



**Andersonville Special Service Area #22
September 11, 2018**

- I. Call to Order
- II. Welcome & introductions
- III. Approval of last meeting's minutes
- IV. Financial report
- V. RFPs
 - a. Overview of all
 - b. Landscaping
 - c. Snow Removal
 - d. Holiday
- VI. Services report
 - a. Customer Attraction
 - i. Special events – Arts Week and Holidays
 - ii. Trolley
 - iii. Holiday decorations
 - b. Public Way Aesthetics
 - i. Landscaping
 1. Weeding
 - ii. Power washing
 - iii. Streetscape elements
 1. Clark & Argyle
 - iv. Façade enhancement & green building program
 1. Andersonville Galleria (façade)
 2. Philadelphia Church (green)
 - c. Sustainability & Public Places
 - d. Economic & Business Development
 - i. Broker & Property Owner Event
 - e. Safety Programs
 - i. Security Camera Rebate Program
 - ii. Approval process
 - f. SSA Management
 - g. Personnel
- VII. Commissioners
- VIII. Reports from Chamber and ASCA
- IX. Adjournment

Commissioners:

Andersonville SSA #22

Rolando Esparza
Property owner, 5643 N. Clark

Farah Essa
Lake Shore Schools/
Property owner, 5611 N. Clark

Mike Sullivan
The SOFO TAP, 4923 N. Clark/
Property Owner

Andy Peters
TrueNorth, 5507 N. Clark

Pete Valavanis
Property owner, 5225 N. Clark

Nadeen Kieran
Property owner, 5357 N. Ashland

Staff:

Sara Dinges
Executive Director

Joelle Scillia
Director of Marketing

David Oakes
Business Services Manager

Laura Austin
Community and Events Manager

Commissioners attending: Mike Sullivan, Pete Valavanis, Rolando Esparza, and Nadeen Kieren

Andersonville Chamber Staff: Sara Dinges and David Oakes

Commissioners not attending: Farah Essa, and Andy Peters

Joanna Miner has stepped down from being a SSA 22 Commissioner

Guest: Barry Monte Allen Hoven, Owner and General Manager of Urban Warrior.

Call to Order at 9:35 AM by Esparza. Kieren second.

Motion to approve last May 21st meeting minutes by Valavanis. Sullivan second. May 21st meeting minutes approved.

Financial Report

P&L

P&L is on track. We are just under last year's 1st installment payment income, which could reflect less income collected based on number of available properties and late collections. We have yet to receive TIF money reimbursement.

Neighborhood Attraction-Expenses-We have a slightly higher print material cost than last year because of the new Neighborhood guide printing cost.

No Façade Rebates have been paid out yet.

Sidewalk maintenance categories are reflected to mirror the city's category listings. We will follow up with Patch to get the 2017-2018 Snow Removal Report.

Motion to approve Financial Report by Valavanis. Sullivan second. Financial Report approved.

2019 SSA 22 Budget

Approval required for submitted draft budgets that were presented at the last commission meeting in May.

Levy Analysis

Collectable Levy: from	from \$208,775	to \$218,276
Late Collection added:	from 0	to \$412
Estimated Tax Rate:	from .4542	to .4657

Anything over 25% change in budgeting needs to be explained to the city of Chicago for approval.

Changes from May meeting:

Customer attraction:

Social Media	from \$500	to \$1,000
Special Events	from \$6,250	to \$7,500
Print	from \$14,500	to \$17,000

Public Way Aesthetics

Streetscape elements:	from \$6,749	to \$8,000
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Safety

Security Camera Rebates	from \$3,000	to \$5,000
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Personnel	from \$44,000	to \$46,000
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2019 Budget Vote

Vote on 2019 services

Motion to approve 2019 services by Sullivan. Valavanis second. All in favor. 0 opposed.

2019 services approved.

Vote on 2019 budget

Motion to approve 2019 budget by Kieren. Sullivan second. All in favor. 0 opposed.

2019 budget approved.

Vote on 2019 service provider agency

Motion to approve 2019 service provider agency by Sullivan. Valavanis second. All in favor. 0 opposed.

2019 service provider agency approved.

1. Service Report

1. 2018-2019 Neighborhood Guide

a. Currently working on distribution of guides and brainstorming on outlier neighborhoods that would be a great host for our guides. We have done our drop with concierge and plan on doing another in August or September.

b. SSA # sponsors about \$7000 of the guide.

2. Summer Events/Customer Attraction

a. Andersonville Farmers Market, Summer Sidewalk Sale, Arts Week, Concierge Tour

- b. Summer Sidewalk Sale-Will be programming Summer Sidewalk Sale with buskers for the district. We will also be continuing our spend \$30 locally get a free drink from a participating business throughout the district.
- c. Farmers Market-We gave away the tote bags and they were a big hit! They disappeared in 25 minutes and were so successful that the market purchased their own and will sell them to raise money for their 10th Anniversary next year.
- d. Concierge Tour- We will be planning our Concierge Tour for the Fall soon
- e. Arts Week is coming up in two months and we begin to start planning 2018's Andersonville Arts Week.

3. Holiday Decorations

We are revisiting our Holiday decorations and have had meetings with a few other chambers about how they choose their decorations and costing out our district. We are hoping for a fresher look for the 2018 Season.

4. Landscaping

We are currently scheduling a meeting with Gethsemane Garden Center to discuss this year's Andersonville landscape.

Public Way Aesthetics

Pressure Washing-We just completed our contract with Pressure Washing Unlimited and we had great learning experiences with washing the district at night vs. during the day. The owner of the company was extremely responsive to our requests to take a second go-over of spots that were in question.

Façade Rebate Program/Green Building Incentive Program – Konak has received the first installment for his Green Building Incentive Rebate.

Applications for review-None at this time.

Sustainability

Economic Development and Business Development- We are updating our business attraction guide. It was last updated in 2014 and the new one will match the look and feel of our 2018-2019 Neighborhood Guide

It will increase in pages and include statistics, business development programs, and information that highlights Andersonville as an entire community.

Final proof will be going to print within the week.

Safety Programs

Andersonville is introducing a Security Incentive Program to help deter shoplifting, loitering, property destruction and overall neighborhood safety.

This program would assist in providing a rebate of up to \$750 incentive to businesses along the SSA.

- Program Assistance/Outline
- Quality of Camera
- Timeline of the program, permits, installation, connect to the city.
- Rights of business and pedestrians
- Program will launch in August.

SSA Management- Joanna Miner has resigned as a commissioner of SSA 22

Personnel-Nothing to report at this time.

Reports from Chamber and ASCA-Midsommarfest had great working relationships with businesses by cultivating new and unique presence opportunities on the Fest footprint. Beer cans was a great learning experience. The weather did hinder assessing cans' impact.

Next meeting –Possibly switching meetings to Tuesdays or Thursdays at 9:30AM. We will send out a calendar doodle to confirm next date to meet.

Possibly:

September 11, 2018

November 13, 2018

Adjournment

1. Esparza motioned to adjourn. Valavanis second. Meeting adjourned.

Andersonville SSA #22
Balance Sheet
As of August 31, 2018

	Total	
	As of Aug 31, 2018	As of Aug 31, 2017 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Andersonville SSA #22	112,635	107,304
Total Bank Accounts	\$ 112,635	\$ 107,304
Accounts Receivable		
Accounts Receivable	0	0
Total Accounts Receivable	\$ 0	\$ 0
Other Current Assets		
Due from the City of Chicago	53,848	38,775
Prepaid Expenses	0	0
Total Other Current Assets	\$ 53,848	\$ 38,775
Total Current Assets	\$ 166,483	\$ 146,079
TOTAL ASSETS	\$ 166,483	\$ 146,079
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	-1,254	2,079
Total Accounts Payable	-\$ 1,254	\$ 2,079
Total Current Liabilities	-\$ 1,254	\$ 2,079
Total Liabilities	-\$ 1,254	\$ 2,079
Equity		
Retained Earnings	77,649	67,770
Net Income	90,088	76,230
Total Equity	\$ 167,737	\$ 144,000
TOTAL LIABILITIES AND EQUITY	\$ 166,483	\$ 146,079

Andersonville SSA #22
Profit and Loss
January 1 - September 7, 2018

	<u>Total</u>	
	<u>Jan 1 - Sep 7,</u>	<u>Jan 1 - Sep 7,</u>
	<u>2018</u>	<u>2017 (PY)</u>
Income		
Tax levy		
2011 Tax Levy		-6,512
2012 Tax Levy	-165	-562
2013 Tax Levy	-3,097	-2,539
2014 Tax Levy	-3,484	-694
2015 Tax Levy	-1,032	5,198
2016 Tax Levy	953	201,198
2017 Tax Levy	212,209	
Interest	19	2
TIF Rebate - City Fund 338		-1,425
Total Tax levy	\$ 205,403	\$ 194,666
Total Income	\$ 205,403	\$ 194,666
Gross Profit	\$ 205,403	\$ 194,666
Expenses		
Programs		
Customer Attraction		
Display ads	2,580	
Print materials	10,000	7,000
Social Media Outreach	225	
Special events	2,583	
Total Customer Attraction	\$ 15,388	\$ 7,000
Economic/Business Development		
Economic Impact Study/Market Study/Branding Study	2,665	
Strategic Planning		1,813
Total Economic/Business Development	\$ 2,665	\$ 1,813
Facade improvements		
Facade enhancement program	13,202	
Total Facade improvements	\$ 13,202	\$ 0
Public Way Aesthetics		
Facade Enhancement Program - Rebates		7,256
Green Building Incentive Program	597	2,250
Landscaping	11,067	14,808
Public Art		500
Public Way Maintenance		
Sidewalk cleaning		16,632
Sidewalk power washing		9,600
Sidewalk snowplowing		16,527
Total Public Way Maintenance	\$ 0	\$ 42,759
Sidewalk Maintenance - Service Contract	28,860	

Streetscape Elements	6,568	1,217
Way Finding/Signage	2,080	
Total Public Way Aesthetics	\$ 49,172	\$ 68,790
Total Programs	\$ 80,426	\$ 77,602
SSA Management		
Commission Meetings and Trainings	21	9
Liability/Property Insurance	556	556
Office equipment lease & maint.	627	957
Office rent	3,154	3,154
Office supplies	2,119	1,869
Office Utilities/Telephone	675	675
Program support		8,950
Service provider admin support	32,888	28,404
SSA Audit	3,190	3,000
Total SSA Management	\$ 43,230	\$ 47,575
Total Expenses	\$ 123,656	\$ 125,177
Net Operating Income	\$ 81,747	\$ 69,490
Other Income		
Interest Income	22	22
Total Other Income	\$ 22	\$ 22
Net Other Income	\$ 22	\$ 22
Net Income	\$ 81,769	\$ 69,511

Friday, Sep 07, 2018 01:04:42 PM GMT-7 - Accrual Basis

Income	Submitted Budget	Real Budget
Collectable Levy	\$ 210,450	\$ 210,450
Estimated Loss Collection	\$ 3,250	\$ 3,250
Carry Over	\$ 45,000	\$ 3,700
TIF Rebate	\$ 11,000	\$ 11,000
Estimated Late Collections and Interest	\$ 3,249	\$ -
	\$ 272,949	\$ 228,400
Expense		
Customer Attraction		
Website	\$ -	\$ -
Special Events	\$ 6,250	\$ 4,000
Free Wi-Fi Program	\$ -	\$ -
Social Media Outreach	\$ 500	\$ 500
Decorative Banners	\$ -	\$ -
Holiday Decorations	\$ 15,500	\$ 15,500
Print Materials	\$ 14,500	\$ 14,500
Display Advertising	\$ 6,000	\$ 6,000
	\$ 42,750	\$ 36,000
Public Way Aesthetics		
Acid Etching Removal/Prevention	\$ -	\$ -
Landscaping (plants, watering)	\$ 13,000	\$ 13,000
Façade Enhancement Program	\$ 27,650	\$ 15,000
Way Finding/Signage	\$ 11,361	\$ 5,000
Streetscape Elements	\$ 3,500	\$ 3,500
Public Art	\$ 3,500	\$ 3,500
Sidewalk maintenance - materials	\$ -	\$ -
Sidewalk maintenance - service contract	\$ 75,500	\$ 75,500
Maintenance - on-staff personnel	\$ -	\$ -
City permits	\$ -	\$ -
Green building incentive program	\$ 4,000	\$ 4,000
	\$ 138,511	\$ 119,500
Sustainability and Public Places		
Garbage/recycling material programs	\$ -	\$ -
Small business energy efficiency retrofits	\$ -	\$ -
Public Transit Enhancements	\$ -	\$ -
Bicycle Transit Enhancements	\$ 1,500	\$ 1,500
Bicycle valet	\$ -	\$ -
Public places (install People Spots)	\$ 4,000	\$ 4,000
Sustainability programs	\$ 12,500	\$ -
	\$ 18,000	\$ 5,500
Economic Business Development		
Site Marketing	\$ 1,500	\$ 1,500
Group Purchasing Program	\$ -	\$ -
Supplemental Transit	\$ -	\$ -
Shuttle Service Non-Personnel Expenses	\$ 5,400	\$ 2,500
Shuttle Service Personnel Expenses	\$ -	\$ -
Wi-Fi District Infrastructure/Maintenance	\$ -	\$ -

Strategic Planning	\$	2,000	\$	1,000
Economic Impact Study, Market Study, Brandir	\$	10,650	\$	5,000
Master Planning	\$	-	\$	-
SSA Designation	\$	-	\$	-
	\$	19,550	\$	10,000
Safety Programs				
Public Way Surveillance Cameras/Maint.	\$	-	\$	-
Safety Improvement Programs- rebates	\$	1,500	\$	1,500
Security Patrol Services	\$	-	\$	-
Panhandling Abatement	\$	-	\$	-
	\$	1,500	\$	1,500
SSA Management				
SSA Annual Report	\$	500	\$	500
SSA Audit	\$	3,050	\$	3,200
Bookkeeping	\$	3,250	\$	3,250
Office Rent	\$	3,975	\$	3,795
Office Utilities	\$	1,325	\$	1,325
Office Supplies	\$	2,494	\$	2,494
Office Equipment Lease/Maintenance	\$	836	\$	836
Office Printing	\$	-	\$	-
Postage	\$	300	\$	300
Commission Meetings and Trainings	\$	500	\$	500
Subscriptions/Dues	\$	-	\$	-
SSA Bank Account Fees	\$	-	\$	-
Loan interest incurred by Service Provider	\$	-	\$	-
Monitoring/Compliance	\$	-	\$	-
Equipment Purchase/Maintenance	\$	-	\$	-
Supplies	\$	-	\$	-
Storage Space Fees	\$	-	\$	-
Liability/Property Insurance	\$	720	\$	720
Conferences & Training	\$	2,500	\$	1,500
IT Monitoring Services	\$	-	\$	-
	\$	19,450	\$	18,420
Personnel				
Executive Director	\$	25,000	\$	25,000
Director of Marketing	\$	11,500	\$	11,500
Business Services Manager	\$	7,500	\$	7,500
	\$	44,000	\$	44,000
Total expense	\$	265,761	\$	227,920
Total income	\$	272,949	\$	228,400
Net	\$	7,188	\$	480