



SSA 48 Old Town –Commission Meeting AGENDA Tuesday, July 11 2023

5:30 pm

*Hybrid Meeting: In person at OTMRA office at 1543 N Wells Lower Level
with a zoom option*

<https://us02web.zoom.us/j/81470174931?pwd=d1YycVE5QnV4VG4rVnR2VzhoWEtTQT09>

Meeting ID: 814 7017 4931

Passcode: 580485

Dial by your location

+1 312 626 6799 US (Chicago)

AGENDA

1. Call to Order

On May 11, 2023, the last statewide disaster proclamation relating to the COVID-19 pandemic expired. The OMA now requires that a quorum of members of a public body must be physically present at the location of an open meeting, allowing for other members to be remote; also allowing for the public to attend meetings in person or virtually

2. Roll Call

3. Introduction of Guests

Karen Kane, 18th District Police Council Representative

3. Public Comment

Guidelines for Public Comments

1. The goal of public comment is to ensure that the voices of the community are heard on matters pertaining to the work of SSA #48. The SSA #48 Commission is not required to provide immediate response to questions or concerns presented
2. Public input will be available at the start of the committee meeting. The opportunity to speak will be available for all in attendance, however, speaking time may be limited depending on the number of attendees wishing to speak. The commission will aim to limit this portion of the meeting to no more than 15 minutes.
3. All those wishing to speak during the public input portion of the meeting **should make a request in advance by contacting OTMRA at otmra@oldtownchicago.org**
4. The public input section of any SSA meeting will proceed according to Robert's Rule of Order, most importantly:
 - a. No attendee may speak twice until everyone else wishing to speak has spoken once
 - b. All remarks must be directed to the meeting chair
 - c. Remarks must be courteous in language and department avoiding all personal remarks and never alluding to others by name or to motives
 - d. One person may speak at a time. If not, the presiding officer may call them out of order

4. Guest Presentation:

Guest Presentation by Karen Kane, 18th District Police Council Representative

5. Review and Approval of Draft Commission meeting minutes from the April 19, 2023 SSA #48 Commission meeting

- **MOTION 1 TO APPROVE 4/19/23 SSA 48 Commission Meeting Minutes**

6. Financial Report – Mark Proesel, Treasurer

7. Committee Reports & Motions

Executive Committee Motions to move funding between line items for 2023 budget – Jennifer Tremblay, Chair

Total 2023 Budget remains at \$589, 466 and levy at \$553,558

- **MOTION 2** to move \$2,700 to 2.05 streetscaping from 2.12 pressure washing for refurbishment of approx. 31 bike racks by Soberanis construction
- **MOTION 3** to move \$11,400 to 2.08 sidewalk maintenance from 2.11 snow removal to fund Clean Slate after Dark services for 3 months (@ \$3,800 per month)
- **MOTION 4** to move \$1,900 to 6.03 bookkeeping from 6.02 audit and \$3,200 to 6.03 bookkeeping from 1.09 Digital marketing rebate to fund bookkeeping at a total of \$6,600 for 2023.
- **MOTION 5** to move \$368.75 to legal expense 4.11 (new category- budget amendment) from 1.09 Digital marketing rebate for expenses related to landscaping agreement with 1225 N Wells.
- **MOTION 6** to move \$950 from 1.09 digital marketing to 6.20 office cleaning (50%) (new line item/budget amendment) to cost share office cleaning expense
- **MOTION 7** to move \$2,000 to 6.17 Liability/Property Insurance (new item/budget amendment) from 2.12 power washing for cost sharing of DNO, gen liability, property insurance, and workers comp for 2023
- **MOTION 8** to move \$5,125 to 6.10 training and conference from 4.0 vacant storefront program to fund attendance for up to 5 SSA 48 commissioners at the IDA conference in Chicago in Oct 2023
- **MOTION 9** to correct 7.01 Executive Director “Linda Fleener” showing in budget to “Marcy Huttas” and to edit 7.02 Marketing and Membership Coordinator” Rachel Rubinson” in budget to “intern/contractor”.

Public Way Committee Report & Motions - Jennifer Tremblay

Power Washing by Clean Slate was successfully completed the week of June 12th. A second power washing touch-up has already been approved by the commission for August.

Old Town Gardens was paid \$4,100 by OTMRA the first week of June for the tulip bulbs planted at 1225 in Fall of 2021. This service was not under an SSA contract and dates back to 2021, so the SSA was not permitted to pay for this service.

The Commission has explored Clean Slate's unique After Dark Service. Evening Service between 5-10 both provides additional eyes on the street from trained personnel and supplemental litter abatement.

- **MOTION 10** to amend the Clean Slate contract to add on 3 months of After Dark Service (Thurs and Sun between 5-10 PM) at a cost of \$3,800 per month for a total of \$11,400 from Line item 2.08 litter abatement.
- **MOTION 11** to approve up to \$900 for up to 24 SSA branded vests for Clean Slate litter abatement and after dark service personnel and snow removal staff from 1.08 Marketing. Vendor TBD.

The Commission has explored refurbishment & cleaning of the worn-looking black bike racks in the SSA.

- **MOTION 12** to approve \$2,700 for refurbishment of approximately 31 bike racks by Soberanis construction. from line item 2.05 streetscaping

Residential Committee Report - Mark Proesel

Economic Development Committee Report - Caroline Shoenberger

Executive Committee Report & Motions (continued) - Chair Jennifer Tremblay

MOTION 13 to approve \$500 for 5SSA banner renewals displayed at the WSAF 2023 from line item 4.01 site marketing

MOTION 14 to approve \$1,295 for the SSA #48 full page in the 2023 Old Town Neighborhood Guide from line item 4.01 site marketing

MOTION 15 to pay \$368.75 in legal expense for expenses related to landscaping agreement with 1225 N Wells from new category 4.11 legal expense

MOTION 16 to approve up to \$5,125 to fund attendance for up to 5 SSA 48 commissioners at the IDA conference in Chicago in Oct 2023 from 6.10 Commission Meetings and Training.

MOTION 17 to approve the 2024 SSA 48 Work Plan & Budget of \$812,211 including Levy of \$577,254, loss collection, carryover, and late collections. Percentage change in this 2023 levy is 4.28% increase from the 2022 levy.

MOTION 18 to approve OTMRA as the Sole Service Provider (SSP) for SSA #48 for 2024

8. New Business

9. Adjournment

Exhibit A Budget

Special Service Area # 48

SSA Name:	Old Town
-----------	----------

2024 BUDGET SUMMARY

Budget and Services Period: January 1, 2024 through December 31, 2024

CATEGORY <small>(Funded Categories Comprise Scope of Services)</small>	2023 Levy		Carryover Funds	TIF Rebate Fund #	Estimated Late Collections and Interest	Total All Sources
	Collectable Levy	Estimated Loss Collection				
1.00 Customer Attraction	\$30,000	\$17,650	\$10,000	\$0	\$0	\$57,650
2.00 Public Way Aesthetics	\$252,000	\$32,307	\$130,000	\$0	\$54,957	\$469,264
3.00 Sustainability and Public Places	\$0	\$0	\$0	\$0	\$0	\$0
4.00 Economic/ Business Development	\$1,000	\$5,000	\$25,000	\$0	\$0	\$31,000
5.00 Public Health and Safety Programs	\$125,000	\$0	\$15,000	\$0	\$0	\$140,000
6.00 SSA Management	\$25,095	\$0	\$0	\$0	\$0	\$25,095
7.00 Personnel	\$89,202	\$0		\$0	\$0	\$89,202
Sub-total	\$522,297	\$54,957				
GRAND TOTALS	Levy Total	\$577,254	\$180,000	\$0	\$54,957	\$812,211

LEVY ANALYSIS

Estimated 2023 EAV:	\$303,541,232
Authorized Tax Rate Cap:	0.450%
Maximum Potential Levy limited by Rate Cap:	\$1,365,936
Requested 2023 Levy Amount:	\$577,254
Estimated Tax Rate to Generate 2022 Levy:	0.1902%

SSA Name:	Old Town
-----------	----------

LEVY CHANGE FROM PREVIOUS YEAR	
2022 Levy Total (in 2023 budget)	\$553,558
2023 Levy Total (in 2024 budget)	\$577,254
Percentage Change	4.28%
Community meeting required if levy amount increases greater than 5% from previous levy.	

CARRYOVER CALCULATION	
2023 Budget Total	\$812,211
Carryover request for 2024	\$180,000
Percentage	22.162%
Must be less than 25%	