



**Andersonville Special Service Area #22  
May 22<sup>nd</sup>, 2017**

- I. Call to Order
- II. Welcome & Introductions
- III. Approval of last meeting's minutes
- IV. Financial report
- V. Services report
  - a. Marketing & promotions
  - b. Snowplowing
  - c. Green Building Incentive Program
  - d. People Spots
  - e. Bicycle enhancements
  - f. Façade Incentive Program
  - g. Tenant attraction/retention
  - h. District planning
  - i. Sidewalk cleaning & power washing
  - j. Landscaping
  - k. Streetscape repairs
- VI. 2018 draft budget
- VII. Commissioners
  - a. Barbara Boba resignation
  - b. Secretary position
  - c. Vacancies
- VIII. Staff transition
- IX. Next meeting
- X. Adjournment

**2017 meetings**

- ~~January 23~~
- **May 22**
- **July 10**
- **October 16**

Andersonville SSA #22

Commission meeting minutes January 23, 2017

Attending: Barbara Boba, Pete Valavanis, Rolando Esparza, Farah Essa, Andy Peters, Joanna Miner Thomas, Mike Sullivan

Not Attending: Rolando Esparza

Staff: Jason Cox

- I. Welcome and introductions
- II. Approval of October meeting minutes. Sullivan moved. Essa second. All in favor
- III. Financial report  
12/21/16 \$10,000 spent, \$7,000 more to spend on kiosks BCBM, LLC
- IV. Marketing and promotions. Another PR new attractions book
- V. Snowplowing. Going well so far.
- VI. Green Building. Nothing to report.
- VII. People sports. Jason will follow up with alderman. Lease spots to Lakeview?
- VIII. Façade incentive. Lowered by \$1,000 → in 2017 budget
- IX. Tenant attraction. Chamber has approved some part time people. Still have control with city
- X. Sidewalk cleaning. Rates are up for 2016 because of minimum wage increase. New contract signed is \$1500 more than budgeted.
- XI. Landscaping. Gethsemane charged less than budgeted in 2015 because there wasn't as much need for watering as projected.
- XII. Streetscape repairs. Nothing to report.
- XIII. 2017 Budget.  
Reviewing budget- Holiday shopper rebate- cut. 2.06 budgeted for Public and City. Match the dollar amount- possible to support the Swedish Museum "Water Tower" with funding. Pete Valavins approve → second Farah
- XIV. Next meeting: April 10
- XV. Miner Thomas moves to adjourn. Essa second. All in favor.

Andersonville SSA #22  
Balance Sheet  
As of April 30, 2017

|                                       | Apr 30, 17       |
|---------------------------------------|------------------|
| <b>ASSETS</b>                         |                  |
| Current Assets                        |                  |
| Checking/Savings                      | 84,774.10        |
| Andersonville SSA #22                 | 84,774.10        |
| Total Checking/Savings                | 84,774.10        |
| Total Current Assets                  | 84,774.10        |
| <b>TOTAL ASSETS</b>                   | <b>84,774.10</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                  |
| Liabilities                           |                  |
| Current Liabilities                   |                  |
| Accounts Payable                      | 750.00           |
| Accounts Payable                      | 750.00           |
| Total Accounts Payable                | 750.00           |
| Total Current Liabilities             | 750.00           |
| Total Liabilities                     | 750.00           |
| Equity                                |                  |
| Retained Earnings                     | 12,710.09        |
| Net Income                            | 71,314.01        |
| Total Equity                          | 84,024.10        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>84,774.10</b> |

**Andersonville SSA #22**  
**Profit & Loss**  
 January through April 2017

|                                     | Jan - Apr 17      |
|-------------------------------------|-------------------|
| <b>Ordinary Income/Expense</b>      |                   |
| <b>Income</b>                       |                   |
| Tax levy                            |                   |
| 2011 Tax Levy                       | -5,222.03         |
| 2012 Tax Levy                       | -31.41            |
| 2013 Tax Levy                       | -2,024.31         |
| 2014 Tax Levy                       | -37.27            |
| 2015 Tax Levy                       | 5,889.41          |
| 2016 Tax Levy                       | 115,395.74        |
| Interest                            | 1.48              |
| TIF Rebate - City Fund 338          | -1,933.58         |
| <b>Total Tax levy</b>               | <b>112,038.03</b> |
| <b>Total Income</b>                 | <b>112,038.03</b> |
| <b>Expense</b>                      |                   |
| Administration                      |                   |
| Insurance                           | 247.32            |
| Office equipment lease & maint.     | 278.68            |
| Office rent                         | 1,401.68          |
| Office supplies                     | 830.64            |
| Office Utilities/Telephone          | 300.00            |
| Program support                     | 12,786.16         |
| Service provider admin support      | 9,497.16          |
| <b>Total Administration</b>         | <b>25,341.64</b>  |
| <b>Programs</b>                     |                   |
| Facade improvements                 |                   |
| Facade enhancement program          | 5,555.00          |
| Green improvements                  | 1,500.00          |
| <b>Total Facade improvements</b>    | <b>7,055.00</b>   |
| Public Way Aesthetics               |                   |
| Landscaping                         | 2,100.00          |
| <b>Total Public Way Aesthetics</b>  | <b>2,100.00</b>   |
| Public Way Maintenance              |                   |
| Sidewalk cleaning                   | 6,237.00          |
| <b>Total Public Way Maintenance</b> | <b>6,237.00</b>   |
| <b>Total Programs</b>               | <b>15,392.00</b>  |
| <b>Total Expense</b>                | <b>40,733.64</b>  |
| <b>Net Ordinary Income</b>          | <b>71,304.39</b>  |

**Andersonville SSA #22**  
**Profit & Loss**  
January through April 2017

|                      | Jan - Apr 17     |
|----------------------|------------------|
| Other Income/Expense |                  |
| Other Income         | 9.62             |
| Interest Income      | 9.62             |
| Total Other Income   | 9.62             |
| Net Other Income     | 9.62             |
| Net Income           | <b>71,314.01</b> |

**FINAL**  
**ANDERSONVILLE SPECIAL SERVICE AREA #22**  
**BY-LAWS**

Approved June 23, 2003

Prepared by:

City of Chicago Corporation Counsel/CarusoConsults/ACC

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**ARTICLE I: NAME, LOCATION & BOUNDARIES**

Section 1.0 NAME

Section 2.0 LOCATION

Section 3.0 BOUNDARIES

**ARTICLE II: PURPOSE/POWERS**

**ARTICLE III: AUTHORIZED SPECIAL SERVICES**

**ARTICLE IV: MEMBERS**

Section 1.0 COMPOSITION & TERM LENGTHS

Section 2.0 COMMISSIONER APPOINTMENTS

Section 3.0 RENEWAL

Section 4.0 RESIGNATION

Section 5.0 VACANCIES & TERMINATION

Section 6.0 COMPENSATION

**ARTICLE V: MEETINGS**

Section 1.0 ILLINOIS OPEN MEETINGS ACT

Section 2.0 ANNUAL MEETING

Section 3.0 REGULAR MEETINGS

Section 4.0 SPECIAL MEETINGS

Section 5.0 NOTICE

Section 6.0 QUORUM

Section 7.0 INFORMAL ACTION

**ARTICLE VI: COMMITTEES**

**ARTICLE VII: OFFICERS**

Section 1.0 POSITIONS, TERMS

Section 2.0 DUTIES

Section 3.0 VACANCIES

**ARTICLE VIII: BOOKS & RECORDS**

**ARTICLE IX: FISCAL YEAR**

**ARTICLE X: WAIVER OF NOTICE**

**ARTICLE XI: AMENDMENT OF BY-LAWS**

**ARTICLE XII: MANNER OF ACTING**

**ARTICLE XIII: AUTHORITY OF THE CITY OF CHICAGO**

**ARTICLE I  
NAME, LOCATION & BOUNDARIES**

**Section 1.0 NAME:** The name of this organization shall be Andersonville Special Service Area #22 Commission” (“Commission”).

**Section 2.0 LOCATION:** The Commission shall continuously maintain in Illinois a registered office, which shall be its principal office and a registered agent whose office is identical with such office.

**Section 3.0 BOUNDARIES:** The Special Service Area #22 boundaries shall be the boundaries provided in the SSA #22 legal description. The general boundaries are the commercial properties fronting Clark Street from Victoria Street on the north to Ainslie Street on the south.

**ARTICLE II  
PURPOSE/POWERS**

The purpose/powers of the Commission is to:

- recommend the rate or amount of the Service Tax and an annual budget to the City Council; and
- recommend a Sole Service Provider contract, including a scope of services and a contractor therefore, to the City Council for the provision of the Special Services.

**ARTICLE III  
AUTHORIZED SPECIAL SERVICES**

Services authorized by the Establishment Ordinance for SSA #22 include, but are not limited to:

- maintenance and beautification activities;
- security services, including, but not limited to, the development of safety programs;
- recruitment and promotion of new businesses to the Area and retention and promotion of existing businesses within the Area;
- coordinated marketing and promotional activities;
- strategic planning for the general development of the Area;
- financing of storefront façade improvements;
- other technical assistance activities to promote commercial and economic development including, but not limited to,



streetscape improvements, strategic transit/parking improvement including parking management studies, and enhanced land use oversight and control initiatives; and

- Special Services shall be in addition to services provided to and by the City of Chicago generally.

## **ARTICLE IV MEMBERS**

### **Section 1.0 COMPOSITION & TERM LENGTHS**

There shall be no more than nine members (“Commissioners”), on the Commission or such greater or lesser number as shall be determined by ordinance of the City Council of the City of Chicago. Of the initial Commission members, five members shall be appointed to serve for two-year terms, and four shall be appointed to serve for one-year terms. After the initial term all members will serve (2) two-year terms.

### **2.0 COMMISSIONER APPOINTMENTS**

The Mayor of the City of Chicago (“Mayor”) shall, with the approval of the City Council, appoint the initial Commission members from a list of nominees submitted by the Andersonville Chamber of Commerce (“Organization”). For mid-term vacancies, see Section 5.0.

**Section 3.0 RENEWAL:** Other than the initial Commissioners, each Commission member shall be appointed by the Mayor, with the approval of City Council, to serve for a term of two years and until a successor is appointed.

**Section 4.0 RESIGNATION:** Any member may resign by filing a resignation with the Commission Second Vice-Chairperson/Secretary, with copy to DPD.

**Section 5.0 VACANCIES & TERMINATION:** In the event of a vacancy on the Commission due to term expiration, resignation, death, inability to serve, removal by the Mayor, or other reason, the Mayor, with the approval of City Council, shall appoint a successor from a list of nominees submitted by the Organization. Each successor so appointed shall serve for the remaining term for which he/she was appointed.

**Section 6.0 COMPENSATION:** Voting members shall not receive compensation for their services as Commissioners; however, Commissioners may be reimbursed for reasonable out-of-pocket expenses incurred on behalf of the Commission. Reimbursements shall be approved by two-thirds vote of the Commission.

## **ARTICLE V MEETINGS**

**Section 1.0 ILLINOIS OPEN MEETINGS ACT:** Meetings shall be held in accordance to the Illinois Open Meetings Act and any other City of Chicago open meetings ordinances.

**Section 2.0 ANNUAL MEETING:** The Commission shall hold an annual meeting, the date to be determined by the Commission no later than December 31 of the previous year.

**Section 3.0 REGULAR MEETINGS:** In addition to the annual meeting, meetings shall be held on a regular basis at such time and place as the Chairperson shall designate. A “regular basis” is defined as the frequency necessary to fulfill the duties and obligations of the Commission.

**Section 4.0 SPECIAL MEETINGS:** In addition to the aforesaid meetings, the Commission may meet at the call of the Chairperson or on the written request of three Commission members.

**Section 5.0 NOTICE:** All notices of regularly scheduled meetings shall be mailed at a U.S. Postal Station or Mail Box in Chicago at least fourteen (14) days prior to the date of the meeting and shall be deemed received when mailed. Notice of special meetings shall be given by telephone or by return-receipt electronic mail at least 72 hours prior to the time and place of said meeting. Notice of the meeting will also be published in a local general circulation newspaper.

**Section 6.0 QUORUM:** A simple majority of the Commissioners shall be necessary to constitute a quorum for the transaction of business at any meeting of the Commission, otherwise specifically provided in these By-Laws. A simple majority of the quorum present at any meeting shall be required to pass motions, otherwise specifically provided in these By-Laws. The Commission may increase the quorum ratio for special meetings as they deem necessary.

**Section 7.0 INFORMAL ACTION:** Any action that is required or may occur at a Commissioner’s meeting may be taken without a meeting provided consent in writing, setting forth the action so taken, shall be signed by all the Commissioners then in office. The “consent in writing” may be collected via electronic mail. Such consent serves as a unanimous vote provided a motion is adopted at the next regular or special meeting that ratifies the action taken.

## **ARTICLE VI COMMITTEES**

The Commission may through resolution designate any number of special committees they deem necessary. The motion to create a committee shall also designate Commissioners to serve on the committee. The Commission shall determine terms and duties of committees. The committees may meet under their own terms provided they are in compliance with the Illinois Open Meetings Act.

## **ARTICLE VII OFFICERS**

**Section 1.0 POSITIONS, TERMS:** The Executive Committee shall be composed of the duly elected officers of the Commission. At its annual meeting each year, the Commission shall elect a Chairperson, First Vice Chairperson/Treasurer, Second Vice-Chairperson/Secretary, and such other officers as it may deem necessary. Officers shall serve not more than two successive two-year terms as officers.

**Section 2.0 DUTIES:** The Chairperson shall be the chief executive officer of the Commission, shall preside at all regular and special Commission meetings, and shall perform all the usual functions of such office.

The First Vice Chairperson/Treasurer shall assist the Chairperson and perform the duties of Chairperson in his or her absence or inability to act. The First Vice Chairperson/Treasurer shall oversee the budget management and financial records as managed by the Sole Service Provider.

Second Vice-Chairperson/Secretary shall assist the Chairperson and/or First Vice Chairperson/Treasurer and perform the duties of Chairperson or First Vice Chairperson/Treasurer in his or her absence or inability to act. Said officer will keep a current, accurate list of all Commissioners and shall also act as clerk at Commissioner meetings and ensure compliance with these By-Laws and the Illinois Open Meetings Act. All books and records not held by the First Vice Chairperson/Treasurer are to be held by the Second Vice-Chairperson/Secretary.

**Section 3.0 VACANCIES:** The First Vice Chairperson/Treasurer shall act in place of the Chairperson in the absence or inability of the Chairperson to perform his or her duties for the duration of his or her term.

#### **ARTICLE VIII BOOKS & RECORDS**

The Commission shall keep correct and complete books and records of account and shall also keep minutes of its meetings. It shall keep at its principal offices a record giving the names and addresses of all voting members of the Commission. Any member, his/her agent or attorney for any proper purpose at any reasonable time, may examine all books and records.

#### **ARTICLE IX FISCAL YEAR**

The fiscal year shall be January 1 through December 31.

#### **ARTICLE X WAIVER OF NOTICE**

Whenever any notice is required to be given under the provisions of the By-Laws of the Commission, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance by a member at a meeting of the Commission shall constitute a waiver of notice of such meeting except where such person attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called.

#### **ARTICLE XI**

### **AMENDMENT OF BY-LAWS**

These By-Laws may be amended by three-fourths vote of all current Commissioners at any regularly scheduled Commission meeting provided that Commissioners have been served notice by U.S. Mail postmarked in Chicago and properly stamped as First Class Mail no less than 14 business days prior to the meeting at which the amendment is to be acted upon.

It is the intent of these By-Laws to authorize the Commission to perform all duties deemed necessary to achieve the goals of the Commission, these goals being forth stated and unstated.

### **ARTICLE XII MANNER OF ACTING**

Where not otherwise provided, Robert's Rules of Order, most recent edition, shall be the standard of parliamentary authority for all meetings of the Commission.

### **ARTICLE XIII AUTHORITY OF THE CITY OF CHICAGO**

Any provision of these By-Laws that shall conflict with the SSA #22 establishment ordinance of the City of Chicago or with Illinois Special Service Area Tax Law (35 ILCS 200/27-5 through 27-95) shall be null and void.

