



## SSA #25 Commission Meeting Minutes

Wednesday, March 9, 2022

Join Zoom Meeting

<https://us02web.zoom.us/j/88192918140?pwd=b2IrL3JHSG8xM0QyT3JBcFlkRWREUT09>

Meeting ID: 881 9291 8140

Passcode: 224788

Dial In # 312-626-6799

9:00AM

AGENDA

### 9:00AM

- Welcome and Call Meeting to Order
  - a. Commissioner Porrez calls the meeting to order at 9:02AM  
**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, Elena Duran, Pascual Villarreal, Francisco Menchaca, Richard Juarez Sr. and Jose Hernandez
  - b. SSA #25 Commissioner absent: Mike Moreno Jr.
  - c. LVCC Staff in attendance: Blanca Soto and Ivette Trevino
- Approval of Agenda
  - a. Commissioner Juarez Sr. motions to approve the SSA #25 meeting agenda as presented, Commissioner Hernandez seconds; all approve.
- Approval of SSA #25 February 9, 2022 Meeting Minutes
  - a. Commissioner Duran motions to approve the 2/9/22 SSA #25 meeting minutes, Commissioner Hernandez seconds; all approve.
- Approval of SSA #25 February 2022 Financial Reports
  - P&L, Balance Sheet
  - Expense Tracking Budget
  - a. As of 2/28/22, \$37,538.72 in property tax revenue has been deposited into the SSA #25 bank account.
  - b. As of 2/28/22, \$15,070.42 has been expensed out.
  - c. SSA #25 expense will increase once the Sidewalk and Landscaping service contracts are approve and services begin.
  - d. SSA #25 bank reconciliation for February 2022 will be done after the SSA #25 audit as the accountant/auditor has the account file copy.

- e. Commissioner Juarez Sr. motions to approve the SSA #25 financials as presented, Commissioner Menchaca seconds; all approve.

**NEW BUSINESS:**

- SSA #25 2022 Sidewalk Proposal – ACTION ITEM
  - Cleanslate
    - a. Only one 2022 Sidewalk Maintenance proposal was received.
    - b. Cleanslate two-day service pricing at \$56,479.00
    - c. Cleanslate three day service pricing at \$66,091.00
    - d. Services are from April 1, 2022 through December 31, 2022
    - e. Weed spraying will be an additional \$5,648.00 for services to be done twice during the contract period (late Spring and early Fall).
    - f. Payments are to be made at the end of every month.
    - g. Commissioners' motions to approve Cleanslate's three-day (Monday, Thursday & Saturday) services at the pricing of \$66,091.00 and the additional weed spraying services of \$5,648.00 (total 2022 sidewalk maintenance contract cost at \$71,739.00), Commissioner seconds; all approve
    - h. Current 2.08 Sidewalk Maintenance budget is \$65k, will need to moved funds in the amount of \$6,800.00 to cover the total 2022 contract cost of \$71,739.00.
    - i. Blanca suggest moving \$6,800 from line item # 1.03 Free Wi-Fi Program to line item # 2.08 Sidewalk Maintenance. The line item #1.03 Free Wi-Fi Program will remain with a budget of \$5,440.00
    - j. Commissioner Juarez Sr. motions to approve Cleanslate for the 2022 SSA #25 sidewalk maintenance for a three day a week services, including weed spraying services. Commissioner Hernandez seconds; all approve.
    - k. Commissioner Juarez Sr. motions to move \$6,800 from line item # 1.03 Free Wi-Fi Program to line item # 2.08 Sidewalk Maintenance, Commissioner Hernandez seconds; all approve.
  
- SSA #25 2022 Landscaping Proposal's – ACTION ITEM
  - a. Two 2022 Landscaping Services proposals were received, Brightview Landscaping and Corisco Construction/Landscaping.
  - b. SSA #25 2022 Landscaping Services excel template with no vendor names was presented to the SSA #25 Commissioners.
  - c. Vendor #1 pricing for a four seasonal display is \$84,400/monthly cost of \$10,550 (April 1, 2022 to November 30, 2022 contract period).
  - d. Vendor #1 pricing for a three seasonal display is \$73,400/monthly cost of \$9,175 (April 1, 2022 to November 30, 2022 contract period).
  - e. Vendor #1 pricing for a two seasonal display is \$62,400/monthly cost of \$7,800 (April 1, 2022 to November 30, 2022 contract period).
  - f. Vendor #1 has 4-5 crew members.
  - g. Replacement cost for a planter container is \$1,500
  - h. Replacement plants will be covered for the first 10% theft cost then pricing will vary, depending on the Season.
  - i. Vendor #1 is not a LVCC member and not a local Little Village vendor or within SSA #25 boundaries, but 3 miles away from the Little Village area.
  - j. Vendor #1 has local employees within Little Village.
  - k. Vendor #1 has been in business since 1995 and references were received.
  - l. Vendor #1 works with other SSA's, Commercial areas, Corporate and Parks.
  - m. Vendor #2 pricing for a four seasonal display is \$82,240/monthly cost of \$10,280(April 1, 2022 to November 30, 2022 contract period).

- n. Vendor #2 pricing for a three seasonal display is \$73,490/monthly cost of \$9,186.25 (April 1, 2022 to November 30, 2022 contract period).
- o. Vendor #2 pricing for a two seasonal display is \$63,800/monthly cost of \$7,975 (April 1, 2022 to November 30, 2022 contract period).
- p. Vendor #2 has 6-8 crew members.
- q. Replacement cost for a planter container is \$1,175
- r. Replacement plants cost vary from \$12-\$65, depending on the Season.
- s. Vendor #2 is a LVCC member.
- t. Vendor #2 is not a local Little Village vendor or within the SSA #25 boundaries, but is 3.5 miles away from the Little Village area.
- u. Vendor #2 has local employees within Little Village.
- v. Vendor #2 has been in business since 2002 and references were received.
- w. Vendor #2 works with other SSA's, Commercial and business areas.
- x. Commissioner Duran has concerns with a vendor that had some challenges during their presentation with providing planter display visuals, on providing flower/plant names that he would be using. She is concern that the plants will be too small.
- y. Commissioner Duran says the previous vendor has been able to provide services as expected, she is a bit worried vendor #2 might not reach the expectations the SSA #25 is looking for.
- z. Blanca offered to work with vendor #2 at least twice a month to make sure they are fulfilling the SSA #25 Commissioners' expectations for 2022.
- aa. Blanca explains that when speaking with vendors, she mentioned the goal was to have vibrant/colorful full planters and not small flowers which will not be visible.
- bb. Commissioner Juarez Sr. agrees with Commissioner Duran, of the presentations was well put together and unfortunate the other vendor's presentation was not. He felt vendor #2 was not prepared and probably had some challenges as they might not be tech savvy.
- cc. Commissioner Juarez Sr. would like the SSA #25 Commissioners to be aware that one of the proposals submitted does come from a LV Chamber Member. He should be given the benefit and give him an opportunity as this will line with the work of the LVCC when supporting local businesses.
- dd. Corisco Construction has been a previous vendor in the past (2017/2018) and the SSA #25 felt that the service was not the best.
- ee. Commissioner Porrez reminds the SSA #25 Commissioners that one of the SSA #25 goals are to provide support to local businesses. He feels that we should give Corisco and opportunity for 2022.
- ff. Commissioner Rodriguez makes a comment if vendor #2 is given an opportunity again, can there be some verbiage added to the contract stating that the contract can end at any point if the SSA #25 Commission is not satisfied with the work. She does want to support a LV Member/LV business.
- gg. Commissioner Duran asked if Brightview is the company who handles the Holiday decorative tree at the Manuel Perez Jr. Memorial Plaza in December. Blanca replies, no it's McFarlane Douglass and Companies. McFarlane Douglass and Companies bid last year but has been really pricey, close to \$90,000, they did not bid this year.
- hh. Blanca mentioned, the SSA #25 Commissioners are obviously aware who vendor #1 and Vendor #2 are due to their previous history/work and details on the excel sheet.
- ii. Blanca feels like Corisco Construction has had time to better his services and is willing to work with him by checking in and making sure that the planter display are to the satisfaction of the SSA#25 Commision.
- jj. Commissioner Juarez Sr. said if we move in the route of selecting Corisco, that we should request QTR reports as we are the customers.
- kk. Commissioner Rodriguez asked about Brightview follow up on some additional pricing. Blanca mentioned that it was for extra out of scope work and they did not submit.
- ll. Commissioner Rodriguez asked about the cost for Landscaping.

- mm. Blanca mentioned 2022 current landscaping budget is \$65k and that in 2021 the SSA #25 had a two season display. Blanca feel that the Spring display would not be a good idea as April is right around the corner, by doing the Summer display, it allows the vendor enough time to prepare the planter containers and order the needed flowers/plants.
- nn. Commissioner Porrez says he thinks Summer and Fall would be the best two displays for 2022.
- oo. Commissioner Rodriguez agrees that a two display is ideal as it's in the budget.
- pp. Commissioner Porrez asked the rest of the Commissioners for their input on the Summer/Fall display. They all agree that the Summer/Fall display works.
- qq. After careful review and discussion between the SSA #25 Commissioners, Commissioner Juarez Sr. motions to approve Corisco Construction as the vendor to provide the SSA #25 2022 Landscaping services for the two seasonal display (Summer & Fall), total cost of \$63,800, Commissioner Duran seconds; all approve.

### **OLD BUSINESS**

- SSA #25 2021 Audit Update
  - a. SSA #25 auditor, Gustavo Vidal began the audit process on Friday, February 25, 2022. Mr. Vidal came into the LVCC/SSA #25 office and worked with the SSA #25 Program Director, Blanca Soto on general information needed. Mr. Vidal to send over new dates and times for the second office visit. Mr. Vidal was given all needed documentation requested (SSA #25 meeting minutes, financials reports, invoices, bank reconciliation, etc.)
- SSA #25 Commissioner Renewals Update
  - a. Commissioner Duran's SSA Commission application has been submitted and in process of being reviewed.
  - b. Commissioner Hernandez application was received this morning and will be forward over to Jennifer Magallanes at the City of Chicago this afternoon (3/9/22).
  - c. Commissioner Rodriguez renewal applications have yet to be received/submitted.
  - d. Blanca asks Commissioner Rodriguez to kindly send over her renewal application as soon as possible. Applications takes about 2/3 months for review and City Council approval.
  - e. Commissioner expiration date is 6/30/2022.
- SSA #25 Security Camera Rebate Program Update
  - a. Ivette and Blanca have been working on a SSA #25 Security Camera Rebate Program application DRAFT, copy provided to the SSA #25 Commissioners for review.
  - b. Application draft was also provided to Mark Roschen, City of Chicago Assistant Commissioner – SSA Program and SSA Program Manager, Farid Muhammadat for review.
  - c. Mark Roschen responded, The program details on the application look fine. The most important thing is to set defined application periods (like the SBIF Program) with defined application periods. These could be monthly. Within that period, all applications are eligible. If there are more applicants than funds, a lottery must be held to determine funding order. As long as this is followed, SSA #25 Commissioners are also eligible for the rebate.
  - d. Blanca informed the SSA #25 Commissioners that during the SSA City of Chicago training, she asked Mark if the SSA's are still able to shift funds from one line item to another. Mark said yes, but if the budget shows a \$0 in a specific Category that has a line item that needs funds, the budget will need to be amended.
  - e. For example, the SSA #25 2022 budget had a \$0 in the category 5.00 Safety programs. This category has the specific line item 5.01 Public Way Surveillance that needs funds in to be able to launch the Security Rebate Program. We would need to amend out SSA #25 2022 budget to move funds into this category.
  - f. Blanca explained to Mark that the SSA #25 Commissioners did vote and approve to shift funds from line item #1.02 Special Events to line item #5.01 Public Way Surveillance in

February's Commission meeting and meeting minutes were provided to him. Blanca asked if the funds need to be put back into its original line item # 1.02 Special Events and wait till the budget is amended before launching the program. Mark to follow up with me as soon as he gets clarification on his end.

- g. For clarification, Blanca explains to the SSA #25 Commissioners, there are seven categories in the SSA #25 budget (1.00 Customer Attractions/2.00 Public Way Aesthetics/3.00Sustainability and Public Places/4.00Economic Business Development/5.00 Safety Programs/6.00 SSA Management/7.00 Personnel). As long as there is funds inside the category, money can be moved, but if the category has no funds in it (in any lines items in that specific category) a budget amendment is needed.
  - h. Blanca will be following up with both Faris and Mark for updates on how to move forward.
  - i. Commissioner Menchaca agrees that there should be a set defined application period. These could be monthly, within that period, all applications are eligible.
- **Public Input**
    - a. Per SSA 2022 Commision Training on 3/3/2022, the Public Input portion on the agenda will be moved to the top of the SSA #25 Commission meeting agendas, right after the SSA #25 Commissioner roll call.
    - b. This will allow the public voice to be heard on matters pertaining to the work of the SSA#25 and or the Little Village Community and not sit through the entire SSA #25 monthly meetings, but are welcomed to stay/sit through the entire meeting.
    - c. The Commission will aim to limit this portion of the meeting to no more than 15 minutes.
    - d. Guidelines for public input will be added to the bottom of the SSA #25 Commission meeting agendas moving forward.
    - e. Commissioner Porrez comments due to past public attending the meetings and taking up the agenda time, it would be better to keep it at the end of the agenda portion.
    - f. Commissioner Porrez mentioned to table the public input shift to the top of the agenda to the next meeting to get Chairman, Moreno Jr's input.
    - g. All SSA #25 Vendor contracts approved by the SSA #25 Commissioners will need to be signed by the Service Provider Agency (Little Village Chamber of Commerce) Board President.

### **Meeting Adjourned**

- a. Commissioner Menchaca motions to adjourn the SSA#25 meeting at 9:55AM, Commissioner Villarreal seconds; all approve.