



**Spokane Park Board  
Finance Committee Minutes**

3 p.m. Tuesday, Feb. 7, 2023

WebEx meeting

Mark Buening – Parks Finance/Budget Director

**Committee members**

X Bob Anderson – Chair  
X Greta Gilman  
X Gerry Sperling  
X Nick Sumner

**Additional Park Board  
members**

**Parks staff**

Garrett Jones  
Jason Conley  
Nick Hamad  
Fianna Dickson  
Mark Poirier  
Jonathan Moog  
Jennifer Papich  
Al Vorderbrueggen

**Guests**

Hal McGlathery

**Summary**

- The following action items were presented and passed unanimously as consent agenda items:
  - Expo+50 Partnership Resolution
  - Authorize a 1-year agreement for golf payment merchant services with Shift4

The next regularly scheduled meeting is 3 p.m. March 7, 2022, via WebEx.

## MINUTES

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

### Action items:

1. [Expo+50 Partnership Resolution](#) – Garrett Jones presented. These two resolutions work together to formulate the groundwork for how the partners of the Expo+50 collaboration will function.
  - The Partnership resolution solidifies the founding partners will coordinate events, activities, and ideas towards the stated goals; it also outlines their financial contribution, as well as their commitment to seek additional community funds and provide a representative to serve on the partnership team.
  - The additional resolution signifies the Park Board designates the Director of Parks & Recreation as our representative to serve on the partnership team and will serve as the co-chair of that team; it also designates the Director has authorization to serve as the initial liaison and can sign the fund agreement with Innovia.

**Motion 1:** Bob Anderson moved to approve the Partnership Resolution and the additional Resolution for the Commemoration of the 50<sup>th</sup> Anniversary of Expo '74.

Greta Gilman seconded the motion.

Motion passed unanimously (4-0 vote).

2. [Authorize a 1-year agreement for golf payment merchant services with Shift4](#) – Jason Conley presented. Shift4 end-to-end payment solution allows golf to unite merchant services, gateway, POS, point-to-point encrypted EMV devices, and more. By bundling all these pieces directly from Shift4, golf will save approximately \$25,000 per year in merchant fees and receive free terminals for the life of the agreement. Golf's current credit card terminals have been determined to be end-of-life in April of 2023, and replacement devices are no longer available from our current vendor. Shift4 meets State Auditor requirements for golf and is Payment Card Industry (PCI) compliant. Golf has already been using Shift4--this new agreement expands their role in processing credit card transactions while reducing overall fees.

**Motion 2:** Bob Anderson moved to approve a 1-year agreement for golf payment merchant services with Shift4.

Gerry Sperling seconded the motion.

Motion passed unanimously (4-0 vote).

### Discussion items:

1. None

### Standing report items:

1. None

**Adjournment:** The meeting adjourned at 3:27 p.m.

The next regularly scheduled meeting is 3 p.m. March 7, 2022, via WebEx.

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Finance		
<b>Committee meeting date</b>	February 7, 2023		
<b>Requester</b>	Garrett Jones	<b>Phone number:</b> 6200	
<b>Type of agenda item</b>	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	- EXPO+50 Partnership Resolution - Garrett Jones		
<b>Begin/end dates</b>	Begins:	Ends:	<input type="checkbox"/> Open ended
<b>Background/history:</b>			
These two resolutions work hand-in-hand to formulate the groundwork for how the partners of the Expo+50 collaboration will function.			
<ul style="list-style-type: none"> <li>- The Partnership resolution solidifies the founding partners will coordinate events, activities, and ideas towards the stated goals; it also outlines their financial contribution, as well as their commitment to seek additional community funds and provide a representative to serve on the partnership team.</li> <li>- The additional resolution signifies the Park Board designates the Director of Parks &amp; Recreation as our representative to serve on the partnership team and will serve as the co-chair of that team; it also designates the Director has authorization to serve as the initial liaison and can sign the fund agreement with Innovia.</li> </ul>			
<b>Motion wording:</b>			
Move to approve both the Partnership Resolution and the additional Resolution for the Commemoration of the 50th Anniversary of Expo '74.			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No			
If so, who/what department, agency or company: All Expo+50 partners listed in the Partnership Agreement			
Name:		Email address:	Phone:
<b>Distribution:</b>			
Parks – Accounting			
Parks – Sarah Deatrich			
Requester: Garrett Jones			
Grant Management Department/Name:			
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount:		Budget code:	
<b>Vendor:</b> <input type="radio"/> Existing vendor <input type="radio"/> New vendor			
<b>Supporting documents:</b>			
<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 type="checkbox"/>	Insurance Certificate (min. \$1 million in General Liability)

**Partnership Resolution**  
**For**  
**Commemoration of the 50<sup>th</sup> Anniversary of EXPO '74**

WHEREAS, In 1974, Spokane, Washington became the smallest city in the world to host a World's Fair; and

WHEREAS, This World's Fair, known as EXPO '74, was a legacy partnership event for the Spokane community that revitalized Spokane's Urban Core, removed infrastructure and pollutants that were negatively impacting the Spokane River, and left the world-class Riverfront Park for the citizens and visitors of Spokane; and

WHEREAS, The Partners to this Resolution wish to commemorate the 50<sup>th</sup> Anniversary of EXPO '74 with a series of events and activities in the summer of 2024, to be referred to as EXPO+50; and

WHEREAS, The Partners to this Resolution wish to lead, sponsor, and solicit events, activities and ideas for EXPO+50 that will achieve the following goals:

1. Bring the community together to commemorate, celebrate and reflect on the accomplishments of EXPO '74 and the ensuing 50 years;
2. Add permanent amenities and activities, and one-time events, that will further activate the river experience and urban core by summer 2024;
3. Connect and brand our greatest community assets to enhance the experience of community members and visitors;
4. Provide an impetus for the community to adopt a unifying and positive focus and energy following two years of the pandemic;
5. Embrace EXPO+50 as an opportunity to adopt a comprehensive vision and community partnerships around the environmental, recreational and economic future of our river; and

WHEREAS, **City of Spokane Park Board**, established pursuant to Article V of the City of Spokane Charter, and City of Spokane Parks and Recreation Department, which are charged with the care, management, control, and improvement of all parks and grounds used for park purposes now or hereafter owned by the City of Spokane, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **The City of Spokane**, a Washington municipal corporation, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Spokane County**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, The **Spokane Public Facilities District**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Innovia Foundation**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Visit Spokane Incorporated**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Downtown Spokane Partnership Incorporated**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Greater Spokane Incorporated**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Spokane Regional Sports Commission (DBA: Spokane Sports)**, a 501(c)(3) nonprofit corporation, registered in WA State, whose mission is economic and community development through sports activities, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **University District Development Authority**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals;

WHEREAS, **The Corporation of Gonzaga University**, a tax-exempt organization formed in 1887 for charitable and educational purposes and located on the banks of the Spokane River, desires to enter into this Partnership Resolution to further the above-stated goals in support of the community and the river; and

WHEREAS, **Avista Corporation**, a \_\_\_\_\_, organized and established by \_\_\_\_\_, whose mission is to \_\_\_\_\_, desires to enter into this Partnership Resolution to further the above-stated goals; and

NOW THEREFORE BE IT RESOLVED that the undersigned EXPO+50 partners commit to:

1. Lead, sponsor and solicit events, activities and ideas for EXPO+50 that will achieve the above-stated goals; and
2. Contribute a minimum \$10,000 per EXPO+50 Partner, for the next two years, to be paid as per the attached Agreement with Innovia Incorporated. Funds will be paid by each partner entity by January 31, 2023, and January 31, 2024, to be used toward achieving the above-stated goals; and
3. Seek additional funding and sponsorships from private, public and non-profit sources to achieve the above-stated goals; and
4. Each EXPO+50 Partner entity will designate their representative, who will serve as a member of the EXPO+50 Partnership Team as per the attached Agreement with Innovia.

The EXPO+50 Partnership Team will be co-chaired by the Director of Spokane Parks (Garrett Jones), and by the President/CEO of Visit Spokane Incorporated, and will solicit approval from the Partnership Team members before any Partner funds are expended. Rick Romero will continue to donate his time as project lead for the EXPO+50 project.

THIS RESOLUTION is hereby signed and authorized, this \_\_\_\_\_ day of \_\_\_\_\_ by the EXPO+50 Partnership entities;

Signatures:

CITY OF SPOKANE PARK BOARD

RESOLUTION

A RESOLUTION regarding the Partnership Resolution for Commemoration of the 50<sup>th</sup> Anniversary of EXPO '74.

WHEREAS, the Park Board has approved a Partnership Resolution for Commemoration of the 50<sup>th</sup> Anniversary of EXPO '74 (the "Partnership Resolution");

NOW, THEREFORE, the City of Spokane Park Board hereby resolves:

1. The Director of Spokane Parks and Recreation (the "Director") is hereby designated as the Park Board's representative under the Partnership Resolution who shall serve as a member of the EXPO+50 Partnership Team as outlined in the Partnership Resolution and acknowledges that the Director will serve as a co-chair of said Partnership.
2. The Director is hereby authorized to serve as the initial fund liaison for the EXPO '74+ 50<sup>th</sup> Anniversary Partnership Fund with Innovia Foundation ("Fund Agreement") and further authorized to sign the Fund Agreement on behalf of the Park Board and City of Spokane Parks and Recreation.

ADOPTED BY THE PARK BOARD ON \_\_\_\_\_

Attest:

\_\_\_\_\_  
Park Board President  
Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Finance		
<b>Committee meeting date</b>	February 7, 2023		
<b>Requester</b>	Jason Conley	<b>Phone number:</b> 625-6211	
<b>Type of agenda item</b>	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Authorize a 1 year agreement for golf payment merchant services with Shift4.		
<b>Begin/end dates</b>	Begins: 02/07/2023	Ends: 02/06/2024	<input type="checkbox"/> Open ended
<b>Background/history:</b>	<p>Shift4 end-to-end payment solution allows golf to unite merchant services, gateway, POS, point-to-point encrypted EMV devices, and more. By bundling all these pieces directly from Shift4, golf will save approximately \$25,000 per year in merchant fees, and receive free terminals for the life of the agreement. Golf's current credit card terminals have been determined to be end-of-life in April of 2023, and replacement devices are no longer available from our current vendor. Shift4 meets State Auditor requirements for golf and is Payment Card Industry (PCI) compliant. Golf has already been using Shift4--this new agreement expands their role in processing credit card transactions while reducing overall fees.</p>		
<b>Motion wording:</b>	Move to approve a 1-year agreement with Shift 4, with optional 1-year renewals, for golf payment merchant services.		
<b>Approvals/signatures outside Parks:</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
If so, who/what department, agency or company: Shift4			
Name: Matias Lanza		Email address: matias.lanza@shift4.com	Phone: 8882762108/2268
<b>Distribution:</b>	Parks – Accounting Parks – Sarah Deatrich Requester: Grant Management Department/Name:		
<b>Fiscal impact:</b>	<input checked="" type="radio"/> Expenditure	<input type="radio"/> Revenue	
Amount:	Budget code:		
Estimated fees \$150,000/year based on volume	Golf fund		
<b>Vendor:</b>	<input checked="" type="radio"/> Existing vendor	<input type="radio"/> New vendor	
<b>Supporting documents:</b>			
<input checked="" 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 type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)		