



Ed Krzeminski
MAYOR

Sharon Sweeney
CITY CLERK

Steven W. Jasinski
TREASURER

ALDERMEN
James N. Jasinski
Sean McDermott
Karen Michalczyk
Scott Musillami
Robert J. Pondelicek
John Von Drasek

March 25, 2015

Dear Mayor and City Council:

On behalf of the City employees, I am pleased to present the third Annual Report of City operations. This report is designed to summarize major items considered during the year. This report contains a summary of responsibilities of each board and committee (other than police which is included in a separate annual report) and the major items they considered in 2014. A summary of major recommendations is included for each board/committee along with a list of the members serving our City.

This report also highlights each department (other than police). The department head is featured along with their department's primary responsibilities. A listing of 2014 major accomplishments is noted for each department. Some of the major highlights include:

- The City assumed administrative duties of the Flag Creek Golf Course from the Pleasant Dale Park District. This transition spanned over several months and included the development of new policies and procedures, review of existing contracts and the addition of 4 full-time, 3 part-time and several seasonal employees to our payroll,
- The City entered into a redevelopment agreement for the last lot within the City Center. The developer will be bringing Chick-fil-A to Countryside.
- Sales tax has increased steadily, now representing over 70% of General Fund revenue. As a result, the City Council approved the elimination of the City's property tax levy.
- The Countryside Business Association promoted the City through several events including the Best of Countryside Carnival, the Fall Pub Crawl, and the Thanksgiving dinner for families in need.
- Received a DCEO grant for LED lighting and an ITEP grant for a bike path.

All department heads and their employees are committed to providing excellent services in the most cost effective manner for the taxpayers. I hope the residents and business owners see the difference we try to make each day. On behalf of the employees I would like to thank the City Council for their continued support.

Sincerely,

Gail Paul
City Administrator

Cc: City Department Heads
Board/Committee Chairperson

CITY OF COUNTRYSIDE



Every successful individual knows that his or her achievement depends on a community of persons working together. -Paul Ryan

2014 ANNUAL REPORT

City Operations

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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 54 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.

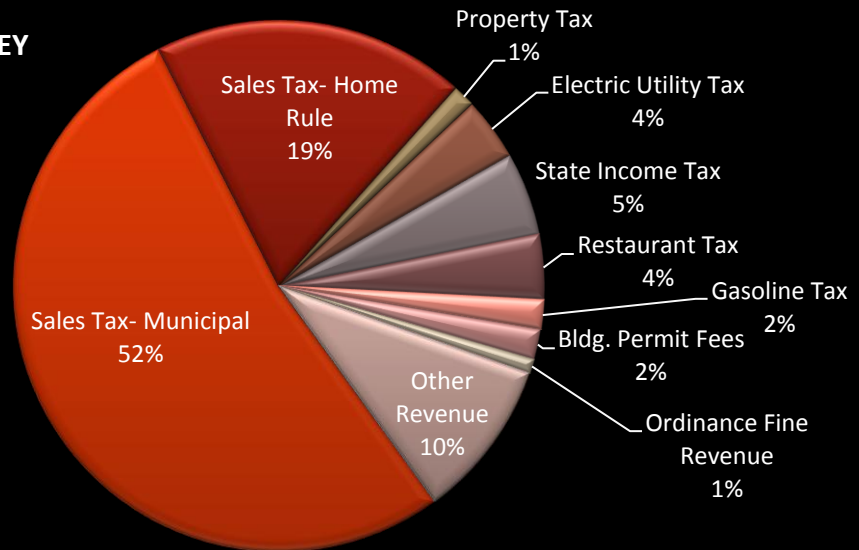
The City Council is the governing body. They get input and recommendations from various boards and committees but it is the City Council that has the ultimate authority. This report includes a summary of the responsibilities of each committee/board and the major items taken under consideration by each during 2014.

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, ESDA, Finance Department, and Department of Public Works, including the Water and Sewer Division. (Police Department operations are covered by a separate annual report.)

The next page includes charts which show the City's FY2015 budgeted revenues and expenditures for its general fund operations. The majority of general fund revenues come from sales taxes which represents 71% of total revenues, up from 63% last year. Only 1% of General Fund revenue comes from property taxes in 2014. The expenditure chart shows that police services is the highest expenditure at 34% of the general fund budget. In addition, pension contributions for all City employees including police are accounted for separately and represent 9% of the general fund budget. The "Other Services" category includes boards/committees, ESDA, Information Technology and Recreation.

GENERAL FUND REVENUES - FY2014-15

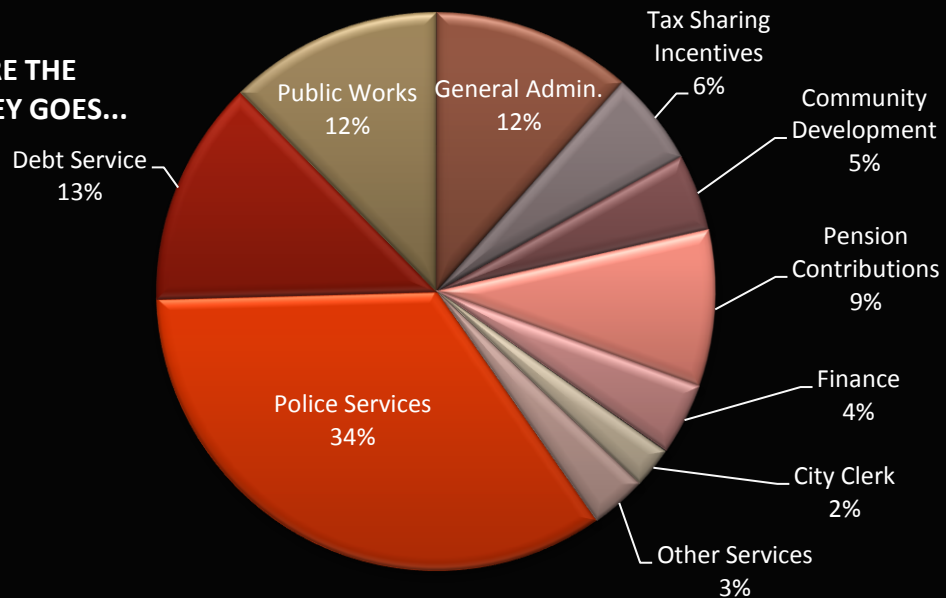
WHERE THE MONEY
COMES FROM...



TOTAL BUDGETED REVENUES \$11,270,898

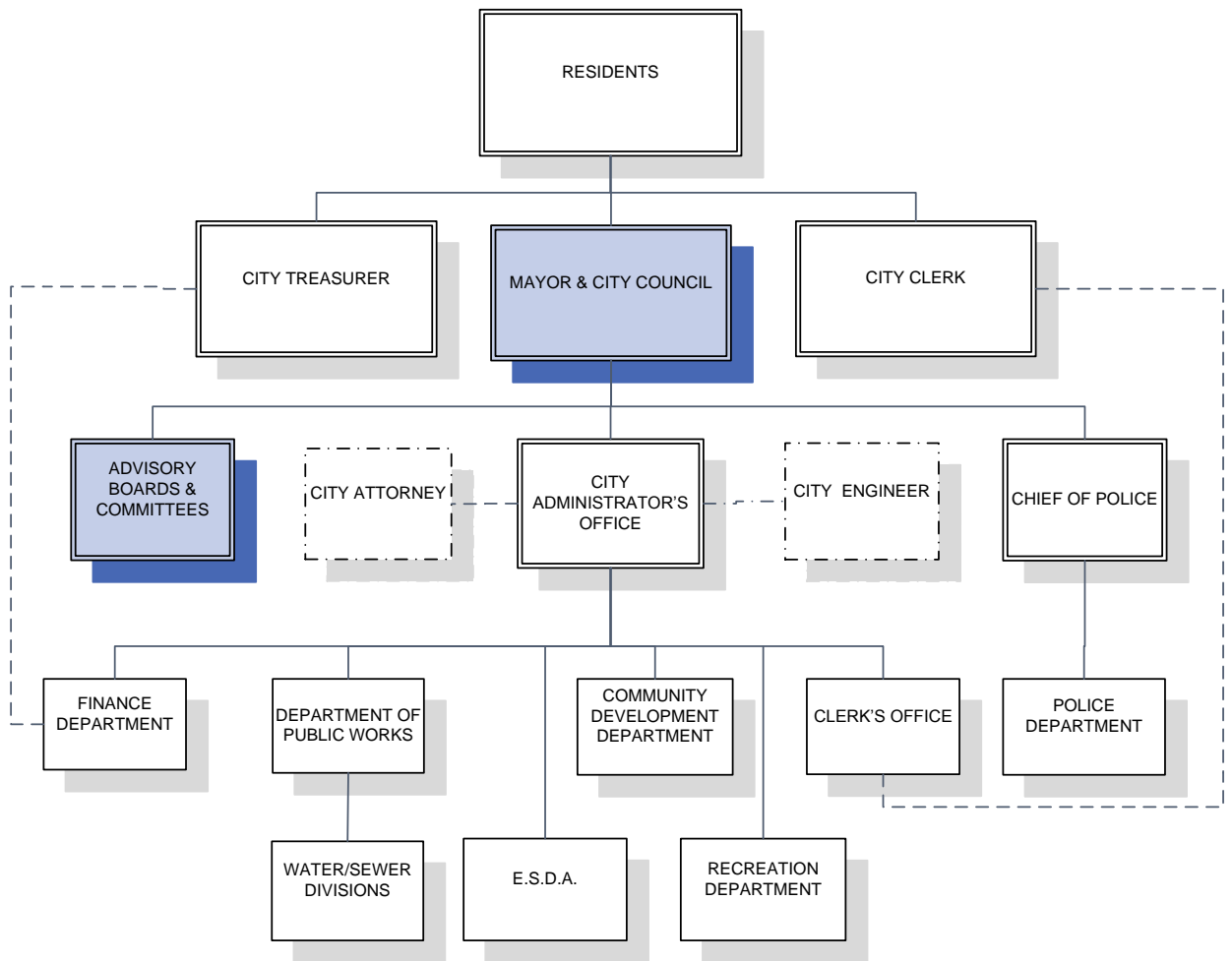
GENERAL FUND EXPENDITURES - FY2014-15

WHERE THE
MONEY GOES...



TOTAL BUDGETED EXPENDITURES \$11,270,898

CITY OF COUNTRYSIDE – ORGANIZATIONAL CHART



THIS SECTION SUMMARIZES RECOMMENDATIONS MADE BY THE ADVISORY
BOARDS AND COMMISSIONS (OTHER THAN THE POLICE COMMITTEE)
TO THE CITY COUNCIL FOR 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 8 times during 2014. The most significant items reviewed by the committee include:

- The Board generated new Promotional and Police Officer Eligibility lists. The Promotional Eligibility list will expire on March 11, 2017 and the Police Officer Eligibility list will expire on June 20, 2016.
- Hired one Police Officer, Michael Rojas.
- The Board performed a review of Commission records and completed the paperwork necessary to request authorization of the disposal of various records from the State of Illinois.
- The Commissioners attended training sponsored through the Illinois Fire & Police Commissioners Association.
- Commissioner Pisone continued obtaining her required training modules through the Illinois Police and Fire Commission training sessions. Her training will continue in 2015.

ECONOMIC DEVELOPMENT COMMITTEE
Alderman Sean McDermott - Chairman
Alderman Jim Jasinski
Alderman Bob Pondelicek
Treasurer Steve Jasinski & Interim Treasurer Steve Drazner
City Administrator Gail Paul

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 7 times during 2014. The most significant items reviewed by the committee include:

- **City Center Lot 3B** - The EDC recommended a redevelopment agreement (RDA) with Orput Companies, Inc. for the purchase of the last lot in the City Center. The RDA requires the developer to construct a Chick-fil-A restaurant including all site work.



- **Clocktower Pointe** – This luxury residential development was first approved in 2006. Unfortunately, with the decline in the economy only one of 6 proposed condominium buildings was built. The City worked with several developers over the past few years who were considering taking over the development. The committee recommended a reduction in pre-sale inspection fees and building permit fees to help get this residential development back on track.
- **Continental Honda** – The dealership was in need of some improvements following a microburst. They presented a proposal to make the necessary façade repairs and remodel their facility with the new Honda prototype. The committee recommended entering into a Tax Increment Financing (TIF) RDA to assist with the TIF eligible project costs. The total investment is estimated at \$1.9 million. (This RDA was pending City Council approval at year-end.
- **Continental Nissan** – The dealership is looking to expand. They plan to build a new facility on their north parking lot. They will be demolishing most of the old facility. The estimated cost of this project is \$6 million. The committee recommended waiving the permit fees estimated at \$120,000.

EDC Committee continued-

- **Jack Phelan Dodge** – The committee recommended terminating the original tax sharing agreement with Jack Phelan Dodge and enter into a Tax Increment Financing (TIF) RDA. This agreement requires Jack Phelan Dodge to purchase the property they are currently leasing, construct a 15,000 square foot addition and remodel the existing facility. They will be incorporating the new Chrysler/JEEP Conceptual Design Intent Package. Total project costs are estimated at \$8 million.



- **Lil' Kickers, LLC** – The Committee recommended a RDA for the development of the property located at 5631 LaGrange. The RDA required the developer to purchase the property, construct a 21,500 square foot early childhood learning facility called Lil' Kickers and approximately 9,000 square feet of retail space. Unfortunately, the financial situation of the owner of Lil' Kickers changed. The RDA with the original developer was terminated in 2015. Discussions with a new developer are ongoing.
- **Tony's Fresh Market** – The Dominick's grocery store at Joliet and Willow Springs Roads closed in December, 2013 along with all others in the region. Immediately, the City began looking for a tenant to fill this large vacancy. The Cook County Department of Economic Development reached out to the City due to the large number of closings in our County. The City worked with Cook County to secure a Class 7b property tax incentive to bring Tony's Fresh Market to Countryside. Tony's invested \$8.5 million including the purchase of the property. In return for their significant investment, they will receive a reduction in their assessed value for the next several years. This store is a welcome addition to our community.



EMERGENCY TELEPHONE SYSTEM BOARD	
Joseph Ford - Chairman	
Scott Novak - Alternate	
John Buckley	
Steve Norman	
Pat Schwartz	
Bill Srejma	

The **Emergency Telephone System Board “ETSB”** consists of five (5) or more members who are appointed by the Mayor, with the consent of the City Council. The board’s duties include planning 9-1-1 system; coordinating and supervising the implementation, upgrading or maintenance of the system, including the establishment of equipment specifications and coding systems; receiving monies from the surcharge imposed by the Mayor and the City Council as well as from any other source, for deposit into the Emergency Telephone System Fund; authorizing all disbursements from the fund; and hiring on a temporary basis, any staff necessary for the implementation and maintenance of the system.

The ETSB Board met 4 times during 2014. The most significant items reviewed by the committee include:

- Approval of E-911 expenditures including those related to Southwest Central Dispatch (SWCD).
- The Board was able to maintain an account credit from AT & T for \$10,359.90 following a request for an audit. It was learned that AT & T was still billing the City for lines that were no longer in use. Savings directly related to our 911 funds.
- Chief John Buckley was appointed to fill the vacancy of retired Chief Kevin Doyle from the Pleasantview Fire Protection District.
- Received and investigated two citizen complaints regarding SWCD. One complaint was related to a dispatchers handling of a situation, which was immediately investigated by SWCD Director Shanley and Chief Ford. It was determined that this was a training issue and was addressed by Director Shanley. The second complaint was related to a 911 call transfer from a cell phone. Chief Ford investigated this incident and determined that community education was needed and it was subsequently implemented.

FINANCE COMMITTEE
Interim Treasurer Steve Drazner - Chairman
Alderman Sean McDermott
Alderman Karen Michalczyk
Alderman Scott Musillami

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, and various types of financial analysis.

The Finance Committee met 7 times during 2014. The most significant items reviewed and/or recommended by the committee include:

- Recommended refunding GO Bond Series 2008 which resulted in a net present value savings to the City of approximately \$1.5 million.
- Provided monthly financial reports presenting year-to-date revenues and expenses for all Funds.
- Held several budget workshops for both the FY15 and FY16 budgets
- Recommended the elimination of the City's property tax levy for FY16.
- Held a proposed budget hearing and included a power point presentation for elected officials and the public.
- Recommended a new vendor as part of the re-bidding under the City's electric aggregation program for a three year agreement.
- Presented the City's and Flagg Creek Golf Course's annual financial audits and management letters.
- Received the FY13 GFOA Certificate of Achievement Award for Financial Reporting Excellence.
- Discussed the FY15 Flagg Creek Golf Course budget.
- Recommended supplemental appropriations for the FY15 budget.
- Provided information on the Illinois Department of Revenue new sales tax rules.
- Presented the annual actuarial pension valuation for the Police Pension Fund.

FLAGG CREEK GOLF COURSE BOARD
Park District - Mark Radulski - Chairman
Park District - Kevin Burke
City - Tom Michalczyk
Park District- Ernie Moon
City - Alderman John VonDrasek

The **Flagg Creek Golf Course Board** was designed to provide equitable representation from both the City of Countryside and the Pleasantdale Park District. The purpose of the board is to discuss and vote on all issues directly related to the operation and financial well being of the Flagg Creek Golf Course. Certain issues as indicated in the intergovernmental agreement require pre-approval by the City and Park District prior to taking votes by this Board.

The Flagg Creek Golf Course Board met 12 times during 2014. The most significant items reviewed by the committee include:

- Updated the Intergovernmental Agreement between the Pleasantdale Park District and the City of Countryside.
- Reviewed numerous donation requests from outside organizations.
- Reviewed and discussed monthly financial data and operating statistics.
- Discussed maintenance and capital equipment expenditures and recommendations.
- Reviewed and discussed updated policies/procedures.
- Approved the FY14 budget.
- Discussed the possible installation of video gaming machines at the golf course.
- Reviewed the audits and management letter.

HUMAN RESOURCES COMMITTEE
Alderman Bob Pondelicek - Chairman
Alderman Scott Musillami
Alderman John Von Drasek

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 once during 2014. Items reviewed by the committee include the following:

- Review and update of the Administrative Policies including Non-Harassment and Drug and Alcohol Abuse policies due primarily to the new medical marijuana laws.
- Recommended creating the position of Zoning Administrator to replace the position previously held by the Economic Development Coordinator.

INFRASTRUCTURE COMMITTEE
Alderman Karen Michalczyk - Chairman
Alderman Sean McDermott
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 3 times during 2014. The most significant items reviewed by the committee include:

- Recommended one drainage project for 2014. In Ward 3, the City extended a sewer project that was completed a few years ago on Terry Lane. This will help alleviate drainage issues for the residents on Terry Lane and Barton westbound to Brainard Avenue.
- The Committee also recommended six drainage projects to commence in early 2015. These projects include areas in all three Wards (56th Street, Parkside Avenue, Blackstone Avenue, Kensington Street, 61st Place and Peck Avenue).
- Recommended Ordinance 14-09-O which decreased the amount charged in a presale home inspection from \$175 to \$100 for the initial inspection, and changed the re-inspection fee to no cost.
- Recommended Ordinance 14-22-O which provides for the keeping of pet chickens and outdoor chicken shelters on residential property.
- Reviewed the Street/Alley Conditions Map and recommended two alleys to be included in the City's 2014 Street and Alley Resurfacing Plan, see **EXHIBIT A**.



Alleys

Ward 1: Alley west of LaGrange Road from 55th Street to Plainfield Road

Ward 3: Alley east of LaGrange Road from 55th Street to Bobolink

LICENSE COMMITTEE
Alderman Scott Musillami - 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 three times during 2014. The most significant items reviewed by the committee include:

- Reduced the Class O Liquor License from \$1,200 to \$600.
- Approved Ordinance 14-29-O which amended Special Events and Amusements.
 - No charge for events held in the City, with the exception of a 1-day liquor license.
- Allowed for the administrative approval of Special Event license applications – thus expediting the process.

PLAN COMMISSION / ZONING BOARD OF APPEALS
Richard Fullmer - Chairman
Robert Lube - Secretary
Michael Anderson
Bryon Bednar
Mark Benson
Crecencio Gonzalez
Tina Grotzke
Richard Toth
(Vacant)

The **Plan Commission/Zoning Board of Appeals** 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 Plan Commission/Zoning Board of Appeals met 10 times during 2014. The most significant items reviewed by the committee include:

- Updated the City's zoning map.
- Recommended approval of a special use permit for an automobile service for the proposed Z Tech store at 9825 W. 55th Street, Unit D.
- Recommended approval of a special use permit for a dog grooming business at 6525 Joliet Road.
- Recommended approval of a special use permit for an electronic message ground sign for Local 150 Headquarters.
- Recommended approval of several variances from the landscape requirements for Charter Fitness to expand their parking lot in the rear of the property.
- Recommended approval of a text amendment to permit a private school as a special use permit in the Limited Office Space District.

POLICE PENSION BOARD
Louis Moravecek - President
Steve Drazner - Vice-President
John Mikel - Secretary
Ken Goluszka - Trustee
Gail Paul/Allen Arneson - 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 4 times during 2014. The most significant items reviewed by the committee include:

- Reviewed all investment recommendations.
- Reviewed quarterly reports from investment advisors.
- Approved all receipts and disbursements.
- Approved benefit calculation for new retirees, Officers Cozen and Millsap.
- Approved transfer of service request (from another municipality) for a new officer.
- Recommended and requested the annual required contribution from the City based on actuarial valuation. (The City Council did not approve their request as it included funding the pension spike. The City approved an annual required contribution calculated by an actuary the City hired who did not include the pension spike in the calculations.)
- Approved retroactive retiree benefit calculations.
- Received litigation updates from pension attorney.
- Accepted a new officer, Officer Rojas into the Police Pension Fund.
- Approved removal of former Treasurer Jasinski as an authorized signer on pension investment accounts due to his resignation.
- Approved renewal of fiduciary insurance.

RECREATION COMMITTEE

Alderman Jim Jasinski - Chairman

Alderman Sean McDermott

Alderman Bob Pondelicek

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, recreation programming, recreation program fees and park permits; city festivals; park and recreation intergovernmental agreements, culture and history; and proposed amendments of the open space master plan and the following chapter of this code: title 7, chapter 5, city parks and the Flagg Creek Golf Course.

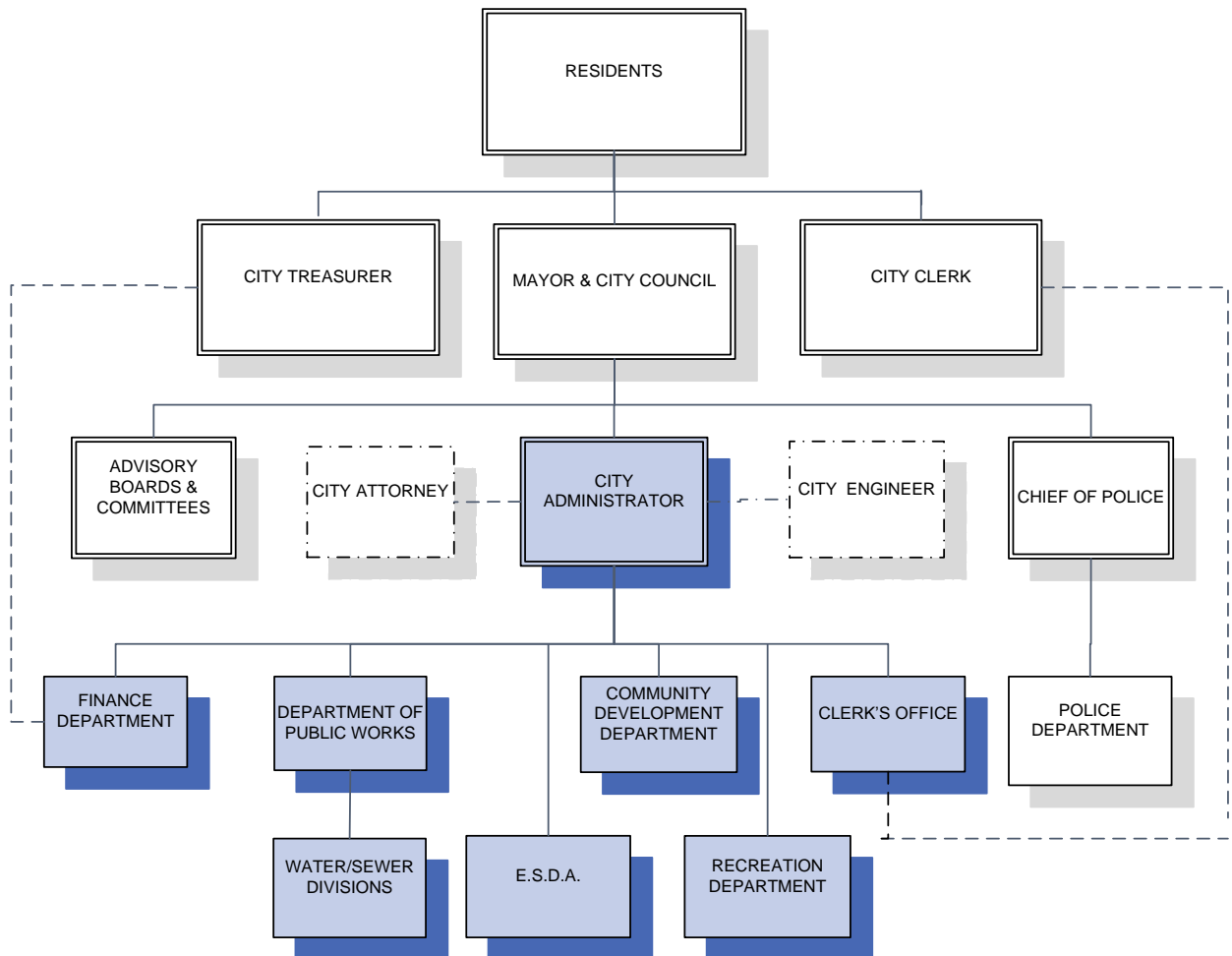
The Recreation Committee met 5 times during 2014. The most significant items reviewed by the committee include:

- Worked with the City's event planner on the summer concert series. The series consists of eight weeks of outdoor concerts. Staff sends out a sponsorship packet to help offset the cost of the concerts.
- Directed staff to prepare a sponsorship packet. A new addition to the Concert Series was the opening act and the dessert vendor. Both were successful, so this will continue in 2015. The firework show was once again a success; this event was held at the July 31st concert.
- The community garden was once again offered to Countryside residents. Sixteen plots were available for residents to care for and plant their own vegetables.
- Updated the Intergovernmental Agreement with Pleasantdale Park District for the administrative oversight of Flagg Creek Golf Course. The City took over the administrative duties of the Golf Course (including bringing all the staff onto the City's payroll) on September 28, 2014.



- Received notice that the City is a recipient of ITEP funding for the installation of a multi-use path along the east side of Brainard Avenue from Joliet Road to 55th Street. This project should commence the summer of 2015.
- Recommended Ordinance 14-37-O which prohibits smoking at all City Parks.

CITY OF COUNTRYSIDE – ORGANIZATIONAL CHART



THIS SECTION OF THE REPORT INCLUDES ALL THE DEPARTMENTS
HIGHLIGHTED ON THE ORGANIZATIONAL CHART ABOVE

Administrator's Office

This office is comprised of three full-time employees, the City Administrator, the Assistant City Administrator and the Executive/Human Resource 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 20 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, and distribution of the quarterly newsletter and other announcements.

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. Economic development accomplishments 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 Department which includes Flagg Creek Golf Course and special events. In addition, Sharon assumes the Administrator's duties in her absence.



Sue Dignin, Executive/Human Resource 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.

Human Resources

Human resource functions including hiring, firing and discipling employees, city-wide training, and administering employee benefit programs are the responsibility of this office. The benefits include health insurance, dental insurance, life insurance, flexible spending account, IMRF and a 457 deferred compensation plan offered to all full time employees. Retirees are allowed to stay on the medical plan at a higher contribution rate.

BENEFIT PROGRAM	SINGLE	FAMILY
Health Insurance	28	39
Dental Insurance	21	45
Life Insurance	54	
Flexible Spending	8	
457 Plan	23	
TOTAL	134	84

The City belongs to the Intergovernmental Personnel Benefit Cooperative "IPBC" which is a cooperative established by certain 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. The City has done a good job at managing our claims. Overall we have been below our claim targets the past three years.

CLAIM FREQUENCY			
CLAIMS BY DEPT.	IRMA		
	TARGET	2014	2013
Administration	1	0	0
Police	7	3	6
Public Works	12	14	4
TOTAL	20	17	10

CLAIM EXPERIENCE			
CLAIMS BY TYPE	IRMA		
	TARGET	2014	2013
Auto Liability	2	0	1
Auto Physical Damage	3	2	7
General Liability	4	6	1
Property Damage	4	7	1
Workers Compensation	7	2	0
TOTAL	20	17	10

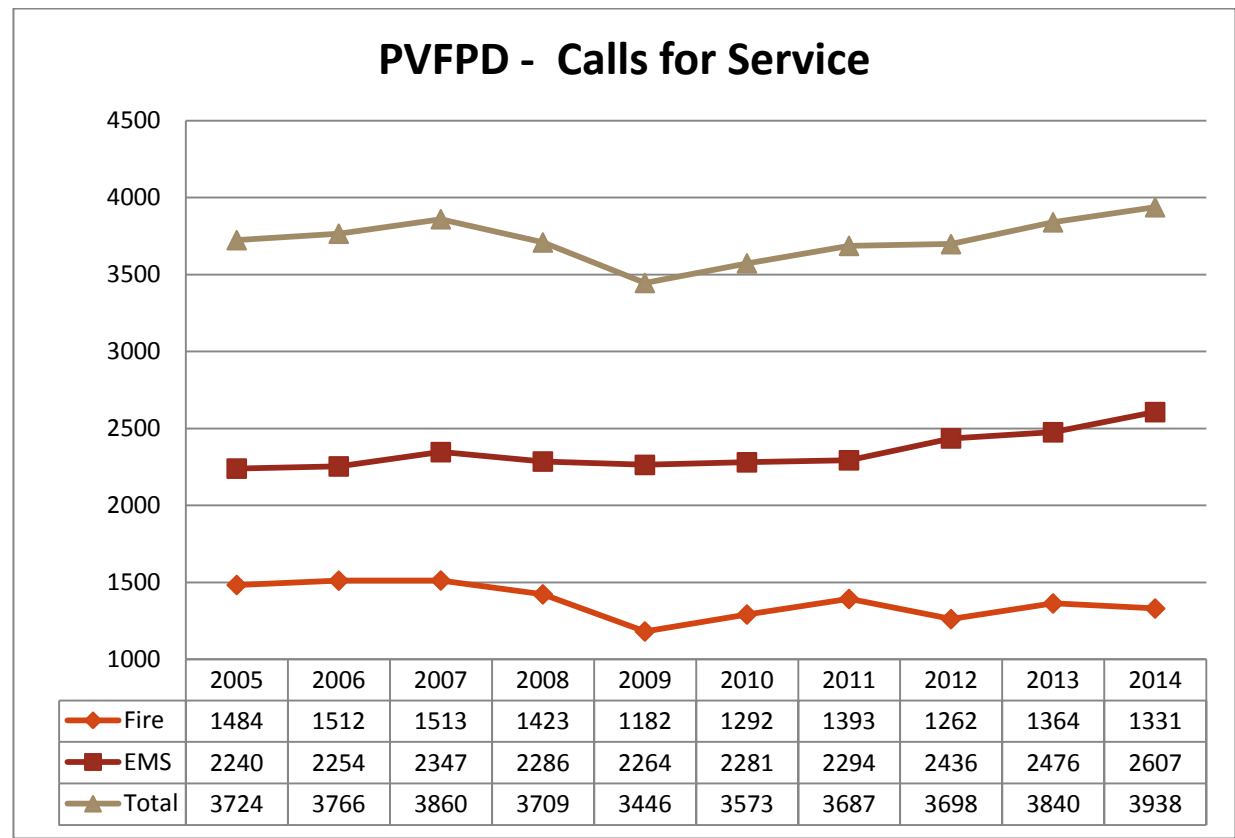
We monitor our claim activity on a regular basis. We look at claim frequency to determine if a department has an excessive amount of claims and thus, may need more training. Although Public Works claims exceeded the IRMA target, fortunately, none of these claims were serious in nature and therefore, not very costly. Many of these claims were for knocked down streetlight poles which typically are reimbursed by the motorist or their insurance company. In 2014, some of the City’s property was destroyed by a rollover semi and one of our streetscapes was destroyed by a motorist. We also monitor claim

experience to determine the most common claims so that we can focus on how to reduce these claims (i.e. training, purchase a new piece of safety equipment, etc.). Overall the City’s claim experience was below the target level. However, property damage was high due to a motorist hitting one of the streetscapes and two of the ornamental streetlights being knocked down in 2 days. All the cost of repairs were recovered by IRMA.

Pleasantview Fire Protection District

The Pleasantview Fire Protection District is a separate taxing entity. They provide fire protection and EMS services to our community. They also assist the City's building officials in performing building inspections for fire safety.

The district provides this office with monthly reports summarizing their calls for service. During 2014 the District responded to a total of 3,938 calls of which 29% or 1,131 where in Countryside. Below is a 10 year history of calls for service. Fire calls have been below the 1,500 level for the past seven years. However, EMS calls have significantly increased over the past 3 years. An aging population and the addition of senior apartments in Countryside are likely reasons for this increase.



Flagg Creek Golf Course

In September, 2014 the City took over administrative control over the operations of the Flagg Creek Golf Course, previously performed by the Pleasant Dale Park District. This required bringing 4 full-time and 4 part-time employees on the City's payroll as well as over 20 seasonal employees. The City Administrator and Assistant City Administrator oversee the operations with the assistance of the Golf Course Manager, Billy Rosinia. The transition took several months and included moving the payroll, purchasing, accounts payable, accounting and budgeting to the City's MSI software, developing new policies which are consistent with the City's yet take into account the unique operations of the golf course. Specific information is provided under the recreation committee and Flagg Creek Golf Course department.

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 nine employees listed in the chart to the right who reached years of service milestones in 2014.

In addition to recognizing service, management tries to thank employees in various ways for their hard work. For the past several years, the City Administrator and Chief of Police have hosted a Labor Day barbeque for the employees. A couple employees bring in their grills, the Chief and Deputy Chief take charge of the grill while others setup the Council Chambers for the buffet. It gives employees an opportunity to mingle with coworkers that they do not see on a regular basis.

SERVICE AWARDS FOR 2014		
EMPLOYEE	DEPARTMENT	YEARS OF SERVICE
Keith Thompson	Public Works	35
Jim Essig	Public Works	30
Ken Goluszka	Police	20
Anthony Boyd	Police	20
Robert Sadt	Police	15
Paul Klimek	Police	10
April Bisignani	Police	10
Kelly Kalker	Police	10
Karen Melone	Clerk's Office	5



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 47 ordinances and 17 resolutions adopted by the City Council in 2014 as required. See **EXHIBIT B** for a complete listing of all ordinances and resolutions adopted.
- Coordinated the transition of the Flagg Creek Golf Course operations to the City from the Pleasant Dale Park District.
- Worked closely with the City Engineer, Special TIF Counsel and TIF consultant to further the TIF Redevelopment Plan including the City Center Development. Specific economic development initiatives are discussed under the Community Development Department.
- Participated on the search committee for a new Zoning Administrator.
- Coordinated legal efforts in three major cases being litigated.
- Wrote several Community Voice columns for the Suburban Life to keep people apprised of Countryside happenings.
- Worked with the Countryside Business Association "CBA" to further their initiatives including a billboard on I-55 advertising the City's businesses.
- Volunteered at the CBA's annual Thanksgiving dinner and Best of Countryside Carnival.
- Peterson sworn in as President of the Countryside Rotary.
- Paul appointed the West Central Municipal Conference representative on the Cook County Sustainability Committee.
- Paul received the Public Servant of the Year award from the West Suburban Chamber of Commerce and Industry.



ROTARY INSTALLATION DINNER
L to R: Sharon Peterson (incoming President)
Steven Jasinski (outgoing President)

WSCCI AWARDS DINNER

L to R: Katherine Dugan-Labelle (sponsor),
Gail Paul (Public Servant of the Year recipient),
& Mayor Jeff Topolski (award presenter)



Clerk’s Office

This office is 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 of the City. However, as the first point of contact, the Clerk’s Office acts as a central hub. The staff, **Laura Fast** and **Karen Melone** are extremely knowledgeable about City services and answer dozens of phone calls each day in addition to greeting the public to assist with a variety of requests.



Open and Transparent Government

The Deputy Clerk is the City’s Freedom of Information Officer and she is responsible for processing all FOIA requests. The City received 307 FOIA requests in 2014. 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 that regularly take place. This amounted to 100 meetings in 2014! 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 recording of ordinances, resolutions, and action items resulting from City Council direction.

Licenses

All business licenses and registrations along with 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. As such they are available to assist residents with voter registration. Additionally, 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, and others. The Clerk’s staff accept payments for all City revenue other than property taxes. This includes revenue from water bills, permits, inspections, real estate transfers, vehicle fuel tax, and restaurant tax.

DESCRIPTION	2014	2013
# Business Licenses	464	469
# Liquor Licenses	52	53
# Special Use Permits	28	26
# Special Event Permits	24	17
# Raffles Permits	6	7
# Garage Sale Permits	123	121
# Real Estate Transfers	156	196
# FOIA Requests	307	264
# Library Reimbursements	81	85
# Pool Reimbursements	16	15
# New Voter Registrations	4	9
# Foreclosures	10	10
# Seniors registered for snow removal	161	155

MAJOR ACCOMPLISHMENTS

- Issued 464 business licenses and 52 liquor licenses.
- Maintained a high standard of compliance with the Open Meetings Act (OMA) by educating staff and elected officials and also by ensuring that all new committee members received OMA training.
- Worked with staff and elected officials to create a Special Events ordinance – combining Special Use and Special Events onto one application form and removing the general fee.
- Increased transparency by posting additional information to the City's website regarding annual meetings and by providing a mailing address for notices and orders.
- The Clerk's office responded to 307 FOIA requests in a timely manner.
- Successfully worked with staff and elected officials to determine the appropriate amount of additional funding for the Shared Cost Tree Program.
- Updated the website for revised content and aesthetics.
- Developed process improvements by building synergy with other departments to find ways to assist each other – especially with business license approvals that require cooperation between the Clerk's office and the Building department.
- Coordinated City approval and support for over 30 events, including the Countryside Business Association (CBA) Carnival and Fall Pub Crawl, the Kelli Joy Memorial Fundraiser, and the Children's Christmas Party.



Community Development Department

This department is comprised of two full-time employees, the Zoning Administrator, and the Building Clerk. The Community Development Department encompasses Building, Zoning, Code Enforcement and Economic Development. With the resignation of the Community Development Director and the Council's desire to not fill the position, the duties of this department were 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. A few examples 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. **Kimberly Clarke, Zoning Administrator** serves as the staff liaison to this Board.

Building Permits

Holly Williams, 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, room remodels, fences and roofs. The City issued 513 permits this issue, an increase of 4%. This increase is indicative of an economy improving. The City has a contractual agreement with TPI for building inspection and electrical services.

Code Enforcement

TPI is also under contract for code enforcement. 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.

DESCRIPTION	2014	2013
# Permits Issued	513	492
Value of Permits Issued	\$10,107,704	\$20,683,142
# Citations Issued	129	92
Value of Fines Collected	\$4,275	\$7,283

MAJOR ACCOMPLISHMENTS

- Processed 513 permit applications.
- Issued 129 citations for code violations, a 40% increase from the prior year. Code enforcement efforts are ongoing especially due to foreclosed properties. The City received notification of 10 foreclosures this year.
- The City was the recipient of the EDIE Award from the Illinois Chamber of Commerce for the Countryside City Center.
- Worked with City Engineer in updating the street condition map and the 5-Year Street and Alley Resurfacing Plan (see **EXHIBIT A**).
- Ensured that all handicapped, no-parking, and fire lane signs are current with the fine amount.
- Received notification that the City was awarded an ITEP Grant for the installation of a multi-use path along the east side of Brainard Avenue from Joliet Road to 55th Street (also listed under Recreation Committee).
- Completed the alley rehabilitation of the alley east of LaGrange Road from 55th Street to Bobolink, and the alley west of LaGrange Road from 55th Street to Plainfield Road.
- Welcomed the opening of Andy's Frozen Custard at 5745 S. LaGrange Road.
- Welcomed Tony's Fresh Market located at 6704 W. Joliet Road; Tony's opened their 12th store on the 12th of November, in Countryside.
- Welcomed the opening of Outriggers Flame steak and seafood restaurant at 803 W. Joliet Road.



Finance Department

This office is comprised of three full-time employees, the Finance Director, Senior Accountant and Accountant. Major responsibilities of the Finance Department include financial reporting, processing accounts receivable and payables, utility billing (water usage), maintaining compliance with annual financial and special audits, recommending the issuance of debt/borrowing, overseeing the annual budget, payroll, investing surplus funds, grant management, and performing various types of financial analysis.



Finance Director, Steve Drazner oversees the day to day operations of the department. The Finance Department also oversees the Information Technology function and the department provides a high level of internal customer support to the other departments. In addition, the department provides customer service to all residents and businesses in such areas as water billing questions, potential payment in lieu of tax fees, taxes and fees, and receivables/payables.

Budget

The Finance Director works closely with the City Treasurer and the Finance Committee to assemble and recommend 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 Operating 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 non-operating 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 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 the investment activity. The Treasurer's Report is used by Department Heads and the City Council to review activity throughout the year. The City also issues a Comprehensive Annual Financial Report which is audited by the firm Sikich, LLP. A copy of this report can be found on the City's website.

Grants

The Finance Department was responsible for monitoring the receipts and disbursements of several grants during 2014. 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, oversees the accounts receivable (other than utility billing), processes all accounts payable, prepares monthly journal entries, reconciles non-operating 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

Bill McShane, Accountant maintains the utility billing system. He prepares an electronic meter read file which is used by the Water Operators to perform drive-by readings. Bill then downloads the readings and prepares the monthly utility bills. Bill's responsibilities also include reconciling

the operating fund and payroll accounts as well as processing the food & beverage and gasoline use tax returns monthly.

Information Technology

The City outsources its information technology needs to Merging Technologies. This department oversees the services provided which include overall security of the City's data, nightly backups, hardware needs, software upgrades, licenses, and the email exchange server.

DESCRIPTION	2014	2013
# Water Billing Accounts	1,559	1,558
# Gallons Billed	537,891,000	569,189,000
# Sewer Billing Accounts	351	351
# Tax Sharing Agreements	5	6
Amount of Tax Incentives Paid	\$ 719,777	\$ 1,091,377

MAJOR ACCOMPLISHMENTS

- Worked with the Finance Committee to reduce the 2014 tax levy to zero.
- Provided detailed water rate analysis and recommendations to the Water Committee.
- Received a Certificate of Achievement Award for Financial Reporting Excellence.
- Prepared and presented the annual report to the TIF Joint Review Board.
- Issued water rebates to Countryside Triangle Area customers.
- Handled collection efforts for locally assessed taxes.
- Performed retroactive wage calculations for sworn police officers and sergeants.
- Participated in the transition of the administrative oversight of Flagg Creek Golf Course to the City.
- Worked with the auditors to update FCGC policies and procedures.
- Renewed the City's electric aggregation program with a new electric supplier.
- Administered the entire budget process, including the issuance of the proposed and adopted budget documents.
- Provided analysis and agreement review pertaining to redevelopment and tax incentives.
- Refunded the City's General Obligation Series 2008 Bonds which resulted in present value savings of approximately \$1.5 million.
- Recommended a 7B designation as an incentive to attract a new grocery retail chain to Countryside.
- Assisted with collective bargaining negotiations and financial analysis.
- Increased the City's transparency rating to 93.1% (rated #14 in Illinois out of several thousand units of government).

Department of Public Works

This department is comprised of twelve full-time employees, the Public Works Superintendent, the Mechanic, Maintenance Worker 2, Maintenance Worker 1, 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, Jim Essig oversees all the activities in this department. The primary responsibilities of this department include snow plowing city streets, sidewalks, park pathways and over 150 driveway aprons for senior citizens, residential leaf pick-up, brush chipping, street sweeping, water main and hydrant repairs, 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.

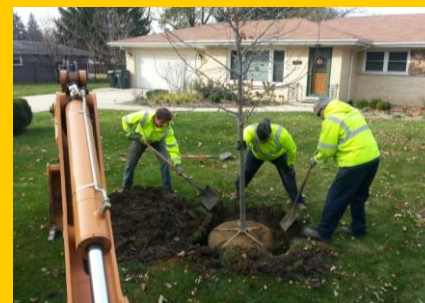
The Superintendent works closely with the City Engineer to update the Streets Condition Map, and the 5-Year Street and Alley Resurfacing Plan, see **EXHIBIT A**. This allows the Infrastructure Committee to make informed resurfacing decisions each year.

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 200 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. The DPW employees built the Community Garden with the generous donation of materials from Home Depot in 2013. They assisted residents with continuing this program in 2014. All fifteen beds were utilized for a variety of fresh garden vegetables harvested during the year. This is a very successful program which will continue in 2015.

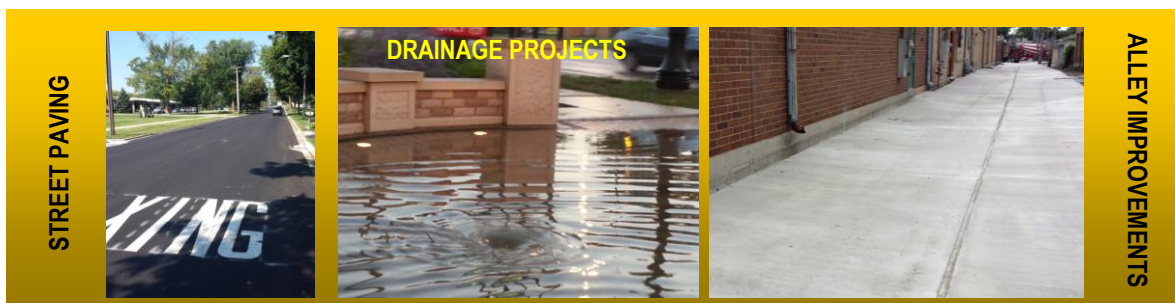


MAJOR ACCOMPLISHMENTS

DESCRIPTION	2014	2013
# Snow plowing trips	34	28
Tons of salt	782	625
# Public properties maintained	103	103
Truckloads of brush	112	119
Tons of leaves	200	270
Amount of dump charges	\$9,510	\$13,580
Cost spring clean-up	\$10,853	\$10,037
# DOL drug tests	10	8



- No accidents or worker's compensation claims in 2014.
- Picked up and disposed of 112 truckloads of brush.
- Picked up and disposed of 200 tons of leaves.
- Snow plowed 167 driveway aprons for senior citizens.
- Cleared snow away from 350 City water hydrants.
- Cleaned up debris from 2 major flood events.
- Hired a new mechanic for Public Works.
- Repaved 58th Street (East Avenue to LaGrange Road).
- Planted 30 trees in various parkways and City parks.
- Planted new flowers and ground cover at Memorial Park.
- Cleaned storm sewer lines on 56th Street and Parkside Avenue.
- Set up for CBA carnival and the Summer Concert Series.
- Conducted a park safety check list at each park and repaired all items.
- Purchased a new 2015 International dump truck with a plow and salt spreader.
- Trimmed parkway trees on 9th, 8th, 7th, 6th Avenues and Bobolink Drive in Ward 1, and at all parks for public safety.
- Replaced alleys with concrete from 55th Street to Bobolink Drive (behind Mainstreet Liquor), Bobolink Drive to t-street (behind Rosebud), 55th Street to t-street (behind Via Bella) and from Madison Avenue to LaGrange Road.
- Installed safe routes to school markings and signs for Ideal School.
- Installed new sidewalks from LaGrange Road to City Park (behind Home Depot).
- Installed new sidewalks from City Park to Brainard Avenue on 61st Street.
- Installed new folding stop signs at intersections for use during power outages.



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

DESCRIPTION	2014	2013
# Watermain breaks	9	13
# J.U.L.I.E. locates	1,411	914
# Service requests	231	154
Hydrants painted	25	-
Hydrants Replaced	9	154
Meters Replaced	571	-
MXUs Replaced	1,135	154

emergencies that may affect the system. This year, the staff oversaw the repair of 9 water main breaks. This is a 30% decline from the prior years. 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. There were 1,135 MXU transmitters replaced in 2014, up from only 154 in 2013. This was a monumental task which will help in the accuracy of readings. In addition, this department performs final readings as properties change ownership.

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.)

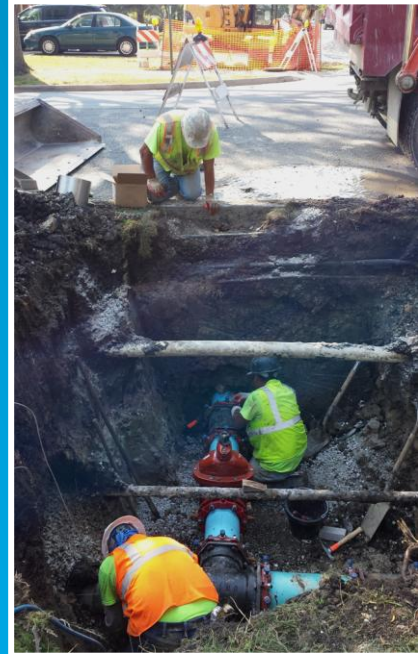
In addition to the water responsibilities they also oversee and maintain the sanitary collection system and lift station that services the City's Ward 2 area, constantly striving to meet or exceed MWRD and IEPA regulations. Every year MWRD requires the City to perform inspections of its sanitary system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

Customer Service

The staff provides timely services as requested. The most common are J.U.L.I.E. locates. 1,411 requests were received in 2014, up 54% from 2013. This indicates the economy is improving as businesses and residents are building and improving their property. 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 231 service requests ranging from frozen pipes and leaks to water usage and billing complaints, a 50% increase from last year.

MAJOR ACCOMPLISHMENTS

- Water main projects on Lorraine Drive, Francis Avenue, Rosemary Court and 9th Avenue were completed in 2014 with landscaping to be completed in the spring of 2015.
- SCADA system upgrade was completed. This enhanced our ability to monitor the health of our system and provide improved communication and alarm notification.
- A discharge meter for the elevated water tank was installed which provides accurate real-time flow data, enhancing our ability to better control our system.
- Water accountability (purchase to sales ration) for 2014 was 94.56% which was reported to the Department of Natural Resources.
- Water samples were collected from 20 Countryside residences in August for the purpose of IEPA Lead and Copper testing. Countryside tested well within the acceptable limits for these substances. There were no violations for semi-monthly Coliform sampling in the City in 2014.
- The MXU rplacement project has been completed with 1,135 MXU transmitters and 571 water meters replaced.
- The Sunset Avenue Lift Station is fully functional and had weathered several spring storms well with the new generator proving to be very valuable.
- Maintenance inspections of the City's fire hydrants were completed in the spring. Upon completion, it was realized three hydrants required emergency replacement due to valve leakage that could not be controlled. A total of 9 hydrants were replaced due to problems with the severe winter temperatures.
- The Joliet and LaGrange Road water main project was completed giving way to the IDOT intersection expansion.
- Lead Water Plant Operator, Mike Hartigan was runner up in the Illinois Potable Water Association Operator of the Year competition.



58TH STREET & LORRAINE AVENUE



9TH AVENUE

ESDA

This department is comprised of eight part-time employees. **Steve Norman, ESDA Coordinator** is appointed by the Mayor with concurrence from the City Council. The coordinator has the direct responsibility for the organization, administration, training and operation of the ESDA, subject to the direction and control of the Mayor as provided by state statute. This department serves as the liaison between the Cook County Department of Homeland Security and Emergency Management and provides the conduit between City, Cook County, Illinois Emergency Management Agency and the Federal Emergency Management Agency in the collection data relating to public and municipal damage responses that have impacted the City of Countryside.

The role of this department is to provide emergency preparedness planning and response along with public education as it relates to a variety of natural and manmade disasters, including terrorism. In conjunction with the City Administrator and the Chief of Police, a standard protocol for the activation of the ESDA Department was created as the department has restructured its operating procedures and procedures. As the chart below indicates, traffic control, park patrol and code enforcement are primarily the responsibility of the Police Department and Community Development Department and therefore, calls for these services from ESDA are significantly down or have been eliminated and are being performed by the respective departments. The focus of this department will remain emergency preparedness and planning so that in the event of a disaster ESDA is ready to respond.

In addition, the department supports other activities which include traffic control, provide emergency scene lighting, and assist any governmental agency or mutual aid municipality in any capacity as deemed necessary.

INCIDENTS	2014	2013
Traffic Control (Accidents and other functions)	0	1
Push Vehicles (Relocation of disabled vehicles)	0	0
Vandalism (Reports to PD for found vandalism)	0	0
C'Side Park (Other contacts at this specific park)	0	0
Training	10	6
Mutual Aid Requests (CPD and other agencies)	14	17
Sign Removal	0	0
Other	16	0
TOTALS	40	24

MAJOR ACCOMPLISHMENTS

- Recertified the City of Countryside as a stormready community with the National Weather Service by meeting all NWS criteria for certification.
- Completed a revision to the joint SOP for the Pharmaceutical Distribution Plan between the City of Countryside and the Village of Hodgkins and presented it to the Cook County Department of Public Health for inclusion in the Multi Jurisdiction Plan.
- Submitted the City's participation in the Multi Jurisdictional Hazard Mitigation plan with Cook County.
- Presented to City Council an overview of the City's participation in the Multi Jurisdictional Hazard Mitigation Plan with Cook County for adoption via Resolution.
- Completed updates to various City facility emergency plans.
- Provided mutual assistance buy back support to the Village of McCook for events at the MAXX Center.
- Prepared and presented an Emergency Disaster Plan and Standard Operating Procedures Plan for the LaGrange Endless Summer event to the LaGrange Business Association.
- Provided manpower assistance at various City sponsored events including but not limited to the CBA Carnival and Countryside's Summer Concert Series.
- Coordinated the inspection and repairs as required for the City's outdoor warning sirens and invoiced the Village of Indian Head Park for their share of the cost of the maintenance of the siren located at 67th and Willow Springs Road.
- Operated the department within the appropriated budget.
- Participated as a voting member of the City of Countryside E-911 Board.
- Disposed of the 1985 Chevy ambulance via closed auction after a review of equipment needs and requirements was completed.

Recreation Department

The Assistant City Administrator oversees the Recreation Department. This Department strives to maintain and enhance the quality of life for all citizens of Countryside by providing park, recreation and leisure opportunities through organized programs and by acquiring, developing, maintaining, and enhancing recreation areas, open spaces and facilities. In the summer of 2012, the City entered into an Intergovernmental Agreement with the Park District of LaGrange for the shared use of City owned fields. In exchange for the use of the fields, all Countryside residents are treated as if they are LaGrange residents and pay in-district rates for programs.

DESCRIPTION	2014	2013
# Recreation Programs Offered	1,036	1,168
# Families Enrolled in Programs	153	200
Concerts in the Park Attendance	2,418	2,370

This year, the City accepted administrative oversight of the Flagg Creek Golf Course from Pleasant Dale Park District. The transition took several months to complete. The City added 4 full-time employees, 4 part-time employees and many seasonal employees to our payroll.

The City also offers special events for the residents at no cost. The events include: Concerts in the Park, Easter Egg Hunt, and the Children's Christmas Party. The Department's responsibilities include but were not limited to: updating the Open Space Master Plan as needed, applying for grants for park renovation, bike path planning, cost service analysis of all recreational programs, preparing sponsorship packets for special events, and collaborative efforts with school districts, park and recreation agencies, and local sports facilities.

MAJOR ACCOMPLISHMENTS

- Raised \$20,500 in sponsorship revenue to offset the cost of special events.
- Received notice that the City is a recipient of ITEP funding for the installation of a multi-use path along the east side of Brainard Avenue from Joliet road to 55th Street (Directive from the Recreation Committee to pursue grant funding; also mentioned in their report). This project should commence the summer of 2015.
- Held a Bike Rodeo in conjunction with the Police Department to promote Safe Routes to School; the event was held at a summer concert in Countryside Park.
- Hosted a fireworks show with the Park District of LaGrange at the July 31st Concert in the Park (also listed under Recreation Committee).
- Continued to maintain IRMA safety standards for playgrounds.
- Transitioned administrative responsibilities from the Pleasant Dale Park District to the City for the Flagg Creek Golf Course in September, 2014.

