



**Report to Council
Tree Project Implementation - Budget and Staffing Plan**

December 19, 2013

Portland Parks and Recreation, Urban Forestry Division
Bureau of Development Services, Land Use Services

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Exhibit B – Ordinance No.186053

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I. Purpose of the Report

On May 29, 2013, the Portland City Council adopted Ordinance No.186053 to extend the effective date of Title 11 Trees, and amendments to Title 33, Planning and Zoning, from July 1, 2013 to January 1, 2015. Council voted to postpone implementation to allow time for the City's budget to recover from the recent economic downturn. Council further directed staff from the Bureaus of Development Services (BDS), Parks and Recreation, Urban Forestry Division (UF), Environmental Services (BES), and the City Budget Office to return in December 2013 with a budget and staffing implementation plan for the tree project. This report responds to the Council directive. BDS and UF recommend that the City Council allocate approximately \$750,000 in Fiscal Year 2014-2015 to hire seven permanent and one temporary full-time employees to implement the new regulations beginning on January 1, 2015 as described in this report.

II. Tree Project Summary

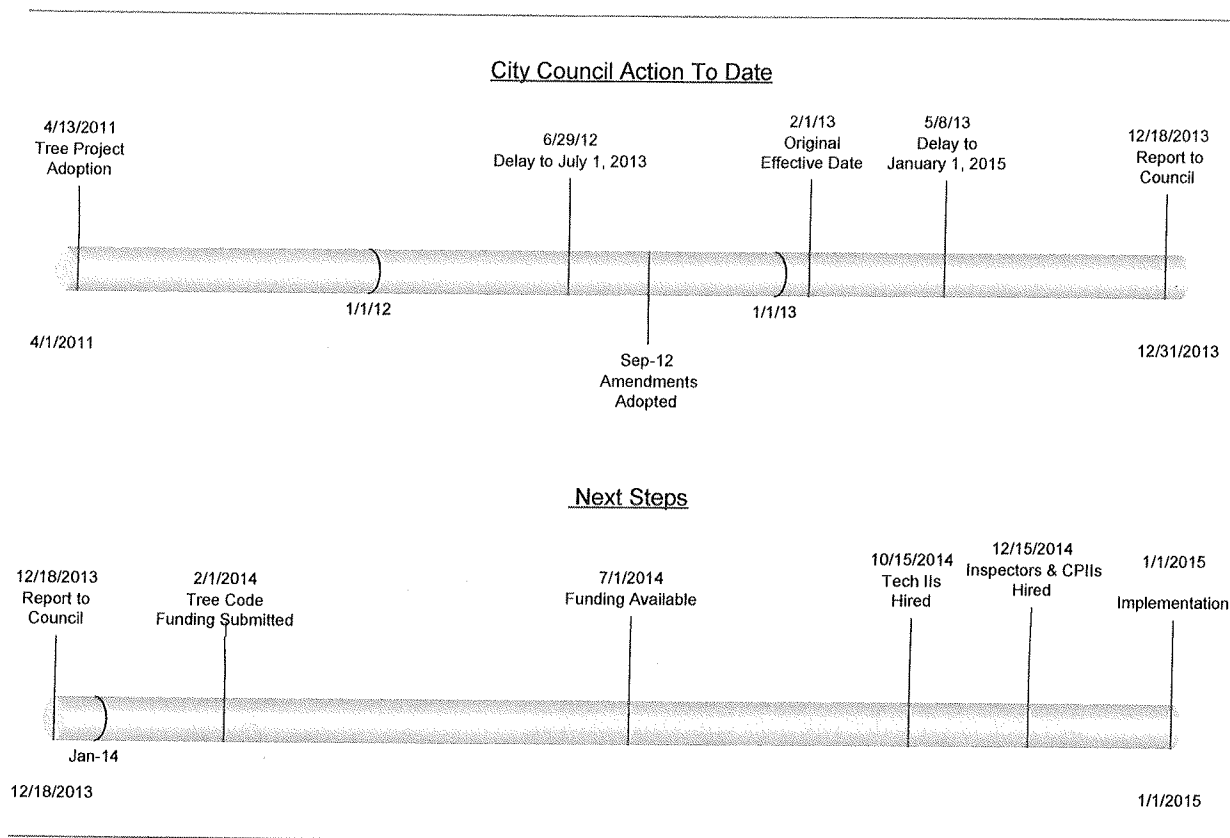
The Citywide Tree Project was initiated by the City Council in fiscal year 2007–2008 to respond to community concerns about the City's tree regulations. Those concerns ranged from code complexity and inconsistencies to poor customer service stemming from a fragmented and disparate regulatory system. Furthermore, tree removal and protection requirements were found to fall short of providing long-term protection and enhancement of Portland's urban forest. The Citywide Tree Project addressed these problems in a two-prong approach; 1) update the City's tree the regulations to create consistency and predictability and 2) improve customer service by creating a centralized tree website and new full-time staff to serve as the City's regulatory expert for tree requirements. Highlights of the tree project include:

- Recognition of the urban canopy as an essential component of Portland's infrastructure;
- Integration of tree regulations to create consistent requirements for public, private and right-of-way trees;
- Regulations that incentivize tree preservation, recognizing tree retention as a central component of a flourishing urban canopy;
- Flexible requirements that allow city tree inspectors discretion to take into account tree health, species, location and neighborhood amenities in their decision making;
- Consolidation of some development and all non-development tree regulations into one title (Title 11 Trees); and
- Adoption of new enforcement protocols that require inter-bureau coordination.

On April 13, 2011, Council adopted Ordinances Nos.184522 and 184524 that together created a new Title 11 Trees, and amended Title 33, the Portland Zoning Code, to codify these improvements.

Since code adoption in 2011, City Council has taken action on the adopted regulations on three occasions; twice to delay the effective date and once to adopt a set of clarifying amendments. The diagram below illustrates Council action on the tree regulation from adoption through the date of this report and illustrates next steps for funding.

Tree Code Timeline



III. Implementation Activity

Implementation requires inter-bureau collaboration to ensure a smooth transition to the new tree regulations. BDS and UF are responsible for administering the new regulations and are leading implementation efforts. Bureau partners include the Bureaus of Planning and Sustainability (BPS) and Technology Services (BTS) and BES. Together these bureaus have accomplished and/or made progress on several project requirements including the following:

- New Tree website. Establishment of a domain and general site framework. Approximately 50% of the website content is complete and all desired functionality is outlined.
- TRACS programming. The City's centralized permitting database (TRACS) is now fully integrated with UF's online pruning permit system. Customers are able to obtain street tree pruning permits from the convenience of their home or office. UF will implement the second phase of TRACS programming this winter. This programming will allow online permit tracking so customers can see the status of their tree permit online from application to issuance.
- After-hours tree hotline. The Citywide Tree Project included a budget allocation to pilot an after-hours emergency response system. City residents could call to report

a suspected tree violation between the hours of 5:00 p.m. and 7:00 a.m. Monday through Thursday and 24-hours on the weekend. BES conducted this pilot for 7 months November 20, 2012 – June 30, 2013. There were a total of 8 calls received during this time period and no violations confirmed.

- Housekeeping Amendments. Through a joint effort between the implementing bureaus and BPS, a set of housekeeping amendments necessary to clarify adopted policy were brought before the City Council. The recommended amendments were adopted by the City Council in September 2012.
- Budget. Budget generation, discussed in detail below, has been an ongoing effort between the implementing bureaus, BPS and the City Budget Office.

Over the next year, the implementation team must complete six major work components for a successful implementation. They are:

1. Budget allocation. Final calculations and a budget package must be completed and included in the 2014-2015 Fiscal Year City Budget.
2. Computer programming. There are several computer programming elements that must be completed prior to implementation. They are:
 - TRACs programming to incorporate new code requirements and track new code performance.
 - New tree website. As discussed above, web development has commenced but has not been completed. It is an essential component of customer service and information dissemination.
3. Hiring staff. For an implementation date of January 1, 2015, budget must be provided for the 2014-2015 fiscal year, and hiring must commence at the beginning of the fiscal year. Staff estimates recruitment starting on July 1, 2014 and having staff on board no later than the fall and winter of 2014.
4. Training. Staff at both BDS and UF must be trained prior to roll out. Staff includes Land Use Services (LUS) staff, building inspectors, newly hired and current tree inspectors and Development Services Technicians, as well as front-line staff and project managers from PBOT and BES.
5. Public outreach and education. Planning for public outreach has begun with engagement of various stakeholders. Presentations such as lunch-and-learns, and briefings for community groups, neighborhood associations and coalitions and others such as the Homebuilders, Friends of Trees, and professional tree service companies and arborists will be scheduled starting no later than July 1, 2014. This effort is particularly important due to the amount of time that has passed since Council adopted the regulations.
6. Updating internal documents. Internal documents, such as handouts and boilerplates, are important tools for a seamless transition. Staff continues to work with interagency partners and individual teams within the LUS Division and UF staff to update these documents.

IV. Proposed Staffing and Budget Requirements

The Tree Project estimated that 5.5 new full-time employees would be required to implement the tree project and determined that more specific analysis would be necessary to assess the final staffing needs. As directed, the implementing bureaus have revised the initial estimate based on greater familiarity with the new regulations and public expectations for what the tree project was intended to achieve. As such, the bureaus are recommending that the project be staffed with 7.0 new full-time employees on an ongoing basis and one temporary position as further described in this report. General fund support was proposed to fund the project 100% for the first year of implementation. Ongoing costs thereafter would be split between the general fund and fee revenue. Staff continues to recommend general fund support for the first year of implementation and that approximately half of the cost is covered by fees on an ongoing basis.

These staffing recommendations reflect the minimum levels required to implement the new code effectively. It is notable that the new code adds significant new tasks which require additional resources. For example, the number of regulated properties in non-development situations increases by 35%, and Single Point of Contact staff will provide quick-access customer service for all tree questions, regardless of regulatory bureau, as well as directly issue some tree permits. Such new needs were taken into account when developing the required staffing. Staffing levels were derived from an average of permit volumes over four years (2004-2009) and the amount of time required to perform the tasks associated with each permit type. To keep costs low, the permit volumes and time required to perform tasks intentionally targeted low-average estimates rather than mid or high, and the resulting FTE need was often rounded down, e.g., 1.1 positions became 1 position.

The costs listed below include employee salary and benefits for fiscal year 2014-2015. The initial cost estimates adopted with the Tree Project only included salary and benefit costs. For consistency, the draft recommended budget allocation also includes salary and benefits only; neither materials and services nor indirect costs are included in the numbers provided below. Total project costs that include salary, benefits, growth rates, direct and indirect costs can be found in Exhibit C of this report. Recommended costs below reflect the increase in employee costs since code adoption in 2011 and are prorated to reflect the January 1, 2015 effective date.

Tree Inspector, Development Permits

Location	Development Services Center
Supervisor	Urban Forestry
Proposed	1.0 FTE @ \$ 42,500 (FY 2014-2015)
Recommend	2.0 FTE @ \$111,300 (FY 2014-2015)

Rationale for staff increase

Citywide Tree Project stakeholders expressed concern with the lack of tree preservation requirements for development projects. The lack of tree preservation regulations combined with insufficient enforcement during development is arguably the largest hole in the existing tree regulation. The Bureau of Development Services does not have any designated tree inspectors on staff. In order to ensure the new tree preservation and planting standards are enforced, staff is proposing to inspect tree

preservation requirements for healthy, non-nuisance species trees that are 12" in diameter or greater in development situations. The inspectors will also inspect development projects where five or more trees are required to be planted on site. Street tree planting requirements will be inspected with the on-site tree planting inspection.

Since the bureaus are proposing to inspect more trees than originally proposed, one additional tree inspector is required. Understaffing this function will result in delayed building permit issuance and/or non-compliance with the adopted regulations.

Development Services Technician II (DSC Tech II)

Location Development Services Center
 Supervisor Urban Forestry
 Proposed 1.0 FTE @ \$ 45,000 (FY 2014-2015)
 Recommend 2.0 FTE @ \$154,290 (FY 2014-2015)

Rationale for staff increase

The Development Services Tech II will fill the role of Single Point of Contact proposed with the Citywide Tree Project. They will serve as the front-line staff, readily-available for prompt replies to customer inquiries for all tree-related questions submitted via the phone, internet and mail or in-person. They will serve as a bridge between Urban Forestry and Development Services for customers and the public to seamlessly integrate tree requirements for both development and non-development situations. This will eliminate the need for customers to contact two or more bureaus to obtain tree information. The Development Services Technician II will be the regulatory expert for tree permit requirements and will be responsible for issuing some types of tree permits. They will receive reports of tree emergencies, such as fallen trees in roadways, and dispatch staff accordingly. They will maintain the City's tree website, and dispatch staff to investigate reported tree code violations. Staffing this position with only 1.0 FTE will not be sufficient to perform the tasks required of this role and will result in delayed customer response times and delayed permit turn-around times.

Given the crucial customer service role intended for this position and the expected work load, the bureaus recommend 2.0 FTE.

Tree Inspector, Non-Development Tree Permits

Location Delta Park
 Supervisor Urban Forestry
 Proposed 1.5 FTE @ \$102,500
 Recommend 1.5 FTE @ \$108,229

The Bureau of Development Services and Urban Forestry continue to recommend 1.5 tree inspectors for the tree permit program when no development is proposed (A/B permit system). The cost increase shown above reflects growth rates from the time the code was adopted in 2011 and current funding request for fiscal year 2014-2015. The new tree inspectors are necessary to manage the permit volume increase under the new code. Tree removal permits will be required for approximately 35% more private properties than required under the existing regulations. Along with the increase in permits come increases in appeals and violations, which were included in the

proposed budget estimates compiled by the Bureau of Planning and Sustainability during the tree code development process.

City Planner II

Location Development Services Center
 Supervisor Development Services
 Proposed 1.5 FTE @ \$74,350
 Recommend 1.5 FTE @ \$92,838

The Bureau of Development Services and Urban Forestry continue to recommend 1.5 FTE City Planner II positions to implement the new regulations. The cost increase reflects growth rates from the time the code was adopted in 2011 and current funding request for FY 2014-2015. The additional staff will absorb the added work associated with reviewing the new tree regulations for both development permits and land use reviews. This staffing estimate was created by the Bureau of Planning and Sustainability during the tree code development process.

Program Coordinator

Location Development Services Center
 Supervisor Development Services
 Proposed 0 FTE
 Recommend 1.0 FTE @ \$121,117 (temporary through August 2015)

The Program Coordinator position has been staffed full-time since August 2011 and is responsible for leading new code implementation and coordinating implementation activities between Urban Forestry and the Bureau of Development Services. This position is required to be involved in all aspects of implementation, from budget development and TRACs programming to public outreach, from updating forms and documents to tree website development. This position is proposed to continue through August 2015 and will assist the bureaus with public outreach, hiring and training staff and helping with transition to the new regulations.

V. Revenues and Expenditures

As directed, staff re-evaluated the initial budget assumptions, tasks and required staff. Certain assumptions remain constant from the adopted project. They are:

Reliance on the general fund. Council provided the following directions:

1. Fees will not be charged during the first year of implementation. General fund will cover all expenses during the initial year with fees charged during the second year of implementation (fiscal year 2015-2016) and ongoing.
2. The customer service positions, also known as the single point of contact, were proposed to be general fund supported on an ongoing basis. Staff continues to recommend ongoing general fund support for these positions.
3. Fees will cover the cost of the two tree inspectors reviewing development permits and 1.5 City Planner IIs beginning in the second year of implementation and continuing thereafter.

4. The cost of the project will be funded approximately 50% by the General Fund and 50% by fees on an ongoing basis. This is the same funding strategy adopted by Council in 2011.

Table 3 and Table 4 summarize the staffing proposal included with the adopted tree project and BDS and UF's present recommendation to the Council. The associated budget estimates can be found in Exhibit B, and required fee revenue in Exhibit D of this report.

Table 3: Proposed Staffing (adopted with the tree code), Year 1

Position	FTE	Tasks
Program Coordinator	0	Implementation oversight, hiring, training, support
Single Point of Contact	1.0	Customer service for all tree issues, issue basic (Type A) tree permits, maintain tree website, answer phones
Tree Inspector	2.5	Inspections, permit issuance, compliance
City Planner II	1.5	Building permit and land use reviews for new code
TOTAL	5.5*	

*Includes costs for bureaus to include more trees on plans and earlier consultation with UF

Table 4: BDS/UF Recommended Staffing, Year 1 (FY 2014-2015)

Position	FTE	Tasks
Program Coordinator	1.0	Implementation oversight, hiring, training, support
Single Point of Contact/ DSC Tech II	2.0	Customer service for all tree issues, issue basic (Type A) tree permits, maintain tree website, answer phones
Tree Inspector	3.5	Inspect A/B permits, permit issuance, compliance, inspections for building permits
City Planner II	1.5	Building permit and land use reviews for new code
TOTAL	8.0	

Justification for the staff increases is discussed earlier in the report and can be summarized as follows:

- Staff updated the tree inspector staff requirements based on 2012 permit levels and additional inspection tasks.
- The DSC Technicians will fulfill multiple critical roles in the areas of customer service, interagency coordination and processing tree permits. An adequate staffing level is critical for this vital role to be fulfilled. As with any position for which readily-accessible and timely customer service is expected, staffing a job with 1.0 FTE on a permanent basis is not workable due to staff absences such as vacation time and sick leave and potential leaves of absence.
- The bureaus are recommending continuation of the Program Coordinator position to provide continuity and a smooth transition to the new regulations. The adopted proposal did not include this position.

VI. Recommendation

In summary, for successful implementation of the new code, it is necessary to create an organization that works well with the existing system, provides necessary information and training to staff, customers and other stakeholders, and works to

protect and enhance the urban canopy. The staffing and budget plan described in this report will adequately meet the customer service expectations and ensure regulations are enforced for both development and non-development scenarios. Staff has placed high priority on the following tree project components in developing the proposed budget. The budget priorities are as follows:

- A comprehensive customer service program which provides both self-service information on the web as well as dedicated staff to answer questions and prioritize applications and needs, such as tree emergencies in streets, to make sure they are correctly directed and answered in a reasonable time frame;
- A well-coordinated permitting and inspections program that places high priority on tree preservation, planting, consistency and overall efficiency;
- A responsible and sustainable funding strategy that considers the services provided and modest fee increases; and
- Oversight of the program upon implementation in order to evaluate program performance and make adjustments and improvements as necessary.

Council has been supportive of this program since its adoption and aware of the costs associated with implementation. At the time of tree project adoption, Council recognized the need for general fund support, particularly for the first year of implementation. Council further agreed to provide general fund support for the customer service component, and new A/B permit program in perpetuity while requiring fee support for the balance in year two and thereafter. The costs outlined above represent a responsible approach to implementing the Citywide Tree Project. This approach will allow for long-term fiscal solvency while ensuring the protection of the urban canopy.

The Bureaus of Development Services and Portland Parks and Recreation recommend the following general fund support for tree code implementation, noting that these are estimates of actual costs. Final budget requirements will be submitted on February 1, 2014.

FY 2014-2015 one time request - \$350,000 GF allocation for 8 FTE
 FY 2014-2015 & ongoing - \$431,000 GF allocation for 7.0 FTE

ORDINANCE No. 186053 As Amended

Amend tree regulations to change the effective date from July 1, 2013 to January 1, 2015
(Ordinances; amend Ordinance Nos. 184522 and 184524)

The City of Portland Ordains:

Section 1: The Council finds:

1. On April 13, 2011, the City Council adopted two ordinances that created a new Title 11, Trees (Ordinance 184522) and amended Title 33 (Ordinance 184524) and several other city code titles in order to implement the Citywide Tree Policy Review and Regulatory Improvement Project (Citywide Tree Project).
2. On August 15, 2011, the Bureaus of Parks and Recreation and Development Services co-hired a Program Coordinator to assist the bureaus with mapping new permitting processes, developing informational brochures and forms, and setting up new systems. The Bureaus of Development Services and Parks and Recreation have completed many of the necessary procedures necessary for implementing the Citywide Tree Project. Several implementation requirements remain including customer service improvements, hiring additional staff to manage the anticipated workload increase, training, and public outreach.
3. On June 21, 2012, the City Council delayed the effective date of the new and amended regulations from February 1, 2013 to July 1, 2013 (Ordinance No. 185448). The City Council adopted this delay in response to severe budget constraints and strain on the local economy that limited the availability of General Fund dollars required to implement the regulations. This ordinance supercedes Ordinance No. 185448.
4. Currently, Title 11, Trees and the second phase of Title 33 amendments is scheduled to go into effect on July 1, 2013. However, budget constraints remain. For FY 2013/14 bureaus citywide were required to submit budget proposals that reduced their general fund programs by 10%. In addition the Mayor's budget does not include additional funding to implement the project beyond the bureaus' proposed retention of the part-time coordinator to continue preparing for full code implementation. As a result, the implementing bureaus have recommended further delaying the effective date for Title 11 and related code amendments from July 1, 2013 to January 1, 2015 to allow time for the City budget to stabilize.

186053

NOW, THEREFORE, the Council directs:

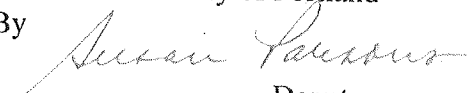
- a. Amend Section 2(2) of Ordinance 184522 to change the effective dates to January 1, 2015.
- b. Amend Section 2 of Ordinance 184524 to change the effective date, except as printed in Exhibit A to that Ordinance, to January 1, 2015.
- c. Portland Parks and Recreation, the Bureau of Environmental Services, the Bureau of Development Services and the City Budget Office shall bring a report to Council no later than December 18th 2013 on a budget and staffing implementation plan for Ordinance Nos. 184522 and 184524.

Passed by the Council: MAY 29 2013

Commissioner Mayor Hales
Prepared by: Mieke Keenan, BDS
Date Prepared: May 22, 2013

LaVonne Griffin-Valade
Auditor of the City of Portland

By


Deputy

Amend tree regulations to change the effective date from July 1, 2013 to January 1, 2015 (Ordinances; amend Ordinance Nos. 184522 and 184524)

<p>INTRODUCED BY Commissioner/Auditor: Mayor Hales</p>	<p>CLERK USE: DATE FILED <u>MAY 17 2013</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p>	<p style="text-align: center;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <u>[Signature]</u> Deputy</p>
<p>BUREAU APPROVAL</p> <p>Bureau: Paul L. Scarlett & Mike Abbate</p> <p>Bureau Head: Directors, Bureau of Development Services and Portland Parks and Recreation</p> <p>Prepared by: Leanne Torgerson Date Prepared: 5/7/13</p> <p>Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Council Meeting Date 5/22/13</p>	<p>ACTION TAKEN:</p> <p style="text-align: center;">MAY 22 2013 PASSED TO SECOND READING As Amended MAY 29 2013 9:30 A.M.</p>
<p>City Attorney Approval <u>[Signature]</u></p>	

AGENDA
<p>TIME CERTAIN <input checked="" type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p>CONSENT <input type="checkbox"/></p>
<p>REGULAR <input checked="" type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz	1. Fritz	✓
2. Fish	2. Fish	✓
3. Saltzman	3. Saltzman	✓
4. Novick	4. Novick	✓
Hales	Hales	✓

Tree Code Implementation Budget Summary

This table provides a budget summary for tree project implementation for fiscal year 2014 – 2015, and fiscal year 2015 – 2016 and ongoing. The cost for the first year of implementation is prorated to reflect the January 1, 2015 effective date. Fees for development permits will begin on July 1, 2014 and cover approximately 50% of the project cost in fiscal year 2015 – 2016 and ongoing. The employee cost estimates below include salary, benefits, growth rates, direct and indirect costs.

FY 14/15 budget request	FTE	Classification	Term	Cost	GF Request	Fees
Outreach	1	Program Coordinator	Temporary	\$142,617	\$142,617	\$0
	3.5	Tree Inspector	Permanent	\$361,462	\$304,611	\$0
	1.5	City Planner II	Permanent	\$117,920	\$117,920	\$0
	2	DSC Tech II	Permanent	\$186,206	\$186,206	\$0
	.5	TBD	Temporary	\$30,000	\$30,000	\$0
TOTAL	8.5	-	-	\$838,205	\$781,354[1]	\$0
FY 15/16 and ongoing budget request	FTE	Classification	Term	Cost	GF Request	Fees
	3.5	Tree Inspector	Permanent	\$491,066	\$157,145	\$271,978
	1.5	City Planner II	Permanent	\$215,116	\$34,419	\$180,697
	2	DSC Tech II	Permanent	\$239,634	\$239,634	\$0
TOTAL	7	-	-	\$945,816	\$431,198[2]	\$452,675

[1] .3 FTE Tree Inspector will be paid for by CIP funds = \$56,851

[2] .3 FTE Tree Inspector will be paid for by CIP funds = \$61,943

Tree Code Implementation - Fee Changes for Building Permits & Land Use Reviews

Exhibit D

BUILDING PERMITS

Residential & Commercial Permit Review (RS) New Construction and Additions

Type of Review	Task	hours per task	Cost
New Construction	Protection review	0.3	
	Explain regs	0.3	
	Density Review	0.2	
	Add'n checksheet req.	0.2	
TOTALS		60 minutes	\$75.00

Type of Review	Task	hours per task	Cost
Additions	Protection review	0.3	
	Explain regs	0.3	
	Density Review	0.2	
	Add'n checksheet req.	0.2	
TOTALS		60 minutes	\$75.00

Type of Review	Task	hours per task	Cost
Demolition	Protection review	0.3	
	Explain Regs	0.3	
	Density Review	Exempt	
	Add'n checksheet req.	0.2	
TOTALS		45 minutes	\$56.00

EE classification CP11 - Hourly Rate \$74.90

Residential & Commercial Permit Review (RS) Demolitions and Alterations

Type of Review	Task	hours per task	Cost
Alterations	Protection review	N/A	
	Explain Regs	N/A	
	Density Review	0.4	
	Add'n checksheet req.	0.35	
TOTALS		45 minutes	\$56.00

Type of Review	Task	hours per task	Cost
Demolition	Protection review	0.3	
	Explain Regs	0.3	
	Density Review	Exempt	
	Add'n checksheet req.	0.2	
TOTALS		45 minutes	\$56.00

EE classification CP11 - Hourly Rate \$74.90

Site Development (SD) & Zoning Permits (ZP)

Type of Review	Task	hours per task	Cost
SD (RS/CO)	Protection review	0.5	
	Explain Regs	0.3	
	Density Review	Exempt	
	Add'n checksheet req.	0.2	
TOTALS		60 minutes	\$75.00

Type of Review	Task	hours per task	Cost
ZP (RS/CO)	Protection review	0.3	
	Explain regs.	0.3	
	Density Review	Exempt	
	Add'n checksheet req.	0.2	
TOTALS		45 minutes	\$56.00

EE classification CP II - Hourly Rate \$74.90

LAND USE REVIEWS

Early Assistance Meetings

Type of Review	Task	hours per task	Cost
EA	Check history/ Aerial images	0.25	
	Discuss tree regs at meeting	0.2	
	Written summary	0.25	
TOTALS		45 minutes	\$56.00

Land Division/ Planned Development, Environmental, Greenway & Tree Review

Type of Review	Task	hours per task	Cost
LD/PD, EN, GW, TR	Completeness Review	0.25	
	Site Visit	0.25	
	Evaluate application under new tree approval criteria	0.75	
	Evaluate tree requirements from other bureaus	0.25	
	Write decision addressing new approval criteria	0.5	
TOTALS		120 minutes	\$ 150.00

Tree preservation inspections

Inspection	Task	hours per task	Cost
Preservation	Travel time	0.5	
	Field evaluation -Site plan/site conditions Check root protection fencing, distance from trunk/installation	0.25	
		0.5	
TOTALS		75 minutes	\$106.00

Pre-Application Meetings

Type of Review	Task	hours per task	Cost
Pre-Apps	Check history/ Aerial images	0.33	
	Discuss tree regs at meeting	0.17	
	Written summary	0.5	
TOTALS		60 minutes	\$75.00

EE classification CP II - Hourly Rate \$74.90

Tree planting inspections

Inspection	Task	hours per task	Cost
Planting	Travel time	0.5	
	Field evaluation on- site: tree locations & tree species	0.25	
	Field evaluation street trees: tree locations & tree species	0.25	
TOTALS		60 minutes	\$85.00

EE Classification Tree Inspector - Hourly Rate \$85.00

FEE SUMMARY - Effective July 1, 2015

Reflects 16% general fund support			
Building Permits	Added Cost	Customer	GF
New Construction/ Additions	\$75.00	\$63.00	\$12.00
Demolition/ Alteration	\$56.00	\$47.00	\$9.00
Tree Inspections preservation/planting	\$95.00	\$95.00	N/A
Land Use Reviews			
Early Assistance	\$56.00	\$47.00	\$9.00
Land Use Reviews	\$150.00	\$126.00	\$24.00