



**Andersonville Special Service Area #22  
May 7 , 2020 11:30-12:30PM**

Staff in Attendance: Sara Dinges, David Oakes

Committee Attendance: Rolando Esparza, Nadeen Kieren, Frank Uhler, Mike Sullivan, and Pete Valavanis, Farah Essa

Special Guests: Thomas Bravos of Bravos & Associates CPAs

Meeting Held at Andersonville Chamber of Commerce Zoom Call

- I. Call to Order at 11:32AM
- II. Welcome & introductions
- III. Public comment period
- IV. Approval of April 7, 2020 meeting minutes-April's meeting minutes were motioned to be approved by Nadeen Kieren. Seconded by Mike Sullivan. All in favor and none opposed. Minutes approved.
- V. Audit Report-Draft audit report prepared by Thomas Bravos and is due by May 15, 2020. General comments about 2 adjustments:
  - Patch Landscaping has two payments that expand two calendar years as the down payment is due in November 2019 and January payment in 2020. This is very common with snow removal contracts and SSA budgeting.
  - The second adjustment addressed a standing balance in our TIF Rebate receivable as we had on our General Ledger 96K TIF Rebate receivable and of that amount there was a standing \$78,400 of adjusted off the books as bad debt. This adjustment was made because we cannot keep on the books a number that we know we aren't going to receive as cash flow income.Approval of Audit Report Draft was motioned to be approved by Mike Sullivan. Seconded by Nadeen Kieren. All in favor and none opposed. Audit Report Draft approved.
- VI. Financial report- The balance sheet looks low and we have contacted the city with our financials to see where the cash flow is being held up. We will discuss for our next meeting essential planning for the district moving forward to navigate and prepare for lower funds. Profit and Loss statement Motion to Approve Financial Report by Mike Sullivan . Seconded by Pete Valavanis. All in Favor. None Opposed.
- VII. Essential vs nonessential Programs for Navigating Covid-We created this draft budget bringing into our conversations from our April meeting about essential and nonessential services and at the meeting we will have to vote on a final draft budget and we can turn it into the City on June 5, 2020. We have conservatively estimated about a 30% reduction based on

our August tax levy. We decreased special events, but want to give funding to our farmers market as it is an essential business. As well as holiday decor, print and advertising, sidewalk maintenance (eliminate snow removal and pressure washing), trolley service, and green building program

- VIII. 2020-2021 Draft Budget Review-We will be the most conservative for carry over to be realistic moving forward. We have added money to the website so that we can start the process of overhauling our website. We will reduce print material and increase advertising, and site marketing. We will be bringing economic development, economic impact study, and strategic planning, and up to help the post covid world. We did a standard 3% increase in general cost of living to rent, printing, general operations. Approval of Draft 20-21 Budget was motioned to be approved by Nadeen Kieren. Seconded by Mike Sullivan. All in favor and none opposed. Minutes approved.
- IX. Facade Rebate Programs- The Wooden Spoon has applied for the Facade Rebate Program to refurbish their awning. Their project will cost 2400 and their rebate will give them \$840 for the updated awning. Approval of the Wooden Spoon Facade Rebate Program was motioned to be approved by Nadeen Kieren. Seconded by Pete Valavanis. All in favor and none opposed. Minutes approved.
- X. Streetscape Maintenance-City Grange will plant within the next week.
- XI. Safety
  - a. Boarded up in other areas and we are not going to go in that direction.
  - b. We have our foot patrol person and have been in touch with the 20 District.
  - c. Security Camera Rebate Program is available.
- XII. Motion to Adjourn by Mike Sullivan. Seconded by Pete Valavanis. All in Favor. None Opposed.

**Future meeting dates:**

- o July 7
- o September 8
- o November 10