



## SSA #25 Commission Meeting Minutes

February 21, 2023

Zoom: <https://us02web.zoom.us/j/82814482039?pwd=ZW5MbzFIN044S203aDFpejREMxRCQOT09>

Meeting ID: 828 1448 2039

Passcode: 987816

Dial In # 312- 626- 6799

### 9:00AM

- Welcome and Call Meeting to Order
  - a. Meeting called to order at 9:09am by Commissioner Porrez
  - b. Banca reads the following statement: 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 present: Elena Duran, Ric Porrez, Claudia Rodriguez, Francisco Menchaca and Richard Juarez Sr.
  - b. Commissioners absent: Jose Hernandez and Pascual Villarreal
  - c. Staff in attendance: Sarai Guerrero, Antonio Guillen and Blanca Soto
- Approval of Agenda
  - a. Commissioner Duran motions to approve the SSA #25 Commisison meeting agenda as presented, Commissioner Menchaca seconds; all approve.
- Public Input (review guidelines for public input below)
  - a. No public input
- Approval of SSA #25 January 17, 2023 meeting minutes
  - a. Commissioner Rodriguez motions to approve the SSA #25, 1/17/23 meeting minutes as presented, Commissioner Juarez Sr. seconds; all approve.
- SSA #25 January 2023 Financial Reports
  - a. SSA #25 January 2023 financials will be presented at the next meeting due to technical issues with Quickbooks software.
  - b. Commisisoner Porrez notes January 2023 financials tabled till next SSA #25 meeting.

### NEW BUSINESS:

- SSA #25 2022 Qtr. 4 Report
  - a. Blanca walks the SSA #25 Commissioners through the 2022 Qtr. 4 report
  - b. LVCC board president, Antonio Guillen asked why some of the line items did not meet the target goal. Blanca explained that it had to do with some late tax payment collections and could not expense out for 2022.
  - c. Guillen also asked about the procedure on special event SSA #25 sponsored events when it comes to any supported documentation when funds are disbursed. Blanca informed Guillen that the organization who receives funding support for their special event does need to provide the SSA #25 with a one pager report on how the funding was used and the outcomes of the event along with some images of the event and expense proof copies (receipts).

- d. Commissioner Duran motions to approve the SSA #25 2022 Qtr. 4 report as presented, Commissioner Juarez Sr. seconds; all approved.
- e. SSA #25 Chairman Mike Moreno Jr. is out of the country, therefore Commissioner Porrez will sign off on the approved SSA #25 QTR 4 report.
- f. Blanca to email the signature page to Commisisoner Porrez to capture his signature needed prior to submission to the City of Chicago.
- g. Blanca to upload the Qtr 4 report to the SSA SharePoint portal this afternoon, 2/21/23.
- SSA #25 2022 Audit Proposal
  - Vidal & Associates
    - a. Vidal & Associates was the only audit proposal received for 2022 audit services.
    - b. The proposed audit amount not to exceed is \$5,500. An increase of \$500 from previous years.
    - c. 2023 SSA #25 Audit budget is \$4k, \$1,500 will need to be moved into the 6.02 SSA Audit line item.
    - d. Budget shift to be presented at the next meeting for approval.
    - e. Commisisonr Juarez Sr. asked what line item will be ideal to shift funds from to the 6.02 Audit line item.
    - f. Blanca suggest that funds needed in the amount f \$1,500 may be shifted from line item # 1.05 holiday banners as new banners were purchased in 2022 and it does not seem like new bannrs will need to be purchased in 2023.
    - g. Guillen comments that Vidal & Associates is a good qualified CPA as they meet all the qualificatios needed.
    - h. Blanca comments Vidal & Associates is the CPA who has worked with the SSA #25 in prior years. The SSA #25 audit is also audited by another CPA firm that the City of Chicago hires and provides us with an audit desk review before the end of the year with any findings if any that need to be addressed.
    - i. Commisisoner Juarez Sr, motions to approve Vidal & Associates to be hired to execute the 2022 SSA #25 Audit that is due May 1, 2023. Commissioner Menchaca seconds; all approved.
- SSA #25 2023 Sidewalk Maintenance Proposals – **9:30AM**
  - Cleanslate
    - a. Brady Gott in attendance to present Cleanslate’s 2023 Sidewalk Maintenance proposal
    - b. Contract will be from April 1, 2023 to December 31, 2023
    - c. Cleanslate presented a two day a week service at a cost of \$58,200 and a three day a week serives at \$69,400
    - d. Brady comments on issues/concerns received from Blanca a few weeks ago in regards to the signs/posters removal from vacant buildings within the SSA #25 boundaries.
    - e. SSA #25 is the only SSA with the most trash recptacles compared to other SSA’s in the City of Chicago.
    - f. Commissioner Duran comments on a few concerns she noticed in 2022 in regards to the timing of the Cleanslate crew cleaning the sidewalks toward the end of the business corridor, 26<sup>th</sup> & Kostner Ave.
    - g. Brady mentions he will work on a better crew schedule if 2023 services are approved to avoid those specific issues.
    - h. Commisisoner Juarez Sr. asked Brady if Cleanslate provides deep cleaning/powerwash services at the bottom of the trash recetacles. At times trash gets stuck at the bottom of the receptacle.
    - i. Blanca comments that the SSA #25 does own a power was machine that is stored behind the LVCC office and this might be something the organization (SSA #25) can reach out to Urban Warriors League when volunteering hours are needed and host clean up days on the business corridor.
    - j. Blanca also asked Brady to submit a proposal for that specific service.
    - k. Brady to follow up with Blanca on the requested proposal.
    - l. Brady thanks the SSA #25 Commisisoner and the LV Chamber of Commerce for the opportunity to expand on his sidewalk maintenance proposal as he values the partnership through out the years.
    - m. SSA #25 Commisisoners ans staff thanks Brady for his time. Blanca informs Brady she will follow up via email on next steps as the Sidewalk Maintenace proposals will be approved at the next SSA #25 commisison meeting.

- SSA #25 2023 Landscaping Proposals – **9:45AM**
  - Brightview Landscaping
    - a. Brandon Cummings in attendance via zoom to expand on Brightview’s 2023 Landscaping services. He thanks the SSA #25 commissioners and staff for allowing him the opportunity to present and expand on Brightviews services.
    - b. Brandon proceeded to walk the commissioners through his presentation which included an overview on the company, dedicated team, communication and quality Brightview has to offer, assurance, references, pricing, plant display samples and scope of work.
    - c. Contract will be from April 1, 2023 to November 30, 2023.
    - d. Option 1 consist of: 4 seasonal displays (Spring, Summer, Fall & Winter) for a cost of \$99,800, payable in 8 installments of \$12,475
    - e. Option 2 consists of: 3 seasonal displays (Spring, Summer & Winter) for a cost of \$86,280, payable in 8 installments of \$10,785
    - f. Option 3 consist of: 2 seasonal display (Summer & Winter) for a cost of \$70,880
    - g. Blanca asked Brandon what is the 2022 to 2023 price increase consist of. Brandon comments on cost increase of material needed to provide a full and vibrant display for the client.
    - h. Blanca asked if the SSA #25 decides to do a 2 season display, can it be adjusted to be Summer and Fall instead of Summer & Winter and also asked if the SSA #25 has a set budget for the year, can Brightview worked with that particular budget. Brandon responded that he will talk with the rest of his team as he does not see it being an issue.
    - i. Blanca to follow up with Brandon after the meeting for next steps.
    - j. SSA #25 landscaping proposal to be approved at the next ssa meeting scheduled for March.
    - k. Brandon thanks the SSA #25 for their time, SSA #25 commissioner thank Brandon for attending.

**OLD BUSINESS:**

- SSA #25 Commissioner Renewal Updates
  - a. Commissioners to renew are, Mike Moreno Jr., Pascual Villarreal, Ric Porrez & Richard Juarez Sr.
  - b. Blanca does not see Commissioner Moreno and Villarreal renewing their commissioner seat come June 2023.
- SSA# 25 Executive Committee
  - a. Tabled to March’s meeting as Chairman Moreno Jr not in attendance.
- LVCC Executive Director Update
  - a. LVCC board president, Antonio Guillen updates the SSA #25 Commissioners on the newly appointed LVCC Executive Director, Jennifer Aguilar effective February 27, 2023.
  - b. After conducting many interviews in December & January, Jennifer accepted the offer and is excited to have the opportunity to represent the LVCC and the SSA #25 as the new ED.
  - c. Guillen highlights Jennifer’s history work with Gift of Hope and as a LVCC board member for over 5 years.
  - d. Commissioner Menchaca asks Blanca how she feels about the selected candidate and if she has worked with Jennifer before.
  - e. Blanca responded to Commissioner Menchaca that she has worked alongside Jennifer for the past 5 years and is looking forward to working alongside her to carry out the mission and vision to both, the LVCC & SSA #25. Blanca also informs Commissioner Menchaca that both Sarai and herself were both part of the interview process during the hiring interviews.
  - f. Commissioner Menchaca thanks Blanca and looks forward working with the new SSA# 25/LVCC ED.

Commissioner Duran motions to call the SSA #25 Commission meeting to adjourn at 10:16am, Commissioner Juarez Sr. seconds; all approve.

Next SSA #25 Commission meeting scheduled for 3/21/23 via zoom

**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 Commisisoner 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*