

SSA Commission Meeting/ Special Service Area #60
Wednesday, June 25, 2014
5:00 p.m.
North River Commission Office
3403 W. Lawrence Ave Ste. 201
Chicago, IL 60625

SSA Commission Meeting Minutes

Attendance:

SSA Commissioners Present:

Andrew Levin (Chair), Stephanie Fishel (Vice Chair), John Tunnell, Angela Bowman (Secretary), Frank Kern, Mir Naghavi, Saima Causevic, Jim Karagiannis (Treasurer)

SSA Commissioners Absent:

David Maletin

North River Commission Staff Present:

John Friedman (interim Executive Director), Carla Agostinelli (Director of Economic Development)

Other Attendees:

Alex Tunnell, Anissa Wanat (resident), Carol Maher (resident), Tom Guagliardo (TRIP board; owner, Tanno's Pizzeria), Shelby Bremer (Rep. Andrade's office)

Call to Order:

The meeting was called to order at 5:07 p.m. by Andrew Levin.

Item: Review of minutes.

Stephanie clarified that streetscape and landscape are lumped together in budget notes. **John Friedman** noted that his name was missing from attendance last meeting.

John Tunnell moved to approve; Angela seconded; approved by commission

Item: Approval of 2015 budget

At last meeting, budget was modified from original format after city provided new format.

Andrew points us to legal sheet at front of packet, rightmost column. Total is \$571,000; our levy will be \$423,000. Difference is due to carryover from 2014.

Asks for comments or questions.

Andrew notes that we require the service provider (NRC) not to sign any contracts over \$1000 from items 1.00 to 5.07, without commission approval.

Angela asks about decorative banners: will this be partially covered by NRC economic development or some other organization? **Andrew** says we will definitely coordinate with other agencies to pool funding sources, figure boundaries, ideas, etc. We've budgeted a certain amount, but we know that NRC won't be signing any contracts until the SSA has really taken a good look at all of this and approves a contract. This will apply not only to banners but other issues.

Budget Item 1.00 Customer attraction: \$33,400

Angela moves to approve, Frank seconds. Unanimously approved.

Carol Maher inquires how current banners will be maintained (i.e. removed, b/c they look so bad). **Carla** says we will tell 33rd Ward Streets and San. which ones we want removed. Carol says she has already identified 15–20 banners in need of removal to Gina at 33rd Ward office. **Andrew** says we're going to be careful before we undertake new banners, because the ones that really last will take a lot of money. Maybe more than we have.

Budget Item 2.00 Public Way Aesthetics: \$325,278

This is the biggest item, includes snow removal, street cleaning, power washing, etc.

Stephanie clarifies amount of street cleaning vs. snow removal. Snow is about \$10,000 more than cleaning.

Frank moves to approve, John seconds. All approve.

Andrew comments afterward that we want to do one power washing this summer around the time that the tax bill comes out, but pay for it next year out of next year's budget, which calls for three. In other words, we do one this year, two next year, but pay for three next year. Vendor is OK with that, we have to figure out if the city approves. NRC will find out about city approval by our next meeting.

Jimmy moves to approve; John seconds. All approve.

Budget Item 3.00 Sustainability and Public Places: \$6,000

All is for bike racks. Carol Maher comments that city will install bike racks for free. You can put in a request online.

Stephanie moves to approve; Frank seconds; all approve

Budget Item 4.00 Economic Development: \$1000 to hold the bucket.

Can always be rolled over. Would cover something like a market study if we decide to do it.

Angela moves to approve; Saima seconds. All approve

Budget Item 5.00 Safety Program: \$77,385

Our second-largest budgeted item, for security patrols. We will continue to explore this before January.

John moves to approve; Mir seconds; all approve

Budget Item 6.00 SSA Management: \$19,635

Andrew asks what is difference between 6.0 SSA Management and 7.0 Personnel? Not clear from budget worksheet. There's information missing; Carla looks up missing information.

Anissa Wanat thinks we might be paying too much. **Andrew** says he would like to see a timesheet from Duka. **Carla** says Duka's sole responsibility is SSA work. Anissa comments that a timesheet is different from a detailing of time. She thinks a daily accounting is onerous. But at the end of the week he should be able to account for his time. She suggests asking for a weekly account.

John Friedman suggests at the next commission meeting we ask Duka to account for his time and see how that document suits us. Andrew thinks that would be helpful. Carla recommends that we all see a document that Duka prepared for Andrew earlier this week. She'll send it around to commission and let us see if we like this format.

Stephanie moves to approve; Frank seconds; all approve

Budget Item 7.0 Personnel: \$65,308

This is Duka's salary and a percentage of Carla's salary

Angela moves to approve; Saima seconds; all approve

Budget Item 8.0 Loss Collection: \$44,000

Mir moves to approve; Jimmy seconds. All approve

Budget Item TOTAL amount: \$571,736

John moves to approve the entire amount \$571,736; Jimmy seconds. All approve.

Item: Service Provider

Angela moves to approve NRC as service provider for 2015. Saima seconds. All approve.

Item: RFP process

There is no process outlined yet. We'll look at this next month; **John Friedman** says NRC will provide one next meeting.

John F. suggests we take a look at the RFPs and see whether they seem to have all the right categories of information, etc.

Carla asks that we look at the sample RFPs that have been distributed. and give feedback to NRC if we have some.

For example: will the visual merchandiser be subcontracting the work? Who is liable?

Andrew: For next month let's look at sidewalk snow removal RFP and bring comments to next meeting. We'll deal with the others later. Andrew suggests tabling banners altogether for now.

Item: Financials for June

Stephanie asks why amount for is so high. \$9450

Stephanie asks why postage is so high? \$250 for one month?

Andrew asks why financial support is \$490? He thought the accountant only costs \$150/month. Is this for more than one month?

These questions are submitted to **John Friedman**, who will find the answers.

Since **Jimmy** is treasurer, Andrew suggests that Jimmy meets with Duka to review financials each month about ten days before the meeting. John Friedman agrees.

Stephanie moves to approve the financials subject to answers of these three submitted questions. John seconds. All approve.

New/Old Business:

Stephanie is really in favor of the metrics suggested in the budget. We may want to come up with other metrics. It will help us plan for 2016.

Andrew also asks that we see a Clean Slate summary of work at each meeting.

Carla says if you have requests for banner removal, send them to NRC and she will help coordinate with Streets and San (no longer goes through alderman's office).

John Tunnell question on metrics: would like to be sure to add metrics about monthly incident report for security team.

John Friedman suggests we try projecting the materials on a screen to save paper costs. We'll try it next month and see how it goes.

Andrew says that John Friedman is interim Exec Director of NRC as of July 7.

Adjournment:

Angela moves we adjourn. Jimmy seconds. All approve. 6:16 pm