



SSA #25 Commission Meeting Minutes  
November 21, 2023  
Wintrust Bank/Conference Room  
(3354 W 26<sup>th</sup> Street, Chicago, IL.60623)

**9:00AM**

- Welcome and Call Meeting to Order
  - a. Meeting called to order at 9:16am
- SSA #25 Commissioner Roll Call
  - a. Commissioners in attendance: Richard Juarez Sr, Elena Duran, Claudia Rodriguez, Ric Porrez
  - b. Commissioners absent: Mike Moreno Jr., Jose Hernandez, Francisco Menchaca
  - c. Staff in attendance: Jennifer Aguilar and Sarai Guerrero
- Approval of Agenda
  - a. Commissioner Porrez motions to approve the SSA #25 11/21/23 meeting agenda as presented, Commissioner Duran seconds; all approve.
- Public Input (review guidelines for public input below)
  - a. Public in attendance: None
- Approval of SSA #25 October 17, 2023 meeting minutes
  - a. Commissioner Rodriguez motions to approve the October 17, 2023 meeting minutes as presented, Commissioner Porrez seconds; all approve.
- SSA #25 October 2023 Financial Reports
  - a. As of 10/31/23 \$241,471.82 has been received
  - b. As of 10/31/23 \$227,787.44 has been expensed out from the \$360,578.00 annual budget.
  - c. Commissioner Duran inquires about the income statement, specifically questioning the inclusion of property tax revenue figures from both 2017 and 2021. This query is directed towards Blanca Soto and awaits her response upon her return.
  - d. Commissioner Juarez seeks clarification on whether there is a designated timeframe for expensing the annual revenue or if it has the flexibility to be carried over. The response to this inquiry will be furnished in the upcoming meeting.
  - e. Approval of Financials
  - f. Commissioner Porrez motions to approve the SSA #25 October 2023 financials as presented, Commissioner Rodriguez seconds; all approve.

**NEW BUSINESS**

- SSA #25 Budget Shift
  - a. Request to shift \$2k from line item # 1.06/Holiday Decorations to line item # 6.02/Audit to cover the additional audit fees as Blanca Soto mentioned at the September 2023 meeting.
  - b. Commissioner Porrez motions to approve the budget shift as requested, Commissioner Rodriguez seconds; all approve.
- SSA #25 Quarter #3 Report
  - a. Jennifer Aguilar presented the Quarter #3 report noting that the actual and target numbers could be found on the right side of the report.
  - b. Website- Number of visits to homepage
    - i. Target: 800

- ii. Actual: 13,554
    - iii. Commissioner Porrez asks if we are able to track for how long each visitor remains on the homepage of the website to be shared in future meetings.
  - c. Special Events: number of events supported
    - i. Target: 1
    - ii. Actual: 1
  - d. Social Media Outreach: Number of Facebook and Instagram Posts
    - i. Target: 90
    - ii. Actual: 266
  - e. Decorative Banners- Number of banners installed
    - i. Target: 169
    - ii. Actual: 169
  - f. Print Materials- Number of print materials distributed
    - i. Target: 500
    - ii. Actual: 400
  - g. Landscaping- Number of planters serviced
    - i. Target:1,992
    - ii. Actual:1,992
  - h. Streetscape Elements- number of replaced/new trash receptacles installed
    - i. Target:10
    - ii. Actual: 4
    - iii. Commissioner Rodriguez asked if we had additional trash receptacles to replace the one that went missing from Kedzie Ave & 25th St.
    - iv. Jennifer Aguilar mentioned that to her knowledge there were no additional SSA #25 red trash receptacles left in storage. Therefore we would need to purchase new receptacles to replace missing or damaged receptacles moving forward.
    - v. Jennifer Aguilar shares that in other communities Aldermanic wards are responsible for purchasing trash receptacles and suggests that we reach out to our Aldermen to request they assist in purchasing new receptacles.
    - vi. Commissioner Juarez agrees and suggests that we set up a meeting with Alderman Byron Sigcho-Lopez for commissioners to discuss this topic with him.
  - i. Sidewalk Maintenance- Number of trash receptacles serviced
    - i. Target: 1,656
    - ii. Actual: 1,656
  - j. Garbage/ Recycling Material Program- Number of trash recycling bags collected
    - i. Target: 500
    - ii. Actual: 10,023
    - iii. Commissioner Rodriguez suggests that the number of trash bags collected is higher than usual due to the increase in street vendors setting up in the commercial corridor as most of them dispose of their trash in the sidewalk trash receptacles instead of a dumpster.
    - iv. Commissioner Juarez asks Commissioners to send him an email regarding any concerns and complaints regarding the increasing trash issue. Commissioner Juarez also asks for a compiled summary of the trash issue.
  - k. Safety Improvement Program- Cameras installed
    - i. Target: 2
    - ii. Actual: 0
- SSA #25 2024 Commission Meeting Schedule
  - a. Jennifer Aguilar presents the SSA #25 Commission meeting schedule for 2024 for approval.
  - b. Commissioner Porrez suggested removing the December 2024 meeting from the schedule due to its proximity to the holiday season.
  - c. Commissioners decide to table this discussion for next month's meeting.

- Brightview Landscaping, Jose Arreguin
  - a. Jose Arreguin is the Brightview Landscape account manager for SSA #25
  - b. Jose presented examples for hanging flower baskets that can be installed on our street poles for the upcoming year following a request from Blanca Soto.
  - c. Jose has presented options that exhibit durability and sturdiness, with the added advantage of being adjustable to accommodate a range of street poles. This flexibility allows for potential reuse of the hanging baskets in the event of a street pole update.
  - d. Commissioner Juarez requested Brightview Landscaping to provide commissioners with a presentation with more information regarding the hanging baskets including a breakdown of pricing and installation costs.
  - e. Jennifer Aguilar encouraged Commissioners to share any feedback they may have regarding Brightview Landscaping's work during the past year.
  - f. Commissioner Duran shared that they had many issues with the planters, especially the plant selection. The plants were dried out making the planters look terrible.
  - g. Jose suggested that next year we should reconsider doing a fall flower selection, because they only last a couple of weeks and that is why they are dried now.
  - h. Jose suggested we do a summer and winter rotation instead for 2024.
  - i. Commissioner Duran shared that the fall flower selection did not bloom, and therefore did not look good.
  - j. Jose shared that he received similar feedback from another client regarding the flowers not blooming.
  - k. Commissioner Juarez has requested Brightview Landscaping to take a proactive approach in addressing issues before they escalate, emphasizing the importance of resolving situations before they become problematic. This directive is particularly crucial, given that there have been other complaints related to a similar issue with their other clients.
  - l. Commissioner Duran asked Brightview to remove the dried out flowers as soon as possible before the Christmas decorations were installed at the Manuel Perez Jr Plaza.
  - m. Jose mentioned that he would review the RFP to see if removal was included, however he would remove the plants from the planters regardless.
  - n. Jose mentioned that Blanca had asked to see options for new ground planters. He has several options he will present in the near future.
  - o. Commissioner Juarez asks for a Brightview discussion to be added to next month's agenda to continue the discussion regarding planters, baskets and the continuation of services.

**OLD BUSINESS:**

- SSA #25 Commission Officers
  - a. Commissioner Juarez inquired about the Secretary position being vacant.
  - b. The Secretary position has been vacant for a while and the Commission needs to select a new Secretary.
  - c. Commissioner Duran nominates herself for the Secretary position.
  - d. Commissioner Porrez motions to approve Commissioner Duran as Secretary, Commissioner Rodriguez seconds; all approve.
  - e. Commissioner Juarez mentions the need to recruit new commissioners and encourages current commissioners to tap into their networks to nominate eligible recruits.
- SSA #25 Commissioner renewal updates
  - a. Commissioners Appointed by the Mayor: Rodriguez and Juarez Sr.
  - b. Commissioners still in review process: Moreno Jr.
  - c. Commissioner Porrez still needs to submit a renewal application.
  - d. Commissioner Juarez asks for a report of 2023 commissioner attendance for his review during next month's meeting.
- SSA #25 Commission Meeting, December 19, 2023 location – Nuevo Leon Restaurant
  - a. Last/Annual SSA #25 Commission meeting is scheduled for 12/19 at Nuevo Leon Restaurant

- Commissioner Rodriguez motions to end the November SSA #25 Commission meeting. Commissioner Porrez seconds; all in favor.

**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 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 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