



Spokane Park Board Finance Committee

3 p.m. Tuesday, December 12, 2023

In-person: The Hive Events C
2904 East Sprague Avenue
Spokane, WA 99202

WebEx virtual meeting:

Call-in: 408-418-9388; Access code: 2487 784 0164
Rich Lentz – Parks Finance/Budget Director

Committee members

Bob Anderson – Chair
Greta Gilman
Gerry Sperling
Nick Sumner

The Finance Committee meeting will be held in-person in the Hive Events C, 2904 East Sprague Avenue, Spokane, WA 99202 and virtually via WebEx at 3 p.m. Tuesday, December 12, 2023. Committee members, staff, and presenters still have the option to participate virtually via WebEx during all meetings.

The public may listen to the meeting by calling 408-418-9388 and entering access code **2487 784 0164**, when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 11 a.m. December 12, by email to: spokaneparks@spokanecity.org or mail to: Spokane Park Board, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to committee members prior to the meeting.

Agenda

Action items

1. [DH Contract Renewal – Fianna Dickson](#)
2. [Accepting the Agreement between CITY OF SPOKANE PARKS AND RECREATION DIVISION and CIVICPLUS; providing Recreation Management Software and hosting – Jason Conley](#)

Discussion items

- 1.

Standing report items

1. [November Financials – Rich Lentz](#)

Agenda Subject to Change

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mpiccolo@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Spokane Park Board

Briefing Paper



Committee	Finance		Committee meeting date: 12/12/2023
Requester	Fianna Dickson		Phone number: x6297
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input checked="" type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2021-0398		
Master Plan Goal, Objective, Strategy (click for link to adopted plan)	Goal H., Obj. 2	Master Plan Priority Tier: (pg. 171-175)	First
Item title: (Use exact language noted on the agenda)	DH Contract Renewal		
Begin/end dates	Begins: 05/14/2024	Ends: 05/13/2025	<input type="checkbox"/> 06/01/2525
Background/history: In 2021, DH was awarded a 3-year contract for marketing, communication, and advertising services through a request for proposals. The contract allows for 2 1-year renewal options. This would be the first renewal. We are requesting this contract renewal a but early to allow for certainty in planning for all months of 2024.			
Motion wording: Motion to approve a one-year renewal of the contract with DH, to extend to May 13, 2025.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No			
If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Fianna Dickson Grant Management Department/Name:			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount: \$110,000/year		Budget code: 1400-30210-76120-54451	
\$40,000/year		4600-30210-76611-54451	
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents:			
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)		
<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)		
<input type="checkbox"/> UBI: _____ Business license expiration date: _____	<input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)		



**City of Spokane Parks
And Recreation Department**

**CONTRACT RENEWAL
1 of 2**

**Title: PARKS AND RECREATION MARKETING,
COMMUNICATION, & ADVERTISING SERVICES**

This Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **DESAUTEL HEGE**, whose address is 315 West Riverside Avenue, Suite 200, Spokane, Washington, 99201 as ("Firm"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Firm agreed to provide non-exclusive Marketing, Communication and Advertising Services to the City of Spokane Parks and Recreation Department; and

WHEREAS, the initial contract provided for two (2) additional one (1) year renewals, with this being the first of those renewals.

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The original Contract, dated May 20, 2021 and May 27, 2021, any previous amendments, renewals and / or extensions / thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Contract Renewal shall become effective on May 14, 2024 and shall run through May 13, 2025.

3. COMPENSATION.

The City shall pay an additional amount not to exceed **ONE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$150,000.00)**, including applicable sales tax, for everything furnished and done under this Contract Renewal. This is the maximum amount to be paid under this Renewal, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this Renewal document.

4. DEBARMENT AND SUSPENSION.

The Firm has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Renewal by having legally-binding representatives affix their signatures below.

DESAUTEL HEGE

**CITY OF SPOKANE
PARKS AND RECREATION**

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:

Attachment A – Certification Regarding Debarment

23-247

**ATTACHMENT A
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

 2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

<hr/> Name of Subrecipient / Contractor / Consultant (Type or Print)	<hr/> Program Title (Type or Print)
<hr/> Name of Certifying Official (Type or Print)	<hr/> Signature
<hr/> Title of Certifying Official (Type or Print)	<hr/> Date (Type or Print)

Spokane Park Board

Briefing Paper



Committee	Finance		Committee meeting date: Dec. 12, 2023
Requester	Jason Conley		Phone number: 625-6211
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input checked="" type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2018-0118		
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	N/A	Master Plan Priority Tier: (pg. 171-175)	N/A
Item title: (Use exact language noted on the agenda)	Accepting the Agreement between CITY OF SPOKANE PARKS AND RECREATION DIVISION and CIVICPLUS; providing Recreation Management Software and hosting,		
Begin/end dates	Begins: 01/01/2024	Ends: 12/31/2024	<input type="checkbox"/> 06/01/2525
Background/history:			
<p>In 2017, through a competitive process; CivicPlus was selected as the Spokane Parks and Recreation Division's Recreation Management Software (RMS). Parties entered into a multi-year agreement for software licensing. This initial agreement is expiring at the conclusion of 2023. With pre-approval from City Purchasing, Parks desires to enter into a renewal agreement with CivicPlus to continue RMS software using the specific software product commonly known as CivicRec. The contract may be renewed annually for (2) additional one-year renewals under predetermined pricing, for a total of 3 years. This software is used for the registration of all recreational classes and programs as well as park and field facility reservations. This software has been well-received with users, and staff alike.</p>			
Motion wording:			
Approve a 1-year Agreement between the City of Spokane Parks and Recreation Division and CIVICPLUS. for Recreational Management Software, with (2) optional 1-year renewals.			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No			
If so, who/what department, agency or company: CivicPlus			
Name: Amy Vikander		Email address: vikander@civicplus.com	Phone:
Distribution:			
Parks – Accounting			
Parks – Sarah Deatrich			
Requester: Jason Conley			
Grant Management Department/Name:			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount:		Budget code:	
2024 (\$38,587.50) + tax		1400-30210-76101-54820	
2025 (\$39,706.54) + tax *Optional year		1400-30210-76101-54820	
2026 (\$40,858.02)+ tax *Optional year		1400-30210-76101-54820	
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents:			
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)		
<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)		
<input checked="" type="checkbox"/> UBI:	Business license expiration date:	<input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)	



CITY OF SPOKANE
PARKS AND RECREATION

CONTRACT

**Title: RECREATION MANAGEMENT
SOFTWARE**

THIS CONTRACT is between the **CITY OF SPOKANE PARKS AND RECREATION**, a Washington State municipal corporation, as ("City"), and **CIVICPLUS, LLC**, whose address is 302 South 4th Street, Suite 500, Manhattan, Kansas 66502, as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE**. The Company shall provide Recreation Management Software, Project Implementation and Deployment, in accordance with the Company's Statement of Work, which is attached as Attachment B. In the event of a discrepancy between the documents this City Contract controls.

2. **CONTRACT TERM**. The Contract shall begin January 1, 2024 and shall run through December 31, 2024, unless terminated sooner. This Contract may be renewed on an annual basis by written agreement of the parties not to exceed two (2) one (1) year renewals.

3. **COMPENSATION**. The City shall pay the Company a maximum annual amount for the first year not to exceed **THIRTY-EIGHT THOUSAND FIVE HUNDRED EIGHTY-SEVEN AND 50/100 DOLLARS (\$38,587.50)**, and applicable tax, for everything furnished and done under this Contract. The City shall pay the maximum annual amount for each of the years as set forth below:

January 1, 2025 – December 31, 2025	\$39,706.54
January 1, 2026 – December 31, 2026	\$40,858.03

4. **PAYMENT**. The Company shall send its application for payment to City of Spokane Parks and Recreation Department, 808 West Spokane Falls Boulevard, 5th Floor, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law.

5. **COMPLIANCE WITH LAWS**. Each party shall comply with all applicable federal, state, and local laws and regulations.

6. **ASSIGNMENTS**. This Contract is binding on the parties and their heirs, successors, and assigns. Neither party may assign, transfer or subcontract its interest, in whole or in part, without the other party's prior written consent.

7. AMENDMENTS. This Contract may be amended at any time by mutual written agreement.

8. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Contract.

9. TERMINATION. Either party may terminate this Contract by thirty (30) days written notice to the other party. In the event of such termination, the City shall pay the Company for all work previously authorized and performed prior to the termination date.

10. INSURANCE. During the term of the Agreement, the Company shall maintain in force at its own expense, the following insurance coverages:

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers; and
- B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the City, its officers and employees are additional insureds, but only with respect to the Company's services to be provided under this contract;
 - i. Acceptable supplementary Umbrella insurance coverage, combined with the Company's General Liability insurance policy must be a *minimum* of \$1,000,000, in order to meet the insurance coverages required under this Contract;
- C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) to the City at the time it returns this signed Agreement. **The certificate shall specify the City of Spokane as "Additional Insured"** specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the sixty (60) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

11. INDEMNIFICATION. The Company shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Company's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Company to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of

the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Company's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Company, its agents or employees. The Company specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

12. DEBARMENT AND SUSPENSION. The Company has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

13. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

14. STANDARD OF PERFORMANCE. The silence or omission in the Contract regarding any detail required for the proper performance of the work, means that the Company shall perform the best general practice.

15. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Company agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Company.

16. CITY OF SPOKANE BUSINESS LICENSE. Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Company shall be responsible for contacting the State of Washington Business License Services at www.dor.wa.gov or 360-705-6741 to obtain a business registration. If the Company does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

17. AUDIT / RECORDS. The Company and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Company and its subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

18. CONFIDENTIALITY/PUBLIC RECORDS. Notwithstanding anything to the contrary, City will maintain the confidentiality of Company's materials and information only to the extent that is

legally allowed in the State of Washington. City is bound by the State Public Records Act, RCW Ch. 42.56. That law presumptively makes all records in the possession of the City public records which are freely available upon request by anyone. In the event that City gets a valid public records request for Company's materials or information, City will give Company notice and Company will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Company does not get a timely injunction preventing the release of the records, the City will comply with the Public Records Act and release the records.

19. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.

CIVICPLUS, LLC

**CITY OF SPOKANE
PARKS AND RECREATION**

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:

- Exhibit A – Certificate Regarding Debarment
- Exhibit B – Company's Statement of Work

M23-302

**EXHIBIT A
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Name of Subrecipient / Contractor / Consultant (Type or Print)	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Program Title (Type or Print)
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Name of Certifying Official (Type or Print)	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Title of Certifying Official (Type or Print)	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date (Type or Print)

EXHIBIT B



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502 US

Client: Spokane, WA

Bill To: Spokane, WA

WA – Spokane - CivicRec - Statement of Work

QTY	Product Description	PRODUCT TYPE
1	CivicRec Annual Fee Renewal	Renewable
	Annual Recurring Services – Initial Term	USD 38,587.50
	Annual Recurring Services – Year 2	USD 39,706.54
	Annual Recurring Services – Year 3	USD 40,858.03

1. This renewal Statement of Work ("SOW") is between Spokane, WA ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: www.civicplus.help/hc/p/legal-stuff (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").
2. This SOW shall remain in effect for an initial term from January 1, 2024 through December 31, 2024 (the "Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW may be renewed for an additional twelve month renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. Annual Recurring Services shall be invoiced on the first day of the Initial Term and the first day of any of each Renewal Term and be subject to a 2.9% uplift each Renewal Term. Client will pay all invoices within 30 days of the date of such invoice.

Signature Page to Follow.

Acceptance

By signing below, the parties are agreeing to be bound by Terms and Conditions found at: www.civicplus.help/hc/p/legal-stuff.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization		URL
Street Address		
Address 2		
City	State	Postal Code
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Billing Contact		E-Mail
Phone	Ext.	Fax
Billing Address		
Address 2		
City	State	Postal Code
Tax ID #	Sales Tax Exempt #	
Billing Terms	Account Rep	
Info Required on Invoice (PO or Job #)		
Contract Contact		Email
Phone	Ext.	Fax
Project Contact		Email
Phone	Ext.	Fax

Natural Resources - November 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 November Actual	2023 November Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 YTD Difference	2022 YTD % Of Budget	2023 YTD % Of Budget	YOY % Change
Revenue											
Program Revenue	\$ 91,000	\$ (6,806)	\$ 5,726	\$ 1,806	\$ (3,920)	\$ 105,134	\$ 97,806	\$ (7,328)	115.53%	107.48%	-8.05%
Operating Transfers	\$ 66,000	\$ -			\$ -	\$ 66,000	\$ 66,000	\$ -	100.00%	100.00%	
Total Revenue	\$ 157,000	\$ (6,806)	\$ 5,726	\$ 1,806	\$ (3,920)	\$ 171,134	\$ 163,806	\$ (7,328)	109.00%	104.34%	-4.67%
Expenditures											
Salaries and Wages	\$ 559,181	\$ 69,824	\$ 41,590	\$ 44,958	\$ (3,367)	\$ 453,041	\$ 489,356	\$ (36,315)	91.70%	99.05%	7.35%
Temp/Seasonal	\$ 90,000	\$ (9,607)	\$ 4,288	\$ 13,674	\$ (9,386)	\$ 76,666	\$ 99,607	\$ (22,941)	105.02%	136.45%	31.43%
Personnel Benefits	\$ 203,753	\$ 6,320	\$ 16,584	\$ 18,598	\$ (2,015)	\$ 184,236	\$ 197,433	\$ (13,197)	91.81%	98.38%	6.58%
Supplies	\$ 35,600	\$ 7,140	\$ 2,304	\$ 3,839	\$ (1,535)	\$ 22,371	\$ 28,460	\$ (6,089)	73.23%	93.16%	19.93%
Services and Charges	\$ 217,384	\$ (1,348)	\$ 18,630	\$ 10,149	\$ 8,481	\$ 232,987	\$ 218,732	\$ 14,255	107.47%	100.89%	-6.58%
Interfund Payments	\$ 23,000	\$ (1,612)		\$ 2,791	\$ (2,791)	\$ 1,022	\$ 24,612	\$ (23,590)	4.03%	97.13%	93.10%
Subtotal Op. Expense	\$ 1,128,918	\$ 70,717	\$ 83,396	\$ 94,008	\$ (10,612)	\$ 970,324	\$ 1,058,201	\$ (87,877)	93.26%	93.74%	0.47%
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Expenditures	\$ 1,128,918	\$ 70,717	\$ 83,396	\$ 94,008	\$ (10,612)	\$ 970,324	\$ 1,058,201	\$ (87,877)	93.26%	93.74%	0.47%
Net Gain/(Loss)	\$ (971,918)		\$ (77,670)	\$ (92,201)	\$ (14,531)	\$ (799,190)	\$ (894,395)	\$ (95,205)			

Riverfront Park - November 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 November Actual	2023 November Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 YTD Difference	2022 YTD % Of Budget	2023 YTD % Of Budget	YOY % Change
Revenue											
Program Revenue	\$ 3,766,354	\$ 499,368	\$ 225,204	\$ 197,454	\$ (27,749)	\$ 2,771,478	\$ 3,266,986	\$ 495,508	74.91%	86.74%	11.83%
Total Revenue	\$ 3,766,354	\$ 499,368	\$ 225,204	\$ 197,454	\$ (27,749)	2,771,478	\$ 3,266,986	\$ 495,508	74.91%	86.74%	11.83%
Expenditures											
Salaries and Wages	\$ 1,596,053	\$ 319,060	\$ 99,801	\$ 126,118	\$ (26,317)	\$ 1,107,614	\$ 1,276,993	\$ (169,379)	83.57%	80.01%	-3.56%
Temp/Seasonal	\$ 1,031,537	\$ 304,124	\$ 41,765	\$ 51,139	\$ (9,374)	\$ 550,985	\$ 727,413	\$ (176,428)	60.52%	70.52%	10.00%
Personnel Benefits	\$ 618,472	\$ 56,649	\$ 45,222	\$ 47,708	\$ (2,486)	\$ 486,461	\$ 561,823	\$ (75,362)	69.82%	90.84%	21.02%
Supplies	\$ 446,000	\$ 20,431	\$ 31,081	\$ 31,405	\$ (325)	\$ 334,402	\$ 425,569	\$ (91,168)	74.44%	95.42%	20.98%
Services and Charges	\$ 1,043,526	\$ 88,425	\$ 91,859	\$ 47,122	\$ 44,737	\$ 806,248	\$ 955,101	\$ (148,854)	89.27%	91.53%	2.26%
Interfund Payments	\$ 20,000	\$ 17,968		\$ 2,032	\$ (2,032)		\$ 2,032	\$ (2,032)		10.2%	10.16%
Subtotal Op. Expense	\$ 4,755,588	\$ 806,656	\$ 309,728	\$ 305,524	\$ 4,204	\$ 3,285,710	\$ 3,948,932	\$ (663,223)	76.32%	83.04%	6.71%
Transfers Out	\$ 237,027	\$ 118,279			\$ -	\$ 118,746	\$ 118,748	\$ (2)	50.1%	50.1%	0.00%
Total Expenditures	\$ 4,992,615	\$ 924,934	\$ 309,728	\$ 305,524	\$ 4,204	\$ 3,404,456	\$ 4,067,680	\$ (663,225)	74.95%	81.47%	6.52%
Net Gain/(Loss)	\$ (1,226,261)		\$ (84,524)	\$ (108,070)	\$ (23,546)	\$ (632,978)	\$ (800,695)	\$ (167,717)			

Recreation - November 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 November Actual	2023 November Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 YTD Difference	2022 YTD % Of Budget	2023 YTD % Of Budget	YOY % Change
Revenue											
Program Revenue	\$ 1,549,500	\$ (73,503)	\$ 95,466	\$ 50,258	\$ (45,209)	\$ 1,436,339	\$ 1,623,003	\$ 186,664	99.44%	104.74%	5.30%
Total Revenue	\$ 1,549,500	\$ (73,503)	\$ 95,466	\$ 50,258	\$ (45,209)	1,436,339	\$ 1,623,003	\$ 186,664	99.44%	104.74%	5.30%
Expenditures											
Salaries and Wages	\$ 878,817	\$ 235,530	\$ 58,570	\$ 56,498	\$ 2,073	\$ 676,020	\$ 643,287	\$ 32,734	89.62%	73.20%	-16.43%
Temp/Seasonal	\$ 1,034,000	\$ (74,551)	\$ 29,624	\$ 30,740	\$ (1,116)	\$ 1,117,566	\$ 1,108,551	\$ 9,015	119.28%	107.21%	-12.07%
Personnel Benefits	\$ 315,006	\$ (51,489)	\$ 28,123	\$ 27,011	\$ 1,112	\$ 379,161	\$ 366,495	\$ 12,666	95.49%	116.35%	20.86%
Supplies	\$ 296,350	\$ (17,431)	\$ 6,886	\$ 6,092	\$ 794	\$ 288,926	\$ 313,781	\$ (24,855)	107.70%	105.88%	-1.82%
Services and Charges	\$ 1,271,737	\$ 13,258	\$ 73,353	\$ 79,064	\$ (5,711)	\$ 1,273,527	\$ 1,258,479	\$ 15,048	101.72%	98.96%	-2.76%
Interfund Payments	\$ 16,950	\$ (5,945)			\$ -	\$ 21,740	\$ 22,895	\$ (1,155)	128.3%	135.1%	6.81%
Subtotal Op. Expense	\$ 3,812,860	\$ 99,373	\$ 196,557	\$ 199,405	\$ (2,848)	3,756,939	\$ 3,713,487	\$ 43,452	103.63%	97.39%	-6.23%
Transfers Out	-	-	-	-	\$ -	-	-	\$ -			
Total Expenditures	\$ 3,812,860	\$ 99,373	\$ 196,557	\$ 199,405	\$ (2,848)	3,756,939	\$ 3,713,487	\$ 43,452	103.63%	97.39%	-6.23%
Net Gain/(Loss)	\$ (2,263,360)		\$ (101,090)	\$ (149,147)	\$ (48,057)	\$ (2,320,600)	\$ (2,090,484)	\$ 230,116			

Park Operations - November 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 November Actual	2023 November Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 YTD Difference	2022 YTD % Of Budget	2023 YTD % Of Budget	YOY % Change
Revenue											
Program Revenue	\$ 200,430	\$ 3,626	\$ 1,738	\$ 1,351	\$ (387)	\$ 114,009	\$ 196,804	\$ 82,795	56.88%	98.19%	41.31%
Total Revenue	\$ 200,430	\$ 3,626	\$ 1,738	\$ 1,351	\$ (387)	114,009	\$ 196,804	\$ 82,795	56.88%	98.19%	41.31%
Expenditures											
Salaries and Wages	\$ 2,202,092	\$ 493,125	\$ 145,627	\$ 168,453	\$ (22,827)	\$ 1,691,856	\$ 1,708,967	\$ (17,111)	86.07%	77.61%	-8.47%
Temp/Seasonal	\$ 925,000	\$ 236,189	\$ 53,109	\$ 71,572	\$ (18,464)	\$ 572,327	\$ 688,811	\$ (116,484)	63.77%	74.47%	10.70%
Personnel Benefits	\$ 813,050	\$ 59,390	\$ 60,148	\$ 74,998	\$ (14,849)	\$ 713,303	\$ 753,660	\$ (40,357)	78.11%	92.70%	14.58%
Supplies	\$ 190,800	\$ (24,085)	\$ 9,738	\$ 28,337	\$ (18,598)	\$ 199,527	\$ 214,885	\$ (15,358)	111.16%	112.62%	1.47%
Services and Charges	\$ 1,176,006	\$ (138,796)	\$ 58,798	\$ 78,456	\$ (19,658)	\$ 1,075,579	\$ 1,314,802	\$ (239,223)	92.28%	111.80%	19.52%
Interfund Payments	\$ -	\$ -			\$ -	\$ 37		\$ 37			
Subtotal Op. Expense	\$ 5,306,948	\$ 625,823	\$ 327,420	\$ 421,816	\$ (94,396)	\$ 4,252,629	\$ 4,681,125	\$ (428,496)	83.04%	88.21%	5.17%
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Expenditures	\$ 5,306,948	\$ 625,823	\$ 327,420	\$ 421,816	\$ (94,396)	\$ 4,252,629	\$ 4,681,125	\$ (428,496)	79.47%	88.21%	8.74%
Net Gain/(Loss)	\$ (5,106,518)		\$ (325,682)	\$ (420,465)	\$ (94,783)	\$ (4,138,619)	\$ (4,484,320)	\$ (345,701)			

Administration - November 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 November Actual	2023 November Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 YTD Difference	2022 YTD % Of Budget	2023 YTD % Of Budget	YOY % Change
Revenue											
Program Revenue	\$ 139,500	\$ (438,581)	\$ 1,649	\$ 72	\$ (1,576)	\$ 595,700	\$ 578,081	\$ (17,619)	427.02%	414.39%	-12.63%
Operating Transfers	\$ 17,486,439	\$ 2,272,642	\$ 1,295,502	\$ 1,307,524	\$ 12,022	\$ 14,898,273	\$ 15,213,797	\$ 315,524	86.04%	87.00%	0.97%
Total Revenue	\$ 17,625,939	\$ 1,834,061	\$ 1,297,151	\$ 1,307,596	\$ 10,446	\$ 15,493,973	\$ 15,791,878	\$ 297,905	88.76%	89.59%	0.83%
Expenditures											
Salaries and Wages	\$ 2,543,136	\$ 420,898	\$ 166,302	\$ 187,184	\$ (20,882)	\$ 1,880,291	\$ 2,122,238	\$ (241,947)	84.74%	83.45%	-1.29%
Temp/Seasonal	\$ 83,500	\$ 39,470	\$ 3,476	\$ 3,910	\$ (433)	\$ 34,459	\$ 44,030	\$ (9,571)	30.36%	52.73%	22.37%
Personnel Benefits	\$ 830,421	\$ 124,210	\$ 59,927	\$ 64,021	\$ (4,095)	\$ 671,862	\$ 706,211	\$ (34,349)	80.34%	85.04%	4.70%
Supplies	\$ 168,800	\$ 54,602	\$ 1,076	\$ 1,836	\$ (761)	\$ 149,339	\$ 114,198	\$ 35,140	87.43%	67.65%	-19.78%
Services and Charges	\$ 880,859	\$ (111,023)	\$ 58,720	\$ 59,804	\$ (1,084)	\$ 641,937	\$ 991,882	\$ (349,945)	92.56%	112.60%	20.04%
Interfund Services	\$ 2,851,791	\$ 226,180	\$ 329,163	\$ 121,123	\$ 208,040	\$ 2,424,831	\$ 2,625,611	\$ (200,780)	92.42%	92.07%	-0.35%
Subtotal Op. Expense	\$ 7,358,507	\$ 754,337	\$ 618,663	\$ 437,878	\$ 180,785	\$ 5,802,719	\$ 6,604,170	\$ (801,451)	87.17%	89.75%	2.58%
Transfers Out/Capital Outlay	\$ 803,795	\$ 312,229	\$ 7,456		\$ 7,456	\$ 1,525,682	\$ 491,566	\$ 1,034,116	2836.21%	61.16%	-2775.05%
Total Expenditures	\$ 8,162,302	\$ 1,066,566	\$ 626,119	\$ 437,878	\$ 188,241	\$ 7,328,401	\$ 7,095,736	\$ 232,665	109.21%	86.93%	-22.27%
Net Gain/(Loss)	\$ 9,463,637		\$ 671,032	\$ 869,718	\$ 198,686	\$ 8,165,572	\$ 8,696,142	\$ 530,570			

Parks Fund - November 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 November Actual	2023 November Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 YTD Difference	2022 YTD % Of Budget	2023 YTD % Of Budget	YOY % Change
Operating Revenue											
Program Revenue	\$ 5,746,784	\$ (78,609)	\$ 352,378	\$ 254,370	\$ (98,007)	\$ 5,089,248	\$ 5,825,393	\$ 736,145	91.29%	101.37%	10.08%
Operating Transfers	\$ 17,552,439	\$ 2,220,628	\$ 1,295,502	\$ 1,307,524	\$ 12,022	\$ 14,964,273	\$ 15,331,811	\$ 367,538	86.09%	87.35%	1.26%
Grant Revenue	\$ 10,000	\$ -									
Total Operating Revenue	\$ 23,309,223	\$ 2,152,019	\$ 1,647,880	\$ 1,561,894	\$ (85,985)	\$ 20,053,521	\$ 21,157,204	\$ 1,103,683	87.3%	90.8%	3.45%
Operating Expenses											
Salaries and Wages	\$ 7,779,279	\$ 1,538,438	\$ 511,890	\$ 583,211	\$ (71,320)	\$ 5,808,828	\$ 6,240,840	\$ (432,013)	85.95%	80.22%	-5.73%
Temp/Seasonal	\$ 3,164,037	\$ 495,624	\$ 132,262	\$ 171,035	\$ (38,773)	\$ 2,373,093	\$ 2,668,413	\$ (295,320)	80.96%	84.34%	3.38%
Personnel Benefits	\$ 2,780,702	\$ 195,080	\$ 210,004	\$ 232,336	\$ (22,332)	\$ 2,436,490	\$ 2,585,622	\$ (149,132)	80.04%	92.98%	12.94%
Supplies	\$ 1,137,550	\$ 7,810	\$ 51,085	\$ 77,006	\$ (25,921)	\$ 1,042,930	\$ 1,129,740	\$ (86,810)	94.95%	99.31%	4.36%
Services and Charges	\$ 4,599,512	\$ (175,942)	\$ 301,360	\$ 278,664	\$ 22,696	\$ 4,064,243	\$ 4,775,454	\$ (711,211)	95.83%	103.83%	7.99%
Interfund Payments	\$ 2,911,741	\$ 236,591	\$ 329,163	\$ 125,946	\$ 203,217	\$ 2,447,630	\$ 2,675,150	\$ (227,520)	91.12%	91.87%	0.75%
Total Operating Expenses	\$ 22,372,820	\$ 2,297,601	\$ 1,535,764	\$ 1,468,197	\$ 67,567	\$ 18,173,214	\$ 20,075,219	\$ (1,902,005)	87.54%	89.73%	2.19%
Net Operating Income (Loss)	\$ 936,403	\$ (145,582)	\$ 112,116	\$ 93,697	\$ (18,419)	\$ 1,880,307	\$ 1,081,985	\$ (798,322)	85.14%	115.55%	30.40%
Other Financial Activity											
Capital Outlay	\$ -	\$ (14,616)	\$ 7,456		\$ 7,456	\$ 248,732	\$ 14,616	\$ 234,117	24.87%	N/A	N/A
Transfers Out	\$ 1,040,822	\$ 445,123			\$ -	\$ 1,395,696	\$ 595,699	\$ 799,998	267.98%	57.23%	-210.75%
Budget Reserve	\$ 150,000										
Total Other Activity	\$ 1,190,822	\$ 430,508	\$ 7,456	\$ -	\$ 7,456	\$ 1,644,428	\$ 610,314	\$ 1,034,114	86.51%	51.25%	-35.26%
Total Expenditures	\$ 23,563,642		\$ 1,543,219	\$ 1,468,197	\$ 75,022	\$ 19,817,643	\$ 20,685,534	\$ (867,891)	87.46%	87.79%	0.33%
Net Gain/(Loss)	\$ (254,419)		\$ 104,660	\$ 93,697	\$ (10,963)	\$ 235,878	\$ 471,670	\$ 235,792			

Beginning Fund Balance	\$ 3,624,391
5% Reserve Requirement	\$ (1,228,182)
Revenue Stabilization Reserve	\$ (400,000)
Reserve for Special Projects	\$ (321,911)
Beginning Reserves	\$ 1,674,298
YTD Net Revenue (Expense)	\$ 471,670
Ending Fund Balance	\$ 2,145,968

Golf Fund - November 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 November Actual	2023 November Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 YTD Difference	2022 YTD % Of Budget	2023 YTD % Of Budget	YOY % Change
Revenue											
Program Revenue	\$ 4,300,901	\$ (1,233,520)	\$ 6,867	\$ 26,743	\$ 19,876	\$ 5,232,657	\$ 5,534,421	\$ 301,764			
Pre-Sale Revenue		\$ (174,793)			\$ -	179,426	174,793	\$ (4,633)			
Facility Improvement Fee	\$ -		\$ (793)	\$ (3,794)	\$ (3,002)	\$ (795,767)	\$ (831,596)	\$ (35,829)			
Other Transfers-In	\$ -	\$ -			\$ -						
Total Revenue	\$ 4,300,901	\$ 576,717	\$ 6,074	\$ 22,948	\$ 16,875	\$ 4,616,316	\$ 4,877,618	\$ 261,302	118.22%	113.41%	-4.81%
Expenditures											
Salaries and Wages	\$ 1,139,022	\$ (70,559)	\$ 66,220	\$ 87,414	\$ (21,194)	\$ 733,113	\$ 866,786	\$ (133,673)	113.00%	108.86%	-4.14%
Temp/Seasonal	\$ 652,500	\$ 105,866	\$ 41,001	\$ 40,776	\$ 225	\$ 532,317	\$ 518,984	\$ 13,333	85.19%	83.06%	-2.13%
Personnel Benefits	\$ 323,037	\$ (70,407)	\$ 29,691	\$ 41,416	\$ (11,725)	\$ 401,318	\$ 431,134	\$ (29,816)	111.25%	119.52%	8.27%
Supplies	\$ 410,750	\$ (102,099)	\$ 7,391	\$ 14,531	\$ (7,140)	\$ 393,176	\$ 447,119	\$ (53,943)	113.96%	129.59%	15.63%
Services and Charges	\$ 1,053,068	\$ (137,253)	\$ 43,775	\$ 93,854	\$ (50,078)	\$ 904,715	\$ 1,149,429	\$ (244,714)	89.38%	113.56%	24.18%
Interfund Payments	\$ 297,677	\$ 480	\$ 31,139	\$ 9,839	\$ 21,301	\$ 242,972	\$ 267,107	\$ (24,135)	90.80%	99.82%	9.02%
Subtotal Op. Expense	\$ 3,876,054	\$ 195,495	\$ 219,218	\$ 287,829	\$ (68,611)	\$ 3,207,612	\$ 3,680,559	\$ (472,947)	94.16%	94.96%	0.80%
Capital Outlay	\$ 410,000	\$ (95,644)	\$ 149,165	\$ 15,162	\$ 134,003	\$ 405,415	\$ 505,644	\$ (100,229)	111.99%	123.33%	11.33%
Transfers Out		\$ (27,898)				\$ 381,465	\$ 27,898	\$ 353,567	293.43%		
Total Expenditures	\$ 4,286,054	\$ 71,953	\$ 368,383	\$ 302,991	\$ 65,392	\$ 3,994,492	\$ 4,214,101	\$ (219,609)	102.46%	98.32%	-4.14%
Net Gain/(Loss)	\$ 14,847		\$ (362,310)	\$ (280,043)	\$ 82,267	\$ 621,824	\$ 663,517	\$ 41,693			

* Beginning Fund Balance	\$ 316,004
Less 7% Reserve	\$ (300,024)
Beginning Year Reserves	\$ 15,980
YTD Change in Cash	\$ 663,517
YTD Available Cash	\$ 679,497

* 2023 Beginning Fund Balance does not include the FIF reserve of \$2,004,790

Facility Improvement Fee - November 2023



	2022 November Actual	2023 November Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 Monthly Difference
Revenue	793	3,794	\$ 3,002	795,767	831,596	\$ 35,829
Debt Service Payments: June Payment = \$309,469 December Payment = \$308,666	-	-	\$ -	267,918	309,469	\$ (41,551)

Beginning Fund Balance	\$ 2,004,790
YTD Revenues	\$ 831,596
YTD Debt Service Payments	\$ (309,469)
YTD Cash Balance	\$ 2,526,917


Grants and Capital - November 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 November Actual	2023 November Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 YTD Difference	2022 YTD % Of Budget	2023 YTD % Of Budget	YOY % Change
Revenue											
Grants Revenue	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -		\$ -	\$ -			
Expenditures											
Capital Outlay	\$ 1,000,000	\$ 985,384	\$ 7,456		\$ 7,456	\$ 248,732	\$ 14,616	\$ 234,117	24.9%	1.5%	-23.41%


Capital Reserves and CIP - Fund 1950

January 1, 2023 - November 30, 2023

		BEGINNING BALANCE	REVENUES	EXPENDITURES	ENDING FUND BALANCE	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE
Undesignated	General Operating	\$ 137,169	\$ 15,774	\$ 8,186	\$ 144,757		\$ 144,757
Designated	Capital and Other Designated Reserves	\$ 1,020,913	\$ 119,018	\$ 204,827	\$ 935,104	\$ 61,211	\$ 873,893
	CIP Projects	\$ 2,048,084	\$ 3,398,909	\$ 3,663,059	\$ 1,783,934	\$ 1,001,597	\$ 782,336
Restricted	Reserved for Property Donations	\$ 29,651	\$ -		\$ 29,651		\$ 29,651
	Conservation Futures	\$ 11,464	\$ (11,464)		\$ -		\$ -
	Riverfront Conservation Futures Loan	\$ 170,129	\$ -	\$ -	\$ 170,129		\$ 170,129
	2021 Windstorm Damage Recovery	\$ 394,300	\$ -	\$ 256,046	\$ 138,253	\$ 146,695	\$ (8,442)
Total		\$ 3,811,710	\$ 3,522,237	\$ 4,132,118	\$ 3,201,828	\$ 1,209,503	\$ 1,992,325

Capital and Other Reserves

January 1, 2023 - November 30, 2023

		BEGINNING BALANCE	REVENUES	EXPENDITURES	ENDING FUND BALANCE	OUTSTANDING ENCUMBRANCES	REMAINING BALANCE
Specialized Fleet		\$ 381,096	\$ 80,206	\$ 77,933	\$ 383,369		\$ 383,369
Capital Equipment Maintenance		\$ 267,627	\$ -	\$ -	\$ 267,627	\$ 14,059	\$ 253,569
Undefined Parks Capital Reserve		\$ 50,000	\$ -	\$ -	\$ 50,000		\$ 50,000
Sky Prairie/5-Mile		\$ 40,466	\$ 200	\$ -	\$ 40,666	\$ -	\$ 40,666
RFP Capital Reserve		\$ 6,328	\$ 1,815	\$ 8,143	\$ -		\$ -
Recreation Capital Reserve		\$ 64,039	\$ 12,000	\$ 42,145	\$ 33,895	\$ 10,732	\$ 23,163
Ops Capital Reserve		\$ 83,242	\$ -	\$ 14,587	\$ 68,655		\$ 68,655
"Coca-Cola" Reserve					\$ -		\$ -
	Riverfront Park	\$ 37,735	\$ 17,910	\$ -	\$ 55,645	\$ 36,420	\$ 19,225
	Golf	\$ 28,380	\$ 14,886	\$ 12,020	\$ 31,246		\$ 31,246
	Aquatics	\$ 12,000	\$ (8,000)	\$ -	\$ 4,000		\$ 4,000
Youth & Senior Center Capital replacement		\$ 50,000	\$ -	\$ 50,000	\$ -		\$ -
Total		\$ 1,020,913	\$ 119,018	\$ 204,827	\$ 935,104	\$ 61,211	\$ 873,893



Active CIP Projects - Fund 1950

PROJECT	2023 BEGINNING BUDGET	CURRENT YEAR CONTRIBUTIONS	CURRENT BUDGET	EXPENDED	ENCUMBERED	TOTAL EXPENDED AND COMMITTED TO DATE	BUDGET REMAINING
Turf Replacement	\$ -	\$ 1,047,137	\$ 1,047,137	\$ 1,166,141	\$ -	\$ 1,166,141	\$ (119,003.78)
Audubon Park	\$ 5,000		\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000.00
Audubon Park Rock Scramble, Roskelley Foundation		\$ 2,035	\$ 2,035	\$ -		\$ -	\$ 2,034.50
Tennis Courts, USTA Private Grant	\$ 23,412		\$ 23,412	\$ -	\$ -	\$ -	\$ 23,412.30
Dutch Jake's Park	\$ 6,890		\$ 6,890	\$ -	\$ -	\$ -	\$ 6,890.29
AM Cannon/Logan Peace Parks Playground		\$ 18,182	\$ 18,182	\$ 13,917	\$ 4,265	\$ 18,182	\$ -
Susie's Trail (18-30)	\$ 93,593		\$ 93,593	\$ 76,946	\$ 16,647	\$ 93,593	\$ -
Liberty Park Improvements, Library Fund	\$ 223,146	\$ 1,611	\$ 224,757	\$ 200,774	\$ 12,869	\$ 213,643	\$ 11,114.17
North Suspension Bridge, Arterial Street Fund	\$ 91,230		\$ 91,230	\$ 10,685	\$ 80,545	\$ 91,230	\$ -
South Suspension Bridge	\$ 20,249	\$ 1,701,704	\$ 1,721,953	\$ 1,913,539	\$ 556,128	\$ 2,469,667	\$ (747,713.92)
2022 ARPA Deferred Capital Projects	\$ 750,000	\$ (233,130)	\$ 516,870	\$ 3,137		\$ 3,137	\$ 513,733.25
Make Beacon Hill Public, Phase 2, County		\$ 305,000	\$ 305,000	\$ 54,547		\$ 54,547	\$ 250,453.33
Franklin Park Irrigation		\$ 66,735	\$ 66,735	\$ 66,735		\$ 66,735	\$ -
Ops Playground Replacements (Wildhorse)		\$ 18,920	\$ 18,920	\$ 19,939	\$ 800	\$ 20,739	\$ (1,818.80)
Public Works funded Water Conservation projects	\$ 485,367		\$ 485,367	\$ -	\$ -	\$ -	\$ 485,366.66
W. Havermale Playground, Parks Foundation	\$ 3,244		\$ 3,244	\$ -	\$ -	\$ -	\$ 3,244.32
North Bank stairs, Arterial Street Fund	\$ 1,157	\$ (1,157)	\$ -	\$ -	\$ -	\$ -	\$ -
Don Kardong Bridge	\$ 278,856		\$ 278,856	\$ 119,661	\$ 62,496	\$ 182,156	\$ 96,699.42
City-Wide Dog Park	\$ 440	\$ 22,440	\$ 22,880	\$ 17,040	\$ 1,960	\$ 19,000	\$ 3,879.86
Corbin Park Sport Court	\$ -	\$ 257,785	\$ 257,785	\$ -	\$ 259,113	\$ 259,113	\$ (1,328.00)
6-year CIP Capital Projects	\$ 42,559	\$ 207,814	\$ 250,373	\$ -		\$ -	\$ 250,372.72
Net Deficit from PY projects	\$ 7,686	\$ (911)	\$ 6,775	\$ -	\$ 6,775	\$ 6,775	\$ -
Total	\$ 2,048,084	\$ 3,398,909	\$ 5,446,993	\$ 3,663,059	\$ 1,001,597	\$ 4,664,656	\$ 782,336

Non-Capital and Maintenance Reserves - Fund 1400

	January 1, 2023 - November 30, 2023					
	Beginning Balance	Revenues	Expenditures	Ending Cash/Fund Balance	Outstanding Encumbrances	Remaining Balance
Conservation Futures	\$ 114,223	\$ 11,464	\$ 27,028	\$ 98,659	\$ 13,155	\$ 85,504
General- T-shirt, poster, calendar sales	\$ 12,407	\$ 1,960	\$ -	\$ 14,367		\$ 14,367
Herbicide Pilot, City Council	\$ 2,500	\$ -	\$ -	\$ 2,500		\$ 2,500
Recreation Equipment rental	\$ 26,873	\$ 7,833	\$ 20,568	\$ 14,139		\$ 14,139
Corbin Art Center maintenance reserve		\$ 24,561	\$ -	\$ 24,561		\$ 24,561
Hooptown Court maintenance	\$ 4,331	\$ 3,000	\$ -	\$ 7,331		\$ 7,331
Palisades Land Maintenance, Rimrock	\$ 43,974	\$ -	\$ -	\$ 43,974		\$ 43,974
Cannon Hill tree repairs	\$ 7,000	\$ -	\$ -	\$ 7,000		\$ 7,000
Community Engagement, Spokane Indians	\$ 4,460	\$ -	\$ -	\$ 4,460		\$ 4,460
Computer and Software	\$ 75,702	\$ -	\$ -	\$ 75,702		\$ 75,702
Youth & Senior Center Capital replacement		\$ 50,000	\$ 4,999	\$ 45,001	\$ 1	\$ 45,000
Parks Foundation- Reimbursable items		\$ 9,008	\$ 11,635	\$ (2,627)		\$ (2,627)
Operations Maintenance Grant		\$ -	\$ -	\$ -		\$ -
Swire reserves		\$ 2,014	\$ 2,014	\$ -		\$ -
Total	\$ 291,471	\$ 109,840	\$ 66,244	\$ 335,067	\$ 13,155	\$ 321,911