

SCHEDULE B: 2013 SSA BUDGET WORKSHEET

Chicago Department of Housing and Economic Development

SSA #33 / WPB		SSA Chairperson: David Ginople		Date: 5/25/12				
Service Provider Agency: The Wicker Park Bucktown Chamber of Commerce		Agency Contact: Adam Burck						
1.00 Advertising & Promotion		2012 Levy	+	Carry Over	=	2013 Budget	Explanation 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, vendor TBD	
1.02	Public and/or Media Relations	\$35,500				\$35,500	Annual neighborhood guide, vendor TBD, PR firm to promote WPB events, services	
1.03	Special Events	\$45,500				\$45,500	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	Continue to produce Arts Guide and create a leave behind sheet about SSA services vendor TBD	
1.06 Grants		\$70,000				\$70,000	WPB Community Grant Program	
1.07 [write over this with other as relevant]						\$0		
1.08 [write over this with other as relevant]						\$0		
SUBTOTAL		\$153,000	+	\$0	=	\$153,000		

2.00 Public Way Maintenance		2012 Levy	+	Carry Over	=	2013 Budget	Explanation 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 33 cans, 6X per weeks	
2.02	Sidewalk Snow Plowing	\$125,000				\$125,000	Contract with multiple vendors (TBD) to remove snow on sidewalks during snow events of 1" accumulation or more	
2.03	Sidewalk Power Washing	\$15,000				\$15,000	power-washing the Polish Triangle for the marketplace 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	
2.05	Equipment Purchase/Maintenance					\$0		
2.06	Supplies					\$0		
2.07	Storage Fees					\$0		
2.08	Liability/Property Insurance					\$0		
2.09 Neighborhood & Commercial Recycling		\$4,000				\$4,000	Offer free community paper shredding and electronics recycling days 5x per year vendor TBD	
2.10 [write over this with other as relevant]						\$0		
2.11 [write over this with other as relevant]						\$0		
SUBTOTAL		\$319,000	+	\$0	=	\$319,000		

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3.00 Public Way Aesthetics	2012 Levy	+	Carry Over	=	2013 Budget	<u>Explanation.</u> Description of costs, Subcontractor name if known, etc. Make sure entry matches Work Plan	CITY COMMENTS
3.01 Streetscape Elements (includes capital, installation, maintenance, repair)	\$52,500	+	\$25,000	=	\$77,500	Upgrade streetscape, including new benches and the MWW intersection landscaping, (\$40,000), Division St and North Ave fence maintenance (\$15,000) vendor TBD, Pedestrian improvements including unique crosswalks, upgrades to neighborhood "gateways"	
3.02 Decorative Banners and/or Holiday Decorations	\$60,000	+	\$10,000	=	\$70,000	Holiday decorations and placemaking banners (vendor TBD)	
3.03 Wayfinding/Signage		+		=	\$0		
3.04 Public Art	\$67,000	+	\$5,000	=	\$72,000	Continue public arts program including murals and sculptures, artist and vendors TBD	
3.05 Landscaping (plants, watering, etc.)	\$119,000	+	\$5,000	=	\$124,000	Landscape maintenance and tree care contracts with Christy Webber and Bartlett Tree Experts	
3.06 Equipment Purchase/Maintenance		+		=	\$0		
3.07 Supplies		+		=	\$0		
3.08 Storage Fees		+		=	\$0		
3.09 Liability/Property Insurance		+		=	\$0		
3.10 Landscape Inventory (hosting and training)	\$1,000	+		=	\$1,000	Maintain Landscape and tree inventory- vendors TBD	
3.11 [write over this with other as relevant]		+		=	\$0		
3.12 [write over this with other as relevant]		+		=	\$0		
SUBTOTAL	\$299,500	+	\$45,000	=	\$344,500		

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4.00 Tenant Retention/Attraction		2012 Levy	+	Carry Over	=	2013 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	Suggested edits
4.02	Site Marketing (Materials, Services, etc.)	\$500	+		=	\$500	Vacancy Directory, housed on our website. Vendor TBD	Suggested edits - is "Business Directory" a vacancy listing?
4.03	Pre-Development Services		+		=	\$0		
4.04 [write over this with other as relevant]			+		=	\$0		
4.05 [write over this with other as relevant]			+		=	\$0		
4.06 [write over this with other as relevant]			+		=	\$0		
SUBTOTAL		\$1,000	+	\$0	=	\$1,000		

5.00 Façade Improvements		2012 Levy	+	Carry Over	=	2013 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	\$15,000	+	\$5,000	=	\$20,000	Continue façade rebate program	
5.02	Awning Program - Rebates		+		=	\$0		
5.03	Signage Removal Program - Rebates		+		=	\$0		
5.04	Program Costs (applications, etc.)		+		=	\$0		
5.05 Graffiti Abatement Program		\$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		\$25,000	+	\$5,000	=	\$30,000		

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6.00 Parking/Transit/Accessibility		2012 Levy	+	Carry Over	=	2013 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	\$15,000	+	\$10,000	=	\$25,000	Continue bicycling parking program with bike racks and on-street bike parking vendor TBD	
6.05	Public Transit Enhancements		+		=	\$0		
6.06	Supplemental Transit (Shuttle, Trolley, etc.)		+		=	\$0		
6.07	Equipment Purchase/Maintenance		+		=	\$0		
6.08	Supplies		+		=	\$0		
6.09	Storage Fees		+		=	\$0		
6.10	Liability/Property Insurance		+		=	\$0		
6.11 [write over this with other as relevant]			+		=	\$0		
6.12 [write over this with other as relevant]			+		=	\$0		
6.13 [write over this with other as relevant]			+		=	\$0		
SUBTOTAL		\$15,000	+	\$10,000	=	\$25,000		

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7.00 Safety Programs	2012 Levy	+	Carry Over	=	2013 Budget	<u>Explanation</u> 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		
7.03 Safety Improvement Program - Rebates		+		=	\$0		
7.04 Program Costs (applications, etc.)		+		=	\$0		
7.05 Lighting, Tree Pruning		+		=	\$0		
7.06 Bike safety program	\$4,500	+		=	\$4,500	Work with Active Transportation Alliance, Bike Ambassadors and Police Districts on Bike Light Giveaways, Bike to Work Week.	
7.07 [write over this with other as relevant]		+		=	\$0		
SUBTOTAL	\$4,500	+	\$0	=	\$4,500		

8.00 SSA District Planning	2012 Levy	+	Carry Over	=	2013 Budget	<u>Explanation</u> Description of costs, Subcontractor name if known, etc. Make sure entry matches Work Plan	CITY COMMENTS
8.01 SSA Designation	\$2,500	+		=	\$2,500	Continue community outreach about SSA benefits and services	
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.		+		=	\$0		
8.06 Parking/Transit Plan		+		=	\$0	Pedestrian improvements including unique crosswalks, upgrades to neighborhood "gateways"	
8.07 [write over this with other as relevant]		+		=	\$0		
8.08 [write over this with other as relevant]		+		=	\$0		
8.09 [write over this with other as relevant]		+		=	\$0		
SUBTOTAL	\$2,500	+	\$0	=	\$2,500		

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9.00 Other Technical Assistance		2012 Levy	+	Carry Over	=	2013 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					
9.02	[write over this with other as relevant]		+		=	\$0					
9.03	[write over this with other as relevant]		+		=	\$0					
9.04	[write over this with other as relevant]		+		=	\$0					
SUBTOTAL		\$0	+	\$0	=	\$0					
Columns K & L must match											
10.00 Personnel		2012 Levy	+	Carry Over	=	K. 2013 Budget	L. Cost Allocation Plan Amount	% for admin	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
10.08	0		+		=	\$0	\$0		\$0		
10.09	0		+		=	\$0	\$0		\$0		
10.10	0		+		=	\$0	\$0		\$0		
SUBTOTAL		\$187,408	+	\$0	=	\$187,408	\$187,408		\$0		

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11.00 Admin Non-Personnel		2012 Levy	+	Carry Over	=	Columns K & L must match		Explanation (description of costs, subcontractor name, etc.)	CITY COMMENTS
						K. 2013 Budget	L. Cost Allocation Plan Amount		
11.01	SSA Annual Report	\$15,000	+		=	\$15,000	\$15,000	Create an annual report that will be mailed to all stakeholders about the achievements of WPB in 2013	
11.02	SSA Audit	\$5,000	+		=	\$5,000	\$5,000	Work with ACT Group 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	\$9,000	+		=	\$9,000	\$9,000	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	\$4,500	+		=	\$4,500	\$4,500	50% of the cost of leasing and mainting 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	\$3,250	+		=	\$3,250	\$3,250	the cost of the room rental and other meeting necessities for the Commission meetings and various meetings throughout the year	
11.11	Subscriptions/Dues	\$2,500	+		=	\$2,500	\$2,500	American Planning Association, certification maintenance (includes training and development)	
11.12	Banking Fees	\$2,500	+		=	\$2,500	\$2,500	interest fees associated with the organization's line of credit	
11.13	Monitoring/Compliance	\$1,500	+	\$500	=	\$2,000	\$2,000	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	\$875	+		=	\$875	\$875	general liability / Workers Comp / Etc.	
11.17	Other:		+		=	\$0	\$0		
SUBTOTAL		\$77,725	+	\$500	=	\$78,225	\$78,225		

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12.00 Loss Collection 6.1%	2012 Levy	+	Carry Over	=	2013 Budget	Explanation How Loss Collection Was Calculated	CITY COMMENTS
12.01 Loss Collection (Unpaid Taxes) % Loss Collection = Budgeted Loss Collection/2012 Levy	\$70,000	+		=	\$70,000	If the second tax bill is late, or if all of the taxes are not collected, a 6.1% loss collection protects the SSA from having to draw on the line of credit to meet its service obligations. This is lower than the 2012 budget because a 12.7% loss collection was part of the cause of a very large carry-over in the past.	

	2012 Levy	+	Carry Over	=	2013 Budget	Explanation How Carry Over (Cell I 147) Was Calculated	CITY COMMENTS
SUMMARY	\$1,154,633	+	\$60,500	=	\$1,215,133	This carry-over is approximately 5% of the budget, which is a reasonable amount to expect to carry-over. It is close to the amount of carry-over that the SSA has had in past years.	2012 Budget amendment proposes allocating all of Carry Over listed in 2011 Audit

2013 TOTAL BUDGET:	\$1,215,133
Total Agency Compensation (Personnel for Programs + Personnel for Admin + Admin Non-Personnel):	\$265,633
Personnel for Programs (Personnel - Personnel for Admin):	\$187,408
Personnel for Admin:	\$0
Admin Non-Personnel:	\$78,225
Total Admin (Personnel for Admin + Admin Non-Personnel):	\$78,225

						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
Admin % of 2012 Levy (not total Budget):					6.77%		
Explanation for Admin costs exceeding 20% (if applicable).							