## **Cary Park District Board of Commissioners**

## **Committee of the Whole Meeting**

### April 10, 2025, 7:00pm

Community Center, 255 Briargate Rd. Cary, IL

#### Matters From the Public During Meetings – Board Policy 1-005d

- 1. The Board will hold Matters from the Public as part of any public open meeting.
- 2. Individuals interested in making comment will be asked to provide their name and asked to provide their address and/or their city/village of residence at the time they are recognized to comment during a public meeting. An individual who declines to provide their name, address or city/village of residence shall be allowed to comment.
- 3. Each individual indicating their interest to participate in Matters from the Public will be allowed up to five minutes to complete their comments. The Board may reduce this time limit if the need is so determined by majority vote of those present. The maximum amount of time that the Board will hear matters from the public at a meeting is thirty (30) minutes at a meeting. If members of the public are unable to comment due to time constraints, they should be encouraged to submit written comments or to attend another meeting when they may address the Board.
- 4. Individuals who have specific questions, or are interested in particular aspects of the District's operations or projects which may not appear on the published agenda should be encouraged to contact the Executive Director to review their questions or specific information.
- 5. The Matters from the Public portion of the agenda is for public comment only. It is improper for the Board to comment or respond to comments made during Matters from the Public.
- 6. The Board can temporarily modify or suspend these guidelines during a meeting if so determined by a majority vote of those present.

#### **Regular, Special and Committee of the Whole Meetings**

<u>Regular and Special Board Meetings</u> -- The Board may take final action on any matter posted to the Consent or Action Items portions of the agenda in a Regular or Special Board Meeting. Items posted under Discussion Items may not have final action considered.

<u>Committee of the Whole Meetings</u> – The Committee of the Whole is a recommending body only and no final action may be taken on any agenda item at a Committee of the Whole Meeting. Matters discussed and recommended during a Committee of the Whole Meeting are considered "draft(s)" until included on an agenda at a Regular or Special Board Meeting for final action.

## **Public Meeting Notice**

Cary Park District Board of Commissioners **Committee of the Whole** April 10, 2025 7:00 p.m. Community Center 255 Briargate Road Cary, Illinois



#### **AGENDA**

- I. Call to Order
- II. Roll Call, Pledge of Allegiance
- III. Matters from the Public, Commissioners and Staff
- IV. Approval of Minutes A. March 13, 2025.

#### V. Directions Items

A. For Direction to the Board for Consideration
 1. Resolution R-2024-25-08, A Resolution to Support National Bike Month.

#### VI. Discussion Items

A. For Discussion/Information Only

1. Review – Needs Assessment, Future Staff Projections/Staff Work and Support Zones.

#### VII. Closed Session

A. Purchase or Lease of Real Property (5 ILCS 120/2 © (5)).

B. Appointment, Employment, Compensation, Discipline, Performance of Specific Employees (5 ILCS 120/2 © (1)).

VIII. Adjournment

Note: In compliance with the American with Disabilities Act, this and all other meetings of the Cary Park District are located in facilities that are physically accessible to those who have disabilities. If additional reasonable accommodations are needed for persons who qualify under the Act as having a "disability", please contact the Park District during normal business hours at 847-639-6100 at least 48 hours prior to any meeting so that such accommodations can be provided.

Cary Park District Board of Commissioners **Committee of the Whole Meeting** March 13, 2025 7:00 PM Community Center 255 Briargate Road Cary, IL

#### **Minutes**

Board Members Present: Carasso, Stanko, Victor, Renner, Frangiamore.

Staff Present: Jones, Kelly, Hall, Krueger, Hughes, Mach, Raica, Erling.

President Frangiamore called the meeting to order at 7:00 PM.

Frangiamore asked if there were any Matters from the Public, Commissioners, and Staff.

Under Matters from the Public, none.

Under Matters from Commissioners, Renner, Victor and Frangiamore commented on attending the Mayor's Roundtable event.

Under Matters from Staff, Jones shared the Preschool Art Show was held on March 12 at the Community Center. Jones stated both Comprehensive Master Plan Pop-Up Events were held and about 470 online surveys have been completed thus far.

The minutes from February 13, 2025, Committee of the Whole meeting was presented for approval.

#### Stanko moved to approve the minutes. Second by Renner.

Voice vote: Yes - 5. No - 0. Motion carried.

The first Direction Item was Request to Bid, Foxford Hill Golf Club, Clubhouse Re-Roof Project.

#### Renner moved to direct the Executive Director to let the bid for the Foxford Hills Golf Club, Clubhouse Roof Project and bring the results of the process direct to the Board of Commissioners for final consideration. Second by Stanko.

Jones introduced Brad Moser and Frank Parisi from Williams Architects to present the project to the Board. Parisi and Moser reviewed the scope of the project and timeline of the project. Board members asked questions related to the project schedule and the replacement of the gutters and downspouts. The Board members were satisfied with the explanations provided by Parisi and Moser.

Frangiamore asked for a Roll Call vote.

Roll Call vote: Yes - Stanko, Carasso, Victor, Renner, Frangiamore. No - none. Motion carried.

The second Direction Item was Park Classification for Water Tower Prairie Park and Sands Main Street Prairie.

# Stanko moved to recommend the Board approve the reclassification of Sands Main Street Prairie and Water Tower Prairie to the Natural Areas classification. Second by Victor.

Frangiamore directed Stanko to begin discussion on the item as Stanko had asked for the item to be included on the agenda. Stanko presented his reasons for recommending the reclassification, reviewing the definitions of "natural area" and the current classification of "special use". Stanko stated both sites are high quality natural areas and should be categorized as such. Discussion was held, while reviewing the classifications from the 2016 Comprehensive Master Plan. Several Board members agreed these sites are natural areas, but were not in favor of changing the classification since natural areas is includes in special use.

Frangiamore asked for a Roll Call vote.

Roll Call vote: Yes – Stanko. No – Carasso, Victor, Renner, Frangiamore. Motion failed.

The third Direction Items Ordinance, O-2024-25-09, Authorizing the Sale or Conveyance of Personal Property Belonging to the Cary Park District. Kelly stated the Board approves disposal of personal property belonging to the Park District for equipment that was valued at \$500.00 or greater at the time of purchase. She further stated on multiple occasions each fiscal year, staff brings a disposal ordinance to the Board for consideration. Kelly stated that typically the equipment is disposed via trade-in through a vendor, scrapped, electronic recycling or sold using a public auction platform.

# Carasso moved to recommend Board of Commissioners approval of Ordinance O-2024-25-09, An Ordinance Authorizing the Sale or Conveyance of Personal Property belonging to the Cary Park District. Second by Victor.

Roll Call vote: Yes - Stanko, Carasso, Victor, Renner, Frangiamore. No - none. Motion carried.

The fourth through sixth Direction Items were Resolution, R-2024-25-04, A Resolution to Support Earth Day; Resolution, R-2024-25-05, A Resolution to Support Arbor Day; Resolution, R-2024-25-06, A Resolution to Support Celebrate Trails Day.

#### Renner moved to recommend Board of Commissioners approval of Resolution R-2024-25-04, A Resolution for Earth Day on April 22, 2025; Resolution R-2024-25-05, A Resolution for Arbor Day on April 25, 2025; Resolution R-2024-25-06, A Resolution for Celebrate Trails Day on April 26, 2025. Second by Stanko.

Kelly briefly reviewed each resolution, highlighting the Park District has always acknowledged and supported Earth Day, Arbor Day and Celebrate Trails Day, but is choosing to formalize each day and create resolutions for them moving forward.

Voice vote: Yes - 5. No - 0. Motion carried.

The first Discussion Item was FY2025-26, Budget Preview. Krueger introduced the budget preview documents. In the presentation, Krueger reviewed increases and reductions in the different funds, highlighted new items in the proposed budget, and walked the Board through the 10 Year Capital Projects Financial Projection schedule, Debt schedule, and the Capital Equipment Replacement Fund (CERF) schedules. Board members asked questions related to Developer Donations and the Debt Service schedule. The Board members were satisfied with the explanations provided by Krueger.

#### Motion to adjourn the meeting by Stanko. Second by Carasso.

Voice vote: Yes -5. No - None. Motion carried.

Meeting adjourned at 8:21 PM.

Daniel C. Jones, Secretary Park District Board of Commissioners

# Cary Park District

To: Committee of the Whole
From: Dan Jones, Executive Director Sara Kelly, Deputy Director
Date: April 10, 2025

#### RE: <u>Resolution R-2024-25-08, National Bike Month</u>



Providing exceptional recreation, parks and open space opportunities.

#### Introduction

May is National Bike Month, a celebration of biking as transportation, as recreation, as essential to our well-being and everyday lives. Whether you're riding for fun, fitness or with family, or taking essential trips to work or shop, you are part of our movement for safer streets, connected communities, a healthier planet, and happier people.

#### Background

As a member of the McHenry County Active Transportation Workgroup, sponsored by the McHenry County Department of Health, the agency has been asked to support the designation of National Bike Month in May 2025. Other supporters include the League of American Bicyclists, Chicago Active Transportation Alliance and the McHenry County Department of Transportation.

The Cary Park District encourages residents to join this special observance to enjoy riding bicycles in a safe and responsible manner. Some specific dates and events are as follows:

- May 4 National Ride A Bike Day.
- May 7 National Bike & Roll to School Day.
- May 12 thru 18 National Bike to Work Week.
- May 16 National Bike to Work Day

#### Staff Recommendation

Staff recommends the approval of Resolution R-2024-25-08, National Bike Month as presented.

#### Motion to Consider

Move to recommend Board of Commissioners approval of Resolution R-2024-25-08, A Resolution for National Bike Month throughout May 2025.

#### Cary Park District Resolution R-2024-25-08

### A Resolution To Support National Bike Month

*Whereas,* the bicycle is an economical, healthy, convenient and environmentally-sound form of personal transportation, recreation, and exercise; and

*Whereas,* promoted by the League of American Bicyclists and celebrated in communities from coast to coast; and

*Whereas*, established in 1956, National Bike Month is a chance to showcase the many benefits of bicycling – and encourage more folks to give bicycling a try; and

*Whereas,* use of a bicycle for personal transportation benefits all residents of the Cary Park District by reducing traffic, reducing carbon emissions, improving air quality, and decreasing dependence on finite fossil fuel energy resources; and

*Whereas*, use of the bicycle for recreation encourages families and friends to spend time together outdoors enjoying the Cary Park District's properties, parks, trails, and quiet residential neighborhoods; and

*Whereas*, the use of the bicycle for exercise by adults and children can have positive health benefits including decreasing body fat levels, increasing cardiovascular fitness, increasing muscle strength, and decreasing stress levels; and

*Whereas,* creating a bicycling-friendly community has shown to improve citizens' health, well-being, and quality of life, growing the economy of McHenry County, attracting tourism dollars, improving traffic safety, supporting student learning outcomes, and reducing pollution, congestion and wear and tear on our streets and roads; and

*Whereas,* there is a need to promote greater public awareness of bicycle operation and safety education in an effort to reduce collisions, injuries, and fatalities and improve health and safety for everyone on the road; and

*Therefore, Be It Resolved,* the Cary Park District wishes to support National Bike Month throughout May 2025, and encourage residents of the Cary Park District to join this special observance and enjoy riding bicycles in a safe and responsible manner.

Keith Frangiamore, Board President

Dan Jones, Secretary

April 24, 2025

# Cary Park District

To: Committee of the Whole From: Dan Jones, Executive Director Date: April 10, 2025

#### RE: <u>Review – Needs Assessment, Future Staff Projections/Staff Work</u> and Support Zones.



Providing exceptional recreation, parks and open space opportunities.

#### Introduction

The annual work initiatives for the Executive Director approved by the Board of Commissioners included two items; Conduct space needs analysis and projection for programming and staff living spaces AND Complete a five-year staff (position) projection.

#### Background

The work to complete these two initiatives was combined into a multipurpose project to complete a space needs analysis for staff work and support zones and a five-year staff (position) projection. A space needs analysis and projection for programming is being completed by Hitchcock Design Group as part of the Comprehensive Master Plan Update 2025 project.

Staff worked with Williams Architects to complete a review of existing staff work and support zones and develop a model to project future or potential needs moving forward. Staff internally discussed staff additions (positions) in the future. Staff additions were considered in two ranges: 2-5 years and 5-10 years.

The report and projection will be forwarded to Hitchcock Design Group as it develops the Comprehensive Master Plan Update 2025.

#### Staff Recommendation

Staff will verbally present the information to the Committee.

*<u>Motion to Consider</u> None. This item is for information and discussion.* 

# WILLIAMS ARCHITECTS

### **Williams Architects**

#### Architects

Planners

500 Park Blvd, Ste. 800, Itasca, Illinois 60143 Williams@Williams-Architects.com 630.221.1212

BUILDING SPACE PROGRAM				SUMMARY
Administration Space Needs Assessment Cary Park District			Project #	2024-087
6-Feb-25			Revised :	26-Mar-25
Zone Description	Program Rar	nge Square Feet	Existing SF	Proposed SF
100 Central Administration	3,440	- 4,280	1,631	3,710
Common Area		- 856	294	668
200 Recreation Dept	2,930	- 3,670	821	2,710
Common Area	527	- 734	148	488
200 Darks and Essilites Dart	2.450	2 2 2 2	1.040	2,400
300 Parks and Facilites Dept Common Area	2,450 441	- 3,320 - 664	1,040 187	2,490 448
Common Alea	441	- 004	107	440
400 Finance Dept	1,160	- 1,420	696	1,160
Common Area	209	- 284	125	209
500 0	0	- 0	0	0
Common Area	0	- 0	0	0
600 0	0	- 0	0	0
Common Area		- 0	0	0
Common / Woo	Ũ	0	Ŭ	0
700 0	0	- 0	0	0
Common Area	0	- 0	0	0
800 0		- 0	80	0
Common Area	0	- 0	14	0
900 0	0	- 0	0	0
Common Area		- 0	0	0
1000 0	0	- 0	0	0
Common Area	0	- 0	0	0
Net Programmed Square Foot Area	9,980	- 12,690	4,268	10,070
Common Area		- 2,538	768	1,812.60
	.,	_,	.00	.,
Gross Square Feet (Building)	11,776	- 15,228	5,036	11,882.60
Average Cost / Square Foot	\$0.00	- \$0.00	\$ 0.00	\$ 0.00
Estimated Building Construct	ion Cost			\$0.00
Enter File Name				
© Williams Associates Architects, Ltd.		Printed :	7-Apr-25	Page 1 of 5

Footnotes:

1. Spaces denoted in the spaces needs assessment address adminstration living spaces only.

2. Existing Spaces represent both leased and owned properties for the Cary Park District. The Annex represents approximately 2200 SF.

# BUILDING SPACE PROGRAM Administration Space Needs Assessment

Cary Park District 6-Feb-2025

Project #

Revised :

**Central Administration** 

Room	Room Name / Description	Program	Range	Existing	Proposed		Assigned Cost	Total Cost
#		(SF)	-	(SF)	(SF)		(Per SF)	(\$)
		. ,		. /	(° 7		. ,	
100	Executive Director - Full Time (FT)	200 -	240	163	240			\$0.00
101	Deputy Director- Full Time (FT)	180 -	220	218	220			\$0.00
102	Director of Planning and Development (FT)	150 -	180	284	180			\$0.00
103	Planning and Development Storage	80 -	100	0				\$0.00
104		-						\$0.00
105		-						\$0.00
106	Adminstrative and Project Specialist (FT)	120 -	150	56	120			\$0.00
107	Future Support Adminstrative Specialist (FT) (5yr-10yr)	80 -	100		100			\$0.00
108		-						\$0.00
109	Director of Finance and Administration (See Finance Dept)	-						\$0.00
110		-						\$0.00
111		-						\$0.00
112	Director of Communications and Marketing (FT)	150 -	180	115	180			\$0.00
113	Marketing Coordinator (Ex Shared Office, PT-1)	120 -	150	81	120			\$0.00
114	Communication and Marketing Support (PT)	80 -	100	56	100			\$0.00
115	Future Marketing Coordinator (PT-1) (2yr-5yr)	80 -	100		100			\$0.00
116	Future Development Specialist (FT) (5yr-10Yr)	120 -	150		150			\$0.00
117	Marketing Supply Storage	100 -	120		100			\$0.00
118	······································							\$0.00
119		-						\$0.00
120	Safety Risk Manager (PT-1) (Ex. Shared Office)	120 -	150	88	120			\$0.00
120			150	00	120	i		\$0.00
122		-						\$0.00
123		-						\$0.00
123		-				i		\$0.00
125		-						\$0.00
126		-						\$0.00
127		-						\$0.00
128	Staff / Marketing Workroom	180 -	240	165	200			\$0.00
129	Starry marketing from com		210	100	200			\$0.00
130	Conference Room (10)	360 -	450	235	360			\$0.00
131	Staff Break Room / Kitchenette (12)	220 -	320		220			\$0.00
132	Records Storage	500 -	600		500			\$0.00
133	Office Supply Storage	100 -	120		100	i		\$0.00
134	Office File Storage	200 -	250		200			\$0.00
135	Staff Restroom	100 -	120	98	100			\$0.00
136	Staff Restroom	100 -	120	72	100	i		\$0.00
137	Administrative Reception	100 -	120		100			\$0.00
138		- 100	120		100			\$0.00
139		-						\$0.00
140		-						\$0.00
140		-						\$0.00
141								\$0.00
142		-				÷		\$0.00
143	1							\$0.00
144								\$0.00
145	1							\$0.00
148	1							\$0.00
147	BLUE DENOTES SPACES IN THE ANNEX							\$0.00
148		-						\$0.00
149	RED DENOTES FUTURE SPACES							\$0.00
130					l			\$0.00

TOTALS							
Net Programmed Square Foot Area	3,440 -	4,280	1,631	3,710	Net Building Cost:	\$0.00	
Assigned Gross SF %	18.00% -	20.00%	18.00%	18.00%		18.00%	
Assigned Gross SF	619 -	856	293.58	668	Common Area Cost:	\$0	
Gross Programmed Square Foot Area (Program + Common/Structure)	4,059 -	5,136	1,925	4,378			
Estimated Program Construction Cost							

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Printed : 4/7/2025 Page 2 of 5

2024-087 26-Mar-2025

# BUILDING SPACE PROGRAM Administration Space Needs Assessment

Cary Park District 6-Feb-2025

Project # Revised :

26-Mar-2025

2024-087

**Recreation Dept** 

Room	Room Name / Description	Program Ra	ange	Existing	Proposed	Assigned Cost	Total Cost
#	#		(SF)		(SF)	(Per SF)	(\$)
		· · /		(SF)	(=- )		
200	Superintendent of Recreation (FT)	150 -	180	151	180		\$0.00
201	Facility + Program Manager (FT)	120 -	150	152	150		\$0.00
202	Future SBAC Aquatic Manager (FT)	100 -	120		120		\$0.00
203		-					\$0.00
204	Program Manager 1 (FT)	120 -	150	117	120		\$0.00
205	Program Manager 2 (FT)	120 -	150		120		\$0.00
206		-					\$0.00
207	Senior Coordinator (PT-1)	120 -	150	127	120		\$0.00
208		-					\$0.00
209	Registration Manager (PT-1)	100 -	120	124	120		\$0.00
210		-					\$0.00
211	Recreation Staff 1 (PT)	80 -	100		80		\$0.00
212	Recreation Staff 2 (PT)	80 -	100		80		\$0.00
213	Recreation Staff 3 (PT)	80 -	100		80		\$0.00
214	Recreation Staff 4 (PT)	80 -	100		80		\$0.00
215		-					\$0.00
216	Future Dance Coordinator (PT-1) (2 Yr-5 Yr)	80 -	100	0	80		\$0.00
217		-	100	Ū	00		\$0.00
218		-					\$0.00
219		-					\$0.00
220		-					\$0.00
220		-					\$0.00
222		-					\$0.00
223		-					\$0.00
224		-					\$0.00
225		-					\$0.00
226		-					\$0.00
227		-					\$0.00
228		-					\$0.00
229		-					\$0.00
230		-					\$0.00
231		-					\$0.00
232		-					\$0.00
233		-					\$0.00
234		-					\$0.00
235		-					\$0.00
235		-					\$0.00
230		-					\$0.00
238	Office Staff Work / Copy / Fax Area	200 -	240	75	200		\$0.00
238	Once Stan Work / Copy / Lax Alea	- 200	240	75	200		\$0.00
240	Conference Room (10)	360 -	450	0	360		\$0.00
240	Staff Break Room / Kitchenette (12)	220 -	320	75	220		\$0.00
241 242	Part-time Staff Room (12) / Shared	320 -	400	75	220		\$0.00
242	Office Supply Storage	200 -	250		200		\$0.00
243	Office File Storage	200 -	250		200		\$0.00
244	Staff Restroom	100 -	120	0	100		\$0.00
245	Staff Restroom	100 -	120	0	100		\$0.00
246		100 -	120	0	100		
247	Administrative Reception (Part of Facility Program )	-					\$0.00 \$0.00
249		-					\$0.00
250							\$0.00

TOTALS							
Net Programmed Square Foot Area	2,930	3,670	821	2,710	Net Building Cost:	\$0.00	
Assigned Gross SF %	18.00%	20.00%	18.00%	18.00%		18.00%	
Assigned Gross SF	527	734	148	488	Common Area Cost:	\$0	
Gross Programmed Square Foot Area (Program + Common/Structure)	3,457	4,404	969	3,198			
Estimated Program Construction Cost							

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Printed : 4/7/2025 Page 3 of 5

# BUILDING SPACE PROGRAM Administration Space Needs Assessment

Cary Park District 6-Feb-2025

Project # Revised :

26-Mar-2025

Parks and Facilites Dept

Room	Room Name / Description	Program Ra	ange	Existing	Proposed	Assigned Cost	Total Cost
#		(SF)	-	(SF)	(SF)	(Per SF)	(\$)
300		-					\$0.00
301	Superintendent of Parks and Facilities (FT)	180 -	220	183	180		\$0.00
302		-					\$0.00
303	Park Maintenance Manager (FT)	150 -	180	130	150		\$0.00
304	Park Specialist - Mechanic (FT)	80 -	100	20	80		\$0.00
305		-					\$0.00
306	Park Maintenance Specialist 1 (FT)	40 -	60	20			\$0.00
307	Park Maintenance Specialist 2 (FT)	40 -	60	10			\$0.00
308	Park Maintenance Specialist 3 (FT)	40 -	60	10			\$0.00
309	Park Maintenance Specialist 4 (FT)	40 -	60	16			\$0.00
310 311	Park Maintenance Specialist 5 (FT) Park Maintenance Specialist 6 (FT)	40 - 40 -	60 60	16			\$0.00 \$0.00
311 312		40 -	60	0			\$0.00
312	Park Maintenance Specialist 7 (FT) Future Park Maintenance Specialist 8 (FT) (2 Yr-5Yr)	40 -	60	0	40		\$0.00
313	Future Park Maintenance Specialist 6 (FT) (2 11-511) Future Park Maintenance Specialist 9 (FT) (5 Yr-10 Yr)	40 -	60		40 40		\$0.00
314	Future Faik Maintenance Specialist 9 (FT) (5 11-10 11)	40 -	00		40		\$0.00
315		-					\$0.00
317	Facility Maintenance Manager (FT)	120 -	150	70	120		\$0.00
318	Facilty MaintenanceSpecialist (FT)	40 -	60		40		\$0.00
319	Future Facility Maintenance Specialist (FT) (2 Yr-5Yr)	-	00	0	40		\$0.00
320		-					\$0.00
321		-					\$0.00
322	Plan / File Storage	100 -	120	0	100		\$0.00
323	Lunch / Training Room (20-30)	400 -	600	280	400		\$0.00
324	Staff Workroom	80 -	150	16			\$0.00
325		-					\$0.00
326	Locker Room (20 Full Height )	380 -	520	90	380		\$0.00
327	Men's Toilet (2WC 2U 2 L)	200 -	240	89	200		\$0.00
328	Women's Toilet (2WC 2L)	200 -	240	60	200		\$0.00
329	Men's Shower (2)	80 -	100	30	80		\$0.00
330	Women's Shower (2)	80 -	100	0	80		\$0.00
331		-					\$0.00
332		-					\$0.00
333		-					\$0.00
334		-					\$0.00
335		-					\$0.00
336		-					\$0.00
337		-					\$0.00
338		-					\$0.00
339		-					\$0.00
340		-					\$0.00
341		-					\$0.00 \$0.00
342							\$0.00
343 344		-					\$0.00
344		-					\$0.00
345		-					\$0.00
348		-					\$0.00
347		-					\$0.00
349	BLUE DENOTES SPACES IN COMMUNITY CENTER	-					\$0.00
350	Construction of the stand common and content	-					\$0.00

2,450	3,320	1,040	2,490	Net Building Cost:	\$0.00		
18.00%	20.00%	18.00%	18.00%		18.00%		
441	664	187.2	448	Common Area Cost:	\$0		
2,891	3,984	1,227	2,938				
Estimated Program Construction Cost							
	18.00% - 441 -	18.00% - 20.00% 441 - 664	18.00%         20.00%         18.00%           441         -         664         187.2	18.00%         -         20.00%         18.00%         18.00%           441         -         664         187.2         448	18.00%         20.00%         18.00%         18.00%           441         664         187.2         448		

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Printed : 4/7/2025 Page 4 of 5

2024-087

#### BUILDING SPACE PROGRAM Administration Space Needs Assessment Project # 2024-087 Cary Park District 6-Feb-2025

26-Mar-2025

Revised :

#### Finance Dept

Room	Room Name / Description	Program F	Range	Existing	Proposed	Assigned Cost	Total Cost
#		(SF)	-	(SF)	(SF)	(Per SF)	(\$)
				(° /	( /		
400		-					\$0.00
401	Director of Finance and Administration (FT)	180 -	220	196	180		\$0.00
402	Assistant Director of Finance (FT)	150 -	180	150	150		\$0.00
403	Accounting Specialist (FT)	120 -	150	110	120		\$0.00
404	Staff Accountant (FT)	120 -	150	110	120		\$0.00
405		-					\$0.00
406		-					\$0.00
407		-					\$0.00
408		-					\$0.00
409		-					\$0.00
410		-					\$0.00
411	HR Manager (FT)	150 -	180	130			\$0.00
412	Future Human Resource Manager Assistant / Specialist (PT-1) (2Yr-5Yr)	100 -	120		100		\$0.00
413	Future Human Resource Manager Assistant / Specialist (PT-1) (5Yr-10Yr)	100 -	120	0			\$0.00
414	Future IT Manager (FT) (5yr-10Yr)	120 -	150	0	120		\$0.00
415 416		-					\$0.00
416	Future IT Sterree	- 120 -	150	0	120		\$0.00 \$0.00
417	Future IT Storage	- 120 -	150	U	120		\$0.00
418							\$0.00
419							\$0.00
420		-					\$0.00
422		-					\$0.00
423		-					\$0.00
424		-					\$0.00
425		-					\$0.00
426		-					\$0.00
427		-					\$0.00
428		-					\$0.00
429		-					\$0.00
430		-					\$0.00
431		-					\$0.00
432		-					\$0.00
433		-					\$0.00
434		-					\$0.00
435		-					\$0.00
436	4	-					\$0.00
437		-					\$0.00
438		-					\$0.00
439		_					\$0.00
440		-					\$0.00
441		-					\$0.00
442		-					\$0.00 \$0.00
443		-					\$0.00
444	1						\$0.00
445	1						\$0.00
440	1						\$0.00
447		-					\$0.00
448	BLUE DENOTES SPACES IN THE ANNEX						\$0.00
450		-					\$0.00

TOTALS							
Net Programmed Square Foot Area	1,160 -	1,420	696	1,160	Net Building Cost:	\$0.00	
Assigned Gross SF %	18.00% -	20.00%	18.00%	18.00%		18.00%	
Assigned Gross SF	209 -	284	125.28	209	Common Area Cost:	\$0	
Gross Programmed Square Foot Area (Program + Common/Structure)	1,369 -	1,704	821	1,369			
Estimated Program Construction Cost							

Williams Architects

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Printed : 4/7/2025 Page 5 of 5