

**SSA Commission Meeting/ Special Service Area #60**  
**Wednesday, September 10, 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:**

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

**North River Commission Staff Present:**

John Friedmann (interim Executive Director), Duka Dabovic (SSA Manager)

**Other Attendees:**

Carol Maher (resident), Tom Guagliardi (TRIP Board Member, owner of Tano's Pizza)

**Call to Order:**

The meeting was called to order at 5:02 p.m. by Andrew Levin.

**Item: Security RFP**

Duka gave a short presentation on feedback he had received from other SSAs regarding their own security programs.

**Highlights:**

- Two SSAs were not satisfied with their security services and either moved to a security rebate program or got rid of their security program altogether.
- Provide year round service
- Use GPS tracking technology for patrols
- AGB and USG have the most experience with SSA
- Off-duty pro: They are more familiar with the neighborhood
- Off-duty con: They may view it a second job, and not take it as seriously.
- Security camera rebates. SSA helps pay for installation and connection to OEMC database (Office of Emergency Management & Communication). Footage is not monitored, but is quickly accessed when an incident occurs.

The Commission requested to find out if companies charge to go to CAPS meetings.

William Townsell (CAPS Office) gave a presentation on security measures (as alternatives or in addition to hiring a private security firm).

## Highlights:

Use the most updated camera system

- OEMC is not monitoring these cameras, rather it's an easier way to gain access to the business owner's feed.
- Fake cameras are not recommended as they create a false sense of security, and the business owner could be liable if something were to happen.
- As far as using off-duty officers, DON'T use officers who have excessive Citizen's Registered complaints (CRs).

## Q&A

- Duka asked if security companies would divulge their officers' complaint records.  
Answer: They can give you the standards for the screening, but most likely will not give out information on their own officers.
- John asked if security officers are required to carry guns.  
Answer: Off-duty officers are not required to carry, but if they are carrying guns, they are required to act (*i.e.* use them if and when necessary). Point made that the security company should have liability insurance to cover discharging of firearms.
- John asked if security companies should be relying on SSA staff to create a strategy and presence.  
Answer: Chances are they will know, and they would consult with the local police districts.
- William commented that the best security officers are the ones that create a presence, in other words, they talk to people on the street and move around. This is an essential tool for discouraging criminals from engaging in illegal activity in the area.

## RFP Document

Discussion was had on the hours and days for which security would be used.

The commission decided on 6pm-12am on Fri-Sun with 2-4 officers, from May 1st to November 1st.

## Other conditions:

- Ability to terminate contract after 30 days.
- Specifically address issues of vagrancy and loitering
- Outline specific strategy to be used. GPS tracking and reporting system preferred.
  - Weekly reports should be sent to SSA staff.
- Provide screening process for employees (*e.g.* eligibility of officers with excessive CRs)
- All the different pricing possibilities we can have with the parameters outlined above.

- Additional charges not included in price? E.g. attending CAPS meetings, court charges?

Changes will be reviewed and approved at the October 1 meeting.

**Item: Approval of 8/6 minutes**

Concerns and questions raised at August 6th meeting were addressed, and they are the following:

- Why are we paying \$490 per month for accounting services?  
Answer: The month of June includes April up to and including June for accounting services and QuickBooks.
- Total line included on the cash flow for Non-admin personnel and personnel costs.
- SSA should have metrics to be included in the 2014 mid-year and year reports  
Answer: 2014 format can't be changed, next year's format includes metrics.

Angela moved to approve; Jimmy seconded. All in favor.

**Item: Approval of Financials**

Andrew introduced the financials and commented on the changes and clarifications that were made upon at previous meetings.

Jimmy moved to approve; Saima seconded. Financials approved unanimously.

**Item: Discussion of Facade Program process**

Duka suggested combining Facade, Awning, Signage Removal and Graffiti to make a larger award and incentive to business owners. Discussion was had on limit that can be placed on applications per storeowner and property owner. Commissioners also agreed to have a committee (of commissioners and non-commissioners) to help evaluate applications. The committee will be the initial screening process and make recommendations to the commission for approval. If the applicant is a commissioner, they would need to recuse him or herself from the vote. The Commission has decided on a \$7,500 limit per project, however if a PIN holder is applying for multiple storefronts, the total rebate cannot exceed \$20,000.

*Ex: If business owner completes \$15,000 worth of work, the business owner will get a rebate of \$7,500.*

The discussion will continue and be approved at the next meeting(s) before the program can be started.

Mir made the point that it will be important to have a professional who will educate building owners about the value of doing this, because many immigrant business owners will be timid about asking for help or may not see the value of the program. Duka said that he would be doing such outreach.

Carol Maher relayed questions from Albany Park Neighbors regarding facade:

- What is the application process?  
Answer: The process is still being discussed and will be finalized soon.
- Will commissioners be exempt from the first round?  
Answer: No, but they will have to recuse themselves from a vote on their application.
- How many storefronts are PIN holders allowed to apply for?  
Answer: As many as they want up to \$20,000.
- Is there a blackout period during which previous recipients must wait to reapply?  
Answer: 5 years
- How is the program going to be communicated to the public?  
Answer: Outreach will include a mailer as well as door-to-door visits to storefronts.
- Will the facade program materials be available in other languages?  
Answer: That hasn't been decided yet.

**Item: Clean Slate**

Andrew suggested postponing this agenda item until the next meeting. Mir expressed concern about Clean Slate's performance; John Friedman asked Mir to bring those concerns directly to Duka.

**Item: New/Old Business**

- John Friedmann made the announcement that Carla Agostinelli has left NRC. As of the meeting, there has been no change to Duka's status. If there is to be a change, the SSA commission would be made known and approve any changes. Chamber and any other responsibilities would be announced shortly.  
Angela stated for the record that she would miss Carla. Jimmy and Andrew agreed and acknowledged Carla's important role in starting the SSA.
- Andrew requested to keep chatter at a minimum and allow one person to speak at each time.

- Andrew commented that the public has a right to make comments at Commission meeting. The Commission wants to be respectful of others and give everyone a chance to make a comment. If someone would like to make additional comments (not related to the agenda) they can be made during the public input section.
- Frank Kern working on RFP for SSA website. He has enlisted the help of couple of volunteers to help with the process. The RFP will be reported on at the October meeting.
- Tom announced TRIP is having a community meeting September 23rd at 7:00pm (location TBD), and invited Commissioners to attend. Stephanie and Angela agreed to do so.
- John requested any additional feedback from the Commission regarding NRC's performance as a service provider. Commissioners had no comments.

**Item: Public Input**

No additional public comment was made

**Adjournment:**

Jimmy made the motion to adjourn. Frank seconded. Meeting adjourned at 6:59PM