

AGENDA
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
5:30 P.M. Monday, November 9, 2015
City Hall, Council Chambers

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. UNFINISHED BUSINESS

E. NEW BUSINESS

1. 2016 Proposed Budget Presentations
 - a. Environmental and Economic Development Department
 - b. Fire Department
2. Review of Tree Ordinance Amendments

F. ADJOURNMENT

RULES OF CIVILITY FOR THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY

Following are rules of civility the City of Maplewood expects of everyone appearing at Council Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

Speak only for yourself, not for other council members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of council members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

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MEMORANDUM

To: Melinda Coleman, City Manager

From: Nick Carver, Interim Director/Building Official Environmental & Economic Development Department

Subject: Environmental and Economic Development Department Proposed Budget Presentation

Date: November 9, 2015

Introduction

The proposed 2016 budget for Environmental & Economic Development Department will be presented to the City Council for comment and discussion.

Background / Discussion

The total budget proposed in 2016 is \$1,945,150, which is a 3% decrease from 2015.

Staffing is the main component of the 2016 EEDD budget. Over the past few years personnel has decreased approximately 2.5 FTE's. However, the essential duties from this reduction have been redistributed throughout the remaining EEDD employees. We will continue to monitor work load requirements during the seasonal course of 2016.

Other personnel changes include the promotion of Michael Martin to Economic Development Coordinator. This promotion allows the department to move forward in a synchronized fashion with building life/safety and our environmental objectives. Also, Special Inspector James Weidner has been assisting with concrete, steel, soils inspections and code enforcement. In addition, two support staff positions have been replaced which indicates a substantial budget reduction.

Lastly, we have kept Daniela Lorenz on staff as our Planning Intern. Daniela is currently working 14 hours weekly (casual) as she completes the first year of her master's program. She has been a valuable asset to whom the Economic Development Coordinator assigns special projects and research. Cynthia Ojczyk also recently joined us on a GRANT from Xcel Energy to spearhead our Partners in Energy program.

Recognizing the value of knowledgeable employees, travel and training has been increased to maintain/increase certifications of Building Inspectors, Planners, Health Officer, Economic Development Coordinator and Building Official.

Budget Impact

No budgetary approvals or actions are required at this time.

Recommendation

The proposed Environmental & Economic Development Department 2016 operating budget is submitted for informational purposes and to gather input from the City Council. No action is required.

Attachments

1. EEDD 2016 Budget Power Point Presentation
2. EEDD 2016 Performance Measures

Environmental and Economic Development Department 2016 Budget



PRESENTED TO MAPLEWOOD CITY COUNCIL
NOVEMBER 9, 2015



Mission Statement

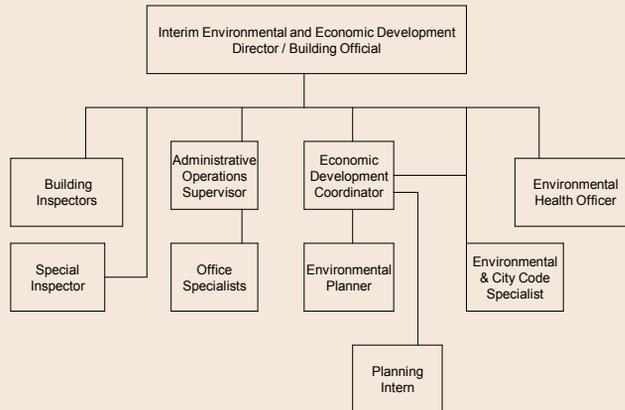


To protect public health, safety and welfare by ensuring that land use and buildings meet applicable city codes, regional goals and state and Federal laws. The department will guide future growth and construction in the city that enhances economic development while conserving natural resources in accordance with the goals and policies of the Maplewood Comprehensive Plan.

Employee Summary



Current makeup of department:



Department Objectives



- Protect public's health and improve the quality of life of the citizens of Maplewood through the prevention of disease, education, outreach and inspections.
- Expand economic development efforts through pro-active actions that stimulate housing and non-residential development, including redevelopment of strategic areas of the City.
- Carry out the long-range planning vision for the community's future as described in the 2030 Comprehensive Plan and the City Council's goals.
- Educate contractors, design professionals and the public through pre-development meetings, literature, city website and the permit process.
- Promote high quality building and site design by recommending and requiring enhanced amenities during city development and building plan reviews.

Department Objectives



- Educate city staff and the community in developing sustainable “green building practices and methods”, including the promotion and implementation through incentives of green construction and the Maplewood Green Building Program.
- Provide leadership by serving as the staff liaisons and technical experts for four of the city’s citizen advisory boards and commissions.
- Provide technical expertise and regional leadership in issues related to municipal environmental practices and critical environmental issues that impact the city.
- Promote and manage the single-hauler solid waste and recycling programs to ensure compliance with regional and state rules and regulations.

Organized Collection and Recycling

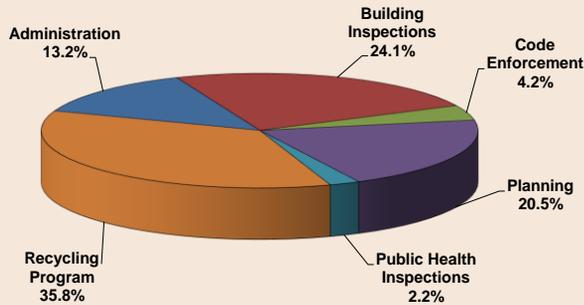


2016 Budget



\$1,945,150

Total By Program



2016 Budget Summary by Program



Total By Program	2013	2014	2015	2016	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2015 BUDGET
Administration	\$282,190	\$285,305	\$344,580	\$256,980	-25.4%
Building Inspections	491,974	483,881	472,310	468,340	-0.8%
Code Enforcement	107,192	95,905	75,720	82,580	9.1%
Planning	523,363	561,190	438,430	398,050	-9.2%
Public Health Inspections	48,127	46,366	43,020	43,640	1.4%
Recycling Program	519,650	632,908	631,520	695,560	10.1%
Totals	1,972,496	2,105,555	2,005,580	1,945,150	-3.0%

Recycling contract costs increase \$.25 per household in 2016.

2016 Budget Summary by Classification

Total By Classification	2013	2014	2015	2016	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2015 BUDGET
Personnel Services	1,326,321	1,342,905	1,249,620	1,132,740	-9.4%
Commodities	11,744	11,003	6,900	9,200	33.3%
Contractual Services	579,385	691,748	698,400	749,170	7.3%
Capital Outlay and Depreciation	4,175	8,847	0	0	N/A
Other Charges	50,871	51,052	50,660	54,040	6.7%
Totals	1,972,496	2,105,555	2,005,580	1,945,150	-3.0%

Commodities increase due to new code book requirements and safety equipment.

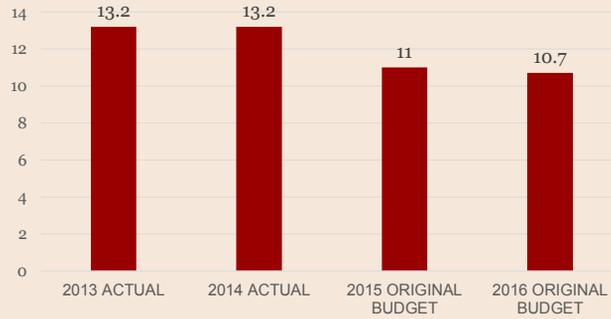
2016 Budget Summary by Fund

Total By Fund	2013	2014	2015	2016	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2015 BUDGET
General Fund	1,184,353	1,181,243	1,102,360	1,012,650	-8.1%
Environmental Utility Fund	268,493	291,404	271,700	236,940	-12.8%
Recycling Fund	519,650	632,908	631,520	695,560	10.1%
Totals	\$1,972,496	\$2,105,555	\$2,005,580	\$1,945,150	-3.0%

Personnel



Full Time Equivalents



General Fund Revenues



2013 = \$1,291,823 actual

2014 = \$2,517,635 actual

2015 = \$1,217,080 est.

2016 = \$1,127,920 est.

Includes: Building, Electrical, Heating, Plumbing, Plan check, Planning, Abatement, Penalties, TIF administrative, Contractor and Miscellaneous.

3M Building 280



Performance Output Measures



- **Promote current employee to Economic Development Coordinator**
 - Strategic Objective: Operational Effectiveness
- **Issued building permits for Maplewood Bowl deconstruction and 50 unit apartment building**
 - Strategic Objective: Targeted Redevelopment “A”
- **Vacant commercial buildings identified and published on the city website**
 - Strategic Objective: Targeted Redevelopment “B”

Performance Output Measures



- Schedule meetings with all stakeholders and develop a shared vision of street and land use strategies for Maplewood redevelopment corridors.
 - Strategic Objective: Targeted Redevelopment “C”

- Create an inventory of specific areas of neighborhoods with homes in disrepair. Start date as indicated of 03-01-2016.
 - Strategic Objective: Targeted Redevelopment “C”

Economic Development Coordination



Environmental and Economic Development Department 2016 Budget



QUESTIONS
COMMENTS
CONCERNS



CITY OF MAPLEWOOD, MINNESOTA

2016 BUDGET

Department: Environmental and Economic Development
Program: Administration

Fund #: 101
Program #: 701

Performance Measures	2013 Actual	2014 Actual	2015 Estimate	2016 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Contractor licenses issued	523	495	480	480
Truth-in-Housing inspection reports	406	395	400	400
Commission packets	60	39	65	65
Council agenda reports	113	83	95	95
Number of inspections scheduled	6,017	6,072	6,000	6,000
Number of permits issued	3,066	3,117	3,100	3,100
<u>EFFECTIVENESS INDICATORS</u>				
Percent of minutes available for next meeting	99%	99%	99%	99%
Percent of permits issued accurately	99%	99%	99%	99%

COMMENTS

Contractors licenses are issued for commercial building, mechanical, plumbing, truth-in-housing evaluators and sign installers. Inspections are scheduled and results logged for building, mechanical and plumbing work.

The Environmental and Economic Development staff provides support for four of the City's advisory commissions. This entails the continued preparation of meeting agenda packets and meeting minutes for each commission. In turn, the department issues permits for the construction of projects approved through the planning review process. They also prepare and review City Council agenda reports for zoning compliance.

The clerical staff works with Planning, Building, Public Health and Code Enforcement.

Note: Estimated population according to the Environmental and Economic Development Department is as follows:

2013 – 38,950
 2014 – 39,054
 2015 – 39,314
 2016 – 39,574

CITY OF MAPLEWOOD, MINNESOTA

2016 BUDGET

Department: Environmental and Economic Development
Program: Building Inspections

Fund #: 101
Program #: 703

Performance Measures	2013 Actual	2014 Actual	2015 Estimate	2016 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Revenue generated	\$1,168,275	\$2,408,950	\$1,104,360	\$1,014,230
Number of permit apps.	3,066	3,117	3,200	3,200
Number of plan reviews	679	789	650	650
Number of inspections	6,017	6,072	6,000	6,000
<u>EFFICIENCY MEASURES</u>				
Average time to issue residential permit	7 days	7 days	7 days	7 days
Average time to issue commercial permit	30 days	30 days	30 days	30 days
Percentage of inspection completed within 24 hours	97%	97%	97%	97%

COMMENTS

The State of Minnesota adopted the updated building code in 2014/2015 and building officials must maintain their knowledge and certifications through the state and International Code Council. The building officials are responsible for construction inspections for residential buildings, commercial buildings, manufactured homes, accessibility, plumbing, mechanical and energy. In addition, the building officials are responsible for using the updated codes for plan review and field inspections.

The Building Department promotes professionalism and knowledge by being involved in building official organizations, the International Code Council and the State of Minnesota for awareness and input on code changes that affect the City of Maplewood.

The Building Department has been working as a leader in green building policies and development for sustainable buildings internationally, locally and is currently implementing the green building ordinance within the City of Maplewood.

One building inspector has been assigned to the new 3M Building 280 as a continuous inspection each afternoon. As a result, this "one" inspection means the inspector is on site 12-20 hours per week. This will occur all of 2015 and into 2016.

CITY OF MAPLEWOOD, MINNESOTA

2016 BUDGET

Department: Environmental and Economic Development
Program: Code Enforcement

Fund #: 101
Program #: 707

Performance Measures	2013 Actual	2014 Actual	2015 Estimate	2016 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total number of complaint cases inspected	570	470	500	500
Total number of complaint cases that were referred to the Admin/Judicial process	41	16	25	25
Total number of re-inspections	740	700	750	750
Total number of letters	366	196	230	230
<u>EFFECTIVENESS INDICATORS</u>				
Total number of complaint cases resolved through the Admin/Judicial process and abatements	58	16	25	25
Total number of complaint cases resolved	401	325	450	450
Total number of complaint cases pending	9	6	10	10
Abatement fees	\$10,220	\$3,063	\$4,500	\$4,750
Re-inspection penalty fees	\$1,650	\$0	\$1,500	\$1,500

COMMENTS

The code enforcement program is administered by multiple employees in the Environmental and Economic Development Department in partnership with the Maplewood Police and Fire. The main code enforcement officers for the city are the Health Officer and the Environmental/City Code Specialist.

The total number of letters mailed or posted to homes is to resolve city code violations.

The number of abatements is directly impacted by the number of foreclosed properties in the city. This number has decreased over the last few years as formerly vacant properties are purchased but may continue to be a future issue.

The abatement fees are assessed to properties for lawn mowing and cleanup. In addition, the administration cost is included in the abatement fee.

The re-inspection penalty fee is assessed to properties that have excessively consumed city services for multiple inspections of the same violation. The city charges excessive consumption fees for any inspection after the 3rd violation.

CITY OF MAPLEWOOD, MINNESOTA

2016 BUDGET

Department: Environmental and Economic Development
Program: Planning

Fund #: 101 & 604
Program #: 702

Performance Measures	2013 Actual	2014 Actual	2015 Estimate	2016 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of planning reviews	46	51	50	50
Number of building permit reviews	334	417	400	400
Number of site inspections	380	468	450	450
Number of new or modified water- related ordinances and policies adopted by the city	3	0	5	0
Number of water-related articles published in city newsletters or local paper	10	5	4	4
Number of project sites over 1 acre receiving water-related construction inspections	6	5	6	6
Miles of new streets with stormwater improvements	2.75	2.2	.5	1
<u>EFFECTIVENESS INDICATORS</u>				
Average days to approve residential permits	7	7	7	7
Average days to approve commercial permits	30	30	30	30
Percent of planning applications completed within 60 day required time without extensions	95%	96%	98%	98%
PC, CDRB, HEDC & ENR meetings held	38	35	36	36
Number of households & businesses receiving water-related articles	17,000	17,000	17,000	17,000
Number of non-compliant water-related construction inspections	29	33	45	45
Drainage acres affected by city improvements	730	63	32	32

COMMENTS

These outputs reflect the number of development projects analyzed by city planners and the staff time needed to complete these reviews. It also reflects the staff time spent reviewing applications with citizens, boards and commissions. The planning staff is responsible for reviewing all development applications and incorporating these review inputs from other city departments such as engineering, building inspections, fire, police and environmental.

Also reflected are the newly established Council goals for Gladstone Redevelopment and vacant commercial building projects.

Economic development and redevelopment continues to be a focus of the planning division. Staff will be exploring new possibilities which include housing maintenance to revitalize existing housing stock while promoting the potential of additional business loans and financial assistance to grow and support the Maplewood business community.

The NPDES permit program controls water pollution by regulating point sources that discharge pollutants into waters. The Environmental Planning-EUF program was created in 2012 and shows commitment by the city to inform, plan, and enforce the permit process to meet the stormwater goals of the city and the region.

CITY OF MAPLEWOOD, MINNESOTA

2016 BUDGET

Department: Environmental and Economic Development
Program: Public Health Inspections

Fund #: 101
Program #: 704

Performance Measures	2013 Actual	2014 Actual	2015 Estimate	2016 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of restaurant inspections	191	186	210	210
Number of pool inspections	48	48	40	40
Number of public health violations	37	54	55	55
Number of itinerant food sales inspections	41	43	45	50
Number of lodging inspections	9	13	10	10
<u>EFFECTIVENESS INDICATORS</u>				
Number of restaurant re-inspections	43	39	49	49
Number of hours on food sales inspections	597	597	605	605
Number of food establishment licenses	165	163	167	167
Number of swimming pool licenses	15	15	13	13
Number of lodging licenses	8	9	9	9

COMMENTS

The public health officer is continues to perform risk based inspections that align with the MN Department of Health. Staff also works closely with the FDA to ensure the city's program is in uniformity with other regulatory agencies and training is also being done with Minnesota Department of Health and the FDA on standardized inspection protocol.

Education, outreach, and a continual presence (i.e.—more follow up inspections and spot checks) in licensed establishments is a key factor in compliance with various Minnesota statutes. This approach may be more time consuming for the public health officer, however it promotes a safer and healthier environment.

The health officer is working closely with the code officer and police department on increased public health nuisance code related outreach.

In 2014, the flea market opened at Aldrich. The organizer expects and plans for the event to continue to grow in size.

In 2014, the Days Inn closed which will result in a reduced number of lodging & pool inspections.

CITY OF MAPLEWOOD, MINNESOTA

2016 BUDGET

Department: Environmental and Economic Development
Program: Recycling

Fund #: 605
Program #: 706

Performance Measures	2013 Actual	2014 Actual	2015 Estimate	2016 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Education outreach opportunities	17,000	17,000	17,000	17,000
Number of educational tags left by contractor	81	302	150	150
Number of tons of materials recycled	2,734	3,263	3,624	3,624
City events that featured recycling	10	10	14	16
<u>EFFICIENCY INDICATORS</u>				
Number of churches and small businesses that have opted into the City's recycling program	11	18	22	26
Average number of pounds recycled per household per month	43.78	53.48	57	59

COMMENTS

The City's four-year contract with Tennis Sanitation, LLC, for the collection of recyclables from single-family and multi-family homes began January 1, 2014, and ends December 31, 2017. The contract cost for recycling collection per household per month is \$2.50 for two years (2014/2015) with a \$.25 increase for the third and fourth year (2016/2017).

In 2014, the first year of the current recycling contract, Tennis rolled out recycling carts to all single-family, townhomes, and manufactured homes with curbside recycling collection. Previously recycling was collected in 8-gallon recycling bins supplied by the City. With the convenience and added capacity of the recycling carts, the City has seen a 7 percent increase in recycling participation and a 22 percent increase in recycling tonnage from 2013 to 2014. The roll out of the recycling carts also brought on the need for additional recycling education, which is reflected in the increase in the number of educational tags left by the contractor in 2014.

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Steve Lukin, Fire Chief
DATE: November 9, 2015
SUBJECT: 2016 Proposed Fire Department Budget

Introduction

The fire department submitted their proposed budget for 2016 in the amount of \$4,529,320 which is 4.6% higher than the fire department's 2015 budget. The fire department's budget is made up from two funding sources; the general fund and the enterprise fund. In the general fund, this includes administration at a 2.6% increase, emergency management at a 3.2% decrease, fire prevention at a 1.3% increase and fire suppression at a 6.2% increase. The funding source for emergency medical services is an enterprise fund which had an increase of 4.2%. The two largest areas of the increase come from fire suppression and emergency medical services. This is due in part to requesting two additional full-time firefighters and the addition of rental costs for three vehicle replacements. The remainder of the increases in all areas mainly comes from wages and benefits increases. Approximately 50% of the cost of the two new firefighters comes from existing dollars in the 2015 budget by readjusting the schedules of the part-time firefighters. The remaining amount will be new additional dollars added to the 2016 budget.

Background

Department 2015 accomplishments:

Our cardiac arrest recovery rate in 2014 was 13.8% which is up from 4.5% in 2012. This is the period of time a person sustained a cardiac arrest event until the time they were discharged from the hospital. This is due in part to new technology that we have onboard along with excellent training, medical direction along with the excellent skills of our paramedics and EMT's that work as a team to deliver the best possible outcome.

We continue to do our fire training at the East Metro Fire Training Center with our neighboring fire departments. Training together allows us to provide a safe and consistent level of service as we respond to all types of fire incidents within Maplewood and our surrounding cities.

This year, we took ownership of our new SCBA's (self-contained breathing apparatus) as our old ones were at their end of life cycle; along with our new station alerting system that was installed in all three stations. Both of these items were purchase from an *Assistance to Fire Grant* that we applied for and were awarded in the amount of \$517,000 which provided a saving to the city.

In June of this year, we went live with our new countywide computer aided dispatch (CAD). With the addition of the new CAD, we are now able to have more real time information delivered right to the computers in the fire trucks and ambulances. The new CAD has also given us GPS

capabilities for the first time which allows us to see maps and directions in the vehicle providing us with the best response route to calls.

In 2015, we kicked off our Twitter and Facebook for the Maplewood Fire Department which has given us two more ways to stay in touch with our citizens and receive feedback. You can connect with us on Twitter at @Maplewood FD or on Facebook by going to Maplewood Fire Department.

This year, the city council led by Council Member Abrams, wanted to make Maplewood a Heart Safe Community. In June of 2015, Maplewood Fire/EMS launched a campaign to earn the designation as a Heart Safe Community. As part of this process, our personnel will aim to train thousands in Hands Only CPR, host a minimum of 14 training events, identify at least 48 public access AED's and promote the importance of CPR and AED access as it relates to cardiac arrest survivability.

Budget Impact

The 2016 fire department budget from both the enterprise fund and general fund has a total overall increase of 4.6%.

Recommendation

This information is for the purpose of discussing the fire department's proposed 2016 budget and no formal council action is requested at this time.

Attachments

1. Fire department's 2016 budget slide presentation
2. Fire department's organizational chart
3. Fire department's 2016 objectives
4. Fire department's performance measures

Fire Department 2016 Budget



PRESENTED TO MAPLEWOOD CITY COUNCIL
NOVEMBER 9, 2015



Mission Statement



We, the members of the Maplewood Fire Department, pledge the highest Quality of service to meet our Customer needs.

We further commit to our customers, continued public and employee education, fire prevention, and emergency response.

We will provide these services in a safe, professional, and effective manner.

Employee Summary



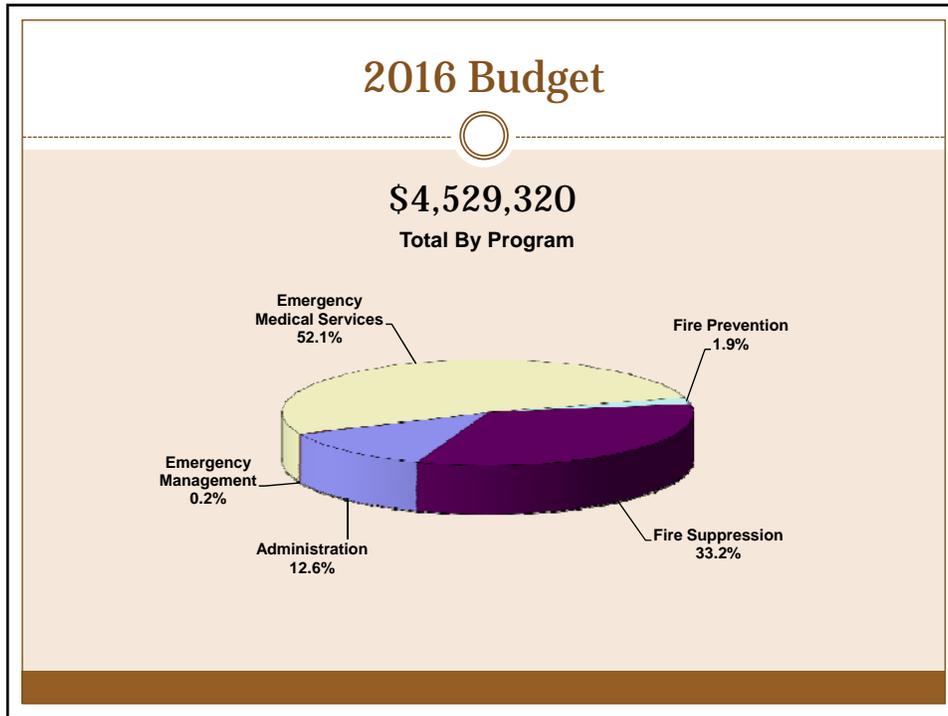
Current makeup of department:

- Fire Chief / Emergency Management Director
- 2 Assistant Fire Chiefs
- Administrative Assistant
- 2 Part-time Battalion Chiefs
- 15 Full time Firefighters/ Paramedics/ EMT's
- 36 Part- time firefighters / EMT's /Paramedics

Department Objectives



- Respond to 90% of the emergency response calls within eight (8) minutes.
- Evaluate new services and techniques to improve our customer service.
- Update and refine emergency preparedness plans.
- Train at the highest level possible in a safe environment.
- Evaluate new ways of becoming more efficient.
- Remodel fire station two.



2016 Budget Summary by Program

	2013 ACTUAL	2014 ACTUAL	2015		PERCENT OVER(UNDER) 2015 BUDGET
			ORIGINAL BUDGET	2016 BUDGET	
Total By Program					
Administration	\$560,027	\$577,009	\$554,340	\$568,840	2.6%
Emergency Management	7,606	7,693	9,870	9,550	-3.2%
Emergency Medical Services	2,140,902	2,237,524	2,262,940	2,358,800	4.2%
Fire Prevention	84,982	89,817	86,940	88,030	1.3%
Fire Suppression	1,412,658	1,408,040	1,416,610	1,504,100	6.2%
Totals	4,206,175	4,320,083	4,330,700	4,529,320	4.6%

**Addition of two new Full - Time Firefighters and COLA
Rental cost of 3 vehicles**

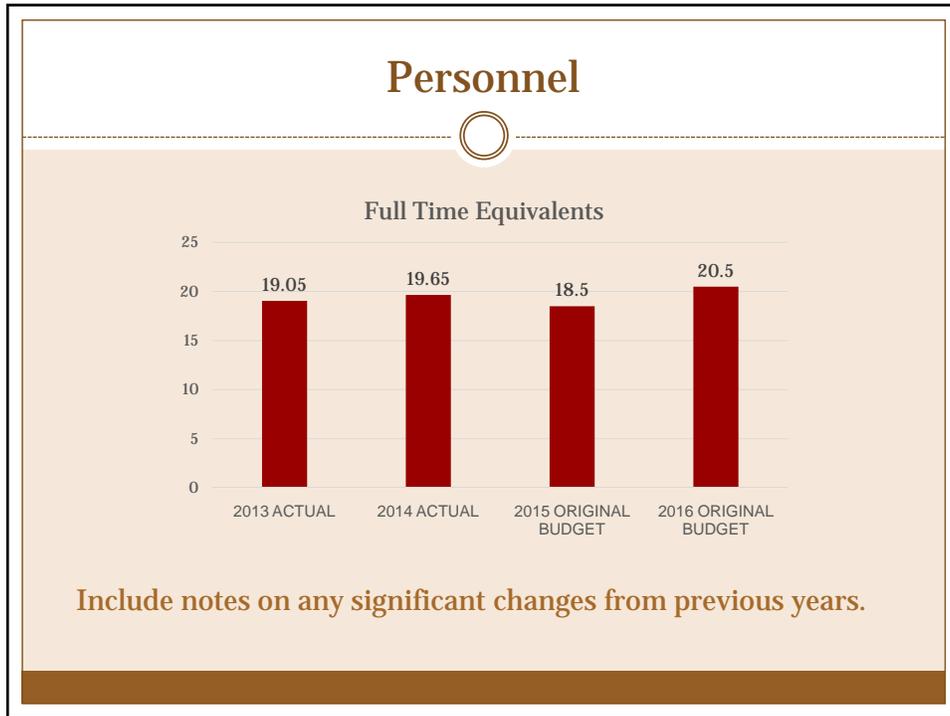
2016 Budget Summary by Classification

	2013	2014	2015		PERCENT
			ORIGINAL	2016	OVER(UNDER)
<u>Total By Classification</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>2015 BUDGET</u>
Personnel Services	2,922,940	3,033,936	3,007,720	3,152,740	4.8%
Commodities	220,566	231,369	240,250	244,150	1.6%
Contractual Services	783,992	788,173	801,990	835,510	4.2%
Capital Outlay and Depreciation	66,647	54,575	66,650	73,170	9.8%
Other Charges	212,030	212,030	214,090	223,750	4.5%
Totals	4,206,175	4,320,083	4,330,700	4,529,320	4.6%

Addition of new Ambulance

2016 Budget Summary by Fund

	2013	2014	2015		PERCENT
			ORIGINAL	2016	OVER(UNDER)
<u>Total By Fund</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>2015 BUDGET</u>
Ambulance Service Fund	2,352,932	2,449,554	2,477,030	2,582,550	4.3%
General Fund	1,853,243	1,870,529	1,853,670	1,946,770	5.0%
Totals	\$4,206,175	\$4,320,083	\$4,330,700	\$4,529,320	4.6%



General Fund Revenues

2013 = \$ 158,335 actual
2014 = \$ 97,885 actual
2015 = \$ 115,150 est.
2016 = \$ 110,980 est.
Opportunities of new revenue = \$259,500 est.

Includes: Grants, State aid, Extrinsic fees and Miscellaneous.

Capital Fund Revenues

- 2013 = \$ 10,000 Minnesota Resuscitation Consortium – CPR/AED Training Equipment
- 2014 = \$ 396,540 Replaced Outdated Breathing Apparatus
- 2014 = \$135,000 Station Alerting System at all Fire Stations
- 2015 = \$ 155,000 est.

Awarded Grants

Performance Output Measures

- New construction fire preplanned reviews in conjunction with life safety inspections to assist in reducing fire loss.
- Fire education within our schools and communities of more than 1500 individuals on fire safety.
- Updating of the city's emergency action plan to meet all state and federal regulations and to ensure that in the event of a disaster, the plan meets the city's needs.
 - Effective Governance
- To provide the best possible response on all types of fire related incidents and to mitigate the situation in the shortest possible time and in a safe and effective manner.
 - Operational Effectiveness
- Sharing of services and equipment with our neighboring communities for a cost effective and efficient way to provide services for both fire and EMS
 - Operational Effectiveness

Performance Output Measures - Continued

- To improve the overall quality of both EMS and fire services through education and training and from partnerships within the community.
 - Operational Effectiveness
- Changing response plans for both fire and EMS based on the incident needs for a more efficient, sustainable way of providing services.
 - Operational Effectiveness and Financial Sustainability
- Improving cardiac outcomes through training of all city staff and the community on use of AEDS and CPR education.
- Reduction in the amount of fire department capital by reducing fire stations, ambulances and fire apparatus.
 - Financial Sustainability

Executive Department 2016 Budget

QUESTIONS
COMMENTS
CONCERNS



Fire Department 2016 Budget



**PRESENTED TO MAPLEWOOD CITY COUNCIL
NOVEMBER 9, 2015**



Mission Statement



**We, the members of the Maplewood Fire Department,
pledge the highest Quality of service to meet our Customer
needs.**

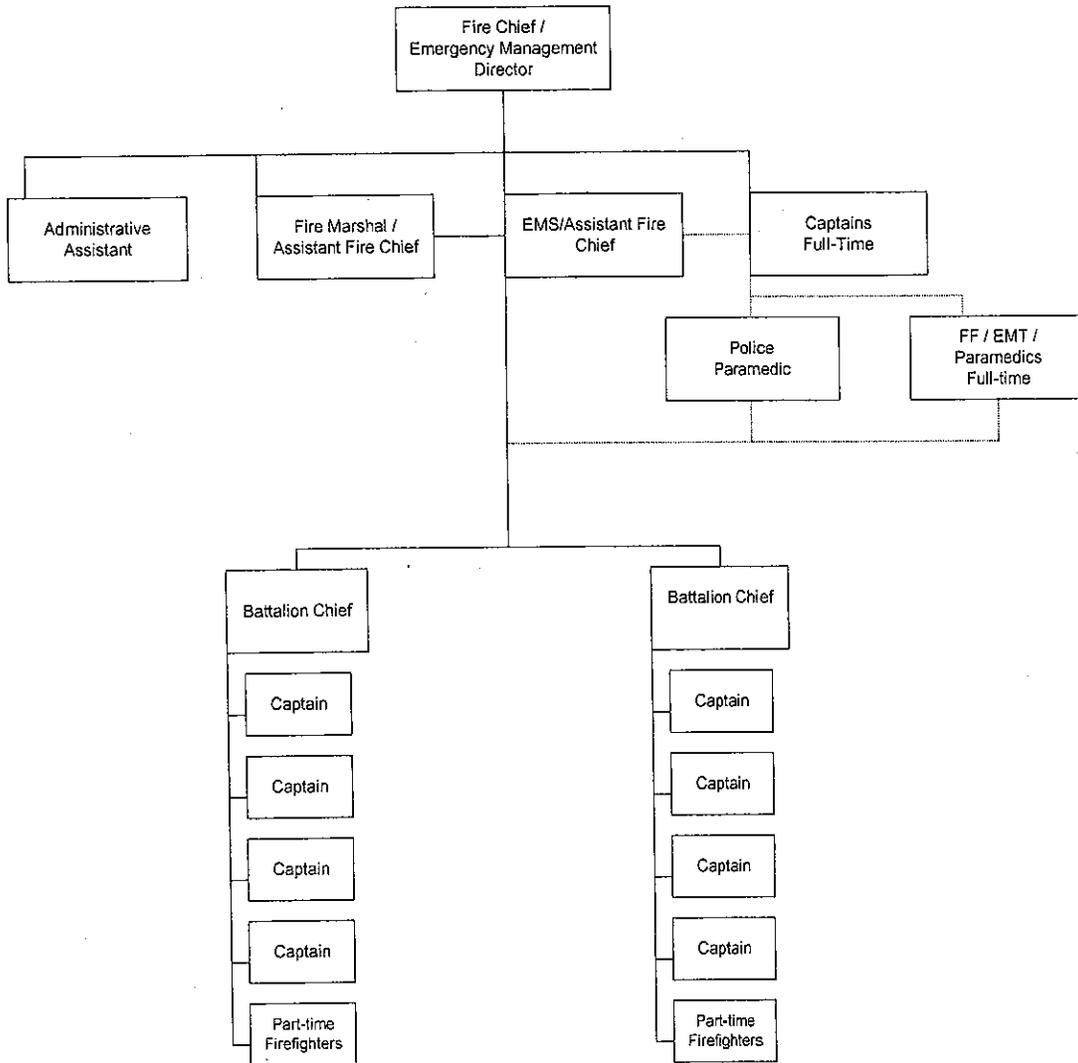
**We further commit to our customers, continued public
and employee education, fire prevention, and emergency
response.**

**We will provide these services in a safe, professional, and
effective manner.**

CITY OF MAPLEWOOD

FIRE DEPARTMENT

ORGANIZATION CHART



FIRE

MISSION STATEMENT

The employees of the Maplewood Fire Department pledge the highest quality of service to meet our customers' needs. We further commit to call customers, continual public and employee education, fire prevention and emergency response. We will provide these services in a safe, professional and effective manner.

2016 OBJECTIVES

1. Respond to 90% of the emergency response calls within eight (8) minutes.
2. Evaluate new services and techniques to improve our customer service.
3. Update and refine emergency preparedness plans.
4. Train at the highest level possible in a safe environment.
5. Evaluate new ways of becoming more efficient.
6. Remodel fire station two.

CITY OF MAPLEWOOD, MINNESOTA

2016 BUDGET

Department:	Fire	Fund #:	101 & 606
Program:	Administration	Program #:	411

<u>Performance Measures</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Estimate</u>	<u>2016 Estimate</u>
<u>OUTPUTS/WORKLOAD</u>				
Number of staff meetings held	42	40	45	45
Number of paid-time staff	46	44	49	40
<u>EFFECTIVENESS INDICATORS</u>				
Per capita cost excluding ambulance service	\$53	\$53	\$53	\$55
False alarm violations	173	187	175	180
Additions of new part-time firefighters	5	6	6	5

COMMENTS

Note: Estimated population according to the Environmental & Economic Development is as follows:

2013 – 38,950
 2014 – 39,054
 2015 – 39,314
 2016 – 39,574

CITY OF MAPLEWOOD, MINNESOTA

2016 BUDGET

Department:	Fire	Fund #:	101
Program:	Emergency Management	Program #:	413

<u>Performance Measures</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Estimate</u>	<u>2016 Estimate</u>
<u>OUTPUTS/WORKLOAD</u>				
City plan updated	Yes	Yes	Yes	Yes
Meetings/training sessions attended	45	40	50	45
<u>EFFECTIVENESS INDICATORS</u>				
Hours spent updating City plan	28	25	30	30
Hours spent on all hazardous planning	45	40	45	35
Number of grants	2	1	1	1

COMMENTS

We continue to upgrade the city's emergency action plan and meet monthly with Ramsey County emergency management staff to facilitate on-going training and planning.

CITY OF MAPLEWOOD, MINNESOTA

2016 BUDGET

Department: Fire
Program: Emergency Medical Services

Fund #: 101 & 606
Program #: 403,412

Performance Measures	2013 Actual	2014 Actual	2015 Estimate	2016 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total EMS calls	3,996	4,296	4,317	4,339
Total ALS transports (Advanced Life Support)	2,230	2,324	2,304	2,315
Total BLS transports (Basic Life Support)	770	844	832	836
Total number of ambulances in service	5	4	4	4
Total billable no transport calls	36	45	41	43
Average time spent per EMS call	48 min.	49 min.	50 min.	50 min.
<u>EFFECTIVENESS INDICATORS</u>				
% of medical response time of eight minutes or less	86%	85%	83%	80%

COMMENTS

Our total EMS calls were up in 2014 by 7.5%. As our call volume increases, we anticipate that our percentages of EMS response times over 8 minutes will increase. We will be adding a patient/satisfaction survey in 2016.

CITY OF MAPLEWOOD, MINNESOTA

2016 BUDGET

Department:	Fire	Fund #:	101
Program:	Fire Prevention	Program #:	405

<u>Performance Measures</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Estimate</u>	<u>2016 Estimate</u>
<u>OUTPUTS/WORKLOAD</u>				
Safety inspections	670	674	475	650
Fire pan reviews	28	51	20	45
Community education events	22	29	20	30
<u>EFFECTIVENESS INDICATORS</u>				
Number of reinspections	396	220	100	200
Fire investigations	4	11	10	10
Participants in fire prevention training	1,765	1,500	900	1,500

COMMENTS

CITY OF MAPLEWOOD, MINNESOTA

2016 BUDGET

Department:	Fire	Fund #:	101
Program:	Fire Suppression	Program #:	404

<u>Performance Measures</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Estimate</u>	<u>2016 Estimate</u>
<u>OUTPUTS/WORKLOAD</u>				
Population served:				
MAPLEWOOD	38,950	39,054	39,314	39,574
Total fire calls	635	562	600	700
Total EMS calls	3,996	4,296	4,317	4,339
Total calls	4,631	4,858	4,917	5,039
<u>EFFECTIVENESS INDICATORS</u>				
Percent of emergency response times of eight minutes or less	86.5%	80%	82.5%	78%

COMMENTS

Based on the increase in call volume and with the present staffing levels, our percentage of emergency response times of eight minutes or less could decrease.

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Shann Finwall, AICP, Environmental Planner
DATE: November 2, 2015
SUBJECT: Review of Tree Ordinance Amendments

Introduction

The Maplewood Tree Ordinance was adopted on September 11, 2006. The ordinance establishes minimum standards for tree preservation and mitigation of environmental impacts resulting from tree removal.

Background

The City Council adopted the Living Streets Policy in 2013. The policy guides future road improvement projects towards improved biking and walking, enhanced safety and security of streets, calm traffic, livable neighborhoods, improved stormwater quality, enhanced urban forest, reduced life cycle costs, and improved neighborhood aesthetics. Implementation strategies to achieve these goals are outlined in the policy and include a review of the City's tree ordinance and policies.

The Environmental and Natural Resources Commission reviewed the tree ordinance throughout 2014, adopting the final version on November 17, 2014. Once the tree ordinance amendments are adopted by the City Council, the next step to achieving the goals outlined in the Living Streets Policy is to review the City's overall tree program, which will result in a more comprehensive tree management plan.

Discussion

Tree Ordinance Amendments

Following are the major changes proposed to the tree ordinance by the Environmental and Natural Resources Commission:

- Findings and Purpose: Updated findings and purpose to include the value of specimen trees (defined as a healthy tree that is 28 inches in diameter or greater).
- Definitions: Amendments to the definitions to add clarity to the ordinance.
- Tree Standards: All tree preservation, removal, replacement, and shade tree pest management requirements for applicants have been removed from the ordinance and placed in a separate standards document. The tree standards will be similar to the City's engineering and solid waste management standards and will allow flexibility in managing trees. Standards cannot be contrary, replace, or supersede City ordinances.
- Tree Replacement: Revised tree replacement calculation which allows credits to the final tree replacement amount for preserving specimen trees (defined as a healthy tree that is 28 inches in diameter or greater) during development of the property.

- Diseased and Hazardous Trees: A new section of the ordinance that deals with diseased and hazardous trees.
- Licensing: Adding requirements for licensing of tree service companies to include the company employ an individual who possesses arborist certification.

Environmental Chapters

During the tree ordinance updates the City should combine all environmental ordinances in one location. Currently these ordinances are found in various chapters of the City Code including Chapter 12 (Building and Building Regulations), Chapter 18 (Environment), and Chapter 38 (Trees). All environmental ordinances will now be placed under Chapter 18 (Environment) as follows (items stricken are moved, items underlined are added):

Chapter 18 (ENVIRONMENT)

Article I. In General

Article II. Nuisances

Article II. Erosion and Sedimentation Control

Article IV. Air Pollution Control

(Article V through VIII are moved to the new Article V [Environmental and Natural Resources])

~~Article V. Environmental Preservation and Protection of Trees and Woodlands~~

~~Article VI. Floodplain Ordinance~~

~~Article VII. Stormwater Management~~

~~Article VIII. Renewable Energy Systems~~

Article V. Environment and Natural Resources

(Div. 1-9 are moved from other areas of the Code including Chapters 12, 18 and 38)

Division 1. Generally

Division 2. Wetlands and Streams

Division 3. Trees

Division 4. Stormwater Management

Division 5. Renewable Energy

Division 6. Flood Plain Overlay District

Division 8. Slopes

Division 9. Mississippi Critical Area

Budget Impact

None

Recommendation

Staff recommends that the City Council review the proposed tree ordinance amendments and offer comment and feedback on the changes.

Attachments

1. Draft Tree Ordinance
2. Draft Tree Standards

**Tree Ordinance
November 9, 2015**

This section moves Chapter 38 (Trees) to Chapter 18 (Environment), Article V (Environment and Natural Resources), Division 3 (Trees) and revises and adds new language as outlined below.

Article V. Environment and Natural Resources

Division 3. Trees

Sec. 1. Findings and Purpose.

The city desires to protect the trees and woodlands in the City of Maplewood. Trees and woodlands provide numerous environmental, economic, and scenic benefits. They help filter air pollutants, absorb stormwater runoff, provide wildlife habitat, moderate temperatures, reduce cooling costs, increase property values, provide scenic beauty, provide sound and visual buffers, and provide screening for privacy. It is therefore the city's intent to protect, preserve, and enhance the trees and woodlands of Maplewood and to encourage a resourceful and prudent approach to development in the city thereby promoting and protecting public health, safety, and welfare of the citizens of Maplewood. The purpose of this ordinance is to establish tree preservation and protection regulations to assure the continuance of significant and specimen trees and woodlands for present and future generations which:

1. Preserve the natural character of neighborhoods (in developed and undeveloped areas).
2. Ensure the health and wellbeing of Maplewood's urban forest.
3. Protect the health and safety of residents.
4. Protect water quality and minimize storm water runoff.
5. Help prevent erosion or flooding.
6. Assure orderly development within wooded areas to minimize tree loss and environmental degradation.
7. Establish a minimum standard for tree preservation and mitigation of environmental impacts resulting from tree removal.
8. Ensure the city's urban forest has a good age distribution, from young trees through large old specimen trees.
9. Promote the planting of trees as outlined in the city's Living Streets Policy.

Sec. 2. Definitions.

The following words, terms and phrases shall have the meanings ascribed to them in this ordinance.

Applicant means developer, builder, contractor, or owner who applies for a woodlot alteration, land use, grading, or building permit.

Caliper inch is a measurement used for nursery stock and in this ordinance refers to replacement trees. It is the unit of measurement for defining the diameter of the tree trunk measured six (6) inches above the soil surface for tree trunks four (4) diameter inches or less and measured twelve (12) inches above the soil surface for tree trunks greater than four (4) diameter inches.

Certified Arborist is an arborist with up-to-date certification by the International Society of Arborists.

City Forester means a forester who is employed by the city or appropriate agent or independent contractor designated by the city manager.

Conifer Tree means a woody plant that is a member of the division Pinophyta and at maturity is at least twelve (12) feet or more in height. Conifers are cone bearing and most in our climate keep their leaves (also called needles) year-round. Tamarack (also called larch) is the one conifer in our climate that drops its needles in the fall.

Control includes measures to prevent, slow the spread, suppress, eradicate, or destroy a shade tree disease or pests.

Deciduous Tree means a woody plant, which sheds leaves annually, having a defined crown and at maturity is at least fifteen (15) feet or more in height.

Diameter is a measurement used for trees in the landscape. It is the diameter of a tree trunk as measured at a height of four and one-half (4.5) feet above ground. To determine diameter, measure the circumference of the tree trunk at four and one-half (4.5) feet above ground and divide by 3.14.

Environmental and Economic Development Department (EEDD) Director means the EEDD Director or an employee of the city who manages city-wide environmental programs, or appropriate agent designated by the city manager.

Hardwood Deciduous Tree means all deciduous tree species except those listed as softwood deciduous trees below.

Hazard tree means a tree that has structural defects that may cause the tree or tree part to fail, and the city forester determines that such failure could cause property damage or personal injury.

Invasive Species are species that are not native to Minnesota and cause economic or environmental harm or harm to human health.

Major Home Addition means an addition on a single or double dwelling lot of which the addition or accessory building is more than a sixty (60) percent increase in the footprint of the single or double dwelling structure on said lot.

Minor Home Addition means an addition on a single or double dwelling lot of which the addition or accessory building is less than a sixty (60) percent increase in the footprint of the single or double dwelling structure on said lot.

Native Prairie means a landscape or planting that consists predominantly of grasses, flowers, and sedges that are native to Minnesota prairie ecosystems.

Shade Tree means a woody perennial that at maturity is at least fifteen (15) feet in height and grown primarily for aesthetic or environmental purposes.

Shade Tree Pest means any vertebrate or invertebrate animal, plant pathogen, or plant that is determined by the city council to be harmful, injurious, or destructive to shade trees or community forests.

Significant Tree means a healthy tree measuring a minimum of six (6) inches in diameter for hardwood deciduous trees, eight (8) inches in diameter for conifer trees, twelve (12) inches in diameter for softwood deciduous trees, and specimen tree. Buckthorn or other noxious woody plants or trees as determined by the EEDD Director are not considered a significant tree species at any diameter.

Softwood Deciduous Tree means the following tree species: box elder, cottonwood, elm, poplar/aspens, silver maple, and willow.

Specimen Tree is a tree of any species that is twenty-eight (28) inches in diameter or greater, except invasive species. Specimen trees must have a life expectancy of greater than ten (10) years, have a relatively sound and solid trunk with no extensive decay or hollow, and have no major insects, pathological problem, or defects. Specimen trees are valued for their size and their legacy.

Structure means anything manufactured, constructed, or erected which is normally attached to or positioned on land, including portable structures.

Tree Preservation Plan is a plan that shows all trees in the area to be developed or within the property. The plan shall include all significant and specimen trees to be preserved and measures taken to preserve them. The plan will also include calculations to determine the number of replacement trees as required by the tree removal, mitigation, and replacement section of this ordinance and a proposed re-forestation landscape plan. The plan shall be developed by a forestry or horticultural professional whose qualifications are approved by the EEDD Director.

Tree Standards is a separate document authorized through this ordinance to help achieve the goals of the City's Tree Ordinance and Living Streets Policy. The standards highlight important aspects of the requirements for tree preservation, removal, replacement, and shade tree pest management. The standards do not replace or supersede city ordinances.

Utility means electric, telephone, cable television, water, sanitary or storm sewer, solid waste, gas or similar service operations.

Wetland as defined in the city's wetland ordinance.

Woodlot means a treed area of at least one-quarter (1/4) acre on a vacant lot, which includes significant and/or specimen tree(s).

Sec. 3. Standards.

The EEDD Director and city forester shall have the authority to develop Tree Standards concerning the management of trees. These standards shall not be contrary to this ordinance.

Sec. 4. Woodlot Alteration.

1. Woodlot alteration permit. A woodlot alteration permit application shall be submitted to the EEDD Director for review prior to removal of any significant or specimen living trees on a woodlot that is not reviewed by another land use, grading, or building permit. The applicant shall submit a tree plan and any other information needed to determine compliance with this ordinance. Specific requirements shall be stated on an application form in the office of the EEDD Director. An application fee shall be established yearly by the city council by resolution. Failure to submit a woodlot alteration permit application and gain subsequent approval prior to removal of significant and specimen trees will result in the total tree replacement for the property as outlined in the tree removal, mitigation, and replacement section to assume that all trees removed were significant and specimen trees.
2. Woodlot alteration permit appeal process. If the woodlot alteration permit is denied by the EEDD Director, the applicant may appeal the EEDD Director's decision. The appeal shall be submitted in writing, along with the reasons for the appeal, and received by the city in writing within fifteen (15) days of the EEDD Director's written decision to deny the permit. The environmental and natural resources commission will review the appeal at its next available commission meeting. If the environmental and economic development commission denies the appeal, the applicant may appeal the environmental and economic development commission's decision. The appeal shall be submitted in writing, along with the reasons for the appeal, and received by the city within fifteen (15) days of the environmental and natural resources commission's decision. The city council will review the appeal at its next available city council meeting for final decision of the appeal.

Sec. 5. Tree Preservation Plan.

A tree preservation plan as defined in this ordinance and outlined in the Tree Standards shall reflect the applicant's best effort to determine the most feasible and practical layout of buildings, parking lots, driveways, streets, storage, and other physical features, so that the fewest significant and specimen trees are destroyed or damaged and to minimize the negative environmental impact to the site.

1. Tree preservation plan applicability.
 - a. This ordinance shall apply to any applicant that requests a woodlot alteration, land use, grading, or building permit, including a building permits for major home additions. This includes all sites of new or redevelopment that contain significant

and specimen trees or woodlots. Platting and adding new roadway and right-of-way are subject to this ordinance.

- b. The following are exceptions and are exempt from the requirements of the tree preservation plan:
- 1) Minor home additions, general home improvements, and construction of accessory buildings (i.e. garage, shed).
 - 2) Tree removal related to public improvement projects to existing roadways, sewers, parks, and utility/infrastructure work or repair.
 - 3) Emergency removal of a tree(s) to protect public health.
 - 4) Tree removal related to public improvement projects to restore or enhance woodlands, savannas, or prairies.
 - 5) Commercial tree nursery and landscape operations.
 - 6) Removal of dead or dying trees, unless those trees were planted as part of tree replacement in which case they shall be replaced based on the approved plan.
 - 7) Removal of nonnative trees that the city deems invasive species.

2. Tree preservation and safeguarding tree measures.

- a. All developments within the city shall be designed to preserve significant and specimen trees and woodlots, where such preservation would not adversely affect the public health, safety, or welfare of Maplewood citizens. The city may prohibit removal of all or a part of a woodlot or significant and specimen trees subject to the limitations as defined in this ordinance. This decision shall be based on, but not limited to, the following criteria:

- 1) Size of trees.
- 2) Size of lot.
- 3) Species, health, and attractiveness of the trees, including:
 - a) Sensitivity to disease.
 - b) Life span.
 - c) Nuisance characteristics.
 - d) Sensitivity to site grading.
 - e) Potential for transplanting.
 - f) Need for thinning a woodlot.
 - g) Effects on the functioning of a development.
 - h) Fragmentation of wooded area and effects on wildlife corridors.
 - i) The public health, safety, and welfare.
 - j) Effect on wetlands and/or watershed.
 - k) Native prairie or oak savanna habitat.

- b. If any significant or specimen tree designated as preserved (protected) in the approved tree preservation plan is cut, damaged, or encroached upon by grading equipment or during the construction process without city authorization and if it is determined by the EEDD Director or city forester that the damaged tree(s) will not survive, the said damaged tree(s) shall be removed by the applicant at their expense and replacement tree(s) required at a rate of two (2) times the tree replacement outlined in the tree removal, mitigation, and replacement section below.

3. Tree removal, mitigation, and replacement.

- a. Tree removal calculation: If less than twenty percent (20%) of the total significant or specimen tree diameter inches on the property is removed, the applicant shall replace one (1) tree per significant and specimen tree removed. Tree replacement shall be a minimum of two (2.0) caliper inches in size.

If twenty percent (20%) or more total significant and specimen tree diameter inches are removed, applicant shall mitigate all significant and specimen diameter inches using the tree mitigation/replacement schedule in accordance with the following formulas:

- A = Total diameter inches of significant trees lost as a result of the land alteration (includes significant and specimen trees)
- B = Total diameter inches of significant trees situated on the property (includes significant and specimen trees)
- C = Tree replacement constant (1.5)
- D = Total diameter inches of specimen trees saved*
- E = Replacement trees (number of caliper inches)

$$[((A/B - 0.2) \times C) \times A] - [D/2] = E$$

* Applicant receives credit for each one (1) diameter inch of specimen tree saved at a rate of ½ (.5) diameter inches.

Example

- A = 94
- B = 234
- C = 1.5
- D = 28
- E = 14 caliper inches

$$[((94 / 234 - 0.2) \times 1.5) \times 94] - [28/2] = 14 \text{ caliper inches}$$

The trees required to be replaced pursuant to this ordinance shall be in addition to any other trees required to be planted pursuant to any other provision of city code.

- b. Tree mitigation: Once the total caliper inches for replacement trees are determined, the applicant shall mitigate loss of significant and specimen trees by planting replacement trees in appropriate areas on the property in accordance

with the tree replacement requirements as outlined in the Tree Standards and tree preservation plan. After putting as many trees as feasible on the site, if the replacement requirement is still not met, the EEDD Director can approve tree replacement steps as outlined in the Tree Standards prior to issuance of a grading or building permit.

- c. Tree replacement requirements: The applicant shall follow tree replacement requirements as outlined in the Tree Standards.
- d. Tree replacement escrow: The applicant shall post tree replacement escrow with the city, such as a tree replacement cash deposit or letter of credit, as outlined in the Tree Standards.

Sec. 6. Diseased and Hazardous Trees.

1. Findings and declaration of purpose.

The health of trees in the city is threatened by epidemic shade tree pests. Hazardous trees can cause property damage or personal injury. The loss of trees, ill health of trees, or presence of hazardous trees on public and private property depreciates the value of property within the city and impairs the safety and general welfare of the public. In addition to, and in accordance with, Minnesota Statutes, sections 89.001, 89.01, and 89.51-.64, the provisions of this section are adopted as an effort to control and prevent the spread of these shade tree pests.

2. Declaration of a shade tree pest.

The EEDD Director or city forester may declare any vertebrate or invertebrate animal, plant pathogen, or plant in the community threatening to cause significant damage to a shade tree or community forest to be a shade tree pest and prescribe control measures to effectively eradicate, control, or manage the shade tree pest as defined by Minnesota Statute, section 89.001.

3. Public nuisances.

Public nuisances relating to trees are outlined in the Tree Standards.

4. Inspection.

- a. The EEDD Director and city forester shall have the ability and authority to inspect all premises and places within the city for public nuisances relating to trees. Inspection shall be of living or dead trees, parts of trees, stump, and firewood.
- b. The EEDD Director and city forester may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned under this ordinance.

5. Abatement of shade tree pest nuisances.

- a. The EEDD Director or city forester shall notify in writing the owner of record or occupant of the premise that a public nuisance exists. The notice shall specify

the measures to be taken to abate the nuisance and shall specify that the nuisance shall be abated within a reasonable amount of time, not less than ten (10) days from the date of mailing.

- b. If the owner fails to comply with the removal or control measures specified for the hazard tree, infested tree, or wood on his/her property as outlined in this ordinance and the Tree Standards, and within the time specified, the EEDD Director or city forester may order the work done either by city employees or by contractor. The cost of this work shall be billed to the owner. If the bill is not paid within thirty (30) days, the city shall assess the costs to the property.

6. High-cost abatement.

If the cost of abating a nuisance from a shade tree pest will exceed five thousand dollars (\$5,000) in a given year or in two consecutive years, based on a reasonable, good faith estimate from a certified arborist, the owner or occupant may request the matter be referred to the city council for a hearing as outlined in the Tree Standards. This does not apply to hazardous trees.

7. Emergency abatement.

Nothing in this ordinance shall prevent the city, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety.

Sec. 7. Enforcement.

The city shall be responsible for the enforcement of this ordinance. Any person who fails to comply with or violates any section of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be subject to punishment in accordance with section 1-15. All land use, building, and grading permits shall be suspended until the applicant has corrected the violation. Each day that a separate violation exists shall constitute a separate offense.

The city reserves the right to inspect the site or property at any reasonable time for compliance with tree preservation requirements. If the city finds the site in violation, the city may issue a stop work order until conditions are corrected.

This section revises Chapter 12 (Buildings and Building Regulations), Article VI (Contractors and Subcontractors) to update licensing requirements for tree service companies (additions are shown as underlined and items removed are shown as stricken).

Sec. 12-207. General types of work.

Before any person shall engage in the business of doing or performing the following types of work in the city he or she shall first obtain a license or register to do so as provided in this ordinance:

- 1. Cement work, cement blockwork, cement blocklaying or brickwork.
- 2. General construction, including erection, alteration or repair of buildings.
- 3. The moving or wrecking of buildings.

4. Plastering, outside stucco work or lathing.
5. Plumbing, including installation of outside sewage disposal plants.
6. Heating.
7. Gas installation, including heating, appliances, devices or machinery, etc.
8. Well drilling.
9. Roofing.
10. Sign and billboard erecting.
11. Excavators for basements, foundations, grading of lots, etc.
12. Cesspool and private sewer disposal installers.
13. Sodding and landscaping.
14. Tree service (pruning, removal, treatment, or care).
15. Elevators.

Sec. 12-208. Application for and issuance of license; license fees; registration required.

1. Application for any license required by section 12-207 shall be filed with the city clerk on the appropriate form furnished by the city. Any license required by section 12-207 shall be issued by the city clerk.
2. The license fee for any license required by section 12-207 shall be imposed, set, established and fixed by the city council, by resolution, from time to time.
3. Plumbers, building movers or other crafts, which are licensed by the state and which the city is prohibited from licensing, who undertake to perform work and obtain permits within the city shall first register with the city clerk and shall provide proof of public liability insurance as required by this ordinance. Such state-licensed contractors shall also provide any additional insurance or indemnity bond required by the city council by resolution to protect property of the city when such work is being done in or upon any city street or other public right-of-way or upon any of the city-owned utilities located in such street or right-of-way.

Sec. 12-209. Duration of licenses; consequences of nonrenewal.

1. All licenses issued under section 12-208 shall expire on December 31 following the date of issuance, unless sooner revoked or forfeited.
2. If a license granted under section 12-208 is not renewed prior to its expiration, all rights granted by such license shall cease, and any work performed after the expiration of the license shall be in violation of this Code.

Sec. 12-210. Liability insurance.

Any person applying for any license enumerated in section 12-207 shall file with the city clerk a certificate to the effect that public liability and property damage insurance is in force and shall remain and be in force and effect during the entire term of such license and shall contain a provision that such insurance shall not be cancelled without ten days' written notice to the city. Public liability insurance shall not be less than \$25,000.00 for injuries, including accidental death to any one person, and, subject to the same limit for each person, in an amount of not less than \$50,000.00 on account of any one accident and property damage insurance in the amount of not less than \$5,000.00 on account of damage to any one party and not less than \$25,000.00 on account of any one accident. As to gas installers, such public liability insurance shall be for

not less than \$25,000.00 for injuries, including accidental death, to any one person, and, subject to the same limit for each person, in an amount of not less than \$50,000.00 on account of any one accident and property damage in the amount of not less than \$25,000.00. No license shall be issued until such certificate of insurance shall have been filed and approved by the city clerk.

Sec. 12-211. Renewal of license after expiration date.

Any person renewing his license under section 12-208 after the expiration date shall be charged the full annual license fee. No prorated license fee shall be allowed for renewals.

Sec. 12-212. Work covered under license issued to general contractors; requirements of subcontractors.

1. A license granted under section 12-207 to a general contractor shall include the right to perform all of the work included in his general contract. Such license shall include any or all of the persons performing the work which is classified and listed in section 12-207, providing that each person performing such work is in the regular employ of such general contractor and qualified under state law and this Code to perform such work. In these cases, the general contractor shall be responsible for all of the work so performed.
2. Subcontractors on any work classified and listed in section 12-207 shall be required to comply with the sections of this Code pertaining to license, bond, qualifications, etc., for their particular type of work.

Sec. 12-213. Qualifications for licenses.

Except as otherwise provided by law, each applicant for a license under section 12-208 shall satisfy the city council that he is competent by reason of education, special training, experience and that he is equipped to perform the work for which a license is requested in accordance with all state laws, city ordinances and this Code.

Sec. 12-214. Exemptions for homeowners.

A homeowner in the city shall have an exemption, utilized no more often than once every five years, from needing the license for doing or performing any of the various types of work on his own home for which a license is required in section 12-207.

Sec. 12-215. Special licenses for certain work.

The council may, by resolution, provide for any special licenses and set the fees for any work or services pertaining to construction, reconstruction, revocation or repair of buildings or appurtenances thereto, when the council deems in its discretion that the licenses provided for in section 12-207 do not properly pertain to the work or service to be covered by such licenses.

Sec. 12-216. Sewer installer licenses.

....

Sec. 12-217. Sign installer licenses.

....

Sec. 12-218. Tree service company licenses.

1. No person for hire shall fell, cut, or trim any tree in the city, or engage in the business of so doing, without a license. This shall apply only to the felling, cutting, or trimming of trees, limbs, and branches which are two (2) inches or more in diameter at the point of cutting or severance.

2. All licensees performing work under this chapter shall comply with the American National Standards Institute (ANSI) Standard A300, parts 1 through 9. Effective within one (1) year from the date of the adoption of these amendments, any new or renewal license applications shall require that the licensee employ an individual who possesses current certification as an arborist from the International Society of Arboriculture (ISA).

Maplewood Tree Standards
November 9, 2015

The City of Maplewood has developed tree standards to help achieve the goals of the City's Tree Ordinance and Living Streets Policy. The standards highlight important aspects of the requirements for tree preservation, removal, replacement, and shade tree pest management. The standards do not replace or supersede City ordinances.

1. Definitions. All definitions as outlined in the Tree Ordinance apply to the Tree Standards including the following additional definitions:

Critical Root Zone (CRZ) means an imaginary linear circle surrounding the tree trunk with a radius distance of one and one half (1-1/2) foot per one (1) inch of tree diameter (e.g., a sixteen (16) inch diameter tree has a CRZ with a radius of twenty four (24) feet).

Drip Line means the farthest distance around and away from the trunk of a tree that rain or dew will fall directly to the ground from the leaves or branches of that tree.

Infestation includes actual, potential, incipient, emergent infestation, or infection by forest pests or shade tree pests.

Retaining Wall means a structure utilized to hold a slope in a position in which it would not naturally remain.

Slope means the inclination of the natural surface of the land from the horizontal; commonly described as a ratio of the length to the height.

Wilding Tree means a tree that was not grown in a nursery or been maintained by a nursery.

2. Tree preservation plan. A tree preservation plan is required for any project which requires a woodlot alteration, land use, grading, or building permit; excluding the exemptions and exceptions as outlined in the Tree Ordinance. A tree preservation plan shall reflect the applicant's best effort to determine the most feasible and practical layout of buildings, parking lots, driveways, streets, storage, and other physical features, so that the fewest significant and specimen trees are destroyed or damaged and to minimize the negative environmental impact to the site. The tree preservation plans shall include the following:
 - a. A tree inventory overlay on the site plans that shows size, species, general health, and location of all significant and specimen trees located within the property where significant and specimen tree removal is proposed. The tree inventory plan:
 - 1) Shall be drawn at the same scale as the other site plan submittals and shall coincide with required engineering documents such as topography maps, wetland information, grading plans, road locations, and building locations;

- a. Layout of the project site utility and grading plans shall accommodate the tree preservation areas. Utilities are recommended to be placed along corridors between tree preservation areas and use of common trenches or tunnel installation if possible.
- b. Custom grading, retaining walls, or tree wells to maintain existing grade for preserved trees can be used.
- c. Prior to issuance of a grading or building permit the EEDD Director may require one or all of the following measures for safeguarding preserved trees:
 - 1) Tree protective areas shall be located at a minimum of the CRZ of trees or drip line, whichever is greater, whenever possible. Saving groups or stands of trees is encouraged over protecting individual trees scattered throughout the site.
 - 2) Suitable tree protection fencing in active areas includes use of orange polyethylene laminar safety fencing or woven polyethylene fabric (silt fencing). Fencing shall be self-supportive. Tree protection fencing shall be maintained and repaired by the applicant for the duration of construction.
 - 3) Use of passive forms of tree protection may be allowed, i.e., tree protection fencing consisting of continuous rope or flagging (heavy mil plastic four (4) inches or wider).
 - 4) Active tree protection areas with "Tree Save Area" signs posted and readable from at least ten (10) feet away.
 - 5) Minimize tree wounding by felling or removing trees away from trees remaining on site.
 - 6) Construction site activities such as parking, material storage, concrete washout, placement of holes, etc., shall be arranged so as not to encroach on tree protection areas.
 - 7) Measures such as deep mulching may be required in some situations.
 - 8) Identify and prevent oak wilt infection. Treat all known oak wilt infected areas with current accepted guidelines including root cutting and removal of infected trees. If pruning oaks is required between April 1 and July 1 fresh wounds shall be covered with nontoxic tree wound sealant or latex paint.
- d. No construction work shall begin until tree protection fencing has been installed, inspected, and approved by the EEDD Director. Once EEDD Director approves tree protection fencing or devices it shall not be altered or removed without EEDD Director approval.

4. Post construction tree care mitigation. The city may require post construction tree care mitigation for trees protected to include:
 - a. Tree root aeration, fertilization, and/or irrigation systems.
 - b. Therapeutic pruning.
 - c. Mitigate soil compaction by the following:
 - 1) Mulch drive lanes with eight (8) to ten (10) inches of woodchips.
 - 2) Soil fracturing with deep tillage or other similar methods.
 - 3) Inclusion of organic matter to existing soil.
 - 4) Core aeration.

5. Tree mitigation. Once the total caliper inches for replacement trees are determined, the applicant shall mitigate loss of significant and specimen trees by planting replacement trees in appropriate areas on the property in accordance with the tree removal, mitigation, and replacement section of the tree ordinance. After putting as many trees as feasible on the site, if the replacement requirement is still not met, the EEDD Director can approve tree replacement steps as outlined below prior to issuance of a grading or building permit:
 - a. Planting replacement trees on city property under the direction of the EEDD Director.
 - b. Mulched beds of native or drought tolerant shrubs that are not required as part of foundation, screening, or other city-required plantings will qualify towards tree replacement at a rate of .5 caliper inches per number three (#3) shrub.
 - c. Alternative forms of mitigation can be approved by the EEDD Director. Examples of alternative mitigation includes buckthorn removal and management. Buckthorn removal and management will qualify the applicant for reducing the number of replacement trees or the payment into the city's tree fund with a dollar for dollar credit.
 - d. Paying the city a sum per caliper inch in accordance with the tree replacement schedule set forth in the city fee schedule. Payment shall be deposited into an account designated specifically for tree planting on public property or providing financial assistance for properties that want to voluntarily plant trees.

6. Tree replacement requirements. The applicant shall follow tree replacement requirements as outlined below:
 - a. Three-year replacement period: The applicant shall maintain replacement trees for three (3) years after planting. If any tree requires

replacement during this three (3) year period, the replacement period shall start at the date the replacement tree was planted. Trees required to be planted pursuant to any other provision of the city ordinances are not included in this and shall be replaced according to such ordinance.

- b. Species requirements: Where ten (10) or more replacement trees are required, not more than thirty (30) percent shall be of the same type of tree without the written approval of the EEDD Director. Tree species native to the Maplewood area are preferred. The following plant species are potentially invasive and should be avoided in city plantings and on development projects.

Norway maple	<i>Acer platanoides</i>
Amur maple	<i>Acer ginnala</i>
Siberian elm	<i>Ulmus pumila</i>
Common buckthorn	<i>Rhamnus cathartica</i>
Glossy buckthorn	<i>Rhamnus frangula</i>
Black locust	<i>Robinia pseudoacacia</i>
Siberian pea shrub	<i>Caragana arborescens</i>

If elm trees are planted on city projects they should be cultivars resistant to Dutch Elm Disease. Ash trees should not be planted.

- c. Sources of trees: Replacement trees shall consist of certified nursery stock as defined by current Minnesota Statutes and shall be hardy for USDA plant hardiness zones 2, 3, or 4 (hardiness rated trees) or other trees including wilding trees, so long as such wilding trees comply with the following standards and are approved by the EEDD Director. All replacement trees shall be healthy and free from insect or disease infestation. A wilding tree measured in caliper inches shall not exceed the maximum height as shown on the table below:

Caliper Inches	Maximum Height (Feet)
2-3	18
3-4	20
4-5	24

The lowest branch of a wilding tree shall not be at a height above the surface of the ground more than one-half (1/2) the total height of the tree (e.g., a fourteen (14) foot tree shall have a branch within seven (7) feet of the surface of the surrounding ground).

- d. Tree replacement size: Replacement trees shall be no less than two (2) caliper inches deciduous or six (6) foot height conifer tree unless pre-approved by the EEDD Director. Use the following table to convert conifer trees to caliper inches:

Conifer Tree Height (Feet)	Caliper Inches
6	2.0

7	2.5
8	3.0
9	3.5
10	4.0
11	4.5
12	5.0

- e. Other required replacement trees: Trees required to be planted pursuant to any other provision of city ordinances shall comply with tree size specification of such ordinance.
7. Tree replacement escrow. The applicant shall post tree replacement escrow with the city, such as a tree replacement cash deposit or letter of credit. The tree replacement escrow will be equal to a sum per caliper inch in accordance with the tree replacement schedule set forth in the city fee schedule. The escrow will be held by the city until successful completion of final planting inspection and assurance that the trees are covered by at least a one (1) year warranty for replacement. In areas where trees are planted in an area with heavy deer population or other tree hazards not normally covered under a warranty, the city may hold the escrow for longer to ensure viability of trees. Once the escrow is reimbursed to the applicant, it is still the applicant’s responsibility to maintain the replacement trees for three years after planting as outlined in the three-year replacement period section above. It shall be the applicant’s responsibility to call for final escrow reimbursement inspection. Tree replacement escrow does not include other escrows required pursuant to any other provision of city ordinances or city directive.
8. Public nuisances. The following may be declared nuisances whenever they are found within the city:
- a. Any living or standing elm tree (*Ulmus spp.*) or part thereof infected to any degree with the Dutch elm disease fungus *Ceratocystis ulmi* (Buisman) Moreau or which harbors the elm bark beetles *Scolytus multistriatus* (Eichh.) or *Hylurgopinus rufipes* (Marsh).
 - b. Any dead elm tree or part thereof including logs, branches, stumps, firewood, or other material from which the bark has not been removed. Proper disposal of removed bark includes chipping or burning.
 - c. Any living, standing, or dead oak tree (*Quercus spp.*) or part thereof infected to any degree with the oak wilt fungus *Cercospora fagacearum* (Bretz) Hunt. Also, any living, standing, or dead oak tree that, due to its proximity to an oak infected with oak wilt, possesses a threat of transmission of the oak wilt fungus to other oak trees through interconnected root systems.
 - d. Any living, standing, or dead ash tree (*Fraxinus spp.*) or part thereof with infestation of emerald ash borer (*Agrilus planipennis*).
 - e. Other shade trees or parts thereof infested with shade tree pests that are epidemic.

- f. Hazardous trees.
9. Abatement of shade tree pest nuisances.
- a. The abatement measures required may include removal of an infested tree or wood to control the airborne spread of epidemic shade tree pests. If the city forester or EEDD Director finds that Dutch elm disease or oak wilt threatens to cross property boundaries, the city forester or EEDD Director may require root graft disruption to prevent the spread of the disease through roots.
 - b. For hazardous tree abatement may include removal of branches or the whole tree or other control measures that are widely accepted to abate the nuisance.
 - c. If the owner served fails to abate the shade tree pest nuisance, the city will abate the shade tree pest nuisance per Section 18-37 of city code. The cost of abatement shall be in accordance with the abatement schedule set forth in the city fee schedule.
10. High cost abatement.
- a. The owner may request a high cost abatement matter referred to the city council for a hearing as outlined below:
 - 1) The owner or occupant shall notify the EEDD Director within twenty (20) days of the date on the abatement notification letter, provide an estimate from a certified arborist, and provide in writing a request for exemptions and the reasons for exemption.
 - 2) The EEDD Director will notify the owner of the date, time, and location of the hearing at least three (3) days in advance of the hearing.
 - 3) The owner shall be given the opportunity to present evidence at the hearing.
 - 4) The city council may modify the abatement notice or extend the time by which abatement shall be completed.