

Lincoln Avenue SSA #35 Meeting Minutes
June 17, 2010
Koenig & Strey, 2626 N. Lincoln Ave

Present: Neer Patel, Joe Quartana, Sam Sanchez, Jeannine Simkus

LPCC Staff: Loren Dinneen, Anne Kroemer

Call to Order

- I. Call to order by Neer Patel at 8:37 a.m.

Introduction of New Staff

- I. Dinneen gave brief introduction of new staff member Anne Kroemer.

Approval of Minutes

- I. Patel asked for and received approval of the minutes from the 4/15/10 meeting.

Motion to approve 4/15/10 minutes. Motion seconded. Unanimously approved.

Reports

- I. Discussion of Financials
 - a. Dinneen explained that the Profit and Loss Budget versus Actuals for the calendar year 2010 showed no surprises; a hard copy had been distributed earlier to all participants via email.
 - i. Levy collection is on target for the year, with approximately half the monies now collected.
 - ii. Expenses listed are those that are associated with the core services the SSA is intended to provide.
 - iii. Dinneen solicited questions from Commissioners.
 1. Sanchez asked if SSA is giving money back to levy payers.
 2. Quartana noted that tax bills would probably be sent out late this year – potentially not until January.
 3. Dinneen indicated that he thought the SSA budget would be sufficient even under that scenario.
 4. Quartana added that we have access to a credit line as needed. Dinneen reiterated that he thought the monies on hand would be sufficient.
 - iv. Patel indicated that he felt the Profit and Loss statement looked good.
 - b. Dinneen then turned to the Statement of Cash Flows, pointing out that the Lincoln Avenue SSA was doing well.
 - i. Patel wondered if part of the money in ‘cash’ line item were in a money market. Dinneen said it was. Patel wondered how much of it, and Dinneen noted that he didn’t know exactly what percentage was in a money market but that Kim Schilf transfers money between checking and money market as needed.
 - ii. Patel asked if there were further questions; no meeting participants had any, so Patel said they could move on.
 - c. Dinneen began to discuss the SSA Budget Worksheet and the 2011 SSA Work Plan.

- i. He noted that the work plan was the same document seen during the April meeting, with the exception of the service provider compensation, which had been reduced. He noted that SSA Commissioners had asked for a reduction during the April meeting, that he had discussed these wishes with Shilf, and that Shilf had agreed to reduce the total compensation by 9%.
- ii. Patel noted that he appreciated that, and the other Commissioners quickly agreed with him. Patel noted that he saw no issues with the budget worksheet. Sanchez said the reduction showed responsiveness and teamwork on LPCC's part.
- iii. Patel wondered about poles with no hanging (flower) baskets. He felt that he saw more empty poles than he expected to see. He wondered if more of the money earmarked for Aesthetics could be used to purchase additional flower baskets for poles, since the CleanStreet vendor has come in below budget and is doing a great job cleaning and maintaining Lincoln Avenue aesthetics. A potential \$20,000 could be set aside.
 - 1. A short discussion ensued on how best to spend that money, whether it should be used for more flowers, additional street cleaning, like gravel removal, or other services.
 - 2. During the discussion, CleanStreet's employee on Lincoln Avenue, Harold, received accolades for outstanding service. Harold is found by all to be courteous, hard-working, dedicated and committed to his job in a manner that is unprecedented. Quartana noted that CleanStreet employees tend to have a 'life-cycle', meaning that they move on after six months or so on the job. Sanchez and Quartana noted that Harold's hard work and commitment are impressive and if he must move on, LPCC should stress the importance of finding a new "Harold", potentially having him train his successor. Dinneen agreed that he would communicate this to CleanStreet.
 - 3. Sanchez wondered if the money should be used to place a print advertisement for vacancy abatement. Dinneen appreciated the sentiment but noted that this type of discussion should have occurred in April, during preliminary work and budget planning, not during the final approval process in June.
 - 4. Simkus wondered about increasing or decreasing levies. Dinneen explained the process of doing so.
- iv. Sanchez made the suggestion that \$20,000 be carried over to next year; that way, the money could be used for additional street cleaning, or flower baskets, or whatever is deemed necessary, without unnecessarily spending other peoples' money. No additional or increased levies would be needed to maintain next year's budget. Patel noted that we could approve the budget as is, while agreeing to carry over the \$20,000 and planning to reduce the levy amount in 2012. Kroemer agreed, noting that increasing and decreasing levies could annoy Lincoln Avenue taxpayers. The Commissioners whole-heartedly supported Sanchez' suggestion.
- v. Simkus wondered about having a forum to discuss planning for next year and whether or not that should be done during the next planned meeting. Dinneen noted that the earlier for this discussion, the better. Quartana suggested a 'roll up your sleeves' meeting with no time constraints. He said that the nature of

the volunteer board such as the Lincoln Avenue SSA board brings time constraints, where members need to return to their 'real' jobs in a timely manner. He recommended circumventing this with an open-ended meeting. Patel suggested making the next meeting open-ended. He recommended spending the first hour or hour and a half conducting regular business like minute approval, forum, and such, and then have an open-ended planning session. Sanchez announced that he's launching a new restaurant next month (Moe's Cantina) and that he would be happy to host the meeting/planning session there. Commissioners enthusiastically agreed.

Approval of Financials

- II. Patel asked for and received approval of the financials.

Motion to approve the 2010 Profit and Loss statement. Motion seconded. Unanimously approved.

Approval of 2011 Budget, Work Plan and Sole Service Provider

- III. Dinneen asked if there were any additional questions regarding the 2011 Budget and Work Plan
 - a. There were none. Dinneen then requested a vote to approve the 2001 Budget and Work Plan

Motion to approve the 2011 Lincoln Avenue SSA#35 Budget and Work Plan. Motion Seconded. Motion unanimously approved.

- IV. Dinneen noted that LPCC must be approved as Lincoln Avenue's service provider during the meeting.

Motion to approve LPCC as Lincoln Avenue SSA #35 Sole Service Provider for 2011. Motion seconded. Unanimously approved.

Selection of Power-Washing Vendor for Lincoln Avenue SSA

- V. Dinneen explained that following the RFP process, two finalists emerged for pressure-washing vendors.
 - a. Dinneen said he had not been impressed with last year's vendor; moreover, they did not submit a bid. Of the two finalists, he felt both would do well. He felt one of the two, Pressure Washing Systems, was proven, worked during the day, had done excellent job in past, came out for spot checks as needed, was familiar with neighborhood, was cognizant of the damage pressure washing could cause. He further noted that the second supplier, Ace of Spray, was less expensive and came within the budget, whereas PWS was costlier.
 - b. Quartana wondered if both vendors obtained necessary permits. Dinneen said they both did.
 - c. Patel asked about hiring both to do different portions of Lincoln Avenue. Dinneen said they could but it would complicate matters.
 - d. Patel recommended choosing Ace of Spray since they were within budget

- e. Commissioners agreed.

Approval of Vendor

- VI. Commissioners asked for and received approval of Ace of Spray as the pressure-washer vendor for Lincoln Avenue SSA.

Motion to approve vendor Ace of Spray. Motion seconded. Unanimously approved.

Additional Program Manager Report

- VII. Big Belly Trash Compactors: current location of the two Big Bellies is probably not ideal, and there was discussion about selling the compactors. Dinneen reported that he had not found any data or precedent on selling used Big Bellies. He also had asked the CleanStreet vendor to keep track of frequency of emptying the compactors.
 - a. The commissioners discussed several possible sites for the compactors.
 - b. Quartana also mentioned hiring senior citizens to enforce trash disposal.
 - c. Dinneen agreed to research the viability of different sites, obtain trash-disposal frequency information from Harold at CleanStreet, and conduct due diligence on permits for those possible sites.
- VIII. Dinneen expressed his gratitude to the Commissioners for participating in public service by serving on the board and being so dedicated to the SSA. The Commissioners thanked Dinneen for his excellent work and noted that they felt his organizational skills and ability to keep meetings on track were outstanding.

Adjournment

- IX. Meeting Adjourned at 9:47 a.m.

Minutes respectfully submitted by Anne Kroemer and Loren Dinneen