

CITY OF COUNTRYSIDE



Annual Report City Operations
2021



Sean R. McDermott
MAYOR

Elizabeth A. Kmet
CITY CLERK

Courtney Bolt
TREASURER

ALDERMEN
Mark G. Benson
John Finn
Thomas Frohlich
Thomas A. Mikolyzk
Scott Musillami
John Von Drasek

February 23, 2022

Dear Mayor and City Council:

On behalf of the City employees, I am pleased to present the tenth Annual Report of City operations. This report contains a summary of responsibilities of each board and committee and the major items considered during 2021.

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

- The Finance Committee recommended no property taxes for 2022, eighth year in a row;
- The Human Resources Committee recommended a COVID-19 Mandate Vaccination Policy which was adopted by City Council and implemented by Administration;
- The Sustainability Committee completed the Sustainability Plan which sets sustainable initiatives for the City's future;
- The Finance Committee recommended structuring and selling Refunding Bonds to refund the 2014 bonds thereby creating just under \$2 million of economic value while also shortening the maturity on the City's most costly debt by 6 years;
- The Economic Development Committee reviewed a proposal for the old City Hall development and directed staff to negotiate a Redevelopment Agreement;
- A compensation study was completed for all non-union employees with a revised pay plan being implemented;
- The Infrastructure Committee's recommended the 2021 Street & Alley Resurfacing Plan which included: Edgewood Ave. (55th Pl. to 55th St.), Blackstone Ave. (Plainfield Rd. to 55th Pl.), Park Ave. (Plainfield Rd. to 55th Pl.), Pleasant Dale Court, Pleasant Dale Drive and Madison Ave. (53rd St. to Plainfield Rd.);
- Began the installation of a new 20" transmission water main to replace the 16" main currently in place to improve service and reliability to our customer towns, Indian Head Park and La Grange Highlands;
- Although the number of permit applications was down 8% from the previous year, the construction value of \$13 million was a 36% increase from 2020 due to larger projects such as Countryside Mitsubishi, Fifth Third Bank and Kiddie Academy; and
- Flagg Creek Golf Course set another record with the number of rounds at 44,167 a 11% increase over the prior year, revenues grew 20% and personnel costs dropped 5% due to better management of staffing levels.

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 6,420 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, another 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 2021.

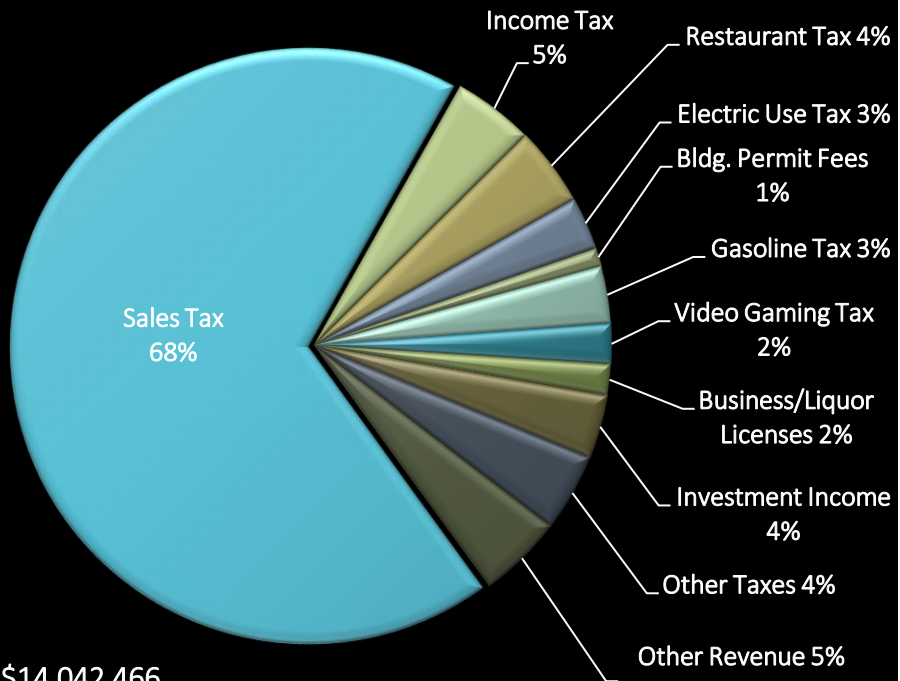
After the City Council sets policies it is up to the staff to implement these policies. This report covers the responsibilities and accomplishments of departments including the Administrator's Office, Clerk's Office, Community Development Department, Finance Department, and Department of Public Works,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

The next page includes charts which show the City's FY2021 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 City's strong sales tax base enabled the property tax levy to be completely abated again this year. 5% of revenue is classified as "Other". This category includes grants, operating transfers from other funds, profit-sharing from Flagg Creek Golf Course, excess reserves from the City's insurance pools and fees paid by businesses in lieu of sales taxes.

The expenditure chart shows that the largest portion of revenues is dedicated to police services at 27%. Debt service represents 17% of the general fund budget. Although a high percentage, the annual debt service payments have been abated due to the City's high sales tax revenue. Pension contributions for all City employees including police are accounted for separately and represents 10% of the general fund budget. Sales Tax Sharing Incentives represent 5% of the general fund expenditures. These incentives are utilized by the City Council to entice new businesses to locate within our limits or to incentivize current businesses to expand, thereby generating more sales taxes. The "Other Services" category includes boards/committees and information technology services/equipment.

GENERAL FUND REVENUES - FY2021

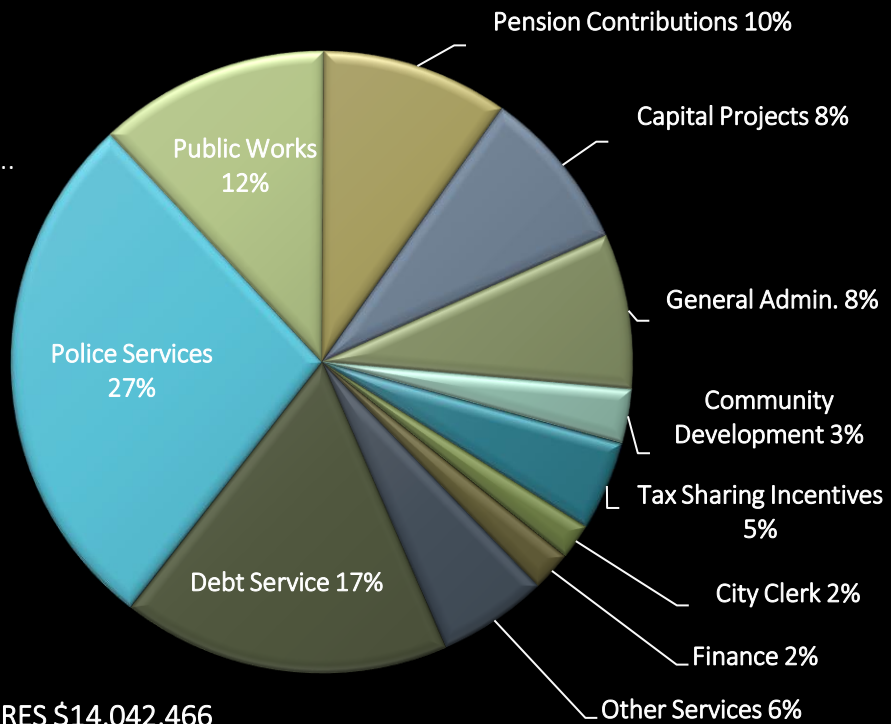
WHERE THE
MONEY COMES
FROM...



TOTAL REVENUES \$14,042,466

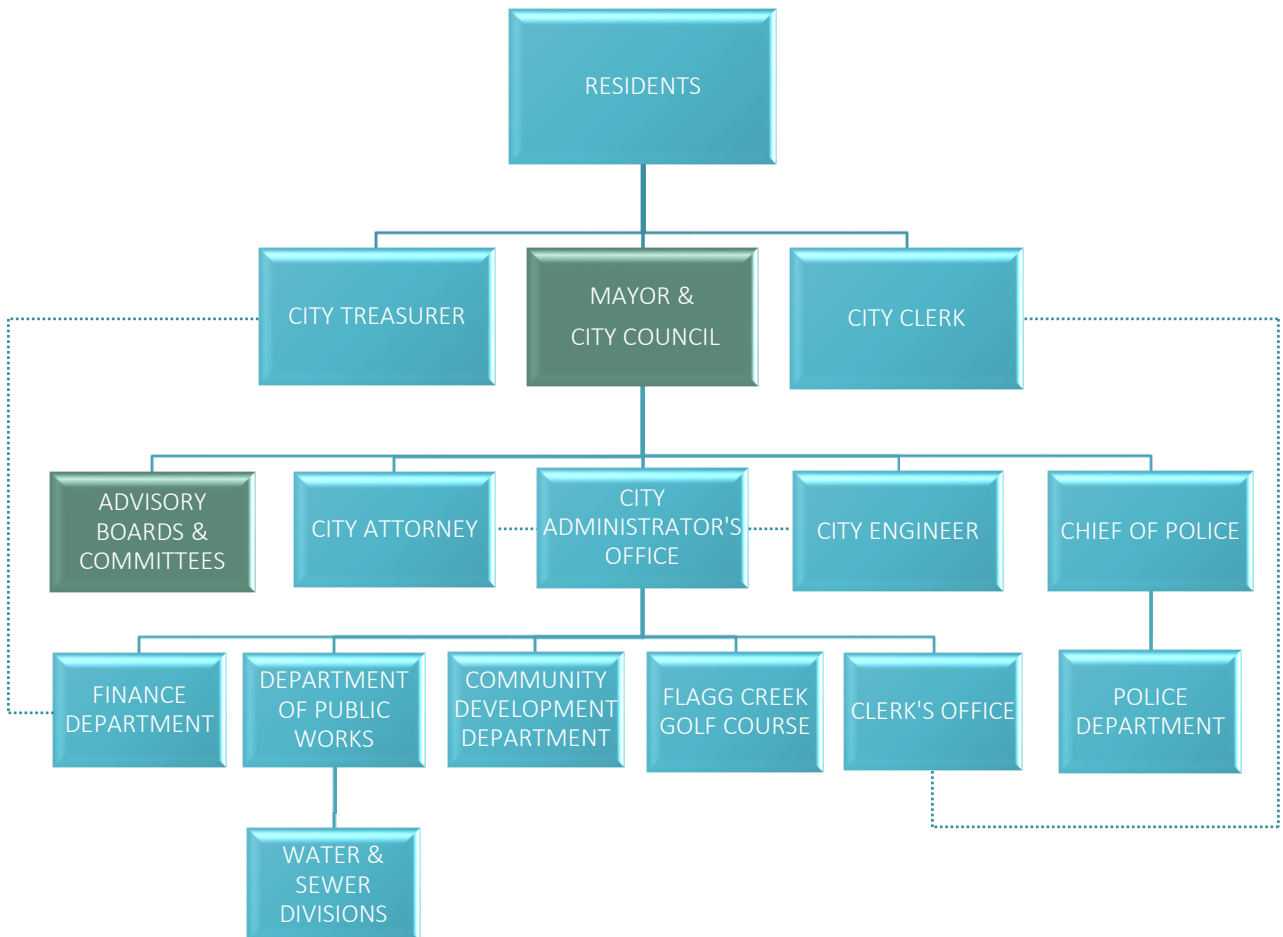
GENERAL FUND EXPENSES - FY2021

WHERE THE
MONEY GOES...



TOTAL EXPENDITURES \$14,042,466

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

Mary Lou Pisone - Chairman

Edward Carter - Secretary

Bryan White - Commissioner

Erik Peck - Attorney

The **Board of Fire and Police Commission** consists of 3 members who shall be appointed by the Mayor with consent of the City Council. They shall serve for terms of 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, appointments and removals, it 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 of Fire and Police Commission met 6 times during 2021. The most significant items reviewed by the committee include:

- Two new commissioners, Edward Carter and Bryan White were appointed to the Board. They replaced commissioners Thomas Perry and Carrie Golden.
- The Board created a Patrol Officer Eligibility List. This list will expire on June 23, 2023.
- Promoted Patrol Officer Paul Lanzi to the rank of Sergeant.
- Commissioners Carter and White began completing various training modules towards earning their Police training certification through the Illinois Fire & Police Commissioners Association.

ECONOMIC DEVELOPMENT COMMITTEE

Alderman John Von Drasek - Chairman

Alderman Mark Benson

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, business retention, incentive programs, special districts, housing development plans, and redevelopment agreements.

The EDC met 7 times during 2021. The most significant items reviewed include:

- Hoffmann Alpha Omega Development, LLC presented a development proposal in 2020 to the committee. The proposal combines a residential property on 71st Street in Countryside and a vacant commercial property on 71st Street in Hodgkins into a tax producing commercial development. The project includes a hotel, restaurant, fueling station and convenience store. This development was discussed at several meetings and required the recommendation of an intergovernmental tax sharing agreement with the Village of Hodgkins and a Redevelopment Agreement (RDA) between the City of Countryside, Village of Hodgkins and Hoffmann Development. The City Council approved the agreements in 2020. Unfortunately with the pandemic, the development did not get underway in 2021 and deadlines were missed. The City Council revoked the RDA this year. Staff met with the developer at year end to try and resolve the defaults. Talks will continue into 2022.
- Pearlshire Capital Group (PCG) owns the Countryside Holiday Inn. They presented a proposal to construct a fueling station with a convenience store in the southwest parking lot, improvements to the indoor pool area including a children’s playroom, and create an outdoor venue adjacent to the pool with a bar and grill and luxury furniture. The committee directed staff to work with PCG to proceed to the Plan Commission and to negotiate a Redevelopment Agreement. Both of these were pending at the end of the year.
- The committee approved a revision to the food dispensing truck ordinance. The revision recommended was to allow the trucks to park at any event which requires a special event permit. The food truck operator will still be required to get a business license and health inspection.
- The committee recommended renewing the Class 6b property tax incentive for the property located at 411 Plainfield Road.
- The committee reviewed a promotion conducted by the Village of Libertyville. This promotion involved their car dealerships and non-profit associations. The purpose is to drive business to the dealerships with proceeds benefiting the selected non-profits. The committee liked the promotion. They instructed staff to get more information and put together the details for final review. It was later determined that this promotion would be postponed due to the lack of inventories at the car dealerships. The committee will review again in 2022.

- Revisions to the business licensing code were reviewed by the committee and recommendations made to the City Council for final approval.
- Luka Travel Mart presented a proposal to redevelop the old city hall property. Their proposal included a vehicle fueling station, convenience store and out-lot on the north end of the property. The south end of the property includes a two-story multi-tenant property. The committee was receptive to the development but wanted information on the tenants before they agreed to sell the property. Staff worked with the developer throughout 2021. At the end of the year they had a specialty grocer and a brewery committed to the project. Staff began negotiating an RDA which will be brought back to the committee in 2022.



| FINANCE COMMITTEE |
|--------------------------------------|
| Alderman John Finn - Chairman |
| Treasurer Courtney Bolt |
| Alderman Thomas Frohlich |
| Alderman Thomas Mikolyzk |

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 6 times during 2021. The most significant items reviewed and/or recommended by the committee include:

- Based on the forecasts – moved certain capital requests from the subsequent budget into the current year and recommended ratification through budget amendments.
- In conjunction with the City's Bond Underwriter (Mesirow Financial) presented the Series 2021 advanced refunding plan to pay off the Series 2014 bonds at a net economic present value of \$2 million.
- Accelerated repayment of the City's most expensive taxable debt by six years.
- Finance Chair recommended to the City Council the passage of the FY 22 budget/FY 21 amendment based on detailed economic forecasts created by the Finance Director.
- Committee proposed abatement ordinances to the City Council for outstanding bonds to affect the elimination of a property tax levy for the eighth consecutive budget year.
- Discussed audit/management letter in conjunction with City auditors. Discussed the elimination of two prior comments from the implementation of compensating controls.
- Conveyed significant duration and other investment portfolio adjustments in response to changing market conditions – reviewed quarterly portfolio reports with the committee including an analysis of investment returns and comparative benchmarking.
- Reviewed independent actuarial reports and assumptions affecting the City's contribution to the police pension fund in conjunction with the City Treasurer.
- Modeled and created new 15-year capital replacement plans for all departments and the Flagg Creek golf course fund. Reviewed long term replacement plans in the Water Fund with the City Engineer.
- In conjunction with Mesirow Financial presented a Police Pension Funding Model to achieve a 100% funding level with the issuance of Series 2022 Pension Obligation Bonds.

FLAGG CREEK GOLF COURSE BOARD

City – John Von Drasek - Chairman

City - John Finn

City - Thomas Frohlich

Park District - Michael Natale

Park District - David Gallagher

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 2021. The most significant items reviewed by the committee include:

- Finance Director Schutter created and presented to the Advisory Board a new marketing plan for the calendar year 2021 season. In conjunction with GolfNow staff, implemented a dynamic pricing program to increase utilization rates for green fees.
- Reviewed Golf Now marketplace statistics with the Advisory Board. The marketplace exposed the golf course's green fee inventory to over 150,000 golfers in the Chicago metro area including additional exposure on 1,000 affiliate websites. This exposure converted a large percentage of bookings from in-person to prepaid online transactions.
- After a staff presentation and discussion on comparable golf course fees, the Advisory Board approved an increase in non-resident greens fees of \$2, and an increase in driving range bucket prices from \$1 to \$3 based on size.
- The Advisory Board authorized several major capital projects including the irrigation pump house replacement, cart replacements, and equipment replacements while still generating a profit sharing distribution to its members in excess of \$245,423.
- The capital commitments authorized by the board reduced maintenance costs on aging equipment, promoted operational efficiencies, and enhanced the customer experience.
- At the recommendation of staff, the Advisory Board approved an increase to the Golf Pro rental contract of over \$10,000 to adequately share in the contractor's growth thus making the contract more equitable to the golf course.
- Presented to the Advisory Board the annual financial report which received an unmodified opinion from our independent auditors. Presented the management letter with no findings and no adjusting journal entries.

HUMAN RESOURCES COMMITTEE

Alderman Tom Mikolyzk - Chairman

Alderman Jim Jasinski

Alderman Scott Musillami

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 aldermen. The committee met 10 times during 2021. Items reviewed by the committee include the following:

- Recommendation of a COVID-19 Vaccination Policy.
- Recommended a revision to the City's Drug and Alcohol policy to discontinue consideration of cannabis testing results in the pre-employment physical for non-patrol officers and non-CDL holders since recreational use of cannabis was legalized by the State of Illinois.
- Recruitments were conducted for Police Records Coordinator, Maintenance Worker I, Building Commissioner, and Golf Course General Manager. Committee members participated in the interviews and made recommendations to the City Council for final approval.
- Various job descriptions were updated.
- The committee approved hiring a consultant to review and update the City's compensation table for non-represented employees. This study was completed during the year with a new salary table being recommended to the City Council for approval.
- There was discussion about the possibility of hiring one full-time Community Service Officer (CSO) in addition to the part-time CSOs on staff. However, this full-time position was not created.
- The committee discussed a COVID-19 Delta Variant Directive. The committee ultimately decided not to implement the Delta Variant Directive but rather directed staff to draft a Mandatory Vaccination Policy. The draft policy was recommended by the committee to the City Council. The COVID-19 Mandatory Vaccination Policy was approved by the City Council and implemented by staff during 2021.
- This committee also met multiple times in executive session to discuss personnel including disciplinary actions and commendations.

| INFRASTRUCTURE COMMITTEE |
|--|
| Alderman Mark Benson - Chairman |
| Alderman John Finn |
| 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 7 times during 2021. The most significant items reviewed by the committee include:

- Reviewed the Street/Alley Conditions Map and recommended six streets to be included in the City’s 2021 Street and Alley Resurfacing Plan, see **EXHIBIT A**.
 1. Edgewood Avenue - 55th Place to 55th Street
 2. Blackstone Avenue - Plainfield Road to 55th Place
 3. Park Avenue - Plainfield Road to 55th Place
 4. Pleasant Dale Court
 5. Pleasant Dale Drive
 6. Madison Avenue - 53rd Street to Plainfield Road
- Updated the City Code section regarding refuse collection area enclosure requirements. All commercial, industrial and multi-family residential buildings containing four or more dwelling units must enclose or screen all refuse collection areas. The walls or sides shall be constructed of masonry block with face brick exterior or materials matching primary façade material or vinyl “board on board” solid sheet or solid wood “board on board” or “alternative board” style designs. The use of metal, solid cast in place concrete or exposed concrete masonry unit is prohibited.
- Increased electrical and zoning plan review fees from \$100 per review to \$150 per review. These reviews are very detailed and complex and sometimes include multiple reviews. Increasing the fee would adequately cover staff time.
- Updated the City Code section to include language that allows the Community Development Department to consider the following in regards to permit applications: permits which have been applied for and the work has not begun, and are more than 180 days old, will be considered expired.
- Approved a contract with Novotny Engineering for Phase I, Phase II, and Phase III for the Joliet Shared – Use Path.

| PLAN COMMISSION / ZONING BOARD OF APPEALS | |
|---|--|
| Richard Fullmer - Chairman | |
| Tina Grotzke - Secretary | |
| Michael Anderson | |
| Danielle Edenfield | |
| Marco Gutierrez | |
| Jonathan Gertsmeier | |
| Stephen Kehr | |
| Robert Schwarz | |
| Ron Ward | |

The **Plan Commission/Zoning Board of Appeals** (PC/ZBA) consists of 9 commissioners. The Mayor appoints 3 commissioners from each of the 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 11 times during 2021. The most significant items reviewed include:

- Recommended approval to grant a text amendment to the Zoning Code to clarify the number of accessory buildings and structures permitted on a Zoning lot.
- Recommended approval to grant a map amendment to update the Zoning Map to reflect all the zoning changes that occurred in the prior year (2020).
- Recommended Preliminary/Final Plat of Resubdivision approval to the City of Countryside to subdivide the property at 5550 East Avenue into 2 lots (Lots 1 & 2). In addition, recommended approval to rezone a portion of the property (Lot 1) from P-1 "Public & Semi Public" to B-3 "Service & Wholesale Business" and a portion of the property (Lot 1) from B-1 "Retail Business" to B-3 "Service & Wholesale Business" in order to sell a portion of the former City Hall property for redevelopment.

| PLAN COMMISSION/ZONING BOARD OF APPEALS CASES | | |
|---|-------|-------|
| | 2021 | 2020 |
| Month | Cases | Cases |
| January | 3 | 4 |
| February | 1 | 0 |
| March | 2 | 9 |
| April | 0 | 3 |
| May | 2 | 4 |
| June | 0 | 0 |
| July | 1 | 2 |
| August | 1 | 1 |
| September | 2 | 1 |
| October | 1 | 4 |
| November | 1 | 2 |
| December | 3 | 0 |

- Recommended approval to grant a text amendment to the Building and Zoning Code to allow a procedure for reviewing corner lot fences administratively and modifying the rear yard setback requirements for accessory buildings/structures in the R-7 Zoning District.

- Recommended approval to grant a special use permit (Hannah Bryant - Fifth Third Bank) to permit a financial institution. Also, recommended approval to permit a drive-through facility (3 teller lanes) at 600 W. Plainfield Road in the B-1 Zoning District.



- Recommended approval to grant a special use (Stephen Coslik - Woodmont Company) to permit a day care center/nursery school (Kiddie Academy) at 1023 W. 55th Street in the B-2 Zoning District.



- Recommended approval to grant a text amendment to the Zoning Code to amend the off-street loading regulations language to prohibit tractors and/or trailers from being parked, dropped, left or stored in any front, side or rear yard of a residential, commercial, office and public or semi-public zones. These activities shall only be allowed in manufacturing or business zoned districts within designated areas by loading berths.
- Recommended Preliminary/Final Plat of Resubdivision approval to (LuAron Foster, Raising Cane's) to subdivide a portion of the property at 20 Countryside Plaza to be incorporated into 181 Countryside Plaza (Lot 1) as part of the redevelopment of the site. In addition, recommended approval to grant a special use amendment to permit two (2) drive-through lanes and two (2) outdoor patios with the construction of a new restaurant to be known as Raising Cane's in the B-1 Zoning District.



DRIVE THRU ELEVATION
SCALE: 1/4" = 1'-0"

| POLICE PENSION BOARD |
|--|
| Louis Moravecek - President |
| Brendan Gleespen - Vice-President |
| Agostino Alonzo - Secretary |
| Dave Schutter - Assistant Secretary |
| Brandon Edenfield - Trustee |

The **Police Pension Board** consists of 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 2021. The most significant items reviewed by the committee include:

- Discussed and approved annual audit, compliance, and actuarial reports and valuations.
- Reviewed market conditions and asset allocations in investment portfolio with the fund's consultants on a quarterly basis.
- The board was periodically advised by consultants on any potential liquidation requirements pursuant to the eventual turnover of fund assets to the newly formed Illinois Police Officers' Pension Investment Fund (IPOPIF).
- Quarterly reports and updates were given by the fund's counsel relative to IPOPIF developments, timelines, and pending litigation.
- Approved quarterly receipts and disbursements for current periods and approved fund transfers to cover benefit payments and invoices for subsequent quarterly periods.
- Reviewed and approved benefit calculations for retiring officers and memberships into the fund from new officers.
- Reviewed and tallied ballots from the biannual election of board members.

SPECIAL EVENTS COMMITTEE

Alderman Scott Musillami - Chairman

Alderman Mark Benson

Alderman Von Drasek

The **Special Events Committee** shall review and make recommendations to the full City Council regarding, but not limited to, capital planning for the City's park system and planning special events, such as: Winterfest, Easter Egg Hunt, Summer Concert Series, and the Children's Christmas party.

The Special Events Committee met 4 times during 2021. The most significant items reviewed by the committee include:

- Held an Easter Egg Drive-through Extravaganza versus the traditional Easter Egg Hunt. The Committee felt that this would be a safer way in early 2021 for the Countryside children to have an Easter egg celebration while maintaining social distancing.
- Met with Designer Event Chicago regarding the City's summer concert series. Due to COVID-19 mitigations, we had a modified Summer Concert Series with six concerts versus the usual eight.
- The annual Countryside Children's Christmas Party was held at the Countryside Holiday Inn in December. Over 100 children enjoyed entertainment by Jeanie B! and a visit with Santa Claus.
- At the last concert of the summer, the gazebo at Countryside Park was dedicated in honor of late Alderman Jim Jasinski. Jim was the Chairman of the Special Events Committee for many years and was extremely fond of the summer concerts.



SUSTAINABILITY COMMITTEE

Alderman Scott Musillami - Chairman

Alderman John Finn

Alderman Tom Mikolyzk

The **Sustainability Committee** is a new committee responsible for creating a sustainability plan for education and awareness, implementation of sustainability programs, assisting City operations, to consider and recommend and administer appropriate sustainability programs and initiatives.

The sustainability committee met 7 times during 2021. The most significant items reviewed by the committee include:

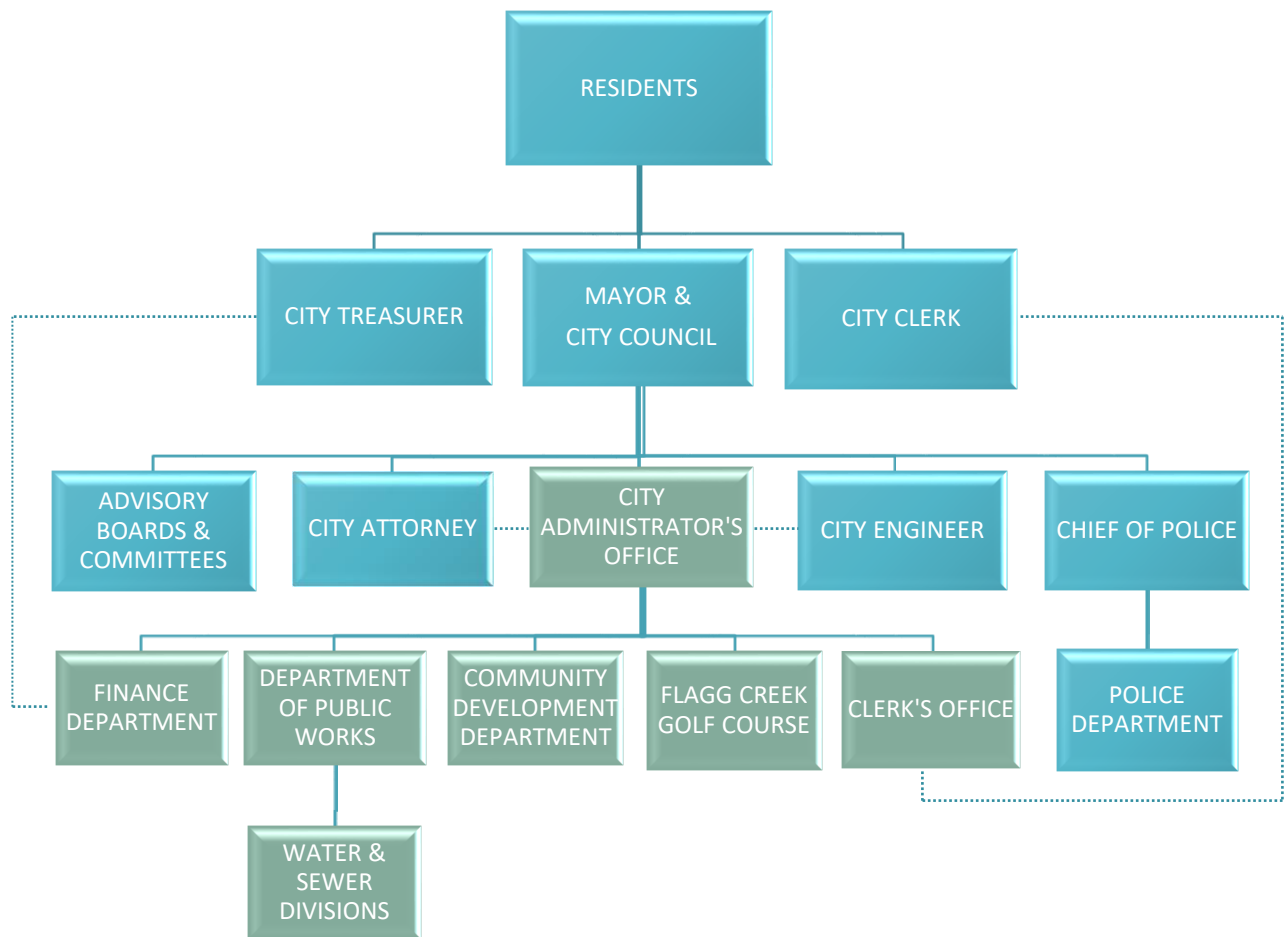


COUNTRYSIDE
LEADING THE WAY IN SUSTAINABILITY

- The committee selected the logo above to recognize sustainable initiatives.
- The Metropolitan Mayors Caucus's Greenest Region Compact (GRC) has been endorsed by 131 communities of all different sizes covering over 6 million residents in the Chicagoland region. The GRC has 49 high level goals which are sustainability goals tailored for municipalities. They provide a framework for municipalities to use to determine which goals are important to their community and a method to prioritize each. The committee recommended passing a resolution to endorse the Metropolitan Mayors Caucus's GRC.
- The GRC framework is very comprehensive. The committee reviewed the framework by section over several meetings. The framework was ultimately finished setting the direction and timing for sustainable initiatives moving forward.
- The Sustainability Plan was recommended by the committee to the City Council for final approval. The GRC framework is an exhibit to the plan and serves as the committee's roadmap moving forward.
- In 2020, the committee discussed an alternative electric aggregation program. This program would allow residents and small businesses the option to purchase renewable energy at the ComEd rates. This program provides a payback to the community. These funds could be used by the sustainability committee to implement new programs and provide incentives or educational materials to the public. The committee recommended implementation of the program as it will not cost more than the ComEd rate. This program was implemented in 2021.
- The committee discussed the Openlands grant for pollinator/butterfly gardens throughout the City. The committee reviewed several sites and determined 3 would make the biggest impact to the community: front entrance to Flagg Creek Golf Course, north end of Countryside Park, and the detention area along the walking path by Ideal School. These gardens will be installed in 2022.
- The committee recommended taking the National Wildlife Federation's Mayor's Monarch Butterfly Pledge. This pledge shows the City's commitment to increase the monarch butterfly population.



CITY OF COUNTRYSIDE – ORGANIZATIONAL CHART



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

Administrator’s Office

This office is comprised of 3 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 Community Development Department staff to accomplish these tasks. Highlights will be covered in the Community Development Department section.

Sharon Peterson, Deputy Clerk/Assistant City Administrator has direct supervision of the Clerk’s Office. She oversees all the City’s special events and serves as the delegate for the City’s insurance pool. 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 Commission.

Human Resources

The human resource functions of this office include hiring, disciplining and firing employees, City-wide training, and the administration of all employee benefit programs including health, dental, 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.

| BENEFIT PROGRAM | SINGLE | FAMILY |
|-------------------|------------|------------|
| Health Insurance | 22 | 50 |
| Dental Insurance | 22 | 58 |
| Life Insurance | 53 | |
| Flexible Spending | 7 | |
| 457 Plan | 26 | |
| TOTAL | 133 | 108 |

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 health, dental 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 and other governmental agencies. 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.

| CLAIM FREQUENCY by Department | | | |
|-------------------------------|-------------|----------|-----------|
| DEPARTMENT | IRMA TARGET | 2021 | 2020 |
| Administration | 0 | 0 | 0 |
| Police | 5 | 2 | 4 |
| Public Works | 9 | 5 | 8 |
| Recreation (Golf Course) | 1 | 2 | 2 |
| TOTAL | 15 | 9 | 14 |

All departments were within the IRMA target except for Recreation. The Flagg Creek Golf Course (FCGC) has 3 full-time employees, several part-time employees and many seasonal employees. FCGC has an aging seasonal workforce. Management has noted that hiring practices need to be modified so seasonal employees are placed in positions meeting their capabilities. In addition, a new policy was adopted for golf cart safety.

| CLAIM FREQUENCY by Type | | | |
|-------------------------|-------------|----------|-----------|
| CLAIM TYPE | IRMA TARGET | 2021 | 2020 |
| Auto Liability | 1 | 0 | 2 |
| Auto Physical Damage | 2 | 0 | 1 |
| General Liability | 3 | 1 | 0 |
| Property Damage | 3 | 4 | 4 |
| Workers Compensation | 6 | 4 | 7 |
| TOTAL | 15 | 9 | 14 |

The claim information is used to help management direct training resources to areas/departments which have higher risks. For example, the severity of the claims at FCGC demanded implementation of a new policy and changes in the seasonal hiring practice for 2022. Overall the City's claim experience was below the target level and showed much improvement over 2020.

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. Based upon the number of years of service they receive a gift certificate for a local establishment of their choosing. The City would like to thank the eight employees listed in the chart below who reached service milestones in 2021. Also, we wish Tom Nicholson the best as he retired this year after serving the Department of Public Works for 16 years.



| SERVICE AWARDS FOR 2021 | | |
|-------------------------|--------------|------------------|
| EMPLOYEE | DEPARTMENT | YEARS OF SERVICE |
| Fred Helmstetler | Public Works | 30 |
| Greg Adamec | Public Works | 20 |
| Agostino Alonzo | Police | 15 |
| Brendan Gleespen | Police | 15 |
| Mike Hartigan | Water | 15 |
| Meiling Lieu | Finance | 15 |
| Sharon Peterson | Clerk | 15 |
| Bob Benes | Police | 5 |

Recreation/Special Events

Sharon Peterson, oversees recreation including the City's 10 parks, intergovernmental agreement with the Park District of LaGrange and special events including: Winterfest, St. Patrick's Day Parade, Easter Egg Hunt, Summer Concert Series, the Angel Tree Program and the Children's Christmas Party. Unfortunately, COVID-19 required the cancelation of Winterfest and the St. Patrick's Day Parade in 2021.

On a positive note, the pandemic has taught us to think outside the box. The Special Events committee considered two options for the Easter Egg Hunt: delivering baskets with eggs and candy to resident's homes or hosting a drive-through event rather than a hunt for candy-filled eggs. They decided on the drive-through event which was very successful. Sometimes change is good.



Coffee with the Mayor

This office coordinates the quarterly meetings where residents and business owners can come to meet directly with Mayor McDermott over a cup of coffee. Typically, there will be one or two

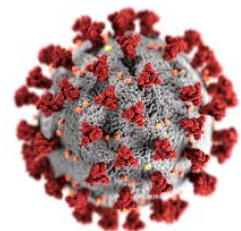


speakers to educate the public on programs offered by the City and other agencies. Updates on City operations and economic development are often topics of discussion. All those in attendance are given the opportunity to ask questions or bring issues to the Mayor's attention. In 2021, there was only two meetings due to the COVID-19 restrictions. Dr. Kiran Joshi, Senior Medical Officer at the Cook County Department of Public Health was a guest speaker. Dr. Joshi is co-leading the agency's response to COVID-

19. He gave a very informative presentation on the status of cases and vaccination rates in Cook County .

COVID-19 Pandemic

The focus of this department's priorities took a big shift beginning in March, 2020 and continuing throughout 2021 due to the COVID-19 pandemic. It was now a priority to keep up on executive orders and adjust policies and procedures for the safety of the employees, residents and businesses, keep the public updated on changing recommendations and executive orders and manage staff shortages due to revised schedules and illness.



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 other department specifics will be listed under those departments.

- Implemented 51 ordinances and 13 resolutions adopted by the City Council in 2021 as required. See **EXHIBIT B** for a complete listing of all ordinances and resolutions adopted.
- Presented a slide show at the Cook County Green Town conference regarding the City's decision process in building a net zero energy building.
- Participated in the recruitment of 3 new employees: Building Commissioner, Maintenance Worker 1 and Police Records Coordinator.
- This department took on the unique task of administering the COVID-19 pandemic by:
 - Established and updated employee protocol including procedures at work, to quarantine and return to work requirements as needed.
 - Over 25 posts to the City's Facebook page.
 - Over 10 e-blasts to the City's website subscribers.
 - Updated the City's website pages solely for COVID-19 information for residents and businesses included 15 posts for businesses regarding operational restrictions, financial assistance programs, workplace safety, vaccination distribution, job training, etc. Another 10 posts were made on the resident page including the Governor's Executive Orders, Recovery Job Training and Placement Program, rental assistance, utility bill assistance, travel guidance, recreational restrictions, vaccination distribution, testing facilities and work safety information.
 - Prepared and implemented a COVID-19 Mandatory Vaccination Policy for all employees, contractual employees and officials.
 - Updated procedures for all employees contracting COVID, having COVID symptoms or being exposed to COVID for proper quarantining and isolation requirements.
- Prepared the City's Sustainability Plan which was approved by resolution by the City Council.
- Began implementation of the sustainable initiatives for the next 12-18 months.
- Organized and participated in two Coffee with the Mayor events.
- Organized the Easter Egg drive-through event, summer concert series, a fireworks display, and began working on possible new events for 2022.
- Organized the dedication of the Countryside Park Gazebo to the late Alderman Jim Jasinski.



Clerk's Office



This office is comprised of 3 full-time employees; the Deputy Clerk, Senior Clerk, and Office Assistant. This office plays a critical role in the daily operations of the City.

Deputy City Clerk, Sharon Peterson 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 Saucedo** 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 Freedom of Information Act (FOIA) requests. The City processed 256 FOIA requests in 2021. 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 97 meetings in 2021. The staff prepare agendas and minutes in accordance with the OMA. 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 with the review and approval by the Liquor Commissioner.

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.

| DESCRIPTION | 2021 | 2020 |
|---------------------------------------|------|------|
| # Business Licenses | 446 | 446 |
| # Liquor Licenses | 48 | 55 |
| # Special Use/Special Event Permits | 16 | 15 |
| # Raffles Permits | 0 | 1 |
| # Garage Sale Permits | 64 | 42 |
| # Real Estate Transfers | 89 | 103 |
| # FOIA Requests | 256 | 221 |
| # Tree Program Applications Processed | 88 | 66 |
| # Library Reimbursements | 120 | 80 |
| # Pool Reimbursements | 22 | 2 |
| # New Voter Registrations | 17 | 52 |
| # Foreclosures | 2 | 4 |
| # Seniors registered for snow removal | 228 | 187 |

Resident Programs and Payment Processing

There are many community programs which 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.

MAJOR ACCOMPLISHMENTS

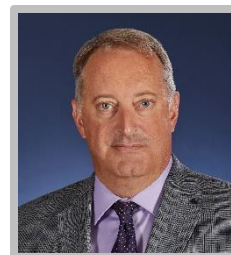
- The Clerk's Office continued the City's Angel Tree Program in 2021. We assisted 66 residents in need this past holiday season, which is a 94% increase from 2020. Even though it is disheartening that there are this many families in need in Countryside, we are happy that we are able to offer the program and happy that there are the "Angels" out there that continue to make this program as successful as it is.
- All of our electronic files had been stored on City network drives. This was taking up too much space. In 2017, the City purchased Laserfiche, which is a document management system for storing electronic files. Moving all of our files from the network drives to Laserfiche was being met with much resistance. In August 2021, the Clerk's Office moved all of their electronic files to Laserfiche, and once this was implemented staff discovered how simple it was to use the software.
- Implemented an online FOIA request form through Laserfiche. This has saved on staff time, because the form is submitted electronically directly to the Clerk's Office. In the past, office staff would have to scan the request form and email it to the department, now it's handled electronically once received by the Clerk's Office.
- Updated the Business License Code – staff recommended simplifying language that was confusing with regards to restaurant seating and the associated fees. Staff also recommended updating the language with regards to outstanding fees and fines prior to a business receiving their new calendar year license, and the code was updated to clarify the language regarding fines and citations when business licenses have not been renewed after the January 1st due date. We have felt that the change has streamlined the code and made it more user friendly.
- Updated sections of the City Code where language was either outdated or needed to be amended to reflect current practices. Some of these sections are addressed in our Employee Manual, and needed to be deleted in its entirety to avoid confusion, while other sections hadn't been updated since the 1980's and a thorough review was needed.
- Processed 13 new resolutions and 51 new ordinances. Ensured that the City Code was updated for all new ordinances.

Community Development Department

This department is comprised of 3 full-time employees and 1 part-time employee; the Building Commissioner, Planning Manager, Permit Specialist, and a part-time Code Enforcement Officer. 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 Building Commissioner (Building, Code Enforcement and overall management of the department).

Plan Review & Building Construction Inspections

Michael Coleman, Building Commissioner performs a comprehensive review of all submitted documents, plans for all scopes of the project. The review will insure that the proposed construction meets the intent of the building code and any local City amendments. The Building Commissioner performs these required reviews as part of the general services offered by the Community Development Department. The department also performs all fire protection reviews including fire alarms, kitchen suppression systems, and residential and commercial fire sprinklers. The City coordinates all inspections with the Pleasantview Fire Protection District. Since January 2020, the Building Commissioner performs all inspections as required for conformance of the building & fire codes with the exception of plumbing and health inspections.



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, Permit Specialist is the gatekeeper for all permits including their acceptance, processing, issuance and follow-up. There are many types of permits ranging from new construction, remodels, additions, fire protection, fences, and utility right-of-way work. The permit specialist issues certificates of occupancy, keeps track of monthly assessor and statistical data, issues annual contractor licenses renewals, issues annual elevator licenses and is in charge of the annual RPZ program. The permit specialist is the general file keeper for the Community Development Department.

Code Enforcement & Rental Housing

Cheryl Jordan, Code Enforcement Officer investigates and processes all property maintenance complaints and is also the Rental Housing Compliance inspector. Cheryl inspected 457 rental units in 2021. Most rental inspections require multiple inspections. Cheryl investigates all property complaints in regards to site, building maintenance, housing regulations to signage enforcement. There were 240 code enforcement cases in 2021. She also performs all tri-annual rental housing inspections for compliance with the City rental housing



code and the International Property Maintenance code. The City tries to work with code violators to give them an opportunity to voluntarily correct the violation to avoid citations.

Plumbing & Health Inspections

The City contracts with T.P.I. Building Code Consultants, Inc. for plumbing inspections. 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. Food establishments are inspected twice a year by the health inspector.

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.

| DESCRIPTION | 2021 | 2020 |
|---------------------------------|--------------|-------------|
| <i># Permits Issued</i> | 561 | 610 |
| <i># Permit Entered</i> | 617 | 648 |
| <i>Value of Permits Issued</i> | \$12,965,275 | \$8,324,375 |
| <i>Permit Revenue</i> | \$283,776 | \$175,265 |
| <i># Reviews Completed</i> | 1,099 | 1,208 |
| <i># Inspections Completed</i> | 1,915 | 1,950 |
| <i># Citations Issued</i> | 110 | 33 |
| <i>Value of Fines Collected</i> | \$12,150 | \$750 |

MAJOR ACCOMPLISHMENTS

- Issued 561 permits this year, with a construction value of \$12,965,275.00 which is an increase of 35.7% in construction value from 2020. Permits were down 8%, but construction cost was higher due to the increase cost of construction materials. Some of the larger projects that came through the department in 2021 include: Raising Cane's, Fifth Third Bank, Kiddie Academy and Countryside Mitsubishi.
- Issued 110 citations for code violations in 2021. Code enforcement efforts are continuously ongoing with issues of residential and commercial property maintenance, and work without a permit.
- In 2021 several sections of the Building Code were updated via approval of the City Council, These codes are:
 - 21-03-O - Amended Section 10-2-9 Accessory Buildings and Structures
 - 21-08-O - Adopted the 2020 Zoning map
 - 21-31-O - Amended Section 7-7-5 of the Municipal Code regarding the Use of Public Sewer Regulated
 - 21-32-O - Adopted the 2021 International Residential Building Code
 - 21-41-O - Amended Section 8-14 of the Municipal Code for Rental Housing
 - 21-42-O - Amended Section 10-10 and 5-10 regarding Restricted Parking
- City Engineer worked with Cook County to complete the City of Countryside cooperative design and construction of the Brainard Avenue bike path connecting Joliet Road and 55th Street. The Illinois Transportation Enhancement Program covered 80% of the cost and the City also received \$90,000 in funding from Cook County.
- Received \$100,000 in grant funding from the Community Development Block Grant that is administered through Cook County for repair and resurfacing of Madison Avenue.
- Worked with the Sustainability Committee on creating and revising codes and standards to encourage sustainable practices including solar design for renewable energy, reusable building materials and educating the public.

Finance Department

This office is comprised of 3 full-time employees and 1 part-time employee; the Finance Director, Senior Accountant, Senior Clerk, and Account Clerk. Major responsibilities of the Finance Department include budgeting, financial reporting, administration of accounts receivable/payable, utility billing, debt and investment management, grant administration, and providing complex financial modeling and analytics to support City-wide departments, programs, and initiatives.

Finance Director, Dave Schutter, CFA, CPFO 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 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 City Council. The budget process begins with department requests which are reviewed by the City Administrator and Finance Director. The preliminary General Fund/Capital Fund budgets are presented in the fall to develop property tax levy/abatement recommendations to the Finance Committee and City Council. Budgets for all City funds are introduced in January/February and are refined as required until the final budget adoption in April following a public hearing.

Financial Reporting and Grant Administration

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 (quarterly). The City also issues a Comprehensive Annual Financial Report (CAFR) currently audited by Baker Tilly Virchow Krause, LLP (available on City's website). The Finance Department is responsible for monitoring the receipts, disbursements, and reporting of grant programs and works with Administration and the City Engineer with respect to grant applications and reimbursement processes. The department also determines any special grant audit or other financial reporting requirements. Please see **EXHIBIT D** for additional grant information.

Senior Accountant, Meiling Lieu, CPA processes the bi-weekly payroll, manages accounts payable and receivable (other than utility billing), prepares journal entries, reconciles bank accounts, processes the quarterly hotel/motel tax returns, and works closely with the auditors to complete the annual audit.



Account Clerk, Kelvin (Kelly) Keach is a retired CPA with over 25 years of experience serving local government finance offices. Kelly works part-time for the Finance Department performing a variety of duties. He serves as the primary accounts payable clerk while assisting the Finance Director and Senior Accountant with high profile projects involving financial analytics, reporting, and implementation of technology solutions, workflows, and integrations that streamline processes across City departments.

Utility Billing

Senior Clerk, Holly Williams 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 and monthly reporting package for the Lead Water Operator and Finance Director. She also processes the monthly restaurant and gasoline use tax returns and serves as the primary collection agent for all past due accounts.



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.

Financial Highlights

| DESCRIPTION | 2021 | 2020 |
|---|-------------|-------------|
| <i>Sales Taxes (Trailing 12 Months)</i> | 10,563,485 | 9,096,954 |
| <i>Sales Tax Growth (Y over Y)</i> | 16.12% | -4.97% |
| <i>Income Taxes (Trailing 12 Months)</i> | 805,729 | 649,160 |
| <i>% Change (Y over Y)</i> | 24.12% | 2.63% |
| <i>Gaming Machines in City</i> | 116 | 114 |
| <i>Gaming Taxes (Trailing 12 Months)</i> | 378,970 | 197,043 |
| <i>% Change (Y over Y)</i> | 92.00% | -34.23% |
| <i>Water Billing Accounts</i> | 1,585 | 1,586 |
| <i>Gallons Billed (Trailing 12 Months)</i> | 520,988,000 | 516,132,000 |
| <i>Gallons Purchased (Trailing 12 Months)</i> | 569,314,000 | 553,176,000 |
| <i>Unaccounted for Flow</i> | 8.49% | 6.70% |

- Sales taxes represent the primary revenue source for the general fund – 67% of total FY 22 budgeted revenues. Current year growth was facilitated by pent up demand and annual inflation indices approaching 7%. Growth rates varied across sectors and to some degree was constrained by supply chain issues and the resurgence of COVID-19 through new emerging variants. Continued inflation pressures, labor shortages, and supply chain issues affecting inventory levels and availability of materials could pose growth risks going forward.
- Income taxes (Local Government Distribution Fund “LGDF”) distributions represent the second largest revenue source at just under 4.6% of budgeted general fund revenues. Collections are showing significant growth year over year on a trailing 12 month basis. The growth was facilitated by wage inflation growth caused by labor shortages and increased demand which required companies to offer higher wages (according to IML publications). The growth was also impacted by the elimination of the 5% discount to local governments.
- Restaurant taxes represent the 3rd largest revenue source for the general fund – significant growth was achieved year over year from the easing of restrictions and pent up demand.
- Gaming taxes are growing into a top 5 revenue stream in the general fund. Significant growth has been achieved from pent up demand and significant easing of operating restrictions.

MAJOR ACCOMPLISHMENTS

- In conjunction with the City's bond underwriter, Mesirow Financial, structured and sold refunding bonds Series 2021 that created net economic value to the City of just under \$2 million while simultaneously shortening the maturity on the City's most costly debt by 6 years.
- For the eighth consecutive budget cycle City operations were supported without the use of an annual property tax levy.
- The City received the Certificate in Achievement for Financial Reporting from the Government Finance Officers Association (GFOA) for the 15th consecutive year for the 2021 audit.
- Effectively managed completion of annual CAFR documents with only 2 auditor adjusting entries in the last five years (inclusive of both the City and Flagg Creek Audits). The auditors also removed all management letter comments (last year) based on the City's implementation of compensating controls.
- Received the Distinguished Budget Award from the GFOA for the 6th consecutive year for the fiscal year 2022 document. This award reflects the ongoing commitment of the City Council and staff to meeting the highest principles of governmental budgeting.
- Received 23 "Outstanding" ratings from GFOA reviewers (represents 26% of the total ratings).
- Finance Director Schutter earned the Certified Public Finance Officer designation demonstrating proficiency and commitment to the highest professional standards in accordance with the GFOA's Code of Professional Ethics.
- The City's personnel benefits pool, the Intergovernmental Personnel Benefits Cooperative (IPBC), implemented a new underwriting methodology that benefited the City's renewal rates based on historically low loss ratios. The City's renewal rate reflected an 8.5% reduction over the prior year vs. market rate increases averaging over 6.2%.
- Significantly improved interest income from strategic portfolio asset selection and market based adjustments - consistently beat investment portfolio benchmarks in each of the last five years by earning excess returns of 15-150 basis points.
- Based on average portfolio assets of \$8.7 million as measured over the last calendar year, excess income of over \$130,000 was achieved over the best benchmark performance.
- Implemented integrated workflows between the biometric time clock software (at the golf course) and the City's timesheet and payroll processing modules operated through the Finance Department. This process has significantly reduced a paper intensive process and numerous hours of manual entry into the accounting system.

Department of Public Works

This department is comprised of 13 full-time employees; the Public Works Superintendent, Building Maintenance Technician, Mechanic, Crew Chiefs, 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, 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 240 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 receive 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 350 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, 4 buildings, and right-of-ways. See **EXHIBIT E** for a complete listing of all the properties maintained by DPW.

| DESCRIPTION | 2021 | 2020 |
|--------------------------------|---------|----------|
| # Snow plowing trips | 18 | 12 |
| Tons of salt | 750 | 749 |
| # Public properties maintained | 101 | 100 |
| Truckloads of brush | 160 | 190 |
| Tons of leaves | 350 | 450 |
| Amount of dump charges | \$9,100 | \$11,050 |
| # DOL drug tests | 8 | 8 |
| Driveway aprons plowed | 240 | 240 |

MAJOR ACCOMPLISHMENTS

- Resurfaced the following streets: Edgewood Avenue - 55th Place to 55th Street, Blackstone Avenue - Plainfield Road to 55th Place, Park Avenue - Plainfield Road to 55th Place, Pleasant Dale Court, Pleasant Dale Drive, Madison Avenue - Plainfield Road - 53rd Street to Plainfield Road.
- Painted the clock tower at Memorial Park.
- Purchased a new street sweeper.
- Picked up and disposed of 350 tons of leaves and 160 truckloads of brush.
- Snow plowed 240 driveway aprons for senior citizens.
- Planted 77 parkway trees.
- Removed 51 diseased/dead parkway trees.
- Conducted park and facility safety checks.
- Repaired curb and sidewalks in various locations throughout the City.
- Installed holiday lights, decorated Memorial Park and City Hall, decorated the streetscapes on LaGrange Road and decorated the street light poles with garland.
- Replaced the fence between the Community Garden and 630 Kensington Avenue.
- Installed an above ground fueling station and decommissioned the underground fueling station at the Public Works garage.



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 La Grange Highlands. 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 12 water main breaks. Staff also works closely with the City's Engineer to review the infrastructure and make recommendations to the Infrastructure 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.

| DESCRIPTION | 2021 | 2020 |
|----------------------|--------|--------|
| # Watermain breaks | 12 | 12 |
| # J.U.L.I.E. locates | 4,198 | 2,140 |
| # Service requests | 129 | 127 |
| Hydrants Replaced | 0 | 2 |
| Valves Replaced | 0 | 2 |
| Meters Replaced | 14 | 16 |
| MXUs Replaced | 11 | 14 |
| Water Accountability | 91.51% | 95.04% |

Quality Assurance

The staff performs quality assurance sampling and monitoring tests and constantly strives to meet and or exceed EPA and IEPA guidelines. 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 this department oversees and maintains 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. There were 4,198 requests received in 2021, up from 2,140 or 49% from 2020 as the result of the Central Tri-State Tollway Project, Nicor project, City water main projects, and various construction projects completed in 2021. 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 129 service requests, up from 127 in 2020, ranging from frozen pipes and leaks to water usage and billing complaints, and final reads for property sales.

MAJOR ACCOMPLISHMENTS

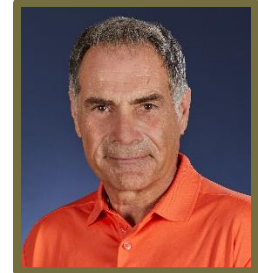
- Completed 4,198 JULIE locates, a 49% increase from 2020, largely due to the Central Tri-State Tollway Project, the Nicor project, and City water main projects.
- The water accountability for calendar year 2021 was 91.51% according to water billing data.
- Repaired or replaced 14 water meters and replaced 11 MXU transmitters.
- The hydrant maintenance program exposed several repair issues, all of which have been addressed.
- City wide leak detection was performed as part of its preventive maintenance program, with no major leaks detected.
- There were 16 backflow inspections performed in the Ward 2 sanitary system with the involvement of the Community Development Department in accordance with the Metropolitan Sanitary District Inflow and Infiltration Program requirements.
- There were 12 water main breaks in the system in 2021 and 6 water main related repairs. The City's commitment to replacing aging water mains is a big reason for the low number of breaks annually.
- Repaired and replaced Water Department 800KW generator transfer switch after an emergency power fail.
- The City began installation of a new 20" transmission main to replace the 16" main currently in place to improve service and reliability to its two customer towns, Indian Head Park and LaGrange Highlands, and the Ward 2 area.



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, and a full service bar with a limited food service concession operation.

The golf course is comprised of 3 full-time employees, 27 permanent part-time employees and many seasonal employees. **Billy Rosinia** retired as General Manager in September of 2021 after serving the golf course in this capacity for over 21 years. As a member of the PGA, Billy has won over 15 tournaments. Billy is going to stay with the Flagg Creek team for the upcoming season and teach private lessons for adult golfers. Adult level instruction has been an underserved amenity at the golf course over the past few years.



Patrick Jeter joined the Flagg Creek team as the new General Manager in October of 2021. He served as General Manager for Arcis Golf for the last 7 years at multiple local properties. Patrick is a graduate of Lyons Township High School and attended Western Illinois University, receiving a degree in Recreation, Park and Tourism Administration. With over a decade of golf industry experience, Patrick brings a practical approach to course management inclusive of understanding the nuances of balancing resources/priorities in order to ensure revenue targets and profitability goals are met. Patrick's responsibilities include strategic planning for the golf course, making capital improvement recommendations to the Flagg Creek Advisory Board and public relations.

Michele Sullivan started in 2014 as the 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.



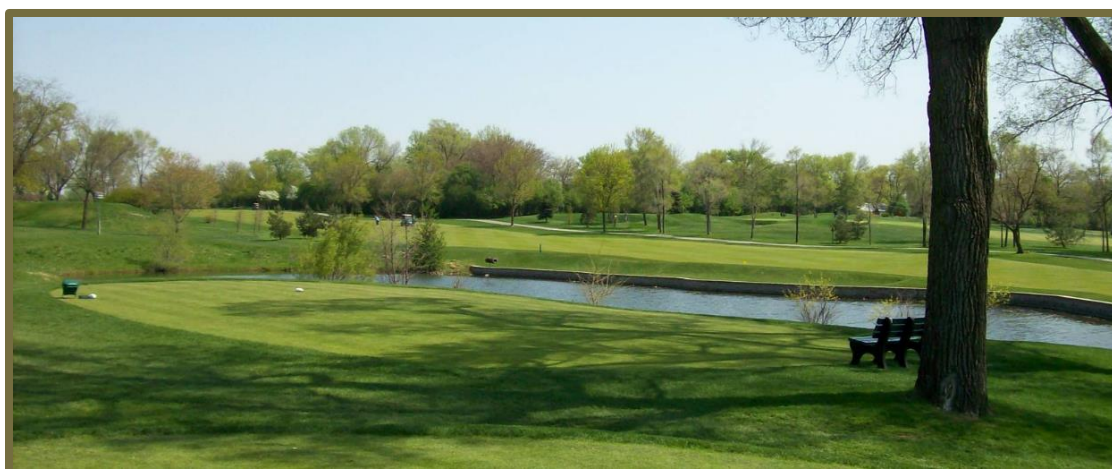
Doug Davis completed a degree in Horticulture Science before entering the golf industry in 1979 as an intern at the Medinah Country Club. He then gained valuable experience at the Eagle Ridge Resort in Galena before taking over the Superintendent role at Flagg Creek in 2000. Doug manages a seasonal staff of 6-7 employees and is charged with the overall beautification and maintenance of course grounds, management of the computerized irrigation system, and for making recommendations on the operating and capital budgets for his department in concurrence with the General Manager and Finance Director.



| DESCRIPTION | 2021 | 2020 |
|------------------------------|------------------|------------------|
| # Paid Rounds Played | 44,167 | 39,749 |
| # Comp'd Rounds | 211 | 116 |
| # Golf Outings | 40 | 22 |
| # Private Parties | 4 | 2 |
| Golf Course/Range Revenues | 1,284,184 | 1,109,634 |
| Pro Shop/Concession Revenues | 220,693 | 144,659 |
| Total Revenues | 1,504,877 | 1,254,293 |

MAJOR ACCOMPLISHMENTS

- The 2021 calendar year rounds exceeded the prior year totals by 4,688 or 11.79% and total course revenues exceeded the prior calendar year totals by \$250,584 or just under 20%. Most notably, this growth was accomplished more efficiently as total personnel costs as a percentage of revenues were reduced from 47% to just under 42%.
- This significant revenue growth was also facilitated by a host of factors including but not limited to the implementation of a new marketing plan, the reopening of the concession stand with a new operating approach, price/fee increases in green fees and range prices, and a tactical adjustment to the tee sheet where intervals were reduced by 1-2 minutes.
- Aggressively marketed prepaid online rounds through discounted green fees and dynamic pricing through GolfNow online channels which significantly reduced the labor required to schedule tee times.
- Grew operating cash flows in calendar year 2021 by over \$615,000 which supported capital outlays/replacements of just under \$108,000 and profit sharing distributions of \$245,000.
- The operating model for concessions was adjusted from labor intensive menu offerings (pre-pandemic) to very limited menu offerings and prepacked items purchased under wholesale pricing from local vendors. This model significantly reduced the labor burden for the concession operation and as a result net income from concessions increased by just under \$25,000 or 44%.
- Implemented procedural changes to the reservation process. These changes reduced no show activity and increased the reach of our eblast marketing program.
- Integrated biometric timekeeping system with enterprise resource planning system which eliminated paper processes and created automated timesheet and payroll workflows.
- Implemented new policies/procedures to mitigate risk and increase internal controls.





EXHIBITS



City of Countryside
5 Year Plan
Construction & Engineering Cost Estimate
November 7, 2018, Updated January 27, 2022

| STREET | FROM | TO | LENGTH (FT.) | E-E WIDTH (FT.) | AREA (S.Y.) | Improvement Type | Construction & Engineering Cost |
|------------------------|-------------------|-----------------|-----------------|-----------------------|----------------|---------------------|---------------------------------------|
| YEAR 2019 | | | | | | | |
| Barton Road | Brainard Ave | Longview Dr | 640 | 28 | 1,991 | Resurface Spot C&G | \$ 89,600.00 |
| Forestview Road | Lorraine Dr | Sunset Ave | 845 | 30 | 2,817 | Resurface Spot C&G | \$ 126,750.00 |
| 61st Place | Brainard Ave | East Limit | 830 | 30 | 2,767 | Resurface Spot C&G | \$ 124,500.00 |
| Parkside Avenue | Hillsdale Rd | Crestview Rd | 685 | 30 | 2,283 | Resurface Spot C&G | \$ 108,458.33 |
| | | Totals | 3,630 | 0.0 | 11,398 | | \$ 449,308.33 |
| YEAR 2020 | | | | | | | |
| Crestview Road | Lorraine Dr | Sunset Ave | 845 | 30 | 2,817 | Resurface Spot C&G | \$ 133,791.67 |
| Burr Oak Lane | South Limit | 5th Ave Cutoff | 630 | 22 | 1,540 | HMA Resurface | \$ 69,300.00 |
| Edgewood Avenue | Plainfield Rd | 55th Pl | 1190 | 30 | 3,967 | Resurface Spot C&G | \$ 198,333.33 |
| | | Totals | 2,665 | 0.5 | 8,323 | | \$ 401,425.00 |
| YEAR 2021 | | | | | | | |
| 55th Place | Willow Springs Rd | Park Ave | 2075 | 30 | 6,917 | Resurface Spot C&G | \$ 276,666.67 |
| Pleasantdale Drive | 5th Avenue Cutoff | Pleasantdale Ct | 855 | 30 | 2,850 | Resurface Spot C&G | \$ 135,375.00 |
| Pleasantdale Court | Pleasantdale Dr | Pleasantdale Dr | 750 | 30 | 2,500 | Resurface Spot C&G | \$ 118,750.00 |
| Edgewood Avenue | 55th Pl | 55th St | 200 | 30 | 667 | Resurface Spot C&G | \$ 26,666.67 |
| Blackstone Avenue | Plainfield Rd | 55th Pl | 700 | 30 | 2,333 | Resurface Spot C&G | \$ 93,333.33 |
| Park Avenue | Plainfield Rd | 55th Pl | 460 | 30 | 1,533 | Resurface Spot C&G | \$ 61,333.33 |
| Madison Avenue | Plainfield Rd | 53rd Street | 590 | 30 | 1,967 | Resurface Spot C&G | \$ 119,966.67 |
| | | Totals | 5,630 | 1.1 | 18,767 | | \$ 832,091.67 |
| YEAR 2022 | | | | | | | |
| Longview Drive (South) | Brainard Ave | 59th St | 1270 | 30 | 4,233 | Resurface Spot C&G | \$ 169,333.33 |
| Longview Drive (North) | 59th St | Brainard Ave | 2270 | 28 | 7,062 | Resurface Spot C&G | \$ 303,675.56 |
| 59th Street | Brainard Ave | Kensington Ave | 1070 | 30 | 3,567 | Resurface Spot C&G | \$ 142,666.67 |
| Natasha Court | Willow Springs Rd | East Limit | 270 | 30 | 900 | Resurface Spot C&G | \$ 45,000.00 |
| | | Totals | 4,880 | 0.9 | 15,762 | | \$ 660,675.56 |
| YEAR 2023 | | | | | | | |
| Sunset Avenue | 71st St | Stalford Rd | 3100 | 30 | 10,333 | Resurface Spot C&G | \$ 439,166.67 |
| 67th Street | Sunset Ave | East Limit | 775 | 23 | 1,981 | Resurface Spot C&G | \$ 84,173.61 |
| | | Totals | 3,875 | 0.7 | 12,314 | | \$ 523,340.28 |

Exhibit A

ORDINANCES

Exhibit B

- 01/13/21 21-01-O AN ORDINANCE AMENDING SECTION 5-2-10 OF THE MUNICIPAL CODE TO REVISE RESTRICTED PARKING.
- 01/27/21 21-02-O AN ORDINANCE AMENDING SECTION 3-5-7(A) AND SECTION 3-5-7(B) OF THE CODE.
- 01/27/21 21-03-O AN ORDINANCE GRANTING TEXT AMENDMENT TO SECTION 10-2-9: ACCESSORY BUILDINGS AND STRUCTURES.
- 02/24/21 21-04-O AN ORDINANCE ABATING TAXES LEVIED FOR THE TAX YEAR 2037 HERETOFORE LEVIED TO PAY PRINCIPAL AND INTEREST ON TAXABLE GENERAL OBLIGATION REFUNDING BONDS, SERIES 2014 OF THE CITY OF COUNTRYSIDE, COOK COUNTY IL.
- 02/24/21 21-05-O AN ORDINANCE ABATING TAXES LEVIED FOR THE TAX YEAR 2020 HERETOFORE LEVIED TO PAY PRINCIPAL AND INTEREST ON GENERAL OBLIGATION BOND, SERIES 2020 OF THE CITY OF COUNTRYSIDE, COOK COUNTY IL.
- 02/24/21 21-06-O AN ORDINANCE ABATING TAXES LEVIED FOR THE TAX YEAR 2020 HERETOFORE LEVIED TO PAY PRINCIPAL AND INTEREST ON GENERAL OBLIGATION BOND, SERIES 2021B OF THE CITY OF COUNTRYSIDE, COOK COUNTY IL.
- 03/10/21 21-07-O AN ORDINANCE INCREASING THE NUMBER OF CLASS W LIQUOR LICENSES.
- 03/24/21 21-08-O AN ORDINANCE ADOPTING THE 2020 ZONING MAP.
- 03/24/21 21-09-O AN ORDINANCE AUTHROIZING RENEWAL OF AGGREGATION PROGRAM FOR ELECTRICAL LOAD.
- 04/14/21 21-10-O AN ORDINANCE DECREASING THE NUMBER OF CLASS S-B LIQUOR LICENSES.
- 04/14/21 21-11-O AN ORDINANCE APPROVING AMENDING SECTION 6-3-1 OF THE MUNICIPAL CODE REGARDING FLAMMABLE LIQUIRD AND OPEN BUILDING MATERIALS.
- 04/14/21 21-12-O AN ORDINANCE AMENDING ORDINANCE 20-07-O HOME DEPOT IMPROVEMENTS.

04/14/21 21-13-O AN ORDINANCE ADOPTING AMENDMENTS TO THE CITY OF COUNTRYSIDE FIRE AND POLICE COMMISSION RULES AND REGULATIONS.

04/28/21 21-14-O ANNUAL APPROPRIATION ORDINANCE FOR FISCAL YEAR BEGINNING MAY 1, 2021 AND ENDING APRIL 30, 2022.

04/28/21 21-15-O AN ORDINANCE PROVIDING FOR SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING MAY 1, 2020 AND ENDING APRIL 30, 2021.

04/28/21 21-16-O AN ORDINANCE APPROVING AMENDING SECTION 10-6-A1 OF THE MUNICIPAL CODE REGARDING OUTDOOR PATIOS.

05/26/21 21-17-O AN ORDINANCE ADJUSTING WATER RATES.

05/26/21 21-18-O AN ORDINANCE GRANTING A SPECIAL USE VARIATION TO PERMIT THE OPERATION OF A FINANCIAL INSTITUTION AT 600 WEST PLAINFIELD ROAD - FIFTH THIRD BANK.

05/26/21 21-19-O AN ORDINANCE GRANTING A SPECIAL USE VARIATION AT 600 WEST PLAINFIELD RD FOR THREE DRIVE THROUGH LANES - FIFTH THIRD BANK.

05/26/21 21-20-O AN ORDINANCE APPROVING AMENDING SECTON 1-6-6 OF MUNICIPAL CODE REGARDING PERSONNEL POLICIES.

06/09/21 21-21-O AN ORDINANCE AMENDING SECTION 3-4-2-2 OF THE CODE TO REVISE FOOD DISPENSING VEHICLES.

06/09/21 21-22-O AN ORDINANCE APPROVING AN INCREASE IN FINES FOR VIOLATING RESIDENTIAL PARKING REGULATIONS.

06/22/21 21-23-O AN ORDINANCE RESCINDING ORDINANCE 21-16-O.

06/22/21 21-24-O AN ORDINANCE APPROVING ADDITIONAL STREETS FOR RESIDENT PARKING ONLY.

07/14/21 21-25-O AN ORDINANCE AMENDING SECTION 3-5-7 OF THE MUNICIPAL CODE TO INCREASE THE NUMBER OF CLASS A LIQUOR LICENSES.

07/14/21 21-26-O AN ORDINANCE AMENDING THE CITY CODE LANGUAGE IN TITLES 1 AND 2 OF THE MUNICIPAL CODE.

08/11/21 21-27-O AN ORDINANCE AMENDING SECTION 3-5-7(B) OF THE MUNICIPAL CODE TO INCREASE THE NUMBER OF CLASS 'W' LIQUOR LICENSES.

08/11/21 21-28-O AN ORDINANCE AMENDING CITY CODE LANGUAGE IN TITLE 3 OF THE MUNICIPAL CODE REGARDING BUSINESS LICENSES.

08/11/21 21-29-O AN ORDINANCE AMENDING CITY CODE REGARDING BUSINESS LICENSE FEES FOR RESTAURANTS IN TITLE 3 CHAPTER 1 SECTION 13 OF THE CODE.

08/11/21 21-30-O AN ORDINANCE AMENDING CITY CODE LANGUAGE OF SECTION 6-6-3 REGARDING REFUSE COLLECTION AREA ENCLOSURES REQUIREMENTS.

08/11/21 21-31-O AN ORDINANCE AMENDING CITY CODE LANGUAGE OF SECTION 7-7-5 REGARDING USE OF PUBLIC SEWER REGULATED.

08/11/21 21-32-O AN ORDINANCE AMENDING CITY CODE LANGUAGE OF SECTION 8-1-2 REGARDING FEES, CHARGES AND GENERAL PERMIT REQUIREMENTS.

08/11/21 21-33-O AN ORDINANCE GRANTING A SPECIAL USE VARIATION AT 1023 W 55TH ST FOR DAY CARE CENTER/ NURSERY SCHOOL.

08/11/21 21-34-O AN ORDINANCE APPROVING AN INCREASE IN FINES FOR VIOLATING EXPLOSIVES AND FIREWORKS REGULATIONS.

09/22/21 21-35-O AN ORDINANCE AMENDING CITY CODE SECTION 8-1-1 REGARDING THE ADOPTION OF THE 2021 INTERNATIONAL RESIDENTIAL CODE.

09/22/21 21-36-O AN ORDINANCE REPEALING AND REPLACING SECTION 8-14 OF THE CITY CODE REGARDING CRIME FREE RESIDENTIAL RENTAL HOUSING.

09/22/21 21-37-O AN ORDINANCE APPROVING PRELIMINARY AND FINAL PLAT OF RESUBDIVISION 5550 EAST AVE OLD CITY HALL.

09/22/21 21-38-O AN ORDINANCE AMENDING ZONING MAP REZONING 5550 EAST AVE- OLD CITY HALL.

09/22/21 21-39-O AN ORDINANCE APPROVING EASEMENTS FROM 9600 JOLIET ROAD AND 5810 EAST AVE.

10/27/21 21-40-O AN ORDINANCE AMENDING CITY COUNCIL RULES AND PROCEDURES.

- 10/27/21 21-41-O AN ORDINANCE AMENDING CHAPTER 3 "AMUSEMENTS AND AMUSEMENT DEVICES" OF THE CODE OF COUNTRYSIDE TO IMPOSE A PUSH TAX.**
- 11/10/21 21-42-O AN ORDINANCE AMENDING CHAPTER 10 OF TITLE 10 REGARDING OFF STREET PARKING AND LOADING REGULATIONS AND CHAPTER 2 OF TITLE 5 REGARDING RESTRICTED PARKING.**
- 12/08/21 21-43-O AN ORDINANCE OF THE CITY COUNCIL, CITY OF COUNTRYSIDE AMENDING SECTION 3-5-7 OF THE MUNICIPAL CODE TO REDUCE THE NUMBER OF CLASS A AND CLASS S LIQUOR LICENSES.**
- 12/08/21 21-44-O AN ORDINANCE ABATING TAXES LEVIED FOR TAX YEAR 2021 HERETOFORE LEVIED TO PAY PRINCIPAL AND INTEREST ON GENERAL OBLIGATION BOND SERIES 2012, OF THE CITY OF COUNTRYSIDE COOK COUNTY ILLINOIS.**
- 12/08/21 21-45-O AN ORDINANCE ABATING TAXES LEVIED FOR TAX YEAR 2021 HERETOFORE LEVIED TO PAY PRINCIPAL AND INTEREST ON GENERAL OBLIGATION BOND SERIES 2014, OF THE CITY OF COUNTRYSIDE COOK COUNTY ILLINOIS.**
- 12/08/21 21-46-O AN ORDINANCE ABATING TAXES LEVIED FOR TAX YEAR 2021 HERETOFORE LEVIED TO PAY PRINCIPAL AND INTEREST ON GENERAL OBLIGATION BOND SERIES 2017, OF THE CITY OF COUNTRYSIDE COOK COUNTY ILLINOIS.**
- 12/08/21 21-47-O AN ORDINANCE ABATING TAXES LEVIED FOR TAX YEAR 2021 HERETOFORE LEVIED TO PAY PRINCIPAL AND INTEREST ON GENERAL OBLIGATION BOND SERIES 2018, OF THE CITY OF COUNTRYSIDE COOK COUNTY ILLINOIS.**
- 12/08/21 21-48-O AN ORDINANCE ABATING TAXES LEVIED FOR TAX YEAR 2021 HERETOFORE LEVIED TO PAY PRINCIPAL AND INTEREST ON GENERAL OBLIGATION BOND SERIES 2021 A, OF THE CITY OF COUNTRYSIDE COOK COUNTY ILLINOIS.**
- 12/08/21 21-49-O AN ORDINANCE ABATING TAXES LEVIED FOR TAX YEAR 2021 HERETOFORE LEVIED TO PAY PRINCIPAL AND INTEREST ON GENERAL OBLIGATION BOND SERIES 2021 B, OF THE CITY OF COUNTRYSIDE COOK COUNTY ILLINOIS.**

**12/08/21 21-50-O AN ORDINANCE APPROVING EASEMENTS FROM 5740
EAST AVENUE, 5720 EAST AVENUE 5710 EAST AVEUNE,
9601 W 57TH ST, 5650 EAST AVENUE, 5600 EAST
AVENUE, 5626 EAST AVENUE, 5620 EAST AVENUE, 5616
EAST AVENUE.**

**12/08/21 21-51-O AN ORDINANCE AMENDING 3-3-13 TO ENSURE THE
SAFE COLLECTION OF THE VIDEO GAMING PUSH TAX.**



CITY OF COUNTRYSIDE ZONING MAP

ZONING DISTRICTS

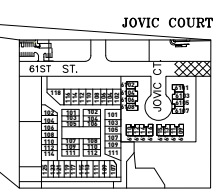
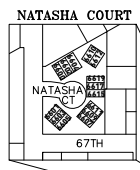
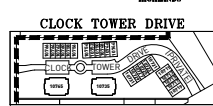
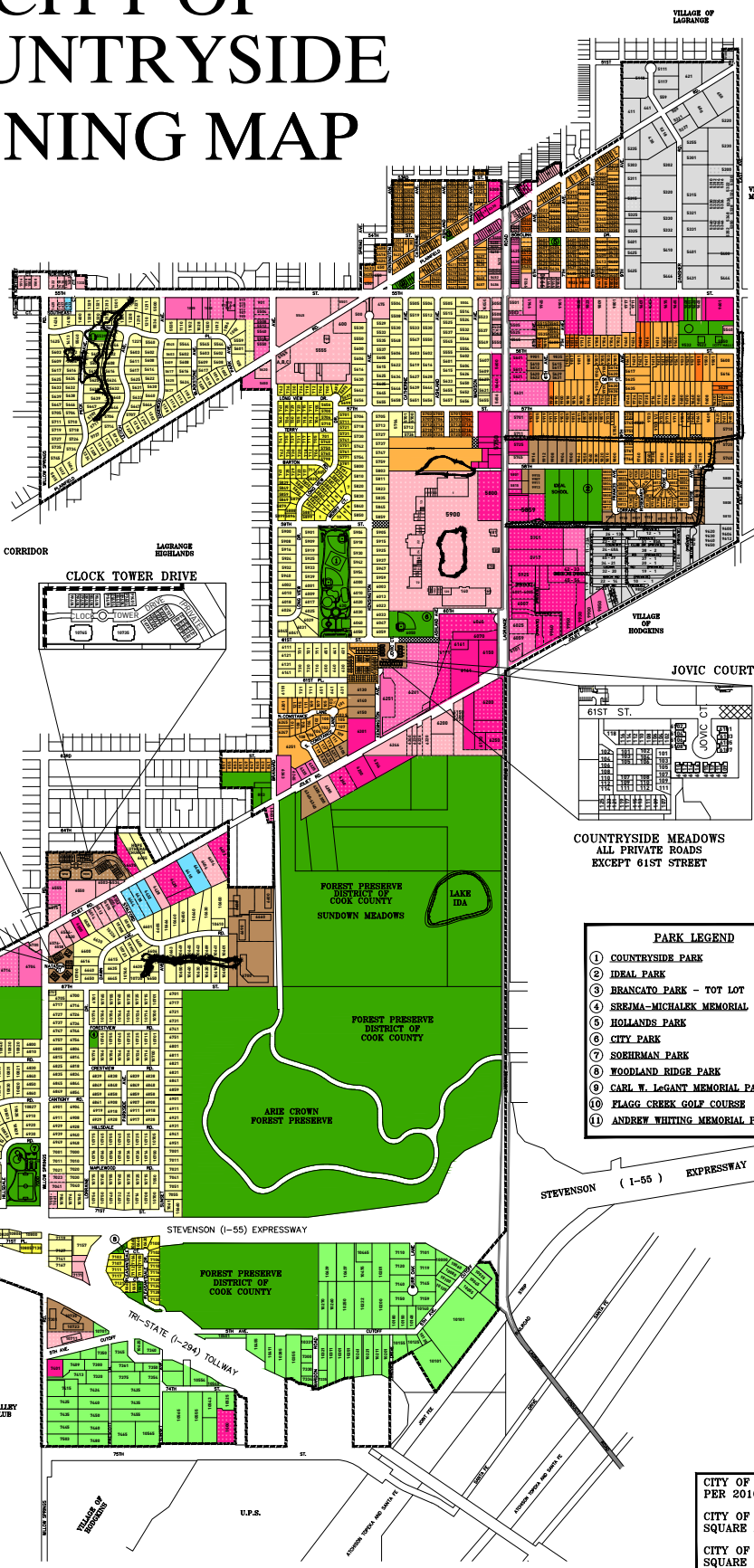
| | |
|----------------|---|
| [Yellow] | "R-1" ONE FAMILY |
| [Light Yellow] | "R-2" ONE FAMILY |
| [Orange] | "R-3" ONE FAMILY |
| [Dark Orange] | "R-4" TWO FAMILY |
| [Brown] | "R-5" GENERAL |
| [Light Green] | "R-7" RURAL |
| [Pink] | "B-1" RETAIL |
| [Light Pink] | "B-2" LIMITED SERVICE |
| [Magenta]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

MUNICIPAL BOUNDARY

[Black Line] CITY LIMITS

FLOOD PLAINS

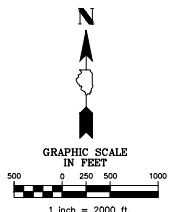
[Thick Black Line] FLOODWAY LIMIT
[Thin Black Line] FLOODPLAIN LIMIT (100 YEARS)



COUNTRYSIDE MEADOWS
ALL PRIVATE ROADS
EXCEPT 61ST STREET

PARK LEGEND

- 1 COUNTRYSIDE PARK
- 2 IDEAL PARK
- 3 BRANCATO PARK - TOT LOT
- 4 SREJMA-MICHALEK MEMORIAL - TOT LOT
- 5 HOLLANDS PARK
- 6 CITY PARK
- 7 SORHMAN PARK
- 8 WOODLAND RIDGE PARK
- 9 CARL W. LAGANT MEMORIAL PARK
- 10 FLAGG CREEK GOLF COURSE
- 11 ANDREW WHITING MEMORIAL PARK



| REVISIONS | | | | | | | | | |
|-----------|----|----------|------|----|---------|-----|----|---------|------|
| NO. | BY | DATE | REV. | BY | DATE | NO. | BY | DATE | REV. |
| 1 | AP | 8/20/06 | 12 | AP | 5/20/10 | 17 | AP | 8/20/10 | 18 |
| 2 | AP | 10/20/06 | 13 | AP | 8/20/10 | 18 | AP | 8/20/10 | 19 |
| 3 | AP | 1/22/07 | 14 | AP | 8/20/10 | 19 | AP | 8/20/10 | 20 |
| 4 | AP | 1/22/07 | 15 | AP | 8/20/10 | 20 | AP | 8/20/10 | 21 |
| 5 | AP | 1/22/07 | 16 | AP | 8/20/10 | 21 | AP | 8/20/10 | 22 |



The 2020 Zoning Map was adopted by ordinance 21-08-O
On March 24, 2021 by the Countryside City Council.

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

"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 12-31-21)

| Grant Name | Fiscal Year | Amount Applied | Amount Awarded | Amount Received Through 12/31/2021 | City Match | Total Project | Status |
|---|-------------|-------------------|------------------|------------------------------------|------------------|-------------------|-------------|
| CDBG 2018 | 2019 | 350,000 | - | - | 370,000 | 720,000 | Not Awarded |
| ITEP Streetscape Project - Construction | 2019 | 1,899,612 | 1,430,800 | 880,873 | 357,700 | 1,788,500 | Awarded |
| ITEP Streetscape Project - Engineering | 2019 | 423,788 | 319,200 | 291,628 | 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 Dept of Human Services (DHS) - Tobacco Enforcement | 2019 | 1,760 | 1,760 | 1,760 | - | 1,760 | Completed |
| IDOT Traffic Safety | 2019 | 25,033 | 25,033 | 23,378 | - | 25,033 | Completed |
| TOTALS: | | 4,652,743 | 3,729,343 | 1,568,025 | 2,070,761 | 6,150,104 | |
| CDBG 2019 | 2020 | 350,000 | - | - | 392,500 | 742,500 | Not Awarded |
| Invest in Cook County | 2020 | 187,906 | 90,000 | - | - | 90,000 | Awarded |
| ITEP Streetscape Project - Construction | 2020 | 1,899,612 | 1,430,800 | 880,873 | 357,700 | 1,788,500 | Awarded |
| ITEP Streetscape Project - Engineering | 2020 | 423,788 | 319,200 | 291,628 | 79,800 | 399,000 | Awarded |
| ITEP Bike Path Project - Construction | 2020 | 691,750 | 691,750 | - | 83,250 | 775,000 | Awarded |
| ITEP Bike Path Project - Engineering | 2020 | 260,800 | 260,800 | 101,913 | 65,200 | 326,000 | Awarded |
| Illinois Clean Energy Community Foundation | 2020 | 1,000,000 | 1,000,000 | 300,000 | 1,024,811 | 2,024,811 | Awarded |
| ComEd Clean Energy Grant | 2020 | 23,078 | 23,078 | 23,078 | - | 23,078 | Completed |
| ComEd Public Safety Grant | 2020 | 9,362 | 9,362 | 9,362 | 10,638 | 20,000 | Completed |
| IL Dept of Human Services (DHS) - Tobacco Enforcement | 2020 | 1,980 | 1,980 | - | - | 1,980 | Awarded |
| IDOT Traffic Safety | 2020 | 36,193 | 36,193 | - | - | 36,193 | Awarded |
| STP-Shared Fund (Thru FTA) - Local Cost of IDOT's East Av. Project | 2020 | 333,874 | 333,874 | - | 111,291 | 445,165 | Awarded |
| TOTALS: | | 5,218,344 | 4,197,037 | 1,606,854 | 2,125,190 | 6,672,227 | |
| CDBG 2020 | 2021 | 100,000 | 100,000 | - | 30,000 | 130,000 | Awarded |
| Invest in Cook County | 2021 | 187,906 | 90,000 | 20,585 | - | 90,000 | Awarded |
| ITEP Streetscape Project - Construction | 2021 | 1,899,612 | 983,073 | 892,040 | 245,768 | 1,228,841 | Awarded |
| ITEP Streetscape Project - Engineering | 2021 | 423,788 | 319,200 | 291,628 | 79,800 | 399,000 | Awarded |
| ITEP Bike Path Project - Construction | 2021 | 691,750 | 691,750 | 562,164 | 173,250 | 865,000 | Awarded |
| ITEP Bike Path Project - Engineering | 2021 | 296,800 | 296,800 | 161,882 | 74,200 | 371,000 | Awarded |
| Rebuild Illinois Bond Funds Grant Program | 2021 | 388,504 | 388,504 | 129,501 | - | 388,504 | Awarded |
| Illinois Clean Energy Community Foundation | 2021 | 1,000,000 | 1,000,000 | 600,000 | 1,024,811 | 2,024,811 | Awarded |
| IL Law Enforcement Training Standards Board (In-Car Camera Program) | 2021 | 37,488 | 37,488 | 36,089 | 6,899 | 42,988 | Completed |
| CARES Act Federal Passthrough from Cook County | 2021 | - | 180,518 | 180,518 | - | 180,518 | Completed |
| FEMA/IEMA Public Assistance Grant Program | 2021 | TBD | TBD | - | TBD | TBD | Awarded |
| STP - Local Cost of IDOT's East Av. Project | 2021 | 333,874 | 333,874 | - | 111,291 | 445,165 | Awarded |
| STP - Local Cost of IDOT's 55th Street Widening | 2021 | 1,028,642 | 1,028,642 | - | 832,863 | 1,861,505 | Awarded |
| STP - Joliet Road Shared Use Path | 2021 | 582,000 | 582,000 | - | 198,000 | 780,000 | Awarded |
| IL Dept of Human Services (DHS) - Tobacco Enforcement | 2021 | 1,980 | 1,980 | - | - | 1,980 | Awarded |
| IDOT Traffic Safety | 2021 | 36,890 | 36,890 | - | - | 36,890 | Awarded |
| TOTALS: | | 7,009,234 | 6,070,718 | 2,874,407 | 2,776,882 | 8,846,201 | |
| CDBG 2020 | 2022 | 100,000 | 100,000 | - | 30,000 | 130,000 | Completed |
| Invest in Cook County (Brainard Av. Bike Path Project) | 2022 | 187,906 | 90,000 | 90,000 | - | 90,000 | Completed |
| ITEP Streetscape Project - Construction | 2022 | 1,899,612 | 983,073 | 983,073 | 245,768 | 1,228,841 | Completed |
| ITEP Streetscape Project - Engineering | 2022 | 423,788 | 296,690 | 296,690 | 74,173 | 370,863 | Completed |
| ITEP Bike Path Project - Construction | 2022 | 691,750 | 1,082,885 | 777,528 | 194,382 | 1,082,885 | Awarded |
| ITEP Bike Path Project - Engineering | 2022 | 296,800 | 300,110 | 207,887 | 75,027 | 375,137 | Awarded |
| Rebuild Illinois Bond Funds Grant Program | 2022 | 388,504 | 388,504 | 259,002 | - | 388,504 | Awarded |
| Illinois Clean Energy Community Foundation | 2022 | 1,000,000 | 1,000,000 | 600,000 | 1,024,811 | 2,024,811 | Awarded |
| IL Law Enforcement Training Standards Board (Body Camera Program) | 2022 | 12,530 | 12,530 | 12,530 | 14,205 | 26,735 | Completed |
| FEMA/IEMA Public Assistance Grant Program | 2022 | 38,782 | 38,782 | 38,782 | - | 38,782 | Completed |
| American Rescue Plan Act (ARPA) | 2022 | 806,557 | 806,557 | 403,279 | - | 806,557 | Awarded |
| MWRD - Green Infrastructure Partnership Program | 2022 | 325,000 | 325,000 | - | 226,000 | 551,000 | Awarded |
| ComEd Green Region Openlands Grant Program | 2022 | 7,160 | 7,160 | - | 75,410 | 82,570 | Awarded |
| STP - Local Cost of IDOT's East Av. Project | 2022 | 333,874 | 333,874 | - | 111,291 | 445,165 | Awarded |
| STP - Local Cost of IDOT's 55th Street Widening | 2022 | 1,028,642 | 1,028,642 | - | 832,863 | 1,861,505 | Awarded |
| STP - Joliet Road Shared Use Path | 2022 | 582,000 | 582,000 | - | 198,000 | 780,000 | Awarded |
| ITEP - Joliet Road Shared Use Path | 2022 | 2,000,000 | 2,000,000 | - | 500,000 | 2,500,000 | Awarded |
| Invest in Cook County - Joliet Road Shared Use Path | 2022 | 110,000 | 110,000 | - | - | 110,000 | Awarded |
| IL Dept of Human Services (DHS) - Tobacco Enforcement | 2022 | 1,870 | 1,870 | - | - | 1,870 | Awarded |
| IDOT Traffic Safety | 2022 | 37,820 | 37,820 | - | - | 37,820 | Awarded |
| TOTALS: | | 10,272,595 | 9,525,497 | 3,668,772 | 3,601,930 | 12,933,045 | |

Exhibit D

Public Properties Maintained by Department of Public Works

1. 719 Building, Annex Building, "Old" City Hall, and Pump House
2. 55th Street Parkways - Madison to Catherine
3. Madison Ave Parkway 55th Street to Plainfield Road (east side)
4. Brancato Park
5. Holland Park
6. Countryside Park
7. 61st Street parkway along Countryside Park
8. City Park
9. Srejma-Michalek Memorial Park
10. DPW grounds
11. Ideal School Tot Lot and grounds around Tennis Courts
12. Ideal School (field)
13. 59th Street dead end
14. 59th Street drainage ditch east of LaGrange Road
15. Parkways on south end of Constance Lane
16. Parkway at Golfview & Cantigny (island)
17. Woodland Ridge Park from entrance all through and in retention basin area, and parkways by vacant lot (also around sign etc.) and tot-lot
18. Hill (71st place on the west side of Willow Springs Road)
19. Parkway on South East Court
20. Parkway on North East Court
21. Alley north of Plainfield between Catherine and Ashland
22. 58th Street Parkway at East Avenue and along ditch enclosure fence to grate
23. 7th Avenue Parkway north of 56th Street to barricade
24. 71st Place parkway west of Willow Springs Road
25. Ward 2 Lift Station
26. Dead Ends (barricades) Madison, Ashland, & Catherine
27. Fire hydrants on south Brainard
28. Fire hydrants on the 5th Avenue Cutoff
29. Ditch enclosure from LaGrange Road to East Avenue (on 9th Avenue)
30. Alleys on west side LaGrange Road Between 55th and 56th Street
31. Triangle ditch 55th Place to end of fence
32. Parkways east of Catherine on the north side of Plainfield Road
33. South Brainard ditch
34. Kensington Arms parkway
35. Vacant property behind the City's Water Tower
36. Vacant area next to Countryside Park (used for community gardens)
37. Brainard Avenue parkway north of Longview Avenue
38. 5421 Kensington (grass alley)
39. Andrew Whiting Memorial Park
40. Median islands on LaGrange Road between 55th Street and Plainfield Road
41. LaGrange Road from 60th Place to Joliet Road (parkway)
42. Municipal Complex
43. Brainard Avenue bike path parkway Joliet Road to 55th Street
44. 71st Street sound wall (west of Willow Springs Road) and (east of Willow Springs Road)