



SSA #25 Commission Meeting Minutes

Wednesday, June 8, 2022

Join Zoom Meeting

<https://us02web.zoom.us/j/87077702834?pwd=dVNSRDFBMBFV5UEsvazgrUIBXM2k3dz09>

Meeting ID: 870 7770 2834

Passcode: 443109

Dial In # 312-626-6799

9:00AM

- Welcome and Call Meeting to Order
 - a. Chairman Moreno Jr. calls the meeting to order at 9:06am

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: Mike Moreno Jr., Jose Hernandez, Pascual Villarreal, Elena Duran, Francisco Menchaca and Richard Juarez Sr.
 - b. Commisisoners absent: Claudia Rodriguez and Ric Porrez
 - c. Staff in attendance: Ivette Trevino, Blanca Soto and Sarai Guerrero
 - d. Public in attendance: None
- Approval of Agenda
 - a. Commisisoner Juarez Sr. motions to approve the SSA #25, 6/8/22 Commission meeting agenda as presented, Commissioner Menchaca second; all approve.
- Public Input (review guidelines for public input below)
 - a. No public imput
- Approval of SSA #25 April 13 & May 11, 2022 Meeting Minutes
 - a. Commissioner Juarez Sr. motions to approve the SSA #25 April 13,2022 meeting minutes as presented and the no qorum 5/11/22 meeting notation, Commissioner Duran seconds; all approve.
- Approval of SSA #25 April & May 2022 Financial Reports
 - P&L, Balance Sheet
 - Expense Tracking Budget
 - a. As of 5/31/22 \$179,989.32 has been deposited to the SSA #25 bank account.
 - b. As of 5/31/22 \$53,469.62 has been expensed out.
 - c. Payment checks to be cut and mailed out are Vidal & Associates for \$2,520.00 (2021 audit services), Independent Recycling for \$475.29, LVCC reinbursemtn/used Ivcc credit card \$469.00 (graffiti removal product), Cleanslate \$10,563.45 (April Sidewalk maintenance and 92 liner replacemnts).
 - d. Commissioner Menchca asked if we forsee any cash flow shortages or slow pay on property tax payments this year.
 - e. Blanca informed Commissioner Menchaca about the meeting held on 4/7/22 with Assistant Commissioner – SSA Program, Mark Roschen to answer any questions or concerns anyone might have in regards to the late tax collections. Existing funds in the SSA bank account may be spent down as long as the line item expenses do not exceed what has been approved by your commission and the total expenses do not exceed the total budget authorized in the 2022 budget ordinance. Previous -Year/late tax collections will continue to be disbursed.

- f. Commisisoner Menchaca was a bit confused as why not allocate funds in the bank account to allocate more funds into the budget categories. It was explained that the only funding the SSA #25 Commissioners can use are the only allocated on our current 2022 budget. When funds are not completely used, the SSA #25 can request to have the funds carried over to the following year.
- g. SSA #25 has received \$179,989.32 for the 2022 budget and is available. The purpose of the monthly SSA #25 budget tracking log is to keep a close eye on the expenses and see when and if there will be a need to use some of the other funds currently in ther account from prior years.
- h. Blanca informs Commisisoner Menchaca that the SSA #25 has always done a good job executing their annual budgets and deliverables with a carry over of \$37k from the prior year.
- i. Chairman Moreno Jr. informs Commisisoner Menchaca that every year the budget will be around the same amount of the current budget, with at times a bit under or a bit over with an approved carry over.
- j. Commisisoner Juarez Sr. had a question in regards to future budgets and asked if he can bring it up now or at another specific item.
- k. Blanca mentioned we can move it to the next item on the angenda which will be covering the budget and work plan.
- l. Commisisoner Menchaca motions to approve the SSA #25 financials as presented, Commisisoner Juarez Sr. Seconds; all approve.

NEW BUSINESS:

- SSA #25 2023 WorkPlan/Budget – ACTION ITEM
 - a. Commisisoner Juarez Sr. asked about something he heard in the news in regards to Mayor Lori Lightfoot was either considering or moving forward with requesting money from the SSA’s for repairs on the City blue line, brown line and another area of transportation. Would this impact our future budgets?
 - b. Blanca said she had not heard anything in regards to that specific topic, but she can connect with alderman Rodriguez and provide us with more information/update.
 - c. Chairman Moreno Jr. mentions that something like that would need to be approved by City Council not the Mayor or Alderman because the SSA budget is separate and funds can’t just be pulled out without proper approval or even notifying the SSA’s in advance. He has not heard this information either, it’s the first time he hears of it.
 - d. Blanca walks the SSA #25 Commissioners throught the SSA #25 2023 budget/workplan
 - e. 1.00 Customer Attraction 2023 budget is \$90,140 (Website, Special Events, Social Media, Decorative Banners, Holiday Decorations and Print Materials)
 - f. 2.00 Public Way Aesthetics 2023 budget is \$159,000 (Landscaping, Streetscape elements, Public Art, Sidewalk Maintenance and City Permits)
 - g. 3.00 Sustainability and Public Places 2023 budget is \$6,000 (Garbage/Recycling)
 - h. 5.00 Public Health and Safety Proframs 2023 budget is \$10,000 (Public Way Surveillance/Security Camera Rebates)
 - i. 6.00 SSA Management budget is \$14,700 (Shared expense cost:audit, bookkeeping, utilities, office supplies, equipment, Property insurance, meetings and postage)
 - j. 7.00 Personnel 2023 budget is 80,738 (LVCC Personnel)
 - k. Total SSA #25 2023 budget is \$360,578
 - l. Commisisoner Juarez Sr. motions to approve the SSA #25 2023 Budget & Workplan, Commissioner Duran seconds;all approve.
- SSA #25 2023 Services – ACTION ITEM
 - a. Commissioner Juarez Sr. motions to approve the SSA #25 2023 services as indicated in the SSA #25 Work Plan as presented, Commisisoner Hernandez seconds; all approve.
- SSA #25 2023 Services – Service Provider Agency - ACTION ITEM
 - Little Village 26th Street Area Chamber of Commerce
 - a. Commissioner Hernandez motions to approve the Little Village 26th Street Area Chamber of Commerce as the Service Provider Agency for the SSA #25 for 2023, Commissioner Villarreal seconds; all approve.

- New Life Little Village Grito 5k Run Sponsorship Proposal
 - a. El Grito 5k will be on September 11, 2022, the race will take place on the 26th Street business corridor at 10:00am.
 - b. Sponsorship levels are from \$500 - \$5,000, Blanca walks the SSA #25 Commissioners through the different type of sponsorship opportunity levels.
 - c. The SSA #25 has sponsored this amazing event in the past.
 - d. Commissioner Duran ask if the Little Village Chamber of Commerce is also sponsoring the event, Blanca informs that the LVCC is also sponsoring.
 - e. Commissioner Juarez Sr. motions to approve the New Life Centers “El Grito 5k” with an amount of \$5,000, Commissioner Duran Seconds; all approve
- SSA #25 Fiestas Patrias Street Pole Banners
 - a. With the LVCC Parade coming back this year on 9/11/2022, SSA #25 is looking to add some decorative banners (169 banners) in the 26th street business corridor. Pricing will include artwork, printing and installation cost.
 - b. The LVCC/SSA #25 did some research and requested pricing from some vendors.
 - c. Three price quotes were received.
 - d. Britten Inc’s proposal came in at \$25,658.75
 - e. Chicago Event Graphics proposal came in at \$14,956.50
 - f. Holiday Outdoor Décor proposal came in at \$22,201.00
 - g. Chairman Moreno Jr. says he likes the Chicago Event Graphics design exhibit “A” just centering the eagle in the middle and making the logo more round instead of oval.
 - h. Commissioner Juarez Sr. echoes what Chairman Moreno Jr. said and adds that he really likes the bottom of the logo background section from being a bit darker and going lighter on top, it fades on top. If we manage to get that and the eagle in the center, it would be great.
 - i. Commissioner agrees that the color transition is a good touch, there is a better flow on the color.
 - j. Commissioner Duran asked if it would be an issue that we like Britten banner design and go with a different vendor for pricing. Blanca informs Commissioner Duran that all vendors were asked to provide the similar design and Chicago Event Graphics did provide a very similar design as Britten’s with just more options on the eagle position and logo outlining.
 - k. Commissioner Duran like Chicago Event Graphics, exhibit A sample.
 - l. Commissioner Duran motions to approve Chicago Event Graphics proposal at \$14,956.50, Commissioner Hernandez seconds; all approve.
 - m. Banner will be installed by 9/1/2022

OLD BUSINESS

- SSA #25 Commissioner Renewals
 - a. Commissioner Rodriguez still needs to submit her application into the City of Chicago, term will expire on June 30, 2022.
 - b. Commissioner Duran and Hernandez are still pending at the City of Chicago.
 - c. Commissioner Duran adding to the agenda under Old Business.
 - d. Commissioner Duran attended a event on Saturday and when making her way back on the 26th street corridor she noticed the garbage containers overflowing with trash. She thinks it would be a good idea for the LV Chamber to connect with the Street and Sanitation staff as the SSA #25 can only do so much. This is the work of more than just the SSA #25. Garbage pick up needs to be done more often to avoid similar issues.
 - e. Commissioner Duran also mentioned that Cleanslate has been behind their time schedule. She is worried as there has been a great history of their performance and not sure if they are understaffed.
 - f. Blanca to reach out to Cleanslate for a meeting and will invite the SSA #25 Commissioners to attend if available.
 - g. Blanca to also reach out to Streets and Sanitation and Alderman Rodriguez office for a meeting to discuss garbage pick up.
 - h. Commissioner Juarez Sr mentioned that he noticed while driving in 26th Street that some trash receptacles are on stand and others are on the ground and some look newer than others.
 - i. Blanca reminds Commissioner Juarez Sr. that the SSA #25 Commissioners approved a portion of the trash receptacles to be brought down from the stand to the ground and replenished in late 2021.

- j. Not all receptacles have been refurbished or brought down from the stand, looking to do the rest in portions.
- k. Commisisoner Juarez Sr. also mentioned that other neighborhood planters have bloomed and he noticed the SSA #25 planters have not bloomed and had to get closet to actually see the plants in the container.
- l. Blanca mentioned she has been in constanct contact with Corisco Construction as she has also noticed that the flowers have not bloomed and are too small. Nicolas Lopez mentioned that flowers are being stolen and is currently going around to check the containers for replacements. Blanca feels that the prior vendor was a bit faster on the turn around to replace missing/stolen flowers.
- m. Blanca will reach out to Corisco Construction for a meeting request to address the questions and concerns.
- n. Chairman Moreno Jr. thanks that SSA #25 Commisisoners for bringing up their concerns.
- SSA #25 July Commissioner Meeting
 - a. Blanca will be on vacation mid July and would like to move the July 13th meeting to either July 6th or July 7th at 9:00am via zoom.
 - b. Commisisoners agreed to move the July SSA #25 commisison meeting from 7/13 to 7/6, same time of 9:00am via zoom.
 - c. Blanca to update the date on the LVCC/SSA #25 website

Commisisoner Duran motions to adjourn the SSA #25 Commisison meeting at 10:08am, 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 Commisisoner roll call has been made
 - The oppourtunity 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