



## SSA #25 Commission Meeting Minutes

Wednesday, October 12, 2022

Join Zoom Meeting

<https://us02web.zoom.us/j/84250725174?pwd=dVp3dIA4WEpsRG9xb3ErQW9CUDRIUT09>

Meeting ID: 842 5072 5174

Passcode: 038743

Dial In # 312-626-6799

9:00AM

### 9:00AM

- Welcome and Call Meeting to Order
  - a. SSA #25 Program Manager, Blanca Soto calls the meeting to order at 9:18am  
**The meeting of the SSA #25 Commission is called to order.**  
**Pursuant to the applicable law and my determination that attendance by remote means is necessary because an in-person meeting is not practical or prudent due to the declared public health disaster cause by COVID-19, this meeting is conducted by videoconference.**
- SSA #25 Commissioner Roll Call
  - a. Commissioners in attendance: Elena Duran, Francisco Menchaca, Pascual Villarreal, and Richard Juarez Sr.
  - b. Commissioners absent: Ric Porrez, Mike Moreno Jr., Jose Hernandez, and Claudia Rodriguez.
  - c. Staff in attendance: Blanca Soto and Sarai Guerrero
  - d. Public in attendance: None
- Approval of Agenda
  - a. Commissioner Duran motions to approve the SSA #25 meeting agenda as presented, Commissioner Juarez Sr. seconds; all approve.
- Public Input (review guidelines for public input below)
  - a. No public in attendance
- Approval of SSA #25 September 14, 2022, meeting minutes
  - a. Commissioner Villarreal motions to approve the SSA #25 9/14/22 meeting minutes as presented, Commissioner Duran seconds; all approve.
- Approval of SSA #25 September 2022 Financial Reports
  - P&L, Balance Sheet
  - Expense Tracking Budget
    - a. As of 9/30/22 \$193,770.27 has been deposited into the SSA bank account
    - b. As of 9/30/22 \$ 182,727.15 has been expensed out.
    - c. Corisco Construction September invoice has yet to be received.
    - d. Commissioner Menchaca asked if any lines items have not been expensed out as of 9/30/22 can funds be moved? Blanca said yes, but at this point with funds not being received due to the second property tax bill not mailed out to property owners, it is best to only expense out services that are needed with the funding that has been received as we are tracking SSA expenses carefully.

- e. The SSA #25 has not been expensing out the month Executive Director cost as the LVCC has not hire a new Executive Director as of today, 10/12/22.
- f. Commissioner Menchaca motions to approve the SSA #25 September 2022 financials as presented, Commissioner Juarez Sr. seconds; all approve.

**NEW BUSINESS:**

- SSA #25 Holiday Decorations
  - a. Day of the dead banners are scheduled to be installed on 10/17/22 through 11/15/2022.
  - b. Fiestas Navideñas banners are to Be installed on 11/15/22 through 1/1/2023.
  - c. SSA#25 Holiday Decorations to be installed by 12/1/22 at Manuel Perez Jr. Memorial Plaza.
  - d. LVCC/SSA #25 Toy Drive/Posada is scheduled for Friday, September 9<sup>th</sup> from 3-6pm

**OLD BUSINESS:**

- SSA #25 2022 Landscaping Services
  - a. Corisco Construction provided a September 2022 maintenance report.
  - b. Corisco Construction provided three Fall display samples via email, sample one contained three purple cabbages that would need to have the SSA #25 pay \$7k more to fill in all the planter containers. Sample two has mums installed that did not look fully bloomed and sample three had three mums and one cabbage in the middle, again not fully bloomed.
  - c. Blanca to follow up with Nicolas Lopez on the maintenance details for the Winter Display.
  - d. SSA #25 Commissioner are not to happy of the 2022 Landscaping scope of work for this year.
  - e. SSA #25 to skip out from a Fall Display as we are getting too close to the end of October.
  - f. Blanca to follow up with another Landscaping proposal for the Winter display with the SSA #25 Commissioners via email for November installations.
- SSA #25 Commissioner Renewal Updates
  - a. Claudia Rodriguez application is pending.
- LVCC Executive Director Update
  - a. LVCC Board is currently working on updating policies/procedures and job description.
  - b. Commissioner Menchaca asked if the SSA #25 website tab has a property available list of current vacant buildings.
  - c. Blanca mentioned she usually reaches out to a member in the real estate market for a list when one is requested as information usually changes every month.
  - d. Commissioner Menchaca asked to see if it is possible to include that information on the LVCC/SSA #25 website and update it every month.
  - e. Commissioner Duran mentions to add that for an item to follow up in the next few months as the staff, Blanca & Sarai already have a lot on their plate with managing the LVCC & SSA #25 remaining events for the year along with other responsibilities as they are at capacity and understaffed.
  - f. Blanca mentioned she will add it to her things to do list as she knows it is something that is needed and will connect with her website administrator to see what the best way will be to handle that task as it changes monthly, depending on the availability of properties.
  - g. Commissioner Menchaca said that he thinks it will help to have the information up on the website and have it updated to avoid having to request a list when needed and have that task removed from items that we need to do in the future.
  - h. Blanca to send out an email regarding the November and December SSA #25 meeting date/time. Due to meetings scheduling conflicts some SSA #25 Commissioners are not able to attend the meetings and she would like to move the meeting to either a Monday, Thursday, or Friday.
  - i. Blanca to send out an email today, 10/12/22 in the afternoon to all SSA #25 Commissioners.

Adjourned: Commissioner Menchaca motions to adjourn the SSA #25 10/12/22 commission meeting at 9:58am, Commissioner Juarez Sr. seconds: all approve.

**Guidelines for Public Input:**

- The goal of public input is to ensure that all voices of the community are heard on matters pertaining to the work of Little Village SSA #25. The commission is not required to provide immediate response to questions nor concerns presented.
- Public input will be available at the start of each SSA #25 meeting once SSA #25 Commissioner roll call has been made
  - The opportunity to speak during public input will be available for all those in attendance.
- however, speaking time may be limited depending on the number of attendees wishing to speak.  
The Commission will aim to limit this portion of the meeting to no more than 15 minutes.
- The public forum portion of SSA #25 commission meetings, as with all portions of the meeting, will proceed according to Robert's Rules of Order, most importantly:
  - No attendee may speak twice until everyone else wishing to speak has spoken once.
  - All remarks must be directed to the Chair.
  - Remarks must be courteous in language and deportment avoiding all personal remarks and never alluding to others by name or to motives.
  - One person may speak at a time, if not the presiding officer can call them out of order