

State of Illinois) SS
Belvidere, Illinois)

BELVIDERE CITY COUNCIL
REGULAR MEETING
AGENDA

April 15, 2019

Convened in the Council Chambers, 401 Whitney Blvd, Belvidere IL at 7:00 p.m.
Mayor Chamberlain presiding.

(1) Roll Call:

(2) Pledge of Allegiance:
Invocation:

(3) Public Comment: (Please register with the City Clerk):

(4) Approval of Minutes:

(A) Approval of minutes of the regular meeting of the Belvidere City Council of
April 1, 2019; as presented.

(5) Public Hearing:

(6) Special Messages and Proclamations:

(A) Comcast Cares Day Proclamation.

(7) Approval of Expenditures: General & Special Fund Expenditures: \$1,254,411.52
Water & Sewer Fund Expenditures: \$ 354,980.06

(8) Committee Reports and Minutes of City Officers:

(A) Belvidere Police Department Overtime Report of March 26, 2019 through
April 8, 2019.

(B) Belvidere Fire Department Overtime Report of March 27, 2019 through
April 9, 2019.

(C) Monthly Treasurer's Report of March 2019.

(D) Monthly General Fund Report of March 2019.

(E) Monthly Water/Sewer Fund Report of March 2019.

(F) Monthly Building Department Revenues/Activity of March 2019.

(G) Monthly Community Development/Planning Department Report of
March 2019.

(H) Minutes of City-County Coordinating Committee of March 13, 2019.

(I) Minutes of Planning and Zoning Commission of April 9, 2019.

(J) Minutes of Committee of the Whole – Building, Planning and Zoning and Public Works of April 8, 2019.

(9) Unfinished Business:

(A) Ord. #443H – 2nd Reading: An Ordinance Amending Section 114-404 (b) of the Belvidere Municipal Code to Modify Sewer Rates.

Tabled February 4, 2019

(10) New Business:

(A) Ord. #451H – 1st Reading: An Ordinance Authorizing the Sale of Certain Personal Property (Public Works 2007 Ford Pickup Truck).

(B) Ord. #452H – 1st Reading: An Ordinance Annexing Certain Territory Owned by the City of Belvidere located at High Line Street and Lake Shore Drive to the City of Belvidere, Boone County, Illinois.

(C) Ord. #453H – 1st Reading: An Ordinance Amending Chapter 150, Zoning Ordinance of the Municipal Code (Exterior Commercial Vehicle and Equipment Storage in Office and Commercial Districts, Temporary Signs, Freestanding Signs Table, Buildings Signs Table, Permitted Building and Freestanding Sign by Type and Zoning District Table, Mobile Home Park Residential Development, Appendix C Land Use Summary Chart, Neighborhood Office District, Planned Office District, Neighborhood Business District, Planned Business District, General Business District, Planned Industrial District, General Industrial District, Heavy Industrial District).

(D) Res. #2096-2019: A Resolution Approving the City of Belvidere Enforcement Response Plan.

Motions of City-County Coordinating Committee of March 13, 2019.

Motions of Co-Chairman Snow:

(A) Motion to approve the Courthouse basement antenna amplifier from Installation Services Inc. in the amount of \$14,250 invoice #5893 with a 50/50 split between the City and County.

(B) Motion to approve TRC invoice #343025 in the amount of \$8,692.33 with a 50/50 split with the City and County.

(C) Motion to approve Nijman Franzetti invoice #16439 in the amount of \$490 with a 50/50 split with the City and County.

Motions of Building, Planning and Zoning of April 8, 2019 – Chairman Snow:

- (A) Motion to consent and approve the appointment of Mr. Carl Gnewuch to the Belvidere Planning and Zoning Commission for a five-year term, ending in May 2024.
- (B) Motion to consent and approve the appointment of Mr. David Kummerow and Ms. Alexandra Omiotek to the Belvidere Historic Preservation Commission for a three-year term, ending in May 2022.

Motions of Public Works of April 8, 2019 – Chairman Brooks:

- (A) Motion to approve the water and sewer connection fees and meter fees be waived and that Habitat for Humanity reimburse the City for direct expenses for the installation of a sanitary sewer service and water service to the property line of 621 East Locust Street.
- (B) Motion to approve the purchase of a new 2019 Ford F250 pickup truck with utility box through the Illinois State Bid at a cost of \$32,455. The truck will be paid for from the remaining \$18,000 in the current Water Department Capital Budget for Equipment Replacement and \$14,455 from the Water Depreciation Account.

Motions of Public Safety of April 8, 2019 – Chairman Crawford:

- (C) Motion to authorize the purchase of two (2) Motorola Starcom 21 SPX 4000 7/800 MHZ Model 2 Portable Radios at \$3,514.29 each; for a total cost of \$7,028.58 using funds budgeted in the Equipment line item 01-5-210-8200 for the purchase of portable radios.

(11) Adjournment:

State of Illinois SS
Belvidere, Illinois

**Belvidere City Council
Regular Session
Minutes**

Date: April 1, 2019

Convened in the Belvidere City Council Chambers, 401 Whitney Blvd, Belvidere Illinois at 7 p.m.

Call to order by Mayor Chamberlain.

- (1) Roll Call: Present: M. Borowicz, G. Crawford, W. Frank, M. Freeman,
T. Porter, T. Ratcliffe, M. Sanderson, D. Snow and C. Stevens.
Absent: R. Brooks.

Other staff members in attendance:

Budget and Finance Director Becky Tobin, Director of Buildings Kip Countryman,
City Treasurer Thornton, Public Works Director Brent Anderson, Community
Development Planner Gina DelRose, Fire Chief Hyser, Police Chief Woody,
City Attorney Drella and City Clerk Arco.

- (2) Pledge of Allegiance:
Invocation:

(3) Public Comment:

(4) Approval of Minutes:

(A) Approval of minutes of the regular meeting of the Belvidere City Council of
March 18, 2019; as presented.

Motion by Ald. Crawford, 2nd by Ald. Porter to approve the minutes of the regular
meeting of the Belvidere City Council of March 18, 2019. Roll Call Vote: 8/0/1 in favor.
Ayes: Crawford, Frank, Freeman, Porter, Ratcliffe, Sanderson, Snow and Stevens.
Nays: None. Abstain: Borowicz. Motion carried.

(5) Public Hearing: Annual Budget for 2019-2020 fiscal year.

Mayor Chamberlain opened the public hearing at 7:03 p.m. and read the publication that
appeared in the Boone County Journal on March 22, 2019 and asked if there was anyone
here to address the public hearing, there being none the public hearing closed at 7:04 p.m.

(6) Special Messages:

- (A) Deputy Chief Gardner recognized the completion of probationary period for Police Officer Jorge Abonce Jr.

(7) Approval of Expenditures: None.

(8) Committee Reports & Minutes of City Officers:

- (A) Belvidere Police Department Overtime Report of March 12, 2019 through March 25, 2019.
- (B) Belvidere Fire Department Overtime Report of March 13, 2019 through March 26, 2019.

Let the record show these reports were placed on file.

- (C) Minutes of Committee of the Whole – Public Safety and Finance and Personnel of March 25, 2019.

Motion by Ald. Sanderson, 2nd by Ald. Borowicz to approve the minutes of Committee of the Whole – Public Safety and Finance and Personnel of March 25, 2019.

Roll Call Vote: 9/0 in favor. Ayes: Crawford, Frank, Freeman, Porter, Ratcliffe, Sanderson, Snow, Stevens and Borowicz. Nays: None. Motion carried.

(9) Unfinished Business:

- (A) Ord. #443H – 2nd Reading: An Ordinance Amending Section 114-404 (b) of the Belvidere Municipal Code to Modify Sewer Rates.
Tabled February 4, 2019.
- (B) Ord. #446H – 2nd Reading: An Ordinance Budgeting for all Corporate Purposes for the City of Belvidere, Boone County, Illinois for the fiscal year beginning May 1, 2019 and ending April 30, 2019.

Motion by Ald. Crawford, 2nd by Ald. Ratcliffe to pass Ord. #446H – FY20 Budget.

Motion by Ald. Stevens, 2nd by Ald. Sanderson to remove the firefighter salary of \$20,000 from the Fire Department budget. Roll Call Vote: 4/5 in favor.

Ayes: Porter, Sanderson, Stevens and Borowicz. Nays: Frank, Freeman, Ratcliffe, Snow and Crawford. Motion lost.

Motion by Ald. Freeman, 2nd by Ald. Stevens to fund a full time firefighter for FY20 budget. Motion was withdrawn by Ald. Freeman.

Roll Call Vote: 8/1 on Ord. #446H – FY20 Budget. Ayes: Freeman, Porter, Ratcliffe, Sanderson, Snow, Borowicz, Crawford and Frank. Nays: Stevens. Motion carried.

- (C) Ord. #447H – 2nd Reading: An Ordinance Granting a Special Use to Allow Indoor Commercial Entertainment (Bar with Video Gaming) within the PB, Planned Business District (982 Belvidere Road).

Motion by Ald. Frank, 2nd by Ald. Snow to pass Ord. #447H. Roll Call Vote: 9/0 in favor. Ayes: Porter, Ratcliffe, Sanderson, Snow, Stevens, Borowicz, Crawford, Frank and Freeman. Nays: None. Motion carried.

- (D) Ord. #448H – 2nd Reading: An Ordinance Granting a Special Use to Allow Indoor Commercial Entertainment (Event Center) within the NO, Neighborhood Office District (1550 Pearl Street).

Motion by Ald. Snow, 2nd by Ald. Borowicz to pass Ord. #448H. Roll Call Vote: 9/0 in favor. Ayes: Ratcliffe, Sanderson, Snow, Stevens, Borowicz, Crawford, Frank, Freeman and Porter. Nays: None. Motion carried.

- (E) Ord. #449H – 2nd Reading: An Ordinance Granting a Special Use to Allow Outdoor Commercial Entertainment (Beer Garden) within the CB, Central Business District (622 South State Street).

Motion by Ald. Crawford, 2nd by Ald. Frank to pass Ord. #449H. Roll Call Vote: 9/0 in favor. Ayes: Sanderson, Snow, Stevens, Borowicz, Crawford, Frank, Freeman, Porter and Ratcliffe. Nays: None. Motion carried.

- (F) Ord. #450H – 2nd Reading: An Ordinance Approving a Replat Titled Plat 3 of Townhall Industrial Park.

Motion by Ald. Snow, 2nd by Ald. Ratcliffe to pass Ord. #450H. Roll Call Vote: 9/0 in favor. Ayes: Snow, Stevens, Borowicz, Crawford, Frank, Freeman, Porter, Ratcliffe and Sanderson. Nays: None. Motion carried.

(10) New Business:

- (A) Res. #2094-2019: A Resolution Authorizing Certain Annual Parades for 2019.

Motion by Ald. Crawford, 2nd by Ald. Borowicz to adopt Res. #2094-2019. Roll Call Vote: 9/0 in favor. Ayes: Stevens, Borowicz, Crawford, Frank, Freeman, Porter, Ratcliffe, Sanderson and Snow. Nays: None. Motion carried.

(B) Res. #2095-2019: A Resolution for Maintenance under the Illinois Highway Code.

Motion by Ald. Snow, 2nd by Ald. Borowicz to adopt Res. #2095-2019. Roll Call Vote: 9/0 in favor. Ayes: Borowicz, Crawford, Frank, Freeman, Porter, Ratcliffe, Sanderson, Snow and Stevens. Nays: None. Motion carried.

Motions forwarded from Committee of the Whole- Public Safety and Finance and Personnel of March 25, 2019.

(A) Motion to approve replacing squad #21 with a 2019 Dodge Charger AWD at a cost not to exceed \$43,500; using money from the D.U.I. Equipment Fund. Roll Call Vote: 8/1 in favor. Ayes: Crawford, Frank, Porter, Ratcliffe, Sanderson, Snow, Stevens and Borowicz. Nays: Freeman. Motion carried.

(11) Adjournment:

Motion by Ald. Crawford, 2nd by Ald. Sanderson to adjourn the meeting at 8:05 p.m. Aye voice vote carried. Motion carried.

_____ Mayor

Attest: _____ City Clerk



Proclamation

"COMCAST CARES DAY"

WHEREAS, Comcast remains an active, committed and engaged member of the Belvidere Community and supports the core American value of volunteerism through partnerships, grants, and volunteer activities that empower individuals and organized communities, and;

WHEREAS, Comcast Cares Day is a celebration of service, and commitment to year-round volunteerism and has become the nation's largest single-day corporate volunteer effort that brings employees, families, friends, and community partners together for a common purpose and mission, and;

WHEREAS, Comcast celebrating its 18th National Comcast Cares Day, has reached important milestones, including 1 million volunteers and more than 6 million volunteer hours at 10,000 projects since Comcast Cares Day started in 2001, and;

WHEREAS, Comcast Cares Day promotes a spirit of corporate responsibility thanks to the hard work, dedication and service of volunteers who will be taking part in the Belvidere Community Clean-up in Spencer Park and at various Belvidere Park District properties on April 27, and;

WHEREAS, The clean-up is a symbol of renewing our connection with nature and engaging the community to enjoy and appreciate our unique public resources.

NOW, THEREFORE, I, Michael Chamberlain, serving as Mayor of Belvidere, do hereby proclaim April 27, 2019 as "Comcast Cares Day" in Belvidere, Illinois.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Belvidere to be affixed this 15th day of April, 2019.

Mike Chamberlain
Mayor of Belvidere



Bills Payable Summary
April 15, 2019

General Fund:	\$1,053,671.70
Envision Healthcare (JE)	\$ 38,485.49

Special Funds:

Kishwaukee TIF	\$ 6,000.00
Farmington Ponds SSA#2	\$ 57.60
Farmington Ponds SSA#3	\$ 2,985.19
Capital	\$ 153,211.54

Total General & Special Funds:	\$ 1,254,411.52
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Water & Sewer:	\$ 354,980.06
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Total of all Funds:	\$ 1,609,391.58
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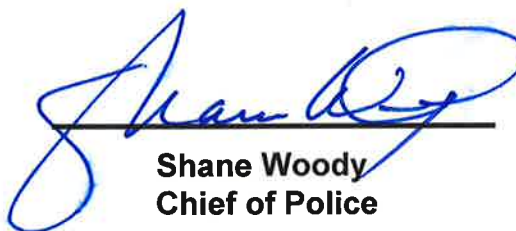
Belvidere Police Department Payroll Report

Dept: 1790

4/9/2019

For Overtime Incurred between 3/26/19 and 4/8/19

Last Name:	Employee ID:	Total Hours:	Total Overtime Pay:
Berillo	00941	2	\$90.99
Garcia	00988	2	\$84.15
Jones	00772	8.5	\$473.41
Korn	00989	5.5	\$231.41
Moore	00707	2	\$111.39
Parker,B	00686	17	\$946.82
Zapf	00934	0.5	\$22.75
Totals:		37.5	\$1,960.91



Shane Woody
Chief of Police

Belvidere Fire Department
Overtime Report
Date Between {03/27/2019} And {04/09/2019}

Date	Time	Incident	Pay Type	Activity Type	Hours Wkd	Hrs Paid	Pay
00866	Beck, Mark E						
04/04/2019	07:00		OT	TROT Training not	9.00	9.00	348.93
				Staff Member Totals:	9.00	9.00	348.93
00754	Burdick, David J						
03/29/2019	12:00		OT	TROT Training not	3.25	3.25	151.19
				Staff Member Totals:	3.25	3.25	151.19
00966	Ellwanger, Adam A						
04/07/2019	07:00	19-0000865	OT	CRO Shift Carry Over	0.25	0.25	8.05
				Staff Member Totals:	0.25	0.25	8.05
00961	Fox, Kevin W						
03/30/2019	08:00		OT	TRF Fire Training	7.50	7.50	242.77
				Staff Member Totals:	7.50	7.50	242.77
00971	Heiser, Bradley Donald						
03/30/2019	08:00		OT	TRF Fire Training	7.50	7.50	241.57
				Staff Member Totals:	7.50	7.50	241.57
00981	Herman, Ronald David						
03/30/2019	08:00		OT	TRF Fire Training	7.50	7.50	223.05
04/04/2019	07:00		OT	TROT Training not	8.25	8.25	245.35
				Staff Member Totals:	15.75	15.75	468.40
00881	Kriebs, James J						
04/03/2019	13:30		OT	IN Inspection Bureau	2.00	2.00	77.16
04/09/2019	07:30		OT	IN Inspection Bureau	3.75	3.75	144.67
				Staff Member Totals:	5.75	5.75	221.83
00828	Letourneau, Chris R						
04/03/2019	14:00		OT	MEM Mabas Div. 8 Meeting	2.00	2.00	88.72
				Staff Member Totals:	2.00	2.00	88.72
00993	Mead, Stephen C.						
04/01/2019	09:00		OT	TREP Initial Paramedic	7.00	7.00	206.15
04/02/2019	10:30		OT	TRF Fire Training	4.00	4.00	117.80
04/03/2019	09:00		OT	TREP Initial Paramedic	7.00	7.00	206.15
04/07/2019	07:30		OT	TREP Initial Paramedic	8.00	8.00	235.60
				Staff Member Totals:	26.00	26.00	765.70
00755	Oates, Joshua A						
03/30/2019	08:00		OT	TRF Fire Training	7.50	7.50	287.92
04/03/2019	14:45	19-0000836	OT	GRM General Recall Due to	2.00	2.00	76.78
04/08/2019	07:00		OT	SCS Shift Coverage for Sick	10.00	2.00	76.78
				Staff Member Totals:	19.50	11.50	441.48
00759	Rotolo, Charles A						
03/30/2019	08:00		OT	TRF Fire Training	6.50	2.50	95.50

Belvidere Fire Department
Overtime Report
Date Between {03/27/2019} And {04/09/2019}

Date	Time	Incident	Pay Type	Activity Type	Hours Wkd	Hrs Paid	Pay
00759	Rotolo, Charles A						
				Staff Member Totals:	6.50	2.50	95.50
00631	Scarpetta, Michael A						
04/06/2019	07:00		OT	SCS Shift Coverage for Sick	24.00	24.00	925.92
				Staff Member Totals:	24.00	24.00	925.92
00852	Schadle, Shawn W						
03/30/2019	08:00		OT	TRF Fire Training	7.50	7.50	348.90
				Staff Member Totals:	7.50	7.50	348.90
00969	Tangye, Travis N						
04/09/2019	07:30		OT	IN Inspection Bureau	7.25	7.25	233.52
				Staff Member Totals:	7.25	7.25	233.52
00556	Wilcox, Craig A						
04/03/2019	12:30		OT	SCMI Shift Coverage Misc.	8.50	8.50	378.93
				Staff Member Totals:	8.50	8.50	378.93
				All Staff Member Totals:	150.25	138.25	4,961.44

Types: F=Fire, M=EMS/Medical, R=Rescue, O=Other

MONTHLY TREASURER'S REPORT

Activity for the month of:					March 2019			
FUND	FUND #	Beginning Cash Balance	Receipts (Cash In)	Expenditures (Cash Out)	Month's Due to or Due From Activity	Ending Cash Balance	Outstanding Interfund Loans + Borrowings -	Ending Fund Balance
General	01	11,702,169.51	764,263.79	900,848.47		11,565,584.83	15,266.76	11,580,851.59
Forestry	01	(329,735.75)	0.00	0.00		(329,735.75)		(329,735.75)
Landfill	01	(26,885.13)	0.00	0.00		(26,885.13)		(26,885.13)
I M R F / Soc Sec	01	(125,177.25)	57,857.81	37,007.33		(104,326.77)		(104,326.77)
Community Dev Fund	01	(1,079,319.26)	10,123.10	31,147.77		(1,100,343.93)		(1,100,343.93)
Liability Insurance	01	(1,389,274.11)	0.00	0.00		(1,389,274.11)		(1,389,274.11)
General Fund	01	8,751,778.01	832,244.70	969,003.57	0.00	8,615,019.14	15,266.76	8,630,285.90
Motor Fuel Tax	10	401,880.76	51,154.74	58,961.01		394,074.49		394,074.49
Kishwaukee TIF	13	18,337.38	0.00	0.00		18,337.38	(69,546.02)	(51,208.64)
Kishwaukee 2 TIF	15	4,914.77	0.00	0.00		4,914.77		4,914.77
Special Service Area 2	16	9,406.51	0.00	44.59		9,361.92		9,361.92
Special Service Area 3	17	1,432.27	0.00	57.60		1,374.67		1,374.67
Capital Projects - general								
Utility Tax Fund	41	0.00	0.00	0.00		0.00		0.00
Public Improvement	41	(37,052.64)	3.17	21,908.76		(58,958.23)		(58,958.23)
Capital Fund (752)	41	676,761.65	21,502.59	69,531.32		628,732.92		628,732.92
State Street Bridge	41	56,117.81	0.00	0.00		56,117.81		56,117.81
Capital Projects	41	695,826.82	21,505.76	91,440.08	0.00	625,892.50	0.00	625,892.50
W/S General Admin	61	75,633.08	0.00	0.00		75,633.08		75,633.08
Water - operations	61	515,026.50	283,254.20	204,446.98	(7,163.03)	586,670.69		586,670.69
W / S - bond proceeds	61	0.00	0.00	0.00		0.00		0.00
W / S - bond payments	61	104,880.23	16,592.17	0.00		121,472.40		121,472.40
W / S - bond reserves	61	245,198.06	625.86	0.00		245,823.92		245,823.92
Sewer - operations	61	656,087.90	297,648.36	275,034.36	(7,163.04)	671,538.86		671,538.86
W/S Cap Imprv (Depr) 04-09	61	653,720.71	27,558.97	0.00		681,279.68		681,279.68
W/S Connection/Agr Fees 05-10	61	3,212,952.98	12,425.19	0.00		3,225,378.17		3,225,378.17
Sewer Plant Equip Repl 06-08	61	718,343.65	44,047.15	25,347.50		737,043.30		737,043.30
Water / Sewer Fund	61	6,181,843.11	682,151.90	504,828.84	(14,326.07)	6,344,840.10	0.00	6,344,840.10
Escrow	91	505,204.32	2,402.59	13,393.11		494,213.80		494,213.80
TOTAL		16,570,623.95	1,589,459.69	1,637,728.80	(14,326.07)	16,508,028.77	54,279.26	16,453,749.51

FUND	FUND #	Checking	Money Market	C D 's	Trust Acct	Ending Cash Balance	Due From + Due To - Other Funds	Ending Fund Balance
General Fund	01	308,196.61	1,648,304.11	6,658,518.42		8,615,019.14	15,266.76	8,630,285.90
Motor Fuel Tax	10	25,080.32	368,994.17			394,074.49		394,074.49
Kishwaukee TIF	13	18,337.38	0.00			18,337.38	(69,546.02)	(51,208.64)
Kishwaukee 2 TIF	15	4,914.77	0.00			4,914.77		4,914.77
Sp Srv Areas #2-Farmington	16	9,361.92	0.00			9,361.92		9,361.92
Sp Srv Areas #3-Farmington	17	1,374.67	0.00			1,374.67		1,374.67
Capital Projects	41	6,238.99	111,568.41	508,085.10		625,892.50		625,892.50
Water / Sewer Fund	61	370,683.33	398,188.96	5,575,967.81		6,344,840.10		6,344,840.10
Escrow	91	142,885.56	351,328.24	0.00		494,213.80		494,213.80
TOTAL		887,073.55	2,878,383.89	12,742,571.33	0.00	16,508,028.77	(54,279.26)	16,453,749.51
Fire Department - 2% Fund	19	9,215.83	37,144.97			46,360.80		46,360.80
Seized Vehicles		5,617.87				5,617.87		5,617.87
Drug Operations		63,519.58				63,519.58		63,519.58
State Asset Forfeiture		61,363.21				61,363.21		61,363.21
Federal Forfeiture		115,432.76				115,432.76		115,432.76
Auction		37,663.56				37,663.56		37,663.56
Metro Narcotics		10,399.90				10,399.90		10,399.90
Metro Narcotics OAF		881.00				881.00		881.00
Belvidere OAF		508.50				508.50		508.50
TOTAL POLICE FUNDS as of Feb. 2019		295,386.38				295,386.38		295,386.38

INCOME STATEMENT FOR THE GENERAL FUND

				Through	March	2019	
	Account #	Actual FY 17	Actual FY 18	Month of March	YTD Actual for FY 19	Budget FY 19	92% of budget
General Administration							
RE Property Tax	01-4-110-4010	1,843,251.00	1,759,868.97	0.00	1,773,398.86	1,769,385	100%
Hotel / Motel Tax	01-4-110-4011	2,748.68	2,579.99	754.05	3,701.93	3,356	110%
Auto Rental Tax	01-4-110-4012	6,418.98	6,794.30	530.38	6,727.41	6,480	104%
Muni Infrastructure Maint	01-4-110-4013	150,224.37	131,450.51	9,241.55	106,032.10	142,800	74%
State Income Tax	01-4-110-4100	2,436,019.36	2,710,100.59	153,774.09	2,237,027.81	2,451,043	91%
Muni Sales Tax	01-4-110-4110	3,310,595.26	3,427,287.63	310,750.01	3,339,664.12	3,471,350	96%
Sales Tax to Developer	01-4-110-4111	0.00	0.00	0.00	0.00	0	0%
Local Use Tax	01-4-110-4112	625,105.54	663,704.70	92,462.71	702,836.57	672,885	104%
Local Motor Fuel Tax	01-4-110-4113	0.00	0.00	38,668.38	290,427.99	0	0%
Replacement Tax	01-4-110-4120	534,532.21	433,270.17	21,914.00	341,911.63	505,727	68%
Repl Tax Dist to Pensions	01-4-110-4121	(264,958.00)	(260,246.00)	(193,051.00)	(268,051.00)	(268,051)	100%
State Grants	01-4-110-4150	0.00	0.00	0.00	2,270.00	0	0%
Grants (NDevelopment)	01-4-110-4151	0.00	0.00	0.00	0.00	0	0%
Business License	01-4-110-4200	15,870.00	15,340.00	505.00	13,465.00	17,850	75%
Liquor License & Fines	01-4-110-4210	104,050.00	157,450.00	0.00	169,400.00	114,700	148%
Amusement Machine	01-4-110-4230	8,400.00	9,800.00	5,000.00	65,800.00	10,300	639%
Court Fines	01-4-110-4400	269,744.37	326,213.98	26,370.21	312,078.80	313,271	100%
Parking Fines	01-4-110-4410	5,743.12	12,731.00	1,160.00	21,229.00	5,975	355%
Seized Vehicle Fee	01-4-110-4420	57,900.00	90,450.00	6,000.00	65,700.00	79,200	83%
Engr Fees-Subdivision	01-4-110-4430	14,005.00	0.00	0.00	0.00	20,000	0%
Video Gambling	01-4-110-4440	229,469.55	279,016.24	26,247.97	318,056.95	273,600	116%
Franchise Fees	01-4-110-4450	270,606.66	279,541.15	0.00	333,905.39	282,795	118%
Comcast Fees	01-4-110-4455	19,662.65	2,160.90	0.00	0.00	0	0%
Death/Birth Certificates	01-4-110-4460	20,255.00	18,818.00	782.00	17,600.00	18,379	96%
Accident/Fire Reports	01-4-110-4470	4,258.85	6,060.00	370.00	5,768.00	5,370	107%
Annexation/Plat Fees	01-4-110-4471	0.00	0.00	0.00	0.00	20,000	0%
Tipping Fees	01-4-110-4472	66,634.64	83,373.68	890.99	69,256.05	84,500	82%
Fuel Charges (outside vendors)	01-4-110-4550	0.00	211,852.37	19,889.35	199,910.90	245,876	81%
Interest Income	01-4-110-4600	39,813.97	55,202.89	2,922.66	112,837.57	74,750	151%
Misc Revenues	01-4-110-4900	26,134.26	13,512.51	780.00	18,196.17	26,700	68%
Heritage Days	01-4-110-4901	53,386.00	88,700.24	17,250.00	96,845.98	0	0%
Historic Pres. Fund Raising	01-4-110-4902	160.00	8,115.00	0.00	4,497.07	0	0%
Historic Pres. Grant Reimb.	01-4-110-4903	9,052.56	0.00	0.00	16,288.89	0	0%
Operating Transfer in (Reserve)	01-4-110-9998	1,026,870.07	22,510.55	0.00	0.00	676,844	0%
Total General Administration Revenues		10,885,954.10	10,555,659.37	543,212.35	10,376,783.19	11,025,085	94%
Salaries - Elected Officials	01-5-110-5000	207,623.48	213,878.30	16,958.58	197,583.76	214,542	92%
Salaries - Regular - FT	01-5-110-5010	221,324.13	226,430.75	(2,237.30)	212,284.74	230,962	92%
Group Health Insurance	01-5-110-5130	469,397.37	454,004.09	40,131.04	431,050.07	518,757	83%
Health Ins Claims Pd (Dental)	01-5-110-5131	28,915.36	29,787.65	5,445.60	26,502.59	35,000	76%
Group Life Insurance	01-5-110-5132	1,336.50	1,379.70	117.45	1,277.10	1,450	88%
Health Insurance Reimb.	01-4-110-4540	(153,131.82)	(156,965.81)	(11,874.90)	(138,638.57)	(160,588)	86%
Unemployment Compensation	01-5-110-5136	0.00	0.00	0.00	0.00	0	0%
Meeting & Conferences	01-5-110-5154	11,208.73	13,284.76	1,178.69	10,623.51	14,850	72%
Subscriptions/Ed Materials	01-5-110-5156	552.90	431.61	0.00	662.41	650	102%
Gen Admin Personnel & Benefit Expenses		787,226.65	782,231.05	49,719.16	741,345.61	855,623	87%
Repairs/Maint - Bldgs	01-5-110-6010	34,784.35	19,803.99	2,070.20	23,234.91	24,200	96%
Repairs/Maint - Equip	01-5-110-6020	3,424.32	3,925.16	599.01	4,001.56	5,000	80%
Legal	01-5-110-6110	7,450.91	6,082.96	472.82	6,799.97	22,000	31%
Other Professional Services	01-5-110-6190	0.00	2,169.40	2,917.43	62,748.47	5,000	0%
Grant Expenses (NDev)	01-5-110-6191	0.00	0.00	0.00	0.00	0	0%
Telephone	01-5-110-6200	20,424.85	21,934.88	1,131.18	17,988.80	21,630	83%
Codification	01-5-110-6225	8,442.83	5,231.40	950.00	950.00	2,000	48%
Other Communications	01-5-110-6290	4,037.44	2,805.52	224.69	2,652.76	3,330	80%
Gen Admin Contractual Expenses		78,564.70	61,953.31	8,365.33	118,376.47	83,160	142%

General Administration (cont)	Account #	Actual FY 17	Actual FY 17	Month of March	YTD Actual for FY 19	Budget FY 19	92% of budget
Office Supplies	01-5-110-7020	39,061.21	45,067.99	13,847.99	38,687.78	56,500	68%
Gas and Oil	01-5-110-7030	0.00	0.00	(2,170.57)	150,080.17	170,000	88%
Other Supplies	01-5-110-7800	5,417.00	5,281.54	425.83	4,086.54	6,800	60%
Gen Admin Supplies Expenses		44,478.21	50,349.53	12,103.25	192,854.49	233,300	83%
Miscellaneous Expense	01-5-110-7900	72,206.98	83,627.17	689.67	70,652.79	79,930	88%
Reimb of Seized Vehicle Fee	01-5-110-7901	1,207.50	600.00	0.00	300.00	0	0%
Heritage Days	01-5-110-7902	56,780.67	74,996.12	0.00	92,933.95	0	0%
Comcast Charges	01-5-110-7903	0.00	0.00	0.00	0.00	0	0%
Historic Preservation	01-5-110-7904	0.00	0.00	0.00	0.00	0	0%
Operating Transfers Out	01-5-110-9999	536,965.18	383,828.00	0.00	599,243.00	599,243	100%
Total General Administration Expenses		1,577,429.89	1,437,585.18	70,877.41	1,815,706.31	1,851,256	98%
NET GENERAL ADMINISTRATION		9,308,524.21	9,118,074.19	472,334.94	8,561,076.88	9,173,829	93%
General Fund - Audit Department							
RE Taxes - Audit	01-4-130-4010	20,057.42	20,040.98	0.00	20,071.81	20,000	100%
Accounting & Auditing	01-5-130-6100	35,100.00	34,920.00	0.00	31,000.00	36,500	85%
NET - AUDIT DEPARTMENT		(15,042.58)	(14,879.02)	0.00	(10,928.19)	(16,500)	66%
General Fund - IMRF Department							
RE Taxes - IMRF	01-4-140-4010	72,109.86	65,142.80	0.00	65,160.99	65,000	100%
Replacement Tax	01-4-140-4120	92,535.00	90,889.00	43,615.00	93,615.00	93,615	100%
Interest Income	01-4-140-4600	0.00	0.00	0.00	0.00	0	0%
Expense Reimbursement	01-4-140-4940	26,688.39	24,892.52	1,480.24	24,964.85	31,340	80%
Total IMRF Revenues		191,333.25	180,924.32	45,095.24	183,740.84	189,955	97%
IMRF Premium Expense	01-5-140-5120	210,445.44	194,160.51	10,626.08	155,102.06	179,872	86%
NET - IMRF DEPARTMENT		(19,112.19)	(13,236.19)	34,469.16	28,638.78	10,083	284%
General Fund - Social Security Department							
RE Taxes - FICA/Med	01-4-150-4010	225,346.90	200,385.68	0.00	200,458.46	200,000	100%
Expense Reimbursement	01-4-150-4940	127,996.70	128,779.38	10,423.67	125,791.15	134,731	93%
Library Expense Reimb.	01-4-150-4941	28,310.72	28,653.10	2,338.90	28,094.23	30,600	92%
Total Soc Security Revenues		381,654.32	357,818.16	12,762.57	354,343.84	365,331	97%
FICA Expense	01-5-150-5110	201,288.27	202,747.55	16,416.06	196,502.18	217,739	90%
Medicare Expense	01-5-150-5112	127,511.29	128,761.10	9,965.19	122,970.75	138,284	89%
Total Soc Security Expenses		328,799.56	331,508.65	26,381.25	319,472.93	356,023	90%
NET - SOCIAL SECURITY DEPT		52,854.76	26,309.51	(13,618.68)	34,870.91	9,308	275%
General Fund - Liability Insurance Dept							
RE Taxes - Ins Liability	01-4-160-4010	320,477.21	290,560.41	0.00	300,707.66	300,000	100%
Expense Reimbursement	01-4-160-4940	0.00	0.00	0.00	0.00	-	0%
Total Liability Insurance Revenues		320,477.21	290,560.41	0.00	300,707.66	300,000	100%
Insurance Premium	01-5-160-6800	449,520.12	452,758.88	0.00	457,401.38	488,060	94%
NET - LIABILITY INSURANCE DEPT		(129,042.91)	(162,198.47)	0.00	(156,693.72)	(188,060)	83%

Police Department	Account #	Actual FY 17	Actual FY 18	Month of March	YTD Actual for FY 19	Budget FY 19	92% of budget
RE Property Tax	01-4-210-4010	1,046,390.82	1,107,755.95	0.00	1,204,169.39	1,201,417	100%
Grants	01-4-210-4150	88,764.64	26,682.37	506.81	43,220.96	29,760	145%
Sex Offender Reg Fee	01-4-210-4480	3,240.00	7,510.00	600.00	4,820.00	5,000	0%
Miscellaneous Revenues	01-4-210-4900	131,676.98	183,034.11	14,761.86	156,467.98	175,287	89%
Expense Reimbursement	01-4-210-4940	11,641.11	4,558.00	0.00	10,604.69	0	0%
Sale of Assets	01-4-210-4950	6,233.33	11,970.00	0.00	0.00	0	0%
Total Police Department Revenues		1,287,946.88	1,341,510.43	15,868.67	1,419,283.02	1,411,464	101%
Salary - Regular - FT	01-5-210-5010	3,236,497.86	3,356,981.88	268,258.48	3,213,748.89	3,533,117	91%
Overtime	01-5-210-5040	410,571.39	315,416.26	11,358.22	249,281.62	400,000	62%
Police Pension	01-5-210-5122	1,026,333.40	1,087,714.97	0.00	1,184,097.58	1,181,417	100%
Health Insurance	01-5-210-5130	733,616.37	832,854.34	71,240.69	783,254.51	911,807	86%
Dental claims	01-5-210-5131	40,544.26	54,588.08	5,376.80	56,400.83	50,000	113%
Unemployment Compensation	01-5-210-5136	11,771.00	10,393.00	0.00	0.00	0	0%
Uniform Allowance	01-5-210-5140	64,295.91	67,481.12	25.00	63,967.79	72,367	88%
Training	01-5-210-5152	79,508.65	58,458.67	6,504.03	37,470.92	83,305	45%
Police Dept Personnel & Benefit Expenses		5,603,138.84	5,783,888.32	362,763.22	5,588,222.14	6,232,013	90%
Repair/Maint-Equipment	01-5-210-6020	8,342.61	9,973.61	1,394.76	18,018.18	20,656	87%
Repair/Maint-Vehicles	01-5-210-6030	64,832.94	77,070.58	4,899.09	65,325.55	99,050	66%
Telephone/Utilities	01-5-210-6200	42,940.62	41,675.83	1,645.33	41,702.70	43,800	95%
Physical Exams	01-5-210-6810	210.00	0.00	0.00	0.00	2,135	0%
Community Policing	01-5-210-6816	7,991.22	7,830.41	414.32	4,090.15	9,500	43%
K 9 Program Expenses	01-5-210-6818	3,301.45	15,594.38	425.46	3,399.75	5,550	61%
Sex Offender State Disburse	01-5-210-6835	2,080.00	2,985.00	260.00	2,630.00	3,250	0%
Police Department - Contractual Expenses		129,698.84	155,129.81	9,038.96	135,166.33	183,941	73%
Office Supplies	01-5-210-7020	6,472.45	6,409.54	261.10	5,151.21	10,850	47%
Gas & Oil	01-5-210-7030	70,384.40	99,685.98	6,665.05	75,631.23	100,000	76%
Operating Supplies	01-5-210-7040	36,697.71	24,660.57	325.80	15,520.51	45,185	34%
Miscellaneous Expense	01-5-210-7900	37,100.96	35,482.95	1,358.85	10,669.92	40,800	26%
Police Department - Supplies Expense		150,655.52	166,239.04	8,610.80	106,972.87	196,835	54%
Equipment	01-5-210-8200	45,298.05	39,104.62	795.96	23,241.17	74,830	31%
Vehicles	01-5-210-8300	0.00	0.00	0.00	0.00	0	0%
Total Police Department Expenses		5,928,791.25	6,144,361.79	381,208.94	5,853,602.51	6,687,619	88%
NET - POLICE DEPARTMENT		(4,640,844)	(4,802,851)	(365,340)	(4,434,319)	(5,276,155)	84%
Public Safety Building Department							
Salaries - Regular - FT	01-5-215-5010	602,190.90	639,282.47	45,999.42	538,508.45	708,098	76%
Other (FICA & IMRF)	01-5-215-5079	105,206.33	110,384.54	6,651.52	89,692.59	124,979	72%
Other Contractual Services	01-5-215-6890	275,223.55	299,759.63	21,242.06	308,099.46	283,232	109%
NET - PUBLIC SAFETY BLDG DEPT		(982,620.78)	(1,049,426.64)	(73,893.00)	(936,300.50)	(1,116,309)	84%

Fire Department	Account #	Actual FY 17	Actual FY 18	Month of March	YTD Actual for FY 19	Budget FY 19	92% of budget
RE Property Tax	01-4-220-4010	818,109.40	990,630.02	0.00	1,023,473.06	1,021,132	100%
Grants	01-4-220-4150	1,000.00	15,755.74	500.00	6,465.97	5,000	0%
Miscellaneous Revenues	01-4-220-4900	36,031.31	13,979.92	2,023.36	14,598.02	25,000	58%
Expense Reimbursement	01-4-220-4940	1,012.98	37,771.00	0.00	723.41	0	0%
Sale of Assets	01-4-220-4950	0.00	10,100.00	0.00	0.00	10,000	0%
Total Fire Department Revenues		856,153.69	1,068,236.68	2,523.36	1,045,260.46	1,061,132	99%
Salaries - Regular - FT	01-5-220-5010	1,969,596.22	2,068,633.52	159,890.66	1,952,023.81	2,157,165	90%
Overtime	01-5-220-5040	200,784.91	136,531.18	11,812.67	146,948.35	183,250	80%
Fire Pension	01-5-220-5124	798,051.98	970,589.04	0.00	1,003,401.25	1,001,132	100%
Health Insurance	01-5-220-5130	422,210.56	495,623.54	43,175.62	453,136.05	507,253	89%
Dental Insurance	01-5-220-5131	21,499.64	27,129.39	1,391.68	17,510.59	32,000	55%
Unemployment Compensation	01-5-220-5136	0.00	0.00	0.00	0.00	0	0%
Uniform Allowance	01-5-220-5140	30,429.01	29,482.63	960.10	32,156.20	32,300	100%
Training	01-5-220-5152	31,096.97	18,816.26	355.74	24,008.77	20,600	117%
Fire Depart Personnel & Benefits Expenses		3,473,669.29	3,746,805.56	217,586.47	3,629,185.02	3,933,700	92%
Repair/Maint-Bldg	01-5-220-6010	57,115.64	47,639.91	1,651.98	6,941.37	42,350	16%
Repair/Maint-Equipment	01-5-220-6020	0.00	7,889.99	664.72	9,684.17	14,200	68%
Repair/Maint-Vehicles	01-5-220-6030	57,015.82	36,582.75	274.31	25,992.35	53,500	49%
Telephone/Utilities	01-5-220-6200	11,697.06	19,202.62	842.60	8,677.32	15,240	57%
Physical Exams	01-5-220-6810	654.50	709.00	30.00	465.00	2,500	19%
Fire Prevention	01-5-220-6822	8,983.96	10,251.54	308.45	6,990.69	12,000	58%
Emergency Med Supplies	01-5-220-6824	0.00	9,760.71	106.82	5,670.36	11,500	49%
Fire Department - Contractual Expenses		135,466.98	132,036.52	3,878.88	64,421.26	151,290	43%
Office Supplies	01-5-220-7020	12,685.62	11,665.64	897.77	9,607.85	14,100	68%
Gas & Oil	01-5-220-7030	14,367.49	18,927.06	1,864.32	15,886.60	20,000	79%
Operating Supplies	01-5-220-7040	6,830.98	8,606.67	1,130.14	7,981.99	8,000	100%
Miscellaneous Expense	01-5-220-7900	1,296.45	588.80	19.88	509.69	1,000	51%
Fire Department - Supplies Expenses		35,180.54	39,788.17	3,912.11	33,986.13	43,100	79%
Equipment	01-5-220-8200	53,632.91	42,800.39	0.00	27,075.39	25,000	108%
Total Fire Department Expenses		3,697,949.72	3,961,430.64	225,377.46	3,754,667.80	4,153,090	90%
NET - FIRE DEPARTMENT		(2,841,796.03)	(2,893,193.96)	(222,854.10)	(2,709,407.34)	(3,091,958)	88%
Police & Fire Commission Department							
Physical Exams	01-5-225-6810	13,100.90	18,663.60	0.00	5,306.86	16,500	32%
Other Contractual Services	01-5-225-6890	9,417.64	21,302.72	400.00	7,809.67	10,015	78%
NET - POLICE & FIRE COMMISSION		(22,518.54)	(39,966.32)	(400.00)	(13,116.53)	(26,515)	49%

Community Development	Account #	Actual FY 17	Actual FY 18	Month of March	YTD Actual for FY 19	Budget FY 19	92% of budget
Building Permits	01-4-230-4300	235,547.00	106,298.00	6,422.50	117,480.20	205,259	57%
Electric Permits	01-4-230-4310	19,798.50	13,270.50	637.00	9,667.50	19,965	48%
Electrician Certification Fees	01-4-230-4315	2,900.00	4,200.00	900.00	1,600.00	3,050	52%
Plumbing Permits	01-4-230-4320	17,392.50	10,390.00	390.00	6,765.00	12,626	54%
HVAC Permits	01-4-230-4330	11,156.25	4,224.00	144.00	3,005.00	5,500	55%
Plan Review Fees	01-4-230-4340	76,325.75	7,826.25	24.00	14,106.00	40,000	35%
Sidewalk/Lot Grading Fees	01-4-230-4350	1,487.50	1,360.00	85.00	552.50	1,575	35%
Insulation Permits	01-4-230-4360	4,060.00	1,237.50	45.00	757.50	1,812	42%
Zoning Review Fee	01-4-230-4370	3,215.00	2,910.00	115.00	2,352.50	3,535	67%
Code Enforcement	01-4-230-4380	6,300.00	6,400.00	100.00	6,300.00	5,900	107%
Other Permits	01-4-230-4390	4,682.50	4,730.00	345.00	4,087.50	5,861	70%
Miscellaneous Revenues	01-4-230-4900	25.00	102.50	0.00	305.00	250	122%
Expense Reimbursement	01-4-230-4940	2,569.25	1,370.83	473.10	3,647.74	2,000	182%
Planning Fees	01-4-230-4950	21,498.75	11,871.50	0.00	15,275.00	13,500	113%
Planning Misc.	01-4-230-4955	12,801.34	2,060.00	442.50	2,852.50	1,000	285%
Building Department - Revenues		419,759.34	178,251.08	10,123.10	188,753.94	321,833	59%
Salaries- Regular - FT	01-5-230-5010	213,387.45	207,201.12	15,371.21	221,617.78	252,208	88%
FICA	01-5-230-5079	16,324.12	15,850.89	1,175.90	16,218.63	19,294	84%
IMRF	01-5-230-5120	26,688.39	24,892.52	1,480.24	24,964.85	31,340	80%
Health Ins Expense	01-5-230-5130	59,052.36	69,550.97	7,262.19	82,239.42	98,917	83%
Dental Insurance	01-5-230-5131	2,059.20	3,803.88	872.00	2,959.20	5,000	59%
Unemployment	01-5-230-5136	0.00	0.00	0.00	0.00	0	0%
Training	01-5-230-5152	1,147.00	1,355.87	0.00	3,340.22	4,000	84%
Building Dept Personnel & Benefits Expense		318,658.52	322,655.25	26,161.54	351,340.10	410,759	86%
Repair/Maint - Equip	01-5-230-6020	5,331.66	6,478.55	1,024.76	6,775.91	5,500	123%
Repair/Maint - Vehicles	01-5-230-6030	0.00	0.00	0.00	420.73	1,500	28%
Other Professional Services	01-5-230-6190	45,691.08	45,939.84	3,058.32	43,561.52	46,000	95%
Telephone	01-5-230-6200	2,002.33	2,048.79	201.18	2,050.97	3,000	68%
Postage	01-5-230-6210	6,279.70	3,373.10	0.00	4,207.28	2,000	210%
Printing & Publishing	01-5-230-6220	2,504.48	3,361.97	388.00	3,016.70	2,875	105%
Building Department - Contractual Expenses		61,809.25	61,202.25	4,672.26	60,033.11	60,875	99%
Office Supplies	01-5-230-7020	6,616.86	6,661.11	285.59	3,621.29	7,100	51%
Gas & Oil	01-5-230-7030	625.68	592.92	28.38	524.99	1,700	31%
Miscellaneous Expense	01-5-230-7900	1,142.81	502.92	0.00	148.93	1,000	15%
Operating Transfer Out	01-5-230-9999	0.00	0.00	0.00	0.00	0	0%
Building Department - Supplies Expenses		8,385.35	7,756.95	313.97	4,295.21	9,800	44%
Total Building Department Expenses		388,853.12	391,614.45	31,147.77	415,668.42	481,434	86%
NET - BUILDING DEPARTMENT		30,906.22	(213,363.37)	(21,024.67)	(226,914.48)	(159,601)	142%
Civil Defense Department							
RE Tax - Civil Defense	01-4-240-4010	7,032.46	7,030.74	0.00	7,018.63	7,000	100%
Miscellaneous Revenues	01-4-240-4900	25,285.36	631.35	0.00	0.00	0	#DIV/0!
Miscellaneous Expense	01-5-240-7900	30,687.50	83,747.22	0.00	0.00	7,000	0%
NET - CIVIL DEFENSE DEPARTMENT		1,630.32	(76,085.13)	0.00	7,018.63	0	#DIV/0!

Street Department	Account #	Actual FY 17	Actual FY 18	Month of March	YTD Actual for FY 19	Budget FY 19	92% of budget
RE Tax - Road & Bridge	01-4-310-4010	320,508.22	320,365.58	0.00	324,161.48	320,000	101%
Grants	01-4-310-4150	0.00	60,503.12	0.00	51,100.20	0	0%
Sidewalk/Driveway/Lot Grading	01-4-310-4350	2,940.00	2,220.00	120.00	2,404.00	2,000	120%
Miscellaneous Revenues	01-4-310-4900	5,374.04	1,822.38	50.00	2,459.01	3,000	0%
Expense Reimbursement	01-4-310-4940	67,971.36	34,421.34	9,200.00	68,472.28	10,000	0%
Expense Reimbursement	01-5-310-4940	(18,583.89)	(210,670.36)	0.00	(39,605.40)	-	0%
Sale of Assets	01-4-310-4950	7,100.00	0.00	0.00	21,338.70	-	0%
Street Department - Revenues		385,309.73	208,662.06	9,370.00	430,330.27	335,000	128%
Salaries - Regular - FT	01-5-310-5010	583,028.64	580,406.51	45,845.43	536,867.66	623,098	86%
Overtime	01-5-310-5040	42,551.26	37,416.56	5,409.76	48,528.08	40,000	121%
Health Insurance	01-5-310-5130	219,296.47	220,842.37	12,382.80	135,530.67	233,560	58%
Uniform Allowance	01-5-310-5140	13,047.28	16,329.15	1,245.26	13,492.52	15,000	90%
Training	01-5-310-5152	710.00	293.10	0.00	100.00	1,500	7%
Street Dept - Personnel & Benefits Expenses		858,633.65	855,287.69	64,883.25	734,518.93	913,158	80%
Repair/Maint - Storm Drain	01-5-310-6001	24,632.80	27,988.96	996.17	31,528.01	25,000	126%
Repair/Maint - St/Parking Lot	01-5-310-6002	87,243.71	119,636.90	797.99	92,429.96	95,000	97%
Repair/Maint - Sidewalk/Curb	01-5-310-6003	43,102.36	54,680.98	0.00	40,513.85	40,000	101%
Repair/Maint - Building	01-5-310-6010	19,295.50	14,190.21	551.70	4,166.16	13,000	32%
Repair/Maint - Equipment	01-5-310-6020	82,224.48	114,315.41	9,271.43	86,238.91	110,000	78%
Repair/Maint - Traffic Signal	01-5-310-6024	81,592.52	88,578.51	15,314.00	26,546.06	30,000	88%
Telephone/Utilities	01-5-310-6200	7,166.18	7,632.54	624.44	6,552.31	6,500	101%
Leaf Clean-up/Removal	01-5-310-6826	10,592.30	9,296.40	0.00	615.60	12,000	5%
Street Department - Contractual Expenses		355,849.85	436,319.91	27,555.73	288,590.86	331,500	87%
Office Supplies	01-5-310-7020	6,919.17	4,707.63	77.25	2,057.13	6,000	34%
Gas & Oil	01-5-310-7030	49,327.64	73,272.48	11,455.70	70,274.41	75,000	94%
Operating Supplies	01-5-310-7040	29,559.93	32,087.06	3,047.13	19,132.83	25,000	77%
Miscellaneous Expense	01-5-310-7900	1,179.69	1,165.50	100.00	1,318.11	2,000	0%
Street Department - Supplies Expenses		86,986.43	111,232.67	14,680.08	92,782.48	108,000	86%
Equipment	01-5-310-8200	0.00	0.00	0.00	0.00	0	0%
Total Street Department Expenses		1,301,469.93	1,402,840.27	107,119.06	1,115,892.27	1,352,658	82%
NET - STREET DEPARTMENT		(916,160.20)	(1,194,178.21)	(97,749.06)	(685,562.00)	(1,017,658)	67%
Street Lighting							
RE Tax - Street Lighting	01-4-330-4010	210,318.07	200,385.68	0.00	210,494.34	210,000	100%
Expense Reimbursement	01-5-330-4940	0.00	0.00	0.00	0.00	0	0%
Repair/ Maint - Street Light	01-5-330-6022	74,151.47	140,835.41	0.00	13,989.86	40,000	35%
Street Lighting - electricity	01-5-330-6310	285,611.12	278,689.77	24,614.90	207,972.88	280,000	74%
NET - STREET LIGHTING		(149,444.52)	(219,139.50)	(24,614.90)	(11,468.40)	(110,000)	10%

	Account #	Actual FY 17	Actual FY 18	Month of March	YTD Actual for FY 19	Budget FY 19	92% of budget
Landfill Department							
RE Tax - Refuse/Landfill	01-4-335-4010	45,081.73	45,101.85	0.00	50,124.61	50,000	100%
Miscellaneous Revenue	01-4-335-4900	0.00	0.00	0.00	0.00	0	0%
Miscellaneous Expenses	01-5-335-7900	47,563.60	68,103.20	0.00	52,605.91	56,000	94%
NET - GARBAGE DEPARTMENT		(2,481.87)	(23,001.35)	0.00	(2,481.30)	(6,000)	41%
Forestry Department							
RE Tax - Forestry	01-4-340-4010	40,081.62	35,081.34	0.00	40,118.67	40,000	100%
Other Fees	01-4-340-4490	0.00	0.00	0.00	0.00	0	0%
Miscellaneous	01-4-340-4900	0.00	0.00	0.00	0.00	0	0%
Forestry Department Revenues		40,081.62	35,081.34	0.00	40,118.67	40,000	100%
Repair/ Maint - Other	01-5-340-6090	0.00	0.00	0.00	0.00	0	0%
Tree Removal or Purchase	01-5-340-6850	127,536.00	91,591.98	0.00	41,209.65	80,000	52%
Miscellaneous Expense	01-5-340-7900	0.00	0.00	0.00	0.00	-	#DIV/0!
Forestry Department Expenses		127,536.00	91,591.98	0.00	41,209.65	80,000	52%
NET - FORESTRY DEPARTMENT		(87,454.38)	(56,510.64)	0.00	(1,090.98)	(40,000)	0%
Engineering Department							
Engineering	01-5-360-6140	387.50	31,641.67	0.00	8,652.64	27,000	32%
Subdivision Expense	01-5-360-6824	8,735.00	1,508.00	1,595.00	2,277.50	10,000	23%
Office Supplies	01-5-360-7020	7,023.73	7,013.20	956.45	5,835.68	8,000	73%
Gas & Oil	01-5-360-7030	0.00	0.00	0.00	0.00	-	0%
NET - ENGINEERING DEPARTMENT		(16,146.23)	(40,162.87)	(2,551.45)	(16,765.82)	(45,000)	37%
Health / Social Services							
Council on Aging	01-5-410-6830	33,000.00	23,000.00	0.00	23,000.00	23,000	100%
Demolition / Nuisance	01-5-410-6832	0.00	2,105.00	0.00	1,630.00	5,000	33%
NET - HEALTH / SOCIAL SERVICES		(33,000.00)	(25,105.00)	0.00	(24,630.00)	(28,000)	88%
Economic Development							
Planning Dept Services	01-5-610-6150	52,650.00	49,923.81	0.00	27,651.00	57,500	48%
Economic / Business	01-5-610-6840	73,000.00	73,000.00	0.00	73,000.00	73,000	100%
Tourism	01-5-610-6842	5,500.00	0.00	0.00	6,000.00	7,000	86%
Historic Preservation	01-5-610-6844	20,357.87	32,976.59	0.00	6,881.74	4,000	172%
NET - ECONOMIC DEVELOPMENT		(151,507.87)	(155,900.40)	0.00	(113,532.74)	(141,500)	80%
Ag Tech Initiatives Dept							
Federal Grants	01-4-620-4160	0.00	0.00	0.00	0.00	0	0%
Other Contractual Services	01-5-620-6890	0.00	0.00	0.00	0.00	0	0%
NET - AG TECH INITIATIVES DEPT		0.00	0.00	0.00	0.00	0	0%
Utility Tax Dept.							
Utility Tax - Electric	01-4-751-4131	1,393,783.95	1,364,570.77	118,813.84	1,301,049.91	1,459,907	89%
Utility Tax - Gas	01-4-751-4132	308,338.72	328,638.72	55,992.46	315,266.52	325,813	97%
Utility Tax - Telephone	01-4-751-4133	300,448.75	262,901.00	18,483.11	212,064.19	296,315	72%
Grants	01-4-751-4150	0.00	0.00	0.00	318,185.11	0	0%
Expense Reimbursement	01-4-751-4940	0.00	40,938.89	0.00	6,768.29	0	0%
Columbia Ave.	01-5-751-8040	450,000.00	0.00	0.00	0.00	0	0%
Downtown Streetscape	01-5-751-8052	644,463.91	0.00	0.00	0.00	0	0%
Downtown Pavement Project	01-5-751-8054	294,850.55	0.00	0.00	0.00	0	0%
Tripp Rd. Reconstruction	01-5-751-8056	0.00	47,257.18	0.00	563,641.56	0	0%
Southside Stormsewer Study	01-5-751-8058	0.00	87,498.97	7,056.25	18,346.25	0	0%
Bellwood Detention Basin	01-5-751-8060	0.00	27,478.50	7,750.00	35,002.50	0	0%
Poplar Grove/ Lawrenceville Int	01-5-751-8062	0.00	0.00	0.00	0.00	12,000	0%
		613,256.96	1,834,814.73	178,483.16	1,536,343.71	2,070,035	74%
TOTAL GENERAL FUND REVENUES		17,079,016.60	16,486,943.83	832,244.70	16,780,365.30	17,418,835	96%
TOTAL GENERAL FUND EXPENSES		17,079,016.60	16,486,943.83	969,003.57	15,955,627.88	17,418,835	92%
NET REV OVER (UNDER) EXP		0.00	0.00	(136,758.87)	824,737.42	0	

CASH FLOW STATEMENT FOR WATER / SEWER FUND as of March 31, 2019

Water / Sewer General Administration

Line Item	Account #	Actual FY 17	Actual FY 18	Month of March	Actual FY 19	Budget FY 19	91.67% used
Beginning Cash & Investments		75,606	75,606		75,607.08	75,606	
Interest Income-sweep acct	61-4-110-4600	0	0	0.00	26.00	0	
Miscellaneous Revenues	61-4-110-4900	0	0	0.00	339,037.00	0	
Operating Transfer Out	61-5-110-9999	0		0.00	339,037.00	0	
Ending Cash		75,606	75,606	0.00	75,633.08	75,606	

Water Department

Line Item	Account #	Actual FY 17	Actual FY 18	Month of March	Actual FY 19	Budget FY 19	91.67% used
Beginning Cash & Investments		697,162	590,508		430,243.45	592,645	
Water Consumption	61-4-810-4500	2,118,914	2,143,711	189,719.94	1,949,021.78	2,191,072	89%
Dep on Agr - Westhill	61-4-810-4521	3,786	0	0.00	2,111.00	0	0%
Meters Sold	61-4-810-4530	93,879	93,455	90,269.70	174,724.36	87,650	199%
Other Services	61-4-810-4590	5,547	7,813	360.50	5,006.50	7,500	67%
W/S Interest	61-4-810-4600	0	2,333	4.11	697.30	0	0%
Miscellaneous Revenues	61-4-810-4900	6,450	0	0.00	106.00	0	0%
Expense Reimbursement	61-4-810-4940	6,196	39,267	2,899.95	22,730.33	0	0%
Sale of Assets	61-4-810-4950	1,925	0	0.00	0.00	0	0%
Operating Transfers-In	61-4-810-9998	0	0	0.00	0.00	-	0%
Total Water Department Revenues		2,236,697	2,286,579	283,254.20	2,154,397.27	2,286,222	94%
Salaries - Regular - FT	61-5-810-5010	555,858	566,222	56,542.59	543,312.81	577,070	94%
Overtime	61-5-810-5040	34,276	28,055	2,002.20	38,062.10	35,000	109%
FICA Water	61-5-810-5079	51,932	49,317	3,978.51	48,324.00	45,100	107%
IMRF	61-5-810-5120	79,941	73,542	4,298.88	65,403.88	73,011	90%
Group Health Insurance	61-5-810-5130	214,738	246,826	15,162.10	160,415.86	245,391	65%
Uniform Allowance	61-5-810-5140	6,484	7,257	535.43	6,125.46	13,000	47%
Rep& Maint-Infrastructure	61-5-810-6000	68,065	136,623	1,689.60	120,393.70	70,000	172%
Rep& Maint - Buildings	61-5-810-6010	27,173	14,405	1,543.00	12,152.13	24,500	50%
Rep& Maint - Equipment	61-5-810-6020	51,773	32,237	4,347.78	41,672.00	33,000	126%
Rep& Maint - Vehicles	61-5-810-6030	18,417	12,583	21,915.60	37,635.94	20,000	188%
Rep& Maint - Contractual	61-5-810-6040	102,795	66,355	3,119.10	80,727.39	85,000	95%
Other Professional Serv	61-5-810-6190	4,118	2,132	0.00	15,247.70	12,000	127%
Telephone	61-5-810-6200	8,259	9,220	846.64	8,129.41	9,000	90%
Postage	61-5-810-6210	15,304	17,831	899.39	12,371.51	22,000	56%
Utilities	61-5-810-6300	311,597	255,296	26,723.78	216,345.23	260,000	83%
Office Equip Rental/Maint	61-5-810-6410	32,006	29,265	606.48	17,781.40	30,300	59%
Liability Insurance	61-5-810-6800	110,328	111,448	0.00	111,448.34	136,884	81%
Lab Expense	61-5-810-6812	27,337	30,984	5,883.82	35,490.57	36,000	99%
Office Supplies	61-5-810-7020	8,298	8,530	1,869.31	9,598.22	9,000	107%
Gas & Oil	61-5-810-7030	15,226	17,057	0.00	14,655.25	20,000	73%
Operating Supplies	61-5-810-7040	70,770	60,663	7,780.73	63,463.61	65,000	98%
Chemicals	61-5-810-7050	59,764	85,026	11,454.13	83,697.26	90,000	93%
Meters	61-5-810-7060	42,939	41,995	4,222.50	30,701.37	20,000	154%
Bad Debt Expense	61-5-810-7850	2,118	281	0.00	592.48	2,000	30%
Miscellaneous Expense	61-5-810-7900	5,168	4,077	1,174.16	3,080.10	8,400	37%
Equipment	61-5-810-8200	0	0	0.00	0.00	0	0%
Transfer Out	61-5-810-9999	0	0	0.00	0.00	0	0%
Depreciation Set Aside		305,604	314,772	27,017.92	297,197.12	324,215	92%
Bond Pmt Set Aside		141,200	213,350	833.33	9,166.63	10,000	92%
Total Water Department Expenses		2,371,488	2,435,350	204,446.98	2,083,191.47	2,275,871	92%
NET WATER DEPARTMENT		(134,791)	(148,770)	78,807.22	71,205.80	10,351	
Change in Accounts Receivable (YTD)		28,419	(11,494)		85,221.44		
Ending Cash & Investments		590,790	430,243		586,670.69	602,996	

CASH FLOW STATEMENT FOR WATER / SEWER FUND as of March 31, 2019

Sewer Department

Line Item	Account #	Actual FY 17	Actual FY 18	Month of March	Actual FY 19	Budget FY 19	91.67% used
Beginning Cash & Investments		1,284,737	965,295		797,980.97	516,865	
Interest Income							
Sewer Consumption	61-4-820-4500	3,103,395	3,349,266	295,960.81	3,057,854.65	3,172,429	96%
Dep on Agr - Westhills	61-4-820-4521	2,978	0	0.00	1,018.00	0	0%
Meters Sold	61-4-820-4530	92,544	92,004	550.00	4,487.00	87,650	5%
Other Services	61-4-820-4590	92,574	27,739	577.98	27,827.18	25,000	111%
WWT Interest	61-4-820-4600	0	931	59.57	4,380.64	0	#DIV/0!
Miscellaneous Revenues	61-4-820-4900	2,153	100	0.00	0.00	0	0%
Expense Reimbursement	61-4-820-4940	0	123,351	500.00	500.00	0	0%
Operating Transfers-In	61-4-820-9998	500,000	500,000	0.00	500,000.00	500,000	100%
Total Sewer Department Revenues		3,793,644	4,093,391	297,648.36	3,596,067.47	3,785,079	95%
Salaries - Regular - FT							
Salaries - Regular - FT	61-5-820-5010	565,019	575,315	52,354.03	545,856.32	626,958	87%
Overtime	61-5-820-5040	44,286	46,506	6,202.39	48,857.79	55,000	89%
FICA WWTP	61-5-820-5079	39,653	40,034	3,184.82	38,025.70	49,585	77%
IMRF	61-5-820-5120	82,421	76,818	4,718.60	66,527.41	82,337	81%
Group Health Insurance	61-5-820-5130	207,899	234,151	14,499.10	155,000.87	223,259	69%
Dental Claims	61-5-820-5131	0	0	0.00	0.00	0	0%
Uniform Allowance	61-5-820-5140	18,158	20,427	1,962.68	20,012.85	17,000	118%
Travel	61-5-820-5151	0	0	0.00	0.00	0	0%
Rep & Maint - Lift Stations	61-5-820-6005	50,022	29,795	4,661.71	9,040.90	20,000	45%
Rep & Maint - Buildings	61-5-820-6010	19,652	91,703	7,810.77	121,045.23	123,000	98%
Rep & Maint - Equipment	61-5-820-6020	88,281	54,797	17,078.28	50,960.88	0	0%
Rep & Maint - Vehicles	61-5-820-6030	29,626	29,372	197.20	21,172.92	25,000	85%
Rep & Maint - Contractual	61-5-820-6040	28,275	18,343	4,423.30	12,239.18	100,000	0%
Other Professional Serv	61-5-820-6190	76,824	103,291	10,072.50	92,012.44	73,500	125%
Telephone	61-5-820-6200	10,153	9,369	741.83	7,516.79	11,000	68%
Postage	61-5-820-6210	15,123	17,692	899.38	12,043.15	20,000	60%
Utilities	61-5-820-6300	208,399	212,511	23,428.53	196,982.64	230,000	86%
Office Equip Rental/Maint	61-5-820-6410	4,224	3,077	230.69	3,224.06	6,000	54%
Liability Insurance	61-5-820-6800	131,014	132,345	0.00	132,344.90	142,500	93%
Lab Expense	61-5-820-6812	36,420	27,530	3,649.93	36,846.04	50,000	74%
Sludge Disposal	61-5-820-6814	9,871	7,240	1,142.16	7,965.73	10,000	80%
Office Supplies	61-5-820-7020	5,682	8,613	1,792.29	7,498.22	8,000	94%
Gas & Oil	61-5-820-7030	14,368	18,551	173.21	10,394.01	35,000	30%
Operating Supplies	61-5-820-7040	23,637	20,120	453.03	17,472.63	20,000	87%
Chemicals	61-5-820-7050	35,011	24,826	4,471.20	34,144.43	60,000	57%
Meters	61-5-820-7060	12,258	30,521	4,299.48	27,265.07	20,000	136%
Bad Debt Expense	61-5-820-7850	2,665	341	0.00	706.50	4,000	18%
Miscellaneous Expenses	61-5-820-7900	4,241	2,430	939.77	2,543.51	5,000	51%
Equipment	61-5-820-8200	0	0	0.00	0.00	0	0%
Operating Transfer Out	61-5-820-9999	500,000	500,000	0.00	500,000.00	500,000	100%
Depreciation Set Aside		452,955	466,544	40,083.33	440,916.63	431,000	102%
Bond Prnt Set Aside		332,395	338,350	15,000.00	165,000.00	180,000	92%
		3,048,534	3,140,615	224,470.21	2,783,616.80	3,128,139	89%
Sewer Department							
Collection System Expenses							
Salaries - Regular - FT	61-5-830-5010	282,807	284,555	22,515.59	272,563.61	304,959	89%
Overtime	61-5-830-5040	22,941	23,638	4,732.60	30,999.28	30,000	103%
FICA Sewer	61-5-830-5079	20,088	23,577	2,084.44	23,222.82	25,624	91%
IMRF	61-5-830-5120	43,336	39,176	2,623.99	35,326.04	42,026	84%
Group Health Insurance	61-5-830-5130	99,658	101,803	7,190.00	76,720.89	110,737	69%
Uniform Allowance	61-5-830-5140	4,300	5,200	490.42	4,179.76	6,600	63%
Rep & Maint - Infrastructure	61-5-830-6000	34,372	37,085	903.54	21,612.22	40,000	54%
Rep & Maint - Equipment	61-5-830-6020	4,127	23,840	490.59	3,697.51	12,000	31%
Rep & Maint - Vehicles	61-5-830-6030	29,748	17,076	7,047.49	16,827.11	20,000	84%
Office Equip Rent/Maint	61-5-830-6410	26,120	26,106	375.79	14,624.76	30,300	48%
Gas & Oil	61-5-830-7030	7,607	9,109	0.00	6,942.73	10,000	69%
Operating Supplies	61-5-830-7040	16,402	16,220	2,054.70	16,949.26	20,000	85%

Sewer Department

	Account #	Actual FY 17	Actual FY 18	Month of March	Actual FY 19	Budget FY 19	91.67% used
Misc. Expense	61-5-830-7900	1,182	569	55.00	470.24	3,000	16%
Equipment	61-5-830-8200	0	0	0.00	0.00	0	0%
Total Sewer Department Expenses		3,641,224	3,748,570	275,034.36	3,307,753.03	3,783,385	87%
NET SEWER DEPARTMENT		152,419	344,821	22,614.00	288,314.44	1,694	
Change in Accounts Receivable		28,419	(12,134.66)		85,221.45		
Ending Cash & Investments		965,572	797,981		671,516.86	18,559	

Bond Reserves (necessary per bond ordinances) - was 06-15

Beginning Cash & Investments	586,815	588,709		591,697.61	588,709	
Additional reserves	0	0	0	0	0	0%
Interest Income	1,894	2,989	625.86	4,125.98	0	0%
Transfer Out: Bond Payment	0	0	0.00	350,000.00	350,000	0%
Ending Cash & Investments	588,709	591,698		245,823.59	238,709	

Connection Fees (plant expansion) / Deposits on Agreement (system extensions) Accounting - was 05-10

Beginning Cash & Investments	3,719,983	3,981,393		2,645,839.94	1,969,192	
Sources						
Interest Income	16,868	26,613	5,573.19	36,740.98	32,000	115%
Connection Fees 61-4-810-4510	66,291	47,382	1,987.00	15,133.94	30,000	50%
Deposits on Agreement 61-4-810-4520	660	1,045	55.00	768.06	2,500	31%
Connection Fees 61-4-820-4510	108,609	91,511	4,410.00	27,253.25	36,000	76%
Deposits on Agreement 61-4-820-4520	75,331	4,674	400.00	1,642.00	5,000	33%
Connection Fee Set-Aside	0	0	0.00	500,000.00	500,000	0%
TOTAL Sources	267,759	171,225	12,425.19	581,538.23	605,500	96%
Uses						
Construction in Progress - Water (1790)	6,350	0	0.00	0.00	0	0%
Construction in Progress - Sewer (1790)	0	0	0.00	0.00	0	0%
Equipment & Vehicles (1750)	0	0	0.00	0.00	0	0%
Recapture Refunds	0	0	0.00	0.00	0	0%
Land (1710)	0	0	0.00	2,000.00	0	0%
Loan to Depreciation Fund	0	1,506,778	0.00	0.00	0	0%
TOTAL Uses	6,350	1,506,778	0.00	2,000.00	0	#DIV/0!
Ending Cash & Investments	3,981,393	2,645,840		3,225,378.17	2,574,692	

Line Item	Account #	Actual FY 17	Actual FY 18	Month of March	Actual FY 19	Budget FY 19	91.67% used
Depreciation Funding - was 04-09 and 06-08							
Beginning Cash & Investments		3,042,622	2,204,050		2,565,727.85	2,656,366	
Sources							
Interest Income		13,634	21,512	4,504.87	29,698.14	25,500	116%
Loan Funds		0	0	0.00	0.00	0	0%
Grant		0	0	0.00	0.00	0	0%
Misc.		0	0	0.00	0.00	0	0%
Depreciation set aside - Water (for Plant)		84,796	314,772	27,017.92	297,197.12	324,215	92%
Depreciation set aside - Water (for System)		220,808	0	0.00	0.00	0	0%
Depreciation set aside - Sewer (for System)		150,050	966,544	40,083.33	940,916.63	981,000	96%
Depreciation set aside - Sewer (for Repl)		802,905	0	0.00	0.00	0	0%
Loan From Connection Fees		0	1,506,778	0.00	0.00	0	0%
TOTAL Sources		1,272,193	2,809,605	71,606.12	1,267,811.89	1,330,715	95%
Uses							
Construction in Progress - Water (1790)		524,890	800,150	0.00	414,403.30	91,000	455%
Construction in Progress - Sewer (1790)		1,530,519	1,397,060	25,347.50	1,057,959.22	675,000	157%
Equipment & Vehicles (1750 & 1760))		55,356	250,716	0.00	103,817.24	125,000	83%
Buildings		0	0	0.00	0.00	0	0%
Transfer Out - Connection Fees Loan Payrr		0	0	0.00	500,000.00	500,000	0%
Transfer Out- City Hall Roof		0	0	0.00	339,037.00	0	0%
TOTAL Uses		2,110,765	2,447,927	25,347.50	2,415,216.76	1,391,000	174%
Ending Cash & Investments		2,204,050	2,565,727		1,418,322.98	2,596,081.00	

Bond Payments Accounting - was 06-10 and 06-13

Beginning Cash & Investments		200,263	122,163		130,894.86	129,772	
Sources							
Interest Income		2,297	3,624	758.84	5,002.58	4,500	111%
Bond Proceeds	61-4-110-4901	0	0	0.00	0.00	0	0%
Operating Transfers-In	61-4-110-9998	0	0	0.00	0.00	0	0%
Bond Pmt Set Aside		473,595	551,700	15,833.33	524,166.63	540,000	97%
TOTAL Sources		475,892	555,324	16,592.17	529,169.21	544,500	97%
Uses							
Debt Service - Principal	61-5-110-8910	501,068	502,335	0.00	503,617.99	503,618	100%
Interest Expense	61-5-110-8920	52,924	44,257	0.00	34,973.67	34,974	100%
Fiscal Charges	61-5-110-8930	0	0	0.00	0.00	0	0%
Bond Issuance Costs	61-5-110-9031	0	0	0.00	0.00	0	0%
TOTAL Uses		553,992	546,592	0.00	538,591.66	538,592	100%
Ending Cash & Investments		122,163	130,895		121,472.41	135,680.00	

Gross Revenues (excludes set asides)	6,315,925	6,579,319	666,318.57	6,209,892.67	5,706,801
Gross Expenditures (excludes set asides)	6,951,667	8,852,199	421,894.26	6,934,472.54	6,043,633
NET CASH FLOW	(635,742)	(2,272,882)	244,424.31	(724,579.87)	(336,832)



City of Belvidere

Building Department Revenues

March 2019



Total Permits Issued	51	
Total Value of Construction		\$609,528.00
Building Fees	51	\$6,540.00
Electric Permit Fees	9	\$649.50
Plumbing Permit Fees	3	\$487.50
HVAC Permit Fees	1	\$144.00
Insulation Permit Fees	1	\$45.00
Plan Review Fees	1	\$24.00
Zoning Review Fees	9	\$150.00
Pool Permit Fees	0	\$0.00
Sign Permit Fees	3	\$360.00
Fence Permit Fees	4	\$60.00
SW, DW, & GR Fees	1	\$85.00
Reinspection/Misc	0	\$0.00
Total Permit Income		\$8,545.00
Enterprize Zone Discount		\$1,285.00
Total Permit Fees		\$9,830.00
Break Down of Commercial vs. Residential Income		
Commercial / Industrial Income	11	\$2,370.00
Residential Income	40	\$6,175.00
		Value
Multi Family	0	\$0.00
Single Family Residence	1	\$95,500.00
Commercial / Industrial	11	\$244,894.00
Other Residential	39	\$269,134.00

Commercial Permits Summary Report March 2019

11 Commercial Permits were issued by the Building Department in March, 2019.

Fastenal Company (Belvidere Branch): This project is currently in the 2nd Plan Review stage.
3397 Morreim Dr.

Commercial Metals: A permit for 2 signs were issued at this location.
2595 Tripp Road

Coach's Corner: Permits issued include submittal of plans and buildout.
620 South State St. Construction on a catering kitchen is currently in the Rough-in inspection phase.

Great Clips: Temporary balloon sign allowable for 60 total calendar days per year. This sign is now down.
1948 Gateway Ctr. Dr.

Walmart: Fence to prevent trash from impacting adjacent properties. This fence is not yet complete.
2101 Gateway Ctr. Dr

Planet Fitness: Permits issued for partial roof replacement and demolition of interior. Permit for Buildout will be issued after Easter.
122 South State St.

State Farm: Sign permit issued for one illuminated and one non-illuminated sign.
990 Belvidere Rd.

Open permits include:

One Stop Shop: This project is at the Rough-in stage of inspection.
1105 North State St.

One Stop Shop (old Radio Shack): This project is at the Rough-in stage of inspection.
1119 North State St.

Gas Station at 600 Logan Ave.: The City continues to work with the owner to gain completion of this renovation/canopy repair

Firebox: Completion estimated for late May, 2019
122 Buchanan St.

Completed Projects:

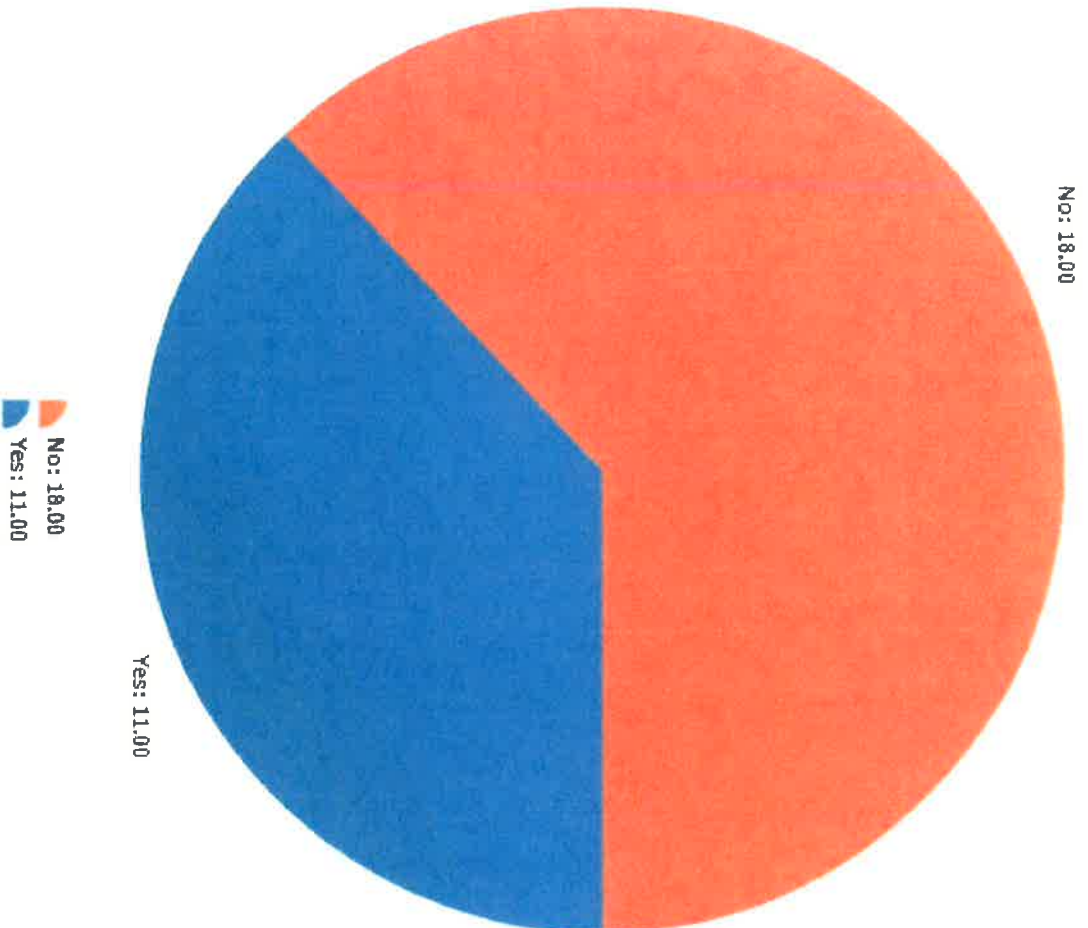
RP Lumber (old Kmart Store): Final Inspection completed 2/26/19. Open for business.
500 West Chrysler Dr.

Good Times Gaming (old Sonic Restaurant): Final inspection completed 2/6/19. Open for business
2195 North State St.

Monthly Request Report

Run Date: 04/04/2019 11:04 AM

Open vs. Closed



Request Address One	Ward Number	Assigned Staff	Created By	Request/Concern Description	First Inspection Date	Request Status	Completed /Closed	Close Date
372 w chrysler		Cara Whetsel	Cara Whetsel	signs in ROW	3/13/2019	Request Completed	Yes	4/1/2019
740 Logistics		Cara Whetsel	Cara Whetsel	Semi trucks parking in the turn around circle at the end of Logistics Dr.	3/13/2019	Request Completed	Yes	4/1/2019
390 W CHRYSLER DR	1	Cara Whetsel	Cara Whetsel	Signs in ROW	3/13/2019	Request Completed	Yes	4/1/2019
137 S STATE ST	1	Cara Whetsel	Cara Whetsel	illegal apartments	3/4/2019	In Progress	No	
1122 W 12TH ST	1	Cara Whetsel	Cara Whetsel	inops, parking on grass	3/4/2019	In Progress	No	
1116 W 12TH ST	1	Cara Whetsel	Cara Whetsel	garbage	3/4/2019	In Progress	No	
1423 10TH AVE	1	Cara Whetsel	Catherine Crawford	This house's roof is in such disrepair there are shingles all over the neighborhood each time it is windy and the roof has only a small amount of shingles left. The windows are falling apart also. hazardous for residents and neighbors.	3/4/2019	In Progress	No	
420 W CHRYSLER DR	1	Cara Whetsel	Cara Whetsel	trash all over parking lot	3/13/2019	Request Completed	Yes	4/3/2019
953 W LINCOLN AVE	2	Cara Whetsel	Cara Whetsel	Home occ w/o permit	3/7/2019	In Progress	No	
1715 WYNNWOOD DR	2	Cara Whetsel	Cara Whetsel	no home occupation permit	3/7/2019	In Progress	No	
1027 STRAWBERRY LN	2	Cara Whetsel	Cara Whetsel	Too many dogs &/or cats at the house	3/18/2019	Request Completed	Yes	3/29/2019
141 S APPLETON RD	2	Cara Whetsel	Cara Whetsel	Inops parking in grass	3/13/2019	Full Release	Yes	4/3/2019
2816 MARY ST	2	Cara Whetsel	Cara Whetsel	inop vehicle	3/13/2019	Request Completed	Yes	4/3/2019
2710 MARY ST	2	Cara Whetsel	Cara Whetsel	trailer in front yard	3/13/2019	Request Completed	Yes	4/3/2019
141 BIESTER DR	3	Cara Whetsel	Cara Whetsel	garbage outside of house. offensive smell from inside house. Child going to school in a filthy state.	3/20/2019	Request Completed	Yes	4/10/2019
2001 BRIDGEWATER DR	3	Cara Whetsel	Cara Whetsel	home occ/ no permit	3/7/2019	Request Completed	Yes	3/29/2019
605 BUCHANAN ST	3	Cara Whetsel	Cara Whetsel	truck parking & trash	3/27/2019	In Progress	No	
609 BUCHANAN ST	3	Cara Whetsel	Cara Whetsel	trash	3/27/2019	In Progress	No	
931 NETTIE ST	3	Cara Whetsel	Cara Whetsel	trash	3/27/2019	In Progress	No	
1008 GROVER ST	3	Cara Whetsel	Cara Whetsel	tv in the front yard	3/27/2019	In Progress	No	
2301 RIDGEFIELD DR	3	Cara Whetsel	Cara Whetsel	garbage	3/27/2019	In Progress	No	
2318 RIDGEFIELD DR	3	Cara Whetsel	Cara Whetsel	old toilet in front yard	3/27/2019	In Progress	No	
627 WHITNEY BLVD	3	Cara Whetsel	Cara Whetsel	parking in grass	3/27/2019	In Progress	No	
2109 TOBYNE DR	4	Cara Whetsel	Cara Whetsel	trash	3/27/2019	Request Completed	Yes	4/10/2019
705 WEBSTER ST	4	Cara Whetsel	Cara Whetsel	inops	3/27/2019	In Progress	No	

Request Address One	Ward Number	Assigned Staff	Created By	Request/Concern Description	First Inspection Date	Request Status	Completed /Closed	Close Date
546 GAYNOR ST	4	Cara Whetsel	Catherine Crawford	Garbage cans out every single day, furniture in back yard. Front porch full of debris	3/13/2019	In Progress	No	
620 W MADISON ST	4	Cara Whetsel	Cara Whetsel	NO home occ permit	3/7/2019	Request Completed	Yes	4/1/2019
1423 MAPLE AVE	5	Cara Whetsel	Cara Whetsel	wood pile on lot line	3/22/2019	Request Completed	Yes	4/3/2019
521 S STATE ST	5	Cara Whetsel	Cara Whetsel	mattresses & garbage	3/22/2019	In Progress	No	

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BELVIDERE

Community Development Department

Planning Department

401 Whitney Boulevard, Suite 300, Belvidere, Illinois, 61008 (815) 547-7177 FAX (815) 547-0789

March 2019 Monthly Report

Number	Project	Description	Processed
	Belvidere Projects		
1	Cases: October	Beverly Materials (Plote), SU, 4654 Townhall Rd	09/10/2018
5	Cases: March	Crombie, SU, 982 Belvidere Road	02/01/2019
		Crombie, SU, 1550 Pearl Street	02/01/2019
		Crombie, VAR, 622 S. State Street	02/01/2019
		Crombie, SU, 622 S. State Street	02/01/2019
		Lindenberg, RP, Townhall Industrial Park	02/19/2019
2	Cases: April	City of Belvidere, TA	03/13/2019
		City of Belvidere, VAR, 301 Highline Drive	03/13/2019
2	Annexation	Plote, 4654 Townhall Road	
		Plote, Irene Rd and US Route 20	
0	Temporary Uses	None	
1	Site Plans (New/Revised)	Fastenal, 1593 Townhall Road	03/07/2019
0	Final Inspection	None	
1	Downtown Overlay Review	319/323 S. State Street, façade	03/01/2019
0	Prepared Zoning Verification Letters	None	
10	Issued Address Letters	5298-5386 Newburg Road	03/07/2019
		William Charles Quarry	03/08/2019
		William Charles Quarry	03/08/2019
		William Charles Quarry	03/08/2019
		William Charles Quarry	03/08/2019
		William Charles Quarry	03/08/2019
		William Charles Quarry	03/08/2019
		William Charles Quarry	03/08/2019
		William Charles Quarry	03/08/2019
		1213-1215 Berylan Street	03/20/2019
	Belvidere Historic Preservation Commission	Although the Commission did meet in March, staff continued to organize the Awards Program, drafted a CLG Grant application, assisted property owners with their Property Maintenance Grant applications, assisted a property owner with their Certificate of Appropriateness application and continued discussions with the Historic US Route 20 Association.	

Planning Monthly Report Cont.

Heritage Days Staff continued to respond to inquiries via Facebook and e-mail, organize events, further discussed the blood drive and met with other event participants.

Hometown Christmas None

Poplar Grove Projects

1	Cases: March	Straw, SU, 5445 IL Rte 173	02/27/2019
2	Cases: April	Etes, PP, 478 S. State Street	03/25/2019
		Etes, FP, 478 S. State Street	03/25/2019
0	Issued Address Letters	None	
0	Prepared Zoning Verification Letters	None	

Scanned Plats: E-mail, Print and/or Burn

7	Recorder's Office	
1	Other Department	
0	General Public	None

Met with Census Representatives, reviewed block and tract changes with Region 1 Planning Council

Census

Planning Department Current Duties

Close out completed planning case files

Respond to all FOIA requests

Work with 911, Fire Department and Post Office to verify all addresses in the City

Assist Growth Dimensions with requested data

Meetings and phone calls with developers regarding potential development

Phone calls/walk-ins for questions regarding zoning, floodplain, development, etc.

Prepare minutes, agendas and packets for various committees, commissions, boards

Prepare deposits and purchase orders for bill payments

Continue meeting with RMAP regarding planning activities

CITY-COUNTY COORDINATING COMMITTEE
MINUTES

Wednesday, March 13, 2019 at 6:00 P.M.
County Board Room, 1212 Logan Avenue

CALL TO ORDER

The meeting of the City-County Coordinating Committee was called to order by Dan Snow, Co-Chairman at 6:00 P.M.

ROLL CALL

County:

Cathy Ward, Co-Chairman
Carl Larson, Vice Co-Chair
Cherie Bartelt
Jeffrey Carlisle
Brad Stark

City:

Dan Snow, Co-Chairman

Others:

Ken Terrinoni
Lt. Pat Molloy
Terri Snow
Pam Fettes

Karl Johnson, Board Chairman

Members Absent:

County:

Chairman Karl Johnson

City:

Mayor Chamberlain
Mike Borowicz
Marsha Freeman
Clayton Stevens
Wendy Frank, Vice Co-Chair

APPROVAL OF MINUTES

A motion was made by Brad Stark to approve the February 13, 2019 meeting minutes. Motion seconded by Carl Larson. Motion passed (6-0).

APPROVAL OF AGENDA

It was requested to add 5.2 Growth Dimensions. A motion was made by Jeffrey Carlisle to approve the agenda as amended. Motion seconded by Brad Stark. Motion passed (6-0).

PUBLIC COMMENT

PUBLIC COMMENT

There was no public comment made.

GROWTH DIMENSIONS

Pam Fettes from Growth Dimensions was asked to talk about the reduction of employees at the Chrysler plant in Belvidere. There are 1,371 people will be affected. Ms. Fettes said there is a program called In Plan which is a system that is used to help identify other industries in other occupations would be affected. The direct jobs affect of the 1,371 employees are direct to the automotive manufacturing. Indirect there is impact automotive manufacturing suppliers. Ms. Fettes discussed how this would affect our area. Today the workforce comes from an approximate 60-mile radius. The impact is not just on Boone County it's a larger region. Ms. Fettes said for every 100 jobs that are lost there are about another 166 jobs that are impacted in other industries. This adds up to approximately 1,032 indirect jobs and approximately 950 induced jobs. There is another factor that goes into this. We have suppliers that have more than the Fiat Chrysler automotive as a customer. The smaller supply companies will have the most challenges. There was a recent announcement one company will be laying off 180 employees in one location and another 23 employees in Belvidere. Their first layoffs are anticipated the end of April and Chrysler in early May. The dollars that are put into the system for every \$100 that is reduced from spending from these employees there is another \$21 in other areas. This could equate to over \$2,200 in spending that would be reduced. It will affect us unless these employees get replacement jobs. A couple things they are doing are talking to a lot of employers in the region, there is hiring workshop through Workforce Connections to try and retain the workforce and explained what the Workforce Connection organization can do to help employ people. Growth Dimensions are in contact with those businesses that would be affected more and discussed this with the committee. This is a greater region that will be affect it's just not Belvidere. The economy is good right now and people are looking for skilled workforce. Ms. Fettes is unaware of

where these people who will be laid off reside. She feels we are in a much better position now than when these layoffs happened years back. Chairman Snow suggested contacting Mr. Thiel on hiring possibilities. Ms. Fettes said Belvidere is the busiest hiring event from 200 to 400 people who attend and discussed this with the committee. Cathy Ward asked how long Chrysler has been at 4,000 employees. Ms. Fettes responded saying approximately five years. Cherie Bartelt discussed possible temporary hires through the summer. Ms. Fettes said Chrysler is laying off due to the softening of their exports and discussed this with the committee. Cherie Bartelt said the tariffs are hurting the industry. The committee thanked Ms. Fettes for attending.

E-911 REPORT – PUBLIC SAFETY BUILDING

911 REPORT

Lt. Molloy gave a dispatcher hiring update. He has spoken to two dispatchers and if the candidates pass their testing requirements the anticipated start date will be March 25, 2019. There will be some classroom training which is something new to help the new hires ease into the dispatcher culture. Lt. Molloy discussed the telephone project. Lt. Molloy, Joel Shadden, and Chief Deputy Gay have been speaking with some different consultants and reviewed these consultants with the committee. There were proposals received. Tom Wyman's proposal was \$13,625, Tim Gracia's proposal was \$13,200, and Dave Wilson's proposal was \$12,900. It was a consensus that they were comfortable with all three of them. Lt. Molloy reviewed the requirements which were broken out into three parts. Operation needs, RFP Development and Implementation. Two of the consultants only bid on the first two parts. Dave Wilson did give all three and still had the low bid. He is a one outfit based out of his house. He has an exceptional client list and experience in the 911 center. Those were very important. Lt. Molloy said Mr. Wilson would be his recommendation to move forward with. He is more than willing to come in and answer any questions the committee has. Jeffrey Carlisle asked if they got a hold of Century. Lt. Molloy said yes, he spoke with a representative and was willing to give him a contact because they do not do consultant themselves. The consultant did not respond. Carl Larson discussed the dispatcher candidate that spoke Spanish and asked if there were any other dispatchers that spoke Spanish. Lt. Molloy said they currently use a service that provides multiple language translation and explained this to the committee. There is a cost for this service. The non-emergency number is on the website. The hiring of the two new dispatchers this will bring them up to 15 and the goal is 16 and hopes the classroom training helps. The explorer group was discussed. Lt. Molloy discussed the antenna amplifier for the radio system.

A motion was made by Cathy Ward to approve the Courthouse basement antenna amplifier from Installation Services Inc. in the amount of \$14,250 Invoice #5893 with a 50/50 split with the City of Belvidere. Motion seconded by Brad Stark. Motion passed (6-0).

Mr. Terrinoni asked if he would like to move forward with a consultant recommendation of Dave Wilson. Lt. Molloy said this was broken down by the number of phones countywide which includes the City. There are 273 total phones. 188 of them are County, 37 are City, and 48 are Public Safety Building and discussed this with the Committee. Lt. Molloy said the County's portion would be \$8,883.00. The City portion would be \$1,748.00 and the Public Safety Building would be \$2,268.00. There was discussion on the usage and possibly including townships and villages. There was discussion on moving forward and the company that would be used. Mr. Terrinoni said this would be delayed a month unless action occurs and then discussed at the next committee meeting. Jeffrey Carlisle discussed the Statement of Work with a start and end date. There is a written contract that needs to be reviewed. Mr. Terrinoni suggested a motion.

A motion was made by Cathy Ward to accept the proposal by Dave Wilson, Wilson Consulting in the amount of \$12,900 for phone configuration consultation services prorated on actual phone inventory. The motion was seconded by Cherie Bartelt. Motion passed (6-0).

There was discussion on the existing phone system. There is a total of 273 phones. The last time this was done was in 2007. This is a proposal that should cut costs. Jeffrey Carlisle asked for a breakout of the cost per phone.

GIS

There was no discussion held.

LANDFILL

APPROVAL OF INVOICE: TRC

A motion was made by Cathy Ward to approve TRC invoice # 343025 in the amount of \$8,692.33 with a 50/50 split with the City of Belvidere. Motion was seconded by Jeffrey Carlisle. Motion passed (6-0).

APPROVAL OF INVOICE: NIJMAN FRANZETTI

A motion was made by Cathy Ward to approve Nijman Franzetti invoice # 16439 in the amount of \$490.00 with a 50/50 split with the City of Belvidere. Motion was seconded by Jeffrey Carlisle. Mr. Terrinoni said they use Nijman Franzetti to review IEPA documents as a quality control step. She has a really good eye for these reports and how to present them. Cathy Ward said this attorney is much less than the previous one used. Motion passed (6-0).

ILLINOIS EPA/LANDFILL COMMUNICATION

Mr. Terrinoni said they are still waiting on the IEPA to respond to our latest proposal to modify groundwater testing. Cathy Ward asked when we will hear on the Solar Farm lottery. Mr. Terrinoni has no news at this time. There was discussion on solar farms moving forward even if they do not receive the credits.

INFORMATIONAL ITEMS AND OTHER BUSINESS

WATER PRESERVATION AND PROTECTION ALLIANCE (WPPA)/BLACKHAWK HILLS WATER SURVEY

Mr. Terrinoni said he doesn't have a report but plans to pursue this. He will be having a meeting with Dan Kane and other members. This will be discussed at a future meeting.

INVITATION TO OTHER GOVERNMENTS

Cathy Ward discussed inviting people from the Loves Park area because that is where a lot of growth is taking place. Mr. Terrinoni said he can ask the Planning Director.

CORRESPONDENCE

There was no correspondence discussed.

EXECUTIVE SESSION

There was no executive session held.

ADJOURNMENT

ADJOURN THE MEETING

A motion was made by Brad Stark to adjourn the meeting. Motion seconded by Jeffrey Carlisle. Motion passed (6-0). Meeting was adjourned at 6:43 p.m.

Recorded by,

Julaine Drake
Office Manager



Installation Services, Inc.

Your Tower & Antenna Specialists

427 Borden Avenue, Sycamore, IL 60178

Phone (815) 991-9560 Fax (815) 991-9468

INVOICE No. 5893

Please Return Yellow Copy With Payment

DATE: 2/10/2019

SUBMITTED TO:

ACCOUNTS PAYABLE
BOONE COUNTY SHERIFF
615 N. MAIN STREET
BELVIDERE, IL 61008

bd5893

FOR LABOR & SERVICES FURNISHED ON:

BDA UPGRADE

COUNTY OF BOONE
BELVIDERE, IL

Authorized By: Pat Molloy

Installation Services, Inc. supplied materials with asterisks.

QTY PRICE UNIT ITEM TOTAL

WORK PERFORMED:

In-Building Distributed Antenna System BDA Upgrade

Cost of Materials: \$ 11,750.00

Cost of Labor: \$ 2,500.00

GRAND TOTAL DUE: \$ 14,250.00

Net 30 Days

A FINANCE CHARGE OF 1 1/2% PER MONTH (18% PER ANNUM) WILL BE CHARGED ON ALL PAST DUE



14 Gabriel Drive
 Augusta, ME 04330
 207-620-3800

INVOICE

PLEASE REMIT TO:
 TRC Lockbox
 P. O. Box 536282
 Pittsburgh, PA 15253-5904

Kenneth Terrinoni
 Boone County
 County Administrator
 1212 Logan Avenue Suite 102
 Belvidere, IL 61008

February 19, 2019
 Project No: 225096.0005.0000
 Invoice No: 343025
 Project Manager Curtis Madsen

Project 225096.0005.0000 Boone: 2019 Annual Services

Invoice sent via email only:
 To: JDrake@Boonecountyil.org
 cc: ktboone@boonecountyil.org

Professional Services from December 29, 2018 to January 25, 2019

TRC Personnel

	Hours	Rate	Amount	
Senior Project Technical II	16.50	178.79	2,950.04	
Field/O&M Technician	2.25	75.05	168.86	
Staff Technical I	9.60	99.26	952.90	
Senior Project Administration	6.70	86.09	576.80	
Consult/PM/Tech Mgmt II	20.00	194.24	3,884.80	
Administration	2.40	66.22	158.93	
Total	57.45		8,692.33	8,692.33

Total this Invoice \$8,692.33

Nijman Franzetti LLP
10 South LaSalle Street
Suite 3600
Chicago, IL 60603
E-mail: ke@NijmanFranzetti.com
(312) 251-5250
Fax (312) 251-4610

County of Boone
601 North Main Street
Suite 302
Belvidere, IL 61008
Attn: Tricia Smith

Invoice

February 11, 2019

Invoice #16439

In Reference To: Belvidere Landfill #2

For services rendered through: January 31, 2019

Professional Services

	<u>Hours</u>	<u>Amount</u>
01/11/19 JTN Review and prepare comments to 2nd half 2018 report	1.10	385.00
01/23/19 JTN Review correspondence to IEPA and comment re same	0.30	105.00
For professional services rendered	<u>1.40</u>	<u>\$490.00</u>

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Jennifer T. Nijman	1.40	350.00	\$490.00

Invoice payment is due promptly upon receipt. Please make check payable to Nijman Franzetti LLP and enclose a duplicate copy of this invoice with your check.

Taxpayer ID No. 26-1768725

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION**

Minutes

**Tuesday, April 9, 2019
City Council Chambers
401 Whitney Boulevard
6:00 pm**

ROLL CALL

Members Present:

Alissa Maher, CHM
Daniel Arevalo, VCHM
Carl Gnewuch
Robert Cantrell
Andrew Racz
Art Hyland

Staff Present:

Gina DelRose, Community Development Planner
Cathy Crawford, Administrative Assistant
Michael Drella, City Attorney

Members Absent:

Paul Engelman

Chairman Alissa Maher called the meeting to order at 6:04 p.m.

MINUTES: It was moved and seconded (Arevalo/Cantrell) to approve the minutes of March 12, 2018. The motion carried with a 6-0 roll call vote.

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

2019-04; LHC Properties, LLC (VAR):

Application of Ryan Crombie, 201 S. 8th Street, South Beloit, IL 61080 on behalf of the property owner, LHC Properties, LLC, 201 S. 8th Street, South Beloit, IL 61080 for a variance to reduce the required setback from residentially-zoned property from 300 feet to 0 feet. Specifically, allowing outdoor commercial entertainment to occur zero feet from a residentially-zoned property at 622 S. State Street, Belvidere, IL 61008 (Belvidere Zoning Ordinance Sections 150.204(D)(10)(A)(1) and 150.909 Variance Review and Approval Procedures) in the CB, Commercial Business District on approximately 0.50 acres. PIN:05-36-104-025

It was moved and seconded (Gnewuch/Cantrell) to remove Case 2019-04 from the table. The motion carried with a 6-0 voice vote.

Mike Drella said the City Council approved the special use that the variance was dependent on.

It was moved and seconded (Racz/Cantrell) to accept the findings of fact as presented. The motion carried with a 6-0 roll call vote.

It was moved and seconded (Racz/Cantrell) to approve Case 2019-04 as presented. The motion carried with a 6-0 roll call vote.

NEW BUSINESS:

2019-06; City of Belvidere (TA):

Application of the City of Belvidere, 401 Whitney Boulevard, Belvidere, IL 61008 for a text amendment to the City of Belvidere Zoning Ordinance (Chapter 150 as amended) pertaining to Section 150.706(D) Requirements for Exterior Commercial Vehicle and Equipment Storage in Office and Commercial Districts, Section 150.1011 Temporary Signs, Table 150.1007(A)1 Freestanding Signs, Table 150.1007(B)1 Building Signs, Table 150.1007(C)1 Permitted Building and Freestanding Sign by Type and Zoning District, Section 150.204(A)(5)(A)(7) Mobile Home Park Residential Development, Appendix C Land Use Summary Chart regarding Mobile Home Subdivision or Park, Appendix C Land Use Summary Chart regarding signage as a special use, Section 150.105(C)(1)(C)(2) Animated Signage, Section 150.105(C)(2)(C)(2) Animated Signage Section 150.105 (C)(3)(C)(2) Animated Signage, Section 150.105 (C)(4)(C)(2) Roof, Above Peak Signage, Section 150.105(C)(5)(C)(2), Roof Above Peak Signage, Section 150.105(C)(7)(C)(2) Roof, Above Peak Signage, Section 150.105 (C)(8)(C)(2) Roof, Above Peak Signage and Section 150.105(C)(9)(C)(2) Roof, Above Peak Signage and Section 150.902 Amendment of Zoning Regulations (Text Amendments). The proposed language is below.

The public hearing was opened at 6:09 p.m.

Gina DelRose was sworn in and summarized the staff report dated April 2, 2019. Ms. DelRose presented an amended page from the staff report that shows a change in the proposed language of the ordinance as well as providing clarification of the proposed temporary sign amendments. Ms. DelRose stated the case was published in the Boone County Journal on March 22, 2019 and notices were sent to staff on March 22, 2019.

Gina DelRose said text amendments are proposed as issues with the language of the Zoning Ordinance come up throughout the year. Periodically, the staff will compile those issues and propose amendments to the code. The proposed case is such a compilation.

Gina DelRose detailed the proposed text amendments. The first proposed amendment was to strike language referring to semi-trucks in Section 150.706(D)(1). In 2008 there was a text amendment to limit the allowance of semi-trucks to those actively loading and unloading (Section 150.105(C)(7)(D)(3). Section 150.706(D)(1) should have been amended at that time to reflect this prohibition of semi-truck parking in commercial and office districts. The proposed language removal will provide consistency regarding semi-trucks.

The second portion refers to temporary signage. It was noted that the zoning code was being interpreted to read that the code did not require any time limit on the placement of temporary signage of less than 32 square feet; many businesses were using temporary signage year-round as a substitute for permanent signage. When the code was changed to allow animated signage, this eliminated much of the need for temporary signage, as the changing display can reflect many of the items traditionally on temporary signs. The proposed text amendment in this section also proposes listing the different requirements under the temporary sign code separately for more clarity.

Gina DelRose stated that in 2017 there was a text amendment to update the signage portion of the Zoning Ordinance. The NC requirements were accidentally removed when classifications of zoning districts were updated. NC stands for non-conforming. There are grandfathered uses in the residential districts, most commonly churches, but there are some commercial and industrial uses as well. The NC portion of the sign code allowed for these non-residential uses to have limited signage. Staff recommends inserting the word "institutional" as well to accommodate all potential non-conforming land uses.

The next proposed text amendment regulates mobile home developments. Mobile Home Parks include one large parcel with lots for rent; Mobile Home Subdivisions include individual lots for purchase. Although #7 in each section has the same 15-foot separation requirement, one uses the word "unit" and one uses the word "structure". For consistency, staff recommends that the word "structure" be used in each section when referring to separation distances. The separation is not only from the mobile home itself, but from accessory structures such as decks, porches, etc.

Gina DelRose said clarification to the Appendix C Land Use Summary Chart is being proposed; the chart incorrectly references the section of the Zoning Ordinance that regulates Mobile Home Developments.

In an effort to make sign regulations easier to follow and for the Land Use tables/charts to be more consistent, the final proposed changes to the two types of signs regulated by special use (animated and above roof peak) are listed in the appropriate zoning district tables and accessory land use chart.

Mike Drella said the proposed text amendments represent attempts by the staff to clear up errors and inconsistencies in the Zoning Ordinance. Mr. Drella said the most substantive change proposed is to the limit on allowable days for temporary signage.

Daniel Arevalo, referring to Section 150.1011(E), asked for clarification of the days that political signs are allowed to be displayed.

Gina DelRose stated there is no time limit for political signs. Ms. DelRose said the section Mr. Arevalo refers to regulates only the size of political signs.

Mike Drella stated that by Supreme Court ruling, there can be no temporal limit for political signs to be displayed.

Gina DelRose stated the signs listed in Section (E) do not have a time frame.

Carl Gnewuch asked if flags are exempt from the section of the code in question.

Gina DelRose said the height of flagpoles is regulated but not the content of a flag displayed.

It was moved and seconded (Cantrell/Arevalo) to recommend approval of the proposed text amendments. The motion carried with a 6-0 roll call vote.

2019-07; City of Belvidere (VAR):

Application of the City of Belvidere, 401 Whitney Boulevard, Belvidere, IL 61008 for a variance to reduce the required active outdoor recreational setback from 50 feet to 15 feet along the southern property line and from 50 feet to 35 feet along the eastern property line to allow for a public playground and pavilion at 301 High Line Street in the MR-8L, Multi-Family Residential-8 Large District (Belvidere Zoning Ordinance Sections 150.204 (C)(2)(A)(2) and 150.909 Variance Review and Approval). PIN: 05-22-451-012

The public hearing was opened at 6:21 p.m.

Gina DelRose was sworn in and summarized the staff report dated April 3, 2019. Ms. DelRose said the case was published in the Boone County Journal on March 22, 2019 and certified mailings were sent to property owners within 250 feet of the subject property on March 22, 2019.

Gina DelRose said the City of Belvidere is the property owner and applicant. In 2015, the City acquired the vacant parcel and in 2017, moved their Summer Food Service Program to the site on Friday afternoons in order to serve a larger amount of children. Building on this program, the Belvidere Police and Fire Departments as well as the Belvidere Family YMCA were present on Friday afternoons to engage in activities with the families attending. The overwhelmingly positive response to the programs resulted in the Belvidere Family YMCA planning to provide summer lunches Monday through Friday from May to August. Positive impacts on the neighborhood have been noted and crime in the neighborhood has been reduced as a result.

In 2018 the playground was constructed. A small triangle of land just south of the site, containing municipal infrastructure, (granted by easement) was purchased in 2018 and will be annexed into the City by the summer of 2019.

The City is proposing a 24-foot by 40-foot pavilion to be constructed near the playground and existing infrastructure. The pavilion will provide shelter during summer program activities and allow neighborhood families to have a place to gather. Due to the existing site conditions, the pavilion will be located closer than 50 feet to the east and south property lines. High Line Street acts as a buffer between the pavilion and residents to the east. Vacant land acts as an additional buffer.

The subject property exceeds the minimum lot width of 75 feet in the MR-8L District and the minimum lot size of 15,000 square feet. A multi-family residence could have been constructed 30 feet from the eastern property line and 25 feet from the southern property line. Recreational structures require 50-foot setbacks. If the owner of a housing complex wished to construct a playground and pavilion for its residents to use, the structure would need to meet the accessory setback of 30 feet from the right-of-way and three feet from the side and rear lot lines. This would allow the structure to be closer than the City is proposing for its public playground and pavilion.

The staff recommends approval of case 2019-07.

The chair asked if there were questions for the staff.

Carl Gnewuch asked if agriculturally zoned land was adjacent to the proposed site.

Gina DelRose said yes.

Daniel Arevalo asked if any other amenities or features will be built under the pavilion.

Gina DelRose said the site would be improved as time went on.

Carl Gnewuch asked who would be the entity regulating the new pavilion.

Gina DelRose said the City will be overseeing the park; since it is a publicly-owned park, it is open for anyone's use.

Mike Drella clarified that the site is in use for the Summer Food Service Program.

Gina DelRose said this was correct.

Mike Drella asked if it would be correct to say the pavilion would allow families to eat out of the sun and rain.

Gina DelRose said this was correct. The Summer Lunch program had to be cancelled on a number of occasions due to inclement weather which was unfair to children relying on it for their lunch.

Daniel Arevalo asked if the pavilion would be constructed of wood.

Gina DelRose said she believed this was correct; there would be a cement base.

Alissa Maher asked if any other interested parties had questions for the staff.

Guadalupe Aquino asked if the plan for the pavilion includes parking.

Gina DelRose said the City purchased the circular drive at the site and may be adding parking at a later date.

Guadalupe Aquino said the neighborhood is already short of adequate parking and the addition of a pavilion would make the issue worse as well as create trash and privacy issues. Mrs. Aquino said the pavilion is good for the community, but would create a negative impact on the neighborhood.

Gina DelRose said the pavilion would mainly be used by people living in the neighborhood and the staff does not anticipate a large amount of additional traffic.

Guadalupe Aquino said when parties are held in the neighborhood there is always a parking issue now. Mrs. Aquino said when they bought the house they did not anticipate such an issue.

Gina DelRose said that the property is zoned MR-8L and an eight-unit apartment building could be on the proposed site. Ms. DelRose said there will be buffers in place to prevent some of the issues Mrs. Aquino worries about. Staff will also be present during community events.

Guadalupe Aquino said her largest concern is the parking issue. Mrs. Aquino said the police have come to their house many times with complaints about the presence of her trucks which, according to Mrs. Aquino, are allowed. Mrs. Aquino said if an apartment building was built there, it would include adequate parking.

Gina DelRose said this is correct; however, the anticipation is that there will not be a large amount of additional parking needed at the site. People will mainly walk to the facility.

Guadalupe Aquino said the pavilion, however, would be free to use and would attract people having parties.

Alissa Maher said it was appropriate to swear in Mrs. Aquino.

Guadalupe Aquino was sworn in. Mrs. Aquino repeated her concern that the parking at the proposed site would be inadequate for a pavilion to be built there.

The public hearing was closed at 6:48 p.m.

It was moved and seconded (Cantrell/Hyland) to accept the findings of fact as presented in the staff report. The motion carried with a 6-0 roll call vote.

It was moved and seconded (Racz/Cantrell) to approve Case 2019-07 as presented. The motion carried with a 6-0 roll call vote.

OTHER BUSINESS: Elections

It was moved and seconded (Racz/Gnewuch) to nominate Daniel Arevalo as Chair and Alissa Maher as Vice-Chair.

Daniel Arevalo was voted Chair and Alissa Maher voted as Vice-Chair with a 6-0 roll call vote.

DISCUSSION: None

Staff Report:

Gina DelRose said there will be two cases before the Commission in May, 2019, a rezoning and a special use.

ADJOURNMENT:

The meeting adjourned at 6:51 p.m.

Recorded by:

Cathy Crawford
Administrative Assistant

Reviewed by:

Gina DelRose
Community Development Planner

Minutes
Committee of the Whole
Building, Planning, Zoning and Public Works
April 8, 2019
6:00 p.m.

Call to Order – Mayor Chamberlain:

Roll Call: Present: G. Crawford, M. Freeman, T. Porter, T. Ratcliffe and D. Snow.
Absent: M. Borowicz, R. Brooks, W. Frank, M. Sanderson and
C. Stevens.

Department Heads and City personnel in attendance:
Budget and Finance Director Becky Tobin, Director of Buildings Kip Countryman,
City Treasurer Thornton, Public Works Director Brent Anderson, Community
Development Planner Gina DelRose, Fire Chief Hyser, Police Chief Woody,
City Attorney Drella and City Clerk Arco.

Alderman Stevens arrived at 6:04 p.m. and Alderman Sanderson arrived at 6:05 p.m.

Public Comment:

Public Forum: None.

Reports of Officers, Boards and Special Committees:

1. Building, Planning and Zoning, Unfinished Business: None.

2. Building, Planning and Zoning, New Business:

(A) Reappointment of Carl Gnewuch – Planning and Zoning Commission.

Motion by Ald. Snow, 2nd by Ald. Crawford to consent and approve the appointment of Mr. Carl Gnewuch to the Belvidere Planning and Zoning Commission for a five-year term, ending in May 2024. Aye voice vote carried. Motion carried.

(B) Reappointment of David Kummerow and Alexandra Omiotek – Historic Preservation Commission.

Motion by Ald. Crawford, 2nd by Ald. Snow to consent and approve the appointment of Mr. David Kummerow and Ms. Alexandra Omiotek to the Belvidere Historic Preservation Commission for a three-year term, ending in May 2022. Aye voice vote carried. Motion carried.

3. Public Works, Unfinished Business: None.

4. Public Works, New Business:

(A) Habitat for Humanity Request – 621 East Locust Street.

Motion by Ald. Porter, 2nd by Ald. Crawford to approve the water and sewer connection fees and meter fees be waived and that Habitat for Humanity reimburse the City for direct expenses for the installation of a sanitary sewer service and water service to the property line of 621 East Locust Street. Aye voice vote carried. Motion carried.

(B) WWTP – Pretreatment – Enforcement Response Plan Resolution.

Motion by Ald. Snow, 2nd by Ald. Ratcliffe to forward to City Council a Resolution Approving the City of Belvidere Enforcement Response Plan. Aye voice vote carried. Motion carried.

(C) Vehicle Replacement – Water Department Truck #3061 – 2007 Ford F250.

Motion by Ald. Sanderson, 2nd by Ald. Crawford to approve the purchase of a new 2019 Ford F250 pickup truck with utility box through the Illinois State Bid at a cost of \$32,455. The truck will be paid for from the remaining \$18,000 in the current Water Department Capital Budget for Equipment Replacement and \$14,455 from the Water Depreciation Account. Aye voice vote carried. Motion carried.

Motion by Ald. Snow, 2nd by Ald. Porter to forward to City Council an Ordinance Authorizing the Sale of Certain Personal Property (Public Works 2007 Ford Pickup Truck). Aye voice vote carried. Motion carried.

(D) Adopt a Road – Community Clean Up – for information and discussion.

(E) Annexing Property – High Line and Lake Shore Drive.

Motion by Ald. Snow, 2nd by Ald. Porter to forward to City Council an Ordinance Annexing Certain Territory Owned by the City of Belvidere located at High Line Street and Lake Shore Drive to the City of Belvidere, Boone County, Illinois. Aye voice vote carried. Motion carried.

5. Other:

(A) Police Department – Purchase 2 Starcom Portable Radios.

Motion by Ald. Crawford, 2nd by Ald. Porter to authorize the purchase of two (2) Motorola Starcom 21 APX 4000 7/800 MHZ Model 2 Portable Radios at \$3,514.29 each; for a total cost of \$7,028.58 using funds budgeted in the Equipment line item 01-5-210-8200 for the purchase of portable radios.

Motion by Ald. Stevens, 2nd by Ald. Sanderson to amend to purchase an additional two radios. Roll Call Vote: 3 / 4 in favor. Ayes: Freeman, Sanderson and Stevens.
Nays: Crawford, Porter, Ratcliffe and Snow. Motion lost.

Aye voice vote carried on original motion. Motion carried.

6. Adjournment:

Motion by Ald. Crawford, 2nd by Ald. Sanderson to adjourn meeting at 6:23 p.m.
Aye voice vote carried. Motion carried.

_____ Mayor

Attest: _____ City Clerk

Brent Anderson

From: Brent W. Perz <bperz@baxterwoodman.com>
Sent: Tuesday, April 02, 2019 2:47 PM
To: Brent Anderson
Cc: Gerald D. Groth
Subject: BELVD - 180436.40 Schedule with IEPA Loan Funding
Attachments: BELVD - 180436.40 Schedule 2019-04-02.pdf

Brent – Below is the IEPA Loan Program Funding Cycle and Schedule. We were not able to get planning approval by 1/31/2019 so the earliest the funds would be available would be 1/1/2020. We will have planning approval by 1/31/2020 and will have funds held by 7/1/2020.

I have attached the new schedule to complete the project (except for bidding) prior to 1/1/2020 when the bypass period begins. Let me know if you have questions. Thank you.

IEPA Loan Program Funding Cycle and Schedule

1/1/2019	Bypass Period Begins for Projects not that did not received planning approval by 1.
1/31/2019	Last day to obtain Planning Approval to be on 2019-2020 IFL or Intended Use Plan
4/15/2019	Complete Bid Advertisement
6/15/2019	IEPA Receives all final documents and bid package for review
6/30/2019	Bypass Period Ends. State FY ends.
7/1/2019	Funds held of IFL Projects. Annual interest rates are set.
1/1/2020	Bypass Period Begins for Projects not that did not received planning approval by 1.
1/31/2020	Last day to obtain Planning Approval to be on 2020-2021 IFL or Intended Use Plan
4/15/2020	Complete Bid Advertisement
6/15/2020	IEPA Receives all final documents and bid package for review
6/30/2020	Bypass Period Ends. State FY ends.
7/1/2020	Funds held of IFL Projects. Annual interest rates are set.
1/1/2021	Bypass Period Begins for Projects not that did not received planning approval by 1.
1/31/2021	Last day to obtain Planning Approval to be on 2020-2021 IFL or Intended Use Plan
4/15/2021	Complete Bid Advertisement
6/15/2021	IEPA Receives all final documents and bid package for review
6/30/2021	Bypass Period Ends. State FY ends.
7/1/2021	Funds held of IFL Projects. Annual interest rates are set.

Brent W. Perz, P.E.
Wastewater Dept. Manager

main: 815.459.1260 | direct:815.444.4403
email:bperz@baxterwoodman.com
www.baxterwoodman.com
8678 Ridgfield Rd., Crystal Lake, IL 60012

BAXTER & WOODMAN
Consulting Engineers

*rd # 4434
Labeled
February 4, 2019*

ORDINANCE #451H

AN ORDINANCE AUTHORIZING THE SALE OF CERTAIN PERSONAL PROPERTY
(PUBLIC WORKS 2007 FORD PICKUP TRUCK)

WHEREAS, the City of Belvidere Public Works Department is in possession of a used vehicle, described in Exhibit A that is no longer needed or useful; and

WHEREAS, the Vehicle is inoperable, cost prohibitive to repair and constitutes surplus personal property within the meaning of 65 ILCS 5/11-76-4; and

WHEREAS, the Corporate Authorities of the City find that the previously referenced Vehicle is no longer necessary or useful to or in the best interest of the City.

NOW THEREFORE IT IS THEREFORE ORDAINED by the MAYOR and CITY COUNCIL of the City of Belvidere, Boone County Illinois, as follows:

SECTION 1: The foregoing recitals are incorporated herein as if fully set forth.

SECTION 2: The Mayor, or his designee, is authorized and directed to sell the Vehicle identified in Exhibit A by any means authorized by State Statute, including but not limited to an internet auction site.

SECTION 3: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect from and after its passage and publication in pamphlet form as required by law which publication is hereby authorized.

Ayes:
Nays:
Absent:

EXHIBIT A

- 1) 2007 Ford F250 VIN 1FTSX21597EA47938

ORDINANCE #452H

AN ORDINANCE ANNEXING CERTAIN TERRITORY OWNED BY THE CITY OF BELVIDERE LOCATED AT HIGH LINE STREET AND LAKE SHORE DRIVE TO THE CITY OF BELVIDERE, BOONE COUNTY, ILLINOIS

- WHEREAS, The City of Belvidere, an Illinois municipality (the City), owns certain property (the Territory) located outside of but adjacent to the City's corporate limits; and
- WHEREAS, the Territory is legally described on the attached Exhibit A and depicted on the Annexation Plat which is attached hereto as Exhibit B; and
- WHEREAS, the said Territory is not within the corporate limits of any municipality and the Territory is contiguous to the City; and
- WHEREAS, legal notices regarding the intention of the City to annex said Territory have been sent to all public bodies required to receive such notice by State statute; and
- WHEREAS, the corporate authorities of the City desire to annex the Territory to the City; and
- WHEREAS, section 7-1-9 of the Illinois Municipal Code (65 ILCS 5/7-1-9) provides that a municipality may annex, by ordinance, any unincorporated territory which is owned by the municipality and which is contiguous to the municipality; and
- WHEREAS, it is in the best interest of the City of Belvidere that the Territory be annexed thereto.

NOW, THEREFORE, be it ordained by the Mayor and City Council of the City of Belvidere, Boone County, Illinois, as follows:

- SECTION 1: The foregoing recitals are incorporated herein by this reference.
- SECTION 2: The Territory described in the attached Exhibit A and depicted on the attached Exhibit B, which are incorporated herein by this reference, is hereby annexed to the City of Belvidere, Boone County, Illinois.
- SECTION 3: The City Clerk of the City of Belvidere is hereby directed to record with the Recorder of Deeds for Boone County, Illinois, and to file with the Boone County Clerk, a certified copy of this Ordinance, together with the accurate map of the Territory annexed appended to the Ordinance.
- SECTION 4: That all maps, journals and other records of the City be changed accordingly.

SECTION 5: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 6: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 7: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as required by law.

Passed by the City Council of the City of Belvidere, Illinois this day of 2019.

Approved:

Michael W. Chamberlain, Mayor

Attest:

Shauna Arco, City Clerk

Ayes:

Nays:

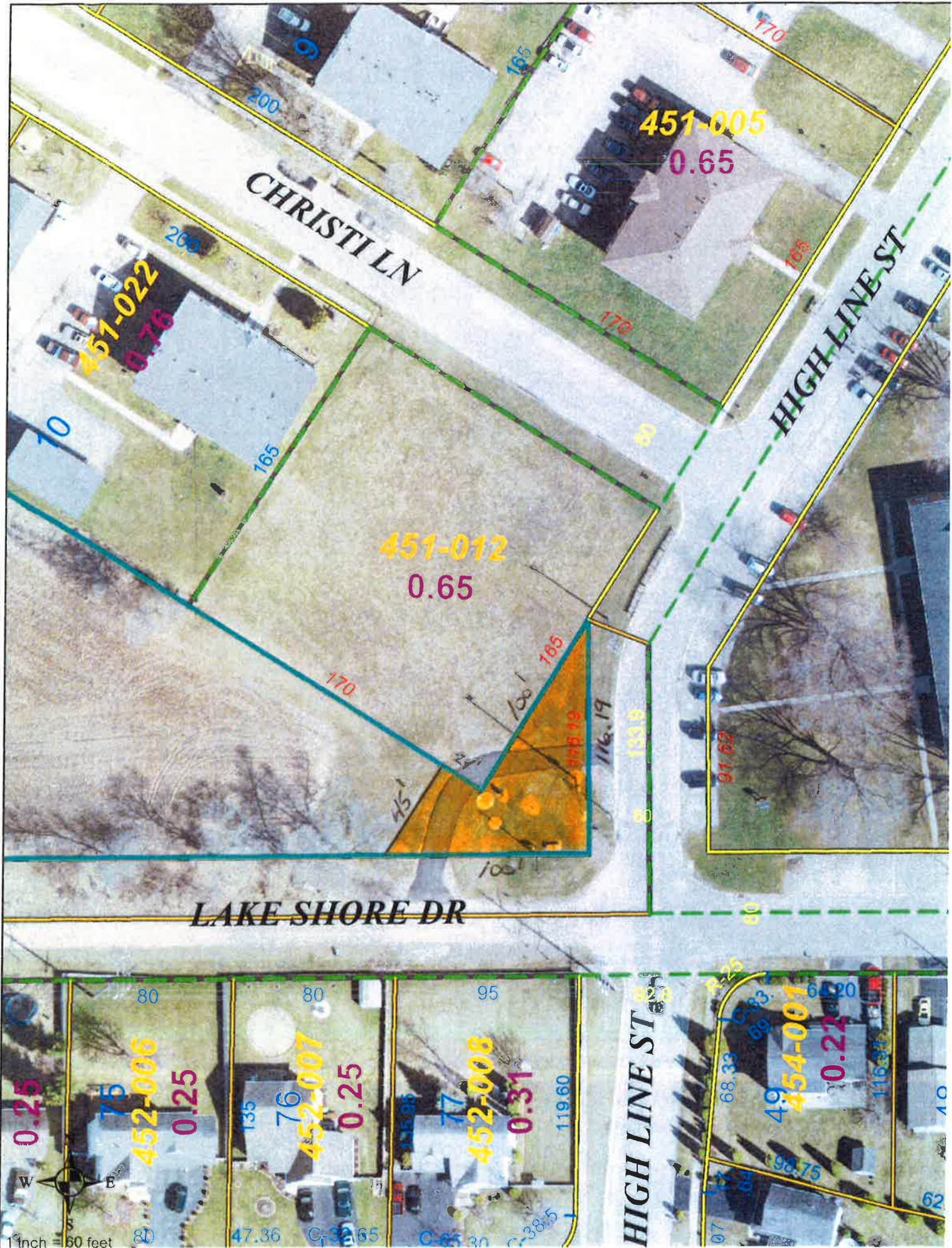
Absent:

Date Approved:

Date Published:

EXHIBIT A

Part of the Southeast Quarter (1/4) of Section Twenty-two (22), Township Forty-four (44) North, Range Three (3) East of the Third (3rd) Principal Meridian, bounded and described as follows, to-wit: Commencing at the point of intersection of the Southwesterly line of Christi Lane, as conveyed to the City of Belvidere by Document No. 80-511 as recorded in the Recorder's Office of Boone County, Illinois and the Northwesterly right of way line of High Line Street as dedicated upon the Plat of Road Dedication as recorded in Book 6 of Plats on page 44 and 45 as Document No. 10232 in said Recorder's Office. Also being the Northeasterly corner of the premises recorded as Document No. 03R10162 in said Recorder's Office: thence South 32 degrees 08'39" West along the Northwesterly right of way line of High Line Street and along the Southeasterly line of the premises conveyed as Document No. 03R10162 a distance of 65.18 feet to the PLACE OF BEGINNING; thence continuing South 32 degrees 08'39" West along the Southeasterly line of the premises conveyed as Document No. 03R10162 a distance of 99.86 feet to the Southeasterly corner of said premises; thence North 57 degrees 49'25" West along the Southwesterly line of said premises conveyed as Document No. 0310162 a distance of 21.00 feet; thence South 32 degrees 08'39" West a distance of 50.79 feet to the Westerly extension of the North right of way line of Lake Shore Drive; thence North 89 degrees 37'07" East along said Westerly extension a distance of 98.69 feet to the West right of way line of High Line Street as dedicated on aforesaid Plat of Road Dedication; thence North 0 degrees 22' 45" West along said West right of way line a distance of 115.72 feet to the Place of Beginning; situated in the County of Boone and State of Illinois, Containing 5,195 square feet.



ORDINANCE # 453H

**AN ORDINANCE AMENDING CHAPTER 150,
ZONING ORDINANCE, OF THE MUNICIPAL CODE
(Exterior Commercial Vehicle and Equipment Storage in Office and Commercial
Districts, Temporary Signs, Freestanding Signs Table, Buildings Signs Table,
Permitted Building and Freestanding Sign by Type and Zoning District Table, Mobile
Home Park Residential Development, Appendix C Land Use Summary Chart,
Neighborhood Office District, Planned Office District, Neighborhood Business District,
Planned Business District, General Business District, Planned Industrial District,
General Industrial District, Heavy Industrial District)**

WHEREAS, the City of Belvidere has adopted Chapter 150 (Zoning Ordinance) of the Belvidere Municipal Code pursuant to the Illinois Compiled Statutes to establish and set forth regulations pertaining to the use and development of land, buildings and structures in the City; and,

WHEREAS, it is necessary and desirable to periodically amend the Zoning Ordinance in response to changes in technology, business and development practices, community standards and to improve administration and enforcement procedures; and,

WHEREAS, after due notice, the Planning and Zoning Commission held a public hearing to consider an amendment of the Zoning Ordinance on April 9, 2019 and has transmitted its recommendation on the matter to the City Council; and,

WHEREAS, the City Council has considered the Planning and Zoning Commission's recommendation.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BELVIDERE, BOONE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That Section 150.706(D)(1) Requirements for Exterior Commercial Vehicle and Equipment Storage in Office and Commercial Districts, be and is hereby amended, to read as follows:

§150.706(D)(1): Requirements for Exterior Commercial Vehicle and Equipment Storage in Office and Commercial Districts

- (1) For the purposes of this Ordinance, a commercial vehicle or equipment shall include vehicles with commercial logos, trailers, and similar equipment, vehicles, and storage units.

Section 2. That Section 150.1011 Temporary Signs, be and is hereby amended, to read as follows:

§150.1011: Temporary Signs

(A) Seasonal banners, pennants and display boards are limited to one temporary sign up to 200 feet of linear road frontage. One additional temporary sign is allowed for each additional 200 feet. One additional temporary sign is allowed for a lot that supports more than one business. The maximum size is 32 square feet. These temporary signs shall not be displayed for more than a combined total of 60 days per calendar year.

(B) No more than one inflatable sign, portable signs and other temporary signs that are larger than 32 square feet are allowed per incident, with a combined total of no more than 60 days per calendar year. When inflatable signs, or other portable signs are displayed concurrently, each sign shall be counted toward this maximum.

(C) The owner must contact the zoning enforcement officer or designee and provide the name and address of the applicant, and the description and location of the sign(s) to be erected prior to actual installation. A building permit shall be required upon approval of the temporary sign.

(D) Lots fronting on two or more streets are allowed the permitted signage for each street frontage, but signage cannot be accumulated and used on one street in excess of that allowed for lots with only one street frontage.

(E) Temporary signs described in items (1) through 4) below are allowed without permit, subject to the restrictions contained herein.

(1) **For each lot:** One sign pertaining to the sale, lease, or rent of real estate on that lot or any political signs or election signs, subject to the following area restrictions:

Six square feet for SR-3, SR-4, and SR-6 districts.

32 square feet for all other districts.

(2) **For each subdivision:** If approved in accordance with the city subdivision regulations, one development sign not to exceed 24 square feet in area, and only during actual construction. Such sign shall not be located closer than 30 feet from the public right of way.

(3) **For construction on or development of a lot:** One sign not more than 24 square feet in area, indicating the name of the contractors, engineers, or architects, or products being used in construction, but only during the time that actual construction is under way.

(4) **Temporary events:** Events of public interest (e.g. neighborhood garage sales, church fairs), one sign of not more than 32 square feet in area and located on the site of the event. Sign shall not be erected more than 30 days prior to the event, and shall be removed immediately after the event.

Section 3. That Table 150.1007(A)(1) Freestanding Signs, be and is hereby amended, to read as follows:

TABLE 150.1007(A)1

Table 150.1007 (A)1 Freestanding Signs												
Design Dimensions	Zoning Districts											
	RH	SR-3, SR-4 & SR-6	TR-7, MR- 8S & MR- 8L	NO, PO, & NB & *NC	PB &GB	CB	PI	GI & HI	I	PM 1, PM 2 & PM 4	CC & TC	
Area per foot of street frontage (square feet)	NA	NA	NA	½	½	½	½	½	½	NA	½	½
Maximum area (square feet)	32* (lots under 1 acre) 48* (lots 1 to 4 acres) 60* (lots over 4 acres)	6	16	60	150	150	150	150	32* (lots under 1 acre) 48* (lots 1 to 4 acres) 60* (lots over 4 acres)	150	150	
Height (feet)	15	5	5	15*	40	10	40	40	12	15	40	
Setback (feet)***	10	2	2	10*	10	10	10	10	5	5	10	
Number per street frontage****	1	**	1	1	1	1	1	1	1	1	1	

Note: SF refers to all single-family residential zoning districts (SR-3, SR-4, SR-6). *NC is not a separate zoning category, but refers to other uses in the residential districts such as commercial, office, institutional and industrial uses in the SR-3, SR-4, SR-6, TR-7, MR-8S and MR-8L districts.

- * In no case shall the sign height exceed the height of the front wall of the principle building, and in no case shall the height of the sign exceed the actual sign setback from any adjacent lot that is zoned residential.
- ** Residential signs in the SR-3, SR-4, and SR-6 districts may either be freestanding or building signs-not both, and are limited to one residential sign per lot. Residential signs shall only contain a noncommercial message except advertising for goods or services

legally offered on the premises where the sign is located, if the offering of such services at the location conforms to all requirements of the zoning ordinance. The use of changeable copy on residential signs is prohibited.

*** Setback for freestanding signs is from the sign support. In no case shall any portion of the sign project into the right-of-way. See Figure 150.1007(C)(1)a, Maximum height and area restrictions.

****In all non SF districts, lots fronting on two or more streets are allowed the permitted signage for each street frontage, but signage cannot be accumulated and used on one street in excess of that allowed for lots with only one street frontage. Freestanding signs regulated in table 150.1007(1)A on one frontage must be placed a minimum of 200 feet from nearest same-lot freestanding sign on another frontage, measured in a straight line, except in the following instances:

(1) A permanent structure obstructs the view of one freestanding sign when viewed from another

(2) The lot fronts on two parallel or nearly parallel streets that do not intersect at a point adjacent to the lot.

Zone lots with two or more establishments where said establishments each have separate building entrances are allowed one additional freestanding sign for every 200 feet of street frontage, beginning at 400 feet of street frontage. (0-399 feet = maximum of one freestanding sign, 400-599 feet of street frontage = maximum of 2 freestanding signs; 600-799 feet = 3 signs, etc.) However, in no case shall the number of freestanding signs on one frontage exceed the number of establishments located on the zoning lot. Said signs must be spaced a minimum of 150 feet apart.

Developments including shopping centers, industrial parks, and office parks, that include two or more establishments, having 400 or more feet per street frontage, and that do not display any other freestanding sign used by an individual tenant, may substitute a single sign designating the entire development. Such sign may be 25 percent larger in area than the area restrictions found in Table 150.1007(A)1, but must contain only the name and/or logo of the entire development.

Section 4. That Table 150.1007(B)(1) Building Signs, be and is hereby amended, to read as follows:

TABLE 150.1007(B)1

Table 150.1007 (B)1 Building Signs											
Design Dimensions	Zoning Districts										
	R H	SR-3, SR-4 & SR-6	TR-7, MR-8S & MR-8L	NO, PO, & NB & *NC	PB & GB	CB	PI	GI & HI	I	PM 1, PM 2 & PM 4	CC & TC
Sign area per linear foot of wall on which	2	NA	NA	2	2	2	2	2	NA	2	2

Canopy	P	N	P	P	P	P	P	P	P	P	P
Marquee	N	N	N	N	P	P	N	N	N	P	N
Projecting	P	N	N	P	P	P	P	P	P	P	P
Residential	N	P	N	N	N	N	N	N	N	N	N
Roof, below peak	N	N	N	P	P	P	P	P	N	P	P
Roof, above peak	N	N	N	N	SU	N	SU	SU	N	N	N
Suspended	P	N	N	P	P	P	N	N	N	P	P
Wall	P	P	P	P	P	P	P	P	P	P	P

Note: SF refers to all single-family residential zoning districts (SR-3, SR-4, SR-6). *NC is not a separate zoning category, but refers to other uses in the residential districts such as commercial, office, institutional and industrial uses in the SR-3, SR-4, SR-6, TR-7, MR-8S, and MR-8L districts.

Key to Table 150.1007(C)1

P = Permit required

SU = Special use permit required

N = Not allowed

Section 6. That Section 150.204(A)(5) Mobile Home Park Residential Development, be and is hereby amended, to read as follows:

§150.204(A)(5) Mobile Home Park Residential Development (A)(7) Separation

7. Separation. A minimum of 15 feet of separation shall be maintained between all structures which shall include modular or site built additions, decks, porches or roof structures excluding decks, patios, or walkways less than 30 inches above grade.

Section 7. That Appendix C: Land Use Summary Chart, be and is hereby amended, to read as follows:

APPENDIX C: LAND USE SUMMARY CHART

Tables of Land Uses (Residential)

	Rural Holding (RH)	Single-Family Residential (SR-)	Single-Family Residential (SR-)	Single-Family Residential (SR-)	Two-Family Residential (TR-7)	Multi-Family (MR-8S)	Multi-Family (MR-8L)	Neighborhood Office (NO)	Planned Office (PO)	Neighborhood Business (NB)	Planned Business (PB)	General Business (GB)	Central Business (CB)	Planned Mixed Use 1 (PM 1)	Planned Mixed Use 2 (PM 2)	Planned Mixed Use 4 (PM 4)	Corporate Center (CC)	Technology Center (TC)	Planned Industrial (PI)	General Industrial (GI)	Heavy Industrial (HI)	Institutional (I)	Type of Land Use
																							Conventional Dwelling Unit (150.204(A)(1))
	P	P	P	P	P	P	P	P		P													(A) Single-Family Detached 40 acre lot
		P	P	P	P	P	P	P		P													(A) Single-Family Detached 15,000 sf lot
			P	P	P	P	P	P		P													(A) Single-Family Detached 10,000 sf lot
				P	P	P	P	P		P													(A) Single-Family Detached 7,000 sf lot
				S	P	P	P	S		S													(B/C) Duplex/Twin House
				S	S	S	S	S		S													(D) Two-Flat
						P	P	S		S													(E) Townhouse
						P	P	S		S													(F) Multiplex
						S	P	S		S			S										(G) Apartment 3-4
																							(G) Apartment 5-8
				S																			(H) Mobile Home
	P	P	P	P	P	P																	(I) Modular Dwelling
													P	P	P	P							(J) Residential Units Above 1 st Floor (or greater depending on district regulations)
						S																	Mobile Home Subdivision or Park (150.204(A)(4) and (5))

Type of Land Use																			
Rural Holding (RH)																			Communication Devices
Single-Family Residential (SR-)	§																		(22) Caretaker's Residence
Single-Family Residential (SR-)	§	§	§	§	§	§	§	§	§	§	§								(23) Wind Energy System
Single-Family Residential (SR-)																			(24) Outdoor Storage
Two-Family Residential (TR-7)																			(25) Batch Plant
Multi-Family (MR-8S)																			(26) Animated Sign
Multi-Family (MR-8L)																			(27) Roof, above peak Sign
Neighborhood Office (NO)							§	§	§										
Planned Office (PO)																			
Neighborhood Business (NB)																			
Planned Business (PB)																			
General Business (GB)																			
Central Business (CB)																			
Planned Mixed Use 1 (PM 1)																			
Planned Mixed Use 2 (PM 2)																			
Planned Mixed Use 4 (PM 4)																			
Corporate Center (CC)																			
(Technology Center (TC)																			
Planned Industrial (PI)																			
General Industrial (GI)																			
Heavy Industrial (HI)																			
Institutional (I)																			

² Attached or detached garage over 900 sf requires a Special Use permit.

Section 8. That Section 150.105(C)(1)(C)(2) Neighborhood Office District, be and is hereby amended, to read as follows:

§150.105(C)(1)(C)(2) Neighborhood Office District

(1) Neighborhood Office (NO) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

- Private Residential Garage and/or Shed
- Company Cafeteria
- Company Provided On-Site Recreation
- Home Occupation
- Day care home
- Day care group home
- On-Site Parking Lot
- Private Residential Recreational Facility
- Drainage Structure

2. Permitted as Special Use

- Wind Energy Systems
- Commercial Apartment
- Animated Sign

Filling
Lawn Care
Exterior Communication Devices

Section 9. That Section 150.105(C)(2)(C)(2) Planned Office District, be and is hereby amended, to read as follows:

§150.105(C)(2)(C)(2) Planned Office District

(2) Planned Office (PO) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
Company Provided On-Site Recreation
On-Site Parking Lot
Drainage Structure
Filling
Lawn Care
Exterior Communication Devices

2. Permitted as Special Use

In-Vehicle Sales and Service
Wind Energy Systems
Animated Sign

Section 10. That Section 150.105(C)(3)(C)(2) Neighborhood Business District, be and is hereby amended, to read as follows:

§150.105(C)(3)(C)(2) Neighborhood Business District

(3) Neighborhood Business (NB) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Private Residential Garage and/or
Shed
Home Occupation
On-Site Parking Lot

Private Residential Recreational
Facility
Drainage Structure
Filling
Lawn Care
Exterior Communication Devices

2. Permitted as Special Use

Commercial Apartment

In-Vehicle Sales and Service
Light Industrial Incidental to Indoor
Sales
Wind Energy Systems

Animated Sign

Section 11. That Section 150.105(C)(4)(C)(2) Planned Business District, be and is hereby amended, to read as follows:

§150.105(C)(4)(C)(2) Planned Business District

(4) Planned Business (PB) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
On-Site Parking Lot
Drainage Structure
Filling

Lawn Care
Exterior Communication Devices

2. Permitted as Special Use

Commercial Apartment
Outdoor Display Incidental
In-Vehicle Sales and Service
Light Industrial Incidental to Indoor Sales

Wind Energy Systems
Roof, above peak Sign

Section 12. That Section 150.105(C)(5)(C)(2) General Business District, be and is hereby amended, to read as follows:

§150.105(C)(5)(C)(2) General Business District

(5) General Business (GB) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
Company Provided On-Site Recreation

On-Site Parking Lot
Drainage Structure
Filling
Lawn Care
Exterior Communication Devices
Outdoor Display Incidental
In-Vehicle Sales and Service

2. Permitted as Special Use

Commercial Apartment
Light Industrial Incidental to Indoor Sales

Wind Energy Systems
Roof, above peak Sign

Section 13. That Section 150.105(C)(7)(C)(2) Planned Industrial District, be and is hereby amended, to read as follows:

§150.105(C)(7)(C)(2) Planned Industrial District

(7) Planned Industrial (PI) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
Indoor Sales Incident to Light Industrial Use
On-Site Parking Lot
Drainage Structure
Filling
Lawn Care
Company Provided On-Site Recreation
Exterior Communication Devices

2. Permitted as Special Use

In-Vehicle Sales and Service
Wind Energy Systems

Outdoor Storage
Roof, above peak Sign

Section 14. That Section 150.105(C)(8)(C)(2) General Industrial District, be and is hereby amended, to read as follows:

§150.105(C)(8)(C)(2) General Industrial District

(8) General Industrial (GI) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
Company Provided On-Site Recreation
Indoor Sales Incidental to Light Industrial Use
On-Site Parking Lot
Drainage Structure
Filling
Lawn Care
Exterior Communication Devices

2. Permitted as Special Use

Wind Energy Systems
Roof, above peak Sign

Section 15. That Section 150.105(C)(9)(C)(2) Heavy Industrial District, be and is hereby amended, to read as follows:

§150.105(C)(9)(C)(2) Heavy Industrial District

(9) Heavy Industrial (HI) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
Company Provided On-Site Recreation
Indoor Sales Incident to Light Industrial Use
On-Site Parking Lot
Drainage Structure
Filling
Lawn Care
Exterior Communication Devices

2. Permitted as Special Use

Migrant Labor Camp
Wind Energy Systems
Roof, above peak Sign

PASSED by the City Council of the City of Belvidere this ____ day of _____, 2019.

APPROVED by the Mayor of the City of Belvidere this ____ day of _____, 2019.

Michael W. Chamberlain, Mayor

ATTEST:

Shauna Arco, City Clerk

Ayes: ____ Nays: ____ Absent ____

City Council Members Voting Aye: _____

City Council Members Voting Nay: _____

Date Published:

Sponsor: _____

CITY OF BELVIDERE

Community Development



BUILDING DEPARTMENT

PLANNING DEPARTMENT

401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 * PH (815)547-7177 FAX (815)547-0789

April 2, 2019

ADVISORY REPORT

CASE NO: 2019-06

APPLICANT: City of Belvidere

REQUEST:

The City of Belvidere, 401 Whitney Boulevard, Belvidere, IL 61008 is requesting a text amendment to the City of Belvidere Zoning Ordinance (Chapter 150 as amended) pertaining to Section 150.706(D) Requirements for Exterior Commercial Vehicle and Equipment Storage in Office and Commercial Districts, Section 150.1011 Temporary Signs, Table 150.1007(A)1 Freestanding Signs, Table 150.1007(B)1 Buildings Signs, Table 1007 (C)1 Permitted Building and Freestanding Sign by Type and Zoning District, Section 150.204(A)(5)(A)(7) Mobile Home Park Residential Development, Appendix C Land Use Summary Chart regarding Mobile Home Subdivision or Park, Appendix C Land Use Summary Chart regarding signage as a special use, Section 150.105(C)(1)(C)(2) Animated Signage, Section 150.105(C)(2)(C)(2) Animated Signage, Section 150.105(C)(3)(C)(2) Animated Signage, Section 150.105(C)(4)(C)(2) Roof, Above Peak Signage, Section 150.105(C)(5)(C)(2), Roof, Above Peak Signage, Section 150.105(C)(7)(C)(2) Roof, Above Peak Signage, Section 150.105(C)(8)(C)(2) Roof, Above Peak Signage and Section 150.105(C)(9)(C)(2) Roof, Above Peak Signage and Section 150.902 Amendment of Zoning Regulations (Text Amendments). The proposed language is below.

The methods used to show changes are:

xxxxxxxxxxx = (Standard text) existing text within the zoning code; no changes proposed.

xxxxxxxxxxx = (Strike through text) text that is proposed to be deleted from the zoning code.

xxxxxxxxxxx = (Highlighted and underlined text) new text that is proposed to be inserted into the zoning code.

§150.706(D)(1): Requirements for Exterior Commercial Vehicle and Equipment Storage in office and Commercial Districts

- (1) For the purposes of this Ordinance, a commercial vehicle or equipment shall include ~~tractor-trailers, semi-trucks,~~ vehicles with commercial logos, trailers, and similar equipment, vehicles, and storage units.

§150.1011: Temporary Signs

Seasonal banners, pennants and display boards are limited to one temporary sign up to 200 feet of linear road frontage. One additional temporary sign is allowed for each additional 200 feet. One additional temporary sign is allowed for a lot that supports more than one business. The maximum size is 32 square feet. These temporary signs shall not be displayed for more than a combined total of 60 days per calendar year.

No more than one inflatable sign, portable signs and other temporary signs that are larger than 32 square feet are allowed per incident, with a combined total of no more than 60 days per calendar year. When inflatable signs, or other portable signs are displayed concurrently, each sign shall be counted toward this maximum.

The owner must contact the zoning enforcement officer or designee and provide the name and address of the applicant, and the description and location of the sign(s) to be erected prior to actual installation. A building permit shall be required upon approval of the temporary sign.

Lots fronting on two or more streets are allowed the permitted signage for each street frontage, but signage cannot be accumulated and used on one street in excess of that allowed for lots with only one street frontage. Temporary signs described in items (A) through (E D) below are allowed without permit, subject to the restrictions contained herein.

TABLE 150.1007(A)1

Table 150.1007 (A)1 Freestanding Signs											
Design Dimensions	Zoning Districts										
	RH	SR-3, SR-4 & SR-6	TR-7, MR-8S & MR-8L	NO, PO₁ & NB & *NC	PB &GB	CB	PI	GI & HI	I	PM 1, PM 2 & PM 4	CC & TC
Area per foot of street frontage (square feet)	NA	NA	NA	½	½	½	½	½	NA	½	½
Maximum area (square feet)	32* (lots under 1 acre) 48* (lots 1 to 4 acres) 60* (lots over 4 acres)	6	16	60	150	150	150	150	32* (lots under 1 acre) 48* (lots 1 to 4 acres) 60* (lots over 4 acres)	150	150
Height (feet)	15	5	5	15*	40	10	40	40	12	15	40
Setback (feet)***	10	2	2	10*	10	10	10	10	5	5	10
Number per street frontage****	1	**	1	1	1	1	1	1	1	1	1

Note: SF refers to all single-family residential zoning districts (SR-3, SR-4, SR-6). *NC is not a separate zoning category, but refers to other uses in the residential districts such as commercial, office, institutional and industrial uses in the SR-3, SR-4, SR-6, TR-7, MR-8S and MR-8L districts.

- * In no case shall the sign height exceed the height of the front wall of the principle building, and in no case shall the height of the sign exceed the actual sign setback from any adjacent lot that is zoned residential.
- ** Residential signs in the SR-3, SR-4, and SR-6 districts may either be freestanding or building signs-not both, and are limited to one residential sign per lot. Residential signs shall only contain a noncommercial message except advertising for goods or services legally offered on the premises where the sign is located, if the offering of such services at the location conforms to all requirements of the zoning ordinance. The use of changeable copy on residential signs is prohibited.
- *** Setback for freestanding signs is from the sign support. In no case shall any portion of the sign project into the right-of-way. See Figure 150.1007(C)(1)a, Maximum height and area restrictions.
- ****In all non SF districts, lots fronting on two or more streets are allowed the permitted signage for each street frontage, but signage cannot be accumulated and used on one street in excess of that allowed for lots with only one street frontage. Freestanding signs regulated in table 150.1007(1)A on one frontage must be placed a minimum of 200 feet from nearest same-lot freestanding sign on another frontage, measured in a straight line, except in the following instances:
 - (1) A permanent structure obstructs the view of one freestanding sign when viewed from another
 - (2) The lot fronts on two parallel or nearly parallel streets that do not intersect at a point adjacent to the lot.

Zone lots with two or more establishments where said establishments each have separate building entrances are allowed one additional freestanding sign for every 200 feet of street frontage, beginning at 400 feet of street frontage. (0-399 feet = maximum of one freestanding sign, 400-599 feet of street frontage = maximum of 2 freestanding signs; 600-799 feet = 3 signs, etc.) However, in no case shall the number of freestanding signs on one frontage exceed the number of establishments located on the zoning lot. Said signs must be spaced a minimum of 150 feet apart.

Developments including shopping centers, industrial parks, and office parks, that include two or more establishments, having 400 or more feet per street frontage, and that do not display any other freestanding sign used by an individual tenant, may substitute a single sign designating the entire development. Such sign may be 25 percent larger in area than the area restrictions found in Table 150.1007(A)1, but must contain only the name and/or logo of the entire development.

TABLE 150.1007(B)1

Table 150.1007 (B)1 Building Signs											
Design Dimensions	Zoning Districts										
	RH	SR-3, SR-4 & SR-6	TR-7, MR-8S & MR-8L	NO, PO ₁ & NB & *NC	PB & GB	CB	PI	GI & HI	I	PM 1, PM 2 & PM 4	CC & TC
Sign area per linear foot of wall on which sign is (square feet)	2	NA	NA	2	2	2	2	2	NA	2	2
Max total area per wall (square feet)	24	6	16	200	300	300	300	2,000	24	300	300
Number per establishment for each side of principal building not abutting a residential district	1	NA	1	1	2	2	2	2	2	2	2

Note: SF refers to all single-family residential zoning districts (SR-3, SR-4, SR-6). *NC is not a separate zoning category, but refers to other uses in the residential districts such as commercial, office, institutional and industrial uses in the SR-3, SR-4, SR-6, TR-7, MR-8S, and MR-8L districts.

* Length of wall will be calculated using only portions of the wall of the Principle Building parallel or most nearly parallel to the adjacent property line or street frontage. In multi-establishment buildings with separate entrances, the sign area allocated to each establishment will be apportioned by length of wall that each establishment occupies, unless otherwise allocated by the legal owner or manager of the principle building. In multi-establishment buildings with separate entrances, MAXIMUM TOTAL AREA PER WALL applies to each establishment.

TABLE 150.1007(C)1

Table 150.1007 (C)1 Permitted Building and Freestanding Sign By Type and Zoning District

Sign Type	Zoning District										
	RH	SR-3, SR-4 & SR-6	TR-7, MR-8S & MR-8L	NO, PO, & NB & *NC	PB &GB	CB	PI	GI & HI	I	PM 1, PM 2 & PM 4	CC & TC
Animated	P	N	N	SU	P	P	P	P	P	P	P
Banner	P	N	P	P	P	P	P	P	P	P	P
Canopy	P	N	P	P	P	P	P	P	P	P	P
Marquee	N	N	N	N	P	P	N	N	N	P	N
Projecting	P	N	N	P	P	P	P	P	P	P	P
Residential	N	P	N	N	N	N	N	N	N	N	N
Roof, below peak	N	N	N	P	P	P	P	P	N	P	P
Roof, above peak	N	N	N	N	SU	N	SU	SU	N	N	N
Suspended	P	N	N	P	P	P	N	N	N	P	P
Wall	P	P	P	P	P	P	P	P	P	P	P

Note: SF refers to all single-family residential zoning districts (SR-3, SR-4, SR-6). *NC is not a separate zoning category, but refers to other uses in the residential districts such as commercial, office, institutional and industrial uses in the SR-3, SR-4, SR-6, TR-7, MR-8S, and MR-8L districts.

Key to Table 150.1007(C)1

P = Permit required

SU = Special use permit required

N = Not allowed

§150.204(A)(5) Mobile Home Park Residential Development (A)(7) Separation

1. Separation. A minimum of 15 feet of separation shall be maintained between all units structures which shall include modular or site built additions, decks, porches or roof structures excluding decks, patios, or walkways less than 30 inches above grade.

APPENDIX C: LAND USE SUMMARY CHART

Tables of Land Uses (Residential)

Rural Holding (RH)	Single-Family Residential (SR-)	Single-Family Residential (SR-)	Single-Family Residential (SR-)	Two-Family Residential (TR-7)	Multi-Family (MR-8S)	Multi-Family (MR-8L)	Neighborhood Office (NO)	Planned Office (PO)	Neighborhood Business (NB)	Planned Business (PB)	General Business (GB)	Central Business (CB)	Planned Mixed Use 1 (PM 1)	Planned Mixed Use 2 (PM 2)	Planned Mixed Use 4 (PM 4)	Corporate Center (CC)	Technology Center (TC)	Planned Industrial (PI)	General Industrial (GI)	Heavy Industrial (HI)	Institutional (I)	Type of Land Use
P	P	P	P	P	P	P	P		P													Conventional Dwelling Unit (150.204(A)(1))
	P	P	P	P	P	P	P		P													(A) Single-Family Detached 40 acre lot
	P	P	P	P	P	P	P		P													(A) Single-Family Detached 15,000 sf lot
		P	P	P	P	P	P		P													(A) Single-Family Detached 10,000 sf lot
			P	P	P	P	P		P													(A) Single-Family Detached 7,000 sf lot
			S	P	P	P	S		S													(B/C) Duplex/Twin House
			S	S	S	S	S		S													(D) Two-Flat
					P	P	S		S													(E) Townhouse
					P	P	S		S													(F) Multiplex
					S	P	S		S		S											(G) Apartment 3-4
					S																	(G) Apartment 5-8
	P	P	P	S	P	P																(H) Mobile Home
					P	P																(I) Modular Dwelling
											P	P	P	P								(J) Residential Units Above 1 st Floor (or greater depending on district regulations)
					S																	Mobile Home Subdivision or Park (150.204(A)(3 4) and (4 5))

Tables of Land Uses (Accessory)

Rural Holding (RH)	Single-Family Residential (SR-1)	Single-Family Residential (SR-2)	Single-Family Residential (SR-3)	Two-Family Residential (TR-7)	Multi-Family (MR-8S)	Multi-Family (MR-8L)	Neighborhood Office (NO)	Planned Office (PO)	Neighborhood Business (NB)	Planned Business (PB)	General Business (GB)	Central Business (CB)	Planned Mixed Use 1 (PM 1)	Planned Mixed Use 2 (PM 2)	Planned Mixed Use 4 (PM 4)	Corporate Center (CC)	(Technology Center (TC)	Planned Industrial (PI)	General Industrial (GI)	Heavy Industrial (HI)	Institutional (I)	Type of Land Use
																						Accessory Uses (150.204(H))
							S		S	S	S	P	P	P	P							(1) Commercial Apartment
P	P	P	P	P	P	P	P	P	P			P	P	P	P							(2) Private Residential Garage ² , and/or Shed
							P	P		P	P	P	P	P	P	P	P	P	P	P	P	(3) Company Cafeteria
							P	P			P	P	P	P	P	P	P	P	P	P	P	(4) Company-Provided On-Site Recreation
S										S	P	P	P	P	P	P						(5) Outdoor Display Incidental
							S	S	S	S	P	S	S	S	S	S	S	S				(6) In-Vehicle Sales and Service
													S	S	S	S	S	P	P	P		(7) Indoor Sales Incident to Light Ind. Use
									S	S	S	S										(8) Light Ind. Incident to Indoor Sales
P	P	P	P	P	P	P	P		P			P	P	P	P						P	(9) Home Occupation
S	S	S	S	S	S	S																(10) In-Family Suite
P	P	P	P	P	P	P	P															(11) Day Care Home (3-12 children)
P	P	P	P	P	P	P	P															(12) Day Care Group Home (3-16 children)
S																					S	(13) Migrant Labor Camp
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	(14) On-Site Parking Lot
P	P	P	P	P	P	P	P	S	P			P	P	P	P							(15) Private Residential Recreational Facility
P																						(16) Private Residential Kennel
P																						(17) Private Residential Stable
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	(18) Drainage Structure
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	(19) Filling
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	(20) Lawn Care
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	(21) Exterior

	Rural Holding (RH)	Single-Family Residential (SR-)	Single-Family Residential (SR-)	Single-Family Residential (SR-)	Two-Family Residential (TR-7)	Multi-Family (MR-8S)	Multi-Family (MR-8L)	Neighborhood Office (NO)	Planned Office (PO)	Neighborhood Business (NB)	Planned Business (PB)	General Business (GB)	Central Business (CB)	Planned Mixed Use 1 (PM 1)	Planned Mixed Use 2 (PM 2)	Planned Mixed Use 4 (PM 4)	Corporate Center (CC)	(Technology Center (TC)	Planned Industrial (PI)	General Industrial (GI)	Heavy Industrial (HI)	Institutional (I)	Type of Land Use
																							Communication Devices
		S																					(22) Caretaker's Residence
	S	S	S	S	S	S	S	S	S	S	S	S							S	S	S	S	(23) Wind Energy System
														S	S	S							(24) Outdoor Storage
	S																						(25) Batch Plant
								S	S	S													(26) Animated Sign
										S	S								S	S	S		(27) Roof, above peak Sign

² Attached or detached garage over 900 sf requires a Special Use permit.

§150.105(C)(1)(C)(2) Neighborhood Office District

(1) Neighborhood Office (NO) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

- Private Residential Garage and/or Shed
- Company Cafeteria
- Company Provided On-Site Recreation
- Home Occupation
- Day care home
- Day care group home
- On-Site Parking Lot
- Private Residential Recreational Facility
- Drainage Structure
- Filling
- Lawn Care
- Exterior Communication Devices

2. Permitted as Special Use

- Wind Energy Systems
- Commercial Apartment
- Animated Sign

§150.105(C)(2)(C)(2) Planned Office District

(2) Planned Office (PO) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
Company Provided On-Site Recreation
On-Site Parking Lot
Drainage Structure
Filling
Lawn Care
Exterior Communication Devices

2. Permitted as Special Use

In-Vehicle Sales and Service
Wind Energy Systems
Animated Sign

§150.105(C)(3)(C)(2) Neighborhood Business District

(3) Neighborhood Business (NB) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Private Residential Garage and/or Shed
Home Occupation
On-Site Parking Lot
Private Residential Recreational Facility
Drainage Structure
Filling
Lawn Care
Exterior Communication Devices

2. Permitted as Special Use

Commercial Apartment
In-Vehicle Sales and Service
Light Industrial Incidental to Indoor Sales
Wind Energy Systems
Animated Sign

§150.105(C)(4)(C)(2) Planned Business District

(4) Planned Business (PB) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
On-Site Parking Lot
Drainage Structure
Filling
Lawn Care
Exterior Communication Devices

2. Permitted as Special Use

Commercial Apartment
Outdoor Display Incidental
In-Vehicle Sales and Service
Light Industrial Incidental to Indoor Sales
Wind Energy Systems
Roof, above peak Sign

§150.105(C)(5)(C)(2) General Business District

(5) General Business (GB) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
Company Provided On-Site Recreation
On-Site Parking Lot
Drainage Structure
Filling
Lawn Care
Exterior Communication Devices
Outdoor Display Incidental
In-Vehicle Sales and Service

2. Permitted as Special Use

Commercial Apartment
Light Industrial Incidental to Indoor Sales
Wind Energy Systems
Roof, above peak Sign

§150.105(C)(7)(C)(2) Planned Industrial District

(7) Planned Industrial (PI) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
Indoor Sales Incident to Light Industrial Use
On-Site Parking Lot
Drainage Structure
Filling
Lawn Care
Company Provided On-Site Recreation
Exterior Communication Devices

2. Permitted as Special Use

In-Vehicle Sales and Service
Wind Energy Systems
Outdoor Storage
Roof, above peak Sign

§150.105(C)(8)(C)(2) General Industrial District

(8) General Industrial (GI) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
Company Provided On-Site Recreation
Indoor Sales Incidental to Light Industrial Use
On-Site Parking Lot
Drainage Structure

2. Permitted as Special Use

Wind Energy Systems
Roof, above peak Sign

Filling
Lawn Care
Exterior Communication Devices

§150.105(C)(9)(C)(2) Heavy Industrial District

(9) Heavy Industrial (HI) District

C. List of Allowable Accessory Uses (per Article 2)

1. Permitted by Right

Company Cafeteria
Company Provided On-Site Recreation
Indoor Sales Incident to Light Industrial Use
On-Site Parking Lot
Drainage Structure
Filling
Lawn Care
Exterior Communication Devices

2. Permitted as Special Use

Migrant Labor Camp
Wind Energy Systems
Roof, above peak Sign

BACKGROUND AND SUMMARY OF FINDINGS:

Section 150.706(D)(1) regulates exterior commercial vehicles and equipment in the commercial and office districts. In 2008 there was a text amendment to limit the allowance of semi-trucks to those actively loading/unloading (Section 150.105(C)(7)(D)(3)). At that time, section 1 should have been amended to reflect the prohibition of semi-truck parking in commercial and office districts. The proposed text amendment will create consistency throughout Section 150.706(D) regarding semi-trucks.

The sign tables regulate what kind of signs are permitted plus the bulk regulations for signs per zoning district. In 2017 there was a text amendment to update the signage portion of the Zoning Ordinance. One of the changes made was to correct outdated zoning district classifications. The NC requirements were accidentally removed when the classifications were updated. Please note, NC does not stand for neighborhood commercial, it stands for nonconforming. There are grandfathered uses in the residential district, most commonly churches, but there are some commercial and industrial uses as well. The NC portion of the sign code allowed for these non-residential uses to have limited signage. Staff recommends inserting the word "institutional" as well in order to accommodate all potential non-conforming land uses.

Sections 150.204(A)(4) and 150.204(A)(5) regulate mobile home developments. Mobile Home Subdivisions involve individual lots that are purchased for the placement of a mobile home. Mobile Home Parks involve one large lot that has pad spaces that can be rented for the placement of a mobile home. Although #7 in each section has the same 15-foot separation, one uses the term "unit" while the other uses the term "structure". In order to be more consistent, staff is recommending that Mobile Home Park regulations be amended to reflect the term "structure" when referring to separation distances. The separation is from not just the mobile home unit itself, but from accessory structures such as decks, porches, etc.

Appendix C Land Use Summary Chart references all land uses referenced in the Zoning Ordinance and indicates whether they are permitted, permitted by special use or not allowed in specific zoning districts. The chart incorrectly references mobile home developments as Sections 150.204(A)(3) and 150.204(A)(4) of the Zoning Ordinance. Mobile home developments are regulated per Sections 150.204(A)(4) and 150.204(A)(5) of the Zoning Ordinance.

In 2017, there was a text amendment that changed animated signage from a special use in most commercial and industrial districts to a permitted use. In 2018, there was a text amendment that changed animated signage from not allowed to permitted by special use in the neighborhood office, planned office and neighborhood business districts. Signage has always been regulated by Article 10 of the Zoning Ordinance (except signs in the Downtown Overlay District). In an effort to make sign regulations easier to follow and for the Land Use tables/charts to be more consistent, the two type of signs regulated by special use (animated and above roof peak) are listed in the appropriate zoning district tables and the accessory land use chart.

Based upon this information, planning staff recommends approval of case **2019-06**.

Submitted by:


Gina DelRose,
Community Development Planner

MEMO

DATE: April 10, 2019
TO: Mayor and Members of the City Council
FROM: City of Belvidere Planning and Zoning Commission
SUBJECT: Recommendation for Case 2019-06; City of Belvidere

REQUEST:

The City of Belvidere, 401 Whitney Boulevard, Belvidere, IL 61008 is requesting a text amendment to the City of Belvidere Zoning Ordinance (Chapter 150 as amended) pertaining to Section 150.706(D) Requirements for Exterior Commercial Vehicle and Equipment Storage in Office and Commercial Districts, Section 150.1011 Temporary Signs, Table 150.1007(A)1 Freestanding Signs, Table 150.1007(B)1 Buildings Signs, Table 1007 (C)1 Permitted Building and Freestanding Sign by Type and Zoning District, Section 150.204(A)(5)(A)(7) Mobile Home Park Residential Development, Appendix C Land Use Summary Chart regarding Mobile Home Subdivision or Park, Appendix C Land Use Summary Chart regarding signage as a special use, Section 150.105(C)(1)(C)(2) Animated Signage, Section 150.105(C)(2)(C)(2) Animated Signage, Section 150.105(C)(3)(C)(2) Animated Signage, Section 150.105(C)(4)(C)(2) Roof, Above Peak Signage, Section 150.105(C)(5)(C)(2), Roof, Above Peak Signage, Section 150.105(C)(7)(C)(2) Roof, Above Peak Signage, Section 150.105(C)(8)(C)(2) Roof, Above Peak Signage and Section 150.105(C)(9)(C)(2) Roof, Above Peak Signage and Section 150.902 Amendment of Zoning Regulations (Text Amendments).

RECOMMENDATION:

The Planning and Zoning Commission motioned to approve case number 2019-06 with the following **change**. Motion carried with a 6-0 roll call vote.

§150.1011: Temporary signs

(A) Seasonal banners, pennants and display boards are limited to one temporary sign up to 200 feet of linear road frontage. One additional temporary sign is allowed for each additional 200 feet. One additional temporary sign is allowed for a lot that supports more than one business. The maximum size is 32 square feet. **These temporary signs shall not be displayed for more than a combined total of 60 days per calendar year.**

(B) No more than one inflatable sign, portable signs and other temporary signs that are larger than 32 square feet are allowed per incident, with a combined total of no more than 60 days per calendar year. When inflatable signs, or other portable signs are displayed concurrently, each sign shall be counted toward this maximum.

(C) The owner must contact the zoning enforcement officer or designee and provide the name and address of the applicant, and the description and location of the sign(s) to be erected prior to actual installation. A building permit shall be required upon approval of the temporary sign.

(D) Lots fronting on two or more streets are allowed the permitted signage for each street frontage, but signage cannot be accumulated and used on one street in excess of that allowed for lots with only one street frontage.

~~(E)~~ Temporary signs described in items ~~(A)~~ **(1)** through ~~(E)~~ **(4)** below are allowed without permit, subject to the restrictions contained herein.

~~(A)~~ **(1) For each lot:** One sign pertaining to the sale, lease, or rent of real estate on that lot or any political signs or election signs, subject to the following area restrictions:

Six square feet for SR-3, SR-4, and SR-6 districts.

32 square feet for all other districts.

~~(B)~~ **(2) For each subdivision:** If approved in accordance with the city subdivision regulations, one development sign not to exceed 24 square feet in area, and only during actual construction. Such sign shall not be located closer than 30 feet from the public right of way.

~~(C)~~ **(3) For construction on or development of a lot:** One sign not more than 24 square feet in area, indicating the name of the contractors, engineers, or architects, or products being used in construction, but only during the time that actual construction is under way.

~~(D)~~ **(4) Temporary events:** Events of public interest (e.g. neighborhood garage sales, church fairs), one sign of not more than 32 square feet in area and located on the site of the event. Sign shall not be erected more than 30 days prior to the event, and shall be removed immediately after the event.

Alissa Maher, Chairman
City of Belvidere Planning and Zoning Commission

RESOLUTION #2096-2019:

**A RESOLUTION APPROVING THE CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

WHEREAS, the City of Belvidere has adopted a Pretreatment Program which is codified in Division 8, Article V of Chapter 114 of the City of Belvidere Municipal Code (the Pretreatment Code); and

WHEREAS, the Pretreatment Code is a system of regulations required by the United States Environmental Protection Agency (USEPA) to govern the pretreatment of sewage that is introduced into the City of Belvidere's sanitary sewer system and Waste Water Treatment Plant; and

WHEREAS, the USEPA also requires the City to adopt Enforcement Response Plan which assists in explanation and application of the Pretreatment Code.

IT IS THEREFORE RESOLVED BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF BELVIDERE AS FOLLOWS:

Section 1: The foregoing recitals are incorporated herein by this reference.

Section 2: The City of Belvidere Enforcement Response Plan, attached hereto and incorporated herein, is approved and adopted by the Corporate Authorities of the City of Belvidere as its Enforcement Response Plan.

Ayes:

Nays:

Absent:

Date Approved:

By: _____
Michael W. Chamberlain, Mayor

Attest: _____
Shauna Arco, City Clerk

City of Belvidere, Illinois

Enforcement Response Plan



Prepared by:

BAXTER & WOODMAN
Consulting Engineers

www.baxterwoodman.com

Approved March 2019

City of Belvidere Enforcement Response Plan

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List of Attachments

- I IU Monitoring Frequency & Enforcement Criteria Plan
- II POTW Unusual Event Form
- III Site Inspection Report Forms
- IV Accidental Discharge, Slug Load & Operational Difficulties Form
- V Industrial User Self-Monitoring Report Review Form
- VI Confidential Information Procedures
- VII USEPA Non-Compliance Evaluation Memos
- VIII Enforcement Response Guide
- IX Enforcement Tracking Log Template
- X USEPA Significant Non-Compliance Memos
- XI Notice of Violation (NOV) Template
- XII USEPA Show Cause Order Template
- XIII USEPA Compliance Order Template
- XIV USEPA Cease and Desist Order Template
- XV Reporting Violation Late Fees

CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN

INTRODUCTION

This document is the Enforcement Response Plan (ERP) of the City of Belvidere to effectively enforce the terms and conditions of the City's Sewer Use & Pretreatment Ordinance, codified as Chapter 114, Article V, referred to collectively as Ordinance in this ERP, in conformance with the requirements found in 40 CFR 403.8(f)(5). The City's Pretreatment Program was originally approved on August 19, 1985.

The ERP outlines how the City will obtain and evaluate information on User compliance, and identify and respond to instances of User non-compliance with federal, state and local pretreatment regulations. The ERP establishes a framework in which the City will assess the degree of non-compliance by a User and select an appropriate enforcement action to resolve non-compliance in a timely, fair, and consistent manner. Although the ERP identifies a range of enforcement options over a variety of pretreatment violations, it was not intended to cover all types of violations. Types of appropriate enforcement responses are identified based on the nature of a violation taking into account; the duration of the violation; the frequency of the violation; the potential impact of the violation to the City employees and Publicly Owned Treatment Works (POTW), the public and the environment; and the historical response of the User.

The ERP includes the type of escalating enforcement responses to be used by the City, the time periods within which responses will take place and the officials responsible for each type of response. The ERP does not define a required action nor does it restrict the City to only the options listed. If the nature of the violation requires it, the City can, and will, pursue more severe penalties, including citations, revocation of Wastewater Discharge Permits and/or disconnection of service. Repeated violations, which are not eliminated by one level of response, will receive more severe penalties.

The Ordinance will determine the City's enforcement options and obligations. The ERP is merely guidance and shall not serve to limit or alter the City's remedies or procedures set for the Ordinance.

I. COMPLIANCE INVESTIGATIONS

In order to assess the compliance of a Non-Residential User, the Pretreatment Coordinator or designee (Lead Operator) must first collect data to evaluate or screen for compliance. Central to these requirements, the Pretreatment Coordinator or designee identifies and classifies, inspects and samples Non-Residential Users thus providing the ability to inform other City staff as well as the Users of its findings, which will define what pretreatment standards and requirements are applicable. Following is a description of the methods used to investigate compliance.

A. Non-Residential User Inventory Data

When the Pretreatment Program was formally established in 1985, the City conducted an initial survey to develop its Significant Industrial User (SIU) Master List as required by 40 CFR 403.8(f)(2)(i). City staff reviewed the surveys and classified industrial users according to the manufacturing operation and composition of industrial wastes identified in their industrial wastewater discharge.

The Pretreatment Coordinator or designee maintains its Non-Residential User inventory annually as required by the City's current NPDES Permit. City staff drives through the industrial and business park areas annually to determine if there are any new businesses. The Pretreatment Coordinator or designee will make a determination if an industrial user screening survey needs to be sent to the new business.

In addition to the annual drive through, the City Building Department will contact the Pretreatment Coordinator and designee when a new industrial business comes into the City.

Upon receipt of the survey and any required additional information from site inspection classifications visits, the Pretreatment Coordinator or designee either classifies the User as a SIU or non-SIU (including Non-Significant CIU). All SIUs are notified of applicable pretreatment standards and required to submit a wastewater discharge permit application that includes the character and volume of pollutants being discharged to the POTW. Notification of classification will be documented by sending a letter by Certified Mail – Return Receipt Requested. The City will issue a wastewater discharge permit to all SIUs

and Non-Significant CIUs. The City's SIU List is updated as additional SIUs are added or removed from the Pretreatment Program. These changes will be provided to EPA in the annual Pretreatment Program Report.

In the event that new pretreatment standards are promulgated, the City will notify industrial users as advised by USEPA Region 5 and will be documented by sending a letter by Certified Mail – Return Receipt Requested.

B. Sampling of Users

The SIUs perform their own sampling and analysis as outlined in their wastewater discharge permit and they provide a split sample to the City. The minimum sampling frequency is twice a year, however the City typically requires sampling more frequently consistent with the IU Monitoring Frequency & Enforcement Criteria Plan in Attachment I.

The City has a multi-tiered approach to identify, independently from the SIU, noncompliance by a SIU. The first tier is that the City samples each SIU once a year, at minimum. This sampling is done without notice to the industry in order to obtain a representative sample of their discharge. The City will evaluate the SIU's data quarterly to adjust sampling and analysis by either the City and/or SIU consistent with the IU Monitoring Frequency & Enforcement Criteria Plan in Attachment I.

The next tier involves the surcharge sampling performed by the City at the frequency outlined in the SIU's wastewater discharge permit. The City conducts all surcharge sampling at a much higher frequency than required by the Pretreatment Program. As a result, the City can routinely screen these additional surcharge samples for abnormalities that may indicate violations of non-surcharge pollutants and schedule additional analyses as warranted.

The final tier to independently confirm occasional noncompliance is the City's ability to schedule additional sampling and analyses based on impacts identified at the POTW by City staff or in the event that the SIU noticed operational difficulties, spill and/or slug load. These events will be documented by the City on the POTW Unusual Event Form in Attachment II.

C. Inspection of Users

The SIU site inspections are conducted by the Pretreatment Coordinator or designee once a year. A site inspection form is completed during each inspection that identifies key elements that need to be audited and summarizes deficiencies that need to be addressed by the SIU. Additional information and site layouts are added to the site inspection documentation as needed. The Pretreatment Coordinator or designee completes the site inspection form, both parties sign the form, and a copy is provided to the industry. A copy of the site inspection report form is included as Attachment III.

The Pretreatment Coordinator or designee will evaluate all identified Non-Significant CIUs annually to verify they continue to meet the non-Significant CIU criteria in 40 CFR 403.3(v)(2). The evaluation will include conducting a site inspection and reviewing the annual certification submitted by the non-Significant CIU.

In addition to routine sampling, monitoring and site inspections, the Pretreatment Coordinator or designee may conduct additional non-routine investigations in response to violations, technical problems or support for permit modification. In the event that access is denied or the investigation is specialized, a warrant may be obtained.

II. RECORDS, COMPLIANCE SCREENING / REVIEW

A. General Compliance Screening of IU Records and Submitted Reports

1. Records in General

There are IU-specific records that are maintained in each IU file that are the result of the classification and discharge permit process. These records may be referred to in the review of reports and data. These records include (* issued by City):

- Classification documentation *
- Permit *
- Original and modified application and fact sheet, to include diagrams made with the submittal or a page directing a person to where diagrams are located
- Signatory authorizations and certification statements and
- Other plans, e.g., Toxic Organic Management Plan (TOMP), Solvent Management Plan, Best Management Practices Plan (BMP Plan), and Dental Office Compliance Reports.

2. Reports in General

The Pretreatment Coordinator or designee will review and screen reports and data for incidents of non-compliance with applicable standards and requirements within 45 calendar days of due date. Screening will occur for:

- Baseline Monitoring Reports,
- 90-Day Compliance Reports,
- Spill Prevention/Slug Control Plans,
- All SIU Self-Monitoring Reports,
- All reports required by the SIU's wastewater discharge permit,
- All instances of non-compliance for failure to report,
- Responses of Non-Compliance,
- Accidental Discharge, Slug Load and Operational Difficulties Report (see Attachment IV), and/or
- Special investigations conducted as a result of an impact to the POTW.

The City will use the Industrial User Self Monitoring Report Review form in Attachment V during the report screening process that will verify that the reports are submitted on schedule, cover the proper time-period, include all information required, and are properly signed and certified where appropriate. In addition, all reports will be screened to determine if the SIU made a claim of confidential business information. The procedure for this evaluation is found in Attachment VI.

The 40 CFR 403.8(f)(2)(vi) regulation requires the City to evaluate all SIUs whether a Spill Prevention/Slug Control Plan to the City within one year of being designated a SIU. All existing SIUs were required to develop and maintain a Spill Prevention/Slug Control Plan. Every two years the City will evaluate whether an update is needed. New SIUs are required to submit an evaluation and plan within 90 days of issuance of a new wastewater discharge permit.

The 40 CFR 403.12(e) regulation requires Semi-Annual Self-Monitoring reports to be submitted in the months June and December; however, this regulation also allows the control authority to modify these deadlines. The City has updated their Ordinance (Section 114-453.B.1) to require the CIU's Semi-Annual Self-Monitoring Report to be submitted in the months of July and January and that is also reflected in their wastewater discharge permit.

All reports are stamped and initialed when they are received.

3. Record Retention and Confidential Business Claims

All IU records are maintained for a minimum of three years in accordance with 40 CFR 403.12 (o)(3) and the City Code. Some one time records/reports such as BMR and 90-Day Compliance Reports may be maintained for longer periods as appropriate. Record retention shall be extended during the course of any unresolved litigation regarding the IU or City or when requested by the Director or the Regional EPA Administrator.

In addition, all reports will be screened to determine if the SIU made a claim of confidential business information. The procedure for this evaluation and record retention is found in Attachment VI.

4. Reports with Data

Reports containing sampling and analysis require confirmation of the use of procedures outlined in 40 CFR 136 and Sections 114-327 and 114-328 of the Sewer Use Ordinance. The analyses screening process will be conducted by the Pretreatment Coordinator or designee to confirm that following items are complete and correct:

- Sampling procedure custody, sampling interval, sample type;

- Number of analyses, method of analyses;
- Bottle handling custody, bottle type, preservation technique;
- Parameters reported;
- Compliance with standard; and
- Whether SIU noticed City within 24 hours of receipt of violation from their laboratory.
- Pollutant was resampled within 30 days of receipt of violation from their laboratory.

The following USEPA memos are included in Attachment VII to be used as a guidance resource for compliance determination. These procedures may not be used as part of the City's current pretreatment program, however these memos are being provided as a resource in the event that they do:

- January 21, 1992 and April, 12, 1993 – Determining Industrial User Noncompliance Using Split Samples
- October 1, 1992 – Use of Grab Samples to Detect Violations of Pretreatment Standards
- May 13, 1993 – Compliance with Continuous Monitoring

B. General Compliance Screening of City SIU Inspection and Sampling Data

1. City Inspection Reports

The Pretreatment Coordinator or designee will review all SIU inspection reports within 45 calendar days of inspection to determine if enforcement actions are needed.

2. City Sampling

Within 24 hours of receipt from the City's contract laboratory, the City will review the data and notify the SIU of any violations. A resample of the pollutant in violation will be taken within 30 days of the City being notified of the violation from the contract laboratory.

III. ENFORCEMENT EVALUATION

A. Enforcement Actions by Pretreatment Coordinator and/or Designee

Once a violation has been identified, the Enforcement Response Guide (see Attachment VIII) will be consulted for enforcement options based on the violation's impact (magnitude and duration) on the receiving waters and environment, the violation's impact on the POTW staff and works, the compliance history of the User, previous enforcement actions taken against the particular User, and the good faith of the User. All of the enforcement actions designated in the matrix are considered appropriate, but the Pretreatment Coordinator or designee will weigh each of the above factors in deciding whether to use a more or less stringent response.

Formal enforcement, including the issuance of Notices of Violation (NOV), for violations reported to the City by the User will be initiated within a 45 calendar day period from the receipt of all of the analyses from the sampling period. The exception to this procedure is when a Categorical Industrial User (CIU) is sampled multiple periods within the same month and has monthly standards. In this case, the formal enforcement for the monthly violations will be initiated within a 45 calendar day period from the receipt of all of the analyses in the month. The violations from the individual sampling events may be issued separately or held and issued with the monthly violations dependent on the specific circumstances of the sampling dates and violations.

Formal enforcement for violations from Self-Monitoring Reports or other non-data reports will be initiated within a 45 calendar day period from the receipt of said report.

Notifying to the User by telephone and/or email is considered non-formal enforcement actions.

B. Significant Non-Compliance Assessment

The Pretreatment Coordinator or designee will evaluate the compliance status of each SIU on a quarterly basis. The enforcement tracking spreadsheet template is provided in Attachment IX. The evaluation will determine if the violations meet the definition of

Significant Non-Compliance found in Section 114-500 of the Sewer Use Ordinance for the most recent rolling six (6) month period ending on the calendar quarter. Screening will be completed within 45 calendar days of the summarization of all the SIU data from the period assessed. The Pretreatment Coordinator or designee will make a determination within 45 calendar days of receipt of the screening results if further enforcement action other than annual publication should take place based on the circumstances of the non-compliance and the provisions found in the Enforcement Response Guide (see Attachment VIII).

The following USEPA memos are included in Attachment X to be used as a guidance resource for calculating SNC:

- September 9, 1991 – Application and Use of the Regulatory Definition of Significant Noncompliance for Industrial Users
- January 17, 1992 – Determining Industrial User Significant Noncompliance, One Page Summary

C. Escalated Sampling Due to Continued Non-Compliance

If violations continue, the Pretreatment Coordinator or designee may escalate the sampling frequency as outlined in Attachment I – IU Monitoring Frequency & Enforcement Criteria Plan. The increased sampling frequency will be dependent on the magnitude of the violations. Monitoring decreases will occur in conjunction with renewed compliance. The decrease in sampling is dependent on the modifications made and a demonstration that the ‘fix’ results in routine compliance that is sustainable.

D. Escalated Enforcement Actions

Escalated enforcement including those actions needing the City Attorney will proceed in the event that the issue is not resolved in an appropriate timeframe. Violations recurring with impact or harm are likely those that will trigger this escalated enforcement action.

All enforcement responses that require action by the City Attorney will be recommended by the Pretreatment Coordinator or designee within the time periods indicated in Attachment VIII. However, these deadlines will not prevent the City from proceeding with the enforcement actions.

IV. TYPES OF ENFORCEMENT RESPONSES

Users found in non-compliance with any of the terms or conditions of the Ordinance are subject to enforcement under this ERP. The Pretreatment Coordinator or designee issues enforcement documents. The following types of enforcement responses are available to the City in response to incidences of non-compliance within the City's Sewer Use Ordinance.

A. Informal Notification

For City sampling of the User, a telephone or email notification is used to inform the User of a violation, so that voluntary actions by the User can resolve the situation preventing more serious violations. The informal notification will be made by the Pretreatment Coordinator or designee within 24 working hours of receipt of the data from the laboratory.

B. Notice of Violation (NOV) – Ordinance Section 114-511

A NOV is a written notification that may be sent via Certified Mail - Return Receipt Requested, which is directed to an authorized agent of a User found to be in non-compliance of the conditions of the Ordinance or the User's Wastewater Discharge Permit. The NOV should be issued by the Pretreatment Coordinator normally within 45 calendar days of discovery of the non-compliance. The NOV advises the User of the nature of the non-compliance, requires the User to investigate the incident and take measures to correct the non-compliance and to respond to the NOV within 20 working days of receipt of the NOV. Note that all NOVs for a sampling period are issued at the same time to prevent response due date confusion from multiple NOV dates covering the same period. The NOV template is provided in Attachment XI.

C. Pretreatment Review Meeting – Ordinance Section 114-511.B

A pretreatment review meeting is a formal meeting attended by the Pretreatment Coordinator and/or designee with an authorized agent of the User. It will occur when a violation (NOV #1) occurs for a specific parameter that has not been exceeded in more

than 365 days. Pretreatment review meetings will be required for an NOV #1 for a specific parameter whether daily or monthly violations. A pretreatment review meeting may also be required when a User is found to be in continued non-compliance with the conditions of the Ordinance such as failing to respond to multiple violation notices, reporting requirements or failure to file follow-up material for a site inspection.

The meeting will be used to advise the User of its non-compliance, establish a timetable required to correct the non-compliance, and identify the next step of enforcement if non-compliance continues. The meeting should be held normally within 45 calendar days of the City determination that a meeting is required. The notice for the meeting as the result of a NOV #1 is normally issued with the NOV, but issuance may also be held until the violation response is received from the User. In the latter case, the notice will be issued within 45 calendar days of the receipt of the violation response. The User may be notified of the meeting by telephone, letter or certified mail.

D. Late Fees – Ordinance Section 114-531

The Pretreatment Coordinator may issue late fees for violations consistent with Section 114-531 (see Attachment XV) and the Enforcement Response Guide (see Attachment VIII).

E. Compliance Agreement (C.A.) – Ordinance Section 114-512

A C.A. is a written agreement between the City and User who has violated, or continues to violate, any provision of the Ordinance, Wastewater Discharge Permit or order issued to the User. The C.A. includes timeframes agreed to by both parties within which the User will come into compliance, and may include penalties that will be incurred by the User for failure to meet compliance commitment dates. The written C.A. may be a stand-alone document or become part of the User's Wastewater Discharge Permit. In no case where a categorical compliance date exists that has passed, will the C.A. become part of the User's Wastewater Discharge Permit. The written C.A. shall normally be documented by the Pretreatment Coordinator within 45 calendar days of the Agreement. Normally a C.A.

would not be issued for those schedules established that are less than 90 calendar days in length.

F. Show Cause Order – Ordinance Section 114-513

A Show Cause Order is a written notification sent by Certified Mail - Return Receipt Requested at least 10 working days prior to the Show Cause Hearing. The Order shall require attendance at a Show Cause Hearing before representatives of the City by an authorized agent of a User that has violated, or continues to violate, any provision of the Ordinance, Wastewater Discharge Permit, or Order issued to the User. The User is offered the opportunity to show cause why the proposed enforcement action should not be taken. The Notice, issued by the Pretreatment Coordinator, shall specify the time and place for the hearing, the proposed enforcement action, the reasons for such action and a request that the User show cause why the proposed enforcement action should not be taken. The Show Cause Order shall normally be issued within 45 calendar days of the City determination that a Show Cause Hearing is necessary.

USEPA's Show Cause Order template is provided in Attachment XII.

G. Compliance Order (C.O.) – Ordinance Section 114-514

A C.O. is a written notification, sent via Certified Mail - Return Receipt Requested that is directed to an authorized agent of a User that has violated, or continues to violate, any provision of the Ordinance, Wastewater Discharge Permit, or Order issued to the User. The C.O., issued by the Pretreatment Coordinator, shall direct the non-compliant User to come into compliance within a specified time. The C.O. shall be issued normally within 45 calendar days of the City determination that a C.O. is necessary. A C.O. may be issued as a result of a Compliance Meeting and include a schedule with milestone activities and dates. Normally a C.O. would not be issued for those schedules established that are less than 90 calendar days in length.

USEPA's Compliance Order template is provided in Attachment XIII.

H. Citations – Ordinance Section 114-511.D

The City has the authority to issue a citation for a violation. The User will be issued a “Non-Traffic Complaint Citation” and a fine will assessed when a User has violated, or continues to violate any provision of the Ordinance, a Wastewater Discharge Permit or Order issued to the IU. Citations will be issued by the Pretreatment Coordinator within 45 calendar days of the City’s determination that citations are appropriate.

I. Cease and Desist Orders – Ordinance Section 114-515

A Cease and Desist Order is a written notification, sent via Certified Mail - Return Receipt Requested that is issued by the Pretreatment Coordinator when a User violated or continues to violate any provision of the Ordinance, Wastewater Discharge Permit or Order issued to the User. When issued, the Pretreatment Coordinator may require the User to cease and desist discharge.

USEPA’s Cease and Desist Order template is provided in Attachment XIV.

J. Emergency Suspensions – Ordinance Section 114-516

The Pretreatment Coordinator may immediately suspend a User's discharge, after Informal or Formal Notice to the User, whenever such suspension is necessary to stop an actual or threatened discharge, which reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons. The Pretreatment Coordinator may also immediately suspend a User’s Wastewater Discharge Permit, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, an endangerment to the environment.

K. Injunctive Relief – Ordinance Section 114-521

Any activity or conduct of a User, who has violated or continues to violate any provision of the Ordinance, Wastewater Discharge Permit, or prior Order, may be referred to the City Attorney for court proceedings. The Pretreatment Coordinator will make a

recommendation to refer the User activity to the City Attorney. The User may be subject to civil actions under Ordinance Section 114-522.

L. Termination of Discharge – Ordinance Section 114-517

The Pretreatment Coordinator may terminate the discharge of a User if they violate one of the following conditions:

- Violation of Wastewater Discharge Permit conditions;
- Failure to accurately report the wastewater constituents and characteristics of its discharge;
- Failure to report substantial changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
- Refusal of reasonable access to the User's premises for the purpose of inspection, monitoring, or sampling; or
- Violation of the Pretreatment Standards in the Ordinance.

The User will be notified by Certified Mail – Return Receipt Requested regarding the termination date. The User may be offered the opportunity to present their case at a Show Cause Hearing (Ordinance Section 114-513).

M. Criminal Prosecution

In the event that the City believes there is a potential case for criminal prosecution, it will request assistance from the IEPA and USEPA Criminal Investigation Division for potential action. The State of Illinois does not provide for criminal prosecution by municipalities.

V. PUBLICATION OF USERS IN SIGNIFICANT NON-COMPLIANCE

The Pretreatment Coordinator or designee will prepare a list of SIUs that are in significant non-compliance for the City. The City will annually publish in a newspaper in general circulation in the City, a list of SIUs who, during the previous 12 months, were in significant non-compliance with Applicable Pretreatment Standards per Section 114-500 of the City's Sewer Use Ordinance. The notification shall also summarize any enforcement actions taken against those Users during the same twelve months. The publication notice will be forwarded to the newspaper for publication.

The term significant noncompliance shall mean:

- A. Chronic violations of Wastewater Discharge limits, defined here as those in which sixty-six percent (66 percent) or more of all the measurements taken for the same Pollutant parameter during a six-(6-) month period exceed (by any magnitude) a numeric Pretreatment Standard or Requirement including instantaneous limits as Defined in Section 114-291.B;
- B. Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33 percent) or more of Wastewater measurements taken for each Pollutant parameter during a six-(6-) month period equals or exceeds the product of the numeric Pretreatment Standard or Requirement including Instantaneous Limits, as defined by Article 5 multiplied by the applicable criteria (1.4 for BOD, TSS, fats, Oils and Grease, and 1.2 for all other Pollutants except pH);
- C. Any other violation of a Pretreatment Standard or Requirement as defined by Division 4 of Article 5 (Daily Maximum, long-term average, Instantaneous Limit, or narrative Standard) that the Pretreatment Coordinator has determined caused, alone or in combination with other Discharges, Interference or Pass Through, including endangering the health of POTW personnel or the general public;
- D. Any Discharge of a Pollutant that has caused imminent endangerment to the public or to the environment, or has resulted in the Pretreatment Coordinator exercise of its emergency authority to halt or prevent such a Discharge;
- E. Failure to meet, within 90 days of the scheduled date, a compliance schedule milestone contained in an individual or general Wastewater Discharge Permit or enforcement order for starting construction, completing construction, or attaining final compliance;
- F. Failure to provide within 45 calendar days after the due date, any required reports, including baseline monitoring reports, reports on compliance with Categorical Pretreatment Standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;

- G. Failure to accurately report noncompliance; or
- H. Any other violation(s), which may include a violation of Best Management Practices, that the Pretreatment Coordinator determines will adversely affect the operation or implementation of the local Pretreatment program.

VI. APPEAL

Users found in non-compliance may, in the case of dispute as to the fairness of orders issued herein, seek an appeal. The User shall notify the City within 45 calendar days of receipt of said order of their intention to appeal and type of appeal desired. In no case shall a matter be appealed that presents or threatens an imminent or substantial danger to the health, safety, and welfare of the public, City employees, POTW and environment. The following types of appeal are available to the User:

A. Appeal to the City Council

The appeal shall be determined by the City Council. The City Council or its designee shall at their convenience but not more than 45 calendar days from receipt of appeal notification schedule up to a 30-minute period during a regularly scheduled Council meeting or hold a special meeting to hear the User's appeal and an additional 30-minute period to allow the Pretreatment Coordinator and/or other City staff or designee an opportunity to rebut statements made by the User. A decision of the City Council shall then be binding to both parties.

B. Appeal to the Boone County Circuit Court

A User may appeal the decision of the City Council, under subsection A above, pursuant to the Administrative Review Law. Such appeal shall be filed in and heard in the Circuit Court of the 17th Judicial Circuit, Boone County.

The City shall provide written notification to USEPA, Region 5, 77 West Jackson Blvd., Chicago, Illinois 60604, Attention NPDES Programs Branch and to Deputy Counsel for the Division of Water Pollution Control, IEPA, 1021 North Grand Avenue East, P.O. Box 19276, Springfield, Illinois 62794-9276 within five days of receiving notice that any Industrial User in the service area of its POTW is appealing to the Circuit Court any condition imposed by the City in any permit issued by the City. A copy of the Industrial User's appeal and all other pleading filed by all parties shall be mailed to the Deputy Counsel within five days of the pleadings being filed in Circuit Court.

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

ATTACHMENT I

IU MONITORING FREQUENCY & ENFORCEMENT CRITERIA



CITY OF BELVIDERE

IU MONITORING FREQUENCY & ENFORCEMENT CRITERIA

PROGRAM REQUIREMENT: USEPA requires all Publicly Owned Treatment Works (POTW) with a design flow greater than 5 MGD and receiving from Industrial Users pollutants which Pass Through or Interfere with the operation of the POTW or are otherwise subject to Pretreatment Standards to establish an Approved USEPA Pretreatment Program for Significant Industrial Users (SIU) by federal regulation in the General Pretreatment Regulations - 40 CFR 403.8 (a). The regulations requires POTW Pretreatment Programs to issue a wastewater discharge permit to the SIU that include both Federal and local limits. The Federal limits include prohibitive discharge limitations and if applicable unique regulations promulgated for 57 categories and approximately 450 subcategories of industries that can discharge toxic pollutants to a POTW that could cause Interference and Pass Through to its operations.

The City of Belvidere is required to operate an approved Industrial Waste Program by its NPDES Permit issued by IEPA with review and concurrence of USEPA for the Wastewater Treatment Plant (WWTP) in the Special Condition 9 (2010 permit). The program was first approved by USEPA Region V (the approval authority in Illinois) on August 19, 1985. The City of Belvidere also operates a surcharge program as required by USEPA/IEPA as the City accepted Federal grants under the Clean Water Act to build/update its WWTP. This program requires that IUs that discharge waste in excess of the concentration of domestic/residential waste pay for the additional loads that they discharge to the WWTP rather than spread that cost to the residential users.

ROUTINE MONITORING: The Pretreatment Program requires that an IU self-monitor its discharge permit pollutants a minimum of twice per year (403.12(g)(1)) with the POTW sampling an additional one time per year. The regulation also allows in 403.12 (g)(1) that the POTW may perform the required sampling and analyses in lieu of the Industrial User (IU). The City performs all surcharge sampling.

The wastewater discharge permit for each IU outlines their monitoring requirements. The Belvidere monitoring frequency is typically on a quarterly basis however, there may be IUs with increased or decreased monitoring frequencies. IUs may be monitored at a higher frequency as a result of compliance issues or for more accurate and equitable surcharge determinations. Sampling will be increased to monthly, bi-weekly or weekly if their data is extremely variable as a result of production scheduling and cleaning operations. Industries, particularly those with pretreatment systems for toxic pollutants, may also be required to conduct process control testing internal to their operations to confirm pseudo compliance as frequently as daily. There may be industries that are monitored less frequently as a result of low production volume and data that does not fluctuate.

ENFORCEMENT REQUIREMENTS:

IDENTIFY VIOLATIONS AND RESAMPLING: The General Pretreatment Regulations in 403.8 (g)(2) requires that an IU identify violations to a Publicly Owned Treatment Works (POTW) within 24 hours of becoming aware of a violation, i.e. receiving a lab report, by telephone, email or mail. Likewise, the City as the Control Authority will notify the IU within 24 hours of becoming aware of a violation during City sampling of the IU. Either entity that samples is required to repeat the sampling and analyses and submit it to the POTW (the City) within 30 days after becoming aware of a violation. The exception to the repeat sampling occurs if:

1. The Control Authority or City samples the IU at a frequency of once per month,
or
2. The Control Authority or City has already performed additional sampling at the IU between the time when the initial sampling was conducted and the time when the Industrial User or the Control Authority received the results of the sampling.

Failure to notice a violation or repeat the sampling and analyses in a timely manner will result in the issuance of a Reporting Notice of Violation to the IU by the City.

ROUTINE ENFORCEMENT ESCALATION:

Data Violation Evaluation: In the event that an IU has a violation of one of the parameters, the City counts that as violation one. An NOV (count #1) is issued and a notice for the IU to attend a Pretreatment Review Meeting at the POTW or Public Works to discuss the violation is also sent. During the meeting held with the Pretreatment Coordinator and/or designee, the IU compliance history will be reviewed. The IU will explain what measures it took or plans it has to identify the cause of the violation, any studies that need to be performed, and identifies if additional data is needed to identify the source of the violation or progress in meeting compliance. Follow-up activities by the IU and the City are identified. All participants in the meeting sign a summary of the meeting and the schedule to define the source of the problem and eliminate the violations.

If the IU does not have another violation for 365 days, the count returns to zero for that parameter.

If the IU has an additional violation of the same parameter within 365 days of the first violation, additional NOVs will be issued to the IU. NOVs may also include a citation issued as “Non-Traffic Complaint Citation” and/or fine. Issuance of a citations and fines will be assessed based on the discretion of the Pretreatment Coordinator. The severity and magnitude of the violations and the IUs actions taken to correct the violations will be taken into consideration.

SIGNIFICANT NON-COMPLIANCE (SNC) STATUS:

As previously identified, EPA requires that a compliance evaluation be performed on a rolling 6-month basis to determine if an IU violation has achieved SNC status. The definition of SNC is contained in 403.8(f)(2)(viii)(A) for Chronic SNC status and (B) for Technical Review Criteria SNC status as well being contained in the City’s Sewer Use and Pretreatment Ordinance (Section 114-500). Following are the definitions:

- Chronic violations are defined as those that exceed the daily maximum limit or average limit by any amount. Chronic SNC is defined as those in which sixty-six percent (66%) or more of the wastewater measurements taken during a 6-month period exceed the daily maximum or average limit by any amount.
- Technical Review Criteria (TRC) violations are defined as those in which thirty-three percent (33 percent) or more of wastewater measurements taken for each pollutant parameter during a six-(6-) month period equal or exceed the product of the daily maximum limit or average limit multiplied by the applicable criteria (1.4 for BOD, TSS and FOG and 1.2 for all other pollutants except pH). For pH, the City has set the TRC level at less than 4.0 pH units or greater than 10 pH units.

IUs that exhibit SNC status during one of the four rolling six-month calendar year evaluations are required to be published in a newspaper of general circulation that provides meaningful public notice within the jurisdiction(s) served. Please note that there are other reasons that could result in publication that do not deal with the above chronic and TRC assessments. These include:

- IU discharged pollutant that caused interference or pass through at POTW;
- IU discharged pollutant that endangered the health of POTW personnel or the general public;
- IU missed compliance schedule milestone by 90 days;
- IU submitted report was more than 45 days late;
- IU failed to accurately report non-compliance; or
- IU violated best management practice.

A memo from EPA that includes a visual summary of rolling SNC calculations is provided as Attachment X of the Enforcement Response Plan.

MONITORING MODIFICATIONS BASED ON COMPLIANCE:

The Pretreatment staff is responsible for reviewing and evaluating data for changes in monitoring frequencies which are contained in the IU wastewater discharge permits. These permits are issued every five years per the City ordinance. Some permits may be issued to an IU more frequently based on their production volume and discharge. Parameters are chosen on the basis of industrial processes, categorical monitoring requirements and inclusion in the City surcharge program. The base frequencies are discussed and approved by the City staff responsible for wastewater treatment.

During the course of a monitoring year, sample frequencies may be modified and increased but not limited to the following circumstances:

- IU requests increase in sampling and analyses to help identify compliance issues or more accurately assess surcharge;
- SNC status occurred for one pollutant but other pollutants are trending or were in violation that has yet to cause SNC status;
- SNC status occurred for multiple pollutants;
- SNC status occurred in multiple rolling 6-month periods (50% or more) in a calendar year or over a two year cycle (pattern of non-compliance);
- Pattern of violations followed by short term compliance over multiple sampling periods;
- Pattern of violations occur on a certain day of the week or at a specific time of day (grab samples required) routinely that would cause non-representative sampling;
- Addition of Chronic SNC status at an IU with TRC SNC;
- Increase of TRC SNC status to a range of 33-66%;
- FOG violations of 200 mg/l or more; or
- Defined interference or upset seen at WWTP.

Sampling will follow the routine resample schedule initially. That will likely result in samples being taken monthly instead of quarterly. If violations continue or extend past a six-

month timeframe and reach SNC status for multiple 6 month periods, sampling may be increased to a higher frequency of three days per month for toxics and potentially weekly for FOG or pH. Increased frequencies will be defined in compliance meetings.

Monitoring decreases will occur in conjunction with renewed compliance. The decrease in sampling is dependent on the modifications made and a demonstration that the 'fix' results in routine compliance that is sustainable. Monitoring will not be reduced until the IU has achieved complete compliance for two months. Reductions will be made at a more accelerated rate if the violation did not result in SNC status for the most recent 6-month rolling period. Reasons for monitoring reductions include:

- Return to complete compliance as a result of major equipment change coupled with voluntary interim measures that prevented violations during the modification;
- SNC status eliminated for 6-month period and overall violation rate (chronic violation) rate is less than 25% and TRC violations are less than 10%.

Monitoring that occurs at a frequency higher than once per month will be decreased in a staggered manner so that the reduction does not cause the industry to be SNC for a 6-month basis. Staff shall have the ability to evaluate rolling 6-month periods on a monthly basis instead of a quarterly basis to impact compliance and compliance confirmation in a swifter fashion. Once compliance for a year has been achieved, the IU will return to quarterly monitoring.

A memo from EPA that includes a visual summary of rolling SNC calculations is provided as Attachment X of the Enforcement Response Plan.

MONITORING MODIFICATION FOR SURCHARGE:

Sample frequency for an IU only subject to surcharge may be reduced from quarterly to semi-annual if the following conditions have been met:

- The IU has not had any violations during the past two (2) year permit cycle,
- The IU has not had a surcharge during the past two (2) year permit cycle, and
- The IU process flow is less than 1000 gallons per day.

I:\Crystal Lake\BELVD\090858-Pretreatment\98-ERP\Belvidere Monitoring Frequency.docx

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

**ATTACHMENT II
POTW UNUSUAL EVENT FORM**





POTW UNUSUAL EVENT FORM

City of Belvidere, Illinois

Date _____ Time _____

City Rep Completing Report: _____

Title: _____

NPDES No. IL0027685

Telephone: _____

I. **Event Location** _____

II. **Event Identified** _____ Date _____ Time _____

III. **Source** **N/A – Unknown:** _____

or Source Name: _____

Site Address: _____

Contact Name: _____

Title: _____

Telephone: _____

IV. **Observations by City Staff (Define specifics, where located and duration of impact.)**

_____ pH Shift _____ Odor _____ Temperature
_____ Color _____ LEL _____ Physical objects
_____ Other _____

V. Plant Conditions (Define the symptoms, location and duration of impact.)

- | | |
|--|-----------------------------|
| _____ Oil sheen on tank top | _____ Odor of stage changes |
| _____ Foam (change in color or amount) | _____ Evacuate building |
| _____ Shift in DO levels | _____ Sludge changes |
| _____ Shift in MLSS | _____ Other _____ |

VI. Samples Taken (Obtain the most concentrated phase.) Yes _____ No _____

- Plastic bottle (for observations, conventionals or metals) _____
- Glass bottle (for FOG) _____
- Organics (using special prepped organic bottles) _____
- Other _____

VII. Outcome

City Rep (if different than event initiator) _____

1. What was plant flow at time of event? _____
2. How long did event impact plant? _____

Describe: _____

3. Where there changes that you could observe in the final effluent that correspond to the treatment resonance time of the event? Yes _____ No _____

Describe: _____

4. Do you recognize this event as part of a cyclical pattern? Yes _____ No _____
- Why? _____

5. Did the plant exceed a final effluent standard as a result of the event? Yes _____ No _____

Describe: _____

VIII. Event Source Determination

- _____ Industrial User _____ Other _____ Maintenance _____ Unknown

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

**ATTACHMENT III
SITE INSPECTION FORM**



**BELVIDERE WASTEWATER TREATMENT PLANT
INDUSTRIAL USER INSPECTION CHECKLIST**

INDUSTRY NAME:

PERMIT I.D. NUMBER:

SITE ADDRESS:

CORRESPONDENCE ADDRESS:

CONTACT NAME:

TITLE :

TELEPHONE NUMBER:

DATE AND TIME OF INSPECTION:

CONTROL AUTHORITY NAME:

NUMBER OF EMPLOYEES PER SHIFT: 1. 2. 3. TOTAL.

APPLICABLE STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE :

DESCRIPTION OF EACH DISCHARGE (INCLUDING ANY BATCH DISCHARGES) INCLUDING THE AMOUNT, CHEMICAL NATURE, FREQUENCY AND DESTINATION OF EACH DISCAHRGE:

COMBINED WASTE FORMULA USED: YES: NO: N/A:

SAMPLING LOCATION:

PROCESS FLOW DIAGRAM: (PARTICULARLY PROCESS WHICH MAY BE OR COULD BE OR ARE SUBJECT TO FEDERALCATEGORICAL PRETREATMENT STANDARDS)

PRETREATMENT FACILITIES: (INCLUDING OPERATING DATA)

INDUSTRIAL USER INSPECTION CHECKLIST

CERTIFIED OPERATOR EMPLOYED:	YES:	NO:	N/A:
B.M.R. SUBMITTED:	YES:	NO:	N/A:
I.U. ON COMPLIANCE SCHEDULE:	YES:	NO:	N/A:
FINAL COMPLIANCE REPORT SUBMITTED:	YES:	NO:	N/A:
PERIODIC COMPLIANCE REPORT SUBMITTED:	YES:	NO:	N/A:
SLUG LOAD/ACCIDENTAL SPILL DISCHARGE NOTIFIED TO CONTROL AUTHORITY:	YES:	NO:	N/A:
SELF-MONITORING PERFORMED AND REPORTS SUBMITTED TO CONTROL AUTHORITY AS REQUIRED BY CONTROL DOCUMENT:	YES:	NO:	N/A:
T.T.O. MONITORING OR TOXIC ORGANIC MANAGEMENT PLAN SUBMITTED:	YES:	NO:	N/A:
SAMPLING AND ANALYSIS DONE BY: INDUSTRIAL USER	YES:	NO:	N/A:
CONTROL AUTHORITY	YES:	NO:	N/A:
COMMERCIAL LAB NAME AND ADDRESS:	YES:	NO:	N/A:
OTHER LAB THAN COMMERCIAL:	YES:	NO:	N/A:
SAMPLING AND ANALYSIS PROCEDURES IN CONFORMANCE WITH 40 CFR 136.3:	YES:	NO:	N/A:
DATE, TIME, LOCATION, METHOD AND NAME OF PERSON TAKING SAMPLE RECORDED:	YES:	NO:	N/A:
ANALYSIS DATE, TIME, METHODS & PERSON PERFORMING ANALYSIS RECORDED:	YES:	NO:	N/A:
CHAIN OF CUSTODY PROCEDURES EMPLOYED:	YES:	NO:	N/A:
Q.C. / Q.A. PROGRAMS IMPLEMENTED:	YES:	NO:	N/A:
REQUIRED REPORTS SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE I.U.	YES:	NO:	N/A:
REQUIRED REPORTS RETAINED FOR A MINIMUM OF THREE YEARS:	YES:	NO:	N/A:

INDUSTRIAL USER INSPECTION CHECKLIST

PAGE 4

IS THE I.U. PRESENTLY UNDER A FORMAL/INFORMAL ENFORCEMENT ACTION BY CONTROL AUTHORITY:

YES: NO: N/A:

ANY OTHER ENVIROMENTAL CONTROL PERMITSHELD BY I.U.:

NPDES PERMIT:

STORM WATER PERMIT:

AIR QUALITY PERMIT:

IS THERE ANY AIR POLLUTION CONTROL EQUIPMENT THAT MAY GENERATE A POLLUTANT WHICH COULD BE FOUND IN THE WASTE STREAM AND IF SO HOW IS THAT POLLUTANT HANDLED?

HOW WASTE RESIDUALS / SOLIDS ARE HANDLED, STORED, AND / OR DISPOSED?

PROXIMITY OF CHEMICAL STORAGE TO FLOOR DRAINS AND WHETHER FLOOR DRAINS DISCHARGE TO STORM OR SANITARY SEWERS OR BACK TO THE PRETREATMENT FACILITY:

SPILL CONTROL PRACTICES AND SPILL CONTROL PLAN: YES NO

DOES THE I.U. HAVE A WRITTEN AND READILY AVAILABLE CHEMICAL SAFETY CONTINGENCY PLAN (CSCP):

YES: NO: N/A:

HAS AN EMPLOYEE EDUCATION PROGRAM BEEN DEVELOPED AND IMPLEMENTED FOR ALL EMPLOYEES RESPONSIBLE FOR IMPLEMENTING THE CSCP: YES: NO: N/A:

SAFETY PROBLEMS (SPECIFIC HAZARDS):

OPERATIONAL PROBLEMS:

RECENT PROPOSED CHANGES TO PLANT, FLOW OR TREATMENT UNITS / OPERATION: SYSTEM IS UPGRADED/DATED AS NEEDED.

ANALYTICAL RESULTS ON FILE: YES: NO: N/A:

ANALTICAL RESULTS CHECKED: YES: NO: N/A:

DEFICIENCIES / RECOMMENDATIONS (COMPLIANCE WITH WASTEWATER DISCHARGE LIMITATIONS, REPORTING REQUIRMENTS, SELF-MONITORING REQUIRMENTS, ETC):

INDUSTRIAL USER INSPECTION CHECKLIST

INSPECTORS COMMENTS IF ANY:

CITY OF BELVIDERE POTW INSPECTOR:

SIGNATURE:

DATE:

INDUSTRIAL USER REPRESENTATIVE:

SIGNATURE:

DATE:

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

ATTACHMENT IV

**ACCIDENTAL DISCHARGE, SLUG LOAD & OPERATIONAL
DIFFICULTIES FORM**





City of Belvidere
Accidental Discharge, Slug Load & Operational Difficulties Notification

- *The User shall immediately notice the City Pretreatment Coordinator by telephone of any discharge of the following nature: accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, or a slug load, that may cause potential problems for the City. This notification is required to include the location of the discharge, type of waste, concentration and volume, if known, and actions taken by the User.*
- *Within five (5) days following such a discharge, the User shall, unless waived by the Pretreatment Coordinator, submit a detailed written report describing the cause(s) of the discharge and the corrective measures to be taken by the User to prevent similar future occurrences.*
- *This form may be used to assist the User in filing an Initial Accidental Discharge Notification (page 1 and 2) and/or detailed written report (all three pages) consistent with the requirements of Pretreatment Ordinance 114-482 as stated above. Please feel free to include MSDS of materials spill, schedules for corrective actions or other materials as appropriate to adequately complete your filing.*

SECTION I: GENERAL

USER NAME: _____

Location Address: _____

City, State and Zip Code: _____

Mailing Address (if different): _____

City, State and Zip Code: _____

Telephone Number at Site: _____

Contact Person (filing out this form): _____

Contact Telephone Number (if different): _____

Please indicate the date and time of the spill and notification information.

INCIDENT ACTIVITY	Month	Date	Year	Time	Check whether a.m. or p.m.
Start of incident	_____	_____	_____	_____	_____ a.m. _____ p.m.
End of incident	_____	_____	_____	_____	_____ a.m. _____ p.m.
Incident Reported to City	_____	_____	_____	_____	_____ a.m. _____ p.m.
Person at City Incident Was Reported to:	_____				
User Staff Name Reporting Incident:	_____				
Title of User Staff Reporting Incident:	_____				
Telephone Number of User Staff Reporting:	_____				
Incident Reported to agencies (<i>circle</i>) (if quantity and chemical applicable)	Police Dept.	Fire Dept.	IL EPA	USEPA National	
	Other Municipalities:		(800)782-7860	Hotline	(800)424-8802

Material Spilled: _____

Estimated Volume Spilled (give units): _____

*The user should notice the City of Belvidere Pretreatment Coordinator at:
 (815) 544-2072 during normal business hours (7 am – 3:30 pm) or (815) 494-8279 at night and on weekends.
 Detailed report due 5 days after the incident sent to: City of Belvidere, 2001 Newberg Road, Illinois 61008*

DATE _____ USER NAME: _____

SECTION II: INCIDENT SPECIFICS

Chemical analysis of a representative sample of the spilled material. Show concentration of all compounds in the spilled material. If a sample of the spilled material is not available, list all known contents present in the discharged material. Attach additional sheets or MSDS if needed.

CAS Number	Compound Name	Concentration (mg/l)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Location of incident:

Plant Process Area: _____
 In-Plant Transfer Area: _____
 Shipping/Receiving Area: _____ Inside or Outside (*circle one*) Drum or Bulk (*circle one*)
 Material Storage Area: _____ Inside or Outside (*circle one*) Drum or Bulk (*circle one*)
 Other: _____

Explain the incident:

Describe what actions were taken at the time to control the spill (e.g. sealed floor drain, use of sorbants or foams, etc.)

Was the spill treated in a pretreatment system? Yes _____ No _____ If yes, describe:

Was any part of the spill discharged to the sanitary sewer? Yes _____ No _____ If yes, describe:

Was any part of the spill discharged to the storm sewer? Yes _____ No _____ If yes, describe:

DATE _____ USER NAME: _____

SECTION III: INCIDENT FOLLOW-UP

Disposal: Was any part of the spill contained and prevented from discharge to either a sanitary or storm sewer?

Yes _____ No _____ If yes, describe disposal:

Corrective Actions: Describe fully what measures will be taken to prevent similar incidents in the future.

Schedule: Anticipated date by which the above-stated measures will be completed:

Progress report: One or more reports that will be submitted by the date below that confirm completion of modification.

Final report: Report that will be submitted that confirm completion of modification.

For City Use only:

Reviewer: _____ **Date:** _____

Comments: _____

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

ATTACHMENT V

INDUSTRIAL USER SELF MONITORING REPORT REVIEW FORM





Industrial User Self Monitoring Report Review

Industry Name: _____
Site Address: _____
Permit Expiration: _____

Monitoring Period: _____
Sample Date: _____
Monitoring Location: _____

Report Due Date: _____
Date Data Received: _____
Date of Review: _____
Reviewed by: _____

In Compliance	
_____	Data Entered
_____	Scanned
_____	Data Counted

Chain of Custody (COC) Report Review

_____	COC for each sampling day submitted with SMR?	_____	pH taken in the field and recorded on COC?
_____	Samples collected within the required monitoring period?	_____	Proper containers used?
_____	Proper sample type for each pollutant (composite/grab)?	_____	Proper preservation used?
_____	Sampling done at permitted location?	_____	Are COCs complete?

Laboratory Report Review

_____	All lab reports submitted with SMR?	_____	All permitted pollutants sampled and analyzed?
_____	Pollutants analyzed within required holding time?	_____	Correct sampling frequency done for each pollutant?
_____	40 CFR 136 analysis performed?	_____	All organic results provided (if required)?

Self Monitoring Report (SMR) Review

_____	SMR form filled out and submitted?	_____	Monthly flows reported?
_____	Do lab report results match SMR form entries?	_____	Pollutant results within permitted limits?
_____	Sample collection date included on SMR, not analysis date?	_____	SMR signed by authorized representative (in permit)? If no, get it.
_____	Result reported in the proper units?	_____	Is the TTO/Cyanide statement included with semi-annual SMR (if required)? If no, get it.

Violations - Follow ERP

_____	Is the data valid? If no --> Pretreatment Review Meeting.
_____	Was all required data reported or any required monitoring not included? If no for one or both --> Consider reporting NOV.
_____	Were there any DAILY data violations? If yes --> NOV
_____	Were there any MONTHLY data violations? If yes --> NOV
_____	Was the City notified within 24 hours of the IU receiving data that was in violation? If no --> Consider reporting NOV.
_____	For pollutants with a violation, was a resample done within 30 days of receiving the data? If no --> Consider reporting NOV.
_____	Was report submitted on time? If no --> Consider reporting NOV.

Comments

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

**ATTACHMENT VI
CONFIDENTIAL INFORMATION PROCEDURES**



CITY OF BELVIDERE

PRETREATMENT PROGRAM CONFIDENTIAL BUSINESS INFORMATION

PROGRAM REQUIREMENT:

The City of Belvidere's Pretreatment Program was first approved by USEPA Region V (the approval authority in Illinois) on August 19, 1985. The program is required to follow Confidential Business Requirements per 40 CFR §403.14 Confidentiality that incorporates by reference 40 CFR §2.302 as well as state code 35 IAC 310.105, 310.105 and 130 and in Division 9, Subdivision II, Section 114-491 of the City Sewer Use Ordinance.

CLAIMS FOR REQUEST PER 40 CFR §2.302:

A claim of "Confidential Information" may be made for information that would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable State law. The request must be asserted at the time of submission of the information or data. Specific instructions to mark documents/information may be found in 35 IAC 130.

Notwithstanding any procedures or exemptions of the Freedom of Information Act, all such information and data shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report.

DETERMINATIONS:

The claim of "Confidential Information" will be determined by the Pretreatment Coordinator and the City Attorney within the timeframe provided in 35 IAC 130.

FILES - SEGREGATION OF ARTICLES:

Any article, or any page or portion thereof, that is claimed or determined to represent a trade secret or other non-disclosable information, shall be kept segregated from articles that are open to public inspection, and shall be kept secure from unauthorized access. Secure access for

Industrial Records will be maintained at the Belvidere Wastewater Treatment Plant, 2001 Newburg Road, Belvidere, IL 61008. Routine Industrial Records will be flagged to indicate that “Confidential Records” exist for the IU.

AVAILABILITY TO THE PUBLIC:

Information not determined to be “Confidential” which is submitted to the State or the City shall be available to the public at least to the extent provided by 40 CFR §2.302. Wastewater constituents and characteristics and other “effluent data” as defined by 40 CFR §2.302 will not be recognized as confidential information and will be available to the public without restriction. Requests for IU information will be filed consistent with City procedures for the Illinois Freedom of Information Act.

DISPOSAL OF INFORMATION:

Once an article is no longer required to be maintained for the Pretreatment Program per Section 114-482 of the City Ordinance, the City must dispose of an article that is claimed or determined to represent a trade secret or other non-disclosable information, and any copies made of that article, according to its application for authority to dispose of City records approved by the State Records Commission.

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

ATTACHMENT VII

USEPA NON-COMPLIANCE EVALUATION MEMOS

- January 21, 1992 & April 12, 1993 – Determining Industrial User Non-compliance Using Split Samples
- October 1, 1992 – Use of Grab Samples to Detect Violations of Pretreatment Standards
- May 13, 1993 – Compliance with Continuous Monitoring



Appendix F. EPA Memorandum, *Determining Industrial User Noncompliance Using Split Samples*

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JAN 21 1992

OFFICE OF WATER

MEMORANDUM**SUBJECT:** Determining Industrial User Compliance Using Split Samples**FROM:** Richard G. Kozlowski, Director *by Henry King*
Enforcement Division**TO:** Mary Jo M. Aiello, Acting Chief
Bureau of Pretreatment and Residuals

This memo is a response to your letter of September 30, 1991, where you requested written clarification regarding the use of split samples for determining industrial user (IU) compliance under the Pretreatment Program. Specifically, you requested guidance on how to use the data from split samples for determining IU compliance in situations where split samples yield different analytical results. The fundamental question posed by your inquiry is whether all analytical results must be used when evaluating the compliance status of IUs and how to use those results for determining compliance. In situations where split samples exist and both samples were properly preserved and analyzed, POTWs should evaluate compliance with applicable Pretreatment Standards in the manner described below.

When evaluating the compliance status of an industrial user, the POTW must use all samples which were obtained through appropriate sampling techniques and analyzed in accordance with the procedures established in 40 CFR Part 136¹. The Environmental Protection Agency (EPA) has consistently encouraged Publicly Owned Treatment Works (POTWs) to periodically split samples with industrial users as a method of verifying the quality of the monitoring data. When a POTW splits a sample with an IU, the POTW must use the results from each of the split samples.

A legitimate question arises, however, when a properly collected, preserved and analyzed split sample produces two different analytical results (e.g., one which indicates compliance and the other shows noncompliance, or where both indicate either compliance or noncompliance but the magnitudes are substantially different). In these instances, questions arise regarding the compliance status of the IU, and what should be done to reconcile the results.

¹ See Memorandum, "Application and Use of the Regulatory Definition of Significant Noncompliance for Industrial Users," U.S. EPA, September 9, 1991.

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There is inherent variation in all analytical measurements, and no two measurements of the same analyte (even when drawn from the same sample) will produce identical results. When a split sample is analyzed using appropriate methods, there is no technical basis for choosing one sample result over the other for determining the compliance status of a facility. Since this is the case for all split samples which have been properly analyzed, the POTW should average the results from the split and use the resulting average number when determining the compliance status of an IU. Using the average of the two sample results avoids the untenable situation of demonstrating compliance and noncompliance from the same sample.

If the split sample produces widely divergent results or results which are different over a long period of time, then the cause of the discrepancy between the analytical results should be reconciled. When this happens, the POTW should investigate Quality Assurance and Quality Control (QA/QC) procedures at each laboratory involved. For example, the POTW could submit a spiked sample (i.e., a sample of known concentration) to the laboratories involved (preferably blind) to determine which laboratory may be in error.

In situations where one or both of the analytical results is determined to be invalid, there are compliance and enforcement consequences. If one of the analytical results is determined to be invalid, the average value for that sample is also invalid. In this situation, the value for this sample should be the value of the sample which was not determined to be invalid (e.g., if the IU's results are determined to be invalid, the POTW should use its sample for assessing compliance, and vice versa). If both samples are determined to be invalid, the averaged result from that sample should be discarded and not used for compliance assessment purposes. In either case, the POTW must recalculate the compliance status of the IU using all remaining valid sample results.

In summary, whenever split samples are taken and both are properly preserved and analyzed, the POTW should average the results from each sample and use the averaged value for determining compliance and appropriate enforcement responses. Where the sample results are widely divergent, the POTW should instigate QA/QC measures at each of the analytical laboratories to determine the cause of the discrepancy. If one or both of the samples are invalid, the POTW must recalculate the compliance status of the IU using all valid results.

If you have any further questions regarding these questions, please feel free to call me at (202) 260-8304. The staff person familiar with these issues is Lee Okster. Lee can be reached at (202) 260-8329.

cc: Cynthia Dougherty
Regional Pretreatment Coordinators
Approved State Pretreatment Coordinators
Bill Telliard



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

APR 12 1993

OFFICE OF
WATER

Mr. Harold R. Otis
Chairman, Split Sampling Task Force
Greater Fort Wayne Chamber of Commerce
826 Ewing Street
Fort Wayne, IN 46802-2182

Re: Using Split Samples to Determine Industrial User Compliance

Dear Mr. Otis:

In response to your letter of January 12, 1993, and your phone conversation of February 9, 1993, with Lee Okster, I am providing a further discussion of the issues surrounding the use of split samples to determine industrial user (IU) compliance with Pretreatment Standards. In your letter and your phone conversation, you requested clarification from the Environmental Protection Agency (EPA) on three issues. First, you requested a firm definition of what constitutes "widely divergent results" when comparing split sample results. Second, when a publicly owned treatment works (POTW) splits a sample with an IU, you inquired whether a POTW must use the industrial user's data to determine compliance with pretreatment standards. Finally, you requested written authorization from the EPA to incorporate the language from our existing guidance memorandum on split samples into the Rules and Regulations of the Water Control Utility for the City of Fort Wayne.

What are Widely Divergent Results?

As you are aware, the EPA issued a memorandum on January 21, 1992, entitled "Determining Industrial User Compliance Using Split Samples." The "widely divergent results" criterion established in this memo is to be used as an indication that a problem exists with the laboratory analysis. We did not include an indication of what constitutes "widely divergent" in our memorandum because the amount of "normal" analytical variability depends on the pollutant parameter being tested and the method being used to analyze the sample. With appropriate QA/QC, this "normal" analytical variability is small. In general, though, metals analyses have a smaller variation than organics analyses, but the magnitude of the variability depends on the pollutants being tested. Therefore, no hard and fast rules exist for determining what is widely divergent. This determination is left to the discretion of the local authority.

Must the POTW Use All Sample Results?

In the January, 1992, memorandum we state that "the POTW must use all samples which were obtained through appropriate sampling techniques and analyzed in accordance with the procedures established in 40 CFR Part 136." The memo further states "[w]hen a POTW splits a sample with an IU; the POTW must use the results from each of the split samples."

The POTW is required to sample the IU at least once per year to determine, independent of information supplied by the IU, the compliance status of that facility. If the POTW does not wish to be in a position of comparing its own data with the IU when it samples the IU's discharge, it is not required to split its samples with the IU. Furthermore, we do not recommend that the POTW use a split sample with the industry to satisfy its annual sampling requirement. The POTW should pull its own sample so that it has data which are truly independent of the IU's results.

The POTW also has the primary responsibility to ensure compliance by the IU with all applicable pretreatment standards and requirements. One way the POTW can satisfy its requirement to ensure compliance is to split a routine sample taken by the IU. If a POTW splits a routine sample taken by the IU, it must use the IU's data, in conjunction with its own, to determine the compliance status of the facility (assuming all of the data are sampled and analyzed appropriately). We encourage POTWs to split samples in this manner to verify the IU's data. In a similar fashion, if the POTW chooses to split its own sample with the IU, it must use all of the data to determine the compliance status of the facility (assuming all of the data are appropriately analyzed).

When the POTW splits a sample with an IU (whether it is a routine sample by the IU or an annual sample by the POTW) the POTW has the responsibility to determine whether the IU's results from the split sample are valid. Where an IU's results are different than the POTW's, the burden is on the IU to show that all preservation, chain-of-custody, and analytical and QA/QC methods were followed. If the IU cannot make this showing, then the analytical results from the IU should be discarded when determining the compliance status of the facility. If the IU establishes that it followed all appropriate procedures, then the POTW should review its own QA/QC program. If both the IU and POTW have followed appropriate procedures, and there is still a wide divergence, then follow-up sampling should be conducted. If follow-up sampling consistently shows IU noncompliance, or if the POTW is otherwise satisfied with the validity of its own results, it should proceed to follow its enforcement procedures.

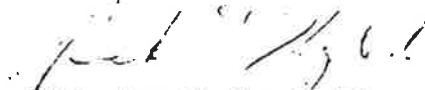
Authorization From the EPA

In regard to your final request, the City of Fort Wayne has the authority to incorporate these procedures into its Rules and Regulations without any authorization from the EPA. As long as the City has the minimum legal authorities to implement its

approved program, it has satisfied its requirements under the Federal regulations. As always, the City is encouraged to adopt the EPA's Pretreatment Guidance whenever possible.

I hope this letter responds to your questions and concerns. If you have any further questions, please feel free to call me at (202) 260-8304 or you can call Lee at (202) 260-8329.

Sincerely yours,



Richard G. Kozlowski, Director
Water Enforcement Division
U.S. Environmental Protection Agency

cc: Cynthia Dougherty
Regional Pretreatment Coordinators
Approved State Pretreatment Coordinators

Appendix D. EPA Memorandum, *The Use of Grab Samples to Detect Violations of Pretreatment Standards*



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OCT 1 1992

MEMORANDUM

OFFICE OF
WATER

SUBJECT: The Use of Grab Samples to Detect Violations of Pretreatment Standards

FROM: Michael B. Cook, Director *Michael B. Cook*
Office of Wastewater Enforcement & Compliance (WH-546)

Frederick F. Stiehl *Frederick F. Stiehl*
Enforcement Counsel for Water (LE-134W)

TO: Water Management Division Directors, Regions I - X
Environmental Services
Division Directors, Regions I - X
Regional Counsels, Regions I - X

The primary purpose of this Memorandum is to provide guidance on the propriety of using single grab samples for periodic compliance monitoring to determine whether a violation of Pretreatment Standards has occurred. More specifically, the Memorandum identifies those circumstances when single grab results may be used by Control Authorities, including EPA, State or publicly owned treatment works (POTW) personnel, to determine or verify an industrial user's compliance with categorical standards and local limits. Please be aware that the concepts set out below are applicable when drafting self-monitoring requirements for industrial user permits.

REGULATORY BACKGROUND

The General Pretreatment Regulations require Control Authorities to sample all significant industrial users (SIUs) at least once per year [see 40 CFR 403.8(f)(2)(v)]. In addition, the Regulations, at 40 CFR 403.12(e), (g) and (h) require, at a minimum, that all SIUs self-monitor and report on their compliance status for each pollutant regulated by a Pretreatment Standard at least twice per year unless the Control Authority chooses to conduct all monitoring in lieu of self-monitoring by its industrial users.

¹ The POTW should conduct more frequent sampling and/or require more frequent self-monitoring by an industrial user if deemed necessary to assess the industry's compliance status (e.g., a daily, weekly, monthly or quarterly frequency as appropriate).

- 2 -

The Regulations, at 40 CFR 403.12(g) and (h), also specify that pollutant sampling and analysis be performed using the procedures set forth in 40 CFR Part 136. Part 136 identifies the proper laboratory procedures to be used in analyzing industrial wastewater (including the volume of wastewater necessary to perform the tests and proper techniques to preserve the sample's integrity). However, with certain exceptions, Part 136 does not specifically designate the method to be used in obtaining samples of the wastewater. Rather, section 403.12(g) and (h) require sampling to be "appropriate" to obtain "representative" data; that is, data which represent the nature and character of the discharge.

DISCUSSION OF BASIC SAMPLING TYPES

Sampling may be conducted in two basic ways. Both types of sampling provide valid, useful information about the processes and pollutants in the wastewater being sampled. The first is an "individual grab sample." An analysis of an individual grab sample provides a measurement of pollutant concentrations in the wastewater at a particular point in time. For example, a single grab sample might be used for a batch discharge which only occurs for a brief period (e.g., an hour or less). Such samples are typically collected manually but are sometimes obtained using a mechanical sampler.²

The second type of sample is a "composite sample." Composite samples are best conceptualized as a series of grab samples which, taken together, measure the quality of the wastewater over a specified period of time (e.g., an operating day). Monitoring data may be composited on either a flow or time basis. A flow-proportional composite is collected after the passage of a defined volume of the discharge (e.g., once every 2,000 gallons). Alternatively, a flow-proportional composite may be obtained by adjusting the size of the aliquots to correspond to the size of the flow. A time-proportional composite is collected after the passage of a defined period of time (e.g., once every two hours).

Generally, composite samples are collected using a mechanical sampler, but may also be obtained through a series of manual grab samples taken at intervals which correspond to the wastewater flow or time of the facility's operations. In some cases, composite data is obtained by combining grab samples prior

² Mechanical samplers may not be used to sample for certain pollutants (e.g., those which could adhere to the sampler tubing, volatilize in the sampler, or pollutants with short holding times).

- 3 -

to transmittal to a laboratory. At other times, the samples remain discrete and are either combined by the laboratory prior to testing or are analyzed separately (and, mathematically averaged to derive a daily maximum value).³

DETERMINING APPROPRIATE COMPLIANCE SAMPLING METHODS

EPA policy on appropriate compliance sampling types has been articulated in several pretreatment guidance manuals and regulatory preambles, and continues to be as follows:

A. Compliance With Categorical Standards

- Most effluent limits established by categorical standards are imposed on a maximum daily-average and a monthly-average bases. Generally, wastewater samples taken to determine compliance with these limits should be collected using composite methods.
- There are exceptions to the general rule. Composite samples are inappropriate for certain characteristic pollutants (i.e., pH and temperature) since the composite alters the characteristic being measured. Therefore, analysis of these pollutants should be based on individual grab samples. Alternatively, continuous monitoring devices may be used for measuring compliance with pH and temperature limits. Any exceedance recorded by a continuous monitoring device is a violation of the standard.
- Sampling wastewater from electroplating facilities regulated under 40 CFR Part 413 may be conducted using single grab samples [(assuming that the grab samples are representative of the daily discharge for a particular facility); see also preamble discussion at 44 Fed. Reg. 52609, September 7, 1979]
- A series of grab samples may be needed to obtain appropriate composite data for some parameters due to the nature of the pollutant being sampled. Examples of this situation include:

³ Daily maximum discharge limits are controls on the average wastewater strength over the course of the operating day. They are not intended to be instantaneous limits applied at any single point during that operating day.

- 4 -

- Sampling for parameters which may be altered in concentration by compositing or storage. These pollutants include pH-sensitive compounds (i.e., total phenols, ammonia, cyanides, sulfides); and volatile organics such as purgeable halocarbons, purgeable aromatics, acrolein, and acrylonitrile.
- Sampling for pollutants with short holding times such as hexavalent chromium and residual chlorine; and
- Sampling for pollutants which may adhere to the sample container or tubing such as fats, oil and grease. Individual analysis for these parameters ensures that all the material in the sample is accounted for.

B. Compliance With Local Limits

- Local limits may be established on an instantaneous, daily, weekly or monthly-average basis. The sample type used to determine compliance with local limits should be linked to the duration of the pollutant limit being applied.
- Compliance with instantaneous limits should be established using individual grab samples. Exceedances identified by composite sampling are also violations.
- Compliance with daily, weekly or monthly average limits should be determined using composited sampling data, with the same exceptions noted in A, above.
- Measurements of wastewater strength for non-pretreatment purposes (e.g., surcharging) may be conducted in a manner prescribed by the POTW.

GRAB SAMPLING AS A SUBSTITUTE FOR COMPOSITE SAMPLING

EPA is aware that a number of Control Authorities currently rely on a single grab sample to determine compliance, particularly at small industrial users, as a way of holding down monitoring costs. It is EPA's experience that the process activities and wastewater treatment at many industrial facilities may not be sufficiently steady-state as to allow for routine use

⁴ Certain pH-sensitive compounds can be automatically composited without losses if the collected sample is only to be analyzed for a single parameter. Additionally, a series of grab samples may be manually composited if appropriate procedures are followed.

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of single grab results as a substitute for composite results. Therefore, the Agency expects composited data to be used in most cases. However, there are several circumstances when a single grab sample may be properly substituted for a single composite sample. These situations are:

- Sampling a batch or other similar short term discharge, the duration of which only allows for a single grab sample to be taken;
- Sampling a facility where a statistical relationship can be established from previous grab and composite monitoring data obtained over the same long-term period of time;⁵ and
- Where the industrial user, in its self-monitoring report, certifies that the individual grab sample is representative of its daily operation.

Except for these circumstances, Control Authorities should continue to use composite methods for their compliance sampling.

GRAB SAMPLES AS A COMPLIANCE SCREENING TOOL

Control Authorities may consider using grab samples as a compliance screening tool once a body of composite data (e.g., Control Authority and self-monitoring samples obtained over a year's time), shows consistent compliance. However, in the event single grab samples suggest noncompliance, the Control Authority

⁵ Grab sampling may provide results that are similar to composite sampling. See for example, a March 2, 1989, Office of Water Regulations and Standards (OWRS) Memorandum to Region IX describing the results of a statistical analysis of sampling data from a single industrial facility. These sampling data included both individual grab and flow-proportional, composite sampling obtained during different, non-overlapping time periods. After reviewing the data, OWRS concluded that the composite and grab sample data sets displayed similar patterns of violation for lead, copper, and total metals. In fact, the analyses did not find any statistically significant difference in the concentration values measured between the grab and composited data. Furthermore, additional statistical tests of the two data sets indicated that the means and variances for each pollutant were similar. The statistical conclusion was that the plant was judged to be out of compliance regardless of what data were analyzed.

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and/or the industrial user should resample using composite techniques on the industrial users' effluent until consistent compliance is again demonstrated.⁶

Control Authorities may also rely on single grab samples, or a series of grab samples for identifying and tracking slug loads/spills since these "single event" violations are not tied to a discharger's performance over time.

Any time an SIU's sample (either grab or composite) shows noncompliance, the General Pretreatment Regulations, at 40 CFR 403.12(g)(2), require that the SIU notify the Control Authority within twenty four (24) hours of becoming aware of the violation and resample within 30 days. Furthermore, EPA encourages Control Authorities to conduct or require more intensive sampling in order to thoroughly document the extent of the violation(s). Of course, the use of grab samples should be reconsidered in the event the SIU changes its process or treatment.

SUMMARY

The collection and analysis of sampling data is the foundation of EPA's compliance and enforcement programs. In order for these programs to be successful, wastewater samples must be properly collected, preserved and analyzed. Although the Federal standards and self-monitoring requirements are independently enforceable, Control Authorities should specify, in individual control mechanisms for industrial users, the sampling collection techniques to be used by the industry. Generally, pretreatment sampling should be conducted using composite methods wherever possible, to determine compliance with daily, weekly or monthly average limits since this sampling technique most closely reflects the average quality of the wastewater as it is discharged to the publicly owned treatment works. Grab samples should be used to determine compliance with instantaneous limits. There are circumstances when discrete grab samples are also an appropriate, cost effective means of screening compliance with daily, weekly and monthly pretreatment standards.

⁶ Where grab samples are used as a screening tool only (i.e., consistent compliance has been demonstrated by composite data), the results should not be used in the POTW's calculation of significant noncompliance (SNC).

⁷ When POTWs choose to allow the SIU to collect single grab samples, the POTW should draft the SIU's individual control mechanism to clearly indicate that grab samples are to be obtained thereby preventing any uncertainty at a later date.

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In summary, there are limited situations in which single grab sample data may be used in lieu of composite data. Assuming adequate quality control measures are observed, analyses of these grab samples can indicate noncompliance with Federal, State and Local Pretreatment Standards and can form the basis of a successful enforcement action. Grab sampling can also be useful in quantifying batches, spills, and slug loads which may have an impact on the publicly owned treatment works, its receiving stream and sludge quality.

Should you have any further comments or questions regarding this matter, please have your staff contact Mark Charles of OWEC at (202) 260-8319, or David Hindin of OE at (202) 260-8547.

cc: Frank M. Covington, NEIC
Thomas O'Farrell, OST
Regional and State Pretreatment Coordinators
Lead Regional Pretreatment Attorneys, Regions I - X
Approved POTW Pretreatment Programs

Appendix H. EPA Memorandum, *Compliance with Continuous Monitoring*

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAY 13 1993

OFFICE OF
WATER

Mary Jo M. Aiello, Chief
Bureau of Pretreatment and Residuals
Wastewater Facilities Regulation Program (CN 029)
New Jersey Department of Environmental
Protection and Energy
Trenton, NJ 08625-0029

Dear Ms. Aiello:

Thank you for your letter of January 25, 1993, to Jeffrey Lape of my staff regarding the New Jersey Department of Environmental Protection and Energy's (the Department) proposed policy on waivers from pH limits applicable to industrial discharges to Publicly Owned Treatment Works (POTWs). Subject to the qualifications stated below, your proposed policy is consistent with the federal regulations.

Your letter relates to the application of 40 CFR 401.17, which allows facilities that employ continuous pH monitoring to exceed certain pH limits one percent of the time. Your letter correctly notes that 40 CFR 401.17 applies only to discharges to surface waters, but inquires whether an analogous policy could be applied to discharges to POTWs.

We believe an analogous policy could be applied to discharges to POTWs, subject to several restrictions. First, the federal pretreatment regulations contain a specific prohibition against discharges with a pH below 5.0, from which no waivers are allowed unless the treatment works is specifically designed to accommodate such discharges (40 CFR 403.5(b)(2)). Your letter correctly acknowledges that, except for such specifically designed treatment works, waivers below this minimum limit would not be consistent with federal regulations. Second, although federal pretreatment regulations do not include an upper pH limit applicable to all discharges, some categorical pretreatment standards do so. Waivers from the requirements of those categorical standards would not be allowed unless expressly permitted by the standards themselves.

Third, a POTW may not grant a waiver from a local limit if such waiver would cause pass through or interference. Since local limits are based on considerations at each POTW, it would not be appropriate to institute a waiver of local limits that applies statewide regardless of conditions at individual POTWs.

-2-

So long as POTWs act consistently with their obligations not to allow pass through or interference, however, they might implement waivers that apply either more or less frequently than the 1% you propose. Of course, if it wishes, the State could cap all waivers at 1% and thereby be more stringent than Federal law, which requires no cap.

We note that, if a POTW wishes to provide waivers from pH limits that are technically-based and are part of the POTW's Approved Pretreatment Program, the POTW will have to modify its Approved Pretreatment Program accordingly. The Department should consider for each POTW whether the adoption of this policy is a "change to local limits, which result in less stringent local limits" and therefore requires a formal modification under 40 CFR 403.18(c)(1)(ii), or whether it constitutes a clarification of the POTW's existing local limits.

I hope that this response addresses your concerns. If you have any questions or would like to discuss this further, please call me at (202) 260-5850 or Louis Eby at (202) 260-2991.

Sincerely,


Cynthia C. Dougherty, Director
Permits Division

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

**ATTACHMENT VIII
ENFORCEMENT RESPONSE GUIDE**



TIME-FRAMES FOR RESPONSES

The time frames for responses identified below are general in nature and may be altered at the discretion of the Control Authority with consideration of such factors as holidays, vacations, etc. Specific notation of exceptions may be found for each individual mechanism in the tables above. When those exceptions have been noted, the time frame identified will be followed rather than this more general time frame for response.

- A. City sampling data of the SIU will be screened within 24 working hours of receipt from the contract laboratory and an informal notification made to the SIU by telephone or email.
- B. Initial enforcement actions (involving contact with the User and requesting information on corrective or preventive action(s)) will occur normally within 45 calendar days of violation detection. Initial enforcement actions include but are not limited to: pretreatment review meeting, issuance of NOV, semi-annual report violations, and citations for reports that continue to be received late.
- C. Follow-up actions for continuing or reoccurring violations will occur normally within 45 calendar days of the initial enforcement response. Follow-up actions could include the issuance of compliance agreements, show cause orders, and compliance orders.
- D. Follow-up actions for missing pretreatment compliance schedule milestones by 90 calendar days will be taken normally within 45 calendar days.
- E. Follow-up actions for recurring SNC status for specific analyses will include confirmation of SNC status, followed by an evaluation for the need to issue an enforceable order. If an order will be issue, it will be done normally within 45 calendar days of the confirmation of SNC status.
- F. Violations which threaten health, property or environmental quality are considered emergencies and will receive immediate responses such as halting the discharge or terminating the service.

ENFORCEMENT RESPONSE GUIDE

PC = Pretreatment Coordinator

CA = City Attorney

<u>NON-COMPLIANCE</u>	<u>CIRCUMSTANCES</u>	<u>ENFORCEMENT RESPONSES</u>	<u>PERSONNEL</u>		
<u>REPORTING - UNAUTHORIZED DISCHARGES</u>					
Discharge without a Permit	IU unaware of requirement; no harm to POTW/environment	Phone call/Email warning	PC		
		NOV with application form	PC		
		Late Fee	PC		
	IU unaware of requirement; results in harm to POTW/environment	NOV	PC		
		Pretreatment Review Meeting	PC		
		Compliance Agreement	PC		
		Late Fee	PC		
		Citations	PC		
		Show Cause Order	PC		
		Compliance Order	PC		
		Civil Prosecution	PC, CA		
	Injunctive Relief	PC, CA			
	Failure to apply after notice by POTW	NOV	PC		
		Late Fee	PC		
		Compliance Order	PC		
Citations		PC			
Civil Prosecution		PC, CA			
Emergency Suspension		PC			
Non-permitted discharge - Failure to Re-new	IU has not renewed discharge permit within 10 calendar days of due date	Phone call/Email warning	PC		
		NOV	PC		
		NOV with Late Fee	PC		
	IU has not renewed discharge permit within 30 calendar days of due date.	SNC status triggered at 45 days for Annual Publication	PC		
		Citations	PC		
		Emergency Suspension	PC		
		Termination of Discharge	PC		
		<u>OTHER REPORTS</u>			
		Failure to conduct self-monitoring and to submit periodic reports by due date	Isolated occurrence	Phone call/Email warning	PC
NOV	PC				
Late Fee	PC				
Repeated occurrence, 30 or more calendar days past due date, or failure to self-monitor and submit periodic reports, failure to comply with NOV	NOV		PC		
	Late Fee		PC		
	Pretreatment Review Meeting		PC		
	Compliance Agreement		PC		
	Show Cause Order		PC		
	Compliance Order		PC		
	Citations		PC		
	SNC status triggered at 45 days for Annual Publication		PC		

<u>NON-COMPLIANCE</u>	<u>CIRCUMSTANCES</u>	<u>ENFORCEMENT RESPONSES</u>	<u>PERSONNEL</u>
<u>OTHER REPORTS</u>			
Certification and/or signature	Report is improperly signed or certified, Isolated occurrence	Phone call/Email warning	PC
		NOV	PC
	Repeated occurrence to properly sign report or certify, failure to comply with NOV	NOV	PC
		Late Fee	PC
		Pretreatment Review Meeting	PC
		Compliance Agreement	PC
		Show Cause Order	PC
		Compliance Order	PC
		Citations	PC
Timeliness	Report is late, Isolated occurrence or not significant (e.g., 5 working days late)	Phone call/Email warning	PC
		NOV	PC
		Late Fee	PC
	Repeated occurrence of late report or significant (e.g., report 30 calendar days or more late) or no reports at all	NOV	PC
		Late Fee	PC
		SNC status triggered at 45 days for Annual Publication	PC
		Pretreatment Review Meeting	PC
		Compliance Meeting	PC
		Show Cause Order	PC
		Compliance Order	PC
		Citations	PC
Civil Prosecution	PC, CA		
Modifications & Changes	Failure to report changed discharge (no harm to POTW/environment)	Phone call/Email warning	PC
		NOV	PC
		Late Fee	PC
	Failure to report changed discharge (results in harm)	NOV	PC
		Late Fee	PC
		Compliance Order	PC
		Show Cause Order	PC
		Citations	PC
		Civil Prosecution	PC, CA
	Repeated failure to report changed discharge	Injunctive Relief	PC, CA
		NOV	PC
		Show Cause Order	PC
		Compliance Order	PC
		Citations	PC
		Emergency Suspension	PC
		Injunctive Relief	PC, CA
		Termination of Discharge	PC

<u>NON-COMPLIANCE</u>	<u>CIRCUMSTANCES</u>	<u>ENFORCEMENT RESPONSES</u>	<u>PERSONNEL</u>
<u>OTHER REPORTS</u>			
Failure to Report Violation	Failure to report violation within 24-hour	NOV	PC
		Late Fee	PC
		Pretreatment Review Meeting	PC
		Compliance Agreement	PC
	Repeated failure to report violation	NOV	PC
		Late Fee	PC
		Pretreatment Review Meeting	PC
		Compliance Agreement	PC
Falsification	Falsification	Compliance Order	PC
		Pretreatment Review Meeting	PC
		Compliance Order	PC
		Citations	PC
		Emergency Suspension	PC
		Termination of Discharge	PC
		Civil Prosecution	PC, CA
		Referral for Criminal Prosecution	CA
<u>MONITORING AND SAMPLING</u>			
Failure to monitor correctly	Failure to monitor all pollutants as required by permit	Phone call/Email warning	PC
		NOV	PC
		Late Fee	PC
		Recurring failure to monitor	NOV
		Late Fee	PC
		Pretreatment Review Meeting	PC
		Compliance Agreement	PC
		Show Cause Order	PC
		Compliance Order	PC
		Citations	PC
		Civil Prosecution	PC, CA
		Improper sampling	Evidence of intent
Show Cause Order	PC		
Citations	PC		
Emergency Suspension	PC		
Termination of Discharge	PC		
Civil Prosecution	PC, CA		
	Referral for Criminal Prosecution	CA	

<u>NON-COMPLIANCE</u>	<u>CIRCUMSTANCES</u>	<u>ENFORCEMENT RESPONSES</u>	<u>PERSONNEL</u>
MONITORING AND SAMPLING			
Failure to install monitoring equipment	Delay of less than 30 days	NOV	PC
		Late Fee	PC
	Delay of 30 days or more	NOV	PC
		Late Fee	PC
		Pretreatment Review Meeting	PC
		Compliance Agreement	PC
		Compliance Order	PC
	Recurring, violation of compliance order	Show Cause Order	PC
		Citations	PC
		Emergency Suspension	PC
		Termination of Discharge	PC
		Civil Prosecution	PC, CA
	Compliance Schedules	Missed milestone by less than 30 days, or will not affect final milestone	NOV
Late Fee			PC
Pretreatment Review Meeting			PC
Compliance Agreement			PC
Missed milestone by more than 30 days, or will affect final milestone (good cause for delay)		NOV	PC
		Late Fee	PC
		Compliance Order	PC
		Show Cause Order	PC
		Citations	PC
		SNC status triggered at 45 days for Annual Publication	PC
Missed milestone by more than 90 days, or will affect final milestone (no good cause for delay)		NOV	PC
		SNC status triggered at 45 days for Annual Publication	PC
		Show Cause Order	PC
		Compliance Order	PC
		Citations	PC
		Civil Prosecution	PC, CA
		Termination of Discharge	PC
Recurring violation of schedule or violation of schedule in compliance order		NOV	PC
		Late Fee	PC
		Show Cause Order	PC
		Citations	PC
		Civil Prosecution	PC, CA
		Emergency Suspension	PC
	Termination of Discharge	PC	

<u>NON-COMPLIANCE</u>	<u>CIRCUMSTANCES</u>	<u>ENFORCEMENT RESPONSES</u>	<u>PERSONNEL</u>
DISCHARGE LIMIT VIOLATIONS			
Exceedance of local or Federal Standard (permit limit)	Isolated, not significant	Phone call/Email warning	PC
		NOV	PC
	Isolated, significant (no harm to POTW/environment)	Phone call/Email warning	PC
		NOV	PC
		Late Fee	PC
		Pretreatment Review Meeting	PC
		Compliance Agreement	PC
		Compliance Order	PC
	Isolated (results in harm to POTW/environment)	Phone call/Email warning	PC
		NOV	PC
		Late Fee	PC
		Cost Recovery	PC
		Show Cause Order	PC
		Compliance Order	PC
		Citations	PC
		Injunctive Relief	PC, CA
	Recurring, chronic (no harm to POTW/environment)	NOV	PC
		Late Fee	PC
		Pretreatment Review Meeting	PC
		Compliance Agreement	PC
Compliance Order		PC	
Citations		PC	
Recurring; chronic, significant (results in harm to POTW/environment)	NOV	PC	
	Late Fee	PC	
	Cost Recovery	PC	
	Show Cause Order	PC	
	Compliance Order	PC	
	Citations	PC	
	Emergency Suspension	PC	
	Civil Prosecution	PC, CA	
	Injunctive Relief	PC, CA	
	Termination of Discharge	PC	
VIOLATIONS DETERMINED DURING SITE VISITS			
Entry Denial	Entry denied or consent withdrawn	Obtain warrant and return to IU	PC, CA
		NOV	PC
	Copies of records denied	NOV	PC
		Late Fee	PC
		Compliance Order	PC
		Citations	PC

<i>NON-COMPLIANCE</i>	<i>CIRCUMSTANCES</i>	<i>ENFORCEMENT RESPONSES</i>	<i>PERSONNEL</i>
VIOLATIONS DETERMINED DURING SITE VISITS			
Illegal Discharge	No harm to POTW/environment	NOV	PC
		Late Fee	PC
	Discharges causes harm to POTW/environment or evidence of intent/negligence	Cost Recovery	PC
		Show Cause Order	PC
		Citations	PC
		Civil Prosecution	PC, CA
		Emergency Suspension	PC
		Injunctive Relief	PC, CA
		Termination of Discharge	PC
	Recurring, violation of Compliance Order	Referral for Criminal Prosecution	CA
		Show Cause Order	PC
Citations		PC	
Emergency Suspension		PC	
Improper Sampling - Incorrect location; Incorrect sample type; or Incorrect sample collection techniques	Isolated Occurrence Improper Sampling	NOV	PC
		Pretreatment Review Meeting	PC
	Recurring Improper sampling	NOV	PC
		Late Fee	PC
		Pretreatment Review Meeting	PC
		Compliance Agreement	PC
		Compliance Order	PC
		Show Cause Order	PC
		Citations	PC
		Inadequate recording keeping	Inspector finds files incomplete to missing (no
Pretreatment Review Meeting	PC		
Recurring	NOV		PC
	Late Fee		PC
	Pretreatment Review Meeting		PC
	Compliance Agreement		PC
	Show Cause Order		PC
	Compliance Order		PC
Failure to report additional monitoring	Inspector finds additional files	NOV	PC
		Pretreatment Review Meeting	PC
	Recurring	NOV	PC
		Late Fee	PC
		Compliance Order	PC
		Citations	PC

<u>NON-COMPLIANCE</u>	<u>CIRCUMSTANCES</u>	<u>ENFORCEMENT RESPONSES</u>	<u>PERSONNEL</u>		
VIOLATIONS DETERMINED DURING SITE VISITS					
Waste streams are diluted in lieu of treatment	Initial violation	NOV	PC		
		Late Fee	PC		
		Pretreatment Review Meeting	PC		
		Compliance Agreement	PC		
		Show Cause Order	PC		
		Compliance Order	PC		
		Citations	PC		
	Recurring	NOV	PC		
		Late Fee	PC		
		Pretreatment Review Meeting	PC		
		Compliance Order	PC		
		Show Cause Order	PC		
		Citations	PC		
		Emergency Suspension	PC		
Termination of Discharge	PC				
Failure to mitigate noncompliance or halt production	No harm to POTW/environment	NOV	PC		
		Late Fee	PC		
		Pretreatment Review Meeting	PC		
		Compliance Agreement	PC		
		Show Cause Order	PC		
		Compliance Order	PC		
		Citations	PC		
	Results in harm to POTW/environment	NOV	PC		
		Late Fee	PC		
		Citations	PC		
		Injunctive Relief	PC, CA		
		Compliance Order	PC		
		Failure to properly operate and maintain pretreatment facility	No harm to POTW/environment	NOV	PC
				Late Fee	PC
Pretreatment Review Meeting	PC				
Compliance Agreement	PC				
Show Cause Order	PC				
Compliance Order	PC				
Results in harm to POTW/environment	NOV			PC	
	Pretreatment Review Meeting		PC		
	Late Fee		PC		
	Citations		PC		
	Cost Recovery		PC		
	Injunctive Relief		PC, CA		
	Compliance Order		PC		

<u>NON-COMPLIANCE</u>	<u>CIRCUMSTANCES</u>	<u>ENFORCEMENT RESPONSES</u>	<u>PERSONNEL</u>
<u>SPILLS AND OTHER VIOLATIONS</u>			
Failure to notify of spill slug load, bypass, or pretreatment malfunction	No known interference, pass through, or threat to human safety	NOV	PC
		Late Fee	PC
		Pretreatment Review Meeting	PC
		Compliance Order	PC
		Citations	PC
	Known interference, pass through, or threat to human safety	NOV	PC
		Late Fee	PC
		Pretreatment Review Meeting	PC
		Show Cause Order	PC
		Compliance Order	PC
		Citations	PC
		Emergency suspension	PC
		Injunctive Relief	PC, CA
		Civil Prosecution	PC, CA
Termination of Discharge	PC		
Reported spill, slug load, bypass	Isolated without known interference or pass through	Phone call/Email warning	PC
		NOV	PC
		Citations	PC
		Cost Recovery	PC
		Injunctive Relief	PC, CA
	Isolated with known interference or pass through	NOV	PC
		Pretreatment Review Meeting	PC
		Late Fee	PC
		Citations	PC
		Compliance Order	PC
		Cost Recovery	PC
	Recurring with known interference pass or threat of human safety	NOV	PC
		Late Fee	PC
		Citations	PC
Cost Recovery		PC	
Show Cause Order		PC	
Injunctive Relief		PC, CA	
Civil Prosecution		PC, CA	

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

**ATTACHMENT IX
ENFORCEMENT TRACKING LOG TEMPLATE**



**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

ATTACHMENT X

USEPA SIGNIFICANT NON-COMPLIANCE MEMOS

- September 9, 1991 – Application and Use of the Regulatory Definition of Significant Non-compliance for Industrial Users
- January 17, 1992 – Determining Industrial User Significant Non-compliance, One Page Summary



Appendix G. EPA Memorandum, *Application and Use of the Regulatory Definition of Significant Noncompliance for Industrial Users*



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

SEP 9 1991

OFFICE OF
WATER

MEMORANDUM

SUBJECT: Application and Use of the Regulatory Definition of Significant Noncompliance for Industrial Users

FROM: Michael B. Cook, Director *Michael B. Cook*
Office of Wastewater Enforcement and Compliance

TO: Water Management Division Directors, Regions I-X
Approved Pretreatment State Coordinators

Background:

On July 24, 1990, the Agency replaced the definition of "significant violation" with the definition of "significant noncompliance" (SNC) [see 40 CFR 403.8(f)(2)(vii) and 55 Fed. Reg. 30082]. This change eliminated the inconsistencies which arose in applying the significant violation criteria and established more parity in tracking violations committed by industrial users. The definition of SNC parallels the Pretreatment Compliance Monitoring and Enforcement Guidance (PCME) definition of SNC published in 1986.

This memorandum responds to several questions from States, publicly owned treatment works (POTWs), and industry regarding the application of the SNC definition. One frequently asked question is whether the time frame for determining SNC for technical review criteria effluent violations is a static six month period (i.e., a fixed six month calendar interval) or a rolling six month time frame (i.e., the current day minus six months). POTWs and industry have also inquired whether all data must be used to calculate SNC. The following discussion is provided to promote consistency in the application of this definition. Regions, States and POTWs should determine SNC in the manner prescribed below.

Pretreatment POTWs are required to notify the public of significant industrial users which meet the definition of SNC through publication in the newspaper. The POTW should also use the SNC criteria as the basis for reporting an industrial user's compliance status to the Approval Authority in its Pretreatment Performance Report. According to 40 CFR 403.12(i)(2), the POTW must report on the compliance status of its industrial user universe at the frequency specified by the State or EPA National Pollution Discharge Elimination System (NPDES) permit, but in no case less than once per year. Finally, the definition of SNC is used to determine whether a formal enforcement action against a user is warranted in accordance with the POTW's Enforcement Response Plan (ERP).

Applying the Definition: Use of the Six Month Time Frame:

There are seven criteria set forth in §403.8(f)(2)(vii). Two of these criteria concern violations evaluated over a six month time frame. The Agency intends for Control Authorities to evaluate these criteria on a rolling basis. The EPA's long established practice in the NPDES program is to evaluate SNC for direct dischargers each quarter using data from the previous six months. Similarly, Control Authorities should determine SNC for their universe of industrial users on the same rolling quarters basis using fixed quarters established by the Control Authority to correspond to its "pretreatment year" (e.g., March 31, June 30, September, 30 and December 31).

At the end of each quarter, POTWs and States are to evaluate their industrial user's compliance status using the two criteria of the SNC definition which are evaluated on a six month time frame (i.e., the "A" and "B" criteria under the regulatory definition). Under this system, each industrial user is evaluated for SNC four times during the year, and the total evaluation period covers 15 months (i.e., beginning with the last quarter of the previous pretreatment year through the end of the current year). When the POTW is required to publish, it must list in the newspaper all industrial users which have been identified as SNC during the previous year (i.e., the SNC criteria were met during any of the previous four quarters).

If a facility has been determined to be in SNC based solely on violations which occurred in the first quarter of the 15 month evaluation period (i.e., the last quarter of the previous pretreatment year) and the facility has demonstrated consistent compliance in the subsequent four quarters, then the POTW is not required to republish the Industrial User (IU) in the newspaper if the IU was published in the previous year for the same violations.

Use of Industrial User and POTW Data in Determining SNC:

Several POTWs have inquired whether all data, including Control Authority sampling and industrial user self-monitoring, must be used in determining SNC. This question arises from the concern that an industrial user may choose to conduct its sampling efforts at times in which it knows that it is in compliance (e.g., during early morning start-up or during periods in which the industrial process is down). The concern is that use of these unrepresentative data will allow the industry to craft its compliance status such that it will never be in SNC.

The regulation defining SNC clearly requires that all measurements taken in the appropriate six month period must be used to determine a facility's SNC status. Therefore, any and all samples obtained through appropriate sampling techniques which have been analyzed in accordance with the procedures established in 40 CFR Part 136 must be used to determine whether the facility is in SNC.

The General Pretreatment Regulations further state that periodic compliance reports must be based on data obtained through appropriate sampling and analysis, and the data must be representative of conditions occurring during the reporting period [403.8(f)(1)(iv)]

and 403.12(g)(3)]. The Control Authority must require that frequency and scope of industrial user self-monitoring necessary to assess and assure compliance by industrial users with applicable pretreatment standards and requirements.

The nature and scope of the sampling undertaken by an industrial user is under the control of the Control Authority through the issuance of an industrial user permit. These permits should specify the sampling locations and sample collection method necessary to ensure that representative samples are obtained for all regulated waste streams. By requiring industrial users to obtain representative samples, the Control Authority will ensure that industrial users do not evade noncompliance through selective sampling of their industrial processes.

Conclusion:

The Control Authority is required to screen all compliance data, whether generated through industrial user self-monitoring or by the Control Authority, to identify any violations of pretreatment requirements. Whenever there is a violation, the Control Authority must take appropriate enforcement action, as defined in its ERP. After this initial enforcement response, the Control Authority should closely track the industrial user's progress toward compliance by increasing the frequency of user self-monitoring, increasing the POTW's monitoring, or both.

When follow-up activity indicates that the violations persist or that satisfactory progress toward compliance is not being made, the Control Authority is required to escalate its enforcement response in accordance with the procedures established in its ERP. At a minimum EPA expects POTWs to address SNC with an enforceable order that requires a return to compliance by a specific deadline. When this enforceable order involves a compliance schedule, the industrial user remains in SNC during the period of the schedule (unless the facility returns to compliance prior to the end of the schedule). For example, if the duration of the schedule is two years, the facility should be published in both years. Of course, the POTW should explain in its publication that the violations have been addressed with a formal enforcement action (similar to a "resolved pending" listing on the Quarterly Noncompliance Report).

The definition of SNC provides a benchmark against which the compliance status of an industrial user and the enforcement activities of POTWs can be measured. The concept of significant noncompliance plays a pivotal role in the implementation and enforcement of the National Pretreatment Program. In order for the definition to succeed, it is critical that each Control Authority apply it on a consistent basis. If you have any further questions on this issue, please feel free to call me at (202) 260-5850. The staff person familiar with these issues is Lee Okster at (202) 260-8329.

cc: Cynthia Dougherty
Regional Water Compliance Branch Chiefs
Regional Pretreatment Coordinators
Lead Regional Pretreatment Attorneys



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JAN 17 1992

OFFICE OF
WATER

MEMORANDUM

SUBJECT: Determining Industrial User Significant Noncompliance - One Page Summary

FROM: Mark D. Charles, Chief *Mark D. Charles*
RCRA and Pretreatment Enforcement Section

TO: Regional Pretreatment Coordinators, Regions I-X

During a recent Pretreatment Coordinator's conference call with Headquarters pretreatment staff, a suggestion was made to prepare a one page visual summary of how to determine Significant Noncompliance (SNC) for Industrial Users (IUs). This request was made in response to the Agency's policy memorandum explaining the correct procedure for applying the SNC definition to IUs. As a result of that request, we have prepared such a visual summary and are now making it available for distribution to your Approved States and POTWs.

The summary presents a chronological example of the steps which a Control Authority should follow when evaluating the compliance status of an industrial user vis-a-vis the SNC definition. The example assumes a "Pretreatment Year" (or "Year") equal to the calendar year and brackets the "Year" with heavy black lines to separate it from the previous and subsequent "Years."

The example illustrates the rolling quarters concept by presenting the six month evaluation periods for SNC determination as coupled quarters. For the purpose of the attached example, the end of each relevant quarter (i.e., the date on which the SNC determination should be made) is March 30th, June 30th, September 30th, and December 31st. As outlined in the policy memorandum, the POTW must publish all IUs which were identified in SNC during the "Year," unless the IU was previously published for violations which occurred solely in the last quarter of the previous "Year."

If you have any questions regarding this summary or the application of the definition in general, please feel free to call Lee Okster of my staff at (FTS) 260-8329.

cc: Jeff Lape

Determination of Industrial User (IU) Significant Noncompliance (SNC)

1. The POTW (in conjunction with the Approval Authority) must establish its "Pretreatment Year."
2. At the end of each quarter, POTWs and States should evaluate their IU's compliance status for the two criteria which are evaluated on a six month time frame (i.e., the "A" and "B" criteria - 403.8(f)(2)(vii)(A) and (B)) as illustrated below. The example below assumes a "Pretreatment Year" equal to the calendar year.

FIRST EVALUATION PERIOD

Oct.	Nov.	Dec.
End of previous "Pretreatment Year"		
Jan.	Feb.	Mar.
Beginning of the current "Pretreatment Year."		

SECOND EVALUATION PERIOD

Jan.	Feb.	Mar.	Apr.	May	Jun
------	------	------	------	-----	-----

THIRD EVALUATION PERIOD

Apr.	May	Jun.	Jul.	Aug.	Sep
------	-----	------	------	------	-----

FOURTH EVALUATION PERIOD

Jul.	Aug.	Sep.	Oct.	Nov.	Dec
------	------	------	------	------	-----
3. At the end of the first quarter (March 30th in our example), the POTW must evaluate the data from an industrial user for the previous six months (e.g., beginning with October 1 of the previous "Pretreatment Year" as in our example). Likewise, the POTW must evaluate six months of data at the end of each subsequent quarter (e.g., June 30th, September 30th, and December 31st).
4. At the end of the "Pretreatment Year," the POTW must summarize the compliance status of its industrial users over the reporting period and report on this compliance status to the Approval Authority. The POTW must publish all industrial users which were identified in SNC during the "Pretreatment Year," unless the IU was previously published for violations which occurred solely in the last quarter of the previous "Year."

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

ATTACHMENT XI

NOV TEMPLATE

- Notice of Violation – Data Violation
- Pretreatment Compliance Meeting Letter
- Notice of Violation – Plant Interference or Pass Through
- Reporting NOV – 24 Hour Violation Notice
- Reporting NOV – Failure to Report Authorized Representative Change
- Reporting NOV – Failure to Notify Substantial Change
- Reporting NOV – Failure to Submit Report
- Reporting NOV – Failure to Submit NOV Response
- Reporting NOV – Failure to Notify Spill/Slug Discharge
- Reporting NOV – Failure to Notify of Pretreatment Operating Upset and/or Failure to Provide Written Report of Pretreatment Operating Upset





NOTICE OF VIOLATION – (pollutant) #- (add number)

CERTIFIED MAIL RETURN RECEIPT REQUESTED
(add return receipt tracking number)

(Date)

(Authorized Representative)
(Company Name)
(Company Address)

Dear (Authorized Representative),

This letter is to inform you that on (add violation date and time) your facility had exceeded your permitted sampling requirements. Laboratory results show that your facility exceeded the (daily/monthly) permit limit of (add daily/monthly limit) for (add pollutant); your result was (add result).

(FOR COUNT #1 USE THIS PARAGRAPH)

It is your responsibility to correct the violation within the next 30 days. A NOV with a count of #01 requires that a mandatory compliance meeting be held consistent with the USEPA approved Enforcement Response Plan. The notice for the compliance meeting is attached. Continued violations of permitted limits may result in a citation being issued. The violation count for (add pollutant) will be restarted once a period of 365 days has elapsed without a (add pollutant) violation.

(FOR COUNT #2 AND GREATER USE THIS PARAGRAPH)

It is your responsibility to correct the violation within the next 30 days. A citation is enclosed as a result of the violation. Continued violation of the permitted limits will result in additional citations being issued. The violation count for (add pollutant) will be restarted once a period of 365 days has elapsed without a (add pollutant) violation.

You **must** submit a corrective action plan in writing to City within 10 working days of receipt of this Notice of Violation with an explanation of the violation and satisfactory correction and prevention thereof, taken to the above violation.

Submission of the plan in no way relieves you of liability for any violation occurring before or after receipt of the Notice of Violation, City Ordinance (add ordinance reference).

Send written response to:

(add name and address)

Sincerely,
CITY OF BELVIDERE

(add name of person signing and their title)



CERTIFIED MAIL RETURN RECEIPT REQUESTED
(add return receipt tracking number)

(Date)

(Authorized Representative)
(Company Name)
(Company Address)

Dear (Authorized Representative),

A mandatory Pretreatment Compliance Meeting has been scheduled for you on (add date) at (add time) with (add name and/or title) at the (add location name), located at (add location address) to discuss your (add pollutant) violation on (add date).

If you have any questions please call me at (add phone number and/or email address).

Sincerely,
CITY OF BELVIDERE

(add name of person signing and their title)



NOTICE OF VIOLATION
WWTP INTERFERENCE OR PASS THROUGH DUE TO INDUSTRIAL DISCHARGE

CERTIFIED MAIL RETURN RECEIPT REQUESTED
(add return receipt tracking number)

(Date)

(Authorized Representative)
(Company Name)
(Company Address)

Dear (Authorized Representative),

This letter is to inform you that on (add date and time) your facility discharged process wastewater that caused (interference/pass through) at the City's wastewater treatment plant. (Add description of the interference/pass through issue at the plant)

It is your responsibility to correct the violation within the next 30 days. A NOV is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. A citation is enclosed due to the seriousness of the violation. Continued violations will result in additional Citations being issued. Separate NOVs will be issued for the (add pollutant) violations. *[last sentence is optional – only include if true]*

You **must** submit a corrective action plan in writing to City within 10 working days of receipt of this Notice of Violation with an explanation of the violation and satisfactory correction and prevention thereof, taken to the above violation.

Submission of the plan in no way relieves you of liability for any violation occurring before or after receipt of the Notice of Violation, City Ordinance (add ordinance reference).

Send written response to:

(add name and address)

Sincerely,
CITY OF BELVIDERE

(add name of person signing and their title)



REPORTING NOTICE OF VIOLATION
24 HOUR VIOLATION NOTICE

CERTIFIED MAIL RETURN RECEIPT REQUESTED
(Add return receipt tracking number)

(Date)

(Authorized Representative)
(Company Name)
(Company Address)

Dear (Authorized Representative),

This letter is to inform you that you are currently in violation of your Wastewater Discharge Permit with the City of Belvidere for not meeting reporting requirements. Your firm failed to inform the City that a (daily/monthly) (add pollutant) violation had occurred within 24 hours of becoming aware of the violation as required in Part (add permit reference) of your Wastewater Discharge Permit. The violation was from a (composite/grab) sample dated (add date) that was analyzed on behalf of your firm by (add lab name). The data report was dated (add date). Thus, your firm was required to notice the City of the violation no later than (add date). The data was submitted with the Self-Monitoring Report received by the City on (add date).

A NOV is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. This NOV is not being issued with a fine, however, any future violations that fail to be noticed within 24 hours, will result in a Citation being issued.

OR (CHOOSE 1)

This notice was more than 30 days late. Thus, a citation is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. Continued violations of permit requirements will result in additional Citations being issued.

You **must** submit in writing to the City within 10 working days the reason the notification for the violation was not submitted and what corrective actions will be taken towards this violation.

Submission of the letter in no way relieves you of liability for any violation occurring before or after receipt of the Notice of Violation, City Ordinance (add ordinance reference).

Send written response to:

(add name and address)

Sincerely,
CITY OF BELVIDERE

(add name of person signing and their title)



**REPORTING NOTICE OF VIOLATION
FAILURE TO REPORT AUTHORIZED REPRESENTATIVE CHANGE**

CERTIFIED MAIL RETURN RECEIPT REQUESTED
(Add return receipt tracking number)

(Date)

(Authorized Representative)
(Company Name)
(Company Address)

Dear (Authorized Representative),

This letter is to inform you that you are currently in violation of your Wastewater Discharge Permit with the City of Belvidere for not meeting reporting requirements. Your firm failed to notify the City of the change in authorized representative for your facility within 30 days of the change as outlined in Part (add permit reference) of your permit.

A NOV is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. This NOV is not being issued with a fine because the notification of the change in authorized representative was less than 30 days late.

OR (CHOOSE 1)

This notice was more than 30 days late. Thus, a citation is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. Continued violations of permit requirements will result in additional Citations being issued.

You **must** submit in writing to the City within 10 working days the reason the report was not submitted and what corrective actions will be taken towards this violation.

Submission of the letter in no way relieves you of liability for any violation occurring before or after receipt of the Notice of Violation, City Ordinance (add ordinance reference).

Send a copy of the written response to:

(add name and address)

Sincerely,
CITY OF BELVIDERE

(add name of person signing and their title)



REPORTING NOTICE OF VIOLATION
FAILURE TO NOTIFY SUBSTANTIAL CHANGE

CERTIFIED MAIL RETURN RECEIPT REQUESTED
(Add return receipt tracking number)

(Date)

(Authorized Representative)
(Company Name)
(Company Address)

Dear (Authorized Representative),

This letter is to inform you that you are currently in violation of your Wastewater Discharge Permit with the City of Belvidere for not meeting reporting requirements. Your firm failed to notify the City of the (add description of change) within 30 calendar days of the change which is a substantial change in operation.

A NOV is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. This NOV is not being issued with a fine because the notification of the substantial change was less than 30 days late.

OR (CHOOSE 1)

This notice was more than 30 days late. Thus, a citation is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. Continued violations of permit requirements will result in additional Citations being issued.

You **must** submit in writing to the City within 10 working days of receipt of this Notice of Violation with an explanation of the violation and satisfactory correction and prevention thereof, taken to the above violation.

Submission of the letter in no way relieves you of liability for any violation occurring before or after receipt of the Notice of Violation, City Ordinance (add ordinance reference).

Send written response to:

(add name and address)

Sincerely,
CITY OF BELVIDERE

(add name of person signing and their title)



REPORTING NOTICE OF VIOLATION
FAILURE TO SUBMIT REPORT

CERTIFIED MAIL RETURN RECEIPT REQUESTED
(Add return receipt tracking number)

(Date)

(Authorized Representative)
(Company Name)
(Company Address)

Dear (Authorized Representative),

This notice is sent to inform you that you are currently in violation of your Wastewater Discharge Permit issued by the City of Belvidere for not meeting reporting requirements. Your firm failed to submit the required (Self-Monitoring Report/Accidental Discharge Slug Control Plan/or other) for the (add month/quarter) of (add year) which was due on (add date). The City received your facility's (Self-Monitoring Report/Accidental Discharge Slug Control Plan/or other) on (add date).

A NOV is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. This NOV is not being issued with a fine because the report was less than 30 days late.

OR (CHOOSE 1)

This report was more than 30 days late. Thus, a citation is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. Continued violations of permit requirements will result in additional Citations being issued.

You **must** submit in writing to the City within 10 working days this violation, the reason the report was not submitted and what corrective actions will be taken to prevent reporting violations in the future.

Submission of the letter in no way relieves you of liability for any violation occurring before or after receipt of the Notice of Violation, City Ordinance (add ordinance reference).

Send written response to:

(add name and address)

Sincerely,
CITY OF BELVIDERE

(add name of person signing and their title)



REPORTING NOTICE OF VIOLATION
FAILURE TO SUBMIT NOV RESPONSE

CERTIFIED MAIL RETURN RECEIPT REQUESTED
(Add return receipt tracking number)

(Date)

(Authorized Representative)
(Company Name)
(Company Address)

Dear (Authorized Representative),

This letter is to inform you that you are currently in violation of your Wastewater Discharge Permit with the City of Belvidere for not meeting reporting requirements. Your firm failed to submit the required response to the (add violation reference) violation issued (add date) within 10 working days of receipt of the notice. Your firm received the violation notice on (add date) and the response was due on (add date). The City received your written response on (add date).

A NOV is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. This NOV is not being issued with a fine because the violation response was less than 30 days late.

OR (CHOOSE 1)

This notice was more than 30 days late. Thus, a citation is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. Continued violations of permit requirements will result in additional Citations being issued.

You **must** submit in writing to the City within 10 working days the reason the response for the violation was not submitted and what corrective actions will be taken towards this violation.

Submission of the letter in no way relieves you of liability for any violation occurring before or after receipt of the Notice of Violation, City Ordinance (add ordinance reference).

Send written response to:

(add name and address)

Sincerely,
CITY OF BELVIDERE
(add name of person signing and their title)



REPORTING NOTICE OF VIOLATION
FAILURE TO NOTIFY (SPILL/SLUG DISCHARGE)

CERTIFIED MAIL RETURN RECEIPT REQUESTED
(Add return receipt tracking number)

(Date)

(Authorized Representative)
(Company Name)
(Company Address)

Dear (Authorized Representative),

This letter is to inform you that you are currently in violation of your Wastewater Discharge Permit with the City of Belvidere for not meeting reporting requirements. Your firm failed to immediately inform the City that a (spill/slug discharge) had occurred on (add date) as required in Part (add permit reference) of your Wastewater Discharge Permit. Your firm also failed to submit a detailed written report to the City within 5 working days of the (spill/slug discharge). The City was notified of the (spill/slug discharge) on (add date).

A NOV is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. This NOV is not being issued with a fine because the notification and written report of the (spill/slug discharge) was not more than 30 days late.

OR (CHOOSE 1)

This notice was more than 30 days late. Thus, a citation is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. Continued violations of permit requirements will result in additional Citations being issued.

You **must** submit in writing to the City within 10 working days the reason the notification for the violation was not submitted and what corrective actions will be taken towards this violation.

Submission of the letter in no way relieves you of liability for any violation occurring before or after receipt of the Notice of Violation, City Ordinance (add ordinance reference).

Send written response to:

(add name and address)

Sincerely,
CITY OF BELVIDERE

(add name of person signing and their title)



**REPORTING NOTICE OF VIOLATION
FAILURE TO NOTIFY OF PRETREATMENT OPERATING UPSET
FAILURE TO PROVIDE WRITTEN REPORT OF PRETREATMENT OPERATING UPSET**

CERTIFIED MAIL RETURN RECEIPT REQUESTED

(Add return receipt tracking number)

(Date)

(Authorized Representative)
(Company Name)
(Company Address)

Dear (Authorized Representative),

This letter is to inform you that you are currently in violation of your Wastewater Discharge Permit with the City of Belvidere for not meeting reporting requirements. (Add date and description of pretreatment upset that occurred) Your firm failed to inform the City of this pretreatment operating upset within 24 hours of becoming aware of the issue. A follow up written description was due within 5 working days of becoming aware of the pretreatment operating upset. This notification and report is required in Part (add permit reference) of your Wastewater Discharge Permit. This caused non-complying wastewater to be discharged from your firm to the City's WWTP over (add number of days) day period. [last sentence is optional – only include if true]

A NOV is being issued consistent with the provisions of the Enforcement Response Plan approved by USEPA. A citation is enclosed due to the seriousness of the reporting violations. Continued violations of permit requirements will result in additional Citations being issued. Separate NOV's will be issued for the (add pollutant) violations. [last sentence is optional – only include if true]

You **must** submit in writing to the City within 10 working days the reason the notification for the violation was not submitted and what corrective actions will be taken towards this violation.

Submission of the letter in no way relieves you of liability for any violation occurring before or after receipt of the Notice of Violation, City Ordinance (add ordinance reference).

Send written response to:

(add name and address)

Sincerely,
CITY OF BELVIDERE

(add name of person signing and their title)

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

**ATTACHMENT XII
USEPA SHOW CAUSE ORDER TEMPLATE**



EXAMPLE SHOW CAUSE ORDER
DIVISION OF WATER AND WASTEWATER SERVICES
[NAME OF CITY]

IN THE MATTER OF	*	
	*	ADMINISTRATIVE
[NAME OF INDUSTRY]	*	
ADDRESS	*	SHOW CAUSE ORDER
	*	
	*	
	*	

LEGAL AUTHORITY

The following findings are made and order issued pursuant to the authority vested in the Superintendent of Wastewater Services, under Section ___ of the City's Sewer Use Ordinance. This order is based on findings of violation of the conditions of the wastewater discharge permit issued under Section ___ of the City's Sewer Use Ordinance.

FINDINGS

1. *[Industry] discharges nondomestic wastewater containing pollutants into the sanitary sewer system of the City of ___ (hereafter, "City").*
2. *[Industry] is a "significant industrial user" as defined by Section ___ of the City's Sewer Use Ordinance.*
3. *[Industry] was issued a wastewater discharge permit on January 1, 1988, which contains prohibitions, restrictions, and other limitations on the quality of the wastewater it discharges to the sanitary sewer.*
4. *Pursuant to the ordinance and the above-referenced permit, data is routinely collected or submitted on the compliance status of [Industry].*
5. *This data shows that [Industry] has violated its wastewater discharge permit in the following manner:*
 - a. *[Industry] has violated its permit limits for copper and zinc in each sample collected between January, 1988, and January, 1989, for a total of 24 separate violations of the permit.*
 - b. *[Industry] has failed to submit a periodic compliance report due March 31, 1989.*
 - c. *All of these violations satisfy the City's definition of significant violation.*

FIGURE 5-3.3

ORDER

THEREFORE, BASED ON THE ABOVE FINDINGS, [INDUSTRY] IS HEREBY ORDERED TO:

1. *Appear at a meeting with the Superintendent of Sewer Services to be held on June 21, 1989, at 2:00 p.m., in room 211 of the Municipal Building.*
2. *At this meeting, [Industry] must demonstrate why the City should not pursue a judicial enforcement action against [Industry] at this time.*
3. *This meeting will be closed to the public.*
4. *Representatives of [Industry] may be accompanied by legal counsel if they so choose.*
5. *Failure to comply with this order shall also constitute a further violation of the Sewer Use Ordinance and may subject [Industry] to civil or criminal penalties or such other appropriate enforcement response as may be appropriate.*
6. *This order, entered this 19th day of May, 1989, shall be effective upon receipt by [Industry].*

Signed: _____

[Name]
Superintendent of Sewer Services
[Address]

FIGURE 5-3.3 (Continued)

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

**ATTACHMENT XIII
USEPA COMPLIANCE ORDER TEMPLATE**



EXAMPLE COMPLIANCE ORDER

DIVISION OF WATER AND WASTEWATER SERVICES

[NAME OF CITY]

IN THE MATTER OF

**[NAME OF INDUSTRY]
[ADDRESS]**

*
*
*
*
*
*
*

ADMINISTRATIVE

COMPLIANCE ORDER

LEGAL AUTHORITY

The following findings are made and order issued pursuant to the authority vested in the Superintendent of Wastewater Services, under Section ___ of the City's Sewer Use Ordinance. This order is based on findings of violation of the conditions of the wastewater discharge permit issued under Section ___ of the City's Sewer Use Ordinance.

FINDINGS

1. *[Industry] discharges nondomestic wastewater containing pollutants into the sanitary sewer system of the City of _____ (hereafter, "City").*
2. *[Industry] is a "significant industrial user" as defined by Section ___ of the City's Sewer Use Ordinance.*
3. *[Industry] was issued a wastewater discharge permit on January 1, 1988, which contains prohibitions, restrictions, and other limitations on the quality of the wastewater it discharges to the sanitary sewer.*
4. *Pursuant to the ordinance and the above-referenced permit, data is routinely collected or submitted on the compliance status of [Industry].*
5. *This data shows that [Industry] has violated its wastewater discharge permit in the following manner:*
 - a. *[Industry] has violated its permit limits for copper and zinc in each sample collected between January, 1988, and January, 1989, for a total of 24 separate violations of the permit.*
 - b. *[Industry] has failed to submit all periodic compliance reports due since March 31, 1989.*
 - c. *All of these violations satisfy the City's definition of significant violation*

FIGURE 5-3.4

ORDER

THEREFORE, BASED ON THE ABOVE FINDINGS, [INDUSTRY] IS HEREBY ORDERED TO:

1. *Within 180 days, install pretreatment technology which will adequately treat [Industry]'s wastewater to a level which will comply with its wastewater discharge permit.*
2. *Within 5 days, submit all periodic compliance reports due since March 31, 1989.*
3. *Within 10 days, pay to the cashier's office of the Division of Sewer Services, a fine of \$2,000.00 for the above-described violations in accordance with Section ___ of the Sewer Use Ordinance.*
4. *Report, on a monthly basis, the wastewater quality and the corresponding flow and production information as described on page 9 of the wastewater discharge permit for a period of one year from the effective date of this order.*
5. *All reports and notices required by this order shall be sent, in writing, to the following address:*

*Pretreatment Coordinator
Wastewater Treatment Plant
[Address]*

6. *This order does not constitute a waiver of the wastewater discharge permit which remains in full force and effect. The City of [Industry] reserves the right to seek any and all remedies available to it under Section ___ of the Sewer Use Ordinance for any violation cited by this order.*
7. *Failure to comply with the requirements of this order shall constitute a further violation of the sewer use ordinance and may subject [Industry] to civil or criminal penalties or such other appropriate enforcement response as may be appropriate.*
8. *This order, entered this 19th day of May, 1989, shall be effective upon receipt by [Industry].*

Signed: _____

[Name]
Superintendent of Sewer Services
[Address]

FIGURE 5-3.4 (Continued)

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

**ATTACHMENT XIV
USEPA CEASE AND DESIST ORDER TEMPLATE**



EXAMPLE CEASE AND DESIST ORDER
DIVISION OF WATER AND WASTEWATER SERVICES
[NAME OF CITY]

IN THE MATTER OF

NAME OF INDUSTRY
ADDRESS

*
*
*
*
*
*

CEASE AND DESIST ORDER

LEGAL AUTHORITY

The following findings are made and order issued pursuant to the authority vested in the Superintendent of Wastewater Services, under Section ___ of the City's Sewer Use Ordinance. This order is based on findings of violation of the conditions of the wastewater discharge permit issued under Section ___ of the City's Sewer Use Ordinance.

FINDINGS

1. *[Industry] discharges nondomestic wastewater containing pollutants into the sanitary sewer system of the City of _____.*
2. *[Industry] is a "significant industrial user" as defined by Section ___ of the City's Sewer Use Ordinance.*
3. *[Industry] was issued a wastewater discharge permit on January 1, 1988 which contains prohibitions, restrictions, and other limitations on the quality of the wastewater it discharges to the sanitary sewer.*
4. *Pursuant to the ordinance and the above-referenced permit, data is routinely collected or submitted on the compliance status of [Industry].*
5. *This data shows that [Industry] has violated the Sewer Use Ordinance in the following manner:*
 - a. *[Industry] has continuously violated its permit limits for copper and zinc in each sample collected between January, 1986 and January, 1989.*
 - b. *[Industry] has also failed to comply with an administrative compliance order requiring the installation of a pretreatment system and the achievement of compliance with its permit limits by July 1, 1989.*
 - c. *[Industry] has failed to appear at a show cause hearing pursuant to an order requiring said attendance.*

FIGURE 5-3.1

ORDER

THEREFORE, BASED ON THE ABOVE FINDINGS, [INDUSTRY] IS HEREBY ORDERED TO:

1. *Within 24 hours of receiving this order, cease all nondomestic discharges into the City's sanitary sewer. Such discharges shall not recommence until such time as [Industry] is able to demonstrate that it will comply with its current permit limits.*
2. *Failure to comply with this order may subject [Industry] to having its connection to the sanitary sewer sealed by the City, and assessed the costs therefor.*
3. *Failure to comply with this order shall also constitute a further violation of the sewer use ordinance and may subject [Industry] to civil or criminal penalties or such other enforcement response as may be appropriate.*
4. *This order, entered this 12th day of August, 1989, shall be effective upon receipt by [Industry].*

Signed: _____

[Name]
Superintendent of Sewer Services
[City] Municipal Building
[Address]

FIGURE 5-3.1 (Continued)

**CITY OF BELVIDERE
ENFORCEMENT RESPONSE PLAN**

**ATTACHMENT XV
REPORTING VIOLATION LATE FEES**



CITY OF BELVIDERE – REPORTING VIOLATION LATE FEES

Sewer Use & Pretreatment Ordinance Chapter 114, Article V, Division 9, Subdivision VI

SECTION 114-530. SUPPLEMENTAL ENFORCEMENT ACTION.

114-531. Failure to Report or Notify.

A. City Reports or Notifications for NSRU

Any entity or User who fails to file any report of notification so required by this Article may be subject to the following late filing fees:

- | | |
|--|---------------------|
| 1. First Violation – less than 30 calendar days past due | Issuance of Warning |
| 2. Recurring reporting violations or
30 or more calendar days past due | \$100.00 |
| NOV response noncompliance | \$250.00 |
| Cost per additional calendar day past final request deadline | \$50.00 |
| 3. Substantial Change Notification | |
| No written notification of substantial changes whether
discharged or not: | |
| At start-up or shutdown | \$500.00 |
| Per each additional 15 calendar days in excess of 30 calendar days | \$100.00 |

B. Reports or Notifications required by Significant or Categorical Industrial Users

Any entity or User who fails to file any Periodic (Semi-Annual) Pretreatment Report, Baseline Monitoring Report, or 90-day Final Compliance Report required by this Article may be subject to the following late filing fees:

- | | |
|--|---------------------|
| 1. First Violation – less than 30 calendar days past due | Issuance of Warning |
| 2. Recurring reporting violations or
30 or more calendar days past due | \$250.00 |
| NOV response noncompliance | \$500.00 |
| Cost per additional calendar day past final request deadline | \$100.00 |
| 3. Substantial changes | |
| No written notification of substantial changes whether
discharged or not: | |
| At start-up or shutdown | \$1000.00 |
| Per each additional 15 calendar days in excess of 30 calendar days | \$200.00 |

C. Ownership Notification Specific to Entities with Wastewater Discharge Permits

Attachment XV

1. No written notification of change in ownership and/or operation of facility, or any portion thereof with an individual permit. \$1000.00
2. No written notification of change in ownership and/or operation of facility, or any portion thereof with a general permit. \$500.00

