



# City of Countryside

2018 Annual Report of City Operations



Gail Paul  
CITY ADMINISTRATOR





Sean R. McDermott  
MAYOR

Susan Burdett  
CITY CLERK

Caryn Stancik  
TREASURER

ALDERMEN  
Mark G. Benson  
John Finn  
James N. Jasinski  
Thomas A. Mikolyzk  
Scott Musillami  
John Von Drasek

March 13, 2019

Dear Mayor and City Council:

On behalf of the City employees, I am pleased to present the seventh Annual Report of City operations. This report contains a summary of responsibilities of each board and committee and the major items they considered in 2018.

This report also highlights each department (other than police). Department staff are featured along with each department's primary responsibilities. A listing of 2018 major accomplishments is noted for each department. Some of the major highlights include:

- The City was able to abate all the property taxes for the fourth year in a row.
- The Illinois Clean Energy Community Foundation awarded the City a \$1 million grant for the construction of the Net Zero Municipal Complex.
- The City was awarded an Invest in Cook County grant for \$90,000 towards the Brainard Avenue multi-purpose path.
- The City continues to outperform its target for insurance claims. This year the City had a total of 14 claims falling below the IRMA target of 18. This favorable claim experience helps to reduce the premiums paid to IRMA. In fact, the City of Countryside had the best experience factor of all 70 IRMA members resulting in a 34% reduction in our premiums for 2019, a savings of \$100,622.
- The Community Development Department processed 515 permit applications, a 12% increase from the prior year. The value of the permits was \$25 million of which approximately \$10 million is for the municipal complex.
- The number of seniors registering for driveway apron snow removal increased by 67 aprons or 46%.
- Rosemary Court, Lorraine Drive, Francis Avenue, Ashland Avenue and Madison Avenue were resurfaced.
- The City negotiated an intergovernmental agreement with Cook County to resurface 5<sup>th</sup> Avenue Cutoff which began this past fall and will be completed in 2019 with all costs being reimbursed by the County.
- The Water Department completed a survey conducted by the Pleasantview Fire Protection District and ISO Insurance rating organization. We are pleased to announce we have maintained our Public Protection Rating of Class 2 putting us in the top 2% in the country. Water systems represent 40% of that grade.

All department heads and their staff are committed to providing excellent services in the most cost effective manner for the taxpayers. On behalf of the employees, thank you to the City Council for your continued support.

Sincerely,

*Gail Paul*

Gail Paul  
City Administrator

Cc: City Department Heads  
Board/Committee Chairperson

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## OVERVIEW

The City of Countryside was incorporated in 1960. It is located in Cook County, approximately 15 miles southwest of Chicago, Illinois. The City is home to a population of 5,895 residents and over 400 businesses.

The City of Countryside is a home-rule community as defined by the Illinois Constitution. As a home-rule community, the City may exercise any power and perform any function pertaining to its government and affairs.

The City operates under a City Administrator form of government. Six Aldermen are elected from three wards for alternating four-year terms, three elected every two years. The Mayor, City Clerk, and Treasurer are elected at large for four-year terms. A professional Administrator manages the daily operations and is appointed by the Mayor with the advice and consent of the City Council. The City Administrator directs and oversees all departments except for the police department which is managed by the Chief of Police.

The City has 53 full-time employees. The City provides many services including police protection, streets and highways, water distribution, public improvements, planning and zoning, recreation, and general administrative services. The City provides sanitary sewer services to a portion of Ward 2. The remainder of the City is serviced by the South Lyons Sanitary District, a separate taxing body. The City provides water service to all areas of the city other than the "Triangle" area of Ward 3 which gets its water from LaGrange Highlands. Fire services are provided by the Pleasantview Fire Protection District, a separate taxing body.

The City Council is the governing body. They get input and recommendations from various boards and committees but it is the City Council that has the ultimate authority. This report includes a summary of the responsibilities of each committee/board and the major items taken under consideration by each during 2018.

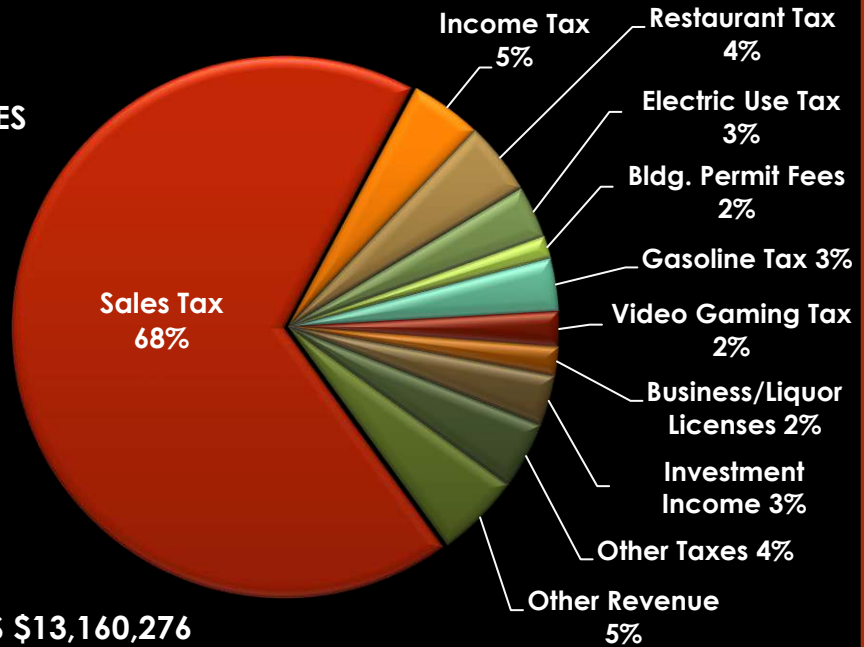
After the City Council sets policies it is up to the staff to implement these policies. This report covers the responsibilities and accomplishments of departments including the Administrator's Office, Clerk's Office, Community Development Department, Finance Department, and Department of Public Works, including the Water and Sewer Division. (Police Department operations are covered by a separate annual report.)

Many sections will reference the new Municipal Complex. The City Council approved moving ahead with the purchase of property in 2016 for a new facility. This year construction began on the new facility. The City Council approved a few design changes to strive for a Net Zero Building which means we will produce as much or more energy than we use. Construction will continue through the spring of 2019. We expect to begin moving operations over to the new facility in June.

The next page includes charts which show the City's FY2019 budgeted revenues and expenditures for its general fund operations. The majority of general fund revenues come from sales taxes which represents 68% of total revenues. The local economy and our sales tax improved this past year enabling the property tax levy to be completely abated for the fourth consecutive year. The expenditure chart shows that the largest portion of revenues is dedicated to police services at 33%. Pension contributions for all City employees including police are accounted for separately and represents 9% of the general fund budget. Sales Tax Sharing Incentives represent 4% of the general fund expenditures. These incentives are utilized by the City Council to entice new businesses to locate within our limits or to entice current businesses to expand thereby generating more sales taxes. The "Other Services" category includes boards/committees, and information technology services and equipment.

## GENERAL FUND REVENUES - FY2018

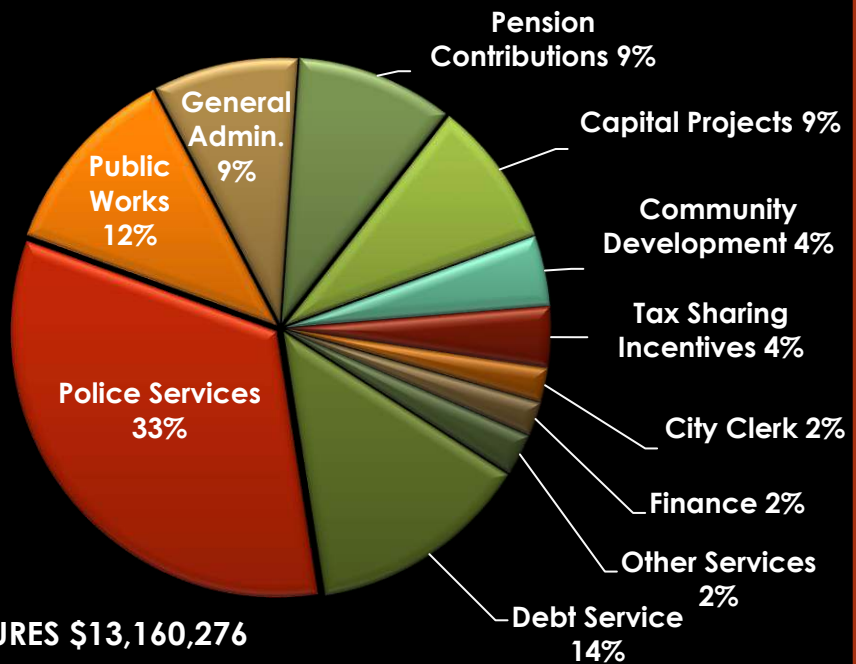
WHERE THE  
MONEY COMES  
FROM...



TOTAL REVENUES \$13,160,276

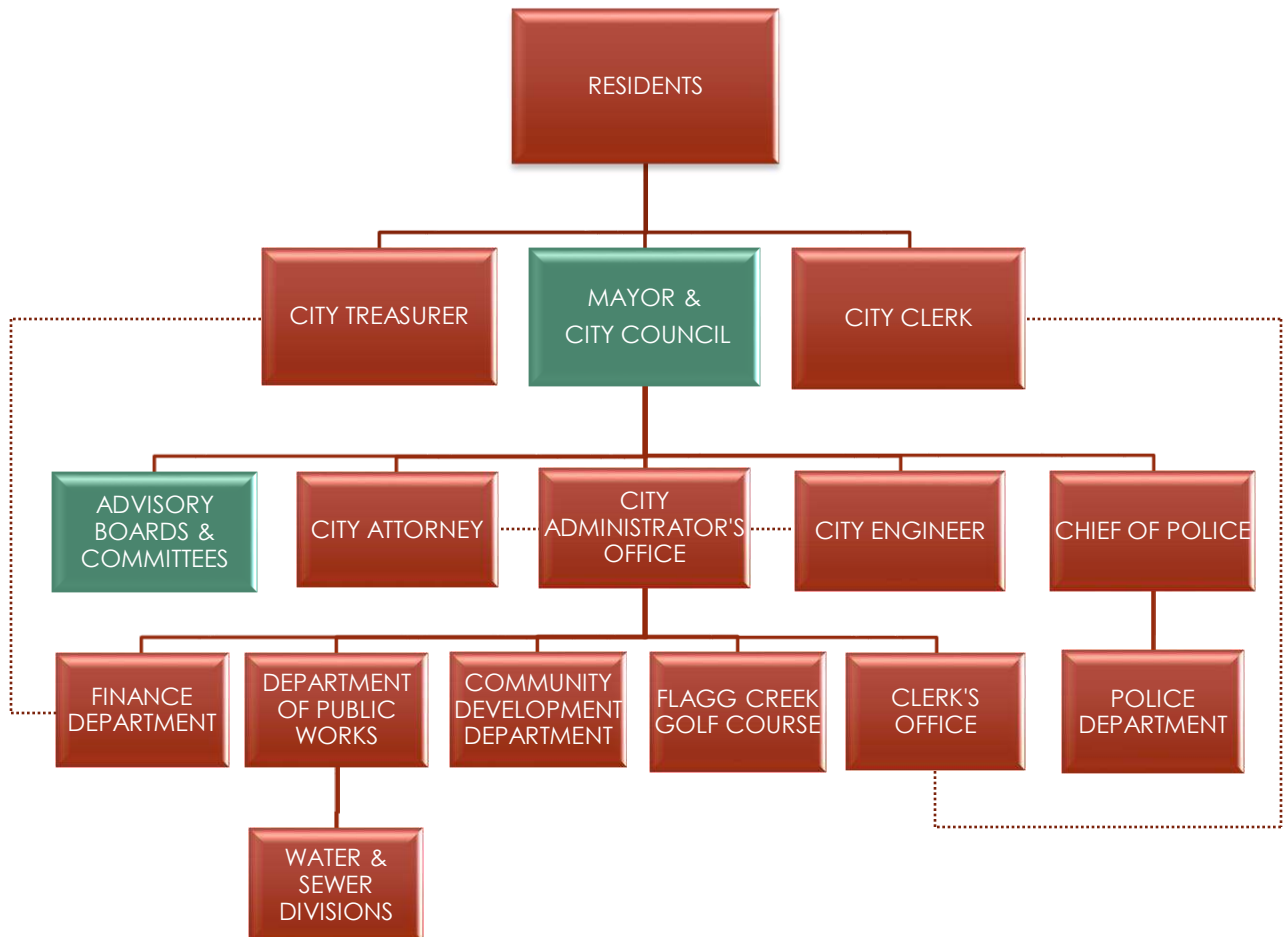
## GENERAL FUND EXPENSES - FY2018

WHERE THE  
MONEY GOES...



TOTAL EXPENDITURES \$13,160,276

## CITY OF COUNTRYSIDE – ORGANIZATIONAL CHART



THIS SECTION SUMMARIZES RECOMMENDATIONS MADE BY THE ADVISORY BOARDS AND COMMISSIONS TO THE CITY COUNCIL FOR REVIEW AND FINAL ACTION.

## BOARD OF FIRE & POLICE COMMISSION

**Jerry Welch** - Chairman

**Mark Burdett** - Secretary

**Mary Lou Pisone** - Commissioner

**Erik Peck** - Attorney

The **Board of Fire and Police Commission** consists of three (3) members who shall be appointed by the Mayor with consent of the City Council. They shall serve for terms of three (3) years.

The board shall appoint all officers and members of the Police Department of the City, except the Chief of Police, who shall be appointed by the Mayor. The board, in accordance with the applicable provisions of the statute, shall make such rules and make such appointments and removals, and shall have such other and further powers and duties as are contained in 65 Illinois compiled Statutes 5/10-2.1-1 through 5/10-2.1-29.

The board shall hold hearings on any charges brought against any policeman, except the Chief of Police, as provided by statute. The board reports annually, on or before May 1 of each year, to the Mayor a report of its activities, and the rules in force and the practical effect thereof.

The Board of Fire and Police Commission met 4 times during 2018. The most significant items reviewed by the committee include:

- Ordinance (18-01-O) was approved by City Council which adopted and ratified the Board's Rules and Regulations which allowed the Board to use the City's Home Rule Authority.
- Added a 4<sup>th</sup> Sergeant's position.
- Replaced the Master Sergeant rank with the rank of Commander.
- Hired two patrol officers, Connor Rinehart and Kevin Cerny.
- The Commissioners attended training sponsored through the Illinois Fire & Police Commissioners Association.

## ECONOMIC DEVELOPMENT COMMITTEE

**Alderman Scott Musillami - Chairman**

**Alderman Jim Jasinski**

**Alderman John Finn**

The **Economic Development Committee “EDC”** shall review and make recommendations to the full City Council regarding all aspects of economic and community development, including, but not limited to: economic development planning, marketing, business attraction and retention, incentive programs, special districts, housing development plans, and redevelopment agreements.

The EDC met 3 times during 2018. The most significant items reviewed include:

- 621 East Plainfield Road – The owners requested the committee to consider renewing their Class 6b incentive for the property. They want to use the property tax savings for growth efforts including sales and new personnel. The extension would help to recapture about 50% of their initial investment. The committee recommended extending their Class 6b incentive to the City Council.
- Westfield Ford – The general manager presented a proposal to use the former Turtle Wax property which is adjacent to their property on the south. According to Westfield Ford, the demand for commercial trucks has increased recently. Commercial truck centers are opening around our area. Westfield Ford hired an architect to design a truck center of the Turtle Wax property. They would need to demolish the building and build a new facility estimating to cost \$1.6 million. Westfield Ford was requesting \$750,000 towards this project.

Staff presented two options for assistance with this project. Option 1 included extending their current redevelopment agreement for their primary facility by 3 years. Option 2 included a 50% rebate on total sales tax growth from the base year (prior to adding the commercial truck line) with a \$500,000 cap or 10 years. The committee directed staff to draft an agreement after Westfield Ford submits the necessary documentation. As of yearend, the documentation has not been provided.

- 5550 East Avenue – Staff requested authorization to draft a request for qualifications from developers for the current City Hall/Police Department. Authorization was given. A draft will be presented to the EDC in 2019 for their review and comments.



## FINANCE COMMITTEE

**Treasurer Caryn Stancik - Chairman**

**Alderman Mark Benson**

**Alderman Jim Jasinski**

**Alderman John Von Drasek**

The **Finance Committee** focuses on any and all matters related to or affected by the City's finances. This includes but is not limited to budgeting, auditing, financial reporting, debt issuance (borrowing), accounts payable, accounts receivable, cash flow forecasting, investments, and financial analysis.

The Finance Committee met 7 times during 2018. The most significant items reviewed and/or recommended by the committee include:

- Reviewed monthly financial reports that communicated changes in financial position, revenue and expense variances, and forecasts of year end results in key areas.
- Recommended an increase in the Library Reimbursement to make memberships more affordable.
- Proposed abatement ordinances for all outstanding bond issues to affect the elimination of the property tax levy for the fifth consecutive year.
- Presented and discussed audits and management letters for the City and the Flag Creek Golf Course in conjunction with the independent auditors.
- Refined new investment management strategy to significantly improve returns – developed new accounting and reporting metrics to convey performance to committee.
- Entered into a participating membership agreement with the National Joint Powers Alliance (“NJPA”) to streamline cost discovery, bidding, and purchasing.
- Committee approved the purchase of a new enterprise resource planning (ERP) software to create operation efficiencies, and to streamline and digitize processes and programs – implementation for the new system will be facilitated by BS&A Software and the Finance Department.
- Approved and implemented phase 2 of the financing plan for the Municipal Complex project in conjunction with City Council – issued new series 2018 bonds in September at historically low rates thus locking in long term sustainable financing costs for the project.
- At the recommendation of staff approved consolidation of paying agent on all bond issues to one bank making the process more efficient at an annual cost savings of \$300.
- In conjunction with City Treasurer, staff reviewed and advised on independent actuarial reports and assumptions affecting the City's contribution to the police pension fund.

## FLAGG CREEK GOLF COURSE BOARD

**City – Thomas Mikolyzk - Chairman**

**Park District – Todd Davis**

**Park District – Michael Natale**

**Park District – Brad Tertell**

**City – Jerry Welch**

The **Flagg Creek Golf Course Board** was designed to provide equitable representation from both the City of Countryside and the Pleasant Dale Park District. The purpose of the board is to oversee the general administration of the golf course. The Board reviews the monthly rounds reports, financial statements and the monthly expenditures report. The Board also reviews any capital projects recommended for improvement to the golf course's infrastructure.

The Flagg Creek Golf Course Board met 11 times during 2018. The most significant items reviewed by the committee include:

- Recommended continuing the food service in-house for the 2018 season.
- Recommended sponsoring the annual St. Patrick's Day Parade and being an after party location along the trolley pub crawl.
- Reviewed numerous donation requests from outside organizations.
- Reviewed and discussed monthly financial data and operating statistics.
- Discussed maintenance and capital equipment expenditures and recommendations.
- Recommended increasing the pricing on buckets of balls for the driving range. This has resulted in a 5% increase in revenues for the driving range.
- Recommended the FY19 budget.
- Two members of the Flagg Creek Advisory Board were a part of the planning committee for the Flagg Creek Golf Course 25<sup>th</sup> Anniversary celebration. The celebration was held on Sunday July 1, 2018, a commemorative tee off with members of the City and Park District was held at 2:00 p.m. in honor of the course's anniversary.
- Reviewed the audits and management letter.

## HUMAN RESOURCES COMMITTEE

**Alderman Scott Musillami - Chairman**

**Alderman Tom Mikolyzk**

**Alderman John Finn**

The **Human Resources Committee “HR”** shall review and make recommendations to the full City Council regarding, but not limited to: all personnel matters involving employees and officers of the city and to perform other such duties as may be requested by the Mayor or City Council.

This committee is comprised of three (3) aldermen. The committee met 6 times during 2018. Items reviewed by the committee include the following:

- Recommended amending the City’s Non-Harassment Administrative Policy.
- Recommended amending the City’s Code’s Anti-Sexual Harassment Policy.
- Reviewed and recommended a contract with GovTempsUSA for a temporary contractual employee to fill the position of Zoning Administrator and to fill the Senior Clerk’s position from a temp agency.
- Updated job descriptions for the Assistant City Administrator, Administrative Clerk, General Manager (FCGC) and Superintendent (DPW).
- Updated the title and job description for the Zoning Administrator to the Planning Manager.
- Consideration to direct the Board of Fire and Police Commission to add a 4<sup>th</sup> Sergeant’s position.
- Participating in the recruitment and hiring of the Planning Manager.
- Consideration to direct the Board of Fire and Police Commission to replace the Master Sergeant rank with the rank of Commander.
- Establish the salary schedule for the Commander position and recommended adjustments to the Deputy Police Chief salary schedule.
- Recommended an increase to the Crossing Guard’s pay schedule and an increase to the hourly rate of part-time account clerk in the Finance Department.
- Recommended creating the position of Building Maintenance Technician for the new Municipal Complex.
- Discussed the creation of a Citizen Complaint Policy to properly document complaints for follow-up by management and reporting to the City Council.
- Reviewed commendations and disciplinary actions of employees.

## INFRASTRUCTURE COMMITTEE

**Alderman John Von Drasek - Chairman**

**Alderman Mark Benson**

**Alderman Scott Musillami**

The **Infrastructure Committee** shall review and make recommendations to the full City Council regarding public improvements and infrastructure, including, but not limited to maintenance and associated operations of street lighting, the storm sewer system, non-regulatory signs, city owned buildings/property, infrastructure related agreements and capital improvement planning; and proposed amendments, from time to time, of the following titles of this code: title 7, chapters 1 – 4 and 8 – 11 concerning public ways and property; title 8, building regulations; title 9, subdivisions; and title 10, zoning and the comprehensive plan.

The Infrastructure Committee met 6 times during 2018. The most significant items reviewed by the committee include:

- Recommended Approval of a Contract with Novotny Engineering for Design and Construction Engineering for the Brainard Avenue Shared-Use Path.
- Recommended Ordinance 18-03-O amending the City Code regarding the rental inspection program; modifying the annual inspections and fees to be due January 1 of every year and clarifying the language on re-inspections.
- Authorized City Staff and Engineer to apply for a Cook County Development Block Grant (CDBG) for a Water Main on Sunset Avenue in Ward 2.
- Reviewed the Street/Alley Conditions Map and recommended five streets to be included in the City's 2018 Street and Alley Resurfacing Plan, see **EXHIBIT A**.  
Streets – Rosemary Court from Lorraine Drive to the north limit; Lorraine Drive from Francis Avenue to Rosemary Court; Francis Avenue from Lorraine Drive to 58<sup>th</sup> Street; Ashland Avenue from 53<sup>rd</sup> Street to Plainfield Road; Madison Avenue from 55<sup>th</sup> Street to Plainfield Road.
- Recommended Ordinance 18-44-O approving the required registration of vacant and defaulted property.
- Recommended entering into an Agreement with Property Registration Champions LLC (ProChamps) of Melbourne Florida. With this Agreement, we will be able to more accurately track foreclosures and have these properties better maintained.
- Recommended Ordinance 18-45-O amending the City Code regarding the placement of refuse and recycling containers on residential properties.
- Recommended a funding request to the Fiscal Year 2020 Budget to hire a consultant to update our current Comprehensive Plan.



- Recommended Ordinance 18-46-O amending the Planned Unit Development (PUD) for the Countryside Senior Apartments; the apartments will now be inspected once a year as a part of the rental inspection program and the annual fee for the license and inspections is \$50.00.
- Entered into an Intergovernmental Agreement with the Cook County Department of Transportation and Highways for the paving of 5<sup>th</sup> Avenue Cutoff.
- Made a referral to the Plan Commission – Zoning Board of Appeals for a text amendment regarding businesses with outdoor patios that are adjacent residential districts.

| LICENSE COMMITTEE                |
|----------------------------------|
| Alderman Tom Mikolyzk - Chairman |
| Alderman Jim Jasinski            |
| Alderman John Von Drasek         |

The **License Committee** shall review and make recommendations to the full City Council regarding, but not limited to, proposed amendments, from time to time, of the following titles of this code: title 3, business regulations; and title 6, health and sanitation.

The License Committee met twice during 2018. The most significant items reviewed by the committee include:

- Recommended the addition of a Class W Liquor License – that allows for wine to be served as a complement to the purchase of a service.
- Recommended permission be given to Holiday Inn hotel to place storage containers on their property during hotel renovation.
- Discussed hours of operation allowed for bars and restaurants that have outdoor patios. It was recommended that hours be limited for establishments that abut a residential area.

| <b>PLAN COMMISSION / ZONING BOARD OF APPEALS</b> |
|--|
| <b>Richard Fullmer - Chairman</b>                |
| <b>Crecencio Gonzalez - Secretary</b>            |
| <b>Michael Anderson</b>                          |
| <b>Bryon Bednar</b>                              |
| <b>Tina Grotzke</b>                              |
| <b>Marco Gutierrez</b>                           |
| <b>Stephen Kehr</b>                              |
| <b>Robert Schwarz</b>                            |
| <b>Ron Ward</b>                                  |

The **Plan Commission/Zoning Board of Appeals** (PC/ZBA) consists of nine (9) commissioners. The Mayor appoints three (3) commissioners from each of the three (3) wards in the City of Countryside, with the advice of City Council. The purpose of the commission is to permit municipalities to vary the requirements of the Zoning Ordinance. Variations should be granted solely to provide relief under unusual considerations.

The PC/ZBA met 10 times during 2018. The most significant items reviewed include:

- Recommended approval to grant a special use to permit LA Fitness to remodel the exterior façade, remodel the entire first floor and resurface the parking lot at 5917 S. LaGrange Road with the condition a fee in lieu be made part of their approval. A variance was recommended to reduce the required landscape buffer and to reduce the required landscaped islands.
- Recommended approval to grant a variance to permit Shukis Development to reduce the required number of parking stalls from 28 to 23, reduce the parking stall length from 20 feet to 18 feet, and reduce the required perimeter landscaping at 5555 Brainard Avenue in order to construct an approximate 5,500 square foot multi-tenant facility at the former Speedway site.
- Recommended approval to grant a text amendment to the Zoning Code to amend Chapter 10: Off Street Parking and Loading to reduce the parking stall length from 20 feet to 18 feet.
- Recommended approval to grant a text amendment to the Zoning Code to permit contractor offices and shops as a special use in the B-3, Service & Wholesale District.
- Recommended approval to grant a special use permit to Terry's Plumbing to allow the operation of a plumbing contractor's office at 9685 W. 55<sup>th</sup> Street.
- Recommended approval to subdivide the property commonly known as 9620 W. 57<sup>th</sup> Street into 2 lots. In addition, recommended a variance to reduce the lot width from 65 feet to 64.61 feet for lot A.

- Recommended approval to rezone property at 10050 W. 55<sup>th</sup> Street from R-1 “One Family Residence” to B-1 “Retail Business”. In addition, recommended special uses to permit the operation of a restaurant with a drive through and outdoor seating area. Also, recommended variances to permit the obstruction of the new patio in the side yard, reduce the required front yard setback from 25 feet to 18.6 feet, reduce the number of stacking spaces from 10 to 6 for the drive through, and suspend the requirement to install a 5 foot concrete sidewalk along Madison Avenue.
- Recommended approval to grant a text amendment to the Zoning Code to permit outdoor patios/seating as a special use in the B-1, Retail Business District.
- Recommended approval to grant a variance for front yard and side yard setbacks at 5603 Leitch Avenue. The variances reduced the required front yard setback from 30 feet to 24 feet 10 inches and reduced the required side yard setback from 10 feet to 7 feet 4 inches to allow the expansion of the single car garage.
- Recommended approval to grant a special use permit to allow Pressure Washing Systems to install 2 outdoor storage units for flammable liquids of 2,500 gallons each at 5230 East Avenue. In addition, recommended variances to permit 17 parking spaces in the front yard setback, reduce the required minimum parking spaces from 97 to 81, and waive the requirement to install landscaped islands. The case was withdrawn.
- Recommended approval to grant a special use permit to allow T-Mobile to install additional antennas on the rooftop of the building (Holiday Inn) at 6201 Joliet Road. The special use was recommended to increase the number of antennas from 6 to 8 antennas on the rooftop. In addition, a variance was recommended to permit the installation of an additional antennal (total of 9) to be installed 13 feet above the roof line instead of the maximum height of 7 feet.
- Recommended denial to grant a special use to the property at 6420 Joliet Road to permit an automobile retail sales dealership with appurtenant facilities in order to sell used vehicles in the B-3 Zoning District. In addition, recommended denial to grant a variance to allow a used automobile retail sales dealership with appurtenant facilities to operate on the premises. Hertz Corporation was asking to allow their business to operate as a used car dealership on the property.
- Recommended approval to grant a special use permit to amend Ordinance No. 08-14-O which granted a special use permitting a Planned Unit Development (Countryside Senior Apartments) at 6404 & 6406 Joliet Road in the B-1 Zoning District. The amended special use requires inspections of the Countryside Senior Apartments to occur on a yearly basis and establishes a rental license fee per year.
- Recommended approval to grant a special use permit to allow the expansion and addition to the automobile retail sales dealership (Continental Honda) with appurtenant facilities at 5901 S. La Grange Road in the B-3 Zoning District. Continental Honda was asking to bring their legal nonconforming site into compliance and to construct an approximate 4,165 square foot addition to expand their automotive repair services area on the property.



## POLICE COMMITTEE

**Alderman John Finn - Chairman**

**Alderman Mark Benson**

**Alderman Tom Mikolyzk**

The **Police Committee** consists of three (3) members who are appointed by the Mayor, with the consent of the City Council. The committee reviews and makes recommendations to the full City Council regarding items directly related to the police department including but not limited to purchases, programs, and ordinances.

The Police Committee met 3 times during 2018. The most significant items reviewed by the committee include:

- Recommended the hiring of 2 probationary police officers due to the retirement of 2 police officers.
- Acceptance of the Metropolitan Mayors Caucus, ComEd Powering Safe Communities Grant.
- Replacement of surveillance cameras at Countryside Park and Ideal Park.
- Purchased tri-band Motorola Portable radios to provide ability to transmit on newer digital frequencies while maintaining interoperability with surrounding jurisdictions including State and County.
- Entered into a 5-year license agreement with the Narcotics and Currency Interdiction Team (NARCINT) for use of the City-owned property at 6701 Willow Springs Road (former ESDA building).

## POLICE PENSION BOARD

**Paul Klimek** - President

**Allen Arneson** - Vice-President

**Brendan Gleespen** - Secretary

**Louis Moravecek** – Assistant Secretary

**David Schutter** - Trustee

The **Police Pension Board** consists of five (5) members. Two members of the Board shall be appointed by the Mayor, the third and fourth members of the Board shall be elected from the active members of the Police Pension Fund, and the fifth member shall be elected by and from among the beneficiaries of the Police Pension Fund.

The Police Pension Board met 5 times during 2018. The most significant items reviewed by the committee include:

- On a vote of 3-2 the Board approved annual COLA increases for surviving spouses consistent with the Board Attorney's interpretation of case law which is contrary to the pension code and opinions issued by the Illinois Department of Insurance.
- Periodically reviewed balances on refunds due from pensioners for benefit overpayments made by the Board from March to May of 2017.
- The overpayments resulted from a prior Board vote of 4-1 to request a stay of the Circuit Court order to recalculate benefit payments and to continue making the inflated payments pending a decision on the motion to stay which was subsequently denied by the Appellate Court.
- Successfully completed Officer Batzel's service transfer request from Park Forest.
- The Swanson pension forfeiture case was dismissed in favor of the Board. Subsequently the Board turned over the Swanson employee contributions to the fund pursuant a prior issued Department of Justice Order.
- Approved pension benefits for retiring officers Pohle and Floyd. Approved applications for membership for new officers Cerney and Rinehart.
- On September 28, 2018 the Appellate Court confirmed the prior ruling of the Circuit Court in favor of the City on all counts.
- The individual defendants/pensioners filed an appeal with the Illinois Supreme Court. In a vote of 3-2 the Board decided not to appeal the Appellate Court decision.
- At the urging of the Pension Board, the actuaries and auditors modified historical funding schedules and footnotes to remove actuarial valuations that considered the inflated longevity benefit that the courts have enjoined the Board from awarding.

## RECREATION COMMITTEE

**Alderman Jim Jasinski - Chairman**

**Alderman Tom Mikolyzk**

**Alderman Scott Musillami**

The **Recreation Committee** shall review and make recommendations to the full City Council regarding, but not limited to: capital planning for the City's park system, planning special events, including the Easter Egg Hunt, Summer Concert Series, Criterium, Winter Fest and the Children's Christmas party.

The Recreation Committee met 4 times during 2018. The most significant items reviewed by the committee include:

- Recommended a contract to hire an event planner for the City's summer concert series. The series consists of eight weeks of outdoor concerts. A fireworks show was held on July 26<sup>th</sup>.
- Directed staff to prepare a sponsorship packet for the summer concerts.
- Recommended to host Winter Fest in January, 2019 versus over Thanksgiving weekend in 2018 due to too many holiday activities during that weekend.
- Recommended continuing the annual Countryside Children's Christmas Party at Bella Banquets on December 1<sup>st</sup>. A total of 179 children participated and enjoyed the event.
- Recommended Resolution 18-02-R Authorizing, Supporting, and Approving the Invest in Cook County Grant application for the Brainard Avenue Multi-Use Path from Joliet Road to 55<sup>th</sup> Street.
- Recommended that a line item is considered for the Fiscal Year 2020 budget to resurface the basketball court and tennis courts at Countryside Park and striping for a pickle ball court.
- Received notification that the City was awarded an Invest in Cook County Grant for the Brainard Avenue Shared-use Path. This grant will help offset the cost for the construction of this project (also listed under Community Development Department).
- Concerts in the park attendance increased by 15% in 2018.
- Recommended awarding the Good Neighbor Award to three Countryside residents that were nominated by their neighbors.



## WATER COMMITTEE

**Alderman Mark Benson - Chairman**

**Alderman John Finn**

**Alderman John Von Drasek**

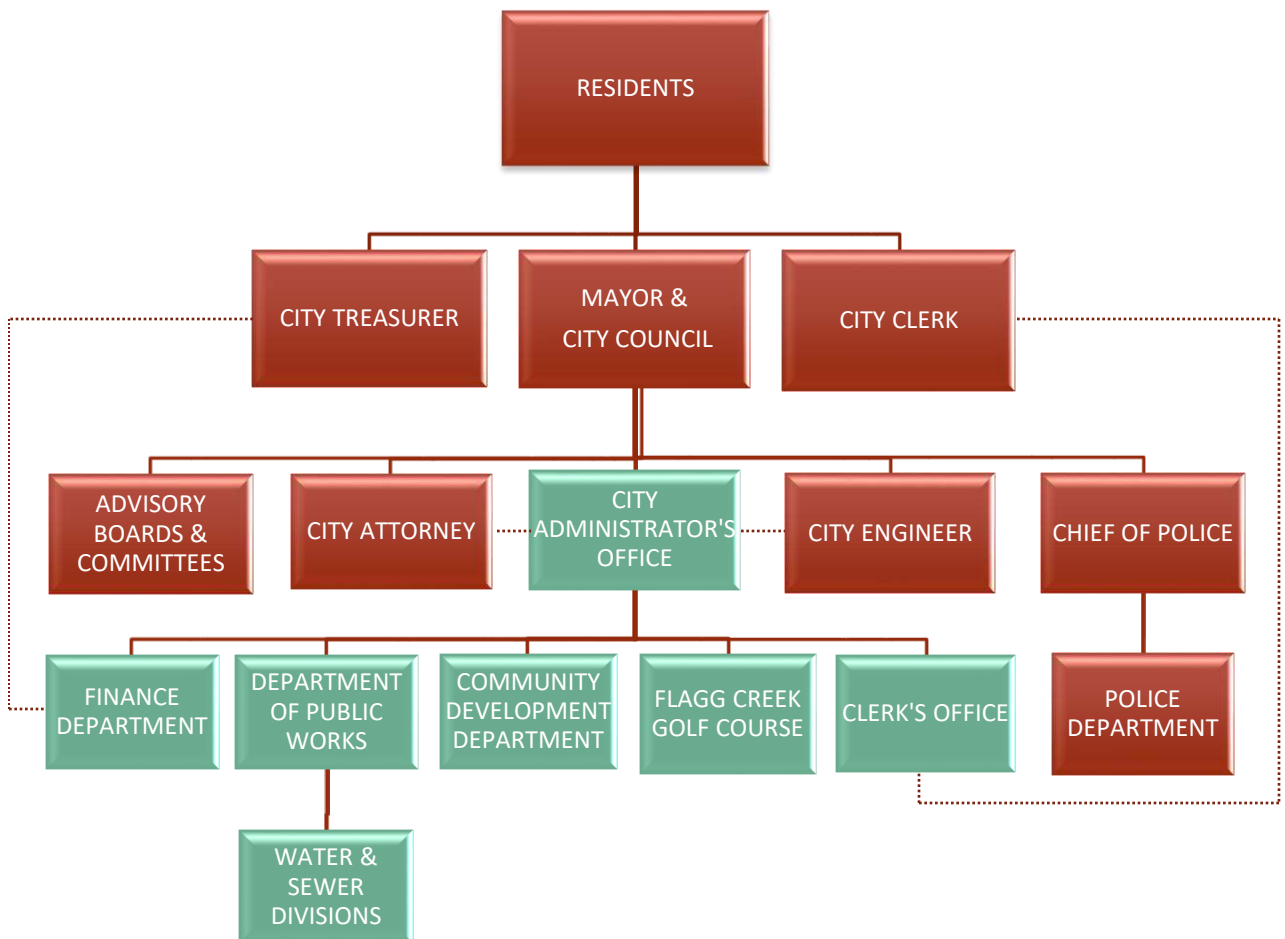
The **Water Committee** is responsible for addressing and/or recommending to City Council any and all issues which are related to water/sewer rates, utility invoicing and delinquent accounts, infrastructure needs, contractual agreements, water/sewer operations, and any city code updates pertaining to Sections 7-6 and 7-7.

The Water Committee met 3 times during 2018. The most significant items reviewed by the committee include:

- Recommended a City-wide water system hydrant maintenance program.
- Recommended the replacement of hydrants that are specified in maintenance program.
- Recommended implementation of a Metropolitan Sanitary District mandated smoke testing program for the Ward 2 sanitary system to be completed in 2018.
- Recommended a City-wide leak detection survey be performed on all ductile iron and cast iron mains.
- Approved the water ordinance effective June 1, 2018.
- Discussion regarding the possibility of replacing the high pressure 16" water main on East Avenue in order to avoid conflicts with propose IDOT improvements.
- Applied for a Cook County Community Development Grant for water a main replacement on Sunset Avenue.



## CITY OF COUNTRYSIDE – ORGANIZATIONAL CHART



THIS SECTION OF THE REPORT INCLUDES ALL THE DEPARTMENTS HIGHLIGHTED ABOVE IN GREEN AND THEIR MAJOR ACCOMPLISHMENTS FOR THIS YEAR.

## Administrator's Office

This office is comprised of three full-time employees, the City Administrator, the Assistant City Administrator and the Executive/Human Resources Assistant. The role of this office is to provide leadership, direction and vision to the City departments. This office is responsible for the general oversight of all City operations other than police.



**City Administrator, Gail Paul** has lead this office since 2010. With over 25 years of government experience, she serves as the City Council's chief advisor. Her primary responsibilities include oversight of all City departments other than police, implementation of City ordinances and resolutions, risk management, human resources, union negotiations, litigation and public relations.

In addition to the duties above, the City Administrator oversees all economic development activities. The activities include recruiting new businesses, business retention, negotiating redevelopment agreements, and promoting a positive business climate. Gail works with the Planning Manager to accomplish these tasks. Highlights will be covered in the Community Development Department section.

**Sharon Peterson, Assistant City Administrator** has direct supervision of the Community Development Department including planning and zoning, building permits and code enforcement. She also oversees the recreation activities which includes Flagg Creek Golf Course and special events. In addition, Sharon assumes the Administrator's duties in Gail's absence.



**Sue Dignin, Executive/Human Resources Assistant** works closely with the Administrator and Assistant City Administrator in carrying out the duties of this office. She oversees employee benefits, and serves as the City's claim coordinator for insurance purposes. Sue also coordinates the compilation of Countryside Connections, the City's quarterly newsletter, and serves as the staff liaison to the Board of Fire and Police Commissioners.

### Human Resources

The Human resource functions of this office include hiring, firing and disciplining employees, City-wide training, and the administration of all employee benefit programs including health, dental, and life insurance, flexible spending account, IMRF pension fund and two 457 deferred compensation plans. Retirees are allowed to stay on the medical plan at a higher contribution rate.

| <b>BENEFIT PROGRAM</b>   | <b>SINGLE</b> | <b>FAMILY</b> |
|--------------------------|---------------|---------------|
| <i>Health Insurance</i>  | 24            | 45            |
| <i>Dental Insurance</i>  | 16            | 53            |
| <i>Life Insurance</i>    | 53            |               |
| <i>Flexible Spending</i> | 6             |               |
| <i>457 Plan</i>          | 26            |               |
| <b>TOTAL</b>             | <b>125</b>    | <b>98</b>     |

The City belongs to the Intergovernmental Personnel Benefit Cooperative "IPBC" which is a cooperative established by units of local government in Illinois to administer some or all of the personnel benefit programs offered by the participating members. The IPBC acts as a public entity risk pool to receive, process and pay such claims as may come with the benefit program of each participating unit. All units participating in the cooperative pool their risks and funds and share in the cost of losses or surpluses. The IPBC pool administers the health and life insurance programs. All other benefit programs are administered by this office.

### **Risk Management**

The City is a member of the Intergovernmental Risk Management Agency "IRMA". This agency is a public entity risk pool whose members are Illinois municipalities. IRMA manages and funds first party property losses, third party liability claims, workers' compensation claims and public officials' liability claims of its members. IRMA sets claim targets for each municipality. This department monitors both claim frequency by department and by claim type.

The City saw a significant increase in the number of Police claims this year, pushing the number of claims above its target. Public Works continues to be significantly below its target, which helps keep the City's overall claims below its targets.

We use this information to help us reduce claims. For example, significant motor vehicle accidents may require defensive driving training or maybe the placement of emergency equipment needs to be moved to give better sight lines. Overall the City's claim experience was well below the target level in 2018 as in prior years. This favorable claim experience helps to reduce the premiums paid to IRMA. In fact, the City of Countryside had the best experience factor of all 70 IRMA members resulting in a 34% reduction in our premiums for 2019, a savings of \$100,622.

#### **CLAIM FREQUENCY**

| DEPARTMENT               | IRMA TARGET | 2018 | 2017 |
|--------------------------|-------------|------|------|
| Administration           | 0           | 0    | 0    |
| Police                   | 6           | 10   | 7    |
| Public Works             | 12          | 3    | 4    |
| Recreation (Golf Course) | 0           | 1    | 0    |
| TOTAL                    | 18          | 14   | 11   |

#### **CLAIM EXPERIENCE**

| CLAIM TYPE           | IRMA TARGET | 2018 | 2017 |
|----------------------|-------------|------|------|
| Auto Liability       | 2           | 1    | 2    |
| Auto Physical Damage | 2           | 4    | 2    |
| General Liability    | 4           | 1    | 1    |
| Property Damage      | 3           | 3    | 3    |
| Workers Compensation | 7           | 5    | 3    |
| TOTAL                | 18          | 14   | 11   |

#### **SERVICE AWARDS FOR 2018**

| EMPLOYEE       | DEPARTMENT   | YEARS OF SERVICE |
|----------------|--------------|------------------|
| John Williams  | Public Works | 35               |
| Steve Norman   | Comm. Dev.   | 30               |
| Scott Novak    | Police       | 25               |
| Tim Wherry     | Police       | 15               |
| Darrell DuRell | Police       | 15               |
| Nate McDonald  | Police       | 15               |
| Joe Ford       | Police       | 15               |
| Maria Gonzalez | Police       | 5                |

### **Employee Recognition**

This office recognizes employees when they reach years of service milestones. Employees are given service awards at 5, 10, 15, 20, 25, 30+ years. The City would like to thank the eight employees listed in the chart below who reached years of service milestones in 2018.

In addition to recognizing years of service, management tries to show appreciation to the employees in various ways including a Labor Day BBQ, a holiday luncheon and an employee of the month dedicated parking space.

This year we had a Chili Cook Off. All employees were invited to try several chilis and vote for their favorite. These types of events help promote comraderory among the departments. It also gives employees time to get to know employees in other departments. The winner of the 2018 Chili Cook Off was Gail Paul. Runners up were Greg Adamec and Fred Helmstetler.



## **Recreation**

Sharon Peterson oversees recreation including the City's 10 parks, Flagg Creek Golf Course (specific information is provided under the Flagg Creek Golf Course Advisory Board and the Flagg Creek Golf Course department) and special events including: Winterfest, St. Patrick's Day Parade, Easter Egg Hunt, Summer Concert Series, and the Children's Christmas Party.

## **Municipal Complex**

A top priority of this department is monitoring the construction of the new Municipal Complex. This building will be the first municipal net zero building in the State of Illinois. Simply stated, net zero means we will be generating as much energy as we are using. This is accomplished by a geo-thermal HVAC system, photovoltaic panels on the roof and car ports, and a very tight building envelope. The City has hired independent consultants to test materials and installation on mock-ups pictured below to make sure the design will meet the net zero requirements.

The City was awarded a \$1 million grant for this facility. Part of the requirements is to educate the public. An education plan was submitted. The City will be installing signage and displays to educate visitors on sustainability, net zero technology, and recycling.



Geothermal wells were drilled 450 feet deep where the earth's temperature is a constant 55°. In the picture on the right you can see the ends of the wells sticking up during the installation process.



Advanced mock-ups were built to enable testing and simulation of air infiltration levels in the building envelope. In other words, how much air from the inside gets out and vice versa. The mock-ups were built by the contractors using the exact construction materials and finishes for the municipal complex. An independent consultant tested the mockups. Any issues were addressed with the contractors and changes made prior to the actual construction saving both time and money.



### **Coffee with the Mayor**

This office coordinates the quarterly meetings where residents and business owners can come and meet directly with Mayor McDermott over a cup of coffee. Typically, there will be one or two speakers to educate the public on programs offered by the City and other agencies. Updates on City operations and economic development are often the topic of discussions. All those in attendance are given the opportunity to ask questions or bring up issues for discussion. In 2018, several speakers joined the Mayor including State Representative Jim Durkin (gave an update on the State's budget crisis), Meals on Wheels (explained their services and how to participate), the Desplaines Valley Mosquito Abatement District (talked about their mosquito control efforts and what residents can do to help), Frederick Quinn Corporation (provided updates on the Municipal Complex Construction including a video), Chief Joe Ford (gave an update on the Crime Free Housing Program initiated in 2015) and Finance Director, Dave Schutter (explained electric aggregation).

## **GUEST SPEAKERS**



Mayor McDermott & State Representative Durkin



Mayor McDermott & John Eallanardo,  
Frederick Quinn Corporation



Chief Joe Ford and Finance Director, Dave Schutter

## ***MAJOR ACCOMPLISHMENTS***

The primary responsibility of the City Administrator's Office is to oversee all departments' operations other than police. Therefore, accomplishments regarding economic development, recreation, and department specific will be listed under those departments.

- Implemented 48 ordinances and 10 resolutions adopted by the City Council in 2018 as required. See **EXHIBIT B** for a complete listing of all ordinances and resolutions adopted.
- Worked closely with the City Engineer, Special TIF Counsel and TIF consultant to further the TIF Redevelopment Plan including the administration of a Redevelopment Agreement with Ettleson Hyundai for the construction of a new dealership. Specific economic development initiatives are discussed under the Community Development Department.
- Worked closely with the architects and department heads to design the layout of each department and to select finishes for the interior of the new municipal complex.
- Prepared a grant application including an educational plan which was awarded \$1 million for the new Municipal Complex.
- Oversaw the preparation, solicitation and recommendation of Bid Package #2 for the construction of the new Municipal Complex.
- Attended weekly constructions meetings to monitor construction progress, approve change orders, discuss testing results and reconcile any issues as they relate to the construction of a net zero facility.
- Recommended the creation of a building technician to assist in the monitoring and maintenance of the new facility. This position has been approved and will be filled in 2019.
- Coordinated legal efforts in the Police Pension spike case. The City won this case in Circuit Court. However, both the Pension Board and the individual retirees filed an appeal. The City won the appeal on all counts at the Illinois Appellate Court.
- Coordinated legal efforts with the Pension Board to revoke former Chief Swanson pension benefits after he plead guilty to 7 felony counts. Mr. Swanson appealed the Police Pension Board's decision. This case was won on appeal.
- Participated in Coffee with the Mayor sessions including coordination of a video presentation, recommendation of speakers and topics and participating in Q&A.
- Coordinated 3 special events including: the Easter Egg Hunt, Summer Concert Series, and the Children's Christmas Party.
- Negotiated and administered the contract with the Chicago White Sox for in stadium advertising. The program was a collaborative effort of the City, Countryside Business Association and all 9 car dealerships.

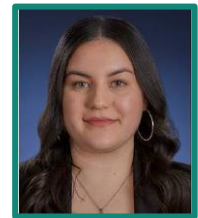


## Clerk's Office



This office was staffed by three full-time employees; the Deputy Clerk, Administrative Clerk, and Assistant Office Clerk. This office plays a critical role in the daily operations of the City.

**Deputy City Clerk, Margaret Carey** oversees the day to day operations of the Clerk's office. The primary responsibility of this office is to maintain all official records for the City. However, as the first point of contact, the Clerk's Office acts as a central hub. The staff, **Karen Melone** and **Liz Cordova** are extremely knowledgeable about City services and answer dozens of phone calls each day in addition to assisting the public with a variety of requests.



### Open and Transparent Government

The Deputy Clerk is the City's Freedom of Information Officer and is responsible for processing all FOIA requests. The City processed 213 FOIA requests in 2018. The Deputy Clerk is also the Open Meetings Act (OMA) designee for the City of Countryside, ensuring that required training is completed and that all meetings are in compliance with the Act.

### Meetings Preparation

The Clerk's office is responsible for scheduling the many committee, commission, and City Council meetings. There were 87 meetings in 2018! The staff prepare agendas and minutes in accordance with the Open Meetings Act. After meetings, staff ensures that all follow up is completed. This includes the recording of ordinances and resolutions, execution of documents and action items resulting from City Council direction.

### Licenses

Business licenses, registrations and special event licenses are processed and administratively approved in the Clerk's office. This helps to expedite the process. Liquor licenses are also processed in the Clerk's office.

### Elections and Voting

The Clerk's office staff are registered as Deputy Registrars with the Cook County Elections office. They are available to assist residents with voter registration. The Deputy Clerk is responsible for facilitating all election filings and related public notices.

### Resident Programs and Payment Processing

Many community programs are facilitated through the Clerk's office. These include: library and pool reimbursements, senior snow removal, shared-cost tree program, senior ride program, community garden, and others. The Clerk's staff accept payments for all City revenue other than property taxes and State shared revenues. This includes revenue from water bills, permits, inspections, real estate transfers, vehicle fuel tax, and restaurant tax.

| <b>DESCRIPTION</b>                           | <b>2018</b> | <b>2017</b> |
|--|-------------|-------------|
| <i># Business Licenses</i>                   | 461         | 454         |
| <i># Liquor Licenses</i>                     | 54          | 54          |
| <i># Special Use/Special Event Permits</i>   | 34          | 55          |
| <i># Raffles Permits</i>                     | 9           | 5           |
| <i># Garage Sale Permits</i>                 | 71          | 97          |
| <i># Real Estate Transfers</i>               | 115         | 110         |
| <i># FOIA Requests</i>                       | 213         | 209         |
| <i># Tree Program Applications Processed</i> | 71          | 70          |
| <i># Library Reimbursements</i>              | 97          | 80          |
| <i># Pool Reimbursements</i>                 | 29          | 23          |
| <i># New Voter Registrations</i>             | 2           | 0           |
| <i># Foreclosures</i>                        | 11          | 13          |
| <i># Seniors registered for snow removal</i> | 210         | 143         |

## ***MAJOR ACCOMPLISHMENTS***

- Coordinated the City's 3<sup>rd</sup> Annual St. Patrick's Day Parade – helping the City to raise \$11,000 in charitable donations for the Cystic Fibrosis Foundation and Boy Scouts of America.
- The Clerk's Office celebrated Year 3 of the Angel Tree Program – assisting 58 residents in need during the holidays.
- Completed implementation of the Laserfiche records management software program that replaced many paper records with digitized documents. This change has increased efficiency in records retrieval, while helping the environment by reducing the amount of paper used.
- Continued development of the City's social media presence by increased use of the City's Facebook page, development of its website, and the use of e-blast messages to residents enrolled in the program.
- Processed 10 new Resolutions and 48 new Ordinances. Ensured that the City Code was updated for all new ordinances requiring updates.
- Worked with businesses to issue 461 business licenses and 54 liquor licenses.
- Maintained a high standard of compliance with the Open Meetings Act (OMA) by posting all meeting notices and minutes within the required timeframe.
- Processed 71 applications for the Shared Cost Tree program.
- Continued to develop process improvements by meeting with other departments to find ways to assist each other.
- Coordinated City approval and support for over 34 events, including the Countryside Police Department Cop on Top, Countryside Chamber of Commerce (CCC) Carnival, the City of Countryside Summer Concerts, and the Children's Christmas Party.
- Expanded department knowledge through attendance at the following training program:
  - 2018 Institute of Municipal Clerk's in Springfield, IL

## Community Development Department

This department is comprised of two full-time employees, the Planning Manager, and the Building Clerk. The department encompasses Building, Zoning, Code Enforcement and Economic Development. The oversight of this department is divided up between the City Administrator (Economic Development) and the Assistant City Administrator (Building, Code Enforcement and overall management of the department).

### Economic Development

The City Administrator is the staff liaison to the Economic Development Committee and is responsible for planning and directing economic development activity within the City. She also works closely with the Planning Manager to assist developers with proposed site plans and location assistance. New materials have been developed for the website and distribution to better assist developers and potential end users. Responsibilities include marketing and promoting the City to attract new businesses, support retention and expansion of existing businesses, and to develop short and long range plans for the City as it relates to community development.

### Planning & Zoning

Municipalities use zoning to establish land use within their borders. The City's zoning map see **EXHIBIT C** establishes a zoning designation (i.e. R-1 residential one-family, B-1 Retail, etc.) for each property within the City. Zoning regulations are based upon the City's adopted development plans and overall City policies and objectives and are intended to serve the City as it deals with future growth and development. The regulations dictate what may be built, what type of business may move in, what structures may be built, etc. on the property. In the event a new development does not meet the zoning code, the owner may petition the Planning and Zoning Board of Appeals for a variance or special use as required. **Richard Trent, Planning Manager** serves as the staff liaison to this Board.



### Building Permits

**Steve Norman, Building Clerk** processes permit applications, schedules inspections and follows up on occupancy permits. The most common projects requiring a permit include new construction, room additions and remodels, fences and roofs.



| <i>DESCRIPTION</i>              | <i>2018</i>  | <i>2017</i>  |
|---------------------------------|--------------|--------------|
| <i># Permits Issued</i>         | 515          | 461          |
| <i>Value of Permits Issued</i>  | \$24,831,608 | \$17,036,994 |
| <i># Citations Issued</i>       | 106          | 150          |
| <i>Value of Fines Collected</i> | \$13,850     | \$17,590     |

### Inspections and Code Enforcement

TPI is also under contract for plan reviews, inspections and code enforcement. In 2018, there was a total of 194 scheduled code enforcement days. Examples of some of the work our code enforcement officer handles are: notices and letters sent to the property owners for non-compliance, stop work orders, and the removal of illegal advertising signs. In addition, the City does not employ a Health Inspector; but rather has an Intergovernmental Agreement with the Cook County Department of Public Health for all health and sanitation inspections. The City tries to work with code violators to give them an opportunity to correct the violation. However, in some cases issuing a citation is required. Staff presents these citations at the City's monthly adjudication hearings.

## MAJOR ACCOMPLISHMENTS

- The City issued 515 permits this year, with a construction value of \$24,831,608.00 which is an increase of 46% in revenues collected from 2017. This increase is due to several larger projects: the new Municipal Complex on Joliet Road, Russel's BBQ on LaGrange Road, the LA Fitness remodeling project, Inland Bank remodeling project, the Clocktower townhouse development, a balcony replacement project at the Forest Villa Condominiums on Brainard Avenue, and several new construction homes.
- Coordinated the zoning, permitting and inspection process for three large scale developments: the new Municipal Complex, the LA Fitness remodeling project, and the Russel's Barbeque project.
- Issued 106 citations for code violations in 2018. Code enforcement efforts are ongoing especially due to foreclosed properties and rental properties. The City received notification of 11 foreclosures this year.
- Worked with the City Engineer to update the Street Condition Map and the 5-Year Street and Alley Resurfacing Plan (see **EXHIBIT A**).
- Ensured that all trash and recycling receptacles are enclosed in all business districts.
- Worked with the City Engineer to complete the Annual Street and Alley Resurfacing Program. The following streets were included in this program:
  1. Rosemary Court from Lorraine Drive to the north limit
  2. Lorraine Drive from Francis Avenue to Rosemary Court
  3. Francis Avenue from Lorraine Drive to 58<sup>th</sup> Street
  4. Ashland Avenue from 53<sup>rd</sup> Street to Plainfield Road
  5. Madison Avenue from 55<sup>th</sup> Street to Plainfield Road.
- The ITEP Streetscape project along LaGrange Road continued in 2018. Decorative concrete was installed along LaGrange Road from 57<sup>th</sup> Street to Joliet Road on both the east and west side of LaGrange Road, along with trash receptacles, trees, native plantings, and a welcome to Countryside monument sign at the northwest corner of LaGrange Road and Joliet Road.
- Met with residents along Brainard Avenue who will be impacted by the Brainard Avenue Shared-use Path to discuss fencing and shrubbery options (also listed under Recreation Committee).
- Received notification that the City was awarded an Invest in Cook County Grant for the Brainard Avenue Shared-use Path. This grant will help offset the cost for the construction of this project (also listed under Recreation Committee).

- Updated the zoning code as it pertains to businesses with outdoor patios that are adjacent residential districts.
- In 2016 the City adopted the 2015 International Residential Code. The Code requires all new construction homes to be equipped with a fire suppression system. In April 2018, our first residential home with a fire suppression system received a full Certificate of Occupancy and was move-in ready.
- At the September 12, 2018 City Council meeting, Chief Buckley of the Pleasantview Fire Protection District presented the City Council with an award received from the Illinois Fire Sprinkler Coalition, which recognized the City's efforts to protect its citizens from fire by requiring that all new residential single family homes are equipped with a fire suppression system.

## Finance Department

This office is comprised of three full-time employees and a part-time employee - the Finance Director, Senior Accountant, Senior Clerk and Account Clerk. Major responsibilities of the Finance Department include financial reporting, administration of accounts receivable and payable, utility billing, financial reporting and compliance, debt management, investment management, grant administration (in conjunction with City Administration and City Engineer), and performing complex financial modeling and analytics to support City-wide programs and initiatives.

**Finance Director, Dave Schutter** oversees the day to day operations of the department. The Finance Department also oversees the Information Technology function and provides a high level of internal customer support to the other departments and functional areas. In addition, the department supports residents and businesses with respect to utility billing functions, fee assessments, tax abatements and incentives, tax increment financing, and accounts receivable and payable.



### Budget

The Finance Director works closely with the City Treasurer, Finance Committee and City Administration in assembling and recommending a budget to the full City Council. The budget process begins with department requests which are reviewed by the City Administrator and Finance Director. The General Fund budget is then presented to the Finance Committee and discussed September through November until a tax levy and abatement amounts are agreed upon by elected officials. Budget discussions continue in January with other fund budgets along with some minor adjustments to the General Fund. The entire process spans over several months with final budget adoption typically in April after a public hearing.

### Financial Reporting

The Treasurer and Finance Director report the budgetary performance and financial position of the City on a monthly basis. This Treasurer's Report includes an analysis of budget to actual amounts with explanations for major variances, the cash and fund balances, and investment activity and performance. The City also issues a Comprehensive Annual Financial Report (CAFR) which is currently audited by Baker Tilly Virchow Krause, LLP. A copy of this report can be found on the City's website.

### Grants

The Finance Department is responsible for monitoring the receipts and disbursements of several grants and works very closely with City Administration and the City Engineer with respect to grant application, planning, and administration. Since each grant may have unique requirements as specified in the grant agreement, the Finance Department must be aware and determine any special audit or other financial reporting requirements. Please see **EXHIBIT D** for additional grant information.

### Accounting

**Meiling Lieu, Senior Accountant** maintains the accounting and financial reporting systems. She processes the bi-weekly payroll, manages accounts receivable (other than utility billing), oversees accounts payable, in collaboration with the part-time **Account Clerk, Kelvin Keach** (picture not available), prepares journal entries, reconciles bank accounts (other than payroll), processes the quarterly hotel/motel tax returns, and works closely with the auditors to complete the annual audit.





### **Utility Billing**

**Holly Williams, Senior Clerk** maintains the utility billing system. Holly prepares an electronic meter read file which is used by the Water Operators to obtain meter readings. Holly then downloads the readings and prepares the monthly utility bills. She also processes the monthly food & beverage and gasoline use tax returns.



### **Information Technology**

The City outsources its information technology needs to Merging Technologies. This IT function ensures the overall safekeeping/security of the City's data, backup files and servers, hardware needs, software upgrades, licenses, and the email exchange server.

| <b>DESCRIPTION</b>                           | <b>2018</b> | <b>2017</b> |
|--|-------------|-------------|
| <i>Sales Taxes (Rolling 12 Months)</i>       | 9,324,409   | 8,859,222   |
| <i>Sales Tax Growth (Y over Y)</i>           | 5.25%       | 2.58%       |
| <i>Income Taxes (Rolling 12 Months)</i>      | 564,541     | 541,451     |
| <i>% Change (Y over Y)</i>                   | 4.26%       | (5.64%)     |
| <i>Gaming Machines in City</i>               | 92          | 86          |
| <i>Gaming Taxes (Rolling 12 Months)</i>      | 302,511     | 273,288     |
| <i>Growth in Gaming Taxes (Y over Y)</i>     | 10.69%      | 7.00%       |
| <i>Water Billing Accounts</i>                | 1,586       | 1,569       |
| <i>Gallons Billed (Rolling 12 Months)</i>    | 518,377,000 | 531,831,000 |
| <i>Gallons Purchased (Rolling 12 Months)</i> | 545,076,000 | 556,488,000 |
| <i>Unaccounted for Flow</i>                  | 4.90%       | 4.43%       |

### **Financial Highlights**

- Sales taxes represent the primary revenue source for the general fund - 68% of total revenues. Sales taxes include both the Retailer's Occupation Tax (City's 1% share on the sale of all goods), and the .75% Home Rule sales tax (excludes packaged food items, prescriptions, and titled vehicles). Current year growth is coming from increases in the following industry sectors: auto/filling/repairs, food/grocery, furniture/households, general merchandise, and agriculture/all others
- Income taxes (State of Illinois Local Government Distribution Fund-LGDF) distributions represent the second largest revenue source at just under 5% of general fund revenues. Local government collections in 2017 were impacted by a 10% reduction in shared revenues imposed by the State as a corrective budget adjustment. Income tax collections are improving from healthy nominal wage growth and higher dividends/capital gains through 2017/2018 collections.
- Gaming taxes represent the 4<sup>th</sup> largest revenue source for the general fund. Growth is reflected at a multiple to inflation and is coming largely from "same machine" growth and a modest increase in gaming units year over year.
- Water revenues represent the second largest revenue source City wide. "Unaccounted for Flow" (water loss) remains very respectable under 5% annually and can be attributed to for diligent replacement/maintenance programs, and significant investment in infrastructure.

## MAJOR ACCOMPLISHMENTS

- For the fifth consecutive year, presented City operations that were supported without the use of an annual property tax levy.
- The City received the Certificate in Achievement for Financial Reporting from the GFOA for the 11<sup>th</sup> consecutive year for the 2017 audit. Approval for the award for 2018 is pending.
- Successfully transitioned into a new “sub pool” within the IPBC benefits pool – first year renewal increase came in at 1.5%. This transition will secure and maintain a stable health and dental insurance premium for the City.
  - Significantly improved interest income from strategic portfolio asset selection, rising interest rates, and an increased in TIF increment used to pay interest on the General Fund advance.
- Received the Distinguished Budget Award from the GFOA for the 2<sup>nd</sup> consecutive year in 2018. Approval of the award for fiscal 2019 is pending. This award reflects the ongoing commitment of the City Council and staff to meeting the highest principles of governmental budgeting.
- Successfully issued Series 2018 General Obligation Bonds at historically low rates in the amount of \$10 million to complete the financing plan on the new Municipal Complex.



## **Department of Public Works**

This department is comprised of twelve full-time employees, the Public Works Superintendent, Foreman, Mechanic, Crew Chiefs, Maintenance Worker 2, Lead Water Plant Operator and Water Plant Operator. This department is responsible for the maintenance of public buildings and property, including parks, rights-of-way and the water distribution system and sanitary sewer system in Ward 2.

**Public Works Superintendent, Jesse Serna** oversees all the activities in this department. The primary responsibilities of this department include snow plowing city streets, sidewalks, park pathways and nearly 200 driveway aprons for senior citizens, residential leaf pick-up, brush chipping, street sweeping, street/parkway/sidewalk/streetlight repairs, routine maintenance of public buildings and being on call 24/7 for emergency call-outs.



### **Street Maintenance**

The City's Department of Public Works provides exceptional services to our residents. We often get calls and emails at City Hall about the excellent snow plowing performed by the staff. They maintain 17 miles of local roads in our community as well as the sidewalks. Besides snowplowing, they must maintain the streets after storms to remove any hazards.

The Superintendent works closely with the City Engineer to update the Streets Condition Map, and the 5-Year Street and Alley Resurfacing Plan, see **EXHIBIT A**. This allows the Infrastructure Committee to make informed resurfacing decisions each year.

### **Leaf Pickup**

This program is by far the most labor intensive of the services provided. It typically takes about one week to make a full cycle of the City. This program collected 374 tons of leaves this year.

### **Park/Public Property Maintenance**

People often do not realize the magnitude of the public properties maintained by this department including 9 parks, 3 buildings, and rights-of-way. See **EXHIBIT E** for a complete listing of all the properties maintained by DPW.





## MAJOR ACCOMPLISHMENTS

- No workers' compensation claims in 2018.**

- Removed 48 diseased and dead parkway trees.
- Planted 30 parkway trees.
- Picked up and disposed of 374 tons of leaves and 100 truckloads of brush

| DESCRIPTION                    | 2018    | 2017    |
|--------------------------------|---------|---------|
| # Snow plowing trips           | 16      | 7       |
| Tons of salt                   | 769     | 309     |
| # Public properties maintained | 100     | 100     |
| Truckloads of brush            | 100     | 100     |
| Tons of leaves                 | 374     | 345     |
| Amount of dump charges         | \$9,945 | \$9,360 |
| Cost spring clean-up           | \$6,247 | \$7,232 |
| # DOL drug tests               | 4       | 9       |

- Snow plowed 200 driveway aprons for senior citizens.
- Set up for the Countryside Chamber of Commerce (CCC) Carnival, St. Patrick's Day Family Parade, Summer Concert Series, and the Children's Christmas Party.
- Conducted park and facility safety checks and repaired all items noted.
- Resurfaced the following streets: Rosemary Court from Lorraine Drive to the north limit; Lorraine Drive from Francis Avenue to Rosemary Court; Francis Avenue from Lorraine Drive to 58<sup>th</sup> Street; Ashland Avenue from 53<sup>rd</sup> Street to Plainfield Road; Madison Avenue from 55<sup>th</sup> Street to Plainfield Road.
- Installed holiday lights and decorated Memorial Park and City Hall; decorated the streetscapes on La Grange Road, and decorated the street poles with garland.
- Participated in Earth Day with La Grange Highlands School.



## Department of Public Works - Water & Sewer Divisions

Water/Sewer is a division of the Department of Public Works. The goal of the division is to provide the highest possible water quality and consumer confidence, while continuing our commitment to maintaining and improving the infrastructure. **Mike Hartigan, Lead Water Plant Operator and Don Decker, Water Plant Operator** run the day to day operations of this division. Some of their major responsibilities include infrastructure maintenance, meter reading, and quality assurance.

### Infrastructure

This division is responsible for maintenance of its storage and pumping facilities, and oversight and maintenance of the City's water main infrastructure that provides water to the residents, businesses and customer towns, Indian Head Park and LaGrange Highlands who receive water from the City. They provide customer service to the residents, and are on call 24/7 in the event of emergencies that may affect the system. This year, the staff oversaw the repair of 8 water main breaks. This is due to the City Council's commitment to continue replacing problematic water mains. Staff also works closely with the City's Engineer to review the infrastructure and make recommendations to the Water Committee on replacements.

### Meter Reading

The staff is also responsible for the water meter reading. They obtain a disc from the Finance Department monthly and perform drive-by readings. Once analyzed, unobtainable reads are addressed, sometimes requiring the meter and transmitter to be repaired and/or replaced. In addition, this department performs final readings as properties change ownership.

| <i>DESCRIPTION</i>          | <i>2018</i> | <i>2017</i> |
|-----------------------------|-------------|-------------|
| <i># Watermain breaks</i>   | 8           | 8           |
| <i># J.U.L.I.E. locates</i> | 1,442       | 1,559       |
| <i># Service requests</i>   | 128         | 123         |
| <i>Hydrants Replaced</i>    | 1           | 2           |
| <i>Valves Replaced</i>      | 1           | 2           |
| <i>Meters Replaced</i>      | 28          | 30          |
| <i>MXUs Replaced</i>        | 23          | 28          |

### Quality Assurance

The staff performs quality assurance sampling and monitoring tests and constantly strives to meet and or exceed EPA and IEPA guidelines as they apply to water. This department is responsible to issue the City's Consumer Confidence Report each year which contains information on the source of the City's water, contaminants detected in the water as well as education information. (This report can be found on the City's website.)

### Sanitary System

In addition to the water responsibilities they also oversee and maintain the sanitary collection system and lift station that services the City's Ward 2 area, constantly striving to meet or exceed MWRD and IEPA regulations. Every year MWRD requires the City to perform inspections of its sanitary system including inspection of all residential and commercial sump pumps to verify that there is no cross connection with the sanitary system. In addition to these duties, the MWRD has mandated the smoke testing of all the sanitary mains in the City's sanitary system to also test for infiltration and cross connection.

### Customer Service

The staff provides timely services as requested. The most common are J.U.L.I.E. locates. 1,442 requests were received in 2018, down from 1,559 or 8% from 2017 as the result of the various water main projects completed in 2018. Staff must go out to the property and mark where our infrastructure is located so that the requester stays clear of it during their construction. Staff responded to 128 service requests, up from 123 in 2017, ranging from frozen pipes and leaks to water usage and billing complaints, and final reads for property sales.

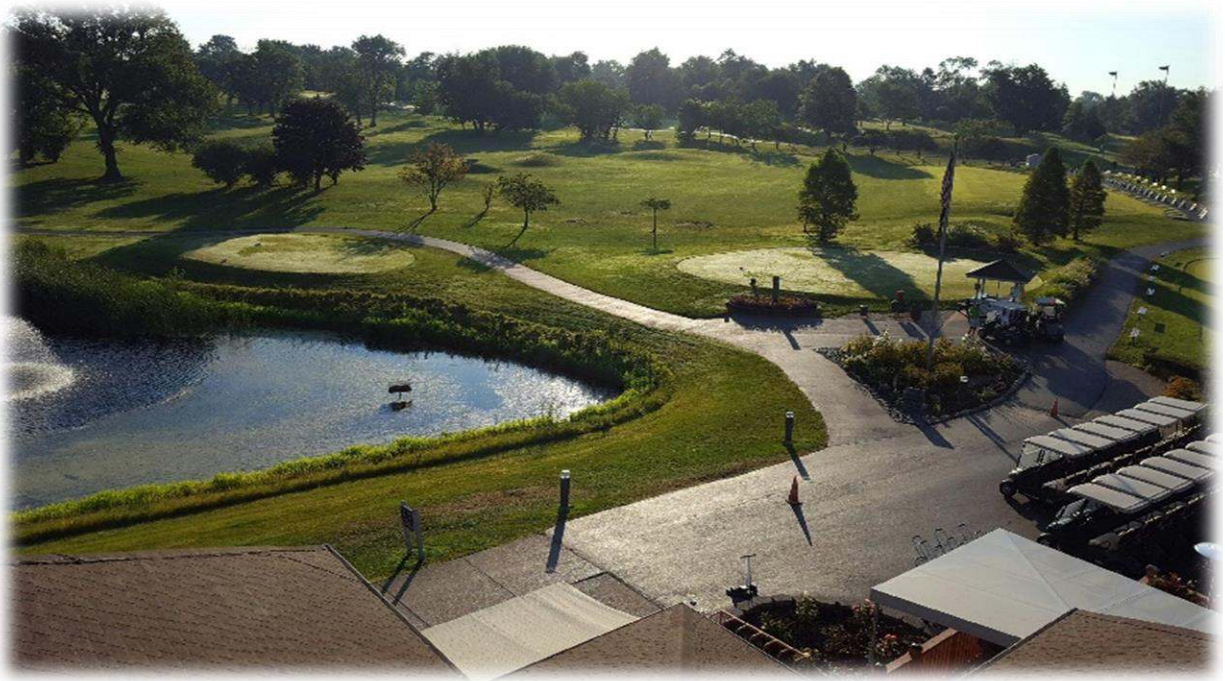
## MAJOR ACCOMPLISHMENTS

- Completed 1,442 J.U.L.I.E. locates, 8% decrease from 2017.
- The water accountability for 2018 calendar year was 94.88%. According to Water Billing data supplied.
- All of the valves in the City's distribution system were exercised and inspected requiring one to be replaced.
- The Water Department has repaired or replaced twenty eight water meters and replaced twenty three MXU transmitters.
- The Hydrant Maintenance Program performed this year exposed several minor repair issues, in addition to one serious problems that required the hydrant to be replaced. All minor issues have been addressed. Flow testing was also performed providing critical data for fire protection.
- Ward 2 sanitary system mains were smoke tested. Work was performed in accordance with Metropolitan Sanitary District Inflow and Infiltration Program requirements.
- There were 8 water main breaks in the system this year in addition to the one valve and one hydrant replaced This is equal to the number of breaks in 2017. Although weather plays a role in number of breaks, the City's commitment to replacing aging water main is a big reason for the decreasing water main breaks annually.
- The Water Department completed a survey conducted by the Pleasantview Fire Protection District and ISO Insurance rating organization. We are pleased to announce we have maintained our Public Protection Rating of Class 2 putting us in the top two percent in the country. Water systems represent 40% of that grade.





## Flagg Creek Golf Course



The Flagg Creek Golf Course (FCGC) is owned equally by the City of Countryside and the Pleasant Dale Park District. The City assumed administrative oversight of the golf course in September 2014.

FCGC is a premiere 9-hole course with a lighted driving range, a club house available for private parties, full service bar and a food concession stand. Video gaming was added to the club house late in the year.



The golf course has 3 full-time employees, 27 permanent part-time employees and many seasonal employees. The day to day operations is the responsibility of the General Manager, **Billy Rosinia**. He has been with FCGC since 2000. As a member of the PGA, Billy has won over 15 tournaments. Billy's responsibilities include strategic planning for the golf course, making capital improvement recommendations to the Flagg Creek Advisory Board and public relations. Billy also handles the booking of private parties at the course.

**Michele Stepanek** started in 2014 as Assistant Manager. She has over 30 years of experience in the golf industry. Michele began her career as a caddy at Edgewood Valley Country Club. She worked as the Head Golf Coach at Mother McCauley High School for the majority of her career. Michele oversees the proshop, maintains the weekly schedule, coordinates all golf outings, maintains the website, coordinates marketing and promotions with the General Manager, and oversees all of the golf leagues.



## MAJOR ACCOMPLISHMENTS

| <b>DESCRIPTION</b>          | <b>2018</b> | <b>2017</b> |
|-----------------------------|-------------|-------------|
| <i># Paid Rounds Played</i> | 30,634      | 33,979      |
| <i># Comp'd Rounds</i>      | 817         | 891         |
| <i># Golf Outings</i>       | 54          | 42          |
| <i># Private Parties</i>    | 29          | 53          |
| <i>Golf Revenues</i>        | 846,485     | 895,146     |
| <i>Other Revenues</i>       | 199,658     | 201,283     |

- Golf Outings increased by 28% from 2017. This was the result of the FCGC staff becoming more aggressive with offering information regarding how we customize each outing to fit the group's needs. Staff have also become more accustomed to using social media and Golf Now to promote the course and its offerings.
- Sold 4,140 "chances" for the hole in one contest. For the second year in a row, Digital Golf Technologies offered all FCGC employees an incentive to increase the sales for the hole in one program. The employees took advantage of the offer and were rewarded with a catered dinner at the end of the season provided and paid for by Digital Golf Technologies.
- Introduced Glow in the Dark Golf as a fun family event.
- Participated in the annual Pub Crawl sponsored by the Countryside Chamber of Commerce on April 21, 2018. The golf course was one of the participating trolley stops.
- Hosted an after party following the St. Patrick's Day Family Parade which included Irish dancers, the Rowdy Irishmen band, a traditional corned beef and cabbage dinner, and face painters. A good time was had by all.
- Held three successful golf scrambles; the spring scramble, summer scramble, and fall scramble. New this year, was that the scrambles were a shot gun start, versus different tee times for everyone. We received lots of positive feedback on this format.

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# EXHIBITS

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**City of Countryside**  
**5 Year Alley & Street Resurfacing Plan**  
**September 19, 2016**

| STREET                      | FROM                 | TO             | LENGTH<br>(FT.) | E-E<br>WIDTH<br>(FT.) | AREA<br>(S.Y.) | Improvement<br>Type | Construction<br>& Engineering<br>Cost |
|-----------------------------|----------------------|----------------|-----------------|-----------------------|----------------|---------------------|---------------------------------------|
| YEAR 2017 (Asphalt Alleys)  |                      |                |                 |                       |                |                     |                                       |
| Alley N. of Plainfield      | Kensington Ave       | Catherine Ave  | 156             | 20                    | 347            | HMA Resurface       | \$ 13,866.67                          |
| Alley N. of Plainfield      | Catherine Ave        | Ashland Ave    | 329             | 20                    | 731            | HMA Resurface       | \$ 25,588.89                          |
|                             |                      | <b>Totals</b>  | <b>485</b>      | <b>0.1</b>            | <b>1,078</b>   |                     | <b>\$ 39,455.56</b>                   |
| YEAR 2017 (Concrete Alleys) |                      |                |                 |                       |                |                     |                                       |
| Alley N. of Plainfield      | Madison Ave          | LaGrange Rd    | 391             | 20                    | 869            | PCC Replacement     | \$ 91,233.33                          |
| W. of LaGrange Rd           | E-W Plainfield Alley | 53rd St        | 222             | 20                    | 493            | PCC Replacement     | \$ 51,800.00                          |
|                             |                      | <b>Totals</b>  | <b>613</b>      | <b>0.1</b>            | <b>1,362</b>   |                     | <b>\$ 143,033.33</b>                  |
| YEAR 2017 (Streets)         |                      |                |                 |                       |                |                     |                                       |
| Catherine Avenue            | 57th St              | 55th St        | 1290            | 30                    | 4,300          | Resurface Spot C&G  | \$ 193,500.00                         |
| 56th Court                  | West Limit           | 9th Ave        | 245             | 30                    | 817            | Resurface Spot C&G  | \$ 44,916.67                          |
|                             |                      | <b>Totals</b>  | <b>1,535</b>    | <b>0.3</b>            | <b>5,117</b>   |                     | <b>\$ 238,416.67</b>                  |
| YEAR 2018                   |                      |                |                 |                       |                |                     |                                       |
| Ashland Avenue              | Plainfield Rd        | 53rd St        | 780             | 30                    | 2,600          | Resurface Spot C&G  | \$ 130,000.00                         |
| Madison Avenue              | 55th St              | Plainfield Rd  | 670             | 30                    | 2,233          | Resurface Spot C&G  | \$ 111,666.67                         |
| Francis Avenue              | Lorraine Dr          | 58th St        | 450             | 28                    | 1,400          | Resurface Spot C&G  | \$ 70,000.00                          |
| Lorraine Drive              | Francis Ave          | Rosemary Ct    | 300             | 28                    | 933            | Resurface Spot C&G  | \$ 46,666.67                          |
| Rosemary Court              | Lorraine Dr          | North Limit    | 225             | 23                    | 575            | Resurface Spot C&G  | \$ 37,375.00                          |
|                             |                      | <b>Totals</b>  | <b>2,425</b>    | <b>0.5</b>            | <b>7,742</b>   |                     | <b>\$ 395,708.33</b>                  |
| YEAR 2019                   |                      |                |                 |                       |                |                     |                                       |
| Dansher Road                | 55th St              | North Limit    | 2675            | 27                    | 8,025          | Widening & Full C&G | \$ 842,625.00                         |
|                             |                      | <b>Totals</b>  | <b>2,675</b>    | <b>0.5</b>            | <b>8,025</b>   |                     | <b>\$ 842,625.00</b>                  |
| YEAR 2019                   |                      |                |                 |                       |                |                     |                                       |
| Barton Road                 | Brainard Ave         | Longview Dr    | 640             | 28                    | 1,991          | Resurface Spot C&G  | \$ 109,511.11                         |
| 61st Place                  | Brainard Ave         | East Limit     | 830             | 30                    | 2,767          | Resurface Spot C&G  | \$ 152,166.67                         |
| Burr Oak Lane               | South Limit          | 5th Ave Cutoff | 630             | 22                    | 1,540          | HMA Resurface       | \$ 84,700.00                          |
|                             |                      | <b>Totals</b>  | <b>2,100</b>    | <b>0.4</b>            | <b>6,298</b>   |                     | <b>\$ 346,377.78</b>                  |
| YEAR 2019                   |                      |                |                 |                       |                |                     |                                       |
| 55th Place                  | Willow Springs Rd    | Park Ave       | 2075            | 30                    | 6,917          | Resurface Spot C&G  | \$ 380,416.67                         |
| Edgewood Avenue             | Plainfield Rd        | 55th St        | 1390            | 30                    | 4,633          | Resurface Spot C&G  | \$ 254,833.33                         |
| Blackstone Avenue           | Plainfield Rd        | 55th Pl        | 700             | 30                    | 2,333          | Resurface Spot C&G  | \$ 128,333.33                         |
| Park Avenue                 | Plainfield Rd        | 55th Pl        | 460             | 30                    | 1,533          | Resurface Spot C&G  | \$ 84,333.33                          |
|                             |                      | <b>Totals</b>  | <b>4,625</b>    | <b>0.9</b>            | <b>15,417</b>  |                     | <b>\$ 847,916.67</b>                  |

## **ORDINANCES**

## **Exhibit B**

|          |         |   |
|----------|---------|---|
| 01/10/18 | 18-1-O  | AMENDING THE CITY'S NON- HARASSMENT ADMINISTRATIVE POLICY             |
| 01/10/18 | 18-2-O  | AMENDING THE CITY CODE'S ANTI-SEXUAL HARASSMENT POLICY                |
| 02/07/18 | 18-3-O  | AMENDING LICENSING AND INSPECTION OF RENTAL PROPERTY                  |
| 02/21/18 | 18-4-O  | UPDATING SEWER SYSTEM REQUIREMENTS                                    |
| 02/21/18 | 18-5-O  | ADOPTING & RATIFYING THE COUNTRYSIDE FIRE AND POLICE COMMISSION RULES |
| 03/14/18 | 18-6-O  | SPECIAL USE - LA FITNESS 5917 S LAGRANGE RD                           |
| 03/14/18 | 18-7-O  | ZONING MAP FOR 2018   |
| 03/14/18 | 18-8-O  | VARIATIONS -LA FITNESS 5917 S LAGRANGE RD                             |
| 03/28/18 | 18-9-O  | VARIATIONS 5555 BRAINARD AVE  |
| 03/28/18 | 18-10-O | PAYMENT IN LIEU OF TAX FEE 5555 BRAINARD AVE                          |
| 04/25/18 | 18-11-O | ANNUAL APPROPRIATIONS FY2019  |
| 04/25/18 | 18-12-O | SUBSEQUENT APPROPRIATIONS FY2018                                      |
| 04/25/18 | 18-13-O | ADDING A NEW LL CLASS -W  |
| 04/25/18 | 18-14-O | PERMITTING CONTRACTOR OFFICE AS SPECIAL USE IN B-3                    |
| 04/25/18 | 18-15-O | SPECIAL USE 9685 W 55TH ST- TERRY'S PLUMBING                          |
| 04/25/18 | 18-16-O | REZONING 10050 W 55TH ST FROM R-1 TO B-1                              |
| 05/09/18 | 18-17-O | WATER RATE INCREASE   |
| 05/23/18 | 18-18-O | ADDING 2 LIQUOR LICENSES- CLASS S & W (CHEVALIER & MAGIC NAILS)       |
| 05/23/18 | 18-19-O | VARIANCE - LOT WIDTH - 9620 W. 57TH ST                                |
| 05/23/18 | 18-20-O | PLAT OF SUBDIVISION-9620 W 57TH ST                                    |
| 06/13/18 | 18-21-O | ADOPTING A NICOR FRANCHISE AGMT.                                      |
| 06/27/18 | 18-22-O | PREVAILING WAGE   |

06/27/18 18-23-O GRANTING SPECIAL USE TO YOUSSEF SALHANI @  
10050 55TH ST FOR A DRIVE THROUGH AND  
OUTDOOR SEATING

06/27/18 18-24-O GRANTING VARIATIONS TO YOUSSEF SALHANI @

07/11/18 18-25-O ISSUANCE OF 2018 SERIES G.O. BONDS, NOT TO  
EXCEED \$10, 000, 000

07/11/18 18-26-O APPOINTING 2B NATIONAL ASSOC. AS THE NEW  
BOND REGISTER & PAYING AGENT ON SERIES 2008  
BONDS

07/11/18 18-27-O APPOINTING 2B NATIONAL ASSOC. AS THE NEW  
BOND REGISTER & PAYING AGENT ON SERIES 2012  
BONDS

07/11/18 18-28-O APPOINTING 2B NATIONAL ASSOC. AS THE NEW  
BOND REGISTER & PAYING AGENT ON SERIES 2014  
BONDS

07/11/18 18-29-O APPOINTING 2B NATIONAL ASSOC. AS THE NEW  
BOND REGISTER & PAYING AGENT ON SERIES 2017  
BONDS

07/28/18 18-30-O REGULATION OF SMALL WIRELESS FACILITIES IN THE  
CITY OF COUNTRYSIDE

07/25/18 18-31-O MAKING OUTDOOR PATIOS A SPECIAL USE

08/22/18 18-32-O REMOVING "INTOXICATION IN APUBLIC PLACE" AS  
A VIOLATION OF THE CITY CODE

09/12/18 18-33-O AGMT W/IL STATE TOLL HWY AUTHORITY FOR THE  
GRANT OF PERMANENT EASEMENT PARCEL # TW-  
3B-16-020.P

09/26/18 18-34-O GRANTING VARIATIONS- WILLIAM & BEVERLY  
KIDDON 5603 LEITCH AVENUE

09/26/18 18-35-O SPECIAL USE- GEORGE ARGYRIS/ PRESSURE  
WASHING SYSTEMS- 5230 EAST AVE

09/26/18 18-36-O VARIATIONS- GEORGE ARGYRIS/ PRESSURE

10/24/18 18-37-O PROHIBITING THE USE OF GROUND WATER AS  
POTABLE WATER SUPPLY AROUND 5501  
PLAINFIELD RD



**10/24/18 18-38-O SPECIAL USE VARIATION- ROOF, TOP ANTENNA  
6201 JOLIET RD- TMOBILE**

**12/12/18 18-39-O ABATING TAXES LEVIED FOR TAX YEAR 2018 ON  
G.O. BOND SERIES 2008**

**12/12/18 18-40-O ABATING TAXES LEVIED FOR TAX YEAR 2018 ON  
G.O. BOND SERIES 2012**

**12/12/18 18-41-O ABATING TAXES LEVIED FOR TAX YEAR 2018 ON  
G.O. BOND SERIES 2014**

**12/12/18 18-42-O ABATING TAXES LEVIED FOR TAX YEAR 2018 ON  
G.O. BOND SERIES 2017**

**12/12/18 18-43-O ABATING TAXES LEVIED FOR TAX YEAR 2018 ON  
G.O. BOND SERIES 2018**

**12/12/18 18-44-O REGISTRATION OF DEFAULTED MORTGAGE AND  
VACANT PROPERTY (PRO CHAMPS)**

**12/12/18 18-45-O REGULATING PLACEMENT OF GARBAGE CANS**

**12/12/18 18-46-O SPECIAL USE (AMENDING 18-14-O) APPROVING A  
PUD DEVELOPMENT AT 6404 & 6406 JOLIET ROAD  
(MERCY HOUSING)**

**12/12/18 18-47-O SPECIAL USE VARIATION 5901 S LAGRANGE RD -  
CONTINENTAL HONDA**

**12/12/18 18-48-O VARIANCE 6201 JOLIET RD- TMOBILE FOR 1  
ADDITIONAL ANTENNA**

## **RESOLUTIONS**

- |                 |                |  |
|-----------------|----------------|--|
| <b>01/24/18</b> | <b>18-1-R</b>  | <b>OFFICIALLY NAMING THE PUBLIC WORKS BUILDING<br/>"THE JIM ESSIG PUBLIC WORKS BUILDING"</b>   |
|                 | <b>18-2-R</b>  | <b>NO RESOLUTION</b>   |
| <b>02/21/18</b> | <b>18-3-R</b>  | <b>SUPPORTING A COOK COUNTY GRANT<br/>APPLICATION FOR "BRAINARD AVE MULTI-USE<br/>PATH"</b>  |
| <b>03/14/18</b> | <b>18-4-R</b>  | <b>RENEW CLASS 6B INCENTIVE FOR 621 E PLAINFIELD</b>   |
| <b>03/14/18</b> | <b>18-5-R</b>  | <b>SUPPORTING WATERMAIN REPLACEMENT PROJECT<br/>FOR CDBG GRANT</b>   |
| <b>05/23/18</b> | <b>18-6-R</b>  | <b>APPROVING RELEASE OF CLOSED SESSION MINUTES</b>   |
| <b>09/12/18</b> | <b>18-7-R</b>  | <b>AMENDING THE CURRENT MCAT MUTUAL AID<br/>AGMT TO ADD WILLOW SPRINGS</b>   |
| <b>09/12/18</b> | <b>18-8-R</b>  | <b>IGA WITH COOK COUNTY DEPT. OF TRANS. AND<br/>HIGHWAYS FOR 2018 INVEST IN COOK CO. GRANT<br/>FOR BRAINARD AVE. SHARED-USE PATH</b> |
| <b>10/24/18</b> | <b>18-9-R</b>  | <b>CLASS 6B STATUS AIR LIQUIDE 5230 EAST AVE</b>   |
| <b>10/24/18</b> | <b>18-10-R</b> | <b>IGA 2019 IDOT PLANNING AND RESEARCH<br/>PROGRAM</b>   |



# CITY OF COUNTRYSIDE ZONING MAP

## ZONING DISTRICTS

|                |   |
|----------------|---|
| [Yellow]       | "R-1" ONE FAMILY  |
| [Light Yellow] | "R-2" ONE FAMILY  |
| [Orange]       | "R-3" ONE FAMILY  |
| [Dark Orange]  | "R-4" TWO FAMILY  |
| [Brown]        | "R-5" GENERAL   |
| [Green]        | "R-7" RURAL   |
| [Pink]         | "B-1" RETAIL  |
| [Light Pink]   | "B-2" LIMITED SERVICE   |
| [Magenta]      | "B-3" SERVICE & WHOLESALE   |
| [Blue]         | "O" LIMITED OFFICE SPACE  |
| [Light Blue]   | "M-1" LIMITED MANUFACTURING                                       |
| [Dark Blue]    | "M-2" GENERAL MANUFACTURING                                       |
| [Dark Green]   | "P-1" PUBLIC & SEMI PUBLIC  |
| [Patterned]    | "SU" SPECIAL USE AND PLANNED UNIT DEVELOPMENT                     |
| [White]        | "L-1" LAGRANGE ROAD ARTERIAL ROAD CORRIDOR (ARC) OVERLAY DISTRICT |
| [Dotted]       | UNIMPROVED RIGHT-OF-WAY   |

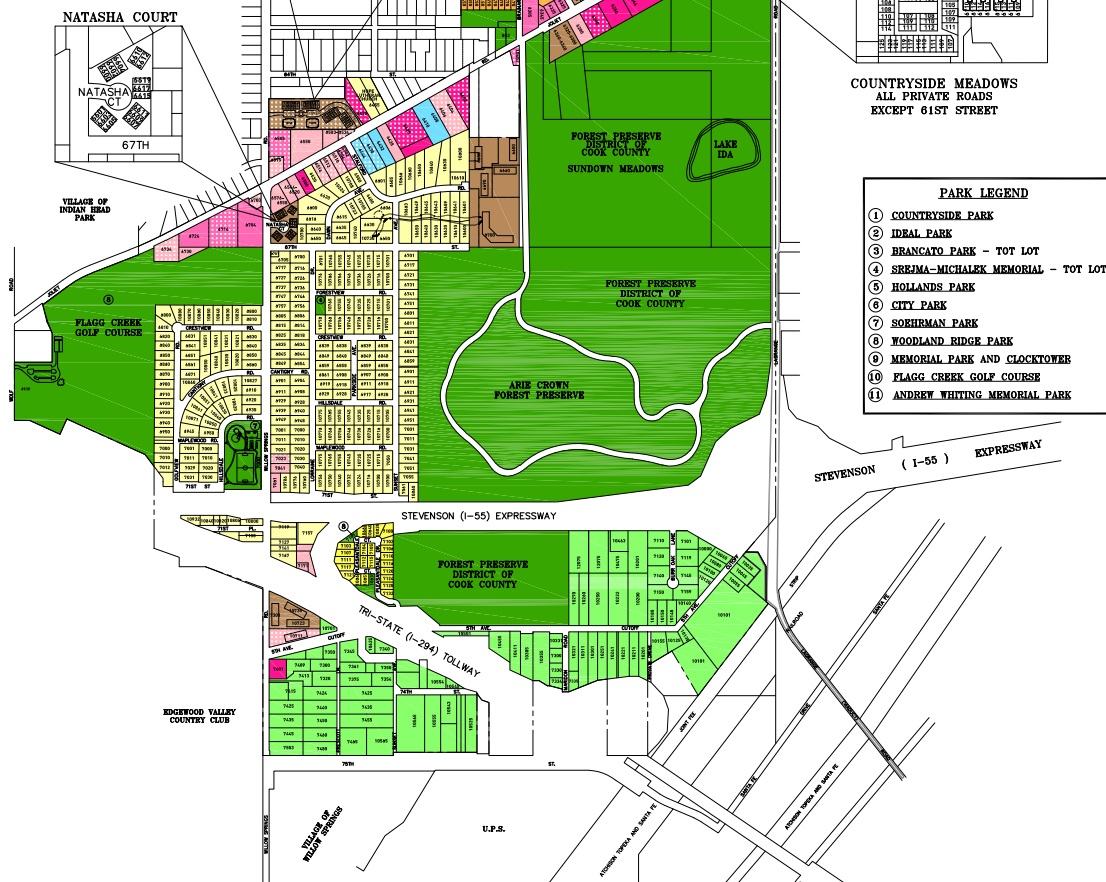
## FLOOD PLAINS

|               |                              |
|---------------|------------------------------|
| [Solid Line]  | FLOODWAY LIMIT               |
| [Dashed Line] | FLOODPLAIN LIMIT (100 YEARS) |

CITY OF COUNTRYSIDE POPULATION  
PER 2010 U.S. CENSUS: 5,895

CITY OF COUNTRYSIDE AREA IN  
SQUARE ACRES: 1,807.96

CITY OF COUNTRYSIDE AREA IN  
SQUARE MILES: 2.83

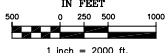


## PARK LEGEND

- 1 COUNTRYSIDE PARK
- 2 IDEAL PARK
- 3 BRANCATO PARK - TOT LOT
- 4 SERRA-MICHALEK MEMORIAL - TOT LOT
- 5 HOLLANDS PARK
- 6 CITY PARK
- 7 SOHRMAN PARK
- 8 WOODLAND RIDGE PARK
- 9 MEMORIAL PARK AND CLOCKTOWER
- 10 FLAGG CREEK GOLF COURSE
- 11 ANDREW WHITING MEMORIAL PARK



GRAPHIC SCALE  
IN FEET



| REVISED |    |          |     |    |          |
|---------|----|----------|-----|----|----------|
| NO.     | BY | DATE     | NO. | BY | DATE     |
| 1       | JP | 6/10/05  | 1   | JP | 10/27/05 |
| 2       | JP | 5/20/06  | 12  | JP | 11/2/07  |
| 3       | JP | 6/10/06  | 13  | JP | 11/2/07  |
| 4       | JP | 7/22/08  | 14  | OM | 10/26/10 |
| 5       | JP | 10/27/07 | 15  | OM | 10/26/10 |



The 2017 zoning map was adopted by ordinance 18-07-O  
On March 14, 2018 by the Countryside City Council.

"This zoning map is provided in accordance with State of Illinois requirements. The map is a graphic representation of the zoning of the property in the City of Countryside. While every attempt is made to keep the zoning map accurate and up to date, it should be used for reference only. The zoning information contained herein is retrieved from the zoning ordinances on file with the City Clerk."

# CITY OF COUNTRYSIDE - GRANT SUMMARY (AS OF 12-31-18)

| Grant Name                                 | Fiscal Year | Amount Applied   | Amount Awarded   | Amount Received Through 12/31/2018 | City Match       | Total Project     | Status      |
|--|-------------|------------------|------------------|------------------------------------|------------------|-------------------|-------------|
| CDBG 2014                                  | 2015        | 172,500          | 172,500          | 172,500                            | 172,500          | 345,000           | Completed   |
| IDOT Traffic Safety                        | 2015        | 27,564           | -                | -                                  | -                | -                 | Not Awarded |
| IL Liquor Commission- Tobacco Enforcement  | 2015        | 1,760            | 1,760            | 1,760                              | -                | 1,760             | Completed   |
| ITEP- Bike Path Project                    | 2015        | 916,550          | 916,550          | -                                  | 229,450          | 1,146,000         | Awarded     |
| ITEP Streetscape Project - Engineering     | 2015        | 423,788          | 319,200          | 7,549                              | 79,800           | 399,000           | Awarded     |
| Safe Route to School (Part 2)              | 2015        | 131,060          | 131,060          | 110,241                            | 1,500            | 132,560           | Awarded     |
| <b>TOTALS:</b>                             |             | <b>1,673,222</b> | <b>1,541,070</b> | <b>292,050</b>                     | <b>483,250</b>   | <b>2,024,320</b>  |             |
| CDBG 2015                                  | 2016        | 137,500          | -                | -                                  | 137,500          | 275,000           | Not Awarded |
| ITEP Streetscape Project - Construction    | 2016        | 1,899,612        | 1,430,800        | -                                  | 357,700          | 1,788,500         | Awarded     |
| ITEP Streetscape Project - Engineering     | 2016        | 423,788          | 319,200          | 7,549                              | 79,800           | 399,000           | Awarded     |
| ITEP- Bike Path Project - Construction     | 2016        | 691,750          | 691,750          | -                                  | 173,250          | 865,000           | Awarded     |
| ITEP- Bike Path Project - Engineering      | 2016        | 224,800          | 224,800          | -                                  | 56,200           | 281,000           | Awarded     |
| IL Liquor Commission- Tobacco Enforcement  | 2016        | 1,760            | -                | -                                  | -                | -                 | Applied for |
| IDOT Traffic Safety                        | 2016        | 27,564           | -                | -                                  | -                | -                 | Applied for |
| Safe Route to School (Part 2)              | 2016        | 131,060          | 131,060          | 110,241                            | 1,500            | 132,560           | Completed   |
| LED Installation                           | 2016        | 89,700           | 89,700           | 89,700                             | 43,500           | 133,200           | Completed   |
| <b>TOTALS:</b>                             |             | <b>3,627,534</b> | <b>2,887,310</b> | <b>207,490</b>                     | <b>849,450</b>   | <b>3,874,260</b>  |             |
| CDBG 2016                                  | 2017        | 180,000          | -                | -                                  | 180,000          | 360,000           | Not Awarded |
| ITEP Streetscape Project - Construction    | 2017        | 1,899,612        | 1,430,800        | -                                  | 357,700          | 1,788,500         | Awarded     |
| ITEP Streetscape Project - Engineering     | 2017        | 423,788          | 319,200          | 7,549                              | 79,800           | 399,000           | Awarded     |
| ITEP Bike Path Project - Construction      | 2017        | 691,750          | 691,750          | -                                  | 173,250          | 865,000           | Awarded     |
| ITEP Bike Path Project - Engineering       | 2017        | 224,800          | 224,800          | -                                  | 56,200           | 281,000           | Awarded     |
| IL Liquor Commission- Tobacco Enforcement  | 2017        | 3,740            | 3,740            | 3,740                              | -                | 3,740             | Completed   |
| IDOT Traffic Safety                        | 2017        | 9,518            | 9,518            | 9,518                              | -                | 9,518             | Completed   |
| Safe Route to School (Part 2)              | 2017        | 131,060          | 131,060          | 110,241                            | 1,500            | 132,560           | Completed   |
| <b>TOTALS:</b>                             |             | <b>3,564,268</b> | <b>2,810,868</b> | <b>131,048</b>                     | <b>848,450</b>   | <b>3,839,318</b>  |             |
| CDBG 2017                                  | 2018        | 190,000          | -                | -                                  | 190,000          | 380,000           | Not Awarded |
| ITEP Streetscape Project - Construction    | 2018        | 1,899,612        | 1,430,800        | 382,707                            | 357,700          | 1,788,500         | Awarded     |
| ITEP Streetscape Project - Engineering     | 2018        | 423,788          | 319,200          | 129,019                            | 79,800           | 399,000           | Awarded     |
| ITEP Bike Path Project - Construction      | 2018        | 691,750          | 691,750          | -                                  | 173,250          | 865,000           | Awarded     |
| ITEP Bike Path Project - Engineering       | 2018        | 224,800          | 224,800          | 70,386                             | 56,200           | 281,000           | Awarded     |
| IL Liquor Commission- Tobacco Enforcement  | 2018        | 3,520            | 3,520            | 3,520                              | -                | 3,520             | Completed   |
| IDOT Traffic Safety                        | 2018        | 16,570           | 16,570           | 16,570                             | -                | 16,570            | Completed   |
| Safe Route to School (Part 2)              | 2018        | 131,060          | 131,060          | 130,355                            | 1,500            | 132,560           | Completed   |
| ITEP Joliet Road Streetscape Phase 1       | 2018        | 2,254,890        | -                | -                                  | 764,535          | 3,019,425         | Not Awarded |
| ITEP La Grange Road Streetscape Phase 3    | 2018        | 2,704,608        | -                | -                                  | 903,252          | 3,607,860         | Not Awarded |
| <b>TOTALS:</b>                             |             | <b>8,540,598</b> | <b>2,817,700</b> | <b>732,556</b>                     | <b>2,526,237</b> | <b>10,493,435</b> |             |
| ITEP Streetscape Project - Construction    | 2019        | 1,899,612        | 1,430,800        | 794,814                            | 357,700          | 1,788,500         | Awarded     |
| ITEP Streetscape Project - Engineering     | 2019        | 423,788          | 319,200          | 129,019                            | 79,800           | 399,000           | Awarded     |
| ITEP Bike Path Project - Construction      | 2019        | 691,750          | 691,750          | -                                  | 173,250          | 865,000           | Awarded     |
| ITEP Bike Path Project - Engineering       | 2019        | 260,800          | 260,800          | 70,386                             | 65,200           | 326,000           | Awarded     |
| Illinois Clean Energy Community Foundation | 2019        | 1,000,000        | 1,000,000        | 300,000                            | 1,024,811        | 2,024,811         | Awarded     |
| IL Liquor Commission- Tobacco Enforcement  | 2019        | 1,760            | 1,760            | -                                  | -                | 1,760             | Awarded     |
| IDOT Traffic Safety                        | 2019        | 25,033           | 25,033           | -                                  | -                | 25,033            | Awarded     |
| <b>TOTALS:</b>                             |             | <b>4,302,743</b> | <b>3,729,343</b> | <b>1,294,219</b>                   | <b>1,700,761</b> | <b>5,430,104</b>  |             |

**Public Properties Maintained by Department of Public Works**

1. 719 Building, Annex Building, City Hall, and Pump House
2. 55<sup>th</sup> Street Parkways - Madison to Catherine
3. Madison Ave Parkway 55<sup>th</sup> Street to Plainfield Road (east side)
4. Brancato Park
5. Holland Park
6. Countryside Parks
7. 61<sup>st</sup> Street parkway along Countryside Park
8. City Park
9. Ward 2 Park
10. 6701 Willow Springs Road
11. DPW grounds
12. Ideal School Tot Lot and grounds around Tennis Courts
13. Ideal School (field)
14. 59<sup>th</sup> Street dead end
15. 59<sup>th</sup> Street drainage ditch east of LaGrange Road
16. Parkways on south end of Constance Lane
17. Parkway at Golfview & Cantigny (Island)
18. Woodland Ridge from entrance all through and in retention basin area, and parkways by vacant lot (also around sign etc.) and tot-lot
19. Hill 409 (71<sup>st</sup> place on the west side of Willow Springs Road)
20. South East Court
21. North East Court
22. Alley north of Plainfield between Catherine and Ashland
23. 58<sup>th</sup> Street Parkway at East Avenue and along ditch enclosure fence to grate
24. 7<sup>th</sup> Avenue Parkway north of 56<sup>th</sup> Street to barricade
25. 71<sup>st</sup> Place parkway west of Willow Springs Road
26. Ward 2 Lift Station
27. Dead Ends (barricades) Madison, Ashland, & Catherine
28. Fire hydrants on south Brainard
29. Fire hydrants on the 5<sup>th</sup> Avenue Cutoff
30. Ditch enclosure from LaGrange Road to East Avenue (on 9<sup>th</sup> Avenue)
31. Alleys on west side LaGrange Road Between 55<sup>th</sup> and 56<sup>th</sup> Street
32. Triangle ditch 55<sup>th</sup> Place to end of fence
33. Parkways east of Catherine on the north side of Plainfield Road
34. South Brainard ditch
35. Kensington Arms parkway
36. Vacant property behind the City's Water Tower
37. Vacant area next to Countryside Park (used for community gardens)
38. Brainard Avenue parkway north of Longview Avenue
39. 5421 Kensington (grass alley)
40. Andrew Whiting Memorial Park
41. Median islands on LaGrange Road between 55<sup>th</sup> Street and Plainfield Road

# GREEN

buildings are a hallmark of economically sound

# BUSINESS

decisions, thoughtful *environmental*  
decisions, and smart

# HUMAN IMPACT

decisions.

- Rick Fedrizzi



Location &  
Transportation



Sustainable  
Sites



Water  
Efficiency



Energy &  
Atmosphere



Materials &  
Resources



Indoor Environmental  
Quality