

**NAPER SETTLEMENT OPERATING PLAN
CY20-CY22**

Account Description	CY20 Budget	% Increase CY20 to CY21	CY2021 Proposed Budget	% Increase CY20 to CY21	CY22 Projection
Revenue:					
General Property Tax Support	2,796,952	0.00%	2,796,952	0.00%	2,796,952
Federal Grant	-		-		-
Programs and Events	496,000	-4.74%	472,483	4.98%	496,000
Interest Income	26,103	0.00%	26,103	12.60%	29,392
Investment Income	-		-		-
Contribution from Private Sources		0.00%	-	0.00%	-
Other Revenue	-		-		-
Total Revenue:	3,319,055	-0.71%	3,295,538		3,322,344
Use of Fund Balance	-		-		-
Total Funding	3,319,055		3,295,538		3,322,344
Expenditures:					
Salaries	2,407,776	-3.48%	2,323,964	3.00%	2,393,683
Benefits	891,867	-11.81%	786,544	12.24%	882,783
Support Services	277,211	5.49%	292,421	1.13%	295,726
Professional Services	23,867	-34.76%	15,571	-90.37%	1,500
Property Services	166,550	-4.24%	159,485	4.43%	166,550
Contractual Services	152,239	11.42%	169,624	-10.25%	152,239
Supplies	220,987	-17.88%	181,469	21.78%	220,987
Capital Outlay	90,000	42.40%	128,159	-29.77%	90,000
City Chargebacks	138,048	2.26%	141,173	5.81%	149,378
Vacancy Factor	(872,715)	-63.78%	(316,089)	0.00%	(316,089)
Total Expenditures:	3,968,435	-2.17%	3,882,321	1.80%	4,036,757
Net Income:	(649,380)	-9.64%	(586,783)		
Capital Outlay for CIP	472,605	440.34%	2,553,670		

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9/17/2020

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Naper Settlement 2021 Budget Assumptions

Salary		2020	
Non-Union	2.00% YOY Increase		
Benefits			
Payroll			
IMRF	10.85%	Yearly Rate	0.20% Decrease from 11.05% YOY Decrease
Social Security	6.20%	Yearly Rate	
Medicare	1.45%	Yearly Rate	
Life Insurance	0.14%	Yearly Rate	
AD&D	0.036%	Yearly Rate	
Fixed			
Unemployment	\$	100.00	
Medical Insurance			
New Employee (weighted City Contribution)	\$	17,875.69	
HMO	4.90%	YOY Increase	
PPO	4.90%	YOY Increase	
HDHP	4.90%	YOY Increase	
Dental Insurance			
New Employee (weighted City Contribution)	\$	896.21	
Change	5.00%	YOY Increase	
Salary			
Change	2.00%	YOY Increase	
Utilities			
Electric - Large Commercial	-2.00%	YOY Decrease	
Water	5.00%	YOY Increase	
Natural Gas	Flat	No Change	

CY21 Budget NS REQUESTED

Revenue

	Organization	Object	Account Description	2020 CITY ADOPTED	2021 Proposed Budget	Change Change from 2020 City Adopted to 2021 Proposed Budget	Comments
Revenue	51003200	411106	CURRENT/SETTLEMENT	\$ (2,796,952)	\$ (2,796,952.00)	\$ -	- Tax Support.
	51003200	449101	GATE ADMISSIONS	\$ (52,000)	\$ (39,185.00)	\$ (12,815)	Project a decrease in regular gate admissions with reduced rates through June 2021.
	51003200	449102	PUBLIC PROGRAMMING	\$ (72,000)	\$ (75,480.00)	\$ 3,480	Assumes full capacity of Camp Naper, Girl Scout Programs. Added in Tavern Trivia and more Blacksmithing classes.
	51003200	449103	TOURS	\$ (14,000)	\$ (15,200.00)	\$ 1,200	Project an increase in adult tours for CY21.
	51003200	449104	SCHOOL SERVICES	\$ (185,000)	\$ (125,109.00)	\$ (59,891)	Virtual field trips winter/spring CY21= \$47,500; Virtual field trips fall CY21= \$8,250;
	51003200	449105	WEDDINGS	\$ (70,000)	\$ (71,820.00)	\$ 1,820	In Person field trips fall CY21= \$69,359
	51003200	449106	OTHER	\$ (103,000)	\$ (145,689.00)	\$ 42,689	Wedding rentals and wedding showcase. CY21 tentative large scale rentals includes Tata's Nutcracker/Polish Christmas Memory.
	51003200	461102	INTEREST ON INVESTMENTS	\$ (27,483)	\$ (27,483.00)	\$ -	- As projected by the City.
	51003200	461104	MONEY MANAGER FEES	\$ 1,480	\$ 1,480.00	\$ -	- As projected by the City.
	51003200	461105	OTHER INTEREST INCOME	\$ (100)	\$ (100.00)	\$ -	- As projected by the City.
				<u>\$ (3,319,055.00)</u>	<u>\$ (3,295,538.00)</u>	<u>\$ (23,517)</u>	

Expenses

	Organization	Object	Account Description	2020 CITY ADOPTED	2021 Proposed Budget	Change from 2020 City Adopted to 2021 Proposed Budget	Comments
	51343200	531309	OTHER PROFESSIONAL SERVICE	\$ 188,387.00	\$ 193,186.00	\$ 4,799	JP Superior Janitorial Services with a 3% increase during the year.
	51393200	531309	OTHER PROFESSIONAL SERVICE	\$ 31,525.00	\$ 20,000.00	\$ (11,525)	Social media scheduling service; Meltwater - PR monitoring; Domain Renewal; Civic Plus; Constant Contact; Omatic; Fall videography project; videography photography services. Savings going to marketing department printing service expenses.
	51423200	531309	OTHER PROFESSIONAL SERVICE	\$ 13,550.00	\$ 10,175.00	\$ (3,375)	Professional services for History Speaks, Celebrate Naperville, Trolley Tour, Camp Naper Featured speakers; Hometown Picnic Baseball Game, AAM Museum Goers Survey.
	51433200	531309	OTHER PROFESSIONAL SERVICE	\$ 5,800.00	\$ 8,800.00	\$ 3,000	Vernon System, Shipping for exhibit, exhibit rental, painting of galleries.
	51103200	541410	TECHNOLOGY HARDWARE	\$ 3,750.00	\$ 8,500.00	\$ 4,750	2021 Hardware Refresh - Laptops
	51103200	531312	SOFTWARE AND HARDWARE MAINT	\$ 34,199.00	\$ 41,760.00	\$ 7,561	Blackbaud Services; Adobe Software: Sketch up. Adding \$9k for 2021 (on 9/1/2020) for moving of Vernon from Server to Online Server.
	51423200	531312	SOFTWARE AND HARDWARE MAINT	\$ -	\$ 10,000.00	\$ 10,000	Adding \$10 k for 2021 for LE distance learning software maintenance.
	51103200	531309	OTHER PROFESSIONAL SERVICE	\$ 23,867.00	\$ 15,571.00	\$ (8,296)	To cover professional services.
	51343200	531302	BUILDING AND GROUNDS MAINT	\$ 134,000.00	\$ 139,328.00	\$ 5,328	Snow removal; Pest control; Landscaping; Maintenance and testing on systems - HVAC, sprinklers, fire extinguishers, lifts/elevators.
	51343200	542416	WATER AND SEWER	\$ 32,550.00	\$ 20,157.00	\$ (12,393)	Reflective of rates and usage.
	51103200	532315	DUES AND SUBSCRIPTIONS	\$ 7,780.00	\$ 7,780.00	\$ -	Dues for professional organizations (AAM, IAM AALSH, etc) and subscriptions to periodicals

CY21 Budget NS REQUESTED

					Change from 2020 City Adopted to 2021 Proposed Budget		Comments
Organization	Object	Account Description	2020 CITY ADOPTED	2021 Proposed Budget			
	51103200	532314 EDUCATION AND TRAINING	\$ 8,341.00	\$ 8,341.00	\$		Conferences and training for staff. (AAM, AASLH, & IAM)
	51393200	532313 ADVERTISING AND MARKETING	\$ 67,933.00	\$ 67,133.00	\$		(800) Marketing for all NS programs and revenue lines.
	51423200	532313 ADVERTISING AND MARKETING	\$ 1,000.00	\$ 1,000.00	\$		Camp expos, summer fairs, homeschool expo
	51103200	531305 HR SERVICE	\$ 2,350.00	\$ 3,660.00	\$		1,310 Background checks and job posting sites
	51393200	531310 PRINTING SERVICE	\$ 40,488.00	\$ 50,610.00	\$		Printing for all marketing pieces for NS revenue lines
	51433200	531310 PRINTING SERVICE	\$ -	\$ 4,000.00	\$ 54,610.00	\$	10,122 and program guides.
	51103200	542412 INTERNET	\$ 1,450.00	\$ 2,000.00	\$		4,000 Printing for exhibits
	51103200	532319 POSTAGE AND DELIVERY	\$ 7,100.00	\$ 7,100.00	\$		550 WOW internet service
	51393200	532319 POSTAGE AND DELIVERY	\$ 15,797.00	\$ 152,239.00	\$ 169,624.00	\$	Postage for NS general mail.
	51343200	542411 ELECTRIC	\$ 67,674.00	\$ 61,400.00	\$		Postage for program guides and Camp Naper materials.
	51343200	542413 NATURAL GAS	\$ 45,510.00	\$ 23,869.00	\$		2,203
	51103200	541407 OPERATING SUPPLIES	\$ 8,305.00	\$ 8,405.00	\$		(6,274) Reflective of rates and usage.
	51343200	541407 OPERATING SUPPLIES	\$ 57,483.00	\$ 50,000.00	\$		(21,641) Reflective of rates and usage.
	51393200	541407 OPERATING SUPPLIES	\$ 2,145.00	\$ 2,145.00	\$		Logowear, radios, radio earpieces, wedding showcase supplies
	51423200	541407 OPERATING SUPPLIES	\$ 23,200.00	\$ 20,200.00	\$		100 Equipment for repairs, gardening supplies, janitorial supplies, signs, batteries, containers, event rental supplies
	51433200	541407 OPERATING SUPPLIES	\$ 3,875.00	\$ 3,400.00	\$		(7,483) Supplies for lobby desk signage, summer signage, lamination, marketing windows, promo on grounds
	51423200	541400 BOOKS AND PUBLICATIONS	\$ 100.00	\$ 100.00	\$		Reduced supply expenses for 1st half of CY21. Need more coal & Iron for additional blacksmith classes.
	51393200	541410 TECHNOLOGY HARDWARE	\$ 950.00	\$ 950.00	\$		(3,000) Hometown supplies, Celebrate Naperville Supplies.
	51433200	541410 TECHNOLOGY HARDWARE	\$ 750.00	\$ 600.00	\$		(475) Preservation supplies, exhibit supplies (3 in CY21)
	51103200	532318 OTHER EXPENSES	\$ 100.00	\$ -	\$		Books for LE
	51343200	532318 OTHER EXPENSES	\$ 200.00	\$ -	\$		Camera supplies
	51423200	532318 OTHER EXPENSES	\$ 700.00	\$ 700.00	\$		(150) Exhibit projector
	51103200	531310 PRINTING SERVICE	\$ 1,700.00	\$ 1,700.00	\$		(100) NS letterhead, envelopes, business cards
	51343200	531310 PRINTING SERVICE	\$ 295.00	\$ -	\$		(200)
	51103200	541406 OFFICE SUPPLIES	\$ 8,000.00	\$ 220,987.00	\$ 8,000.00	\$ 181,469.00	Office Supplies. Office Depot.
	51343200	551500 BUILDING IMPROVEMENTS	\$ 90,000.00	\$ 128,159.00	\$		Repairs to MMM, PPO, HH, Print Shop, Meeting House.
	51342300	551500 BUILDING IMPROVEMENTS	\$ -	\$ 2,400,000.00	\$		38,159 CIP for Innovation Gateway/AIC/Thresher Pavilion.
NEW	51342300	531301 ARCHITECT AND ENGINEER SERVICE	\$ 10,000.00	\$ -	\$		(10,000) B&G Architectural services for building improvements
NEW	51342300	551504 TECHNOLOGY	\$ 462,605.00	\$ 562,605.00	\$ 153,670.00	\$ 2,681,829.00	(308,935) CIP for NS Security Cameras (year 1).
	51103200	698730 TRANSFER OUT	\$ 129,859.00	\$ 132,328.00	\$		2,469 Amount charged by City. Increase for CY21.
	51343200	698730 TRANSFER OUT	\$ 8,189.00	\$ 138,048.00	\$ 8,845.00	\$ 141,173.00	656 Amount charged by City. Increase for CY21.

CY21Budget- NS - REQUESTED DRAFT

Expenses over \$10,000

<u>Organization</u>	<u>Object</u>	<u>Account Description</u>	<u>Description</u>	<u>Amount</u>
51103200	531312	SOFTWARE AND HARDWARE MAINT	Blackbaud Current Contract 1365 year 2	\$23,119.00
51103200	698730	TRANSFER OUT	City Chargebacks	\$132,328.00
51343200	531302	BUILDING AND GROUNDS MAINT	Residential HVAC - All Other NS Site Buildings	\$16,780.00
51343200	531302	BUILDING AND GROUNDS MAINT	Snow Removal	\$18,000.00
51343200	531302	BUILDING AND GROUNDS MAINT	Commercial HVAC - PEH, MMM, Chapel, Fort Hill now on	\$36,789.00
51343200	531302	BUILDING AND GROUNDS MAINT	Mowing, Landscape Maint: Incl. 34 wks.	\$38,364.00
51343200	531309	OTHER PROFESSIONAL SERVICE	JP Superior - assumes a 3% increase during the year	\$193,186.00
51343200	541407	OPERATING SUPPLIES	Equipment and supplies for repairs	\$25,800.00
51343200	541407	OPERATING SUPPLIES	Janitorial supplies	\$12,000.00
51343200	542411	ELECTRIC	Electric based on usage history and projected CY21 rates	\$61,400.00
51343200	542413	NATURAL GAS	Gas based on usage history and projected CY21 rates	\$23,869.00
51343200	542416	WATER AND SEWER	Water and sewer based on usage history and projected CY21 rates	\$20,157.00
51343200	551500	BUILDING IMPROVEMENTS	MMM Wood Window, Storms, Porch Carpentry repairs	\$27,000.00
51343200	551500	BUILDING IMPROVEMENTS	Meeting House 1st FL. Interior - 2-story paint job, custom	\$25,000.00
51343200	551500	BUILDING IMPROVEMENTS	Meeting House Exterior Paint	\$30,000.00
51393200	531310	PRINTING SERVICE	Program Guides printing	\$30,000.00
51393200	532313	ADVERTISING AND MARKETING	General Visitation	\$10,000.00
51393200	532313	ADVERTISING AND MARKETING	Weddings	\$20,000.00
51393200	532313	ADVERTISING AND MARKETING	School Tours (online and in-person)	\$11,500.00
51393200	532319	POSTAGE AND DELIVERY	Program Guides postage	\$16,000.00
51423200	531312	SOFTWARE AND HARDWARE MAINT	LE distance learning software maintenance	\$10,000.00

2021-2025 New 2021 Final CIP Summary
Naper Settlement
CIP Project Summary

2021 - CIP Schedule A for Consideration:
Revised 8.21.20

8/21/2020

Project Titles	2021	2022	2023	2024	2025	Total:
NS044 Life Safety and Security Improvments - Burg and Fire	-	-	-	105,149	146,154	251,303
NS052 Preservation HVAC Improvements - Multi-Building (MMM, TAC Controls Upgrade, Chapel, Fort Hill, PEH)	-	-	165,000	230,000	180,000	575,000
NS055 Innovation Gateway/Agricultural Interpretive Center/Thresher Pavilion	2,400,000	-	-	-	-	2,400,000
NS058 Naper Settlement Security Cameras	153,670	-	39,122	-	-	192,792
NS059 Access Control - Card Reader Improvements	-	348,935	99,798	-	-	448,733
Grand Total:	2,553,670	348,935	303,920	335,149	326,154	3,867,828

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2021

Title	Life Safety and Security Improvements		
Number	NS044	Fiscal Year Identified	2007
Purpose	To improve and modernize the current protective safety and security equipment, software, and operations which manage the Settlement's fire protection addressable systems, and burglar-security keypad operations which protect the site's physical assets, staff and visitors.		
Comments	Fire protection and communication and burglar keypad system replacements: Following earlier prior discussions with City Fire and Police personnel, the projects were deferred for a number of years as there was not an immediate need, and City staff requested ability to also look at city equipments considering a joint improvement project in the future. After 14 years of ongoing review, discussion, both Settlement fire and burglar-security equipments continue to age with parts becoming less available, increased annual repair needs as equipment break-down, costing more staff time and operating budgets to support. Technology improvements in fire protection communications equipment, design efficiencies, improved addressability, and up-to-date keypad management and reporting are essential operations which are necessary for improving existing aged Settlement fire protection capability and the burglar-security operations which help protect the Settlement and City assets, artifacts, and staff.		
Narrative	Both the Settlement Fire communication and Burglar-Security systems are of an equipment and software age that has become necessary for planned equipment technology improvements in addressability, maintenance, and operating software. Continued evaluation by staff have lead to the this updated recommendation to replace and upgrade the technologies of both safety systems. Fire system upgrades will ensure panels are upgraded with new technology and that parts are readily available, and expand on the addressable fire alarm communication capability. Staff also recommend an automated burglar security system that will save staff time it takes to manually update (19) existing buildings and (3) upcoming future building's keypads when code changes are required which is frequently, and for generating reports which must be accomplished by manual information removal at each keypad. While these projects were initially deferred the fire & burglar security system equipment's continues to age, fire panels increasingly hard to find even in 3rd market sources, software no longer supported in the burglar keypads, replacements unreliable, causing maintenance and reliability constraints and more costly annual repairs.		
Acct. Reference	51343200-551500		
Start Date	Mon Apr 01 2024	Completion Date	Sat Nov 01 2025
Division	Naper Settlement	Asset Type	Naper Settlement
Project Type	Amended	Project Status	Open
Default Fund		Default Template	
Workorder Number	{none}	Operating Expense - Check for Yes	
Project Category	Capital Upgrade		

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2021

Name	NS044	Active	<input checked="" type="checkbox"/>
Acct. Reference	51343200-551500		
Impact on Operating Budget	Cannot project a change in operating budgetary needs at this time. Do anticipate the City & Naper Settlement's contracted annual repair and maintenance service fees which are essential for both fire and burglar-security system equipment upkeep, to remain at current levels between \$3,800 and \$6,400 annually, plus the anticipated expansion of (3) new Settlement buildings and costs related to their maintenance and management. All future costs dependent on bids at the time, prevailing rates, and vendor serviceability.		
Timetable	Burglar Keypad Equipment Improvements = CY2024, \$105,149 Fire System Improvements = CY2025, \$146,154		
Justification	Safety & security for the Settlement and City assets are of the highest priorities. Replacing existing aged fire protection and burglar security systems that operate with improved & efficient technology, state of the art communications, and upgraded software technology will offer the best resources for City and Settlement asset protection, and will save staff labor and lower operating budget while providing the required museum designed safety protection. Safety equipment improvements are essential and planned under the Settlement's Buildings and Grounds Department operations who's mission is to preserve and maintain these important assets which are shared with the community through learning, exhibits, and entertainment while providing the safest environment for staff and visitors. These historic & modern buildings and artifact assets belong to the City and the community at large and require the best protective measure practices and operations to ensure their important longevity.		
Partner Agency/External Funding Source	None	Project Manager	Sharon Bennett Hinkle
Location	Naper Settlement	Change in Scope	
Page		Category Code	A
Function	Safety; Preservation; Accreditation; Educational		

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2021**Budget**

GL Account			
Click here to add a new record...			
GL Account Type: Expenses			
<input type="checkbox"/>	Exp: Professional Services		
<input type="checkbox"/>	Exp: Professional Services	Inflation	
<input type="checkbox"/>	Exp: Technology - Hardware/Software		105,149
<input type="checkbox"/>	Exp: Technology - Hardware/Software	Inflation	
			105,149
GL Account Type: Revenues			
<input type="checkbox"/>	U - Unfunded Capital		
<input type="checkbox"/>	U - Unfunded Capital	Inflation	
			105,149

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2021 NSD44 - Life Safety and Security Improvements - NSD44

Budget

Save | Display Options | Import... | Export...

GL Account	Fund	Description	2075	2026
Click here to add a new record...				
GL Account Type: Expenses				
<input type="checkbox"/>	Exp: Professional Services			
<input type="checkbox"/>	Exp: Professional Services	Inflation		
<input type="checkbox"/>	Exp: Technology - Hardware/Software		146,154	
<input type="checkbox"/>	Exp: Technology - Hardware/Software	Inflation		
			146,154	
GL Account Type: Resources				
<input type="checkbox"/>	U - Unfunded Capital			
<input type="checkbox"/>	U - Unfunded Capital	Inflation		
			146,154	
				4 records

Monthly Comparison

2021	
Dashboards	Title Preservation HVAC Improvements - Multi-Building
Regions	Number NS352 Fiscal Year Identified 2013
Documents (1)	Purpose The preservation of the Martin Mitchell Mansion and other Settlement historic and modern structures which house and display artifacts is an ongoing and integral part of the museum's mission. This multi-year HVAC improvement project is designed to incorporate environmental engineering recommendations and life cycle equipment replacement forecasts which meet museum industry standards, to proactively plan for aged HVAC environmental operating systems replacements. As these systems age and become more costly to operate and maintain, staff recommend planned replacements of the prioritized buildings which in order are the Mansion, Chapel, Fort Hill Storage, and Pre-Emption House. Existing HVAC system improvements are prioritized through routine cyclical forecasting and a comprehensive National Endowment For The Humanities Environmental Grant report conducted in 2017 which guides for future environmental system upgrades as aged equipment requires replacement. The new equipment includes purposefully designed operating features that provide best practice museum quality HVAC environments for temperature regulation, humidification control, energy efficiency, improvements in controls communications, and long-term preservation of historic buildings and artifacts.
Notes	Comments Ongoing bench-marking of Settlement HVAC systems is essential for guiding staff decisions on cyclical operations and budget planning, especially as equipment ages and starts to negatively impact artifacts and historic structure preservation. NHS received comprehensive building recommendations from a late-season 2013 IMLS Environmental Museum grant, which directed that before further equipment replacements all HVAC environments receive an impartial assessment through a preservation environmental engineer. NHS sought and received a 2015-2017 NEH - National Endowment for The Humanities Environmental Assessment Grant (NEH) which generated by-building, detailed recommendations for prioritized, improved HVAC equipment and operations for all NHS buildings. Through this grant, the environmental engineer's specialty focus included full equipment and operations investigation, monitoring of temperature, humidity, and building use over 2-years of data collection. The grant's final report includes future operating design guidelines and where new equipment is required, is designed to reflect improved energy efficiency, temperature & humidity management, all crucial for successful artifact & structure preservation.
Related Projects	Narrative This project provides for the directed, prioritized best practice HVAC improvements for equipment managing the sensitive building environments at the museum. The adjusted original Mansion HVAC CIP now incorporates the top (4) identified priority HVAC systems and controls upgrades in yearly order: Mansion & TAC HVAC Controls upgrade, Chapel, and combined Fort Hill Storage and Pre-Emption House, each being guided by their specific recommended and forecasted HVAC preservation improvement plans. Advances in HVAC equipment and theory related to museum best environmental practices, preservation, energy efficiency, temperature and humidity control, and technology, will be incorporated as guided by the NEH Grant recommendations into prioritized, phased project scopes as directed and practical. After thorough investigation, research, and guidance from the NEH grant, and the HVAC controls scope in the first phase, the updated total amount for these prioritized projects is recommended at \$575,000.
Project Roles	Acct. Reference 51343200-551500
Details	Start Date Tue Jan 31 2023 Completion Date Wed Dec 31 2025
Annual Summary	Division Naper Settlement Asset Type Naper Settlement
Annual Comparison	Project Type Amended Project Status Open
Quarterly Comparison	Default Fund Default Template
Monthly Comparison	Workorder Number None Operating Expense - Check for Yes
	Project Category Capital Upgrade

Project	2021			
Dashboards				
General	Name	Preservation HVAC Improvements - Multi-Building	Active	<input checked="" type="checkbox"/>
Regions	Acct. Reference	51343200-551500		
Documents (1)	Impact on Operating Budget	Impact on operating budget anticipated to be neutral. Any efficiency savings will be utilized for other building maintenance or restoration needs.		
Notes				
Related Projects				
Scenario	Timetable	Martin Mitchell Mansion HVAC at \$110,000, Controls at \$55,000 = CY2023 Total \$165,000 Century Memorial Chapel = CY2024 Total \$230,000 Fort Hill Collections Care Facility and Pre-Emption House = CY2025 \$180,000		
General				
Variables				
Documents	Justification	Artifact and historic structure preservation requires a sensitive blend of managing temperature, humidity, building use, knowing the historic or modern construction fabric, and how the building's finishes impact the way the building breathes. These facets play a crucial role in how well the building or artifacts are preserved. Knowing that each building's environmental equipment and the supporting HVAC controls are specifically designed to managed and operate that building's environmental needs under prescribed museum guidelines is essential. Improved equipment is needed that can efficiently perform and fluctuate when needed or deliver consistent temperature and humidity in order to continue to preserve the community assets for future generations to enjoy. It is essential to keep the technology as state of the art as feasible, the equipment running as efficiently as needed, for the health and longevity of these assets. The recommendations from the NEH environmental grant are intended to help guide future equipment replacements at Settlement building, ensuring the assets are being managed and preserved within accredited museum guidelines.		
Notes				
Ranks				
Budget				
Annual Summary				
Operating Impacts				
Security				
Project Roles	Partner Agency/External Funding Source	None	Project Manager	Sharon Bennett Hinkle
Project Actual Costs	Location	Naper Settlement		
Details	Page	Change in Scope		
Annual Summary	Function	Preservation; Safety; Operational Efficiency; Acce	Category Code	8
Annual Comparison				
Quarterly Comparison				
Monthly Comparison				

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2021 25502 - Preservation HVAC Improvements - Multi-Building - Preservation HVAC Improvements - Multi-Building

Project Roles Project Roles

Budget

Columns Columns View Help

<input type="checkbox"/>				GL Account	Parent	Description	2021	
Click here to add a new record...								
GL Account Type: Expenses								
<input type="checkbox"/>				Exp: Construction			165,000	230,000
<input type="checkbox"/>				Exp: Construction		Inflation		
<input type="checkbox"/>				Exp: Professional Services				
<input type="checkbox"/>				Exp: Professional Services		Inflation		
							165,000	230,000
GL Account Type: Revenues								
<input type="checkbox"/>				U - Unfunded Capital				
<input type="checkbox"/>				U - Unfunded Capital		Inflation		
							165,000	230,000
							165,000	230,000
6 records								

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GL Account			
Click here to add a new record...			
GL Account Type: Expenses			
<input type="checkbox"/>	Exp: Construction		180,000
<input type="checkbox"/>	Exp: Construction	Inflation	
<input type="checkbox"/>	Exp: Professional Services		
<input type="checkbox"/>	Exp: Professional Services	Inflation	
			180,000
GL Account Type: Revenues			
<input type="checkbox"/>	U - Unfunded Capital		
<input type="checkbox"/>	U - Unfunded Capital	Inflation	
			180,000

	2021		
Dashboards			
Regions	Title	Innovation Gateway/Agricultural Interpretive Center/Thresher Pavilion	
Documents (1)	Number	NS055	Fiscal Year Identified 2017
Notes	Purpose	Naper Settlement's facility development plan includes an Innovation Gateway building offering new entryway improvements that will create a full-service, accessible, open-wide entrance facility and a focal point serving all incoming museum visitors and volunteers. With sustainable design and technology-driven features, the new hub of the museum campus Innovation Gateway and entryway improvements will provide a more visible, efficient means by which visitors enter and begin their orientation for their journey of learning and entertainment. The Agricultural Interpretive Center exhibition building will showcase state-of-the-art STEM educational opportunities while exhibiting Naperville's rich and varied agricultural history, connecting it to the farming stories of the regional and nation through learning of farming history, land development, and food production from farm to fork. The Thresher Pavilion will house in an open air environment, restored thresher and other farming equipment, further expanding on the agriculture story by diving deeper into farm life interpretation from the farmers perspective. Fundraising is underway to support the majority of the project costs; however, a projected need of \$2,400,000 to support infrastructure needs for these three buildings is being requested. This may include walkway improvements, utility relocation, physical site features adjustments like signs, lighting, and landscape improvements required to support successful project implementation objectives.	
Related Projects			
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Ranks	Comments	<p>New Building Plan components include:</p> <ul style="list-style-type: none"> * New Innovation Gateway Building with a direct and covered pathway access into the Pre-Emption House, patio, walks, wide-open space for people of all abilities, a consolidated main entry hub that has improved site accessibility, cutting edge technology, and becomes part of a cultural connection to Naperville's vibrant downtown * Information and directional landmarks * Extended landscaping, sidewalks, and pathways address pedestrian and ADA-friendly access for families and group entry over 1,200 linear feet * Enhanced gathering places on the north and south sides of the Pre-Emption House, better accommodate visitor requests for added gathering places, and connections to downtown Naperville (including Water Street Development, Riverwalk, Rotary Hill and City Hall) * Restroom expansion to accommodate increased visitation needs * New Agriculture Interpretive Center, multi-use exhibition space located in the new Agriculture Hub will be a state-of-the-art STEM (science, technology, engineering, and math) driven center, including a new educational Learning Lab that showcases Naperville's rich agricultural history, connecting it to the farming story of the region and the nation. * Agriculture Interpretive Center exhibits and programming will explore agriculture across the centuries, showing how communities adapted in order to thrive, and featuring interactive exhibits, virtual technology, hands-on activities, and an extraordinary collection of farming family stories * New Thresher Pavilion exhibition and learning building, featuring restored farming equipment, hands-on activities and interactive exhibits showcasing the local farming heritage and stories 	
Budget			
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Monthly Comparison	Narrative	<p>These new projects provide new exhibit and multi-use facilities that will offer new ways to increase visitor attendance, expand educational growth opportunities, with multiple venues that encourage visitor interaction through focused museum driven stories and themes. Naper Settlement is planning to build a new full-service Innovation Gateway welcoming center building, a new Agricultural Interpretive Center, and a new Thresher Pavilion. The Innovation Gateway will be positioned at the north zone of the museum campus, just south of the Pre-Emption House parallel to Webster St., providing visitors an efficient, visible, consolidated entrance which enhances customer service expectations. This new entry building will also set the stage for an exciting journey of learning and exploration across the centuries. In the new Agriculture Hub of the campus between the Mansion, Maintenance Shop, and Hobson Law buildings, the new Agricultural Interpretive Center will showcase Naperville's rich agricultural history, connecting and teaching Naperville to the importance of farming and food stories of the region and nation. The new Agriculture Interpretive exhibit anchor will be one of four new and exciting educational stops serving 325 students per day. Connecting them to top scientists nationwide to offer experiential educational opportunities and open the minds of the students, faculty, and parents to careers in agriculture, is important for creating a much needed pipe-line into essential agriculture careers. The new Thresher Pavilion located on the east edge of the new Ag Hub rounds out the agriculture and farming zone. The Thresher Pavilion will display exhibits and programming that explores agriculture across centuries and how it changed the landscape and town culture, and showcase important, innovative farming equipment that made it possible for improvements in food production. These stories and exhibits show how communities adapted in order to thrive from grit to greatness, and will sow seeds for a many new exciting experiences.</p>	
	Acct. Reference	51343200-551500	
	Start Date	Mon Jan 04 2021	Completion Date Fri Dec 31 2021
	Division	Naper Settlement	Asset Type Naper Settlement
	Project Type	Amended	Project Status Open
	Default Fund		Default Template
	Workorder Number		Operating Expense - Check for Yes
	Project Category	Capital Upgrade	

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Innovation Gateway/Agricultural Interpretive Cent

Active



Acct. Reference

51343200-551500

Impact on Operating Budget

Cannot project a change to operating budgetary needs at this time. Do anticipate annual maintenance and upkeep services to increase but to what levels cannot be determined. Will not be able to forecast this until project schematic designs are firmed up.

Timetable

Calendar Year CY2021

Justification

Building growth and capability for expanded exhibits and for the ability to tell new and changing relevant educational stories of past and for future, invigorate the museum while providing excellent community opportunities to engage and learn through dedicated exhibit and multi-use space designations. An ever changing museum environment, these three new exhibit and multi-use facilities will offer a way to increase visitor attendance and expand the interaction with visitors through focused museum driven themes. The centralized main entry Heritage Gateway will also improve and shift the visitor experience into on a cohesive, singularly designed main entrance where multiple welcoming and engaging museum messages for all visitors can occur which is not available within the current layout and operations.

Security

Project Roles

Partner Agency/ External Funding Source

TBC

Project Manager

TBC

Location

Naper Settlement

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Educational, Preservation, Operational Efficiency

Category Code

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8/20/2020

2021 - Innovation Gateway/Agricultural Interpretive Center/Thresher Pavilion

File Project Scenario 7 2021 100% 100%

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Innovation Gateway/Agricultural Interpretive Center/Thresher Pavilion - 100%
Innovation Gateway/Agricultural Interpretive Center/Thresher Pavilion

Budget

Click here to add a new record	
GL Account Type: Expenses	
<input type="checkbox"/>	Exp: Construction 2,400,000
<input type="checkbox"/>	Exp: Construction Inflation 2,400,000
GL Account Type: Inflation	
<input type="checkbox"/>	U - Unfunded Capital
<input type="checkbox"/>	U - Unfunded Capital Inflation
2,400,000	

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2021

Title	Naper Settlement Security Cameras		
Number	NS058	Fiscal Year Identified	2020
Purpose	This project is designed to install new security cameras to existing NS buildings, fences, gates, and (3) anticipated planned new buildings, that will provide documented views of the entire perimeter fence surrounding the Settlement as well as entry and exit coverage at all vehicle and pedestrian access locations and roads.		
Comments	This priority safety project was originally planned for installation in 2020 but has been deferred & is now recommended for 2021, intended to be implemented prior to the Settlement's summer concert event season start in June 2021. The addition of (31) total cameras will become an essential safety feature for the Settlement operations and offers a layer of security that is not currently present. The new camera improvements will mirror the City of Naperville camera equipment, software, and operations. A separate Settlement server for recording and viewing is planned, along with a few new switches, all to communicate with the City's camera servers working on the same platform from a monitoring and managing perspective between the departments. Settlement staff will be able to access the NS server to view Settlement activity only, City staff will have access to view Settlement and City cameras at all times. Naper Settlement will work with the City I/T team to select equipment that meets city operating standards.		
Narrative	Naper Settlement does not currently have cameras that provide perimeter access coverage & records, nor observe site intrusion at night, weekends, holidays, or during regular business hours. The installation of the total new (31) cameras to existing buildings and (3) future-built buildings will provide the Settlement with access records showing unwanted site and building intrusion and provide a necessary layer of safety which is not currently available. Increased site usage by outside vendors and visitors at all times of the day or night for planned tours, rentals, and events leaves historical and modern assets vulnerable to vandalism, theft, and the visual camera presence will help deter undesired site access 24/7/365. The new security cameras will be implemented in phases. The 1st phase is new security cameras installed onto existing buildings, fencing, gates, by 3rd quarter 2021. The second phase implementation installs new cameras onto the (3) newly constructed buildings and is anticipated for the 3rd quarter 2023. New building construction and completion timelines will be dependent on final construction and project schedules which have not yet been firmed up, but will have a defined schedule developed in order to feather in the new camera installations onto the new buildings.		
Acct. Reference	51343200-551500		
Start Date	Mon Mar 01 2021	Completion Date	Fri Sep 29 2023
Division	Naper Settlement	Asset Type	Naper Settlement
Project Type	Amended	Project Status	Open
Default Fund		Default Template	
Workorder Number		Operating Expense - Check for Yes	<input type="checkbox"/>
Project Category	Capital Upgrade		

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2021

Name

Naper Settlement Security Cameras

Active



Acct. Reference

51343200-551500

Impact on Operating Budget

New annual camera maintenance and repair services are anticipated between \$2,800 - \$3,500. It is anticipated that the Settlement will share the repair and maintenance service contracts under the City's service agreements for maintaining an managing new camera equipment, viewing operations, and the new Settlement server recording and viewing capability. This new camera security system will allow the City security camera operators to also view Settlement cameras, with no additional costs to the City or Settlement for this shared capability.

Timetable

Anticipated projected timetable is Existing Buildings Security Camera and perimeter equipment installed by June 2021 for priority safety reasons, the start of a full event and rental season.
BID and vendor recommendation by March 2021,
Implementation = Begin April 2021,
Completion - July 2021

Anticipated project timeline for New Building Security Camera - fully completed upon the anticipated (3) new buildings construction timetable end of 12/30/2023.
BID and vendor recommendation by March 2021,
Implementation = Begin 1st quarter 2023,
Completion = 3rd quarter 2023

Justification

Significant attendance growth over the past 4 year at an increased annual level up to 348,000 visitors reflects a growing desire to use Settlement facilities and site more frequently by the community, through educational programming and school tours, site and building rentals, events, exhibits, and general public attendance. The nationally accredited, award winning museum buildings are artifacts too and preserving these historic structures for lifelong learning by generations to come is a crucial ongoing Settlement mission. Providing a safe site remains the highest of priorities for the institution in protecting visitors, volunteers, and staff safety, and with increased vandalism and potential for unrest, the addition of visible security cameras offers a strong deterrent that will help curtail general unwanted intrusion. At present there are no cameras at Naper Settlement. The ability to provide this added security level is essential for offering safer and secure museum environments used by staff and general public while helping to further protect historic, valuable building and exhibit artifacts for both the Settlement and City of Naperville. The addition of new security cameras will improve staff and visitor safety expectations, will provide capability to view saved access records for potential incidents as NS works hard to improvement security throughout the museum campus.

Partner Agency/External Funding Source

None

Project Manager

Sharon Bennett Hinkle

Location

Naper Settlement

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Function

Safety; Operational Efficiency; Preservation

Category Code

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GL Account			
Click here to add a new record...			
GL Account Type: Expenses			
<input type="checkbox"/>	Exp: Professional Services		
<input type="checkbox"/>	Exp: Professional Services	Inflation	
<input type="checkbox"/>	Exp: Technology - Hardware/Software		153,670
<input type="checkbox"/>	Exp: Technology - Hardware/Software	Inflation	
GL Account Type: Revenues			
<input type="checkbox"/>	U - Unfunded Capital		
			153,670

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2021**Budget**

<input type="checkbox"/>	GL Account	Year	Exp: Professional Services	Exp: Professional Services	Inflation	Exp: Technology - Hardware/Software	Exp: Technology - Hardware/Software	Inflation	
Click here to add a new record...									
<input type="checkbox"/>	Exp: Professional Services								
<input type="checkbox"/>	Exp: Professional Services								
<input type="checkbox"/>	Exp: Technology - Hardware/Software								
<input type="checkbox"/>	Exp: Technology - Hardware/Software								39,120
GL Account Type: Revenues									
<input type="checkbox"/>	U - Unfunded Capital								

39,120

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Title

Number

Purpose

Comments

Narrative

Acct. Reference

Start Date

Division

Project Type

Default Fund

Workorder Number

Project Category

Access Control - Card Reader Improvements

N5059

This project is designed to expand existing limited card reader security access control operations through the installation of additional card reader control points at identified perimeter building doors, interior staff work, program support, and storage spaces, which will improve workplace and public space security and safety throughout the Settlement's museum campus and off site artifact storage facility.

City of Naperville expanded its card reader access operations and Naper Settlement joined that project many years ago, installing new card reader access swipes at very limited, select Settlement building entry doors only, along with capability to program open & close schedules using the City's PremiSys Identocard security software. A heightened focus for safety awareness and curtailing potential security intrusion guides Settlement staff to recommend the expansion of the current access control locations. Naper Settlement would increase the quantity of programmable card reader access locations taking the Settlement to the next secure entry level which strengthens the institution's ability to provide secure work and public spaces. Staff safety and asset security remain of the highest priority and with growing operations, flexible secure access needed by staff, vendors, renters, and the current potential for vandalism or theft, the existing access control operations need to be able to grow giving staff the ability to effectively provide secure and safe museum environments for all.

This project expands the existing installed but limited main entry door card reader access, which operates on the City's installed PremiSys access control software and equipment at these initial buildings, and grows the quantity of new card reader access locations to now include identified interior doors and new perimeter building doors. Naper Settlement was originally part of the most recent City-wide card reader access upgrade project, and remains a part of the City's PremiSys software operations having the ability to program open/close access for staff, tours, programs, and rental and event operations. These highly anticipated and much needed access control improvements include the addition of (85) new card reader door locations, upgraded existing switches, new switches, and network improvements as guided by the City's I/T Department. The expansion of access control locations offers greater capability to program door and gate entry at new identified perimeter doors, interior offices, work spaces, and exhibit galleries, in (12) existing Settlement buildings, gates at the heavily used Mansion vehicle gate and Chapel parking lot entry gate and in and (3) new buildings. The project will be implemented in phases with the 1st phase covering new security cameras installation onto existing buildings, fencing, gates, by 3rd quarter 2022. The 2nd phase implementation installs new cameras onto the (3) newly constructed buildings and is anticipated by the 3rd quarter 2023. New building construction and completion timelines will be dependent on final construction and project schedules which have not yet been firmed up, but will have a defined schedule developed in order to feather in the new camera installations onto the new buildings.

51343200-551500

Mon Feb 28 2022

Naper Settlement

Amended

Capital Upgrade

Fiscal Year Identified

2020

Completion Date

Asset Type

Project Status

Default Template

Operating Expense - Check for Yes

Fri Sep 29 2023

Naper Settlement

Open

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2021**Name**

Access Control - Card Reader Improvements

Active**Acct. Reference****Impact on Operating Budget**

Cannot predict a change in operating budgetary requirements at this time. Naper Settlement does anticipate a slight increase in the City/NS contracted annual access control card reader maintenance services which can be formally determined once the expanded program has been detailed out, through updated maintenance quotes based on the newly installed equipments.

Timetable

Anticipated projected timetable is Existing Buildings Card Reader and perimeter equipment installed by June 2022 for priority safety reasons, the start of a full event and rental season.

BID and vendor recommendation by February 2022,

Implementation = Begins April 2022,

Completion = July 2022

Anticipated project timetable for New Building Card Reader - fully completed upon the anticipated (3) new buildings construction timetable.

BID and vendor recommendation February 2022

Implementation = 2nd quarter 2023,

Completion = 3rd quarter 2023

Justification

Safety & security for the Settlement and City assets are of the highest priorities. Settlement buildings have a basic layer of programmable, secure card readers where staff use their City badges to gain entry. This upgrade project will expand those programmable secure doors to also include interior offices, work spaces that are often adjacent to general public spaces, exhibit galleries, rentable areas, additional identified perimeter doors, and the heavily used Mansion vehicle and chapel pedestrian entry gates. The ability to provide these additional layers of controlled secure access is an essential upgrade to provide safe work and museum environments used by staff and the general public, while helping to further protect Settlement and City of Naperville assets.

Partner Agency/External Funding Source

None

Project Manager

Sharon Bennett Hinkle

Location

Naper Settlement

Page**Change in Scope****Function**

Safety; Operational Efficiency; Preservation

Category Code

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2021 NS009 - Access Control - Card Reader Improvements - Access Control - Card Reader Improvements

Budget

GL Account

Click here to add a new record...

GL Account Type: Expenses			
<input type="checkbox"/>	Exp: Professional Services		
<input type="checkbox"/>	Exp: Professional Services	Inflation	
<input type="checkbox"/>	Exp: Technology - Hardware/Software		348,935
<input type="checkbox"/>	Exp: Technology - Hardware/Software	Inflation	
			348,935

GL Account Type: Revenues			
<input type="checkbox"/>	U - Unfunded Capital		

348,935

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Budget

GL Account			
Click here to add a new record...			
GL Account Type: Expenses			
<input type="checkbox"/>	Exp: Professional Services		
<input type="checkbox"/>	Exp: Professional Services	Inflation	
<input type="checkbox"/>	Exp: Technology - Hardware/Software		99,799
<input type="checkbox"/>	Exp: Technology - Hardware/Software	Inflation	
<hr/>			
	U - Unfunded Capital		
			99,799