



AGENDA

Board Meeting

November 9 | 11:30-1:00

IN-PERSON

World Forestry Center, Merlo Hall Conference Room

AGENDA ITEM	ACTION	LEAD
Welcome		Anna Goldrich
Overview of EWP / PPR contract: purpose, negotiations to-date, expiration	Info	Heather McCarey
Impact to EWP Finances	Info	Steve Cole
Contract priorities	Info	Heather McCarey
Board decisions: 1. Continuation of services 2. Contract priorities 3. Next steps	Vote	Anna Goldrich
Adjourn		Anna Goldrich

Explore Washington Park
Statement of Financial Position
8/31/2023

Prepared by Susan Matlack Jones & Associates
From EWP Records / For EWP Use Only
Unaudited

	8/31/2023	6/30/2023	Change
Assets:			
First Interstate Checking	125,281	180,465	(55,183)
First Interstate Savings	-	-	-
Repo Account	699,030	585,901	113,129
Accounts & Grants Receivable	16,414	370,234	(353,820)
Prepaid Expenses	3,610	4,110	(500)
Prepaid Insurance	3,856	317	3,539
Furniture, Equipment, & Office Improvemen	145,479	145,479	-
Accumulated Depreciation	(65,357)	(63,850)	(1,507)
Total Assets	928,313	1,222,656	(294,343)
Liabilities:			
Accounts Payable	78,134	129,685	(51,551)
Accrued Payroll	22,031	23,403	(1,372)
Deferred Revenue	-	-	-
Total Liabilities	100,165	153,088	(52,923)
Net Assets:			
Without Donor Restrictions	828,148	1,069,568	(241,420)
With Donor Restrictions:			
Total Net Assets With Donor Restrictions	-	-	-
Total Net Assets	828,148	1,069,568	(241,420)
Total Liabilities and Net Assets	928,313	1,222,656	(294,343)

Explore Washington Park
Actual Compared to Budget
02 Months Ending August 31, 2023

Prepared by Susan Matlack Jones & Associates
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Unaudited

	Current Month Actual	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Annual Budget	Remaining Annual Budget	Percent of Budget Realized (Expected: 17%)	Notes
Revenue:								
1 Strategic Operations Plan	-	-	4,167	(4,167)	25,000	25,000	0%	
2 Grants	-	-	10,000	(10,000)	60,000	60,000	0%	
3 Meter Revenue	-	-	128,235	(128,235)	769,410	769,410	0%	
4 Shuttle Reimbursement	-	-	121,540	(121,540)	729,240	729,240	0%	
5 Interest Income	123	208	-	208	-	(208)		
Total Revenue	123	208	263,942	(263,733)	1,583,650	1,583,442	0%	
Expenses:								
Personnel								
6 Salaries and Wages	36,734	74,600	74,842	(242)	503,525	428,925	15%	
7 Payroll Taxes	3,581	7,393	8,233	(839)	55,388	47,994	13%	
8 Employee Benefits	5,506	8,102	11,707	(3,605)	71,103	63,000	11%	
9 Retirement Benefits	968	441	-	441	-	(441)		
10 Workers' Comp Insurance	377	377	472	(95)	2,832	2,455	13%	
Total Personnel	47,166	90,913	95,254	(4,340)	632,847	541,934	14%	
Contract Services								
11 Misc. Contract Services	12,249	13,289	60,000	(46,711)	135,000	121,711	10%	
12 Contract ED Support	-	-	400	(400)	2,400	2,400	0%	
13 Temporary Staff	1,195	1,195	8,000	(6,805)	14,000	12,805	9%	
14 Contract IT Support	135	203	1,500	(1,298)	1,500	1,298	14%	
15 Payroll Services	148	506	504	2	3,024	2,518	17%	
16 Accounting Fees	-	-	-	-	7,000	7,000	0%	
17 Bookkeeping	1,896	1,896	2,280	(384)	12,180	10,284	16%	
18 Contract Marketing Support	1,311	2,508	26,110	(23,603)	55,210	52,703	5%	
19 Contract Services Ad Buys	2,610	5,371	52,455	(47,084)	94,505	89,134	6%	
20 Radios	74	74	294	(221)	1,253	1,180	6%	
Shuttle								
21 Traffic Management Intrapark Shuttle	87,620	87,620	173,324	(85,704)	536,394	448,774	16%	
22 Traffic Management Off Site Shuttle	9,874	9,874	35,000	(25,126)	132,500	122,626	7%	
Subtotal Shuttle	97,494	97,494	208,324	(110,830)	668,894	571,400	15%	
Total Contract Services	117,112	122,535	359,867	(237,332)	994,966	872,431	12%	
Occupancy								
23 Occupancy Rent	1,800	3,600	3,600	-	21,600	18,000	17%	
24 Occupancy Other	125	187	430	(243)	1,110	923	17%	
Total Occupancy	1,925	3,787	4,030	(243)	22,710	18,923	17%	
Materials and Supplies								
25 Telecommunications Internet	-	132	264	(132)	1,584	1,452	8%	
26 Telecommunications Phone	135	725	900	(175)	5,400	4,675	13%	
27 Copier Lease	155	255	200	55	1,200	945	21%	
28 Printing & Copying	7,931	7,931	5,800	2,131	23,975	16,044	33%	Map reprint
29 Office Supplies	333	516	300	216	1,800	1,284	29%	New staff
30 Misc. Materials & Supplies	2,131	4,143	2,866	1,277	41,750	37,607	10%	
31 Postage	178	192	100	92	1,600	1,408	12%	
32 Software	3,580	3,907	2,100	1,807	6,600	2,693	59%	
33 Uniforms	-	-	-	-	2,500	2,500	0%	
Total Materials and Supplies	14,442	17,801	12,530	5,271	86,409	68,608	21%	
Equipment								
34 Computer System	-	-	2,000	(2,000)	2,000	2,000	0%	
35 Furniture	-	-	500	(500)	500	500	0%	
36 Traffic Management & Supplies	645	1,220	1,200	20	30,600	29,380	4%	
Total Equipment	645	1,220	3,700	(2,480)	33,100	31,880	4%	
Insurance and Other								
37 Insurance	652	1,305	1,680	(375)	11,120	9,815	12%	
38 Bank Fees	11	23	100	(77)	600	577	4%	

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Actual Compared to Budget
02 Months Ending August 31, 2023

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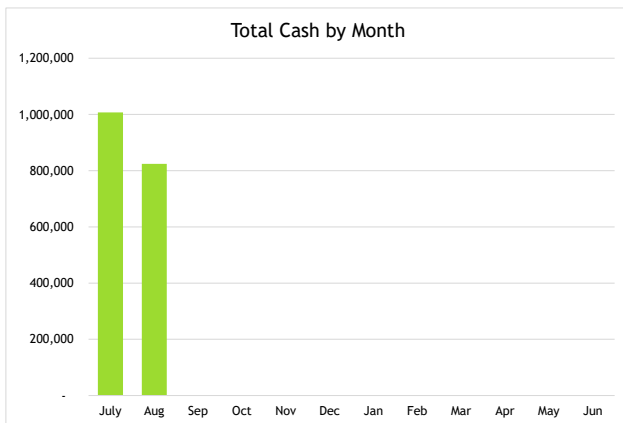
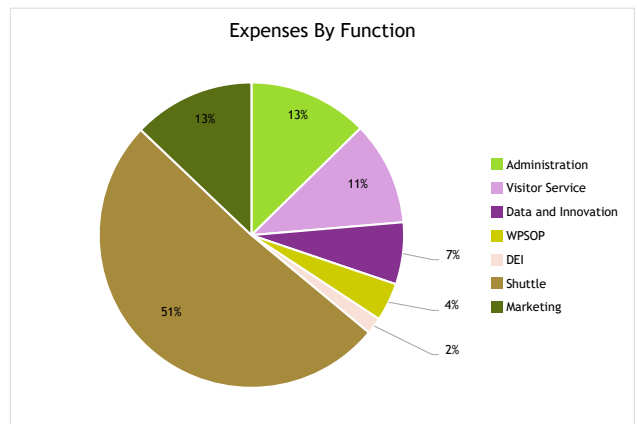
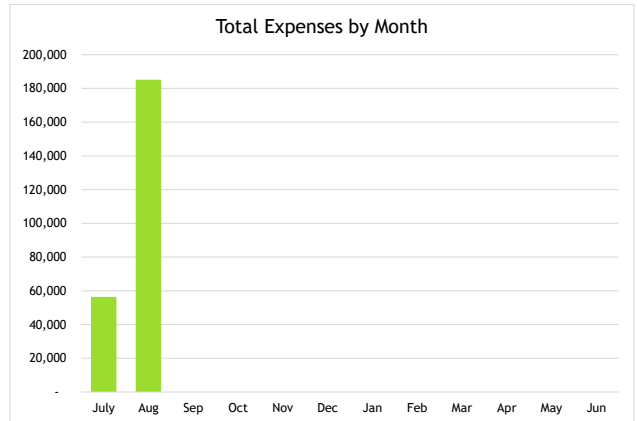
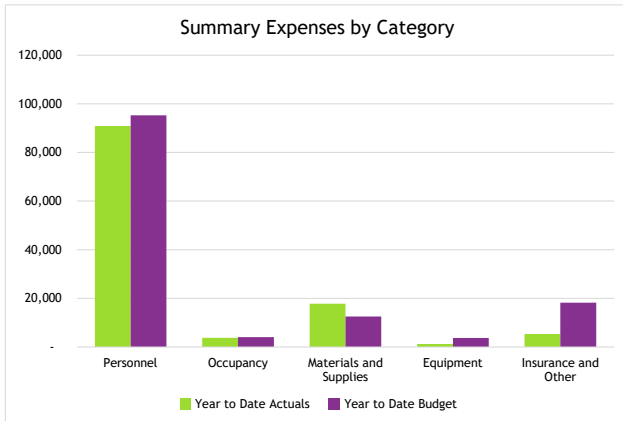
	Current Month Actual	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Annual Budget	Remaining Annual Budget	Percent of Budget Realized (Expected: 17%)	Notes
39 Staff Development	1,488	1,528	8,000	(6,472)	13,000	11,472	12%	
40 Board Development	-	-	500	(500)	7,100	7,100	0%	
41 Travel	-	-	3,200	(3,200)	3,200	3,200	0%	
42 Vehicle Fuel & Maintenance	163	163	300	(137)	1,800	1,637	9%	
43 Public Notice	846	846	1,000	(154)	1,000	154	85%	Hiring efforts
44 Other Professional Fees & Licenses	-	-	-	-	1,600	1,600	0%	
45 Miscellaneous Expenses	-	-	2,000	(2,000)	2,000	2,000	0%	
Total Insurance and Other	3,160	3,865	16,780	(12,915)	41,420	37,555	9%	
46 Depreciation Expense	754	1,507	1,450	57	8,700	7,193	17%	
Total Expenses	185,203	241,628	493,611	(251,983)	1,820,152	1,578,524	13%	
Change in Budgeted Accounts	(185,080)	(241,420)	(229,669)	(11,751)	(236,502)	4,918		
Remove Capitalized Assets	-	-	-	-	-	-		
Change in Net Assets per GAAP	(185,080)	(241,420)	(229,669)	(11,751)	(236,502)	4,918		

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Revenue:							
Strategic Operations Plan	-	-	4,167	4,167	25,000	25,000	0%
Grants	-	-	10,000	10,000	60,000	60,000	0%
Meter Revenue	-	-	128,235	128,235	769,410	769,410	0%
Shuttle Reimbursement	-	-	121,540	121,540	729,240	729,240	0%
Other Revenue	123	208	-	(208)	-	(208)	
Total Revenue	123	208	263,942	263,733	1,583,650	1,583,442	0%
Expenses:							
Personnel	47,166	90,913	95,254	4,340	632,847	541,934	14%
Contract Services	117,112	122,535	359,867	237,332	994,966	872,431	12%
Occupancy	1,925	3,787	4,030	243	22,710	18,923	17%
Materials & Supplies	14,442	17,801	12,530	(5,271)	86,409	68,608	21%
Equipment	645	1,220	3,700	2,480	33,100	31,880	4%
Insurance and Other	3,914	5,372	18,230	12,858	50,120	44,748	11%
Total Expenses	185,203	241,628	493,611	251,983	1,820,152	1,578,524	13%
Change in Net Assets	(185,080)	(241,420)	(229,669)	11,751	(236,502)	4,918	

Explore Washington Park
02 Months Ending August 31, 2023



Explore Washington Park
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9/30/2023

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	9/30/2023	6/30/2023	Change
Assets:			
First Interstate Checking	51,412	180,465	(129,053)
First Interstate Savings	-	-	-
Repo Account	452,227	585,901	(133,674)
Accounts & Grants Receivable	16,414	370,234	(353,820)
Prepaid Expenses	3,610	4,110	(500)
Prepaid Insurance	2,086	317	1,769
Furniture, Equipment, & Office Improvemen	145,479	145,479	-
Accumulated Depreciation	(66,111)	(63,850)	(2,261)
Total Assets	605,117	1,222,656	(617,539)
Liabilities:			
Accounts Payable	77,485	129,685	(52,200)
Accrued Payroll	18,185	23,403	(5,218)
Deferred Revenue	-	-	-
Total Liabilities	95,670	153,088	(57,418)
Net Assets:			
Without Donor Restrictions	509,447	1,069,568	(560,121)
With Donor Restrictions:			
Total Net Assets With Donor Restrictions	-	-	-
Total Net Assets	509,447	1,069,568	(560,121)
Total Liabilities and Net Assets	605,117	1,222,656	(617,539)

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Actual Compared to Budget
03 Months Ending September 30, 2023

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	Current Month Actual	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Annual Budget	Remaining Annual Budget	Percent of Budget Realized (Expected: 25%)	Notes
Revenue:								
1 Strategic Operations Plan	-	-	6,250	(6,250)	25,000	25,000	0%	
2 Grants	14,873	14,873	15,000	(127)	60,000	45,127	25%	Bookkeeper mistake - applied last FY
3 Meter Revenue	-	-	192,353	(192,353)	769,410	769,410	0%	
4 Shuttle Reimbursement	-	-	182,310	(182,310)	729,240	729,240	0%	
5 Interest Income	88	297	-	297	-	(297)		
Total Revenue	14,961	15,170	395,912	(380,743)	1,583,650	1,568,480	1%	No revenue
Expenses:								
Personnel								
6 Salaries and Wages	33,108	107,708	109,954	(2,246)	503,525	395,817	21%	
7 Payroll Taxes	3,106	10,500	12,095	(1,595)	55,388	44,888	19%	
8 Employee Benefits	5,266	13,368	16,828	(3,460)	71,103	57,735	19%	
9 Retirement Benefits	883	1,325	-	1,325	-	(1,325)		
10 Workers' Comp Insurance	-	377	708	(331)	2,832	2,455	13%	
Total Personnel	42,363	133,277	139,585	(6,308)	632,847	499,571	21%	
Contract Services								
11 Misc. Contract Services	3,563	16,852	75,000	(58,148)	135,000	118,148	12%	
12 Contract ED Support	-	-	600	(600)	2,400	2,400	0%	Intercept survey
13 Temporary Staff	8,333	9,528	8,000	1,528	14,000	4,472	68%	
14 Contract IT Support	-	203	1,500	(1,298)	1,500	1,298	14%	
15 Payroll Services	8,272	8,778	756	8,022	3,024	(5,754)	290%	ERC Credit filing
16 Accounting Fees	-	-	-	-	7,000	7,000	0%	
17 Bookkeeping	126	2,022	3,170	(1,148)	12,180	10,158	17%	
18 Contract Marketing Support	17,723	20,231	36,220	(15,989)	55,210	34,979	37%	Sparks + Sullivan
19 Contract Services Ad Buys	1,455	6,826	53,760	(46,934)	94,505	87,679	7%	
20 Radios	147	221	368	(148)	1,253	1,033	18%	
Shuttle								
21 Traffic Management Intrapark Shuttle	215,582	303,202	236,255	66,947	536,394	233,192	57%	
22 Traffic Management Off Site Shuttle	19,165	29,039	50,000	(20,961)	132,500	103,461	22%	
Subtotal Shuttle	234,747	332,240	286,255	45,985	668,894	336,654	50%	
Total Contract Services	274,364	396,900	465,629	(68,729)	994,966	598,066	40%	
Occupancy								
23 Occupancy Rent	1,800	5,400	5,400	-	21,600	16,200	25%	
24 Occupancy Other	-	187	495	(308)	1,110	923	17%	
Total Occupancy	1,800	5,587	5,895	(308)	22,710	17,123	25%	
Materials and Supplies								
25 Telecommunications Internet	264	396	396	(0)	1,584	1,188	25%	
26 Telecommunications Phone	320	1,046	1,350	(304)	5,400	4,354	19%	
27 Copier Lease	100	356	300	56	1,200	844	30%	
28 Printing & Copying	50	7,981	5,850	2,131	23,975	15,994	33%	Map reprint
29 Office Supplies	166	682	450	232	1,800	1,118	38%	New staff
30 Misc. Materials & Supplies	2,399	6,541	5,449	1,092	41,750	35,209	16%	
31 Postage	139	331	1,150	(819)	1,600	1,269	21%	
32 Software	(53)	3,854	2,350	1,504	6,600	2,746	58%	
33 Uniforms	59	59	-	59	2,500	2,441	2%	
Total Materials and Supplies	3,445	21,246	17,295	3,951	86,409	65,163	25%	
Equipment								
34 Computer System	1,099	1,099	2,000	(901)	2,000	901	55%	New staff
35 Furniture	494	494	500	(6)	500	6	99%	New staff

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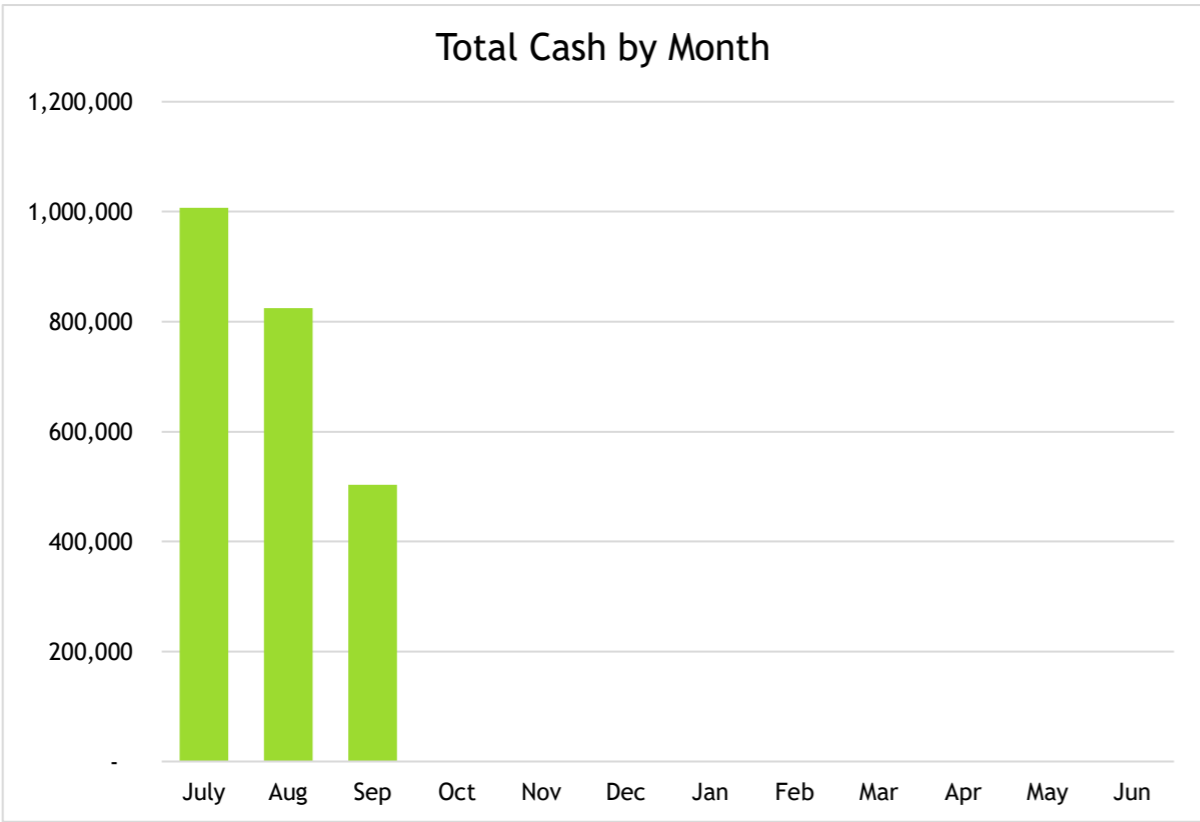
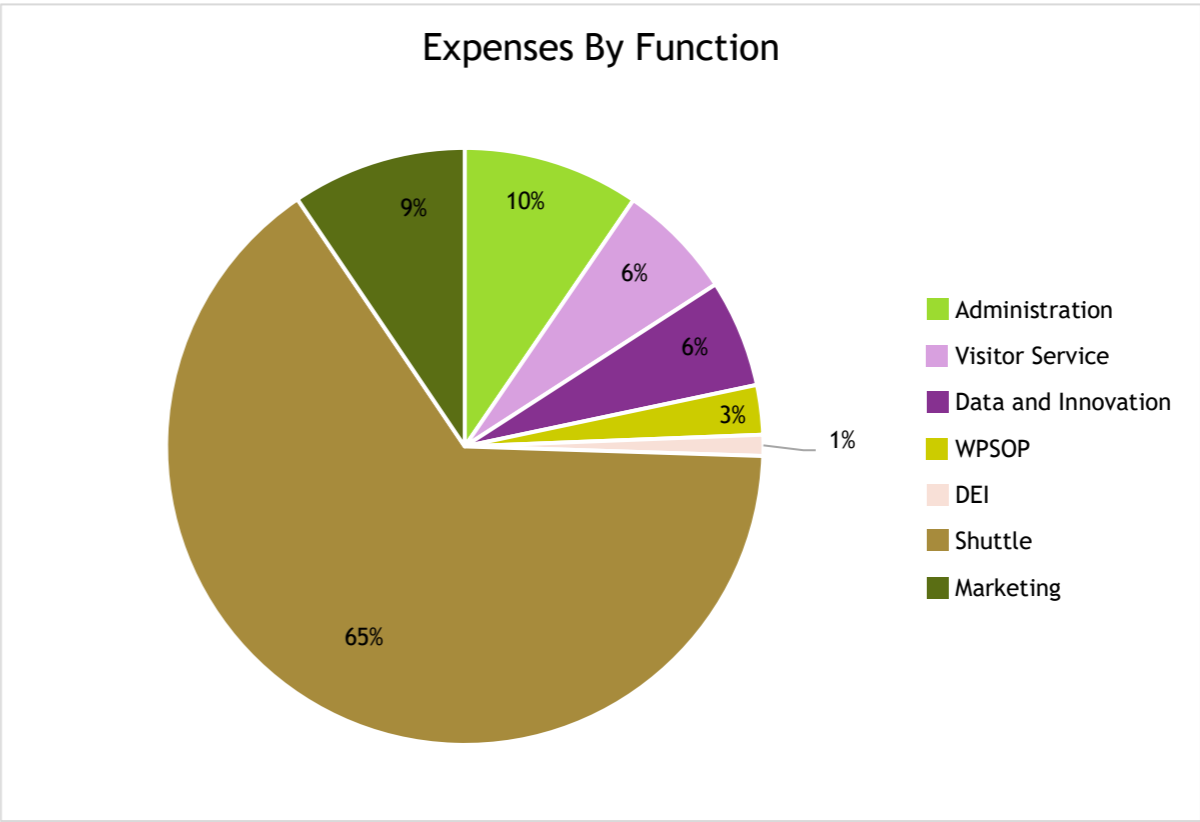
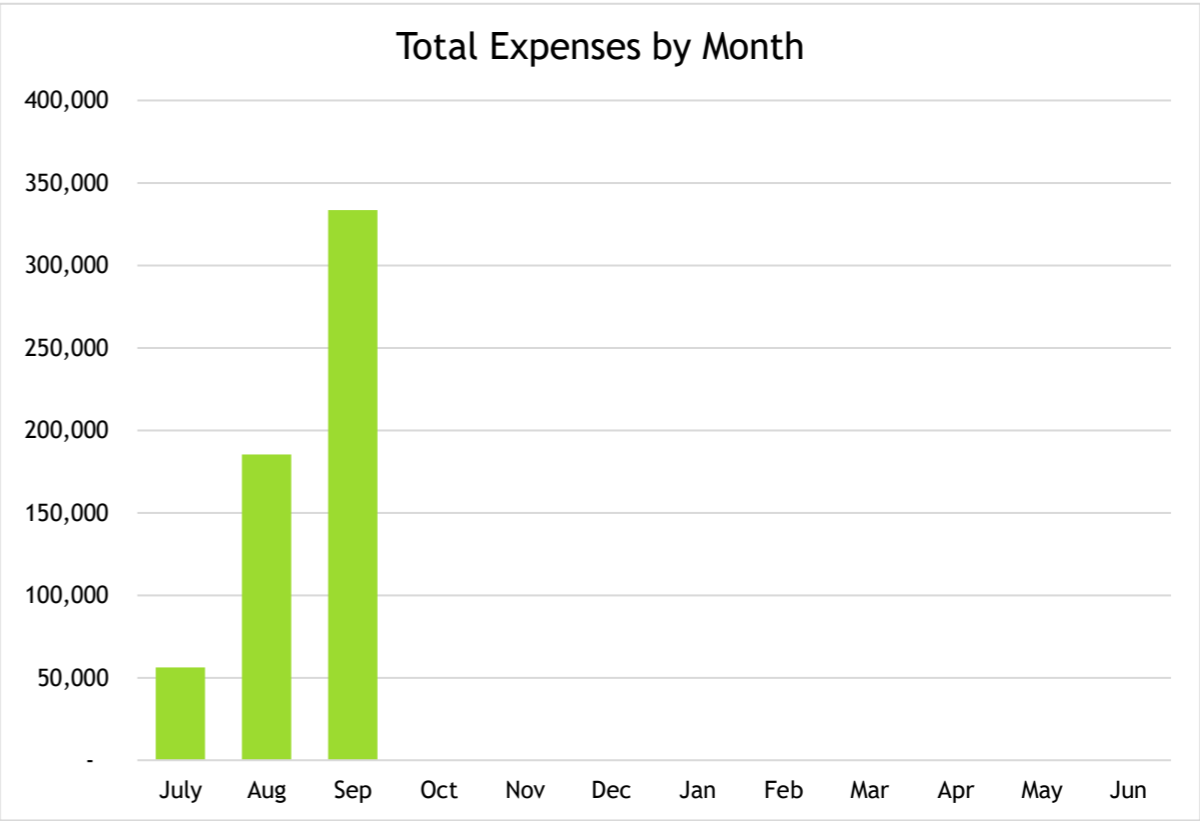
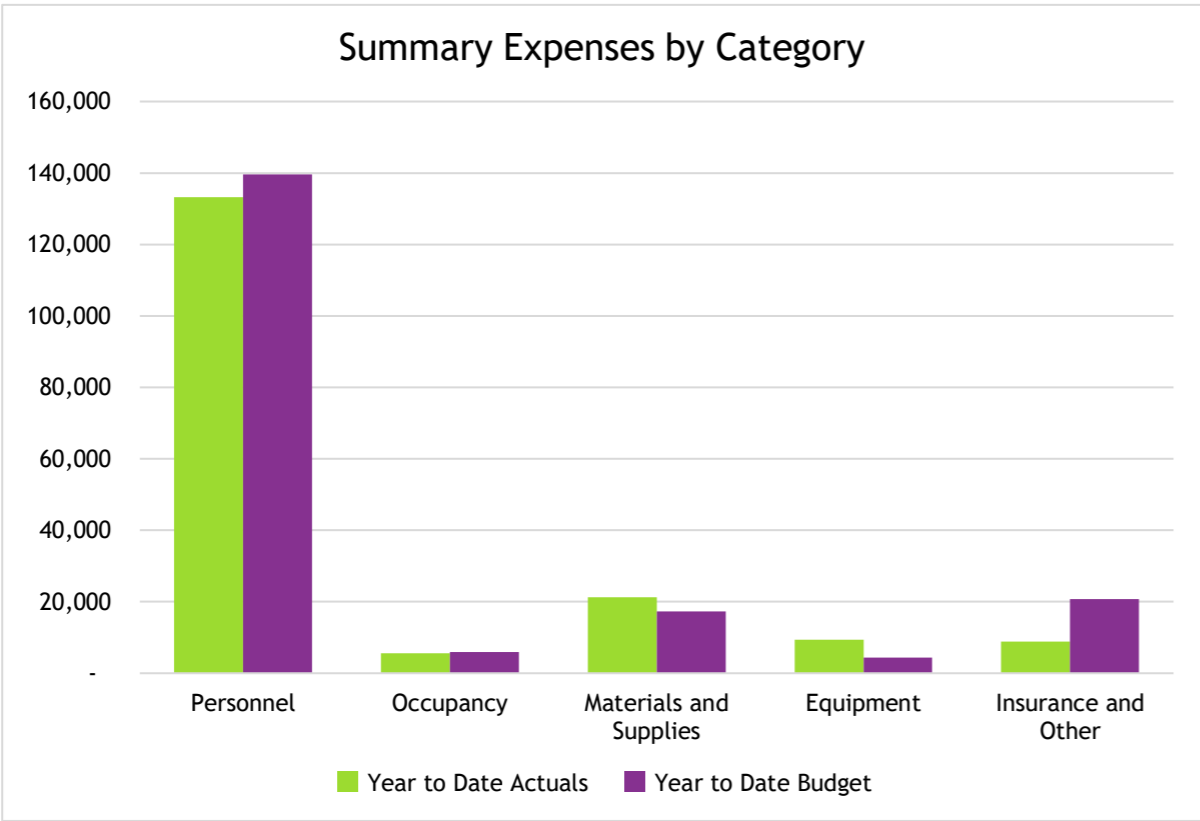
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36 Traffic Management & Supplies	6,639	7,859	1,800	6,059	30,600	22,741	26%	
Total Equipment	8,232	9,452	4,300	5,152	33,100	23,648	29%	
Insurance and Other								
37 Insurance	399	1,704	2,520	(816)	11,120	9,416	15%	
38 Bank Fees	38	61	150	(89)	600	539	10%	
39 Staff Development	1,299	2,827	8,000	(5,173)	13,000	10,173	22%	
40 Board Development	-	-	1,300	(1,300)	7,100	7,100	0%	
41 Travel	-	-	3,200	(3,200)	3,200	3,200	0%	
42 Vehicle Fuel & Maintenance	968	1,132	450	682	1,800	668	63%	Vandalism
43 Public Notice	-	846	1,000	(154)	1,000	154	85%	Hiring efforts
44 Other Professional Fees & Licenses	-	-	-	-	1,600	1,600	0%	
45 Miscellaneous Expenses	-	-	2,000	(2,000)	2,000	2,000	0%	
Total Insurance and Other	2,705	6,569	18,620	(12,051)	41,420	34,851	16%	
46 Depreciation Expense	754	2,261	2,175	86	8,700	6,439	26%	
Total Expenses	333,663	575,291	653,499	(78,207)	1,820,152	1,244,861	32%	
Change in Budgeted Accounts	(318,701)	(560,121)	(257,586)	(302,535)	(236,502)	323,619		
Remove Capitalized Assets	-	-	-	-	-	-		
Change in Net Assets per GAAP	(318,701)	(560,121)	(257,586)	(302,535)	(236,502)	323,619		

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Revenue:							
Strategic Operations Plan	-	-	6,250	6,250	25,000	25,000	0%
Grants	14,873	14,873	15,000	127	60,000	45,127	25%
Meter Revenue	-	-	192,353	192,353	769,410	769,410	0%
Shuttle Reimbursement	-	-	182,310	182,310	729,240	729,240	0%
Other Revenue	88	297	-	(297)	-	(297)	
Total Revenue	14,961	15,170	395,912	380,743	1,583,650	1,568,480	1%
Expenses:							
Personnel	42,363	133,277	139,585	6,308	632,847	499,571	21%
Contract Services	274,364	396,900	465,629	68,729	994,966	598,066	40%
Occupancy	1,800	5,587	5,895	308	22,710	17,123	25%
Materials & Supplies	3,445	21,246	17,295	(3,951)	86,409	65,163	25%
Equipment	8,232	9,452	4,300	(5,152)	33,100	23,648	29%
Insurance and Other	3,458	8,830	20,795	11,965	50,120	41,290	18%
Total Expenses	333,663	575,291	653,499	78,207	1,820,152	1,244,861	32%
Change in Net Assets	(318,701)	(560,121)	(257,586)	302,535	(236,502)	323,619	

Explore Washington Park
03 Months Ending September 30, 2023



EWP Cash flow November – January

Reserve Goal: \$727,000

3 months of peak season operations plus 1 month of off-peak operations

Bank account on November 1: \$512,000

Date by which we are out of funds: Mid- February

	October Expenses Yet to hit account as of 11/3/2023	November	December	January	February
Personnel	20,401	54,108	76,300	59,575	53,692
Contract Services	34,102	44,474	85,564	33,155	31,882
Occupancy		1,865	1,865	1,870	1,870
Materials, Supplies & Equipment		3,039	29,337	4,256	2,039
Insurance & Other		4,595	1,895	7,895	1,895
Expense Total	54,503	108,081	194,961	106,751	91,378

Amount of EWP funds at the start of each month

December 1	349,416
January 1	154,455
February 1	47,704

* This is accrual. This amount represents funds minus the liabilities of the previous month.

January 4 – Board needs to reconvene if we have not received funding to determine next steps.

EWP wishes to maintain the authority of the 5 Washington Park Directors over the use of Washington Park Trust Funds to pay EWP for a board-approved service delivery plan. In addition to these priorities, EWP has concerns about the impact of the following language in the proposed contract.

Topic	Impact	Draft Contract Language
Payment becomes reimbursable	PPR approves the expenses that they will reimburse EWP. This is a shift from EWP receiving a set amount approved in the "5-Party Agreement."	3.71 "The City will make payment to Contractor...upon receipt of invoice for actual expenses for the prior accounting period."
Use of reserves	Contract dictates how EWP will use its reserves, altering authority of board.	7.3 "Contractor agree that preexisting account reserves created with City funds, shall be reserved to fund future Capital Improvements.... Contractor is required to provide written requests to City for authorization to utilize their accounting reserves for projects....these funds will not be utilized for any reason other than what is agreed to in writing by the City."
Subcontractors	EWP must get City approval before using any contractor.	5.10. "Contractor shall not subcontract any work under this Contract without the City's prior written consent."
External Messaging	EWP must get City approval for any news releases or public announcements, impacting the organization's ability to do work.	3.25 EWP cannot "issue any news release or public announcements pertaining to this Contract or Project without the express written approval of the City. Such approval may be withheld in the City's sole discretion."
ADA Responsibilities	EWP becomes responsible for ADA compliance of PPR managed property for things like shuttle stops.	5.2.4 EWP shall comply with ADA, "including any duty that ADA may impose on City or Contractor as a result of the Products, Services, or activities requested to be provided for City under this Agreement."
Personnel changes	EWP would need City approval for staff changes.	3.12 "Any substitution or replacements of key Personnel require the written approval of the City."
Overpayment	EWP has to repay funds the organization was not "entitled to" (concerns over who gets to decide what is entitled)	3.1 "If an audit shows EWP received funds they were not entitled to, EWP must repay these funds"