

SCHEDULE B: 2014 SSA BUDGET WORKSHEET

Chicago Department of Housing and Economic Development

| Insert SSA # 33 / Wicker Park Bucktown | | SSA Chairperson: David Ginople | | | | Date: 9/24/2013 | | | | |
|---|--|--------------------------------|---|------------|---|-------------------------------|---|------------------|---|---------------|
| Service Provider Agency: The Wicker Park & Bucktown Chamber of Commerce | | Agency Contact: Adam Burck | | | | | | | | |
| 1.00 Advertising & Promotion | | 2013 Levy | + | Carry Over | + | Late Collections and Interest | = | 2014 Budget | <u>Explanation</u> Description of costs, Subcontractor name if known, etc. Make sure entry matches Work Plan | CITY COMMENTS |
| 1.01 | Website and/or Social Media | \$1,000 | | | | | = | \$1,000 | maintain SSA website, Arts webpage on WPBCC website | |
| 1.02 | Public and/or Media Relations | \$30,000 | + | | + | | = | \$30,000 | Annual neighborhood guide, vendor TBD, PR firm to promote WPB events, services | |
| 1.03 | Special Events | \$58,500 | + | | + | | = | \$58,500 | Special events and sponsorship of festivals such as Wicker Park Fest, Do Division, Green Music Fest, Open Streets, CIMM Fest | |
| 1.04 | Display Advertising | \$500 | + | | + | | = | \$500 | Display ads to promote SSA in neighborhood vendors TBD | |
| 1.05 | Print Materials | \$500 | + | | + | | = | \$500 | C reate a leave behind sheet about SSA services and posters promoting SSA events vendor TBD | |
| 1.06 Community Grants | | \$40,000 | + | | + | | = | \$40,000 | WPB Community Grant Program | |
| SUBTOTAL | | \$130,500 | + | \$0 | + | | = | \$130,500 | | |
| 2.00 Public Way Maintenance | | 2013 Levy | + | Carry Over | + | Late Collections and Interest | = | 2014 Budget | <u>Explanation</u> Description of costs, Subcontractor name if known, etc. Make sure entry matches Work Plan | CITY COMMENTS |
| 2.01 | Sidewalk Cleaning | \$155,000 | + | | + | | = | \$155,000 | Contract with Cleanslate to sweep sidewalks, top of garbage cans, empty 34 city cans and 10 WPB cans, 6X per weeks, 10 recycling cans | |
| 2.02 | Sidewalk Snow Plowing | \$80,000 | + | | + | | = | \$80,000 | Contract with multiple vendors (TBD) to remove snow on sidewalks during snow events of 1" accumulation or more | |
| 2.03 | Sidewalk Power Washing | | + | | + | | = | \$0 | power-washing the plazas in the neighborhood if necessary vendor TBD | |
| 2.04 | Acid Etching Removal and/or Prevention | \$20,000 | + | | + | | = | \$20,000 | Supplemental graffiti removal program with Cleanslate to remove graffiti on street furniture, light poles, etc vendor TBD | |
| SUBTOTAL | | \$259,000 | + | \$0 | + | | = | \$259,000 | | |

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| | 2013 Levy | + | Carry Over | + | Late Collections and Interest Income | = | 2014 Budget | Explanation Description of costs, Subcontractor name if known, etc. Make sure entry matches Work Plan | CITY COMMENTS |
|---|------------------|---|-----------------|---|--------------------------------------|---|------------------|--|---------------|
| 3.00 Public Way Aesthetics | | | | | | | | | |
| 3.01 Streetscape Elements (includes capital, installation, maintenance, repair) | \$20,000 | + | | + | | = | \$20,000 | Maintaining fences and street furniture will improve overall image of the area. Pedestrian improvements greatly improve the safety of business owners, residents and visitors to the district, safer and more accessible streets encourage more walking in the neighborhood, visitors and public transportation use will increase. | |
| 3.02 Decorative Banners and/or Holiday Decorations | \$40,000 | + | \$25,000 | + | | = | \$65,000 | Holiday decorations and placemaking banners (vendor TBD) | |
| 3.04 Public Art | \$45,000 | + | \$10,000 | + | | = | \$55,000 | Continue public arts program including murals and sculptures, artist and vendors TBD | |
| 3.05 Landscaping (plants, watering, etc.) | \$95,000 | + | | + | | = | \$95,000 | Landscape maintenance and tree care contracts with Christy Webber and Bartlett Tree Experts | |
| SUBTOTAL | \$200,000 | + | \$35,000 | + | | = | \$235,000 | | |

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| 4.00 Tenant Retention/Attraction | 2013 Levy | + | Carry Over | + | Late Collections and Interest | = | 2014 Budget | <u>Explanation</u> Description of costs, Subcontractor name if known, etc. Make sure entry matches Work Plan | CITY COMMENTS |
|---|----------------|---|------------|---|-------------------------------|---|----------------|--|----------------------|
| 4.01 Data Collection | \$500 | + | | + | | = | \$500 | Updates to property database and other field survey work. Vendor TBD | |
| 4.02 Site Marketing (Materials, Services, etc.) | \$500 | + | | + | | = | \$500 | Vacancy Directory, housed on WPBCC website. | |
| SUBTOTAL | \$1,000 | + | \$0 | + | | = | \$1,000 | | |

| 5.00 Façade Improvements | 2013 Levy | + | Carry Over | + | Late Collections and Interest | = | 2014 Budget | <u>Explanation</u> Description of costs, Subcontractor name if known, etc. Make sure entry matches Work Plan | CITY COMMENTS |
|---|-----------------|---|------------|---|-------------------------------|---|-----------------|--|----------------------|
| 5.01 Façade Enhancement Program - Rebates | \$10,000 | + | | + | | = | \$10,000 | Continue façade rebate program | |
| 5.05 Graffiti Abatement | \$10,000 | + | | + | | = | \$10,000 | Graffiti abatement program- reimburse businesses for removing graffiti and applying protective film to windows | |
| 5.06 [write over this with other as relevant] | | + | | + | | = | \$0 | | |
| SUBTOTAL | \$20,000 | + | \$0 | + | | = | \$20,000 | | |

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| | 6.00 Parking/Transit/Accessibility | 2013 Levy | + | Carry Over | + | Late Collections and Interest Income | = | 2014 Budget | <u>Explanation</u> Description of costs, Subcontractor name if known, etc. Make sure entry matches Work Plan | CITY COMMENTS |
|------|--|----------------|---|-----------------|---|--------------------------------------|---|-----------------|--|---------------|
| 6.01 | Parking Facility (Lease, Management, etc.) | | + | | + | | = | \$0 | | |
| 6.02 | Parking Fee Subsidy | | + | | + | | = | \$0 | | |
| 6.03 | Valet (Auto or Bicycle) | | + | | + | | = | \$0 | | |
| 6.04 | Bicycle Transit Enhancements | \$5,000 | + | \$20,000 | + | | = | \$25,000 | bike racks | |
| 6.05 | Public Transit Enhancements | | + | | + | | = | \$0 | | |
| | SUBTOTAL | \$5,000 | + | \$20,000 | + | | = | \$25,000 | | |

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| Service Provider Agency: The Wicker Park & Bucktown Chamber of Commerce | | Agency Contact: Adam Burck | | | | | | | |
| 7.00 Safety Programs | 2013 Levy | + | Carry Over | + | Late Collections and Interest Income | = | 2014 Budget | Explanation Description of costs, Subcontractor name if known, etc. Make sure entry matches Work Plan | CITY COMMENTS |
| 7.01 Public Way Surveillance Cameras/Maintenance | | + | | + | | = | \$0 | | |
| 7.02 Security Services | | + | | + | | = | \$0 | | |
| 7.06 Bike Safety Programs | \$500 | + | | + | | = | \$500 | bike safety programs | |
| SUBTOTAL | \$500 | + | \$0 | + | | = | \$500 | | |

| 8.00 SSA District Planning | 2013 Levy | + | Carry Over | + | Late Collections and Interest Income | = | 2014 Budget | Explanation Description of costs, Subcontractor name if known, etc. Make sure entry matches Work Plan | CITY COMMENTS |
|---|-----------------|---|------------|---|--------------------------------------|---|-----------------|---|---------------|
| 8.01 SSA Designation | \$75,000 | + | | + | | = | \$75,000 | Continue community outreach about SSA benefits and services, SSA reconstitution | |
| 8.02 Commission Development (Policy Governance, Training, etc.) | | + | | + | | = | \$0 | | |
| 8.03 Strategic Planning | | + | | + | | = | \$0 | | |
| 8.04 Master Planning | | + | | + | | = | \$0 | | |
| 8.05 Economic Impact Study, Market Study, Branding Study etc. | \$1,000 | + | | + | | = | \$1,000 | market study update | |
| 8.06 Parking/Transit Plan | | + | | + | | = | \$0 | | |
| SUBTOTAL | \$76,000 | + | \$0 | + | | = | \$76,000 | | |

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| Service Provider Agency: The Wicker Park & Bucktown Chamber of Commerce | | Agency Contact: Adam Burck | | | | | | | | | | |
| 9.00 Other Technical Assistance | 2013 Levy | + | Carry Over | + | Late Collections and Interest | = | 2014 Budget | <u>Explanation</u> Description of costs, Subcontractor name if known, etc. Make sure entry matches Work Plan | CITY COMMENTS | | | |
| 9.01 Wifi District Infrastructure/Maintenance | | + | | + | | = | \$0 | | | | | |
| SUBTOTAL | \$0 | + | \$0 | + | | = | \$0 | | | | | |
| Columns K & L must match | | | | | | | | | | | | |
| 10.00 Personnel | 2013 Levy | + | Carry Over | + | Late Collections and Interest Thereon | = | K. 2014 Budget | L. Cost Allocation Plan Amount | % | Admin Portion (Column K x Column M) | List below: a) a brief description of person's SSA work b) the SSA Budget Categories the person works on | CITY COMMENTS |
| SUBTOTAL | \$196,499 | + | \$0 | + | | = | \$196,499 | \$196,499 | | | | |

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| 11.00 Admin Non-Personnel | | 2013 Levy | + | Carry Over | + | Late Collections and Interest Income | = | Columns K & L must match | | Explanation (description of costs, subcontractor name, etc.) | CITY COMMENTS |
|---------------------------|------------------------------------|-----------------|---|------------|---|--------------------------------------|---|--------------------------|--------------------------------|--|---------------|
| | | | | | | | | K. 2014 Budget | L. Cost Allocation Plan Amount | | |
| 11.01 | SSA Annual Report | \$9,000 | + | | + | | = | \$9,000 | \$9,000 | Create an annual report that will be mailed to all stakeholders about the achievements of WPB in 2014 | |
| 11.02 | SSA Audit | \$5,000 | + | | + | | = | \$5,000 | \$5,000 | Work with Sasseti for annual audit | |
| 11.03 | Bookkeeping | \$1,000 | + | | + | | = | \$1,000 | \$1,000 | Payroll services | |
| 11.04 | Office Rent | \$22,000 | + | | + | | = | \$22,000 | \$22,000 | 50% of cost of office rental, shared with the Chamber | |
| 11.05 | Office Utilities | \$6,500 | + | | + | | = | \$6,500 | \$6,500 | 50% of the cost of office utilities, shared with the Chamber | |
| 11.06 | Office Supplies | \$3,000 | + | | + | | = | \$3,000 | \$3,000 | 50% of the cost of office supplies, shared with the Chamber | |
| 11.07 | Office Equipment Lease/Maintenance | \$3,000 | + | | + | | = | \$3,000 | \$3,000 | 50% of the cost of leasing and maintaing office equipment such as copier, printer, scanner | |
| 11.08 | Office Printing | \$3,500 | + | | + | | = | \$3,500 | \$3,500 | the cost of printing paperwork in the office | |
| 11.09 | Postage | \$600 | + | | + | | = | \$600 | \$600 | the cost of mailings such as bills, correspondance and also including delivery of information | |
| 11.10 | Meeting Expense | \$4,000 | + | | + | | = | \$4,000 | \$4,000 | the cost of the room rental and other meeting necessities for the Commission meetings and various meetings throughout the year | |
| 11.11 | Subscriptions/Dues | \$2,000 | + | | + | | = | \$2,000 | \$2,000 | American Planning Association, certification maintenance (includes training and development) | |
| 11.12 | Banking Fees | \$2,000 | + | | + | | = | \$2,000 | \$2,000 | interest fees associated with the organization's line of credit | |
| 11.13 | Monitoring/Compliance | \$2,500 | + | | + | | = | \$2,500 | \$2,500 | legal fees and compliance | |
| 11.14 | Other: Computer Assistance | \$3,000 | + | | + | | = | \$3,000 | \$3,000 | the cost of occasional assistenace with computer problems | |
| 11.15 | Other- Recycling | \$500 | + | | + | | = | \$500 | \$500 | in-office paper recycling and shredding service | |
| 11.16 | Other- Insurance | \$1,800 | + | | + | | = | \$1,800 | \$1,800 | general liability / Workers Comp / Etc. | |
| 11.17 | Other: | | + | | + | | = | \$0 | \$0 | | |
| SUBTOTAL | | \$69,400 | + | \$0 | + | | = | \$69,400 | \$69,400 | | |

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| 12.00 Loss Collection 5.0% | 2013 Levy | + | Carry Over | + | Late Collections and Interest Income | = | 2014 Budget | Explanation How Loss Collection Was Calculated | CITY COMMENTS |
|---|-----------|---|------------|---|--------------------------------------|---|-------------|--|---------------|
| 12.01 Loss Collection (Unpaid Taxes) % Loss Collection = Budgeted Loss Collection/2012 Levy | \$50,000 | + | | + | | = | \$50,000 | | |

| 13.00 Late Collections and Interest Income Thereon | 2013 Levy | + | Carry Over | + | Late Collections and Interest Income Thereon | = | 2014 Budget | Explanation For Previous Years Taxes and Interest Income | CITY COMMENTS |
|---|-----------|---|------------|---|--|---|-------------|--|--|
| 13.01 5% of last year's levy for Late Collections and Interest Income Thereon | | + | | + | \$57,000 | = | \$57,000 | | Any funds collected for this category can be shifted to another funded category following budget amendment |

| | 2013 Levy | + | Carry Over | + | Late Collections and Interest Income Thereon | = | 2014 Budget | Explanation How Carry Over (Cell I 147) Was Calculated | CITY COMMENTS |
|----------------|-------------|---|------------|---|--|---|-------------|--|--|
| SUMMARY | \$1,007,899 | + | \$55,000 | + | \$57,000 | = | \$1,119,899 | | 2012 Audit Carry over = \$234,397. 2013 Budgeted carry over = \$60,500 |

| | |
|---|--------------------|
| 2014 TOTAL BUDGET: | \$1,119,899 |
| Total Agency Compensation (Personnel for Programs + Personnel for Admin + Admin Non-Personnel) | \$265,899 |
| Personnel for Programs (Personnel - Personnel for Admin): | \$196,499 |
| Personnel for Admin: | \$0 |
| Admin Non-Personnel: | \$69,400 |
| Total Admin (Personnel for Admin + Admin Non-Personnel): | \$69,400 |

| | | | |
|---|--------------|---|----------------------|
| Admin % of 2012 Levy (not total Budget): | 6.89% | The City has capped Admin at 20% of the 2012 Levy. Using Levy rather than the total Budget is new in 2013. The City will review requests for Admin costs exceeding 20% on a case by case basis. | CITY COMMENTS |
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| | Explanation for Admin costs exceeding 20% (if applicable). | | |