

**Albany Park and Irving Park Special Service Area #60**

**SSA Commission Meeting**

**Wednesday, June 8, 2016, 5:30pm**

Commissioners in Attendance: Saima Causevic, Stephanie Fishel, Frank Kern, Andrew Levin, John Tunnel

Other Attendees: Ken Jernberg (Realty TLC), Tom Guagliardo (Tano's)

NRC: Thomas Applegate, Duka Dabovic

**Minutes:** Minutes were reviewed. All in favor.

**Financials:** Financials were reviewed. Stephanie motioned approve. Saima seconded. All in favor.

**Old Business:**

1) 2017 Budget Initial Draft. Jimmy motioned to approve. John seconded. All in favor.

**Customer Attraction Category \$15,000**

- (a) \$1,000 NRC website maintenance, with maintained SSA webpage
- (b) \$8,000 Special Events Allocation for: restaurant crawl trolleys & promotion; business seminar events. Allocation will be relative to number of SSA-specific geography or businesses participating.
- (c) \$3,000 Decorative banners; expansion of pilot banner program in 2016
- (d) \$3,000 Print materials

**Public Way Aesthetics Category \$297,000**

- (a) \$40,000 Landscaping (plants, watering, etc); Planting additional trees along Kedzie and Montrose public way. In 2016, trees will likely be purchased for planting in March '17, per recommendations from landscapers who submitted bids and arborist, Bartlett Tree Experts.
- (b) \$100,000 Facade Enhancement Program (Rebates); Continuation of existing facade program. 15 projects approved for 2016 as of June SSA meeting, 3 projects have been deferred.
- (c) \$2,000 Public Art; Work with Territory design to add public art along Lawrence. Some work may be completed in 2016 already.
- (d) \$90,000 Sidewalk Maintenance (Litter); year-round litter pick-up, 5 days/week winter months, 7days/week rest of the year. Vendor: CleanStreet
- (e) \$60,000 Sidewalk Maintenance (Snow); triggered at 1" of snow accumulation with deicing as needed. Vendor: Patch Landscaping
- (f) \$5,000 City Permits; installation of SSA sponsored trash cans & bike racks

**Sustainability & Public Places Category \$7,000**

- (a) \$2,000 Garbage/Recycling Material Program; Installation of additional SSA sponsored trash cans.
- (b) \$2,000 Small Business Energy Efficient Retrofits; LED retrofits (NOT BLINKY ROPE-LIGHTS!) for businesses through ComEd program.
- (c) \$3,000 Bicycle Transit Enhancements; Installation of SSA sponsored bike racks

**Economic/Business Development Category \$13,000**

- (a) \$10,000 Site Marketing (materials, services, etc.); working with PR agency to promote district through branding initiatives and promotion of vacant storefronts through creative window displays.
- (b) \$3,000 Branding Study

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**Safety Programs Category \$55,000**

- (a) \$15,000 Safety Improvement Program Rebates; Rebates for businesses installing security systems & cameras; will not be an eligible expense through facade improvement program.
- (b) \$40,000 Security Patrol Services; Unarmed security team patrolling the district, greeting businesses, and conducting observe/report to the 17th District CPD.

**Personnel Category \$52,772**

- (a) \$36,288 Program Manager
- (b) \$16,484 Executive Director

**Administrative Category \$26,637**

- (a) \$1,000 SSA Annual Report
- (b) \$5,000 SSA Audit; Vendor: Eilts & Associates
- (c) \$4,422 Bookkeeping; New contract bookkeeper started in May '16
- (d) \$6,500 Office rent
- (e) \$2,772 Office utilities
- (f) \$600 Office supplies
- (g) \$644 Office equipment & Lease
- (h) \$100 Office printing
- (i) \$2,500 Postage;
- (j) \$500 Commission Meetings & Trainings expenses
- (k) \$150 Subscriptions/Dues; subscription to CityScape services to track business developments in the SSA & Chamber Districts
- (l) \$30 SSA Bank account fees
- (m) \$800 Equipment purchase/maintenance; \$800 new computer for program manager
- (n) \$619 Liability/Property insurance
- (o) \$1,000 Conference & Training; attendance at Main Street or International Downtown Association conference

- 2) Update on Tree Planting: There are 89 plantable spaces in the SSA. The goal is to plant trees. The SSA sent out an RFP and received 5 proposals. Duka's recommendation is to put in 28 new trees in 2016 with the remainder to be replaced in 2017. More information will be provided at the next meeting.
- 3) Security Contract Change: AGB Investigative Services will be starting next week. They've made some recommendations to the contract based upon a self-conducted needs assessment. Originally the SSA wanted 3 vehicles/3 officers, and AGB is recommending 2 vehicles and 4 officers. Jimmy motioned to approve; John seconded. All in favor.
- 4) New Façade Projects:
  - a) 3253-57 W. Lawrence: \$10,400 for tuckpointing. Applicant Saima Causevic recused herself from the vote. John motioned to approve. Jimmy seconded. All in favor.
  - b) 3232-36 W. Lawrence: \$3,495 for a black awning canopy. Applicant Andrew Levin recused himself from the vote. Frank motioned to approve. Jimmy seconded. All in favor.

**New Business:**

The proposed restaurant crawl dates are July 21 and September 28.

**Public Input:**

John and Tom inquired if tree trimming has been completed. Duka will follow up individually on trees that may have been missed. Meeting adjourned at 6:40pm.