

2024 SSA Establishment Process



Clean. Green. Safe.



Maurice D. Cox
Commissioner



SSA Program Overview

What is a Special Service Area (SSA)?

- Locally-initiated, **self-imposed** tax
- A **geographic area**, not an agency
- Funds **additional services** beyond the City's general services, within SSA boundaries
- City grants taxing authority and appoints local **SSA Commissioners**
- City contracts with **service provider agencies** to administer day-to-day SSA activities
- Authorized by **state** statute, **city** ordinance, and **DPD** policies

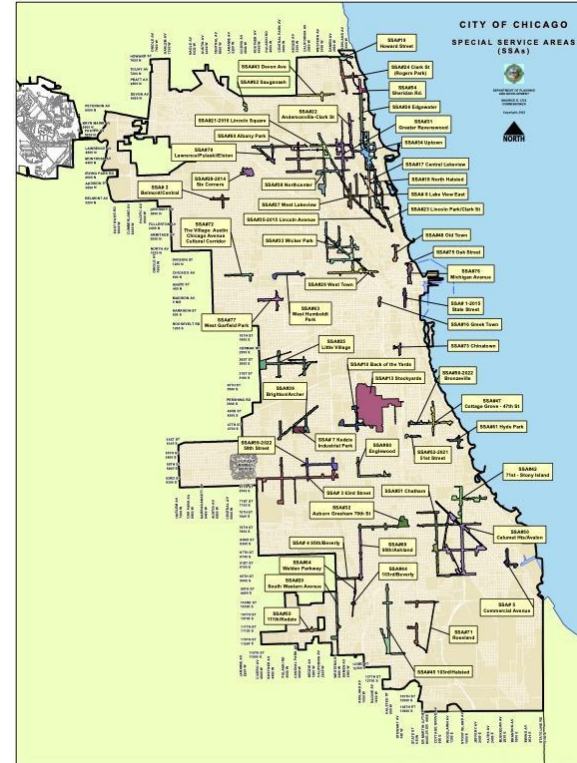




SSA Program Overview

2023 Stats at a Glance

- First SSA created in 1977
- **57** active SSAs
- **42** Service Provider Agencies
- **465+** Commissioners
- Initial terms of **10** years
- Term extensions of **15** years
- 2023 Budgets = \$33.9 million
 - Smallest \$18,000
 - **Median \$462,000**
 - Largest \$3,638,000





SSA Program Overview

Authorized Service Categories

- 1.00 Customer Attraction
- 2.00 Public Way Aesthetics
- 3.00 Sustainability and Public Pla
- 4.00 Economic/Business Develop
- 5.00 Public Health and Safety Programs

- 6.00 SSA Management
- 7.00 Personnel



SSA funds can only be spent
within SSA boundaries.

These categories cannot exceed
30% of the levy total.



SSA Services Gallery



Public Gathering Spaces



Public Art



Special Events

Customized Trash Cans



Unique Identifiers





SSA Program Overview

1.00 Customer Attraction

- Website Management
- Special Events / Festivals
- Free WiFi Program
- Social Media Outreach

2.00 Public Way Aesthetics

- Graffiti Removal/Prevention
- Landscaping, Sidewalk Maintenance
- Façade Rebate Program
- Wayfinding Signage



3.00 Sustainability and Public Places

- Garbage/Recycling Materials Program
- Small Business Energy Efficiency Retrofits
- Public Transit Enhancements
- Bicycle Transit Enhancements

4.00 Economic/Business Development

- Marketing Available Storefronts
- Strategic / Master Planning
- Commission Development and Recruitment



SSA Program Overview

5.00 Public Health and Safety Programs

- Public Way Surveillance Cameras/Maintenance
- Security Patrol Services
- Rebates for Public Health and Safety Upgrades





SSA Program Overview

6.00 SSA Management

- Annual audit
- Accounting
- Office Operations
- Monitoring/Compliance



7.00 Personnel

- Personnel – includes SSA provider's share for employee salaries and fringe
- Cost Allocation – Tracks provider's multiple funding sources to prohibit "double-funding" of shared administrative line items

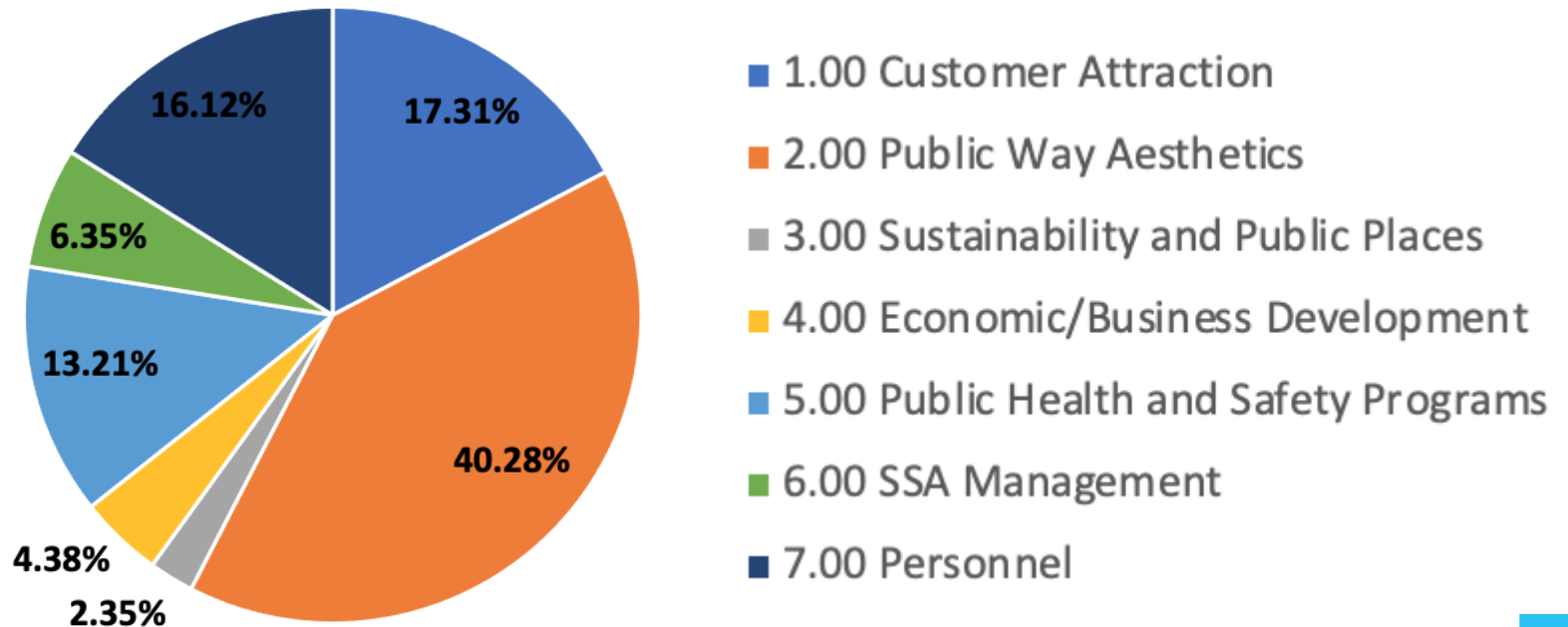
Per State Statute:

Administrative Expenses (Categories 6.00 + 7.00) **cannot exceed 30% of levy amount**



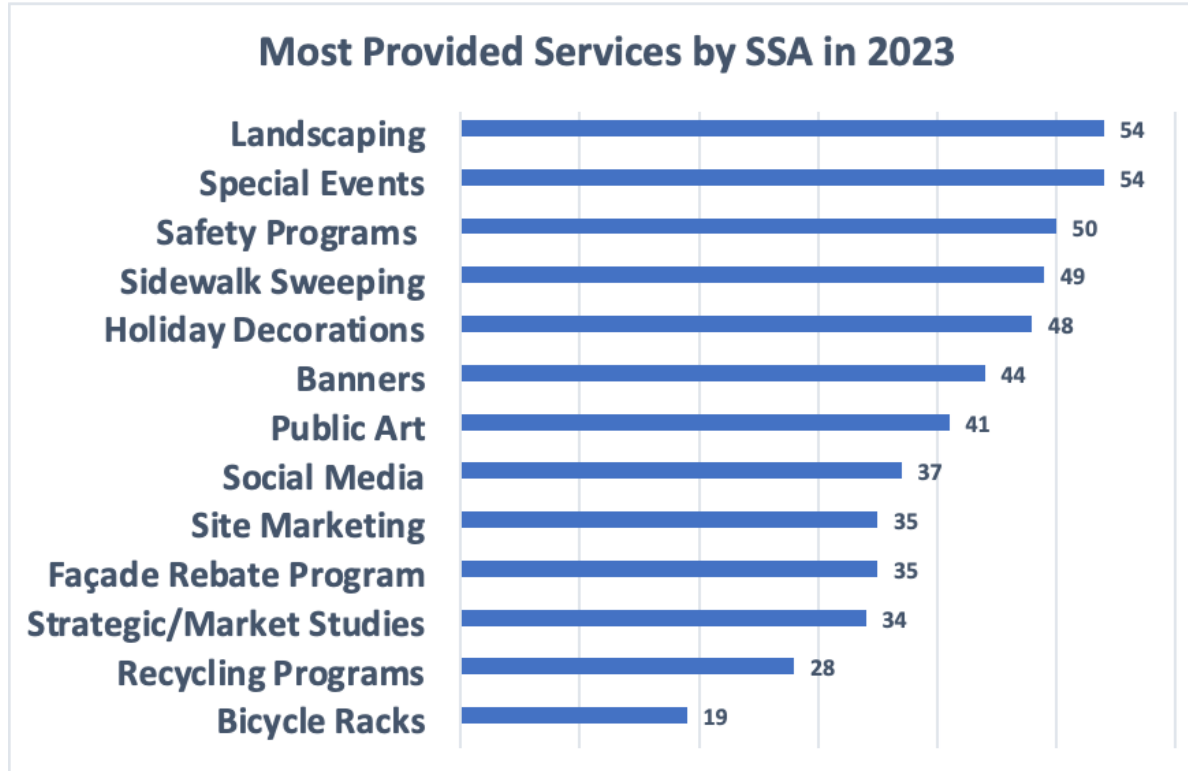
SSA Program Overview

Allocation of Funding by SSA Category for all 57 SSAs in 2023





Most-Provided Services of 57 SSAs





Roles and Responsibilities

The SSA Commission

- Recommends tax rate, services, budget, and Service Provider yearly
- Authorizes budget line item modifications
- Reviews vendor finalists and approve subcontracts
- Monitors all SSA expense reports provided by Service Provider agency
- Reviews and approves SSA meeting agenda and minutes
- Authorizes payments from SSA account



Roles and Responsibilities

The Service Provider Staff

- Manages daily SSA activities
- Guides vendor selection and RFP process
 - Issues requests for proposals (RFPs)
 - Reviews responses
 - Recommends top respondents to commission
 - Signs contracts with vendors
 - Monitors contracts to ensure services are delivered
- Prepares regular reports to DPD and Commission
- Ensures contract requirements are fulfilled





Key Legislation Governing SSAs

- Illinois State Statute: SSA Tax Law
- City Ordinances
- Open Meetings Act (OMA)
- Freedom of Information Act (FOIA)
- City and County Ethics Ordinances





Legislation

City Ordinances

- **Establishment Ordinance**
 - Must be renewed every 10-15 years
 - Defines SSA Boundaries
 - Sets Tax Rate Cap
 - Sets Expiration Date
 - Defines Commissioner Number, Terms, Qualifications, Appointment Process, Powers





Legislation

City Ordinances

- **Annual Levy Ordinance**
 - Must be approved every year
 - Sets annual levy and associated tax rate for upcoming year
 - Establishes budget for upcoming year
 - Designates a Service Provider to administer the SSA for the upcoming year subject to a Service Provider Agreement (SPA)





Local Outreach / Support for New & Renewing SSAs

- DPD requires **two community meetings** to inform SSA stakeholders and gather feedback
- Sponsoring agency must brief local aldermen
- **Signatures of support** from at least **20%** of the PINs within the proposed SSA boundaries
 - Minimum of **10%** by June 9th
 - Entire **20%+** by August 1st
- **Formal public hearing** held in the fall at City Hall



Vetting Overview

- **SSA Commissioners**
 - Require Mayoral nomination and City Council approval
 - No debts to City or Child Support
 - Annual City and County Ethics Statements
- **Service Provider**
 - No debts to City or Child Support
 - Economic Disclosure Statement with City of Chicago
 - In good standing with State of Illinois
- **City monitors on behalf of taxpayers**
 - Reviews annual audits
 - Limits administrative expenses
 - Review performance metrics of service providers





2024 SSA Creation Timeline

Research & Consensus Building	Conduct Community Meetings	Submit SSA Application	Conduct Public Hearing & Introduce Ordinance	County Filing & Recording	New SSA Begins	Tax Levy Collected/ Distributed
Jan-Mar 2023	Apr-May 2023	Jun 9 2023	Oct-Dec 2023	Dec 2023	Jan 2024	Mar or Sep 2024



Thank You!

Bureau of Economic Development

Tim Jeffries, Acting Managing Deputy Commissioner

Small Business Advocacy Division

Mary O'Connor, Deputy Commissioner

Mark Roschen, Assistant Commissioner 312-744-1083

SSA Project Managers

Jennifer Magallanes

Fariduddin "Farid" Muhammad

Oneida Pate

312-744-0842 – SSA Commissioner applications/questions

312-744-0352

312-744-7471



**Maurice D. Cox
Commissioner**

