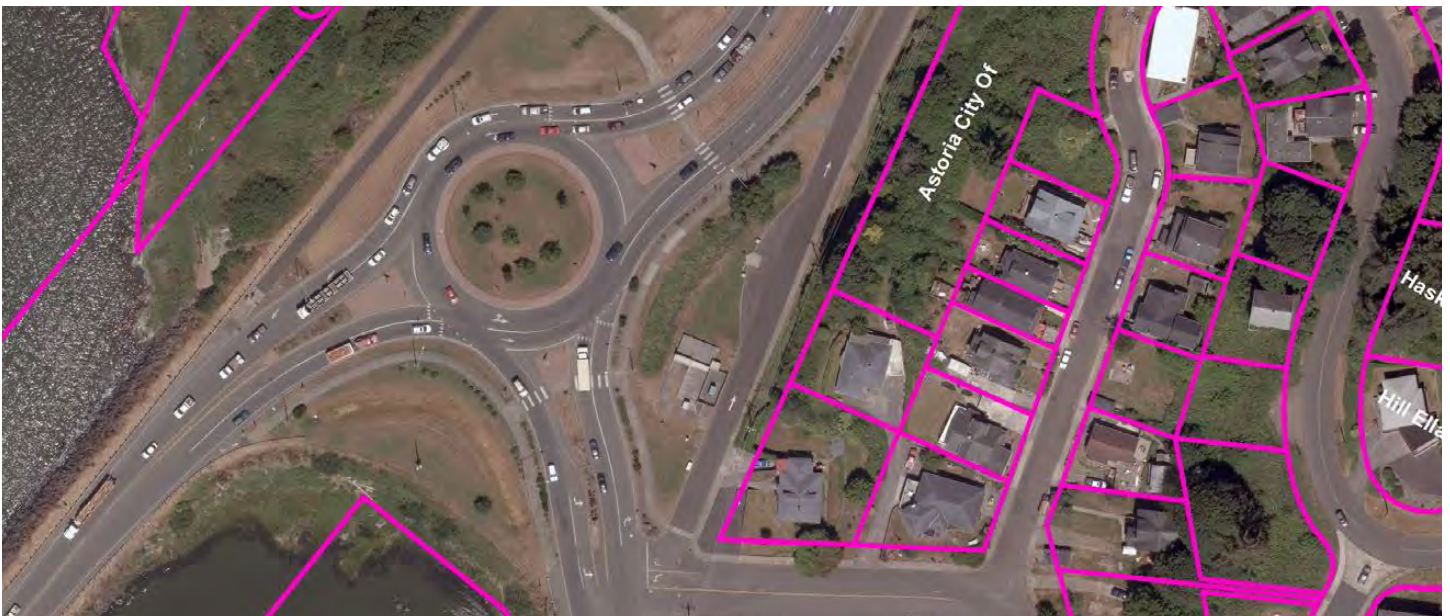
Grass area with trees, landscaping, sculpture, and gateway sign.

## Regular Maintenance:

Mowing, weed-eating 1x week

## Needed Maintenance:

None



# Smith Point Traffic Circle

Address: Hwy 101 & 202

Owner: Oregon Department of Transportation

3.2 acres



## Description:

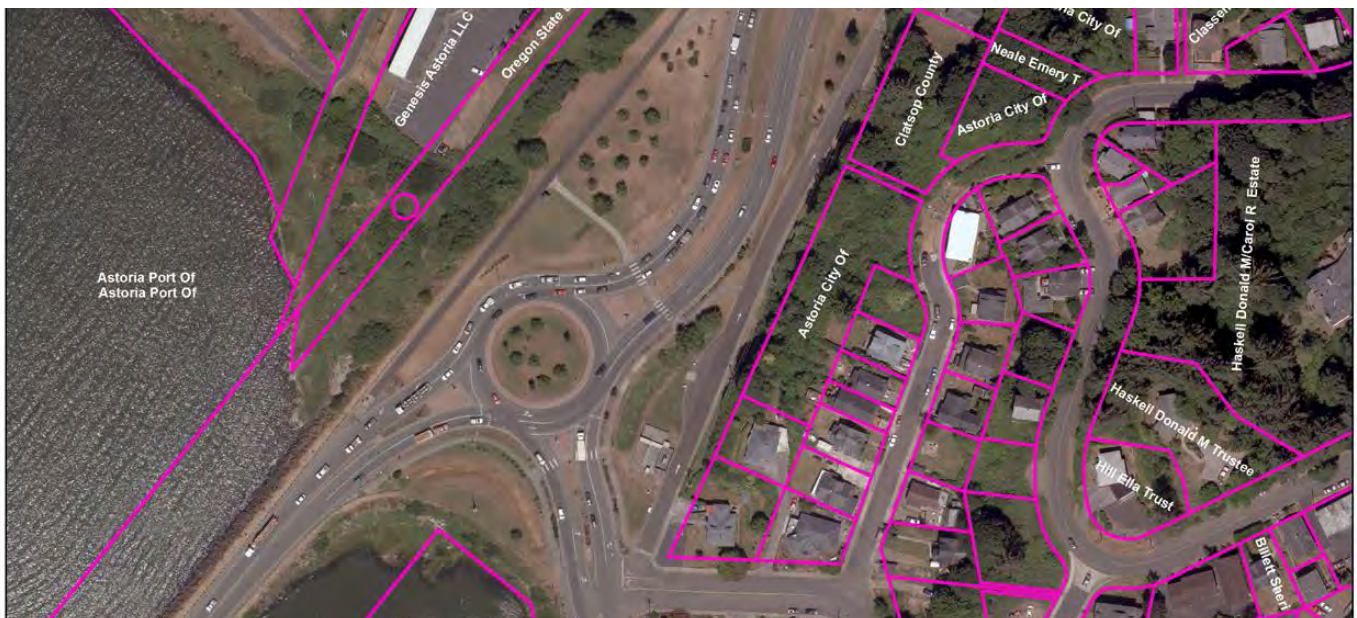
Grass areas with trees and landscaping.

## Regular Maintenance:

Mowing, weed-eating 1x week, empty garbage 1x week

## Needed Maintenance:

Reduce number of flowerbeds, reduce number of shrubs and trees, eradicate invasive weeds





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# City of Astoria Parks and Recreation Tree Inventory Request for Proposals

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7/28/2016



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## Introduction

The City of Astoria’s Parks and Recreation Department, located at 1555 W Marine Dr. Astoria OR 97103, invites qualified Contractors to submit proposals to inventory and catalogue all the trees the Parks and Recreation Department is responsible for.

Proposals are due no later than 4pm on September 2nd at 1555 W. Marine Dr. Astoria Oregon 97103, with attention to Jonah Dart-McLean, Parks Maintenance Supervisor. Proposals may be mailed, hand-delivered, or emailed to [jdart@astoria.or.us](mailto:jdart@astoria.or.us). For questions, call 503-741-1600.

The City of Astoria’s Parks Department oversees a large amount park lands and open spaces and maintains a wide variety of native and exotic tree species. The Parks Department desires to increase its knowledge and tracking ability of the trees it is responsible for.

The City of Astoria strongly values its natural resources and strives to provide the most positive and healthful environments for its citizens. The City of Astoria recognizes trees as an important component of a successful city and understands that every dollar spent on planting and caring for a community tree yields benefits that are two to five times that investment (US Forest Service Study, 2011).

To serve both the purpose of tracking the health and types of trees located within the City’s parks properties in order to best care for and maintain them, and to help promote and enhance the benefits trees provide to the community, a comprehensive inventory of tree species, health, size, and location must be carried out.

The City is seeking a qualified, professional contractor to carry out a detailed tree inventory that encompasses all properties maintained by the Parks and Recreation Department.

## Proposed Scope of Work

Proposals must include all costs, broken down by location, (labor, materials, travel, etc.) involved to produce a comprehensive tree inventory for the Parks Department. This inventory must include the following data for individual trees:

- Scientific (Genus, species) and common name
- Type (deciduous, conifer)
- Condition (provide clearly explained rating system, ex. good, fair, poor, dying, dead)
- DBH (inches)
- Height (feet)
- Canopy Spread (feet)
- Location (lat. /long.)
- Proximity to Assets/Forecasted Growth Issues
- Documentation Of Any Present Tree Disease/Parasite/Threat
- Tree Health Management Recommendation
- Photo
- Map of Trees Within Each Property Location

Areas with high tree densities, locations with homogeneity of species, or large locations where individual inventoring is not feasible, Proposers may describe sampling techniques in lieu of capturing data on singular trees. Sampling techniques and methods must be fully described and must capture the following data for plots of trees:

- Percentage of each tree species present
- Average height, age, DBH in plot by species
- Overall health of tree stand/plot--identification/description of any endemic disease/parasite that may threaten stand health
- Description of any potential hazards to infrastructure in stand
- Map of stand sampled

Attachment A to this document is a map and description of all locations the Parks Department desires to have trees catalogued at. All tree species in listed areas must be included in this inventory, regardless of size. As a quick resource, the list of locations are:

Park Name	Location	Acreage
14th & Grand Playground	14th & Grand	0.38
15th Street Triangle	15th & Marine Drive	0.2
18th Street Flower Beds	18th Street & Marine	0.2
9th & Astor Park	9th & Astor	0.13
8 <sup>th</sup> St. Triangle	8 <sup>th</sup> & Marine Dr.	.1
Alameda Park	Alameda & Melbourne	0.11
Alameda Park Reserve	Alameda & Cumberland	0.67
Alderbrook Natural Area	53rd & Alder	13.3
Alderbrook Park	45th & Leif Erickson	0.62
Aquatic Center Grounds	1997 W Marine Drive	2.2
Astoria Recreation Center Grounds	1555 W Marine Dr	3.5
Astor Park	1 Coxcomb Dr	37.5
Birch Field & Park	49th & Birch	0.96
Cathedral Tree Trail	2800 Block of Irving Avenue	47

Children's Park Playground	6th & Commercial	0.23
Columbia Fields	35th & Leif Erickson	2.9
Customs House	35th & Leif Erickson	0.5
Evergreen Fields	Astoria Middle School	11.7
Exchange Street Parkway	17th St to 20th St	0.3
Fort Astoria Park	15th & Exchange	0.14
Fred Lindstrom Park	7th & Niagara	1.9
Gray School Recreation Complex	Alameda & Chinook	1
Heritage Square / Garden of Surging Waves	11th & Duane	1.25
Marine Drive Parkway	10th St to 23rd St	1.5
Maritime Memorial	Bay St & Marine Dr	0.24
McClure Park	8th & Grand	0.92
Mill Pond Park	23rd & Mill Pond Ln	0.29
Ocean View Cemetery	18th & Whiskey Rd, Warrenton	100
People's Park	16th & Marine	0.41
Pioneer Cemetery	15th & Niagara	2.1
Portal Park - East	33rd St & Marine Drive	0.2
Portal Park - West	Taylor St & W Marine Drive	0.4
Post Office Park	15th & Franklin	0.11
River Walk	Smith Point to Alderbrook Lagoon	36.4
Library Parking Lot	10th & Exchange	0.2
Shively Park	16th & Williamsport	11.7
Smith Point Traffic Circle	Hwy 101 & Hwy 202	3.2
Tapiola Park	S. Denver & W. Marine	12
Tidal Rock Park	15th & Commercial	0.08
Violet LaPlante Park	45th & Cedar	0.69
Youngs River Falls	Young's River Loop Rd	12
Young's Bay Marine Park	1555 W. Marine Dr.	.9
<b>Total acres of Inventory:</b>		<b>309.13</b>

Trees are defined as: woody perennial plants, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground. Not required to be included in this inventory are woody shrubs such as Rhododendrons, Mountain Laurel, etc.

Components of a full proposal shall include:

- Introduction of contractor, history of business, key staff
- Demonstrated understanding of project's scope, goals, and purpose
- Clearly explained inventory and sampling procedure and techniques
- Full description of any specialized tools or equipment to be used
- Clearly explained, simple rating system utilized to catalogue/document tree condition
- Pricing with detailed cost breakdowns by location

## Deliverables

Data collected through the tree inventory shall be submitted as two (2) hard copy reports and a digital copy with Excel spreadsheets containing all collected data, images, and all maps of tree locations in .pdf format.



Proposer will need to summarize data into a 10-15 minute visual presentation to be presented by the Contractor to the Parks and Recreation Advisory Board during a regularly scheduled meeting and the Astoria City Council during a regularly scheduled meeting.

## **Project Tours**

Before submitting a proposal, each Proposer shall have the opportunity to thoroughly examine project locations and fully understand the conditions that in any way may affect the work proposed. Failure to inspect the sites will in no way relieve the successful contractor from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the work. Tours can be scheduled by contacting Jonah Dart-McLean at 503-741-1600 or [jdart@astoria.or.us](mailto:jdart@astoria.or.us)

## **Qualifications/Experience**

Qualified proposers shall have at least one licensed ISA Arborist on staff that will act as a direct supervisor of the work to be carried out. The Arborist will provide written certification that all information collected is accurate and complete.

Proposers will provide three (3) references of work or experience that demonstrates capability to complete this project.

## **Timeline**

Upon notice to proceed, Contractor will have until June 1, 2017 to complete all work associated with this project and deliver to the Parks Department a complete inventory of trees within the attached list of properties.

## **Terms and Conditions**

All proposers responding to this RFP are required to adhere to the terms and conditions outlined in this RFP.

- A. Confidentiality of RFP.** The contents of your proposal will remain confidential and will not be made available to anyone except City staff and consultants involved in the review, evaluation, approval and execution of this RFP Process. By submitting a proposal, the proposer agrees to the terms, conditions and specifications of this RFP.
- B. Term of Pricing.** For purposes of this RFP, prices quoted for software and services shall remain effective for 60 days beyond the submittal date.
- C. Expenses.** Any cost incurred by the proposer in preparing and providing a response to the RFP is solely the responsibility of your organization. In addition, any costs associated with product demonstrations will also be the sole responsibility of your organization.
- D. Supplemental.** The City of Astoria reserves the right to seek additional information from the proposer at any time after the official submittal of the proposal.
- E. Acceptance or Rejection.** The City reserves the right to alter the scope of work and/or reject any or all proposals. The existence of the RFP shall not, in any way, obligate the City to take any action regarding any response submitted by a proposer.

## **Insurance**

Prior to starting work hereunder, CONTRACTOR, at CONTRACTOR'S cost, shall secure and continue to carry during the term of this contract, with an insurance company acceptable to CITY, the following insurance, written on an occurrence basis, in amounts not less than the limitations on liability for local public bodies

provided in ORS 30.272 and ORS 30.273:

A. Commercial General Liability. CONTRACTOR shall obtain, at CONTRACTOR'S expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage. Coverage shall include CONTRACTORS, sub-contractors and anyone directly or indirectly employed by either.

B. Automobile Liability. CONTRACTOR shall obtain, at CONTRACTOR'S expense and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits).

C. Additional Insured. The liability insurance coverage shall include CITY and its officers and employees as Additional Insured but only with respect to CONTRACTOR'S activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, CONTRACTOR shall furnish a certificate to CITY from each insurance company providing insurance showing that the CITY is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

D. Professional Liability Insurance. The CONTRACTOR shall have in force a policy of Professional Liability Insurance. The CONTRACTOR shall keep such policy in force and current during the term of this contract.

E. Notice of Cancellation or Change. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from CONTRACTOR or its insurer(s) to CITY. Any failure to comply with the reporting provisions of this clause will constitute a material breach of this Contract and will be grounds for immediate termination of this Agreement.

## **Worker's Compensation**

The Contractor, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

## **Miscellaneous Contract Provisions**

We have attempted in the above materials to provide specific recommendations that could be considered in drafting an RFP. Few, if any, specifications can be written so that they are airtight. Should disputes arise over the terms or the performance of the contract they can generally be resolved amicably between the parties to the agreement. Sometimes, however, points of view are disparate and more formal means of obtaining an equitable resolution is necessary. One method that can be used to treat such occurrences is "binding arbitration" which specifies that irresolvable arguments be submitted to a board of arbiters. Guidance can be obtained from the construction industry arbitration rules of the American Arbitration Association. Should this specification be considered for use, we advise that an attorney familiar with arbitration methods be consulted prior to the issuance of the proposal package. The statement which an attorney may advise using could be similar to the following:

## **Arbitration**

Unless otherwise stipulated herein, all claims, disputes, and other matters in question, arising out of this agreement, between the parties to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining. No arbitration, arising out of or relating to this Agreement, shall include, by consolidation, joinder

or any other manner, any additional person or a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the Contractor, the Owner and any other person sought to be joined. Any consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named or described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person or persons duly consented to by the parties hereto shall be specifically enforceable under the prevailing arbitration law. Notice of demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim; dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### **Termination of Agreement**

During the service period, (30) days' notice shall be required for termination of this agreement. In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all products and services supplied to the termination date, together with all Termination Expenses as defined below. Termination Expenses include expenses directly attributable to termination for which the Contractor is not otherwise compensated.

### **Conflict of Laws, Assignment & Integration Clauses**

Unless otherwise specified, this Agreement shall be governed by the law the State of Oregon Owner and the Contractor, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party with respect to all covenants of this Agreement. Neither the Owner nor the Contractor shall assign, sublet or transfer any interest in this Agreement without the written consent of the other. This Agreement represents the entire and integrated agreement between the Owner and the Contractor and supersedes all prior negotiation, representations or agreements; either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and the Contractor.



## **Quality Assurance Procedures**

Submit one copy of the service reporting form your company uses to communicate actions taken and include answers to the following questions:

How are field communications with staff carried out?

How will staff carrying out work in the field identify themselves as a contractor of the City? (Shirts, ID badges, etc.)

Describe your company's quality control procedures:

Describe your company's method(s) for handling customer complaints/problems:

## **References**

Complete and submit the following for three (3) projects of similar complexity (duplicate the form as required).

Name of Project:

Address of Project:

Company/Owner:

Contact Person:

Telephone Number:

Email:

Date Range of Work Carried Out:

Description of Work:

## Vendor Selection Procedure

Proposals received by the City will be reviewed by the Selection Committee. The Selection Committee will use the following criteria and point system to evaluate all the proposals received.

### Evaluation Criteria

#### Quality of Proposal:

Proposal is clear, informative, organized and easy to follow. It thoroughly addresses the requirements as specified in the "Scope of Work".

#### Methodology:

The methods of gathering data are efficient and will provide clear, pertinent and easy-to-use and manipulate information.

#### Qualifications:

Contractor demonstrates a high level of experience and stability in providing this type of work or experience in this field, as evidenced by current client references.

#### Cost:

Competitive pricing will be taken into account and proposals should document all costs associated by location (labor, materials, travel, etc.).

	<b>Evaluation Criteria</b>	<b>Weight</b>
<b>Quality of Proposal</b>	How does the proposal address the needs of the City and Department? Does the contractor present a clear and organized proposal?	<b>25</b>
<b>Methodology</b>	Will this proposal's methods yield the best, most useful results?	<b>25</b>
<b>Vendor Qualifications/References</b>	What kind of qualified experience does this contractor provide and do client references provide positive feedback?	<b>25</b>
<b>Cost</b>	How do the costs of this product and services align with the City's proposed budget? How do the costs compare with the services/product provided?	<b>25</b>
<b>Total Points Available:</b>		<b>100</b>

## Evaluation Procedure

The Selection Committee will review all proposals and make a final decision.

## Contract Negotiations

Following the interviews and vendor demonstrations, the Committee will recommend a vendor to move forward with contract negotiations. The City will begin negotiations with its first preferred contractor at this point in the process, but may meet with other contractors if contract negotiations are not amicable.



PROPOSAL FOR  
CITY OF ASTORIA PARKS & RECREATION  
TREE INVENTORY



Submitted by:

**ArborPro, Inc.**

22605 E. La Palma Ave, Suite 509

Yorba Linda, CA 92817

O: 714.694.1924

F: 714-694-1981

[www.arborprousa.com](http://www.arborprousa.com)

ArborPro Inc. 22605 La Palma Ave #509 Yorba Linda, CA 92887

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## INTRODUCTION

ArborPro, Inc. is a full service Urban Forestry consulting company. We provide municipalities, universities, and federal government agencies with a wide array of Urban Forestry services including GPS tree inventories, GIS based management software, Hazardous Tree Assessments, disease and insect infestation identification as well as Urban Forest Management Plans. We have been providing these services for over 14 years.

We are a small business incorporated in the State of California with our Corporate Headquarters located at 22605 La Palma Ave. Ste 509, Yorba Linda, CA 92887. Our local phone number is 714-694-1924, our fax number is 714-694-1981 and our toll free number is 877-844-3282. Although incorporated in California we are licensed to do business in a variety of States nationwide. We have a total staff of 15 employees with 10 field Arborists to perform our data collection services, including: Certified Tree Risk Assessors and a Board Certified Master Arborist.

We have successfully completed numerous tree inventory projects throughout the United States including the following projects in the Pacific Northwest;

Eugene Water and Electric Board  
City of Albany, OR  
City of Bend, OR  
City of Bonney Lake, WA  
City of Hoquiam, WA  
City of Olympia, WA  
City of San Francisco, CA  
City of East Palo Alto, CA  
Pacific Lutheran University

Over the past year we have completed a few of the largest tree inventory projects in the country including; Grand Rapids, Michigan in excess of 74,000 trees, the City of Cedar Rapids, Iowa, in excess of 60,000 trees and the city of San Francisco with over 120,000 tree sites. Like Astoria, these cities were looking to have tree inventories to use as a management tool to effectively manage their urban forest including their parks.

In general, ArborPro proposes to send a team of our highly educated Arborists to the City of Astoria, including a Board Certified Master Arborist and Tree Risk Assessor Qualified Arborist. The team will collect the critical tree attributes accurately and efficiently using hand held tablets, Trimble handheld GPS units and the ArborPro software suite. The data collected will be submitted to the City of Astoria as two (2) hard copy reports and a digital copy with Excel spreadsheets containing all collected data, images and all maps of tree locations in .pdf format. We will also provide the City with a license of our proprietary software suite, ArborPro, at no cost if the City desires. All work will be completed prior to the June 1, 2017 deadline and 10-15 minute visual presentation will be prepared for the Parks & Recreation Advisory Board and Astoria City Council.

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Our team has implemented a very comprehensive quality assurance program; the program allows us to provide our clients with superior data regardless of the size of the project. Typically, we break an area into geographic zones, in this case we will manage the project on a park by park basis. Each park will be inventoried until complete to ensure the best quality data before our team moves to the next park. These procedures have allowed our team to provide our large scale clients with the detail and organization of a small scale job. The collected information is analyzed nightly. Our project manager will be in constant contact with the City by phone and email detailing team locations and also provide weekly progress reports.

Having a tree inventory is a time and money saving tool that will benefit the City of Astoria, year after year. The liability factor of damage to property and people will be greatly reduced when hazardous trees are located and identified. Tree maintenance costs will be reduced with the ability to create work orders for tree crews, making their job easier and saving time. In a city with beautiful parks and known as a hiking destination, a healthy tree canopy can only add value to the outdoor experience. As a city rich in history, home of the beloved Cathedral Tree and the trees of historical significance that grace the yard of the Flavel house, it is obvious that the City of Astoria appreciates the benefits of investing in their Urban Forest.

ArborPro's team would like to be a partner with The City of Astoria, for this project now, and in the future, to support and educate the residents of this gorgeous area on the significance and benefits of their urban forest. We have found that being able to show residents the value of the trees within their park community in air quality and shade among multiple other traits, often relates to how people care for the trees within their community areas and that is advantageous to everyone.

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## METHODOLOGY

ArborPro, Inc. is prepared to conduct a comprehensive GPS-based tree inventory to assist the City of Astoria, in proactively managing their urban forest within their park system. It is our intention to locate, assess and inventory, all park locations requested. We will provide the City of Astoria with all the data collected in two (2) hard copy reports and a digital copy with Excel spreadsheets containing all collected data, images and all maps of tree locations. The project will be summarized into a 10-15 minute visual presentation and presented to the Parks & Recreation Advisory Board during a regularly scheduled meeting and the Astoria City Council during a regularly scheduled meeting.

## QUALITY CONTROL PLAN

Quality control is a number one priority for ArborPro, therefore we have implemented numerous steps in our quality control plan to assure the most accurate and precise data possible.

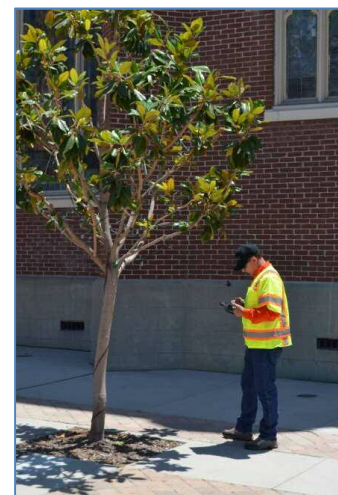
### *Pre-Job Meeting*

Our staff will meet with designated staff from the City prior to commencement of the project to determine and agree upon project standards, review the scope of work and identify the criteria for evaluating and documenting the City’s Urban Forest with the requirements provided in the RFP. Meeting topics will include scheduling, field criteria, detailed attribute definition, Assessment classification, daily operating procedures and raw geographic data sharing and acquisition. The ArborPro team completes a checklist to verify all necessary topics have been addressed and all base data will or has been delivered.

PRE-JOB MEETING AGENDA	Borough of Haddonfield, NJ
<b>Items Needed to Start Project</b>	<b>Comments/ Notes:</b>
<b>Approval of data dictionary</b> Review the information that will be collected for each tree.	Data Dictionary Agreed to, Copy on Office Server
<b>Estimated Tree Count</b> How many trees is ArborPro expected to collect? Is there a limit?	Project is not to exceed 11,000.
<b>Base Data Layers / Maps</b> (center line files, aeriels, parcels, zone, city boundaries) - Get ROW info from Mike	From Rob Applegate
<b>Street Codes and Easement Lists</b>	From Mike Comoroto
<b>List of areas within the city limits that should NOT be collected</b> (county area, privately owned land, HOA's)	
<b>Vacant Site</b> Are we collecting vacant sites? What are the requirements for a vacant site?	No vacant sites in this inventory
<b>Starting Location</b> Where would you like the ArborPro team to start collection?	Zone 1, located in and around City Hall
<b>Park vs. Street Trees</b> Which trees are a priority?	No Parks
<b>Schedule Start Date</b>	12-Jul
<b>Schedule Progress Reports</b>	Weekly Progress Reports, delivered by Scot Watkins
<b>Contact Information</b> Contact information for all primary contacts	

### *Data Collection Process*

Utilizing GIS tablet computers and GeoXH Trimble GPS units, the arborists will collect the data directly into the ArborPro Software Suite, a custom designed GIS software program, and review the data on a daily basis. ArborPro is equipped with detailed quality assurance scripts to verify and correct addressing and spatial abnormalities. Furthermore, the data is run through a variety of quality assurance queries in order to identify any potential data entry errors. Our quality assurance queries include both tabular data review as well as spatial quality control scripts. A few examples of the QC queries include:



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Tabular Queries      Condition vs Recommended Maintenance  
 (ex. Good condition tree <math>\diamond</math> Priority 1 Removal)  
 No duplicate Addresses  
 Species Review – All species meet regional species  
 Height vs DBH

The work will be completed on a park by park basis. Each park will be completed and reviewed prior to beginning the next park. This process ensures that no trees are missed and assures the quality of the data. If we identify issues within a park they can be addressed on a small scale. Below is a map provided to the City of Palm Springs following the completion of Sunrise Park. Upon completion of each park we provided the City of Palm Springs with a detailed assessment of the trees in the park as well as a summary report including detailed maps.



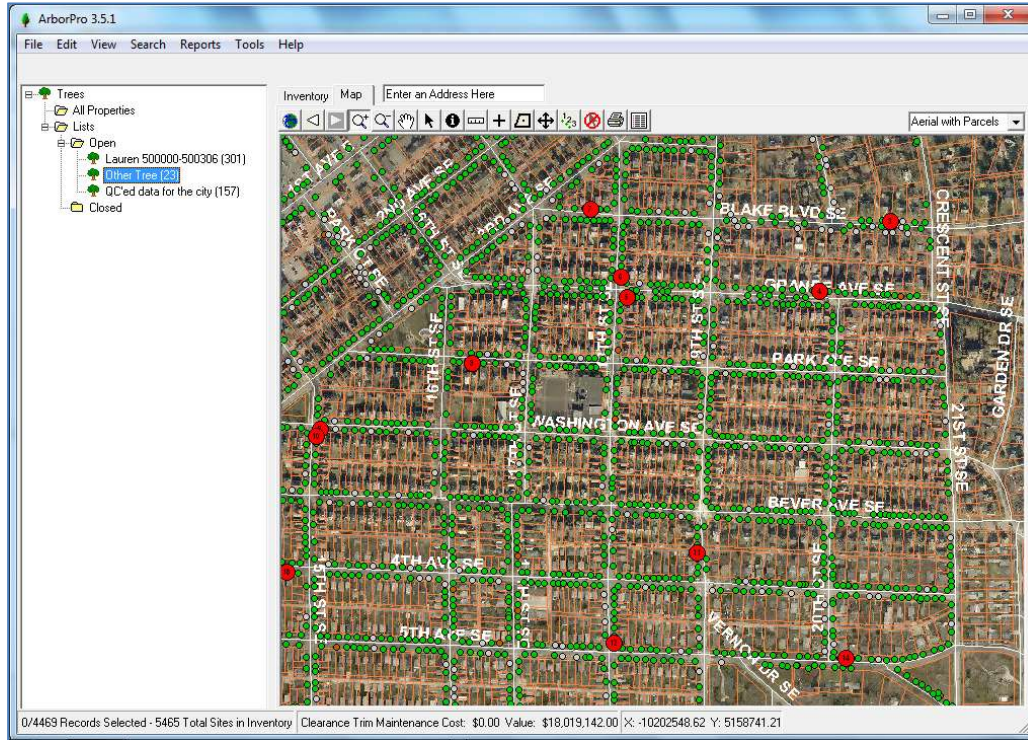
### *Weekly Review*

The data collected by each data collector is reviewed by the Project Manager on a weekly basis. Once our team has run the quality assurance scripts, we will provide the Project Manager with a series of work orders for him/her to inspect. One of ArborPro’s primary concerns is the proper species identification for each tree within the parks in Astoria. In order to maintain the highest integrity with regards to species, we will assign Scot Watkins a Board Certified Master Arborist as the Project Manager. He is uniquely qualified to review our data especially with regards to species. Each of our data collectors is trained to not “guess” on a tree species. If they do not know the species 100% they are trained to categorize that tree as an “Other Tree”. This way we can easily run a search of the dataset for “Other Trees” in a zone. Scot will then go into the field and identify the trees and update the dataset.

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Below is a screen shot of our software with a work order highlighted in red for species to be reviewed by our Project Manager in the City of Cedar Rapids.



ArborPro, Inc. employs a similar procedure for trees that have been identified through our quality control procedures as potential errors. Scot will review the species in general, review the condition and recommended maintenance determinations by each data collector on a weekly basis. Our goal is a consistent, high quality data set.

The Project Manager also holds an internal weekly production meeting with the data collection team. At this time, they discuss any trends or concerns he has noted with regards to the quality of the data. They also discuss the production goals of the team.

### *Progress Meetings & Reports*

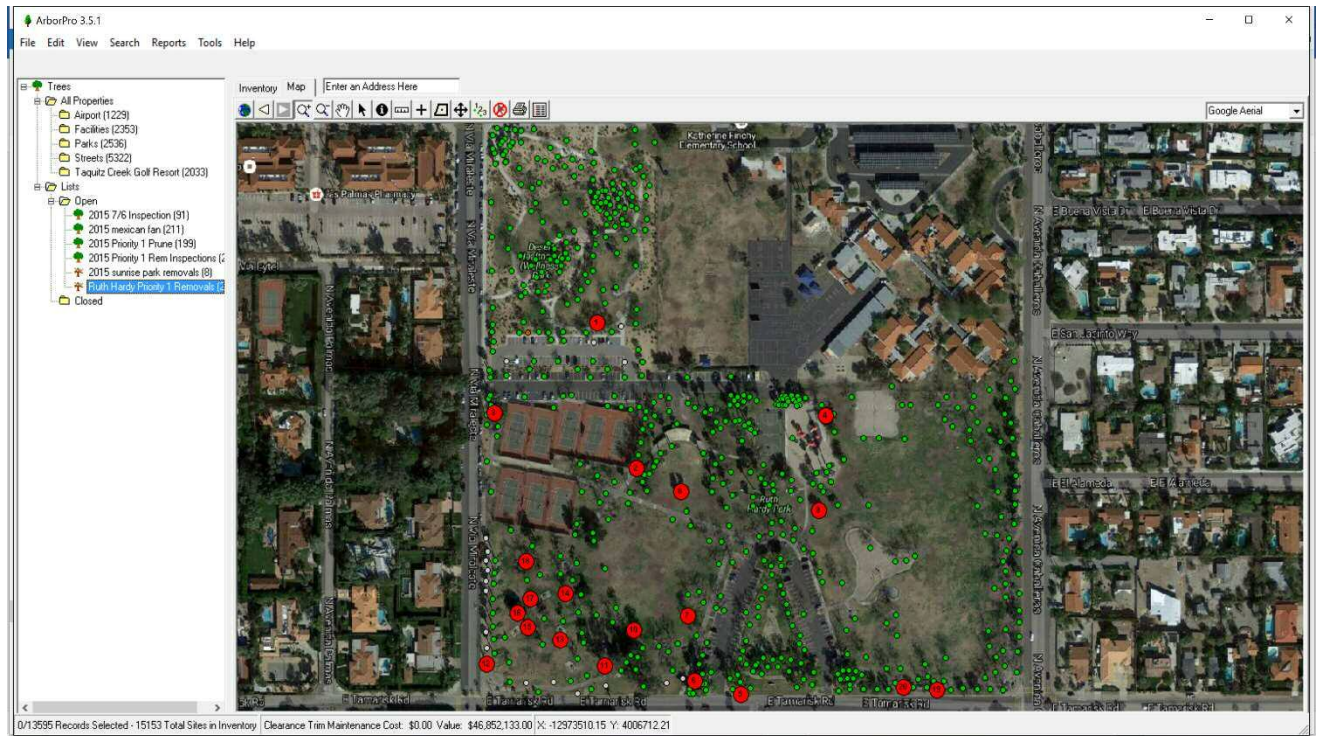
A weekly progress report will be prepared for the City the first day of each work week. This report will include detailed maps of the parks that have been completed, metrics, and a complete listing of the trees surveyed the previous week as well as projections for the following week. All action items from previous meetings will be addressed and new action items created if needed. We will also provide the City with an alphabetical list of all trees, grouped by park, that have been identified as Hazardous or a High Priority Maintenance Issue along with recommended maintenance options. With this information being delivered to the City in real time, the City can act on maintenance requirements during the course of the data collection phase.

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Below is a screen shot of our software identifying Priority 1 Removals and a work order created by the City of Palm Springs to send field crews to address the hazardous trees.



### Professional Appearance

ArborPro, Inc. understands that while on the public right-of-way and parks performing our tree inventory services, we represent the City as a City contractor. All of our employees are trained with our customer service program. They are all professional individuals who know that the public often has questions regarding the need to provide the survey, etc. While always polite and professional, we will typically provide the resident with a city contact to answer the questions. We would recommend as in the case of the City of San Francisco, that we develop a post card or door hanger that can be presented to residents who have questions. This proactive approach often results in positive public feedback. Our employees will always be dressed in a professional manner. They will have an identification badge, wear a safety vest, company polo shirt, work boots, etc.

**EveryTreeSF** is an effort to map and record every tree on every street in San Francisco.

How many street trees are there in San Francisco? Nobody knows for sure. So we're counting them.

We're coming to every block in every neighborhood to map the city's street trees. We are recording each tree's location, species and condition. Plus, we'll be identifying vacant sites where new trees could be planted.




REMEMBER: TOPPING TREES IS ILLEGAL!

How many street trees are there in SF? Visit us online and follow the count in progress. Guess the correct total of the final count and win prizes!

**www.sf-planning.org/everytreesf**

Have a tree related question or concern?  
Contact San Francisco Public Works at: 415-554-6700 or urbanforestry@sfdpw.org

Want a street tree?  
Contact Friends of the Urban Forest at: 415-268-0772 or visit www.fuf.net

#EveryTreeSF



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## Customer Complaints

We do not anticipate any customer complaints, but if there is a resident that has an issue with an employee or the work that is being completed our staff will notify the appropriate City contact immediately. The information will also be conveyed to the Corporate Office to initiate any appropriate response by our management team.

## Location Specific Work Procedures

Based on our vast experience of working in a variety of environments, including but not limited to, public streets, golf courses, parks, zoos, wild animal parks, amusement parks, etc., our team understands that different locales may require additional protocols. While working in city parks, we will coordinate with the Parks Department Staff to schedule around planned events at the park locations.

## Client Communication/Data Delivery

Our projects begin with a comprehensive Pre Job meeting to clearly state and determine every team member's responsibility, goals, tasks and timelines. Our Project Manager, Scot will be in contact with the City on a daily basis. He will also set up weekly meetings between himself and the appropriate staff from the City. We will also provide the City with a license of ArborPro (tree inventory management program) in the first week of the project (If the City so desires). Our staff will send weekly updates to the City for constant review of the data and to review our progression through the City.

In conjunction with our weekly data updates and progress reports, we also monitor our data collector's progress on a daily tracking sheet. This information provides the number of trees surveyed by each Arborist each day, and it maintains a running count of progress on the project at any given time. To the right is a copy of the daily tracking sheet for the City of San Francisco.

Date	Arborist	Zone or Neighborhood	Tree Count	Notes
3/21/2016	Chandler Steward	Inner Richmond	195	Identified 2 Critical Trees - Contacted City
3/21/2016	Ken Greby	Portrero Hills	221	
3/21/2016	Mike Price	Outer Richmond	225	
3/22/2016	Chandler Steward	Inner Richmond	243	Need clarification with Species on Geary
3/22/2016	Ken Greby	Portrero Hills	216	
3/22/2016	Mike Price	Outer Richmond	298	
3/23/2016	Chandler Steward	Inner Richmond	151	Zone will be completed soon need next zone
3/23/2016	Ken Greby	Portrero Hills	272	
3/23/2016	Mike Price	Outer Richmond	63	
3/24/2016	Chandler Steward	Inner Richmond	264	
3/25/2016	Chandler Steward	Inner Richmond	176	
3/25/2016	Ken Greby	Portrero Hills	270	
3/26/2016	Ken Greby	Portrero Hills	153	
3/27/2016	Ken Greby	Portrero Hills	403	
3/28/2016	Chandler Steward	Inner Richmond	275	
3/28/2016	Ken Greby	Portrero Hills	225	
3/28/2016	Mike Price	Outer Richmond	193	
3/29/2016	Chandler Steward	Inner Richmond	264	
3/29/2016	Ken Greby	Portrero Hills	216	
3/29/2016	Mike Price	Outer Richmond	225	
3/30/2016	Chandler Steward	Inner Richmond	263	
3/30/2016	Ken Greby	Portrero Hills	209	
3/30/2016	Mike Price	Outer Richmond	244	

Our Project Manager will be in contact with the City on a daily basis. He will email the starting locations for each Arborist for that day and report any issues that were identified in the field the previous day. This level of constant communication results in a high quality inventory that will meet the standards set forth by the City of Astoria. We are able to identify any potential issues immediately, notify the City and rectify the problems in real time. Companies with less experience providing these services will typically send their Arborists out for weeks or months at a time, before providing the client with an update of the data. We have found that constant communication results in a quality product with very little room for errors.

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## TREE INVENTORY DATA FIELDS

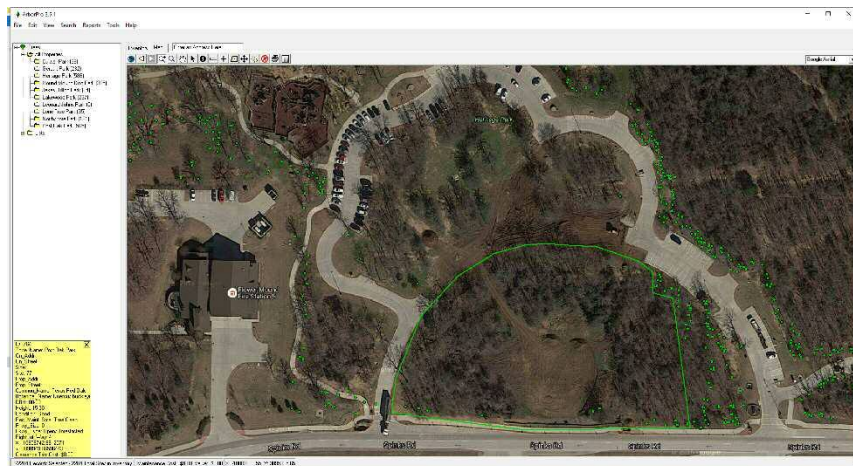
Per the RFP specifications, the data collected will include all the fields requested by the City. These fields will all be reviewed and discussed in the pre job meeting. We understand that at a minimum the information collected will include:

- Scientific (Genus, Species) and common name
- Type (deciduous, conifer)
- Condition
- DBH (diameter at breast height)
- Height
- Canopy Spread
- Location (lat/long)
- Proximity to Assets/Forecasted Growth Issues
- Documentation of any present tree disease/parasite/threat
- Tree Health Management Recommendation
- Photo
- Map of Trees Within Each Property Location

High density tree locations with homogeneity of species or large locations where individual inventorying is not feasible, may be inventoried as a plot of trees with the following criteria.

- Percentage of each tree species present
- Average height, age, DBH, in plot by species
- Overall health of tree stand/plot – identification/description of any endemic disease/parasite that may threaten stand health
- Description of any potential hazards to infrastructure in stand
- Map of stand sampled

Below is a sample screen shot from our software showing the trees in the park identified by points and a polygon representing a stand of trees.



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## *TREE CONDITION ASSESSMENT*

Below is the standard tree condition assessment utilized by our team of arborists. We are willing to modify the definitions per the City request. With regards to hazardous trees many of arborists maintain the ISA Tree Risk Assessment Qualification and will utilize the ISA protocols to rate hazardous trees.

**Excellent** – The tree is near perfect condition, this determination is generally used for trees with no defects and young trees that have been properly maintained.

**Very Good** – The tree is in very good condition with very minor defects that could be corrected by pruning. These trees generally “stand out” with respect to the aesthetic value they add to the Urban Forest.

**Good** – The tree has no major structural problems; no significant damage from diseases or pests; no significant mechanical damage; a full, balanced crown, and normal twig condition and vigor for its species.

**Fair** – The tree may exhibit the following characteristics: minor structural problems and/or mechanical damage; significant damage from non-fatal or disfiguring diseases; minor crown imbalance or thin crown; minor structural imbalance; or stunted growth compared to adjacent trees.

**Poor** – The tree appears healthy, but may have structural defects. This classification also includes healthy trees that have unbalanced structures or have been topped. Trees in this category may also have severe mechanical damage, decay, severe crown dieback or poor vigor/failure to thrive.

**Dead** – Trees in advanced states of decline are not included. This category refers only to dead trees.

**Critical** – The tree is in a physical state that requires immediate attention. Generally these trees are recommended for a Priority One Removal.

## *PROJECT EQUIPMENT*

Our staff will utilize a Panasonic toughpad tablet in order to collect the data necessary for the survey. They will also utilize a GeoXH Trimble handheld GPS unit if needed to locate GPS coordinates in locations that require a separate GPS unit. Each arborist will also have a dbh tape, clinometer, laser range finder, GoPro camera and any other necessary equipment. Our staff is also trained to use our drone to assess trees that are not easily accessible or to identify damage in the upper canopy of the tree. The drone assessment is not part of our typical survey but could be utilize upon request.

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## Tree Management Software

As previously mentioned, ArborPro will provide the City of Astoria with a copy of our proprietary software suite, called ArborPro at not cost. This software is used throughout the country by numerous municipalities, universities, and parks departments because of its ease of use. It is a cost saving tool that has become invaluable to our clients.

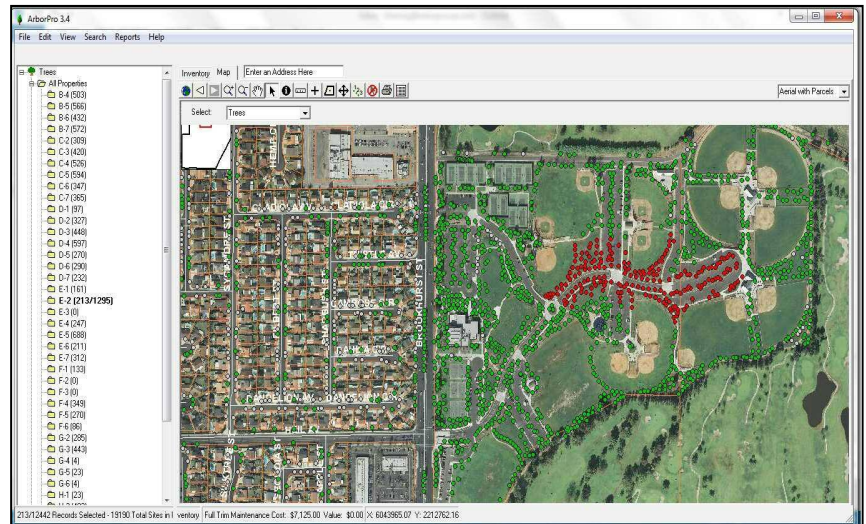
ArborPro utilizes the latest in GIS (Geographic Information System) technology to provide the user with an immediate visual representation of any tree in the Urban Forest. The most important factor of this project may be the use of a Tree Management Software Program. Once the data has been collected the City will be using this software program for years to come.

### *Ease of Use*

ArborPro, Inc. was developed by a team of Certified Arborists and GIS professionals. The ultimate development goal was an easy to use, powerful GIS tree inventory program to assist our municipal clients in the efficient management of their urban forests. The result is a GIS database program that easy to use for field personnel and powerful enough for advanced spatial queries requested by GIS professionals. GIS staff can access the data in ArborPro and use it as a feature in the ArcGIS or Arcview environment.

### *Map View*

ArborPro, Inc. is a comprehensive GIS asset management database. The dynamic link between our database and mapping component sets us apart from the competition. Our mapping view provides the ability to view Full Extent, Zoom In, Zoom Out, Select Trees, Identify Trees, Create New Sites, Move Trees, Draw Polygons, Add Base Layers and perform Spatial Queries. Utilizing the Select Tool, the user can select a grouping of trees to request detailed information or to create a work order.



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## Database View

The database view from ArborPro is an easily sortable datasheet. It provides an easy way to find a tree throughout the city using location attributes. To the left of the data screen is a directory with a listing of the city districts. By selecting a district the database will filter out that zone and the mapping feature will bring you directly to that district. From this view you can select a grouping of trees as featured or select an individual tree. If you double click an individual tree, the tree detail form will appear.

ID	On	N	On	Street	Side	g	N	Botanical Name	Common Name	DBH	Height	Condition	Record
2628	41			Albion Road	Other	22		Fraxinus pennsylvanica	Green Ash	04.06	15.30	Good	Tree Clean
5077	44			Blake Street	Front			Fraxinus pennsylvanica	Green Ash	07.12	30.45	Fair	Tree Clean
6079	44			Blake Street	Front			Fraxinus pennsylvanica	Green Ash	07.12	30.45	Fair	Tree Clean
6081	44			Blake Street	Front			Fraxinus pennsylvanica	Green Ash	13.19	30.45	Fair	Tree Clean
6021	45			Blake Street	Front			Fraxinus pennsylvanica	Green Ash	19.24	30.45	Poor	Removal
1864	100			Broadmeadow School	Front			Fraxinus pennsylvanica	Green Ash	19.24	45.60	Fair	Tree Clean
2023	100			Broadmeadow School	Rear			Fraxinus pennsylvanica	Green Ash	07.12	30.45	Good	Tree Clean
2743	105			Brookline Street	Other			Fraxinus pennsylvanica	Green Ash	07.12	30.45	Good	Tree Clean
8030	204			Brookside Road	Front			Fraxinus pennsylvanica	Green Ash	13.19	30.45	Fair	Tree Clean
8992	109			Central Avenue	Front			Fraxinus pennsylvanica	Green Ash	13.19	30.45	Poor	multiple
8731	360			Central Avenue	Front			Fraxinus americana	White Ash	13.19	60+	Fair	Tree Clean
3490	100			Charles River Reservation	Front			Fraxinus americana	White Ash	04.06	30.45	Fair	Tree Clean
2521	100			Charles River Reservation	Front			Fraxinus americana	White Ash	04.06	15.30	Fair	Tree Clean
2531	100			Charles River Reservation	Front			Fraxinus pennsylvanica	Green Ash	13.19	60+	Fair	Tree Clean
2541	100			Charles River Reservation	Front			Fraxinus americana	White Ash	13.19	60+	Fair	Tree Clean
3009	125			Charles River Street	Front	0		Fraxinus pennsylvanica	Green Ash	13.19	60+	Fair	Tree Clean
3215	127			Charles River Street	Side	19		Fraxinus pennsylvanica	Green Ash	07.12	15.30	Poor	Tree Clean
3024	157			Charles River Street	Front			Fraxinus pennsylvanica	Green Ash	25.30	45.60	Fair	Tree Clean
3027	157			Charles River Street	Front			Fraxinus pennsylvanica	Green Ash	13.19	45.60	Good	Tree Clean
3027	213			Charles River Street	Front	0		Fraxinus americana	White Ash	07.12	15.30	Poor	Tree Clean
3062	339			Charles River Street	Front			Fraxinus americana	White Ash	04.06	15.30	Fair	Tree Clean
3070	339			Charles River Street	Front			Fraxinus americana	White Ash	25.30	30.45	Poor	Removal
1498	468			Charles River Street	Front			Fraxinus pennsylvanica	Green Ash	07.12	30.45	Fair	Tree Clean
1498	468			Charles River Street	Front			Fraxinus pennsylvanica	Green Ash	07.12	30.45	Fair	Tree Clean
1222	569			Charles River Street	Front			Fraxinus pennsylvanica	Green Ash	25.30	30.45	Poor	Removal
13041	726			Chemist Street	Front	726		Fraxinus pennsylvanica	Green Ash	07.12	30.45	Fair	Tree Clean
13042	726			Chemist Street	Front	726		Fraxinus pennsylvanica	Green Ash	07.12	30.45	Fair	Tree Clean
10033	753			Chemist Street	Front	753		Fraxinus pennsylvanica	Green Ash	13.19	60+	Fair	Tree Clean
13036	753			Chemist Street	Front	753		Fraxinus pennsylvanica	Green Ash	07.12	30.45	Fair	Tree Clean
13037	754			Chemist Street	Front	754		Fraxinus pennsylvanica	Green Ash	07.12	30.45	Fair	Tree Clean
8578	0			Dixton Field	Other			Fraxinus pennsylvanica	Green Ash	07.12	15.30	Good	Tree Clean
8571	0			Dixton Field	Other			Fraxinus pennsylvanica	Green Ash	04.06	15.30	Fair	Tree Clean

## Tree Detail Form

The Tree Detail form provides the site attribute information for each tree. This form is customizable based on the attributes that our clients request. The form also includes a representative photo of the tree specie and a link to add the actual photo of that tree. The ability to add your own photo creates a visual archive for the tree.

Tree ID: 1666 - Active Tree

Zone: Canaan | Status: Active Tree | Condition: Fair

Property Address: 540 N Broadway | Rec Maint: EAB Monitor

On Address: 540 N Broadway | DBH: 25.30 | Height: 45-60

Parkway: Open Park | Side: Cemetery | Species: White Ash

Target Rating: Medium | Observations: Poor Structure

Replacement Species: Fraxinus americana | Code: 803

Updated: 11/9/2014 by: Tablet 2

GPS Date: 11/7/2014

The Tree Detail Form also includes a mapping window and a work history detail. The mapping window provides the user with a variety of mapping tools, including; Full Extent, Zoom, Pan and Identify. The Identify tool selects the data associated with any tree that is selected on the map. The work history detail maintains all past history records. By selecting a record, the detailed work history appears on the tab.

Tree ID: 6079 - Vacant Site

Work Order: 457

List: EAB Removal on 10/16/2013

Date: 10/16/2013 | Scheduled: 10/16/2013 | Completed: 10/16/2013

Leader: Mike Sidney | Crew: In-House Crew

Work: Removal | Type: EAB Removal | Cost: \$0.00 | Hours: 4.00

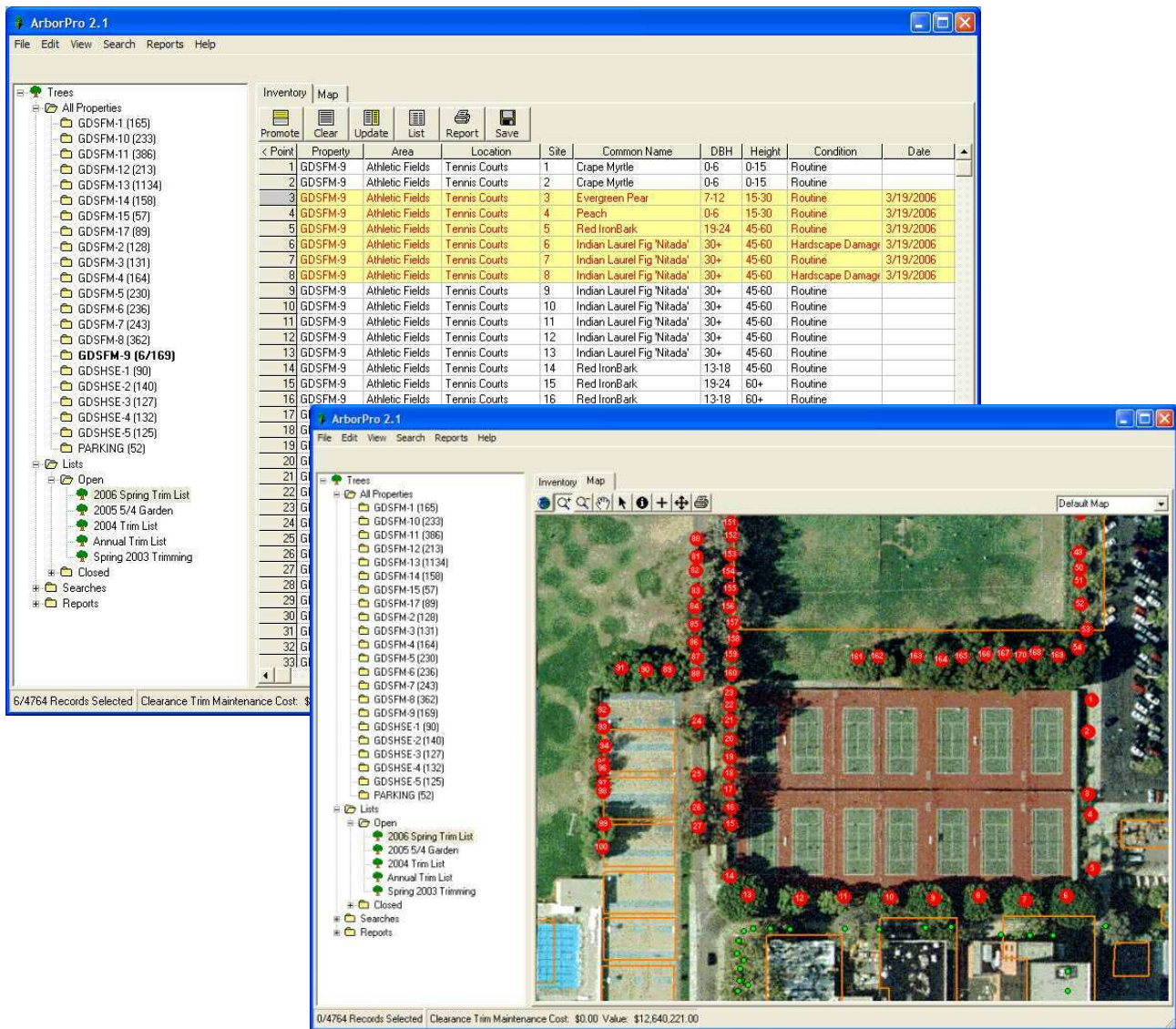
Updated: 11/11/2013 by: arborpro

GPS Date: 9/30/2013 by: saw



## Work Order Management

Our system was developed by Certified Arborists who understand the need for the field crews to have a straight forward work order and map to complete their field duties. With this in mind, ArborPro, Inc. created an easy to use work order system. The user can create a work order from the database selection. This work order will be provided to the field crew with a map of the work locations for the efficient completion of work tasks. Each location on the work order is assigned a work number and the points on the map are assigned corresponding location numbers. Utilizing these corresponding numbers the work crew can easily find the trees to perform their work tasks. This information is then updated in the software program so that all work history is entered into the program.



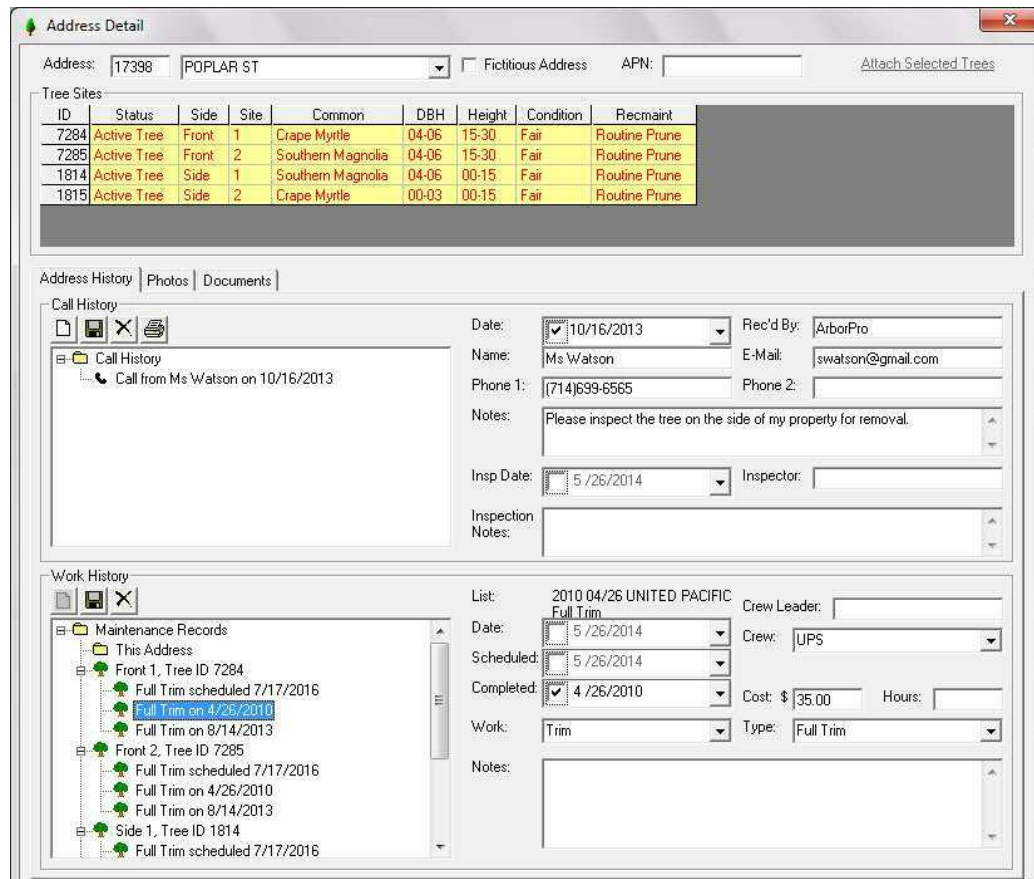
The screenshot displays the ArborPro 2.1 software interface, which is used for managing tree work orders. The interface is divided into several sections:

- Inventory Table:** A table listing tree records with columns for Point, Property, Area, Location, Site, Common Name, DBH, Height, Condition, and Date. The table contains 16 records, with some highlighted in yellow.
- Map View:** An aerial map showing the physical locations of the trees listed in the inventory table. Red circular markers with numbers (1-16) are placed on the map to indicate the specific locations of each tree.
- Tree List:** A tree view on the left side of the interface showing a hierarchy of properties and lists. The selected property is GDSFM-9 (6/169).
- Status Bar:** At the bottom of the window, it displays "6/4764 Records Selected" and "Clearance Trim Maintenance Cost: \$0.00 Value: \$12,640,221.00".

Point	Property	Area	Location	Site	Common Name	DBH	Height	Condition	Date
1	GDSFM-9	Athletic Fields	Tennis Courts	1	Crape Myrtle	0-6	0-15	Routine	
2	GDSFM-9	Athletic Fields	Tennis Courts	2	Crape Myrtle	0-6	0-15	Routine	
3	GDSFM-9	Athletic Fields	Tennis Courts	3	Evergreen Pear	7-12	15-30	Routine	3/19/2006
4	GDSFM-9	Athletic Fields	Tennis Courts	4	Peach	0-6	15-30	Routine	3/19/2006
5	GDSFM-9	Athletic Fields	Tennis Courts	5	Red IronBark	19-24	45-60	Routine	3/19/2006
6	GDSFM-9	Athletic Fields	Tennis Courts	6	Indian Laurel Fig 'Nitada'	30+	45-60	Hardscape Damage	3/19/2006
7	GDSFM-9	Athletic Fields	Tennis Courts	7	Indian Laurel Fig 'Nitada'	30+	45-60	Routine	3/19/2006
8	GDSFM-9	Athletic Fields	Tennis Courts	8	Indian Laurel Fig 'Nitada'	30+	45-60	Hardscape Damage	3/19/2006
9	GDSFM-9	Athletic Fields	Tennis Courts	9	Indian Laurel Fig 'Nitada'	30+	45-60	Routine	
10	GDSFM-9	Athletic Fields	Tennis Courts	10	Indian Laurel Fig 'Nitada'	30+	45-60	Routine	
11	GDSFM-9	Athletic Fields	Tennis Courts	11	Indian Laurel Fig 'Nitada'	30+	45-60	Routine	
12	GDSFM-9	Athletic Fields	Tennis Courts	12	Indian Laurel Fig 'Nitada'	30+	45-60	Routine	
13	GDSFM-9	Athletic Fields	Tennis Courts	13	Indian Laurel Fig 'Nitada'	30+	45-60	Routine	
14	GDSFM-9	Athletic Fields	Tennis Courts	14	Red IronBark	13-18	45-60	Routine	
15	GDSFM-9	Athletic Fields	Tennis Courts	15	Red IronBark	19-24	60+	Routine	
16	GDSFM-9	Athletic Fields	Tennis Courts	16	Red IronBark	13-18	60+	Routine	

## Call Log

ArborPro includes a call log monitoring form. The user can type in the address of any property in the City, the address will appear including all of the trees at the address. Also showing up will be all previous work histories and a log of all previous phone calls by the resident. Additionally this form includes the next scheduled maintenance at the property (which in many cases satisfies the resident knowing that the trees adjacent to their property on a maintenance schedule).



**Address Detail**

Address: 17398 POPLAR ST  Fictitious Address APN:  [Attach Selected Trees](#)

ID	Status	Side	Site	Common	DBH	Height	Condition	Recmait
7284	Active Tree	Front	1	Crape Myrtle	04-06	15-30	Fair	Routine Prune
7285	Active Tree	Front	2	Southern Magnolia	04-06	15-30	Fair	Routine Prune
1814	Active Tree	Side	1	Southern Magnolia	04-06	00-15	Fair	Routine Prune
1815	Active Tree	Side	2	Crape Myrtle	00-03	00-15	Fair	Routine Prune

Address History | Photos | Documents

**Call History**

Date: 10/16/2013 Rec'd By: ArborPro  
 Name: Ms Watson E-Mail: swatson@gmail.com  
 Phone 1: (714)699-6565 Phone 2:   
 Notes: Please inspect the tree on the side of my property for removal.  
 Insp Date: 5/26/2014 Inspector:   
 Inspection Notes:

**Work History**

List: 2010 04/26 UNITED PACIFIC Full Trim Crew Leader:   
 Date: 5/26/2014 Crew: UPS  
 Scheduled: 5/26/2014  
 Completed: 4/26/2010 Cost: \$ 35.00 Hours:   
 Work: Trim Type: Full Trim  
 Notes:

**Maintenance Records**

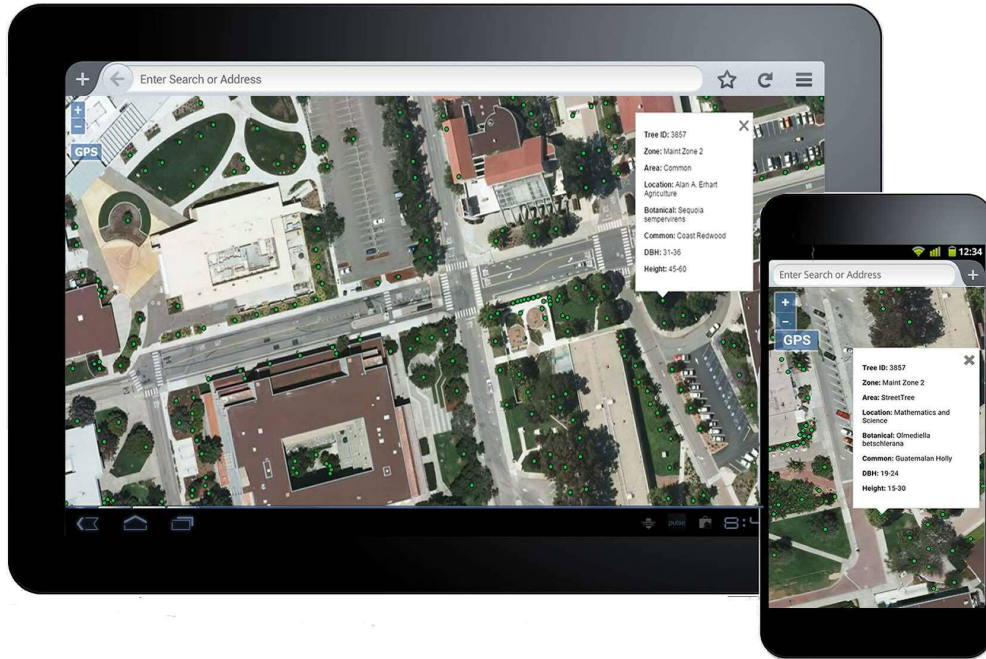
- This Address
  - Front 1, Tree ID 7284
    - Full Trim scheduled 7/17/2016
    - Full Trim on 4/26/2010
    - Full Trim on 8/14/2013
  - Front 2, Tree ID 7285
    - Full Trim scheduled 7/17/2016
    - Full Trim on 4/26/2010
    - Full Trim on 8/14/2013
  - Side 1, Tree ID 1814
    - Full Trim scheduled 7/17/2016

## ArborPro Enterprise Edition

The ArborPro Enterprise Edition allows the client to host the data on the cloud, fully hosted by ArborPro. The Enterprise Edition gives the client access to all of the data and capabilities of ArborPro through any smart phone, web enabled tablet or device. **The ArborPro system is unique in that you can run the program entirely via web access or run the program on a tablet completely disconnected from the web.** We have found numerous clients appreciated the ability to run ArborPro completely disconnected from the web with the ability to synchronize the data set as soon as you have an internet connection. This provides the user the ability to utilize the program in any environment.

ArborPro Inc. 22605 La Palma Ave #509 Yorba Linda, CA 92887

877-844-DATA



### *Customer Support*

ArborPro has the ability to host all the tree inventory data and we are able to supply 24/7 information access and technical support. We have our standard customer support via phone and web access from 8am to 5pm Central Standard Time. Our staff can be reached around the clock for emergency needs.

### *Tree Valuation*

ArborPro has incorporated the The Guide for Plant Appraisal, 9th Edition, authored by the Council of Tree and Landscape Appraisers (CTLA) formula to calculate tree values into the software program. The user can search or using the map highlight a grouping of trees and the program will calculate the value of those trees. You can also change some of the factors utilized in the program to calculate the values.

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## PREVIOUS EXPERIENCE

ArborPro, Inc. has completed over 225 tree inventories throughout the United States over the past 14 years. Our projects have varied in size from 500 to 125,000 trees. ArborPro, Inc. has the most experience in the country for completing projects of this scope. All of the tree inventories provided by ArborPro for the past 14 years have included Level 2 Tree Risk Assessments. Below are the project details for these clients, as well as references from other jobs that we have completed

### City of San Francisco, CA

In November of 2015, the City and County of San Francisco awarded ArborPro, Inc. a \$350,000 contract to complete a city-wide tree inventory. The initial funds available allowed for the inventory of over 80,000 tree sites. Once our team completed the initial project on schedule, the city amended the agreement to inventory up to 140,000 tree sites. Their initial estimate was low. The City of San Francisco receives data updates on a weekly basis including a summary report. ArborPro is currently utilizing a five-man team lead by Project Manager Ken Greby. This tree survey has been a highly political and community sensitive project. The City has created a web site to provide the community with updates on the progress. Our team, as with all projects, is performing the survey on a neighborhood by neighborhood basis. Upon completion of each neighborhood we provide the City with a summary report of the neighborhood including the i-Tree analysis. This information is being updated to the community as we progress through the City. To date we have surveyed just over 120,000 trees. In an effort to increase community awareness our team is providing interested residents with the post card seen here. We would suggest that the City of Astoria consider utilizing a similar post card for citizen awareness on this project. recommendation from the City of San Francisco.



**EveryTreeSF** is an effort to map and record every tree on every street in San Francisco.

How many street trees are there in San Francisco? Nobody knows for sure. So we're counting them.

We're coming to every block in every neighborhood to map the city's street trees. We are recording each tree's location, species and condition. Plus, we'll be identifying vacant sites where new trees could be planted.

REMEMBER: TOPPING TREES IS ILLEGAL!

How many street trees are there in SF? Visit us online and follow the count in progress. Guess the correct total of the final count and win prizes!

[www.sf-planning.org/everytreesf](http://www.sf-planning.org/everytreesf)

Have a tree related question or concern?  
Contact San Francisco Public Works at: 415-554-6700 or [urbanforestry@sfdpw.org](mailto:urbanforestry@sfdpw.org)

Want a street tree?  
Contact Friends of the Urban Forest at: 415-268-0772 or visit [www.fuf.net](http://www.fuf.net)

#EveryTreeSF

San Francisco Planning PUBLIC WORKS FRIENDS OF THE URBAN FOREST Printed on recycled paper.

The following page includes a letter of

**Jon Swae**  
**SF Planning Department**  
 415-575-9069  
[jon.swae@sfgov.org](mailto:jon.swae@sfgov.org)

ArborPro Inc. 22605 La Palma Ave #509 Yorba Linda, CA 92887  
 877-844-DATA





**SAN FRANCISCO  
PLANNING DEPARTMENT**

August 26, 2016

To Whom It May Concern:

On September 9, 2015 the City and County of San Francisco awarded a contract to ArborPro, Inc. to perform an inventory of every street tree in San Francisco – our first city-wide Street Tree Census. The ArborPro team began the tree inventory operations in December of 2015. The contract required that ArborPro, Inc. locate each tree with GPS coordinates, provide address information, parkway size, parkway type, species (botanical and common), tree size, condition, recommended maintenance, etc. The contract also includes the identification of potential planting sites and locations to saw cut tree wells. As of August 12, 2016 the ArborPro team has delivered just under 95,000 tree sites to the city.

Over the past few months' City staff has reviewed the dataset provided by ArborPro. Our team has randomly selected blocks of streets throughout the city and performed a detailed review of the data provided. City staff is extremely satisfied with the data that has been provided. Over the term of the contract the City and ArborPro have maintained weekly meetings to review and discuss the project. The ArborPro team has submitted data on a regular basis and provided the City with a tracking report notating the progress of the project throughout each neighborhood. ArborPro, Inc. has provided the City of San Francisco with a productive and high quality service. I would highly recommend ArborPro, Inc. to provide tree inventory services for other large municipal agencies.

I would be happy to answer any questions or discuss the work that ArboPro, Inc. has performed for the City of San Francisco.

Sincerely,



Jon Swae  
San Francisco Street Tree Census Manager

W: [www.sf-planning.org/everytreesf](http://www.sf-planning.org/everytreesf)

T: (415) 575-9069

E: [jon.swae@sfgov.org](mailto:jon.swae@sfgov.org)

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Suite 400  
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CA 94103-2479

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Information:  
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[www.sfplanning.org](http://www.sfplanning.org)

**ArborPro Inc. 22605 La Palma Ave #509 Yorba Linda, CA 92887  
877-844-DATA**

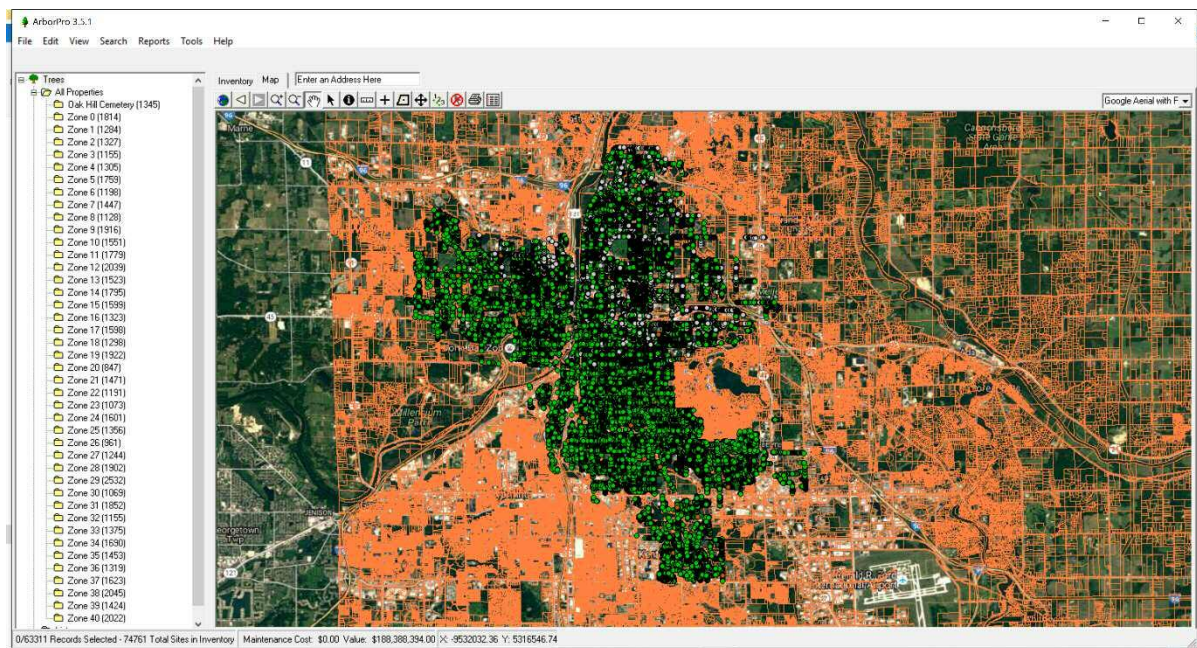
## City of Grand Rapids, MI

On April 28, 2015, the City of Grand Rapids, Michigan awarded their tree inventory project to ArborPro, Inc. The project included a comprehensive city-wide tree inventory including stumps and vacant planting sites. Over the course of the next few months ArborPro, Inc. inventoried over 74,000 trees throughout the City. The lead project manager for ArborPro, Inc was William Brown. William provided the City Arborist, Joe Sulak, with weekly updates of the project progress and kept constant communication with Mr. Sulak. The project was completed with a two man team from September of 2015 through March of 2016. Due to winter weather conditions the ArborPro team was not working in Grand Rapids in the months of December and January. Following the completion of the project Mr. Sulak sent us the quoted email below thanking William for his hard work and his professionalism throughout the project. This is our written recommendation from Mr. Sulak, feel free to contact him. Below is a screenshot of the project.

*Good Morning Bill,*

*The way you have structured the Oakhill survey is great. I really appreciate all you have done on this project and the regular updates. The survey has been completed in a professional manner and when I have 'spot checked' data it has been accurate. We will be presenting the data to the City Commission probably mid-summer.*

**Joe Sulak**  
**Grand Rapids Parks Superintendent**  
Cemetery, Forestry & Park Operations  
616-456-4236  
[jsulak@grand-rapids.mi.us](mailto:jsulak@grand-rapids.mi.us)



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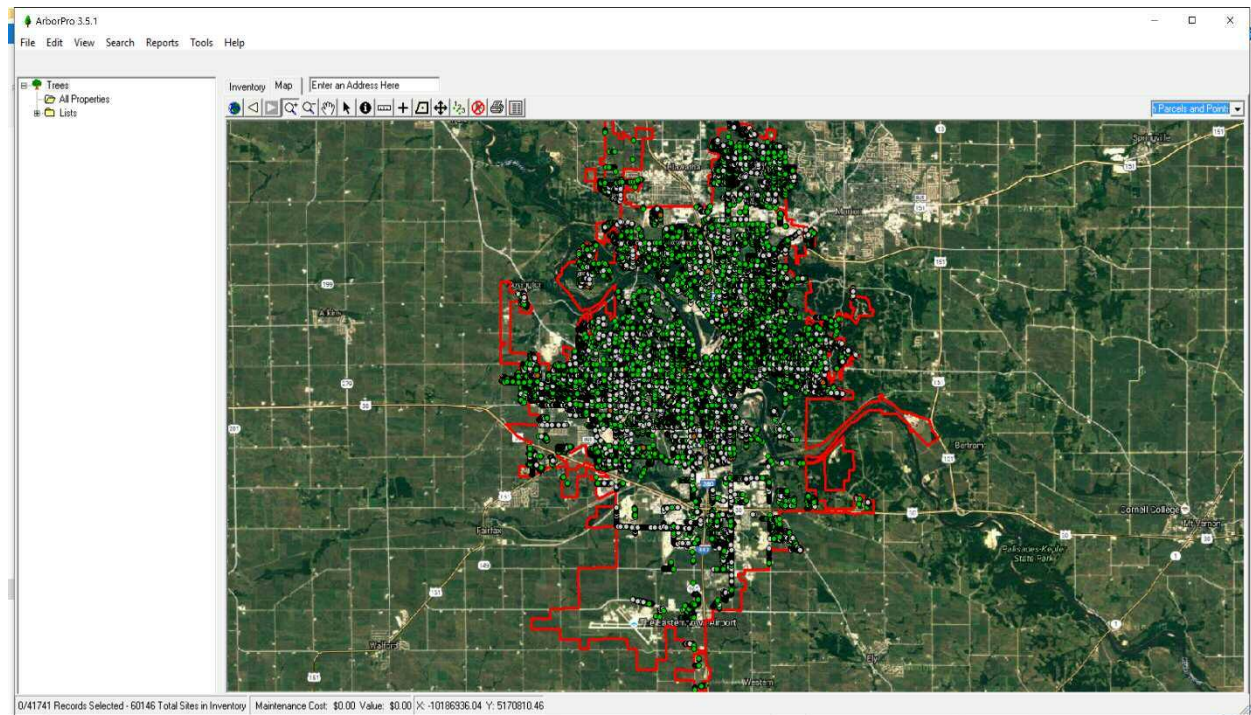
877-844-DATA

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## City of Cedar Rapids, IA

In March of 2016, the City of Cedar Rapids awarded their tree inventory project to ArborPro, Inc. The contract for the City of Cedar Rapids includes a city-wide inventory of an estimated 70,000 tree sites. The City of Cedar Rapids reviewed our proposal including our project work plan and contacted our references. Based on their review, they chose ArborPro. As part of the project, we provided the City with a (3 user) license of our software program so they can review our data and utilize our work order management system as we perform the inventory. We have provided the City of Cedar Rapids with a three man team. Following our initial prejob meeting our team has been providing the city with weekly updates and we have submitted a detailed summary report of the initial two weeks. ArborPro, Inc. completed the survey in August of 2016. Below is a screen shot of the completed project.



**Todd Fagan**

**City Arborist**

ISA Certified Arborist IL-1453A

Office: (319) 286-5616

[t.fagan@cedar-rapids.org](mailto:t.fagan@cedar-rapids.org)

ArborPro Inc. 22605 La Palma Ave #509 Yorba Linda, CA 92887

877-844-DATA

## City of Amarillo, TX

The City of Amarillo, TX awarded ArborPro, Inc. a contract to perform a tree inventory for the park's department. The City also just purchased our Turf/Asset module to plot all of the assets located throughout the City parks, including but not limited to; signs, irrigation controllers, drinking fountains, parking meters, etc. Kevin Wilde, the Assistant Park Superintendent, has utilized the ArborPro program and our data set to show other Park Administrators the value of a tree inventory and the ArborPro program. He provided a demonstration of the program at a recent Texas Tree Conference and Trade Show.



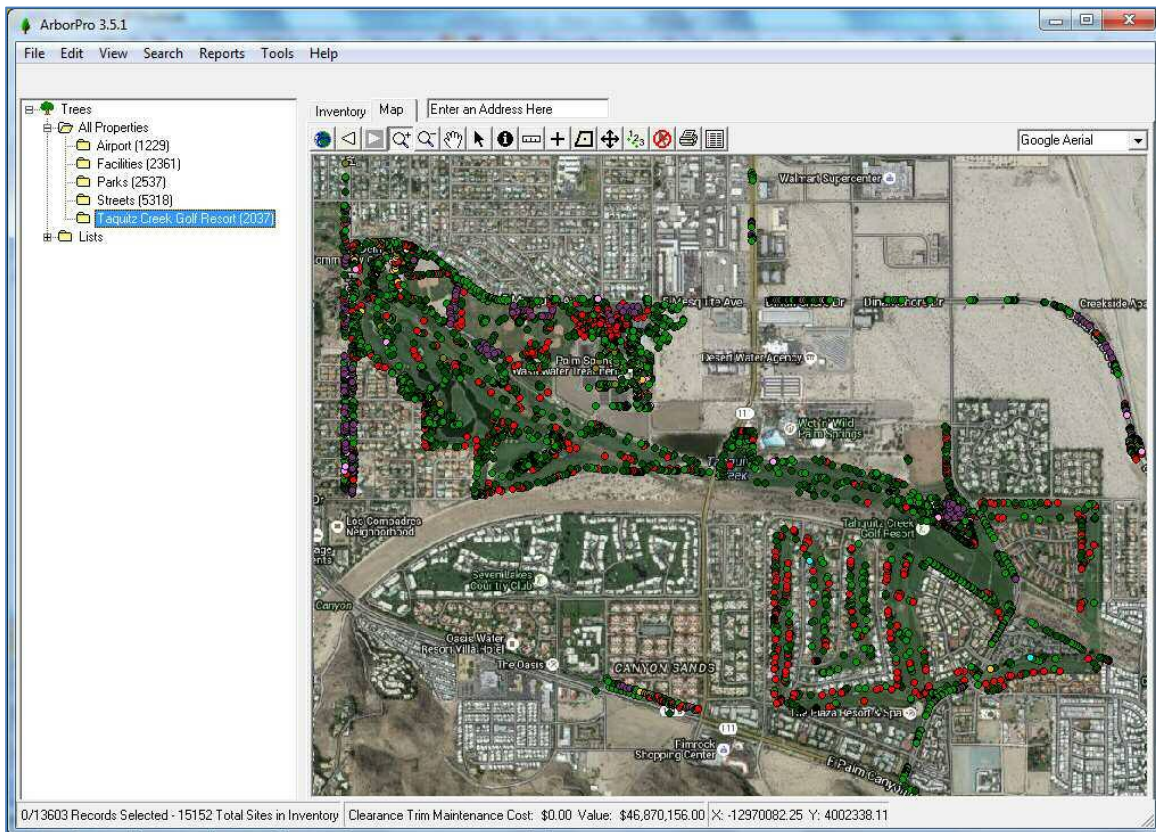
**Kevin Wilde U.S. Navy Retired**  
**City of Amarillo**  
Assistant Park Superintendent  
806-378-6840 Office  
Kevin.Wilde@amarillo.gov

ArborPro Inc. 22605 La Palma Ave #509 Yorba Linda, CA 92887  
877-844-DATA



## City of Palm Springs, CA

In August of 2014, the City of Palm Springs awarded ArborPro, Inc. the contract to perform a tree inventory, provide software and a 5 year management plan. Prior to the survey the City did not have a tree maintenance plan in place. The City had maintained a reactive program responding to complaints and emergencies. ArborPro, Inc. provided the City with a comprehensive inventory including the city owned golf courses, parks, city facilities and city right of way trees. Once the survey was completed, the staff at ArborPro provided an Urban Forest Master Plan that included a 5 year maintenance program. The City Council adopted the plan and has moved forward on the proactive maintenance plan. Furthermore, the City has hired ArborPro for ongoing consulting services to help prepare an RFP for tree maintenance and to monitor the tree maintenance contractors. This tree inventory consisted of over 15,000 trees city wide, it included over 2,000 trees on the golf course.



**Michele C. Mician, MS, LEED GA**  
**Manager, Office of Sustainability**  
760-323-8214  
Email: [Michele.mician@palmspringsca.gov](mailto:Michele.mician@palmspringsca.gov)

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Below is a partial list of our nationwide municipal and university tree inventory clients.

<i>Municipality</i>	<i>State</i>	<i>University and Other Clients</i>	<i>State</i>
Albany	OR	Eugene Water and Electric Board	OR
Bend	OR	Evergreen University	WA
Bonney Lake	OR	Pacific Lutheran University	WA
Hoquiam	WA	California State University, Long Beach	CA
Olympia	WA	Long Beach Unified School District	CA
Orange	CA	Point Loma Nazarene University	CA
Palm Springs	CA	Cal Tech	CA
Santa Clarita	CA	USC	CA
Lake Forest	CA	Utah State University	UT
Thousand Oaks	CA	Grand Forks Air Force Base	ND
Lancaster	CA	University of North Dakota	ND
Fountain Valley	CA	Mount Pleasant Cemeteries	Toronto
Redondo Beach	CA	Jet Propulsion Laboratory	CA
Simi Valley	CA	Santa Clara University	CA
San Francisco	CA	San Jose State University	CA
Malibu	CA	San Diego County Parks	CA
East Palo Alto	CA	Occidental College	CA
Miami Springs	FL	San Diego State University	CA
Pompano Beach	FL	San Francisco State University	CA
Port St. Lucie	FL	Lawrence Livermore National Laboratory	CA
Boca Raton	FL	Cal Poly San Luis Obispo	CA
Miami Lakes	FL	Pepperdine University	CA
Bowling Green	KY	Texas Woman's University	TX
Minot	ND	Austin Independent School District	TX
Fargo	ND	Southern Methodist University	TX
Jamestown	ND	University of Texas, Dallas	TX
Johnson City	TN	New Orleans City Park	LA
Kansas City	MO	North Carolina State University	NC
Olivette	MO	University of Central Florida	FL
Kirkwood	MO	University of Kentucky	KY
St Josephs	MO	Central Michigan University	MI
Amarillo	TX	Sleepy Hollow Cemetery	NY
Flower Mound	TX	University of Tulsa	OK
Sylvania	OH	Oklahoma City Community College	OK
Grand Rapids	MI	Tulsa Community College	OK
Novi	MI	Truman State University	MO

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## References

Complete and submit the following for three (3) projects of similar complexity (duplicate the form as required).

**Name of Project:** An Urban Natural Resource Inventory - The City of San Francisco, CA

**Address of Project:** 1650 Mission St #400, San Francisco, CA 94103

**Company/Owner:** City of San Francisco, CA

**Contact Person:** Jon Swae

**Telephone Number:** 415-575-9069

**Email:** [jon.swae@sfgov.org](mailto:jon.swae@sfgov.org)

**Date Range of Work Carried Out:** Jan 2016 - Sept 2016

**Description of Work:** Tree inventory all the city wide trees and vacant sites. Over 120,000 sites have been collected to date. The initial contract was amended to add on numerous sites from the original agreement. The City receives data updates on a weekly basis including a summary report



## References

Complete and submit the following for three (3) projects of similar complexity (duplicate the form as required).

Name of Project: Street Tree Inventory Services

Address of Project: 201 Market Ave SW, Grand Rapids, MI 49503

Company/Owner: The City of Grand Rapids, MI

Contact Person: Joe Sulak

Telephone Number: 616-456-4236

Email: [jsulak@grand-rapids.mi.us](mailto:jsulak@grand-rapids.mi.us)

Date Range of Work Carried Out: Sept 2015 - March 2016 (project shut down during winter)

Description of Work: On April 28, 2015, the City of Grand Rapids, Michigan awarded their tree inventory project to ArborPro, Inc. The project included a comprehensive city-wide tree inventory including stumps and vacant planting sites. Over the course of the next few months ArborPro, Inc. inventoried over 74,000 trees throughout the City. The lead project manager for ArborPro, Inc was William Brown. William provided the City Arborist, Joe Sulak, with weekly updates of the project progress and kept constant communication with Mr. Sulak. The project was completed with a two man team from September of 2015 through March of 2016. Due to winter weather conditions the ArborPro team was not working in Grand Rapids in the months of December and January. Following the completion of the project Mr. Sulak sent us the quoted email below thanking William for his hard work and his professionalism throughout the project. This is our written recommendation from Mr. Sulak, feel free to contact him

**References**

Complete and submit the following for three (3) projects of similar complexity (duplicate the form as required).

**Name of Project:** Tree Inventory for the Parks throughout the City of Amarillo, TX

**Address of Project:** 509 S.E. 7th Ave, Amarillo, TX 79101

**Company/Owner:** City of Amarillo Parks Dept. - Amarillo TX

**Contact Person:** Kevin Wilde

**Telephone Number:** 806-378-6840

**Email:** Kevin.Wilde@amarillo.gov

**Date Range of Work Carried Out:** 2012

**Description of Work:** The City of Amarillo, TX awarded ArborPro, Inc. a contract to perform a tree inventory for the park's department. The City also just purchased our Turf/Asset module to plot all of the assets located throughout the City parks, including but not limited to; signs, irrigation controllers, drinking fountains, parking meters, etc. Kevin Wilde, the Assistant Park Superintendent, has utilized the ArborPro program and our data set to show other Park Administrators the value of a tree inventory and the ArborPro program. He provided a demonstration of the program at a recent Texas Tree Conference and Trade Show.

## PERSONNEL

Each of the data collectors to be assigned to this project have performed tree inventories for over five years. Below are the resumes of the personnel that can be assigned to this project. Our Arborists are highly educated, and constantly updating their knowledge through courses of study in Arboriculture and Forestry. They also spend copious amounts of their free time staying up to date on pest issues, tree ID and Urban Forestry. Scot Watkins, Project Manager is also trained on EAB and Asian Longhorn Beetle eradication. In addition to support staff, ArborPro, Inc.'s team of experts is made up of qualified and motivated employees that are passionate about helping clients improve their Urban Forest. Our staff includes an ISA Board Certified Master Arborist, ten ISA Certified Arborists, three Qualified Tree Risk Assessors and a GIS developer.

### ***Scot Watkins, Project Manager & ISA Board Certified Master Arborist ISA CERT #IL-0919B***

Starting in 1995, Mr. Watkins has been providing tree disease consultation, hazard tree identification, Urban Forest Master Plans, plant identification and GPS tree inventories. He holds a Naturalist Certification from the Morton Arboretum and belongs to the Illinois Chapter of the Nurseryman's Association. Mr. Watkins has been a Board Certified Master Arborist since 2005. He is an expert at identifying EAB problems and has written papers and held seminars on the effects of this dilemma. Mr. Watkins has conducted numerous tree walks and tree seminars to share his knowledge with residents of the cities and counties where we have conducted inventories. Mr. Watkins has also provided classroom training for the DRW departments of Bend OR, Poplar Bluff MO, Sanford FL, the Borough of Haddonfield NJ as well as communities in Maryland and New York. He has taught Advanced Diagnostics and Field Diagnostics for the Wisconsin Landscape Contractors Association Foreman Training days. His experience includes:



#### **Customer Name**

Bend, OR  
 Olympia, WA  
 Albany, OR  
 Hoquiam, WA  
 Pacific Lutheran University  
 San Francisco, CA

#### **Customer Name**

University of Kentucky  
 St Joseph, MO  
 Truman State University, MO  
 Kansas City, MO  
 Kirkwood, MO  
 Amarillo, TX

#### **Professional Achievements**

- 2009 – EAB and BLS Inspections Haddonfield NJ
- 2014 - EAB Inventory and Inspections – City of Kansas City
- 2003 – Illinois, Indiana, and Michigan, EAB Monitoring and Inspections
- 2002 – Recognizing Emerald Ash Borer, Dr. Gary Watson, The Morton Arboretum
- 1997 - ALB Monitoring and Inspections Ravenswood, Chicago IL

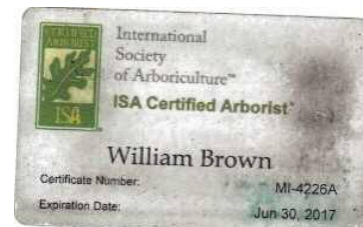
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- 2013- Presenter/Trainer City of Poplar Bluff, Mo - “Preserve in Place Practices: Cabling and Bracing”
- 2012 – Ping Tree Service Emerald Ash Borer Program Training
- 2010-Speaker/Trainer City of Haddonfield Tree Commission - “Interpreting Tree Inventory Data and Mitigating Risk in the Urban Forest”
- 2005 – Lesco Tech Bulletin Presentations - “Prescriptions for Proactive Mitigation: Emerald Ash Borer”

***William C. Brown, Area Manager, ISA Certified Arborist ISA CERT # MI-4226A, Certified Tree Risk Assessor & Data Collector***

Mr. Brown has managed numerous municipal projects throughout the United States performing risk assessments and inventories. Mr. Brown will be assigned as the Area Manager and Lead Data Collector in Astoria. Bill wanted to exceed in the field, therefore, Mr. Brown obtained a degree in Applied Science in Forestry Technology and Natural Resource Management from State University of New York. Mr. Brown recently completed the tree inventory in the City of Cedar Rapids, IA. He is trained and certified in pesticide application pertaining to the Asian Longhorn Beetle (ALB) and worked extensively on the ALB Eradication Program in Worcester, MA. He has also recently received his Tree Risk Assessment Qualification (TRAQ) certification. His tree inventory experience includes, but is not limited to:



**Customer Name**

North Chicago, IL  
 Pacific Lutheran University  
 San Francisco, CA  
 Davenport, IA  
 Grand Rapids, MI  
 Cedar Rapids, IA  
 University of Texas, Dallas

**Customer Name**

Syracuse, NY  
 Toronto, Canada  
 Detroit, MI  
 Richmond, VA  
 Central Michigan University  
 University of Kentucky

***Ken Greby, ISA Certified Arborist & Data Collector, ISA CERT # WC 0550***

Mr. Greby has been involved with plants and trees for his entire working life. He graduated in 1987 from California Polytechnic University, Pomona with a B.S. in Horticulture and a minor in Botany. Mr. Greby has been a certified arborist since 1998 and has worked on over 75 municipal inventories in addition to university and military installations. Mr. Greby has volunteered much of his time at Arboretums, conducting instructional classes for city personnel as well as residents on tree ID and tree care. His tree inventory experience includes, but is not limited to:

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**Customer Name**

San Francisco, CA  
 Bend, OR  
 Albany, OR  
 Olympia, WA  
 Pacific Lutheran University  
 University of Kentucky

**Customer Name**

Malibu, CA  
 Grand Rapids, MI  
 Gaithersburg, MD  
 Amarillo, TX  
 Central Michigan University  
 Jamestown, ND

***Richard Seward – Certified Arborist ISA CERT #WE-9292AU and Certified Utility Specialist ISA CERT #WE-9292AU and Data Collector***

Richard has been a Certified Arborist for 6 years. Richard has worked in multiple aspects of the arboriculture industry; he has been on tree crews, surveyed distribution and power lines for tree growth, and completed tree inventories and health assessments. Richard is also C.P.R. and first aid certified. Richard has also worked as a Consulting Utility Forester. He is currently working in the City of San Francisco, CA; where he is leading our team of Data Collectors inventorying the City.



***Luis Saenz – Customer Service/GIS Professional/Software Technical Support***

Luis earned his Bachelor’s degree in Geography from Cal State University, Long Beach, CA. He then went on to earn a Master’s Degree in Geographic Information Science: MSGISci  
 Luis wrote his thesis on: *Developing a Data Collection and Data Management Methodology Using the Esri Collection, App, ArcGIS for Desktop, ArcGis online, Aws Ec2m Postgresql, Postgis, and Qgis*. He is the perfect fit for the ArborPro GIS position. Luis has experience using ArcGIS, Arcmap, Microsoft SQL Server, AWS server management as well as many other technical skills and years of customer service experience. Luis also developed an interactive app to help our clients when they have technical issues and need assistance.

***Scott Eckersall, GIS Developer & Product Manager***

Mr. Eckersall earned a BS degree in Civil Engineering from California State University, Los Angeles. He has been with ArborPro, Inc. for over ten years and has developed ArborPro as well as ArborPro Mobile. Previous to ArborPro, he served as Product Manager and lead software developer for Digital Map Products for three years where he designed CityGIS.com. Moreover, he worked at Psomas for one year where he developed a variety of GIS applications including an ArcView-based Automated Pollutant Loading Model for Los Angeles County. Lastly, he worked for Los Angeles County DPW for seven years in the IT and Design Divisions. Scott continues to update and improve ArborPro’s software by implementing suggestions and ideas from clients that use the program on a daily basis.

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## Proposed Fees

Fees below include all requirements of the RFP including the meetings to discuss the project findings. Furthermore, ArborPro is including a license of our tree inventory software program at no additional cost.

<b>Location</b>	<b>Cost</b>
14th & Grand Playground 14th & Grand	\$131.25
15th Street Triangle 15th & Marine Drive	\$131.25
18th Street Flower Beds 18th Street & Marine	\$131.25
9th & Astor Park 9th & Astor	\$131.25
8th St. Triangle 8 <sup>th</sup> & Marine Dr.	\$131.25
Alameda Park Alameda & Melbourne	\$131.25
Alameda Park Reserve Alameda & Cumberland	\$131.25
Alderbrook Natural Area 53rd & Alder	\$1,745.58
Alderbrook Park 45th & Leif Erickson	\$131.25
Aquatic Center Grounds 1997 W Marine Drive	\$393.74
Astoria Recreation Center Grounds 1555 W Marine Dr	\$656.23
Astor Park 1 Coxcomb Dr	\$4,921.74
Birch Field & Park 49th & Birch	\$262.49
Cathedral Tree Trail 2800 Block of Irving Avenue	\$3,937.39
Children's Park Playground 6th & Commercial	\$131.25
Columbia Fields 35th & Leif Erickson	\$524.99
Customs House 35th & Leif Erickson	\$131.25
Evergreen Fields Astoria Middle School	\$1,535.58
Exchange Street Parkway 17th St to 20th St	\$131.25
Fort Astoria Park 15th & Exchange	\$131.25
Fred Lindstrom Park 7th & Niagara	\$131.25
Gray School Recreation Complex Alameda & Chinook	\$131.25
Heritage Square / Garden of Surging Waves 11th & Duane	\$328.12
Marine Drive Parkway 10th St to 23rd St	\$196.87
Maritime Memorial Bay St & Marine Dr	\$65.62
McClure Park 8th & Grand	\$262.49
Mill Pond Park 23rd & Mill Pond Ln	\$131.25
Ocean View Cemetery 18th & Whiskey Rd, Warrenton	\$262.49
People's Park 16th & Marine	\$53.81
Pioneer Cemetery 15th & Niagara	\$275.62
Portal Park - East 33rd St & Marine Drive	\$131.25
Portal Park - West Taylor St & W Marine Drive	\$131.25

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Post Office Park 15th & Franklin	\$14.44
River Walk Smith Point to Alderbrook Lagoon	\$3,937.39
Library Parking Lot 10th & Exchange	\$26.25
Shively Park 16th & Williamsport	\$1,535.58
Smith Point Traffic Circle Hwy 101 & Hwy 202	\$419.99
Tapiola Park S. Denver & W. Marine	\$1,574.96
Tidal Rock Park 15th & Commercial	\$262.49
Violet LaPlante Park 45th & Cedar	\$262.49
Youngs River Falls Young's River Loop Rd	\$1,049.97
Young's Bay Marine Park 1555 W. Marine Dr.	\$262.49
	<b>\$27,000.00</b>

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www.daveyresourcegroup.com

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1500 N Mantua Street

Company Headquarters

Atascadero, CA 93422

6005 Capistrano Ave., Unit A

Western Region Office

*A Division of The Davey Tree Expert Company*

**RESOURCE GROUP**



**Urban Tree Inventory and Analysis  
for the City of Astoria,  
Park and Recreation Department  
Proposal: August 30, 2016**





**DAVEY**   
**RESOURCE GROUP**

*A Division of The Davey Tree Expert Company*

August 26, 2016

Corporate Headquarters  
1500 North Mantua Street  
P.O. Box 5193  
Kent, OH 44240-5193  
330-673-5685  
Toll Free 1-800-828-8312  
Fax: 330-673-0860

Jonah Dart-McLean  
Parks Maintenance Supervisor  
City Astoria Parks and Recreation Department  
1555 W. Marine Drive  
Astoria, OR 97103

RE: Urban Forestry Tree Inventory

Dear Mr. Dart-McLean:

Davey Resource Group appreciates the opportunity to submit this response for professional services to inventory the trees within the City of Astoria's 200+ acres of parks and open space areas. Davey Resource Group, a Division of the Davey Tree Expert Company, is the preeminent provider of urban forestry services in North America. We present a comprehensive menu of solution-based services and have completed more urban forest inventories than any other company. We are a value-based company that believes in excellent customer service and superior delivery of products and services. Our reputation is outstanding. It has been built on on decades of invention and good work.

Davey Resource Group is looking forward to assisting the City of Astoria Parks and Recreation Department in meeting its vision, reputation, and legacy for exceptional urban forestry practices. We realize inventorying the trees within the park system is a significant project, and we are flexible in making this project work for the Department. We are more than willing to examine our methodologies, tree estimation and pricing. Our qualified team is fully prepared to execute a safe, accurate, and efficient tree inventory of public trees within Astorias' park system. We are delighted to be considered for this important project.

Respectfully Submitted,



Anne Fenkner  
Project Developer  
(916) 214-5908  
Anne.Fenkner@Davey.com

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## Introduction

To meet the goal of having current and complete public tree inventory data, the City of Astoria (City) is seeking qualified and experienced consultants in urban and community forestry to conduct a public tree inventory. The focus of this project will be to inventory all trees located within park locations identified by the City. This baseline information regarding the structure, function, and overall condition of Astoria parks, urban and community forests is critical to understanding the broader contributions of the tree resources at a community level. The primary objective of this project is the delivery of a database that will allow Astoria Parks and Recreation Department staff to better understand, prioritize, and manage the public tree population.

Davey Resource Group (DRG), a Division of the Davey Tree Expert Company, provides comprehensive urban forestry services. Within this proposal we proudly present our qualifications, methodology, personnel and enthusiasm for supporting the City of Astoria Parks and Recreation Department in meeting its urban forestry objectives and goals.

Within this proposal DRG will present both top-down and bottom-up data collection strategies. Our top-down approach will assess naturalized stands of trees that pose little risk to infrastructure damage or human injury. We will use tree sampling and assessment techniques to assess seven parks that present stands that are homogenous of species, dense and distant from risk to people or infrastructure. For urban parks with infrastructure and frequent visitor use, DRG recommends an individual tree data collection methodology. Both techniques are detailed in this proposal. We envision a combination of the two to provide optimum understanding of the overall community forest structure and condition of Astoria's parks and recreation areas. We are excited about this project and we are prepared to complete it within budget and on your timeline.

Although the RFP for this project does not request a software management system, we are including information about our TreeKeeper inventory software management system for your consideration. Many communities and park departments find it useful in tracking maintenance operations, risk assessment and other arboricultural asset management needs. Specifically, our inventory management system provides clarity and enhanced staff communication through work order documentation.





## Company Information

The Davey Tree Expert Company, is an employee owned company and has lead the science, practice and professionalism within urban forestry. John Davey started the company in 1880. Since then, Davey has grown and transformed into a flourishing enterprise that is one of the 20 largest employee-owned companies in America. Our stability as a company, our capacity to successfully complete projects, and the resources Davey have available, allow us to serve the needs of the Astoria Parks and Recreation Department in conducting a comprehensive inventory and assessment of the park and open space trees.

## Experience of Davey Resource Group and its Staff

Davey Resource Group (DRG), a division of The Davey Tree Expert Company, has a company history rich in science, technology, arboriculture, and urban forestry. In 1880, John Davey created a company and culture founded on the principle that nature and the built environment can co-exist for the benefit of people and their communities. Elements of what became DRG began with utility and horticultural consulting services in 1909. DRG was officially launched in 1992 to provide technical consulting to the utility, commercial, and government markets. To date, DRG has inventoried well over 2 million trees while conducting more than 300 urban tree inventory projects. Many of these projects included customize software for inventory and data management, and canopy analysis reports and recommendations.



## Level of Relevant Knowledge and Experience

Davey, with its home office in Kent, OH, operates in 45 states, with offices throughout the country. DRG has 1,000+ employees that provide services to municipalities, utilities, state and federal agencies, and private entities. We prescribe to the International Society of Arboriculture (ISA) guidelines and best management practices for tree inventory, tree health and tree risk assessments. Our tools include the latest in software and hardware that helps us meet the needs of our clients. Our resources are deep, our client list is diverse, and our partnerships are beneficial to our clients.

The DRG believes in making a difference and improving the management of our urban and community forest resources, including our own pursuit for continuous improvement in the following areas:

**Quality Assurance:** This includes feedback loops to ensure that you receive deliverables that are accurate, well documented and researched, state-of-the-art, and individualized to meet the City of Astoria's goals and objectives for the communities it serves.

**Teamwork:** Our personnel each have a role in the accuracy of each community inventory and report. We operate as a sophisticated team and as a collaborative extension of the communities in which we serve. Each inventory project is facilitated with an understanding that community stakeholders are a critical part of the team.

**Communication:** Our personnel are trained to understand the critical importance of communication before, during, and after a project—both internally and with the client.



## The Davey Difference: Urban and Community Forestry Solutions

As the leading company providing urban and community forestry services across the country, our clients rely on DRG to assist them in developing and managing programs that meet the needs of the communities they serve. Our relationships with national, state, and local partners have allowed DRG to develop and deliver processes that meet both the social and scientific requirements of the communities that we partner with and support.

To ensure the long term health and vitality of your valuable tree resource, having a consultant that understands your goals, objectives and operational needs and is a leader in urban forestry, creates a nexus for providing the best solutions for the City of Astoria Parks and Recreation Department.

Information gathered in the tree inventory will provide critical baseline data that can serve as a platform for achieving short and long term management objectives that align with the Astoria Parks Master Plan. The City of Astoria Parks and Recreation Department will benefit from DRG's extensive project experience and participation in local, state, and national urban and community forestry program development.



DRG has inventoried more trees than any other company in the world. Our work throughout North America is a testament to our stability as a company, our capacity to successfully complete projects, and the resources we have available. We have worked throughout the West, providing services to cities large and small, developing tree inventory projects that fit their needs and their budgets. Our experience in collecting, analyzing, and translating large data sets has given our clients the opportunity to see firsthand what the inventory data reveals about their urban forest programs.

## Business Acumen

### Financial Stability

Davey Resource Group, and our parent company the Davey Tree Expert Company are a solvent, employee-owned business. We present a robust team of over 1000 talented professionals within the DRG. We also present the necessary facilities, ability, experience, and financial resources to provide the services specified within this proposal. Our presence and unified teams strategically situated throughout the country provide the capacity for DRG to support several projects simultaneously. Our financial stability, national presence, capacity, personnel, client focus and reputation for first-rate work are many of the attributes our clients seek and appreciate. We have the means to complete the jobs we start, on time and within budget.

### Insurance

Davey Resource Group and the Davey Tree Expert Company carries liability insurance for every project. Our insurance carriers are Marsh USA Inc. and Aon Risk Services Northeast, Inc. Although we are certified for very high liability coverage, not every client or situation requires high limits. Therefore, we generally rely on our clients to identify the amount needed and we match it. That stated, our general liability insurance per occurrence and the aggregate is \$2 million dollars. Aon Risk Services Northeast, Inc. carries our professional



liability including errors and omissions to \$2 million dollars. Marsh USA Inc covers the other insurance aspects including auto with limits for injury per person and per occurrence and property damage (\$2 million dollars). Workers comp coverage is obtained as required by each state. Upon receiving notice of a contract for this project the Davey Resource Company will add the City of Astoria Parks and Recreation Department as "Additional Insured."

## City of Astoria Business License

DRG will ensure we have a license to do business in the City of Astoria prior to beginning any work. This document will be presented upon request.

## Customer Service and Quality

We understand that when we meet with stakeholders (internal and external) and community members, we represent the City as your consultant. Therefore, we are professional in demeanor and presence. Our vision of customer service and quality work are paramount to our purpose. In the unlikely event a stakeholder has an issue with our work or complains about our activities in the City, our field personnel will take steps to de-escalate the intensity of the situation to gather information about the stakeholders concern. The inventory arborist will immediately report the interaction to the project coordinator, who will alert the City to the situation. In 136 years in business, The Davey Tree Expert Company has established a reputation of quality work, thoughtfulness and kindness. We are a values-based company and we will meet the standards in which you seek for this project.

## Qualifications and Personnel Experience

DRG has all the resources available to complete the City of Astoria Parks and Recreation Department tree inventory on a timely basis and within your budget. Our team of experienced ISA certified arborists are versed in Pacific Northwest dendrology and maintain the highest levels of industry certification including best management practices and familiarity with all parts of the current American National Standards Institute A300 and Z133.

The DRG team is comprised of a project manager, a project coordinator, and inventory arborists assigned to, and fully dedicated to your project. Each person given to your project has the education, experience and equipment they need to assure accuracy and completion of your project. This includes, most importantly, safety equipment. In addition, each arborist utilizes a DRG company vehicle, field computer, and tools needed to complete the inventory. We proudly present the following resumes for your consideration:

### **Emily Spillett, Western Region Production Manager – Urban Forestry**

Emily Spillett is the Project Manager for Urban Forestry projects in the Western United States. In this position, Emily's role is to assure client satisfaction, strong communication, and adherence to project scope and timeliness. Emily manages a team of over 40 professionals including project coordinators, field supervisors, inventory arborists, urban, and community forestry specialists, and researchers that assist DRG clients in achieving their goals. She joined the DRG Team in 2001 as a consulting Inventories. She has over 14 years professional experience working within a variety of projects that have included utility forestry, urban forestry, land use planning, and natural resource management issues.

Specifically, Emily has managed over thirty urban forestry projects that have included over 25 inventories, numerous management plans, and unique consulting projects. These projects have been completed on time, within budget and to the satisfaction of Davey clients. As part of her recent projects, Emily has managed numerous California grant inventory projects that have all included the use of International Society of Arboriculture's Best Management Practices for Tree Forestry. In was also the project manager (leading two project coordinators) of the first Urban Forestry Inventory Analysis project that is took place in the country. Urban FIA is a scientific inventory of urban trees in designated plots in cities throughout California, Oregon, Hawaii, and Alaska.

Emily holds a Bachelor of Science degree in Environmental Forest Biology from the State University of New York College of Environmental Science and Forestry. In order to obtain this degree, Emily was required to complete forest and ecological inventories in the Adirondack Mountains of New York. Currently, she serves on the Board of the California Urban Forest Council and is a member and volunteer for the Western Chapter of the International Society of Arboriculture. She is an ISA Certified Arborist (WE-6702A).

### **Ian Scott, Project Coordinator**

Ian Scott is a Project Coordinator and urban forestry specialist for DRG, working with clients throughout the Western U.S. and Canada since 1998. Ian is the interface between the client and staff operations. He oversees inventory projects from their inception to completion, and ensures that the quality and timeliness of the data collected and delivered align with the needs of the client. Ian's greatest satisfaction comes from helping communities find the best path to enhance their urban forest for the future generations. He has made presentations on topics of urban forest management to the Arbor Day Foundation and various chapters of the International Society of Arboriculture. Ian has a Bachelor of Science degree in Forestry and Environmental Management from the University of New Brunswick, Canada. He is a 2009 graduate from the Municipal Forestry Institute, and also an ISA Certified Arborist (PN-5408AUM) with Tree Risk Assessment Qualification.

### **Lori Murphy, Senior Inventory Arborist**

Lori Murphy has been with DRG since 2009 and is the Senior Inventory Arborist for the Western Region. Lori's daily activities include managing the day-to-day movements of her team of inventory arborists, quality control, client communication, and data management. Lori has performed urban tree risk assessments and has experience with construction monitoring and tree-protection plans. She is an expert in tree identification and assessment, and has inventoried more than 200,000 trees with DRG.

Prior to working with DRG, Lori worked with the Sacramento Tree Foundation as a community forester. There, she worked with homeowners, businesses, and municipalities, siting trees in appropriate locations and teaching proper tree planting, pruning, and cultural care. She also organized tree planting events and led tree tours. Lori is an ISA Certified Arborist and Municipal Specialist (WE-7844AM) and is TRACE/TRAQ qualified.

### **Ruth Williams, Urban and Community Forestry Specialist**

Ruth Williams joined the DRG in 2011. She has an extensive career in community engagement in the urban forest, throughout the Western US and Canada. Prior to joining the DRG, Ms. Williams was the executive director of Tree Davis, a nonprofit in the Sacramento Valley with the mission to advocate for and protect the trees in Davis and other Yolo County environs. While the Executive Director of Tree Davis, Ms. Williams developed a number of projects supporting the City of Davis Urban Forest Program. These included community engagement planting projects and creating public advocacy projects for the urban forest. While working in Davis, Ms. Williams was appointed by City Council to the Climate Action Team. That team produced the Climate



Action Plan for the City and includes a number of tree related objectives and goals. Her background also includes working as an arborist for various tree companies.

Ms. Williams is the current President of Oregon Community Trees, and a former board member of the California Urban Forests Council. She served as chair of the Sacramento Regional Council for five years. She holds a Bachelor of Science degree in Environmental Horticulture and Urban Forestry, and Landscape Design and Architecture; both from the University of California at Davis. In addition, she has a Masters of Arts in Nonprofit Administration from the University of San Francisco. Ms. Williams is a graduate of the American Society of Consulting Arborists Academy, and the Community Tree Management Institute (CTMI). She is an ISA Certified Arborist with a municipal specialist designation (WR-7317AM) and holds the TRAQ credential. She volunteers her time as a docent at an arboretum and with the local nonprofit, Friends of Trees.

## Scope of Work and Project Approach

The City of Astoria Parks and Recreation Department has carefully considered the scope of work and technical requirements that will provide the framework for this project. DRG will be responsible for geolocating, identifying, and assessing the park trees identified in the RFP. The following tasks provide an outline of our proposed approach and methodology for completing this project.

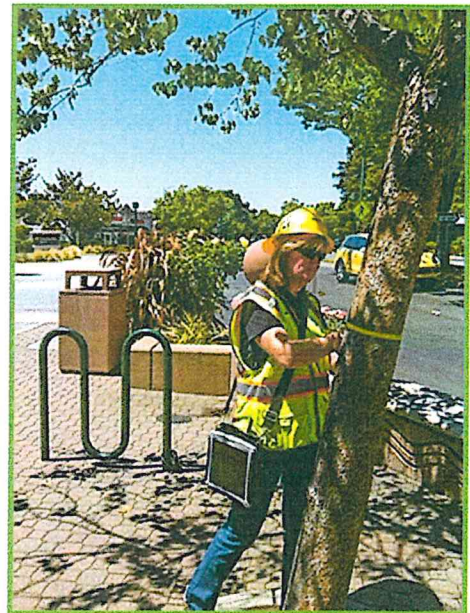
## Tree Inventory Collection

### Introduction

This project presents a unique situation of inventorying urban trees and trees growing in naturalized areas. Currently the number of trees in within the park system is unknown. Some parks present a lot of infrastructure, others present a traditional forest experience with varying degrees of access. DRG intends to conduct a tree inventory for the City of Astoria Parks and Recreation Department in three phases.

During the first phase, DRG will visit each park facility and document the conditional dendrology where people, trees and infrastructure are present. Specifically, DRG will Inventory **every** tree that has a potential target (infrastructure or frequency of human activity). We do not intend to collect data on non-target (naturalized) trees because they pose a lower risk to the city and have less specific management considerations. However, if the City is interested in collecting data on every tree, we address this consideration on page 24 under the heading "Additional Pricing Considerations". No matter which methodology the City chooses, DRG will work with Astoria to prioritize tree inventory activity according to the needs of the city.

During Phase Two we will create a 2nd data layer of polygons based on aerial maps and tree inventory data to digitally identify boundaries of naturalized trees within the City's park system. From the polygons, DRG will know the size of each naturalized area and randomly identify sample plots from which to collect sample data. The methodology for this process is addressed further in the proposal.





In Phase Three we will evaluate the sampled plots to provide an overall assessment of the tree species growing in the naturalized areas of the parks, their average height, age, DBH, general condition, presence of insect disease or mechanical damage, and any other condition that would be valuable to the management of these naturalized area trees.

For both plot sampling and individual tree inventory methodologies, observations will be made and data will be collected by trained Certified Arborists experienced with inventory collection and Pacific Northwest area dendrology. The DRG inventory team will use tablet computers to collect GPS tree locations and upload the information so that it is available in real time. Data will be collected in a sequence desired by the City. It will be collected and presented in accordance with all environmental and safety standards and all applicable local, state, and federal ordinances.

The City can be assured that by selecting DRG, the City and its citizens will receive the highest level of data collection accuracy and professionalism. Our data collection methodologies, equipment, quality control procedures and delivery are addressed in in the following statements.

### **Kick off Meeting**

To begin the project, the Project Manager and/or Coordinator will engage with City staff for a pre-project conference call. This meeting will serve a number of purposes. The first priority will be to determine the routing of inventory arborists. With the staff's assistance, we will map out a logical sequence for moving throughout the City. In addition to determining work sequence, we also meet to create a contact directory for our staff and yours. This will help us to define the best person(s) to contact if the need arises. At this point, we also give the City of Astoria Parks and Recreation Department contact information for all DRG managers and field staff assigned to this project. This will give staff involved in this project a point of contact at any time. Also at this meeting we will ask for any parking information or City identification that might be needed. It is our intent to be well prepared going into the contract so that your staff's day-to-day duties are not interrupted by our presence.

### **Pilot Project**

Once the project is kicked off, we will invite our staff contact to examine and approve our first days of data collection to look for irregularities that may occur. This type of "pilot project" allows the City of Astoria Parks and Recreation Department to make adjustments to the collection specification as needed once the data is viewed live. This is in addition to our quality control measures that takes place on a regular basis.

Once data collection has begun, we download it weekly into a website that is accessible by the City of Astoria Parks and Recreation Department staff. Downloading allows you to see and monitor our progress. We also provide a weekly status report so that you know what areas we are working and how much inventory is left.

### **GIS-Based Data Collection (for individual trees)**

For individual trees, DRG has found that the most efficient and accurate method for mapping tree locations is to utilize a three-tiered system: GPS technology, map data on a handheld computer, and our experienced arborists field judgment. Our inventory arborists use RowKeeper Rover® a geographic Information Systems (GIS) field software tool to collect, display, and manage geographically referenced inventory. This state-of-the-art equipment allows the inventory arborists to input data, query, review, and edit in real time. This field-based tool provides seamless functionality between GIS basemap data, GPS location technology, and Davey's tree/site attribute collection program.

The GPS shows up as a 'bull's-eye' locator on the map serving as the first tier of tree location during the inventory. The map serves as the second tier of tree location. The data collector, the third tier, draws from

experience and applies field judgment to make the ultimate decision based on what is seen in the field and often resolving the inconsistencies that can exist between map data and GPS signals. Used concurrently for each tree, Davey's inventory arborists utilize the best available GIS maps, information, and GPS technology to quickly and accurately plot tree/site locations.

**Using this approach, the City will gain these advantages:**

1. Increased production rates. Location data entry using GIS with accurate basemap information is nearly twice as fast as using GPS equipment alone. Inventory personnel are not limited by weather conditions or interference by buildings or other tall obstructions.
2. High level of location accuracy. GPS coordinates provide sub-meter accuracy.
3. Faster project completion. With the increased production rates of this methodology and the decreased negative effects of weather and satellite factors, the project can be completed more quickly with less downtime.

## Equipment

DRG will utilize pen-based computers specifically configured for this tree inventory project with the City's specifications. Pen-based computers offer several advantages:

- Data entry is quick because collectors use simple input forms containing pick lists, checkboxes, and buttons to save time and money.
- The computer only accepts certain entries, decreasing errors. All information on a particular tree must be entered before the collector can proceed. Cross-checking between fields occurs in real-time to prevent inconsistent results.



## Tree Attributes for Individual Trees (Traditional Tree Inventory)

DRG will collect tree locations and attributes as requested in the scope of work. Please note trees assessed as lower priority may fail before trees assessed as higher priority. There are many uncontrollable conditions such as weather, pests, and human involvement, which can contribute to tree failure. Davey's assigned priority is meant only to be used as a guideline to make safety-driven maintenance decisions and direct normal tree maintenance programs efficiently. All priorities are based on observable defects at the time of assessment. All observations are made from the ground.

### Tree Inventory Data Fields:

**Mapping Location** —DRG will identify the location of each tree and/or site using reliable GPS equipment. Latitude and Longitude will be identified. DRG will assign each tree a unique identification number. An X and Y coordinate will be generated for each tree site with sub meter accuracy.

**Block Site**—The location of each tree and planting site will be identified so they can be easily identified for future work. Street trees and planting sites will be located using existing street names, side of lot, tree number and block side information (i.e. on street, from street, and to street).

**Location**—The trees physical location in relation to public Right of Way and/or park infrastructure will be plotted with GPS data.

**Species**—Trees are identified by genus and species, and corresponding common names.



**Type**—Deciduous or conifer

**Naturalized**— yes/no

**Tree Trunk**—Diameter is measured in ranges at 4-½ feet above the ground, or diameter at breast height (DBH).

**Height**—Tree height will be measured in ten-foot increments.

**Canopy Spread** — Measure crown width (to nearest ft) in two directions: north-south and east-west or as safety considerations or physical obstructions allow.

**Age** — Estimated age of the tree (by range).

**Condition Rating**—In general, the condition of each tree will be recorded in one of the following categories adapted from the rating system established by the International Society of Arboriculture:

Excellent	100%
Very Good	90%
Good	80%
Fair	60%
Poor	40%
Critical	20%
Dead	0%

**Maintenance Priority**—Each tree will be classified into one of the following recommended maintenance categories. These categories are adapted from the Best Management Practices Guide for Tree Inventories from the International Society of Arboriculture. Trees identified for removal will have supporting rationale in the comments section

**Priority 1 Removal**—These trees have defects that cannot be cost-effectively or practically treated, have a high amount of deadwood, and pose an immediate hazard to a property or person. Davey recommends that these trees be removed immediately.

**Priority 2 Removal**—These trees are not as great of a liability as Priority 1 Removals, being smaller and/or less hazardous, although they are also recommended for removal. Davey recommends that they be removed as soon as possible.

**Priority 3 Removal**—Trees designated for Priority 3 Removal do not pose a public hazard and are small, dead, or poorly formed. Smaller dead trees and failed transplants are in this category. Large trees in this category are generally poorly sited, of inferior quality, and pose little to no threat to the community.

**Priority 1 Pruning**—Trees in this category need pruning to remove hazardous deadwood limbs greater than four inches in diameter and/or have broken, hanging, or diseased limbs.

**Priority 2 Pruning**—These trees need pruning to remove hazardous deadwood limbs greater than two, but less than four, inches in diameter.

**Large Tree Routine Pruning**—Trees in this category have characteristics that could become risks if not corrected. Deadwood limbs are less than two inches in diameter.

**Small Tree Routine Pruning**—This category includes small-growing trees that can generally be maintained from the ground, i.e., redbud, Mexican plum, etc., and other trees 20 feet or less in height.

**Training Pruning**—This category includes trees under 20 feet tall with correctable structural problems or minor amounts of deadwood that pose minimal threat of personal injury or property damage. Inexpensive pruning at this stage significantly affects the future of these trees. Young trees in this category that will be large at maturity generally require an annual pruning or inspection.

**Stump Removal**—This category indicates a stump that should be removed.



**Observations** – In addition to the Maintenance Priority assigned, the following specific maintenance observations will be collected as the most critical task:

- Clean/Deadwood
- End Weight/Thin
- Reduce
- Remove
- Restore
- Stake/Train
- Structural Prune
- Remove nursery or support stake
- Treat Pest/Disease

**Clearance Issues** – Trees that are causing or may cause visibility or clearance difficulties for pedestrians or vehicles will be identified as well as those trees blocking clear visibility of signs or traffic.

**Hardscape Damage** – The extent of damage to walkways, if present, will be identified. Potential fixes to the problem will be noted (redesign options, etc).

**Overhead Utilities** – Inventory will indicate whether overhead conductors or other utilities are present at the tree site that could result in conflicts with the tree.

**Comments/Notes** – Comments that the arborist feels are warranted on a tree specific basis will be included. Trees that are identified for removal will have comments pertaining to the reason for recommended removal in the Observation field. Other comments can include items such as: Cavity, Decay, Co-Dominants, Improperly Pruned, Mechanical Damage, Pest Problem, Poor Structure, Previous Failure, Serious Decline, Signs of Stress, Leaning, Etc.

**Photo** – If desired by the City, a photo will be taken of each individual tree and the image will align with the data associated with the tree. It is anticipated not all situations will present suitable space (distance) to capture the entire tree. A photo will be taken with each specimen as space allows. Additionally, the time it takes photograph trees impacts our Inventory Arborist speed and efficiency. Within the Project Menu Item (pricing) section, we have added a column to compare and contrast the estimated cost per site with photographs of each tree and without photographs.

## Inventory Plot Sampling for Tree Naturalized Tree Stands

### Methodology of Field Data Collection

As mentioned earlier, isolated stands of public trees that are outside the realm of risk to infrastructure or park visitors will be assessed by defining the shape of a polygon and sample 1/10th of the trees within each polygon area. DRG anticipates the use of this methodology to sample large areas of naturalized forest within the Park system such as Alderbrook Natural Area, Astoria Park, Cathedral Tree Trail, Shively Park, Youngs River Falls, and Evergreen Fields. With sample inventories, field data collection provides the necessary data to make estimates of the structure and function of the urban forest. The following describes our sample plot field data collection methodology.

## Field Plots locations

DRG will identify random plots within the customized polygons and sample 170 plots. The number 170 is recommended for statistical validity for confidence intervals. To be effective with random data collection, we recommend a randomized grid method be used for the selection of sample plots. DRG follows a strategy developed by the US Forest Service that randomly positions plot centers onto a digital map. The plot size and number of plots needed are not fixed. To maintain consistency, plots for this project will be 0.1 acre in size (circle with radius of 37.2 feet). To meet the specific objectives of this project, plot centers will be limited to City property and not to border different land ownership or land-use types. Since our plot coordinates will be generated using digital maps on a Geographic Information System (GIS), Global Positioning System (GPS) receivers will be used by DRG field personnel for locating plot centers. This method can also be used to return to a plot center in the future if needed.

The number of plots measured is expected to yield a confidence interval of 10%. Should the level of accuracy exceed the 10% margin of error with the original final plot count, DRG and City of Astoria Parks and Recreation Department staff will collaborate to find an acceptable solution.





## Sample Weekly Report

Our experience with providing tree inventories has led us to the development of a standardized weekly reporting system. For the the City, we will develop a customized report that includes statistics on performance in the collection of the critical attributes you desire, such as species identification, progress report, quality control statistics and notes.

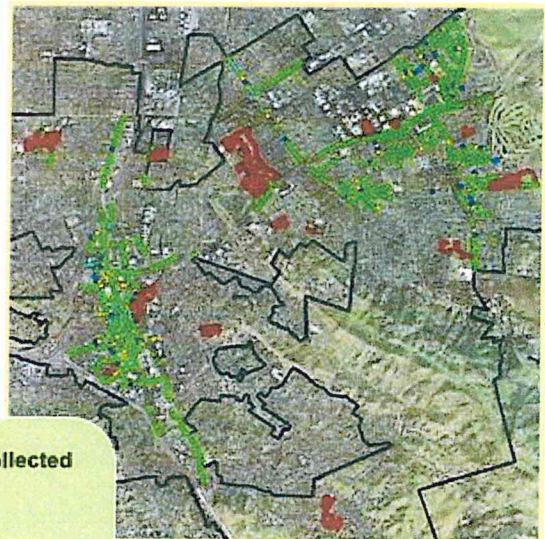
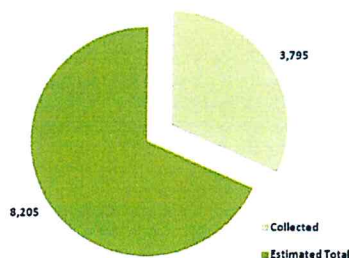
### Example of weekly update information:

Inventory Statistics		
Total Inventory to date	Percent Complete	Original Estimated Trees
8,205	68.38%	12,000

*Graph and charts provide quick references for project status updates.*

Quality Control Statistics				
Overall Critical Error Score	Target Critical Score	Overall Non-Critical Error Score	Target Non-Critical Score	Percent Audited
100.00%	99.00%	98.90%	95.00%	4.00%

Trees Collected vs. Estimated Total Trees



*Map illustrates progress to-date.*

- We have collected 68% of the estimated 3,500 trees with 2,380 collected
- We will continue working in West area parks in the next week.
- We currently have two arborists working in these communities
- We have audited 4% of the total work

#### *Informative Progress Notes*



## Data Delivery

DRG will provide the City with two (2) hard copy reports and a digital copy in Excel spreadsheets containing all collected data, images and all maps of tree locations in PDF format. The data deliverable for the traditional (individual) urban tree inventory will present all of the attributes identified earlier in this proposal in a logical sequence, identifying the park, open space or naturalized area in which the trees grow. For sample plots, data deliverables will include:

- The sample size and percent of land cover sampled
- Percent of each species present
- Average height, age, DBH in plot by species
- Overall health of the tree stand, noting any endemic disease or pest infestation that might threaten stand health
- A clear description of any potential hazards to infrastructure in the stand
- A map of the overall stand including polygon outline of the stand(s) sampled.

### Additional delivery considerations

In addition to Excel, DRG offers data deliver in other formats as well:

- Microsoft Access™ Google Earth's KML
- XML Davey Resource Group's Asset Manager® shapefile
- Davey Resource Group's TreeKeeper®
- ESRI® GeoDatabase

Whatever the preferred format, DRG will ensure the digitized information is compatible with the City of Astoria Parks and Recreation Department computer hardware and software. A hardcopy map of each sampled stand will be provided for each stand. DRG acknowledges all collected data and reports are the property of the City of Astoria Parks and Recreation Department.

### Presenting outcomes

In addition to the hard copy reports and digital file, DRG will summarize data methodology and findings into a 10-15 minute presentation to present to the Astoria City Council and the Astoria Parks and Recreation Advisory Board. Presentation dates will be selected based on City Council and Board schedule availability within regularly scheduled meetings.

## Quality Assurance

The City is guaranteed the highest quality data, a standard DRG always follows. The DRG will provide extensive quality control information with the following processes to ensure that the quality expectations are met and exceeded:

**Training** – Quality control is intended to assure quality data. Our highly trained and experienced arborists collect quality data from the start.

**Professionalism** – Our inventory arborist follow all Davey, OSHA and ANSI standards. Each staff person wears safety vests and badge identification to distinguish themselves as a Davey employee. The act of collecting a tree inventory often generates community interest and comments. DRG personnel are kind and courteous when

responding to public interest regarding their activities, yet implement strategies to politely stay engaged in their work.

**Field Communications** – Supervisors check in with the field arborist at the beginning and end of each day. All field crew members carry mobile phones and have the ability to communicate by way of voice, email and instant messaging. Data collected is uploaded every day for optimum status communication.

**Data Collections Specification** – A clear understanding of the data and the methods for collection and categorization ensure high quality data. DRG will work with City of Astoria Parks and Recreation Department staff to develop a detailed specification before actual data collection begins.

**Field Quality Check** – At the beginning of the project, 10% of an individual arborist's information will be checked for quality and completeness. All aspects of data collection will be reviewed. As the project progresses, the percentage of quality-controlled information may decrease based on an individual's abilities.

**Status Updates** - The Project Coordinator will provide weekly updates of the inventory collection progress in the format preferred by the City of Astoria Parks and Recreation Department. Possible status update formats include: progress notes, excel, or Google spreadsheet, CAD files, SHP, and GeoDatabase plot maps.

**Quality Assurance Methods** – Where possible, quality control will be completed electronically so that quality checks are a permanent record of the data collected. This means there will be additional fields in the data files for quality control. Where this is not practical, quality control will be completed on paper forms, with a tally of all quality checks.

**Quality Assurance Reporting** – Quality assurance information will be tallied by week ending date and provided to the Facilities, Planning, and Management Manager at least monthly, preferably by software. DRG more detailed delivery procedure can be defined if required. Accuracy rates and classification of any errors will be included as appropriate.

For naturalized stand plot sample areas, DRG's quality assurance recommendations stem from the i-Tree Eco Manual. In addition to the published protocol, we offer these additional quality assurance measures:

- **Field Measurements** – checks on field data collection are made by re-sampling field plots after the data have been collected. Quality control will be conducted throughout the project and will be particularly important at the start of a project to ensure that all DRG data collection personnel are using consistent and accurate data collection methods.
- **Data Integrity and Coherence** – Quality control will be useful after field data has been uploaded or entered into a computer. Data checks can find errors, such as numbers that are out of range (e.g., stem diameters greater than normally encountered for a species), missing variables, or inappropriate measures (e.g., crown width = 0 for live trees).



## References

The City is assured of DRG's high quality collection standards that will meet and exceed the quality and accuracy that is desired for this project. Projects for the following communities and institutions demonstrate our versatility and ability to provide urban forestry services that are similar to this project.

### City of Spokane, Washington Tree Inventory

**Contact:** Angel Spell, 509-363-5495

**E-Mail:** [aspell@spokanecity.org](mailto:aspell@spokanecity.org)

**Address:** 808 W Spokane Blvd, Spokane, WA, 99201

The City of Spokane values their urban forest. Having acquired TreeWorks software, and developed sophisticated programs that include technology and qualified personnel, the city recognized that trees bring more than aesthetics and shade to the community. With that in mind DRG partnered with the City in 2012 to support their ongoing efforts by delivering a highly accurate inventory of over 70,000 street trees. DRG worked to align the results of this project to the value of trees in improving water quality of the Spokane Valley-Rathdrum Aquifer and the Spokane River.

### Oregon Department of Forestry

**Contact:** Paul Ries, 503-945-7391

**E-Mail:** [Pries@odf.state.or.us](mailto:Pries@odf.state.or.us)

**Address:** 2600 State St, Salem, Oregon, 97310

The USDA Forest Service has embarked on an ambitious study to explore Forests Adapting to and Mitigating Climate Change Effects at a national level. In cooperation with their efforts, the Oregon Department of Forestry (ODF) took a lead role in coordinating a five state Urban Forest Inventory Analysis (FIA) project funded by an ARRA grant. The objectives of these ODF projects are to assess the health of trees and forests in urban areas of the five western coastal states and provide baseline data against which to measure the urban forest's ability to adapt to climate change. In August of 2010, the ODF contracted a team of urban forestry specialists from Davey Resource Group to collect the sample data they required in cities along the West, from Southern California all the way up to Fairbanks, Alaska. Paul Ries, Urban & Community Forestry Program Manager at the ODF said, "We are thrilled to have DRG successfully demonstrate the application of FIA protocols in the urban environment. The knowledge and expertise they bring to this project has given us the very high quality data we need in an impressive amount of time." The results from the sampling work performed by DRG will provide the ODF and the USDA with a new baseline of measurements against which future changes in growth, mortality, species, damage, and fire susceptibility can be tracked, to help determine if and how urban forests are adapting to changing climate conditions.

### City of Renton, WA

**Contact:** Terry Flatley, 425-430-6601

**E-mail:** [TFlatley@RentonWa.Gov](mailto:TFlatley@RentonWa.Gov)

**Address:** 1055 S. Grady Way, Renton, WA, 98057

In November of 2007, residents in the Benson Hill neighborhood voted to annex into the City of Renton. As part of the city's continued commitment to its green infrastructure DRG was hired to perform a tree inventory and



assessment of public property trees in the Benson Hill neighborhood. The inventory was performed during summer and autumn of 2009 where data was collected on 2,527 trees and 195 vacant planting sites. Tree attributes were collected based on the City of Renton's existing tree inventory data and the data was seamlessly integrated into the City's comprehensive tree inventory. Another goal of this inventory was to identify eligible planting spaces for new trees along Benson Hill streets. Where there were spaces in the right-of-way that could support a tree, those locations were inventoried as eligible planting spaces. Through this project, 195 planting spaces were identified of variable sizes. Since the completion of this project, DRG has continued our support of the City of Renton through a contract that assists the urban forester in completing his duties within the city. More recently, the City of Renton has invited DRG to engage in long-term contract agreements to provide dedicated staff support to their urban forestry program

### Additional References

In addition to the above references, DRG is proud to present the following list of tree inventory projects that have taken place in the last two (2) years and correlate with the City of Astoria Parks and Recreation Department goals and desired outcomes. All of the following projects were completed by the Western North American team. Each project was completed in accordance with the fully executed agreement for services between the client and DRG earning high quality results and satisfied customers.

Contract	Project Address	Period of Performance	Contract Reference Number/ Project Name	Contact Information
City of Pacific Grove, CA	300 Forest Avenue Pacific Grove, CA 93950	3/15 - 9/15	n/a	Daniel Gho 831-648-5722 dgho@cityofpacificgrove.org
City and County of San Francisco, CA	1680 Mission St, San Francisco, CA 94103	12/14 - 6/15	# 0277F	Carla Short, Deputy Bureau Manager 415-554-5349 Carla.Short@sfdpw.org
City of Salinas, CA	200 Lincoln Ave. Salinas, CA 93901	3/14 - 8/14	140605-011	Michael Ricker 831-758-7450 mikeri@ci.salinas.ca.us
San Joaquin Delta Community College District	5151 Pacific Ave, Stockton, CA 95207	7/15 - 9/15	15-11	Salvador Rodriguez 209-954-5175 srodriguez@deltacollege.edu
City of Brisbane, CA	50 Park Place Brisbane, CA 94005	12/15 - 1/16	Crocker Industrial Park	Randy Breault, Public Works Director (415) 508-2130 rbreault@ci.brisbane.ca.us
City of Patterson, CA	1 Plaza, Patterson, CA 95363	6/14 - 6/15	Tree Inventory Project	Maria Encinas 209-895-8061 mencinas@ci.patterson.ca.us
City of Aurora, CO	15151 East Alameda Pkwy, Aurora, CO 80012	12/14 - 2/15	15PO119	John Wesolowski 303-739-7177 jwesolowski@auroragov.org
Butte-Glenn Community College District, CA	3536 Butte Campus Dr Oroville, CA 95965	7/15 -10/15	Tree Inventory	Jeff Jurickovich 530-895-2856 jurickovichje@butte.edu
City of Burlingame, CA	850 Burlingame Avenue Burlingame, CA 94010	9/15 -10/15	PO #12926	Bob Disco 650-558-7330 Bdisco@burlingame.org

City of Denver Park Tree Inventory, CO	201 W Colfax Ave # 605, Denver, CO 80202	7/14- 12/17	PARKS-201312 305-00	Sara Davis 720-913-0631
City of Toronto, Canada Storm Tree Assessment	2 Dundas St E, Toronto, ON M5B 1B8, Canada	6/14 - 2/15	Tree Inventory	Carol Walker 416-338-5024 cwalkerg@toronto.ca
City of Salt Lake City, UT	1965 West 500 South - 2nd Floor Salt Lake City, UT	1/15 12/15	04-01-13-6385	Tony Gliot (801) 972-7818 tony.gliot@slcgov.com
City of Walnut Creek, CA	511 Lawrence Way Walnut Creek, CA 94596	2/16-3/16	Tree Inventory	Jake Allred (925) 943-5899 x2248 allred@walnut-creek.org
City of Vallejo, CA	555 Santa Clara Street, Vallejo, CA, 94590	11/15 -12/15	4765062	Will Morat (707) 648-4109 will.morat@cityofvallejo.net
City of Oklahoma City, OK	200 N Walker Ave, Oklahoma City, OK 73102	1/16 -12/16	Amendment Areas	Jacob Moore (405) 297-1629 jacob.moore@okc.gov
Tulsa Zoo , OK	2000 Remington Pl, Oklahoma City, OK 73111	3/15 - 5/15	Tree Inventory	Jay H. Ross (918) 669-6215 jross@tulsazoo.org

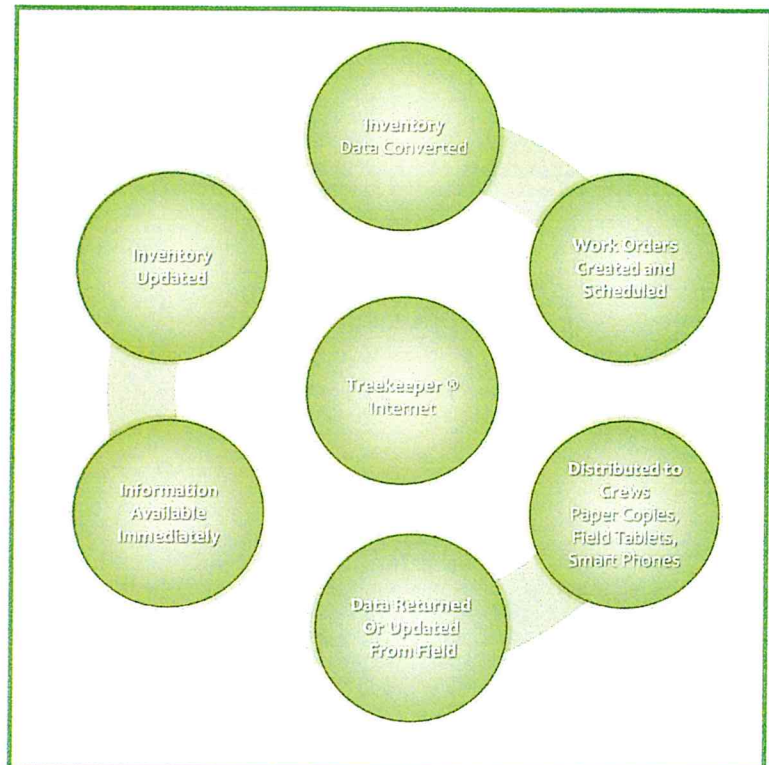


## Additional Consideration: TreeKeeper® Management Software

DRG proudly presents TreeKeeper® 7.7 (TK7) software as the preferred tree inventory software program for the City of Astoria Parks and Recreation Department. TK7 is a comprehensive, state-of-the-art approach to urban forest management operations. This high-performance software facilitates the utilization and management of tree inventory databases and work records. It allows multiple users to access a large, centralized database to view and update data in real time over the Internet or an internal network through a web browser. With TK7, users can generate and monitor work orders, track production, track work performed on each tree, calculate maintenance activity costs, and plan for budgets and additional work. Additionally, TK7 is link directly to treebenefits.com (the National Tree Benefit Calculator) and site.

DRG hosts the data on its web server. DRG backs up and maintains the data and web server. The advantages of the TreeKeeper® Suite include:

- The ability to accommodate multiple users simultaneously, each with their own access level privileges (from read-only to full access) administered by the City.
- The ability to allow team members with a security clearance access to the program from any computer with an internet connection.
- Complete retention of data ownership, even if the City of Astoria decides that TK7 is not feasible to use anymore.

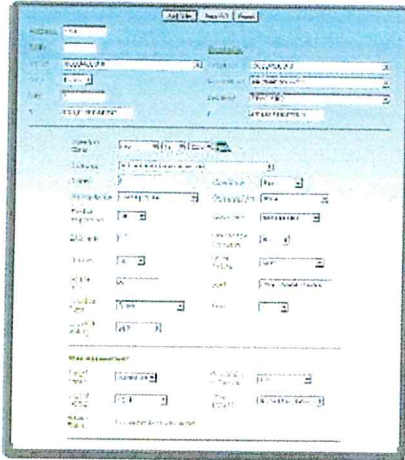


***The diagram illustrates the ultimate goal of TreeKeeper® 7, which is to help make the tree inventory a living database. Given the kinetic nature of trees, users need an effective way to capture inventory updates due to reassessment or tree maintenance.***



## TreeKeeper® 7 Primary Functions

### Tree Sites

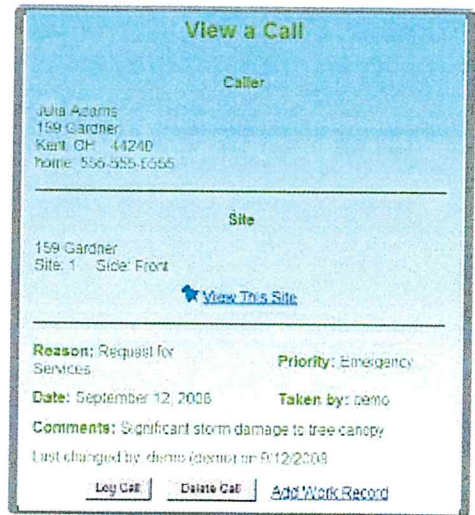


Edit Inventory Information

The "Sites" feature allows the user to add new tree site information or view and manage existing data. The user can search through the entire database using a single data field to identify a specific site. Once a site has been identified ("site matches"), you can view, edit, or delete details, log a call, or create a work record. Adding a site is done with a single click, and details may be copied from a neighboring site to facilitate data entry. Digital photos or other electronic documents can be added to each tree site. In addition, standardized editing shortcuts are available to quickly update the site as existing trees are removed, stumps are ground and new trees are planted.

### Call Manager

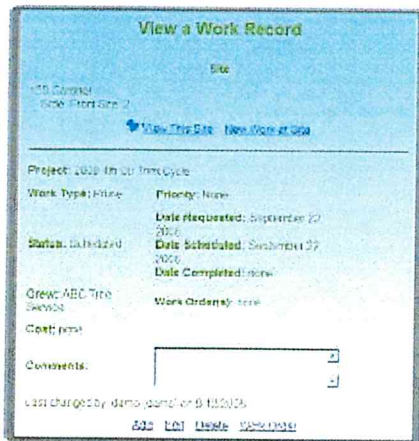
The "Calls" feature will allow the user to log and track calls made by residents regarding specific trees. The user can note the date, reason, priority, comments, and the person taking the call. Calls can be tracked by type to monitor trends and assess and project future service needs.



Maintain Customer Database

### Work Manager

The "Work" feature will allow the user to create work records for individual tree sites or groups. By creating a work record, the user will assign a work type, crew type, priority, and status. Work records can be grouped into printable work orders that will allow the user to complete and update individual work records with a mouse click. In addition, costs can be assigned and tracked to monitor budgets and forecast projections.



Create Detailed Work Records

## TreeKeeper® 7 Data Tracking Capabilities

A key feature of TK7 is its ability to track various types of data including electronic documents. This means that not only is TK7 capable of tracking work histories, it can also store digital photos, letters to the residents, tree hazard evaluation forms, and other pertinent documents that the user may wish to keep associated with a given tree or site.

## TreeKeeper® Mobile

The TreeKeeper Mobile system allows users to access the same TK7 dataset as the TK7 tree management software system. The mobile system utilizes the location services or GPS availability of the smartphone or tablet computer to locate your position automatically on the map. The user is able to fully edit all the data tied to the site as well as assign new work records, complete existing work records, and log calls made concerning the tree site. It is also easy to take a picture of the tree and easily upload it into the database.

Having the tree data accessible in the field from a smartphone or tablet will add amazing efficiencies in engaging the community and managing this project:

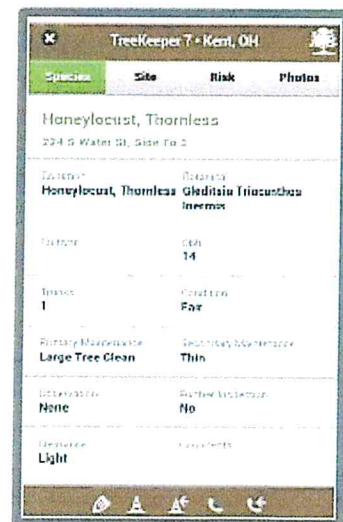
- Add new tree sites to the map with a simple drag and drop.
- Query tree sites by address, attributes, assigned work records, or planned work orders.
- All database updates are done in real time so field updates are immediately reflected in all other systems accessing the TreeKeeper® database, including other mobile users and office staff working with the TK7 tree management software system.



Red marker indicates your location



Use call-out box to quickly find trees



"Tree Detail" view



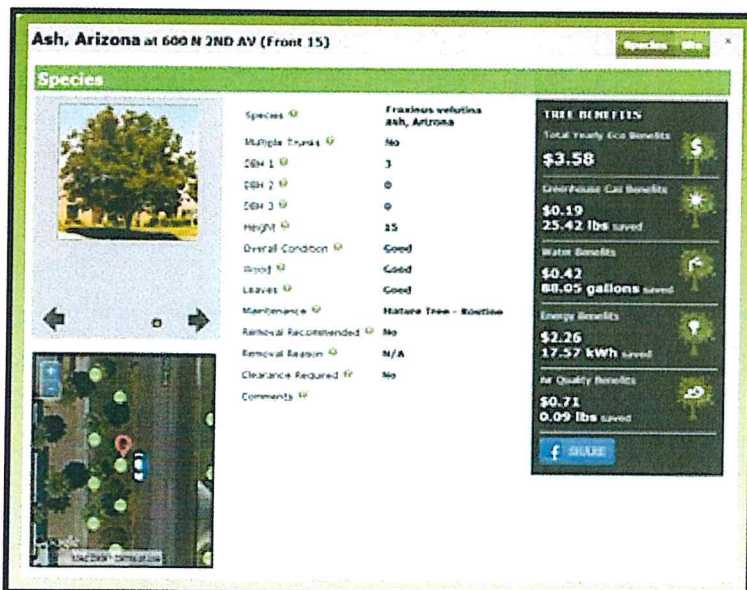
## my TreeKeeper®

myTreeKeeper is a simplified website that reduces the attributes visible to public users so sensitive information, such as recommended maintenance or risk categorization, is not available to the City's community partners nor the general public.

Besides illustrating the ecosystem benefits of trees, myTreeKeeper® helps promote top performing tree species within each neighborhood. Trees that produce the most ecosystem benefits are emphasized in myTreeKeeper® as a "gold medal tree." Gold medals are great ways for community leaders, city staff, residents and visitors to identify and learn which tree species and



my TreeKeeper main screen



locations may save the most energy and reduce pollution and stormwater runoff. The website can be customized to allow residents to upload tree pictures to the system or "share" a tree on their Facebook account. In this way, the City network of communities can promote successful trees throughout each neighborhood and bring urban forestry awareness to a new level within each community. Examples of this site are available at [www.mytreekeeper.com](http://www.mytreekeeper.com).

Not all information sharing is desirable. Certain field accessibility and restrictions will be determined by the City. Public access considerations include the ability to review the relationship of trees as infrastructure, edit data, add trees, include measurements, adjust

specific tree locations, add photos, calculate ecosystem benefits, share on social media, etc. Restricted areas to consider include tree and sidewalk risk assessments and City maintenance records.

## Training and Technical Support

DRG has designed the TreeKeeper Suite to be user-friendly and intuitive, therefore a low learning curve is anticipated. A "formal" introduction to the system is recommended via on-site training conducted by a DRG



technical support specialist. All of the items listed under section “Field Operations Overview” will be covered in a 1-2 day training, including classroom and field training.

All of our training staff are programmers who have field experience using the systems and are extremely adept at problem solving. The DRG has a flexible structure for technical support and a variety of support packages to fit our clients needs. Our staff scheduling incorporates off-set hours so that we have technical support coverage in place for clients in all U.S. time zones.

## Project Menu Items

It is our intent that this proposal opens a dialogue between the City and DRG. We are interested in helping the City create a healthy, safe and desirable park system. The pricing options below include all necessary equipment, travel, printing and related expenses. Pricing is valid for 90 days and is specific to the City of Astoria and its Parks and Recreation Department. DRG welcomes discussion about pricing and solutions for all of City of Astoria’s needs.

The following table identifies the parks and open space areas within the City. DRG bases its fee-for-service on the quantity of trees to be inventoried. The second column identifies the estimated tree count per park location based on information provided by the City and by reviewing the properties on Google Maps. The third column identifies DRG’s price per tree without photos, based on the estimated quantity of trees per location. The fourth column identifies the estimated price per location with photos related to individual (inventoried) trees. Parks with large trees stands will be surveyed using the methodology described on pages 7-8 and 12. The estimated price per plot sample per park location is identified in the pricing columns.

PRICE BREAKDOWN	Estimated Tree Count	Extended Price - No Photos	Extended Price (with Photos)
14th & Grand Playground	10	\$100.74	\$246.86
15th Street Triangle	4	\$40.30	\$98.74
18th Street Flower Beds	5	\$50.37	\$123.43
9th & Astor Park	8	\$80.59	\$197.49
8th St. Triangle	5	\$50.37	\$123.43
Alameda Park	3	\$30.22	\$74.06
Alameda Park Reserve	25	\$125.92	\$176.33
Alderbrook Natural Area	Natural Area	\$1,674.80	\$1,674.80
Alderbrook Park	5	\$50.37	\$123.43
Aquatic Center Grounds	35	\$176.29	\$246.86
Astoria Recreation Center Grounds	20	\$100.74	\$141.06
Astor Park	Natural Area	\$4,722.17	\$4,722.17
Birch Field & Park	60	\$302.22	\$423.19
Cathedral Tree Trail	Natural Area	\$5,918.46	\$5,918.46
Children's Park Playground	10	\$100.74	\$246.86
Columbia Fields	30	\$151.11	\$211.59
Customs House	13	\$130.96	\$320.92
Evergreen Fields	Natural Area	\$1,473.32	\$1,473.32
Exchange Street Parkway	20	\$100.74	\$141.06
Fort Astoria Park	10	\$100.74	\$246.86

Fred Lindstrom Park	36	\$181.33	\$253.91
Gray School Recreation Complex	25	\$125.92	\$176.33
Garden of Surging Waves	20	\$100.74	\$141.06
Marine Drive Parkway	23	\$115.85	\$162.22
Maritime Memorial	7	\$70.52	\$172.80
McClure Park	14	\$141.04	\$98.74
Mill Pond Park	3	\$30.22	\$74.06
Ocean View Cemetery	100	\$503.70	\$705.31
People's Park	18	\$181.33	\$126.96
Pioneer Cemetery	38	\$191.41	\$268.02
Portal Park - East	30	\$151.11	\$211.59
Portal Park - West	20	\$100.74	\$141.06
Post Office Park	5	\$50.37	\$123.43
River Walk	Natural Area	\$4,583.66	\$4,583.66
Library Parking Lot	8	\$80.59	\$197.49
Shively Park	Natural Area	\$1,473.32	\$1,473.32
Smith Point Traffic Circle	10	\$100.74	\$246.86
Tapiola Park	60	\$302.22	\$423.19
Tidal Rock Park	20	\$100.74	\$141.06
Violet La Plante Park	30	\$151.11	\$211.59
Youngs River Falls	Natural Area	\$1,511.10	\$1,511.10
Young's Bay Marine Park	30	\$151.11	\$211.59
TOTAL	760	\$25,880.03	\$28,586.29

## Additional Pricing Considerations

### A Complete Inventory

Upon review of our price structure for this project, we identified a second pricing option for your consideration. DRG can inventory 5,500 trees in the City of Astoria for \$30,000. This does not include photographs. If the City is interested, we will adjust the methodology within this proposal to first inventory all of the parks where there are people, trees and infrastructure present. Based on the review of information in the RFP, and reviewing the locations on Googlemaps, we anticipate collecting data on approximately 760 trees in the parks with infrastructure and frequent use. From there we will inventory the trees in the naturalized parks until we reach a total of 5,500 trees. With this strategy, it may be possible to provide a complete inventory on all of Astoria's park trees.

### Tree Management Software

Urban forests are a living dynamic system. It is challenging to manage such a portfolio with static software. The Davey TreeKeeper software system provides easy to use management designed for municipal urban forest management. TreeKeeper was created by tree care professionals, for tree care professionals. The system was developed over 20 years ago, and it has become the software most municipalities count on to manage their urban tree asset. Although an urban forestry management system was not part of the RFP, we included



information about TreeKeeper for your consideration. If your interest and budget allows, we would be delighted to provide a live demonstration of this dynamic system.

Information about TreeKeeper is included in the proposal. Modular system pricing follows.

### Consideration for TreeKeeper® Tree Management Software

Davey Resource Group hosts the data on its web server. Clients retain full ownership of all data and can access the data from anywhere in the world where Internet connection is available. Davey Resource Group backs up and maintains the data and web server.

One-Year Subscription.....	\$2,100
Three-Year Subscription.....	\$5,250
Five-Year Subscription.....	\$8,400

#### TreeKeeper® Mobile

TreeKeeper® 7 Mobile system allowing users to access their TreeKeeper®7 dataset through a mobile device. It is a native Android application, as well as an alternative mobile browser access point using Safari® on an iOS device, or Google Chrome™ on a Windows® 8.1 device. There are an annual licensing fees for this service based on user number and access.

Number of Users	"Edit" License Annual Cost
1	\$400
2	\$375 / each
3 to 5	\$350 / each

#### my TreeKeeper®

Includes my TreeKeeper® website setup with existing database migration, Google API licensing fee and Davey Resource Group website hosting; skinning is optional and for fee. Annual subscription fee is required for website hosting; fee is based on market rates and may increase upon renewal. Please contact us for the renewal subscription rates.

Website setup and existing database migration	\$700
Optional "skin" mimicking the city's current website style	\$750
Annual Cost	\$1,365

#### TreeKeeper® 7.7 Software Training and Support

One comprehensive, on-site training session will be performed on the same date as installation and setup of software. Davey Resource Group will also provide one year of unlimited phone support.

\$2,800.00





**CITY OF ASTORIA PARKS & RECREATION TREE INVENTORY**

**REQUEST FOR PROPOSALS**

Submitted by: Luke Colvin  
Arbor Care Tree Specialists  
September 2, 2016



September 2016

## **ARBOR CARE TREE SPECIALISTS**

Luke Colvin, has over 18 years of experience in the Arboriculture industry, is an ISA Certified Arborist, and is passionate about the stewardship of trees as a natural resource. Colvin founded Arbor Care Tree Specialists in 2004. The company is dedicated to promoting the health and beauty of trees and shrubs throughout Clatsop and Pacific counties. Serving both the residential and business communities, the team at Arbor Care, Inc. includes four ISA Certified Arborists who are trained specialists in the art of pruning, maintenance and removal of all types of trees and shrubs from ornamental to towering Spruces. Arbor Care also specializes in large specimen plantings and transplanting as well as commercial maintenance, design and consultation.

In addition to Luke, Arbor Care's team includes three Certified Arborists: General Manager, Phillip Kelley, a world renowned arborist and instructor for all aspects of safety in the practice of Arboriculture; Jon Fagerland, Foreman/lead climber/Bachelor of Science in Forest Resources and Alec Amacher, Climbing specialist/Bachelor of Science in Forest Management. (Please see attached resumes.)

**LUKE R. COLVIN**  
**ARBOR CARE TREE SPECIALISTS**  
42 7<sup>th</sup> Street, Suite 100  
Astoria, OR 97103  
503.791.0853 Fax: 503.325.2581  
[luke@arborcarenw.com](mailto:luke@arborcarenw.com)  
Certified Arborist PN#6331A CCB#171855

## **Experience**

- 2004-Present: Arbor Care, Inc., Astoria, OR  
*Founder, President:* Assessment and hazard evaluation of trees and shrubs; technical pruning and removals; commercial development consultation and maintenance; large specimen planting and transplanting; plant health care plans; urban forest management; expert witness in court cases.
- 2002-2004: Shelford Investments, Everett, WA  
*Marine Engineer:* Managed all mechanical systems on commercial fishing vessels
- 2000-2002: Ecosol, Inc., Vancouver, WA  
*Garden Kit Developer:* Research and development of micro-ecogarden systems; developed new business with nurseries
- 1997-2000: Harrity Tree Specialists, Portland, Oregon  
*Foreman:* Evaluated conditions of all species of trees and shrubs; performed technical pruning and removal of trees and shrubs; implementation of tree nurseries and mechanical tree planting divisions.



## Phillip Kelley Bio

Started Arboriculture career 1994 doing utility line clearance in Northeast Iowa. Doing residential and transmission power line clearance as a crew member, crew leader, project manager and general foreman.

Moved to Georgia in 2000 and started doing commercial and residential Arboriculture work. Worked for Arboguard Tree Specialist as a crew person, crew leader, safety supervisor and branch manager.

Joined North American Training Solutions in 2009

Operations Manager and Safety Coordinator at Downey Trees in Atlanta 2004-2014

Line clearance certified

Past President of the Georgia Arborist Association

Head Technician of the Southern Chapter TCC

Head Technician of the GAA TCC

Head Judge NATCC 2013- present

Head Judge Aerial Rescue ITCC 2013- present

Volunteering and judging at local, regional and International TCC events for the past 15 years.

Rules committee member for ITCC 2014-present

ISA Certified Arborist since 2000

Certified Instructor for Tree Worker/Climber specialist, Aerial Rescue Technician, Line clearance tree trimmer, Electrical Hazard Awareness, Aerial Lift Specialist, Hazard Tree Assessment, Tree Dynamics and Integrated Risk Assessor, Advanced Chainsaw Safety Cutting and Felling Techniques, Spar pole Rigging, Technical Rigging and Removal, Climbing and Work Positioning for North American Training Solutions.

Instructor for Leadership and Train the trainer week long intensive course.

Completed Remote Access Field Trauma Training 2016

Certified instructor/ specialist by Tree Care Industry Association in: Aerial Rescue, Aerial Lift specialist, Chipper Operator Specialist, SRT Climber Specialist, Tree Care Specialist, Chainsaw Safety Specialist

## **Phillip Kelley Bio**

**Attended Tree Care Industry conference and expo 2002-present**

**IML resistograph certified technician 2008**

**Attended Trees and Lighting educational symposium 2008**

**Attend Train the Trainer week long class 2009, 2015**

**Attended chainsaw Train the Trainer week long class 2014**

**Current Owner of Samara Tree Preservation**

**Operations Manager/ Lead Instructor for North American Training Solutions**

**Guest speaker for Illinois Arborist Association, Nebraska Arborist Association, Michigan Green Industry Association, Indiana Arborist Association, Wisconsin Arborist Association, Southern Chapter ISA conference Pacific Northwest Chapter ISA conference.**

**Instructor for Tree Care Industry Expo 2009- present**

# Jon K. Fagerland

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## **Education**

University of Idaho, Moscow, ID  
Bachelor of Science, Forest Resources  
Bachelor of Arts, Spanish  
Graduation date: May 2009  
GPA: 3.5/4.0

University of PUCE, Quito, Ecuador  
Academic year in Ecuador  
Fall 2005, Spring 2006

Relevant curriculum: Urban Forestry, Dendrology, Society and Natural Resources, Natural Resource Ecology, The Soil Ecosystem, Forest Measurement and Inventory, Diseases and Insects of Woody Plants, Economics for Natural Resource Managers, Forest Inventory and Appraisal, Forest Ecosystem Processes, Forest Regeneration, Air Photo and Map interpretation, Watershed Science and Management, Forest Community Ecology, Conservation Biology, Rangeland Plant Identification, Forest Policy and Administration, Interdisciplinary Natural Resource Planning

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## **Arboriculture Experience**

### *Qualifications:*

- ISA Certified Arborist
- PNW-ISA Certified Tree Risk Assessor
- Attended 2011 PNWISA training conference in Coeur D'Alene, Id

### *Tree Climbing:*

- 4 years experience climbing, pruning, and removing a wide variety of trees in the urban forest.
- Experienced in technical rigging procedures, as well as tree removals utilizing cranes

### *Consulting/Lab Work:*

- Experience talking to customers, explaining tree health and hazard concerns, and bidding jobs
- Conducted urban forest inventories and tree health and hazard evaluations during course work at U of I
- Worked with the identification of approx. 150 tree species in dendrology

## **Work Experience**

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### **Employer:**

Arbor Care Tree Specialists  
42 7<sup>th</sup> Street, Suite 100  
Astoria, OR 97103



**Position:** Lead Climber

**Duties:** Pruning and removing trees, climbing (utilizing a variety of ascent systems), advanced rigging, felling trees, removing trees with cranes, operating chippers, bucket trucks, stump grinders, boxers, log loaders, consultation, hazard tree evaluation, planting, ornamental pruning, Japanese style pruning and training

**Dates:** October 2010 to Present

**Employer:** Rembrandt Tree Care  
323 South Asbury St  
Moscow, ID  
83843

**Position:** Lead Climber

**Duties:** Pruning and removing trees, climbing, basic rigging, operating chippers, felling trees consultation,

**Dates:** June 2008 to October 2010

**Employer:** Weyerhaeuser Company  
1701 1<sup>st</sup> St  
Cosmopolis, WA  
98537

**Position:** Forest Technician

**Duties:** Prepared units for harvest (layout of RMZ's, flagged in roads, painted right of ways) regeneration surveys, timber cruising, set chokers, stream classification, property line location, flagged PCT lines etc.

**Dates:** May 2007 through August 2007

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## **Related Experience – Forestry**

### *Course Projects:*

- Completed forest inventory project for measurement/inventory class
- Completed project using BIOME-BGC model to analyze effects environmental variables have on forest characteristics

### *Field/Lab Work:*

- Know how to use increment bore, clinometer, diameter tape and compass
- Identified and classified soils in Soil Ecosystem Lab
- Lab/work experience determining tree height, crown ratio and species
- Lab/work experience with map, air photo, compass and GPS navigation
- Performed variety of forestry and engineering related tasks while working for Weyerhaeuser, Company

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### *Special skills:*

- Can operate four wheel drive and manual transmission vehicles with trailers
- Experienced in operating bucket trucks, self loading log trailers, boxers, bobcats
- Commercial Driver Permit (in the process of obtaining license)
- Fluent in Spanish

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## **References**

Geoff Potter  
CEO  
Rembrandt Tree Care  
509-330-0699

Jay Zillyett  
Forest Engineer  
Weyerhaeuser Company  
360-532-9861

Kathleen Kavanagh  
Academic Faculty, Forest Resources  
University of Idaho  
208-885-2552

# Alec Amacher

Certified Arborist PN-6887A / Oregon CCB #203505

**Education:** Philomath High School / Philomath, OR / 2004 / 3.9 GPA  
Oregon State University / Corvallis, OR / 2009 / BS Forest Management

Due to an intensive focus on natural resource-based science and land management in high school, I received the Clemen's Scholarship and a one year fellowship funded through the Society of American Foresters for my college education. My continued interest in these topics led me into the College of Forestry, from which I earned a Bachelor of Science in Forest Management in 2009. My degree encompassed a broad survey of topics related to the field, including tree biology and identification, pest identification and management, tree surveying and measurement, harvest techniques, and recreation management. My college experience went beyond the classroom, as I began learning the arborist trade in 2008. My decision to become an arborist rather than use my degree traditionally came from the desire to work with trees as individuals, rather than units of merchantable timber. My passion for the trade kept me in pursuit of continued self-education and emerging techniques in modern tree care.

## **Employment History:**

As a contract climber and proprietor of my own company, North Ridge Tree Preservation LLC, I have been fortunate enough to tailor my work experience with individuals and companies whose reputations and ethics I admire. Self-employment gives me valuable perspective on the industry as a whole, and allows me to challenge myself in a wide variety of tree work. Contract climbing greatly solidified my methods, enabling me to consistently work well with new people in complicated jobsites. I have had the privilege of working with and learning from a variety of well-established tree companies in the Pacific Northwest.

The most formative companies I worked with increased my skills incrementally as I sought more varied and technical experience, I have listed these chronologically below:

JB Good, Inc. / Corvallis, OR / 2008-2010

Basic climbing technique and pruning, chainsaw maintenance and repair, chip truck and trailer operation, standard tree equipment maintenance

Tim Brewer Tree and Stump Service / Corvallis, OR / 2010-2011

Tree removal work with rigging and cranes, large tree pruning, crew leading

Lukens Tree Preservation / Olympia, Wa / 2011-2013

Expanded climbing skills as a lead climber, learned modern tree preservation technique

Oregon Tree Care / Milwaukie, OR / 2013

Fast-paced metropolitan work

General Tree Service / Beaverton, OR / 2014

Varied high-liability projects in private and commercial settings





## QUALIFICATIONS & EXPERIENCE

The following references include some of the jobs performed by Arbor Care or Arbor Care team members that also illustrate Arbor Care's qualifications to carry out the requirements of the RFP.

**Safari Association of Ilwaco**  
P.O. Box 809  
Ilwaco, WA 98624

Rae Vohn  
360.244.1658  
[handymanrae@gmail.com](mailto:handymanrae@gmail.com)

Work performed: March 2011-April 2011

General contractor on a \$217,000 contract to remove approximately 225 hazardous Sitka spruce utilizing a 100 ton crane. Project completed on budget and ahead of schedule.

**WA State Department of Enterprise Services**  
Division of Buildings & Grounds  
P.O. Box 41004  
Olympia, WA 98504

Brent Chapman, Horticulturist  
360.725.0018o  
[brent.chapman@des.wa.gov](mailto:brent.chapman@des.wa.gov)

Contract to care for Capitol Campus/Governor's Mansion  
Contract begin: June 2012-Currently under contract

Long term, on-going contract to care for the trees on the Capitol Campus , the Governor's mansion and numerous other government campuses. Work performed includes consultation, pruning, removal, stump grinding, air spading, soil remediation/amending, cabling.



**Druid Hills Golf Course Tree Inventory and Management for Downey Trees, Inc.**

740 Clifton Road  
**Atlanta, GA 30307**

Paul Bagley, Rusty Lee, Lukas Ball  
770.334.7179  
[lball@downeytreesinc.com](mailto:lball@downeytreesinc.com)

Work performed from 2009-2012

Inventoried all trees on golf course grounds. Number tagged each tree and made notes on tree location, health, age of tree and presence of deadwood, pests or fungus. Added new trees to inventory as they were planted and removed trees from list and reasons for tree removal. Using this data, implemented tree maintenance program to fit within an annual budget. Work was prioritized based on safety, sunlight to turf, tree health and tree preservation.

**Zoo Atlanta Tree Management Partnership**

City of Atlanta Zoo  
800 Cherokee Ave SE  
**Atlanta, GA 30315**

Danielle Green, Horticulture Curator  
404.402.9551  
[danielle@napleszoo.org](mailto:danielle@napleszoo.org)

Work performed from 2011-2013

Inventoried all trees within Zoo boundaries. Evaluate for health, site suitability and maintenance needs. Develop a schedule annually to fit within a predetermined budget for tree removal, pruning, pest management and fertilization. The work to be performed was established off information from the tree inventory as well as the recommendations of the Horticulture Curator, Danielle Green, and a walk through. Prioritization of work was based on the criteria in order of importance: public safety, animal safety, structure and walkway clearance, tree aesthetics and preservation.



## PROJECT SCOPE, GOALS & PURPOSE

The scope of this project is to provide the city with a better understanding of the quantity, types of trees and general tree health so they may more accurately plan how to allocate resources to protect its constituents and further develop its urban forest within park boundaries. To accomplish this, we will properly GIS map each tree within the developed areas of each park listed in the RFP. We will also take a 100 x 100 foot sampling of all trees within the undeveloped areas of the park boundaries.

Once the trees have been mapped, each tree will be evaluated for its overall health and stability using a quantifiable, yet simple rating system. This will give the city information it needs to develop long term maintenance plans and budgets. It will also provide information on carbon allocation and areas where more trees could be established to help increase the overall urban forest.

At the end of this project, Arbor Care Tree Specialists will provide detailed maps along with GIS locations of each park. We will also write an individualized report for each park with the results of the rating system and recommendations for each tree. We will be available to give a short presentation on our findings at a city council meeting. This will be an opportunity to clearly explain the findings and answer any questions about the findings in a clear and concise manner.





## **INVENTORY AND SAMPLING PROCEDURES**

All inventory and sampling will be done by or under direct guidance of an ISA Certified Arborist. Trees within the developed areas of the park boundaries will be identified by species with common and Latin name given. Trees will be measured for DBH (diameter at breast height) with a standard diameter tape. Trees that split below breast height will be measured individually. Each tree will be measured to approximate height using a digital clinometer. Trees will be visually assessed using a level 1 assessment to determine the presence of diseases, fungus or pests. It will also be evaluated for overall health and structural stability. Using the ARC software each tree will be located and marked using satellite GIS and added to a map.

Trees outside of the developed areas and in stands or groups will be sampled in 100x100 foot plots. These plots will be on a grid with a GIS location at the center of each plot and placed on a map. Each plot will be rated for average DBH, tree height and overall health of the stand, along with identifying immediate hazard trees which could potentially reach developed areas if they were to fall.



## TOOLS & EQUIPMENT

### Tree Mapping

We will use ArcGIS with the Esri data collector. This is a cloud based mapping platform that uses a hand held satellite location device called a Trimble. The Trimble allows us to give a satellite location of the tree and place it on a map that we create using a base map from ArcGIS.

The Trimble is connected via blue tooth to the iPhone/iPad and matches up to the ESRI collector app. This app allows our in-field technician to input all pertinent data and notes about each tree. The tree is then added to the map on the device and that information is then shared on the cloud and is accessible to the office. From this data, we are able to generate specific maps and reports for each location.



## **SIMPLE RATING SYSTEM FOR DOCUMENTATION OF TREE CONDITION**

The rating system assigned to each tree will be A, B, C or D as outlined below.

- A. Tree is in good health. It shows vigor and good annual growth. No apparent hazards. No recommendations at this time.
- B. Tree is in fair health, has deadwood, die-back and/or poor annual growth. Follow recommended actions, prune & fertilize.
- C. Tree is in poor health, declining and has major deadwood. Remove hazards, monitor closely. Plan to replace.
- D. Tree is dead or hazardous. Remove immediately.





## QUALITY ASSURANCE PROCEDURES

1. How are field communications with staff carried out?

Staff/crew receive a written work order detailing the job requirements. Any questions/follow up needed regarding a specific job is communicated via phone call, text message or an in person meeting.

2. How will staff carrying out work in the field identify themselves as a contractor of the City?

Each crew member wears a company shirt which includes a small Arbor Care Tree Specialists logo on the front and a large Arbor Care Tree Specialists logo on the back and all company vehicles are well marked with company logo, phone, website and contractor numbers.

3. Describe your company's quality control procedures.

In terms of operations, our team continues to do training and education to keep them familiar with all of the current industry standards and practices; To make sure our customers are completely satisfied with our work, we do site visits and follow up phone calls with clients.

4. Describe your company's methods for handling customer complaints/problems.

If a customer ever has a problem, we will meet with the customer (or have a phone conversation if a meeting is not possible) and/or do a site visit until the problem is resolved.



**ARBOR CARE TREE SPECIALISTS**

**CARE FOR YOUR TREES**  
 Licensed • Bonded • Insured  
 CCB#171855 • WA#ARBORCI909RW  
**503•791•0853**  
 www.arborcarenw.com  
 info@arborcarenw.com



Luke Colvin  
 PN#6331A

Date: \_\_\_\_\_

ISA Tree Risk  
 Assessment  
 Qualified



Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposal For Arbor Service**

1.	<input type="radio"/> REMOVE <input type="radio"/> PRUNE _____ -----	
2.	<input type="radio"/> REMOVE <input type="radio"/> PRUNE _____ -----	
3.	<input type="radio"/> REMOVE <input type="radio"/> PRUNE _____ -----	
4.	<input type="radio"/> REMOVE <input type="radio"/> PRUNE _____ -----	
5.	<input type="radio"/> REMOVE <input type="radio"/> PRUNE _____ -----	
6.	<input type="radio"/> REMOVE <input type="radio"/> PRUNE _____ -----	

**PRUNING**

- Crown Cleaning: *Removal of dead, diseased, crowded, weakly attached, low vigor branches & water sprouts.*
- Crown Thinning: *Selective removal of branches to increase light penetration and air circulation.*
- Trimming of branches on or near structures, driveways, wires, etc.

**CLEANUP**

Remove all brush and debris.  No cleanup.

**FIREWOOD**

Leave wood cut in \_\_\_\_\_ lengths. Location \_\_\_\_\_  Remove wood from property.

**NOTES**

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 -----  
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TAX
TOTAL

**SPECIAL EQUIPMENT**

- GRCS   
  Heavy Rigging   
  Pole Chain saw   
  Spider Lift   
  Chipper   
  Ladders  
 Stump Grinder   
 Speed Line   
 Large Saw   
 Crane   
 Vermeer   
 Bobcat   
 Other \_\_\_\_\_

Key: Broken-BR Dead/Def-DD Basic Thinning-BT Detailed-DT Height Reduction-HR Windfirm-WS Specific Limbs-SL Power line drop-PLD

Office Use: C \_\_\_ E \_\_\_ I \_\_\_ # Crew \_\_\_ Client Present  Yes  No Job # \_\_\_ Follow-up \_\_\_\_\_

THIS PROPOSAL may be withdrawn by us if not accepted within 30 days. All work is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workman's Compensation Insurance. Arbor Care not responsible for undisclosed hazards, underground services and utilities.  
 ACCEPTANCE OF PROPOSAL: the above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.  
 Payment will be made by cash, check or credit card upon completion of work.  
 A monthly finance charge of 1.5% (18% annually) will be added to invoices not paid within 30 days of invoice date.

SIGNATURE \_\_\_\_\_ date \_\_\_\_\_ Arbor Care, Inc. \_\_\_\_\_ date \_\_\_\_\_





## COST BREAKDOWN BY LOCATION

Park Name	Location	Cost
14 <sup>th</sup> & Grand Playground	14 <sup>th</sup> & Grand	\$470.83
15 <sup>th</sup> Street Triangle	15 <sup>th</sup> & Marine Drive	\$169.18
18 <sup>th</sup> Street Flower Beds	18 <sup>th</sup> Street & Marine Drive	\$169.18
9 <sup>th</sup> & Astor Park	9 <sup>th</sup> & Astor	\$169.18
8 <sup>th</sup> Street Triangle	8 <sup>th</sup> & Marine Drive	\$169.18
Alameda Park	Alameda & Melbourne	\$169.18
Alameda Park Reserve	Alameda & Cumberland	\$470.83
Alderbrook Natural Area	53 <sup>rd</sup> & Alder	\$866.76
Alderbrook Park	45 <sup>th</sup> & Leif Erickson	\$272.86
Aquatic Center Grounds	1997 W. Marine Drive	\$272.86
Astoria Recreation Center Grounds	1555 W. Marine Drive	\$569.81
Astor Park	1 Coxcomb Drive	\$866.76
Birch Field & Park	49 <sup>th</sup> & Birch	\$1,262.68
Cathedral Tree Trail	2800 Block of Irving Avenue	\$9,574.27
Children's Park Playground	6 <sup>th</sup> & Commercial	\$569.81
Columbia Fields	35 <sup>th</sup> & Leif Erickson	\$470.83
Customs House	35 <sup>th</sup> * & Leif Erickson	\$272.86
Evergreen Fields	Astoria Middle School	\$866.76
Exchange Street Parkway	17 <sup>th</sup> Street to 20 <sup>th</sup> Street	\$272.86
Fort Astoria Park	15 <sup>th</sup> & Exchange	\$169.18
Fred Lindstrom Park	7 <sup>th</sup> & Niagara	\$768.34
Gray School Recreation Complex	Alameda & Chinook	\$272.86
Heritage Square/Garden Surging Waves	11 <sup>th</sup> & Duane	\$169.18
Marine Drive Parkway	10 <sup>th</sup> Street to 23 <sup>rd</sup> Street	\$866.76
Maritime Memorial	Bay Street & Marine Drive	\$169.18
McClure Park	8 <sup>th</sup> & Grand	\$272.86
Mill Pond Park	23 <sup>rd</sup> & Mill Pond Lane	\$169.18
Ocean View Cemetery	18 <sup>th</sup> & Whiskey Rd., Warrenton	\$2,450.47
People's Park	16 <sup>th</sup> & Marine	\$272.86
Pioneer Cemetery	15 <sup>th</sup> & Niagara	\$569.81
Portal Park-East	33 <sup>rd</sup> Street & Marine Drive	\$272.86
Portal Park-West	Taylor Street & W. Marine Drive	\$371.85
Post Office Park	15 <sup>th</sup> & Franklin	\$169.18
River Walk	Smith Point to Alderbrook Lagoon	\$371.85
Library Parking Lot	10 <sup>th</sup> & Exchange	\$169.18





<b>Park Name</b>	<b>Location</b>	<b>Cost</b>
Shively Park	16 <sup>th</sup> & Williamsport	\$7,993.42
Smith Point Traffic Circle	Hwy 101 & Hwy 202	\$169.18
Tapiola Park	S. Denver & W. Marine	\$1,262.68
Tidal Rock Park	15 <sup>th</sup> & Commercial	\$866.76
Violet LaPlante Park	45 <sup>th</sup> & Cedar	\$1,658.61
Youngs River Falls	Young's River Loop Rd	\$1,658.61
Young's Bay Marine Park	1555 W. Marine Drive	<u>\$866.76</u>
	TOTAL	\$39,908.30




CITY OF ASTORIA

Founded 1811 • Incorporated 1856

September 9, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: LIQUOR LICENSE APPLICATION FROM MICHAEL CAMERON-LATTEK DBA STREET 14 CAFÉ LOCATED AT 1410 COMMERCIAL STREET FOR AN ADDITIONAL PRIVILEGE FOR AN OFF-PREMISES SALES LICENSE (FINANCE)

Discussion & Analysis

A liquor license application has been filed by Michael Cameron-Lattek for Cameron-Lattek LLC doing business as Street 14 Cafe. This application is an Additional Privilege for an Off-Premises Sales License which allows the following:

- May sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises
- May sell malt beverages, wine, and cider to individuals in a securely covered container ("growler") for consumption off the licensed premises
- Eligible to apply to get pre-approval to provide sample tastings of malt beverages, wine, and cider for consumption on the premises
- Eligible to ship malt beverages, wine, or cider directly to an Oregon resident

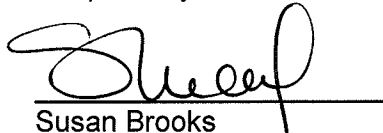
The site is located at 1410 Commercial Street, Astoria. The application will be considered at the September 19, 2016 meeting. A copy of the application is attached.

The appropriate Departments have reviewed the application. No objections to approval were noted.

Recommendation

Staff recommends that the City Council consider this application.

Respectfully submitted,



Susan Brooks  
Director of Finance & Administrative Services







OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: CAMERON-LATTEK LLC Phone: 503-325-5511

Trade Name (dba): STREET 14 CAFE

Business Location Address: 1410 COMMERCIAL ST

City: ASTORIA ZIP Code: 97103

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 6:30 to 5 PM
Monday 6:30 to 5 PM
Tuesday 6:30 to 5 PM
Wednesday 6:30 to 6 PM
Thursday 6:30 to 9 PM
Friday 6:30 to 9 PM
Saturday 6:30 to 9 PM

Outdoor Area Hours:

Sunday 6:30 to 5 PM
Monday 6:30 to 5 PM
Tuesday 6:30 to 5 PM
Wednesday 6:30 to 5 PM
Thursday 6:30 to 7 PM
Friday 6:30 to 9 PM
Saturday 6:30 to 9 PM

The outdoor area is used for:

- Food service Hours: 6:30 to 9 PM
Alcohol service Hours: 8 to 9 PM
Enclosed, how

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: SUMMER: OPEN AT 6 AM

ENTERTAINMENT

Check all that apply:

- Live Music, Recorded Music, DJ Music, Dancing, Nude Entertainers, Karaoke, Coin-operated Games, Video Lottery Machines, Social Gaming, Pool Tables, Other

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday to
Monday to
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

SEATING COUNT

Restaurant: 45 Outdoor: 20
Lounge: 10 Other (explain):
Banquet: Total Seating: 75

OLCC USE ONLY

Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date: 5/11/2016

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Date: 2/9/2016



## CITY OF ASTORIA

Founded 1811 • Incorporated 1856

September 23, 2016

### MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: LOCAL FUEL TAX ORDINANCE READOPTION

### DISCUSSION/ANALYSIS

This proposed ordinance had its first reading at the September 19, 2016 City Council meeting. Ordinance 07-02 was adopted August 20, 2007, concerning the provision for administration, enforcement and collection of three cents per gallon business license tax on motor vehicle fuel dealers. The use of tax revenue is for the construction, reconstruction, improvement, repair, maintenance, operation and use of City owned roads and streets within the City of Astoria, roads and streets for which City is contractually or legally obligated to operate and maintain, or roads and streets for which the City has accepted responsibility under intergovernmental agreement.

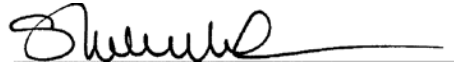
City of Astoria and City of Warrenton adopted three cents per gallon business license tax ordinances at the same time and both will sunset in 2017, unless re-adopted. Astoria and Warrenton desire to continue the road tax for road maintenance by re-adopting their respective ordinances.

The City of Astoria has an intergovernmental agreement (IGA) with the Oregon Department of Transportation (ODOT) for the collection and administration of the City's fuel tax which was amended in May, 2016 to coincide with City of Warrenton's IGA ending September, 2016. Both agreements have been extended through September 30, 2021. It is advantageous to have the ordinance renewal coincide with the timeline for the IGA with ODOT and early re-adoption by both Councils is being sought.

City Attorney Henningsgaard prepared the readoption ordinance attached.

### RECOMMENDATION

It is recommended that Council conduct the second reading and adopt the proposed ordinance readopting a motor vehicle fuel tax.

By:   
Susan Brooks, CPA  
Director of Finance & Administrative Services

ORDINANCE NO. 16-\_\_\_\_\_

AN ORDINANCE READOPTING ORDINANCE NO. 07-02 PROVIDING FOR A  
MOTOR VEHICLE FUEL TAX

THE CITY OF ASTOIRA DOES ORDAIN AS FOLLOWS:

**Section 1. Readoption of Ordinance No. 07-02.** Ordinance No. 07-02, which added Code Sections 8.102 through 8.154 concerning a motor Vehicle Fuel Tax, is hereby readopted.

**Section 2. Elimination of Sunset Clause.** The Motor Fuel Tax provided in Code Sections 8.102 through 8.154 is hereby extended for an indefinite period until amended or repealed by Council action.

**Section 3. Effective Date.** This Ordinance shall become effective 30 days after its adoption.

ADOPTED BY THE CITY COUNCIL THIS 3<sup>RD</sup> DAY OF OCTOBER, 2016.

APPROVED BY THE MAYOR THIS 3<sup>RD</sup> DAY OF OCTOBER, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor Nemlowill			
Vacant			
Price			
Warr			
Mayor LaMear			



**ORDINANCE NO. 07-02**

**AN ORDINANCE CONCERNING A \$0.03 PER GALLON BUSINESS LICENSE TAX ON MOTOR VEHICLE FUEL DEALERS, PROVIDING FOR ADMINISTRATION, ENFORCEMENT AND COLLECTION OF THE TAX**

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1. Astoria Code Sections 8.102 through 8.154 concerning "Motor Vehicle Fuel Tax" are added to read as follows:

**"MOTOR VEHICLE FUEL TAX"**

**8.102 Definitions.** As used in this Ordinance, unless the context requires otherwise, the following words and phrases shall mean:

- (1) City. The City of Astoria, Oregon.
- (2) Dealer. Any person who:
  - (a) Imports or causes to be imported motor vehicle fuel for sale, use or distribution in the city, but "dealer" does not include any person who imports into the city motor vehicle fuel in quantities of 500 gallons or less purchased from a supplier who is licensed as a dealer hereunder if that dealer assumes liability for the payment of the applicable license tax to the city; or
  - (b) Produces, refines, manufactures or compounds motor vehicle fuels in the city for use, distribution or sale in the city; or
  - (c) Acquires in the city for sale, use or distribution in the city motor vehicle fuels with respect to which there has been no license tax previously incurred.
- (3) Distribution. In addition to its ordinary meaning, the delivery of motor vehicle fuel by a dealer to any service station or into any tank, storage facility or series of tanks or storage facilities connected by pipelines, from which motor vehicle fuel is withdrawn directly for sale or for delivery into the fuel tanks of motor vehicles whether or not the service station, tank or storage facility is owned, operated or controlled by the dealer.
- (4) Highway. Every way, thoroughfare and place of whatever nature, open for use of the public for the purpose of vehicular travel.
- (5) Motor Vehicle. All vehicles, engines or machines, movable or immovable, operated or propelled by the use of motor vehicle fuel.

- (6) Motor Vehicle Fuel. Includes gasoline, diesel, mogas, methanol and any other flammable or combustible gas or liquid, by whatever name such gasoline, diesel, mogas, methanol, gas or liquid is known or sold, usable as fuel for the operation of motor vehicles, except gas, diesel, mogas, methanol or liquid, the chief use of which, as determined by the tax administrator, is for purposes other than the propulsion of motor vehicles upon the highways.
- (7) Person. Includes every natural person, association, firm, partnership, corporation, joint venture or other business entity.
- (8) Service Station. Any place operated for the purpose of retailing and delivering motor vehicle fuel into the fuel tanks of motor vehicles.
- (9) Tax Administrator. The city manager, the city manager's designee, or any person or entity with whom the city manager contracts to perform those duties.
- (10) Weight Receipt. A receipt issued by the Oregon Department of Transportation, stating the combined weight of each self-propelled or motor-driven vehicle.

**8.104 Tax Imposed**. A business license tax is hereby imposed on every dealer. The tax imposed shall be paid monthly to the tax administrator. The tax administrator is authorized to exercise all supervisory and administrative powers with regard to the enforcement, collection and administration of the business license tax, including all powers specified in ORS 319.010 to 319.430.

**8.106 Amount and Payment**. In addition to any fees or taxes otherwise provided for by law, every dealer engaging in the city in the sale, use or distribution of motor vehicle fuel, shall:

- (1) Not later than the 25th day of each calendar month, render a statement to the tax administrator on forms prescribed, prepared and furnished by the tax administrator of all motor vehicle fuel sold, used or distributed by him/her in the city as well as all such fuel sold, used or distributed in the city by a purchaser thereof upon which sale, use or distribution the dealer has assumed liability for the applicable license tax during the preceding calendar month.
- (2) Pay a license tax computed on the basis of \$.03 (three cents) per gallon of such motor vehicle fuel so sold, used or distributed as shown by such statement in the manner and within the time provided in this code.

**8.108 License Requirements**. No dealer shall sell, use or distribute any motor vehicle fuel until he/she has secured a dealer's license as required herein.

**8.110 License. Applications and Issuance.**

- (1) Every person, before becoming a dealer in motor vehicle fuel in this city, shall make application to the tax administrator for a license authorizing such person to engage in business as a dealer.
- (2) Applications for the license shall be made on forms prescribed, prepared and furnished by the tax administrator.
- (3) Applications shall be accompanied by a duly acknowledged certificate containing:
  - (a) The business name under which the applicant transacts business.
  - (b) The address of applicant's principal place of business and location of distributing stations in and within three miles of the city.
  - (c) The name and address of the managing agent, the names and addresses of the several persons constituting the firm or partnership or, if a corporation, the name under which the corporation is authorized to transact business and the names and addresses of its principal officers and registered agent, as well as primary transport carrier.
- (4) If an application for a motor vehicle fuel dealer's license is complete and accepted for filing, the tax administrator shall issue to the dealer a license in such form as the tax administrator may prescribe to transact business in the city. A license issued hereunder is not assignable, and is valid only for the dealer in whose name it is issued.
- (5) The tax administrator shall retain all completed applications with an alphabetical index thereof, together with a record of all licensed dealers.

**8.112 Failure to Secure License.**

- (1) If a dealer sells, distributes or uses any motor vehicle fuel without first filing the certificate and obtaining the license required by Section 8.110 of this ordinance, the license tax on all motor vehicle fuel sold, distributed or used by that dealer shall be immediately due and payable.
- (2) The tax administrator shall proceed forthwith to determine, from as many available sources as the tax administrator determines reasonable, the amount of tax due, shall assess the dealer for the tax in the amount found due, together with a penalty of 100 percent of the tax, and shall make its certificate of such assessment and penalty. In any suit or proceeding to



collect the tax or penalty or both, the certificate shall be prima facie evidence that the dealer therein named is indebted to the city in the amount of the tax and penalty stated.

- (3) Any tax or penalty assessed pursuant to this section may be collected in the manner prescribed in Section 8.120 of this ordinance with reference to delinquency in payment of the fee or by an action at law.
- (4) In the event any suit or action is instituted to enforce this section, if the City is the prevailing party, the City shall be entitled to recover from the person sued reasonable attorney's fees at trial or upon appeal of such suit or action, in addition to all other sums provided by law.

**8.114 Revocation of License.** The City or its authorized agent shall revoke the license of any dealer refusing or neglecting to comply with any provision of this Ordinance. The City or its authorized agent shall mail by certified mail addressed to such dealer or at his last known address appearing on the files, a notice of intention to cancel. The notice shall give the reason for the cancellation. The cancellation shall become effective without further notice if within 10 days from the mailing of the notice the dealer or fuel-handler has not made good its default or delinquency.

**8.116 Cancellation of License.**

- (1) The tax administrator may, upon written request of a dealer, cancel a license issued to that dealer. The tax administrator shall, upon approving the dealer's request for cancellation, set a date not later than 30 days after receipt of the written request, after which the license shall no longer be effective.
- (2) The tax administrator may, after 30 days' notice has been mailed to the last known address of the dealer, cancel the license of dealer upon finding that the dealer is no longer engaged in the business of a dealer.

**8.118 Remedies Cumulative.** Except as otherwise provided in Sections 8.120 and 8.124, the remedies provided in Sections 8.112 through 8.116 of this Ordinance are cumulative. No action taken pursuant to those sections shall relieve any person from the penalty provisions of this code.

**8.120 Payment of Tax and Delinquency.**

- (1) The license tax imposed by Sections 8.102 to 8.150 of this chapter shall be paid to the tax administrator on or before the 25th day of each month.
- (2) Except as provided in subsections (3) and (5) of this section, if payment of the license tax is not paid as required by subsection (1) of this section, a

penalty of 1 percent of such license tax shall be assessed and be immediately due and payable.

- (3) Except as provided in subsection (5) of this section, if the payment of the tax and penalty, if any, is not made on or before the 1st day of the next month following that month in which payment is due, a further penalty of 10 percent of the tax shall be assessed. Said penalty shall be in addition to the penalty provided for in subsection (2) of this section and shall be immediately due and payable.
- (4) If the license tax imposed by Sections 8.102 to 8.150 of this code is not paid as required by subsection (1) of this section, interest shall be charged at the rate of .0329 percent per day until the tax, interest and penalties have been paid in full.
- (5) Penalties imposed by this section shall not apply if a penalty has been assessed and paid pursuant to Section 8.112. The tax administrator may for good cause shown waive any penalties assessed under this section.
- (6) If any person fails to pay the license tax, interest, or any penalty provided for by this section, the tax, interest, and/or penalty shall be collected from that person for the use of the city. The tax administrator shall commence and prosecute to final determination in any court of competent jurisdiction an action at law to collect the same.
- (7) In the event any suit or action is instituted to collect the business license tax, interest, or any penalty provided for by this section, if the City is the prevailing party, the City shall be entitled to recover from the person sued reasonable attorney's fees at trial or upon appeal of such suit or action, in addition to all other sums provided by law.

**8.122 Monthly Statement of Dealer.** Every dealer in motor vehicle fuel shall provide to the tax administrator on or before the 25th day of each month, on forms prescribed, prepared and furnished by the tax administrator, a statement of the number of gallons of motor vehicle fuel sold, distributed or used by the dealer during the preceding calendar month. The statement shall be signed by the dealer or the dealer's agent.

**8.124 Failure to File Monthly Statement.** If a dealer fails to file any statement required by Section 8.122, the tax administrator shall proceed forthwith to determine from as many available sources as the tax administrator determines reasonable the amount of motor vehicle fuel sold distributed or used by such dealer for the period unreported, and such determination shall in any proceeding be prima facie evidence of the amount of fuel sold, distributed or used. The tax administrator shall immediately assess the dealer for the license tax upon the

amount determined, adding thereto a penalty of 10 percent of the tax. The penalty shall be cumulative to other penalties provided in this code.

**8.126 Billing Purchasers.** Dealers in motor vehicle fuel shall render bills to all purchasers of motor vehicle fuel. The bills shall separately state and describe the different products sold or shipped there under and shall be serially numbered except where other sales invoice controls acceptable to the tax administrator are maintained.

**8.128 Failure to Provide Invoice or Delivery Tag.** No person shall receive and accept motor vehicle fuel from any dealer, or pay for the same, or sell or offer the motor vehicle fuel for sale, unless the motor vehicle fuel is accompanied by an invoice or delivery tag showing the date upon which motor vehicle fuel was delivered, purchased or sold and the name of the dealer in motor vehicle fuel.

**8.130 Transporting Motor Vehicle Fuel in Bulk.** Every person operating any conveyance for the purpose of hauling, transporting or delivering motor vehicle fuel in bulk shall, before entering upon the public highways of the city with such conveyance, have and possess during the entire time of the hauling or transporting of such motor vehicle fuel, an invoice, bill of sale or other written statement showing the number of gallons, the true name and address of the seller or consignor, and the true name and address of the buyer or consignee, if any, of the same. The person hauling such motor vehicle fuel shall, at the request of any officer authorized by law to inquire into or investigate such matters, produce and offer for inspection the invoice, bill of sale or other statement.

**8.132 Exemption of Export Fuel.**

- (1) The license tax imposed by Section 8.104 shall not be imposed on motor vehicle fuel:
  - (a) Exported from the city by a dealer; or
  - (b) Sold by a dealer for export by the purchaser to an area or areas outside the city in containers other than the fuel tank of a motor vehicle, but every dealer shall be required to report such exports and sales to the city in such detail as may be required.
- (2) In support of any exemption from license taxes claimed under this section other than in the case of stock transfers or deliveries in the dealer's own equipment, every dealer must execute and file with the tax administrator an export certificate in such form as shall be prescribed, prepared and furnished by the tax administrator, containing a statement, made by some person having actual knowledge of the fact of such exportation, that the motor vehicle fuel has been exported from the city, and giving such details



with reference to such shipment as the tax administrator may require. The tax administrator may demand of any dealer such additional data as is deemed necessary in support of any such certificate, and failure to supply such data will constitute a waiver of all right to exemption claimed by virtue of such certificate. The tax administrator may, in a case where the tax administrator believes no useful purpose would be served by filing of an export certificate, waive the filing of the certificate.

- (3) Any motor vehicle fuel carried from the city in the fuel tank of a motor vehicle shall not be considered as exported from the city.
- (4) No person shall, through false statement, trick or device, or otherwise, obtain motor vehicle fuel for export as to which the city tax has not been paid and fail to export the same, or any portion thereof, or cause the motor vehicle fuel or any portion thereof not to be exported, or divert or cause to be diverted the motor vehicle fuel or any portion thereof to be used, distributed or sold in the city and fail to notify the tax administrator and the dealer from whom the motor vehicle fuel was originally purchased of his/her act.
- (5) No dealer or other person shall conspire with any person to withhold from export, or divert from export or to return motor vehicle fuel to the city for sale or use so as to avoid any of the fees imposed herein.
- (6) In support of any exemption from taxes on account of sales of motor vehicle fuel for export by the purchaser, the dealer shall retain in his/her files for at least three years, an export certificate executed by the purchaser in such form and containing such information as is prescribed by the tax administrator. This certificate shall be prima facie evidence of the exportation of the motor vehicle fuel to which it applies only if accepted by the dealer in good faith.

**8.134 Sales to Armed Forces Exempted.** The license tax imposed by Sections 8.104 and 8.106 shall not be imposed on any motor vehicle fuel sold to the Armed Forces of the United States, including the U. S. Coast Guard and the Oregon National Guard, for use in ships, aircraft or for export from the city; but every dealer shall be required to report such sales to the tax administrator in such detail as may be required. A certificate by an authorized officer of such Armed Forces shall be accepted by the dealer as sufficient proof that the sale is for the purpose specified in the certificate.

**8.136 Fuel in Vehicles Coming Into City Not Taxed.** Any person coming into the city in a motor vehicle may transport in the fuel tank of such vehicle, motor vehicle fuel for his/her own use only and for the purpose of operating such motor vehicle without securing a license or paying the tax provided in Sections 8.104 and 8.106 or complying with any of the provisions imposed upon dealers herein,

but if the motor vehicle fuel so brought into the city is removed from the fuel tank of the vehicle or used for any purpose other than the propulsion of the vehicle, the person so importing the fuel into the city shall be subject to all the provisions herein applying to dealers.

**8.138 Refunds.**

- (1) Refunds of tax on motor vehicle fuel will be made pursuant to any refund provisions of Chapter 319 of the Oregon Revised Statutes, including but not limited to ORS 319.280 and 319.831. Claim forms for refunds may be obtained from the Tax Administrator's office.
- (2) A holder of a weight receipt that certifies to the city that the motor vehicle fuel upon which the tax was imposed will be used only for fueling vehicles subject to the State of Oregon's weight-mile tax, may apply for a refund of 80 percent of the tax imposed by Section 8.106 of this code on motor vehicle fuel purchased in bulk for distribution at the weight receipt holder's facility located within the city. This subsection applies only to motor vehicle fuel purchased by the weight receipt holder on or after February 23, 2005.
- (3) All claims for refund under subsection (2) of this section shall be filed within 15 months of the date that the fuel was purchased and may not be filed more frequently than quarterly. The minimum claim for refund filed under subsection (2) of this section shall be not less than \$25.00.

**8.140 Examinations and Investigations.** The tax administrator, or duly authorized agents, may make any examination of accounts, records, stocks, facilities and equipment of dealers, service stations and other persons engaged in storing, selling or distributing motor vehicle fuel or other petroleum product or products within this city, and such other investigations as it considers necessary in carrying out the provisions of Sections 8.102 through 8.150. If the examinations or investigations disclose that any reports of dealers or other persons theretofore filed with the tax administrator pursuant to the requirements herein, have shown incorrectly the amount of gallonage of motor vehicle fuel distributed or the tax accruing thereon, the tax administrator may make such changes in subsequent reports and payments of such dealers or other persons, or may make such refunds, as may be necessary to correct the errors disclosed by its examinations or investigation. The dealer shall reimburse the city for the reasonable costs of the examination or investigation if the action discloses that the dealer paid 95 percent or less of the tax owing for the period of the examination or investigation. In the event that such an examination or investigation results in an assessment by and an additional payment due to the city, such additional payment shall be subject to interest at the rate of .0329 percent per day from the date the original tax payment was due.

**8.142 Limitation on Credit for or Refund of Overpayment and on Assessment of Additional Tax.**

- (1) Except as otherwise provided in this code, any credit for erroneous overpayment of tax made by a dealer taken on a subsequent return or any claim for refund of tax erroneously overpaid filed by a dealer must be so taken or filed within three years after the date on which the overpayment was made to the city.
- (2) Except in the case of a fraudulent report or neglect to make a report, every notice of additional tax proposed to be assessed under this code shall be served on dealers within three years from the date upon which such additional taxes become due, and shall be subject to penalty as provided in Section 8.120.

**8.144 Examining Books and Accounts of Carrier of Motor Vehicle Fuel.** The tax administrator or duly authorized agents of the tax administrator may at any time during normal business hours examine the books and accounts of any carrier of motor vehicle fuel operating within the city for the purpose of enforcing the provisions of this code.

**8.146 Records to be Kept by Dealers.** Every dealer in motor vehicle fuel shall keep a record in such form as may be prescribed by the tax administrator of all purchases, receipts, sales and distribution of motor vehicle fuel. The records shall include copies of all invoices or bills of all such sales and shall at all times during the business hours of the day be subject to inspection by the tax administrator or authorized officers or agents of the tax administrator.

**8.148 Records to be Kept Three Years.** Every dealer shall maintain and keep, for a period of three years, all records of motor vehicle fuel used, sold and distributed within the city by such dealer, together with stock records, invoices, bills of lading and other pertinent papers as may be required by the tax administrator. In the event such records are not kept within the state of Oregon, the dealer shall reimburse the tax administrator for all travel, lodging, and related expenses incurred by the tax administrator in examining such records. The amount of such expenses shall be assessed in addition to the tax imposed by Section 8.104.

**8.150 Use of Tax Revenues.**

- (1) For the purpose of this section, net revenue shall mean the revenue from the tax and penalties imposed by Sections 8.102 through 8.150 remaining after providing for the cost of administration and any refunds and credits authorized herein.
- (2) The net revenue shall be used exclusively for the construction, reconstruction, improvement, repair, maintenance, operation, and use of

city owned roads and streets within the city, roads and streets for which the city is contractually or legally obligated to operate and maintain, or roads and streets for which the city has accepted responsibility under intergovernmental agreement.

**8.152 When Tax Shall Take Effect.** The tax imposed pursuant to Section 8.104 shall take effect only after the Tax Administrator has developed the necessary forms and documents to administer the tax. The Tax Administrator shall declare when the tax shall take effect, and give not less than 15 days notice of the date before the tax may take effect. The Tax Administrator’s decision as to the effective date of the tax and the type of notice to provide shall be final and not subject of review.

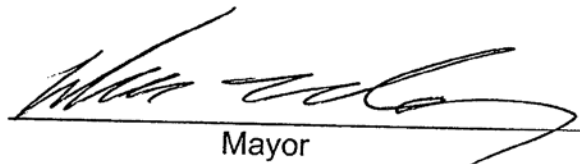
**8.154 Severability.** If any portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.”

Section 2. Effect Date of Ordinance. This Ordinance shall become effective November 1, 2007.

Section 3. Sunset Clause. This Ordinance will terminate as of July 1, 2017, unless re-adopted.

ADOPTED BY THE CITY COUNCIL THIS 20<sup>TH</sup> DAY OF AUGUST, 2007.

APPROVED BY THE MAYOR THIS 20<sup>TH</sup> DAY OF AUGUST, 2007.

  
Mayor

ATTEST:

  
City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor Compere	X		
Roscoe	X		
Henningsgaard			X
Warr	X		
Mayor Van Dusen	X		





**CITY OF ASTORIA**  
Founded 1811 • Incorporated 1856

September 23, 2016

**M E M O R A N D U M**

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: RESOLUTION DECLARING A VACANCY FOR THE POSITION OF  
COUNCILOR, WARD 2

**DISCUSSION/ANALYSIS**

Drew Herzig was elected to the position of Councilor Ward 2 for a four year term expiring on December 31, 2016. Mr. Herzig has submitted his resignation as Councilor of Ward 2 effective September 13, 2016. Pursuant to Astoria City Charter Sections 4.8 and 4.9, the Astoria City Council may appoint an individual to the position or declare that a vacancy exists in the position of Councilor, Ward 2 and that said vacancy will be filled at the next available election, November 8, 2016.

**RECOMMENDATION**

It is recommended that Council either determine to make an appointment or consider the attached resolution stating the vacancy will be filled at the next available election, November 8, 2016.

RESOLUTION NO. 16-\_\_\_\_\_

RESOLUTION DECLARING A VACANCY FOR THE POSITION OF COUNCILOR, WARD 2

WHEREAS, Drew Herzig, was elected to the position of Councilor, Ward 2, on November 6, 2012 for a four year term commencing January 1, 2013; and

WHEREAS Mr. Herzig has moved from the City of Astoria and has submitted his resignation as Councilor of Ward 2.

NOW, THEREFORE, pursuant to the Astoria City Charter, Sections 4.8 and 4.9, be it resolved by the City of Astoria as follows:

Section 1. The Council declares that a vacancy exists in the position of Councilor, Ward 2, and said vacancy will be filled at the next available election, November 8, 2016.

ADOPTED BY THE CITY COUNCIL THIS 3<sup>RD</sup> DAY OF OCTOBER, 2016.

APPROVED BY THE MAYOR THIS 3<sup>RD</sup> DAY OF OCTOBER, 2016.

\_\_\_\_\_  
Mayor

ATTEST:


\_\_\_\_\_  
City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor			
Nemlowill			
Ward 2 Vacant			
Price			
Warr			
Mayor LaMear			



CITY OF ASTORIA  
Founded 1811 • Incorporated 1856  
COMMUNITY DEVELOPMENT

## MEMORANDUM

DATE: September 28, 2016  
TO: CITY COUNCIL  
FROM:  BRETT ESTES, CITY MANAGER  
SUBJECT: PARKLET PROPOSAL

### BACKGROUND

On August 3, 2015, Council unanimously approved the launch of the Parklet Pilot Program. City staff has received an application from a business owner regarding the potential of a “parklet” to be located within a designated, on street parking space in downtown Astoria. The application and supporting documents are attached.

A parklet will facilitate the use of public space for small, outdoor, commercial spaces in the street rights of way adjacent to storefront locations. In many cities that permit this activity, the street becomes an activated and inviting community space. In downtowns or older commercial areas where public space might be underutilized, parklets are an urban design tool to provide more outdoor seating, landscaping, and to inject more activity into the streetscape.

Since parklets involve the private use of a public right of way, City staff (including ADHDA) has drawn on work done in other cities, including Sacramento and Portland, to develop and adapt several policies which were adopted by Council August 3, 2015. The City Council reviewed a pilot proposal and adopted the attached general program requirements.

Parklets achieve several goals within Astoria’s Comprehensive plan including: Community Growth (CP.020), improving landscaping in the Downtown Area (CP.055 #2), Economic Development Goals 1, 2, 3 to support the effort of downtown merchants to improve the appearance of the downtown commercial core, and Parks, Recreation

and Open Space (CP.270) promoting general beautification and downtown improvements.

The attached parklet application is for Council review for installation. As the pilot project moves forward, staff will continue to review the program and note areas for improvement in the application process and implementation. Because this program is in a pilot project phase, there are opportunities to see what works as well as what can be improved after installation. Staff will continue to work with the applicant throughout the installation process. Following installation, staff will continue to monitor how the project is utilized and gain feedback from community members to determine if a more permanent set of parklet policies should be developed.

The ADHDA Executive Director and Board President reviewed the revised proposal and reiterated their support. As a reminder, once a property owner proposes a parklet project, staff would review the project and then present the proposal with a recommendation to the City Council for final approval.

### **APPLICATION HIGHLIGHTS**

The "Cargo Parklet" is proposed for the parking space and loading space located at 240 11<sup>th</sup> Street. Council approved parklet requirements stating a parklet is limited to one parking space and one per block per side of block. This location is unique in that one space is a parking space, and the second proposed area is a loading zone.

This parklet is designed with reclaimed materials, and has been designed and assembled off-site. The applicant was advised early in their construction process to submit an application for design approval by Council.

The proposed parklet will be 7' x 40' by 32"; a site plan is included with the application materials.

### **RECOMMENDATION**

It is recommended that the City Council approve the proposed parklet with the following conditions:

1. The parklet shall include reflectors on both ends for pedestrian safety, and a wheel bumper parking block on the south end.



2. Upon installation, Public Works staff shall review drainage and the applicant shall make any necessary changes to allow for adequate drainage as well as ADA accessibility.
3. The parklet would need to be removed should the City Council discontinue the program in the future.

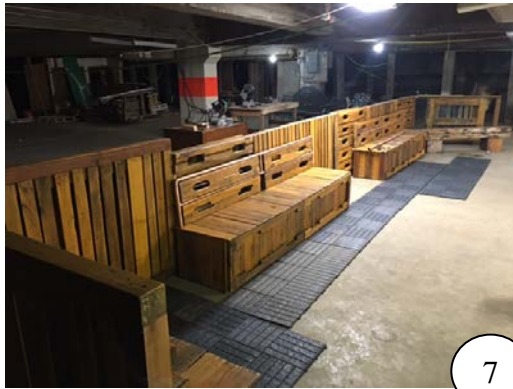
By:   
Nancy Ferber, City Planner

By:   
Nathan Crater, Assistant City Engineer

Enclosures:

- A. Documents of support
- B. Parklet Application
- C. Adopted Parklet Policy

Figures 1-8, proposed parklet





# 'You have to become the anti-strip mall'

By EDWARD STRATTON



The Daily Astorian

Published on November 15, 2012 12:01AM

When I look at the communities that are really going to thrive and survive, it's going to be the communities that are walkable and interconnected," said **Michele Reeves**, a downtown revitalization expert hired as part of the Building Blocks program. She focused a lot of the night on creating a city around changing societal trends, most notably the lessening popularity of car-centric towns.

## Leveraging Astoria's strengths

Astoria has natural zones of residential, commercial and industrial that need to coexist for the city to work, said Reeves. One example is city code 5.060, which prevents businesses from putting merchandise on the sidewalks except during special events. Reeves said codes like that need to be flexible so businesses can use the sidewalk to engage with customers.

"You have to become the 'anti-strip mall,'" said Reeves, adding that Astoria's downtown resurgence would be based around small businesses and walkability, higher foot traffic equaling higher sales.

The city needs to remove regulatory barriers to placing merchandise on sidewalks, said Reeves, so businesses can create more street-level dialogue with the customer through products, eating areas and other activities outside and visible from the street, blending the entire downtown environment.

## Driving and parking

Councilwoman Arline LaMear asked if pedestrian malls are a good idea. The city recently started construction on the Garden of Surging Waves, which will become a pedestrian mall between 11th and 12th streets next to city hall.

**Much criticism has been leveled against the city regarding the project taking away parking, but Reeves hinted that making things more crowded might not be such a bad thing.**

"These kinds of public spaces are only as strong as their edges and borders," said Reeves, adding that public plazas need lots of foot traffic and density around them to be successful.

"Every single downtown has troubles with parking," she said. "What I say is create a parking problem."

Using northwest 23rd Avenue in Portland as an example, she said an area mired in traffic and **ha lack of parking can be one of the most successful commercial centers around, frustrating yet attracting shoppers with its busy nature. Increased foot traffic, she said, equals higher sales.** She used Lake Oswego as an example of a struggling downtown – even in an affluent suburb – that invested in a lot of parking that ultimately has detracted from people walking around.

After creating a vibrant downtown, said Reeves, Astoria can then negotiate for more parking – a parking structure or maybe an underground lot – from a position of strength.

**“Every community that is successful figures out how to share parking for the benefit of downtown,” she said. “You cannot attack parking in this piecemeal fashion. Think about your entire downtown store.”**



# What is a Parklet?

A Parklet is a small public sidewalk extension which combines elements such as seating, flowers, shrubs, and/or lighting that reflects the unique character and needs of the location.

They create a special “sense of place” for people to stop and sit while taking in the sights, sounds, smells and activities of the street. The proposed Parklet is also ADA approved.

They are intended to be seen as a piece of street furniture, providing aesthetic enhancement to the overall streetscape. By not requiring a permanent concrete base, Parklets are a much faster and less expensive way to bring sidewalk extension improvements to a neighborhood and downtown area.



Jimbo, of Astoria Coffee House and now Carruthers is working with the City of Astoria to provide a Parklet in front of Imogen Gallery and Cargo on 11th street under a two year test program. It will be installed in one street parking spot and a loading zone. It will be built with recycled materials like wooden pallets for seating, and will be maintained and paid for without any city funds.

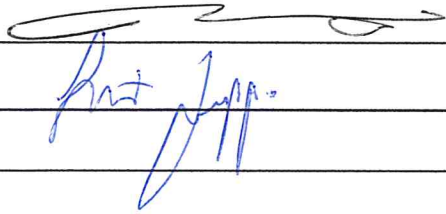
The concept will be presented to the city council for final approval, and we would like to have your support to bring this unique concept to Astoria. Please add your name and signature.



# We support and look forward to using the parklet

Name

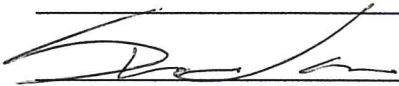
Signature



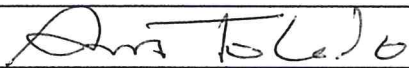
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- Scott Seppa (building owner  
240/243 11th)



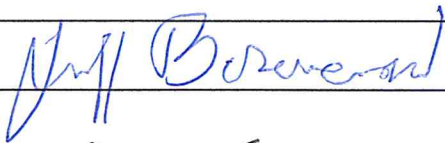
- JASON Palmberg  
(owner of Godfather building)



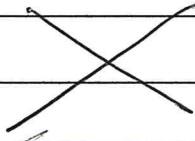
- Sarah Jane Bardy  
(owner Barber shop)



- Aaron Toledo  
(owner of Tattoo)



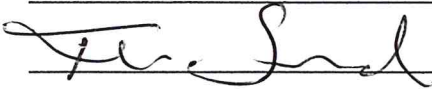
- JEFF Bjornsgard  
(owner of Tattoo building)



- Brad Smithhart  
(owner of Arcade)



- Scott Lee, Evan Price  
(Bike Store)



- Teri Sund  
Imogen Gilbert owner







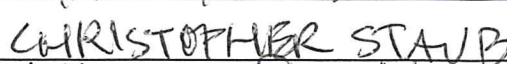



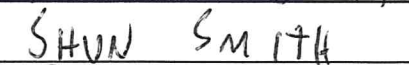
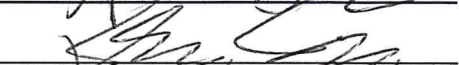
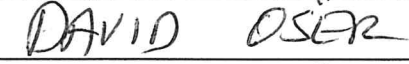

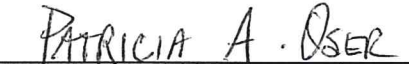

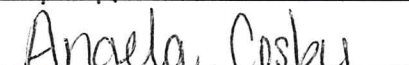

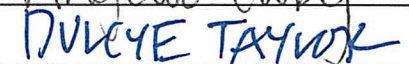

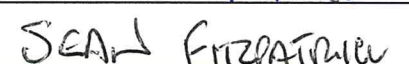
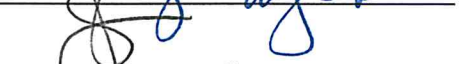
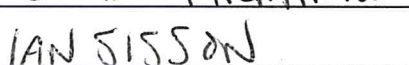

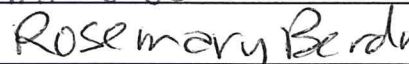




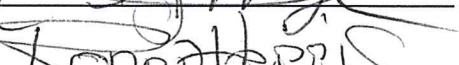
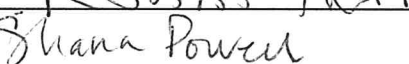

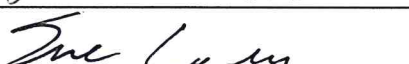
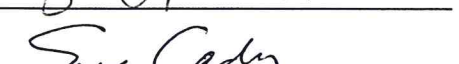

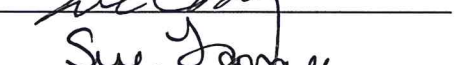
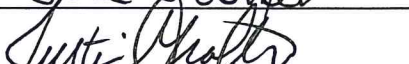





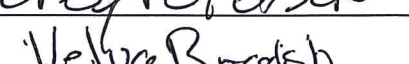
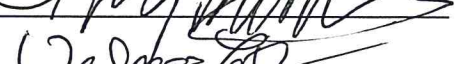
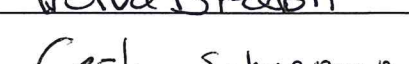
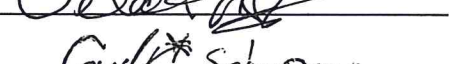

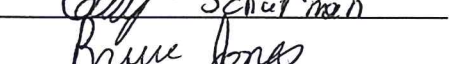
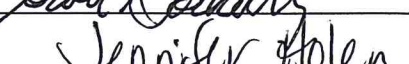
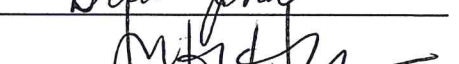
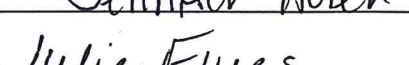
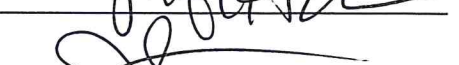
- JM DEFEO  
Cargo Imports owner



We support and look forward to using the parklet

Name	Signature
Debra Cuevas	Debra Cuevas
Patricia Fitzgerald	Patricia Fitzgerald
Kristy Cross	Kristy Cross
Shyra Merita	Shyra Merita
Merrin Fournier	Merrin Fournier
Kevin McHone	Kevin McHone
Nicholas Tomm	Nicholas Tomm
Jenae Poe	Jenae Poe
RIKI RIE	RIKI RIE
Dannelle Jenkins	Dannelle Jenkins
Carla Banducci	Carla Banducci
Heather Bee Fuenyes	Heather Bee Fuenyes
Heather Robinson	Heather Robinson
Share Robinson	Share Robinson
Carissa Conklin	Carissa Conklin
Mandy Flantz	Mandy Flantz
Narayan Elasmur	Narayan Elasmur
Kara Jaenecke	Kara Jaenecke
Juzi Gruber	Juzi Gruber
Kerry Lyons	Kerry Lyons
Jessica Jones	Jessica Jones
Janis Kellgren	Janis Kellgren
Jolene Wolfe	Jolene Wolfe

# We support and look forward to using the parklet

Name	Signature	Signature
SARAH PETERSON		
MARK HAILS		
CHRISTOPHER STAUB		
ALISON SMITH		
SHUN SMITH		
DAVID OSER		
PATRICIA A. OSER		
ANGELA COSBY		
DUYE TAYLOR		
SEAN FITZPATRICK		
IAN SISSON		
ROSEMARY BERDNE		
CYNDI MUDGE		
RON HARRIS		
SHANA POWELL		
SUE CODY		
SUE JOHNSON		
JUSTI GUSTO		
JEANETTE SCHACHER		
GREG PETERSON		
WELVA BRADSH		
CARLY SCHURMAN		
SWITZ DEBATE		
JENNIFER HOLEN		
JULIE FINESS		



We support and look forward to using the parklet

Name	Signature
<del>JEFF MILLER</del>	<del>Jeff Miller</del>
Trish Bright	Trish Bright
RAY Merritt	Ray Merritt
JEFF DAW	Jeff Daw
Shonda Stepick	Shonda Stepick
Brad Blaser	Brad Blaser
LAURA DESSON	Laura Desson
Robyn Koustik	Robyn Koustik
ROBB Koustik	Robb Koustik
Hilary Ann Levine	Hilary Ann Levine
Cory Tenbr	Cory Tenbr
Jody Whitehead	Jody Whitehead
Dan Anderson	Dan Anderson
Laura Parker	Laura Parker
Rachel VanN	Rachel VanN
Evandro C. Almeida Filho	Evandro C. Almeida Filho
Mary Ann Mpek	Mary Ann Mpek
Patsy Lemm	Patsy Lemm
Anne Carpenter	Anne Carpenter
MICHAEL ARBORN	Michael Arborn
Michael Lewis	Michael Lewis
Kent Casom	Kent Casom
J. Anderson	J. Anderson

We support and look forward to using the parklet

Name	Signature
SARAH BUNCE	Sarah Bunce
PAUL DAVIS	Paul Davis
Dary/Melan	
ALEXANDER STEVENS	Alexander 09/20/2016
Jared Dean	Jared Dean
GRANT HUNKERS	Grant Hunkers
Ingrid A. Dugan	Ingrid A. Dugan
Escher Umphress	Escher Umphress
Jim Bue	Jim Bue
AUTUMN BUCKRIDGE	Autumn Buckridge
Madeline Ponkkula	Madeline Ponkkula
Katie Shaw	Katie Shaw
EMILIE BUSSONE	Emilie Bussone
Maggie Mall	Maggie Mall
TRAVIS MILLS	Travis Mills
PAUL R TETER	Paul R Teter
Vernon Hall	Vernon Hall
MALWRY SEPPA	Malwry Seppa
Sarahlee Cokley	Sarahlee Cokley
STEVEN MEYER	Steven Meyer
Anna Zolotas	Anna Zolotas
Ale Sannusch	Ale Sannusch
Doug Thompson	Doug Thompson
Matt Hawkins	Matt Hawkins



# We support and look forward to using the parklet

Name	Signature
Casey Palmgren Hart Stoltz	Casey Palmgren HS
Misty Zeillinger Brianna Scott Long Mae A Edy	Misty Zeillinger <del>Brianna Scott Long</del> Mae A Edy
Allison Callars	Allison Callars
Stan Sauer Geryl Dockman	<del>Stan Sauer</del> Geryl Dockman
Nathan Black LLOYD BLACK	Nathan Black
Donna Galich Matt Powers	Donna Galich Matt Powers
M...	
MARK MONTGOMERY Bill Rice	Mark Montgomery Bill Rice
Michelle Krusbaum Sara Lofley	Michelle Krusbaum Sara Lofley
ADYL TOBIYAL Russ House	ADYL TOBIYAL Russ House
Polly Pope	Polly Pope
Kylie Thompson	Kylie Thompson
CHRISTOPHER Chris Sileta	Chris Sileta
Larry Cary	Larry Cary

CITY OF ASTORIA  
AUG 23 REC'D  
BUILDING CODES

**City of Astoria**  
**Parklet Application**

**Requirements:**

1. **Definition:** The Cargo Parklet will provide space and amenities for people using the sidewalk in front of Cargo and Imogen Gallery.
2. **Location:** Located at 240 11<sup>th</sup> St, on the east side of 11<sup>th</sup> St., between Commercial St. and Marine Dr.
3. **Eligibility:** Cargo fronts the proposed Parklet and is the applicant.
4. **Dimensions:** The proposed Parklet will be 7' x 40' x 32", and will include Cargo's loading zone and one parking space, leaving 1' at each end for wheel stops.
5. **ADAAG compliance:** the loading zone ramp will accommodate a wheelchair; a 60" wheelchair turning space and a 30" x 48" wheelchair resting place will be provided.
6. **Public Access:** Cargo's Parklet will be available to the public 24/7.
7. **Removability:** The proposed structure will be removable on request/demand.
8. NA
9. **Drainage:** The proposed structure does ~~not~~ include a floor <sup>and</sup> drainage will not be impeded by the structure.
10. **Distance from crosswalk:** The proposed Parklet is more than 20' from corners/crosswalks.
11. **Visibility:** reflecting strips will be attached to the street and parking sides of the structure.
12. **Wheel stops:** rubber or polymer wheel stops will be placed at both ends of the structure.
13. **Maintenance:** Cargo owner/staff will maintain the structure and surrounding area
14. **Water valves:** NA
15. **Insurance:** Will be provided by Cargo owner

Jeff 415.713.4141



16. **Merchandise:** Cargo's Parklet will not be used for merchandise sales.
17. **Utilities:** the structure will not require any external power source
18. **Roof:** no roof
19. **Building/ADA permit:** will be acquired by Cargo owner as requested by City of Astoria.
20. **Adjacent property/business owners:** Cargo owner will notify individuals, request support and input.
21. NA
22. Application Requirements:
  - a. Location map: please see attached
  - b. Design plans: please see attached
  - c. Verification of support adjacent community: please see attached
  - d. Sight and distance safety requirements: please see design plans and nos. 4, 10 and 11.

12th Street

**SEDCO BUILDING**

**AUG 25 REC'D**

**CITY OF ASTORIA**

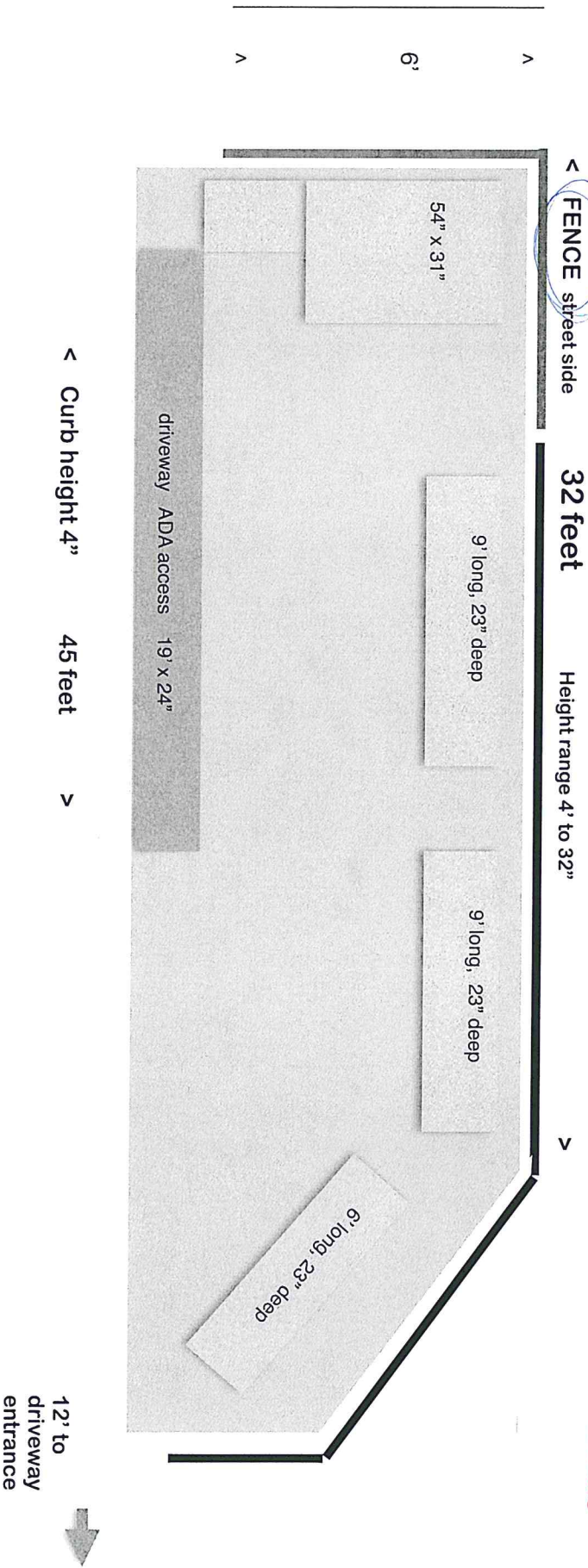






FIG 1-LOCATION



IMOGEN

cargo

240

OPEN

IMOGEN  
cargo



FIG 2-Location

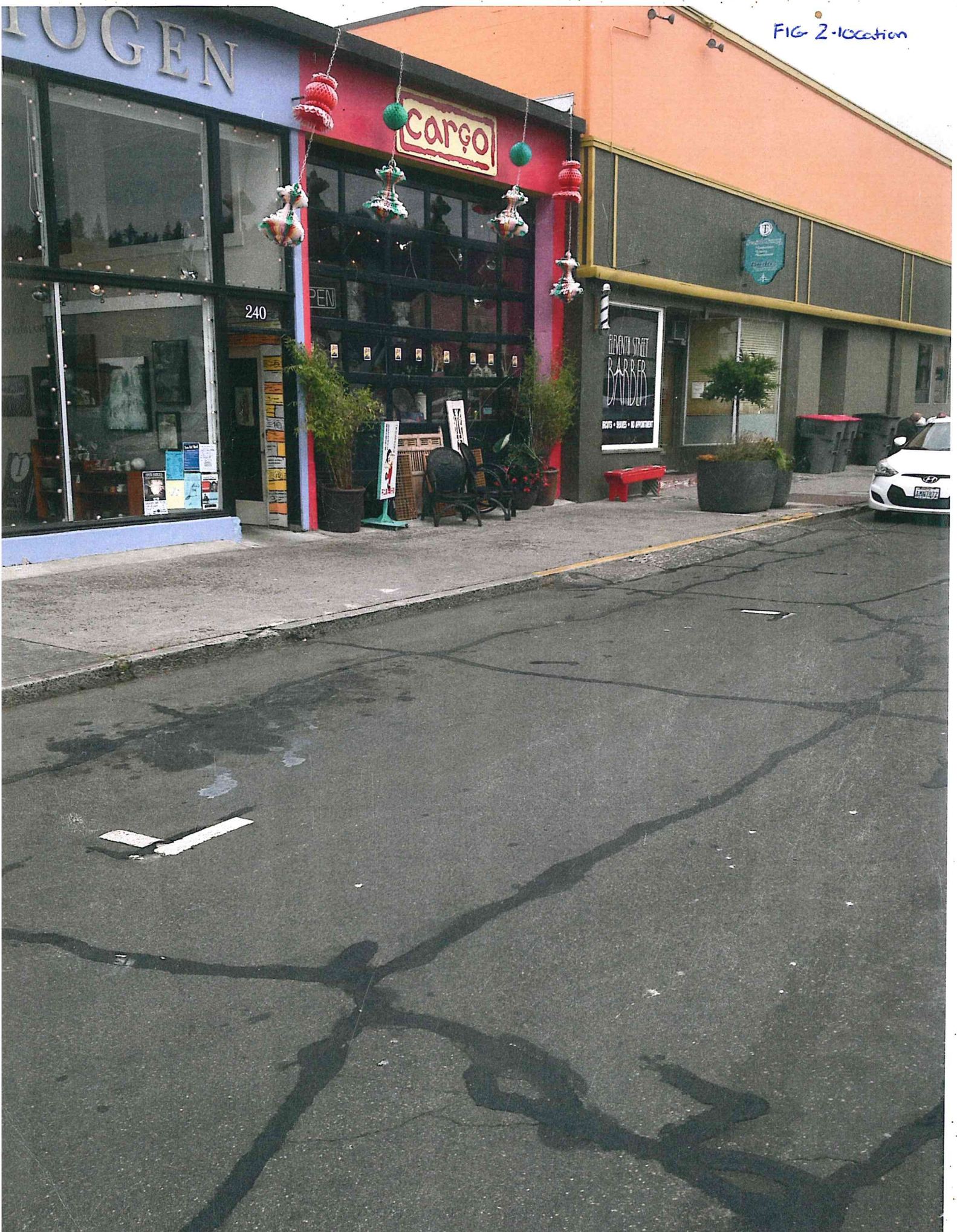




FIG 3-Location

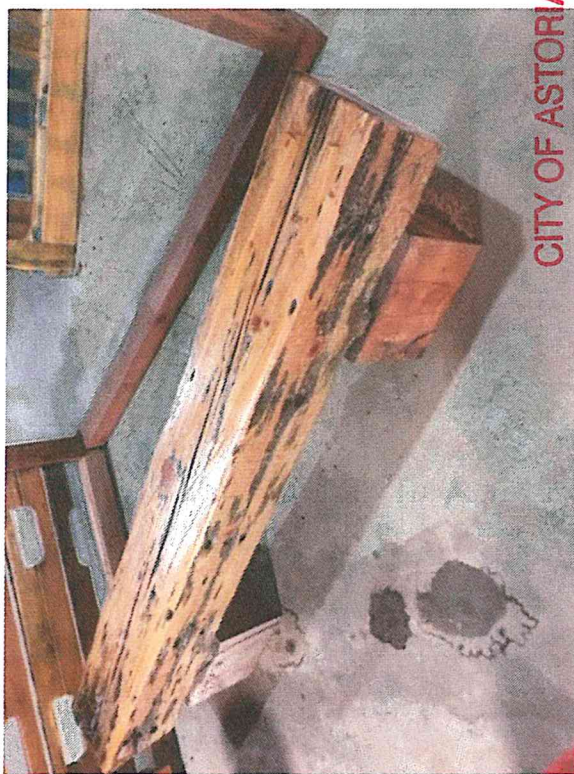






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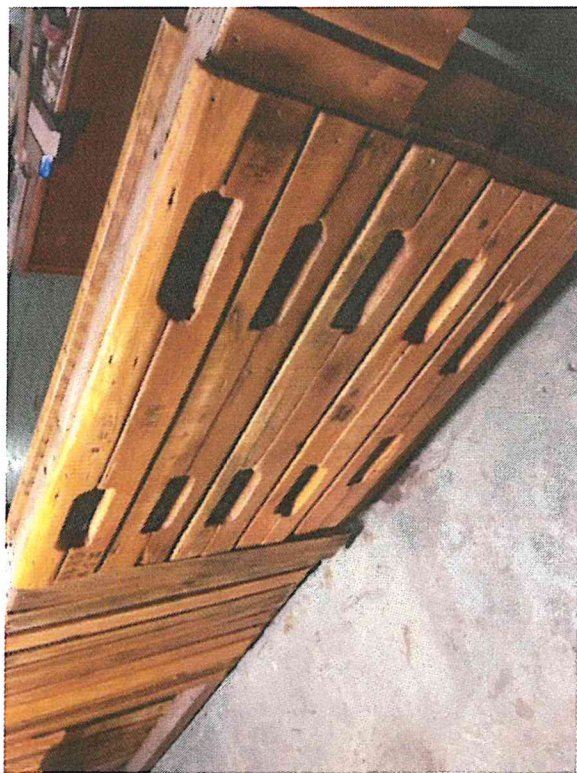




CITY OF ASTORIA

AUG 24 REC'D

BUILDING CODES



# City of Astoria

## Parklet Pilot Program

### General Requirements

Parklets are allowed within the street rights-of-way in accordance with the following standards:

#### *Definition, Location Criteria, & Limits:*

- “Parklet” is defined to mean a sidewalk extension that provides more space and amenities for people using the sidewalk in conjunction with the adjoining business.
- Parklets will only be permitted in the Downtown area and will not be allowed on Marine Drive, Commercial Street, Duane Street, or Exchange Street due to truck traffic dangers.
- Only fronting properties/businesses can apply for a parklet permit.
- The size of a parklet must not exceed 7 feet into street (providing 1-foot clear from parking line) and a total length of the existing parking space minus 2 feet (1 foot on each side to provide clearance from adjacent parking spaces).
- A parklet must be located at least 20 feet from a crosswalk or street corner.
- Shall be considered public spaces therefore will be available to the general public 24 hours a day when not occupied during regular business hours of the permittee that installed the structure.
- Limited to 1 parking space and one per block per side of block.

#### *Design & Construction*

- It is the responsibility of the permittee to design the parklet in compliance with Americans with Disability Administrative Guidelines (ADAAG) if the structure will provide pedestrian access.
- Will be allowed year around but must be a removable structure.
- A parklet must have adequate drainage under structure adjacent to curb to pass street drainage.
- Structure corners must be reflectorized to provide nighttime visibility by oncoming traffic.

- Rubber wheel stops must be placed on both ends of the parklet structure to warn parking cars of structures presence.
- A parklet cannot be located over water valves, adjacent to a fire hydrant, or over any other existing utilities in the street.
- The parklet shall not have a roof structure. Materials shall not include loose gravel, sand, or other such material. Floor material must be slip resistant.
- Green Building: Reuse, recycling, and locally sourced materials and services is strongly encouraged, but not required. Plant materials are also strongly encouraged, but must be containerized.
- The parklet shall not have any utilities that require wires or conduit crossing the sidewalk.
- A building permit may be required for any structure and ADA compliance.

#### *Operations & Maintenance*

- The permittee shall keep the parklet and surrounding area clean and well maintained. City street sweeper will not be able to access the street under and near the parklet so the permittee will be required to clean the area not maintained by the street sweeper.
- The permittee must insure the structure, list the City as an additional insured, and provide documentation to satisfy liability.
- With the exception of food and beverage associated with a permittee, no merchandise will be allowed on a parklet unless specifically approved by the Community Development Director.
- The Oregon Smokefree Workplace Law shall apply within 10 feet of any workplace entrance. The permittee may also ban smoking within the parklet consistent with State Law.

#### *Application Process & Design Review*

- Applicant must contact all property owners on the block to solicit input. Owner's comments may be considered by the City, but individuals owners or businesses who object cannot "veto" project.
- Application will be reviewed by Development Review Committee (City Staff) for general requirements and by the Community Development Director for Design Review and then submitted to City Council for approval with any conditions that may apply.



- Application to City must include the following:
  - a. Application form;
  - b. Location map (site plan);
  - c. Concept design, elevations, and materials list;
  - d. Verification of neighboring property owner notice and ADHDA Design Committee documenting support or concerns;
  - e. A design that meets sight distance and safety requirements;
  - f. Proof of insurance; and
  - g. If original submittal does not include enough detail for Design Review for final approval, additional information will be requested by the City to complete the approval process.

It is the intention of this document to provide general requirements for the implementation of a 2 year pilot project. Only 2 parklets will be permitted during the 2 year pilot project period. On an annual basis, City staff will refine the parklet requirements drawing on the experience of the pilot phase and other cities.