

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, police and fire training centers, Oakland Cemetery, 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 Municipal Arborist serves 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

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**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 34th 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 2015, 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 short staffed with only one full-time employee since April of 2009. The single full-time staff member, the Municipal Arborist, has taken on more duties and has been able to keep the Forestry Management Division viable and moving forward. 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 2015, 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 2015, continued tree maintenance, trimmings and tree removals associated with high risk trees and those damaged from storms and vandalism.

In FY 2015, the Forestry Management Division installed the landscaping in front of the new fire station, as well as planting eleven trees at this location.

During FY 2015, the City Arborist provided tree recommendations for the Carbondale Breakfast Rotary Club Community project and assisted them with the proper planting techniques of eight native trees, along the walk path at Piles Fork Creek between East College and Dorthella Street.

In FY 2015, the Forestry Management Division assisted the Carbondale Garden Club, removing the old landscaping in front of the east community entrance sign and replacing with a native garden.

In FY 2015, the Forestry Management Division obtained eight Shawnee Brave Bald Cypress trees from a grant by Keep Carbondale Beautiful; they were installed north of Parrish school on Parrish Lane.

Also in FY 2015, the Illinois Department of Agriculture (IDOA) detected the Emerald Ash Borer (EAB) in Williamson and Perry counties. EAB attacks ash trees only and is not particular about the trees health, which makes this pest difficult to detect and control. The Forestry Management Division has investigated and inventoried the City's ash trees and has signed the Illinois Emerald Ash Borer Compliance Agreement with IDOA #077-002 for the proper disposal within a quarantined zone. The City will continue to monitor, our ash trees for the detection of EAB. Since this pest creates such a serious public safety and liability concern to the City, the Forestry Management Division is currently working to implement a policy plan to minimize the destruction caused by this invasive pest.

In FY 2015, 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 2015, the division collected, chipped and recycled over 250 Christmas trees and making the chips available to residents of Carbondale at no charge.

During FY 2015, 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.

Also during FY 2015, the Forestry Division partnered with Keep Carbondale Beautiful, Green Earth and the Carbondale Park district to control invasive plant species along Piles Fork Creek.

In FY 2016, the Forestry Management Division will continue to assess and plant a diverse selection of trees in newly developed areas and will continue with its ongoing tree replacement program for suitable locations throughout the rest of the City. 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.

In FY 2016, maintenance will continue in the following areas Town Square, Friendship Plaza, Veterans Plaza, various established beautification areas, Woodlawn Cemetery, Oakland Cemetery, Amtrak Screening and municipal parking lot green spaces. Efforts will be concentrated towards sustaining and improving turf condition at these locations.

In FY 2016, 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 Municipal Arborist

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.

Also in FY 2016, management of the contractual mowing program for right-of-ways, parcels and drain ways will continue.

Work will continue in FY 2016 with Keep Carbondale Beautiful, Green Earth and the Carbondale Park District to control invasive plant species along Pile Fork Creek.

In FY 2016, the Forestry Management Division will complete the department's Emerald Ash Borer Policy Plan.

***PERFORMANCE MEASUREMENTS:***

<b>Performance Measurements</b>	<b>Division Goal/ Objective</b>	<b>Actual FY 2014</b>	<b>Authorized Budget FY 2015</b>	<b>Estimated Actual FY 2015</b>	<b>Budget FY 2016</b>
Trees/Shrubs Trimmed	A-1	1,007	1,000	1,300	1,000
Trees/Shrubs Removed	A-1	51	75	74	75
Trees/Shrubs Planted	A-2	60	100	85	90
Herbicide Spraying (Gallons)	A-2	4,896	5,500	7,600	7,500
R.O.W and Property Mowed (Acres)	A-2	159	180	185	180
Contract R.O.W Mowing (Acres)	A-2	1,069	1,190	1,267	1,372
Contract Drainway Mowing (Acres)	A-2	66	72	67	72
Citizen Requests Answered	B-1, B-2	180	N/A	220	200

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

<b>POSITION TITLE</b>	<b>ACTUAL FY 2014</b>	<b>AUTHORIZED BUDGET FY 2015</b>	<b>ESTIMATED ACTUAL FY 2015</b>	<b>BUDGET FY 2016</b>	<b>\$ AMOUNT BUDGET FY 2016</b>
Municipal Arborist	1.00	1.00	1.00	1.00	\$43,535
Public Works Seasonal Workers	0.46	0.96	0.96	0.96	\$20,040
<b>TOTALS</b>	1.46	1.96	1.96	1.96	\$63,575

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EXPENDITURE CLASSIFICATION		ACTUAL FY2014	AUTHORIZED BUDGET FY2015	ESTIMATED ACTUAL FY2015	BUDGET FY2016
<b>PERSONAL SERVICES</b>					
100	Employee Salary and Wages	56,921	63,575	63,575	63,575
101	Accrued Sick Leave	0	0	0	0
102	Accrued Vacation Leave	237	0	0	0
110	Employee Overtime	778	1,895	1,728	1,758
130	Employee Health Ins. Benefits	6,678	6,733	6,678	7,052
131	Employee Retirement Benefits	10,632	11,315	11,274	10,602
140	Employee Work. Comp. Benefits	2,893	3,123	3,017	2,954
141	Employee Unemp. Comp. Benefits	1,984	1,500	572	1,500
150	Special Contractual Benefits	825	850	825	850
TOTAL PERSONAL SERVICES		80,948	88,991	87,669	88,291
<b>DIRECT OPERATING CHARGES &amp; SERVICES</b>					
200	Professional & Consultant Fees	0	4,000	0	1,500
222	Communications-Postage	0	10	0	10
232	Utilities - Water & Sewer	62	96	0	96
240	Travel, Conferences, Training	807	725	675	700
250	Repairs & Maint.-Equip.	447	800	346	400
251	Repairs & Maint.-Bldg & Struc.	68	70	0	70
252	Repairs & Maint.-Other Improv.	30,361	35,942	32,179	37,034
270	Outside Printing Services	0	200	62	180
271	Other Outside Services	6,142	6,542	7,499	8,170
272	Office Supplies	62	140	120	140
273	Operating Supplies & Materials	10,874	13,966	14,720	14,885
275	Motor Fuels and Lubricants	3,737	5,937	4,280	5,262
280	Subscriptions and Memberships	340	450	415	415
299	Operating Equipment	770	0	0	0
TOTAL DIR. OPER. CHRGS. & SRVCS.		53,670	68,878	60,296	68,862
<b>SERVICES AND CHARGES TRANSFERRED IN</b>					
311	Vehicle & Equipment-Parts	4,114	6,600	4,700	5,000
TOTAL SRVCS. & CHRGS. TRANS IN		4,114	6,600	4,700	5,000
<b>CAPITAL OUTLAY</b>					
503	Machinery and Equipment	8,494	0	0	0
504	Licensed Vehicle	0	0	6,500	0
TOTAL CAPITAL OUTLAY		8,494	0	6,500	0

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<b>EXPENDITURES TRANSFERRED OUT</b>				
700 Serv.& Chrg. to Operating Divs.	<u>(9,535)</u>	<u>(14,819)</u>	<u>(9,360)</u>	<u>(15,465)</u>
TOTAL EXPENDITURES TRANS OUT	(9,535)	(14,819)	(9,360)	(15,465)
<b>TOTAL EXPENDITURES</b>	<u>137,691</u>	<u>149,650</u>	<u>149,805</u>	<u>146,688</u>