

NAPER SETTLEMENT

NAPER SETTLEMENT MUSEUM BOARD
Friday, September 14, 2018 –8:00 A.M.
Mayor's Conference Room - Municipal Center

Naper Settlement creates community by connecting visitors to Naperville's history through engaging, unique experiences.

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Communications Department at least 48 hours in advance of the scheduled meeting. The Communications Department can be reached in person at 400 S. Eagle Street, Naperville, IL via telephone at 630-420-6707 or 630-305-5205 (TDD) or via e-mail at info@naperville.il.us. Every effort will be made to allow for meeting participation.

1. Call to Order – *Mayor*
2. Minutes from previous meeting – *06/08/18*
3. Financials as of *07/31/18* - *Harriet Pistorio*
4. Old Business
 - Efficiencies and Consolidation Summary
 - ALICE Training Completed
 - Applications for Naper Settlement Museum Board
 - Grant update – *Donna Sack*
 - Event classification: CKM – *Harriet Pistorio*
5. New Business
 - 2019 Budget/CIP – *John Koranda and Harriet Pistorio*
 - New Agreement – *Macarena Tamayo-Calabrese*
 - 50th Anniversary of Naperville Heritage Society
 - Pop up Exhibit as tribute for Mayor Emeritus George Pradel
6. General Information
 - Attendance and demographic report
 - Upcoming 2018 Board Meeting *12/14/18*
7. Adjournment

~ RSVP attendance *Rena Calabrese* at 630-305-5251 or email at calabresem@naperville.il.us

NAPER SETTLEMENT MUSEUM BOARD

Minutes

June 8, 2018

Members present: Mayor Steve Chirico, Councilman Paul Hinterlong, William Jeffries, Len Monson, Sally Pentecost, Gregory Waite

Members absent: Kelly Meyer Douglas, Mary Ann Junkroski, John Koranda

Student Representatives present: Kiana Mohammadian, Addison Hefferon

Staff present: Macarena Tamayo Calabrese, Harriet Pistorio, Donna Sack, Marcie Schatz, Alexandra Atkinson

1. **Call to Order:**

Mayor Chirico called the meeting to order at 8:00 a.m. in the Mayor's Conference Room of the Municipal Center.

New Naper Settlement Staff, Alexandra Atkinson, and Student Representatives, Kiana Mohammadian and Addison Hefferon were introduced to the Board.

2. **Minutes:**

The minutes of the previous meeting of April 16, 2018, were approved by a motion from Len Monson, seconded by Sally Pentecost. Motion carried.

3. **Financials:**

Financials as of March 31, 2018

Naper Settlement's operating revenue is behind due to timing. There are savings in expenses for salary and benefits due to vacancies. Some expenses, e.g. camp supplies, are higher due to a timing issue. Naper Settlement is under plan for total expenses.

Mayor Chirico inquired about the number of vacancies. Macarena Tamayo Calabrese discussed the effects of the efficiencies and consolidation process on the vacancies. Staff is working to fill the vacant positions. The efficiencies and consolidation meetings have been informational and the report is still pending. Marcie Schatz said the report was expected in July.

The financial reports as of March 31, 2018 were approved by a motion from Len Monson and seconded by Councilman Paul Hinterlong. Motion carried.

4. **Old Business:**

A. **Workshop**

The April 9th collaboration workshop was discussed. Marcie Schatz discussed the possible request to rewrite of the agreement between the Naperville Heritage Society and the City of Naperville. Additionally, she also shared they are reviewing the data in the economic impact reports provided by Christkindlemarket and the Naperville Heritage Society. The results are expected in 2 – 3 weeks. Macarena Tamayo Calabrese shared some of the major findings of

the economic impact analyses for Christkindlemarket conducted by Christkindlemarket and the Naperville Heritage Society. Among the notable data is that the gross economic impact for the City of Naperville is approximately \$7.2M. Each of the reports arrived at a similar number through their respective, independently conducted analyses.

B. Civil War Days Analysis

We are still waiting on a few outstanding expenditures for a final P&L. Harriet Pistorio discussed the negative impact of rain and bad weather on attendance. Overall, the event went fine and was enjoyed by many.

5. New Business:

A. Applications for Naper Settlement Museum Board

The Mayor's office received four applications from Naperville residents for the open position on the Naperville Museum Board. The residents that applied are Andrew Leiman, Anju Khanna, Gayle D. Lee, and Lee C. Quillinan. There was a review and discussion of Naper Settlement Museum Board applications and filling the open board position. It is our understanding that the Mayor will make a selection from the prospective applicants.

B. Illinois General Assembly Budget, Illinois Association of Museums – Public Museum Suspended Capital Grants

Macarena Tamayo Calabrese mentioned that they continue to keep a close eye on grant reimbursements given the movement to pay out some of the outstanding grants to museums. Since the Illinois budget was signed, Naper Settlement is working with the appropriate departments in Springfield to obtain the reimbursement from the State of Illinois. Mayor Chirico inquired about recertifying requirements. Since the funds had been used, there is no need to recertify.

C. Naper Nights Lineup

Harriet Pistorio discussed the Naper Nights line up and the participation of local vendors. Line Up cards were distributed to attendees. The 2018 Line up consists of the following headliners: The Pettybreakers, Old Shoe featuring Low Down Brass Band Horns, Turn the Page, Natural Wonder, Chicken Fried, and Bluffet. Local bands and students from School of Rock also performed at the series. Macarena Tamayo Calabrese discussed the efforts to contribute as an economic engine by showcasing restaurants from different parts of Naperville.

D. ALICE Training

Macarena Tamayo Calabrese thanked Sally Pentecost for bringing up the opportunity to participate in ALICE training. Alice training provides tools and techniques for defense in case of an active shooter situation. ALICE training will be provided to staff.

6. President & CEO Remarks:

Macarena Tamayo Calabrese opened the floor to questions. Staff was asked about Camp Naper being sold out. The camps are near capacity, but there are still some open spots. Macarena Tamayo Calabrese discussed new social media efforts and community engagement through social media outlets. The changes that have been implemented have increased our email open rates and clicks. It is important to continue to use these avenues for outreach and to grow our market.

7. General Information:

A. Attendance and demographic report

The attendance and demographics are on target with expected. Naper Settlement's new ME=WE exhibit is bringing in new visitors. The demographic report will be sent via email.

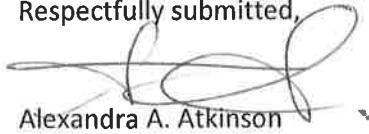
B. Upcoming 2018 Board Meeting – 09/14/18

The next meeting will be on September 14, 2018.

8. Adjournment:

The regular meeting was adjourned at 8:41 a.m. by a motion of Councilman Paul Hinterlong, seconded by William Jeffries. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Alexandra A. Atkinson', written over a horizontal line.

Alexandra A. Atkinson

NAPER SETTLEMENT - OPERATING FINANCIAL REPORT
FOR THE SEVEN MONTHS ENDED JULY 31, 2018

Revenue

	Current Month		Variance	Calendar Year 2018		Variance	CY2017	
	CY2018 Actual	CY2018 Budget		YTD Actual	YTD Budget		Annual Budget	YTD Actual
School Services/Tours	\$1,540.00	\$2,500.00	(\$960.00)	\$124,507.60	\$117,325.00	\$7,182.60	\$195,000.00	\$117,288.00
Public Programs	\$2,102.00	\$3,650.00	(\$1,548.00)	\$67,927.50	\$60,350.00	\$7,577.50	\$72,000.00	\$53,859.50
Gate Admissions	\$9,139.00	\$11,350.00	(\$2,211.00)	\$20,724.50	\$30,275.00	(\$9,550.50)	\$32,000.00	\$27,396.25
Weddings	\$12,443.00	\$2,800.00	\$9,643.00	\$41,070.00	\$51,000.00	(\$9,930.00)	\$100,000.00	\$53,069.40
Other Rentals	\$577.50	\$1,200.00	(\$622.50)	(\$1,388.50)	\$13,600.00	(\$14,988.50)	\$70,470.00	\$42,297.45
Special Events								
Total Operating Revenue	\$25,801.50	\$21,500.00	\$4,301.50	\$252,841.10	\$272,550.00	(\$19,708.90)	\$489,470.00	\$293,910.60

Grant Receipts					\$6,067.00		\$5,600.00	\$7,939.66
Investment Income		\$867.00					\$481,294.00	(\$12,606.23)
Unrealized Investment Gains/Losses								
NHS Support								
Reimbursements								
Other Revenue								
Revenue Excluding Tax Support	\$25,801.50	\$22,367.00	\$3,434.50	\$252,841.10	\$278,617.00	(\$25,775.90)	\$976,364.00	\$289,244.05
Tax Support		\$17,000.00		\$1,244,690.45	\$2,171,250.00	(\$926,559.55)	\$2,927,272.00	\$2,959,033.86

Use of Fund Balance	\$25,801.50	\$39,267.00	(\$13,565.50)	\$1,497,531.55	\$2,449,867.00	(\$952,335.45)	\$3,903,636.00	\$3,248,277.89
Total Revenue								

Expenses

Salaries and Benefits	\$179,879.86	\$247,691.00	(\$67,811.14)	\$1,329,123.16	\$1,838,447.00	(\$509,323.84)	\$3,103,668.00	\$1,369,672.73
Utilities	\$10,172.77	\$14,121.00	(\$3,948.23)	\$66,246.35	\$75,070.00	(\$8,823.65)	\$152,383.00	\$68,690.33
Program Support	\$1,053.15	\$2,250.00	(\$1,196.85)	\$17,338.17	\$18,150.00	(\$811.83)	\$63,626.00	\$28,774.27
Janitorial Services	\$32,102.80	\$14,532.00	\$17,570.80	\$111,891.68	\$101,724.00	\$10,167.68	\$99,392.00	\$79,780.75
Buildings & Grounds Maintenance	\$74,998.07	\$9,950.00	\$65,048.07	\$106,528.14	\$82,675.00	\$23,853.14	\$183,539.00	\$71,545.56
Advertising	\$425.00	\$3,750.00	(\$3,325.00)	\$31,323.55	\$50,600.00	(\$19,276.45)	\$78,933.00	\$42,802.49
Printing	\$0.00	\$5,250.00	(\$5,250.00)	\$9,845.41	\$23,497.00	(\$13,651.59)	\$49,233.00	\$23,022.95
Furniture & Equipment	\$0.00	\$23,000.00	(\$23,000.00)	(\$10,395.00)	\$27,575.00	(\$37,970.00)	\$110,000.00	\$62,009.02
City Support Services	\$9,609.00	\$7,041.00	\$2,568.00	\$67,407.00	\$49,291.00	\$18,116.00	\$77,915.00	\$54,282.00
Postage	\$185.42	\$750.00	(\$564.58)	\$6,359.96	\$14,950.00	(\$8,590.04)	\$22,897.00	\$10,821.17
Supplies	\$4,576.81	\$1,735.00	\$2,841.81	\$18,888.18	\$17,885.00	\$1,003.18	\$46,025.00	\$16,692.76
Other	\$2,920.00	\$969.00	\$1,951.00	\$28,049.65	\$21,413.00	\$6,636.65	\$100,636.00	\$20,288.19
Interfund Transfers				\$453,483.09	\$482,830.00	(\$29,346.91)	\$984,581.00	\$478,709.49
Total Non-salary expenses	\$116,043.02	\$83,348.00	\$32,695.02	\$1,782,606.25	\$2,321,277.00	(\$538,670.75)	\$4,088,249.00	\$1,848,382.22

Total Expenses

NET SURPLUS/(DEFICIT)	(\$290,121.38)	(\$291,672.00)	\$1,550.62	(\$385,074.70)	\$128,590.00	(\$513,664.70)	(\$184,613.00)	\$1,399,895.67
-----------------------	----------------	----------------	------------	----------------	--------------	----------------	----------------	----------------

Naper Settlement

Financial Notes

For the Seven Months Ending July 31, 2018

NAPER SETTLEMENT

Naper Settlement results through July 31, 2018 are under plan by \$410,888.

Revenue in total is under plan through July 31, 2018 by \$949,558.

- School Services is over plan by \$7,183. Public Programs is over plan by \$7,577.
- Gate Admissions is under plan by \$9,550.
- Weddings are under plan \$9,930.
- Other Rentals is under plan \$12,212 due to late checks from Wine Fest and Christkindlmarket, as well as refund to Festa Italiana.
- Tax Support is under plan by \$926,560

YTD Expenses

Salaries and Benefits are under plan \$509,324 due to vacancies.

Buildings & Grounds Maintenance is over plan \$23,853 due to Landscape updates that were budgeted under capital improvements. The budget will be amended to move over the fund to cover the expense.

Naper Settlement

CY19

Planning Assumptions

Revenue

Tax Levy- The tax levy is to remain flat in CY19 at \$2,927,272.

Total Revenue - \$4,080,817

Expenses

Salaries and Benefits (align with City Assumptions)

Salaries- Budgeted for a 2.75% increase planned by city, for a total increase of \$61,075.

Dental- Projected employer portion of dental to increase 6.9%. Total increase would be \$1,562

IMRF- \$75,580 decrease to IMRF due to change in rate from 11.18% to 9.34%.

Total Salary and Benefits- Total increase for salaries and benefits is \$12,943.

City Chargebacks- Chargebacks are anticipated to increase 5%, this will be determined by the City of Naperville later in the budget process. The anticipated increase is \$5,834.

Total Expenses- \$4,223,012

09/05/2018

**NAPER SETTLEMENT OPERATING PLAN
CY18 - CY20**

Account Description	CY18 Budget	% Increase CY18 to CY19	Proposed CY19 Budget	% Increase CY19 to CY20	CY20 Projection
Revenue:					
General Property Tax Support	2,898,272	1.00%	2,927,272	0.00%	2,927,272
Federal Grant	-		-		-
Programs and Events	522,000	0.77%	526,000	-0.76%	522,000
Interest Income	10,400	-3.85%	10,000	-50.00%	5,000
Investment Income	-		-		-
Contribution from Private Sources	613,727	-1.49%	604,602	14.96%	695,074
Other Revenue	-		-		-
Total Revenue:	4,044,399	0.58%	4,067,874		4,149,346
Use of Fund Balance	175,000		158,157		175,000
Total Funding	4,219,399		4,226,031		4,324,346
Expenditures:					
Salaries	2,220,893	2.75%	2,281,968	2.00%	2,327,607
Benefits	960,625	-7.71%	886,607	2.00%	904,339
Support Services	254,064	0.12%	254,361	0.00%	254,361
Professional Services	28,867	34.64%	38,867	0.00%	38,867
Property Services	167,380	0.10%	167,550	0.00%	167,550
Contractual Services	166,739	0.00%	166,739	8.98%	181,705
Supplies	226,331	1.33%	229,342	0.56%	230,630
Capital Outlay	110,000	0.00%	110,000	0.00%	110,000
City Chargebacks	116,686	5.00%	122,520	5.00%	128,646
Vacancy Factor	(32,186)	-0.82%	(31,923)	2.00%	(32,561)
Total Expenditures:	4,219,399	0.16%	4,226,031	1.47%	4,311,144
Net Income:	0		(0)		13,202

CY19 Proposed Budget- Naper Settlement
Payroll

Account	Description	Class	CY18	CY19 Proposed
51393200-541407	Operating Supplies	Supplies	2,145	2,145
51393200-541410	Technology	Supplies	950	950
51103200-511100	Regular Pay	Salaries	559,428	596,887.46
51103200-511121	Temporary Pay	Salaries	12,598	12,398.00
51103200-521141	IMRF	Benefits	68,624	56,907.31
51103200-522151	Medicare	Benefits	8,359	8,877.22
51103200-522152	Social Security	Benefits	35,029	37,195.24
51103200-627160	Group Medical Insurance	Benefits	137,000	119,889.00
51103200-627170	Group Dental Insurance	Benefits	5,152	6,462.47
51103200-627180	Group Life Insurance	Benefits	2,342	4,407.90
51103200-627190	Unemployment Compensation	Benefits	2,936	3,135.11
51443200-511100	Workers Compensation	Salaries	16,254	16,254.00
51443200-521141	Regular Pay	Benefits	180,457	152,891.86
51443200-521141	IMRF	Benefits	31,621	14,280.11
51443200-522151	Medicare	Benefits	3,690	2,227.62
51443200-522152	Social Security	Benefits	15,066	9,333.64
51343200-627160	Group Medical Insurance	Benefits	38,000	30,083.00
51343200-627170	Group Dental Insurance	Benefits	3,309	1,621.67
51343200-627180	Group Life Insurance	Benefits	2,049	1,106.10
51393200-511100	Unemployment Compensation	Benefits	1,242	786.71
51393200-511100	Group Life Insurance	Benefits	165,573	230,478.77
51393200-521141	Regular Pay	Salaries	18,211	21,526.74
51393200-522151	IMRF	Benefits	2,066	3,358.05
51393200-522152	Medicare	Benefits	8,830	14,070.11
51393200-627160	Social Security	Benefits	54,000	45,349.00
51393200-627170	Group Medical Insurance	Benefits	1,975	2,444.60
51393200-627180	Group Dental Insurance	Benefits	1,474	1,667.41
51393200-627190	Unemployment Compensation	Benefits	692	1,185.94
51423200-511100	Regular Pay	Salaries	576,467	713,400.82
51423200-511121	Temporary Pay	Salaries	12,285	12,265.00
51423200-521141	IMRF	Benefits	73,069	67,777.25
51423200-522151	Medicare	Benefits	8,548	10,572.86
51423200-522152	Social Security	Benefits	35,894	44,289.94
51423200-627160	Group Medical Insurance	Benefits	60,000	142,782.00
51423200-627170	Group Dental Insurance	Benefits	4,684	7,696.87
51423200-627180	Group Life Insurance	Benefits	6,339	5,249.86
51423200-627190	Unemployment Compensation	Benefits	1,698	9,733.96
51433200-511100	Regular Pay	Salaries	254,676	175,711.54
51433200-521141	IMRF	Benefits	32,467	18,411.47
51433200-522151	Medicare	Benefits	3,719	2,560.10
51433200-522152	Social Security	Benefits	15,901	10,726.72
51433200-627160	Group Medical Insurance	Benefits	60,000	34,573.00
51433200-627170	Group Dental Insurance	Benefits	3,955	1,863.71
51433200-627180	Group Life Insurance	Benefits	1,989	1,271.19
51433200-627190	Unemployment Compensation	Benefits	1,278	904.13
51443200-511100	Regular Pay	Salaries	459,629	387,994.56
51443200-521141	IMRF	Benefits	59,606	36,239.12
51443200-522151	Medicare	Benefits	6,867	5,652.16
51443200-522152	Social Security	Benefits	28,648	23,682.36
51443200-627160	Group Dental Insurance	Benefits	3,567	4,114.68
51443200-627180	Group Medical Insurance	Benefits	90,000	76,330.00
51443200-627190	Unemployment Compensation	Benefits	2,416	2,806.53
51443200-627190	Group Life Insurance	Benefits	2,219	1,996.14

CY19 Proposed Budget- Naper Settlement
Revenue

Account	Description	CY18 Budget	CY19 Proposed	Comments
51003200-411106	Property Tax	2,998,272	2,927,272	
51003200-449104	School Services	185,000	185,000	
51003200-449103	Tours	10,000	14,000	
51003200-449102	Public Program Revenue	72,000	72,000	
51003200-449101	Gate Admission	52,000	52,000	
51003200-449105	Settlement- Weddings	100,000	100,000	
51003200-449106	Rentals	103,000	103,000	
51003200-461102	Interest on Investments	12,500	12,500	
51003200-461104	Interest on Investments Money Manager Fees	(2,200)	(2,600)	
51003200-461105	Interest on Property Tax	100	100	
51003200-461105	Heritage Society Pledge	613,727	604,602	
51003200-464202	Fund Balance	175,000	108,157	

CY19 Proposed Budget- Naper Settlement

Account	Description	Class	CY18 Budget	CY19 Proposed	Comments
51103200-531312	Software	Support Services	31,851	34,199	
51103200-531309	Other Pro Services	Professional Services	28,867	38,867	
51103200-532315	Dues & Subscriptions	Contractual Services	7,780	7,780	
51103200-532314	Conferences & Training	Contractual Services	8,341	8,341	
51103200-531305	Recruitment	Contractual Services	1,850	1,850	
51103200-531310	External Copy	Contractual Services	1,700	1,700	
51103200-542412	Tele, Cable TV & Commun	Contractual Services	1,450	1,450	
51103200-532318	Receptions & Entertainment	Contractual Services	100	100	
51103200-532319	Postage & Delivery	Contractual Services	7,100	7,100	
51103200-541407	Operating Supplies	Supplies	8,305	8,305	
51103200-511410	IS Equipment	Supplies	8,850	5,350	
51103200-541406	General Office Supplies	Supplies	10,000	10,000	
016-7511-4518001	General Fund Charges	Internal Services	44,305	46,520	Increased due to Chargebacks
51103200-511311	Vacancy Factor	Vacancy Factor	(32,186)	(31,923)	
016-7511-4518027	Copy and Binding	Internal Services	12,642	13,274	Increased due to Chargebacks
016-7511-4518032	IT Services	Internal Services	24,402	25,622	Increased due to Chargebacks
016-7511-4518033	IT Replacement Cost	Internal Services	32,106	33,711	Increased due to Chargebacks
016-7511-4518037	Auto Insurance	Internal Services	1,103	1,158	Increased due to Chargebacks
016-7511-4518039	General Liability Insurance	Internal Services	1,840	1,932	Increased due to Chargebacks
51423200-531309	Support Services	Support Services	12,500	12,500	
51423200-531309	Other Pro Services	Professional Services	6,050	6,050	
51423200-532313	Advertising	Contractual Services	1,000	1,000	
51423200-532318	Receptions & Entertainment	Contractual Services	700	700	
51423200-541407	Operating Supplies	Supplies	21,700	23,200	
51423200-541400	Books, Publications & Maps	Supplies	100	100	
51343200-531309	Support Services	Support Services	184,387	188,387	Overall Contract
51343200-531302	Ror & Maint Serv- Bldg	Property Services	135,000	135,000	
51343200-542416	Water, Sewer, & Refuse	Property Services	32,380	32,550	
51343200-531310	External Copy	Contractual Services	295	295	
51343200-532318	Receptions & Entertainment	Contractual Services	200	200	
51343200-542411	Electricity	Supplies	82,576	67,674	
51343200-542413	Gas	Supplies	33,981	48,510	
51343200-541407	Maintenance Supplies	Supplies	15,794	20,823	
51343200-551500	Vehicle Service	Capital Outlay	35,060	37,660	
51433200-531309	Support Services	Support Services	110,000	110,000	
51433200-541407	Operating Supplies	Supplies	289	303	Increased due to Chargebacks
51433200-541410	Technology	Supplies	200	200	
51399200-531309	Support Services	Support Services	12,475	12,475	
51399200-531309	Other Pro Services	Professional Services	77,933	19,050	
51399200-532313	Advertising	Contractual Services	77,933	77,933	
51399200-531310	External Copy	Contractual Services	45,488	45,488	
51399200-532319	Postage & Delivery	Contractual Services	15,797	15,797	

CY2019-2023

Naper Settlement Project Summary

Project Title	CY2019	CY2020	CY2021	CY2022	CY2023	Grand Total
NS030 Landscape Master Restoration Plan	-	-	-	-	35,720	35,720
NS045 Sprinkler System Expansion	-	-	-	-	35,720	35,720
NS051 Pre-Emption House Exhibition Gallery changes	-	-	-	-	270,608	270,608
NS052 Mansion HVAC	-	-	-	-	541,216	541,216
NS055 Innovation Gateway/Entryway Improvements	1,255,000	260,100	-	-	-	1,515,100
Grand Total	1,255,000	260,100	-	-	883,264	2,398,364

Project Number: NSO30 **Asset Type:** Naper Settlement **Budget Year:** 2019
Project Title: Landscape Master Restoration Plan **CIP Status:** No Change **Category Code:** B
Department Name: Naper Settlement **Project Category:** Capital Maintenance **Sector:** Northwest

Project Purpose:

A needed update of the museum's master landscape plan is to provide for a cohesiveness and general approach in creating spaces conducive to community gathering and engagement. Objectives for hard and soft scapes in 22 specific land parcels will modify or create outdoor interpreted spaces throughout the City's 12-acre museum site.

Project Narrative:

Historically appropriate landscaping was identified through marketing studies and community focus groups as a continuing long-term goal for Naper Settlement. This project is intended to provide updates for landscape designs and specifications in needed spaces, not the implementation of such plans. Implementation has historically been accomplished through the Naperville Heritage Society's private fundraising efforts. Landscaping for a multitude of garden areas have been completed and implemented in many areas of the grounds. Future scope for this project will include a review and updates to garden plans previously implemented, incorporation of the approved master site plan improvements, and prioritization of any future landscape needs identified via the landscape plan update. The total amount of this project is \$73,598.

External Funding Sources Available:

Naperville Heritage Society will seek outside funding for implementation.

Projected Timetable:

FY14-19 - No activity
 FY20-25 - It is anticipated the landscape plan update would be identified in this timeframe

Impact on Operating Budget:

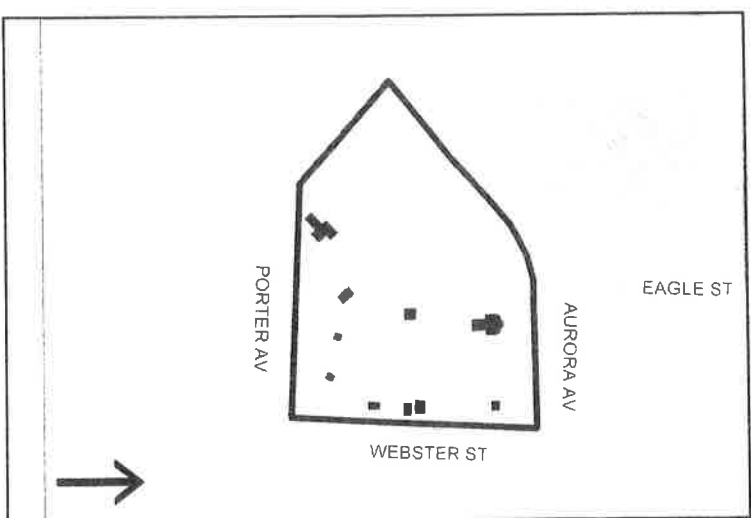
Completion of a master landscape update will have no immediate operating budget impact.

Funding Source Summary

Funding Source	2019	2020	2021	2022	2023	Total Source
Funding Source	2019	2020	2021	2022	2023	Total Source
Unfunded Capital	0	0	0	0	35,720	35,720
Totals	0	0	0	0	35,720	35,720

Project Cost Summary

Expense Category	2018 Budget	2019	2020	2021	2022	2023	Total CIP
Professional Services	0	0	0	0	0	35,720	35,720
Totals	0	0	0	0	0	35,720	35,720



Project Number: NS045
Project Title: Sprinkler System Expansion
Department Name: Naper Settlement

Asset Type: Naper Settlement
CIP Status: No Change
Project Category: Capital Maintenance

Budget Year: 2019
Category Code: B
Sector: Northwest

Project Purpose:
 Expand existing lawn sprinkler system to provide efficient watering coverage to highly visible garden and specialty areas.

Project Narrative:

This project provides for the installation of expanded sprinkler lines, distribution heads, and controllers in highly visible gardens and grounds at key buildings or locations within the museum campus. Installation of additional systems will provide for more efficient use of both water and human resources. Additionally, sprinklers will make it easier to present well-maintained gardens for the enjoyment of guests, as well as backgrounds for photographs. The planned installation has been moved out to CY22-28. The total amount of this project is \$33,000.

External Funding Sources Available:

None

Projected Timetable:

A phased approach was planned. This phase has again been pushed out in consideration of budget constraints and logical sequencing given potential future projects. CY22-28 - Implementation of Irrigation system expansion

Impact on Operating Budget:

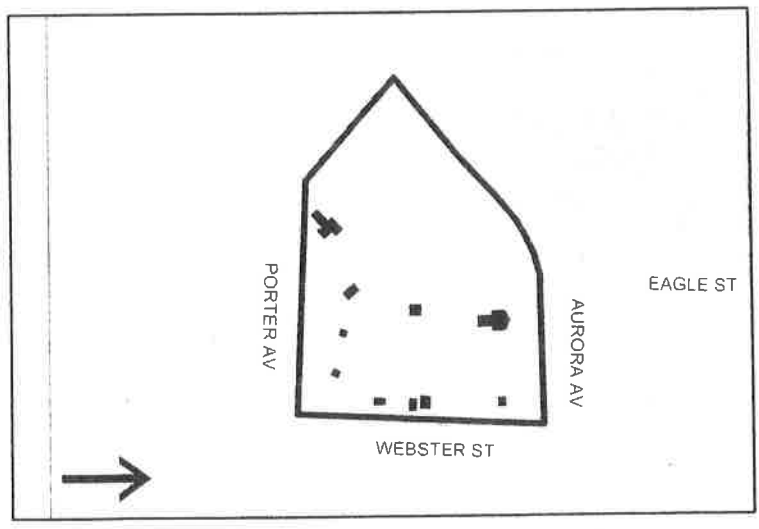
Decreased water costs of approximately \$480 annually per system due to more efficient watering. Sprinkler maintenance is anticipated to increase \$180 for each new system. Efficiency savings will be utilized for building maintenance or restoration needs.

Funding Source Summary

Funding Source	2019	2020	2021	2022	2023	Total Source
Untfunded Capital	0	0	0	0	35,720	35,720
Totals	0	0	0	0	35,720	35,720

Project Cost Summary

Expense Category	2018 Budget	2019	2020	2021	2022	2023	Total CIP
Construction	0	0	0	0	0	35,720	35,720
Totals	0	0	0	0	0	35,720	35,720



Project Number: NS051
Project Title: Pre-Emption House Exhibition Gallery changes
Department Name: Naper Settlement
Asset Type: Naper Settlement
CIP Status: No Change
Project Category: Capital Maintenance
Budget Year: 2019
Category Code: B
Sector: Northwest

Project Purpose:
 By FY20-25, it is anticipated that physical changes at Naper Settlement will cause a reexamination of how the permanent gallery space within the Pre-Emption House is utilized. The current exhibition will need an overhaul to remain current with students and visitor needs, as it will be between 18-23 years old.

Project Narrative:
 While it is difficult to identify the particulars, staff acknowledge the Brushstrokes of the Past permanent exhibition itself will need to be updated in a significant manner, or the space converted to meet alternate needs if other exhibition space is provided through different means or location. Current concept plans may be achieved by then, allowing for re-purposing of the gallery space into needed indoor cafeteria space for students and families who visit the museum throughout the year (including winter) and/or large programmatic space that would allow expanded programming (and revenue-producing) opportunities for the museum, and community groups looking to rent such space for their programming needs.

External Funding Sources Available:
 None

Projected Timetable:
 FY20-25 TBD

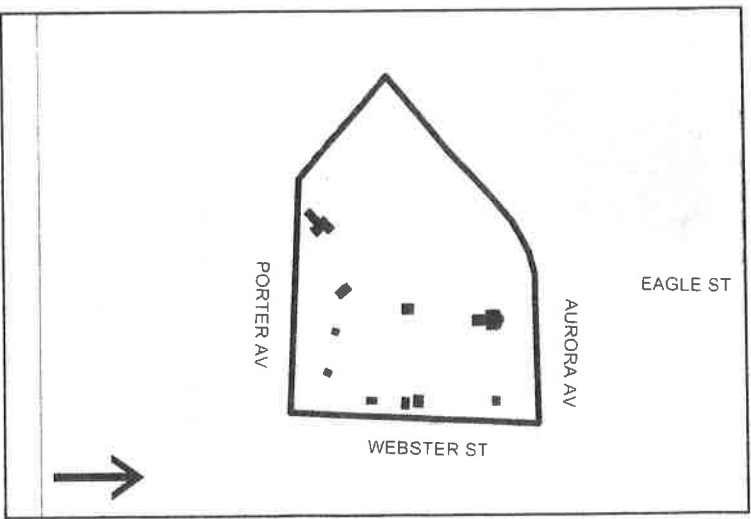
Impact on Operating Budget:
 Cannot project a change in operating budgetary needs at this time

Funding Source Summary

Funding Source	2019	2020	2021	2022	2023	Total Source
Unfunded Capital	0	0	0	0	270,608	270,608
Totals	0	0	0	0	270,608	270,608

Project Cost Summary

Expense Category	2018 Budget	2019	2020	2021	2022	2023	Total CIP
Construction	0	0	0	0	0	248,959	248,959
Professional Services	0	0	0	0	0	21,649	21,649
Totals	0	0	0	0	0	270,608	270,608



Project Number: NS052
Project Title: Mansion HVAC
Department Name: Naper Settlement

Asset Type: Naper Settlement
CIP Status: No Change
Project Category: Capital Maintenance

Budget Year: 2019
Category Code: B
Sector: Northwest

Project Purpose:

The preservation of the Martin Mitchell Mansion is an integral part of the museum's mission. The HVAC system, installed in 2002, provides environmental conditions conducive to preserving the building and artifacts exhibited, many original to the Martin family. The system will be 20 years old in 2022, and staff recommends proactively planning for replacement.

Project Narrative:

It is too early to specify equipment, controls or components. Advances in HVAC equipment and theory related to energy efficiency, technology and museum environmental practices will be incorporated where feasible and practical. The total amount of this project is \$500,000.

External Funding Sources Available:

None

Projected Timetable:

TBD - projected need to occur in FY20-25

Impact on Operating Budget:

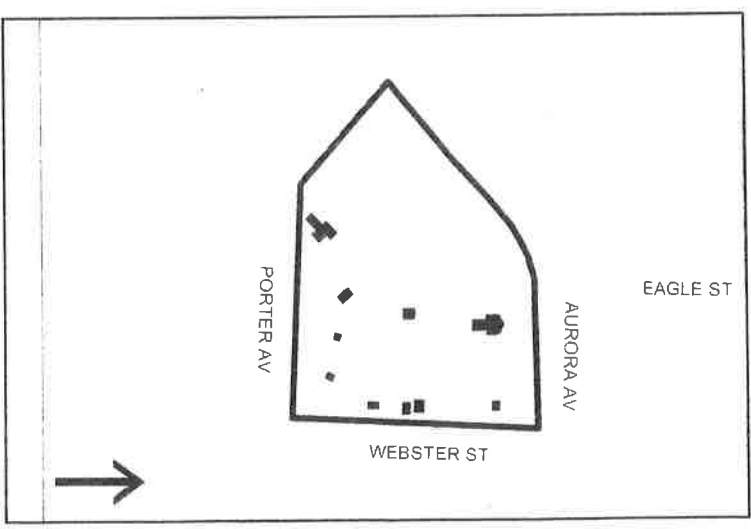
Impact on operating budget anticipated to be neutral. Any efficiency savings will be utilized for other building maintenance or restoration needs.

Funding Source	2019	2020	2021	2022	2023	Total Source
Unfunded Capital	0	0	0	0	541,216	541,216
Totals	0	0	0	0	541,216	541,216

Funding Source Summary

Expense Category	2018 Budget	2019	2020	2021	2022	2023	Total CIP
Construction	0	0	0	0	0	497,919	497,919
Professional Services	0	0	0	0	0	43,297	43,297
Totals	0	0	0	0	0	541,216	541,216

Project Cost Summary



Project Number: NS055
Project Title: Innovation Gateway/Entryway Improvements
Department Name: Naper Settlement

Asset Type: Naper Settlement
CIP Status: Amended
Project Category: Capital Upgrade

Budget Year: 2019
Category Code: B
Sector: Northwest

Project Purpose:
 Naper Settlement's facility development plan includes an Innovation Gateway and entryway improvements to create a full-service entry point to serve all incoming visitors to the museum. With sustainable design and technology-driven features, the Innovation Gateway and entryway improvements will provide a more visible and efficient means by which visitors enter and receive site orientation assistance. Fundraising is underway to support the majority of the project costs, however a projected need of \$1,500,000 to support

Project Narrative:
 Naper Settlement is looking to build a full-service entryway Welcome Center. This will be off of Aurora Ave and give visitors a more visible and efficient entrance way and allow for even greater customer service. This has been identified as a goal of for the improvement in the Naperville Downtown 2030 plan as a beautification of Eagle St and Aurora Ave.

External Funding Sources Available:

Projected Timetable:
 Calendar Year 19-20

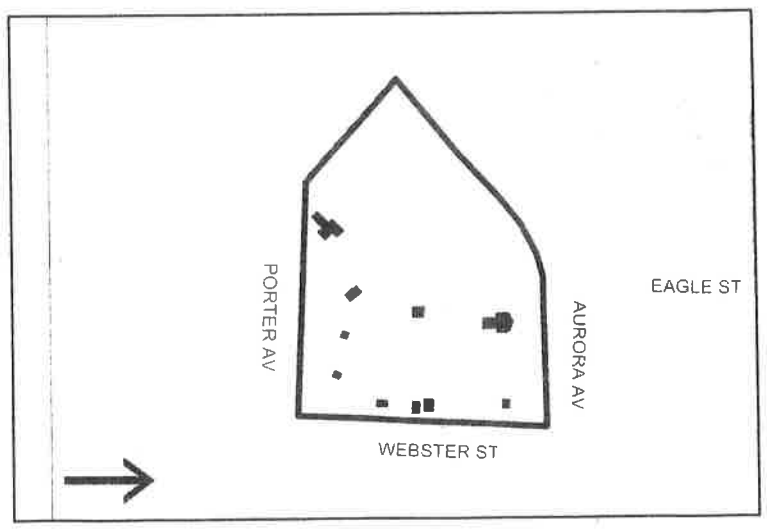
Impact on Operating Budget:

Funding Source	2019	2020	2021	2022	2023	Total Source
Unfunded Capital	1,255,000	260,100	0	0	0	1,515,100
Totals	1,255,000	260,100	0	0	0	1,515,100

Funding Source Summary

Expense Category	2018 Budget	2019	2020	2021	2022	2023	Total CIP
Construction	0	1,255,000	260,100	0	0	0	1,515,100
Totals	0	1,255,000	260,100	0	0	0	1,515,100

Project Cost Summary



Attendance CY18 Compilation	ANNUAL TOTALS TO DATE		JULY		Demographics				% of Original Projection
	Original Projection	Actual	Original Projection	Actual	Naperville		Non-Naperville		
					#	%	#	%	
GRAND TOTAL	360,220	66,048	15,525	12,811	6,998	55%	5,813	45%	83%
SCHOOLS TOTALS	33,900	20,215	0	0	0	0%	0	0%	
School Tours: Time Travel Trip	20,300	12,364	0	0	0	0%	0	100%	
School Programs	13,600	7,851	0	0	0	0%	0	100%	
GATE ADMISSIONS TOTALS	269,400	20,780	8,200	7,234	3,046	42%	4,188	58%	88%
Walk-In	14,500	6,280	3,300	2,734	1,471	54%	1,263	46%	83%
BUY-OUT TOTALS:	254,900	14,500	4,900	4,500	1,575	0%	2,925	0%	92%
Triathlon Registration	0	0	0	0	0	0%	0	0%	
Woman's Club Art Fair	6,800	10,000	0	0	0	0%	0	0%	
Naperville AleFest	4,900	4,500	4,900	4,500	1,575	35%	2,925	65%	92%
Last Fling	12,500	0	0	0	0	0%	0	0%	
Harvest Pow-Wow	4,200	0	0	0	0	0%	0	0%	
Christkindlmarket & Naper Lights	226,500	0	0	0	0	0%	0	0%	
GROUP TOURS TOTALS	1,865	1,398	590	366	132	0%	234	0%	62%
Group Tours	1,650	1,398	550	366	132	36%	234	64%	67%
Group Programs	215	0	40	0	0	0%	0	0%	0%
Giddy Up	0	0	0	0	0	0%	0	0%	
PUBLIC PRGMS TOTALS	3,365	1,588	375	236	194	82%	42	18%	63%
History Speaks Lecture Series	585	272	0	0	0	0%	0	0%	
Victorian Teas	125	86	0	0	0	0%	0	0%	
Overnights or Night Out	130	50	0	0	0	0%	0	0%	
Girl Scout Programs	225	288	0	0	0	0%	0	0%	
Presentations	75	50	0	0	0	0%	0	0%	
Classes, Walking Tours	1,775	391	150	62	57	92%	5	8%	41%
Camps	450	451	225	174	137	79%	37	22%	77%
NS EVENTS TOTALS	17,500	7,977	3,300	2,454	1,669	0%	785	0%	74%
Civil War Days	3,000	2,058	0	0	0	0%	0	0%	
NAPER NIGHTS TOTALS	10,600	5,919	3,300	2,454	1,669	0%	785	0%	74%
June Naper Nights	3,300	3,465	0	0	0	0%	0	0%	
July Naper Nights	3,300	2,454	3,300	2,454	1,669	68%	785	32%	74%
August Naper Nights	4,000	0	0	0	0	0%	0	0%	
Oktoberfest	3,000	0	0	0	0	0%	0	0%	
All Hallows Eve	3,900	0	0	0	0	0%	0	0%	
Naper Settlement Takes Flight (formerly Naperville Wine & Dine)	0	0	0	0	0	0%	0	0%	
Barn Raising (formerly Dinner On The Town)	0	0	0	0	0	0%	0	0%	
Chapel Ceremonies	7,700	3,776	800	546	197	36%	349	64%	68%
Church Service	0	0	0	0	0	0%	0	0%	
RENTALS	8,040	315	120	100	75	75%	25	25%	83%
Chapel Lower Level Rentals	400	50	0	50	25	50%	25	50%	
Tavern Rentals	490	45	45	0	0	0%	0	100%	0%
Meeting House Rentals	800	220	75	50	50	100%	0	0%	67%
Playscape Rentals	0	0	0	0	0	0%	0	0%	
Grounds Rentals	750	0	0	0	0	0%	0	0%	
Wine Festival	6,000	0	0	0	0	0%	0	0%	
OTHER TOTALS	18,450	9,999	2,140	1,875	1,687	90%	189	10%	88%
Wedding Showcase (formerly Bridal Showcase)	375	297	0	0	0	0%	0	0%	
Fam Tours/Trade Show	1,500	250	200	0	0	0%	0	0%	0%
Weed Ladies Show	425	65	0	0	0	0%	0	0%	
Community Speaking Engagements/Volunteer	500	115	50	0	0	0%	0	0%	0%
Development Events	0	180	0	0	0	0%	0	0%	
Researchers/Curatorial	420	137	35	20	17	85%	3	15%	57%
Miscellaneous/Outreach	0	0	0	0	0	0%	0	100%	
Awareness Campaign Presentations	0	0	0	0	0	0%	0	100%	
Naperville Bank & Trust	6,440	3,740	535	535	482	90%	54	10%	100%
Naper Property	6,150	3,675	1,100	1,100	990	90%	110	10%	100%
95th Street Library	2,500	1,500	200	200	180	90%	20	10%	100%
Naper Settlement Grounds/Night	140	40	20	20	18	90%	2	10%	100%
GRAND TOTAL	360,220	66,048	15,525	12,811	6,998		5,813		83%