



SSA #25 Commission Meeting Minutes

Wednesday, February 9, 2022

<https://us02web.zoom.us/j/85712753568?pwd=cEhJaUoxdW12Y3I5dUJsdWE0ZEJ2Zz09>

Meeting ID:857 1275 3568

Passcode: 683401

Dial In # 312-626-6799

9:00AM

AGENDA

9:00AM

- Welcome and Call Meeting to Order
 - a. SS #25 Chairman, Moreno Jr. calls the meeting to order at 9:05AM

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. SSA #25 Commissioners in attendance: Claudia Rodriguez, Ric Porrez, Francisco Menchaca, Pascual Villarreal, Mike Moreno Jr. and Richard Juarez Sr.
 - b. SSA #25 Commissioners absent: José Hernández and Elena Duran
 - c. LVCC staff in attendance: Executive Director, Ivette Trevino and Blanca Soto
 - d. Public/Guest in attendance: Brady Gott from Cleanslate, Jaqueline Nowak from Brightview Landscaping, Nicholas Lopez from Corisco Construction and Daisy Ruiz (UIC Student).
- Approval of Agenda
 - a. Commissioner Juarez Sr. approves the SSA #25, 2/9/22 meeting agenda as presented, Commissioner Porrez seconds; all approve.
- Approval of SSA #25 January 12, 2022 Meeting Minutes
 - a. Commissioner Juarez Sr. motions to approve the SSA #25, 1/12/22 meeting minutes as presented, Commissioner Porrez seconds; all approve.
- Approval of SSA #25 January 2022 Financial Reports
 - P&L, Balance Sheet
 - Expense Tracking Budget
 - a. As of 1/31/22 \$19.49 has been deposited to the SSA #25 bank account
 - b. SSA #25 bank account has a total of \$213,182.62 as of 1/31/22
 - c. As of 1/31/22 \$6,337.38 has been expensed out, which is the monthly administrative fee (6.00/7.00 line item).

- d. Balance on the SSA #25 Bank Account as of today is: \$203,422.62 and about \$26,000 in payments that have not cleared due to vendors receiving payment in the mail late and depositing/cashing payments in the month of February. We should have most of all uncleared payments cleared by the end of February.
- e. Commissioner Juarez Sr. asked for clarity on payroll liabilities on the balance sheet, Blanca explained that figure is due from prior years and not recent activity.
- f. Blanca explains that the SSA #25 current bank account balance is \$203k which includes funds from prior year budgets that have not been used and does not mean all those funds can be used. The only fund that can be used are the funds approved and allocated in the current approved budget.
- g. SSA #25 Auditor to review SSA #25 balance sheet in detail with the SSA #25 Commissioners in March's meeting to get better clarification on some of the line items.
- h. Commissioner Juarez Sr. motions to approve the SSA #25 January 2022 financials as presented, Commissioner Rodriguez seconds; all approve.

NEW BUSINESS:

- SSA #25 2021 Audit Engagement Letter
 - a. SSA #25 Commissioners reviews Vidal & Associates engagement letter that was included in the meeting package.
 - b. Vidal and Associates LTD, fees not to exceed \$5,000
 - c. Audit to begin first week of March, auditor to work with LVCC Executive Director, Ivette Trevino and SSA #25 Program Manager, Blanca Soto.
 - d. A draft will be presented to the SSA #25 Commissioner and cover any questions or concerns the Commissioners may have.
 - e. Auditor, Gustavo Vidal to present the final SSA #25 2021 audit at April's SSA #25 Commission Meeting (4/13/22).
 - f. Audit to be completed and submitted by the City of Chicago deadline of May 1, 2022.
 - g. Commissioner Juarez Sr. asked how has the Vidal & Associates been doing the SSA #25 audit. Blanca responded since 2017/2018.
 - h. Commissioner Menchaca asked if we are looking for a motion to accept or approval of the audit engagement letter.
 - i. Blanca responded that a motion for the approval of the Vidal & Associates, SSA #25 2021 Audit engagement letter needs to be made and approved by all SSA #25 Commissioners.
 - j. Once approved, the LVCC Executive Director Ivette Trevino will need to sign the letter and send back to Mr. Vidal.
 - k. Chairman Moreno Jr. mentioned he reviewed the engagement letter and says we should move forward with approval.
 - l. Commissioner Porrez asked for clarification if a motion of approval needs to be done to sign the engagement letter. Blanca said, just approval of the Vidal & Associates letter. The letter automatically gets sign by the fiscal agent Executive Director.
 - m. Commissioner Menchaca motions to approve Vidal & Associates SSA #25 audit engagement letter, Commissioner Porrez seconds: all approve.
- SSA #25 Security Camera Rebate Program
 - a. Due to all the recent activity and crime in Little Village, Blanca and Ivette suggest that the SSA #25 launches a Security Camera Rebate Program.
 - b. Blanca reached out to a few SSA's to do some research on their current security camera rebate programs.
 - c. The Security camera rebate program should offer up to \$1,000 for new camera installation and up to \$500 for upgrade on security cameras already installed.
 - d. Need to do some research on what cameras need a City of Chicago permit.

- e. A business owner mentioned his camera sticks out from his building façade and was required a city permit, just like when getting a storefront signage.
- f. The program will be available for businesses with the SSA #25 boundaries.
- g. One of the requirements we found on other SSA camera rebate program was that the business will need to register their system with the Chicago Office of Emergency Management and Communications (OEMC). This system will only allow highly trained crime surveillance specialist to access the cameras during emergency situations.
- h. Blanca is not sure how the business will feel about this new program, but with all the recent activity she thinks that business would want to take advantage of this program opportunity.
- i. Ivette mentioned that on January 27, 2022 a small business reached out to her to make the Little Village Chamber aware of four robberies that took place on the West side of Pulaski.
- j. Business owner requested a meeting with Ivette, CPD Commander and Alderperson Rodriguez. Upon arrival she had gathered 8 other business owners.
- k. Ivette said if hearing directly from business owners that more cameras are needed, she feels the program is a good idea, especially with helping on the cost (rebate).
- l. Ivette mentioned that CPD Commander said two of the individuals whom were part of the robberies in 26th street had been caught.
- m. Research on the type of cameras the business need will need to be done to avoid having to go through city permits.
- n. Chairman Moreno Jr. talked with a few members of the CDP department and mentioned about an idea to work with business owners, he thinks the security rebate program is a wonderful idea and suggest to get the Alderman involved to allocate some funds as well to help small businesses.
- o. Chairman Moreno Jr mentioned the Group Meet App, this app will be utilized for the businesses in the corridor of the Little Village area. Moreno Jr. visited some businesses alongside the Commander and other CPD 10th District officers to get some feedback on this new app idea and got 100% support. All businesses will be able to connect under one group and communicate with one another and post any crime activity. Small activity as stealing a pack of gum is something you will not report on this group app. The app communication will also be available to the 10th District CPD department.
- p. Ivette mentioned the businesses that were robbed were Troha's, Los Gallos, Dollar store and Sonora.
- q. Moreno Jr. mentioned that we need to get as many businesses as possible on the app to communicate with one another.
- r. Commissioner Juarez Sr. likes the idea of this app and is in full support.
- s. Commissioner Rodriguez also likes the app idea as she usually used the Citizen app to stay on top of activity in the community.
- t. Ivette like the app idea and thinks that having folks in the same platform will be very helpful.
- u. Commissioner Rodriguez asked if the business owner needs to have a smart phone as she knows some people still use a flip phone.
- v. Chairman Moreno Jr. said it would be best to use a smart phone because it is app and you will receive a text message.
- w. Chairman Moreno Jr. asked if we can work on getting a list with as many phone numbers as possible to add to the Group meet. Moreno Jr. is in charge of running the app and would like to have as many numbers on the list as possible. Commander is willing to walk the corridor and visit business owners again to inform them about the app and get them involved.
- x. Blanca informs the SSA #25 Commissioner that there are currently no funds in line item # 5.01 Public Way Surveillance, funds will need to be approved and shifted over from another line item.

- y. Blanca asked what dollar amount should the camera rebate program budget start at. She asked if the budget should be \$5,000 for now and see how well the program is received and raise it as needed or should we go with a higher budget amount.
- z. Chairman Moreno Jr. thinks the budget should be \$5k
- aa. Commissioner Porrez agrees that the budget should be \$5k and also offered to visit business owners to offer the rebate program.
- bb. Commissioner Rodriguez asked if the business already has a camera will they not qualify. Blanca said they qualify if they do an upgrade and are eligible for a rebate up to \$500.
- cc. New camera installation rebate max is \$1k.
- dd. If the budget is \$5k, this will allow only 5 new camera applications. All applications will need to be approved by the SSA #25 Commissioners.
- ee. Chairman Moreno Jr. asked what will be a line item that funds can be taken from, he mentioned maybe line item #1.04 social media outreach.
- ff. Blanca suggest line item #'s 1.02 special events (\$10k budget), 1.05 decorative banners (\$30k current budget) or 1.06 holiday decorations (\$39k budget).
- gg. Blanca mentioned if funds are taken from line item # 1.02 special events, the SSA #25 Commissioners can always reallocate funds throughout the year, depending on how many special event proposals are received in 2022.
- hh. Chairman Moreno Jr. is not opposed to that idea and says it make sense.
- ii. Chairman Moreno Jr. asked how much of line item #2.08/sidewalk maintenance will the SSA#25 be utilizing. Blanca mentioned that it depends on the proposals received, which will be reviewed at this meeting.
- jj. Commissioner Juarez Sr. motions to approve the launch of the SSA #25 Security Camera Rebate Program and a budget shift of \$5k from line item # 1.02 special events to line item # 5.01 Public Way Surveillance, Commissioner Rodriguez seconds; all approve.
- SSA #25 2022 Sidewalk Proposal's
 - Cleanslate (9:30AM)
 - a. Brady Gott thanks the SSA #25 Commissioners for allowing him to present/expand on his 2022 sidewalk maintenance proposal.
 - b. Brady Gott expands on the SSA #25 Cleanslate Sidewalk maintenance services for 2022 (proposal was provided the SSA #25 Commissioners in meeting package).
 - c. Cleanslate two day service pricing at \$56,479.00 (services from April 2022 – December 2022), three day service pricing is \$66,091.00 (Services from April 2022 – December 2022).
 - d. The three day option has been the option in prior years.
 - e. Weed Spraying may be added for two times a year at an additional cost of \$5,648.00 (services in late Spring and early Fall).
 - f. Cleanslate is open to make adjustments as needed.
 - g. Blanca asked if when cleaning the 26th Street corridor, will it be possible to start from both East & West side and work their way to the middle of the business corridor, Brady said it won't be a problem.
 - h. Blanca asked with the three-day service a week, do all 146-trash receptacle get serviced. Brady commented yes.
 - i. Brady has seen an increase in trash as more vendor are out on the corridor and use the receptacles for their waste.
 - j. Brady mentioned that the SSA #25 is one with the most trash receptacles to service (146 receptacles within SSA #25 boundaries).
 - k. Blanca opens it up to the SSA #25 Commissioners for any questions, comments or concerns.
 - l. Commissioner Rodriguez asked what is the current service schedule.
 - m. Brady mentioned that we had a three day service in 2021 (Monday, Wednesday & Saturday).
 - n. 2022 Contract starts in April 1, 2022

- o. Brady mentioned that the days can be switched if needed.
 - p. Chairman Moreno Jr. asked if the SSA #25 decides to move with the three day service, can the service days be moved to Monday, Thursday & Saturdays. He feels that by Thursday morning there is a lot of trash out in the corridor.
 - q. Commissioner Rodriguez asked if days should be moved.
 - r. Chairman Moreno Jr, asked the Commissioners if they have any questions or would like to see any changes.
 - s. Commissioner Porrez has no questions, just wanted to share that he is pleased with all the work Cleanslate does and the responsiveness. Also agrees on the change of days to Monday, Thursday and Saturday.
 - t. Commissioner Rodriguez asked Brady of he can confirm if the days can be switched.
 - u. Brady said that Mondays are really busy as other clients need Monday maintenance but the SSA #25 has been grandfathered into Monday services.
 - v. All SSA #25 Commissioners are in favor of the new three-day service (Monday, Thursday & Saturday).
 - w. Blanca asked if the days of services don't work and need to go back to the original days of service (Monday, Wednesday and Saturday) would it be a problem. Brady said no, just to make sure we give them at least one week notice to switch the group back.
 - x. Chairman Moreno Jr. mentions that our current sidewalk maintenance budget will be a bit short and would need to shift some funds around.
 - y. SSA #25 Commissioners to make a final decision at the next meeting (March 9,2022). Vendors will be notify of final decision.
 - z. Ivette thanks Brady/Cleanslate for all the hard work as she know that 26th street maintenance can be a challenge at times and for always being on call when needed. She thanks them for their assistance during the LVCC/SSA #25 Posada in December.
 - aa. Brady thanks the SSA #25 Commissioners for their time and looks forward to hearing the final decision next month.
- SSA #25 2022 Landscaping Proposal's
 - Brightview Landscaping
 - a. Jaqueline thanks the SSA #25 Commissioners for the opportunity to submit and present the Brightview 2022 SSA #25 Landscaping proposal.
 - b. Jaqueline Nowak presents/expands on the SSA #25 2022 Landscaping proposal from Brightview Landscaping Company to the SSA #25 Commissioners.
 - c. Four Season display quote is \$84,400
 - d. Three Season display cost is \$73,400
 - e. Two Season display cost is \$62,400
 - f. Estimates cost to replace a planter container (TF4100 R360D) is \$1,500
 - g. A big issue has always been plant theft, but additional plants are available depending on the season display and additional cost.
 - h. Jaqueline is open to switching up flowers as needed. She suggest doing a test run on either Spring and Fall plants by either the Manuel Perez Jr. Memorial Plaza or a different location.
 - i. Blanca thinks the Fall test display would work better and as for location would be LV Arch as it's a destination spot in Little Village.
 - j. Monthly reports to be submitted to Blanca.
 - k. Currently it serves 11 other SSA's.
 - l. Blanca asked Jaqueline as the 2021 vendor, is there a Winter display removal date in place.
 - m. Jaqueline to follow with a Winter display removal date.

- n. Blanca opens it up to any questions, comments or concerns for Brightview.
 - o. Chairman Moreno Jr. is a big fan of the kale and cabbage plants for the Fall but is concern about theft.
 - p. Jaqueline suggest to have an additional fund available to replace stole plants.
 - q. Blanca reminds the SSA #25 Commissioners that for 2021 the SSA #25 contract was for a two Season display (Summer/Winter).
 - r. Commissioner Rodriguez asked what is the current SSA #25 Landscaping budget allocation dollar amount.
 - s. The SSA #25 Landscaping budget is \$65k for 2022
 - t. SSA #25 Commissioners to make a final decision at the next meeting. Vendors will be notify of final decision.
 - u. Jaqueline thanks the SSA #25 Commissioners for their time and looks forward to hearing form us on the final decision.
 - v. Commissioner Rodriguez needs to jump off for ten minutes but will be back as she needs to jump on another call for a quick check in with her team.
 - w. Blanca reminds the SSA #25 Commissioners that we need to keep a close eye on our SSA#25 budget tracking log as it looks like we might need to shift some funds to both the Sidewalk Maintence and Landscaping line items to be able to cover the cost on the approved proposal. In 2021 about \$3k was allocated to both line items.
- Corisco Construction
- a. Nicholas ask if the SSA #25 Commissioners would like to read the proposal on their own or if he should present it.
 - b. Blanca ask Nicholas to present/walk the SSA #25 Commissioners through his proposal
 - c. Nicholas Lopez presents the SSA #25 2022 Landscaping proposal from Corisco Construction company to the SSA #25 Commissioners.
 - d. Four Season display cost is \$82,240
 - e. Three Season display cost is \$73,490
 - f. Estimates cost to replace a planter container (TF4100 R360D) is \$1,175
 - g. Blanca asked Nicholas if he would like to submit a 2 Season display for the SSA #25 Commissioners to review.
 - h. Nicholas asked what type of flowers would the Commissioners like to see.
 - i. Summer/Winter display would be an ideal 2 season display proposal.
 - j. Nicholas to submit an additional 2 display proposal to the SSA #25 by 2/28/22 for review.
 - k. SSA #25 Commissioners to make a final decision at the next meeting. Vendors will be notify of final decision.
- Public Input
 - a. Daisy Ruiz (UIC Student) followed up via email with Blanca as the meeting dropped due to technical issues.
 - b. Daisy wanted to thank the SSA #25 Commissioners for letting her join the meeting, it helped her learn a lot about the community and the meeting was very informative.

SSA #25 Commission Meeting drops at 10:44AM due to technical issues/meeting adjourned by Commissioner Rodriguez.