

BELMONT-CENTRAL

CHAMBER OF COMMERCE

SSA #2

SSA #2 Commissioner Meeting

Central Gyros Restaurant

3127 N. Central

Wednesday, April 23rd, 2014

Sign In Sheet

Name:

Business:

- | | |
|------------------|-------------------------|
| 1. MIKE VALENTI | METRO SALES |
| 2. JOY OKON | EILTS CPA |
| 3. GEORGE FREI | BELMONT GENERAL PARKING |
| 4. BRID MACKIN | BCCC |
| 5. SARA WEEMS | BCCC |
| 6. PETE SCHMUGGE | NWCC |
| 7. JOHN TEMPLES | CENTRAL GYROS |
| 8. KURT KOZIOL | Mr. Good Oil |
| 9. | |
| 10. | |
| 11. | |
| 12. | |
| 13. | |

BELMONT-CENTRAL

CHAMBER OF COMMERCE

SSA #2

SSA #2 Commissioners' Meeting
Wednesday, April 23, 2014, 2PM
Central Gyros, 3127 N. Central Ave.

Agenda

- I. Determination of Quorum
- II. February 26, 2014 Minutes *mike 1st; Kurt 2nd*
- III. SSA Commissioners' Statements
- IV. Finances/Administration
 A. 2013 Audit *→ mike 1st, Kurt 2nd*
 B. 2014 YTD Profit & Loss
 C. 2014 Balance Sheet
 D. 2015 Budget
- V. Garage
 A. Camera Surveillance System
 B. Repairs & Maintenance
 1. Concrete Repair
 2. Resealing
 3. Bathroom Window
 4. Fencing
 C. Employee Coats/t-shirts
 D. Landscaping
- VI. Chamber Updates
- VII. Other/New Business
- VIII. Next scheduled meeting: June 25, 2014

BELMONT-CENTRAL CHAMBER OF COMMERCE

5534 W. BELMONT AVENUE • CHICAGO, IL 60641 • (773) 647-1644
BELMONTCENTRALCC@SBCGLOBAL.NET

SSA #2 Commissioners' Meeting Central Gyros Restaurant February 26, 2014, 2pm

Commissioners Present: Mike Valenti, John Toumpis, Kurt Koziol, Gina Buda
Others Present: Reid Mackin, Sara Weems, Pete Schmugge, Michael Pedroza

Quorum & Meeting Minutes Approval

With a quorum having been determined to exist, Mike motioned to accept the December, 2013 minutes; John seconded; the minutes were approved unanimously by the commissioners.

SSA Commissioners' Statements

Statements of Financial Interest that are required to be completed and submitted by all City employees and commissioners to the Board of Ethics by June 1 were distributed.

Finances

The unaudited 2013 Budget vs. Actual statement and Balance Sheet were prepared and presented. The 2014 year-to-date Profit & Loss statement and Balance Sheet were also prepared and presented.

Garage Updates

The commissioners expressed satisfaction with this season's snow removal performed by Allstar Towing & Snowplowing.

Vintech reported it was unable to install the PTZ controller/joystick because of defects to the current PTZ cameras. Vintech recommended replacing the cameras at a cost of \$4035. Vintech also supplied a quote of \$1175 for two fixed replacement cameras. Mike suggested the PTZ cameras are only as effective as the attendants monitoring the cameras and controlling the joystick. Gina motioned to approve the installation of the fixed cameras; Mike seconded the motion, and the motion was approved unanimously.

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The window in the garage bathroom is broken and needs to be replaced. Mike decided that the window is an emergency repair that does not require the commissioners' approval. Gina recommended contacting Star-Tech Glass to replace the window with glass block.

Gina announced that Best Neon Sign Company will be installing an illuminated sign above chamber office's storefront. Gina believes a similar sign erected at the parking facility will benefit all the businesses in the SSA.

The current employee overcoats are old and worn. Bids for new coats were solicited from Grainger, Cabella's and ACES. Kurt motioned to accept ACES' proposal; Mike seconded the motion, and the motion was approved unanimously.

Chamber/Other Business

The Chamber is rescheduling its Affordable Care Act workshop from March 20 to a date to be determined because of the 25th District CAPS meeting being held that day.

SSA Commissioner and Service Provider Training

March 20, 2014

Expected Procedures for appointed SSA Commissioners:

Establish and maintain roles and responsibilities for the SSA Commissioners of the Special Service Area. The City expects the following to be performed among others:

- Recommend the rate or amount of the service tax (authority in the SSA establishment ordinance), annually
- Recommend service provider agency including scope of services (authority in the SSA establishment ordinance)
- Develop and approve an SSA Commission Recruitment and Renewal Policy
- Develop and communicate SSA vision and mission
- Approve annual SSA work plans, budgets and amendments as needed
- Assess the quality of SSA work using work plan indicators
- Approve SSA Commission by-laws using the City's template and amend as needed. Request current version from City's SSA contact.
- Approve a subcontractor procurement policy with the SP
- Work closely with SP staff to oversee SSA operations
- Be aware of approval responsibilities of the SP's staff assigned to the SSA
- Review and approve SSA disbursements over established thresholds
- Ensure the SP conducts an annual needs assessment/survey of SSA tax payers, tenants, and district users and prepares an SSA annual report
- Review annual SSA audit and financial information prior to submission to City
- Review and approve SSA bank reconciliations as part of the finance review at SSA Commission meetings
- Disclose to SSA Commissioners and resolve any conflict of interests
- Review and approve SSA Commission meeting agendas and minutes
- Comply with all applicable laws, including the Illinois Open Meetings Act

Expected Procedures for Service Provider Staff:

Establish and maintain roles and responsibilities for Executive Director/CEO. The City expects the following to be performed, among others:

- Report to Board of Directors/Board of Trustees
- Report or oversee the reporting to the SSA Commissioners (reporting should include all RFP documents, vendor contracts and all fiscal documents)
- Review annual tax return and annual audit, including required SSA audit
- Hire and assess staff
- Document approval responsibilities
- Fundraising
- Oversee day-to-day implementation of policies and procedures

Establish and maintain roles and responsibilities for Staff who work on the SSA/Service Provider Program Manager. The City expects the following to be performed, among others:

- Reporting structure to be followed
- Policies and procedures to be followed
- Individual job descriptions for the staff assigned to work on the SSA program
- Compliance with labor laws relative to employees and independent contractors



DEPARTMENT OF PLANNING AND DEVELOPMENT
CITY OF CHICAGO

SPECIAL SERVICE AREA POLICIES

Updated March 10, 2014

1. SSA Commissioners may not be a current board member of the Service Provider agency.
2. SSA Commissions are not permitted to establish a loan or line of credit. Service Providers are allowed to establish a loan or line of credit to front-fund services on behalf of the SSA. However, this financing CANNOT be secured by future SSA tax receivables.
3. Personnel expenses may not exceed 20% of the total budget.
4. Unspent funds may be carried over to the following year as long as they do not exceed 25% of the previous year's budget.
5. Businesses owned by City of Chicago employees or SSA Commissioners may not provide goods or services to SSA districts.
6. Since tax payer dollars are being directly collected and spent, all SSA Commissions are required to submit annual Government Audits effective with the 2014 audit.

Belmont-Central SSA #2 Profit & Loss Budget vs. Actual January through December 2014

	Jan - Dec 14	Budget
Ordinary Income/Expense		
Income		
OTHER INCOME		
Vending Machine	73.27	120.00
Total OTHER INCOME	73.27	120.00
SSA INCOME		
Current Year	138,777.80	287,367.00
Interest	1.07	
Previous Years	-938.63	0.00
Total SSA INCOME	137,840.24	287,367.00
Total Income	137,913.51	287,487.00
Gross Profit	137,913.51	287,487.00
Expense		
5000 Payroll Expenses*OE		
5010 Executive Director	7,428.12	25,750.08
5011 Garage Manager	11,425.12	37,132.08
5013 Shift Supervisor GF	5,932.80	19,282.08
5014 Administrative Asst.	6,634.96	23,690.04
5021 Hourly 1	-2,493.00	
5022 Hourly GH	2,912.00	11,648.04
5023 Hourly RG	2,016.00	7,488.00
5024 Hourly JM	2,520.00	7,488.00
5025 Shift Supervisor JG	5,932.80	19,282.08
5026 Hourly MC	2,448.00	7,155.00
5031 Maintenance Supervisor	5,800.00	18,720.00
Total 5000 Payroll Expenses*OE	50,556.80	177,635.40
5100 Fringe Benefits		
5110 Social Security FICA Tax	3,659.99	13,589.04
5125 Federal Unemployment Tax	291.37	700.08
5130 IL State Unemployment Tax	2,915.30	7,700.04
Health Insurance	430.00	1,122.00
Total 5100 Fringe Benefits	7,296.66	23,111.16
Equipment		
Garage Purchase	1,645.00	3,600.00
Uniform/Clothing	0.00	360.00
Total Equipment	1,645.00	3,960.00
Garage Supplies	789.37	
Inspection Fees	63.92	120.00
Insurance		
7072 Workman's Comp Insurance	1,201.96	4,356.00
Director's & Officer's Insuranc	0.00	533.00
Liability Insurance	3,936.00	10,292.40
Total Insurance	5,137.96	15,181.40
Landscaping	0.00	2,400.00
Office/General Administrative E		
Bank Fees	0.00	25.00
Office Suplies Office	112.12	480.00
Postage	0.00	48.00
Professional Services		
6032 Accounting Services	400.04	1,200.00
Auditing Services	1,250.00	2,600.00
Total Professional Services	1,650.04	3,800.00
Total Office/General Administrative E	1,762.16	4,353.00

10:06 AM
 04/23/14
 Accrual Basis

Belmont-Central SSA #2 Profit & Loss Budget vs. Actual January through December 2014

	Jan - Dec 14	Budget
Phone		
Garage Phone	326.41	1,320.00
Office Phone	614.62	1,860.00
Total Phone	941.03	3,180.00
Property Repair & Maintenance		
Garage Maintenance	365.28	55,000.08
Total Property Repair & Maintenance	365.28	55,000.08
Space Rental		
Office Rent	4,640.00	14,400.00
Total Space Rental	4,640.00	14,400.00
SSA Snowplowing	20,000.00	30,000.00
Utilities		
Electric Garage	2,885.78	12,600.00
Electric Office	172.40	850.08
Garage Trash	422.16	1,296.00
Gas Office	529.65	800.04
Total Utilities	4,009.99	15,546.12
Total Expense	97,208.17	344,887.16
Net Ordinary Income	40,705.34	-57,400.16
Other Income/Expense		
Other Income		
Interest Earned	95.92	2,400.00
Total Other Income	95.92	2,400.00
Net Other Income	95.92	2,400.00
Net Income	40,801.26	-55,000.16

Balance Sheet

As of April 23, 2014

	Apr 23, 14
ASSETS	
Current Assets	
Checking/Savings	
1360 Operating	4,074.77
1580 Payroll	1,530.40
2930 Reserve	126,438.47
8739 Money Market	196,770.68
Community Bank CD	101,186.38
Plaza Bank CD	50,322.31
Republic Bank CD	100,415.01
Total Checking/Savings	580,738.02
Other Current Assets	
Due from City of Chicago	-1,890.30
Total Other Current Assets	-1,890.30
Total Current Assets	578,847.72
Fixed Assets	
Fixed Assets Equipment	
Depreciation{133}	-4,857.72
Original Cost	4,857.72
Total Fixed Assets Equipment	0.00
Total Fixed Assets	0.00
Other Assets	
Security Deposit	1,100.00
Total Other Assets	1,100.00
TOTAL ASSETS	579,947.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	265.25
Total Accounts Payable	265.25
Other Current Liabilities	
2350 Payroll Liabilities*OE	
2352 Employee Soc Sec Payable	-4,129.99
2353 Employer SocSec Payable	4,129.99
Total 2350 Payroll Liabilities*OE	0.00
Accrued Expenses	100.00
Total Other Current Liabilities	100.00
Total Current Liabilities	365.25
Total Liabilities	365.25
Equity	
Retained Earnings	538,781.21
Net Income	40,801.26
Total Equity	579,582.47
TOTAL LIABILITIES & EQUITY	579,947.72

Balance Sheet

As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
1360 Operating	15,682.12
1580 Payroll	3,374.38
2930 Reserve	126,391.73
8739 Money Market	148,881.26
Community Bank CD	101,186.38
Plaza Bank CD	50,322.31
Republic Bank CD	100,415.01
Total Checking/Savings	546,253.19
Other Current Assets	
Due from City of Chicago	-1,890.30
Total Other Current Assets	-1,890.30
Total Current Assets	544,362.89
Fixed Assets	
Fixed Assets Equipment	
Depreciation{133}	-4,857.72
Original Cost	4,857.72
Total Fixed Assets Equipment	0.00
Total Fixed Assets	0.00
Other Assets	
Security Deposit	1,100.00
Total Other Assets	1,100.00
TOTAL ASSETS	545,462.89
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,681.68
Total Accounts Payable	2,681.68
Other Current Liabilities	
Accrued Expenses	4,000.00
Total Other Current Liabilities	4,000.00
Total Current Liabilities	6,681.68
Total Liabilities	6,681.68
Equity	
Retained Earnings	558,349.69
Net Income	-19,568.48
Total Equity	538,781.21
TOTAL LIABILITIES & EQUITY	545,462.89

