

**Old Town SSA #48 Commission Meeting**  
**June 19<sup>th</sup> 2010**  
**Moody Church, Room 103**  
**1635 N. LaSalle**  
**Approved (FINAL) Minutes**

Present:

Commissioners: John Flanagan, Linda Gits, Dean Lubbat, Peter O'Brien, Mark Proesel, Mary Quincannon, David Stone

Alderman Walter Burnett, 27<sup>th</sup> Ward; Assistant Commissioner Gina Caruso, DCD; Kimberly Bares, PLACE Consulting

Old Town SSA #48 Program Manager John Blick

Assistant Commissioner Gina Caruso called the meeting to order at 5:52pm.

Ms. Caruso explained she is from the Communities Division of the City of Chicago Department of Community Development. This division is charged with creating and maintaining vibrant communities, housing programs, jobs programs, and business development programs. There is a total of \$17 million dollars City-wide in SSA programs. The SSA model is a long-term funding tool

There are three main points for which the Mayor's Office relies on SSA Commissioners:

- Determining the services for an specified area
- Determining the budget for those services
- Determining who will provide those services

Ms Caruso distributed a document entitled *Special Service Area ("SSA") Commission Orientation and Training*. Ms. Caruso distributed a map of SSA #48 Old Town's service area. She mentioned that the City's mapping department is still working to complete the map, but the general area is faithfully detailed based on the ordinance passed by City Council.

Ms. Caruso pointed out the information in the binders provided by project management staff. Project management talked through the document; a contact sheet with staff, Commissioners, Aldermanic contacts, Department of Community Development contacts, and Cook County contacts. It was pointed out that Commissioner contact information was taken from applications and will need to be updated per the wishes of the individual Commissioners. Project management will coordinate and distribute updated contact sheets.

Ms. Caruso distributed a handout entitled *SSA Overview: SSA #48 Old Town*. This handout is a one sheet page with the vital data concerning SSA #48. It was mentioned that 100% delivery of funding will happen after payments are received on November

2010's tax bill. In the future, half of the budget will be received after the first tax bill and the other half with the second tax bill.

The first pages of the SSA #48 Old Town Ordinance were distributed to those present. Ms Caruso talked through the specifics of the ordinance and explained the actual complete ordinance is over 90 pages.

A question was asked regarding banking funds for use down the line for a capital project. It was explained that this is a possibility, but it depends on the reason.

It was further explained that the Commission has a responsibility to set the budget. While the line items funded within the budget cannot change, if there is money dedicated to a line item, it is possible to shift the amount of funding within that budget line. An amendment passed by City Council is needed if a line item previously unfunded is to receive funding.

There was a question about the organization of the Executive Committee of the Commission. Ms. Bares explained that the Executive Committee is composed of a Chair, a Vice-Chair, a Treasurer, and Secretary as outlined in SSA #48's draft bylaws. Ms. Bares went on further to explain that there is a Commission Meeting taking place if a simple majority of a quorum of the Commissioners are assembled and discussing business. She cautioned the Commission against discussing business outside of meetings. A simple majority of a quorum of the SSA#48 Old Town Commission is 3 Commissioners.

Ms. Caruso distributed a handout entitled *An SSA Commissioner's Guide to the Illinois Open Meetings Act*. Ms. Caruso walked through the highlights of the Act from meeting notification to public document access, to open meetings. She mentioned the importance of having a web presence and stressed the need to post all minutes online once there are approved by the Commission in the subsequent meeting.

Ms Caruso distributed the *2010 Work Plan, Budget, and Cost Allocation Plan* for the year 2010 for SSA#48 Old Town SSA and went through the different pages. It was explained that the easiest way to look at a budget is to start at the end. The *Signature Page* was pointed out and it was noted that the Chair has to sign off on the budget before it is submitted for City Council approval. *Schedule C* is a budget summary. Ms. Bares walked the Commission through the different service sections and explained the administration and loss collection. *Schedule B* is an itemized budget worksheet that specifies action items from the work plan. *Schedule A* is for service provider compensation and personnel. It should be considered confidential. It was mentioned that if Schedule A is being discussed, there is reason to hold a closed meeting.

Ms. Caruso discussed the next steps for upcoming meetings. The first order of business is to approve the draft bylaws. It is more important to approve the bylaws as is so that normal business can proceed. If there are changes needed, they can be made down the line. Ms. Caruso passed out a sample of bylaws from the Wicker Park Bucktown Special

Service Area and noted the specific information and the suggested information highlighted in blue and yellow.

She mentioned it would be helpful to have Steve Berlin, Executive Director of the City of Chicago Board of Ethics, attend a meeting to address the Commission. It is important to have a procurement policy to guide the commission. Steve has a one-page document that can offer a lot of information.

Ms. Caruso distributed a document entitled *2010 Master Annual SSA Schedule Highlights*. It was mentioned that it is important to consider timelines for the SSA. Typically SSA Commissions are doing RFPs in October and November of the year preceding their goods or service need. In the summer, there needs to be a meeting to discuss the services, the budget, and the provider of the services.

It was restated that seven days after the minutes are approved, they need to be available online.

There was a question regarding contractors, vendors, and service providers. Ms. Caruso mentioned there was a list of vendors, but that frequently SSA Commissioners and Project Managers will share this information amongst themselves and there is nothing wrong with this.

Ms. Caruso outlined the next steps:

- The draft bylaws need to be approved. If there are any changes, they need to be sent to Gina.
- Leadership needs to be considered. At the very least a Chair needs to be appointed.
- The rest of the next meeting will be dedicated to reviewing the 2010 workplan and budget. The carry-over will need to be considered before the 2011 work plan and budget can be developed.
- In October or November a draft procurement policy should be underway so that the Commission can start setting up a CPA. An audit is required and due in April.

It was established that Monday from 5:30pm to 7:30pm is a good time for those in attendance to meet.

The meeting was adjourned at 7:33pm.