

Fund:

**GENERAL**

Department:

**PUBLIC WORKS**

Division:

**FORESTRY MANAGEMENT**

Division No.: **40390**

**MISSION:**

The mission of the Forestry Management Division is to preserve and enhance the City's tree resources and to maintain vegetation on City rights-of-way and on other public spaces controlled by the City.

**SERVICES:**

The Forestry Management Division is responsible for the proper planting, trimming, removal and care of trees on City right-of-ways and other properties owned by the City. The Division is also responsible for vegetation control at the City's water and waste-water treatment plants, municipal parking lots, along City alleys and street rights-of-way, along Little Crab Orchard and Piles Fork creeks and along drainage ditches. The Forestry Management Division directs the Downtown Clean-up Program which involves weed and litter removal in designated Downtown area parking lots, the Town Square, business district alleys and Friendship Plaza. The City's Forestry Division Staff serve as an information source to residents and City staff concerning vegetation and tree related problems.

**SIGNIFICANT GOALS AND OBJECTIVES:**

**GOAL:**

A. Improve and maintain the physical environment of the City as it relates to vegetation

**Objective:**

1. Retain aesthetic and functional value of trees and reduce their liabilities

**Strategies:**

- a. Inventory and supervise the removal and trimming of dead and diseased large trees by the Street Maintenance Division
- b. Trim and/or remove smaller trees obstructing vehicle and pedestrian traffic
- c. Maintain a program of general tree care including watering, fertilizing and corrective pruning of young trees

- d. Identify high risk trees on private property and relay that information to the Building and Neighborhood Services Division for action

**Objective:**

2. Improve and maintain City rights-of-way and drain way vegetation in order to enhance overall appearance of the community

**Strategies:**

- a. Plant trees annually throughout the City to serve as replacements for right-of-way trees removed or to increase the beauty of public property
- b. Maintain the vegetation control program by herbicide spraying and mowing on specified drainage areas and beautification parcels
- c. Inspect and maintain Piles Fork and Little Crab Orchard creeks to ensure the unimpeded flow of water per state agreements
- d. Level and reseed turf areas on rights-of-way disturbed by Water and Sewer Division excavations as needed
- e. Coordinate with Building and Neighborhood Services to facilitate contract mowing services for City street rights-of-way and drain ways
- f. Utilize seasonal labor to provide mowing services for municipal parking lots and other City facilities not covered by mowing contracts or performed by other City employees

**GOAL:**

B. Increase public awareness of urban vegetation as a community asset

**Objective:**

1. Provide information to residents and City staff concerning trees and other vegetation

**Strategies:**

- a. Provide prompt responses to resident complaints or information requests
- b. Work with staff in resolving vegetation related problems as they occur on Community Investment Program projects and other City projects
- c. Meet with community groups to provide information on Forestry Division work

- d. Contribute articles to the *Carbondale Communiqué* and newspapers on tree-related activities or information

**Objective:**

2. Increase pride in the trees and beauty of the City

**Strategies:**

- a. Request Carbondale's re-certification as a Tree City USA for the 32nd consecutive year
- b. Work with the Carbondale Park District, Green Earth, and Keep Carbondale Beautiful in developing, implementing or coordinating programs to beautify the City

**PROGRAM HIGHLIGHTS:**

In FY 2013, work was performed throughout the City by the Municipal Arborist and two part-time temporary Public Works Seasonal workers; as well as employees from the Street Maintenance Division. The Forestry Management Division has been without a full-time City Forester since April of 2009. In the absence of a City Forester the Municipal Arborist has taken on more duties and has been able to keep the Forestry Management Division viable and moving forward. The absence of a City Forester has also necessitated that the Maintenance and Environmental Services Manager to take a more active role in the supervision and management of the Forestry Management Division. Although the Municipal Arborist has been able to make progress on several projects, many operations still remain scaled back, forgone, or deferred as this division has operated one full-time position shy since FY 2010. It will be necessary, in the very near future, to consider increased staffing in order to keep up with the workload.

During FY 2013, the Forestry Management Division continued its Vegetation Maintenance Program which included mowing and planting of green areas located in municipal parking lots, Town Square and the ten other beautification parcels located throughout the City.

Also during FY 2013, continued tree maintenance, trimmings and tree removals associated with high risk trees and those damaged from storms and vandalism.

With the assistance of Illinois Department of Agriculture, the Forestry Management Division investigated and inventoried the City's Ash trees to comply with the Department's mandate. The City will continue to monitor the migration of the Emerald Ash Borer while implementing a plan to minimize the damages caused by

these insects.

In FY 2013, the Forestry Management Division supervised the trimming and/or removal of large hazardous trees by contractors. Continued management and oversight of the contractual right-of-way and drain way mowing program was done.

In FY 2013, the division collected, chipped and recycled over 200 Christmas trees and making the chips available to residents of Carbondale at no charge

In FY 2013 the City partnered with Keep Carbondale Beautiful to install a debris catchment system on Piles Fork Creek. The Water Goat System, as it is called, is designed to collect floating debris in the stream for later removal and disposal. The Forestry Management Division has agreed to monitor this system and periodically remove debris from it.

During FY 2013, work continued on trimming trees for sidewalk and street clearance in all four quadrants of the City. Also, removal of debris from drainage ways and creeks, as well as clearing access ways to various drainage ways and creeks was done.

In FY 2014, the Forestry Management Division will continue to assess and plant trees in newly developed areas of the City. Throughout the rest of the City, efforts will continue to replant trees lost in the 2009 Derecho.

Work will also continue on the Citywide Municipal Street Tree Survey and associated maintenance. The Forestry Management Division will continue to perform tree risk assessments and implement the appropriate action to minimize the City's liability and continue a proactive program of investigation treatment and monitoring of the City's trees for invasive pests.

Continued maintenance in FY 2014 includes areas in the Town Square, various established beautification areas, Woodlawn Cemetery, Amtrak Screening, municipal parking lot green spaces, and Friendship Plaza with concentrated efforts directed toward sustaining or improving turf condition at these locations.

In FY 2014, the Forestry Management Division will work with other divisions to apply herbicides to over 30 drainage and public right-of-way areas which cannot be mowed as previously identified by the City Forester in coordination with Building and Neighborhood Services Division staff and continue use and monitoring of the effectiveness of growth retardants in reducing mowing frequency for right of way areas that are inaccessible to

mowing equipment.

continue.

Also in FY 2014, management of the contractual mowing program for right-of-ways, parcels and drain ways will

***PERFORMANCE MEASUREMENTS:***

<b>Performance Measurements</b>	<b>Division Goal/ Objective</b>	<b>Actual FY 2012</b>	<b>Authorized Budget FY 2013</b>	<b>Estimated Actual FY 2013</b>	<b>Budget FY 2014</b>
Trees/Shrubs Planted	A-2	52	120	95	110
Trees/Shrubs Trimmed	A-1	1,010	1,000	1,262	1,000
Trees/Shrubs Removed	A-1	171	80	310	250
Herbicide Spraying (Gallons)	A-2	5,099	6,000	3,995	5,500
R.O.W and Property Mowed (Acres)	A-2	125	180	171	180
Contract R.O.W Mowing (Acres)	A-2	458	695	460	695
Contract Drainway Mowing (Acres)	A-2	33	50	54	50

***NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:***

<b>POSITION TITLE</b>	<b>ACTUAL FY 2012</b>	<b>AUTHORIZED BUDGET FY 2013</b>	<b>ESTIMATED ACTUAL FY 2013</b>	<b>BUDGET FY 2014</b>	<b>\$ AMOUNT BUDGET FY 2014</b>
Municipal Arborist	1.00	1.00	1.00	1.00	\$42,679
Public Works Seasonal Workers	1.02	0.96	0.86	0.96	\$19,640
<b>TOTALS</b>	2.02	1.96	1.86	1.96	\$62,319

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EXPENDITURE CLASSIFICATION	ACTUAL FY2012	AUTHORIZED	ESTIMATED	BUDGET FY2014
		BUDGET FY2013	ACTUAL FY2013	
<b>PERSONAL SERVICES</b>				
100 Employee Salary and Wages	56,649	53,868	58,756	62,319
101 Accrued Sick Leave	0	0	0	0
102 Accrued Vacation Leave	537	0	0	0
110 Employee Overtime	435	1,749	1,248	1,839
130 Employee Health Ins. Benefits	7,221	7,910	7,429	6,678
131 Employee Retirement Benefits	9,749	8,426	8,898	9,491
140 Employee Work. Comp. Benefits	3,920	3,894	3,310	2,452
141 Employee Unemp. Comp. Benefits	2,764	1,500	572	1,500
150 Special Contractual Benefits	800	825	825	850
TOTAL PERSONAL SERVICES	82,075	78,172	81,038	85,129
<b>DIRECT OPERATING CHARGES &amp; SERVICES</b>				
200 Professional & Consultant Fees	0	10,000	0	9,000
220 Communications-Telephone	62	558	135	540
222 Communications-Postage	1	10	2	10
232 Utilities - Water & Sewer	273	125	80	84
240 Travel, Conferences, Training	658	775	697	760
250 Repairs & Maint.-Equip.	590	650	650	800
251 Repairs & Maint.-Bldg & Struc.	45	0	45	46
252 Repairs & Maint.-Other Improv.	16,113	18,112	17,900	31,044
270 Outside Printing Services	0	0	0	350
271 Other Outside Services	4,046	5,515	4,500	6,265
272 Office Supplies	28	140	125	140
273 Operating Supplies & Materials	10,994	13,570	12,600	13,385
275 Motor Fuels and Lubricants	5,046	6,432	5,316	6,039
280 Subscriptions and Memberships	240	355	400	450
299 Operating Equipment	9,277	900	900	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	47,373	57,142	43,350	68,913
<b>SERVICES AND CHARGES TRANSFERRED IN</b>				
311 Vehicle & Equipment-Parts	8,642	8,000	11,500	6,600
372 Solid Waste Management Service	0	0	0	0
TOTAL SRVCS. & CHRGS. TRANS IN	8,642	8,000	11,500	6,600
<b>EXPENDITURES TRANSFERRED OUT</b>				
700 Serv.& Chrg. to Operating Divs.	(8,426)	(12,641)	(8,219)	(14,806)
TOTAL EXPENDITURES TRANS OUT	(8,426)	(12,641)	(8,219)	(14,806)
<b>TOTAL EXPENDITURES</b>	<b>129,664</b>	<b>130,673</b>	<b>127,669</b>	<b>145,836</b>