

**Naper Settlement Operating Plan
CY24 - CY25**

Account Description	2024 City Approved Budget	% Increase CY24 to CY25	2025 City Proposed Budget
Revenue			
General Property Tax Support	3,897,251	0.00%	3,897,251
Operational Transfer	1,000,000	2.00%	1,020,000
Earned Revenue			
Special Events	0		35,420
Gate Admissions	44,800	0.00%	44,800
Public Programming	148,500	-2.74%	144,425
Tours	6,400	48.44%	9,500
School Services	166,905	2.65%	171,328
Weddings	84,220	0.00%	84,220
Other Rentals	96,815	4.03%	100,715
Total Earned Revenue	547,640	7.81%	590,408
Total Revenue	5,444,891	1.15%	5,507,659
Use of Fund Balance			2,769
Total Funding	5,444,891		5,510,428
Expenses			
Salaries	2,907,371	4.10%	3,026,522
Benefits	991,171	-7.34%	918,455
Support Services	453,357	-1.21%	447,850
Professional Services	70,911	-7.05%	65,911
Property Services	454,021	13.15%	513,715
Contractual Services	183,223	1.77%	186,473
Supplies	268,294	-7.57%	247,972
City Chargebacks	184,543	-7.05%	171,530
Vacancy Factor	(68,000)	0.00%	(68,000)
Total Operating Expenditures	5,444,891	1.20%	5,510,428
Net Income	0		0
CIP's- Technology	632,000	-100.00%	0
CIP's - Building Improvements	503,750	-20.99%	398,000
Total CIP Expenditures	1,135,750	-64.96%	398,000
Total Expenditures	6,580,641	-10.22%	5,908,428

CY25 Budget NS Proposed

Revenue

Account	Description	CY24 City Approved Budget	CY25 City Proposed Budget	Difference from CY24 to CY25	Comments
5100-32-00-411106	Current/Settlement	\$ 3,897,251	\$ 3,897,251	\$ -	Tax levy request flat.
5100-32-00-699101	Operational Transfer	\$ 1,000,000	\$ 1,020,000	\$ 20,000	Yearly increase of 2% written into code by City Finance for operational transfer.
5100-32-00-441101	Special Events	\$ -	\$ 35,420	\$ 35,420	\$35.4 k Farmers Market.
5100-32-00-449101	Gate Admissions	\$ 44,800	\$ 44,800	\$ -	
5100-32-00-449102	Public Programming	\$ 148,500	\$ 144,425	\$ (4,075)	Revenue as follows: \$118.1 k Camp Naper Summer; \$4 k Blacksmith Classes; \$2.5 k Escape Room; \$1 k Spring Fling Scouts \$1 k Guided Group Tours/Naperville History Speaks public speaking programs; \$500 Unvarnished and corporate workshops; \$500 Off site adult programming; \$16 k additional Ag/IG programming. \$35 k for Farmers Market moved to NS special events.
5100-32-00-449103	Tours	\$ 6,400	\$ 9,500	\$ 3,100	Revenue as follows: Summer time travel tour \$7 k. Additional \$2.4k per Ag/Ig Proforma.
5100-32-00-449104	School Services	\$ 166,905	\$ 171,328	\$ 4,423	Revenue as follows: \$3.6 k Hunt for History-450 students \$8; \$9.6 k Living History onsite-1,200 students \$8; \$11.2 k History Station onsite-1400 students, \$8; \$80 k Time Travel-10 k students, \$8; \$4.8 k Field Watchers-600 students, \$8; \$2.6 k UGRR virtual-15 classes, \$175; \$1.5 k Lessons in Resilience virtual-10 classes, \$150; \$58 k additional from AG/IG proforma.
5100-32-00-449105	Weddings	\$ 84,220	\$ 84,220	\$ -	Revenue as follows: \$14 k in chapel buyout revenue from other rentals; \$56 k in weddings rentals; \$14 k in wedding showcase revenue.
5100-32-00-449106	Other Revenue	\$ 96,815	\$ 100,715	\$ 3,900	Revenue as follows: \$6.6 k Food Truck Fest; \$11.5 k Art Fair; \$8.9 k Ale Fest; \$14 k Festa Italiana; \$6.6 k Food Truck Fest #2; \$8 k Naper Pride; \$44 k in additional IG rentals. Other rentals also generate \$14 k in chapel buyout revenue reflected in the Weddings revenue.
	Fund Balance	\$ -	\$ 2,769	\$ 2,769	\$2.8 k increase in Fund Balance use to cover net between increase in anticipated salaries and decrease in benefits based on current and projected selections.
Total Revenue		\$ 5,444,891	\$ 5,510,428	\$ 62,768	

Expenses

Account	Description	CY24 City Approved Budget	CY25 City Proposed Budget	Difference from CY24 to CY25	Comments
Salaries					
5110-32-00-511100	Regular Pay	\$ 1,192,743	\$ 1,139,708	\$ (53,035)	\$110 k Increase. Includes 3.5% City increases.

Account	Description	CY24 City Approved Budget	CY25 City Proposed Budget	Difference from CY24 to CY25	Comments
5134-32-00-511100	Regular Pay	\$ 169,690	\$ 175,629	\$ 5,939	
5139-32-00-511100	Regular Pay	\$ 209,734	\$ 217,074	\$ 7,340	
5142-32-00-511100	Regular Pay	\$ 598,790	\$ 638,793	\$ 40,003	
5143-32-00-511100	Regular Pay	\$ 312,182	\$ 200,940	\$ (111,242)	
5144-32-00-511100	Regular Pay	\$ 385,592	\$ 606,676	\$ 221,084	
5110-32-00-511121	Temporary Pay	\$ 13,440	\$ 20,702	\$ 7,262	Reflects minimum wage increase to \$15 an hour from \$14. Includes Farmer's Market Specialist.
5142-32-00-511121	Temporary Pay	\$ 25,200	\$ 27,000	\$ 1,800	Minimum wage increase to \$15 an hour from \$14.
Total		\$ 2,907,371	\$ 3,026,522	\$ 119,151	
Benefits					
5110-32-00-521141	IMRF	\$ 86,875	\$ 74,027	\$ (12,848)	IMRF decrease of \$4 k.
5134-32-00-521141	IMRF	\$ 11,573	\$ 12,399	\$ 826	
5139-32-00-521141	IMRF	\$ 14,304	\$ 15,325	\$ 1,021	
5142-32-00-521141	IMRF	\$ 40,837	\$ 45,099	\$ 4,262	
5143-32-00-521141	IMRF	\$ 21,291	\$ 14,186	\$ (7,105)	
5144-32-00-521141	IMRF	\$ 33,117	\$ 42,831	\$ 9,714	
5110-32-00-522151	Medicare	\$ 18,633	\$ 15,504	\$ (3,129)	Medicare decrease of \$2 k.
5134-32-00-522151	Medicare	\$ 2,461	\$ 2,547	\$ 86	
5139-32-00-522151	Medicare	\$ 3,041	\$ 3,148	\$ 107	
5142-32-00-522151	Medicare	\$ 9,048	\$ 9,654	\$ 606	
5143-32-00-522151	Medicare	\$ 4,527	\$ 2,914	\$ (1,613)	
5144-32-00-522151	Medicare	\$ 7,041	\$ 8,797	\$ 1,756	
5110-32-00-522152	Social Security	\$ 80,983	\$ 66,293	\$ (14,690)	Overall decrease of \$11 k.
5134-32-00-522152	Social Security	\$ 10,521	\$ 10,889	\$ 368	
5139-32-00-522152	Social Security	\$ 13,003	\$ 13,459	\$ 456	
5142-32-00-522152	Social Security	\$ 38,687	\$ 41,279	\$ 2,592	
5143-32-00-522152	Social Security	\$ 19,355	\$ 12,458	\$ (6,897)	
5144-32-00-522152	Social Security	\$ 30,107	\$ 37,614	\$ 7,507	
5110-32-00-627160	Employer Contributions/Medical	\$ 168,708	\$ 118,978	\$ (49,730)	Decrease of \$52 k based on 6.9% rate increase, and current and projected selections.
5134-32-00-627160	Employer Contributions/Medical	\$ 31,325	\$ 33,475	\$ 2,150	
5139-32-00-627160	Employer Contributions/Medical	\$ 42,538	\$ 55,097	\$ 12,559	
5142-32-00-627160	Employer Contributions/Medical	\$ 57,886	\$ 63,397	\$ 5,511	
5143-32-00-627160	Employer Contributions/Medical	\$ 96,869	\$ 63,629	\$ (33,240)	
5144-32-00-627160	Employer Contributions/Medical	\$ 90,315	\$ 100,424	\$ 10,109	
5110-32-00-627170	Employer Contributions/Dental	\$ 9,272	\$ 7,637	\$ (1,635)	Decrease of \$2.4 k based on 3.3% rate increase, and current and projected selections.
5134-32-00-627170	Employer Contributions/Dental	\$ 1,714	\$ 1,770	\$ 56	
5139-32-00-627170	Employer Contributions/Dental	\$ 2,097	\$ 2,582	\$ 485	
5142-32-00-627170	Employer Contributions/Dental	\$ 2,863	\$ 3,145	\$ 282	
5143-32-00-627170	Employer Contributions/Dental	\$ 4,857	\$ 2,861	\$ (1,996)	
5144-32-00-627170	Employer Contributions/Dental	\$ 5,220	\$ 5,617	\$ 397	
5110-32-00-627180	Employer Contributions/Unemploy	\$ 2,200	\$ 2,000	\$ (200)	Decrease of \$100.
5134-32-00-627180	Employer Contributions/Unemploy	\$ 200	\$ 200	\$ -	
5139-32-00-627180	Employer Contributions/Unemploy	\$ 300	\$ 300	\$ -	
5142-32-00-627180	Employer Contributions/Unemploy	\$ 2,000	\$ 2,100	\$ 100	
5143-32-00-627180	Employer Contributions/Unemploy	\$ 400	\$ 300	\$ (100)	
5144-32-00-627180	Employer Contributions/Unemploy	\$ 600	\$ 700	\$ 100	
5110-32-00-627190	Employer Contributions/Life in	\$ 1,440	\$ 1,216	\$ (224)	Decrease of \$150.
5134-32-00-627190	Employer Contributions/Life in	\$ 197	\$ 204	\$ 7	
5139-32-00-627190	Employer Contributions/Life in	\$ 243	\$ 252	\$ 9	
5142-32-00-627190	Employer Contributions/Life in	\$ 695	\$ 741	\$ 46	
5143-32-00-627190	Employer Contributions/Life in	\$ 362	\$ 233	\$ (129)	
5144-32-00-627190	Employer Contributions/Life in	\$ 563	\$ 704	\$ 141	
5110-32-00-627200	Employer Contributions/Wcomp	\$ 22,903	\$ 22,470	\$ (433)	
Total		\$ 991,171	\$ 918,455	\$ (72,716)	

Support Services

Account	Description	CY24 City Approved Budget	CY25 City Proposed Budget	Difference from CY24 to CY25	Comments
5134-32-00-531309	Other Professional Services	\$ 265,895	\$ 302,505	\$ 36,610	Cleaning contract has a \$37 k increase.
5139-32-00-531309	Other Professional Services	\$ 22,888	\$ 22,888	\$ -	
5142-32-00-531309	Other Professional Services	\$ 17,500	\$ 10,500	\$ (7,000)	\$2.5 k Celebrate Naperville \$3.5 k Camp speakers \$2.5 k Museum Goers survey \$750 Guest speakers \$1.2 k Spring Fling
5143-32-00-531309	Other Professional Services	\$ 17,450	\$ 22,750	\$ 5,300	Increase is due to \$8.8 k exhibition interactive.
5110-32-00-531312	Software and Hardware Maint	\$ 45,242	\$ 57,487	\$ 12,245	Increase due to \$13 k for Volunteer Hub.
5142-32-00-531312	Software and Hardware Maint	\$ 5,820	\$ 5,820	\$ -	
5110-32-00-541410	Technology Hardware	\$ 40,112	\$ 5,000	\$ (35,112)	\$5 k for TV's/Hardware for conference room.
1610-32-00-541410	Technology Hardware	\$ 17,850	\$ -	\$ (17,850)	Computer refresh now a part of City CIP.
5134-32-00-531303	Equipment Maintenance	\$ 5,000	\$ 5,000	\$ -	Equipment maintenance for Bob Cat utility car, Bob Cat cart, EZ Go, 980 Truck, and Genie lift. \$1 k a piece.
5143-32-00-532320	Rental Fees	\$ 3,600	\$ 3,600	\$ -	\$3.6 k storage fee for the SWAT vehicle.
1510-32-00-532316	Administrative Service Fees	\$ 12,000	\$ 12,300	\$ 300	\$12.3 k for credit card fee.
Total		\$ 453,357	\$ 447,850	\$ (5,507)	
Professional Services					
5110-32-00-531309	Other Professional Services	\$ 70,911	\$ 65,911	\$ (5,000)	\$35 k Master Site Plan. \$16.3 k Holiday Lighting for Chapel, Martin Michell Mansion, Innovation Gateway and tree. \$9.2 k Farmers Market speakers, bands and city services.
Total		\$ 70,911	\$ 65,911	\$ (5,000)	
Property Services					
5134-32-00-531302	Buildings and Grounds Maint	\$ 427,973	\$ 484,541	\$ 56,568	Regular yearly maintenance increases: •\$6 k increase for landscaping contract; •\$2 k in fire/bug/sprinkler repairs & replacements; •\$15 k increase for snow removal; •\$7 k increase for HVAC repairs. \$207,784 in deferred and planned maintenance: •\$4k Mansion - south lower level stairs, plaster damage; •\$12 k Chapel - architect fees; •\$12 k Chapel - storm window repairs on east side; •\$45 k Daniel House - roof replacement; •\$47 k Halfway House - roof replacement; •\$45 k Meeting House - 1st floor custom wood faux graining, plaster repairs; •\$37 k Hobson House - Exterior paint.
5134-32-00-542416	Water and Sewer	\$ 26,048	\$ 29,174	\$ 3,126	12% increase per city.
Total		\$ 454,021	\$ 513,715	\$ 59,694	
Contractual Services					
5110-32-00-531305	HR Service	\$ 1,319	\$ 1,392	\$ 73	Increase due to ADP screening fee increasing to \$33.
5139-32-00-531310	Printing Service	\$ 43,295	\$ 43,417	\$ 122	Additional printing costs for Farmers Market.
5143-32-00-531310	Printing Service	\$ 4,300	\$ 6,000	\$ 1,700	2 exhibits: Kroehler and AG
5139-32-00-532313	Advertising	\$ 78,455	\$ 79,955	\$ 1,500	\$1.5 k Farmers Market advertising.
5142-32-00-532313	Advertising	\$ 1,920	\$ 1,420	\$ (500)	\$1.5 k Fair Farms advertising moved to Marketing advertising.
5110-32-00-532314	Education and Training	\$ 20,488	\$ 20,488	\$ -	Includes \$7.5 k for tuition reimbursement.
5110-32-00-532315	Dues and Subscriptions	\$ 10,422	\$ 10,825	\$ 403	Due to increase in subscription pricing.
5142-32-00-532315	Dues and Subscriptions	\$ 200	\$ 200	\$ -	
5110-32-00-532319	Postage and Delivery	\$ 2,897	\$ 2,804	\$ (93)	
5139-32-00-532319	Postage and Delivery	\$ 19,264	\$ 19,264	\$ -	
5110-32-00-542412	Internet	\$ 663	\$ 708	\$ 45	
Total		\$ 183,223	\$ 186,473	\$ 3,250	
Supplies					
5110-32-00-531310	Printing Service	\$ 3,279	\$ 1,773	\$ (1,506)	Includes \$618 NS letterhead and envelopes and \$1 k NS business cards.
5142-32-00-532318	Other Expenses	\$ 700	\$ 700	\$ -	
5110-32-00-541406	Office Supplies	\$ 7,900	\$ 7,000	\$ (900)	
5110-32-00-541407	Operating Supplies	\$ 12,000	\$ 8,051	\$ (3,949)	Includes \$400 for wedding showcase supplies, \$5 k for logowear and \$2.5 k for radio supplies.

Account	Description	CY24 City Approved Budget	CY25 City Proposed Budget	Difference from CY24 to CY25	Comments
5134-32-00-541407	Operating Supplies	\$ 61,367	\$ 56,266	\$ (5,101)	
5139-32-00-541407	Operating Supplies	\$ 500	\$ 500	\$ -	Includes camera supplies; batteries, lighting.
5142-32-00-541407	Operating Supplies	\$ 19,750	\$ 20,750	\$ 1,000	Expenses include the following: \$2 k field trip supplies; \$3.5 k coal, wood, iron; \$7.5 k camp supplies; \$500 Spring Fling supplies; \$800 supplies for Holly Jolly days and Trick or Treat; \$1.8 k Celebrate Naperville supplies; \$3 k Camp t shirts; \$400 Escape room supplies; \$1 k supplies for new school programs.
5143-32-00-541407	Operating Supplies	\$ 34,928	\$ 27,928	\$ (7,000)	\$7 k decrease due to moving dollars to Other Professional Services and Printing to cover expenses.
5143-32-00-541410	Technology Hardware	\$ 4,741	\$ 4,741	\$ -	Includes Catalogue It and lapel microphones for oral history interviews.
5134-32-00-542411	Electric	\$ 78,484	\$ 86,333	\$ 7,849	10% increase per city.
5134-32-00-542413	Natural Gas	\$ 44,645	\$ 33,930	\$ (10,715)	24% decrease per city.
Total		\$ 268,294	\$ 247,972	\$ (20,322)	
Capital Outlay for CIP **					
5134-22-00-551500	Building Improvements	\$ 503,750	\$ 398,000	\$ (105,750)	\$398 k NS052 Preservation HVAC Improvements (DM).
5134-22-00-551504	Technology	\$ 632,000	\$ -	\$ (632,000)	
		\$ 1,135,750	\$ 398,000	\$ (737,750)	
City Chargebacks					
5110-32-00-698730	Transfer Out	\$ 177,889	\$ 163,802	\$ (14,087)	\$13 k decrease based on City submission.
5134-32-00-698730	Transfer Out	\$ 6,654	\$ 7,728	\$ 1,074	
Total		\$ 184,543	\$ 171,530	\$ (13,013)	
Vacancy Factor					
5110-32-00-511131	Other Compensation	\$ (68,000)	\$ (68,000)	\$ -	
Total		\$ (68,000)	\$ (68,000)	\$ -	
Total Expenses		\$ 6,580,641	\$ 5,908,428	\$ (672,213)	
NET SURPLUS/(DEFICIT)		\$ (1,135,750)	\$ (398,000)	\$ 734,981	
TOTAL OPERATING EXPENSES		\$ 5,444,891	\$ 5,510,428		
NET SURPLUS/(DEFICIT) Operating		\$ -	\$ (0)		

*\$207,784 in B&G Maintenance is Deferred and Planned Maintenance

Capital Outlay for CIP includes:

**\$398,000 in Capital Outlay for CIP is Deferred Maintenance

Preservation HVAC Improvements (DM) \$398,000

Naper Settlement

CY25

Planning Assumptions

Revenue

Tax Levy – The tax levy request is remaining flat in 2025 at \$3,897,251.

Operational Transfer - Yearly increase of 2% written into code by City Finance for operational transfer.

Special Events - Increase of \$35,420 due to separating Farmers Market revenue into its own account number.

Public Programming – Decrease of \$4,075 due to moving Farmers Market revenue to Special Events revenue. Increase of \$19,000 for camp and \$16,000 for additional AG/IG programs.

Tours – Increase of \$3,100 due to summer time travel trip tours.

School Services – Increase of \$4,423 based on additional school field trips from AG/IG proforma.

Other Rentals – Increase of \$3,900 due to additional IG rentals. 6 large scale rentals are projected.

Use of Fund Balance - \$2,769

Total Revenue - \$5,510,428

Expenses

Salaries- Budgeted for a 4.10% increase. Includes 3.5% city increase. Minimum wage increase to \$15 an hour from \$14 for temporary positions.

Medical & Dental- Decrease of \$52,642 based on an 6.9% rate increase for medical and 3.3% rate increase for dental and current and projected staff selections.

IMRF- Decrease of \$4,128.

Total Salary and Benefits- Increase of \$46,435.

Support Services- Decrease of \$5,507 due to the following: \$18,000 in computer refresh fees going through as a City wide CIP in 2025, \$36,610 increase in cleaning contract, \$5,300 increase

in Curatorial other professional services for exhibition interactive, \$12,245 increase in Admin software and hardware maintenance for Volunteer Hub.

Professional Services- Decrease of \$5,000. Line includes the following: \$35,000 master site plan, \$16,322 for holiday lighting and \$9,200 for Farmers Market speakers and bands.

Property Services- Increase of \$59,694 due to regular yearly maintenance increases.

Contractual Services- Increase of \$3,250 due to \$73 increase in ADP screening fee, \$122 increase in printing for Farmers Market, \$1,700 increase in printing for Kroehler and AG exhibit, \$1,500 increase in Farmers Market advertising, and \$403 increase in subscriptions.

Supplies- Decrease of \$20,322 due to the following; \$1,506 decrease in admin printing, \$3,949 decrease in admin operating supplies, \$5,101 decrease in B&G operating supplies, \$1,000 increase in LE operating supplies for programs, \$7,000 decrease in curatorial operating supplies, \$7,849 increase in electric due to 10% increase per city and \$10,715 decrease in gas due to a 24% decrease per city.

Total Operating Expenses - \$5,510,428

CIP's Building Improvements – \$398,000 NS052 Preservation HVAC Improvements (DM)

Total CIP Expenses - \$398,000

Total Expenses- \$5,908,428

CY25 Budget- NS

Expenses over \$10,000

<u>Account</u>	<u>Account Description</u>	<u>Company</u>	<u>Description</u>	<u>Amount</u>
5134-32-00- 531302	Buildings & Grounds Maint	Fox Valley	Fire, Burglar/Security, Interior Sprinkler System repairs, replacements, unanticipated extra work	\$ 10,623
5134-32-00- 531302	Buildings & Grounds Maint	Midwest Mechanical	Residential HVAC - All Other NS Site Buildings.	\$ 16,680
5134-32-00- 531302	Buildings & Grounds Maint	Oakbrook Mechanical	Commercial HVAC - PEH, MMM, Chapel, Fort Hill now on commercial contract for P/M Service	\$ 52,000
5134-32-00- 531302	Buildings & Grounds Maint	Total Automation Concepts	PEH/MMM TAC Controls P/M - Qtr. Insp. & unplanned repairs	\$ 15,495
5134-32-00- 531302	Buildings & Grounds Maint		Snow Removal	\$ 50,000
5134-32-00- 531302	Buildings & Grounds Maint	Twin Oaks	Mowing, Landscape Maintenance Contract	\$ 57,968
5134-32-00- 531302	Buildings & Grounds Maint	Kramer Tree Services	Tree Trimming and fertilization	\$ 12,000
5134-32-00- 531302	Buildings & Grounds Maint	CVG	Chapel: Architect fees	\$ 12,000
5134-32-00- 531302	Buildings & Grounds Maint	Garland	Daniels House: Roof replacement	\$ 45,000
5134-32-00- 531302	Buildings & Grounds Maint	Garland	Halfway House: Roof Replacement	\$ 47,000
5134-32-00- 531302	Buildings & Grounds Maint	Bob Jung	Meeting House 1st FL. custom wood faux graining, plaster repairs	\$ 45,000
5134-32-00- 531302	Buildings & Grounds Maint	Robe Inc.	Hobson House Exterior Paint	\$ 36,730
5134-32-00-541407	Operating Supplies		Janitorial supplies	\$ 14,000
5134-32-00-541407	Operating Supplies		Picnic tables	\$ 11,011
5134-32-00-531309	Other Professional Services	JP Superior	JP Superior	\$ 302,505
5134-32-00-542411	Electric		Electric	\$ 86,333
5134-32-00-542416	Water & Sewer		Water & Sewer	\$ 29,174
5134-32-00-542413	Gas		Natural Gas Charges	\$ 33,930
5110-32-00-531309	Other Professional Services	Davidoff	Master Site Plan	\$ 35,000
5110-32-00-531309	Other Professional Services		Holiday Lighting	\$ 16,322
5110-32-00-531212	Software & Hardware Maintenance	Blackbaud	Blackbaud	\$ 26,607
5110-32-00-531212	Software & Hardware Maintenance	Volunteer Hub	Volunteer Hub	\$ 13,306
5110-32-00-531212	Software & Hardware Maintenance		Yearly Digital File Storage	\$ 10,000
5110-32-00-542410	Technology Hardware	City of Naperville	Computer Refresh	\$ 18,000
5143-32-00-514407	Operating Supplies		Exhibit cases & gallery renovation supplies for '25 exhibit	\$ 15,283
5139-32-00-531310	Printing Service		Printing of Seasonal Program Guides	\$ 35,000
5139-32-00-532319	Postage & Delivery	USPS	Postage and mailing of Seasonal Guides	\$ 18,000
5139-32-00-532313	Advertising		Farmer's Market Advertising	\$ 11,135
5139-32-00-532313	Advertising		Museum General Gate Admission	\$ 10,365
5139-32-00-532313	Advertising		HOA Monthly Newsletters	\$ 10,000
5139-32-00-532313	Advertising		Kroehler Exhibit Promotion	\$ 15,000
5139-32-00-532313	Advertising	Facebook	Facebook ads for Public Programs	\$ 10,000

**NAPER SETTLEMENT CIP
2025**

Department	Request Title	Project Number	FY2025
NAPER SETTLEMENT	Preservation HVAC Improvements - Multi-Building (DM)	NS052	\$ 398,000

Preservation HVAC Improvements - Multi-Building (DM)

Overview

Request Owner	Ashley Amanti, Financial Specialist
Est. Start Date	01/01/2025
Est. Completion Date	11/30/2029
Department	NAPER SETTLEMENT
Type	Capital Improvement

Description

The preservation of the Martin Mitchell Mansion and other Settlement historic and modern structures that house and display artifacts is an ongoing, integral part of the museum's mission. This multi-year HVAC deferred maintenance improvement project is designed to incorporate planned environmental engineering recommendations for life-cycle equipment replacement. As existing systems age, they continue to be more costly to operate and maintain, and staff recommend this prioritized HVAC equipment operating system improvement approach. In 2025, the HVAC replacement for Century Memorial Chapel will cost around \$398,000 including \$64,000 for additional software controls. The Fort Hill Storage Facility HVAC is scheduled for updates and replacements, including software controls, in 2026, which are currently estimated at \$428,000. Pre-Emption House HVAC upgrades and replacements, including software controls, are scheduled for 2027 and currently estimated at \$450,000.

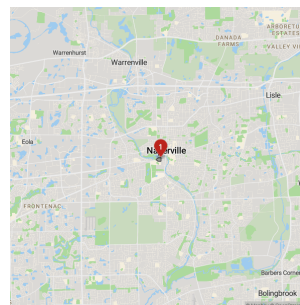
The next prioritized buildings are forecasted for 2028 with (4) prioritized buildings to include the Schulz, Paw Paw Post Office, Naper/Haight, and Meeting House HVAC systems for a forecasted cost of \$267,000. And in 2029 the remaining (5) prioritized buildings are forecasted to cover the Murray/Hobson Law, Halfway, Daniels, Print Shop, and Schoolhouse HVAC system improvements at a forecasted cost of \$279,000. Existing HVAC system improvements are prioritized through routine cyclical forecasting and a comprehensive National Endowment for The Humanities Environmental Grant recommendation report conducted in 2017 which guides all future environmental system upgrades as equipment ages out. Advances in HVAC equipment and museum operating theory related to best practices will be applied as directed by the grant regarding artifact preservation, energy efficiency, temperature & relative humidity control, and technological improvements. All new systems will be purposefully designed and specific to each building's unique environmental needs, including features that strengthen and apply best practice accredited museum HVAC environmental guidelines, better managing temperature regulation, humidification control, energy efficiency, improved record tracking, expanded HVAC control communications, and ultimately the best long-term preservation of these historic buildings and artifacts. Artifact and historic building structural preservation requires a sensitive blend of managing temperature, humidity, building use, as well as knowing the construction style and finishes, which impact how the building breathes. Improved equipment design and installation is needed that can efficiently perform and fluctuate when called for, while delivering consistent temperature and humidity control to support the preservation of these valuable community assets for future generations to enjoy. In each of these HVAC preservation improvement projects, the B&G Department has now included forecasts that cover HVAC controls, minimal electrical modifications supporting equipment upgrades, essential engineering design services per project, and future year equipment cost increases. After continued and thorough observation, assessment, research, the guidance directives from the NEH grant report, and current industry standard forecasts, the updated full CIP amount for the complete prioritized projects is recommended at \$1,822,000.

Details

Project Manager	Harriet M. Pistorio
Type of Project	Upgrade/Replacement
Asset Type	Municipal Buildings & Facilities

Location

Address: 523 South Webster Street



External Funding Sources

NONE

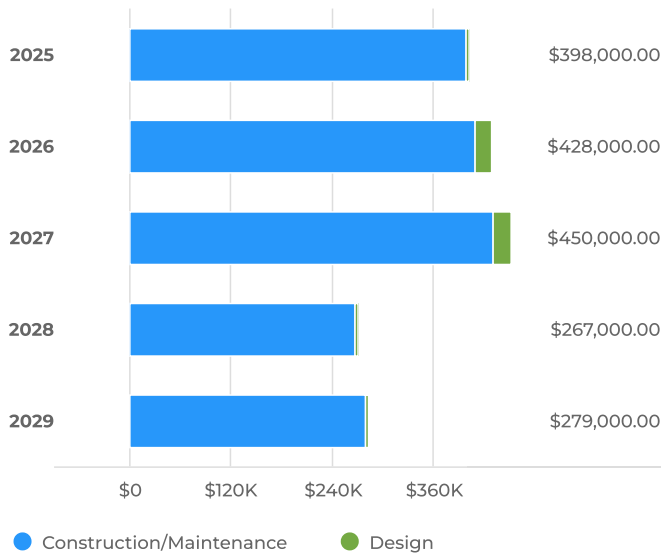
Impact on Operating Budget

There is no impact on the operating budget.

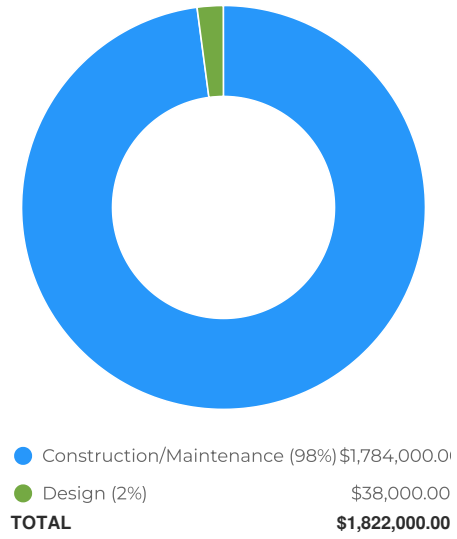
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$398,000	\$1.822M	\$1.822M

Capital Cost by Year



Capital Cost for Budgeted Years



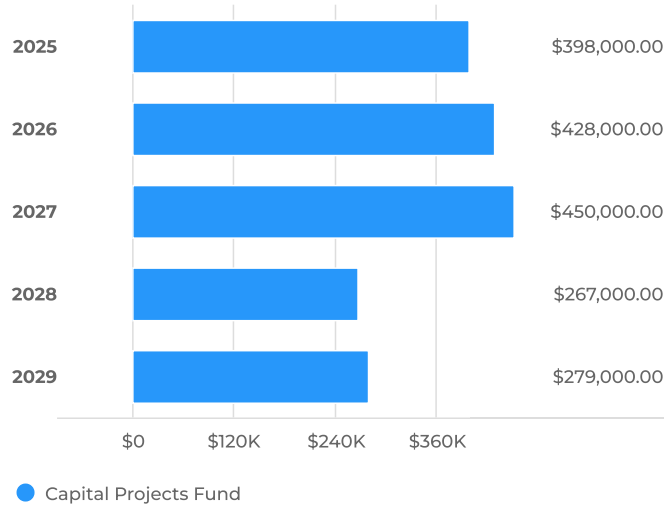
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Design		\$18,000	\$20,000			\$38,000
Construction/Maintenance	\$398,000	\$410,000	\$430,000	\$267,000	\$279,000	\$1,784,000
Total	\$398,000	\$428,000	\$450,000	\$267,000	\$279,000	\$1,822,000

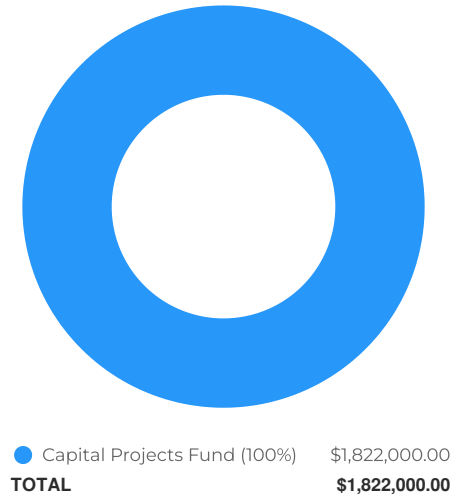
Funding Sources

FY2025 Budget **\$398,000** Total Budget (all years) **\$1.822M** Project Total **\$1.822M**

Funding Sources by Year

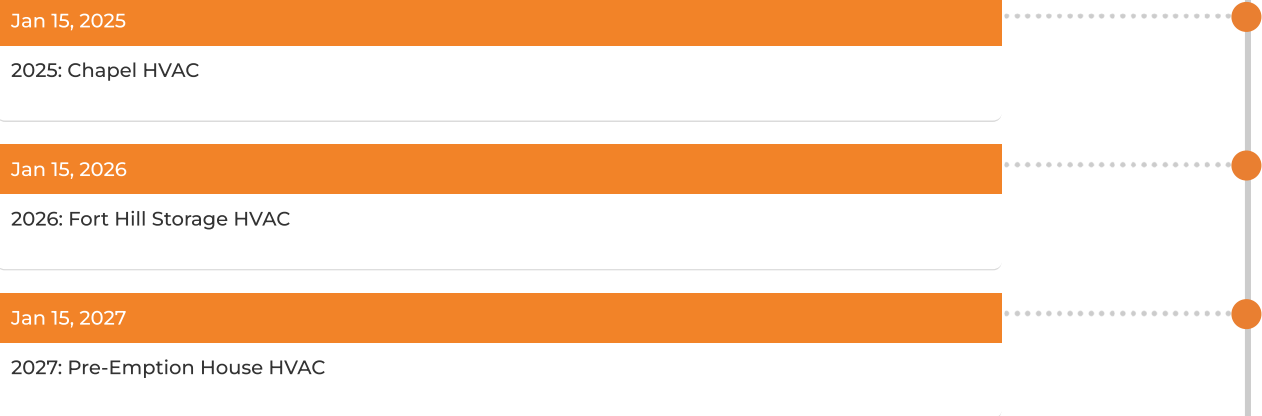


Funding Sources for Budgeted Years



Funding Sources Breakdown						
Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Projects Fund	\$398,000	\$428,000	\$450,000	\$267,000	\$279,000	\$1,822,000
Total	\$398,000	\$428,000	\$450,000	\$267,000	\$279,000	\$1,822,000

Projected Timeline



Jan 15, 2028

2028: (4) Buildings - Schulz, Paw Paw Office, Naper/Haight, Meeting House

Jan 15, 2029

2029: (5) Buildings - Murray/Hobson Law, Halfway House, Daniels House, Print Shop, Schoolhouse