Report for

City of Sycamore, Illinois

Capacity, Management, Operation, and Maintenance Plan Development

Andrew Craven
10/9/18

Prepared by:

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October 2018

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The City of Sycamore (City) is located in north-central Illinois approximately 25 miles southeast of Rockford. The City owns and operates a separate sanitary collection system and a wastewater treatment plant (WWTP), which is located on the south side of the Kishwaukee River northwest of downtown.

On September 28, 2016, the City was issued National Pollutant Discharge Elimination System (NPDES) Permit No. IL0031291 for discharges from the WWTP. As part of this permit, Special Condition 17 (SC 17) was included establishing a requirement for the City to develop a Capacity, Management, Operation, and Maintenance (CMOM) plan by November 1, 2018. A copy of the NPDES permit is included in Appendix A.

CMOM

CMOM is a flexible, dynamic framework for municipalities to identify and incorporate widely accepted wastewater industry practices to:

1. Better manage, operate, and maintain collection systems.

2. Investigate capacity constrained areas of the collection system.

3. Reduce, with the intent of eliminating, sanitary sewer overflow (SSOs) and basement backups.

4. Respond to SSO events.

The CMOM approach helps municipal wastewater utility operators provide a high level of service to customers and reduce regulatory noncompliance. CMOM can help utilities optimize use of human and material resources by shifting maintenance activities from “reactive” to “proactive,” often leading to cost savings through avoided overtime, emergency construction costs, increased insurance premiums, and the possibility of lawsuits. CMOM information and documentation can also help improve communications with the public, other municipal departments, and regulators.

In CMOM planning, the utility selects performance goal targets and designs CMOM activities to meet the goals. The CMOM planning framework covers operation and maintenance (O&M) planning, capacity assessment and assurance, capital improvement planning, and financial management planning. Information collection and management practices are used to track how well each CMOM activity is meeting the performance goals and whether overall system efficiency is improving. On an ongoing basis, activities are reviewed and adjusted to meet the performance goals better.

An additional component of a CMOM program is to have program elements in place to locate and remove sources of inflow and infiltration (I/I) to reduce, with the intent to eliminate, SSOs and basement backups. I/I is defined as clean water that enters the collection system through direct wet weather connections or defects within the collection system. These sources of clean water can cause flows within the collection system to increase to multiple times the daily average dry weather flow during wet weather events, which can result in sewer surcharging and potentially basement backups or SSOs.

The Illinois Environmental Protection Agency (IEPA) developed a CMOM review checklist. A copy of this checklist is included in Appendix B

The information contained in this report provides documentation related to the City's CMOM program. The information has been organized to follow the requirements established in SC 17 of the NPDES permit.

The information contained in this report, and the CMOM program elements themselves, are intended to be "living" documents/programs, subject to periodic revision to better meet the overall needs of the City. This booklet will serve as a guide to City staff with regard to collection system operations. It is not intended to include all the documentation related to the collection system CMOM program.

ABBREVIATIONS AND DEFINITIONS

CCTV	closed circuit televising
CIP	Capital Improvement Plan
City	City of Sycamore
CIU	categorical industrial user
CMOM	Capacity, Management, Operation, and Maintenance
DPW	Director of Public Works
FY	fiscal year
GIS	Geographic Information System
gpm	gallons per minute
IEPA	Illinois Environmental Protection Agency
I/I	inflow and infiltration
KSA	knowledge, skills, and abilities
NPDES	National Pollutant Discharge Elimination System
O&M	operation and maintenance
SC 17	Special Condition 17
SIU	significant industrial user
SORP	Sewer Overflow Response Plan
SOP	standard operating procedure
SSA	sanitary sewer area
SSES	Sanitary Sewer Evaluation Survey
SSO	Sanitary Sewer Overflow
SUO	sewer use ordinance
WWTP	wastewater treatment plant

MEASURES AND ACTIVITIES

The City's collection system covers a 6,400-acre area and provides wastewater collection and treatment to residential, commercial, and industrial users within the City. The City provides service to a population of approximately 18,300. The collection system includes approximately 104 miles of separate sanitary sewers. There are no current satellite communities that convey wastewater to the City's collection system to be treated at the WWTP. The City does not own or operate any pumping stations within the collection system.

Table 1 provides a breakdown of the pipe sizes and year of installation within the City's collection system.

		Date of Installation		
Diameter (inches)	Total Length (feet)	Pre-1999 (feet)	1999 to 2004 (feet)	2005 to 2010 (feet)
4	376	376	0	0
6	13,901	12,653	0	1,248
8	252,310	170,063	45,956	36,291
10	88,453	61,847	9,821	16,785
12	55,906	34,455	14,843	6,608
14	361	361	0	0
15	34,488	30,068	2,245	2,175
18	20,987	13,033	6,956	998
20	237	61	176	0
21	10,307	5,169	4,762	376
24	10,267	10,267	0	0
27	6,000	4,775	1,225	0
30	2,739	2,739	0	0
33	10,049	9,491	0	558
36	5,609	5,609	0	0
42	9,929	9,929	0	0
48	819	819	0	0
60	120	120	0	0
Unknown	24,822	14,902	8,499	1,422
TOTAL	**547,681**	**386,736**	**94,485**	**66,461**

Table 1 City of Sycamore Sanitary Sewers by Size and Year of Installation

There are no combined sewers in the collection system.

A. Mapping and System Inventory

A map of the sanitary sewer area (SSA) and collection system tributary to the City's WWTP can be found in Figure 1. All City sewers are recorded in a Geographic Information System (GIS) using ArcGIS, which is maintained by City staff. The City's GIS also includes basemap information including aerial photography overlaid with pipe segment and manhole data that includes physical attributes such as size.

The City is constantly updating its GIS system as conditions within the collection system change through development, rehabilitation, and construction projects. The City has recently started to document routine maintenance activities such as cleaning within its GIS system.

Path: S:\MAD\4500-4599\4575\001\Drawings\GIS\Figures\Sewer 22x34.mxd

User: dsnc

Date: 9/25/2018

Time: 10:12:02 AM

Legend

- Manhole
- Sanitary Sewer

N

W E

S

0 250500 1,000

Feet

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

SANITARY SEWER SYSTEM

SANITARY SEWER SYSTEM CMOM PLAN DEVELOPMENT
CITY OF SYCAMORE
DEKALB COUNTY, ILLINOIS

FIGURE 1
4575.001

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B. Organizational Structure

A Public Works specific organizational chart can be found in Appendix C. Sewer system O&M is conducted under the supervision of the Streets Department Superintendent. Street division staff have traditionally performed most of the routine sewer maintenance work because the division has the equipment and experience in this area. City engineering and public works staff oversee the testing and inspection of newly installed sanitary sewer. WWTP staff assist in collection system maintenance work on an as needed basis. The Director of Public Works (DPW) provides administrative support as needed.

At the time of the CMOM plan development, all positions were filled. Open positions are generally filled within a few months.

1. Budgeting

The City develops a detailed annual budget each year. The City's fiscal year runs from May 1 through April 30 of each year. The annual budget documents the numerical and narrative budgets for each of the City's departments and each of the City's capital funds, special funds, and bond funds. The City's sewer fund supports the expenditures of the WWTP and collection system. Revenues primarily come from user fees. Current user fees are included in the City's sewer use ordinance (SUO). User fee structures are reviewed annually by the Public Works Department. Current rates are sufficient to pay for operating expenses as well as provide funds for predictive, corrective, and emergency maintenance, and future replacement. Percentages are identified by the superintendent based on the Public Work's needs.

The annual budget includes an overview of the Treatment Plant Division, which includes the WWTP and collection system. It highlights accomplishments from the previous fiscal year in addition to goals for the upcoming fiscal year. A detailed line-item budget compares the actual funds allocated for the previous fiscal year compared to the budgeted amount for the next two fiscal years.

Each year, the City updates its Capital Improvement Program (CIP) for the next three years. Department heads identify and prioritize capital items needed to support the operations of their respective department. The CIP also includes City-wide infrastructure related improvements including those associated with the WWTP and collection system. Budgeted monies are shaded different colors within the CIP to allocate which specific City fund will be funding the individual line item.

Key portions of the annual budget with their corresponding page in the annual budget include the following:

a. Total Treatment Plant Division (page 107)–$2,361,038
b. Treatment Plant operations program (page 113)–$1,096,778
c. Treatment Plant collection system program (page 116)–$768,146

The Treatment Plant Division's CIP includes a total budget of $25,438,900. A vast majority of this is being funded through the sewer connection fee fund and IEPA loan. A breakdown of the key

portions of the FY 2019 Treatment Plant Division CIP is below. These are also included on page 142 of the annual budget and CIP.

a. Total Treatment Plant Division CIP–$25,438,900
b. Sewer connection fee fund and IEPA loan–$25,122,900
    (1) Two Flygt CP 3301 Pumps–$180,100
    (2) Two Flygt CP 3301 Pumps–$122,200
    (3) Six pump bases–$46,200
    (4) Phase III WWTP improvements–$24,774,400
c. Sewer Fund–$316,000
    (1) CCTV camera vehicle–$65,000
    (2) Combination jetter/vac truck–$100,000
    (3) Mini Excavator (30%)–$26,000
    (4) Collection System–$125,000

Appendix D contains the most recent annual budget for the Public Works Department and a copy of the current CIP.

2. Training of Personnel

Trainings for the Public Works Department includes a formal job knowledge, skills, and abilities (KSA) training program that includes routine line maintenance, traffic control, record keeping, pipe repair, and closed circuit televising (CCTV). Supplemental trainings, specifically training associated with safety, are also provided in addition to on the job training. Safety programs are reviewed on an annual basis. Included training relates to bloodborne pathogens, confined space entry, hazard communication, personal protective equipment, and respiratory protection. Examples of training procedures and programs are included in Appendix E.

Confined space entries are an important part of collection system maintenance. In addition to the training program, the City owns each of the following equipment: manhole tripod with winch, gas driven ventilator, and multiple gas detectors.

Training on new equipment is typically provided by the equipment manufacturer or approved representative of the manufacturer during startup. Typically, each piece of equipment is provided with an O&M manual, outlining maintenance procedures, maintenance schedules, and troubleshooting.

3. Legal Authorities

The City's SUO is described in "Title 8–Water and Sewer" of the City's municipal code. "Title 8, Chapter 4, Article 9–Violations and Penalties" gives the City authority to enforce it as necessary and where applicable. The SUO includes provisions that regulate sewer construction, sewer connections, permitting, inspection procedures, prohibited discharges, rates and fees, enforcement, and appeal processes.

The City's SUO requires grease, oil, and sand interceptors on an as needed basis to promote proper handling of flows. All interceptors must be approved by the City and be in an easily accessible place for inspection by the City. Removal and disposal of the captured material is the responsibility of the property owner.

The City does not serve any categorical industrial users (CIUs). There are currently three significant industrial users (SIUs) that contribute to the collection system; The Suter Company, Ideal Industries, and Driv-Lok, Inc. There is not a current pretreatment program in place for CIUs or SIUs. Public Works Department personnel monitor discharges from SIUs at regular intervals.

Compliance with the SUO is monitored by the DPW. The City's SUO is included in Appendix F.

4. Schedules for Maintenance, Sewer System Cleaning, and Preventative Rehabilitation

Regularly scheduled maintenance of the collection system includes sewer cleaning and foam root control. A list of previous root control locations with corresponding distances is included in Appendix G.

a. The City owns and operates its own sewer cleaning equipment. The following equipment is available for use:

   1) Vactor combination sewer cleaner.

   2) Jetter truck.

b. The City regularly inspects its collection system. During normal operation, inspections are mostly limited to surface inspections. However, the City also owns the following equipment for inspections:

   1) Subsite Electronics mainline CCTV System with pan and tilt capabilities, along with a 1,000-foot cable.

   2) Insight Vision, portable push camera with a 200-foot cable.

c The City owns two ISCO 2150 flow meters in addition to two ISCO 3170C portable samplers. Both flow meters were placed within the collection system to identify I/I in 2018. The meters confirmed the presence of I/I in their respective locations as they experienced increased flows during a wet weather period. Figure 2, located below, shows this response.

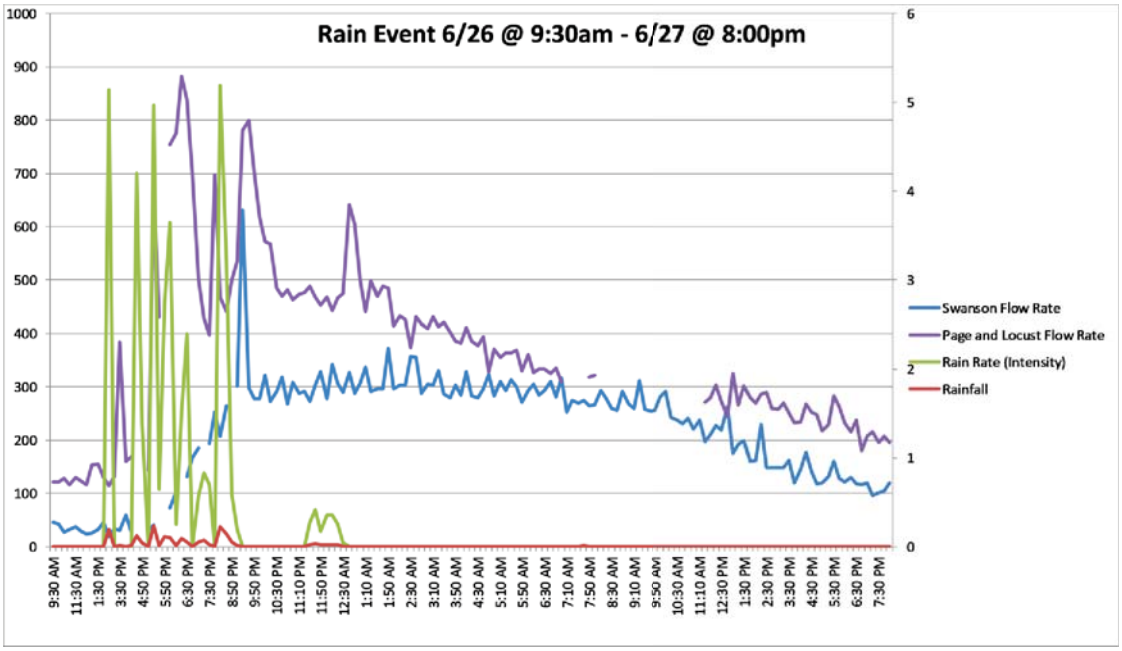

Figure 2 2018 Flow Meter Wet Weather Event

The City plans to begin a more comprehensive flow metering program to further pinpoint the location where I/I is entering the system. The existing equipment will be helpful in the development of the flow metering program.

5. Equipment Preventative Maintenance

All equipment and vehicles that are purchased within the Public Works Department are operated and maintained under the supervision of the DPW. Maintenance activities are tracked and scheduled based on the O&M manuals.

C. Documentation of Unplanned Maintenance

Collection system repairs and unplanned maintenance are documented through forms maintained by the Public Works Department. Unplanned maintenance and repairs are typically initiated by a resident contact. When a resident makes a call to the City, the location is documented and assigned to required personnel via a work order. Depending on the severity of the complaint, a priority will be established to determine the response time. City staff investigate and correct the issue as soon as practically possible. When the complaint has been corrected, the work order is filed as complete. An example work order is included in Appendix G.

D. Capacity Assessment

The City has not had a reported SSO or basement backup because of conveyance capacity within the last five years. Most basement backups have been because of lateral blockages. Therefore, it is assumed that the City does not have any immediate capacity issues.

E. Structural Deficiency Identification and Prioritization

In general, structural deficiencies are identified in one of two ways. First, routine system maintenance methods such as sewer cleaning and televising are used to identify structural deficiencies. Deficiencies are also identified through operational problems. Deficiencies that cause operation disruptions are given the highest priority and are addressed as soon as practically possible.

Repairs are also prioritized based on opportunity. For example, if the City has a roadway reconstruction project or a utility replacement project such as a storm sewer or water main, the local sanitary sewer might be prioritized for replacement to consolidate investment in the area improvements.

Some sewer replacements are done in-house. Outside contractors are used, as needed, to complete sewer replacements.

F. Operational Controls

As previously stated, the City's collection system is solely comprised of gravity sewers. There are no pumping stations within the collection system; therefore, operation is mostly a passive exercise.

G. Asset Management Strategy

As described above, the City maintains an inventory of its collection system in a GIS database. This database and the associated tables can be used to manage this asset. Some of the ways this database is currently used to manage assets include:

1. Sewer cleaning and televising activities are recorded and entered into the GIS system upon completion. This allows the City to easily see where its equipment is being used, which areas are being visited more frequently, and which areas have been neglected maintenance for a longer period of time.

2. Work orders that are a result of undocumented maintenance described above are entered into the GIS database. This allows for records to be referenced and located for several years following the completion of the work order.

3. As previously stated, the City has information related to the age of a portion of its sewers. Available information is already documented within the GIS database. City staff should continually update the age of its sewers within GIS as they become rehabilitated or replaced.

Information related to manhole and sewer condition assessments should also be documented within the existing GIS system as information becomes available. This will allow the City to prioritize infrastructure rehabilitation and replacement that is in worse condition.

By using the existing GIS system as an asset management tool, the City is developing a clear understanding of the value of its collection system assets. Over time, the system can be modified to better meet the needs of the City and collection system staff.

DESIGN AND PERFORMANCE PROVISIONS

A. Monitor the Effectiveness of CMOM

There are a number of metrics the City uses as a means to monitor the effectiveness of its CMOM program. The City tracks its service calls, overflows, and basement backups. A downward trend in service calls would suggest the CMOM program is effective. The City has not had a reported SSO or basement backup because of lack of conveyance capacity within the last five years. An effective CMOM program should continue this trend. The City has expressed concerns about increased flows experienced at the WWTP during wet weather events. A reduction in peaking factor would suggest that the CMOM program is being effective as well.

B. Upgrade the Elements of the CMOM Plan as Necessary

The CMOM program is meant to be an operational tool used on a regular basis by the City. As such, the CMOM should be updated as CMOM programs change. Supplemental CMOM information will be added to the appropriate places within this document. Furthermore, it is possible future updates will be required as the City's NPDES permits are renewed approximately every five years.

C. Maintain a Summary of CMOM Activities

As discussed throughout various points of this report, the City maintains some records of all of its different programs through various means. As such, the City will continue to document CMOM activities through the future and supplement this assessment as necessary.

OVERFLOW RESPONSE PLAN

A. Locating and Reporting SSOs and Basement Backups

As stated earlier, the City has not experienced any SSOs or basement backups because of lack of conveyance capacity within the last five years. The City has developed a Sewer Overflow Response Plan (SORP). A copy is included with Appendix H.

In general, SSOs are reported one of two ways: 1) City staff observe them during routine maintenance of the collection system or 2) the public reports them. Once a backup is reported, City staff visit the location to document the overflow and take necessary immediate action to reduce its impact on human health and the environment. Each overflow is then investigated to try to determine the cause. Appropriate action is taken if the cause is operational such as a sewer blockage. All known overflows have been a result of a temporary operational issue within the City's sewer or a resident's sanitary sewer.

City staff document all basement backups and SSOs when they are investigated. There does not appear to be a recurring area or location of basement backups and SSOs. Reported overflows are typically a result of a lateral blockage. Overflows associated with the City's collection system are documented on the IEPA SSO or Bypass Notification Summary Report.

B. SSO and Basement Backup Evaluation and Response

The City's main objective is to continue success and never to have SSOs or sewer backups. Therefore, the goal of responding and evaluating each overflow event is to prevent it from happening in the future. Each backup and overflow is a result of a unique circumstance that requires investigation and corrective action.

All reported basement and private property backups are a results of service line blockages. Once a call is received from a resident or property owner, the City responds as quickly as possible to try to diagnose the cause of the backup. If a service line blockage is the cause of the basement backup, the resident is advised to call a contractor because maintenance and blockages in the service line are the responsibility of the homeowner. Most blockages are removed via service line rodding.

Occasionally, an SSO or basement backup may occur because of an issue with the mainline sewer. Most often, an SSO or basement backup on the mainline sewer is a result of a mainline blockage. Blockages can occur for many reasons, but in most cases, they are because of unique and unforeseen circumstances rather than recurring maintenance issues. There are no known chronic blockage locations in the City. The City has identified problem areas where cleaning maintenance is scheduled more frequently than others, typically every three months. SSOs have been avoided in these areas in part because of the frequent cleaning. Further investigation of these areas is currently being done to identify the cause of the problem area and is discussed in the System Evaluation Plan section of this report.

Sewer collapses can be diagnosed similarly to a mainline blockage. If a sewer collapse is identified, City staff will do everything possible to eliminate the overflow through temporary means such as temporary pumping or temporary repairs. A permanent, emergency repair is completed as soon as possible by a City staff or an outside contractor.

SYSTEM EVALUATION PLAN

A. Summary of Existing SSO and Excessive I/I Areas

As discussed previously, The City does not have a problem with SSO or basement backup locations within the City's collection system. However, wet weather-related SSOs and basement backups could occur because of catastrophic wet weather events.

B. Evaluate Plans to Reduce I/I and Eliminate SSOs

Although the City has not experienced any SSOs or basement backups because of lack of conveyance capacity in the last five years, it is aware of increased flows during wet weather. This is demonstrated based on flows experienced at the WWTP as well as the City-owned flow meters that are placed within the collection system and are referenced earlier in this report.

Excessive I/I can be identified through a number of field investigations. Flow monitoring can be used to identify specific areas where excessive I/I exists within the collection system. The two flow meters will continue to be used to further identify these areas. Smoke testing, dye testing, building inspections, and

televising can also be used to identify specific sources of I/I associated with both public and private infrastructure. Areas that are identified as having the most I/I will be prioritized for corrective actions.

The City has documented specific “problem areas” within its collection system that include sewers requiring more frequent cleaning. Flow meters are recommended to be placed in a sewer downstream of these areas to evaluate if I/I becomes worse between the sewer cleaning occurrences.

The evaluation plan will periodically be reviewed and update to facilitate the needs of the City. Potential causes for review include SSOs, basement backups, or a proposed addition of an SIU.

Sewer main and manhole corrective measures can range from grouting, lining using various methods, and full replacement. During Fiscal Year 2018, the City completed 1,100 feet of sanitary sewer lining within its collection system to try to reduce I/I.

The City’s SUO provides the City the authority to have sources of I/I on private property removed. Simple corrections such as disconnection of downspouts or storm pumps connected to the sanitary sewer system can potentially result in large I/I reductions. The City has performed an ongoing cross-connection elimination program within the water department. A similar program is recommended for the sanitary sewer department. Costs associated with removal of a private property cross connection is the responsibility of the homeowner.

C. Construction Plans and Schedule

Construction projects, which cannot be done in house, are bid out and awarded to contractors as a construction contract. Plans and specifications are prepared by the City or a consulting engineer identifying scope, location, and expected schedule of construction work. These plans are prepared as projects are identified in the annual budget and CIP. As-built plans or maps are retained and are available for use and reference by Public Works Department staff.

REPORTING AND MONITORING

SSOs are detected in a variety of ways, as described above. All observed overflows are reported in writing to the IEPA using IEPA’s SSO or Bypass Notification Summary Report form as soon as possible following occurrence of the SSO. The written report indicates when and where the overflow occurred, the length of time, an estimated overflow volume, and a suspected cause of the event. A copy of the report is kept in the City’s file and staff are mobilized to address the event.

Affected residents report basement backups. As previously discussed, once a complaint is logged, City staff respond to assess and rectify the situation.

THIRD PARTY NOTICE PLAN

The City reports any overflows to the IEPA. No additional notifications are required at this time.

APPENDIX A
NPDES PERMIT

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

BRUCE RAUNER, GOVERNOR ALEC MESSINA, ACTING DIRECTOR

MAJOR

217/782-0610

September 28, 2016

City of Sycamore
308 West State Street
Sycamore, Illinois 60178

Re: City of Sycamore North STP
NPDES Permit No. IL0031291
Final Permit

Gentlemen:

Attached is the final NPDES Permit for your discharge. The Permit as issued covers discharge limitations, monitoring, and reporting requirements. Failure to meet any portion of the Permit could result in civil and/or criminal penalties. The Illinois Environmental Protection Agency is ready and willing to assist you in interpreting any of the conditions of the Permit as they relate specifically to your discharge.

Pursuant to the Final NPDES Electronic Reporting Rule, all permittees must report DMRs electronically beginning no later than December 21, 2016. The Agency utilizes NetDMR, a web based application, which allows the submittal of electronic Discharge Monitoring Reports instead of paper Discharge Monitoring Reports (DMRs). More information regarding NetDMR can be found on the Agency website, http://epa.state.il.us/water/net-dmr/index.html. If your facility is not registered in the NetDMR program, a supply of preprinted paper DMR Forms will be sent to your facility during the interim period prior to your registration in the NetDMR program. Additional information and instructions will accompany the preprinted DMRs. Please see the attachment regarding the electronic reporting rule.

The attached Permit is effective as of the date indicated on the first page of the Permit. Until the effective date of any re-issued Permit, the limitations and conditions of the previously-issued Permit remain in full effect. You have the right to appeal any condition of the Permit to the Illinois Pollution Control Board within a 35 day period following the issuance date.

Should you have questions concerning the Permit, please contact Kaushal Desai at 217/782-0610.

Sincerely,

Alan Keller

Alan Keller, P.E.
Manager, Permit Section
Division of Water Pollution Control

SAK:KKD:16032801.bah

Attachment: Final Permit

cc: Records
Compliance Assurance Section
Rockford Region
Billing
Facility
US EPA

NPDES Permit No. IL0031291

MAJOR

Illinois Environmental Protection Agency

Division of Water Pollution Control

1021 North Grand Avenue East

Post Office Box 19276

Springfield, Illinois 62794-9276

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

Reissued (NPDES) Permit

Expiration Date: September 30, 2021

Issue Date: September 28, 2016
Effective Date: October 1, 2016

Name and Address of Permittee:

City of Sycamore
308 West State Street
Sycamore, Illinois 60178

Facility Name and Address:

City of Sycamore North STP
501 North Cross Street
Sycamore, Illinois
(DeKalb County)

Receiving Waters: East Branch of the South Branch of Kishwaukee River

In compliance with the provisions of the Illinois Environmental Protection Act, Title 35 of the Ill. Adm. Code, Subtitle C, Chapter I, and the Clean Water Act (CWA), the above-named Permittee is hereby authorized to discharge at the above location to the above-named receiving stream in accordance with the Effluent Limitations, Monitoring, and Reporting requirements; Special Conditions and Attachment H Standard Conditions attached herein.

Permittee is not authorized to discharge after the above expiration date. In order to receive authorization to discharge beyond the expiration date, the Permittee shall submit the proper application as required by the Illinois Environmental Protection Agency (IEPA) not later than 180 days prior to the expiration date.

Alan Keller

Alan Keller, P.E.
Manager, Permit Section
Division of Water Pollution Control

SAK:KKD:16032801.bah

NPDES Permit No. IL0031291

Effluent Limitations, Monitoring, and Reporting

FINAL

Discharge Number(s) and Name(s): B01 STP Internal Outfall (Existing Facility)

Load limits computed based on a design average flow (DAF) of 2.97 MGD (design maximum flow (DMF) of 7.0 MGD).

From the effective date of this Permit until the operation of the proposed facility or expiration date, whichever comes first, the effluent of the above discharge(s) shall be monitored and limited at all times as follows:

	LOAD LIMITS lbs/day DAF (DMF)*			CONCENTRATION LIMITS mg/L				
Parameter	Monthly Average	Weekly Average	Daily Maximum	Monthly Average	Weekly Average	Daily Maximum	Sample Frequency	Sample Type
Flow (MGD)							Continuous	
$CBOD_5$**,******	248 (584)		495 (1168)	10		12	3 Days/Week	Composite
Suspended Solids*****	297 (701)		594 (1401)	12		24	3 Days/Week	Composite
pH	Shall be in the range of 6 to 9 Standard Units						3 Days/Week	Grab
Fecal Coliform***	Daily Maximum shall not exceed 400 per 100 mL (May through October)						3 Days/Week	Grab
Chlorine Residual****						0.05	3 Days/Week	Grab
Ammonia Nitrogen: As (N)								
March-May/Sept.-Oct.	32 (76)	82 (193)	94 (222)	1.3	3.3	3.8	3 Days/Week	Composite
June-August	27 (64)	69 (163)	94 (222)	1.1	2.8	3.8	3 Days/Week	Composite
Nov.-Feb.	46 (105)		107 (251)	1.8		4.3	3 Days/Week	Composite
Total Phosphorus (as P)******	25 (58)			1.0			1 Day/Month	Composite
Total Nitrogen	Monitor only						1 Day/Month	Composite
Dissolved Phosphorus	Monitor only						1 Day/Month	Composite
Nitrate/Nitrite	Monitor only						1 Day/Month	Composite
Total Kjeldahl Nitrogen (TKN)	Monitor only						1 Day/Month	Composite
Alkalinity	Monitor only						1 Day/Month	Grab
Temperature	Monitor only						1 Day/Month	Grab
Specific Conductivity	Monitor Only						1 Day/Month	Grab
				Monthly Average not less than	Weekly Average not less than	Daily Minimum		
Dissolved Oxygen								
March-July				N/A	6.25	5.0	3 Days/Week	Grab
August-February				6.0	4.5	4.0	3 Days/Week	Grab

*Load limits based on design maximum flow shall apply only when flow exceeds design average flow.
**Carbonaceous BOD_5 ($CBOD_5$) testing shall be in accordance with 40 CFR 136.
***See Special Condition 9.
****See Special Condition 10.
*****BOD_5 and Suspended Solids (85% removal required): In accordance with 40 CFR 133, the 30-day average percent removal shall not be less than 85 percent. The percent removal need not be reported to the IEPA on DMRs but influent and effluent data must be available, as required elsewhere in this Permit, for IEPA inspection and review. For measuring compliance with this requirement, 5 mg/L shall be added to the effluent $CBOD_5$ concentration to determine the effluent BOD_5 concentration. Percent removal is a percentage expression of the removal efficiency across a treatment plant for a given pollutant parameter, as determined from the 30-day average values of the raw wastewater influent concentrations to the facility and the 30-day average values of the effluent pollutant concentrations for a given time period.

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Effluent Limitations, Monitoring, and Reporting

FINAL

Discharge Number(s) and Name(s): B01 STP Internal Outfall (Existing Facility) (continued)

******See Special Condition 22.
Flow shall be reported on the Discharge Monitoring Report (DMR) as monthly average and daily maximum.
Fecal Coliform shall be reported on the DMR as a daily maximum value.
pH shall be reported on the DMR as minimum and maximum value.
Chlorine Residual shall be reported on DMR as daily maximum value.
Dissolved oxygen shall be reported on the DMR as a minimum value.
Total Phosphorus shall be reported on the DMR as a daily maximum and monthly average value.

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Effluent Limitations, Monitoring, and Reporting
FINAL

Discharge Number(s) and Name(s): B01 STP Internal Outfall (Proposed Facility)

Load limits computed based on a design average flow (DAF) of 4.9 MGD (design maximum flow (DMF) of 12.42 MGD).

From the operational date of proposed facility or expiration date, whichever comes first, the effluent of the above discharge(s) shall be monitored and limited at all times as follows:

	LOAD LIMITS lbs/day DAF (DMF)*				CONCENTRATION LIMITS mg/L				
Parameter	Annual Average[1]	Monthly Average	Weekly Average	Daily Maximum	Monthly Average	Weekly Average	Daily Maximum	Sample Frequency	Sample Type
Flow (MGD)								Continuous	
$CBOD_5$**	248 (584)	409 (1036)		817 (2072)	10		20	3 Days/Week	Composite
Suspended Solids**	297 (701)	490 (1243)		981 (2486)	12		24	3 Days/Week	Composite
pH		Shall be in the range of 6 to 9 Standard Units						3 Days/Week	Grab
Fecal Coliform***	Daily Maximum shall not exceed 400 per 100 mL (March through November)							3 Days/Week	Grab
Chlorine Residual							0.05	****	Grab
Peracetic Acid							1.0	3 Days/Week	Grab
Ammonia Nitrogen: As (N) March-May/Sept.-Oct.		53 (135)	135 (342)	155 (394)	1.3	3.3	3.8	3 Days/Week	Composite
June-August		45 (114)	114 (290)	155 (394)	1.1	2.8	3.8	3 Days/Week	Composite
Nov.-Feb.		74 (186)		176 (445)	1.8		4.3	3 Days/Week	Composite
Total Phosphorus (as P)		41 (104)			1.0			3 Days/Week	Composite
Total Nitrogen		409 (1036)			10			3 Days/Week	Composite
Dissolved Phosphorus	Monitor only							1 Day/Month	Composite
Nitrate/Nitrite	Monitor only							1 Day/Month	Composite
Total Kjeldahl Nitrogen (TKN)	Monitor only							1 Day/Month	Composite
Alkalinity	Monitor only							1 Day/Month	Grab
Temperature	Monitor only							1 Day/Month	Grab
Specific Conductivity	Monitor Only							1 Day/Month	Grab
					Monthly Avg. not less than	Weekly Avg. not less than	Daily Minimum		
Dissolved Oxygen March-July					N/A	6.25	5.0	3 Days/Week	Grab
August-February					6.0	4.5	4.0	3 Days/Week	Grab

*Load limits based on design maximum flow shall apply only when flow exceeds design average flow.
**Carbonaceous BOD_5 ($CBOD_5$) testing shall be in accordance with 40 CFR 136.
***See Special Condition 9.
****See Special Condition 10.
*****BOD_5 and Suspended Solids (85% removal required): In accordance with 40 CFR 133, the 30-day average percent removal shall not be less than 85 percent. The percent removal need not be reported to the IEPA on DMRs but influent and effluent data must be available, as required elsewhere in this Permit, for IEPA inspection and review. For measuring compliance with this requirement, 5 mg/L shall be added to the effluent $CBOD_5$ concentration to determine the effluent BOD_5 concentration. Percent removal is a percentage

Discharge Number(s) and Name(s): B01 STP Internal Outfall (Proposed Facility)(continued)

expression of the removal efficiency across a treatment plant for a given pollutant parameter, as determined from the 30-day average values of the raw wastewater influent concentrations to the facility and the 30-day average values of the effluent pollutant concentrations for a given time period.

[1] The rolling annual monthly average values shall be computed monthly beginning 12 months after the effective date of the permit and shall include the previous 12 months of data. The rolling annual monthly average, monthly average and daily maximum values shall be reported on the DMR.

Flow shall be reported on the Discharge Monitoring Report (DMR) as monthly average and daily maximum.

Fecal Coliform shall be reported on the DMR as a daily maximum value.

pH shall be reported on the DMR as minimum and maximum value.

Chlorine Residual shall be reported on DMR as daily maximum value.

Dissolved oxygen shall be reported on the DMR as a minimum value.

Total Phosphorus and Total Nitrogen shall be reported on the DMR as a monthly average and daily maximum.

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Effluent Limitations, Monitoring, and Reporting

FINAL

Discharge Number(s) and Name(s): A01 Excess Flow Outfall (Flow in excess of 4861 gpm for existing facility and 8625 gpm for proposed facility)

These flow facilities shall not be utilized until the main treatment facility is receiving its design maximum flow (DMF)* (Flow in excess of 4861 gpm for existing facility and 8625 gpm for proposed facility)

From the effective date of this Permit until the expiration date, the effluent of the above discharge(s) shall be monitored and limited at all times as follows:

Parameter	CONCENTRATION LIMITS (mg/L) Daily Maximum	Sample Frequency	Sample Type
Total Flow (MG)		Daily When Discharging	Continuous
Fecal Coliform	Daily Maximum shall not exceed 400 per 100 mL (May through October)	Daily When Discharging	Grab
BOD_5	Monitor Only	Daily When Discharging	Grab
Suspended Solids	Monitor Only	Daily When Discharging	Grab
Ammonia Nitrogen (As N)	Monitor Only	Daily When Discharging	Grab
Total Phosphorus (as P)	Monitor Only	Daily When Discharging	Grab

*An explanation shall be provided in comments section of the DMR should these facilities be used when the main treatment facility is not receiving Design Maximum Flow (DMF). The explanation shall identify the reasons the main facility is at a diminished treatment capacity. Additionally, the Permittee shall comply with the provisions of Special Condition 7.

The duration of each A01 discharge and rainfall event (i.e., start and ending time) including rainfall intensity shall be provided in the comment section of the DMR.

Total flow in million gallons shall be reported on the Discharge Monitoring Report (DMR) in the quantity maximum column. The main treatment plant facility flow at the time that A01 Excess Flow Facilities are first utilized shall be reported in the comment section of the DMR in gallons per minute (gpm).

Fecal Coliform shall be reported on the DMR as daily maximum value.

BOD_5 and Suspended Solids shall be reported on the DMR as a daily maximum value.

Ammonia Nitrogen shall be reported on the DMR as a daily maximum value.

Total Phosphorus shall be reported on the DMR as a daily maximum value.

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Effluent Limitations, Monitoring, and Reporting

FINAL

Discharge Number(s) and Names(s): 001 Combined Discharge from A01 and B01 Outfall

From the effective date of this Permit until the expiration date, the effluent of the above discharge(s) shall be monitored and limited at all time as follows:

	CONCENTRATION LIMITS (mg/L)				
Parameter	Daily Maximum	Monthly Average	Weekly Average	Sample Frequency	Sample Type
Total Flow (MG)				Daily When A01 is Discharging	Continuous
BOD_5**		30	45	Daily When A01 is Discharging	Grab
Suspended Solids**		30	45	Daily When A01 is Discharging	Grab
pH		Shall be in the range of 6 to 9 Standard Units		Daily When A01 is Discharging	Grab
Chlorine Residual		0.75		Daily When A01 is Discharging	Grab
Ammonia Nitrogen (as N)***		Monitor only		Daily When A01 is Discharging	Grab
Total Phosphorus (as P)		Monitor only		Daily When A01 is Discharging	Grab
Dissolved Oxygen		Monitor only		Daily When A01 is Discharging	Grab
Peracetic Acid****	1.0			Daily When A01 is Discharging	Grab

*An explanation shall be provided in the comment section of the DMR should these facilities be used when the main treatment facility is not receiving Design Maximum Flow (DMF). The explanation shall identify the reasons the main facility is at a diminished treatment capacity. Additionally, the Permittee shall comply with the provisions of Special Condition 7.
** BOD_5 and Suspended Solids (85% removal required): In accordance with 40 CFR 133, the 30-day average percent removal shall not be less than 85 percent. The percent removal need not be reported to the IEPA on DMRs but influent and effluent data must be available, as required elsewhere in this Permit, for IEPA inspection and review. For measuring compliance with this requirement, 5 mg/L shall be added to the effluent $CBOD_5$ concentration to determine the effluent BOD_5 concentration.

Percent removal is a percentage expression of the removal efficiency across a treatment plant for a given pollutant parameter, as determined from the 30-day average values of the raw wastewater influent concentrations to the facility and the 30-day average values of the effluent pollutant concentrations for a given time period.
***See Special Condition 23.
**** Proposed facility only.
Total flow in million gallons shall be reported on the Discharge Monitoring Report (DMR) in the quantity maximum column. The main treatment facility flow at the time that Outfall A01 is first utilized shall be reported in the comment section of the DMR in gallons per minute (gpm).

Report the number of days of discharge in the comments section of the DMR.

Chlorine Residual shall be reported on the DMR as monthly average value.

pH shall be reported on the DMR as a minimum and a maximum value.

BOD_5 and Suspended Solids shall be reported on the DMR as a monthly and weekly average concentration.

A monthly average value for ammonia shall be computed for each month that A01 discharges beginning one month after the effective date of the permit. A monthly average concentration shall be determined by combining data collected from 001 and B01 (only B01 data from days when A01 is not discharging) for the reporting period. These monitoring results shall be submitted to the Agency on the DMR. Ammonia Nitrogen shall also be reported on the DMR as a maximum value.

A monthly and weekly average value for Dissolved Oxygen (DO) shall be computed for each month that A01 discharges beginning one month after the effective date of the permit. The monthly and weekly average concentrations for 001 shall be determined by combining data collected from 001 and B01 (only B01 data from days when A01 is not discharging) for the reporting period. These monitoring results shall be submitted to the Agency on the DMR. DO shall also be reported on the DMR as a minimum value.

Total Phosphorus shall be reported on the DMR as a maximum value.

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Influent Monitoring, and Reporting

The influent to the plant shall be monitored as follows:

Parameter	Sample Frequency	Sample Type
Flow (MGD)	Continuous	
BOD_5	3 Days/Week And daily when A01 is discharging	Composite
Suspended Solids	3 Days/Week And daily when A01 is discharging	Composite

Influent samples shall be taken at a point representative of the influent.

Flow (MGD) shall be reported on the Discharge Monitoring Report (DMR) as monthly average and daily maximum.

BOD_5 and Suspended Solids shall be reported on the DMR as a monthly average concentration.

Special Conditions

SPECIAL CONDITION 1. This Permit may be modified to include different final effluent limitations or requirements which are consistent with applicable laws and regulations. The IEPA will public notice the permit modification.

SPECIAL CONDITION 2. The use or operation of this facility shall be by or under the supervision of a Certified Class 1 operator.

SPECIAL CONDITION 3. The IEPA may request in writing submittal of operational information in a specified form and at a required frequency at any time during the effective period of this Permit.

SPECIAL CONDITION 4. The IEPA may request more frequent monitoring by permit modification pursuant to 40 CFR § 122.63 and Without Public Notice.

SPECIAL CONDITION 5. The effluent, alone or in combination with other sources, shall not cause a violation of any applicable water quality standard outlined in 35 Ill. Adm. Code 302 and 303.

SPECIAL CONDITION 6. The Permittee shall record monitoring results on Discharge Monitoring Report (DMR) Forms using one such form for each outfall each month.

In the event that an outfall does not discharge during a monthly reporting period, the DMR Form shall be submitted with no discharge indicated.

The Permittee will be required to submit electronic DMRs (NetDMRs) instead of mailing paper DMRs to the IEPA beginning December 21, 2016. More information, including registration information for the NetDMR program, can be obtained on the IEPA website, http://www.epa.state.il.us/water/net-dmr/index.html.

The completed Discharge Monitoring Report forms shall be submitted to IEPA no later than the 25th day of the following month, unless otherwise specified by the permitting authority.

Permittees not using NetDMRs during the interim period before December 21, 2016 shall mail Discharge Monitoring Reports with an original signature to the IEPA at the following address:

Illinois Environmental Protection Agency
Division of Water Pollution Control
Attention: Compliance Assurance Section, Mail Code # 19
1021 North Grand Avenue East
Post Office Box 19276
Springfield, Illinois 62794-9276

SPECIAL CONDITION 7. The provisions of 40 CFR Section 122.41(m) & (n) are incorporated herein by reference.

SPECIAL CONDITION 8.
Samples taken in compliance with the effluent monitoring requirements shall be taken:

A. For Outfall Number B01 shall be taken at a point:
    1. Representative of the discharge of fully treated wastewater effluent, and When discharges are occurring from Outfall Number A01, prior to admixture with discharges from Outfall Number A01.
B. For Outfall Number A01 shall be taken at a point:
    1. Representative of the discharge from the excess flow treatment unit(s) to Outfall Number 001, and
    2. Prior to admixture with discharges from Outfall Number B01.
C. For Outfall Number 001 shall be taken at a point:
    1. Representative of the discharge from Outfall Number 001 but prior to entry into the receiving water; and
    2. Representative of the admixture of all flow from Outfall Numbers A01 and B01.
        a. On days when there are no discharges through Outfall Number A01 samples for all effluent limitations and monitoring parameters applicable to Outfall Number 001 can be taken at the location of sampling for Outfall Number B01. When this occurs, sample results for Outfall Number B01 must be reported on the DMRs for Outfall Number B01 and Outfall Number 001.
        b. On days when there are discharges through Outfall A01, samples for all effluent limitations and monitoring parameters applicable to Outfall 001 shall be representative of the discharge through Outfall 001 to the receiving water; and shall be taken at a point representative of the admixture of flows from Outfall Numbers A01 and B01.

Special Conditions

SPECIAL CONDITION 9. Fecal Coliform limits for Discharge Number B01 (existing facility) are effective May thru October. Sampling of Fecal Coliform is only required during this time period. Fecal coliform limits for Discharge Number B01 (proposed facility) are effective March through November. Sampling of Fecal Coliform is only required during this time period.

SPECIAL CONDITION 10. The total residual chlorine limit is applicable at all times for Discharge No. B01 (existing facility). If the Permittee is chlorinating for any purpose during the months of November through April, sampling is required on a daily grab basis. Sampling frequency for the months of May through October shall be as indicated on effluent limitations, monitoring and reporting page of this Permit.

For Discharge No. B01 (proposed facility), any use of chlorine to control slime growths, odors or as an operational control, etc. shall not exceed the limit of 0.05 mg/L (daily maximum) total residual chlorine in the effluent. Sampling is required on a daily grab basis during the chlorination process. Reporting shall be submitted on the DMR's on a monthly basis.

SPECIAL CONDITION 11. Consistent with permit modification procedures in 40 CFR 122.62 and 63, this Permit may be modified to include requirements for the Permittee on a continuing basis to evaluate and detail its efforts to effectively control sources of infiltration and inflow into the sewer system and to submit reports to the IEPA if necessary.

SPECIAL CONDITION 12. The Permittee shall conduct semi-annual monitoring of the effluent and report concentrations (in mg/l) of the following listed parameters. Monitoring shall begin three (3) months from the effective date of this permit. The sample shall be a 24-hour effluent composite except as otherwise specifically provided below and the results shall be submitted on Discharge Monitoring Report Forms to IEPA unless otherwise specified by the IEPA. The parameters to be sampled and the minimum reporting limits to be attained are as follows:

STORET CODE	PARAMETER	Minimum reporting limit
01002	Arsenic	0.05 mg/L
01007	Barium	0.5 mg/L
01027	Cadmium	0.001 mg/L
01032	Chromium (hexavalent) (grab)	0.01 mg/L
01034	Chromium (total)	0.05 mg/L
01042	Copper	0.005 mg/L
00720	Cyanide (total) (grab)***	5.0 ug/L
00722	Cyanide (grab) (available**** or amenable to chlorination)***	5.0 ug/L
00951	Fluoride	0.1 mg/L
01045	Iron (total)	0.5 mg/L
01046	Iron (Dissolved)	0.5 mg/L
01051	Lead	0.05 mg/L
01055	Manganese	0.5 mg/L
71900	Mercury (grab)**	1.0 ng/L*
01067	Nickel	0.005 mg/L
00556	Oil (hexane soluble or equivalent) (Grab Sample only)	5.0 mg/L
32730	Phenols (grab)	0.005 mg/L
01147	Selenium	0.005 mg/L
01077	Silver (total)	0.003 mg/L
01092	Zinc	0.025 mg/L

Minimum Reporting Limits are defined as – (1) The minimum value below which data are documented as non-detects. (2) Three to ten times the method detection limit. (3) The minimum value of the calibration range.

All sample containers, preservative, holding times, analyses, method detection limit determinations and quality assurance/quality control requirements shall be in accordance with 40 CFR 136.

Unless otherwise indicated, concentrations refer to the total amount of the constituent present in all phases, whether solid, suspended or dissolved, elemental or combined, including all oxidation states.

*1.0 ng/L = 1 part per trillion.
**Utilize USEPA Method 1631E and the digestion procedure described in Section 11.1.1.2 of 1631E.
***Analysis for cyanide (available or amenable to chlorination) is only required if cyanide (total) is detected or more than the minimum reporting limit.
****US EPA Method OIA-1677.

Special Conditions

The Permittee shall provide a report briefly describing the permittee's pretreatment activities and an updated listing of the Permittee's significant industrial users. The list should specify which categorical pretreatment standards, if any, are applicable to each Industrial User. Permittees who operate multiple plants may provide a single report. Such report shall be submitted within six (6) months of the effective date of this Permit to the following addresses:

U.S. Environmental Protection Agency
Region 5
77 West Jackson Blvd.
Chicago, Illinois 60604
Attention: Water Assurance Branch Enforcement and Compliance

Illinois Environmental Protection Agency
Division of Water Pollution Control
Attention: Compliance assurance Section, Mail Code #19
1021 North Grand Avenue East
Post Office Box 19276
Springfield, Illinois 62794-9276

SPECIAL CONDITION 13. During January of each year the Permittee shall submit annual fiscal data regarding sewerage system operations to the Illinois Environmental Protection Agency/Division of Water Pollution Control/Compliance Assurance Section. The Permittee may use any fiscal year period provided the period ends within twelve (12) months of the submission date.

Submission shall be on forms provided by IEPA titled "Fiscal Report Form For NPDES Permittees".

SPECIAL CONDITION 14. The Permittee shall conduct biomonitoring of the effluent from Discharge Number(s) B01.

Biomonitoring

1. Acute Toxicity - Standard definitive acute toxicity tests shall be run on at least two trophic levels of aquatic species (fish, invertebrate) representative of the aquatic community of the receiving stream. Testing must be consistent with Methods for Measuring the Acute Toxicity of Effluents and Receiving Waters to Freshwater and Marine Organisms (Fifth Ed.) EPA/821-R-02-012. Unless substitute tests are pre-approved; the following tests are required:

   a. Fish - 96 hour static LC_{50} Bioassay using fathead minnows (Pimephales promelas).

   b. Invertebrate 48-hour static LC_{50} Bioassay using Ceriodaphnia.

2. Testing Frequency - The above tests shall be conducted using 24-hour composite samples unless otherwise authorized by the IEPA. Samples must be collected in the 18th, 15th, 12th, and 9th month prior to the expiration date of this Permit.

3. Reporting - Results shall be reported according to EPA/821-R-02-012, Section 12, Report Preparation, and shall be submitted to IEPA, Bureau of Water, Compliance Assurance Section within one week of receipt from the laboratory. Reports are due to the IEPA no later than the 16th, 13th, 10th, and 7th month prior to the expiration date of this Permit.

4. Toxicity - Should a bioassay result in toxicity to >20% of organisms test in the 100% effluent treatment, the IEPA may require, upon notification, six (6) additional rounds of monthly testing on the affected organism(s) to be initiated within 30 days of the toxic bioassay. Results shall be submitted to IEPA within (1) week of becoming available to the Permittee. Should any of the additional bioassays result in toxicity to $\geq$50% of organisms tested in the 100% effluent treatments, the Permittee shall immediately notify IEPA in writing of the test results.

5. Toxicity Reduction Evaluation and Identification - Should the biomonitoring program identify toxicity and result in notification by IEPA, the permittee shall develop a plan for toxicity reduction evaluation and identification. This plan shall be developed and implemented in accordance with Toxicity Reduction Evaluation Guidance for Municipal Wastewater Treatment Plants, EPA/833B-99/002, and shall include an evaluation to determine which chemicals have a potential for being discharged in the plant wastewater, a monitoring program to determine their presence or absence and to identify other compounds which are not being removed by treatment, and other measures as appropriate. The Permittee shall submit to the IEPA its plan within ninety (90) days following notification by the IEPA. The Permittee shall implement the plan within ninety (90) days of notification date of the permittee above or other such date as is received by letter from IEPA.

Special Conditions

The IEPA may modify this Permit during its term to incorporate additional requirements or limitations based on the results of the biomonitoring. In addition, after review of the monitoring results and toxicity reduction evaluation, the IEPA may modify this Permit to include numerical limitations for specific toxic pollutants and additional whole effluent toxicity monitoring to confirm the results of the evaluation. Modifications under this condition shall follow public notice and opportunity for hearing.

SPECIAL CONDITION 15. For the duration of this Permit, the Permittee shall determine the quantity of sludge produced by the treatment facility in dry tons or gallons with average percent total solids analysis. The Permittee shall maintain adequate records of the quantities of sludge produced and have said records available for U.S. EPA and IEPA inspection. The Permittee shall submit to the IEPA, at a minimum, a semi-annual summary report of the quantities of sludge generated and disposed of, in units of dry tons or gallons (average total percent solids) by different disposal methods including but not limited to application on farmland, application on reclamation land, landfilling, public distribution, dedicated land disposal, sod farms, storage lagoons or any other specified disposal method. Said reports shall be submitted to the IEPA by January 31 and July 31 of each year reporting the preceding January thru June and July thru December interval of sludge disposal operations.
Duty to Mitigate. The Permittee shall take all reasonable steps to minimize any sludge use or disposal in violation of this Permit.

Sludge monitoring must be conducted according to test procedures approved under 40 CFR 136 unless otherwise specified in 40 CFR 503, unless other test procedures have been specified in this Permit.

Planned Changes. The Permittee shall give notice to the IEPA on the semi-annual report of any changes in sludge use and disposal.

The Permittee shall retain records of all sludge monitoring, and reports required by the Sludge Permit as referenced in Standard Condition 25 for a period of at least five (5) years from the date of this Permit.
If the Permittee monitors any pollutant more frequently than required by this permit or the Sludge Permit, the results of this monitoring shall be included in the reporting of data submitted to the IEPA.

The Permittee shall comply with existing federal regulations governing sewage sludge use or disposal and shall comply with all existing applicable regulations in any jurisdiction in which the sewage sludge is actually used or disposed.

The Permittee shall comply with standards for sewage sludge use or disposal established under section 405(d) of the CWA within the time provided in the regulations that establish the standards for sewage sludge use or disposal even if the permit has not been modified to incorporate the requirement.

The Permittee shall ensure that the applicable requirements in 40 CFR Part 503 are met when the sewage sludge is applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator.

Monitoring reports for sludge shall be reported on the form titled "Sludge Management Reports" to the following address:

Illinois Environmental Protection Agency
Bureau of Water
Compliance Assurance Section
Mail Code #19
1021 North Grand Avenue East
Post Office Box 19276
Springfield, Illinois 62794-9276

SPECIAL CONDITION 16. This Permit may be modified to include alternative or additional final effluent limitations pursuant to an approved Total Maximum Daily Load (TMDL) Study or upon completion of an alternate Water Quality Study.

SPECIAL CONDITION 17. The Permittee shall work towards the goals of achieving no discharges from sanitary sewer overflows or basement back-ups and ensuring that overflows or back-ups, when they do occur do not cause or contribute to violations of applicable standards or cause impairment in any adjacent receiving water. Overflows from sanitary sewers are expressly prohibited by this permit and by Ill. Adm. Code 306.304. In order to accomplish these goals of complying with this prohibition and mitigating the adverse impacts of any such overflows if they do occur, the Permittee shall (A) identify and report to IEPA all SSOs that do occur, and (B) develop, implement and submit to the IEPA a Capacity, Management, Operations, and Maintenance (CMOM) plan which includes an Asset Management strategy within 18 months of the effective date of this Permit or review and revise any existing plan accordingly. The Permittee shall modify the Plan to incorporate any comments that it receives from IEPA and shall implement the modified plan as soon as possible. The Permittee should work as appropriate, in consultation with affected authorities at the local, county, and/or state level to develop the plan components involving third party notification of overflow events. The Permittee may be required to construct additional sewage transport and/or treatment facilities in future permits or other enforceable documents should the implemented CMOM plan indicate that the Permittee's facilities are not capable of conveying and treating the flow for which they are designed.
The CMOM plan shall include the following elements:

Special Conditions

A. Measures and Activities:

1. A complete map and system inventory for the collection system owned and operated by the Permittee;
2. Organizational structure; budgeting; training of personnel; legal authorities; schedules for maintenance, sewer system cleaning, and preventative rehabilitation; checklists, and mechanisms to ensure that preventative maintenance is performed on equipment owned and operated by the Permittee;
3. Documentation of unplanned maintenance;
4. An assessment of the capacity of the collection and treatment system owned and operated by the Permittee at critical junctions and immediately upstream of locations where overflows and backups occur or are likely to occur; use flow monitoring as necessary;
5. Identification and prioritization of structural deficiencies in the system owned and operated by the Permittee;
6. Operational control, including documented system control procedures, scheduled inspections and testing;
7. The Permittee shall develop and implement an Asset Management strategy to ensure the long-term sustainability of the collection system. Asset Management shall be used to assist the Permittee in making decisions on when it is most appropriate to repair, replace or rehabilitate particular assets and develop long-term funding strategies; and
8. Asset Management shall include but is not limited to the following elements:
    a. Asset Inventory and State of the Asset;
    b. Level of Service;
    c. Critical Asset Identification;
    d. Life Cycle Cost; and
    e. Long-Term Funding Strategy.

B. Design and Performance Provisions:

1. Monitor the effectiveness of CMOM;
2. Upgrade the elements of the CMOM plan as necessary; and
3. Maintain a summary of CMOM activities.

C. Overflow Response Plan:

1. Know where overflows and back-ups within the facilities owned and operated by the Permittee occur;
2. Respond to each overflow or back-up to determine additional actions such as clean up; and
3. Locations where basement back-ups and/or sanitary sewer overflows occur shall be evaluated as soon as practicable for excessive inflow/infiltration, obstructions or other causes of overflows or back-ups as set forth in the System Evaluation Plan.

D. System Evaluation Plan:

1. Summary of existing SSO and Excessive I/I areas in the system and sources of contribution;
2. Evaluate plans to reduce I/I and eliminate SSOs;
3. Special provisions for Pump Stations and force mains and other unique system components; and
4. Construction plans and schedules for correction.

E. Reporting and Monitoring Requirements:

1. Program for SSO detection and reporting; and
2. Program for tracking and reporting basement back-ups, including general public complaints.

F. Third Party Notice Plan:

1. Describes how, under various overflow scenarios, the public, as well as other entities, would be notified of overflows within the Permittee's system that may endanger public health, safety or welfare;
2. Identifies overflows within the Permittee's system that would be reported, giving consideration to various types of events including events with potential widespread impacts;
3. Identifies who shall receive the notification;
4. Identifies the specific information that would be reported including actions that will be taken to respond to the overflow;
5. Includes a description of the lines of communication; and
6. Includes the identities and contact information of responsible POTW officials and local, county, and/or state level officials.

Special Conditions

For additional information concerning USEPA CMOM guidance and Asset Management please refer to the following web site addresses.
http://www.epa.gov/npdes/pubs/cmom_guide_for_collection_systems.pdf and
http://water.epa.gov/type/watersheds/wastewater/upload/guide_smallsystems_assetmanagement_bestpratices.pdf

SPECIAL CONDITION 18. The Permittee shall, within 18 months of the effective date of this permit, prepare and submit to the Agency a feasibility study that identifies the method, timeframe, and costs of reducing phosphorus levels in its discharge to a level consistently meeting a potential future effluent limit of 0.5 mg/L and 0.1 mg/L. The study shall evaluate the construction and O & M costs of the application of these limits on a monthly, seasonal and annual average basis.

SPECIAL CONDITION 19. The Permittee shall develop and submit to the Agency a Phosphorus Discharge Optimization Plan within 18 months of the effective date of this permit. The plan shall include a schedule for the implementation of these optimization measures. Annual progress reports on the optimization of the existing treatment facilities shall be submitted to the Agency by March 31 of each year. In developing the plan, the Permittee shall evaluate a range of measures for reducing phosphorus discharges from the treatment plant, including possible source reduction measures, operational improvements, and minor facility modifications that will optimize reductions in phosphorus discharges from the wastewater treatment facility. The Permittee's evaluation shall include, but not be limited to, an evaluation of the following optimization measures:

A. WWTF influent reduction measures.
   1. Evaluate the phosphorus reduction potential of users.
   2. Determine which sources have the greatest opportunity for reducing phosphorus (i.e., industrial, commercial, institutional, municipal and others).
      a. Determine whether known sources (i.e., restaurant and food preparation) can adopt phosphorus minimization and water conservation plans.
      b. Evaluate implementation of local limits on influent sources of excessive phosphorus.

B. WWTF effluent reduction measures.
   1. Reduce phosphorus discharges by optimizing existing treatment processes.
      a. Adjust the solids retention time for either nitrification, denitrification, or biological phosphorus removal.
      b. Adjust aeration rates to reduce dissolved oxygen and promote simultaneous nitrification-denitrification.
      c. Add baffles to existing units to improve microorganism conditions by creating divided anaerobic, anoxic, and aerobic zones.
      d. Change aeration settings in plug flow basins by turning off air or mixers at the inlet side of the basin system.
      e. Minimize impact on recycle streams by improving aeration within holding tanks.
      f. Reconfigure flow through existing basins to enhance biological nutrient removal.
      g. Increase volatile fatty acids for biological phosphorus removal.

SPECIAL CONDITION 20. The Permittee may collect data in support of developing a site-specific metals translator for copper consistent with EPA Guidance. Data collection to support a site-specific metals translator must include Total and dissolved metal samples collected at least once per month for six months and must be collected from representative flow of the effluent and from within the receiving stream at a location downstream of the discharge indicative of complete mixing between the effluent and the receiving water. The IEPA will review submitted sample data and may modify this Permit.

SPECIAL CONDITION 21. The Permittee shall notify the IEPA in writing once the treatment plant expansion has been completed. A letter stating the date that the expansion was completed shall be sent to the following address within fourteen (14) days of the expansion becoming operational:

Illinois Environmental Protection Agency
Bureau of Water
Compliance Assurance Section, Mail Code #19
1021 North Grand Avenue East
Post Office Box 19276
Springfield, Illinois 62794-9276

SPECIAL CONDITION 22. A phosphorus limit of 1.0 mg/L (Monthly Average) shall become effective three (3) years from the effective date of this Permit.

In order for the Permittee to achieve the above limit, it will be necessary to modify existing treatment facilities to include phosphorus removal, reduce phosphorus sources or explore other ways to prevent discharges that exceed the limit. The Permittee must implement the following compliance measures consistent with the schedule below:

A. Interim Report on Phosphorus Removal Feasibility Report	6 months from the effective date of this Permit

Special Conditions

B.	Interim Report on Phosphorus Removal Feasibility Report	12 months from the effective date of this Permit
C.	Phosphorus Removal Feasibility Report Submitted	18 Months from the effective date of this Permit
D.	Plans and specifications submitted	24 months from the effective date of this Permit
E.	Progress Report on Construction	30 months from the effective date of this Permit
F.	Achieve Monthly Concentration and Loading Effluent Limitations for Total Phosphorus	36 months from the effective date of this Permit

Compliance dates may be modified based on the results of the Phosphorus Removal Feasibility Report required by Special Condition 18 of this Permit. All modifications of this Permit must be in accordance with 40 CFR 122.62 or 40 CFR 122.63.

Reporting shall be submitted on the DMR's on a monthly basis.

REPORTING

The Permittee shall submit progress reports for items A, B, C, D, E, and F of the compliance schedule indicating: a) the date the item was completed, or b) that the item was not completed, the reasons for non-completion and the anticipated completion date to the Agency Compliance Section.

SPECIAL CONDITION 23. The Agency shall consider all monitoring data submitted by the discharger in accordance with the monitoring requirements of this permit for all parameters, including but not limited to data pertaining to ammonia and dissolved oxygen for discharges from Discharge Number 001, to determine whether the discharges are at levels which cause, have the reasonable potential to cause or contribute to exceedances of water quality standards; and, if so, to develop appropriate water quality based effluent limitations. If the discharger wants the Agency to consider mixing when determining the need for and establishment of water quality based effluent limitations, the discharger shall submit a study plan on mixing to the Agency for the Agency's review and comment within two (2) months of the effective date of this Permit.

SPECIAL CONDITION 24. The Permittee shall conduct monthly water quality sampling in the receiving stream both upstream and downstream of the NPDES outfall for the following parameters: dissolved phosphorus, total phosphorus, total organic carbon, chlorophyll a, dissolved oxygen, total ammonia nitrogen, nitrate/nitrite, total kjeldahl nitrogen, pH, total suspended solids, volatile suspended solids and temperature. The results shall be submitted to the Agency by March 31 of each year. The Permittee may work cooperatively with a watershed workgroup to conduct monitoring and prepare a single annual monitoring report that is common among workgroup permittees.

SPECIAL CONDITION 25. The Permittee shall monitor the wastewater effluent for dissolved phosphorus, total phosphorus, dissolved oxygen, ammonia nitrogen, nitrate/nitrite, total kjeldahl nitrogen, pH, alkalinity, specific conductivity and temperature at least once a month beginning on the effective date of this Permit. The results shall be submitted on NetDMRs to the Agency unless otherwise specified by the Agency.

Attachment H

Standard Conditions

Definitions

Act means the Illinois Environmental Protection Act, 415 ILCS 5 as Amended.

Agency means the Illinois Environmental Protection Agency.

Board means the Illinois Pollution Control Board.

Clean Water Act (formerly referred to as the Federal Water Pollution Control Act) means Pub. L 92-500, as amended. 33 U.S.C. 1251 et seq.

NPDES (National Pollutant Discharge Elimination System) means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under Sections 307, 402, 318 and 405 of the Clean Water Act.

USEPA means the United States Environmental Protection Agency.

Daily Discharge means the discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in units of mass, the "daily discharge" is calculated as the total mass of the pollutant discharged over the day. For pollutants with limitations expressed in other units of measurements, the "daily discharge" is calculated as the average measurement of the pollutant over the day.

Maximum Daily Discharge Limitation (daily maximum) means the highest allowable daily discharge.

Average Monthly Discharge Limitation (30 day average) means the highest allowable average of daily discharges over a calendar month, calculated as the sum of all daily discharges measured during a calendar month divided by the number of daily discharges measured during that month.

Average Weekly Discharge Limitation (7 day average) means the highest allowable average of daily discharges over a calendar week, calculated as the sum of all daily discharges measured during a calendar week divided by the number of daily discharges measured during that week.

Best Management Practices (BMPs) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Aliquot means a sample of specified volume used to make up a total composite sample.

Grab Sample means an individual sample of at least 100 milliliters collected at a randomly-selected time over a period not exceeding 15 minutes.

24-Hour Composite Sample means a combination of at least 8 sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over a 24-hour period.

8-Hour Composite Sample means a combination of at least 3 sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over an 8-hour period.

Flow Proportional Composite Sample means a combination of sample aliquots of at least 100 milliliters collected at periodic intervals such that either the time interval between each aliquot or the volume of each aliquot is proportional to either the stream flow at the time of sampling or the total stream flow since the collection of the previous aliquot.

(1) **Duty to comply.** The permittee must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Act and is grounds for enforcement action, permit termination, revocation and reissuance, modification, or for denial of a permit renewal application. The permittee shall comply with effluent standards or prohibitions established under Section 307(a) of the Clean Water Act for toxic pollutants within the time provided in the regulations that establish these standards or prohibitions, even if the permit has not yet been modified to incorporate the requirements.

(2) **Duty to reapply.** If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee must apply for and obtain a new permit. If the permittee submits a proper application as required by the Agency no later than 180 days prior to the expiration date, this permit shall continue in full force and effect until the final Agency decision on the application has been made.

(3) **Need to halt or reduce activity not a defense.** It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

(4) **Duty to mitigate.** The permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.

(5) **Proper operation and maintenance.** The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with conditions of this permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up, or auxiliary facilities, or similar systems only when necessary to achieve compliance with the conditions of the permit.

(6) **Permit actions.** This permit may be modified, revoked and reissued, or terminated for cause by the Agency pursuant to 40 CFR 122.62 and 40 CFR 122.63. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance, does not stay any permit condition.

(7) **Property rights.** This permit does not convey any property rights of any sort, or any exclusive privilege.

(8) **Duty to provide information.** The permittee shall furnish to the Agency within a reasonable time, any information which the Agency may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit, or to determine compliance with the permit. The permittee shall also furnish to the Agency upon request, copies of records required to be kept by this permit.

(9) **Inspection and entry.** The permittee shall allow an authorized representative of the Agency or USEPA (including an authorized contractor acting as a representative of the Agency or USEPA), upon the presentation of credentials and other documents as may be required by law, to:

(a) Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;

(b) Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;

(c) Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and

(d) Sample or monitor at reasonable times, for the purpose of assuring permit compliance, or as otherwise authorized by the Act, any substances or parameters at any location.

(10) **Monitoring and records.**

(a) Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity.

(b) The permittee shall retain records of all monitoring information, including all calibration and maintenance records, and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least 3 years from the date of this permit, measurement, report or application. Records related to the permittee's sewage sludge use and disposal activities shall be retained for a period of at least five years (or longer as required by 40 CFR Part 503). This period may be extended by request of the Agency or USEPA at any time.

(c) Records of monitoring information shall include:

(1) The date, exact place, and time of sampling or measurements;

(2) The individual(s) who performed the sampling or measurements;

(3) The date(s) analyses were performed;

(4) The individual(s) who performed the analyses;

(5) The analytical techniques or methods used; and

(6) The results of such analyses.

(d) Monitoring must be conducted according to test procedures approved under 40 CFR Part 136, unless other test procedures have been specified in this permit. Where no test procedure under 40 CFR Part 136 has been approved, the permittee must submit to the Agency a test method for approval. The permittee shall calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals to ensure accuracy of measurements.

(11) **Signatory requirement.** All applications, reports or information submitted to the Agency shall be signed and certified.

(a) **Application.** All permit applications shall be signed as follows:

(1) For a corporation: by a principal executive officer of at least the level of vice president or a person or position having overall responsibility for environmental matters for the corporation:

(2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or

(3) For a municipality, State, Federal, or other public agency: by either a principal executive officer or ranking elected official.

(b) **Reports.** All reports required by permits, or other information requested by the Agency shall be signed by a person described in paragraph (a) or by a duly authorized representative of that person. A person is a duly authorized representative only if:

(1) The authorization is made in writing by a person described in paragraph (a); and

(2) The authorization specifies either an individual or a position responsible for the overall operation of the facility, from which the discharge originates, such as a plant manager, superintendent or person of equivalent responsibility; and

(3) The written authorization is submitted to the Agency.

(c) **Changes of Authorization.** If an authorization under (b) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of (b) must be submitted to the Agency prior to or together with any reports, information, or applications to be signed by an authorized representative.

(d) **Certification.** Any person signing a document under paragraph (a) or (b) of this section shall make the following certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

(12) **Reporting requirements.**

(a) **Planned changes.** The permittee shall give notice to the Agency as soon as possible of any planned physical alterations or additions to the permitted facility.
Notice is required when:

(1) The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source pursuant to 40 CFR 122.29 (b); or

(2) The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject neither to effluent limitations in the permit, nor to notification requirements pursuant to 40 CFR 122.42 (a)(1).

(3) The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit application process or not reported pursuant to an approved land application plan.

(b) **Anticipated noncompliance.** The permittee shall give advance notice to the Agency of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.

(c) **Transfers.** This permit is not transferable to any person except after notice to the Agency.

(d) **Compliance schedules.** Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit shall be submitted no later than 14 days following each schedule date.

(e) **Monitoring reports.** Monitoring results shall be reported at the intervals specified elsewhere in this permit.
(1) Monitoring results must be reported on a Discharge Monitoring Report (DMR).
(2) If the permittee monitors any pollutant more frequently than required by the permit, using test procedures approved under 40 CFR 136 or as specified in the permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR.
(3) Calculations for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified by the Agency in the permit.

(f) **Twenty-four hour reporting.** The permittee shall report any noncompliance which may endanger health or the environment. Any information shall be provided orally within 24-hours from the time the permittee becomes aware of the circumstances. A written submission shall also be provided within 5 days of the time the permittee becomes aware of the circumstances. The written submission shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and time; and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. The following shall be included as information which must be reported within 24-hours:
(1) Any unanticipated bypass which exceeds any effluent limitation in the permit.
(2) Any upset which exceeds any effluent limitation in the permit.
(3) Violation of a maximum daily discharge limitation for any of the pollutants listed by the Agency in the permit or any pollutant which may endanger health or the environment.
The Agency may waive the written report on a case-by-case basis if the oral report has been received within 24-hours.

(g) **Other noncompliance.** The permittee shall report all instances of noncompliance not reported under paragraphs (12) (d), (e), or (f), at the time monitoring reports are submitted. The reports shall contain the information listed in paragraph (12) (f).

(h) **Other information.** Where the permittee becomes aware that it failed to submit any relevant facts in a permit application, or submitted incorrect information in a permit application, or in any report to the Agency, it shall promptly submit such facts or information.

(13) **Bypass.**
(a) Definitions.
(1) Bypass means the intentional diversion of waste streams from any portion of a treatment facility.
(2) Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
(b) Bypass not exceeding limitations. The permittee may allow any bypass to occur which does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions of paragraphs (13)(c) and (13)(d).
(c) Notice.
(1) Anticipated bypass. If the permittee knows in advance of the need for a bypass, it shall submit prior notice, if possible at least ten days before the date of the bypass.
(2) Unanticipated bypass. The permittee shall submit notice of an unanticipated bypass as required in paragraph (12)(f) (24-hour notice).
(d) Prohibition of bypass.
(1) Bypass is prohibited, and the Agency may take enforcement action against a permittee for bypass, unless:
(i) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
(ii) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
(iii) The permittee submitted notices as required under paragraph (13)(c).
(2) The Agency may approve an anticipated bypass, after considering its adverse effects, if the Agency determines that it will meet the three conditions listed above in paragraph (13)(d)(1).

(14) **Upset.**
(a) Definition. Upset means an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond the reasonable control of the permittee. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
(b) Effect of an upset. An upset constitutes an affirmative defense to an action brought for noncompliance with such technology based permit effluent limitations if the requirements of paragraph (14)(c) are met. No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to judicial review.
(c) Conditions necessary for a demonstration of upset. A permittee who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
(1) An upset occurred and that the permittee can identify the cause(s) of the upset;
(2) The permitted facility was at the time being properly operated; and
(3) The permittee submitted notice of the upset as required in paragraph (12)(f)(2) (24-hour notice).
(4) The permittee complied with any remedial measures required under paragraph (4).
(d) Burden of proof. In any enforcement proceeding the permittee seeking to establish the occurrence of an upset has the burden of proof.

(15) **Transfer of permits.** Permits may be transferred by modification or automatic transfer as described below:
  (a) Transfers by modification. Except as provided in paragraph (b), a permit may be transferred by the permittee to a new owner or operator only if the permit has been modified or revoked and reissued pursuant to 40 CFR 122.62 (b) (2), or a minor modification made pursuant to 40 CFR 122.63 (d), to identify the new permittee and incorporate such other requirements as may be necessary under the Clean Water Act.
  (b) Automatic transfers. As an alternative to transfers under paragraph (a), any NPDES permit may be automatically transferred to a new permittee if:
    (1) The current permittee notifies the Agency at least 30 days in advance of the proposed transfer date;
    (2) The notice includes a written agreement between the existing and new permittees containing a specified date for transfer of permit responsibility, coverage and liability between the existing and new permittees; and
    (3) The Agency does not notify the existing permittee and the proposed new permittee of its intent to modify or revoke and reissue the permit. If this notice is not received, the transfer is effective on the date specified in the agreement.

(16) All manufacturing, commercial, mining, and silvicultural dischargers must notify the Agency as soon as they know or have reason to believe:
  (a) That any activity has occurred or will occur which would result in the discharge of any toxic pollutant identified under Section 307 of the Clean Water Act which is not limited in the permit, if that discharge will exceed the highest of the following notification levels:
    (1) One hundred micrograms per liter (100 ug/l);
    (2) Two hundred micrograms per liter (200 ug/l) for acrolein and acrylonitrile; five hundred micrograms per liter (500 ug/l) for 2,4-dinitrophenol and for 2-methyl-4,6 dinitrophenol; and one milligram per liter (1 mg/l) for antimony.
    (3) Five (5) times the maximum concentration value reported for that pollutant in the NPDES permit application; or
    (4) The level established by the Agency in this permit.
  (b) That they have begun or expect to begin to use or manufacture as an intermediate or final product or byproduct any toxic pollutant which was not reported in the NPDES permit application.

(17) All Publicly Owned Treatment Works (POTWs) must provide adequate notice to the Agency of the following:
  (a) Any new introduction of pollutants into that POTW from an indirect discharge which would be subject to Sections 301 or 306 of the Clean Water Act if it were directly discharging those pollutants; and
  (b) Any substantial change in the volume or character of pollutants being introduced into that POTW by a source introducing pollutants into the POTW at the time of issuance of the permit.
  (c) For purposes of this paragraph, adequate notice shall include information on (i) the quality and quantity of effluent introduced into the POTW, and (ii) any anticipated impact of the change on the quantity or quality of effluent to be discharged from the POTW.

(18) If the permit is issued to a publicly owned or publicly regulated treatment works, the permittee shall require any industrial user of such treatment works to comply with federal requirements concerning:
  (a) User charges pursuant to Section 204 (b) of the Clean Water Act, and applicable regulations appearing in 40 CFR 35;
  (b) Toxic pollutant effluent standards and pretreatment standards pursuant to Section 307 of the Clean Water Act; and
  (c) Inspection, monitoring and entry pursuant to Section 308 of the Clean Water Act.

(19) If an applicable standard or limitation is promulgated under Section 301(b)(2)(C) and (D), 304(b)(2), or 307(a)(2) and that effluent standard or limitation is more stringent than any effluent limitation in the permit, or controls a pollutant not limited in the permit, the permit shall be promptly modified or revoked, and reissued to conform to that effluent standard or limitation.

(20) Any authorization to construct issued to the permittee pursuant to 35 Ill. Adm. Code 309.154 is hereby incorporated by reference as a condition of this permit.

(21) The permittee shall not make any false statement, representation or certification in any application, record, report, plan or other document submitted to the Agency or the USEPA, or required to be maintained under this permit.

(22) The Clean Water Act provides that any person who violates a permit condition implementing Sections 301, 302, 306, 307, 308, 318, or 405 of the Clean Water Act is subject to a civil penalty not to exceed $25,000 per day of such violation. Any person who willfully or negligently violates permit conditions implementing Sections 301, 302, 306, 307, 308, 318 or 405 of the Clean Water Act is subject to a fine of not less than $2,500 nor more than $25,000 per day of violation, or by imprisonment for not more than one year, or both.
Additional penalties for violating these sections of the Clean Water Act are identified in 40 CFR 122.41 (a)(2) and (3).

(23) The Clean Water Act provides that any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under this permit shall, upon conviction, be punished by a fine of not more than $10,000, or by imprisonment for not more than 2 years, or both. If a conviction of a person is for a violation committed after a first conviction of such person under this paragraph, punishment is a fine of not more than $20,000 per day of violation, or by imprisonment of not more than 4 years, or both.

(24) The Clean Water Act provides that any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or non-compliance shall, upon conviction, be punished by a fine of not more than $10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both.

(25) Collected screening, slurries, sludges, and other solids shall be disposed of in such a manner as to prevent entry of those wastes (or runoff from the wastes) into waters of the State. The proper authorization for such disposal shall be obtained from the Agency and is incorporated as part hereof by reference.

(26) In case of conflict between these standard conditions and any other condition(s) included in this permit, the other condition(s) shall govern.

(27) The permittee shall comply with, in addition to the requirements of the permit, all applicable provisions of 35 Ill. Adm. Code, Subtitle C, Subtitle D, Subtitle E, and all applicable orders of the Board or any court with jurisdiction.

(28) The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit is held invalid, the remaining provisions of this permit shall continue in full force and effect.

APPENDIX B
IEPA CMOM REVIEW CHECKLIST

Illinois Environmental Protection Agency
DWPC/FOS CMOM Review Checklist

October 2018

Source: USEPA Checklist for Conducting Evaluations of Wastewater Collection System Capacity, Management, Operation, and Maintenance (CMOM) Programs, January, 2005

Table of Contents

DWPC/FOS CMOM Review Checklist

Facility Name: City of Sycamore, IL	Review Date: 9/26/18
NPDES Permit No.: IL0031291	Review By: SAI & City Staff
Permit Issue Date: 9/28/16	Permit Expiration Date: 9/30/21

I. General Information - Collection System Description	Yes	No	N/A
Size of service area: ≈ 6,400 acres	X		
Population of service area: ≈18,300	X		
Percentage of sewer system that is separate and combined? 100% separate	X		
Does the CMOM identify any categorical (CIUs) or significant industrial discharges (SIUs) in the system? 3	X		
Is there a POTW Pretreatment Program in place? Name of Authority?			X
Are "as-built" plans (record drawings) or maps retained and available for use by field crews?	X		

II. Sewer Use Ordinance (SUO)	Yes	No	N/A
Does the SUO contain procedures for the following: ☒ inspection standards, ☒ pretreatment requirements, ☒ building/sewer permit issues? 8-4-2, 8-4-4, 8-4-3	X		
Does the SUO contain general prohibitions of the following materials: ☒ fire and explosion hazards, ☒ oils or petroleum, ☒ corrosive materials, ☒ materials which may cause interference at the wastewater treatment plant, ☒ obstructive materials? 8-4-4.D	X		
Does the SUO contain procedures and enforcement actions for the following: ☒ fats, oils, and grease (FOG); ☒ building structures over the sewer lines; ☒ storm water connections (sump pumps, gutters, foundation drains, etc.) to sanitary lines; ☒ defects in service laterals located on private property? 8-4-9	X		
Does the CMOM describe the owner or operator inspection program in-place for grease traps? Frequency? Inspection entity identified. Does the party routinely communicate with sewer authority? 8-4-4.E	X		
Is there a process in place for enforcing the SUO? 8-4-9	x		

III. Continuing Sewer Assessment Plan	Yes	No	N/A
Identified Inflow/Infiltration (I/I) problems in the collection system? What did the owner / operator cite as the problems associated with I/I? (Manhole overflows, basement flooding, SSOs, stream impacts, threats to CWS) City staff have identified increased flows during wet weather - would like to be proactive.	X		
The basis that the owner or operator use to prioritize their investigation, repairs and rehabilitation related to mitigate I/I? Plan to prioritize areas with the most I/I to be repaired and rehabilitated first. This will happen following an investigation.	X		
Plan periodically updated? Will recommend being updated periodically.	X		

IV. Collection System Management	Yes	No	N/A
IV. A. Organizational Structure			
Is there an organizational chart that shows the overall personnel structure for the collection system, including operation and maintenance staff?	X		
Is collection system staff responsible for any other duties, such as, road repair or maintenance, O&M of the storm water collection system? Streets staff perform routine collection system maintenance	X		

IV. B. Training	Yes	No	N/A
Is there a formal training program? Does the CMOM list the training requirements for the collection system personnel:	X		
Does the training include the following areas: ☒ safety, ☒ routine line maintenance, ☒ confined space entry, ☒ record keeping, ☒ pipe repair, ☒ SSO/emergency response, ☐ pump station operations and maintenance (N/A)	X		

IV. C. Collection System Management: Management Information Systems	Yes	No	N/A
CMOM identify the types of work reports prepared by the collection system managers / staff?	X		
Are records maintained for at least 3-years?	X		
CMOM list standard operating practices (SOPs) for the tracking of the following: ☐ complaint investigations, ☐ scheduled work orders, ☒ scheduled preventative maintenance, ☐ scheduled inspections, ☒ safety incidents, ☒ scheduled monitoring/sampling, ☒ equipment / tools tracking, and ☐ parts inventory?	X		

IV. D. SSO Notification Program	Yes	No	N/A
Does the owner or operator have SOPs for notifying the IEPA, local HD, and the drinking water purveyor of all SSO events?	X		
Are above notification procedures dependent on the size or location of the overflow? If so, does the CMOM describe this procedure.	X		
Is there a Standard form for recording overflow events? Does it include ☒ date and time ☒ location ☒ type ☒ receiving water ☒ estimated flow/volume discharged ☒ duration of overflow ☒ cause ☒ names of affected receiving water(s) ☒ how it was stopped ☒ cleanup efforts ☒ timeline ☒ long-term remedies?	X		
V. Equipment and Collection System Maintenance	**Yes**	**No**	**N/A**
V. A. Sewer Cleaning			
CMOM detail their routine schedule for cleaning sewer lines on a system wide basis, such as, system wide at the rate of once every #-years or a rate of X-percent per year? Benchmarking categories included from 8/21 email from Mark Bushnell.	X		
Is there a program to identify sewer line segments that have chronic problems and stipulates that these segments be cleaned on a more frequent schedule?	X		
Are blockage locations plotted on maps and correlated with other data such as pipe size and material? Maps available to correlate with pipe size and material.	X		
Sewer cleaning records include the following information: ☒ date and time, ☒ cause of stoppage, ☒ method of cleaning, ☒ routine cleaning activity?	X		
V. B. Sewer Cleaning – Chemical Cleaning and Root Removal	**Yes**	**No**	**N/A**
Does the owner or operator have a root control program?	X		
Are chemical cleaners used? If so, CMOM identify which chemical cleaners are used? MSDS available?	X		
How often, and by what method, are the chemical cleaners applied?	X		

VI. Satellite Communities	Yes	No	N/A
Does the collection system receive flow from satellite communities? List the communities and their population and total service area.		X	
Percentage of the satellite communities' sewer system that is separate and combined?			X
Does the owner or operator require satellite communities to enter into an agreement on maximum flow?			X
Does the agreement include the requirements listed in the owner/operator SUO?			X
Does the agreement include construction standards, inspection requirements, and approval for new connections?			X
Require satellite communities to adopt the same industrial and commercial regulator discharge limits, inspection and sampling schedules as the owner/operator and/or POTW Pretreatment Authority?			X

VII. Collection System Operation	Yes	No	N/A
VII. A. Budgeting			
List the current user rates?	X		
Frequency that the user rates are evaluated and adjusted?	X		
Does the CMOM address whether the current level of funding from its revenues is sufficient?	X		
Does the maintenance budget allocate funds for the following: ☒ predictive maintenance (tracking design, life span, and scheduled parts replacement), ☒ preventative maintenance (identifying and fixing system weakness which, if left unaddressed, could lead to overflows), ☒ corrective maintenance (fixing system components that are functioning but not at 100% capacity/efficiency), and ☒ emergency (overflows, equipment breakdowns)?	X		
Identify how are priorities determined for budgeting for O&M? Supervisors are responsible for allocating budgets based on categories listed above.	X		
Does the owner/ operator maintain a fund for future equipment and infrastructure replacement?	X		

VII. B. Safety	Yes	No	N/A
Does the owner or operator have SOPs for the following: ☒ lockout/tag out, ☒ MSDS, ☒ chemical handling, ☒ confined spaces permit program, ☐ trenching and excavations, ☒ biological hazards in wastewater, ☐ traffic control (barricades) and work site & public safety, ☐ electrical and mechanical systems, ☐ pneumatic and hydraulic systems safety?	X		
Is there a permitting system for confined space entry procedure for manholes, wet wells, etc.?	X		

Does the owner or operator possess the following equipment items: ☒ confined space ventilation equipment; ☒ tripods or non-entry rescue equipment; ☒ equipment to enter manholes; ☒ portable crane/hoist; ☒ atmospheric testing equipment and ☒ gas detectors (oxygen sensors, H_2S monitors, methane gas, and LEL metering)?	X		
CMOM specify the frequency for review of safety procedures and revisions when necessary? Annually	X		
VII. C. Emergency Preparedness and Response	**Yes**	**No**	**N/A**
Does the owner or operator have an emergency response plan?	X		
How often is the plan reviewed and updated? Date it was last updated?	X		
Does the plan take into consideration: ☒ vulnerable points in the system, ☒ severe natural events, ☒ failure of critical system components, ☒ vandalism or other third party events, ☒ a root cause analysis protocol, and ☒ mitigation measures?	X		
Are staff trained and drilled to respond to emergency situations? Are their roles & responsibilities detailed for all personnel who respond to emergencies?	X		
Are there emergency operation procedures for equipment and processes? Including 24/7 notification of IEMA; Local HD; and drinking water authorities?	X		
Does the procedure include an up-to-date list of the names, titles, phone numbers, and responsibilities of all personnel involved?	X		
Does the owner or operator possess containment techniques (booms, inlet covers) to protect the storm drainage systems?	X		
VII. D. Engineering - Construction	**Yes**	**No**	**N/A**
Does the owner or operator follow standard procedures in conducting their construction inspection and testing program (Standard Specifications for Water and Sewer Main Construction in Illinois, 5th ed.)? How is the new gravity sewer construction tested? (infiltration, exfiltration, deflection testing, etc.). Conformance with IEPA Permit requirements?	X		
Are new manholes tested for inflow and infiltration?	X		
What tests are performed on pump stations? - Service area does not contain any pump stations			X
What tests are performed on force mains? - Service area does not contain any pump stations			X
VIII. Communication and Customer Service	**Yes**	**No**	**N/A**
Does the owner or operator have a formal procedure in place to evaluate and respond to complaints?	X		
Specifics on their complaint records system?	X		
Do customer service records include the following information:☒ personnel who received the complaint, ☒ nature of complaint or request, ☒ follow-up action assignment, ☒ date of the complaint ☒ date the complaint was resolved, ☒ location of the problem, ☒ date the follow-up action was assigned, ☒ cause of the problem, and ☒ feedback to customer?	X		

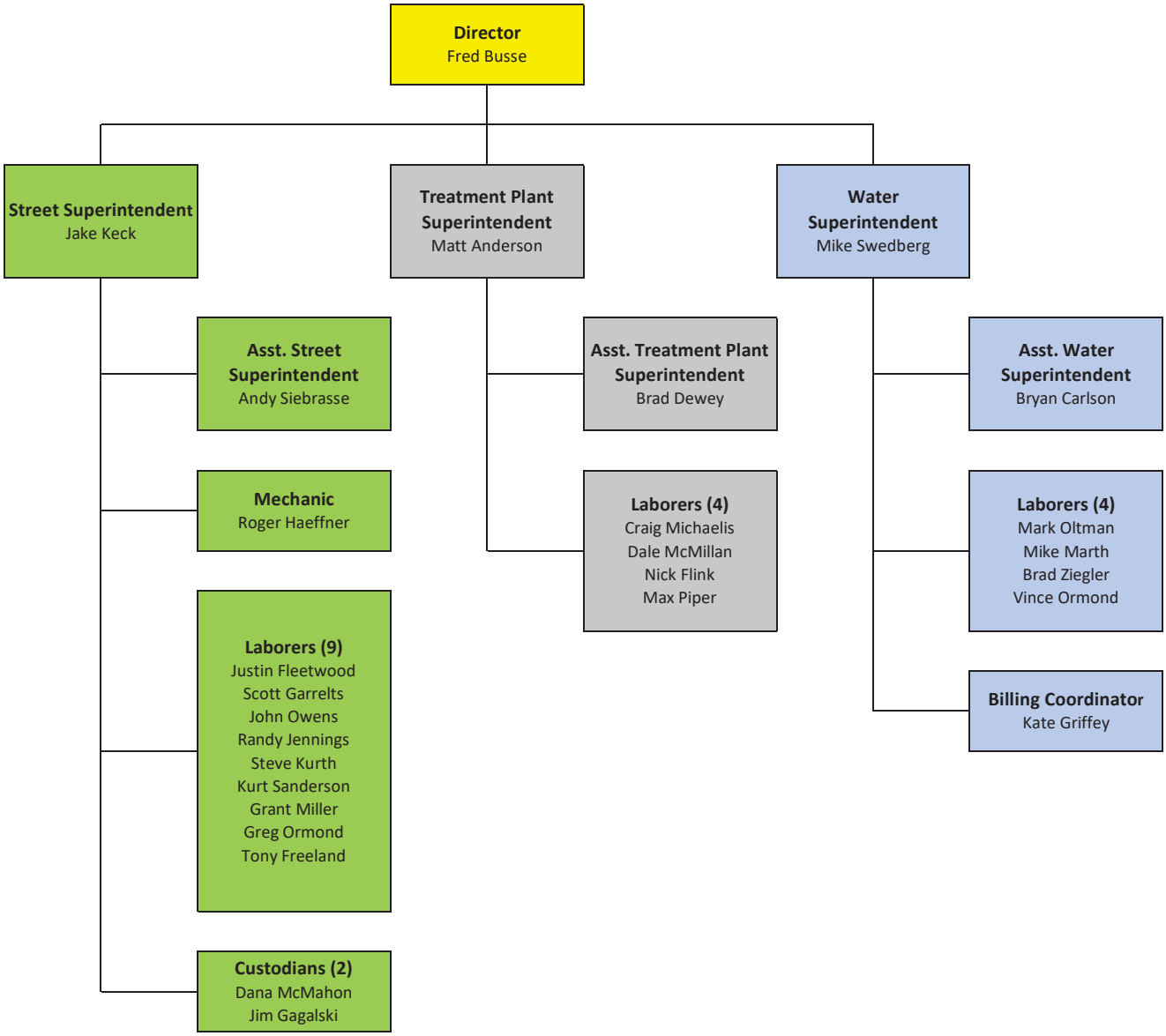
IX. Pump Station General	**Yes**	**No**	**N/A**

List the number of pump stations in the system? [Number, location, design (submersible, wet well/dry well, suction lift)] - Service area does not contain any pump stations			X
How is loss of power at a station dealt with? (i.e. on-site electrical generators, alternate power source, portable electric generator(s))			X
List of available equipment for pump station bypass?			X
Detail investigative process in-place for causation analysis of the pump station failure and measures taken to prevent future failures?			X
IX. A. Inspection	**Yes**	**No**	**N/A**
Frequency of the pump stations inspections?			X
Is there a checklist?			X
Are records maintained for each inspection?			X
IX. B. Emergency Response and Monitoring	**Yes**	**No**	**N/A**
How are lift stations monitored?			X
Is there an Emergency Operating Procedure for each pump station?			X
Who responds to lift station failures and overflows? How are they notified?			X
IX. C. Recordkeeping	**Yes**	**No**	**N/A**
Are operations logs maintained for all pump stations?			X
Frequency that the pumps are serviced?			X
Pump run times maintained for all pumps?			X
Elapsed time meters used to assess performance?			X
Annual draw down tests conducted?			X
IX. D. Force Mains and Air/Vacuum Valves	**Yes**	**No**	**N/A**
Regular inspections of the route of force mains? Frequency?			X
Detail investigative process in-place for causation analysis of force main failure and measures taken to prevent future failures?			X
Does the owner or operator have a regular maintenance/inspection program for air/vacuum valves?			X

APPENDIX C
ORGANIZATIONAL CHART

City of Sycamore

Public Works Department



APPENDIX D
FISCAL YEAR 2019 ANNUAL SEWER BUDGET AND CIP

Fiscal Year 2019
Annual Budget
May 1, 2018 to April 30, 2019

Curt Lang, Mayor
Ald. Alan Bauer, First Ward
Ald. David Stouffer, First Ward
Ald. Chuck Stowe, Second Ward
Ald. Pete Paulsen, Second Ward
Ald. Steve Braser, Third Ward
Ald. Nancy Copple, Third Ward
Ald. Virginia Sherrod, Fourth Ward
Ald. Rick Kramer, Fourth Ward
Mary Kalk, City Clerk

Prepared by: Brian Gregory, City Manager

purchase. The FY19 budget reflects pension contribution pass thru funds that are offsetting revenues and expenditures in the General Fund.

Public Works Department
$1,187,602

In FY08, the Public Works department and Water department were successfully merged to achieve more efficiency and better planning. The department's three divisions are separately funded: the Street division is funded by the General Fund, the Treatment Plant division is funded by the Sewer Fund, and the Water division is funded by the Water Fund.

In FY19 as in the past few years, a number of operating costs (e.g. salt purchases) are shifted from the General Fund to City capital funds. This process started in FY10. In addition, since the creation of the Street Maintenance Fund (Fund 30) in FY10 the department has not been obliged to dedicate a substantial portion of its limited operating revenues toward street maintenance.

Building and Engineering Department
$494,764

In FY11 the building, zoning and engineering functions of the City were merged into one new "Building and Engineering" department under the leadership of John Sauter, resulting in a cost savings. The City Engineer continues to supervise City infrastructure improvements, perform engineering reviews and inspections of new subdivisions, provide mapping services, help prepare the annual City capital budget, and solicit grant assistance for public works projects. Since FY10, the consulting firm, Municipal Engineering Corporation, has performed a number of essential engineering functions and will continue to do so in FY19.

General Fund Support
$5,445,070

This "department" is really an amalgam of expenditures common to all City departments. Among a list of items, it accounts for the costs of insurance premiums, gas and oil purchases, the residential refuse collection contract, land-line phone usage, and the debt service obligations of the General Fund. It also contains the only "contingency" account for the General Fund ($57,000).

The highlights of the FY19 General Fund Support budget are as follows:

- A modest increase of $47,734 in budgeted refuse removal costs to account for new households (Line item 8480). This increase is offset by corresponding new revenue in the General Fund;
- An increase in budgeted health insurance premium costs (Line items 8474 and 8477) after renewals came in higher than anticipated in FY18.

Overall, the General Fund Support budget in FY19 is $36,901 (-.67%) lower than the same budget in FY18.

Department Overview

The Public Works Department is comprised of three divisions, the Street Division, Treatment Plant and the Water Division.

FY2018-2019 Goals

- Design Treatment Plant Phase III improvements. Start construction fall of 2018.
- Expand annual street improvement program.
- Increase number of water meters replaced.

Department Budget:	
General Fund:	$1,187,602
Sewer Fund:	$2,372,038
Water Fund:	$2,689,679
Total:	$6,249,319

General Fund (Street Division):

8100	Personnel	$634,459
8200	Commodities	$154,300
8300	Contractual Services	$390,343
8400	Other Services	$0
8500	Equipment	$8,500
8600	Permanent Improvements	$0.00
	Total	$1,187,602

Sewer Fund (Treatment Plant Division):

8100	Personnel	$900,146
8200	Commodities	$276,230
8300	Contractual Services	$414,250
8400	Other Services	$192,760
8500	Equipment	$218,800
8600	Permanent Improvements	$125,000
9000	Transfers Out	$244,852
	Total	$2,372,038

Water Fund (Water Division):

8100	Personnel	$738,180
8200	Commodities	$112,500
8300	Contractual Services	$951,850
8400	Other Services	$230,000
8500	Equipment	$221,000
8600	Permanent Improvements	$184,689
9000	Transfers Out	$251,460
	Total	$2,689,679

Department Personnel:
Full-Time Equivalents (FTE)

Personnel	**FY 17**	**FY 18**	**FY 19**
Director	1	1	1
Assistant Director	1	1	0
Superintendent	3	3	3
Assistant Superintendent	0	0	3
Mechanic	1	1	1
Laborer	19	19	17
Billing Coordinator	1	1	1
Custodian	1.5	1.5	1.5
Sycamore HS ICE Student	0	0	0
TOTAL	27.5	27.5	27.5

Fund Overview

The Sewer Fund supports the expenditures of the Treatment Plant and Collection System. User fees constitute its primary source of revenue. A detailed description of the services and expenditures associated with the Treatment Plant Division follows.

SEWER FUND

Fund 04

Fund	Code	Description	FY17 Actual	FY18 Budget	FY18 Estimate	FY19 Budget
4	3241	Sewer Tap Fees	$90,000.00	$0.00	$0.00	$0.00
4	3242	Permit Fees	$0.00	$0.00	$0.00	$0.00
4	3243	Inspection fees	$7,932.00	$7,000.00	$6,000.00	$7,000.00
4	3244	Other Fees	$0.00	$0.00	$0.00	$0.00
		Total Permits/Fees	$97,932.00	$7,000.00	$6,000.00	$7,000.00
4	3245	User Fees	$3,056,085.00	$3,591,140.00	$3,673,765.00	$3,635,000.00
		Total User Fees	$3,056,085.00	$3,591,140.00	$3,673,765.00	$3,635,000.00
4	3246	Connection Fees	$0.00	$0.00	$0.00	$0.00
		Total Connection Fees	$0.00	$0.00	$0.00	$0.00
4	3523	Annexation Fees	$0.00	$0.00	$0.00	$0.00
		Total Service Charges	$0.00	$0.00	$0.00	$0.00
4	3710	Investment Interest	$53,536.00	$50,000.00	$55,000.00	$50,000.00
4	3711	Refunds/Reimbursements	$0.00	$0.00	$0.00	$0.00
4	3712	Sale of Assets	$0.00	$0.00	$0.00	$0.00
4	3713	Rental Income	$0.00	$0.00	$0.00	$0.00
4	3720	Miscellaneous Income	$2,082.00	$0.00	$0.00	$0.00
4	3721	Voided Checks	$0.00	$0.00	$0.00	$0.00
		Total Other Income	$55,618.00	$50,000.00	$55,000.00	$50,000.00
4	4502	Trsf from Water Fund	$40,000.00	$40,000.00	$40,000.00	$40,000.00
4	4504	Trsf from Sewer Fund Reserve	$0.00	$0.00	$0.00	$0.00
4	4505	Trsf from Sewer Impact Fee Fund	$0.00	$0.00	$0.00	$0.00
4	4506	Trsf from Cap Assistance Fund	$0.00	$0.00	$0.00	$0.00
4	4517	Trsf from 1994 EPA Loan Fund	$0.00	$0.00	$0.00	$0.00
4	4518	Trsf from 1995 EPA Loan Fund	$0.00	$0.00	$0.00	$0.00
		Total Transfers In	$40,000.00	$40,000.00	$40,000.00	$40,000.00
		TOTAL REVENUES	$3,249,635.00	$3,688,140.00	$3,774,765.00	$3,732,000.00
		Beginning Fund Balance	$4,347,023.00	$5,671,529.00	$5,671,529.00	$2,614,470.00
		Available Resources	$7,596,658.00	$9,359,669.00	$9,446,294.00	$6,346,470.00
		Expenditures	$1,925,129.00	$2,313,767.00	$2,313,767.00	$2,372,038.00
		Res. Trsf to Sewer Connect Fund	$0.00	$4,400,000.00	$4,400,000.00	$1,000,000.00
		Res Trsf to Employee Asst. Fund	$0.00	$118,057.00	$118,057.00	$0.00
		Restated Cash Balance	$5,671,529.00	$2,527,845.00	$2,614,470.00	$2,974,432.00

TREATMENT PLANT DIVISION (Public Works) Division (651)

Division Overview

The Treatment Plant Division of the Public Works Department is funded by the City's Sewer Fund (Fund 4). **This division has three programs: Administration, Operations, and the Collection System.**

The present treatment plant was constructed in 1979, and an excess flow facility was opened in 1995. The plant presently uses an activated sludge process consisting of physical means (screens, settling basins), biological means (microorganisms) and chemical treatment. Sodium hypochlorite is used in the chemical treatment phase as a disinfectant. Solids are stabilized in an ATAD digester and mechanically dewatered with a centrifuge. Dewatered solids are then applied to farm fields. The treated water is discharged to the Kishwaukee River.

FY2017-2018 Accomplishments

- Treated 1.079 billion gallons. Average daily flow of 2.457 million gallons per day.
- Treated 7.505 million gallons of excess storm flow.
- Generated 1.88 million gallons of sludge.
- Applied 1,711 cubic yards of dewatered sludge to farmland.

FY2018-2019 Goals

- Start of Phase III construction in fall of 2018.
- Maintain aging equipment which will be replaced in Phase III improvements.
- Reduce storm water inflow and infiltration.
- Maintain NPDES effluent parameters during construction sequencing.

Division Budget:	**$2,361,038**

8100	Personnel	$900,146
8200	Commodities	$276,230
8300	Contractual Services	$414,250
8400	Other Services	$192,760
8500	Equipment	$218,800
8600	Remodeling/ Renovation	$125,000
9000	Transfers	$244,852
	Total	$2,361,038

Division Personnel:
Full-Time Equivalents (FTE)

Personnel	FY 17	FY 18	FY 19
Director	.33	.33	.33
Assistant Director	.33	.33	0
Superintendent	1	1	1
Assistant Superintendent	0	0	1
Laborer	7	7	6.33
Billing Coordinator	.5	.5	.5
Part-Time, ICE Sycamore HS	0	0	0
TOTAL	9.16	9.16	9.16

TREATMENT PLANT DIVISION

Division (651)

Code	Description	FY 17 Actual	FY 18 Budget	FY 18 Estimate	FY 19 Budget
651-8100	Salaries--Regular	$700,924.00	$707,133.00	$707,133.00	$722,601.00
651-8102	Salaries--Overtime	$10,995.00	$35,000.00	$35,000.00	$35,000.00
651-8103	Salaries--Part-Time	$5,961.00	$7,850.00	$7,850.00	$7,831.00
651-8171	FICA	$42,683.00	$46,499.00	$46,499.00	$47,457.00
651-8172	Police/Fire Pension	$0.00	$0.00	$0.00	$0.00
651-8173	IMRF	$74,180.00	$80,623.00	$80,623.00	$76,158.00
651-8175	Health Insurance	$0.00	$0.00	$0.00	$0.00
651-8176	Life Insurance	$0.00	$0.00	$0.00	$0.00
651-8177	Medicare	$10,078.00	$10,875.00	$10,875.00	$11,099.00
Total Personnel		**$844,821.00**	**$887,980.00**	**$887,980.00**	**$900,146.00**
651-8202	Printed Materials	$0.00	$200.00	$100.00	$100.00
651-8204	Office and Library	$848.00	$1,000.00	$850.00	$1,000.00
651-8219	Building Supplies	$3,505.00	$3,900.00	$5,200.00	$5,000.00
651-8226	Vehicle Maintenance Parts	$6,734.00	$10,000.00	$17,000.00	$10,000.00
651-8233	Storm Sewer Parts	$0.00	$0.00	$0.00	$0.00
651-8234	Treatment Plant Equipment	$35,447.00	$39,500.00	$44,500.00	$46,000.00
651-8235	Salt/Ice Control	$0.00	$0.00	$0.00	$0.00
651-8236	Solids Dewatering	$0.00	$65,000.00	$62,000.00	$69,500.00
651-8239	Sanitary System R & M	$12,637.00	$16,000.00	$12,000.00	$16,000.00
651-8244	Lab Supplies and Minor Equip	$2,710.00	$6,000.00	$5,000.00	$5,000.00
651-8245	Gas, Oil and Antifreeze	$10,938.00	$12,000.00	$10,500.00	$12,000.00
651-8246	Sewage Treatment Chemicals	$137,078.00	$95,430.00	$92,000.00	$95,000.00
651-8247	Sanitary System Chemicals	$0.00	$400.00	$100.00	$400.00
651-8248	Excavation Restoration	$3,108.00	$4,200.00	$3,000.00	$2,580.00
651-8270	Wearing Apparel	$3,246.00	$3,100.00	$2,500.00	$3,200.00
651-8285	EDP Supplies	$845.00	$1,525.00	$1,025.00	$1,700.00
651-8291	Janitorial Supplies	$563.00	$1,500.00	$1,100.00	$1,250.00
651-8295	Small Tools/Equipment	$7,341.00	$7,500.00	$6,000.00	$7,500.00
651-8299	Commodities, NEC	$0.00	$0.00	$0.00	$0.00
Total Commodities		**$225,000.00**	**$267,255.00**	**$262,875.00**	**$276,230.00**
651-8301	Rental Equipment	$5,786.00	$5,750.00	$12,600.00	$9,750.00
651-8303	Meal Allowance	$101.00	$150.00	$50.00	$100.00
651-8304	Car Allowance	$0.00	$0.00	$0.00	$0.00
651-8305	Freight and Postage	$125.00	$250.00	$140.00	$200.00
651-8310	Equipment, R&M	$25,088.00	$45,650.00	$56,100.00	$52,550.00
651-8311	Building Mechanical R&M	$1,850.00	$2,200.00	$1,500.00	$2,200.00
651-8313	Landscape/Grounds	$776.00	$1,000.00	$750.00	$1,000.00
651-8315	Vehicles, R&M	$654.00	$2,750.00	$3,250.00	$2,750.00
651-8319	Snow & Ice Control	$0.00	$0.00	$0.00	$0.00
651-8329	Sanitary System R&M	$0.00	$6,000.00	$6,000.00	$12,750.00
651-8330	EDP Services	$7,652.00	$9,400.00	$11,565.00	$13,900.00
651-8331	Consulting Services	$0.00	$0.00	$0.00	$0.00
651-8332	Mapping Services	$4,000.00	$3,500.00	$3,500.00	$3,500.00
651-8337	Telephone System	$2,360.00	$3,000.00	$4,000.00	$4,700.00
651-8345	Medical Services	$280.00	$400.00	$200.00	$300.00
651-8346	Refuse Removal Services	$0.00	$0.00	$0.00	$0.00
651-8348	Buildings, R&M--NEC	$0.00	$0.00	$0.00	$0.00
651-8352	Electricity	$262,920.00	$261,000.00	$261,000.00	$265,000.00

651-8353	Natural Gas	$2,376.00	$3,500.00	$3,000.00	$3,500.00
651-8355	Utilities NEC	$0.00	$0.00	$0.00	$0.00
651-8356	Lab & Testing Services	$12,054.00	$20,000.00	$16,500.00	$19,000.00
651-8366	Legal Notices	$0.00	$0.00	$0.00	$0.00
651-8373	Marketing, Public Information	$0.00	$0.00	$0.00	$0.00
651-8375	Dues and Subscriptions	$324.00	$500.00	$360.00	$400.00
651-8376	Training, Professional Devel	$2,196.00	$3,350.00	$2,350.00	$3,350.00
651-8385	Taxes, Licenses, Fees	$19,268.00	$19,300.00	$19,250.00	$19,300.00
651-8399	Contractual Services NEC	$0.00	$0.00	$0.00	$0.00
Total Contractual Services		**$347,810.00**	**$387,700.00**	**$402,115.00**	**$414,250.00**
651-8413	Municipal Lease	$0.00	$0.00	$0.00	$0.00
651-8414	Note Payments	$0.00	$0.00	$0.00	$0.00
651-8471	Surety Bonds and Insurance	$0.00	$0.00	$0.00	$0.00
651-8472	Worker Comp/Liability Premium	$0.00	$0.00	$0.00	$0.00
651-8474	Health Insurance Premium	$173,519.00	$188,680.00	$188,680.00	$192,760.00
651-8475	Life Insurance Premium	$0.00	$0.00	$0.00	$0.00
651-8476	Section 125 Payments	$0.00	$0.00	$0.00	$0.00
651-8477	Retiree Health Insurance	$0.00	$0.00	$0.00	$0.00
651-8492	Refunds/Reimbursements	$0.00	$0.00	$0.00	$0.00
651-8497	Contingencies	$0.00	$0.00	$0.00	$0.00
651-8499	Other Services NEC	$0.00	$0.00	$0.00	$0.00
Total Other Services		**$173,519.00**	**$188,680.00**	**$188,680.00**	**$192,760.00**
651-8500	Bad Debt Expense	$0.00	$0.00	$0.00	$0.00
651-8510	Office Furniture & Equipment	$0.00	$0.00	$0.00	$0.00
651-8515	EDP Equipment	$419.00	$2,500.00	$1,400.00	$2,500.00
651-8521	Vehicles	$0.00	$27,500.00	$27,500.00	$165,000.00
651-8540	Machinery/Major Tools	$56,553.00	$144,000.00	$132,000.00	$51,000.00
651-8580	Telephone/Radio Equipment	$70.00	$300.00	$100.00	$300.00
Total Equipment		**$57,042.00**	**$174,300.00**	**$161,000.00**	**$218,800.00**
651-8620	Depreciation	$0.00	$0.00	$0.00	$0.00
651-8621	Land Acquisition	$0.00	$0.00	$0.00	$0.00
651-8623	Property Demolition	$0.00	$0.00	$0.00	$0.00
651-8625	Remodeling	$0.00	$0.00	$0.00	$0.00
651-8633	Sanitary Sewer Syst Improv	$32,085.00	$163,000.00	$163,000.00	$125,000.00
Total Permanent Improvements		**$32,085.00**	**$163,000.00**	**$163,000.00**	**$125,000.00**
651-9001	Trsf to General Fund	$50,000.00	$50,000.00	$50,000.00	$50,000.00
651-9006	Trsf to Capital Assistance Fund	$0.00	$0.00	$0.00	$0.00
651-9014	Trsf to 1996 Bond Fund	$0.00	$0.00	$0.00	$0.00
651-9017	Trsf to 1994 EPA Bond Fnd-Sew	$0.00	$0.00	$0.00	$0.00
651-9018	Trsf to 1995 EPA Bond Fnd-Wat	$0.00	$0.00	$0.00	$0.00
651-9019	Trsf to 1999 Bond Fund	$0.00	$0.00	$0.00	$0.00
651-9020	Trsf to Sycamore Library Fund	$0.00	$0.00	$0.00	$0.00
651-9027	Trsf to 2005 Bond Fund	$0.00	$0.00	$0.00	$0.00
651-9035	Trsf to 2009 EPA Bond Fund	$194,852.00	$194,852.00	$194,852.00	$194,852.00
Total Transfers Out		**$244,852.00**	**$244,852.00**	**$244,852.00**	**$244,852.00**
TOTAL ALL EXPENDITURES		**$1,925,129.00**	**$2,313,767.00**	**$2,310,502.00**	**$2,372,038.00**

Program Overview

The Administration Program of the Treatment Plant Division accounts for the overall administration of the division and the debt service associated with Treatment Plan expansions and equipment purchases.

FY2017-2018 Accomplishments

- See Division Overview Narratives

FY2018-2019 Goals

- See Division Overview Narratives

Program Budget:	**$507,114**

8100	Personnel	$180,362
8200	Commodities	$6,850
8300	Contractual Services	$51,150
8400	Other Services	$23,300
8500	Equipment	$600
8600	Remodeling/ Renovation	$0
9000	Transfers	$244,852
	Total	$507,114

Program Personnel:
Full-Time Equivalents (FTE)

Personnel	**FY 17**	**FY 18**	**FY 19**
Director	.33	.33	.33
Assistant Director	.33	.33	0
Superintendent	1	1	1
Assistant Superintendent	0	0	0
Laborer	0	0	0
Billing Coordinator	.5	.5	.5
TOTAL	2.1	2.1	1.83

TREATMENT PLANT DIVISION

Administration Program (750)

Code	Description	FY 17 Actual	FY 18 Budget	FY 18 Estimate	FY 19 Budget
750-8100	Salaries--Regular	$179,006.00	$184,947.00	$184,947.00	$153,369.00
750-8102	Salaries--Overtime	$0.00	$0.00	$0.00	$0.00
750-8103	Salaries--Part-Time	$0.00	$0.00	$0.00	$0.00
750-8171	FICA	$10,839.00	$11,467.00	$11,467.00	$9,509.00
750-8172	Police/Fire Pension	$0.00	$0.00	$0.00	$0.00
750-8173	IMRF	$18,487.00	$19,882.00	$19,882.00	$15,260.00
750-8175	Health Insurance	$0.00	$0.00	$0.00	$0.00
750-8176	Life Insurance	$0.00	$0.00	$0.00	$0.00
750-8177	Medicare	$2,545.00	$2,682.00	$2,682.00	$2,224.00
Total Personnel		**$210,877.00**	**$218,978.00**	**$218,978.00**	**$180,362.00**
750-8202	Printed Materials	$0.00	$200.00	$100.00	$100.00
750-8204	Office and Library	$703.00	$750.00	$650.00	$750.00
750-8219	Building Supplies	$0.00	$0.00	$0.00	$0.00
750-8226	Vehicle Maintenance Parts	$0.00	$0.00	$0.00	$0.00
750-8233	Storm Sewer Parts	$0.00	$0.00	$0.00	$0.00
750-8234	Treatment Plant Equipment	$0.00	$0.00	$0.00	$0.00
750-8235	Salt/Ice Control	$0.00	$0.00	$0.00	$0.00
750-8236	Solids Dewatering	$0.00	$0.00	$0.00	$0.00
750-8239	Sanitary System R & M	$0.00	$0.00	$0.00	$0.00
750-8244	Lab Supplies and Minor Equip	$2,674.00	$6,000.00	$5,000.00	$5,000.00
750-8245	Gas, Oil and Antifreeze	$0.00	$0.00	$0.00	$0.00
750-8246	Sewage Treatment Chemicals	$0.00	$0.00	$0.00	$0.00
750-8247	Sanitary System Chemicals	$0.00	$0.00	$0.00	$0.00
750-8248	Excavation Restoration	$0.00	$0.00	$0.00	$0.00
750-8270	Wearing Apparel	$0.00	$0.00	$0.00	$0.00
750-8285	EDP Supplies	$384.00	$750.00	$500.00	$1,000.00
750-8291	Janitorial Supplies	$0.00	$0.00	$0.00	$0.00
750-8295	Small Tools/Equipment	$212.00	$0.00	$0.00	$0.00
750-8299	Commodities, NEC	$0.00	$0.00	$0.00	$0.00
Total Commodities		**$3,973.00**	**$7,700.00**	**$6,250.00**	**$6,850.00**
750-8301	Rental Equipment	$0.00	$0.00	$0.00	$0.00
750-8303	Meal Allowance	$0.00	$0.00	$0.00	$0.00
750-8304	Car Allowance	$0.00	$0.00	$0.00	$0.00
750-8305	Freight and Postage	$28.00	$150.00	$50.00	$100.00
750-8310	Equipment, R&M	$696.00	$650.00	$500.00	$550.00
750-8311	Building Mechanical R&M	$0.00	$0.00	$0.00	$0.00
750-8313	Landscape/Grounds	$0.00	$0.00	$0.00	$0.00
750-8315	Vehicles, R&M	$0.00	$0.00	$0.00	$0.00
750-8319	Snow & Ice Control	$0.00	$0.00	$0.00	$0.00
750-8330	EDP Services	$1,436.00	$2,500.00	$4,100.00	$5,400.00
750-8331	Consulting Services	$0.00	$0.00	$0.00	$0.00
750-8332	Mapping Services	$0.00	$0.00	$0.00	$0.00
750-8337	Telephone System	$2,360.00	$3,000.00	$4,000.00	$4,700.00
750-8345	Medical Services	$280.00	$200.00	$100.00	$100.00
750-8346	Refuse Removal Services	$0.00	$0.00	$0.00	$0.00
750-8348	Buildings, R&M--NEC	$0.00	$0.00	$0.00	$0.00
750-8352	Electricity	$0.00	$0.00	$0.00	$0.00
750-8353	Natural Gas	$0.00	$0.00	$0.00	$0.00

750-8355	Utilities NEC	$0.00	$0.00	$0.00	$0.00
750-8356	Lab & Testing Services	$12,054.00	$20,000.00	$16,500.00	$19,000.00
750-8366	Legal Notices	$0.00	$0.00	$0.00	$0.00
750-8373	Marketing, Public Information	$0.00	$0.00	$0.00	$0.00
750-8375	Dues and Subscriptions	$166.00	$300.00	$200.00	$200.00
750-8376	Training, Professional Devel	$1,171.00	$2,000.00	$1,500.00	$2,000.00
750-8385	Taxes, Licenses, Fees	$19,017.00	$19,100.00	$19,100.00	$19,100.00
750-8399	Contractual Services NEC	$0.00	$0.00	$0.00	$0.00
Total Contractual Services		**$37,208.00**	**$47,900.00**	**$46,050.00**	**$51,150.00**
750-8413	Municipal Lease	$0.00	$0.00	$0.00	$0.00
750-8414	Note Payments	$0.00	$0.00	$0.00	$0.00
750-8471	Surety Bonds and Insurance	$0.00	$0.00	$0.00	$0.00
750-8472	Worker Comp/Liability Premium	$0.00	$0.00	$0.00	$0.00
750-8474	Health Insurance Premium	$19,694.00	$22,260.00	$22,260.00	$23,300.00
750-8475	Life Insurance Premium	$0.00	$0.00	$0.00	$0.00
750-8476	Section 125 Payments	$0.00	$0.00	$0.00	$0.00
750-8477	Retiree Health Insurance	$0.00	$0.00	$0.00	$0.00
750-8492	Refunds/Reimbursements	$0.00	$0.00	$0.00	$0.00
750-8497	Contingencies	$0.00	$0.00	$0.00	$0.00
750-8499	Other Services NEC	$0.00	$0.00	$0.00	$0.00
Total Other Services		**$19,694.00**	**$22,260.00**	**$22,260.00**	**$23,300.00**
750-8500	Bad Debt Expense	$0.00	$0.00	$0.00	$0.00
750-8510	Office Furniture & Equipment	$0.00	$0.00	$0.00	$0.00
750-8515	EDP Equipment	$0.00	$500.00	$400.00	$500.00
750-8521	Vehicles	$0.00	$0.00	$0.00	$0.00
750-8540	Machinery/Major Tools	$0.00	$0.00	$0.00	$0.00
750-8580	Telephone/Radio Equipment	$70.00	$100.00	$50.00	$100.00
Total Equipment		**$70.00**	**$600.00**	**$450.00**	**$600.00**
750-8620	Depreciation	$0.00	$0.00	$0.00	$0.00
750-8621	Land Acquisition	$0.00	$0.00	$0.00	$0.00
750-8622	Environmental Cleanup	$0.00	$0.00	$0.00	$0.00
750-8623	Property Demolition	$0.00	$0.00	$0.00	$0.00
750-8624	Private Prop Redevelopment	$0.00	$0.00	$0.00	$0.00
750-8625	Remodeling	$0.00	$0.00	$0.00	$0.00
750-8633	Sanitary Sewer Syst Improv	$0.00	$0.00	$0.00	$0.00
Total Permanent Improvements		**$0.00**	**$0.00**	**$0.00**	**$0.00**
750-9001	Trsf to General Fund	$50,000.00	$50,000.00	$50,000.00	$50,000.00
750-9006	Trsf to Capital Assistance Fund	$0.00	$0.00	$0.00	$0.00
750-9014	Trsf to 1996 Bond Fund	$0.00	$0.00	$0.00	$0.00
750-9017	Trsf to 1994 EPA Bond Fnd-Sew	$0.00	$0.00	$0.00	$0.00
750-9018	Trsf to 1995 EPA Bond Fnd-Wat	$0.00	$0.00	$0.00	$0.00
750-9019	Trsf to 1999 Bond Fund	$0.00	$0.00	$0.00	$0.00
750-9020	Trsf to Sycamore Library Fnd	$0.00	$0.00	$0.00	$0.00
750-9027	Trsf to 2005 Bond Fund	$0.00	$0.00	$0.00	$0.00
750-9035	Trsf to 2009 EPA Loan Fund	$194,852.00	$194,852.00	$194,852.00	$194,852.00
Total Transfers Out		**$244,852.00**	**$244,852.00**	**$244,852.00**	**$244,852.00**
TOTAL ALL EXPENDITURES		**$516,674.00**	**$542,290.00**	**$538,840.00**	**$507,114.00**

TREATMENT PLANT DIVISION

Operations Program (751)

Program Overview

The Operations Program of the Treatment Plant Division accounts for most of the operational spending with the exception of the funds dedicated to the maintenance of the underground collection system (see the Collection Program).

FY2017-2018 Accomplishments

- Maintained all of the equipment within the Treatment Plant Facility.
- Application of dewatered solids on farm fields.
- Repaired leak of line running through SNDR tank
- Continued preventative maintenance program
- Training on the operation and maintenance of the Excess Flow disinfection process.
- Assist the Water and Street Division with repairs to the water and sewer systems.
- Assisted Street Division with snow removal.

FY2018-2019 Goals

- Maintain aging equipment which will be replaced in Phase III improvements.
- Maintain preventative maintenance program.
- Service ATAD jet pump
- Recondition existing drying beds
- Utilize chlorine to disinfect plant effluent

Program Budget:	**$1,096,778**

8100	Personnel	$452,178
8200	Commodities	$226,550
8300	Contractual Services	$331,600
8400	Other Services	$59,750
8500	Equipment	$26,700
8600	Remodeling/ Renovation	$0.00
9000	Transfers	$0.00
	Total	$1,096,778

Program Personnel:
Full-Time Equivalents (FTE)

Personnel	**FY 17**	**FY 18**	**FY 19**
Superintendent	0	0	0
Assistant Superintendent	0	0	1
Laborer	5	5	4.33
Part-Time, ICE Sycamore HS	0	0	0
TOTAL	5.0	5.0	5.33

TREATMENT PLANT DIVISION

Operations Program (751)

Code	Description	FY 17 Actual	FY 18 Budget	FY 18 Estimate	FY 19 Budget
751-8100	Salaries--Regular	$313,239.00	$322,775.00	$322,775.00	$364,506.00
751-8102	Salaries--Overtime	$5,731.00	$20,000.00	$20,000.00	$20,000.00
751-8103	Salaries--Part-Time	$0.00	$0.00	$0.00	$0.00
751-8171	FICA	$19,087.00	$21,252.00	$21,252.00	$23,839.00
751-8172	Police/Fire Pension	$0.00	$0.00	$0.00	$0.00
751-8173	IMRF	$32,839.00	$36,847.00	$36,847.00	$38,258.00
751-8175	Health Insurance	$0.00	$0.00	$0.00	$0.00
751-8176	Life Insurance	$0.00	$0.00	$0.00	$0.00
751-8177	Medicare	$4,528.00	$4,969.00	$4,969.00	$5,575.00
Total Personnel		**$375,424.00**	**$405,843.00**	**$405,843.00**	**$452,178.00**
751-8202	Printed Materials	$0.00	$0.00	$0.00	$0.00
751-8204	Office and Library	$0.00	$0.00	$0.00	$0.00
751-8219	Building Supplies	$2,762.00	$2,500.00	$4,200.00	$4,000.00
751-8226	Vehicle Maintenance Parts	$2,818.00	$2,500.00	$2,000.00	$2,500.00
751-8233	Storm Sewer Parts	$0.00	$0.00	$0.00	$0.00
751-8234	Treatment Plant Equipment	$27,067.00	$32,000.00	$39,500.00	$42,000.00
751-8235	Salt/Ice Control	$0.00	$0.00	$0.00	$0.00
751-8236	Solids Dewatering	$0.00	$65,000.00	$62,000.00	$69,500.00
751-8239	Sanitary System R & M	$0.00	$0.00	$0.00	$0.00
751-8244	Lab Supplies and Minor Equip	$36.00	$0.00	$0.00	$0.00
751-8245	Gas, Oil and Antifreeze	$7,769.00	$8,000.00	$7,000.00	$8,000.00
751-8246	Sewage Treatment Chemicals	$137,078.00	$95,430.00	$92,000.00	$95,000.00
751-8247	Sanitary System Chemicals	$0.00	$0.00	$0.00	$0.00
751-8248	Excavation Restoration	$0.00	$0.00	$0.00	$0.00
751-8270	Wearing Apparel	$827.00	$1,100.00	$1,000.00	$1,200.00
751-8285	EDP Supplies	$0.00	$175.00	$75.00	$100.00
751-8291	Janitorial Supplies	$503.00	$1,000.00	$750.00	$750.00
751-8295	Small Tools/Equipment	$3,853.00	$3,500.00	$3,000.00	$3,500.00
751-8299	Commodities, NEC	$0.00	$0.00	$0.00	$0.00
Total Commodities		**$182,713.00**	**$211,205.00**	**$211,525.00**	**$226,550.00**
751-8301	Rental Equipment	$5,786.00	$5,500.00	$12,500.00	$9,500.00
751-8303	Meal Allowance	$101.00	$150.00	$50.00	$100.00
751-8304	Car Allowance	$0.00	$0.00	$0.00	$0.00
751-8305	Freight and Postage	$97.00	$100.00	$90.00	$100.00
751-8310	Equipment, R&M	$17,625.00	$40,000.00	$44,000.00	$45,000.00
751-8311	Building Mechanical R&M	$1,850.00	$2,200.00	$1,500.00	$2,200.00
751-8313	Landscape/Grounds	$776.00	$1,000.00	$750.00	$1,000.00
751-8315	Vehicles, R&M	$138.00	$750.00	$350.00	$750.00
751-8319	Snow & Ice Control	$0.00	$0.00	$0.00	$0.00
751-8330	EDP Services	$2,744.00	$3,500.00	$2,700.00	$3,500.00
751-8331	Consulting Services	$0.00	$0.00	$0.00	$0.00
751-8332	Mapping Services	$0.00	$0.00	$0.00	$0.00
751-8337	Telephone System	$0.00	$0.00	$0.00	$0.00
751-8345	Medical Services	$0.00	$0.00	$0.00	$0.00
751-8346	Refuse Removal Services	$0.00	$0.00	$0.00	$0.00
751-8348	Buildings, R&M--NEC	$0.00	$0.00	$0.00	$0.00
751-8352	Electricity	$262,920.00	$261,000.00	$261,000.00	$265,000.00
751-8353	Natural Gas	$2,376.00	$3,500.00	$3,000.00	$3,500.00

751-8355	Utilities NEC	$0.00	$0.00	$0.00	$0.00
751-8356	Lab & Testing Services	$0.00	$0.00	$0.00	$0.00
751-8366	Legal Notices	$0.00	$0.00	$0.00	$0.00
751-8373	Marketing, Public Information	$0.00	$0.00	$0.00	$0.00
751-8375	Dues and Subscriptions	$0.00	$0.00	$0.00	$0.00
751-8376	Training, Professional Devel	$735.00	$750.00	$350.00	$750.00
751-8385	Taxes, Licenses, Fees	$251.00	$200.00	$150.00	$200.00
751-8399	Contractual Services NEC	$0.00	$0.00	$0.00	$0.00
Total Contractual Services		**$295,399.00**	**$318,650.00**	**$326,440.00**	**$331,600.00**
751-8413	Municipal Lease	$0.00	$0.00	$0.00	$0.00
751-8414	Note Payments	$0.00	$0.00	$0.00	$0.00
751-8471	Surety Bonds and Insurance	$0.00	$0.00	$0.00	$0.00
751-8472	Worker Comp/Liability Premium	$0.00	$0.00	$0.00	$0.00
751-8474	Health Insurance Premium	$61,228.00	$56,710.00	$56,710.00	$59,750.00
751-8475	Life Insurance Premium	$0.00	$0.00	$0.00	$0.00
751-8476	Section 125 Payments	$0.00	$0.00	$0.00	$0.00
751-8477	Retiree Health Insurance	$0.00	$0.00	$0.00	$0.00
751-8492	Refunds/Reimbursements	$0.00	$0.00	$0.00	$0.00
751-8497	Contingencies	$0.00	$0.00	$0.00	$0.00
751-8499	Other Services NEC	$0.00	$0.00	$0.00	$0.00
Total Other Services		**$61,228.00**	**$56,710.00**	**$56,710.00**	**$59,750.00**
751-8510	Office Furniture & Equipment	$0.00	$0.00	$0.00	$0.00
751-8515	EDP Equipment	$0.00	$1,500.00	$500.00	$1,500.00
751-8521	Vehicles	$0.00	$0.00	$0.00	$0.00
751-8540	Machinery/Major Tools	$54,662.00	$42,000.00	$30,000.00	$25,000.00
751-8580	Telephone/Radio Equipment	$0.00	$200.00	$50.00	$200.00
Total Equipment		**$54,662.00**	**$43,700.00**	**$30,550.00**	**$26,700.00**
751-8625	Remodeling	$0.00	$0.00	$0.00	$0.00
751-8633	Sanitary Sewer Syst Improv	$0.00	$0.00	$0.00	$0.00
Total Permanent Improvements		**$0.00**	**$0.00**	**$0.00**	**$0.00**
751-9001	Trsf to General Fund	$0.00	$0.00	$0.00	$0.00
751-9006	Trsf to Capital Assistance Fund	$0.00	$0.00	$0.00	$0.00
751-9014	Trsf to 1996 Bond Fund	$0.00	$0.00	$0.00	$0.00
751-9017	Trsf to 1994 EPA Bond Fnd-Sew	$0.00	$0.00	$0.00	$0.00
751-9018	Trsf to 1995 EPA Bond Fnd-Wat	$0.00	$0.00	$0.00	$0.00
751-9019	Trsf to 1999 Bond Fund	$0.00	$0.00	$0.00	$0.00
751-9020	Trsf to Sycamore Library Fund	$0.00	$0.00	$0.00	$0.00
751-9027	Trsf to 2005 Bond Fund	$0.00	$0.00	$0.00	$0.00
Total Transfers Out		**$0.00**	**$0.00**	**$0.00**	**$0.00**
TOTAL ALL EXPENDITURES		**$969,426.00**	**$1,036,108.00**	**$1,031,068.00**	**$1,096,778.00**

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Program Overview

The Collection Program finances the maintenance work on the collection system. The Sewer Fund (Fund 4) picks up the tab. Street Division employees have traditionally performed most of the routine sewer maintenance work because the division has the equipment and the experience in this area. Street Division staff also oversees the testing and inspection of newly installed sanitary lines. Treatment Plant staff assist as needed.

FY2017-2018 Accomplishments

- Maintained 102 miles of sanitary sewer and 2,398 manholes.
- Cleaned sanitary sewer lines.
- Utilized foam root control on sanitary sewer lines.
- 40% of funding for new dump truck equipment, dump body, hydraulics, plow.
- Relining of 1100 of Sanitary Sewer
- Updated collection system information in GIS

FY2018-2019 Goals

- Extend infrastructure improvements.
- Extend the use of foam root control in troubled areas.
- Continue efforts to locate sources of infiltration and inflow.
- Continue relining manholes and identify areas to reline sanitary sewer mains.
- Purchase mainline TV camera system.
- Completion of CMOM (Capacity, Management, Operation, and Maintenance) plan for permit

Program Budget:	**$768,146**

8100	Personnel	$267,606
8200	Commodities	$42,830
8300	Contractual Services	$31,500
8400	Other Services	$109,710
8500	Equipment	$191,500
8600	Permanent Improvements	$125,000
9000	Transfers	$0.00
	Total	$768,146

Program Personnel:
Full-Time Equivalents (FTE)

Personnel	**FY 17**	**FY 18**	**FY 19**
Superintendent	0	0	0
Assistant Superintendent	0	0	0
Laborer	2	2	2
Part-Time, ICE Sycamore HS	0	0	0
TOTAL	2	2	2

Fund Overview

The Water Connection Fee Fund receives fees charged for new connections to the City's water system. The schedule of fees was last revised in August 2016 and can be found in the City Code, Title 8, Chapter 2 (8-2-2). This schedule is calculated on a per capita basis and adopts the EPA standard of 3.5 persons per household. It also makes assumptions about the key capital expenditures relating to new growth as shown below:

Cost of Deep Well:	$2,388,579 (drilling, equipment, controls, building)
Well Capacity:	864,000 gallons per day (based on 12 hours of run time per day @1,200 gpm)
Cost per gallon:	$2.76
Cost per person	$276
Cost per 350 gallons:	$**966** per house (assumes each person uses 100 gallons a day and the IEPA standard of 3.5 persons per household)
Cost of Elevated Tank:	$3,138,536 (including connecting mains)
Capacity/Elevated Tank:	1,500,000 gallons
Cost per gallon:	$2.09
Cost per person:	$209
Cost per 350 gallons	$**732** per house (again, assumes each person generates 100 gallons of treatable water per day and the IEPA standard of 3.5 persons per house)
Single Family Home:	**$1,698**

The fee level to underwrite these capital improvements, taking into consideration the IEPA standard of 3.5 persons per household, is $485 per unit ($1,698 divided by 3.5).

In addition, the Water Connection Fee Fund receives transfers from the Water Fund for major capital improvements including new and existing areas of the water system.

WATER CONNECTION FEE FUND

Fund 03

Fund	Code	Description	FY17 Actual	FY18 Budget	FY18 Estimate	FY19 Budget
3	3246	Connection Fees	$111,819.00	$90,000.00	$100,000.00	$100,000.00
3	3710	Investment Interest	$4,694.00	$3,750.00	$6,000.00	$4,000.00
3	3711	Refunds/Reimbursements	$0.00	$0.00	$0.00	$0.00
3	3714	Miscellaneous Income	$0.00	$0.00	$0.00	$0.00
3	4502	Res Trsf from Water Fund	$0.00	$0.00	$0.00	$0.00
3	4503	Res Trsf--Water Connection Fnd	$0.00	$0.00	$0.00	$0.00
3	4505	Trsf--Sewer Impact Fee Fund	$0.00	$0.00	$0.00	$0.00
		TOTAL REVENUES	$116,513.00	$93,750.00	$106,000.00	$104,000.00
3	8331	Consulting Services	$0.00	$5,000.00	$0.00	$5,000.00
3	8349	Legal Services	$0.00	$0.00	$0.00	$0.00
3	8366	Legal Notices	$0.00	$0.00	$0.00	$0.00
3	8399	Contractual Services--NEC	$0.00	$0.00	$0.00	$0.00
		Total Contractual Services	$0.00	$5,000.00	$0.00	$5,000.00
3	8492	Reimbursements	$0.00	$1,000.00	$0.00	$1,000.00
3	8497	Contingencies	$0.00	$0.00	$0.00	$0.00
		Total Other Services	$0.00	$1,000.00	$0.00	$1,000.00
3	8621	Land Acquisition	$0.00	$0.00	$0.00	$0.00
3	8623	Property Demolition	$0.00	$0.00	$0.00	$0.00
3	8626	New Constr--Bldgs/Grounds	$0.00	$0.00	$0.00	$0.00
3	8630	Watermain Improvements	$0.00	$0.00	$0.00	$0.00
3	8632	Water System Improv--NEC	$0.00	$50,000.00	$0.00	$500,000.00
		Total Permanent Improv	$0.00	$50,000.00	$0.00	$500,000.00
3	9002	Trsf to Water Fund	$0.00	$0.00	$0.00	$0.00
		Total Transfers Out	$0.00	$0.00	$0.00	$0.00
		TOTAL EXPENDITURES	$0.00	$56,000.00	$0.00	$506,000.00
		Beginning Fund Balance	$322,181.00	$438,694.00	$438,694.00	$544,694.00
		Total Revenues	$116,513.00	$93,750.00	$106,000.00	$104,000.00
		Available Resources	$438,694.00	$532,444.00	$544,694.00	$648,694.00
		Expenditures	$0.00	$56,000.00	$0.00	$506,000.00
		Reconciliation to Modified Accrual	$0.00	$0.00	$0.00	$0.00
		Unrestricted Fund Balance	$438,694.00	$476,444.00	$544,694.00	$142,694.00

CAPITAL IMPROVEMENT PROGRAM

Each year, the City of Sycamore develops a three-year Capital Improvement Program (CIP) to address current and future capital needs. Department Heads identify and prioritize capital items needed to support the operations of their respective departments. The majority of the items identified include machinery, equipment, vehicles, computers and general building needs. The CIP also includes city-wide infrastructure related improvements and those associated with the City's water and treatment plant systems.

Below is the FY2019 Capital Improvement Program (excludes software, office furniture and other small capital items). The colored shading represents items that are funded:

Department	Capital Item	FY2019	FY2020	FY2021
Administration				
	City-wide I/T Upgrades	$19,500	$20,000	$20,000
	Administration Department Total	$19,500	$20,000	$20,000
Police				
	Patrol Replacement	$41,000	$41,000	$41,000
	Patrol Replacement	$41,000	$41,000	$41,000
	In-Car Radars		$4,500	$4,500
	In Car Lap tops	$4,000		
	Used Admin/Investigations Vehicles (3)		$20,000	$20,000
	Ammo	$6,500	$8,000	$8,000
	Ballistic Shield		$2,000	$2,000
	Ballistic vests	$2,500	$4,500	$4,500
	Cell Phone Downloader	$10,500		
	Surveillance Camera		$6,000	$6,000
	Tasers	$3,000		
	AED Device		$1,500	
	Police Department Total	$108,500	$128,500	$127,000
Fire				
	Replacement Ambulance (FY18/FY19)	$89,000		
	Structural Fire gear	$10,000	$10,000	$10,000
	Replacement Hose		$10,000	$10,000
	Computer Replacement	$1,000	$1,000	$1,000
	Replacement Fire Tools and Equipment		$2,500	$2,500
	Replacement Portable Radios	$10,000	$90,000	
	Replacement EMS Tools and Equipment		$2,500	$2,500
	Fire Investigation Supplies		$1,400	$1,400
	Fire Station #1 Priority Improvements	$113,150		
	Fire Department Total	$223,150	$117,400	$27,400
Public Works-Street Division				
	Dump Body and Plow (60%)			
	Street Sweeper ($235,000 over 5 years)	$84,000	$40,000	$40,000
	Single Axle Dump with Plow (60%)		$85,800	$85,800

	Small SUV		$25,000	$25,000
	3/4 Ton Pick-up Truck		$20,100	$20,100
	Mini Excavator (30%)	$26,000		
	Street Division Total	$110,000	$170,900	$170,900
Bldg. & Engin.				
	Building and Engineering Façade	$25,000		
	Office Equipment	$1,200	$1,000	$1,000
	Tools/Safety Equipment	$500	$300	$300
	Replacement SUV		$20,000	
	Building and Engineering Total	$26,700	$21,300	$1,300
	SubTotal: General Operating Departments	$487,850	$458,100	$346,600
	Fund 6 Funding--General Operating Departments	$260,700		
	Fund 11 Funding-General Operating Departments	$138,150		
	Fund 22 Funding--Capital for Operating Depts	$89,000		
Water Division				
	Well #5 Abandon/Fill	$66,000		
	GIS Mapping Plotter	$8,500		
	Replace Failing Services Downtown	$10,000		
	Mini Excavator (20%)	$13,000		
	1 Ton Pick-up with Utility Body		$90,000	
	Small SUV		$26,000	
	Well #7 Improvements	$1,000,000		
	Repair/Repaint Water Tower #1	$250,000		
	Repair/Repaint Water Tower #1	$500,000		
	Water Division Total	$1,847,500	$116,000	$0
Treatment Plant				
	TV Camera Vehicle	$65,000		
	Combination Jetter/Vac Truck	$100,000	$100,000	$100,000
	Bobcat Toolcat Utility Vehicle		$32,000	
	Mini Excavator (30%)	$26,000		
	Two (2) Flygt CP 3356 Pumps	$180,100		
	Two (2) Flygt CP 3301 Pumps	$122,200		
	Six (6) Pump Bases	$46,200		
	Single Axle Dump with Plow (40%)		$57,200	$57,200
	3/4 ton pick-up truck 4x2 (2)		$42,000	$42,000
	Collection System	$125,000	$125,000	$125,000
	SCADA Improvements			
	Phase III Improvements	$24,774,400		
	Treatment Plant Total	$25,438,900	$356,200	$324,200
General				
	Sidewalk repair and replacement	$140,000	$137,500	$137,500
	Annual Sidewalk Program	$12,500	$12,500	$12,500
	Blue Line	$20,000	$20,000	$20,000

	Street Maint. (MFT Fund)	$364,864	$250,000	$250,000
	Possible TIF Projects	$100,000		
	St. Maint (Street Maint. Fund)	$1,270,000	$1,200,000	$1,200,000
	General Capital Total	$1,907,364	$1,620,000	$1,620,000
	Funded Items Total			
Grand Total	**Funded and Unfunded**	**$29,681,614**	**$2,550,300**	**$2,290,800**

Principal Sources	
MFT (Fund 07)	$364,864
Capital (Fund 6)	$400,700
Water Connection Fees Fund (From Water Fund Reserve)	$1,250,000
New IEPA Loan	$500,000
Tax Increment Financing Fund	$100,000
Sales Tax Distributive Fund (Fund 22)	$121,500
Sewer Connection Fee Fund/IEPA Loan	$25,122,900
Street Maint. Fund (Fund 30)	$1,270,000
Public Building Fund (Fund 11)	$138,150
Sewer Fund (Fund 4)	$316,000
Water Fund	$97,500
Total Funded	$29,681,614

Items that are not shaded in FY2019 represent items identified but not funded in the upcoming budget year. While a capital priority list for FY2019 and FY2020 has been identified, both capital needs and availability of funding may change. As a result, the capital priority list does not identify funding sources for years beyond FY2019.

In recent years the City of Sycamore has made a conscious effort to improve buildings and infrastructure highlighted by the police addition, phases I and II of the waste water treatment plant improvement project, the addition of a second water tower and the drilling of the new well #10, and significant street maintenance of over $1 million per full year of the program which began in FY2009.

In FY2019 these infrastructure improvements will continue. The construction of phase III of the Treatment Plant expansion ($25,122,900) and a $1.77 million street maintenance program highlight these improvements. In addition to these infrastructure improvements which have dedicated funding sources, the capital improvement program has continued to support general operating departments with vehicles and equipment from general capital funds.

Administration/City Clerk:

City-Wide I/T Improvements (06-000-8639)

A city-wide assessment will review work stations, servers and the overall network will identify priorities to improve function, productivity and efficiency in the way technology is used on a day-to-day basis.

Police:

Squad Car Replacement & Up-Fitting (06-000-8521)

The Police Department has 12 vehicles assigned for use by the patrol division (8), the School Resource Officers (2), the Community Service Officer (1), and the Property Maintenance Officer (1). The average mileage of these vehicles as of January 2018 is 52,800. To maintain the health of the fleet and ensure an efficient rotation of older vehicles, 2 marked squad cars are needed for everyday patrol functions. Included in this cost is the required emergency and safety equipment to include: emergency lighting, secure transport equipment, and the secure weapon mounting system. Also included in this cost is the labor to install all safety and emergency equipment, the mobile computer and printer system, and the in-car camera system. The patrol vehicles replaced will be rolled down to replace aged vehicles with high mileage and increasing maintenance costs.

Mobile Computer Replacement (06-000-8540)

In the past 3 fiscal years, the capital budget has replaced 7 of the aging mobile computers, some that were purchased over ten years ago. These computers serve as an essential tool for patrol officers to communicate with dispatch, access driving and criminal records, and query the local report management system to increase efficiency while on calls as well as enhance the officer's safety. The purchase of 1 mobile computer is needed this fiscal year to continue this technology update. One of two remaining 10+ year old mobile computers which is beginning to fail is targeted for replacement.

Ballistic Vest Replacement (06-000-8540)

Ballistic vests are an essential piece of protection equipment for the safety of our officers. Per manufacturer specifications, they have a service life of 5 years before they are no longer within warranty. The FOP collective bargaining agreement which covers 28 officers commits the department to replacing each officer's vest every five years. For FY19, six vests will be required to be replaced.

Ammunition (06-000-8540)

The State of Illinois mandates officers participate in firearms training and pass a state certified annual proficiency qualification. Officers are trained on a quarterly basis to reinforce firearm skills and review use of force guidelines. Per department policy, ammunition is issued for primary and secondary firearms to all 31 officers which is addressed through this capital purchase.

Replacement Tasers (06-000-8540)

The Police Department maintains an inventory of electronic control devices to provide officers with a less than lethal option when confronted with violent or resistive subjects. The current inventory includes 7 of the newer Taser X2 units and 5 of the older model Taser X26 units. The Taser X26 units were purchased in excess of 8 years ago and the vendor, Axon, is phasing out this model. Two Taser X2 units are needed to continue the transition to the new platform. Additionally, per department policy, an annual certification for officers requires the deployment of one-time use cartridges in a training environment to maintain operational competency.

Cell Phone Data Extractor (06-000-8639)

The Investigations Division increasingly faces the challenge of collecting digital evidence from cell phones and computers. Whether it be a child pornography case or an armed robbery, an increasing number of crimes against persons involve the need to extract pictures, contacts, videos, text messages, GPS locations, and other digital evidence from these devices. Police departments in adjoining jurisdictions currently maintain different systems and accompanying software that assist their investigations which have a technology nexus. To keep pace with the increase in electronic data evidence demands, as well as to build on partnering agencies' resources, the purchase of a cell phone/computer extraction system is needed to secure evidence electronically stored and ensure thorough investigations for eventual prosecution.

Fire:

Replacement Ambulance (22-000-8521)

This line item is for first half of the cost of the replacement of 1999 Ford/Medtec ambulance. The vehicle has just under 47,000 miles. The FY19 allocation will be combined with $90,000 that was allocated in FY18. The Department's strategic plan calls for front line ambulance to be moved to reserve status after ten years and replaced after thirteen years of service.

Structural Fire Gear Replacement (06-000-8540)

40 members of the fire department outfitted in structural fire gear. The structural fire gear has a shelf life of 10 years per NFPA standard. Replacement of four sets of protective clothing each year, allows the Fire Department to turn over all of the issued structural firefighting gear within the ten-year time table.

Replacement Mobile/Portable Radios (06-000-8639)

With the anticipation of DeKalb County implementing a new 700/800 MHz radio system, this line item is for the partial replacement of the existing inventory of portable and mobile radios. The Fire Department currently has an inventory of 50 portable radios and 33 mobile radios.

The Fire Department is applying for a 2017AFG regional radio grant which if granted, may cover approximately 50% of the radio equipment needs ($200,000).

Replacement Computer and Related Equipment (06-000-8639)

The Fire Department currently has 6 thin client and 7 stand-alone computers. This technology is critical for day to day communication as well as fire and EMS incident reporting. In addition to the computers listed above, 8 printers and 7 monitors are maintained. This line item is intended to provide funds to repair or replace those items as the fail.

Station #1 Priority Improvements (11-000-8639)

As part of the FY18 Capital Plan, the City conducted a study to guide improvements of Fire Station #1. Kluber Architects and Engineers conducted the study and outlined approximately $113,500 in priority

improvements to be completed as soon as possible. As part of the FY19 budget these improvements will be made from the Public Buildings Fund.

Street Division:

Street Sweeper (06-000-8540)

This allocation will reserve $84,000 toward a purchase of a truck mounted vacuum street sweeper to be combined with $75,000 reserved in FY18. These funds will be combined with future capital allocations to purchase the vehicle to replace the 1998 and 2008 Elgin Pelican sweepers.

Mini Excavator (06-000-8540)

The Street Division will pay for 40% of a new mini excavator that will replace the 2004 Bobcat 430 model. The total purchase price is $65,000 and will be split 40% Street, 40% Treatment and 20% Water.

Building and Engineering:

Exterior Façade Improvements (11-000-8625)

The exterior of the B&E building/Police and Fire storage areas is in need of functional façade improvements to preserve and extend the useful life of the building.

Office Equipment/Tools (06-000-8639)

Miscellaneous office equipment, tools and safety related items have been identified as a priority.

Water Division:

The Water Division has identified a 20% share in the Mini Excavator, Well #7 and Tower #1 Improvements, the proactive replacement of water services in the downtown area, a GIS plotter and the abandonment of Well #5 as capital priorities. These items that are funded in FY19 have been prioritized but were not funded for a number of years.

Treatment Plant Division:

The Treatment Plant Division has identified 40% of the Mini Excavator, the remaining pumps for the Treatment Plant Expansion, a vehicle of the CCTV system and reserving funds for a replacement Jetter/Vac truck to be purchased in the future. $125,000 will be invested in collection system maintenance and sewer lining in conjunction with the street maintenance program.

General Capital Items:

These items are city-wide and represent more than a single division or department. In FY2019 the City's annual sidewalk reimbursement program is funded at $12,500 and another $140,000 is funded for further repairs to sidewalks throughout town from revenues associated with video gaming.
The blue line bus system will again receive $20,000 support to serve the public transportation need in Sycamore.

The FY2019 Street Maintenance Program will total $1.775 million. $364,864 of the program will be funded from the Motor Fuel Tax Fund (Fund 07), while an additional $1.27 million will come from the Street Maintenance Fund (Fund 30) and $140,000 from the Capital Assistance Fund (Fund 06).

CAPITAL ASSISTANCE FUND

Fund Overview

Aside from borrowed or bond funds, the Capital Assistance Fund is the City's principal fund for general infrastructure improvements, public building repairs, and vehicles or equipment.

In FY01, the City implemented a .25% increase in the Home Rule Sales Tax to provide a recurring source of general capital dollars. Home rule sales tax deposits will constitute the major recurring source of local money in the fund (#3210).

FY2018-2019 Goals

Key expenditures are as follows:

- Fund portions of the debt service on the 2012 Refunding Bonds (#9036; $207,600 in total).
- The Capital Assistance Fund budget includes the City sidewalk program (06-8321) through video gaming tax revenue.
- A contingency allocation of $50,000 (06-8497). This contingency is used to finance infrastructure costs over and above project budgets, whether in street repair, traffic signal repair, street light repair, equipment break-downs, etc.
- The most significant expenditures include a replacement of two patrol vehicles ($82,000; 06-8521) and funds are set aside toward a truck mounted street sweeper ($84,000; 06-8540).

CAPITAL ASSISTANCE FUND

Fund 06

Fund	Code	Description	FY17 Actual	FY18 Budget	FY18 Estimate	FY19 Budget
6	3210	Sales Tax--City	$476,660.00	$512,000.00	$501,175.00	$511,200.00
		Total Sales Tax	$476,660.00	$512,000.00	$501,175.00	$511,200.00
6	3411	Federal Govt Grants	$400.00	$0.00	$0.00	$0.00
6	3412	State Govt Grants	$0.00	$0.00	$0.00	$0.00
6	3420	Video Gaming Tax	$139,733.00	$135,000.00	$152,000.00	$140,000.00
		Total Intergovt Revenue	$140,133.00	$135,000.00	$152,000.00	$140,000.00
6	3710	Investment Interest	$5,632.00	$6,000.00	$6,000.00	$6,000.00
6	3711	Refunds/Reimbursements	$5,569.00	$35,827.00	$35,827.00	$6,500.00
6	3712	Sale of Assets	$14,000.00	$0.00	$0.00	$0.00
6	3718	Recapture Revenue	$0.00	$0.00	$0.00	$0.00
6	3720	Miscellaneous Income	$130,373.00	$0.00	$0.00	$0.00
6	3722	Charitable Grants	$0.00	$145,603.00	$145,603.00	$0.00
6	3725	Fines	$16,828.00	$15,000.00	$19,000.00	$15,000.00
6	3726	Forfeitures	$2,283.00	$0.00	$11,374.00	$0.00
		Total Other Income	$174,685.00	$202,430.00	$217,804.00	$27,500.00
		TOTAL REVENUE	$791,478.00	$849,430.00	$870,979.00	$678,700.00
6	8316	Street R&M	$0.00	$0.00	$0.00	$0.00
6	8321	Sidewalk R&M	$135,000.00	$135,000.00	$135,000.00	$140,000.00
6	8331	Consulting Services	$0.00	$20,000.00	$9,500.00	$0.00
		Total Contractual Services	$135,000.00	$155,000.00	$144,500.00	$140,000.00
6	8478	Boiler Insurance	$0.00	$0.00	$0.00	$0.00
6	8479	Recapture Payments	$0.00	$0.00	$0.00	$0.00
6	8490	Intergovernmental Agreement	$0.00	$0.00	$0.00	$0.00
6	8495	Grant Expenditures	$0.00	$0.00	$0.00	$0.00
6	8497	Contingencies	$47,016.00	$50,000.00	$42,500.00	$50,000.00
		Total Other Services	$47,016.00	$50,000.00	$42,500.00	$50,000.00
6	8521	Vehicles	$132,285.00	$65,327.00	$65,327.00	$82,000.00
6	8540	Machinery/Major Tools	$124,532.00	$157,500.00	$157,500.00	$146,500.00
6	8585	Forfeiture Expenditures	$0.00	$0.00	$2,350.00	$0.00
		Total Equipment	$256,817.00	$222,827.00	$225,177.00	$228,500.00
6	8621	Land Acquisition	$0.00	$0.00	$0.00	$0.00
6	8634	Street Const or Reconst	$0.00	$0.00	$0.00	$0.00
6	8635	Street Light Const.	$4,290.00	$7,500.00	$6,750.00	$10,000.00
6	8639	Other Capital Improvements	$103,669.00	$60,000.00	$45,000.00	$32,200.00
		Total Permanent Improv	$107,959.00	$67,500.00	$51,750.00	$42,200.00
6	9001	Trsf to General Fund	$100,000.00	$0.00	$0.00	$0.00
6	9026	Trsf to 2003 Bond Fund	$5,800.00	$5,700.00	$5,700.00	$0.00
6	9036	Trsf to 2012 Refunding Bond	$200,000.00	$200,000.00	$200,000.00	$207,600.00
6	9038	Trsf to 2017 Refunding Bond	$0.00	$0.00	$0.00	$0.00
		Total Transfers Out	$305,800.00	$205,700.00	$205,700.00	$207,600.00
		TOTAL EXPENDITURES	$852,592.00	$701,027.00	$669,627.00	$668,300.00
		Total Revenues	$791,478.00	$849,430.00	$870,979.00	$678,700.00
		Beginning Fund Balance	$601,826.00	$540,712.00	$540,712.00	$742,064.00
		Available Resources	$1,393,304.00	$1,390,142.00	$1,411,691.00	$1,420,764.00
		Expenditures	$852,592.00	$701,027.00	$669,627.00	$668,300.00
		Reconcile to Modified Accrual	$0.00	$0.00	$0.00	$0.00
		Unrestricted Fund Balance	$540,712.00	$689,115.00	$742,064.00	$752,464.00

APPENDIX E
TRAINING PROGRAMS AND PROCEDURES

City of Sycamore
Public Works

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

RESPIRATORY PROTECTION

Proper Use Procedures

Once the respirator has been properly selected and fitted, its protection efficiency must be maintained by proper use in accordance with 29 CFR 1910.134(g). Our company ensures with written procedures that respirators are used properly in the workplace. Our proper respirator use procedures are:

See attached procedures for respirator use

Our company has used the following checklist to ensure that proper use procedures include coverage of OSHA requirements:

Facepiece Seal Protection

• Do not permit respirators with tight-fitting facepieces to be worn by employees who have:

- Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function; or
- Any condition that interferes with the face-to-facepiece sealor valve function.

• If an employee wears corrective glasses or goggles or other personal protective equipment, ensure that such equipment is worn in a manner that does not interfere with the seal of the facepiece to the face of the user.

• For all tight-fitting respirators, ensure that employees perform a user seal check each time they put on the respirator using the procedures in 29 CFR 1910.134 Appendix B-1 (User Seal Check Procedures) or procedures recommended by the respirator manufacturer that you can demonstrate are as effective as those in Appendix B-1.

Continuing Respirator Effectiveness

• Appropriate surveillance must be maintained of work area conditions and degree of employee exposure or stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, reevaluate the continued effectiveness of the respirator.

• Ensure that employees leave the respirator use area:

- To wash their faces and respirator facepieces as necessary to prevent eye or skin irritation associated with respirator use; or
- If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece; or
- To replace the respirator or the filter, cartridge, or canister elements.

• If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece, replace or repair the respirator before allowing the employee to return to the work area.

Procedures for IDLH Atmospheres

Ensure that:

• One employee or, when needed, more than one employee is located outside the IDLH atmosphere;

• Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere;

• The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue;

• The employer or designee is notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue;

• The employer or designee authorized to do so by the company, once notified, provides necessary assistance appropriate to the situation;

• Employee(s) located outside the IDLH atmospheres are equipped with:

- ☐ Pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either:
- ☐ Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or
- ☐ Equivalent means for rescue where retrieval equipment is not required under the bullet item above this one.

Maintenance and Care Procedures

In order to ensure continuing protection from respiratory protective devices, it is necessary to establish and implement proper maintenance and care procedures and schedules. A lax attitude toward maintenance and care will negate successful selection and fit because the devices will not deliver the assumed protection unless they are kept in good working order.

Cleaning & disinfecting

Our company provides each respirator user with a respirator that is clean, sanitary, and in good working order. We ensure that respirators are cleaned and disinfected using the procedures below:

- In Appendix B-2 of 29 CFR 1910.134. See this attached appendix.

The respirators are cleaned and disinfected at the following intervals:

Respirator type:	**Are cleaned and disinfected at the following interval:**
Issued for the exclusive use of an employee	As often as necessary to be maintained in a sanitary condition
Issued to more than one employee	Before being worn by different individuals
Maintained for emergency use	After each use
Used in fit testing and training	After each use

In order to meet these intervals, we have created the following schedules to be used for each respirator:

Before and after each use.

Storage

Storage of respirators must be done properly to ensure that the equipment is protected and not subject to environmental conditions that may cause deterioration. We ensure that respirators are stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they are packed or stored in in the top of employee lockers or in special containers to prevent deformation of the facepiece and exhalation valve. In addition, emergency respirators are kept accessible to the work area; stored in covers that are clearly marked as containing emergency respirators; and stored in accordance with any applicable manufacturer instructions.

Inspection

In order to assure the continued reliability of respirator equipment, it must be inspected on a regular basis. The frequency of inspection is related to the frequency of use. Here are our frequencies for inspection:

Respirator type:	**Inspected at the following frequencies:**
All types used in routine situations	Before each use and during cleaning
Maintained for use in emergency situations	At least monthly and in accordance with the manufacturer's recommendations, and checked for proper function before and after each use
Emergency escape-only respirators	Before being carried into the workplace for use

In order to meet these intervals, we have created the following schedule(s) to be used for each respirator: prior to and after each use.

Any one of our respirator inspections includes a check:

- For respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube, and cartridges, canisters or filters; and
- Of elastomeric parts for pliability and signs of deterioration.
- For self-contained breathing apparatus, in addition to the above, monthly, we maintain air and oxygen cylinders in a fully charged state and recharge when the pressure falls to 90% of the manufacturer's recommended pressure level and determine that the regulator and warning devices function properly.

Also for respirators maintained for emergency use, we certify the respirator by documenting the date the inspection was performed, the name (or signature) of the person who made the inspection, the findings, required remedial action, and a serial number or other means of identifying the inspected respirator. See attached documentation. This information shall be maintained until replaced following a subsequent certification.

Repairs

Respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted in accordance with the following procedures:

- Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and only with the respirator manufacturer's NIOSH-approved parts designed for the respirator;
- Repairs must be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
- Reducing and admission valves, regulators, and alarms must be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

Discarding of respirators

Respirators that fail an inspection or are otherwise not fit for use and cannot be repaired must be discarded. We use the following discarding procedures:

unfit respiratoyr protection equipment is destroyed and discarded.

Air Quality Procedures

When atmosphere-supplying respirators are being used to protect employees it is essential to ensure that the air being breathed is of sufficiently high quality. Our company's procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators include coverage of the following OSHA requirements:

Compressed Air, Compressed Oxygen, Liquid Air, and Liquid Oxygen Used for Respirators:

• Compressed and liquid oxygen must meet the United States Pharmacopoeia requirements for medical or breathing oxygen.

• Compressed breathing air must meet at least the requirements for Type 1-Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989, to

include:

- Oxygen content (v/v) of 19.5-23.5%;
- Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;
- Carbon monoxide (CO) content of 10 ppm or less;
- Carbon dioxide content of 1,000 ppm or less; and
- Lack of noticeable odor.

• Ensure that compressed oxygen is not used in atmosphere-supplying respirators that have previously used compressed air.

• Ensure that oxygen concentrations greater than 23.5% are used only in equipment designed for oxygen service or distribution.

Cylinders Used to Supply Breathing Air to Respirators:

• Cylinders must be tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR 173 and 178).

• Cylinders of purchased breathing air must have a certificate of analysis from the supplier that the breathing air meets the requirements for Type 1-Grade D breathing air.

• The moisture content in the cylinder must not exceed a dew point of -50 deg. F (-45.6 deg. C) at 1 atmosphere pressure.

Compressors:

• Ensure that compressors used to supply breathing air to respirators are constructed and situated so as to:

- Prevent entry of contaminated air into the air-supply system;
- Minimize moisture content so that the dew point at 1 atmosphere pressure is 10 degrees F (5.56 deg. C) below the ambient temperature;
- Have suitable in-line air-purifying sorbent beds and filters to further ensure breathing air quality. Sorbent beds and filters must be maintained and replaced or refurbished periodically following the manufacturer's instructions; and
- Have a tag containing the most recent change date and the signature of the person authorized by our company to perform the change. The tag must be maintained at the compressor.

• For compressors that are not oil-lubricated, ensure that carbon monoxide levels in the breathing air do not exceed 10 ppm.

• For oil-lubricated compressors, use a high-temperature or carbon monoxide alarm, or both, to monitor carbon monoxide levels. If only high-temperature alarms are used, the air supply must be monitored at intervals sufficient to prevent carbon monoxide in the breathing air from exceeding 10 ppm.

Breathing Air Couplings:

• Ensure that breathing air couplings are incompatible with outlets for nonrespirable worksite air or other gas systems. No asphyxiating substance must be introduced into breathing air lines.

Breathing Gas Containers:

• Use breathing gas containers marked in accordance with the NIOSH respirator certification standard, 42 CFR part 84.

Filters, Cartridges, and Canisters:

• Ensure that all filters, cartridges and canisters used in the workplace are labeled and color coded with the NIOSH approval label and that the label is not removed and remains legible.

Training

The most thorough respiratory protection program will not be effective if employees do not wear respirators, or if wearing them, do not do so properly. The only way to ensure that our employees are aware of the purpose of wearing respirators, and how they are to be worn is to train them. Simply put, employee training is an important part of the respiratory protection program and is essential for correct respirator use.

Our training program provided by Supervisor is two-fold; it covers both the:

1. Respiratory hazards to which our employees are potentially exposed during routine and emergency situations, and

2. Proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance.

Both training parts are provided prior to requiring an employee to use a respirator in our workplace. However, if an employee has received training within 12 months addressing the seven basic elements of respiratory protection (see "Seven basic elements" below) and The Public Works and the employee can demonstrate that he/she has knowledge of those elements, then that employee is not required to repeat such training initially.

Yet, we do require all of our employees to be retrained annually and when the following situations occur:

• Changes in the workplace or the type of respirator render previous training obsolete;

• Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or

• Any other situation arises in which retraining appears necessary to ensure safe respirator use.

Seven basic elements:

Our employees are trained sufficiently to be able to demonstrate a knowledge of at least these seven elements:

1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator. see attached material.

2. What the limitations and capabilities of the respirator are. They do not supply fresh air.

3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions. see attached material.

4. How to inspect, put on, remove, use, and check the seals of the respirator. see attached material.

5. What the procedures are for maintenance and storage of the respirator. see attached material.

6. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators. see attached material.

7. The general requirements of 29 CFR 1910.134. see attached material.

See attached training curriculum/materials.

Program Evaluation

It is inherent in respirator use that problems with protection, irritation, breathing resistance, comfort, and other respirator-related factors occasionally arise in most respirator protection programs. Although it is not possible to eliminate all problems associated with respirator use, we try to eliminate as many problems as possible to improve respiratory protection and encourage employee acceptance and safe use of respirators. By having our program administrator, Supervisor, thoroughly evaluate and, as necessary, revise our Respiratory Protection Program, we can eliminate problems effectively.

At the Public Works the program evaluation, performed annually by our program administrator, involves the following:

• Conducting evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.

• Regularly consulting employees required to use respirators to assess their views on program effectiveness and to identify any problems. Any problems that are identified during this assessment must be corrected. Factors to assess include, but are not limited to:

- ☐ Respirator fit (including the ability to use the respirator without interfering with effective workplace performance)
- ☐ Appropriate respirator selection for the hazards to which the employee is exposed
- ☐ Proper respirator use under the workplace conditions the employee encounters
- ☐ Proper respirator maintenance
- ☐ we assess only the above factors and no others

Appendices

Appendix 1--References

The following documents are helpful references:

- ☐ 29 CFR 1910.134, Respiratory Protection, and Appendices,
- ☐ 42 CFR 84, Approval of Respiratory Protective Devices,
- ☐ ANSI Z88.2, Respiratory Protection,
- ☐ NIOSH Guide to Industrial Respiratory Protection-1987 (however, this may be out of date),
- ☐ NIOSH Guide to the Selection and Use of Particulate Respirators Certified Under 42 CFR 84 (4/23/96).

Appendix 2--Respiratory Protection Program Attachments

The following documents are attached to this Respiratory Protection Program:

training material.

BLOODBORNE PATHOGENS

Availability

All employee records shall be made available to the employee in accordance with 29 CFR 1910.20. All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribe period, the Director of the NIOSH shall be contacted for final disposition.

Evaluation and Review

This program and its effectiveness is reviewed every year and updated as needed. All provisions required by this standard will be implemented by 01-00.

Hepatitis B Vaccination Program

The Public Works offers the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure to bloodborne pathogens, and post exposure follow-up to employees who have had an exposure incident.

All medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow up, including prophylaxis are:

- Made available at no cost to the employee.
- Made available to the employee at a reasonable time and place.
- Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional.
- Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests are conducted by an accredited laboratory at no cost to the employee. Hepatitis B vaccination is made available:

- After employees have been trained in occupational exposure (see Information and Training).
- Within 10 working days of initial assignment.
- To all employees who have occupational exposure unless a given employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program is not a prerequisite for receiving Hepatitis B vaccination. If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination will be made available. All employees who decline the Hepatitis B vaccination offered must sign the ILLINOIS DEPARTMENT OF LABOR-required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses will be made available.

Post-Exposure Evaluation and Follow-Up

All exposure incidents are reported, investigated, and documented. When the employee is exposed to blood or OPIM, the incident is reported to Supervisor When an employee is exposed, he or she will receive a confidential medical evaluation and follow-up, including at least the following elements:

- ☐ Documentation of the route of exposure, and the circumstances under which the exposure occurred.
- ☐ Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law. State or local laws affecting the investigation or documentation of exposure incidents are: none
- ☐ The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, Supervisor establishes that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, will be tested and the results documented.
- ☐ When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- ☐ Results of the source individual's testing are made available to the exposed employee, and the employee is informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- ☐ The exposed employee's blood is collected as soon as possible and tested after consent is obtained;
- ☐ The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up according to the ILLINOIS DEPARTMENT OF LABOR standard. All post exposure follow-up will be performed by authorized physician.

The healthcare professional responsible for the employee's Hepatitis B vaccination is provided with the following:

- ☐ A copy of 29 CFR 1910.1030.
- ☐ A written description of the exposed employee's duties as they relate to the exposure incident.
- ☐ Written documentation of the route of exposure and circumstances under which exposure occurred.
- ☐ Results of the source individuals blood testing, if available.
- ☐ All medical records relevant to the appropriate treatment of the employee including vaccination status.

The public works obtains and provides the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination must be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post-exposure follow-up is limited to the following information:

- ☐ A statement that the employee has been informed of the results of the evaluation.
- ☐ A statement that the employee has been told about any medical conditions resulting from exposure to blood or OPIM which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and will not be included in the written report.

Biohazard labels are affixed to containers of regulated waste, refrigerators and freezers containing blood or OPIM, and other containers used to store, transport or ship blood or OPIM. The universal biohazard symbol is used. The label is fluorescent orange or orange-red. Red bags or containers may be substituted for labels.

Blood products that have been released for transfusion or other clinical use are exempted from these labeling requirements.

City of Sycamore
Public Works Departments
Confined Space Entry Procedure

1.0 POLICY

It is the policy of the Sycamore Public Works, that any individual engaging in the maintenance, repairing, cleaning, servicing, or adjusting of prime movers, machinery, or equipment on City property which will include the entry into a confined space will abide by the procedures outlined in this document. These procedures are designed to meet or exceed applicable OSHA standards for safe work practices.

PURPOSE

To ensure that all individuals in the Sycamore Public Works are properly trained and equipped according to this policy to protect them from accidental or unexpected falls, oxygen deficiency, flammable or toxic vapors, electrical shock or engulfment during maintenance, repairing, cleaning, servicing, or adjusting of prime movers, machinery, or equipment.

RECORD KEEPING

All completed *Confined Space Entry Permit* forms shall be kept on file and maintained by the Department Head.

Training records will be maintained by the Department Head.

SPECIFIC PROCEDURES

1. GENERAL

a. *A Confined Space Entry Permit* must be completed and approved by a supervisor. Upon completion of the required work, the *Confined Space Entry Permit* will be returned to the Department Head.

b. At all times, a minimum of three (3) employees must be present prior to any confined space entry. There *shall* be two personnel above ground or outside of the confined space for each person entering the confined space.

c. The following equipment shall be available on site and be utilized for the confined space entry: a tripod and harness for each person entering the confined space, a portable radio capable of reaching an outside source in case assistance is required, a gas and oxygen deficiency monitor, hard hat, gloves for each person entering the confined space.

d. DeKalb County Dispatch *shall* be notified that a confined space entry will be conducted. Upon completion, Dispatch shall be informed that the confined space entry has ended.

e. Area around the confined space shall be cleared of all tools and debris.

f. Each employee responsible for entering a confined space or assisting with confined space entry shall be properly trained on the use of gas oxygen deficiency meter, tripod, harness, and a portable radio. Each year employees will participate in an exercise involving the proper entry into a confined space and the proper rescue from a confined space. Records of all personnel training and the annual training shall be kept by the Department Head. Those employees not able to attain the proper training shall not be permitted to conduct or assist in confined space entry.

g. After the confined space entry is complete, additional information pertaining to the results of the entry and any problems noted shall be written on the back of the *Confined Space Entry Permit.*

h. Any violation of these procedures may lead to bodily harm, death and, or disciplinary actions.

2. ANTI-FALL PROTECTION

a. Entry into a manhole or lift station wet well *shall* require the use of a tripod.

b. Tripod must be obtained from the Public Works Department. Tripod is stored on the north wall of the Public Works Building, next to the exhaust fan.

c. All employees entering a manhole or wet well must wear a full body harness.

d. Employee not entering, shall check for proper fit of the harness.

e. Winch cable and anti-fall lifeline shall be attached to harness before entry is allowed.

f. Any employee(s) working around an area that may promote a fall into the confined space, they must also have a harness on and an anti-fall lifeline secured.

3. AIR MONITORING

a. A gas detector capable of measuring oxygen level, toxic and flammable gases must be used.

b. Gas detector must be checked and calibrated before it is brought to the job site.

c. Calibration must be completed in an area that has a normal atmospheric condition.

d. Confined spaces shall be tested from top to bottom for all gases and oxygen deficiency. As long as the work is being performed, continual monitoring or the area is required and documented on the *Confined Space Entry Permit.* The personnel entering the confined space shall also carry the meter, to make the periodical checks.

e. It is the policy of the City, that if the conditions within a confined space would cause an alarm. **NO ONE** is allowed into the space to perform work with a self contained breathing apparatus, except for emergency services personnel.

f. If there is an alarm upon the initial check, **STAY OUT OF THE CONFINED SPACE AND CONTACT YOUR SUPERVISOR IMMEDIATELY.**

g. If there is an alarm while work is being performed, **EVACUATE EVERYONE IMMEDIATELY AND CONTACT YOUR SUPERVISOR.**

h. If at any time there is the observation of abnormal behavior of employee, or any other abnormal condition, **REMOVE THE EMPLOYEE IMMEDIATELY**.

i. If an employee that is within the confined space should collapse or is injured, **NO ONE SHALL ENTER THE CONFINED SPACE. CONTACT EMERGENCY SERVICES IMMEDIATELY.**

CONFINED SPACE ENTRY PERMIT

GENERAL INFORMATION

Permit No.

Space to be Entered: _____ **Purpose of Entry:** _____

Location/Building: _____ **Authorized Duration of Permit:** Date: _____ to _____

Time: _____ to _____

PERMIT SPACE HAZARDS (Indicate specific hazards with initials.)

_____ **Oxygen deficiency** (less than 19.5%)
_____ **Oxygen enrichment** (greater than 23.5%)
_____ **Flammable gases or vapors** (greater than 10% of LFL)
_____ **Airborne combustible dust** (meets or exceeds LFL)
_____ **Toxic gases or vapors** (greater than PEL)
_____ **Mechanical hazards**
_____ **Electrical shock**
_____ **Materials harmful to skin**
_____ **Engulfment**
_____ **Other:** _____

PREPARATION FOR ENTRY (Check after steps have been taken.)

❑ **Notification** of affected departments of service interruption.
❑ **Isolation Methods:** ❑ Lockout/tagout ❑ Blank/blind
❑ Purge/clean ❑ Inert ❑ Ventilate
❑ Atmospheric test ❑ Barriers ❑ Other: _____
❑ **Personnel Awareness:**
❑ Pre-entry briefing on specific hazards and control methods
❑ Notify contractors of permit and hazard conditions
❑ Other: _____
❑ **Additional permits** required and/or attached:
❑ Hotwork ❑ Line breaking ❑ Other: _____

EMERGENCY SERVICE

Name of Service	Phone Number	Method of Contact

EQUIPMENT REQUIRED FOR ENTRY AND WORK

Specify as required:
Personal Protective Equipment: _____
Respiratory Protection: _____
Atmospheric Testing/Monitoring: _____
Communication: _____
Rescue Equipment: _____
Other: _____

COMMUNICATION PROCEDURES

To be used by attendants and entrants:

AUTHORIZED ENTRANTS (List by name or attach roster.)

AUTHORIZED ATTENDANTS (List by name.)

TESTING RECORD

Time	Acceptable Conditions	Result : AM/PM	Result : AM/PM	Result : AM/PM	Result : AM/PM	Result : AM/PM	Result : AM/PM	Result : AM/PM
Oxygen-min.	> 19.5%							
Oxygen-max.	< 23.5%							
Flammability	< 10% LEL/LFL							
H_2S	< 10 ppm							
Toxic (specify)								
Cl_2	< 0.5 ppm							
CO	< 35 ppm							
SO_2	< 2 ppm							
Heat	°F/°C							
Other								
Tester Initials								

AUTHORIZATION BY ENTRY SUPERVISORS

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Printed Name	Signature	Date	Time

THIS PERMIT MUST BE POSTED ON JOB SITE · GOOD ONLY ON INDICATED DATE

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CONFINED SPACE ENTRY (PERMIT-REQUIRED)

Permit-Required Confined Space Entry Program

GENERAL COMPANY POLICY

The purpose of this program is to inform interested persons, including employees, that the public works is complying with the ILLINOIS DEPARTMENT OF LABOR Confined Space Standard, Title 29 Code of Federal Regulations 1910.146. We have determined that this workplace needs written procedures for the evaluation of confined spaces, and where permit-required spaces are identified, we have developed and implemented a permit-required confined space entry program. This program applies to all work operations at The Public Works where employees must enter a permit-required confined space as part of their job duties.

Supervisor has overall responsibility for coordinating safety and health programs in this company. Supervisor is the person having overall responsibility for the Permit-Required Confined Space program. He will review and update the program, as necessary.

Copies of the written program may be obtained from Supervisor in the office. Under this program, we identify permit-required spaces on job sites, and provide training for our employees according to their responsibilities in the permit space. These employees receive instructions for safe entry into our specific type of confined spaces, including testing and monitoring, appropriate personal protective equipment, rescue procedures, and attendant responsibilities. This program is designed to ensure that safe work practices are utilized during all activities regarding the permit space to prevent personal injuries and illnesses that could occur. If, after reading this program, you find that improvements can be made, please contact Supervisor. We encourage all suggestions because we are committed to creating a safe workplace for all our employees and a safe and effective permit-required confined space entry program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company.

Hazard Evaluation for Permit Spaces

To determine if there are permit-required confined spaces at the job site, foremen have conducted a hazard evaluation of the workplace. This evaluation has provided us with the information necessary to identify the existence and location of permit-required confined spaces in our workplace that must be covered by the Permit-Required Confined Space Entry Program. This written hazard evaluation is kept in the office and at job trailers.

Preventing Unauthorized Entry

To provide a safe work environment and to prevent exposed employees from accidentally entering a permit space, we have implemented the following procedures to inform all employees of the existence, location, and danger posed by permit spaces at the job site. To inform employees of the existence of a permit space, we use signs at each location and annual awareness training. To ensure that unauthorized employees do not enter and work in permit spaces, all permit required confined spaces are conspicuously labeled to prevent unauthorized entry.

Safe Permit Space Entry Procedures

Job foreman are responsible for authorizing entry and issuing entry permits for work in our permit spaces. The file of permits and related documents are kept in the office or in the job trailer. The procedures we follow for preparing, issuing, and canceling entry permits includes the following elements: all permits must be issued through the foreman, permits are good only for the length of time stated on the permit, or until the job is done, which ever comes first. Any additional permits, such as hot work permits, must also come from the foreman. All permits must be posted at the worksite and be signed by the entry supervisor to verify that pre-entry preparations have been made. The supervisor must terminate entry and cancel permits when an assignment has been completed or a new condition exists. New conditions must be written on the canceled form and used when issuing subsequent permits. All canceled permits must be returned to the safety director and kept on file for one year. These are the employees who have current authorization to work in or near our permit spaces. This list also includes the work activities they are expected to perform.

list the names of all employees who will be required to work in a confined space.

Pre-Entry Evaluation

To ensure the safety and health of our employees, before allowing authorized workers to enter a permit space, we evaluate conditions in that space to determine if the conditions are safe for entry. These are the procedures we follow to evaluate each permit space before entry. A visual inspection of the work area is done when possible to determine if there are unusual circumstances that may indicate a safety risk. Complete atmospheric monitoring of the confined space to be entered by a trained employee with acceptable equipment. Identifying the source of any possible unexpected release of stored energy, materials, electricity or pneumatic energy sources and performing lock-out / tag-out on them.

Equipment

To ensure the safety and health of our employees, The Public Works provides appropriate equipment to all employees who work in or near our permit spaces. The equipment we provide to these employees includes:Gas detector, safety harness and retrieval system, vent fan, radios, flashlights, PPE. We maintain all equipment in excellent working condition, train the entrants in the correct usage of this equipment, and ensure that all equipment, including that used for personal protection, is used properly. We follow these procedures to ensure that appropriate equipment is being used by the entrants. During the permit verification process the entry supervisor will determine what equipment is required for the entry. At that time the entrant(s) and attendant(s) will be instructed as to why the selected equipment is necessary and train them in their use if needed.

Duties: Authorized Entrants

Those persons who have completed the training and are authorized to enter our permit spaces (authorized entrants) are assigned specific duties and responsibilities which they must perform when they work in the permit space. Their duties and responsibilities include: Knowing the space hazards, including information on the mode of exposure, signs or symptoms, and consequences of exposure. Use the appropriate PPE properly. As necessary, maintain communication with attendants to enable them to monitor the entrants status, as well as to alert the entrant to evacuate should the need arise. Exit from the space as soon as possible when ordered to by an authorized person, when the entrant recognizes a warning sign or symptom of exposure, when a prohibitive condition exists, or when an automatic alarm is activated. Alert the attendant when a prohibitive condition exists or when warning signs or symptoms of exposure exist.
The elements covered in the training program for authorized entrants includes: reviewing all possible scenarios regarding the entry into that particular space.

Duties: Attendants

Those persons who have completed the training and have been designated as permit space attendants are assigned specific duties and responsibilities which they must perform in permit space job duties.

Their duties and responsibilities include:
Remain outside of the permit space during the entire course of the entry, unless relieved by another authorized attendant. Perform non-entry rescues when

required. Know the existing and potential hazards, including mode of exposure, signs, symptoms, consequences of exposure, and their physiological effects. Maintain communication with and keep an accurate account of all employees that enter the space. Order evacuation of the space when a prohibitive condition exists, when a worker shows signs or symptoms of exposure, when an emergency outside the space exists, and when the attendant can no longer effectively and safely perform their duties. Summon rescue personnel and other services during an emergency. Do not allow unauthorized persons near the permit space during operations. Inform authorized persons and the supervisor to the presence of unauthorized persons. Perform no other duties that may
interfere with the attendants primary duties..

The elements covered in the training program for permit space attendants includes:
Prior to entry all of the possible scenarios are discussed regarding the particular space.

Duties: Entry Supervisors

Those persons who have completed the training and have been designated as permit space entry supervisors are assigned specific duties and responsibilities that they must perform in permit space job duties. Their duties and responsibilities include:
Knowing the possible hazards associated with the space. To include, but not be limited to, the mode of exposure, signs, symptoms and consequences of exposure to known hazards in the space or any hazards that may arise during the course of operations. Prior to allowing entry the
supervisor must verify all permits, procedures, tests, and equipment to be used. In addition to verifying emergency plans the supervisor will review the emergency plan with all employees before beginning work. Terminate operations and cancel permits when and if a new condition exists, atmospheric conditions in the space change, or upon completion of the operation. Monitor the conditions of the confined space for changes in the atmosphere. Keep all non-involved persons clear of the work site to maintain the integrity of the operation. Make sure all employees are fit for the job and have received adequate training for the tasks that they will be performing. Keep all canceled permits on file for one year..

The elements covered in the training program for permit space entry supervisors include:
Annual confined space training.

Training Program

Every employee at The Public Works who faces the risk of confined space entry is provided with training so that each designated employee acquires the understanding, knowledge and skills necessary for the safe performance of the duties assigned to them. IMLRMA conducts our permit-required confined space training. All training related materials, documents, and signed certificates are kept in the office.

In our company, all outside employees receive training for entry into permit spaces.

When we conduct the training, we use a mix of classroom instruction, videotapes and hands on training. New employees are always trained before their initial assignment of duties. We follow these procedures when training these employees. Any new employee must receive classroom and videotape training prior to being allowed to work in a confined space operation. When changes occur in permit-required confined space areas of our company, employees would be re-trained immediately and the safety plan would be amended to reflect the change(s). If we have reason to believe an employee has deviated from a previously trained upon procedure or that their knowledge seems inadequate, that employee will not be allowed to work in a confined space operation until they have been re-trained and demonstrate an acceptable level of competency.

Upon successful completion of the permit-required confined space training program, each participant receives a certificate which they sign verifying that they understand the material presented, and that they will follow all company policies and procedures regarding permit space entry.

Training is conducted annually, as changes in the confined space occur, or when the supervisor feels it is warranted due to inadequate knowledge.

Rescue and Emergency Services

The Public Works utilizes our own employees to perform rescue services in the event of a permit space emergency. This group of employees has been trained in the following procedures: emergency rescue training is conducted at the annual training session. See attached information. IMLRMA conducts our rescue and emergency training. These designated persons currently make up our emergency rescue team.

List all employees who you want to be trained as rescue team members.

Multiple Employer Entry Procedures

Outside employers or contractors who perform work in our permit-required confined spaces must adhere to our policies.

Post-operations Procedures

Upon completion of work in a permit space, we follow these procedures to close off the space and cancel the permit: hold a short de-briefing with the entry team to discuss what worked well and what, if anything, could be done differently to make the entry more safe.

Review-Procedures.

To ensure that all employees participating in entry operations are protected from permit space hazards, The Public Works reviews the Permit-Required Confined Space Entry Program on a regular basis. We use the retained canceled permits from the past 12 months within one year after each entry and revise the program as necessary. The Public Works performs a single annual review covering all entries performed during a 12 month period. If no entry is performed during a12 month period, no review will be performed.

ENFORCEMENT

Constant awareness of and respect for permit-required confined space entry hazards, and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Safety and Personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this permit entry program.

Rescue Response Decision-Making Criteria

Rescue Stand-By (RS) Requires the team to be staged at the entry site during entry in order to be able to enter the space immediately and reach the patient within two-to-four minutes. Obviously, to be ready to perform a rescue in a timely manner, the team must be prepared prior to the entry by assessing the hazards, deciding a strategy, making team member assignments, and pre-rigging necessary equipment.

Rescue Available (RA) Suggests that the rescue team be available to respond to the entry site within ten minutes and reach the patient approximately five minutes later. If correct procedures have been followed and rescue personnel are at the worksite, on-site teams should be able to meet these requirements.

Deciding on appropriate response type:
Using the following criteria determine which type of response is most acceptable.

(1) The severity of the hazard or potential hazard. Is the hazard immediately dangerous to life and health? Examples include atmospheric and engulfment hazards for which rescue stand-by (RS) is required-as opposed to non-life threatening entrapment or trip hazards requiring Rescue Available (RA)
(2) Personal protective equipment required. If supplied air is required then Rescue Stand-by should be required
(3) The entrants ability to self-rescue unaided. Under normal circumstances, the entrant can be expected to evacuate without assistance then Rescue Available (RA) can be used. If help will be needed the Rescue Stand-by (RS) should be used.

Category I - Rescue available (RA)
this category consists of permit required confined spaces that:
(a) do not require entrants to wear self contained breathing apparatus;
(b) do not expose the entrant to any obvious IDLH hazard or potential IDLH hazard
(c) do not warrant rescue personnel standing-by during the entry; and
(d) the entrant can be expected to self-rescue under normal circumstances.

Category II - Rescue Stand-by (RS)
This category consists of permit-required confined spaces that warrant stand-by rescue personnel at the entry site. Examples of rescue stand-by permit spaces include;
(a) spaces in which entrants are required to use fresh air breathing equipment and/or;
(b) spaces in which an obvious IDLH hazards exists or potentially exists; and/or
(c) spaces in which an entrant would be expected to have difficulty with self-rescue.

APPENDIX

We have attached to this plan any lists, samples, or procedures we thought would ensure better understanding of our written program.

HAZARD COMMUNICATION

Hazard Communication Program

Our company is complying with the requirements of IDOL's Hazard Communication Standard by compiling a list of hazardous chemicals, using MSDSs, ensuring that containers are labeled, and training the our workers. In addition, we provide this same information to subcontractors involved in a specific project so that they may provide this information and train their employees.

This program applies to all work operations in our company where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The safety and health manager is the program coordinator, acting as the representative of the plant manager, who has overall responsibility for the program. They will review and update the program, as necessary. Copies of the written program may be obtained from Supervisor in the office and at job sites.

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists from Supervisor in Room the office and at job sites. Under this program, our employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Our employees will also be informed of the hazards associated with nonroutine tasks, such as the cleaning of reactor vessels, and the hazards associated with chemicals in unlabeled pipes.

If after reading this program, you find that improvements can be made, please contact the safety and health manager, Supervisor. We encourage all suggestions because we are committed to the success of our written hazard communication program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

Hazard Evaluation Procedures

Our chemical inventory is a list of hazardous chemicals known to be present in our workplace. Anyone who comes into contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists. Sometimes hazardous chemicals can be identified using purchase orders. Identification of others requires an actual inventory of the facility. Replacing old MSDS when a new version is available adding MSDS when a new chemical is added to the inventory

Supervisor updates the inventory as necessary.

The safety and health manager keeps the chemical inventory list, along with related work practices used in our facility located the office where it is accessible during work hours.

As we do not manufacture any chemicals and, therefore, do not make any hazard determinations.

After the chemical inventory is compiled, it serves as a list of every chemical for which an MSDS

Material Safety Data Sheets (MSDSs)

The MSDSs we use are fact sheets for chemicals which pose a physical or health hazard in the workplace. MSDSs provide our employees with specific information on the chemicals they use.

Supervisor is responsible for obtaining/maintaining the MSDSs at our facility. He/she will contact the chemical manufacturer or vendor if additional research is necessary. All new procurements for the company must be cleared by Supervisor.

The material safety data sheets are kept at the following location(s) in our facility: the office. Employees can obtain access to them by: MSDS are placed in community areas where access to all employees is available.

The procedures followed if the MSDS is not received at time of first shipment is: refuse shipment and call the distributor to request a copy of the MSDS.

We do not generate MSDSs.

No alternatives to MSDSs are used in this workplace.

Labels and Other Forms of Warning

Labels list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The chemical identity is found on the label, the MSDS, and the chemical inventory. Therefore, the chemical identity links these three sources of information. The chemical identity used by the supplier may be a common or trade name, or a chemical name. The hazard warning is a brief statement of the hazardous effects of the chemical (i.e., "flammable," or "causes lung damage"). Labels frequently contain other information, such as precautionary measures (i.e., "do not use near open flame"), but this information is provided voluntarily by our company and is not required by the rule. Our labels are legible and prominently displayed, though their sizes and colors can vary.

Supervisor is responsible for ensuring that all hazardous chemicals in in-plant containers are properly labeled and updated, as necessary. Supervisor also ensures that newly purchased materials are checked for labels prior to use.

Shipping department is responsible for ensuring the proper labeling of any shipped containers.

Supervisor and Shipping department will refer to the corresponding MSDS to assist employees in verifying label information.

The labeling system used on in-plant and shipped containers is: NFPA labeling is used exclusively.

If employees transfer chemicals from a labeled container to a portable container that is intended only for their IMMEDIATE use, no labels are required on the portable container.

No alternatives to labeling are used in this workplace.

The following procedures are used to review and update label information when necessary and to ensure that labels that fall off or become unreadable are immediately replaced: if a label is unreadable the container is removed from storage areas until a new label can be obtained to replace it.

Training

Everyone who works with or is potentially "exposed" to hazardous chemicals will receive initial training and any necessary retraining on the Hazard Communication Standard and the safe use of those hazardous chemicals. "Exposure" means that "an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure." Whenever a new hazard is introduced or an old hazard changes, additional training is provided.

Information and training is a critical part of the hazard communication program. We train our employees to read an understand the information on labels and MSDSs, determine how the information can be obtained and used in their own work areas, and understand the risks of exposure to the chemicals in their work areas as well as the ways to protect themselves.

Our goal is to ensure employee comprehension and understanding including being aware that they are exposed to hazardous chemicals, knowing how to read and use labels and MSDSs, and appropriately following the protective measures we have established. We ask our employees to ask the Supervisor questions. As part of the assessment of the training program we ask for input from employees regarding the training they have received, and their suggestions for improving it. In this way, we hope to reduce any incidence of chemical source illnesses and injuries.

All employees receive training for hazard communication.

Training Content

Training content is organized according to employees are trained only on the chemicals they are exposed to during the course of their job duties. Employees are trained by hazard class The format of the training program used is classroom teaching with video tapes to augment training.

The training plan emphasizes these elements:

- Summary of the standard and this written program, including what hazardous chemicals are present, the labeling system used, and access to MSDS information and what it means.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (e.g., engineering controls; work practices or methods to assure proper use and handling of chemicals; personal protective equipment required, and its proper use, and maintenance; and procedures for reporting chemical emergencies).

The procedure to train new employees at the time of their initial assignment is all workers receive safety training before they are allowed to work on a job site. We train employees when a new hazard is introduced by When new chemicals are added to the inventory a safety meeting is held for all affected employees to discuss the hazards and proper PPE.

Employees are retrained annually using the same information as used in the pre-work training

Certificates are signed by employees upon completion of their training and are kept by Supervisor.

Hazards of Unlabeled Pipes

We inform employees of the hazards of chemicals contained in unlabeled pipes in their work areas by: there are no unlabeled pipes in the work area.

Additional Information

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists from Supervisor in the office.

Appendix

We have attached to this plan the lists, samples, or procedures that ensure better understanding of our written program.

APPENDIX F
SEWER USE ORDINANCE

TITLE 8

WATER AND SEWER

Chapter 1
COMBINED WATERWORKS AND SEWERAGE DEPARTMENT

Latest Revision: September 6, 2016

8-1-1: DEPARTMENT ESTABLISHED; SUPERINTENDENT:

There is hereby established an executive department of the city to be known and designated as the combined waterworks and sewerage department of the city, and there shall be placed in charge of the general management and control thereof a superintendent who shall be appointed by the city manager with the approval of the city council, expressed by ordinance, it being hereby determined and declared that the establishment of the department and the appointment of a superintendent is necessary and expedient for the best interests of this city. The superintendent shall qualify for office in the same manner as any elective officials of the city, and shall post such bond in such amount as may be determined by the city manager. All necessary employees of the department shall likewise be appointed by the city manager with the approval of the city council expressed by ordinance. (1988 Code §20.501; amd. Ord. 2002.95, 4-21-2003)

Chapter 2
WATER USE AND SERVICE

Latest Revision: September 18, 2017

8-2-1: SCOPE OF PROVISIONS: The provisions of this chapter shall control the design and construction of water supplies and water distribution systems in the city. (1988 Code §20.101)

8-2-2: CONNECTIONS:

A. Water Mains or Extensions; Fees: No person shall be permitted to make a connection to the city's water supply unless a connection is also made to the city's sanitary sewer system. In cases where it is the applicant's desire to utilize a city built water main or water main extension, there shall be a charge of nine dollars ($9.00) per front foot of property served by said water main. In addition to the above front foot fee for city built water mains there will be a fee of four hundred eighty-five dollars ($485.00) per "unit" for any connection to the municipal water system. (A "unit" is based on the occupancy and values that are determined in subsection 8-4-2C of this title.) When a property which has already been served with city water requires additional units, a credit shall be given for previous units with the fee applied to the new units. The funds thus collected shall be used for general corporate purposes and primarily applied to the construction, expansion and extension of the city's water system. No permit shall be issued or water supplied until said fees are paid in full. (2016.18, 8-15-2016)

B. Metered Water: All water supplied shall be metered to the consumer and no sewer service shall be supplied unless the premises or property to be serviced are connected with the systems. All new service connections shall be installed at the expense of the applicant upon such terms and conditions as the city council shall require. Exception: See section 8-2-9 of this chapter. (Ord. 92.36, 10-19-1992, eff. 5-1-1993; amd. 1994 Code)

C. Private Wells: Except for such uses or methods as are in existence on or before July 2, 2001, the private use or attempted use of ground water from within the corporate limits of the city as a potable water supply by the installation or drilling of wells or by any other method is hereby prohibited. Properties that are now served only by a private well may continue to be served by that well as long as the water is certified as potable at least every two (2) years without modifications to the well. When the public water system extends across the frontage street and is located within two hundred fifty feet (250') of the nearest point of the property, the existing well shall be capped and public water system shall be extended to the property.

D. Development Sites: The use or attempt to use ground water from within a "development site" as defined in subsection E of this section, which is property located within the corporate limits, as a potable water supply by the installation or drilling of wells or by any other method is hereby prohibited, including at points of withdrawal by the city. All restrictions contained in this subsection are binding on the city. (Ord. 2001.19, 7-2-2001)

E. Definitions:

DEVELOPMENT SITE: Shall include development sites as follows:

1. Outlot "A" of Waterman and Ellwood's north addition to the town of Sycamore, in the county of DeKalb, and state of Illinois, excepting therefrom the sixty (60) foot right of way of the Chicago and North Western Railway Company running across said outlot "A", in section 32, township 41 north, range 5 east of the Third Principal Meridian in DeKalb County, Illinois.

2. Lots 1 and 2 of lot 1 and lots 1 and 2 of lot 2 in the resubdivision of Block 16 in the original town of Sycamore, according to the plat thereof recorded in book "B" of plats, page 13, on May 31, 1877, situated in DeKalb County, Illinois.

3. Lots 5, 6, 7, 8, 9, 10, 11 in revision to the plat of Woodgate North of Sycamore, according to the plat thereof recorded in book "T" of plats, page 51, on October 26, 1987, situated in DeKalb County, Illinois. Together with all of the public street right-of-way of DeKalb Avenue adjoining the above-described Lots 7, 8, 9, and 10 on the north side thereof, and all of the public street right-of-way of Woodgate Drive adjoining the above-described Lots 5, 6, and 7 on the west side thereof.

4. Lot 1 in final plat of Peace Road Plaza of Sycamore, according to the plat thereof recorded in book "Z" of plats, page 63, on July 28, 1995, situated in DeKalb County, Illinois. Together with all of the public street right-of-way of DeKalb Avenue adjoining the above-described subject premises on the north side thereof.

5. Lots 4, 5, 6, 7, 8, 9, and Common Area of Lot 101 in resubdivision of Grand View Townhouses Phase One of Sycamore, according to the plat thereof recorded in book "X" of plats, page 56, on March 17, 1993, situated in DeKalb County, Illinois. Together with all of the public street right-of-way of DeKalb Avenue adjoining the above-described Common Area of Lot 101 on the south side thereof.

6. Lot 3 in the subdivision of United Savings Park of Sycamore, according to the plat thereof recorded in book "U" of plats, page 1, on November 16, 1988, situated in DeKalb County, Illinois. Together with all of the public street right-of-way of DeKalb Avenue adjoining the above-described subject premises on the south side thereof.

7. PIN: 06-32-281-013 located at 227 East State Street, in Sycamore, Illinois with legal description: the South 90 feet of Lot 8 in Block 12 in the Original Town (now City) of Sycamore, situated in DeKalb County, Illinois, as depicted on Exhibit A, attached hereto and incorporated herein.

8. PIN: 06-32-281-012 located at 111 N. Walnut Street, in Sycamore, Illinois with legal description: Lot 8 (except the South 90 feet thereof) in Block 12 in the Original Town (now City) of Sycamore, Illinois, in Book "A" of Deeds, pages 16 and 17, situated in DeKalb County, Illinois, as depicted on Exhibit A.

9. The Walnut Street right-of-way that is contiguous to Lot 8 as described in sub-sections 7 and 8 of this Section 8-2-2, subsection E (Definitions), as depicted on Exhibit A. (Ord. 2017.10, 9-18-2017)

PERSON: Any individual, partnership, co-partnership, firm, company, limited liability company, corporation, association, joint stock company, trust, estate, political subdivision, or any other legal entity, or their legal representatives, agents, or assigns.

POTABLE WATER: Any water used for human or domestic consumption, including, but not limited to, water used for drinking, bathing, swimming, washing dishes, preparing foods, watering lawns, or watering gardens in which produce intended for human consumption is grown. (Ord. 2001.19, 7-2-2001; amd. Ord. 2006.09, 6-5-2006; 2013.32, 2-17-2014)

F. Penalties: Any person violating the provisions of this section shall be subject to a fine of up to five hundred dollars ($500.00) for each violation. (Ord. 2001.19, 7-2-2001)

8-2-3: APPLICATION FOR SERVICE: Application to have a water service turned on shall be made with the city clerk, which application shall contain an agreement by the applicant to abide by and accept all of the provisions of this chapter as conditions governing the use of the city water supply by the applicant. No water from the city water supply shall be turned on for service to any premises by any person except the water superintendent or some person authorized by him to perform this service. In addition, no water shall be turned on for service to premises in which the plumbing does not comply with the ordinances of the city[2]; provided, that water may be turned on for construction work in unfinished buildings subject to the provisions of this chapter. (1988 Code §20.103)

8-2-4: RESALE: No water shall be resold or distributed by the recipient thereof from the city supply to any premises other than that for which application has been made and the meter installed, except in case of emergency and when approved by the mayor. (1988 Code §20.105)

8-2-5: BULK USE: No water for bulk use may be obtained from the city's water supply system for any source other than the city fire department. No water shall be taken from

hydrants and no other water shall be obtained from the city, except on the terms and at the charges provided by the ordinances of the city[3]. (1988 Code §20.106)

8-2-6: REPAIRS OR REPLACEMENT; EXCAVATIONS:

A. Responsibility: All repairs for or replacement of water service pipes from point of connection to the city water main to the building shall be made by and at the expense of the owners of the premises served. The city may, in case of an emergency, repair any service pipes and if this is done, the cost of such repair work shall be repaid to the city by the owner of the premises served. (1988 Code §20.104)

B. Excavations[4]:

1. Permit Required: It shall be unlawful for any person to tunnel or make any excavation for repairing or replacing a water service in any existing street, sidewalk, driveway, alley, parking or other public place without having obtained a permit therefor.

2. Permit Fees: When the excavation is within a paved street or alley, a street opening fee as set forth in subsection 7-3-2C of this code will be charged.

3. Deposit: See section 7-3-3 of this code for deposit requirements.

4. Backfilling: All excavation in any existing street, sidewalk, driveway or alley shall be backfilled with select granular material and repaired in accordance with the city's standard details. (Ord. 89.42, 11-6-1989; amd. 1994 Code)

8-2-7: LIABILITY INSURANCE REQUIREMENTS:

Any person performing work under this chapter shall take out and maintain during the construction of the project such liability and property damage insurance as shall protect him, the city and the city's representatives from claims from liability and property damages which may arise from construction of the work. The city shall be furnished certificates of insurance issued by the companies carrying the risk, which said certificates shall be in form and substance satisfactory to and approved by the city. (1988 Code §20.109)

8-2-8: TAPS AND WATER SERVICE PIPES:

A. Size Of Water Service Pipes: The water service pipe which extends from the water main to a building shall be of sufficient size to furnish water in the quantities and at the pressures as set forth in the “2014 Illinois Plumbing Code”. In any event, the size of the water service pipe shall not be less than one inch (1”) diameter for any one building. (1988 Code §20.201; 2014.33, 1-20-2015)

B. Type Of Material: Water service pipe with a diameter of two inches (2”) or less shall be an approved material in accordance with those prescribed in Section 890, Appendix A of the 2014 Illinois Plumbing Code. Water service pipe with a diameter greater than two inches (2”) shall be ductile cast iron pipe, Class 52. All buried non-metallic water service pipe shall be installed with a parallel tracer wire per City specifications to be used for locating the pipe after burial.(1988 Code §20.202; 2014.33, 1-20-2015)

C. Valve Manhole: Where service pipes are installed that are greater than two inches (2") and the shut off valve is located within a street or other paved area, then the shut off valve shall be located in a valve manhole. The size and type of valve manhole shall be in accordance with the city's current standard details. Any shut off valve greater than two inches (2") which is located outside the limits of a street or paved area may be located in a cast iron valve box as approved by the water superintendent. (1988 Code §20.203)

D. Water Taps; Application:

1. Any person desiring to use water from the public water supply of the city shall submit an application for a water tap to the city engineer. All such applications shall be accompanied by a plan showing the location of the tap to be made, the location of the service pipe and the shut off box or valve manhole in relation to the sidewalk and building to be served. The plan shall also show the size of the water main and the size of the type of material of the water service pipe.

2. All three-fourths inch ($^3/_4$") and one inch (1") water taps shall be made by the city water department unless such water services have been installed as part of a new subdivision development. There shall be no charge for water taps made by the developer's contractor.

3. All water taps more than one inch (1") in size shall be performed by a qualified contractor and said contractor shall furnish all labor and materials required for a proper connection.

4. All work shall be inspected by the water superintendent.

5. A three-fourths inch ($^3/_4$") or one inch (1") water tap, when made by the city, shall include the installation of a corporation cock furnished by the city.

6. The valve, shutoff box and water service pipe shall be furnished and installed at the expense of the applicant, owner or contractor, as shall all labor and materials for excavation, trenching, augering and all restoration work.

7. If the water service tap is for replacing an existing water service, then the existing water service shall be abandoned in place at the expense of the applicant, owner or contractor by shutting off the existing corporation at the water main. (Ord. 89.43, 11-6-1989; amd. 1994 Code)

E. Water Tap Fees; Permit: A permit must be obtained from the building department before any work begins.

1. Water Service And Tap Fees:

a. Three-fourths inch ($^3/_4$") or one inch (1") tap in the city limits, one hundred dollars ($100.00).

b. Three-fourths inch (3/4") or one inch (1") tap outside the city limits, one hundred fifty dollars ($150.00).

c. Three-fourths inch (3/4") or one inch (1") retap in the city limits, one hundred dollars ($100.00).

d. Three-fourths inch (3/4") or one inch (1") retap outside the city limits, one hundred fifty dollars ($150.00).

2. Water Inspection Fees:

a. From curb stop, fifty dollars ($50.00).

b. From corporation stop, seventy five dollars ($75.00).

c. Replacement, fifty dollars ($50.00).

d. Outside city limits, seventy five dollars ($75.00). (Ord. 2001.56, 1-7-2002)

F. Installation Of Water Service Pipes: Except as permitted below, the underground water service pipe and sanitary sewer service shall be constructed not less than ten feet (10') apart horizontally. The water service pipe may be placed in the same trench as a sanitary sewer service of cast iron pipe with neoprene compression gasket joints; provided, the following conditions are met:

1. The bottom of the water service pipe shall be at least eighteen inches (18") above the top of cast iron sewer pipe.

2. The water service pipe shall be placed on a solid shelf excavated at one side of the trench.

3. The number of joints in the water service pipe shall be kept to a minimum.

4. The water service pipe shall be constructed in accordance with the city's current standard details and in such a manner as to provide five and one-half feet (5 1/2') of cover for frost protection. (1988 Code §20.205)

8-2-9: WATER METERS:

A. Meters Required; Exception:

1. Except where specifically waived by the city council in cases of hardship or impracticality where the number of cubic feet consumed per billing period is less than two hundred (200) and the owner of the premises agrees to pay a rate of not less than the minimum bill provided by ordinance, all premises using the city water supply must be equipped with an adequate water meter furnished by the city, but paid for by the consumer; provided, that such water service may be supplied by the city at a flat rate or charge of one dollar ($1.00) per day until such meter may

be installed; provided, further, that the city shall pay the cost of any meter of three-fourths inch ($^3/_4$") size or under.

2. In the case of seven (7) or less attached tenant units of any zoning classification or combination of any zoning classification, there shall be one of the following installations of water meters:

   a. One water meter sized by the locally adopted plumbing code, as prescribed herein.

   b. One water meter per tenant unit and one water meter to be used in the common areas of the structure to monitor water consumption not associated with any other building unit attached to the same. These water meters shall be sized by the locally adopted plumbing code, as prescribed herein.

3. In the case of eight (8) or more attached tenant units of any zoning classification or combination of any zoning classification, with the exception of condominium type use, there shall be one water meter allowed to the structure by the locally adopted plumbing code. (Ord. 96.56, 9-30-1996)

B. Large Meters: Any water meter two inches (2") diameter and larger shall be a compound meter. For water meters larger than two inches (2") diameter a bypass line shall be constructed to permit the removal of the water meter for repair purposes without an extended interruption of service. (1988 Code §20.301)

C. Installation: Outside recorders shall be installed by consumers of water and owners of buildings in a location that will be easy of access. The consumers of water and owners of the buildings shall install radio read meters in a location that will be easy of access on all buildings for which building permits are issued after August 1, 1999. (Ord. 99.28, 7-19-1999)

D. Reading Meters: The water superintendent shall read or cause to be read every water meter used in the city at such times as are necessary so that the bills may be sent out at the proper time. (1988 Code §20.303)

E. Testing Meters: Any municipal water meter shall be taken out and tested upon complaint of the consumer and payment of a fee of two dollars ($2.00). If upon test the meter is not within three percent (3%) of being accurate, it shall be repaired or replaced and the two dollar ($2.00) fee returned to the consumer. (1988 Code §20.304)

F. Damage To Or Tampering With Meters; Embezzling Water; Violation And Penalties: Any person knowingly or wilfully damaging meters or tampering with meters or knowingly or wilfully obtaining city water with intent to permanently deprive the city of payment therefor or wilfully refusing to have a water meter shall be guilty of a misdemeanor and upon conviction thereof shall be subject to a fine of one hundred twenty five dollars ($125.00) for the first offense, two hundred fifty dollars ($250.00) for a second and subsequent offense, and other penalty as provided in section _____ of this chapter. (Ord. 98.55, 10-12-1998)

8-2-10: WATER MAIN CONSTRUCTION:

A. Water Distribution System Required: A properly designed water distribution system shall be provided at the expense of the owner or developer of a subdivision to serve each lot within said subdivision. (1988 Code §20.401)

B. Permit Required; Application: No person shall connect to and extend any water main in the city's water distribution system without first submitting an application for a permit to the city and the state environmental protection agency. The application forms for a permit shall be accompanied by three (3) sets of plans and specifications for review prepared by a registered professional engineer of Illinois. When said plans and specifications are approved and a permit has been issued, the applicant shall furnish the city with an additional three (3) sets of plans and specifications. The city shall be given an advance notice of forty eight (48) hours before any construction begins. (1988 Code §20.402)

C. Plan Review Fee: There shall be no fee charged for the review of plans and specifications for water distribution system construction. (1988 Code §20.403)

D. Guarantee:

1. Requirements: The owner shall provide the city with a certified check or cashier's check, letter of credit or a surety bond, payable to the city in the amount of one hundred percent (100%) of the cost of the improvement as estimated by the owner and approved by the city engineer to assure the satisfactory installation of said improvements as outlined and contained in the approved plans and specifications. If the owner posts a surety bond, it shall have good and sufficient surety therein and be approved by the city attorney. Until official acceptance of the work, the owner shall be responsible for all maintenance of all required improvements. (1988 Code §20.404)

2. Release Of Guarantee: The owner's certified check or cashier's check, letter of credit or surety bond shall be released only upon the completion of the following:

   a. The satisfactory installation of the water main improvements.

   b. The submission of four (4) sets of approved as built plans for all water main improvements including one mylar copy.

   c. The submission of final waiver of liens for all materials and labor necessary for the installation of the water main improvement.

   d. Final acceptance by the city council. (1988 Code §20.416)

E. Design And Construction Standards: The design and construction of a water distribution system within the jurisdiction of the city shall conform to the most restrictive of the requirements contained in the latest edition of the following regulations, standards and specifications, three (3) copies of each of which shall be on file in the city clerk's office:

1. City's "Standard Details for Water Main Construction".

2. "Standard Specifications for Water and Sewer Main Construction in Illinois".

3. "Recommended Standards for Water Works", Great Lakes-Upper Mississippi River Board of State Sanitary Engineers.

4. Rules and regulations contained in the Environmental Protection Act.

5. Rules and regulations of the Illinois Pollution Control Board. (1988 Code §20.405)

F. Pipe for Water Mains: All pipe for water mains shall be ductile iron pipe class 53 with a push-on compression gasket joint. The pipe shall conform to ANSI A21.51 (AWWA C-151). (1988 Code §20.406)

G. Size of Pipe for Water Main: No pipe less than six inch (6") diameter will be permitted for water main construction. The water distribution system shall be properly looped to form a tight grid system and dead-end mains shall be avoided where possible. (1988 Code §20.407)

H. Pipe Fittings: All pipe fittings shall be mechanical joint ductile iron fittings conforming to ANSI A21-10 (AWWA C-110) and ANSI 21.11 (AWWA C-111). (1988 Code §20.408)

I. Depth of Pipe Cover: All water mains shall be constructed so that the distance measured vertically from the finished grade to the top of the pipe is not less than five and five-tenths feet (5.5'). (1988 Code §20.409)

J. Valves: Valves shall be installed so that a main break or other failure will not affect more than five hundred feet (500') of mains in commercial districts or more than eight hundred feet (800') in other districts. All valves and valve manholes shall conform to the requirements of the City's standard details. (1988 Code §20.410)

K. Hydrants: A sufficient number of hydrants shall be provided in order that no portion of any building is more than three hundred feet (300') from a fire hydrant. All hydrants shall be provided with an auxiliary valve and shall conform to the requirements of the City standard details. (1988 Code §20.411)

L. Water Main Extensions; Reimbursement: Any water main which is to be constructed shall extend from the existing water main across the entire width of the lot to be served, and in the case of a corner lot, the water main shall also be extended along the side of the lot. When water main has been constructed at the expense of the City, the City shall be reimbursed at the rate of nine dollars ($9.00) per front foot of property by the applicant or owner before any service connection is made to said water main. Unless otherwise decided by City, all water mains, except service and private lines for fire protection, shall become the property of the City. The City shall have the right to extend lines to serve others without obligation to the previous developer. (1988 Code §20.412)

M. Oversize Design: In order to provide for future connections and overall planning, the City may require larger water mains than would be necessary to adequately serve the immediate property and may enter into an agreement to repay the owner or subdivider the difference in the cost of the materials only for the larger pipes, valves and fittings

resulting from the oversize design. No pipe less than six inches (6") in diameter shall be constructed by the owner or subdivider. No bids shall be taken or work commenced until such agreement is arrived at, in writing, with the City. (1988 Code §20.413)

N. Pressure Testing of Water Main: After proper installation, all water mains and services shall be subjected to a hydrostatic pressure test of one hundred fifty (150) psi for one hour with the allowable leakage being in accordance with the requirements set forth in the "Standard Specifications For Water and Sewer Main Construction in Illinois". The owner, subdivider or contractor shall conduct and pay all expenses associated with said testing. (1988 Code §20.414)

O. Approval: All work required to be done under this Section by an applicant be he the owner, subdivider or contractor, shall be periodically inspected by and approval obtained from the Water Superintendent in charge or City Engineer as the work progresses. When the work is completed, final approval shall be obtained from the Water Superintendent in charge or City Engineer before any building connections are made to the system. Before final approval can be obtained, the Superintendent in charge or City Engineer shall inspect all work and see that same has been completed in accordance with the approved plans and specifications. (1988 Code §20.415; 1994 Code)

8-2-11: REVOCATION OF PERMIT: The Water Superintendent is hereby authorized to revoke a permit issued pursuant to this Chapter when it has been determined that the recipient has violated the terms and conditions of such permit or of the ordinances contained in this Title. (1988 Code §20.110)

8-2-12: DISCONTINUANCE OF THE USE OF A WATER SERVICE[5]:

A. Responsibility: Whereas it has become a burden involving considerable time and effort on the part of the City personnel to accomplish compliance in certain cases where water service must be terminated, the burden will now be placed upon the responsible party to pay for and expedite the required termination in that if an existing water service pipe will no longer be used for any reason or will not be used for a period in excess of six (6) months, it shall be the responsibility of the owner to terminate this line. Termination shall be made by excavation at the main, turning off of the corporation stock (the valve tapped into the main) and physical disconnection of the service line.

B. Permanent Removal Or Demolition: In the case of discontinuance due to removal from the site or demolition of a building, the service line must be properly terminated prior to removal or demolition and in keeping with this requirement, a permit for removal or demolition shall not be issued until proper verification of this termination has been made.

C. Exception: In the case of all copper service lines, where the main and corporation cock are under the roadway, termination may be made at the curbstop. This exception shall not apply when the site or building being demolished is to be used as a permanent parking lot.

D. Termination In Conjunction With New Service:

1. In the case of a service replacement with a new tap at the main, a deposit of five hundred dollars ($500.00) shall be paid to the City Clerk. From this deposit shall be deducted any expense incurred by the City for completion of this work. This termination must be done on the same day as the installation of the new service or the City will contract with an independent contractor of their choosing for the completion of this work.

2. After proper termination has been verified by inspection, the balance of the deposit shall be returned to the applicant, without interest. (Ord. 90.23, 9-24-1990)

E. Water Termination Inspection: Base fee thirty dollars ($30.00); except that for a residential accessory structure the fee shall be ten dollars ($10.00) and if a structure is to be replaced no fee shall be charged. (Ord. 97.26, 7-7-1997)

8-2-13: TRESPASS TO WATER TOWER: It shall be unlawful for any person to climb any water tower of the City without written permission of the Mayor, City Council, head of the Water Department or the Chief of Police of the City. (1988 Code §20.601)

8-2-14: VIOLATIONS AND PENALTIES:

A. Nuisance Declared[6]: Any violation of any terms and provisions of this Chapter is hereby declared by the Mayor and Council of the City to be a public nuisance. (1988 Code §20.111)

B. Violation And Penalties: Unless otherwise provided, any person violating or failing to comply with any of the terms or provisions of this Chapter shall be guilty of a misdemeanor and, on conviction thereof, shall be subject to penalty as provided in Section 1-4-1 of this Code. (1988 Code §20.207; amd. 1994 Code)

Footnotes - Click any footnote link to go back to its reference.
Footnote 1: The fees established shall be effective May 1, 2006.
Footnote 2: See title 9, chapter 3 of this code for plumbing regulations.
Footnote 3: See section 8-5-1 of this title for bulk use rates.
Footnote 4: See also title 7, chapter 3 of this code for excavations regulations.
Footnote 5: See Section 8-5-3 of this Title for billing procedures.
Footnote 6: See Title 4, Chapter 3 of this Code for nuisance provisions.

Chapter 3
CROSS-CONNECTIONS

8-3-1: DEFINITIONS:

When used in this Chapter, the following words and phrases shall have the meanings ascribed to them in this Section:

BACKFLOW: Water of questionable quality, wastes or other contaminants entering a public water supply system due to a reversal of flow. "Back siphonage" is one type of backflow.

CROSS-CONNECTION: A connection or arrangement of piping or appurtenance from which a backflow could occur.

SAFE AIR GAP: The minimum distance of a water inlet or opening above the maximum high water level or overflow rim in a fixture, device or container to which public water is furnished which shall be at least two (2) times the inside diameter of the water inlet pipe but shall not be less than one inch (1") and need not be more than twelve inches (12").

SECONDARY WATER SUPPLY: A water supply system maintained in addition to a public water supply which in any way has been treated, processed or exposed to any possible contaminant or stored in other than an approved storage facility.

SUBMERGED INLET: A water pipe or extension thereto from a public water supply terminating in a tank, vessel, fixture or appliance which may contain water of questionable quality, waste or other contaminant and which is unprotected against backflow.

WATER UTILITY: The City Water Department. (1988 Code §20.107)

8-3-2: COMPLIANCE WITH EXISTING LAWS:

A connection with a public water supply system shall comply with the existing laws and rules, The Illinois State Plumbing Code[1] and the provision of the Code of the City[2]. (1988 Code §20.107)

8-3-3: CROSS-CONNECTIONS PROHIBITED:

Cross-connection of the public water supply system and any other water supply system or source, including but not limited to the following, are prohibited:

A. Between a public water supply system and a secondary water supply.

B. By submerged inlet.

C. Between a lawn sprinkling system and the public water supply system.

D. Between a public water supply and piping which may contain sanitary waste or a chemical contaminant.

E. Between a public water supply system and piping immersed in a tank or vessel which may contain a contaminant. (1988 Code §20.107)

8-3-4: LOCAL CROSS-CONNECTION CONTROL PROGRAM:

The City shall develop a comprehensive control program for the elimination and prevention of all cross-connections and removal of all existing cross-connections and prevention of all future cross-connections. (1988 Code §20.107)

8-3-5: CORRECTIONS AND PROTECTIVE DEVICES:

Any user of the water supply system shall obtain written approval from the Water Department of any proposed corrective action or protective device before using or installing it. The total time allowed for completion of the necessary corrections shall be contingent upon the degree of hazard involved and include the time required to obtain and install equipment. If the cross-connection has not been removed within the time as hereinafter specified, the City shall physically separate the water supply system from the on-site piping system in such manner that the two (2) systems cannot be connected by any unauthorized person. (1988 Code §20.107)

8-3-6: PIPING IDENTIFICATION:

When a secondary water source is used in addition to the public water supply, the public water supply and secondary water piping shall be identified by distinguishing colors or tags and so maintained that each pipe may be traced readily in its entirety, it will be necessary to protect the water supply system at the service connection in a manner acceptable to the Water Department. (1988 Code §20.107)

8-3-7: PRIVATE WATER STORAGE TANKS:

A private water storage tank supplied from the water supply system shall be deemed a secondary water supply unless it is designed and approved for potable water usage. (1988 Code §20.107)

8-3-8: ELIMINATION OF EXISTING CROSS-CONNECTIONS:

Within one year from the effective date hereof, all existing cross-connections to the water supply systems shall be eliminated. The expenses of such elimination shall be that of the owner of the property on which such cross-connection exists. (1988 Code §20.107)

8-3-9: INSPECTION:

The Water Department or any representative thereof shall have the authority to inspect any premises to determine the presence of an existing cross-connection and to order the elimination of such cross-connection. (1988 Code §29.107)

8-3-10: DISCONTINUANCE OF WATER SERVICE:

The Water Department is hereby authorized to discontinue water service after a reasonable notice to any person owning any property where a cross-connection in violation of this Code exists. The Water Department may take such other precautionary measures as necessary to eliminate any danger of the contamination of the water supply system. Water service to such property shall not be restored until such cross-connection has been eliminated. (1988 Code §20.107)

8-3-11: PENALTY:

The City may issue a monetary penalty for noncompliance in accordance with the provision of the City Code[3]. (1988 Code §20.107)

Footnote 1: See Section 9-3-2 of this Code.
Footnote 2: See Chapter 2 of this Title for water use and service regulations.
Footnote 3: See Section 1-4-1 of this Code for general penalty.

Chapter 4
SEWER USE AND SERVICE

Latest Revision: August 15, 2016

8-4-1: DEFINITIONS:

When used in this Chapter, the following words and phrases shall have the meanings ascribed to them in this Section:

ADMINISTRATOR: The Regional Administrator of Region V of the U.S. Environmental Protection Agency.

BIOCHEMICAL OXYGEN DEMAND (BOD): The quantity of oxygen, expressed in mg/l, utilized in the biochemical oxidation of organic matter under standard laboratory procedures in five (5) days at twenty degrees (20^{o}) centigrade.

BUILDING DRAIN: That part of the lowest horizontal piping of a drainage system which receives the sanitary discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer.

BUILDING SEWER: The extension from the building drain to the public sewer or other place of disposal, also called house connection or service connection.

COMPATIBLE POLLUTANT: Biochemical oxygen demand, suspended solids, pH and fecal coliform bacteria, plus additional pollutants identified in the NPDES permit if the publicly-owned treatment works was designed to treat such pollutants and in fact does remove such pollutants to a substantial degree.

CONTROL MANHOLE: A structure specially constructed for the purpose of measuring flow and sampling of the wastewater.

DISSOLVED SOLIDS: That concentration of matter in the sewage consisting of colloidal and particulate matter one micron in diameter or less, and both organic and inorganic molecules and ions present in solution.

FECAL COLIFORM: Organisms common to the intestinal tract of man and animals whose presence in sanitary sewage is an indicator of pollution.

FLOATABLE OIL: Oil, fat or grease in a physical state such that it will separate by gravity from wastewater.

INDUSTRIAL PLANT: Any facility which discharges industrial wastes.

INDUSTRIAL WASTES: The wastewater from industrial processes, trade or business as distinct from domestic or sanitary wastes.

INDUSTRY: Any establishment listed in the "Standard Industrial Classification Manual", latest edition, which is categorized in Divisions A, B, D, E or I, three (3) copies of which are on file in the City Clerk's office.

INFILTRATION: The water entering a sewer system and service connections from the ground, through such means as, but not limited to, defective pipes, pipe joints, connections or manhole walls. Infiltration does not include, and is distinguished from, inflow.

INFILTRATION/INFLOW: The total quantity of water from both infiltration and inflow without distinguishing the source.

INFLOW: The water discharged into a sewer system and service connections from such sources as, but not limited to, roof leaders, cellar, yard and area drains, foundation drains, cooling water discharges, drains from sprints and swampy areas, manhole lids, cross-connections from storm sewers and combined sewers, catch basins, storm water, surface run-off, street wash waters or drainage. "Inflow" does not include, and is distinguished from, infiltration.

INSPECTION MANHOLE: Any accessible manhole that can be used for the purpose of inspection, sampling and installation of flow meters and not a control manhole.

INTERCEPTOR SEWER: A sewer whose primary purpose is to transport wastewater from collection sewers to a treatment facility or as otherwise defined by the USEPA.

MAJOR INDUSTRY: An industrial user that has: a) a flow greater than fifty thousand (50,000) gpd or more per average work day; or b) has a flow greater than five percent (5%) of the flow carried by the Municipal system receiving its waste; or c) has in its waste, a toxic pollutant in a toxic amount as defined in standards issued under section 307(a) of the Act; or d) is found by the permit issuance authority in connection with the issuance of an NPDES permit to the publicly-owned treatment works receiving the waste, to have significant impact whether singly or in combination with other contributing industries on that treatment works or upon the quality of effluent from that treatment works.

MILLIGRAMS PER LITER (mg/l): A unit of the concentration of water or wastewater constituent. It is one one-thousandth (0.001) gram of the constituent in one thousand (1,000) ml of water. It has replaced the unit formerly used commonly, parts per million, to which it is approximately equivalent in reporting the results of water and wastewater analysis.

NPDES PERMIT: The National Pollutant Discharge Elimination System permit that is issued by the USEPA setting the limits on constituents that the permittee may legally discharge.

NORMAL DOMESTIC SEWAGE: All household type discharge from places of human habitation, including sanitary conveniences, kitchen and laundry wastes. Discharge waste strength shall be considered to average two hundred (200) mg/l BOD and two hundred fifty (250) mg/l suspended solids at a discharge rate of one hundred (100) gallons per capita per day. This loading equates to seventeen one-hundredths (0.17) pounds of BOD and twenty one one-hundredths (0.21) pounds of suspended solids per capita per day.

pH: The term used to express the intensity of the acid or base condition of a solution, calculated by taking the logarithm of the reciprocal of the hydrogen ion concentration. The concentration is the weight of hydrogen ions, in grams per liter of solution. Neutral water, for example, has a hydrogen ion concentration of 10^{-7} and a pH value of 7.

POPULATION EQUIVALENT (PE): A term used to evaluate the impact of industrial or other wastes on a treatment works or stream. One population equivalent of normal domestic sewage is one hundred (100) gallons per day or seventeen one-hundredths (0.17) pounds of BOD or twenty one one-hundredths (0.21) pounds of suspended solids. The impact on a treatment works is evaluated as the equivalent of the highest of the three (3) parameters. Impact on a stream is the higher of the BOD and suspended solids parameters.

PRETREATMENT: The treatment of industrial sewage from privately-owned industrial sources prior to introduction of the waste effluent into a publicly-owned treatment works, in accordance with 40 CFR, part 128.

SHREDDED GARBAGE: Garbage that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half inch ($^1/_2$") (1.25 centimeters) in any dimension.

SIGNIFICANT INDUSTRY: Any industry that will contribute greater than ten percent (10%) of the design flow and/or design pollutant loading of the treatment works.

SLUG: Any discharge of water or wastewater, which in concentration of any given constituent or in any quantity of flow which exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the allowable concentration of flows during a normal working day (i.e., 1, 2 or 3 shift operation) and shall adversely affect the collection system and/or performance of the wastewater treatment works.

SURCHARGE: The additional cost over the normal charge for the treatment of wastewater containing pollutants in excess of the amounts found in normal domestic sewage.

SUSPENDED SOLIDS (SS) or TOTAL SUSPENDED SOLIDS (TSS): Total suspended matter that either floats on the surface of or is in suspension in water, wastewater or other liquids and is removable by laboratory filtration as prescribed in standard methods.

TOTAL SOLIDS: The sum of suspended and dissolved solids.

TOXIC AMOUNT (TOXIC POLLUTANT): Concentration of any pollutant or combination of pollutants which, upon exposure to or assimilation into any organism, will cause adverse effects, as defined in standards issued pursuant to section 307(a) or PL 92-500.

UNPOLLUTED WATER: Water of quality equal to or better than the effluent criteria in effect, or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

WASTEWATER: The spent water of a community. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with any ground water, surface water and storm water that may be present.

WASTEWATER TREATMENT FACILITIES: The structures, equipment and processes required to collect, transport and treat domestic and industrial wastes and dispose of the effluent and accumulated residual solids. (1988 Code §§ 21.101_21.134)

8-4-2: SEWER CONNECTION CHARGES:

A. Public Purpose: The public purpose is hereby declared to be to provide for the collection and disposal of domestic and industrial waste in the manner provided by law for the area serviced by the City; to provide for the collection of a fair and reasonable charge, for connection to or additional use of the Sycamore wastewater treatment facilities in addition to those charges covered by other revenue known as a connection fee. The funds thus collected shall be used by the City for its general corporate purposes with primary application thereof being made for the necessary construction, expansion, extension, maintenance and operating costs of the wastewater treatment facilities to meet the requirements of the new users thereof. (1988 Code § 21.201)

B. Application for Connection Permit and Inspection: No connection shall be made to any public sewer and no additional use shall be made of an existing connection thereto, until an application is properly completed and submitted to the City. Plans and specifications shall be submitted, when requested, for approval by the City and the charge paid in full by the applicant to the City prior to the connection. After a connection has been made pursuant to permit being issued as herein provided, the construction ditch shall be left open until the City has been notified of the connection and the Superintendent of Public Works has inspected and approved the sewer construction and connection. (1988 Code § 21.202)

C. Connection Fees And Unit Charges For Sewage Treatment Plant[1,2]:

1. Each applicant for connection to or additional user of such sewers shall be given credit for the number of units then being served through an existing public sewer at the time the reconstruction or remodeling of the building then served and/or to be served is commenced.

2. "Outlet" means each washbasin, water closet, urinal, shower or any similar plumbing fixture and orifice of any machine, vessel or tank of any kind, manifolded or singly through which waste may flow into the wastewater facilities.

3. For residential occupancy, the connection charge shall be seven hundred thirty-three dollars ($733.00) per person ($733.00 per unit) with the minimum charge being two thousand five hundred sixty-five dollars ($2,565.00) per residence.

4. For all purposes other than residential (except industrial), the connection charge shall be seven hundred thirty-three dollars ($733.00) per person ($733.00 per unit) with the minimum charge being two thousand five hundred sixty-five dollars ($2,565.00) per building connection.

5. For all connections outside the city limits, the connection charge shall be one and one-half ($1^1/_2$) times the rates herein listed.

a. Residential: Minimum charge of seven hundred thirty-three dollars ($733.00).

Type Of Dwelling	Number Of Persons At $733.00 Per Person

Single-family	$3^1/_2$
Mobile home	$3^1/_2$
1 bedroom apartment	2
Each additional bedroom	$1^1/_2$
2 or more bedroom apartment	$3^1/_2$

b. Uses Other Than Industrial Or Residential: Minimum charge of seven hundred thirty-three dollars ($733.00).

Use Of Building	**Measurement**	**Number Of Units At $733.00 Per Unit**
Automatic car wash	Each production line	20
	Each public toilet:	
	No more than 3	2
	Each additional	1
Clubs, theaters and places of entertainment	Each public toilet:	
	No more than 3	3
	Each additional	1
Dormitories, fraternities, and sororities	Resident capacity of each building determined by architect's plans and specifications multiplied by 6	n/a

Drive-in eating establishments where the majority of food purchased is served to or carried to automobiles		Each private toilet:		
		No more than 3		2
		Each additional		1
Grocery stores and meat markets with garbage grinders				4
Kitchens		Each private toilet:		
		No more than 3		2
		Each additional		1
Laundries, coin operated		Each automatic washer (unit)		2
		Each public toilet:		
		No more than 3		2
		Each additional		1
		Each private toilet:		
		No more than 3		2
		Each additional		1
Mobile trailer parks		Each trailer space with sanitary sewer		$3^1/_2$
		Each public automatic washer unit		3
		Each public toilet:		
		No more than 3		3

		Each additional (if permit)		1
		Each public shower:		
		No more than 6		3
		Each additional		1
Motels and hotels		Each room with bath or shower and/or toilet		2
		Each public toilet:		
		No more than 3		2
		Each additional		1
Nursing homes and hospitals		Resident capacity of each building determined by architect's plans and specifications multiplied by 4		n/a
Quasi-restaurants and light eating establishments where food and beverages are served in or on paper containers and no automatic dishwashers are present nor automatic garbage disposals		Food service capacity (number of persons):		
		0 _ 50		2
		50 _ 100		4
		100 _ 200		6
		Each private toilet:		
		No more than 3		2
		Each additional		1
		Each public toilet:		
		No more than 3		3

		Each additional		1
Restaurant		Food service capacity (number of persons):		
		0 _ 50		4
		50 _ 100		8
		100 _ 200		12
		Each private toilet:		
		No more than 3		2
		Each additional		1
		Each public toilet:		
		No more than 3		2
		Each additional		1
Self-service car wash		Per rack (covered)		2
		Per rack (uncovered)		8
Service station and garages		Each public toilet:		
		No more than 3		3
		Each additional		1
Soda fountain				4
Stores, mercantiles and office buildings		Each private toilet:		
		No more than 3		2
		Each additional		1

	Each public toilet:	
	No more than 3	2
	Each additional	1

Where a building does not fall under one of the above uses, the connection charges shall be determined by combining the applicable units under the various uses listed above and multiplying said sum by seven hundred thirty-three dollars ($733.00).

6. Any business or manufacturer shall be entitled to a reduction of the sewer and water connection fees required hereunder, with a maximum allowable reduction of ninety percent (90%). The reduction shall be based on the following formula. There shall be a reduction for full time jobs created or retained as follows: the first five (5) full time jobs created or retained shall be granted a nine percent (9%) reduction per job, the balance of full time employees to the maximum of ninety percent (90%) shall be granted a six percent (6%) reduction per job created or retained. There shall be a reduction for part time jobs as follows: the first five (5) part time jobs shall be granted a five percent (5%) reduction per job, the second five (5) part time jobs created or retained shall be granted a three percent (3%) reduction per job created. Also there shall be a three percent (3%) reduction per job created or retained for the first ten (10) jobs created for employees who work between fifteen (15) to twenty (20) hours per week and/or for any job that is in cooperation or coordination with the Sycamore High School. For the purpose of this subsection, "full time" shall be defined as thirty five (35) hours per week or more, and "part time" shall be defined as twenty (20) to thirty four (34) hours per week. The person or entity requesting the credit hereunder, shall certify under oath the estimated number of newly created or retained jobs for full time or part time employees. If in the event the actual number of jobs created or retained is not as great as the number estimated, one year from the date the building occupancy permit is issued, the city shall collect the balance due from the permit holder. (2016.19, 8-15-2016)

D Sewer Inspection Fee: The fee shall be fifty dollars ($50.00) for a replacement or new when stubbed to the property line and seventy five dollars ($75.00) when new to the main. (Ord. 93.10, 6-14-1993)

E. Industrial Charges: The industrial charge for new additional producers of industrial waste shall be determined as follows:

1. The city shall estimate the daily pounds of five (5) day biochemical oxygen demand (BOD), the daily pounds of suspended solids and the daily flow in gallons of the wastes of the industry discharged to the city sewer system or sewers tributary thereto.

2. The daily pounds of BOD so estimated shall be multiplied by six (6); the daily pounds of suspended solids so estimated shall be multiplied by five (5); the estimated daily gallons of flow shall be divided by one hundred (100), and these figures shall be averaged to determine the estimated population equivalent for the industry.

3. The estimated population equivalent of the industry determined as above shall be multiplied by three hundred fifty dollars ($350.00) to determine the charge for the industry.

4. The minimum charge for a new industry, classified under division D in the "Standard Industrial Classification Manual", shall be one thousand two hundred twenty five dollars ($1,225.00).

5. In the case of industry, each charge shall be reviewed by the city at the end of the first year of operation of said industry and adjusted on the basis of the annual operation experience and settlement of any additional charge therefor shall be made within three (3) months thereafter. (1988 Code §21.204; amd. 1994 Code)

F. Additional City Fees:

1. Basis: To allow for the costs primarily attributable to new and additional users and because existing facilities were constructed at the expense of landowners heretofore connected, the following additional fees are based on:

   a. Distance from the sewage disposal system; and

   b. Density use per acre and other reasonable factors. (Ord. 89.45, 11-6-1989)

2. Annexation Fee: Except as previously ordained or by contract, any land outside the city requiring sewer service that is contiguous to the city must annex to the city. An annexation fee of two thousand dollars ($2,000.00) per acre shall be assessed and paid by the owner or developer of industrial or commercial subdivisions, jointly and severally, no later than the time that each final plat including real estate that is a part of the subject property is approved. An annexation fee of three thousand dollars ($3,000.00) per acre, with an allowance for the deduction of retention, park and school dedications or, alternatively, at the owner or developer's option one thousand dollars ($1,000.00) per unit, shall be assessed and paid by the owner or developer of residential subdivisions, jointly and severally, no later than the time that each final plat including real estate that is a part of the subject property is filed. Those owners or developers who are already annexed may pay an annexation fee of one thousand dollars ($1,000.00) per acre on or before October 7, 2003, with or without a final plat of subdivision, but shall pay the annexation fees stated above after that date. For all owners or developers who shall hereafter pay three thousand dollars ($3,000.00) per acre or one thousand dollars ($1,000.00) per unit for residential property under development, of the total fee two-thirds ($^2/_3$) shall be deposited in the city's general fund, one-sixth ($^1/_6$) shall be deposited in the city's capital assistance fund (fund 6) to help offset the impact of new development on existing city roadways; and one-sixth ($^1/_6$) shall be deposited in the city's sewer fund (fund 4) to help offset the cost of maintaining or expanding the capacity of the city's water treatment facilities and sanitary sewer infrastructure. This fee shall be effective May 1, 2003.

3. Outside City Limits: Land outside the city limits that is not contiguous and that may request sewer service shall not be annexed and shall not be connected to the city's sanitary collection or water treatment facilities. (Ord. 2002.73, 4-7-2003)

4. Sewers Constructed By City: When main or lateral sewers are constructed by the city, the city shall be reimbursed for the cost at the rate of nine dollars ($9.00) per front foot of the entire width of the premises which the main or sewer is constructed adjacent to. (1988 Code §21.205)

5. Building Sewer Inspection Fee: The fee shall be fifty dollars ($50.00) and shall be payable at the time of receiving the permit; however, where a sewer in a subdivision or elsewhere is stubbed inside the property line, the fee shall be thirty dollars ($30.00); provided, there shall

be no inspection fee where the building sewer service replaced an existing building sewer service. (Ord. 89.44, 11-6-1989)

6. Sewer Termination Inspection: Base fee thirty dollars ($30.00); except that for a residential accessory structure the fee shall be ten dollars ($10.00) and if a structure is to be replaced no fee shall be charged. (Ord. 97.26, 7-7-1997)

G. Revocation Of Permit: The city engineer is hereby authorized and empowered to revoke a permit issued pursuant to this chapter when it has been determined that the permittee has violated the connections or provisions of such permit or of this section[3].

H. Violations And Penalties: Any violation of any of the terms and provisions of this section is hereby declared by the city council to be a public nuisance[4], and punishable as provided in section 8-4-9 of this chapter. (1988 Code §21.206; amd. 1994 Code)

8-4-3: SEWER CONSTRUCTION REGULATIONS:

A. Public Purpose: The public purpose of this section is hereby declared to be that all public sewers, building drains and building sewers tributary to and/or a part of the wastewater treatment facilities of the city will, in their construction, operation and expansion, be conducive to the public health, comfort and convenience. (1988 Code §21.301)

B. Permit Requirements:

1. No unauthorized person shall uncover, make any connection with or opening into, extend, use, alter or disturb any public sewer without first obtaining a permit from the City.

2. Each sewer which is designed and is to be connected so as to be an integral part of the sanitary sewer system within the boundaries of the City shall not be constructed without a permit issued by the City and the Illinois Environmental Protection Agency, as required.

3. An Illinois Environmental Protection Agency permit and City permit is required for construction of all sewers and sewer facilities within the jurisdiction of the City, whether such construction is on private or public property. A permit is also required for existing buildings when the use of such buildings changes to a use requiring a permit. It is the responsibility of the City Engineer to administer and enforce this Section within the authority granted by the Council. (1988 Code §21.302)

C. Applicable Rules And Regulations: The rules, regulations, ordinances and policies listed herein and issued by the authorities indicated are incorporated herein by reference.

1. The City:

a. The sewer use ordinance.

b. The rules, regulations, resolutions, policies, directives, standards, specifications, instructions that may be adopted or issued, from time to time, by the City Council, Mayor or City Engineer and which are on file as three (3) copies in the City Clerk's office.

2. Federal Water Pollution Control Act Amendment of 1972 (Public Law 92-500, 33 USC 1251 et seq.).

3. The Illinois Pollution Control Board:

a. Environmental Protection Act.

b. Technical releases and other rules and regulations issued, from time to time.

4. "Standard Specifications for Water and Sewer Main Construction in Illinois", latest edition, three (3) copies of which shall be on file in the City Clerk's office.

5. "Recommended Standards for Sewage Works", Great Lakes-Upper Mississippi River Board of State Sanitary Engineers. (Ten State Standards), latest edition, three (3) copies of which shall be on file in the City Clerk's office. (1988 Code §21.303)

D. Design Requirements:

1. Minimum Design Standard: The design and construction of sanitary sewers within the jurisdiction of the City shall conform to most restrictive of the minimum standards contained in subsection C of this Section.

2. Design Slopes: Minimum design slopes shall be two percent (2.00%) for four inch (4") sewers and one percent (1.00%) for six inch (6") sewers with all other design slopes conforming to the requirements of subsection D1 of this Section.

3. Manholes: Standard manholes shall be located as required in subsection D1 of this Section, and for industrial building sewers, at the point of connection to the public sewer system or other place of disposal. For residential and commercial buildings, the City Engineer shall determine the frequency and location of other manholes. In all cases, the maximum space between manholes on a six inch (6") building sewer shall not exceed two hundred fifty feet (250').

4. Curvilinear Sewers: There shall be no curvilinear sewers constructed within the City. (1988 Code §21.304)

E. Supplemental Design Requirements:

1. Plumbing: Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the building sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer. The basement floor shall be a minimum of three feet (3') above the crown of the receiving sewer for all gravity service connections.

2. Datum: Datum shall be as indicated by the U.S. Geological Survey.

3. Connecting Of Building Sewer To Sewer Main:

a. Construction of building sewers and connections shall be in compliance with the terms and provisions of applicable city ordinances. (1988 Code §21.305; amd. 1994 Code)

b. No sanitary sewer service from any building or structure shall be connected to the city's sanitary sewer system in buildings with gravity fed basement plumbing until the following conditions have been met:

(1) All exterior walls are complete and weather tight;

(2) All windows and doors are installed, weather tight and secure, including basement windows; and

(3) The building roof is complete and weather tight.

Exception: It will be permitted to connect the sanitary sewer service to the city's sanitary sewer system after the foundation walls have been installed prior to completion of subsections E3b(1) through E3b(3) of this section provided no storm or ground water will be allowed into the City's sanitary sewer system. In order to ensure that no storm or ground water is allowed into the sanitary sewer service, it is required that all sewer openings within the building be positioned or extended to at least thirty six inches (36") above the lowest floor level or crawl space with solid PVC caps solvent welded in place. (Ord. 2003.59, 10-20-2003; 2014.33, 01-20-2015)

c. In the event it is not known whether adequate grade is available from the invert elevation of the sanitary sewer service at the building or structure to the proposed point of connection to the main sewer, the contractor shall locate and excavate the sanitary service connection which has previously been extended from the main sewer and shall determine its invert elevation with respect to the proposed building or structure. However, no connection may be made until the construction has been completed as described in subsection E3b of this section.

d. Before backfilling any sanitary service, the contractor shall notify the plumbing inspector or his designee for an inspection to assure compliance with the foregoing requirements.

e. No person shall hereafter connect to any sewer within the jurisdiction of the city without having first applied for and obtained a sewer connection permit from the city.

f. No construction permit shall be issued unless it has been determined by the city that there is capacity available in all downstream sewerage facilities.

g. Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the City, to meet all requirements of this Section.

h. Minimum design standards and other requirements hereof governing materials, joints, infiltration, workmanship and maintenance for sewer mains and laterals shall also apply to building sewers. Horizontal and vertical alignment of the building sewer shall be uniform and shall follow a straight line alignment. There shall be no dips in the grade or fall in the line. Turns and bends required for the riser, if any, or necessary to connect to the sewer wye or tee shall be made with standard bends.

i. In those instances where the building sewer is partially constructed from the sewer lateral or main to a point other than the building to be served, the pipe shall be tightly plugged using a manufactured plug. The plug shall be pre-wired by the manufacturer so that it can be firmly secured in place.

j. A separate and independent building sewer shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.

k. All excavations for a building sewer installation shall be adequately guarded with barricades and flashing lights to protect the public from hazard or injury. See Sections 7-3-2 and 7-3-3 of this Code for permit fees and deposits.

l. Building sewers shall generally enter the sewer main or lateral by way of an existing wye or tee. If there is not an existing wye or tee, then the connection to the sewer main or lateral shall be made by one of the methods indicated below. If another method is desired, a detail shall be submitted for review and approval by the City before the connection is made. Indiscriminate breaking of the sewer pipe is not allowed.

(1) Installation of a manhole.

(2) Circular saw-cut of sewer main by proper tools ("sewer-tap" machine or similar) and proper installation of hub wye saddle or hub tee saddle.

(3) Using pipe cutter, neatly and accurately cut out desired length of pipe for insertion of proper fitting. Use "band-seal" or similar couplings and shear rings and clamps to fasten the inserted fitting and hold it firmly in place.

4. Extensions of Sewers:

a. To provide adequate sewer capacity for possible future connections, any building sewer to which future construction might possibly connect will be treated as a sewer extension requiring, at a minimum, an eight inch (8") diameter pipe.

b. Extensions of the lateral system will be constructed so as to extend to the furthest point of the lot and shall be terminated at a manhole.

5. Compliance with Rules and Standards: Before any sewer service shall be provided to premises either inside or outside the City, the party requesting said service shall comply with all current rules, regulations, standards, specifications and ordinances of the City, including provision of all improvements required therein or otherwise required by the City.

6. Cross-Connection Prevention[5]: In order to prevent cross-connection of water and sewage systems and to ensure City supervision of both systems, no sewer service shall be provided outside the City unless City water is also provided.

7. City Property: Unless otherwise decided by the City, all sanitary sewers and water mains, except services, shall become the property of the City. The City shall have the right to extend lines to serve others without obligation to the previous developer.

8. Infiltration: The maximum allowable infiltration shall in no case exceed two hundred (200) gallons per inch of diameter per mile of sewer per day and shall not be exceeded between any two (2) manholes. In addition, an air test of the same severity shall be required for all sewers.

9. Television Inspection: All sewers constructed under City or EPA permit (8" diameter or larger) shall be subject to closed circuit television inspection upon completion of the project sewer, witnessed by the Superintendent.

10. Request for Television Inspection: The City shall be notified by the applicant that the system is completed and properly cleaned and prepared for televising. Two (2) sets of the plan and profile drawings will be required by the City for the purpose of preparing the final television report.

11. Repairs: All defects in material and/or workmanship noted during inspection shall be repaired by the contractor before release is granted and the sewer accepted.

12. As-Built Drawings: After final inspection four (4) sets of as-built drawings, including one mylar copy shall be furnished to the City before final acceptance by the City.

13. Oversize Design: Where required by the City to conform with overall planning of future connections, any sewer that is required larger than necessary to serve the immediate property adequately, an agreement may be made to repay the owner or subdivider the construction cost resulting from the increased design. Differences in pipe sizes required shall be determined by the City Engineer. No pipe less than eight inches (8") in diameter shall be laid by the owner or subdivider. No bids shall be taken or work commenced until such agreement is arrived at, in writing, with the City. (1988 Code § 21.305; 1994 Code)

F. Guarantee: Before any construction is begun, or before any permit is issued under this Chapter, the applicant and any party responsible for said construction shall provide the City with a certified or cashier's check or a surety bond approved by the City Engineer in the amount of one hundred percent (100%) of the cost of the improvements to assure satisfactory construction, compliance with all City requirements, compliance with the plans and specifications and sufficient certificates of insurance that the City will be held harmless and indemnified from all liabilities arising from the construction. Until final acceptance of the work, the owner shall be responsible for all maintenance of improvements. (1988 Code § 21.401)

G. Approval: All work required to be done under this Chapter by an applicant, be he the owner, subdivider or contractors shall be periodically inspected by and approval obtained from the Superintendent of Public Works in charge or City Engineer as the work progresses. Before final approval can be obtained, the superintendent in charge or City Engineer shall inspect all work and see that same has been completed in accordance with the approved plans and specifications. (1988 Code § 21.402; 1994 Code)

8-4-4: SEWER DISCHARGE AND CONNECTION REQUIREMENTS[6]:

A. Public Purpose: The public purpose of this Section is hereby declared to be:

1. To prevent pollution of the waters of the State.

2. To protect, preserve and maintain the facilities of the City by prohibiting or regulating the discharge to the City's sewerage system of inadmissible wastes or substances toxic to biological wastewater treatment processes.

3. To render the sewage and effluent of the City harmless insofar as is reasonably possible to animal, plant and fish life.

4. To comply with City, State and Federal water quality standards as shall, from time to time, be in effect.

5. To preserve the public health, comfort and convenience. (1988 Code § 21.501)

B. Connection Requirements:

1. Outside City Limits: No person shall connect or cause to be connected any building or facility on any property or any part thereof to any sewer unless the entire property shall first be situated within the limits of the City unless previously excepted by special assessment.

2. Within City Limits; Connection Required:

a. Any person owning property situated within the corporate limits of the City, which is improved with one or more residences, houses, buildings or structures, used or intended to be used for human use, occupancy, employment or any other similar purpose whatever and which property abuts on any street, alley, or right of way in which there is located a sewer within one hundred feet (100') from the nearest property line shall, within ninety (90) days after such sewer is in service, at his expense, install suitable toilet and waste disposal facilities therein and connect such facilities with the sewer in accordance with the terms and provisions of this Title; provided, however, that in the event compliance with this Section causes economic hardship to said person, he may apply to the City for variance from this Section. Such application shall state in detail the circumstances which are claimed to cause said economic hardship. Such exemptions shall only be granted to residential users and shall not apply to commercial and industrial users.

b. At such time as a public sewer becomes available to a property served by a private sewage disposal system, a direct connection shall be made to the sanitary sewer system within sixty (60) days in compliance with this Title, and any septic tanks, cesspools or similar private sewage disposal facilities shall be cleaned of sludge and filled with a suitable material. "Available" shall be defined herein to mean within a distance of one hundred feet (100') from said property. (1988 Code § 21.502)

C. Monitoring Requirements:

1. Control Manhole; Sampling: Any connected source, for which the City has determined it to be necessary because of volume of flow and strength or characteristics of the waste, will be required to install and maintain a control manhole or sampling chamber on each line of discharge to measure and sample the wastewater, at the owner's expense. Permanent, reliable monitoring equipment shall be installed for all sampling chambers; temporary or portable equipment shall be installed for all control manholes. Flow measurement shall be recorded on a twenty four (24) hour/day basis, seven (7) days/week/quarterly periods. Sampling shall be done as prescribed by the City to insure representative quantities for the entire reporting period.

2. Sample Testing: For each day that the monitoring station is operable and sampling is required, personnel will pick up the collected samples, read the flow meter and visually inspect the system. Analyses of the collected samples will be done by a certified lab at owner's expense. Any samples obtained shall be made available to City personnel as requested.

3. Equipment Breakdowns: During periods of equipment breakdown, malfunction or any other reason, the highest daily values obtained during the previous ninety (90) days may be applied to each day not monitored.

4. Responsibility for Maintenance: Maintenance of the equipment and operation of the station will be the sole responsibility of the owner. (1988 Code § 21.503)

D. Limitations and Charges:

1. The City shall annually determine and declare the user charge and industrial user surcharge costs for the handling of domestic and nondomestic pollutants. Table A shall be used to establish the maximum concentration of pollutants that can be discharged. Table B shall be used to determine the charges for pollutants which are in excess of those found in normal domestic wastes.

TABLE A

POLLUTANT	STORET NUMBER	MAXIMUM CONCEN-TRATION ALLOWED (mg/l)
Ammonia Nitrogen as N	00610	10 .00
Arsenic (total)	01002	0 .75
Barium (total)	01007	6 .00
BOD	00310	200 .00
Boron (total)	01020	3 .00
Cadmium (total)	01027	1 .00
Carbon Chloroform Extract (CCE)	32005	200 .00
Chloride	00940	300 .00
Chromium (total hexavalent)	01032	1 .00
Chromium (total trivalent)	01033	3 .00
Copper (total)	01042	4 .60
Cyanide	00720	0 .100[7]
Fluoride (total)	00951	15 .00
Iron (total)	01045	6 .00
Iron (dissolved)	01046	1 .50
Lead (total)	01051	0 .80
Manganese (total)	01055	3 .00

Mercury (total)	71900	0 .0005
Nickel (total)	01067	3 .60
Hexane Solubles (total)	00550	100 .00
pH	00400	range 6 .00 - 9.00
Phenols	32730	0 .90
Phosphorus as P	00665	10 .00
Selenium (total)	01145	3 .00
Silver	01077	0 .30
Sulfate	00945	300 .00
Temperature (ºF)	00011	150 .00
Zinc (total)	01092	3 .40
Total Suspended Solids	00547	250 .00
Total Dissolved Solids	00515	3500 .00

Total Dissolved Solids (Storet 00515) shall not be increased more than 750 mg/l above background concentration levels unless caused by recycling or other pollution abatement practices and in no event shall exceed 3500 mg/l at any time.

The total concentration of zinc (total), copper (total), nickel (total), chromium (total hexavalent) and chromium (total trivalent) in combination shall not exceed 7.5 mg/l.

TABLE B

POLLUTANT	CONCENTRATION - DOMESTIC WASTEWATER	SURCHARGE
Biochemical Oxygen Demand (BOD)	200 mg/l	See user charge rate ordinance (Section 8-5-2 of this Title)
Suspended Solids	250 mg/l	See user charge rate ordinance (Section 8-5-2 of this Title)

2. Compliance with the numerical standards listed in Tables A and B shall be determined on the basis of twenty four (24) hour composite samples averaged over any consecutive thirty (30) day period. In addition, no more than five percent (5%) of the samples collected shall exceed two and five-tenths (2.5) times the numerical limits prescribed in the above tables.

3. The following described substances, materials, waters or wastes shall be restricted in discharges to Municipal systems to concentrations or quantities which will not harm either the sewers, wastewater treatment processes or equipment, will not have an adverse effect on the receiving stream or will not otherwise endanger lives, limb, public property or constitute a nuisance. The City will set limitations lower than the limitations established in the regulations below if such more severe limitations are necessary to meet the above objectives. In determining the acceptability of a waste, the City will give consideration to such factors as the quantity of subject waste in relation to flows and velocities in the sewers, materials of construction of the sewers, the wastewater treatment process employed, capacity of the wastewater treatment plant, degree of treatability of the waste in the wastewater treatment plant and other pertinent factors. The limitations or restrictions on materials or characteristics of waste or wastewaters discharged to the sanitary sewer which shall not be violated are as follows:

   a. Any wastewater or liquid containing petroleum oils, cutting oils, gasoline, benzene, naphtha, fuel oil, products of mineral oil origin or any other flammable or explosive liquid.

   b. Any garbage that has not been properly shredded. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments or similar places where garbage originates from the preparation of food in kitchens for the purpose of consumption on the premises or when served by caterers.

   c. Any waters or wastes containing iron, chromium, copper, zinc or similar objectionable or toxic substances to such degree that any such material received in the composite wastewater at the wastewater treatment works exceeds the limits established by the City for such materials.

   d. Any waters or wastes containing odor-producing substances exceeding limits which may be established by the City.

   e. Quantities of flow, concentrations or both, which constitute a "slug" as defined herein[8].

   f. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers or other interference with the proper operation of the wastewater facilities such as, but not limited to, ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, either whole or ground by garbage grinders.

   g. Any waters containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any waste treatment process, constitute a hazard to humans or animals, create a public nuisance or create any hazard in the receiving waters of the wastewater treatment plant.

   h. Waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment processes employed or are amenable to treatment only to such degree that the wastewater treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

   i. Any waters or wastes which, by interaction with other water or waste in the public sewer system, release obnoxious gases, form suspended solids which interfere with the

collection system or create a condition deleterious to structures and treatment processes. (1988 Code § 21.504)

E. Pretreatment:

1. If any waters or wastes are discharged or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in subsection D of this Section and which have a deleterious effect upon the wastewater facilities, processes, equipment or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the City may:

   a. Reject the waters or wastes.

   b. Require pretreatment to at least the level of normal domestic sewage.

   c. Require control over the quantities and rates of discharge.

   d. Require payment to cover added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provisions of subsection D of this Section.

2. If the City permits or requires the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the City.

3. Grease, oil and sand interceptors shall be provided when they are necessary for the proper handling of liquid wastes containing floatable grease in excessive amounts or any flammable wastes, sand or other harmful ingredients; except, that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the City and shall be located as to be readily and easily accessible for cleaning and inspection. In the maintaining of these interceptors, the owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material.

4. Where pretreatment or flow equalizing facilities are provided or required for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner(s) at his expense. (1988 Code § 21.505)

F. Measurements and Analyses: All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this Chapter shall be determined by using the approved method listed in Table 1 of 40-CFR 136.3 is hereby adopted as the regulation governing all measurements, tests or analyses of waters and wastes in the City, and it shall be unlawful to perform any measurements, tests or analyses of the characteristics of waters and wastes in violation of or without complying with, those regulations. Copies of such regulations shall be kept on file in the City's office for inspection. The reference books referred to by the Federal Register are as follows:

1. Standard Methods: Shall mean "Standard Methods for the Examination of Water and Wastewater", published by the American Public Health Association, latest edition, three (3) copies of which are on file in the City Clerk's office.

2. American Society of Testing Materials: Shall mean "Annual Book Standards, part 23, Water, Atmospheric Analyses", latest edition, available from American Society of Testing Materials, 1916 Race Street, Philadelphia, Pennsylvania, 19103.

3. EPA Methods: Shall mean "Methods for Chemical Analyses of Water Wastes", EPA, Analytical Quality Control Laboratory, Cincinnati, Ohio. This publication available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Stock #5501-0067). (1988 Code § 21.506)

G. Sewer Discharge Permits:

1. General Requirements:

a. Permit Required: Any connected source, discharging a waste to the sewerage system which exceeds one or more of the limits set forth in Table A (subsection D1 hereof) or which discharges twenty five thousand (25,000) gallons or more per day, is required to obtain a sewer discharge permit.

b. Required Materials: Any connected source which is required to obtain a sewer discharge permit will, along with the completed application form, furnish the City with plans, specifications for treatment works, summaries of design criteria and any other information as the City may reasonably require in order to determine that the discharge or proposed discharge will be in compliance with all applicable requirements.

c. Fee: There shall be no fee for sewer discharge permits.

d. Application: An applicant for a sewer discharge permit shall file an application in accordance with subsection G2 hereof, on forms provided by the City. Such forms shall comprise the sewer discharge application forms promulgated by the City for the type of discharge for which a sewer discharge permit is being sought and such additional information as the City may reasonably require.

2. Application:

a. All applications for a sewer discharge permit, as required in subsection G1 above shall contain, where appropriate, the following information and documents:

(1) A complete description of the volume and nature of the wastewater to be treated, transported or discharged, including a statement as to presence or absence of all pollutants for which discharge water quality standards are set by this Section.

(2) A statement as to any projected changes in the volume or nature of the wastewater which the applicant desires to have included within the terms of the permit.

(3) A description of the geographic location of the facility of source and its interrelation with any existing treatment works, sewer or wastewater source which will transport, treat or discharge the same wastewater.

(4) Plans and specifications fully describing the design, nature, function and interrelationship of each individual component of the facility or source; except, that the City may waive this requirement for plans and specifications when the application is for a routine renewal.

(5) A statement identifying and justifying any departure from current design criteria promulgated by the City.

b. The City may adopt procedures requiring such additional information as is necessary to determine whether the wastewater source will meet the requirements of this Chapter.

c. The City may prescribe the form in which all information required under this Section shall be submitted.

d. Any source required under this Section to have a permit must file an application with the City at least ninety (90) days before the date on which the permit is required.

e. The City shall send written notice of final action taken.

3. Duration of Permits:

a. Sewer discharge permits shall be issued for a period of three (3) years commencing on the first day after the applicant has been notified of permit issuance.

b. The City shall annually review each permit and may issue automatic renewal permits to those permittees whose wastes and operations have not significantly changed from the time of the original permit.

4. Tentative Determination and Draft Permit:

a. Following the receipt of a completed application for a sewer discharge permit, the City shall prepare a tentative determination. Such determination shall include at least the following:

(1) A statement regarding whether a sewer discharge permit is to be issued or denied.

(2) If the determination is to issue the permit, a draft permit containing the following shall be prepared:

(A) Proposed effluent limitations, consistent with City requirements.

(B) A proposed schedule of compliance, if the applicant is not in compliance with applicable requirements including interim dates and requirements for meeting the proposed effluent limitations.

(C) A brief description of other proposed special conditions which will have significant impact upon the discharge.

(D) A statement of the basis for each of the permit conditions listed in this subsection 8-4-4G4a(2).

(E) If the determination is to deny the permit, the City shall notify the applicant, in writing, of the tentative determination. Such notice shall include a statement for the reason(s) of denial.

(F) A grant of a variance by the City may set forth such conditions, exceptions, time limitations, durations and expirations as the City Engineer deems necessary and proper.

5. Permit Renewal: Any permittee who wishes to continue to discharge after the expiration date of his sewer discharge permit shall apply for re-issuance of the permit not less than ninety (90) days prior to the expiration date of the permit. Prior to renewal, the City shall determine:

   a. That the permittee is in compliance with or has substantially complied with all terms, conditions, requirements and schedules of compliance of the expiring sewer discharge permit.

   b. That the City has up-to-date information on the permittee's waste treatment practices, the nature, contents and frequency of the permittee's discharge, either pursuant to the submission of new forms and applications or pursuant to monitoring records and reports submitted to the City by the permittee.

   c. That the discharge is consistent with applicable standards and requirements during the term of the permit.

6. Authority to Deny Permits: No sewer discharge permit may be issued in any case in which:

   a. The permit would authorize the discharge of a radiological, chemical or biological warfare agent or high level radioactive waste.

   b. The proposed permit is objected to, in writing, by the Administrator of the U.S. Environmental Protection Agency pursuant to any right to object given to the Administrator under section 402(d) of the Federal Water Pollution Control Administration.

   c. The applicant has not provided proof to the City that he will meet any of the schedules of compliance which may be established in accordance with this Chapter as a condition of his permit.

   d. Any applicant whose discharge of material to the sewer system, whether shown upon the application or determined after inspection and testing by the City, is not in conformance with Federal, State or City laws, ordinances or rules and regulations unless a variance of such standards and requirements is granted by the City. The City Engineer shall state the reason for denial or requirement for variance, in writing, mailed or personally delivered to the applicant within five (5) days after denial. (1988 Code § 21.507)

H. Access to Facilities and Further Information: If the City determines that either further information or a site visit is necessary for the City to evaluate a sewer discharge permit application, it shall notify

the applicant and make arrangements to secure the additional information or make a site visit. If adequate information is not received within the period of time specified by the City, the permit shall either be issued on the basis of the information currently before the City or be denied, and the applicant so notified. (1988 Code § 21.508)

8-4-5: APPEALS AND VARIANCES:

A. Right to Appeal: Any interested party shall have the right to request, in writing, an interpretation or ruling on any matter covered by this Chapter and shall be entitled to a written reply from the City. (1988 Code § 21.601)

B. Petition for Appeal: Any decision of the City Engineer in the enforcement of this Chapter may be appealed or a request for a variance therefrom made to the Board of Zoning Appeals[9] by filing a written petition with the Clerk of the City within thirty (30) days of the City Engineer's ruling. Said petition shall specify in detail the matter or matters involved and the hardship or practical difficulty causing the need for variance. The filing of a petition in accordance with the requirements herein shall stay all proceedings unless the City Engineer shall file, within seventy two (72) hours after the filing of a petition, a certificate stating that a stay would cause peril to life or property or specifying other good reason. (1988 Code § 21.602)

C. Hearing Time: The City Council shall direct the Board of Zoning Appeals to fix a reasonable time for hearing of the petition or appeal and give due notice of the time and place of said hearing to parties named in the petition as attorney or spokesman. (1988 Code § 21.603)

D. Public Hearing: The hearing shall be open to the public. Petitioners shall be given full opportunity to present evidence in support of their petition after which the City Engineer may present evidence in support of his decision. (1988 Code § 21.604)

E. Granting or Denial: The Board of Zoning Appeals shall recommend the granting or denial of the appeal or variance to the City Council in the manner provided by law[10]. (1988 Code § 21.605)

8-4-6: USER CHARGE ESTABLISHED[11]:

A. Declaration of Policy: It is hereby declared to be the policy of the City to adhere to the requirements of title 40 - Protection of the Environment, chapter 1 - Environmental Protection Agency, sub-chapter B - Grants, part 35 - State and Local Assistance, Final Grant Regulation, section 35.925-11 effective February 1974, issued pursuant to the Federal Water Pollution Control Act Amendments of 1972, or such requirements as amended, from time to time. References to section 35 hereinafter refer to the appropriate subsection of these Federal requirements. (1988 Code § 21.701)

B. Definitions:

1. The definitions set forth in subsection 35.905 of the aforesaid Federal Regulations, a copy of which is hereby incorporated herein and specifically included as further definitions of the terms used in this Section. "User charge", for the purpose of this Section, shall be the user charge established by this Chapter as defined in section 35.905-26. It shall be deemed that there is no duplication of charges made hereunder or any charges made under any other ordinances of the City which may coincidentally refer to the term "user charge". The charges assessed hereunder are specifically a substitute for that portion of ad valorem tax revenue previously

used for operation, maintenance and replacement as provided by the Federal Regulations and the Comptroller General's interpretation thereof.

2. The following definitions shall apply for this Section:

BOD (denoting biochemical oxygen demand): That amount of oxygen expressed in milligrams per liter utilized in five (5) days at twenty degrees (20°) Celsius for biochemical oxidation of the organic matter present in wastewater.

CITY: The City of Sycamore and all territory within the perimeter of the City's service and jurisdictional boundaries.

COMPOSITE 24-HOUR SAMPLER: A sampling device, approved by the City, capable of being installed in a sampling manhole and capable of taking flow proportioned wastewater samples over a continuous twenty four (24) hour period.

FLAT RATE ESTIMATES: The water estimated to be used, or to have been used, by a structure not equipped with a water meter. Such estimate shall be based upon the City's analysis of comparable structures with similar uses and similar number of occupants.

FLOW METER: A fluid measuring device approved by the City capable of being installed in a sampling manhole and capable of registering continuous flow rates over a seven (7) day period.

INDUSTRIAL USER: Any nongovernmental, nonresidential user of publicly-owned treatment works which discharges more than the equivalent of twenty five thousand (25,000) gallons per day of sanitary wastes and which is identified in the "Standard Industrial Classification Manual", most recent edition, Office of Management and Budget, as amended and supplemented under one of the following divisions:

A. Agriculture, Forestry and Fishing

B. Mining

C. Manufacturing

D. Transportation, Communication, Electric, Gas and Sanitary Services

E. Service

INFILTRATION: Extraneous waters entering a sewer system.

INFLOW: Extraneous waters discharged into a sewer system.

MAINTENANCE: All manner of activity necessary, including labor, supplies, contract repair work and administrative requirements to maintain the works assets and property of the City for the purpose of insuring its continued and uninterrupted operation.

NONINDUSTRIAL USER: All users not specifically defined as industrial users.

NORMAL DOMESTIC SEWAGE: All household-type wastes discharged from places of human habitation, including sanitary conveniences, kitchen and laundry wastes. Discharge waste strength shall be considered to average two hundred (200) mg/l BOD and two hundred fifty (250) mg/l suspended solids at a discharge rate of one hundred (100) gallons per capita per day. This loading equates to seventeen one-hundredths (0.17) pounds of BOD and twenty one one-hundredths (0.21) pounds of suspended solids per capita per day.

OPERATION: All manner of activity necessary including labor, electrical power, fuel chemicals, supplies and administrative requirements properly to conduct the functions of collection, conveyance, treatment and disposal of wastewaters generated within the City.

PRIVATE WATER METER: An existing water meter or a meter required to be installed by this Section on any privately-owned water supply.

PUBLIC WATER METER: The water meter installed within the water piping system of any building by a municipality as defined in section 35.905-14 having jurisdiction over water supplies.

REPLACEMENT: The provision for and the installation of replacement equipment, accessories or appurtenances which are necessary during the service life of the works of the system to maintain the capacity and performance for which such works were designed and constructed.

SAMPLING MANHOLE: A structure, at least four feet (4') in diameter, installed in the building service line accessible to City personnel and being capable of housing a flow meter and a composite twenty four (24) hour sampler. The construction of such a manhole shall be approved by the City.

SUSPENDED SOLIDS: Filterable solids expressed in milligrams per liter, contained in wastewater.

USEFUL or SERVICE LIFE: The period of time that a particular component of the works of the system can reasonably be expected to perform the function intended in its design before replacement or extensive rehabilitation is required.

WORKS OF THE SYSTEM: All interceptor sewers of the City as defined in section 35.905-12; sewage collection system of the City as defined in section 35.905-19 and treatment works of the City as defined in section 35.905-23. (1988 Code § 21.704)

C. System Established: After the (fiscal year) tax levy year, the City shall discontinue levying any ad valorem tax historically used for the operation, maintenance and replacement of the works of the system, and in lieu thereof shall assess to all users in accordance with the provisions set forth below, a user charge. (1988 Code § 21.702)

D. Method of Procedure Established: The City Council shall continue under the applicable State statutes to follow the levy procedures for the revenue necessary for the retirement of general obligation bond principal and interest payments, public benefit funds and for any other purpose provided by law not related to the operation, maintenance and replacement of the works of the system. Similarly, connection charges shall continue to be assessed in the manner provided or to be provided for in the ordinances of the City, as shall all other rates, charges and fees of the City heretofore or hereafter established by the City. This Chapter shall not affect the power of the City in respect to special assessments. (1988 Code § 21.703)

E. Anticipated Costs; Operation, Maintenance and Replacement:

1. Prior to the close of each fiscal year, the City, through its employees and staff, shall prepare an estimate of anticipated costs of operation, maintenance and replacement and renewals of real and personal property. Such estimate of anticipated costs shall be prepared in accordance with and based upon generally accepted accounting principles. The initial estimate of anticipated costs shall be based upon the prior year's costs of operation, maintenance and replacement, and the initial charge shall be fixed by ordinance.

2. The estimate of anticipated costs shall be submitted to the City Council and shall be considered and amended, if necessary, and shall be adopted by the City Council for the subsequent year by ordinance. (1988 Code § 21.705)

F. Use Base: There shall be submitted to the City Council, simultaneously with the estimate of anticipated costs, the individual components and summary total of the following parameters determined from data recorded during the previous fiscal year:

1. The component quantities and totals of yearly water use obtained from public water meter readings and flat rate estimates.

2. The component quantities and totals of the yearly water use obtained from private water meter readings.

3. The yearly infiltration and inflow quantities received by the works of the system and processed through the wastewater treatment facilities.

4. The "total waste discharge" to the works of the system (and percentage of total) obtained by adding the quantities determined in subsections F1 and F2 above.

5. The yearly total quantities of BOD and suspended solids received by the works of the system and processed through the wastewater treatment facilities. (1988 Code § 21.706)

G. Declaration of Costs: Not less than biennially, the City Council shall determine and declare for purposes of adopting or amending the user charge rates[12], the following:

1. The projected yearly cost of operation, maintenance and replacement of the proportion of the works of the system attributable to wastewater volume (flow).

2. The projected yearly costs of operation, maintenance and replacement of the proportion of the works of the system attributable to BOD and suspended solids (strength). (1988 Code § 21.707)

H. Declaration of Use:

1. Not less than biennially, the City Council shall determine and declare for purposes of adopting or amending the user charge rates, the "use based on volume" (and percentage of total thereof) obtained by the addition of the total wastes discharged as determined in subsection F4 above.

2. Similarly, the City Council shall determine and declare the "use based on strength" (and percentage of total thereof) obtained by multiplying the yearly total quantities of BOD and

suspended solids (determined in subsection F5 above) by the percentage of "total wastewater discharged" (determined in subsection F4 above). (1988 Code § 21.708)

I. Declaration of Cost Distribution:

1. Not less than biennially, the City Council shall determine and declare for purposes of adopting or amending the user charge rates, the distribution of costs obtained by multiplying the waste flow-related costs determined in subsection G1 above by the percentage of "use based on volume" for each category as determined in subsection H1 above.

2. Similarly, the City shall determine and declare the distribution of costs obtained by multiplying the waste strength-related costs determined in subsection G2 above by the percentage of "use based on strength" for each category as determined in subsection H2 above.

3. The sum of the costs obtained in subsections I1 and I2 above shall constitute the "total operation, maintenance and replacement cost" for the forthcoming fiscal year and shall be declared as such by the City Council in the user charge rate ordinance. (1988 Code § 21.709)

J. User Rates, Unit Costs: Not less than annually, the City Council shall further determine the user charge cost per unit of measurement applicable to each user as follows:

1. The user charge unit costs shall be calculated by dividing the yearly "total operation, maintenance and replacement costs" (determined in subsection I3 above) by the "total water used" (the sum of subsections F1 and F2 above) and shall be expressed in dollars per one thousand gallons ($/1,000 gal.) of water use.

2. Application of the rates determined in subsection J1 above shall be based on the assumption that wastes discharged by an individual user shall have, as a minimum, the characteristics of normal domestic sewage (see definitions, subsection B), thereby precluding "negative" or less than base charges for weak strength wastes.

3. If the new rate or rates determined in subsection J1 above are different from the then current rate(s), the City Council shall amend the user charge rates by rescinding the applicable current rate(s) and establishing the new rate(s). (1988 Code § 21.710)

K. Surveillance and Accounting: Under the provisions of this Section and the applicable provisions contained within this Chapter, the City shall:

1. Exclude certain industrial contaminants or wastes from the works of the system.

2. Require industrial waste pretreatment where necessary.

3. Establish permits with industries to control discharges limited by the City's National Pollutant Discharge Elimination System permit(s).

4. Establish permits with industries to maintain discharge controls.

5. Verify industrial waste data furnished by industries. (1988 Code §21.711)

L. Installation Of Sampling Manholes, Flow Meters And Composite Twenty Four Hour Samplers: After the effective date hereof, each industrial user and certain commercial users, where required by the City and within ninety (90) days of notice, shall install a sampling manhole and/or sampling station complete with flow meter and composite 24-hour sampler on each building service line so designated by the City. (1988 Code §21.712)

M. Installation Of Water Meters On Private Supplies:

1. Within ninety (90) days after the effective date hereof, all nonindustrial users, other than single-family residences, not having a water meter in their source of water supply shall be required to install and maintain, at their own expense, a water meter approved by the City between the well and/or other source of supply and the plumbing system of such building.

2. Any single-family user on a flat-rate charge may, at his own expense, install and maintain a water meter approved by the City and thereafter shall be charged on the basis of the meter and not the flat rate. (1988 Code §21.713)

N. Termination Procedures: In the event that any person or other legal entity who occupies or owns a residence or other building which is connected to sewers that are tributary to the works of the system and is either within the City or within contiguous territory not more than one and one-half ($1^1/_2$) miles beyond the corporate limits of the City and not included in any other municipality (the "user") fails to pay the user charges as assessed under this Section of the City Code, the user shall be disconnected pursuant to the following procedure:

1. Notice Of Delinquency[13]: In the event that the user charge remains unpaid for a period of sixty (60) days, after having been billed in accordance with this Section, the following notice shall be served on the occupant(s) or owner(s) of record by forwarding by registered mail, return receipt requested, by certified mail, or by personal service at the address of the building being served by the City or address of the owners of record or by posting on the main entry door of the building or housing unit within a building:

NOTICE OF DELINQUENCY

You are hereby notified that the sewer user charges billed to you under date of (insert date) under the User Charge Ordinance of the City of Sycamore for the building located at (insert address) have not been paid and remain delinquent. In the event that you fail to pay said sewer user charges within thirty (30) days hereafter, your service will be disconnected and your building may be red-tagged as unfit for human occupancy on the thirty-fifth (35th) day after the date of this notice.

Dated:

CITY OF SYCAMORE, ILLINOIS

BY:

Authorized Representative

2. Notice Of Disconnection Date And Opportunity For Hearing:

a. In the event that the user has failed or refused to pay a sewer user charge which is due and owing on the thirtieth day after the notice required in subsection N1 above was served, the following notice shall be served on the occupants or owners of record by forwarding by registered mail, return receipt requested, by certified mail, or by personal service at the address of the building being served by the City or address of the owners of record or by posting on the main entry door of the building or housing unit within a building:

NOTICE OF DISCONNECTION DATE AND OPPORTUNITY FOR HEARING

You are hereby notified that there has been no response to the Notice of Delinquency and the sewer user charge remains unpaid thirty (30) days after the date of service. You are further hereby notified that on (insert date five days after service of this Notice) that the City will physically disconnect the sewer system of your building from the lateral sewer system to which it is connected and may red-tag, or request the authority having jurisdiction to red-tag, the building located at (insert address) as "unfit for human occupancy".

You are further notified that you may request a hearing before the Chairperson of the Sewer and Water Committee of the City Council at which time you may act to show good cause for your failure or refusal to pay the user charges which were due and owing and good cause for not disconnecting your sewer service as provided above. If you disagree with the result of the hearing before the Chairperson of the Sewer and Water Committee of the City Council, that decision may be appealed to the Zoning Appeals Board by filing a written notice of appeal with the City Clerk within five (5) days after you are notified of the Superintendent's decision and the Zoning Board of Appeals shall proceed in accordance with 13.05 of the Zoning Ordinance of the City of Sycamore, Illinois, as amended.

Dated:

CITY OF SYCAMORE, ILLINOIS

BY:

Authorized Representative

3. Hearing And Disconnection:

a. In the event that the user does not request a hearing and fails or refuses to pay the user charges as assessed under this Section of this Code, the City shall physically disconnect the sewer system of the user's building on or after the date specified in the Notice of Disconnection Date and Opportunity For Hearing.

b. In the event the user requests a hearing, the chairperson of the Sewer and Water Committee of the City Council shall notify the user in writing of the date, time, and place for the hearing at which time the user may act to show good cause for the failure or refusal to pay the user charges which were due and owing and good cause for not disconnecting

the user's sewer service as provided above. The said chairperson shall promptly issue a decision on the issue of good cause.

c. If the user disagrees with the result of the hearing before the said chairperson, the user may appeal that decision to the Zoning Appeals Board by filing a written notice of appeal with the City Clerk within five (5) days after notification of the said chairperson's decision and the Zoning Board of Appeals shall proceed in accordance with 13.05 of the Zoning Ordinance of the City of Sycamore, Illinois, as amended.

d. If the user fails or refuses to comply with the decision of the said chairperson which is not appealed or the decision of the Zoning Board of Appeals if an appeal is taken within seven (7) days after notification of the decision, the City shall act promptly to disconnect the sewer system of the user's building.

e. The City shall not be responsible for any costs or expenses to restore the user's property or for restoration to adjoining rights of way or property, after disconnecting the user's sewer service. The costs to the City for labor, materials and service for City supervision to disconnect a user's sewer service shall be an additional sewer user charge. Upon completion of said disconnection, the City shall forward to the owner(s) or occupant(s) of record of the building by registered mail, return receipt requested, certified mail or personal service a bill for the costs to the City for labor, materials and service charges for City supervision.

4. Reinstatement Of Service: In the event of severance of service, the service may be reinstated upon payment to the City of the full user-charge delinquency, plus the service charges and the cost to the City of the disconnection of the building service line to the works of the system. Such reconnection cost, plus inspection fees for the City in accordance with City ordinances, shall be at the sole expense of the user. (Ord. 95.76, 3-4-1996)

O. Inspection And Meter Reading On Private Property:

1. From and after the effective date hereof, the City shall have the right to enter upon private property to take water meter readings and to take flow meter readings and composite samples from meters and samplers installed therein.

2. In the event of a refusal to permit City personnel upon private property, they shall seek the assistance of the Police Department and shall make the inspection accompanied by such officer. Failure to permit such meter readings to be made shall constitute grounds for termination of service. (1988 Code §21.716)

P. User-Charge Rate Amendments[14]: The City Council may at any time amend and increase any aforesaid charges to provide additional revenue to defer costs not known or anticipated at the time of preparation of the latest estimate of anticipated costs; except, however, if at such time as the Council has determined that funds allocated in the latest estimate of anticipated costs will not be expended for items originally intended, either in full or in part, the unexpended funds may be allocated to the new or increased cost to the extent possible before increasing the charges theretofore established. User-charge rate ordinance amendments shall be implemented and reflected in the next subsequent billing. (1988 Code §21.717)

8-4-7: DISCONTINUANCE OF SERVICE:

A. Responsibility: Whereas it has become a burden involving considerable time and effort on the part of the City personnel to accomplish compliance in certain cases where water service must be terminated, the burden will now be placed upon the responsible party to pay for and expedite the required termination in that if an existing water service pipe will no longer be used for any reason or will not be used for a period in excess of six (6) months, it shall be the responsibility of the owner to terminate this line. Termination shall be made by excavating at or as near as practical to the property line, cutting off the pipe, insertion of an expansion-type plug or other approved plug and then encasement of this end in concrete.

B. Permanent Removal Or Demolition: In the case of discontinuance due to removal from the site or demolition of a building, the service line must be properly terminated prior to removal or demolition and in keeping with this requirement, a permit for removal or demolition shall not be issued until proper verification of this termination has been made.

C. Termination In Conjunction With New Service:

1. In the case of a service replacement with a new tap at the main, a cash deposit of five hundred dollars ($500.00) shall be paid to the City Clerk. From this deposit shall be deducted any expense incurred by the City for completion of this work. This termination must be done on the same day as the installation of the new service or the City will contract with an independent contractor of their choosing for the completion of this work.

2. After proper termination has been verified by inspection, the balance of the deposit shall be returned to the applicant, without interest.

D. Penalty: Any person violating any provision of this Section shall be subject to penalty as provided in Section 1-4-1 of this Code. (Ord. 89.57, 12-4-1989; amd. 1994 Code)

8-4-8: CHECK VALVE PROGRAM:

A. Applications for the check valve program, as prescribed in subsection I of this Section, are available and will be received at the Sycamore Building Department office from property owners interested in placement of a sanitary sewer check valve in their building drain. Check valves will be installed as a result of adverse effects of the environment. This work shall be performed in accordance with City ordinances and specifications.

B. Before any participation under this program is permitted, the City must first determine that a check valve is warranted (areas that have experienced backup from surcharging of sewer mains). After this is determined, the homeowner must make application with the Building Department for the installation. The device used must be approved by the City and it must be installed by a licensed contractor or homeowner within a ninety (90) day period. After the device has been installed and inspected by the City, the property owner will be reimbursed at the rates in subsection D of this Section.

C. At the time of installation the check valve shall be installed within the building as close as possible to the point of entry into the building. If an interior footing tile connects to the sanitary sewer, it must be disconnected at this time.

D. The City will share in the cost to the property owner for work to complete the installation of a check valve in the building drain. The City shall reimburse all eligible property owners one hundred thirty five dollars ($135.00) toward the cost of each required check valve that is installed within property

in Sycamore, Illinois. For installations that have a footing tile disconnected from the building, an additional three hundred dollars ($300.00) shall be paid by the City.

E. The City states that participation in this program does not warrant or guarantee the effectiveness of the check valve device or warrant or guarantee that damage from water of flooding will not occur as a result of its installation and the City disclaims and does not provide any warranties, express or implied, specifically including the implied warranties of fitness for specific purpose and merchanability, concerning the check valve device, its installation or its effectiveness in preventing water from entering a home or other structure. The City further advises the homeowner that the check valve device must be inspected periodically and cleaned, if necessary. The owner further recognizes that when the check valve is closed due to back pressure, none of the drains within the building will be able to function as they normally would.

F. The property owner shall sign the permit application.

G. Any and all permit fees for this work shall be waived.

H. All work shall be completed ninety (90) days after the permit is obtained.

I. The application for the check valve program shall be in the following form:

Name of property owner:
Address of property owner:

Location of property:
Installer:
Size of building drain Type of pipe
Signature of property owner:
Date: Phone Number:
** * * * * * * * * * * * * To Be Completed By the City * * * * * * * * * * * * **
Check Valve Approved: Footing Tile Approved:
Reimbursement Total $ By: Date:

The City states, and the homeowner acknowledges, that participation in this program does not warrant or guarantee the effectiveness of the check valve device or warrant or guarantee that damage from water of flooding will not occur as a result of it installation and the City disclaims and does not provide any warranties, express or implied, specifically including the implied warranties of fitness for specific purpose and merchanability, concerning the check valve device, its installation or its effectiveness in preventing water from entering a home or other structure. The City further advises the homeowner that the check valve device must be inspected periodically and cleaned, if necessary.

(Ord. 96.52, 9-30-1996)

8-4-9: VIOLATIONS AND PENALTIES:

A. Violations And Penalties: Unless otherwise provided, any person violating or failing to comply with any of the terms or provisions of this Chapter shall be guilty of a misdemeanor and, on conviction thereof, shall be subject to penalty as provided in Section 1-4-1 of this Code.

B. Prosecution: The Attorney for the City is hereby authorized and empowered to institute and prosecute any and all proceedings, suits and actions necessary to collect any and all fines and penalties herein provided for and is also hereby authorized and empowered to institute and prosecute any and all suits at law or in equity as may be appropriate or necessary to prevent unlawful connections to the City wastewater treatment facilities in violation of the provisions of this Chapter. (1988 Code §21.901; amd. 1994 Code; Ord. 96.52, 9-30-1996)

Footnote 1: See section 8-5-2 of this title for sewer service rates.
Footnote 2: The fees established shall be effective May 1, 2008.
Footnote 3: See section 3-1-13 of this code for revocation procedures.
Footnote 4: See title 4, chapter 3 of this code for nuisance provisions.
Footnote 5: See also Chapter 3 of this Title for cross-connection control regulations.
Footnote 6: See subsection 4-3-1R of this Code where failure to connect with the sanitary sewer is declared a nuisance.
Footnote 7: See rule 703 Cyanide of chapter 3, Water Pollution of the Illinois Pollution Control Board Rules and Regulations.
Footnote 8: See Section 8-4-1 of this Chapter for definition of terms.
Footnote 9: See Title 2, Chapter 2 of this Code.
Footnote 10: S.H.A. 65 ILCS 5/11-13-3.
Footnote 11: See Section 8-5-2 of this Title for user charge rates.
Footnote 12: See Section 8-5-2 of this Title for user charge rates.
Footnote 13: See Section 8-5-3 of this Title for billing procedures.
Footnote 14: See Section 8-5-2 of this Title for user charge rates.

Chapter 5
WATER AND SEWER RATES

Latest Revision: 6-27-2018

8-5-1: WATER RATES:

There shall be and there is hereby established rates and charges for the use of and for the services supplied by the municipal waterworks system of the city, based upon meter readings of the amount of water consumed, as follows: (Ord. 2003.19, 6-2-2003)

A. Effective May 1, 2013, these rates and charges are as follows:

1. Within City Limits:

First	400 cubic feet	for	$3.24 per 100 cubic feet (3.69 minimum bill)
Next	300 cubic feet	at	3.07 per 100 cubic feet
Next	700 cubic feet	at	2.64 per 100 cubic feet
Next	1,300 cubic feet	at	2.22 per 100 cubic feet
Next	6,900 cubic feet	at	1.51 per 100 cubic feet
Next	7,400 cubic feet	at	1.23 per 100 cubic feet
All over	17,000 cubic feet	at	0.90 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars sixty four cents ($2.64) per one hundred (100) cubic feet.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$ 2 .81	$ 16 .86
3/4 inch	3 .07	18 .42

1 inch	3 .92	23 .52
$1^1/_2$ inches	14 .56	87 .36
2 inches	16 .56	99 .36
3 inches	30 .15	180 .90
4 inches	50 .65	303 .90
6 inches	85 .08	510 .48

Note:

* The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection A1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[1]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

B. Effective May 1, 2014:

1. Within City Limits:

First	400 cubic feet	for	$3.29 per 100 cubic feet (3.69 minimum bill)
Next	300 cubic feet	at	3.14 per 100 cubic feet
Next	700 cubic feet	at	2.72 per 100 cubic feet
Next	1,300 cubic feet	at	2.30 per 100 cubic feet
Next	6,900 cubic feet	at	1.59 per 100 cubic feet
Next	7,400 cubic feet	at	1.30 per 100 cubic feet
All over	17,000 cubic feet	at	0.96 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars seventy two cents ($2.72) per one hundred (100) cubic feet.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$ 2 .81	$ 16 .86
3/4 inch	3 .07	18 .42
1 inch	3 .92	23 .52
1 1/2 inches	14 .56	87 .36
2 inches	16 .56	99 .36
3 inches	30 .15	180 .90
4 inches	50 .65	303 .90
6 inches	85 .08	510 .48

Note:
* The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection B1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[2]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

C. Effective May 1, 2015:

1. Within City Limits:

First	400 cubic feet	for	$3.34 per 100 cubic feet (3.69 minimum bill)
Next	300 cubic feet	at	3.21 per 100 cubic feet
Next	700 cubic feet	at	2.80 per 100 cubic feet
Next	1,300 cubic feet	at	2.40 per 100 cubic feet
Next	6,900 cubic feet	at	1.67 per 100 cubic feet
Next	7,400 cubic feet	at	1.37 per 100 cubic feet
All over	17,000 cubic feet	at	1.01 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars eighty cents ($2.80) per one hundred (100) cubic feet.

   Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$ 2 .81	$ 16 .86
3/4 inch	3 .07	18 .42
1 inch	3 .92	23 .52
1 1/2 inches	14 .56	87 .36
2 inches	16 .56	99 .36
3 inches	30 .15	180 .90
4 inches	50 .65	303 .90
6 inches	85 .08	510 .48

   Note:
   * The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection C1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[3]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

D. Effective May 1, 2016:

1. Within City Limits:

First	400 cubic feet	for	$3.39 per 100 cubic feet (3.69 minimum bill)
Next	300 cubic feet	at	3.28 per 100 cubic feet
Next	700 cubic feet	at	2.88 per 100 cubic feet

Next	1,300 cubic feet	at	2.49 per 100 cubic feet
Next	6,900 cubic feet	at	1.75 per 100 cubic feet
Next	7,400 cubic feet	at	1.45 per 100 cubic feet
All over	17,000 cubic feet	at	1.07 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars eighty eight cents ($2.88) per one hundred (100) cubic feet.

   Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$ 2 .81	$ 16 .86
3/4 inch	3 .07	18 .42
1 inch	3 .92	23 .52
1 1/2 inches	14 .56	87 .36
2 inches	16 .56	99 .36
3 inches	30 .15	180 .90
4 inches	50 .65	303 .90
6 inches	85 .08	510 .48

   Note:
   * The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection D1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[4]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

E. Effective May 1, 2017:

1. Within City Limits:

First	400 cubic feet	for	$3.44 per 100 cubic feet (3.69 minimum bill)
Next	300 cubic feet	at	3.35 per 100 cubic feet
Next	700 cubic feet	at	2.97 per 100 cubic feet
Next	1,300 cubic feet	at	2.59 per 100 cubic feet
Next	6,900 cubic feet	at	1.84 per 100 cubic feet
Next	7,400 cubic feet	at	1.53 per 100 cubic feet
All over	17,000 cubic feet	at	1.14 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars ninety seven cents ($2.97) per one hundred (100) cubic feet.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$ 2 .81	$ 16 .86
3/4 inch	3 .07	18 .42
1 inch	3 .92	23 .52
1 1/2 inches	14 .56	87 .36
2 inches	16 .56	99 .36
3 inches	30 .15	180 .90
4 inches	50 .65	303 .90
6 inches	85 .08	510 .48

Note:

* The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection E1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[5]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

F. Effective May 1, 2018, these rates and charges are as follows:

1. Within City Limits:

First	400 cubic feet	for	3.39 per 100 cubic feet (3.69 minimum bill)
Next	300 cubic feet	at	3.28 per 100 cubic feet
Next	700 cubic feet	at	2.97 per 100 cubic feet
Next	1,300 cubic feet	at	2.59 per 100 cubic feet
Next	6,900 cubic feet	at	1.95 per 100 cubic feet
Next	7,400 cubic feet	at	1.65 per 100 cubic feet
All over	17,000 cubic feet	at	1.24 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars sixty four cents ($2.64) per one hundred (100) cubic feet.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$2.81	$16.86
3/4 inch	$3.07	$18.42
1 inch	$3.92	$23.52
1 1/2 inches	$14.56	$87.36
2 inches	$16.56	$99.36
3 inches	$30.15	$180.90
4 inches	$50.65	$303.90
6 inches	$85.08	$510.48

*The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection F1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[1]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

G. Effective May 1, 2019:

1. Within City Limits:

First	400 cubic feet	for	3.34 per 100 cubic feet (3.69 minimum bill)
Next	300 cubic feet	at	3.22 per 100 cubic feet
Next	700 cubic feet	at	2.97 per 100 cubic feet
Next	1,300 cubic feet	at	2.59 per 100 cubic feet
Next	6,900 cubic feet	at	2.06 per 100 cubic feet
Next	7,400 cubic feet	at	1.78 per 100 cubic feet
All over	17,000 cubic feet	at	1.34 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars seventy two cents ($2.72) per one hundred (100) cubic feet.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$2.81	$16.86
3/4 inch	$3.07	$18.42
1 inch	$3.92	$23.52

[1] See also Section 8-2-5 of this Title for bulk use.

1 1/2 inches	$14.56	$87.36
2 inches	$16.56	$99.36
3 inches	$30.15	$180.90
4 inches	$50.65	$303.90
6 inches	$85.08	$510.48

*The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection G1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[2]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

H. Effective May 1, 2020:

1. Within City Limits:

First	400 cubic feet	for	3.29 per 100 cubic feet (3.69 minimum bill)
Next	300 cubic feet	at	3.15 per 100 cubic feet
Next	700 cubic feet	at	2.97 per 100 cubic feet
Next	1,300 cubic feet	at	2.59 per 100 cubic feet
Next	6,900 cubic feet	at	2.18 per 100 cubic feet
Next	7,400 cubic feet	at	1.92 per 100 cubic feet
All over	17,000 cubic feet	at	1.46 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars eighty cents ($2.80) per one hundred (100) cubic feet.

[2] See also Section 8-2-5 of this Title for bulk use.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$2.81	$16.86
3/4 inch	$3.07	$18.42
1 inch	$3.92	$23.52
1 1/2 inches	$14.56	$87.36
2 inches	$16.56	$99.36
3 inches	$30.15	$180.90
4 inches	$50.65	$303.90
6 inches	$85.08	$510.48

*The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection H1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[3]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

I. Effective May 1, 2021:

1. Within City Limits:

First	400 cubic feet	for	3.24 per 100 cubic feet (3.69 minimum bill)
Next	300 cubic feet	at	3.09 per 100 cubic feet
Next	700 cubic feet	at	2.97 per 100 cubic feet
Next	1,300 cubic feet	at	2.59 per 100 cubic feet

[3] See also Section 8-2-5 of this Title for bulk use.

Next	6,900 cubic feet	at	2.31 per 100 cubic feet
Next	7,400 cubic feet	at	2.07 per 100 cubic feet
All over	17,000 cubic feet	at	1.58 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars eighty eight cents ($2.88) per one hundred (100) cubic feet.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$2.81	$16.86
3/4 inch	$3.07	$18.42
1 inch	$3.92	$23.52
1 1/2 inches	$14.56	$87.36
2 inches	$16.56	$99.36
3 inches	$30.15	$180.90
4 inches	$50.65	$303.90
6 inches	$85.08	$510.48

*The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection I1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[4]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

J. Effective May 1, 2022:

[4] See also Section 8-2-5 of this Title for bulk use.

1. Within City Limits:

First	400 cubic feet	for	3.20 per 100 cubic feet (3.69 minimum bill)
Next	300 cubic feet	at	3.03 per 100 cubic feet
Next	700 cubic feet	at	2.97 per 100 cubic feet
Next	1,300 cubic feet	at	2.59 per 100 cubic feet
Next	6,900 cubic feet	at	2.44 per 100 cubic feet
Next	7,400 cubic feet	at	2.23 per 100 cubic feet
All over	17,000 cubic feet	at	1.72 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars ninety seven cents ($2.97) per one hundred (100) cubic feet.

   Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$2.81	$16.86
3/4 inch	$3.07	$18.42
1 inch	$3.92	$23.52
1 1/2 inches	$14.56	$87.36
2 inches	$16.56	$99.36
3 inches	$30.15	$180.90
4 inches	$50.65	$303.90
6 inches	$85.08	$510.48

   *The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection J1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[5]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

K. Effective May 1, 2023:

1. Within City Limits:

First	400 cubic feet	for	3.15 per 100 cubic feet (3.69 minimum bill)
Next	1,000 cubic feet	at	2.97 per 100 cubic feet
Next	8,200 cubic feet	at	2.59 per 100 cubic feet
Next	7,400 cubic feet	at	2.40 per 100 cubic feet
All over	17,000 cubic feet	at	1.87 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars ninety seven cents ($2.97) per one hundred (100) cubic feet.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$2.81	$16.86
3/4 inch	$3.07	$18.42
1 inch	$3.92	$23.52
1 1/2 inches	$14.56	$87.36
2 inches	$16.56	$99.36
3 inches	$30.15	$180.90
4 inches	$50.65	$303.90
6 inches	$85.08	$510.48

[5] See also Section 8-2-5 of this Title for bulk use.

*The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection K1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[6]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

L. Effective May 1, 2024:

1. Within City Limits:

First	400 cubic feet	for	3.11 per 100 cubic feet (3.69 minimum bill)
Next	1,000 cubic feet	at	2.97 per 100 cubic feet
Next	15,600 cubic feet	at	2.59 per 100 cubic feet
All over	17,000 cubic feet	at	2.02 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars ninety seven cents ($2.97) per one hundred (100) cubic feet.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$2.81	$16.86
3/4 inch	$3.07	$18.42
1 inch	$3.92	$23.52
1 1/2 inches	$14.56	$87.36
2 inches	$16.56	$99.36
3 inches	$30.15	$180.90

[6] See also Section 8-2-5 of this Title for bulk use.

4 inches	$50.65	$303.90
6 inches	$85.08	$510.48

*The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection L1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[7]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

M. Effective May 1, 2025:

1. Within City Limits:

First	400 cubic feet	for	3.06 per 100 cubic feet (3.69 minimum bill)
Next	1,000 cubic feet	at	2.97 per 100 cubic feet
Next	15,600 cubic feet	at	2.59 per 100 cubic feet
All over	17,000 cubic feet	at	2.20 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars ninety seven cents ($2.97) per one hundred (100) cubic feet.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$2.81	$16.86
3/4 inch	$3.07	$18.42
1 inch	$3.92	$23.52

[7] See also Section 8-2-5 of this Title for bulk use.

1 1/2 inches	$14.56	$87.36
2 inches	$16.56	$99.36
3 inches	$30.15	$180.90
4 inches	$50.65	$303.90
6 inches	$85.08	$510.48

*The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection M1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[8]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

N. Effective May 1, 2026:

1. Within City Limits:

First	400 cubic feet	for	3.02 per 100 cubic feet (3.69 minimum bill)
Next	1,000 cubic feet	at	2.97 per 100 cubic feet
Next	15,600 cubic feet	at	2.59 per 100 cubic feet
All over	17,000 cubic feet	at	2.39 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars ninety seven cents ($2.97) per one hundred (100) cubic feet.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$2.81	$16.86
3/4 inch	$3.07	$18.42

[8] See also Section 8-2-5 of this Title for bulk use.

1 inch	$3.92	$23.52
1 1/2 inches	$14.56	$87.36
2 inches	$16.56	$99.36
3 inches	$30.15	$180.90
4 inches	$50.65	$303.90
6 inches	$85.08	$510.48

*The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection N1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[9]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city.

O. Effective May 1, 2027:

1. Within City Limits:

First	1,400 cubic feet	for	2.97 per 100 cubic feet (3.69 minimum bill)
All over	1,400 cubic feet	at	2.59 per 100 cubic feet

2. Edgebrook Mobile Home Park: Flat rate of two dollars ninety seven cents ($2.97) per one hundred (100) cubic feet.

Add to the above rates and charges a meter maintenance fee at the following rates:

Meter Size	Amount Per Billing Period*	Amount Per Year
5/8 inch	$2.81	$16.86
3/4 inch	$3.07	$18.42
1 inch	$3.92	$23.52

[9] See also Section 8-2-5 of this Title for bulk use.

1 1/2 inches	$14.56	$87.36
2 inches	$16.56	$99.36
3 inches	$30.15	$180.90
4 inches	$50.65	$303.90
6 inches	$85.08	$510.48

*The billing period shall be every 2 months, or 6 times per year.

3. Outside Corporate Limits: All of the rates listed in subsection O1 of this section shall be increased fifty percent (50%) if the service is outside the corporate limits.

4. Bulk Rates[10]: The rate for bulk users of water obtained from the fire department is one dollar ($1.00) per one hundred (100) gallons for users residing in the city, and two dollars ($2.00) per one hundred (100) gallons for users residing outside the city. (2014.42, 04-20-2015)

P. Estimated Bills:

1. In the event that a residence has no outside recorder and a representative of the water department is unable to gain access to read the inside meter, the city reserves the right to submit an estimated reading and bill accordingly.

2. Not more than one estimated bill will be permitted in one year, and upon no reading of the meter being made available for the second billing period, there shall be added a twenty percent (20%) fee for the administrative cost of estimating in order to bill the residence. Said twenty percent (20%) fee will continue to be added to each successive billing until a true meter reading is made available. (Ord. 2012.46, 3-4-2013)

Q. Radium Treatment Fee:

Effective May 1, 2018, all users of the services supplied by the municipal waterworks system of the city are hereby imposed a radium treatment fee at the following rates:

Meter Size	Total Monthly:	Average Usage:

[10] See also Section 8-2-5 of this Title for bulk use.

5/8 inch	$6.00	<14
3/4 inch	6.00	<14
1 inch	9.79	26.55
1 1/2 inches	18.27	65.96
2 inches	30.29	127.31
3 inches	35.87	158.67
4 inches	83.63	514.51
6 inches	411.25	2982

(Ord. 2016.44, 3-6-2017) (Ord. 2017.29, 4-2-2018)

8-5-2: SEWER RATES:

There shall be and there is hereby established a "user charge rate" for use of the municipal sewerage system of the city based upon the amount of water consumed, to cover the operation, maintenance and replacement costs, debt service and a portion of the capital improvement costs as follows: (Ord. 98.60, 12-7-1998) (Ord. 2017.30, 4-2-2018)

A. Rates: The user rates are as follows:

1. Rates Within City Limits:

a. General Rates:

Effective May 1, 2018:

User Classification	Rate
All users within the corporate limits with metered water usage	Total rate of $4.70 per 100 cubic feet for operation, maintenance, replacement costs and debt service. The minimum charge for any account shall be $4.70 per billing period[1] for operation, maintenance, replacement costs and debt service.

Flat rate charge for residential units within the corporate limits with unmetered water usage	Total flat rate of $114.68 per dwelling unit per billing period[1] for operation, maintenance, replacement costs and debt service.
All users outside the corporate limits with metered water usage	Total rate of $7.05 per 100 cubic feet for operation, maintenance, replacement costs, debt service and capital improvements for the wastewater treatment plant and sanitary sewer system improvements. The minimum charge for any account shall be $7.05 per billing period[1] for operation, maintenance, replacement costs, debt service and capital improvements for the wastewater treatment plant and sanitary sewer system improvements.
Flat rate charge for residential units outside the corporate limits with unmetered water usage	Total flat rate of $172.02 per dwelling unit per billing period[1] for operation, maintenance and replacement costs, debt service and capital improvements for the wastewater treatment plant and sanitary sewer system improvements.

Note:
1: The billing period shall be every 2 months or 6 times per year.

b. Pollutant Surcharges: The surcharge for pollutants which are in excess of those found in normal domestic wastes is as follows:

Pollutant	Surcharge
Biochemical Oxygen Demand (BOD)	$0.35/lb.
Suspended Solids	0.25/lb.

(2014.36; 02-16-2015)

B. Notice Of Rates: The user of wastewater treatment services will be notified annually, in conjunction with a regular bill, of the rate and that portion of the user charges which are attributable to the wastewater treatment operation, maintenance and replacement. (Ord. 2012.47, 3-4-2013)

8-5-3: BILLING AND COLLECTION PROCEDURES:

A. Collection Of Bills: It is hereby made the duty of the water department of the city to render bills for water and sewerage service, or either of them, and all other charges in connection therewith, and to collect all monies due thereon.

B. Liability For Bills: The owner of the premises and the occupant thereof and the user of either water or sewerage service, or both water and sewerage service, shall be jointly and severally liable to pay for the service on said premises, and the service is furnished

to the premises by the city only upon the condition that the owner of the premises, occupant and user of the service, are jointly and severally liable therefor to the city.

C. Due Dates: Bills shall be rendered every two (2) months or six (6) times per year and shall be payable within fifteen (15) days after the date thereof, without a discount, and such bills shall be forwarded to the owner of said premises.

D. Delinquencies:

1. Delinquent Charges: If the charges for water and sewerage services, or either of them, are not paid within fifteen (15) days after the rendition of the bill for such services, a charge of ten percent (10%) of the amount of the bill rendered shall be added thereto for the city's added costs due to delayed payment and thereupon said total charges shall become immediately due and payable, and if not paid within an additional fifteen (15) days, the water and sewage service, or either of them, shall be discontinued after notice to the owner or occupant of the premises receiving service. Provided, that said owner or occupant may request a hearing with the city manager prior to discontinuance and the city manager shall have the sole discretion to rescind or delay said discontinuance.

2. Lien: In the event said rates or charges for water and sewerage service, or either of them, and the penalties due thereon are not paid within the period aforementioned, such charges, together with penalties, shall be deemed and are hereby declared to be delinquent and thereafter such delinquencies shall constitute liens upon the real estate for which such services are supplied, and the city clerk is hereby authorized and directed to file sworn statements showing such delinquencies in the office of the recorder of deeds in DeKalb County, and the filing of such statements shall be deemed noticed for the payment of such charges and penalties for such services.

3. Civil Action: In addition to any other method of collection as herein provided or as is provided by law, the city shall also have the power, from time to time, to sue the occupant or user of the real estate involved in a civil action to recover money due for sewerage services plus a reasonable attorney fee to be fixed by the court.

4. Termination: In the event that any user fails to pay the billed charge for thirty (30) days after the due date, the city may proceed to terminate service and serve termination notice upon such user as provided in subsection 8-4-6N of this title.

E. Reinstatement Charge: In the event of discontinuance, services shall not, however, be reinstated until all past due charges of any sort are paid in full, together with an additional charge of forty dollars ($40.00) for the cost of reinstatement.

F. Revenues:

1. Delivery To City's Chief Financial Officer: All revenues and monies derived from the operation of the combined water system and sewerage system shall be held separate and apart from all other funds of the city, and all of said sums, without any deductions whatsoever, shall be delivered to the city's chief financial officer or an authorized representative not more than three (3) days after the receipt of the

same or at such more frequent intervals as may, from time to time, be directed by the city council.

2. Water Fund And Sewerage Fund: The city's chief financial officer or an authorized representative shall receive all such revenues from the water system and sewerage system and all other funds and monies incident to the operation of the systems, as the same may be delivered to him, and deposit the same in a separate fund designated as the "water fund" and the "sewerage fund" of the city and he shall administer the funds in every respect in the manner provided by statute[6].

3. Accounts: The city's chief financial officer or authorized representative shall establish a proper system of accounts and shall keep proper books, records and accounts, in which complete and correct entries shall be made of all transactions relative to the water system and sewerage system. The adequacy of the water service charge and the sewerage service charge shall be reviewed, not less frequently than annually, by the certified public accountants for the city in their annual audit report. The water service charge and sewerage service charge shall be revised periodically to reflect a change in local capital costs or operation, maintenance and replacement costs.

G. Access To Records: The Illinois environmental protection agency ("IEPA") or its authorized representative shall have access to any books, documents, papers and records of the city which are applicable to the city system of user charges for the purpose of making audit, examination, excerpts and transcriptions thereof to ensure compliance with the terms of the loan agreement and rules or any state loan.

H. Appeals: The method for computation of rates and service charges established for water and sewer user charges in sections 8-5-1 and 8-5-2 of this chapter shall be made available to a user within ten (10) days of receipt of a written request for such. Any disagreement over the method used or in the computations thereof shall be remedied by the city manager within thirty (30) days after notification of a formal written appeal outlining the discrepancies.

I. Uncontrolled Water Loss: In the event that an unexpected uncontrolled water loss occurs to an owner occupied residential user, the user's water bill may be adjusted to the average bimonthly charge over the prior two (2) years, or the period of time that the owner has resided at the residence, whichever is less. This relief shall only apply to owner occupied residential users; the billing adjustments shall be made only in the event of a plumbing problem that is either unknown or beyond the control of the property owner; it shall be clear that the extraordinary water consumption was not owing to some planned use, e.g., filling a pool or spa, lawn watering, etc.; as a general guideline, the water/sewer bill should be three (3) times the average billing for the residence; the property owner shall show that insurance will not cover the cost of the water loss; the property owner shall show that all the necessary steps have been taken to correct the problem; and, the residential user's account must be current with no outstanding balances or late charges. Only one claim shall be allowed per residential user and the user's name and address shall be logged for reference in the event of a future claim. (Ord. 2003.19, 6-2-2003)

Footnotes - Click any footnote link to go back to its reference.
Footnote 1: See also section 8-2-5, "Bulk Use", of this title.
Footnote 2: See also section 8-2-5, "Bulk Use", of this title.
Footnote 3: See also section 8-2-5, "Bulk Use", of this title.
Footnote 4: See also section 8-2-5, "Bulk Use", of this title.
Footnote 5: See also section 8-2-5, "Bulk Use", of this title.
Footnote 6: 65 ILCS 5/11-139-9.

Chapter 6
STORM SEWER AND STORM WATER STORAGE

8-6-1: SCOPE OF PROVISIONS:

The provisions of this Chapter shall control the design and construction of storm sewer systems and storm water storage requirements. (1988 Code §25.101)

8-6-2: UNLAWFUL DISCHARGES:

A. Rainwater Drains: It shall be unlawful to construct or permit the maintenance of any rainwater drain which discharges onto any sidewalk or public way and it shall be unlawful to construct or permit the maintenance of any such drain which discharges onto any public street or alley at a height greater than eighteen inches (18") from the ground or pavement. (1988 Code §25.104)

B. Discharge Into Waterways: It shall be unlawful to discharge any sanitary sewage into the storm sewer drainage system of the City, or into any tributary storm sewer drainage system connecting to the City system, or into any river or any watercourse within the jurisdiction of the City. (1988 Code §25.106)

8-6-3: FACILITIES REQUIRED:

A. Storm Sewer System Required: A properly designed storm sewer system, including a lateral for the connection of the sump pump discharge for every newly developed residential lot, shall be provided at the expense of the owner or developer of a subdivision or other tract of land. It shall be unlawful for a downspout to be connected to the line for sump pump discharge. (Ord. 95.68, 1-22-1996)

B. Storm Water Storage Facilities: A properly designed storm water storage facility shall be provided for all commercial and industrial developments that contain an area in excess of two (2) acres. In

addition, storm water storage shall be provided for all residential developments in excess of two (2) acres. (1988 Code §25.208)

8-6-4: PERMIT REQUIRED; APPLICATION; FEE:

A. Permit Required; Application: No person shall connect to and extend any storm sewer in the City without first submitting an application for a permit to the City. The application for a permit shall be accompanied by three (3) sets of plans and specifications for review prepared by a registered professional engineer of Illinois. When said plans and specifications are approved and a permit has been issued, the applicant shall furnish the City with an additional three (3) sets of plans and specifications. The City shall be given an advance notice of forty eight (48) hours before any construction begins. (1988 Code §25.202)

B. Plan Review Fee: There shall be no fee charged for the review of plans and specifications for storm sewer construction and storm water storage facilities. (1988 Code §25.203)

C. Storm Sewer Connection Fees: Base fee six dollars ($6.00) per inch of nominal pipe size of connecting pipe for sizes greater than four inches (4"). Inspection fee thirty dollars ($30.00). (Ord. 97.26, 7-7-1997)

8-6-5: GUARANTEE:

A. Requirements: The owner shall provide the City with a certified check or cashier's check, letter of credit or a surety bond, payable to the City in the amount of one hundred percent (100%) of the cost of the improvement as estimated by the owner and approved by the City Engineer to assure the satisfactory installation of said improvements as outlined and contained in the approved plans and specifications. If the owner posts a surety bond, it shall have good and sufficient surety therein and be approved by the City Attorney. Until official acceptance of the work, the owner shall be responsible for all maintenance of all required improvements. (1988 Code §25.204)

B. Release Of Guarantee: The owner's certified check or cashier's check, letter of credit or surety bond shall be released only upon the completion of the following:

1. The satisfactory installation of the storm sewer improvements.

2. The submission of four (4) sets of approved as-built plans for all storm sewer improvements, including one Mylar copy.

3. The submission of final waiver of liens for all materials and labor necessary for the installation of the storm sewer improvement.

4. Final acceptance by the City Council. (1988 Code §25.215)

8-6-6: LIABILITY INSURANCE:

Any person performing work under this Chapter shall take out and maintain during the construction of the project such liability and property damage insurance as shall protect him, the City and the City's representatives from claims from liability and property damages which may arise from construction of the work. The City shall be furnished certificates of insurance issued by the companies carrying the risk, which said certificates shall be in form and substance satisfactory to and approved by the City. (1988 Code §25.103)

8-6-7: DESIGN AND CONSTRUCTION STANDARDS:

A. Regulations, Standards And Specifications Adopted: The design and construction of the storm sewer system and storm water storage facilities within the jurisdiction of the City shall conform to the most restrictive of the requirements contained in the latest edition of the following regulations, standards and specifications, three (3) copies of each of which shall be on file in the City Clerk's office.

1. City's "Standard Details for Storm Sewer Construction".

2. "Standard Specifications for Water and Sewer Main Construction in Illinois".

3. "Standard Specifications for Road and Bridge Construction", Illinois Department of Transportation.

4. "Design Manual", State of Illinois, Department of Public Works and Buildings, Division of Highways, Bureau of Design.

5. "Highway Standards", State of Illinois, Department of Public Works and Buildings, Division of Highways, Bureau of Design.

6. "Manual of Policies and Procedures, Location and Environment", Illinois Department of Transportation.

7. Standards adopted by the Metropolitan Sanitary District of Greater Chicago. (1988 Code §25.205)

B. Basis Of Design: The necessary volume of storm water storage shall be calculated on the basis of a 100-year storm frequency[1], using the criteria established by the Metropolitan Sanitary District of Greater Chicago. The volume required will be that necessary to handle the runoff of a 100-year storm for any and all durations, from the fully developed drainage area of the site tributary to the reservoir less that volume discharged during the same duration as the allowable release rate. No storm water storage will be required for off-site upstream areas. Flows from off-site tributary areas resulting from a 10-year storm frequency will be drained through the storm sewer system provided for the site. Off-site flow in excess of the 10-year storm frequency shall be bypassed through the site as overland flow and shall be calculated using the 100-year storm frequency. Rainfall for a 100-year storm shall be determined by using the Illinois State Water Survey Bulletin 70 criteria. (1988 Code §25.209; amd. Ord. 96.47, 9-3-1996)

C. Storm Sewers For Impervious Areas:

1. Definition: For the purpose of this subsection, areas such as, but not limited to, parking lots and driveways, patios, sidewalks, building roofs and tennis courts where water is unable to naturally penetrate or drain from, except as provided hereinabove, shall be deemed impervious surface areas.

2. Design Standards: All impervious surface areas of more than seven thousand five hundred (7,500) square feet, as herein defined, shall be provided with storm sewers and catch basins when a public storm sewer is not greater than one hundred feet (100') from the nearest corner of property measured along a street, alley or easement of the public sewer system. One catch basin shall be provided for the first thirty thousand (30,000) square feet of said area and one additional catch basin shall be provided for every additional twenty five thousand (25,000) square feet of said area or portion thereof. All other impervious areas shall be so designed as to drain to a public street or an existing open watercourse; provided, that in no event shall water or other draining liquids be allowed to pass onto adjoining property or over public sidewalks unless at the point where a driveway intersects said sidewalk. (1988 Code §25.105; amd. 1994 Code)

D. Storm Sewer Capacities: Storm sewer capacities shall be determined using the rational formula (Q=CIA) and shall be designed for a minimum 10-year storm frequency. When storm water storage is required, provisions shall be made to transport storm water runoff from a 10-year storm frequency from the fully developed area of the site to the storm water storage area. The additional storm water runoff resulting from the design for a 100-year storm frequency may be transported to the storm water storage area over streets, parking areas, parks, playgrounds or other open spaces, including utility easements. The storm sewer system shall have adequate capacity to adequately drain all tributary drainage areas through the property and there shall be no compensation to the owner or developer by the City for the increased pipe sizes and construction costs, if any. In any subdivision, lot or parcel of land where it is determined by the City Engineer that the storm sewer would be larger than eighty four inches (84"), based on a 10-year storm frequency, then a ditch or drainage channel meeting the following standards may be used if the Council so approves.

1. With grades to four percent (4%), ditch may have earth bottoms and sod banks.

2. With grades greater than four percent (4%), ditches must be paved.

3. All ditches shall have side slopes of not less than five to one (5:1).

4. Easements for all ditches shall be dedicated to the City, and there shall be provided in addition to the necessary width required for the ditch, a strip of land on each side of the ditch of a width of fifteen feet (15'), said distance to be measured perpendicular to trees, poles, structures and other obstructions. The slope of these side areas to the ditch shall not exceed five percent (5%). There shall be no trees, bushes or obstructions of any kind placed in this area.

5. Culverts or bridges shall be provided at all street crossings and shall be sized to eliminate flooding or ponding of water and shall have a minimum cover of twelve inches (12"). Culverts or bridges shall be reinforced concrete or precast reinforced concrete pipes with necessary headwalls. Culverts or bridges shall extend a minimum of five feet (5') past each right-of-way line of the street and shall

extend far enough to provide a minimum slope of five to one (5:1) from the right-of-way line down to the invert of the pipe.

6. All ditches, bridges and culverts shall be located and designed in accordance with City standards, as amended from time to time, and requirements of the City Engineer.

7. All culverts or bridges shall be provided with suitable railings and/or guard rails as required and approved by the City. (1988 Code §25.206; amd. 1994 Code)

E. Manholes And Catch Basins: Manholes shall be provided at all changes in direction and at intermediate points not exceeding three hundred fifty feet (350'). Catch basins with curb inlets of proper size shall be provided as required by the "Design Manual", State of Illinois, Department of Public Works and Buildings. (1988 Code §25.207)

F. Allowable Release Rate: The allowable release rate of storm water runoff from the developed drainage area of the site shall not exceed the existing capacity of the downstream storm sewer system or drainage channel, but in no case shall the discharge be more than fifteen one-hundredths (0.15) cfs per acre measured at a maximum storage depth; except, that no outlet pipe of less than three inches (3") in diameter shall be used as an outlet pipe from any storm water storage facility. Outlet control facilities, other than pipes, shall be constructed of reinforced concrete. Outlet pipes from storage areas shall be either reinforced concrete pipe, Class III, or ductile iron pipe, Class 52. (1988 Code §25.110; amd. Ord. 96.48, 9-3-1996)

G. Bypass: The drainage systems which are provided for the site shall have adequate capacity to safely bypass through the development the flow resulting from a 100-year storm frequency from all upstream areas, assuming the land is in a fully developed state under present zoning or proposed zoning outlined in the Comprehensive Plan. The flow shall be calculated using a runoff coefficient of not less than fifty one-hundredths (0.50). An allowance shall be made for any upstream storm water storage which has actually been provided. The required bypass area for storm water in excess of the volume handled by the storm sewer system may consist of streets, parking areas, parks, playgrounds or other open spaces, including utility easements. There shall be no habitable structures located within this bypass area which is used as a floodway and this bypass area shall not be reshaped or restricted in any way to reduce its effective capacity. The design of the bypass area shall take into consideration the control of the storm water velocity to prevent erosion. The side slopes on any drainage swale shall not be steeper than five to one (5:1). (1988 Code §25.211)

H. Storm Water Storage Areas: The required volume of storm water storage may be provided in paved parking areas and in reservoirs with either a wet or dry bottom. Alternate types of storm water storage areas shall be approved by the City Engineer.

1. Parking Areas: The storm water storage areas shall be designed so that the accumulation of water at any point in the parking lot during peak rainfall does not exceed one foot (1'). The parking lot shall be

sloped to drain at a minimum of one percent (1%). The finished floor elevation of all buildings shall be set so that no damage would occur if a storm in excess of the 100-year storm frequency occurs or if the drainage outlet becomes plugged.

2. Dry Bottom Reservoirs:

a. A dry bottom type of reservoir may be designed to serve a secondary purpose for recreation, open space or other types of uses that will not be adversely affected by periodic flooding. A paved ditch with a slope of not less than fifty percent (50%) will be required from the inlet pipe or structure to the outlet pipe or structure to prevent erosion of the bottom of the reservoir when the capacity of the inlet pipe exceeds five (5) cfs or when the inlet pipe has a constant flow, even during dry weather. In certain cases, dry bottom reservoirs shall have a pipe underdrain system as required by the City Engineer. The paved ditch shall meet the requirements for paved ditches contained in the "Highway Standards", State Department of Public Works and Buildings, Division of Highways, Bureau of Design. The grassed bottom of the reservoir shall slope to drain to the outlet or paved ditch at a minimum two percent (2%) slope.

b. The side slopes on the earth berm around the reservoir shall not be steeper than five to one (5:1), and the earth berm at the top shall not be less than ten feet (10') wide. The inlet and outlet pipes or structures from the reservoir shall be self-operating and require very limited maintenance. An emergency overflow spillway shall be provided from the reservoir in the event a storm in excess of the 100-year storm frequency occurs. The inlet and outlet pipes or structures shall be provided with safety bars with maximum openings of six inches (6") to provide for the safety of children.

3. Wet Bottom Reservoirs: Wet bottom storage reservoirs shall be constructed to conform to the requirements shown on Exhibit "A" on file in the office of the City Clerk. The minimum depth from the normal water level to the bottom of the side slope shall be four feet (4'). A minimum of twenty five percent (25%) of the pond area shall be constructed to a minimum depth of ten feet (10') to provide for fish. Proper measures shall be provided by the developer to prevent the water from becoming stagnant. Where the soil in the bottom of the reservoir is too permeable to hold water, the bottom shall be sealed by an accepted method approved by the City Engineer. The inlet and outlet pipes or structures from the reservoir shall be self-operating and require very limited maintenance. An emergency overflow spillway shall be provided from the reservoir in the event a storm in excess of the 100-year storm frequency occurs. The inlet and outlet pipes or structures shall be provided with safety bars with maximum openings of six inches (6") to provide for the safety of children. (1988 Code §25.212; amd. 1994 Code)

I. Construction Operations: Construction operations shall be conducted in such a manner as to minimize erosion potential on the site. Silting of off-site downstream areas shall be controlled through the appropriate use of sedimentation basins, including retention/detention facilities designed for that purpose; provided, that such facilities shall be restored to their design configuration upon completion of construction operations. The developer shall indicate the methods and timing of construction to be used for the control of siltation during construction operations at the time that final engineering plans are submitted for approval. (1988 Code §25.213)

8-6-8: EXCAVATIONS[2]:

A. Permit Required: It shall be unlawful for any person to tunnel or make any excavation for constructing, repairing or replacing a storm sewer in any existing street, sidewalk, driveway, alley, parking or other public place without having obtained a permit therefor.

B. Street Opening Fees And Deposits: See Section 7-3-2 of this Code for excavation fees and deposits.

C. Backfilling: All excavation in any existing street, sidewalk, driveway or alley shall be backfilled with select granular material and repaired in accordance with the City's standard details. (1988 Code §25.102; amd. 1994 Code)

8-6-9: APPROVAL:

All work required to be done under this Chapter by an applicant, be he the owner, subdivider or contractor, shall be periodically inspected by and approval obtained from the City Superintendent in charge or City Engineer as the work progresses. When the work is completed, final approval shall be obtained from the City Superintendent in charge or City Engineer. Before final approval can be obtained, the Superintendent in charge or City Engineer shall inspect all work and see that same has been completed in accordance with the approved plans and specifications. (1988 Code §25.214)

8-6-10: PENALTIES:

Any person violating any provision of this Chapter shall be subject to penalty as provided in Section 1-4-1 of this Code. (1988 Code §25.216; amd. 1994 Code)

Footnotes - Click any footnote link to go back to its reference.

Footnote 1: See Title 11, Chapter 1 of this Code for flood control regulations and Section 11-1-2 of this Code for definition of "base flood" (also known as the 100-year flood).

Footnote 2: See also Title 7, Chapter 3 of this Code for excavations regulations.

APPENDIX G
EXAMPLE WORK ORDERS

Closed Work Order 4320

Facility: Sycamore Public Works **Date Complete:** 3/1/2017

Equipment: Ln11-052>20-028 New - 8" VCP **WO Type:** Preventative

Dept Page L - 14 **Location:** E. State St. In parkway @ Kingsway Rest

Task: JET **Closing Meter:** 0

Date Due: 2/28/2017 **Assigned To:** Steven R. Kurth **Misc. Cost:** 0

WO Notes:

Flush MH

Labor:

Employee	Date	Hours

Parts:

Item	Qty Required	Qty Used

Task Instructions:

Jet lines to make sure that sewer is flowing smoothly.
Also remove any debri from flow line.

City of Sycamore
Public Works

Work Order #:

Location	475 N Cross St, Sycamore, Illinois, 60178
Status	Assigned
Assignment Type	Sanitary
Description	Homeowner called about water in basement - inspect sanitary sewer
Notes	
Priority	High
Assigned on Date	8/30/2018

Date Completed:

Work Completed By:

Comments:

City of Sycamore

Root Control Tabulation 2012-2018

	UP MH	DN MH	2012	2013	2014	2015	2016	2017	2018
Ellen	9-125	9-122	782		782				
Grant (Grant to State)	9-155	9-133	496		496				
West State (State to Exchange)	9-133	9-125	383		383				
Becker Place (Townsend to Wild)	5-016	5-014		345			345		
Lynn (In backyard)	15-037	15-033		880					
South Maple	8-070	8-068		379		379	379		
Oak Lane	3-033	3-030		350		350			
Somonauk				990		990			
West Sycamore	9-068	9-067		218		218			
Lincoln (S Main/Lincoln inter. west in south parkway)					220				
Crescent Drive	12-018	12-013				636			
Kishwaukee	12-015	12-013				333			
South Main (new MH @ 322 S Main east in yards)	none	new MH				185			
Lynn (In backyard)	15-037	15-036				285			
Becker Place (Somonauk to Townsend)	5-019	5-016					257		
Becker Place (Commercial to Wild)	5-014	5-011				345			
Chauncey	8-042	8-040					525		
Commercial (Commercial to Bailey)	5-023	5-077					346		
East Street	6-046	6-045					189		
Thomas Drive	6-020	6-019					283		
Yearly Totals			1,661	3,162	1,881	3,721	2,324	0	0

Total 2012-2018	12,749
Total First Time	8,142

APPENDIX H
SEWER OVERFLOW RESPONSE PLAN

1. AUTHORITY

This Sewer Overflow Response Plan (SORP) is prepared pursuant to the National Pollutant Discharge Elimination System (NPDES) permit listed to facilitate proper incident reporting procedures.

A. NPDES Permit No. IL0031291

A copy of this permit is included in the City of Sycamore (City) Capacity, Management, Operation, and Maintenance (CMOM) document.

2. GENERAL

The SORP is designed to ensure that every report of a confirmed sewage overflow is immediately dispatched to the appropriate crews so that the effects of the overflow can be minimized with respect to impacts to public health, adverse effects on beneficial uses, and water quality of surface waters and customer service. The SORP further includes provisions to ensure safety pursuant to the directions provided by the Illinois Environmental Protection Agency (IEPA) and that notification and reporting is made to the appropriate local, state and federal authorities. For purposes of this SORP, “confirmed wastewater spill” is also sometimes referred to as “sewer overflow,” “overflow,” or “sanitary sewer overflow (SSO).” The effective date of this plan is September 28, 2018.

A. Objectives

The primary objectives of the SORP are to protect public health and the environment, satisfy regulatory agencies and waste discharge permit conditions which address procedures for managing sewer overflows, and minimize risk of enforcement actions against the City.

Additional objectives of the SORP are as follows:

1. Provide appropriate customer service.

2. Protect collection system personnel.

3. Protect the collection system, wastewater treatment facilities, and all appurtenances.

4. Protect private and public property beyond the collection system.

This plan shall not supersede existing emergency plans or standard operating procedures (SOPs) unless directed by the Director of Public Works (DPW).

B. Organization of Plan

The key elements of the SORP are addressed individually as follows:

Section 3–Overflow Response Procedure
Section 4–Public Advisory Procedure
Section 5–Regulatory Agency Notification Procedure
Section 6–Media Notification Procedure
Section 7–Distribution and Maintenance of SORP

C. SSO Tracking

The DPW maintains records regarding identified SSOs. These records include the following information:

1. Date of the SSO.
2. Location of the SSO identified on map.
3. Estimated volume of the SSO (in gallons or million gallons [MG]).
4. Duration of the SSO from the initial contact to when the SSO is contained.
5. Equipment and manpower resources used in response to the SSO.
6. Cause of the SSO.
7. How it was determined the SSO occurred.
8. Depth of precipitation (in inches) received (if any) contributing to the SSO.
9. Disposition of the SSO (i.e., did the release reach the waterway, flow to storm sewer, paved areas, lawn area).
10. Actions taken to mitigate the SSO.
11. Notification to regulatory authorities.

3. OVERFLOW RESPONSE PROCEDURE

The Overflow Response Procedure presents a strategy for the City to mobilize labor, materials, tools, and equipment to correct or repair any condition which may cause or contribute to an unpermitted discharge. The plan considers a wide range of potential system failures that could create an overflow to surface waters, land, or buildings. Basic steps to be followed in response to a reported sewer overflow are shown in the figure located in Attachment H.1.

A. Receipt of Information Regarding an SSO

An overflow may be detected by system employees or by others. The DPW is primarily responsible for receiving phone calls from the public of possible sewer overflows from the wastewater collection system, and for forwarding work orders to the response crews.

Telephone calls from the public reporting possible sewer overflows are received by telephone operators at the Public Works Department. The non-emergency dispatch phone line is staffed 24 hours per day, every day of the year. The sewer system operator has a program for educating the public to report overflows they observe and the phone number to be called.

1. The telephone operator obtains all relevant information available regarding the possible SSO including:

    a. Time and date call was received.
    b. Specific location–This is coordinated with the City's Street Index and Transportation Plan. A copy of each of these documents is included in Attachment H.2.
    c. Description of problem.
    d. Caller's name and phone number.
    e. Observations of the caller (e.g., odor, duration, back or front of property).

2. The telephone operator then records the overflow information and forwards this to the DPW or the Street Department superintendent or on-call operator who then mobilizes staff to respond.

3. Sewer overflows detected by any personnel in the course of their normal duties are reported immediately to the DPW, who records all relevant available overflow information and dispatches a response crew, as needed.

4. A response crew confirms the overflow. Until verified, the report of a possible spill will not be referred to as a "sanitary sewer overflow."

    The DPW provides initial verbal or e-notification to the IEPA when an SSO has been confirmed. The DPW is responsible for preparing and reviewing the final Overflow Report, which is signed by the DPW.

A list of utility and jurisdictional contacts is provided in Attachment H.3.

B. Dispatch of Appropriate Crews to Site of Sewer Overflow

Failure of any element within the wastewater collection system that threatens to cause or causes an SSO triggers an immediate response to isolate and correct the problem. Crews and equipment are available to respond to any SSO location. Dispatch crews to any site of a reported SSO immediately. Also, place additional maintenance personnel "on call" in the event extra staff is needed.

1. Dispatching Crews

    a. The Street Department Superintendent and/or the wastewater treatment plant (WWTP) on-call Operator receive notification of a possible SSO and respond to and dispatch the response crew as needed.

    b. The Superintendent or on-call Operator notifies the DPW by radio or telephone regarding the SSO.

2. Crew Instructions and Work Orders

   a. The DPW ensures that response crews have materials, supplies, and equipment needed to provide prompt response.

   b. Dispatchers verify that the entire message has been received and acknowledged by the response crews who were dispatched. Follow all standard communications procedures. All employees being dispatched to the site of an SSO proceed immediately to the site of the overflow. Report any delays or conflicts in assignments immediately to the DPW for resolution.

   c. In all cases, response crews report their findings, including possible damage to private and public property, to the DPW immediately upon making their investigation.

   d. The DPW refers all pertinent information to the response crew, including any details of the problems described by customers.

3. Additional Resources

The DPW/Superintendent/Operator receives and conveys to appropriate parties requests for additional personnel, material, supplies, and equipment from crews working at the site of a sewer overflow.

4. Preliminary Assessment of Damage to Private and Public Property

The focus is to resolve the problem. The response crew is allowed to enter private property for purposes of assessing damage under the City's Municipal Code "Title 4, Chapter 4, Article 3" and take appropriate still photographs and video footage, if possible, of the outdoor area of the sewer overflow and impacted area in order to thoroughly document the nature and extent of impacts. The response crew should forward available photographs to DPW for filing with the Overflow Report.

5. Field Supervision and Inspection

The DPW shall visit the site of the SSO, if possible, to ensure that provisions of this SORP and other directives are met.

6. Coordination with Hazardous Material Response

   a. Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, the response crew immediately contacts the DPW for guidance before taking further action.

b. Should the DPW or response crew determine the need to alert the hazardous material response team, the response crew awaits the arrival of the Dekalb County Emergency Services and Disaster Agency to take over the incident. Remember that any vehicle engine, portable pump or open flame (e.g., cigarette lighter) can provide the ignition for an explosion or fire should flammable fluids or vapors be present. Keep a safe distance and observe caution until assistance arrives.

c. Upon arrival of the Dekalb County Emergency Services and Disaster Agency, the DPW and/or response crew takes direction from the person with the lead authority of that team. Only when that authority determines it is safe and appropriate for the response crew to proceed can they then proceed under the SORP with the containment, clean-up activities, and corrective action.

C. Overflow Correction, Containment, and Clean-Up

SSOs of various volumes occur from time to time in spite of concerted prevention efforts. Spills may result from blocked sewers, pipe failures, mechanical malfunctions, and other natural or man-made causes. The City is constantly on alert and ready to respond upon notification and confirmation of an overflow.

This section describes specific actions to be performed by the crews during an SSO.

The objectives of these actions are:

1. To protect public health, environment and property from sewage overflows and restore surrounding area back to normal as soon as possible.

2. To establish perimeters and control zones with appropriate traffic cones and barricades, vehicles or use of natural topography (e.g., hills, berms).

3. To promptly notify the regulatory agency's communication center of preliminary overflow information and potential impacts.

4. To contain the sewer overflow to the maximum extent possible including preventing the discharge of wastewater into surface waters.

5. To minimize the City's exposure to any regulatory agency penalties and possible fines.

Under most circumstances, the City handles all response actions with its own maintenance forces. They have the skills and experience to respond rapidly and in the most appropriate manner. An important issue with respect to an emergency response is to ensure that the temporary actions necessary to divert flows and repair the problem do not produce a problem elsewhere in the system.

Circumstances may arise when the City could benefit from the support of private-sector construction assistance. This may be true in the case of large diameter pipes buried to depths requiring sheet piling and dewatering should excavation be required. The City may also choose to use private contractors for open excavation operations that might exceed one day to complete.

1. Responsibilities of Response Crew Upon Arrival

It is the responsibility of the first personnel who arrive at the site of a sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow. Should the overflow not be the responsibility of City but there is imminent danger to public health, public or private property, or to the quality of waters of the United States, then the City takes prudent emergency action until the responsible party assumes responsibility and provides actions. Upon arrival at an SSO, the response crew will:

a. Determine the cause of the overflow, e.g. sewer line blockage, sewer line break, etc.

b. Identify and request, if necessary, assistance or additional resources to correct the overflow or to assist in the determination of its cause.

c. Take immediate steps to stop the overflow, e.g. relieve pipeline blockage, repair pipe, etc. Extraordinary steps should be considered where overflows from private property threaten public health and safety (e.g., an overflow running off of private property into the public right-of-way).

d. Request additional personnel, materials, supplies, or equipment that will expedite and minimize the impact of the overflow.

2. Initial Measures for Containment

Initiate measures to contain the overflowing sewage and recover, where possible, wastewater that has already been discharged, minimizing impact to public health or the environment.

a. Determine the immediate destination of the overflow, e.g. storm drain, street curb gutter, body of water, creek bed, etc.;

b. Identify and request the necessary materials and equipment to contain or isolate the overflow, if not readily available; and

c. Take immediate steps to contain the overflow, e.g., block or bag storm drains, recover through vacuum truck, divert into downstream manhole, etc.

3. Additional Measures Under Potentially Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or a sewer line collapse, set up a portable bypass pumping operation around the obstruction.

a. Take appropriate measures to determine the proper size and number of pumps required to effectively handle the sewage flow.

b. Implement continuous or periodic monitoring of the bypass pumping operation as required.

c. Address regulatory agency issues in conjunction with emergency repairs.

4. Cleanup

SSO sites are to be thoroughly cleaned after an overflow. No readily identified residue (e.g., sewage solids, papers, rags, plastics, rubber products) is to remain.

a. Where practical, thoroughly flush the area and clean of any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked-up, and transported for proper disposal.

b. Secure the overflow to prevent contact by members of the public until the site has been thoroughly cleaned. If posting is required, refer to Section 4.

c. Where appropriate, disinfect and deodorize the overflow site. If the discharge is to a lawn area it may be necessary to spread lime over the site area to neutralize the presence of any bacteria.

d. Where wastewater has resulted in ponding, pump the pond dry and dispose of the residue in accordance with applicable regulations and policies.

e. If a ponded area contains wastewater which cannot be pumped dry, it may be treated with bleach. If sewage has discharged into a body of water that may contain fish or other aquatic life, do not use bleach or other appropriate disinfectant and contact the Department of Natural Resources for specific instructions.

f. Use of portable aerators may be required where complete recovery of sewage is not practical and where severe oxygen depletion in existing surface water is expected.

D. Overflow Report

The DPW completes an Overflow Report. The DPW promptly notifies the IEPA when the overflow is eliminated. Information regarding the sanitary sewer overflow should include the following:

1. Indication that the sewage overflow had reached surface waters, i.e., all overflows where sewage was observed running to surface waters, or there was obvious indication (e.g. wastewater residue) that wastewater flowed to surface waters; and

2. Indication that the SSO had not reached surface waters. Guidance in characterizing these overflows to include:

    a. SSOs to covered storm drains (with no public access) where personnel verify, by inspection, that the entire volume is contained in a sump or impoundment and where complete clean-up occurs leaving no residue.

    b. Preplanned or emergency maintenance jobs involving bypass pumping if access by the public to a bypass channel is restricted and subsequent complete clean-up occurs leaving no residue (any preplanned bypass under these circumstances will not be considered an overflow).

    c. Overflows where observation or on-site evidence clearly indicates all wastewater was retained on land and did not reach a surface water and where complete cleanup occurs leaving no residue.

3. Determination of the start time of the sewer overflow by one of the following methods:

    a. Date and time information received and/or reported to have begun and later substantiated by the DPW or the response crew.

    b. Visual observation.

4. Determination of the stop time of the sewer overflow by one of the following methods:

    a. When the blockage is cleared or flow is controlled or contained; or

    b. The arrival time of the DPW or response crew, if the overflow stopped between the time it was reported and the time of arrival.

5. Visual observations

An estimation of the rate of sewer overflow in gallons per minute (gpm) by one of the following criteria:

    a. Direct observations of the overflow.

    b. Measurement of actual overflow from the sewer main.

6. Determination of the volume of the sewer overflow

    a. When the rate of overflow is known, multiply the duration of the overflow by the overflow rate.

    b. When the rate of overflow is not known, investigate the surrounding area for evidence of ponding or other indications of overflow volume.

7. Photographs of the event, when possible.

4. PUBLIC ADVISORY PROCEDURE

This section describes the actions the City takes, in cooperation with the IEPA to limit public access to areas potentially impacted by unpermitted discharges of pollutants to surface water bodies from the wastewater collection system.

A. Temporary Signage

The City has primary responsibility for determining when to post notices of polluted surface water bodies or ground surfaces that result from uncontrolled wastewater discharges from its facilities. The postings do not necessarily prohibit use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks because of wastewater contamination.

B. Other Public Notification

Should the posting of surface water bodies or ground surfaces subjected to an SSO be deemed necessary by the DPW, the DPW also determines the need for further public notification through the use of pre-scripted notices made available to the printed or electronic news media for immediate publication or airing, or by other measures (e.g., front door hangers, village Website posting, etc.).

5. REGULATORY AGENCY NOTIFICATION PLAN

The Regulatory Agency Notification Plan establishes procedures which the City follows to provide formal notice to the IEPA as necessary in the event of an SSO. The reporting criteria below explains to whom various forms of notification should be made, and lists agencies/individuals to be contacted.

Agency notifications will be performed in parallel with other internal notifications. The procedures for providing notification to the media of an SSO is presented in Section 6–Media Notification Procedure. Internal notification and mobilization of personnel are detailed in Section 3–Overflow Response Procedure.

Using data supplied during the verification process and updates from the response crew, the DPW prepares initial and final Overflow Reports. Make this report available to those desiring additional information or written confirmation.

A. Initial Notification

The City provides initial verbal or e-mail notification to the IEPA upon verification of the SSO, using data supplied during the verification process and updates from the response crew.

B. Secondary Notification

The DPW prepares the final Overflow Report subsequent to the conclusion of the overflow event. This report is signed by the DPW and is submitted to the IEPA following the conclusion of the SSO event. The

final Overflow Report will be made available to those desiring additional information or written confirmation.

6. MEDIA NOTIFICATION PROCEDURE

When an overflow has been confirmed and is a threat to public health, take the following actions, if necessary, to notify the media:

1. Response crew verifies overflow and reports back to the DPW.

2. The DPW is authorized to be interviewed by the media and is the designated spokesperson.

7. DISTRIBUTION AND MAINTENANCE OF SORP

Annual updates to the SORP reflect all changes in policies and procedures as may be required to achieve its objectives.

A. Submittal and Availability of SORP

Distribute copies of the SORP and any amendments to the following functional positions:

1. Director of Public Works.
2. City Engineer.
3. Street Division Superintendent.
4. Wastewater Treatment Superintendent.

All other personnel who may become incidentally involved in responding to overflows will be familiarized with the SORP.

B. Review and Update of SORP

Review the SORP annually and amend as appropriate. The City should:

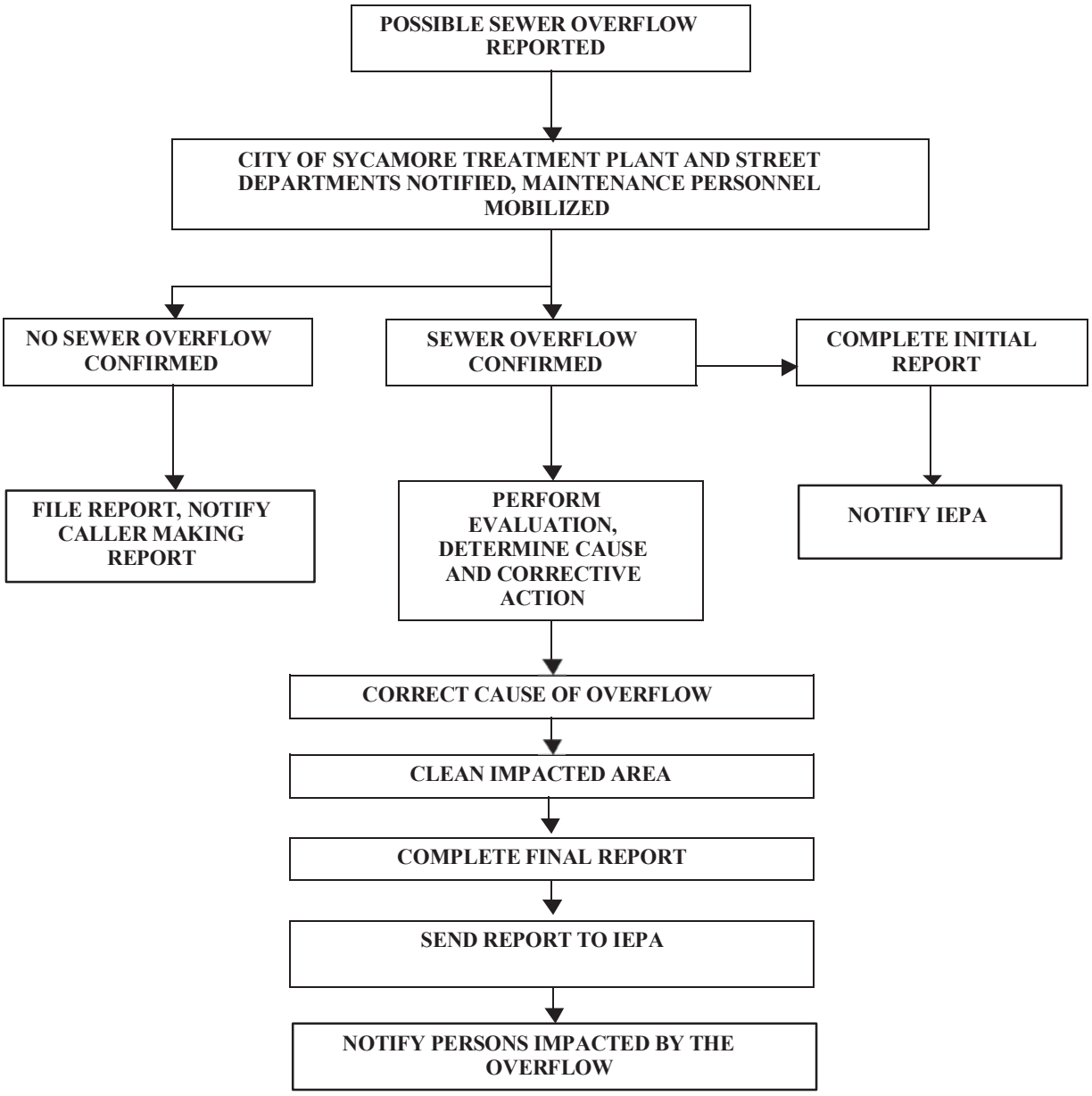
1. Update the SORP with the issuance of a revised or new NPDES permit or state waste discharge permit.

2. Conduct annual training sessions with appropriate personnel.

3. Review and update, as needed, the various contact person lists included in the SORP.

ATTACHMENT H.1
SORP FLOW CHART

SEWER OVERFLOW NOTICE PLAN FLOW CHART – CITY OF SYCAMORE



ATTACHMENT H.2
CITY STREET INDEX AND TRANSPORTATION MAP

2014 Transportation Plan

Transportation Plan Legend

- Primary Arterial
- Secondary Arterial
- Proposed Secondary Arterial
- Major Collector
- Proposed Major Collector
- Minor Collector
- Proposed Minor Collector
- Existing Trail
- Proposed Trail

N

City of Sycamore

Planner:
Wills Burke Kelsey Associates, Ltd.
116 West Main Street, Suite 201
St. Charles, Illinois
T: (630) 443-7755
www.wbkengineering.com

C-2-B 4-A-6 4-B-1 4-B-2 4-B-3 4-B-4 4-B-5 4-B-6 4-C-1 4-C-2 4-C-3 4-C-4 4-C-5 4-C-6 5-A-1 5-A-2 5-A-3 5-A-4 5-A-5 5-A-6 5-B-1 5-B-2 5-B-3 5-B-4 5-B

C-2-C C-2-D C-2-E C-2-F C-3-A C-3-B C-3-C C-3-D C-3-E C-3-F D-1-A D-1-B D-1-C D-1-D D-1-E D-1-F D-2-A D-2-B D-2-C D-2-D D-2-E D-2-F D-3-A D-3-B D-3-C D-3-D D-3-E D-3-F E-1-A E-1-B E-1-C E-1-D E-1-E

WHIPPLE RD
BRANCH KISHWAUKEE RIVER
Kishwaukee River
To Genoa
TWIN OAKS CT
TWIN OAKS DR
NORTH GROVE RD
BRICKVILLE RD
FRANTUM RD
COLEY PL
BRANDON DR
WICKFORD LN
STRATFORD LN
MAGGIE LN
CONCORD DR
PRIMM DR
MOSES DEAN ST
DEAN ST
DUSTIN DR
DAVIS DR
WHITE ST
BOYNTON ST
LINDT ST
LUTHER LOWELL LN
PIONEER WAY
BRIGHTON WAY
SURREY ST
CELERITY DR
OVERLAND DR
NORTH GROVE DR
COVENTRY CIR N
COVENTRY CIR S
PLANK RD
Boynton Park
Future Park
NORTHGATE DR
ALDEN DR
MILLBRIDGE DR
BUCKBOARD LN - PRIVATE
AMHERST DR - PRIVATE
LINDGREN RD
REPUBLIC AV
POTOMAC AV
NATIONAL ST
TRUMAN ST
PRESIDENTIAL PKWY
FORD ST
AMERICAN AV
CAPITAL AV
CONGRESS AV
HERON CREEK DR
NANCY CT
DOLORES LN
North Grove Elementary
Future Park
MOTEL RD
STONEGATE DR
CLAYTON CIR
VILLAGIO DR
WARD BLVD
BARON DR
Chief Black Partridge Nature Preserve
PEACE RD
BRIAR DR
VIKING CT
VIKING DR
WHITTEMORE DR
MERRY OAKS DR
ELLSWORTH DR
MARY HAMSMITH
CHERON CREEK DR
ELI G JEWELL CT
ELI BARNES CT
CAMERON ST
JOHN MARSHALL LN
Founders Park
TEWKSBERRY DR
BRIGGS ST
LUTHER LOWELL LN
NATHAN LATHROP LN
JOSEPH SIXBURY LN
CHARLES WAITES
BRIGHAM CT
CLAUDIA ST
AMELIA CT
DELORES LN
HOFFMAN CT
SPEARS RD
SUNFLOWER DR
SUNFLOWER DR EAST
SUNFLOWER DR SOUTH
MOTEL RD
BRICKVILLE RD
REYNOLDS RD
CHRISTINE DR
DOVETAIL PT
S Branch Kishwaukee River
LETHA WESTGATE DR
JC KELLOG
KELLUM ST
JOHN H SMITH DR
Emil Cassier Park
North Elementary
DUNKERY CT
DUNKERY DR
EASY ST
PINE TRL
BIRCH LN
WOODLAND DR
WOODLAND TRL
OAKLAND DR
Wetzel Park
NICHOLS DR
ROWANTREE RD
THOMAS DR
PRIMROSE LN
ALFRED DR
SWANSON RD
KEVIN ST
MARTIN ST
GABY DR
SPARRHAWK DR
RICHARD ST
BRIAN ST
WENDY ST
MAPLEWOOD DR
ARNEITA ST
ASHWOOD DR
ABBEY LN
MILLER CIR
RACHEL CIR
OSCAR CT
OXFORD CIR
KATHERINE ST
HADLEY CT
MT HUNGER RD
JACKSON BLVD
ALEXANDRIA DR
ROSE DR
PENNY LN
KELLY LN
ARVLE CIR
BUCKINGHAM LN
MARTIN DR
WELLS DR
VIDA CT
DAHL CT
HAMILTON DR
HOPKINS LN
Old Mill Park
Sycamore Junior High
Sycamore Lake Rotary Park
Leon D. Larson Memorial Park
E BRANCH KISHWAUKEE
W MOTEL RD
LIBERTY DR
PRIVATE DR
To Ogle County
64
23
STATE RTE 23
NORTH CROSS ST
PARKER ST
W NORTH AV
LUCAS ST
N MAPLE ST
E NORTH AV
CROSBY AV
MAERTZ DR
MASON CT
DOOMIS ST
ELLEN ST
MAY ST
W PAGE ST
W SYCAMORE ST
N WALNUT ST
PLYMOUTH CT
QUEENSANT ST
E SYCAMORE ST
W EXCHANGE ST
E EXCHANGE ST
SABIN ST
W STATE ST
STATE RTE 23 & 64
N SACRAMENTO ST
GREELEY ST
GRANT ST
W ELM ST
E STATE ST
VISTA TER
KINGSWAY DR
SWANSON ST
E ELM ST
S GOVERNOR ST
S LOCUST ST
S WALNUT ST
E HIGH ST
JENNY DR
JAMI DR
JESSE DR
JOY DR
JOSI DR
DEB DR
GRACE DR
JIM DR
ALI DR
STONE PRAIRIE DR
OLD STATE RD
To Kane County
AIRPORT RD
Sycamore Community Park
JOHNSON AV
Mt. Carmel Cemetery
DONLIN CT
West Elementary School
SUNSET LN
ROOSEVELT CENTER AV
SARAH DR
Sycamore Senior High School
BIRCHWOOD DR
ESTHER AV
ALBERT AV
ARCHIE PL
WEST ST
ALMA ST
FAIR ST
CENTER CROSS ST
STARK AV
WASHINGTON PL
SOUTH AV
PARK AV
S CALIFORNIA ST
MAPLE ST
Charley Laing Memorial Park
SPARTAN TRL
WATERMAN ST
S MAIN ST
E OTTAWA ST
HOME ST
TERRACE DR
CRESCENT DR
PARKSIDE DR
PARKMOOR CT
KISHWAUKEE DR
W LINCOLN ST
E LINCOLN ST
LINCOLNSHIRE DR
Southeast Elementary School
MCLAREN DR NORTH
MCLAREN DR SOUTH
W TURNER PL
E COVERLANE DR
S COVERLANE DR
CAMBRIDGE PL
FAIRWAY LN
INDEPENDENCE AV
HILLSIDE RD
CHANDAN WAY
PURI PKWY
ANJALI CT
PLAZA DR
DEKALB AV
EDWARD ST
CHARLES ST
STEVENS AV
HILLCREST DR
SOUTH CROSS ST
ELMWOOD ST
Elmwood Cemetery
VICTOR ST
CARLSON ST
SOUTH AV
CHAUNCEY ST
WYMAN ST
VAUGHN CT
FORDHOME DR
CONSTANCE LN
ELIZABETH CIR
BROCK CIR
CROATIAN CT
KENNICOTT CT
WOODGATE DR
CEDAR BROOK CT
HATHAWAY DR
COLTONVILLE RD
FAIRLAND DR
ELECTRIC PARK DR
BERKSHIRE CT
KRPAN DR
MEADOW LN
SCOTT DR
HILL ST
EMMERT DR
Kiwanis Prairie Park
BORDEN AV
ORCHARD LN
W VANCE ST
E VANCE ST
TOWNSEND ST
W KERR ST
WILD ST
COMMERCIAL ST
LAMOG CT
MARY ANN CIR
IVAN DR
COOLIDGE CT
BECKER PL
LEAH CT
ROGERS WAY
ZAGREB AV
SANDBERG DR
CHAUTAUQUA LN
MANDA DR
Future Park
Parkside Preserve
FREEDOM CIR
GREENLEAF ST
JUNIPER DR
NOTTINGHAM RD
BAILEY RD
PARK AV
ARBOR LN
GEORJEAN CT
GEORGE ST
KAY-LEE CT
CONLIN AV
W PERRY CT
S PERRY CT
MANESS CT
FULTON LN
MCALLISTER CT
THURROW ST
BROWER PL
PARKSIDE DR
JOAN PL
HANNA LN
WILKINS RD
OHIO GV
LYNN AV
RESTON CT
RESTON BLVD
BETHANY RD
SOMONAUK RD
WATERBURY LN W
WATERBURY LN E
SOMERSET LN
QUIGLEY RD
E BRANCH KISHWAUKEE
Sycamore Cemetery
Sycamore Senior High School
Brothers Park
Kiwanis Prairie Park
South Prairie Elementary School
Emerick & Stanley Larson Park
Future Park
HIGHLAND DR
EASTGATE DR
OAK LN
PINE ST
WILLOW ST
W STONEHENGE DR
E STONEHENGE DR
LONGWOOD DR
BROOKHILL LN
RUSSET LN
FOXBEND DR
DEVONSHIRE DR SOUTH
DEVONSHIRE DR NORTH
MILAN DR NCT
MILAN DR SCT
IRONWOOD DR
PEBBLEWOOD CT
TIMBERWOOD DR
BAYBERRY LN
MERCANTILE DR
EDGEBROOK LN
HAWTHORNE LN
CHESTNUT ST
HICKORY LN
BRIARWOOD LN
LAUREL LN
MULBERRY LN
HUCKLEBERRY LN
LILAC LN
APPLEWOOD LN
CHERRYWOOD LN
MIDLANDS CT
GLEN CIR WEST
GLEN CIR EAST
ABERDEEN CT
MEDITERRANEAN DR
DANIEL CT
CONCIDINE CT
DELANEY CT
ADRIENNE CIR
AFTON RD
MARIA CT
HEALTH SERVICES DR
GATEWAY DR
HAUSER ROSS DR
DOSEN DR
SYCAMORE RD
OAKLAND DR
WIRSING PKWY
PEACE RD
City of DeKalb
To Cortland
DeKalb County
Inset A
W EXCHANGE ST
DeKalb County Administration Building
DeKalb County Legislative Center
DeKalb County Courthouse
DeKalb County Public Safety Building
Sycamore Library
Sycamore Municipal Building
Sycamore Post Office

N W E S

DeKalb County Government
Information Management Office
110 East Sycamore Street
Sycamore, IL 60178
815-895-1643

view map at www.dekalbcounty.org

City of Sycamore

www.cityofsycamore.com
Pop. 17,519

Population data is from the 2010 U.S. Census.

Updated: November 2012 BH
Printed: November 2012

0 1000 2000
Feet

City of Sycamore Street Index

Updated: March 2013

Abbey Ln	5-A-4 & D-1-E	Cambridge Pl	5-A-5 & D-3-A	Edgebrook Ln	4-B-4 & D-3-D
Aberdeen Ct	4-B-5 & D-3-F	Camden Ct	4-C-1 & D-3-B	Edward St	4-C-3 & D-2-F
Adrienne Cir	4-C-2 & D-3-D	Cameron St	5-A-6 & D-1-B	Edward St	4-C-5 & D-2-F
Afton Rd	4-C-2 & D-3-E	Capital Av	5-B-2 & C-3-F	El Fran Dr	4-C-3 & D-1-C
Airport Rd	5-B-2 & D-2-F	Carlson St	4-C-5 & D-3-A	Electric Park Dr	4-B-4 & D-3-C
Albert Av	4-C-3 & D-2-E	Cedar Brook Ct	4-B-6 & D-3-B	Eli Barnes Ct	5-A-5 & D-1-B
Alden Dr	5-A-5 & C-3-E	Celerity Dr	5-A-6 & C-3-E	Eli G Jewell Ct	5-A-5 & D-1-A
Alexandria Dr	5-A-3 & D-1-E	Center Av	4-C-4 & D-2-D	Elizabeth Cir	4-B-5 & D-3-A
Alfred Dr	5-A-3 & D-1-D	Center Cross St	4-C-4 & D-2-D	Ellen St	4-C-5 & D-2-C
Ali Dr	5-B-3 & D-2-D	Chandan Way	4-B-5 & D-2-F	Ellsworth Dr	5-A-3 & D-1-A
Alma St	4-C-4 & D-2-D	Charles St	4-C-4 & D-2-F	W Elm St	5-A-1 & D-2-D
Amelia Ct	5-B-1 & D-1-A	Charles St	4-C-5 & D-2-F	E Elm St	5-A-3 & D-2-E
Amherst Dr Private	5-A-6 & C-3-F	Charles Waite St	5-A-6 & D-1-A	Elmwood St	4-C-3 & D-3-A
Anjali Ct	4-B-5 & D-2-E	Chauncey St	4-C-6 & D-3-A	Emanuel Ln	5-A-5 & D-3-B
Applewood Ln	4-B-1 & D-3-E	Chautauqua Ln	5-A-1 & D-3-D	Emmert Dr	4-C-4 & D-3-A
Arbor Ln	4-C-6 & D-3-C	Cherrywood Ln	4-B-1 & D-3-E	Emmsen Dr	4-C-4 & D-3-B
Archie Pl	4-C-4 & D-2-E	Chestnut St	4-B-3 & D-3-D	Esther Av	4-C-3 & D-2-E
Arneita St	5-A-5 & D-1-D	Christine Dr	4-C-1 & D-1-B	Everett St	5-A-3 & D-1-D
Arvle Cir	5-A-4 & D-2-A	Cl Hudson St	5-A-6 & D-1-A	W Exchange St	5-A-1 & D-2-C
Ashwood Dr	5-A-4 & D-1-E	Clayton Cir	4-C-5 & C-3-F	E Exchange St	5-A-3 & D-2-D
Axcel Ln	4-C-3 & D-1-D	S Cloverlane Dr	5-A-4 & D-3-A	Fabien Dr	4-C-2 & D-1-E
Bailey Rd	5-A-2 & D-3-B	E Cloverlane Dr	5-A-3 & D-3-A	Fair St	4-C-4 & D-2-C
Bailey Rd	5-A-2 & D-3-D	Coley Pl	5-A-2 & C-3-D	Fairland Dr	4-B-4 & D-3-C
Baron Dr	5-A-3 & C-3-F	Coltonville Rd	4-B-4 & D-3-B	Fairway Ln	5-A-5 & D-3-A
Bayberry Ln	4-B-6 & D-3-C	Commercial St	5-A-1 & D-3-C	Fenstermaker Rd	5-A-6 & E-1-B
Beach Ln	4-C-2 & D-1-E	Concidine Ct	4-C-1 & D-3-E	Florence Dr	5-A-2 & D-1-D
Becker Pl	4-C-6 & D-3-C	Concord Dr	5-A-2 & C-3-E	Ford St	5-B-3 & D-1-A
Becker Pl	5-A-4 & D-3-C	Congress Av	5-B-2 & D-1-A	W Forestview Dr	4-B-4 & D-1-C
Berkshire Ct	4-C-2 & D-3-B	Conlin Av	4-C-6 & D-3-E	Forestview Dr	4-B-6 & D-1-C
Bethany Rd	4-B-6 & D-3-F	Constance Ln	4-C-2 & D-3-B	Fox Av	4-C-2 & D-2-F
Bethany Rd	5-A-2 & D-3-F	Constitution St	5-B-3 & C-3-F	Fox Av	4-C-3 & D-2-F
Birch Ln	4-C-6 & D-1-C	Coolidge Ct	5-A-3 & D-3-C	Foxbend Dr	4-C-1 & D-3-C
Birchwood Dr	4-C-3 & D-2-E	Cottage Row	4-C-5 & D-2-F	Foxpointe Dr	4-C-2 & D-3-A
Boies Pl	4-C-3 & D-1-C	Coventry Cir N	5-B-1 & C-3-D	Frantum Rd	4-C-6 & C-3-D
Borden Av	4-C-3 & D-3-B	Coventry Cir S	5-B-1 & C-3-D	Frantum Rd	4-C-6 & C-3-F
Borden Av	4-C-5 & D-3-B	Crescent Dr	5-A-3 & D-2-E	Freed Rd	4-C-1 & D-1-D
Boynton St	5-A-4 & C-3-D	Croatian Ct	4-B-5 & D-3-A	Freedom Cir	5-A-4 & D-3-C
Bradley Ln	4-C-1 & D-1-D	Crosby Av	4-C-3 & D-2-B	Fulton Ln	4-C-6 & D-3-E
Brandon Pl	5-A-2 & C-3-E	Dahl Ct	5-A-4 & D-2-A	Gaby Dr	5-A-5 & D-1-D
Bremner Dr	5-A-6 & D-1-A	Daniel Ct	4-C-1 & D-3-D	Garden Ct	4-C-6 & D-3-B
Brentwood Dr	4-B-6 & D-1-C	Darling Ct	4-C-1 & D-3-C	Gateway Dr	4-B-4 & E-1-B
Brian St	5-A-4 & D-1-D	David Dr	4-C-1 & D-1-D	George St	4-C-6 & D-3-D
Briar Dr	4-C-4 & C-3-F	Davis Dr	5-A-4 & C-3-D	Georjean Ct	4-C-5 & D-3-D
Briarwood Ln	4-B-3 & D-3-E	Dean St	5-A-4 & C-3-D	Gingercreek Ct	4-B-5 & D-3-C
Brickville Rd	4-C-2 & C-3-D	Deb Dr	5-B-1 & D-2-D	Glen Cir East	4-B-3 & D-3-F
Brickville Rd	4-C-2 & C-3-F	Dekalb Av	4-C-2 & D-2-F	Glen Cir West	4-B-2 & D-3-F
Brickville Rd	4-C-6 & D-1-D	Delaney Ct	4-C-2 & D-3-E	S Governor St	5-A-2 & D-2-D
Briggs St	5-A-5 & D-1-A	Devonshire Dr North	4-C-3 & D-3-C	Grace Dr	5-B-1 & D-2-D
Brighton Way	5-A-6 & C-3-D	Devonshire Dr South	4-C-2 & D-3-C	Grant St	4-C-5 & D-2-D
Bristol Dr East	4-C-2 & D-3-B	Dolores Ln	5-A-6 & C-3-F	Greeley St	4-C-5 & D-2-D
Bristol Dr West	4-C-1 & D-3-B	Donlin Ct	4-C-3 & D-2-D	Greenleaf St	5-A-3 & D-3-B
Brock Cir	4-B-6 & D-3-A	Dosen Dr	4-B-5 & E-1-C	Hadley Ct	5-A-5 & D-1-F
Brook Ct	4-B-5 & D-3-C	Dovetail Pt	4-B-4 & D-1-B	Hamiltondr	5-A-4 & D-2-A
Brookhill Ln	4-B-5 & D-3-D	Dunkery Ct	4-C-3 & D-1-B	Hanna Ln	5-A-4 & D-3-E
Brower Pl	5-A-1 & D-3-E	Dunkery Dr	5-A-1 & D-1-C	Hathaway Dr	4-C-1 & D-3-B
Buckboard Ln Private	5-A-6 & C-3-E	Dustin Dr	5-A-4 & C-3-D	Hauser Ross Dr	4-B-5 & E-1-B
Buckingham Ln	5-A-4 & D-2-A	Eastgate Dr	4-B-4 & D-3-C	Hawthorne Ln	4-B-3 & D-3-D
S California St	4-C-6 & D-2-E	Easy St	4-C-6 & D-1-C	Health Services Dr	4-B-2 & E-1-A

City of Sycamore Street Index

Updated: March 2013

Heron Creek Dr	5-A-5 & D-1-A
Heron Creek Dr	5-B-2 & D-1-A
Hickory Ln	4-B-3 & D-3-E
E High St	5-A-2 & D-2-E
Highland Dr	4-B-4 & D-3-C
Hill St	4-C-4 & D-3-B
Hillcrest Dr	4-C-3 & D-3-A
Hillside Rd	5-B-2 & D-3-B
Hoffman Ct	4-B-5 & D-1-A
Home St	5-A-2 & D-2-F
Hopkins Ln	5-A-5 & D-2-B
Huckleberry Ln	4-B-3 & D-3-E
Independence Av	5-A-5 & D-3-B
Ironwood Dr	4-B-6 & D-3-D
Ivan Dr	5-A-4 & D-3-C
Jackson Blvd	5-A-4 & D-1-F
Jami Dr	5-B-1 & D-2-D
Janet St	4-C-5 & D-1-D
Jc Kellog St	4-C-5 & D-1-A
Jenny Dr	5-B-2 & D-2-D
Jesse Dr	5-B-2 & D-2-D
Jim Dr	5-B-2 & D-2-E
Joan Pl	5-A-3 & D-3-E
John Marshall Ln	5-A-6 & D-1-B
John St	4-C-4 & D-1-D
Johnson Av	4-C-2 & D-2-D
Joseph Sixbury St	5-A-6 & D-1-A
Josi Dr	5-B-2 & D-2-D
Joy Dr	5-B-2 & D-2-D
Juniper Dr	5-A-2 & D-3-B
Katherine St	5-A-6 & D-1-F
Kaylee Ct	4-C-6 & D-3-D
Kellum St	4-C-6 & D-1-A
Kelly Ln	5-A-3 & D-2-A
Kennicott Ct	4-B-5 & D-3-B
W Kerr St	5-A-1 & D-3-C
Kerrybrook Ct	4-B-5 & D-3-D
Kevin St	5-A-4 & D-1-D
Kingsway Dr	5-A-4 & D-2-D
Kishwaukee Dr	5-A-3 & D-2-F
Krpan Dr	4-C-3 & D-3-B
Lamois Ct	5-A-1 & D-3-C
Larson St	4-C-4 & D-1-D
Laurel Ln	4-B-3 & D-3-E
Leah Ct	5-A-1 & D-3-D
Letha Westgate Dr	4-C-5 & D-1-A
Liberty Dr	4-B-4 & D-2-B
Lilac Ln	4-B-2 & D-3-E
W Lincoln St	5-A-1 & D-2-F
E Lincoln St	5-A-2 & D-2-F
Lincolnshire Dr	5-A-3 & D-3-A
Lindley St	5-A-5 & C-3-D
S Locust St	5-A-1 & D-2-E
London Ct	4-C-2 & D-3-B
Longwood Dr	4-B-5 & D-3-C
Loomisst	4-C-4 & D-2-C
Lucas St	5-A-1 & D-2-B
Luther Lowell Ln	5-A-5 & C-3-D
Luther Lowell Ln	5-A-5 & C-3-F
Lynn Av	4-C-5 & D-3-F
Maertz Dr	4-C-4 & D-2-B
Maggie Ln	5-A-2 & C-3-E
S Main St	5-A-1 & D-2-E
Manda Dr	5-A-3 & D-3-D
Maness Ct	4-C-5 & D-3-E
S Maple St	5-A-1 & D-2-E
N Maple St	5-A-1 & D-2-B
Maplewood Dr	5-A-1 & D-1-E
Maplewood Dr	5-A-4 & D-1-E
Marhof Dr	4-C-2 & D-1-D
Maria Ct	4-C-2 & D-3-D
Martin Dr	5-A-5 & D-2-A
Martin St	5-A-5 & D-1-D
Mary Ann Cir	5-A-2 & D-3-C
Mary Ann Cir	5-A-4 & D-3-C
Mary Hamsmithct	5-A-4 & D-1-A
Marywood Ct	4-C-1 & D-3-C
Mason Ct	4-C-4 & D-2-B
May St	4-C-5 & D-2-C
Mcallister Ct	4-C-6 & D-3-D
Mclaren Dr North	5-A-1 & D-3-A
Mclaren Dr South	5-A-1 & D-3-A
Meadow Brook Ct	4-B-5 & D-3-C
Meadow Ln	4-C-3 & D-3-B
Mediterranean Dr	4-B-6 & D-3-E
Mercantile Dr	4-B-6 & D-3-D
Merry Oaks Dr	5-A-3 & D-1-A
Michael St	4-C-4 & D-1-E
Midlands Ct	4-B-4 & D-3-E
Milan Dr N	4-C-1 & D-3-D
Milan Dr S	4-C-1 & D-3-D
Millbridge Dr	5-A-2 & C-3-E
Millie Cir	5-A-4 & D-1-F
W Motel Rd	4-B-4 & D-1-F
Motel Rd	4-B-5 & D-1-A
Motel Rd	4-B-6 & C-3-F
Mt Hunger Rd	5-A-6 & D-2-A
Mulberry Ln	4-B-2 & D-3-E
Nancy Ct	5-B-1 & C-3-F
Nathan Lattin Ln	5-A-6 & C-3-F
National St	5-B-2 & C-3-F
Nichols Dr	5-A-2 & D-1-C
Nicole Pl	5-A-1 & D-3-A
W North Av	5-A-1 & D-2-B
E North Av	5-A-2 & D-2-B
North Cross St	4-C-5 & D-2-A
North Grove Rd	4-C-6 & C-3-C
North Grove Rd	5-B-1 & C-3-D
Northgate Dr	5-A-5 & C-3-E
Nottingham Rd	5-A-2 & D-3-B
Oak Ln	4-B-3 & D-3-C
Oakland Dr	4-B-4 & E-1-C
Oakland Dr	5-A-1 & D-1-C
Oakland Dr	5-A-1 & D-1-D
Ohio Gv	5-A-1 & D-3-F
Old State Rd	4-A-6 & D-1-F
Old State Rd	5-B-3 & D-2-E
Olin H Smith Dr	4-C-5 & C-3-F
Olin H Smith Dr	4-C-6 & D-1-A
Orchard Ln	4-C-6 & D-3-B
Oscar Ct	5-A-5 & D-1-E
E Ottawa St	5-A-2 & D-2-E
Overland Rd	5-A-6 & C-3-E
Oxford Cir	5-A-5 & D-1-F
W Page St	5-A-1 & D-2-B
Park Av	4-C-5 & D-3-C
Park Av	4-C-5 & D-3-E
Park Av	4-C-6 & D-2-E
Parker St	4-C-6 & D-2-A
Parkmoor Ct	5-A-4 & D-2-F
Parkside Dr	5-A-3 & D-3-B
Parkside Dr	5-A-3 & D-3-E
Parkside Dr	5-A-4 & D-2-E
Peace Rd	4-C-1 & E-1-A
Peace Rd	5-A-1 & C-3-F
Pebblewood Dr	4-B-6 & D-3-C
Pebblewoodct	4-B-6 & D-3-D
Penny Ln	5-A-3 & D-1-F
W Perry Ct	4-C-6 & D-3-E
S Perry Ct	4-C-6 & D-3-F
Pine St	4-B-3 & D-3-C
Pine Trl	4-C-6 & D-1-C
Pioneer Way	5-A-5 & C-3-D
Plank Rd	5-B-2 & C-3-C
Plaza Dr	4-C-1 & D-2-F
Pleasant St	5-A-3 & D-2-C
Plymouth Ct	5-A-3 & D-2-C
Potomac Av	5-B-3 & C-3-F
W Prairie Dr	4-C-2 & D-3-E
S Prairie Dr	4-C-4 & D-3-C
Presidential Pkwy	5-B-3 & C-3-F
Primm Dr	5-A-3 & C-3-E
Primrose Ln	5-A-2 & D-1-D
Private Dr	4-B-4 & D-2-B
Prosser Dr	5-A-1 & D-1-D
Puri Pkwy	4-B-6 & D-2-E
Quigley Rd	5-B-3 & D-3-E
Rachel Cir	5-A-4 & D-1-F
Rae Dr	4-C-2 & D-1-D
Rain Tree Ct	4-B-6 & D-3-C
E Reckitt St	5-A-1 & D-3-B
Republic Av	5-B-3 & C-3-F
Reston Blvd	5-A-1 & D-3-F
Reston Ct	5-A-1 & D-3-F
Reynolds Rd	4-C-3 & D-1-A
Richard St	5-A-3 & D-1-D
Ridge Dr	4-B-4 & D-3-B
Rivers Dr	4-C-3 & D-1-C
Rogers Way	5-A-2 & D-3-D
Roosevelt Ct	4-C-4 & D-2-D
Rose Dr	5-A-3 & D-1-F
Rowantree Rd	5-A-2 & D-1-C
Russet Ln	4-B-6 & D-3-C
Sabin St	5-A-4 & D-2-D

City of Sycamore Street Index

Updated: March 2013

S Sacramento St	4-C-6 & D-2-D
N Sacramento St	4-C-6 & D-2-C
Sandberg Dr	5-A-4 & D-3-D
Sandcastle Dr	4-C-2 & D-1-D
Sarah Dr	4-B-6 & D-2-D
Scott Dr	4-C-3 & D-3-B
Somerset Ln	4-C-5 & D-3-F
Somonauk Rd	4-C-6 & E-1-A
South Av	4-C-5 & D-2-E
South Av	4-C-5 & D-3-A
South Cross St	4-C-4 & D-2-F
Sparkhayes Dr	5-A-3 & D-1-C
Spartan Trl	4-C-3 & D-2-E
Spears Rd	4-B-5 & C-3-F
Stanley Ct	4-C-4 & D-1-C
Starfish Ln	4-C-1 & D-1-E
Stark Av	4-C-5 & D-2-D
State Rte 23	4-B-4 & D-3-E
State Rte 23	4-B-4 & E-1-A
State Rte 23	5-A-2 & D-2-A
State Rte 23 & 64	4-C-5 & D-2-C
W State St	4-C-6 & D-2-D
E State St	5-A-3 & D-2-D
Sterling Dr	4-B-5 & D-1-C
Stevens Av	4-C-3 & D-2-F
Stone Prairie Dr	5-B-2 & D-2-E
Stonegate Dr	4-C-5 & C-3-F
W Stonehenge Dr	4-B-2 & D-3-C
E Stonehenge Dr	4-B-3 & D-3-C
Stratford Ln	5-A-2 & C-3-E
Sunflower Dr	4-C-1 & C-3-F
Sunflower Dr East	4-C-2 & D-1-A
Sunflower Dr South	4-B-6 & D-1-A
Sunset Ln	4-C-3 & D-2-D
Surrey St	5-A-6 & C-3-E
Susan St	4-C-5 & D-1-D
Swanberg Ct	4-C-3 & D-1-D
Swanson Rd	5-A-3 & D-1-C
Swanson St	5-A-4 & D-2-D
Sycamore Rd	4-B-3 & E-1-C
W Sycamore St	5-A-1 & D-2-C
E Sycamore St	5-A-3 & D-2-C
Terrace Dr	5-A-3 & D-2-E
Tesla Ct	4-C-2 & D-1-C
Tewksberry Dr	5-A-2 & D-1-A
Thomas Dr	5-A-1 & D-1-D
Thornwood Dr	4-C-3 & D-3-D
Thurow St	5-A-1 & D-3-E
Timberwood Ct	4-B-6 & D-3-B
Townsend St	4-C-6 & D-3-C
Truman St	5-B-2 & C-3-F
W Turner Pl	5-A-1 & D-3-A
Twin Oaks Ct	4-B-6 & C-3-B
Twin Oaks Dr	4-B-6 & C-3-B
W Vance St	4-C-6 & D-3-B
E Vance St	5-A-1 & D-3-B
Vaughn Ct	4-C-3 & D-3-A
Victor St	4-C-4 & D-3-A
Vida Ct	5-A-5 & D-2-A
Viking Ct	5-A-1 & D-1-A
Viking Dr	4-C-6 & D-1-A
Villagio Dr	4-C-4 & C-3-F
Vista Ter	5-A-4 & D-2-D
S Walnut St	5-A-2 & D-2-E
N Walnut St	5-A-2 & D-2-C
Ward Blvd	5-A-2 & C-3-F
Washington Pl	4-C-5 & D-2-E
Waterbury Ln E	4-C-5 & E-1-A
Waterbury Ln W	4-C-4 & E-1-A
Waterman St	4-C-6 & D-2-F
Welling Ton Ct	4-C-2 & D-3-C
Wellsdr	5-A-5 & D-2-A
Wendy St	5-A-4 & D-1-D
West St	4-C-3 & D-2-E
Whipple Rd	4-C-6 & C-2-C
White St	5-A-5 & C-3-D
Whittemore Dr	5-A-3 & D-1-A
Wickford Ln	5-A-1 & C-3-E
Wild St	5-A-1 & D-3-C
Wild St	5-A-1 & D-3-D
Wilkins Rd	5-A-1 & D-3-F
William St	4-C-3 & D-1-D
Willow St	4-B-3 & D-3-C
Windfield Dr	4-C-3 & D-1-D
Windsor Ct	4-C-4 & D-3-B
Wirsing Pkwy	4-B-6 & E-1-D
Woodgate Dr	4-B-6 & D-3-B
Woodland Dr	4-C-6 & D-1-C
Woodland Trl	4-C-6 & D-1-C
Wyman St	4-C-5 & D-3-A
Yorkshire Dr North	4-C-1 & D-3-C
Zagreb Av	5-A-4 & D-3-D

ATTACHMENT H.3
UTILITY AND JURISDICTIONAL CONTACTS

Utility Contacts

Company	Name	Email	Phone
NICOR-	David A. Pietryla	dpietryl@southernco.com	331-223-7597
NICOR- New Construction	Sandy Farrel	Sfarrel@aglresources.com	
NICOR- Disconnection	Ryan Patterson	rpatterson@aglresources.com	224-268-7655
ComEd-	George Gaulrapp	george.gaulrapp@comed.com	Cell: (815) 233-4631 Office: (815)-490-2729
Frontier-	Roger Kline	Roger.Kline@ftr.com	779-222-6077
Comcast- All Issues	Mike Owens		224-229-3037
Comcast- All Issues	Donna Zies		224-229-3037

Jurisdictional Contacts

Agency	Name	Email	Phone
City of Sycamore- Public Works	Fred Busse	fbusse@cityofsycamore.com	815-895-3545 815-739-1198
City of Sycamore- Public Works	Jake Keck	jkeck@cityofsycamore.com	815-895-3545 815-701-7569
IEMA- Coordinator Office Coordinator	Michael Borcky, Lisa Anderson,		815/433-7161
City of Sycamore - Engineering	Mark Bushnell	mbushnell@cityofsycamore.com	815-895-4557 815-739-1011
City of Sycamore –Police Department	Jim Winters	jwinters@sycamorepd.com	815-895-3435
City of Sycamore – Fire Department	Chief Polarek	ppolarek@cityofsycamore.com	815-895-4514
IEPA	TBD	TBD	815-987-7058
IDNR	Mark McCauley	Mark.mccauley@illinois.gov	217–524–1047
IDOT- Permits	Ron Woodward	Ronald.Woodward@illinois.gov	815-434-8430

DeKalb County Highway Department	Nathan Schwartz	nschwartz@dekalbcounty.org	
DeKalb Township- Roadway Commissioner	Craig Smith		C-815-761-7817 O-815-758-5658
Sycamore Township- Roadway Commissioner	Billy Powers		C-815-895- 6766 O- 815-739-0294
Cortland Township- Roadway Commissioner	Gaylord Lockwood		C- 815-739-5719 O- 815-758-3237
WLBK		WLBKnews@gmail.com	815-748-1000

Links

DeKalb County Highway - http://dekalbcounty.org/Highway/hwy_telephone.html

IDNR- https://www3.illinois.gov/teledirectory/pdfs/16people.pdf

IEPA- http://epadata.epa.state.il.us/directory-services/

IDOT- http://www.idot.illinois.gov/assets/uploads/files/doing-business/directories/highways/permits/district%20project%20support%20contacts.pdf

IEMA- https://www.illinois.gov/iema/Contacts/Pages/Contacts-Regional.aspx