



**Andersonville Special Service Area #22
September 11th, 2017**

- I. Call to Order
- II. Welcome & Introductions
- III. Approval of last meeting's minutes
- IV. Financial report
- V. Selecting Andersonville Chamber of Commerce as SP
- VI. 2018 Contract RFP Review
 - a. Litter Abatement
 - b. Snow Removal
 - c. Power Washing
 - d. General Contractor
- VII. Arts Week & Public Art Installation
- VIII. Services report
 - a. Customer Attraction
 - b. Public Way Aesthetics
 - c. Sustainability & Public Places
 - d. Economic & Business Development
 - e. Safety Programs
 - f. SSA Management
 - g. Personnel
- IX. Commissioners
- X. Adjournment

2017 meetings

- ~~January 23~~
- ~~May 22~~
- ~~July 10~~
- (new date!) September 11th
- (new date!) November 13th

Andersonville SSA #22
Commission Meeting Minutes
July 10, 2017

Commissioners attending: Rolando Esparza, Mike Sullivan, Farah Essa, Andy Peters, and Joanna Miner

Guests: Nadeen Kieren

Andersonville Chamber Staff: Sara Dinges and David Oakes

Call to Order

1. Esparza called to order at 9:35am

Approval of last meeting's minutes

1. Motion to approve minutes by Sullivan. Essa Second. Minutes approved.

Financial report

- 1) Balance sheet is on track. Difference between 2017 and 2016 fiscal year due to staff transitions.
- 2) P&L- the tax levy income is coming in on track. No questions on spending.
- 3) Reviewed audit report. ACT- audit report, bookkeeper. There are no concerns from city on auditing.
- 4) Audit- main impact moving forward is total fund balance and using our carryover
 - a) Audit report shows account balance is healthy and there is funding to be reallocated to enhance current program budgets.
 - b) Due to transition of staffing carry over was reallocated at a later time than previous year to amend the 2017 budget.
 - c) Change to budget with anticipated spending. Need to decide what is typical.
\$25,000 should be carried over → cash flow for early next year.
- 5) Management Analysis
 - a) Question regarding the management analysis of the SSA's financials. Is SSA required to ensure this takes place?

Budget Review 2017 & 2018

- 1) Draft 2018 budget
 - a) Comment from city and 2018 draft is due by Friday, July 14th
- 2) Revised 2017 Budget
 - a) 2017 modified budget will move \$31,000 in program management that was allocated to ASCA as sub-contractor since ASCA has no staff as of January 1st.
- 3) The \$31,000 program management fee has been re-allocated to line items in the existing SSA budget
 - a) There is no change to the total 2017 budget.
- 4) The changes made reflect needs within the district, as shared through recent roundtable meetings and surveys
 - a) Section 1- Customer attraction/ New Program Activity
 - i) Trolley for the holidays
 - ii) Security Camera Rebate Program

- iii) Holiday- co-op for holiday decoration
 - b) Print materials increased- arts weekend has has been extended to an Arts Week
 - c) Display ads with Red Eye
- 5) Facade Rebate Applications-
 - a) 5 Rebates have been granted
 - b) there is approximately \$9,000 in program fund balance
- 6) Green Building Program - number of rebates reduced from 6 to 4
- 7) Public places-There is no change. Taking a year off with People Spots in 2017
- 8) Program-
 - a) Trolley Transportation for the Holiday to circulate through the business district and over to Broadway
 - b) The Commission discussed safety-allocate funds for 2017 for a Safety programming. Establish a Security System Rebate Program and training
 - c) Personnel- increase SSA #22 total administrative budget is 29%, which is under the required cap
- 9) Summary for the City of Chicago
 - a) City will review and make comments on our proposed budget
 - b) Programming not changing totals
 - c) City council will not need to meet over changes
- 10) Joint Board retreat including Chamber, SSA, ASCA
 - a) How to plan for spending- outreach for programs
 - b) Vision is to determine spending
 - c) Chamber is tasked to administer SSA
 - d) Special Events-Want to enhance events
- 11) Commission Discussion
 - a) An increase in the sighting of rats
 - b) Staff agreed to look into this further
- 12) Approval of the 2017 Budget changes
 - a) Motion to Approve by Farah Essa. Mike Sullivan Second. 2017 Budget approved

Final 2018 Budget

- 1) The total 2018 Budget is \$272,949 does not include a tax rate increase.
 - 1.00 Customer Attraction - total budget \$39,750 compared to \$42,750 in 2017
 - 2.00 Public Way Aesthetics - total budget \$131,749 compared to \$138,511 in 2017
 - 3.00 Sustainability and Public Places - total budget \$18,000 compared to \$1,500 in 2017
 - 4.00 Economic and Business Development - total budget \$18,500 compared to \$19,550 in 2017
 - 5.00 Safety Programs - total budget \$1,500 compared to \$0 in 2017
 - 6.00 SSA Management - total budget \$19,450 compared to \$15,948 in 2017
 - 7.00 Personnel- total budget \$44,000 compared to \$43,850 in 2017

Discussion regarding 2018 Budget

- a) Peterson Transit TIFF is going to change things and it will increase. Sara will look into this
- 2) Motion to Approve by Mike Sullivan. Farrah Essa Second. 2018 Budget approved

Service Reports

- 1) Enhance marketing and promotion to non-member businesses
- 2) Arts Week-is in the initial planning for 2017
- 3) Members alert are consistently happening every Friday.

- 4) Andersonville Neighborhood Guides were distributed around MSF
- 5) Midsommarfest Report
 - a) Same as last year Friday, up on Saturday, and down Sunday due to heat.
 - b) Other successes were the kids and family area in the Alamo Shoes parking lot
 - c) Equality Rally- had around 700 people in attendance
 - d) Overall the festival was well received. Bigger changes are in discussion to make the festival feel more like Andersonville. There were concerns of how to address behavior of hard alcohol and businesses underselling. Staff will look into best preventative measures that can be taken.
- 6) Snow plowing-leverage rebate and put towards next year's removal.
- 7) Commission Discussion about strategic planning and how it related to SSA #22 planning.
- 8) Green Building- 2 rebates have been paid out, Women and Children first is in the process of lighting retrofit, Hopleaf is waiting on permits for solar panels on his roof.
- 9) People spots- nothing to report
- 10) Bike Racks scheduled to be repaired
- 11) Facade Rebate Program
 - a) 5 Applications
 - b) 5 Approved for Facade Rebates
 - c) Remaining budget is approximately \$9,000
- 12) Tenant Retention and Attraction
 - a) Updates for next meeting on this programming
 - b) Draw to Andersonville Business District Inc.
 - i) Offering an experience audit to help businesses distinguish oneself
- 13) Power washing- occurred 2 days after MSF
 - a) New Company, Advanced Pro Clean, started on 6/12 and went through 6/24
- 14) Landscaping- A complete inventory was taken of what needs to be planted, repaired, cleaned up and fixed.
- 15) Interns- trees, missing grates, mulch. We will see how it goes for before Summer Sidewalk Sale

Commissioners

- 1) Commissioner Barbara Boba retired after 14 years
- 2) Nadeen Kieren- past retail experience and property owner, looking to apply
- 3) Commissioner makeup
 - a) South of Foster
 - b) Recommendations

Staff Transition

- 1) Dinges reported on staff transition at the Chamber and will have more to report at the next meeting

Next meeting

1. The Committee will start meeting 6 times a year
2. In September and November members will talk about SSA implementation- promote programs

Next Business

- 1) Development report for next meeting will be prepared
- 2) September 11, 2017 and November 13, 2017 for our last two meetings of the year
- 3) Trash on the street- south on Clark St., brand new company (CleanSlate)

Adjournment

1. Farah Essa motioned to adjourn. Mike Sullivan seconded. Meeting adjourned.

12:26 PM
09/08/17
Accrual Basis

Andersonville SSA #22
Balance Sheet Prev Year Comparison
As of August 31, 2017

	Aug 31, 17	Aug 31, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Andersonville SSA #22	33,214	132,654	-99,441	-75%
Total Checking/Savings	33,214	132,654	-99,441	-75%
Total Current Assets	33,214	132,654	-99,441	-75%
TOTAL ASSETS	33,214	132,654	-99,441	-75%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0	2,673	-2,673	-100%
Total Accounts Payable	0	2,673	-2,673	-100%
Total Current Liabilities	0	2,673	-2,673	-100%
Total Liabilities	0	2,673	-2,673	-100%
Equity				
Retained Earnings	67,770	34,328	33,442	97%
Net Income	-34,557	95,653	-130,210	-136%
Total Equity	33,214	129,982	-96,768	-75%
TOTAL LIABILITIES & EQUITY	33,214	132,654	-99,441	-75%

Andersonville SSA #22

Profit & Loss Prev Year Comparison

January through August 2017

	Jan - Aug 17	Jan - Aug 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
Tax levy				
2010 Tax Levy	0	-780	780	100%
2011 Tax Levy	-6,355	-265	-6,090	-2,297%
2012 Tax Levy	-562	-1,304	742	57%
2013 Tax Levy	-2,539	-1,457	-1,082	-74%
2014 Tax Levy	-600	3,982	-4,582	-115%
2015 Tax Levy	5,536	211,235	-205,699	-97%
2016 Tax Levy	126,447	0	126,447	100%
Interest	2	0	2	658%
TIF Rebate - City Fund 338	-39,846	4,324	-44,170	-1,022%
Total Tax levy	82,082	215,734	-133,652	-62%
Total Income	82,082	215,734	-133,652	-62%
Expense				
Administration				
Insurance	495	495	0	0%
Meeting expense	9	0	9	100%
Office equipment lease & maint.	557	557	0	0%
Office rent	2,803	2,803	0	0%
Office supplies	1,661	1,661	0	0%
Office Utilities/Telephone	600	600	0	0%
Program support	22,376	24,949	-2,574	-10%
Service provider admin support	20,274	16,729	3,546	21%
SSA Audit	3,000	3,200	-200	-6%
Total Administration	51,776	50,995	781	2%
Programs				
Advertising and promotion				
Print materials	7,000	7,000	0	0%
Total Advertising and promotion	7,000	7,000	0	0%
Facade improvements				
Facade enhancement program	5,555	0	5,555	100%
Green improvements	2,250	1,750	500	29%
Total Facade improvements	7,805	1,750	6,055	346%
Public Way Aesthetics				
Landscaping	11,208	9,313	1,895	20%
Streetscape purch/maint	267	18,220	-17,953	-99%
Total Public Way Aesthetics	11,475	27,532	-16,058	-58%
Public Way Maintenance				

12:23 PM

09/08/17

Accrual Basis

Andersonville SSA #22
Profit & Loss Prev Year Comparison
January through August 2017

	Jan - Aug 17	Jan - Aug 16	\$ Change	% Change
Sidewalk cleaning	12,474	20,865	-8,391	-40%
Sidewalk power washing	9,600	11,970	-2,370	-20%
Sidewalk snowplowing	16,527	0	16,527	100%
Total Public Way Maintenance	38,601	32,835	5,766	18%
Total Programs	64,881	69,117	-4,237	-6%
Total Expense	116,656	120,112	-3,456	-3%
Net Ordinary Income	-34,574	95,622	-130,196	-136%
Other Income/Expense				
Other Income	18	31	-14	-44%
Interest Income	18	31	-14	-44%
Total Other Income	18	31	-14	-44%
Net Income	-34,557	95,653	-130,210	-136%

**Andersonville SSA #22
Transaction List by Vendor
January through August 2017**

Type	Date	Num	Memo	Account	Clr	Split	Amount
Advanced Pro Clean							
Bill	07/10/2017	4077		Accounts Payable		Sidewalk powe...	-9,600.00
Bill Pmt -Check	07/12/2017	1888		Andersonville SSA #...	X	Accounts Paya...	-9,600.00
Andersonville Chamber of Commerce							
Bill	01/01/2017		Adminstration...	Accounts Payable		-SPLIT-	-6,335.41
Bill	02/01/2017		Adminstration...	Accounts Payable		-SPLIT-	-6,335.41
Bill	03/01/2017		Adminstration...	Accounts Payable		-SPLIT-	-6,335.41
Bill Pmt -Check	03/08/2017	1868		Andersonville SSA #...	X	Accounts Paya...	-19,006.23
Bill	04/01/2017		Adminstration...	Accounts Payable		-SPLIT-	-6,335.41
Bill Pmt -Check	04/05/2017	1873		Andersonville SSA #...	X	Accounts Paya...	-6,335.41
Bill	05/01/2017		Adminstration...	Accounts Payable		-SPLIT-	-6,335.41
Bill Pmt -Check	05/03/2017	1878		Andersonville SSA #...	X	Accounts Paya...	-6,335.41
Bill	06/01/2017		Adminstration...	Accounts Payable		-SPLIT-	-6,335.41
Bill Pmt -Check	06/01/2017	1881		Andersonville SSA #...	X	Accounts Paya...	-6,335.41
Bill	07/01/2017		Adminstration...	Accounts Payable		-SPLIT-	-6,335.41
Bill Pmt -Check	07/01/2017	1886		Andersonville SSA #...	X	Accounts Paya...	-6,335.41
Bill	08/01/2017		Adminstration...	Accounts Payable		-SPLIT-	-4,418.75
Bill Pmt -Check	08/02/2017	1892		Andersonville SSA #...		Accounts Paya...	-4,418.75
Chicago Mindful Psychotherapy							
Bill	03/28/2017			Accounts Payable		Green improve...	-750.00
Bill Pmt -Check	04/05/2017	1875	VOID:	Andersonville SSA #...	X	Accounts Paya...	0.00
Bill Pmt -Check	05/17/2017	1879	VOID:	Andersonville SSA #...	X	Accounts Paya...	0.00
Bill Pmt -Check	05/17/2017	1880		Andersonville SSA #...	X	Accounts Paya...	-750.00
Cleanslate							
Bill	01/31/2017	1742		Accounts Payable		Sidewalk clean...	-2,079.00
Bill Pmt -Check	02/16/2017	1866	Memo: CHEC...	Andersonville SSA #...	X	Accounts Paya...	-2,079.00
Bill	02/28/2017	1782		Accounts Payable		Sidewalk clean...	-2,079.00
Bill Pmt -Check	03/29/2017	1871		Andersonville SSA #...	X	Accounts Paya...	-2,079.00
Bill	04/19/2017			Accounts Payable		Sidewalk clean...	-2,079.00
Bill Pmt -Check	04/26/2017	1876		Andersonville SSA #...	X	Accounts Paya...	-2,079.00
Bill	04/30/2017	1860		Accounts Payable		Sidewalk clean...	-2,079.00
Bill	05/31/2017	1904		Accounts Payable		Sidewalk clean...	-2,079.00
Bill Pmt -Check	06/07/2017	1882		Andersonville SSA #...	X	Accounts Paya...	-4,158.00
Bill	06/30/2017	1944		Accounts Payable		Sidewalk clean...	-2,079.00
Bill Pmt -Check	07/12/2017	1889		Andersonville SSA #...	X	Accounts Paya...	-2,079.00
Gethsemane Garden Center							
Bill	06/01/2017			Accounts Payable		Landscaping	-3,000.00
Bill Pmt -Check	06/07/2017	1883		Andersonville SSA #...	X	Accounts Paya...	-3,000.00
Bill	07/05/2017			Accounts Payable		Landscaping	-6,107.50
Bill Pmt -Check	07/05/2017	1887		Andersonville SSA #...	X	Accounts Paya...	-6,107.50
Hobby Horse Nursery Schools LTD							
Bill	03/24/2017			Accounts Payable		Facade enhan...	-5,000.00
Bill Pmt -Check	03/29/2017	1872		Andersonville SSA #...	X	Accounts Paya...	-5,000.00
Hopleaf, Inc.							
Bill	07/17/2017			Accounts Payable		Green improve...	-750.00
Bill Pmt -Check	07/26/2017	1891		Andersonville SSA #...	X	Accounts Paya...	-750.00
Leon's Landscaping							
Bill	02/16/2017			Accounts Payable		Landscaping	-1,400.00

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09/08/17

Andersonville SSA #22
Transaction List by Vendor
 January through August 2017

Type	Date	Num	Memo	Account	Cir	Split	Amount
Bill Pmt -Check	02/16/2017	1867	Memo:CHEC...	Andersonville SSA #...	X	Accounts Paya...	-1,400.00
Bill	03/20/2017			Accounts Payable		Landscaping	-700.00
Bill Pmt -Check	03/29/2017	1869		Andersonville SSA #...	X	Accounts Paya...	-700.00
Marcia Brown Ltd.							
Bill	06/22/2017	2850	2017-18 Neig...	Accounts Payable		Print materials	-7,000.00
Bill Pmt -Check	06/28/2017	1885	2017-18 Neig...	Andersonville SSA #...	X	Accounts Paya...	-7,000.00
Milk Handmade							
Bill	04/19/2017		Facade Rebat...	Accounts Payable		Facade enhan ..	-555.00
Bill Pmt -Check	04/26/2017	1877	Facade Rebat...	Andersonville SSA #...	X	Accounts Paya...	-555.00
The A.C.T. Group							
Bill	05/31/2017	16aAn...		Accounts Payable		-SPLIT-	-2,009.22
Bill Pmt -Check	05/31/2017	1884		Andersonville SSA #...	X	Accounts Paya...	-2,009.22
Bill	06/30/2017	16aAn...		Accounts Payable		SSA Audit	-1,000.00
Bill Pmt -Check	07/12/2017	1890		Andersonville SSA #...	X	Accounts Paya...	-1,000.00
Verde Sustainable Solutions							
Bill	03/20/2017			Accounts Payable		Green improve...	-750.00
Bill Pmt -Check	03/29/2017	1870		Andersonville SSA #...	X	Accounts Paya...	-750.00