



SSA #25 Commission Meeting Minutes

April 23, 2025

LV Chamber Office

3610 W 26th Street, 2nd Floor Chicago, IL 60623

9:00 AM

- Welcome and Call Meeting to Order
 - a. Chairman Juarez Sr. calls the meeting to order at 9:10 am.
- SSA #25 Commissioner Roll Call
 - a. Commissioners in attendance: Elena Duran, Ric Porrez, Richard Juarez Sr., and Mike Moreno Jr.
 - b. Commissioners absent: None
 - c. Commissioners excused: Claudia Rodriguez
 - d. Staff in attendance: Jennifer Aguilar, Veronica Peña, Blanca Soto and Antonio Guillen (Via Zoom).
- Approval of Agenda
 - a. Commissioner Moreno Jr. motions to approve the agenda as presented; Commissioner Duran seconds. All approve.
- Public Input (review guidelines for public input below)
 - a. No public input
- Approval of SSA #25 March 18, 2025 Meeting Minutes
 - a. Commissioner Duran motions to approve the meeting minutes as presented, Commissioner Porrez Seconds; all approve.
- SSA #25 March 2025 Financial Reports
 - a. As of March 31, 2025, \$163,510.14 has been deposited into the SSA #25 bank account.
 - b. As of March 31, 2025, \$65,162.00 has been expensed.
 - c. Blanca mentions she will be working on the SSA #25 2026 budget draft/workplan and adding a request for a maximum 2026 carryover of 25% of the 2025 budget total, which is \$119,243.00 ($\$476,972 \times 25\% = \$119,243.00$).
 - d. Commissioner Moreno Jr. motions to approve the March 2025 financials as presented; Commissioner Duran Seconds; All approve.
- SSA #25 Payment Disbursement
 - a. Blanca reads the list of disbursement payment checks to the SSA #25 Commissioners, a total of two checks.
 - b. Commissioner Duran motions to approve the two disbursement checks Blanca mentioned. Commissioner Moreno Jr. Seconds; All approve.

NEW BUSINESS:

- SSA #25 2024 Audit – ACTION ITEM
 - Vidal & Associates

- a. Mr. Vidal begins to presents the SSA #25 Commissioners with the SSA #25 2024 Audit, starting with positive feedback on how smooth it went.
 - b. Mr. Vidal mentioned that SSA #25 earned more interest income than the prior year, and the bank account remains very healthy with a good amount of unused money.
 - c. Antonio Guillen and Mr. Vidal inquired about the possibility of reallocating some funds to open a CD account to earn higher interest.
 - d. Mr. Vidal noted that the trolley was the most significant difference compared to the previous year. Commissioner Duran added that they plan to have two trolleys for the 2025 season.
 - e. Antonio Guillen asked if it would be possible to sell advertisement spots on the sides of the trolleys. However, Chairman Juarez redirected the discussion to focus on the audit and suggested that the marketing topic be tabled for a future meeting.
 - f. As Mr. Vidal returns to the audit overview, he mentions nothing else to address since everything else was similar to the previous audit.
 - g. Commissioner Moreno Jr. suggested contacting the local Alderperson within the SSA #25 coverage area to support moving funds.
 - h. Blanca responded that there is a process in place to request up to 25% of the current budget as a carryover for the following year. She noted that all funds must be allocated to specific budget line items in order to be expensed. To ensure we receive correct information, Blanca will follow up with Mark Roschen, from the City's SSA Department.
 - i. Commissioner Duran asked Mr. Vidal if there were any findings in the SSA #25 2024 Audit, and Mr. Vidal responded, "No findings."
 - j. Commissioner Porrez motions to approve the SSA #25 2024 Audit presented by Mr. Gustavo Vidal, Auditor. Commissioner Moreno Jr. Seconds; All approve.
 - k. Blanca is to ensure the audit is submitted to the City of Chicago by the May 1, 2025, deadline.
- SSA #25 2025 QTR 1 Report – ACTION ITEM
 - a. Blanca presents the SSA #25 Qtr 1 report to the SSA #25 Commissioners and reviews the line items in detail.
 - b. Commissioner Porrez motions to approve the SSA #25 2025 QTR 1 report presented by Blanca; Commissioner Duran Seconds; all approve.
 - c. Blanca will upload the approved and signed QTR 1 report into the SharePoint portal by the 4/30/25 deadline.

OLD BUSINESS:

- SSA #25 Commissioner renewal updates
 - a. Commissioner Duran's application was delivered to Jennifer Magallanes at City Hall on Wednesday, April 2, 2025, for review.
 - b. Commissioner Rodriguez is currently completing her renewal application.
 - c. The new SSA Commissioner candidate, Hugo Avila was interviewed on Thursday, April 17, 2025 by the Service Provider Agency (Little Village Chamber of Commerce) Board President, Antonio Guillen, Executive Director, Jennifer Aguilar and Also in attendance in the interview process was SSA #25 Chairman Richard Juarez Sr., Veronica Peña and Blanca Soto.
 - d. Hugo Avila's SSA Commissioner application was emailed to Jennifer Magallanes at City Hall, and the hard copy was sent via courier service to be reviewed and presented during the next steps in the City of Chicago.

- SSA #25 May 20, 25 Commission Meeting
 - a. 26th Street Café, 3331 W 26th Street, 2nd Floor (Food Hero Culinary Kitchen)
 - b. Commissioner Duran requested a change in the meeting location due to difficulty accessing the upstairs space. Blanca will search for an alternative, more accessible location and will send an updated calendar invite. She will also update all relevant communications on the City and LVCC/SSA #25 websites.

MEETING ADJOURNED

- Commissioner Duran motions to adjourn the meeting at 10:02 AM. Commissioner Moreno Jr. 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 concerning the work of Little Village SSA #25. The commission is not required to provide immediate responses 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 who wish to speak. The Commission will aim to limit this portion of the meeting to 15 minutes or less.
- 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 notably:
 - No attendee may speak twice until everyone else who wishes 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