



**Spokane Park Board
Finance Committee Minutes**
3 p.m. Tuesday, February 10, 2026
WebEx meeting
Rich Lentz – Parks Finance/Budget Director

Committee members

- X Bob Anderson – Chair
- X Greta Gilman
- X Gerry Sperling

**Additional Park Board
members**

Guests

Parks staff

- Rich Lentz
- Jon Moog
- Nick Hamad
- Jennifer Papich
- Megan Dyson
- Al Vorderbrueggen
- Jerry Stacy

Summary

- The Civic Plus Contract Renewal was presented by Rich Lentz.
 - This was passed with unanimous consent and will be presented as a consent agenda item.
- The Parks Levy Finance Discussion was presented by Rich Lentz

MINUTES

The meeting was called to order at 3 p.m. by committee chair Bob Anderson.

Action items:

1. **Civic Plus Contract Renewal** – Rich Lentz presented. 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. The most recent agreement was effective in December of 2023 with two additional one-year renewals. This action item is to approve contract renewal two of two. Parks desires to enter into a renewal agreement with CivicPlus to continue RMS software using the specific software product commonly known as CivicRec. 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.

Motion #1: Bob Anderson moved to approve the Civic Plus Contract Renewal.

Gerry Sperling seconded.

Motion passed with unanimous consent (3-0). This will be presented to Park Board.

Discussion items:

1. Parks Levy: Finance Discussion – Rich Lentz presented, targeting the items below.

a) Budget – The target to disburse as much capital as possible in the first 2 years while holding a minimal, but prudent, level of reserves. The recommendation is to target 3 months of the following year's total expenditures as a reserve, with a 2-year ramp up to get to that target. By design, the attempt is to slowly ramp up operational expenses over the first 3 years while maximizing funding for capital. A levy financial statement will also be produced annually throughout the term of the levy to ensure accountability and transparency. The budget is intended to follow the 2022 Adopted Parks and Natural Lands Master Plan and the adopted Healthy Parks, Healthy Neighborhoods Program Manual.

b) Flow of Cash – Tax payments are due from the homeowners at the end of April and October, so we anticipate payments arriving mid-May and mid-November. All levy payments will go into a new Fund called 1410 – Parks Levy. This fund is purely a pass-thru fund. From 1410, as directed by the approved budget, funds will flow in 1400 for Operations and 1950 for Capital and Reserves. For 2026, at a minimum, all levy expenses will require an approval from the Parks Director or Parks Executive Officer.

c) Forecasted Levy Amounts by Year – This gave an account of total levy amounts by year, running from 2026-2045. The only variable factor being the amount of New Construction, which will need to be updated annually. A Levy: 24 Month Cash Flow Example was presented, providing an overview of expected Levy Cash Flow for 2026 and through the following year.

Standing report items:

1. None

Adjournment: The meeting adjourned at 3:42 p.m.

The next regularly scheduled meeting is 3 p.m. March 10, 2026, at the Finch Woodland Center - Ponderosa Room and via WebEx.

Spokane Park Board

Briefing Paper



Committee	Finance	Committee meeting date: February 10, 2026	
Requester	Rich Lentz	Phone number: 509-625-6544	
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 2023-1308		
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: 01/01/2026	Ends: 12/31/2026	<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. The most recent agreement was effective in December of 2023 with two additional one year renewals. This action item is to approve contract renewal two of two. Parks desires to enter into a renewal agreement with CivicPlus to continue RMS software using the specific software product commonly known as CivicRec. 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 renewal two of two between the City of Spokane Parks and Recreation Division and CIVICPLUS for Recreational Management Software.			
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 Deatrach			
Requester: Rich Lentz			
Grant Management Department/Name:			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount: \$63,136.03 + tax		Budget code: 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 RENEWAL
2 of 2

Title: RECREATION MANAGEMENT SOFTWARE

This Contract Renewal is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION** as ("City/ Customer"), a Washington municipal corporation, and **CIVICPLUS, LLC**, whose address is 302 South 4th Street, Suite 500, Manhattan, Kansas 66502, as ("Company/ CivicPlus, LLC"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Company agreed to provide Recreation Management Software, Project Implementation and Deployment; and

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

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

1. CONTRACT DOCUMENTS.

The original Contract, dated December 22, 2023 and December 28, 2023, 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 January 1, 2026 and shall run through December 31, 2026.

3. COMPENSATION.

The City shall pay an additional amount not to exceed **SIXTY-THREE THOUSAND ONE HUNDRED THIRTY-SIX AND 03/100 DOLLARS (\$63,136.03)**, plus applicable sales tax, in accordance with Company's Renewal and Invoice Numbers 357620 and 358839, dated January 1, 2026, 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 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.

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.

CIVICPLUS, LLC

By  2/4/2026
Signature Date

Amy Vikander
Type or Print Name
Senior VP of Customer Success
Title

Attest:

City Clerk

**CITY OF SPOKANE
PARKS AND RECREATION**

By _____
Signature Date

Type or Print Name

Title

Approved as to form:

Assistant City Attorney

Attachments that are part of this Agreement:

- Attachment A – Certification Regarding Debarment
- Attachment B - Company’s Renewal and Invoice Numbers 357620 and 358839

**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.

<u>CivicPlus, LLC</u> Name of Subrecipient / Contractor / Consultant (Type or Print)	<hr/> Program Title (Type or Print)
<u>Amy Vikander</u> Name of Certifying Official (Type or Print)	 Signature
<u>Senior VP of Customer Success</u> Title of Certifying Official (Type or Print)	<u>2/4/2026</u> Date (Type or Print)

ATTACHMENT B



CivicPlus

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

Client: City of Spokane, WA

Bill To: City of Spokane, WA

WA – City of Spokane – Rec - Statement of Work

QTY	Product Description	Amount
1	Recreation Management Annual Fee	Renewable
1	AudioEye Enterprise for Recreation Management	Renewable
1	Annual maintenance and support fee for external processors	Renewable
Annual Recurring Services		USD 63,136.03

1. This renewal Statement of Work ("SOW") is between City of 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, 2026 through December 31, 2026 ("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 shall automatically renew 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 5% uplift each Renewal Term. Client will pay all invoices within 30 days of the date of such invoice.
4. Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

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.

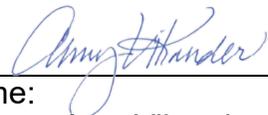
IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Name:

Name:

Amy Vikander

Title:

Title:

Senior VP of Customer Success

Date:

Date:

2/4/2026



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#358839

1/1/2026

Bill To

Jason Conley
City of Spokane
808 W Spoken Falls Blvd
Spokane WA 99201

TOTAL DUE

\$15,075.00

Due Date: 1/31/2026

Terms	Customer	Quote #	Approving Authority
Net 30	City of Spokane, WA	Q-108797	Jason Conley

Qty	Item	Start Date	End Date
1	Annual maintenance and support fee for external processors	1/1/2026	12/31/2026

Total	\$15,075.00
Due	\$15,075.00

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#357620

1/1/2026

Bill To

Jason Conley
City of Spokane
808 W Spoken Falls Blvd
Spokane WA 99201

TOTAL DUE

\$48,061.03

Due Date: 1/31/2026

Terms	Customer	Approving Authority
Net 30	City of Spokane, WA	

Qty	Item	Start Date	End Date
1	Recreation Management Annual Fee	1/1/2026	12/31/2026
1	AudioEye Enterprise for Recreation Management	1/1/2026	12/31/2026

	Total	\$48,061.03
	Due	\$48,061.03

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021