

UPTOWN SPECIAL SERVICE AREA #34

ADVISORY COMMISSION MEETING - TUESDAY, MAY 23rd 2017

First Floor Conference Room - Bridgeview Bank Building (4753 North Broadway)

MEETING MINUTES

Commissioners Present: Terry Tuohy (Chair), Noreen Keeney (Secretary), Kelly Cheng, Mark Heffron, Patti Eick-Hutzel, Chip Long, Lesley Showers, Karl Sullivan, Marc Vuong

Commissioners Absent: Josh Reitman (Vice-Chair), David Rettker (Treasurer), Jared Dolan, Jacob Karaca,

Others in Attendance: Martin Sorge, Executive Director (Uptown United)
Justin Weidl, Business District Manager (Uptown United)

Meeting called to order at 4:34pm

PREVIOUS MEETING MINUTES

On acceptance of minutes for the below meeting:

Motion to accept March 28, 2017 minutes.

VOTE: Long, Motion; Vuong, 2nd. Unanimous by voice vote.

Motion to accept April 25, 2017 minutes.

VOTE: Showers, Motion; Keeney, 2nd. Unanimous by voice vote.

BUDGET AND FINANCIAL REPORT

Statement of Financial Position and Budget vs. Actuals through May 11, 2017 were presented by Justin Weidl. Accounts receivable of \$29,207 is remaining amount of TIF Rebate which will be paid by the City over a multi-year span. Current income reflects first installment of property taxes being received. The entire Community Events Grant funding has been allocated. The Site Marketing category is projected to go over-budget due to a CoStar subscription. Also, the Branding Study category is projected to go over-budget due to the Branding Study extending into 2017 and not being completed in 2016 as expected. Staff will present a Budget Amendment to address these two items.

2017 BUDGET AMENDMENT

In July of 2016, the 2017 Budget was approved with a Budgeted Carry Over amount of \$53,514. In April of 2017, the 2016 SSA Audit determined that the actual carry over amount is \$134,222. To be authorized to spend the additional \$80,708 of carry over funds, a 2017 Budget Amendment must be submitted to the City of Chicago. Staff recommends amending the 2017 SSA Budget by increasing the Budgeted Carry Over by \$80,708 as outlined below:

1.01 Website - Add \$15,000 of carry-over to increase budget from \$10,000 to \$25,000 for new website.

1.05 Decorative Banners - Add \$30,000 of carry-over to increase budget from \$43,250 to \$73,250 for banners.

4.01 Site Marketing - Add \$3,000 of carry-over to increase budget from \$3,000 to \$6,000 for CoStar and events.

4.07 Branding Study - Add \$25,000 of carry-over to increase budget from \$16,750 to \$41,750 for branding study.

5.02 Security Rebate Program - Add \$7,708 of carry-over to increase budget from \$10,000 to \$17,708.

Motion to approve 2017 Budget Amendment as outlined above.

VOTE: Eick-Hutzel, Motion; Keeney, 2nd. Unanimous by voice vote.

2018 SERVICES, BUDGET AND SERVICE PROVIDER AGENCY

Justin Weidl presented the 2018 work plan, budget and services to be provided by Uptown United as the sole service provider of SSA #34.

Motion to approve 2018 Work Plan, 2018 Budget, and 2018 Services as presented and to approve Uptown United as sole service provider of SSA #34.

VOTE: Cheng, Motion; Keeney, 2nd. Unanimous by voice vote.

NEW NEIGHBORHOOD WEBSITE PROPOSAL

Justin Weidl presented a summary of nine (9) proposals received in response to a new website RFP released by staff in May. Staff recommends approval of the proposal by Andiamo Creative since the proposal is within the budget and the consultant has very similar work experience.

Motion to approve proposal by Andiamo Creative as website design and development vendor.

VOTE: Sullivan, Motion; Vuong, 2nd. Unanimous by voice vote.

GRANT AND REBATE PROGRAMS SUBCOMMITTEE MEETING

Upon the request of Chair Tuohy, the Grant and Rebate Programs Subcommittee shall meet on Tuesday, June 20th at 4:30pm. The subcommittee shall review all grant and rebate program applications received between May 24th and June 20th.

NEXT MEETING

Next meeting is scheduled for Tuesday, July 11th, 2017 and will be held in the first-floor conference room of the Bridgeview Bank Building (4753 North Broadway).

ADJOURNMENT

Motion to adjourn at 5:57pm. VOTE: Long, Motion; Keeney, 2nd. Unanimous by voice vote.

Meeting minutes approved at July 11, 2017 meeting