

SSA #4 Meeting Minutes

Date: May 26, 2026

Attendees: Pete Coccaro, Emil Mahler, Kathleen Jensen

The meeting was called to order at 9:09 AM.

Q1 SSA #4 Report: The Q1 SSA #4 Report was reviewed and approved.

SSA Forum Recap: Discussion included a recap of the recent SSA Forum. It was noted that the SSA Program operates under the Department of Planning & Development (DPD). The forum included presentations on various projects taking place across the city.

Landscaping Discussion: Kathleen shared quotes received for spring planting and maintenance of approximately 30 landscaping pots along the 95th Street corridor.

Quotes discussed included:

- **Doran Landscaping: Steuber's Flowers:Semmer:**

The 2027 landscaping budget increased to \$11,750, representing an increase of nearly 300% from the 2025 budget.

Kathleen will send photos of the existing pots and request additional information and watering quotes from vendors to determine which option best aligns with the budget and corridor needs.

2024 Audit Update and 2025 Audit: The group discussed the status of the 2024 and 2025 audits. Joy Coombas promised to complete the 2024 Audit by June 1. The 2025 audit will not be complete on time, per Joy Coombas. The long-term objective is to return to being fully on track with audit submissions moving forward with the 2026 audit completed on schedule in 2027.

2027 SSA #4 Budget Discussion: The proposed 2027 Workplan and Budget were reviewed.

Discussion included the request for a potential extension related to Line Item 4.09 SSA Designation. The group expressed hope for approval of the 4.09 extension request from Alderman O'Shea.

Additional discussion and approved changes included:

1.0 Customer Attraction (Total Decrease: \$1,200): Approved changes included:

- **1.01 Website** increase
- **1.04 Social Media Management** decrease
- **1.07 Printing** decrease

2.0 Public Way Aesthetics (Total Decrease: \$4,150): Approved changes included:

- **2.04 Wayfinding Signage** decrease from \$5,200 to \$200. The previous signage bill has been paid off. Ongoing annual expenses of approximately \$800 for permits will be budgeted under 2.10 City Permits. The remaining \$200 in 2.04 will be allocated for flags at 95th and Oakley.
- Discussion included potential “Adopt a Landscape” ideas.
- **2.05 Streetscape Elements** increase from \$0 to \$850 to cover ComEd bills.

3.0 Sustainability and Public Places: No changes.

4.0 Economic/Business Development: Continued discussion regarding allocating funding for consulting services related to SSA designation and renewal efforts.

5.0 Safety Programs: No changes.

6.0 SSA Management (Total Increase: \$1,100): Approved changes included:

- **6.03 Bookkeeping** increase
- **6.04 Office Rent** increase
- **6.05 Utilities** decrease
- **6.06 Office Supplies** decrease
- **6.07 Office Equipment Lease/Maintenance** decrease
- **6.17 Liability/Property Insurance** increase

The group reviewed the importance of ensuring that combined 6.0 SSA Management and 7.0 Personnel expenses remain within the required 30% threshold of the total budget.

7.0 Personnel: No changes.

All other portions of the 2027 Workplan and Budget were approved as presented.

Next Steps: The group discussed next steps regarding the 2027 SSA #4 Budget and Workplan. Final decisions will depend on the response to Alderman Matt O’Shea’s request for an extension related to the SSA designation process. Based on the response received, the budget and workplan will need to be finalized by June 12, 2026.

The meeting was adjourned at 9:51 AM.