



Andersonville Special Service Area #22
March 19th, 2018

- I. Call to Order
- II. Welcome & introductions
- III. Approval of last meeting's minutes
- IV. Financial report
- V. Services report
 - a. Customer Attraction
 - i. Neighborhood Guide (print material)
 - ii. Spring events and street performers (special events)
 - iii. Concierge Tour (special events)
 - iv. Holiday decorations
 - b. Public Way Aesthetics
 - i. Landscaping
 1. Comp pricing for planters
 2. Trees
 - ii. Streetscape elements
 - iii. Façade enhancement & green building program
 1. Lost Larson
 2. Alamo Shoes
 - c. Sustainability & Public Places
 - d. Economic & Business Development
 - e. Safety Programs
 - i. Safety Incentive Program
 - f. SSA Management
 - g. Personnel
- VI. Commissioners
 - a) Treasurer vote
- VII. Reports from Chamber and ASCA
- VIII. Adjournment



Andersonville SSA #22
www.andersonville.org

January 28, 2018
Commission Meeting Minutes
Andersonville SSA #22

Commissioners:

Rolando Esparza
Property owner, 5643 N. Clark

Farah Essa
Lake Shore Schools and property owner, 5611 N. Clark

Mike Sullivan
The SOFO TAP, 4923 N. Clark

Andy Peters
TrueNorth, 5507 N. Clark

Joanna Miner Thomas
Presence, 5216 N. Clark

Pete Valavanis
Property owner, 5225 N. Clark

Commissioners attending: Mike Sullivan, Peter Valavanis, Andy Peters, and Joanna Miner

Andersonville Chamber Staff: Sara Dinges and David Oakes

Commissioners not attending: Rolando Esparza and Farah Essa

Call to Order

Sullivan called to order 9:11Am

Approval of last meeting's minutes

1. Motion to approve minutes by Sullivan. Miner second. Minutes approved.

Financial report

1. Balance sheet is healthy.
 - a. Carryover is a less because of pre-paid payments made in fourth quarter of 2016. Carryover is estimated to be around \$3,000.
2. P&L
 - a. Categories now mirror City of Chicago's category system
 - b. Total Income-
 - i. Keeping TIF rebate
 - ii. \$20,000 less in levy came in due to vacancies or possible non-payments
 - c. Budget VS Actuals
 - i. Over-budget in display ads due to WBEZ Chicago radio advertisement for holidays, as approved by commission at November meeting.
 - ii. Increased Customer Attraction
 - iii. Landscaping and Public Art
 1. Gethsemane Garden Center's Holiday Decorations payment increased a little to reflect cost of living increase.
 2. Sidewalk Cleaning 2017 end of year numbers came in lower because it was a new company, so what was bugeted was an estimate.
 - iv. Shuttle service provded an excellent attraction for families and press for the neighborhood.

3. Auditors

Staff:
Sara Dinges
Executive Director

Danny Drees
Membership and Communications Manager

Joelle Scillia
Marketing Director

David Oakes
Business Services Manager

Laura Austin
Community and Events Manager

-Hallie from Milk

-Matthew from Cowboys and Astronauts

Next meeting

1. Ideas for Holiday Decorations for 2018
2. Façade applications if applicable
3. Vacancy Report
4. Discussion of adding more meetings to the schedule

Next Business

May 21, 2018

Adjournment

1. Sullivan motioned to adjourn. Peters second. Meeting adjourned.

Andersonville SSA #22
Balance Sheet
As of February 28, 2018

	Total	
	As of Feb 28, 2018	As of Feb 28, 2017 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Andersonville SSA #22	23,378	31,682
Total Bank Accounts	\$ 23,378	\$ 31,682
Accounts Receivable		
Accounts Receivable	0	0
Total Accounts Receivable	\$ 0	\$ 0
Other Current Assets		
Due from the City of Chicago	0	0
Prepaid Expenses	0	0
Total Other Current Assets	\$ 0	\$ 0
Total Current Assets	\$ 23,378	\$ 31,682
TOTAL ASSETS	\$ 23,378	\$ 31,682
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	7,183	14,750
Total Accounts Payable	\$ 7,183	\$ 14,750
Total Current Liabilities	\$ 7,183	\$ 14,750
Total Liabilities	\$ 7,183	\$ 14,750
Equity		
Retained Earnings	23,801	67,770
Net Income	-7,606	-50,838
Total Equity	\$ 16,194	\$ 16,932
TOTAL LIABILITIES AND EQUITY	\$ 23,378	\$ 31,682

Andersonville SSA #22
Profit and Loss
February 2018

	Total	
	Feb 2018	Feb 2017 (PY)
Income		
Tax levy		
2011 Tax Levy		-2,515
2013 Tax Levy	-413	-840
2014 Tax Levy	-78	
2015 Tax Levy	-417	92
2016 Tax Levy	104	25,072
2017 Tax Levy	18,541	
Interest	0	
Total Tax levy	\$ 17,738	\$ 21,809
Total Income	\$ 17,738	\$ 21,809
Gross Profit	\$ 17,738	\$ 21,809
Expenses		
Programs		
Public Way Aesthetics		
Landscaping		1,400
Public Way Maintenance		
Sidewalk cleaning		2,079
Total Public Way Maintenance	\$ 0	\$ 2,079
Sidewalk Maintenance - Service Contract	2,200	
Total Public Way Aesthetics	\$ 2,200	\$ 3,479
Total Programs	\$ 2,200	\$ 3,479
SSA Management		
Liability/Property Insurance	62	62
Office equipment lease & maint.	70	70
Office rent	350	350
Office supplies	208	208
Office Utilities/Telephone	75	75
Program support		3,197
Service provider admin support	3,654	2,374
Total SSA Management	\$ 4,419	\$ 6,335
Total Expenses	\$ 6,619	\$ 9,814
Net Operating Income	\$ 11,119	\$ 11,995
Other Income		
Interest Income	0	1
Total Other Income	\$ 0	\$ 1
Net Other Income	\$ 0	\$ 1
Net Income	\$ 11,120	\$ 11,995

SSA #22 2018 Budget - last updated 3-16-18

	Submitted Budget	Real Budget
Income		
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	\$ 40,500
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	\$ -
Sustainability programs	\$ 12,500	\$ -
	\$ 18,000	\$ 1,500
Economic Business Development		
Site Marketing	\$ 1,500	\$ 1,500
Group Purchasing Program		\$ -
Supplemental Transit		\$ -
Shuttle Service Non-Personnel	\$ 5,400	\$ 2,500

Shuttle Service Personnel Expenses		\$	-
Wi-Fi District		\$	-
Strategic Planning	\$	2,000	\$ 1,000
Economic Impact Study	\$	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
Utilities	\$	1,325	\$ 1,325
Office Supplies	\$	2,494	\$ 2,494
Equipment Lease/Maintenance	\$	836	\$ 836
Office Printing			\$ -
Postage	\$	300	\$ 300
Commission Meetings and Trainings	\$	500	\$ 400
Subscription/Dues	\$	-	\$ -
Bank Account Fees	\$	-	\$ -
Loan interest incurred by SP	\$	-	\$ -
Monitoring/compliance	\$	-	\$ -
Equipment Purchase/maintenance	\$	-	\$ -
Supplies	\$	-	\$ -
Storage space fees	\$	-	\$ -
Liability/property insurance	\$	720	\$ 720
Conferences and training	\$	2,500	\$ 1,500
IT Monitoring Services	\$	-	\$ -
	\$	19,450	\$ 18,320
Personnel			
Executive Director	\$	25,000	\$ 20,000
Director of Marketing	\$	11,500	\$ 10,000
Business Services Manager	\$	7,500	\$ 7,000
	\$	44,000	\$ 37,000
Total expense			
	\$	283,761	\$ 228,320
Total income			
	\$	272,949	\$ 228,400
Net			
	\$	(10,812)	\$ 80



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Laura Austin
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Lost Larson
Bobby Schaffer

Façade and Green Rebate Incentive Reviews

Façade Rebate Review:

Bobby Schaffer has provided most of the required materials for application. Lost Larson has been pre-approved for **\$5000 pending on additional materials.**

New Façade will include:

- A new striped canvas awning
- Refurnish existing blade sign
- Install antique storefront door of wood and glass
- New pendant light above entry way
- Penny tile entryway
- Painted signage on window
- Wood paneling for base exterior walls

Committee's Suggestions/ Money saving tips:

-Adding two foot transom at the header of the glass accordion windows. This will save you money, be less hefty of a window, and will greatly reduce any obstruction of the awning.

-Adding a color to the black aluminum-cladded window frames to make feel more warm and have better cohesion with your design. Antepima is a good example on how they took the traditional black aluminum work and make it blend in with design.

The committee would like to see any renderings of your signage and how awnings extend of the right of way. As well as how much the property owner will contribute to buildout.

Green Building Incentive Program Review

Lost Larson has provided all required materials and has been Approved for **\$462**

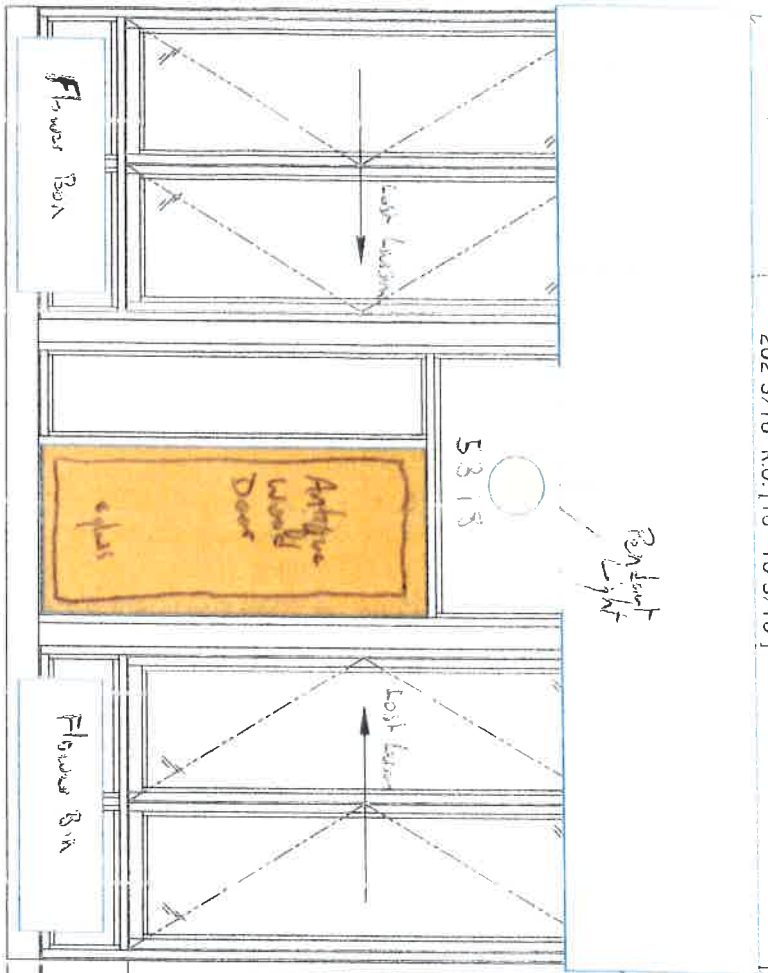
Lost Larson will install:

- Flush Mount LED Fixtures
- Recessed LED fixtures
- LED string lights
- 2'x2' LED drop ceiling lights
- LED track lighting
- This includes cost of installation

Site Plan Summary

202 3/16" R.O. [15'-10 3/16"]

Revised 3/16/2016



3 1/2" D.O. [3]

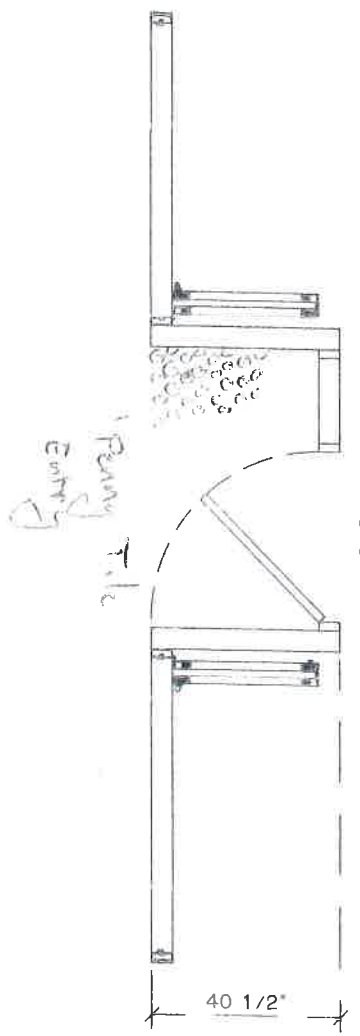
7" 19" 3/8" 123 3/4" F.D. 3/8"

124 1/2" R.O. [10'-4 1/2"]



7" 19" 3/8" 123 3/4" F.D. 3/8"

124 1/2" R.O. [10'-4 1/2"]





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Marketing Director

David Oakes
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Laura Austin
Community and Events Manager

Alamo Shoes
Sol Price

Façade and Green Rebate Incentive Reviews

Façade Rebate Review:

Alamo Shoes has provided most of the required materials for application. Alamo Shoes has been pre-approved for **\$5000 pending on additional materials: proof of canceled check**

New Façade will include:

Storefront Glazing and Doors
Gypsum Board System
Exterior pressure washing
Lighting
Hard tile
Cast in place concrete

Committee's Suggestions/ Money saving tips:

-Updated drawings with window moliyum locations

-Suggest seeing a sample of the truertine window tint so that it doesn't come out purple or an unexpected color.

The committee would like to see updated renderings of your signage and awnings if they are different than the awnings you have currently.

Green Building Incentive Program Review

Alamo Shoes has provided all required materials and has been Approved for **\$1000**

Alamo Shoes will install:

Recessed LED fixtures
LED track lighting
This includes cost of installation

STORE DESIGN | EXTERIOR RENDERING

03



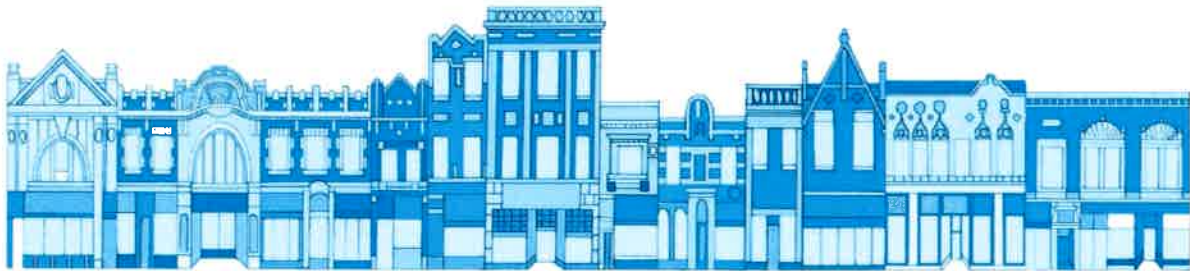
Alamo Shoes

RGLA



Security Incentive Program

Guidelines and Procedures



A Program of the Andersonville Special Service Area #22

5217 N. Clark St., #3F • Chicago, Illinois 60640

Phone: 773-728-2995

www.andersonville.org

SECURITY INCENTIVE PROGRAM GUIDELINES AND PROCEDURES

Introduction

Andersonville Chamber of Commerce's Security Incentive Program (SIP) encourages the safety of our businesses by granting an incentive to install security measures to help keep Andersonville a wonderful place to shop, dine, and experience. This rebate program offers up to 50% of qualifying expenses with a maximum rebate of \$5000 for security enhancements for commercial businesses, property owners and condominium associations complying with program requirements. The program is managed by the Andersonville Chamber of Commerce and funded solely by the Special Service Area #22. This program provides financial assistance to the owners and tenants of buildings that have street level commercial space within the published Special Service Area #22 boundaries.

Location

The Security Incentive Program is applicable to properties located within the SSA #22 boundaries:
North Clark Street between Ainslie and Victoria.

Map of SSA #22

Extends to Ashland:

Victoria Street
Edgewater Avenue
Hollywood Avenue
Olive Avenue
Catalpa Avenue
Balmoral Avenue
Foster Avenue

Extends to the Alley between Glenwood and Ashland:

Summerdale Avenue
Berwyn Avenue
Winona Street
Carmen Avenue
Winnemac Avenue
Argyle Street
Ainslie Street

Eligible Applicants

- Owners and tenants (with owner's written consent) of street level commercial and industrial property.
- If applicant is a tenant, he/she must have a leasehold interest in the property according to a lease agreement for at least 3 years, and have written property owner approval.
- Preference will be given to applicants who show that the funding assistance is necessary to help them complete the proposed project.
- Preference will be given to applicants and buildings that have not participated in the program before.
- Preference will be given to projects that have the greatest impact to the safety of the Andersonville Commercial District.

Eligible Projects/Expenses

- Security Cameras, glass repair and replacement, glass anti-smash upgrades, graffiti prevention and exterior lighting including motion-sensor lighting
- Projects must include enhancements that will include the public-right-of-way.
- Camera/surveillance systems that includes at least one camera that is 1080p hi-def quality or better are highly encouraged in order to ensure facial recognition on footage.
- Reimbursement project funding includes installation of the product, not ongoing maintenance or subscription costs
- All improvements must be compatible with the City of Chicago's city and building zoning regulations (The Andersonville Chamber of Commerce or SSA #22 is not responsible for obtaining or approving permits.)
- All applicants are encouraged to register security cameras with the Chicago Office of Emergency Management and communications' Private Sector Camera Initiative. For more information please call 312-746-9111 or email.
- Installing "anti-graffiti" and or anti-smash film to storefront windows
- Repairing or replacing glass to remove graffiti damage or glass that has been broken
- All applications are subject to be reviewed by the Security Incentive Review Committee which includes members of SSA #22 and the Andersonville Chamber of Commerce.
- Where the applicant is the contractor or supplier, profits and overhead are not eligible expenditures.
- Applicants are required to submit two sets of cost estimates for review and the Security Incentive Reviewing Committee reserves the right to reject questionable estimates.

Even if the applicant plans on completing work themselves they must obtain two cost estimates in addition to their own.

- In order to maximize the number of eligible projects that receive assistance, the Security Incentive Review Committee may award a rebate at an amount less than the allowable maximum.

Ineligible Projects/Expenses

- **Projects that have started prior to project approval.**
- **Exterior lighting for aesthetics for awnings, lighting that is directed upwards on a building, etc. are generally not eligible for this program. For these types of lightning please review the Andersonville Façade Rebate Program for assistance.**
- Ongoing costs of monthly monitoring, maintenance, or subscription costs.
- Projects that do not include a public-right-of-way component (for example interior security cameras).
- Installation of burglar bars or roll down security barriers.
- Reduction of display area window areas.

Project Sequence & Administrative Procedures

Step 1: Application

The applicant must submit the following:

- Completed application form
- \$30 non-refundable processing fee in the form of a check or money order made payable to the Andersonville Chamber of Commerce.
- Written approval from the property owner for the proposed work (if applicant is a tenant).
- Detailed **cost estimates from two different contractors**. Specify which of the contractors you wish to use. The Committee reserves the right to reject questionable estimates. If the applicant plans to serve as a contractor or supplier on the project she/he will still need to obtain two cost estimates in addition to his/her own estimate.
- The Committee reserves the right to reject questionable estimates. If the applicant plans to serve as a contractor or supplier on the project she/he will still need to obtain two cost estimates in addition to his/her own estimate.

Step 2: Security Incentive Application Review

The Security Incentive Reviewing Committee is made up of representatives from the Special Service Area #22 Commission and Andersonville Chamber of Commerce staff. The Committee will review all applications according to the schedule above and consider the degree to which the proposed project

follows the attached design

The applicant may be asked to address any questions/concerns the Committee has regarding the application and will have the opportunity to meet with the Committee to answer/ask any questions. If the project is eligible, the applicant will be told the rebate amount he/she can expect to receive for the proposed project. If the project is not eligible, an explanation will be given. The Committee reserves the right to reject applications and they may give preference to properties that have not recently received funds from the program.

Step 3: Construction

Once the bids and permits (if necessary) have all been received and approved, the applicant will proceed with its improvement project in accordance with the plans and specifications submitted to the Security Incentive Reviewing Committee. All work must be completed within 180 days of receiving a design approval from the Committee, otherwise the rebate may be directed toward another applicant. Applicants may ask for an extension of up to an additional 180 days. Requests for extensions must be made to the Andersonville Chamber of Commerce in writing before the initial 180 day project period is closed.

Step 4: Issuance of Rebate

Upon completion of the project, a member of the Security Incentive Reviewing Committee will inspect the project to ensure compliance with the approved plans and cost estimates. Rebate checks will be sent as quickly as possible, but may take approximately four weeks after the following documentation has been submitted:
Written verification that all of the agreed upon work has been completed correctly.
Copies of all paid invoices and cancelled checks or credit card receipts for all eligible work.

Checks are released pending fiscal year availability of funds. In some cases applicants who complete work in the later part of the fiscal year may not receive funds until the early part of the following fiscal year.

Compliance

Applicants must certify that they will not either sell or leave the property for three years from the date of the application.

City Permit Information

Security cameras and exterior lighting that go on or over the public right-of-way require a permit from the department of Business Affairs and Consumer Protection, Public Way Use Unit, City Hall, 121 N LaSalle Street Room 800, 312-744-6060.

Security Best Practices

- Look into HD Video systems that provide clear Internet Protocol (IP)/ high definition video.
- Choose a camera that filters glare and look for an infrared cameras that reduce glare of headlights;
- Look into a Panoramic-style camera. They are great for businesses that require extensive coverage
- Place high away from vandalism and opt for one that is covered or encased
- Maintain generally clear and uncluttered display windows free of most obstructions;
- Attend your local bi-monthly Community Justice Center meetings and regular CAPS meetings;
- Maintain lighting outside your business and change when necessary
- Maintain clear lines of sight into the interior space from the exterior public way;
- Educate your staff on best safety practices.

Helpful Information

3 Types of Cameras

- Fixed Cameras that are locked into place
- Mechanical Pan, Tilt, Zoom that can be manually adjusted by an operator. Note: the camera can only record the current area viewed
- Panoramic cameras can be manually adjusted by an operator over a small area and the system can record the entire area covered.

Consult with your local security camera installation company to ensure the best solution for your security needs.

Be sure to check with your insurance company about potential discounts for adding a security camera.