

SYCAMORE CITY COUNCIL
AGENDA
April 21, 2008

CITY COUNCIL COMMITTEE MEETINGS

No Committee Meetings Are Scheduled

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Regular City Council Meeting
7:00 P.M.

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. AUDIENCE TO VISITORS**
- 6. CONSENT AGENDA**
 - A. Approval of the Minutes for the Regular City Council Meeting of April 7, 2008.
 - B. Payment of the Bills for April 21, 2008.
 - C. Plan Commission Minutes for the Meeting of February 11, 2008.
- 7. PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.**
 - A. Proclamation declaring the week of April 20-April 26, 2008 as "Administrative Professionals Week" in the City of Sycamore.
 - B. Proclamation establishing April 25, 2008 as "Arbor Day" in the City of Sycamore.
- 8. REPORTS OF OFFICERS**
- 9. REPORTS OF STANDING COMMITTEES**

10. PUBLIC HEARINGS--None

11. ORDINANCES

A. Ordinance No. 2007.65—An Ordinance Amending Title 6, “Motor Vehicles and Traffic,” Chapter 3, “Parking Meters and Parking Lots,” Section 6-3-4, “Use of Meters,” of the City Code of the City of Sycamore, Illinois. Second Reading.

This ordinance was heard on first reading on April 7. The purpose of the revision is to raise the fine for the first and second parking violation on the same day. As the Council is aware, Sycamore’s “penny” parking meters have been noteworthy for many years. In an era when most municipal parking meters provide 15 minutes of time for one quarter, the City’s meters still offer 12 minutes of parking for one penny and one hour for a nickel. This ordinance will not change the parking fee requirements. However, it will change the initial fine for failing to feed the meter, as well as the second fine issued on the same day. If approved, the initial fine would be increased from twenty-five cents to \$1.00, and the second fine would be increased from \$1 to \$2. The third fine issued on the same day presently costs \$3 and that would stay the same. The proposed increase is intended to encourage more turnover in prime downtown spaces that are currently dominated by office workers who calculate that it is preferable to pay minimal fines each day than to walk to and from more remote metered spaces in outlying public lots. This practice diminishes the number of on-street metered spaces available for shoppers and visitors to our downtown stores and businesses.

As reported at the Council meeting on April 7, both the City Manager and Chief Thomas reviewed the attached ordinance with the Sycamore Chamber executive director prior to recommending the parking fine increase. At the Sycamore Chamber of Commerce’s board meeting of April 15, the City Manager reviewed the proposed ordinance and was encouraged to recommend its passage on second reading. The Board was concerned that keeping the initial fine (\$0.25) at the six-hour rate (\$0.25) encourages long-term parkers such as office workers to see the fines as a novelty and will not prompt the turnover desired by downtown merchants. City Council approval is recommended.

B. Ordinance No. 2007.66—An Ordinance Amending Title 6, “Motor Vehicles and Traffic,” Chapter 2, “Parking Regulations,” by Inserting Section 11, “Vehicle Immobilization and Impoundment,” of the City Code of the City of Sycamore, Illinois. Second Reading.

This ordinance was also heard on first reading on April 7. The topic of parking fines provides the background to this ordinance as well, although enforcement is the focus. It is difficult to imagine how the City’s parking fine and fee system, which involves the lowest costs in the area, can generate “scofflaw” accounts approaching \$1,000. Nevertheless, at present there are 14 vehicle owners with parking fine debts of at least \$250. Two vehicle owners have run up over \$1,000 in fines and penalties. Though the names may change, at any one time there has typically been a dozen or so vehicle owners with fines in excess of \$250.00 under the current City enforcement system. Since 2006, our city attorneys have filed judgments against six offenders who have incurred unpaid fines and penalties above that threshold.

How does this happen? It is not because City officials fail to give due attention to such fines. To the contrary, a rather extended legal process is followed with each unpaid violation. Written notices are sent from the City to offenders each time a fine threshold is reached. This means that if an offender does not pay within seven (7) days of the date of the overtime parking, a written notice is sent, and additional written notices are sent after fourteen (14) days, thirty (30) days, and sixty (60) days. After sixty days, the maximum fine by ordinance is \$50.00 per ticket. To accrue more than \$50 in outstanding parking fines, multiple tickets have to be ignored or left unpaid.

The attached ordinance would permit the Police department to apply a “boot” that immobilizes a vehicle in the event that an offender has accumulated at least five tickets that remain unpaid and no less than \$250 in unpaid fines. Prior to applying the immobilizing device, additional written notice would be required. Notice of an impending immobilization would be sent by certified mail to the registered vehicle owner by first class mail. In addition, if a vehicle owner responds by requesting a hearing, such a hearing would be conducted by the Chief of Police. Types of evidence that would disprove the vehicle owner’s liability for immobilization would include (a) verification that the owner or lessee of the vehicle in question was not the owner at the time the tickets were issued, and (b) verification that the fines cited in the written notice were paid.

Once immobilized or “booted,” a notice would be affixed to the vehicle in a prominent location to warn that the vehicle would be towed within 72 hours. In this time frame, the vehicle owner can pay all outstanding fines and penalties in full and the boot will be removed. If such fines and penalties are not paid within 72 hours, the vehicle will be towed. Thereafter, the vehicle owner would not be able to reclaim the vehicle until all fines and penalties were paid in addition to all towing fees and impound fees, plus a \$50 immobilization fee. The City Manager recommends the Council’s approval on second reading.

C. Ordinance No. 2007.67—An Ordinance Amending Title 4, “Public Health and Safety,” Chapter 1, “Fire Department,” Section 4-1-7, “Ambulance Service,” of the City Code of the City of Sycamore, Illinois. Second Reading.

The attached ordinance is presented for a second reading. At the regular City Council meeting of March 17, the Fire department presented a proposal to increase ambulance fees, which had last been revised in 2002. After some discussion on March 17 and again on April 7, when this ordinance was heard on first reading, the Council’s direction was to raise the fees as follows:

Type of Service	New Fee	Current Fee	% Increase
BLS Resident	\$293	\$225	+30%
ALS Resident	\$420	\$350	+20%
BLS Non-Resident	\$423	\$325	+30%
ALS Non-Resident	\$553	\$425	+30%
ALS2 Resident	\$500	\$350	+43%
ALS2 Non-Resident	\$800	\$425	+88%

According to Fire department records, the “ALS2” fee is charged to about 10 patients a year who require extraordinary heroic measures in consultation with the serving hospital.

The proposed ordinance also doubles the transfer fee from \$2 to \$4 per mile for all transports (Section 4-1-7, B, 3, 5).

Sycamore’s ambulance fee history is shown in the table below:

Year	Resident Rate*	Non-Resident Rate	Mileage Rate and Comments
1976	No fee	No fee	\$1.50 per mile to out of area hospitals
1982	No fee	\$40	\$1.50 per mile to out of area hospitals
1990	\$40	\$80	\$1.50 per mile to out of area hospitals
1992	\$70	\$175	\$2.00 per mile to out of area hospitals
1995	\$125	\$230	\$2.00 per mile to out of area hospitals
1997	\$150	\$300	\$2.00 per mile to out of area hospitals
1998	\$150	\$300	\$2.00 per mile to out of area hospitals
2002	ALS: \$350 BLS: \$225	ALS: \$425 BLS: 325	\$2.00 per mile to out of area hospitals

*Residents of the Sycamore Fire Protection District were charged resident rates until 1998.

A comparison of Sycamore’s present rates with those of our closest geographical neighbor is shown below:

2007 Ambulance Fees						
	Mileage*	Resident BLS	Resident ALS	Non-Resident BLS	Non-Resident ALS	ALS 2 Res./Non-Res.
DeKalb	\$6.50	\$365	\$435	\$530	\$630	\$600/\$866
Sycamore	\$2.00	\$225	\$350	\$325	\$425	\$350/\$425

*Sycamore only charges for “loaded” miles when taking patients to a hospital out of the area; there is no charge for mileage to Kishwaukee Hospital.

City Council approval is recommended.

D. Ordinance No. 2007.68—An Ordinance Amending Title 8, “Water and Sewer,” Chapter 4, “Sewer Use and Service,” Section 8-4-2, “Sewer Connection Charges,” Subsection 8-4-2, C, “Connection Fees and Unit Charges,” of the City Code of the City of Sycamore, Illinois. Second Reading.

At the March 17 meeting, the City Council reviewed an Administration proposal to modify the application of the City water and sewer connection fees on commercial and industrial users that do not impose a significant impact on the City’s utility systems. The changes would bring a more balanced proportionality where conservation measures already offset impacts resulting from infrequent fixture use.

This ordinance was prepared to implement the changes described on March 17. It was heard on first reading on April 7. The specific categories that would change are highlighted in the table below:

Use of Building	Measurement	Existing No. of Units at \$630 per unit	Proposed No. of Units at \$630 per unit	
Automatic Car Wash	Each production line	20	20	
	Each public toilet:			
	No more than 3	3	2	
Clubs, Theaters	Each additional	1	1	
	Each public toilet:			
	No more than 3	3	3	
Coin-operated Laundries	Each additional	1	1	
	Each automatic washer unit	2	2	
	Each public toilet:			
	No more than 3	3	2	
	Each additional	1	1	
	Each room with bath or shower and/or toilet	2	2	
Motels and Hotels	Each public toilet:			
	No more than 3	3	2	
	Each additional	1	1	
Restaurants	Food service capacity:			
	0-50	4	4	
	50-100	8	8	
	100-200	12	12	
	Each private toilet:			
	No more than 3	2	2	
	Each additional	1	1	
	Each public toilet:			
	No more than 3	3	2	
	Each additional	1	1	
	Office and Mercantile Buildings			
		Each private toilet:		
No more than 3		2	2	
Each additional		1	1	
Each public toilet:				
	No more than 3	3	2	
	Each additional	2	1	

In addition, the ordinance includes an increase in the maximum credit for job creation to 90% from 75% which is consistent with the City's tax abatement schedule. The tax abatement schedule offers a maximum of 90% credit in the first full year of operation, when the benefit is most desired. Tax abatements are not offered to commercial firms and the staff do not propose any change in this policy. The proposed changes in the code language are highlighted in bold type:

“Any business or manufacturer shall be entitled to a reduction of the sewer and water connection fees required hereunder, with a maximum allowable reduction of **ninety percent (90%)** [formerly 75%]. The reduction shall be based on the following formula. There shall be a reduction for full time jobs created or retained as follows: The first five (5) full time jobs created or retained shall be granted a nine percent (9%) reduction per job, the balance of full time employees to the maximum of **ninety percent (90%)** [formerly 75%] shall be granted a six percent (6%) reduction per job created or retained. There shall be a reduction for part time jobs as follows: the first five (5) part time jobs shall be granted a five percent (5%) reduction per job . . .”

City Council approval on second reading is recommended.

E. Ordinance No. 2007.69—An Ordinance Concerning the Adoption of the Combined Budget and Appropriation Ordinance for the Fiscal Year 2008-2009 in the City of Sycamore, Illinois. First and Second Reading.

The City Council held a public hearing on the proposed FY2008-2009 Budget at the last regular City Council meeting of April 7, 2008.

Spending within the FY2009 Budget totals \$49,943,324 inclusive of all City funds. The General Fund expenditure budget totals \$12,106,913. These expenditures are offset by \$12,134,469 in anticipated General Fund revenues. The estimated General Fund operating reserve or starting fund balance will total \$4,356,271 or 36% percent of the planned General Fund expenditures for FY2009.

No new taxes or fees are proposed for operational purposes in the General Fund budget. In January 2008 the City Council voted to increase the City's home rule tax from .75% to 1.25% to partially fund an expanded street maintenance program (Ordinance 2007.40). The Council also imposed a 2 cent per gallon gasoline tax for the same purpose (Ordinance 2007.41). The combined revenues from the additional ½% in the home rule tax rate and the new gasoline tax will be deposited in a new street maintenance fund (Fund 30) and will be used exclusively for street repair and reconstruction.

The proposed General Fund expenditures include the hire of one new police officer after August 1, 2008. This new officer will ensure that seven officers are assigned to each shift, which means that a minimum of three patrol officers are on duty 24 hours a day, seven days a week. No other hires are proposed in the General Fund in view of sagging local sales tax revenues and substantially lower fees derived from local housing development.

A number of hiring priorities are not supportable in terms of projected revenues in FY2009 but will need to be addressed in FY2010. These unfunded priorities include:

- A Street Division laborer;

- A seventh Fire lieutenant and replacement firefighter;
- The upgrade of the part-time custodian position to full-time status;
- One full-time School Resource Officer (Police).

Wage and salary expenditures will incorporate union contractual increases and management pay increases of 4 percent.

Other significant General Fund expenditures include the following:

- Debt service of \$555,000 to fund the principal and interest on the 2007 general obligation bond (\$200,000); 2005 refunding bond (\$155,000); and the 2002 general obligation bond (\$200,000).
- An allocation of \$120,000 (513-8493) to pay the FY08 sales tax rebates to Sycamore Ford and Brian Bemis World Auto.
- An increase of 15% in health insurance premiums and about 20% in worker comp costs;
- A reserve transfer of \$50,000 to the Employee Benefit Assistance Fund (Fund 23) for accrued leave payouts at the time of the retirement of several senior employees in 2008.

The FY2009 Budget proposes a very ambitious three-year capital spending program totaling \$24,137,000 but involving no increase in the City's portion of the aggregate property tax. Excluding monies set aside for the replacement of operational equipment and vehicles and public building improvements (\$4,237,600), approximately \$19,899,400 or 82.4% is dedicated toward the repair or enhancement of City infrastructure. The FY09 portion of this capital program totals \$8,662,700. Highlights of the FY09 capital program are listed below:

- Reconstruction of the 100 block of S. Main Street: \$700,000.
- Resurfacing of State Street, Main to Locust, with streetscape features: \$275,000.
- Street maintenance program: \$550,000 (\$150,000 from the new Street Maintenance Fund; \$200,000 from the Sales Tax Distributive Fund; \$100,000 contributed by the Capital Fund, and \$100,000 from the Motor Fuel Tax Fund). This assumes the letting of a street maintenance contract in the August-September period, when new revenues from the increased home rule tax proceeds and new gasoline tax have had only a few months to accrue.
- The construction of a 1 million gallon elevated water storage tank at the Engh Farm: \$2,750,000.
- Engineering for Phase I of the treatment plant expansion: \$510,000.
- Installation of new de-watering facilities and a new bar screen at the Treatment Plant as part of Phase I: \$2,500,000.
- Sidewalk replacement on Commercial Street: \$150,000.
- Mitigation of contaminated soils at the Harvester Square complex: \$150,000.
- Funding for Phase II of the paving and storm sewer work for the Peace Road bikepath from Bethany Road to IL. Rt. 64: \$165,000.
- Vehicle and equipment replacement including two police squad replacements, a large dump truck, ¾ ton pickup, lap tops for the Police squads, thermal image cameras for two fire engines, air pack replacements, a replacement SUV for the Building department, etc.: \$271,200.
- A new Elgin street sweeper: \$150,000.
- Plans for a Public Safety building addition (Police): \$175,000.

Since our general revenues provide a steady share of the funds necessary to pay for the maintenance of our infrastructure, economic development is critical to the City. Sales and use tax proceeds, rather than property taxes, fines, or fees, are the principal source of our general revenues. Without fiscal strength in the form of strong general revenues, our municipal organization will not adequately satisfy the sometimes competing public expectations for more service and more capital improvements.

In the period from May 1, 2008 through April 30, 2009 the City's Water Fund, Water Impact Fee Fund, Sewer Fund and Sewer Impact Fee Fund will shoulder a very substantial portion of the financing of several big-ticket capital improvements. For example, the Water Fund reserve and Water Impact Fee Fund will underwrite the greater share of the engineering and construction of the City's second water tower, based on a feasibility study and preliminary engineering funded by the Water Impact Fee Fund in FY08. It should also be noted that the Water Fund reserve and Water Impact Fee Fund financed the greater share of the installation of radium treatment facilities at Wells 6, 8, & 9 in FY08.

Coincident with this initiative, the Sewer Fund reserve and Sewer Impact Fee Fund will be tapped in the period FY2009-FY2011 for the planned treatment plant upgrade and expansion, which will cost approximately \$13.3 million upon completion. In FY09, the preliminary engineering for Phase I of this ambitious undertaking will be largely completed and the Phase I construction will be well underway. The focus of Phase I will be the installation of mechanical systems to remove water from the sludge created in the wastewater treatment process.

City Council approval of the proposed FY2008-2009 City Budget is recommended.

F. Ordinance No. 2007.70—An Ordinance Amending Title 1, “Administration,” Chapter 10, “Personnel Rules,” of the City Code of the City of Sycamore, Illinois to Authorize Non-Elective Positions in the City of Sycamore, Illinois. First and Second Reading.

Coincident with the adoption of the fiscal year budget, the Council in effect “counts” the employees in its budget by adopting a new list of appointments. The attached ordinance accomplishes this purpose.

City Council approval is recommended.

G. Ordinance No. 2007.71—An Ordinance Establishing Offices and Fixing the Compensation of Certain Appointed Officers of the City of Sycamore, Illinois, County of DeKalb, State of Illinois for the Fiscal Year Commencing on the First Day of May, 2008 and Ending on the Thirtieth Day of April 2009. First and Second Reading.

The FY2008-2009 City Budget assumes certain levels of compensation for exempt employees, which include management positions and a number of part-time positions. The attached ordinance displays these levels of compensation and related benefits. Management positions are typically compensated at or near the mid-point of the ranges for similar

positions at comparable cities in our region, provided such managers have sustained satisfactory annual performance scores provided by their management supervisors. The City Manager supervises the annual performance of the department heads, the Assistant City Manager, the Human Resource Director, and the Executive Secretary. Where applicable, department heads rate the annual performance of the several other exempt employees assigned to their departments (e.g. Police lieutenants). The management salary ranges are determined by surveying comparable cities within the region, and such a survey was completed in the fall of 2007.

As indicated in previous budget sessions and in the FY2009 Budget document, the management salary increase in FY2009 is 4%, consistent with the increases in the new FOP and AFSCME collective bargaining agreements approved by the Council on March 3 and February 18, respectively.

City Council approval is recommended.

H. Ordinance No. 2007.72—An Ordinance Approving a Contract Between the City of Sycamore and Municipal Engineering Corporation for Contractual Engineering Services During the Period June 1, 2008 Through April 30, 2010. First and Second Reading.

In the Finance Committee's budget review in March and in the proposed FY09 Budget document, reference was made to a transition in the way the City will perform its engineering services in FY09. After 40 years of IMRF service, John Brady will retire, effective June 1, 2008. Mr. Brady has organized an independent engineering consulting firm—Municipal Engineering Corporation—and has proposed to offer certain engineering services to the City of Sycamore over the next two years (through April 30, 2010). John Laskowski, assistant city engineer, will continue to perform a variety of ongoing engineering projects in the same period as a full-time staff engineer.

A special focus of Mr. Brady's consulting work will be the expanded street maintenance program and, in FY09, some major street reconstruction projects in the 100 block of S. Main Street and the 100 block of East State Street. Because of Mr. Brady's long experience and familiarity with the City's streets and alleys, he is especially well-suited to the engineering duties associated with this program. Mr. Brady will be an independent consultant and will be paid in gross, without deduction for payroll taxes, worker's compensation or unemployment premiums or other employment taxes, sick leave, holidays, vacations, employee retirement plans or insurance plans for which Mr. Brady's corporation will be solely responsible. Mr. Brady will provide at his expense his own telephone, computer, software, workplace and other equipment and supplies necessary to complete the contractual duties assigned by the City. He will also maintain, at his sole expense, any general liability insurance coverage pertinent to his work.

In addition, under the proposed contract, Mr. Brady will be expected to apply himself diligently to the completion of assigned projects within time guidelines established by the City. In the course of his firm's work, he or his employees will have reasonable access to City offices during regular working hours to examine City records, drawings, specifications,

and other materials that may supplement the work of his firm, and to consult with the City’s staff engineer and other City employees. The City Manager will provide guidelines and supervision to ensure that Mr. Brady’s work complies with generally accepted engineering practices and methods, and meets the City’s specifications and requirements.

The attached contract details the reciprocal responsibilities of Municipal Engineering and the City of Sycamore. City Council approval is recommended.

I. Ordinance No. 2007.73—An Ordinance Amending the Fiscal Year 2007-2008 Budget. First and Second Reading.

In order to keep the City’s official budget document consistent with Council direction, the City’s capital and special funds may be adjusted at several points in the year to reflect actual bid prices, show revised priorities, register unforeseen costs (e.g. utilities), or balance accounts prior to the audit. The two typical occasions are at the close of a fiscal year and roughly mid-way through a fiscal year once the prior year’s audit is completed. The attached ordinance amends the Fiscal Year 2007-2008 Budget by making the adjustments shown in the following table:

Account	Original	Amended	Note
05-8331	\$265,000	\$245,000	Lower design fees than expected
05-8633	\$40,000	\$60,000	More equipment purchases than estimated
11-8352	\$6,000	\$8,500	Higher Com Ed costs than estimated
11-8353	\$2,000	\$1,000	Lower natural gas costs than estimated
11-8337	\$500	\$0	Phone costs absorbed by General Fund (513-8337)
15-8190	\$220,000	\$320,000	Higher Police pension employee payouts
15-8191	\$33,000	\$0	Lower Police pension disability payouts
25-8412	\$17,132	\$17,336	Adjust 2003 EPA Loan interest costs
28-8497	\$500	\$1,500	Credit card fees
28-8490	\$675,000	\$672,000	Adjust actual total of funds transferred to Schools
28-8499	\$0	\$2,000	Set up line item for customer refunds
31-8411	\$34,106	\$34,107	Adjust debt service principal
32-8411	\$20,543	\$20,544	Adjust debt service principal

City Council approval is recommended.

12. RESOLUTIONS

A. Resolution No. 499—Reallocating the City of Sycamore’s Private Activity Bond Volume Cap for the Year 2008 to the Illinois Housing Development Authority for the Purpose of Issuing Mortgage Credit Certificates in the City of Sycamore, Illinois.

At the last regular City Council meeting of April 7, the City Council directed the City Manager to draft the necessary enabling measure to continue the City’s participation in the mortgage credit certificate program offered annually by the Illinois Housing Development Authority.

The Illinois Housing Development Authority (IHDA) annually sponsors a mortgage credit certificate program that allows qualified first-time homebuyers to take 20% (formerly 25%)

of the annual interest paid on their new mortgage as a credit against their federal income tax liability. The qualifying income levels are set each year and vary depending on the household size. This year, the upper income limit for a family of three or more in DeKalb County is \$79,120. For a household of one or two persons, the upper qualifying limit is \$68,800. The program also sets upper limits on home prices. This year, the upper limit on a new or an existing home is \$325,890.

The lending bank typically acts as the intermediary with IHDA. At the time a home is purchased, a certificate is issued to the homeowner. This certificate is filed with the homeowner's income tax to establish the credit. For example, say a buyer takes out a \$95,000 conventional market rate mortgage at 7.5%. On a 30-year fixed rate loan, the buyer would pay \$7,125 in mortgage interest in year one. With a mortgage credit certificate, the buyer can take 20% (\$1,425) off his or her yearly federal income tax obligation while maintaining a standard mortgage interest deduction for the remaining 80 percent of the annual interest obligation. This is the same as retaining \$118.75 in additional income per month. Over the life of the loan, the buyer could save \$42,750 in federal taxes.

The MCC tax credit is good for the life of the loan, so the tax saving is repeated so long as the family remains in the home. In addition to the direct benefit to the homebuyer, the program provides an incentive for local families to buy a home in Sycamore.

The mortgage credit certificate program brings no direct expense to local taxpayers and involves no staff work. IHDA and participating banks do all the paperwork, although the City may wish to assist in advertising the option. The volume cap is used exclusively by Sycamore residents for 18 months, and IHDA provides quarterly reports on the number of participating families, the average purchase price of the homes, and the amount of credits remaining.

The advantage of this program for prospective homebuyers with low to moderate household incomes is obvious. It should also be noted that a commitment of private bond authority to the IHDA program would not preclude the City from dedicating next year's volume cap to industrial revenue bonds if a worthwhile project develops.

The only downside to the mortgage credit certificate program is the limited number of families that can benefit under the City's modest cap. **In 2008, the City's "authority" will be \$85 per capita or \$1,263,610 based on a Census-based population of 14,866.** Based on the average purchase price of \$223,397 for all homes--new and used--sold in Sycamore in 2007 (Board of Realtors estimate), and an average down payment of 20%, only 7 Sycamore families might qualify.

City Council approval is recommended.

13. CONSIDERATIONS

A. Consideration of a Progress Report from Tim Bronn of McMahan Associates Regarding Phase I of the Wastewater Treatment Plant Improvements.

On May 16, 2005 the Council approved a professional services contract with McMahon Associates in the amount of \$70,000 for a facility plan update to guide the City's planning for future treatment plant expansion and collection system improvements. The firm was selected after qualifications were requested in March 2005 and five firms were interviewed in April 2005. It was understood through the RFP process that the successful firm would carry the engineering consulting responsibilities for the City through the actual design and construction of plant improvements, which was expected to take about 3-5 years.

Tim Bronn has been the principal representative of McMahon Associates and presented a progress report to the Council on December 19, 2005. On July 17, 2006 he provided a comprehensive report on the planned improvements. Based on his informed outline of the facilities and processes needed to sustain our service area in the future, the IEPA has issued a permit for a variety of headworks improvements. The final facility plan which must be permitted by the IEPA before the conversion of the larger plant layout will soon be submitted.

The EPA submittal will propose an increase in the rated plant capacity from 2.97 MGD (million gallons per day) to 4.99 MGD for a 20-year planning period. The expansion of the treatment plant capacity and the construction of necessary facility upgrades will be pursued in three steps: some urgent headworks improvements and two phases of processing facility improvements. The following paragraphs summarize those phases and their respective costs.

Headworks Improvements

- A new ¼-inch screen will be installed in an existing channel in the main pumping station. This will minimize the penetration of unwanted materials in subsequent treatment units and diminish maintenance problems. The existing one-inch screen will be kept and used under high flow events or when the new screen is serviced.
- Currently during power failures, the emergency generator has to be manually started and switched over. A new automatic transfer switch gear will be installed and the generator programmed to automatically start and stop.
- The main pumping station presently has the capacity to pump 52 MGD during storm events, and this is sufficient to the needs projected during the 20-year planning period. In the station, the control gates will be automated, the HVAC and electrical systems will be enhanced, and the four large, constant-speed pumps will be controlled by new, variable frequency drives.
- A new Programmable Logic Controller (PLC) will control all of the functions in the lift station. This includes the fine screen, pump sequencing, generator operation, valve automation and alarms. Data will also be sent back to the main office at the treatment plant. This will be the beginning of the Treatment's Plants SCADA system.

The estimated cost is \$790,000.

Phase I

The most difficult issue facing the treatment plant operation is the handling and disposal of sludge. Sludge is the nutrient-rich organic product of wastewater treatment. The variety of

materials in the wastewater determines the actual composition of the sludge and can include domestic wastes, industrial discharges, chemicals in the water supply, and stormwater.

At the City's treatment plant, wastewater is separated into settled solids or sludge, and liquid. The current plant uses an activated sludge process consisting of physical means (screens, settling basins, and sand drying beds), biological means (microorganisms) and chemical treatment. Sodium hypochlorite is used in the chemical treatment phase to control the growth of algae in the tanks and to disinfect the plant effluent. As solids are stabilized and dried, they are applied to farm fields. The treated water is discharged to the Kishwaukee River. Currently, digested sludge from aerobic digesters flows by gravity to eight exterior drying beds with a total area of 60,400 square feet. Any inclement weather such as rain or snow or cold temperatures slows the drying process. Typically, the plant staff removes the sludge from the beds before it is dry enough for easy handling because more sludge is ready to be applied to the drying beds. This process is very labor-intensive and inefficient. The new digestion and solids handling systems included in the proposed upgrades are necessary with or without a higher volume of wastewater entering the facility. Fortunately, the IEPA recognizes the pressing need for improvement in the sludge-handling process and would permit the City to address it during an initial phase (Phase I) as the City petitions for an increase in the discharge permit under a later phase of improvements (Phase II). Hence, the two-phase approach has been proposed to allow the City to address a pressing need while planning better ways to address other treatment needs and new regulatory requirements.

Solids Handling Improvements in Phase I

- Autothermal Aerobic Digestion (ATAD). This process would fit into one of the existing digester tanks and would produce a Class A sludge that is essentially free of pathogens and thus can be used in gardens, parks, golf courses, and sod farms, among other locations. More restrictions pertain to the Class B sludge currently produced at the plant. Class B sludge can only be applied to farm lands. This process will also reduce the volume of sludge that needs to be dewatered by 50%.
- The other existing digester tank will have a wall installed, creating two separate tanks. These tanks will hold solids that need conditioning before and after they leave the ATAD system.
- A sludge dewatering building will be constructed. This will house the mechanical dewatering equipment, plus other ATAD support equipment. A rotary drum thickener, which concentrates the sludge before it is fed to the ATAD, will also be installed, along with aeration and mixing equipment which supports the ATAD. Other new equipment and processes will include polymer feed equipment that supports the rotary drum and dewatering press, four sludge pumps, and a heat exchanger.
- A covered sludge storage building will be constructed. A 92' x 144' metal building will be constructed in the area of two of our existing drying beds.
- Chemical Storage building. Three 1,000 gallon storage tanks will be added to hold ferric chloride to aid dewatering and phosphorus removal in Phase II. Also, an air scrubber will be placed in the building.

- A Biofilter will be added. All air that exits the ATAD and support tankage will pass through the air scrubber and biofilter before it enters the atmosphere. This is to reduce odors from the digestion system.
- A non-potable water pumping station will be added. Plant effluent will be utilized for process operations, cooling of the ATAD sludge, washing of the dewatering press and rotary drum. This will remove a large demand of water from our drinking water system.
- A plant drain lift station will be added. Due to the elevations of the new buildings and equipment, drain water from the processes will be unable to flow by gravity to the head of the plant. This small underground station will house two submersible pumps.

The estimated cost of construction in Phase One is \$5,500,000 plus \$659,000 in engineering and contingency costs, for a total of \$6,159,000.

Phase Two

- Plant treatment capacity will be increased from 2.94 million gallons per day (MGD) to 4.99 MGD.
- Installation of primary clarifiers. The existing plant does not include primary clarifiers, which remove a significant portion of suspended solids and BOD (“biochemical oxygen demand” or organic matter) with a small energy output, and reduce the necessary size of the aeration system.
- Secondary treatment with Sequencing Batch Reactors (SBR). These reactors will provide the secondary treatment. They have the same effect as conventional activated sludge equipment but do not require secondary clarifiers or return sludge pumping equipment. All three of the existing aeration tanks will be converted to SBR’s. Two new SBR’s will be constructed to raise our capacity up to 4.99 MGD. As a result, the east secondary clarifier tank can be reused for chlorine contact with the excess flow.
- Phosphorus removal. The IEPA has recently required treatment facilities with flows greater than 1.0 MGD to remove phosphorus from the treatment plant effluent. No such equipment presently exists at the North Cross Street plant, but will be provided in the upgrading of the plant’s processes. The active agent is ferric chloride, which is a byproduct of steel production and is readily available, relatively inexpensive, and makes sludge more easily “de-watered.”
- Disinfection with liquid chlorine. The existing chlorine tank does provide the volume to provide adequate contact time under today’s regulations. As noted above, the east secondary clarifier can be used for chlorine contact for the excess flow without additional tanks.

The estimated cost of Phase Two is \$5,931,535 plus \$442,465 in engineering and contingency costs, for a total of \$6,374,000.

The headworks improvements and Phase I can be funded by a proportionate mix of sewer impact fees and sewer user fees. The proportion of impact fees will be based upon a calculation of the share of the improvements serving new residential subdivisions in the

City’s northeast and southeast quadrants. The Phase II improvements will need to be funded through a low-interest EPA loan funded by user fees.

Mr. Bronn will be on hand to provide further detail on the planned improvements noted in the bid summaries below, and expected in future phased projects.

B. Consideration of a Contract Award to Upgrade the Headworks of the Wastewater Treatment Plant on North Cross Street.

The City of Sycamore opened sealed bids at 2:00 p.m. on Friday, April 11 for electrical and mechanical work associated with certain headworks improvements. The improvements will include (a) the demolition of the existing bypass bar screen in the pumping station, (b) the installation of a new fine screen and new screenings washer compactor, (c) removal and replacement of the existing slide gate operators, (d) relocation of various controls and valve actuations, and (e) installation of valves and alterations to the influent piping, etc.

A bid tabulation for the two contracts—one is electrical and one is mechanical—is shown below:

Contractor	Contract A	Contract B
Morse Electric	\$276,000	
Mechanical, Inc.		\$94,378
Maxim Construction Corp.		\$89,700
Mascal Electric	\$397,800	
G.A. Rich & Sons, Inc.		\$120,816
CPI Electric	\$299,685	
Kelsey Excavating		\$67,800

The lowest responsible bids are shown in **bold type**.

City Council approval of the lowest bids for Contract A and B is recommended.

C. Consideration of a Contract Award for the Procurement of Certain Equipment Items for Phase One of the Solids Handling Improvements at the Wastewater Treatment Plant on North Cross Street.

Sealed bids were received until 2:00 p.m. on Friday, April 11 for the procurement of a variety of specialized equipment integral to planned Phase I improvements at the Wastewater Treatment Facility. The equipment includes a variety of new pumps, chemical feeds, rotary drums for thickening sludge, conveyors etc. that will later be installed as part of the Phase I construction project. The timing of this equipment purchase will protect the City from future pricing increases and make integral components available as construction begins.

A bid tabulation for the various equipment purchases is presented below. The lowest responsible bids are shown in **bold type**:

Contract	Bidder & Base Bid	Bidder & Base Bid	Bidder & Base Bid	Bidder & Base Bid	Bidder & Base Bid
ATAD System S0702-970719-A	Thermo Process \$1,397,041				
Plant Drain Lift Station S0702-970719-B	Metro \$58,890	Energenecs \$68,903			
Effluent Reuse System S0702-970719-C	Metro \$33,829	LAI \$29,500			
Chopper Pumps S0702-970719-D	Hayward/ Gorden \$29,430	Vaughn \$26,168	LAI \$24,800		
Rotary Lobe Pumps S0702-970719-E	Metro \$56,778	Gasvoda \$76,900	Thomas Pump \$105,083	Boerger \$49,000	Riley Fluid \$39,250
Polymer System S0702-970719-F	Fluid Dynamics \$43,900	LAI \$33,750			
Chemical Feed System S0702-970719-G	Pumping Solutions \$33,894	LAI \$17,500			
Rotary Drum Thickener S0702-970719-H	Parkson \$178,912	JDV Process \$190,000	Bacor \$259,970		
Shaftless Screw Conveyor S0702-970719-I	JDV Process \$48,000	Westech \$62,900	Spirac \$44,442		
Coarse Bubble Aeration Equipment S0702-970719-J	Aquarius Tech \$8,950	Sanataire \$9,075	EDI \$20,192		
Chemical Storage Tanks S0702-970719-K	Design Tanks \$59,958	LAI \$39,650			

Because of the large number of suppliers involved in the equipment bidding, the bids are still under review. No Council action is requested at this time, but a recommendation will be made on the equipment bids at the regular Council meeting on May 5.

D. Consideration of an Administration Request for a Closed Session to Discuss Closed Session Minutes and Collective Bargaining.

14. OTHER NEW BUSINESS

15. APPOINTMENTS

16. ADJOURNMENT