



## Spokane Park Board Agenda

3:30 p.m. Thursday, January 9, 2025

In-person in City Hall Council Chambers and  
WebEx virtual meeting

Call in: 408-418-9388

Access code: 2495 763 0167

### Park Board Members

Bob Anderson – President  
Gerry Sperling – Vice President  
Garrett Jones – Secretary  
Nick Sumner  
Greta Gilman  
Sally Lodato  
Jennifer Ogden  
Barb Richey  
Hannah Kitz  
Kevin Brownlee  
Doug Kelley  
Jonathan Bingle – City Council liaison

### Agenda

1. **Roll call:** Bob Anderson
2. **Additions or deletions to the agenda:**
3. **Public comments:**
4. **Consent agenda:**
  - A. Administrative/committee-level items:
    - 1) [December 12, 2024, regular Park Board meeting minutes](#)
    - 2) [Claims – December 2024](#)
    - 3) [5-year contract with ForeUP Golf Management System for a yearly amount of \\$40,032.00 plus tax, and a one-time implementation fee of \\$6,100. – Mark Poirier](#)
5. **Special guests:**
  - A. None
6. [Financial report and budget update:](#) Rich Lentz
7. **Special discussion/action items:**
  - A. Special discussion items: None
  - B. Special action items: None

**8. Committee reports – action items:**

**Urban Forestry Tree Committee:** The December 31, 2024, meeting was canceled. –

Kevin Brownlee

A. Action items: None

**Land Committee:** The January 1, 2025, meeting was canceled. – Greta Gilman

A. Action items: None

**Recreation Committee:** The January 1, 2025, meeting was canceled. – Sally Lodato

A. Action items: None

**Riverfront Park Committee:** The January 6, 2025, meeting was canceled. – Gerry Sperling

A. Action items: None

**Golf Committee:** January 7, 2025 – Nick Sumner

A. Action items: The action item was presented on the consent agenda.

**Finance Committee:** January 7, 2025 – Bob Anderson

A. Action items: None

**Development & Volunteer Committee:** January 8, 2025 – Jennifer Ogden

A. Action items: None

**9. Reports:**

A. President: Bob Anderson

B. Liaisons:

1) Conservation Futures – Nick Sumner

2) Parks Foundation – Barb Richey

3) City Council – Jonathan Bingle

C. Director: Garrett Jones

**10. Executive session**

A. None

**Correspondence**

A. Letters/emails: None

**12. Adjournment**

**13. Meeting dates:**

A. Committee meetings:

Urban Forestry Tree Committee: 4:15 p.m. February 4, 2025, Finch Arboretum Woodland Center, and virtually via WebEx.

Land Committee: 3:30 p.m. February 5, 2025, Finch Arboretum Woodland Center, and

virtually via WebEx.

Recreation Committee: 2:15 p.m. February 5, 2025, Finch Arboretum Woodland Center, and virtually via WebEx.

Riverfront Park Committee: 4:00 p.m. February 10, 2025, Riverfront Park Pavilion conference room, and virtually via WebEx

Golf Committee: 8:00 a.m. February 11, 2025, Finch Arboretum Woodland Center, and virtually via WebEx.

Finance Committee: 3:00 p.m. February 11, 2025, Finch Arboretum Woodland Center, and virtually via WebEx.

Development & Volunteer Committee: 12:00 p.m. March 12, 2025, Finch Arboretum Woodland Center, and virtually via WebEx.

B. Park Board: 3:30 p.m. February 13, 2025, Council Chambers, lower-level City Hall, and virtually via WebEx

C. Park Board Study Session: No session scheduled at this time.

Agenda is 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. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [m\\_lowmaster@spokanecity.org](mailto:m_lowmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

**CITY OF SPOKANE PARK AND RECREATION DIVISION  
DECEMBER 2024 EXPENDITURE CLAIMS  
FOR PARK BOARD APPROVAL - JANUARY 9, 2024**

**PARKS & RECREATION:**

SALARIES & WAGES	\$	1,007,779.20
MAINTENANCE & OPERATIONS	\$	806,767.10
CAPITAL OUTLAY		
DEBT SERVICE PAYMENTS	\$	-
PARK CUMULATIVE RESERVE FUND	\$	264,753.34

**RFP BOND 2015 IMPROVEMENTS:**

CAPITAL OUTLAY		
----------------	--	--

**GOLF:**

SALARIES & WAGES	\$	122,335.99
MAINTENANCE & OPERATIONS	\$	466,782.43
CAPITAL OUTLAY		
DEBT SERVICE PAYMENTS	\$	-
<b>TOTAL EXPENDITURES:</b>	<b>\$</b>	<b>2,804,991.37</b>

# Spokane Park Board

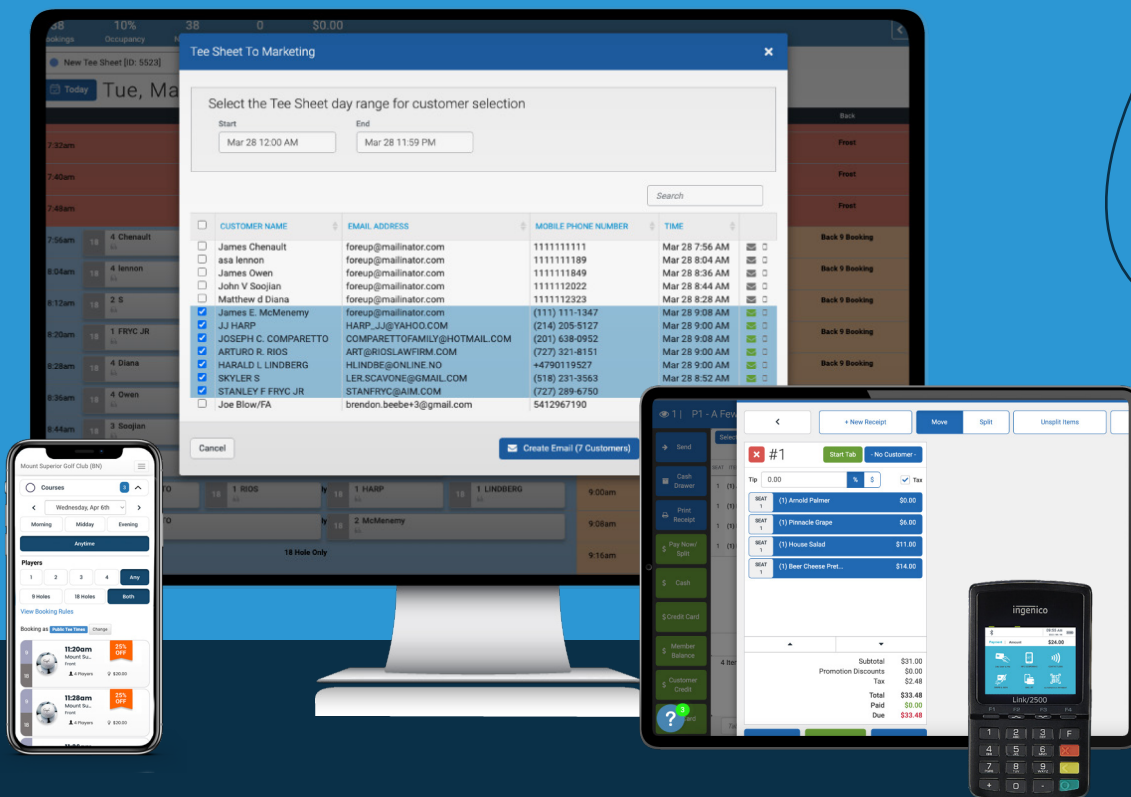
## Briefing Paper



<b>Committee</b>	Golf	<b>Committee meeting date:</b> 1-7-25	
<b>Requester</b>	Mark Poirier	<b>Phone number:</b> 625-4653	
<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>Master Plan Goal, Objective, Strategy</b> (Click <a href="#">HERE</a> for link to the adopted plan)		<b>Master Plan Priority Tier:</b> (pg. 171-175)	
<b>Item title:</b> (Use exact language noted on the agenda)	5 year contract with ForeUP Golf Management System for a yearly amount of \$40,032.00 plus tax and a one time implementation fee of \$6,100.		
<b>Begin/end dates</b>	Begins: 01/01/2025	Ends: 12/31/2029	<input type="checkbox"/> 06/01/2525
<b>Background/history:</b>			
<p>The Parks &amp; Recreation Division promulgate RFP 6164-24 to obtain a hosted Golf Management System. ForeUP was selected as they are the most advanced state of the art cloud-based technology providing a secure, PCI compliant, easy-to-use system for golf course staff and customers. The term of the agreement shall commence January 1, 2025 and shall terminate December 31, 2029. The City Parks &amp; Recreation Golf Division will be billed five annual payments of \$40,032 plus tax and a one time professional services for implementation of \$6,100. Total 5-year contract will be \$206,260.</p>			
<b>Motion wording:</b>			
Approve 5 year contract with ForeUP Golf Management System for a yearly amount of \$40,032.00 plus tax and one time implementation fee of \$6,100.			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No			
If so, who/what department, agency or company:			
Name:		Email address:	Phone:
<b>Distribution:</b>			
Parks – Accounting			
Parks – Sarah Deatrich			
Requester: Mark Poirier			
Grant Management Department/Name:			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount:		Budget code:	
\$40,032 plus tax for 5 years		4600-55200-76680-54820	
		4600-55300-76680-54820	
		4600-55400-76680-57820	
		4600-55500-76680-54820	
<b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor			
<b>Supporting documents:</b>			
<input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)		<input checked="" type="checkbox"/> W-9 (for new contractors/consultants/vendors)	
<input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane		<input checked="" type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)	
<input checked="" type="checkbox"/> UBI: 604-620-986    Business license expiration date: 12/31/25		<input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)	

# foreUP

# Golf Software Proposal

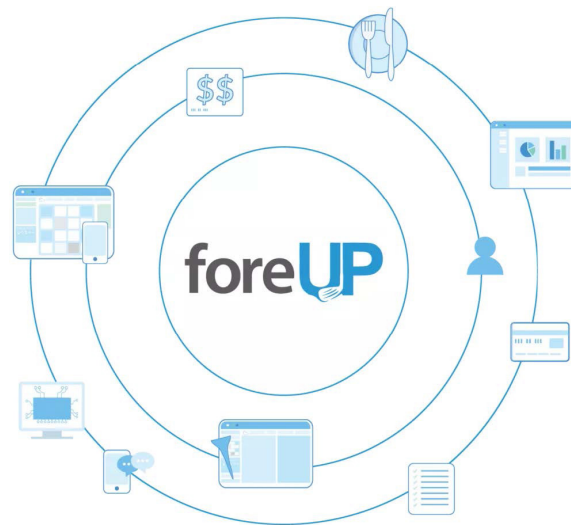




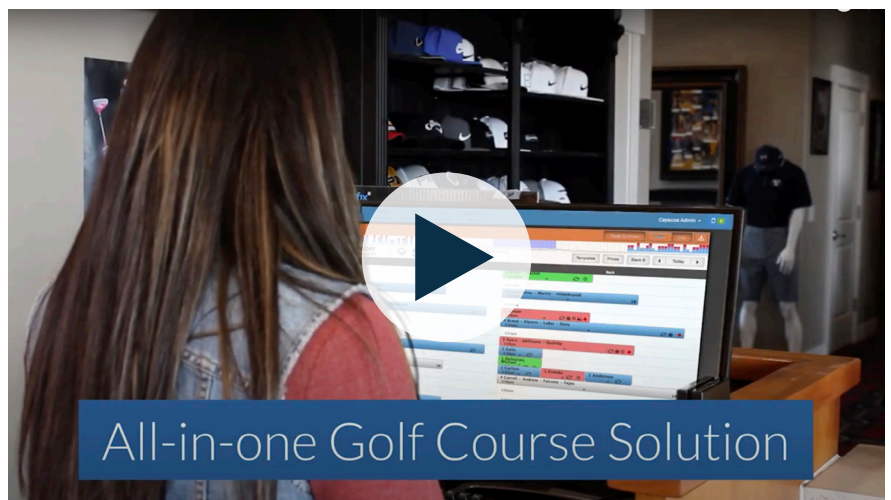
# Who We Are

## Smarter Golf Course and Club Management Software

Business is evolving, and you need software that keeps the pace. With foreUP, you get **modern software** as well as an **innovative, responsive technology partner**. Now you can simplify all your front and back office operations, while **delivering unparalleled guest experiences**. Welcome to business done better.



**Get just what you need.** We'll customize a solution for you based on your needs.



# Testimonials



"We are **beyond impressed** with the relationships we have built with the team at foreUP. It is obvious they **really care about us and our success**, which is refreshing in this industry. They are **always available to us** and work to enhance their software every day. **We couldn't be happier with it!**"



**We LOVE the simplicity** of the billing UI and how **quick it is to problem solve** and create Statements. Our members LOVE the itemized detail on their transactions. We also like the new format; it's much **clearer for our members to read and understand**.



"**We love foreUP**. From day one, we've been impressed with their team and their **dedication to our success**. The software has given us **efficiency** and tools we have never had access to before, including a **great online booking system that has streamlined our online operations**. We are thrilled to be working with them and look forward to a **very strong partnership**."





# Products and Services

## Tee Sheet

- Cloud Based Tee Sheet, Anywhere Access
- Text & Email Golfers Anytime From Tee Sheet
- Live Online Web Booking, Configurable by Player Type
- Event, League, Outing Management, Cart Signs
- Automated Player Reminders
- Easy Point/Click, Drag/Drop Interface

## Point of Sale

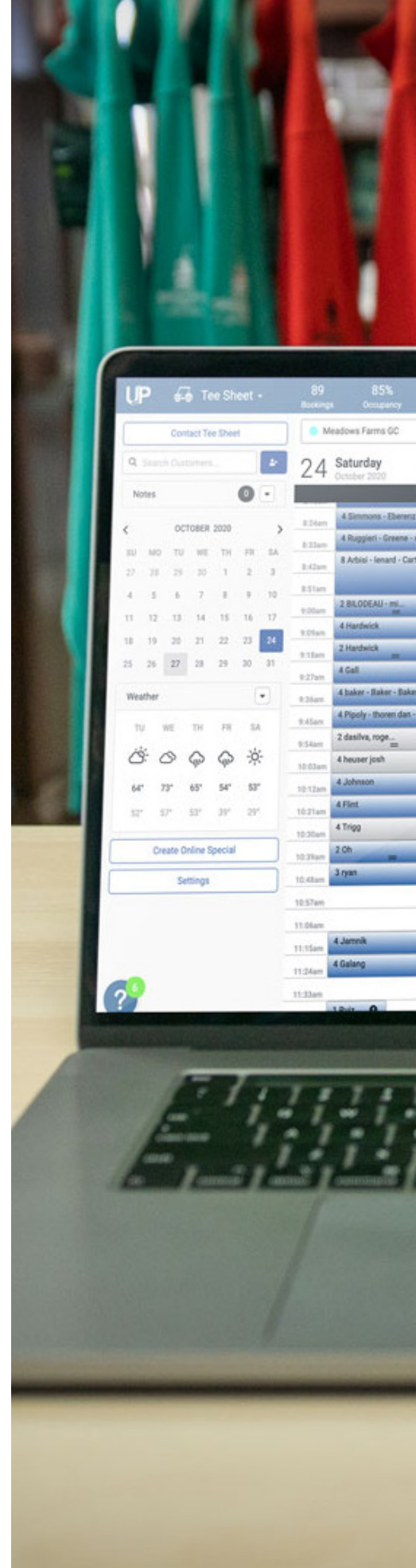
- Customer Dashboard w/ Photo ID & Sales History
- Seamless Management of All Pro Shop & Bar/Grill Sales
- Pre-Authorization of Credit Cards to Hold Tabs
- Integrated, Tiered Loyalty Program, Customizable by Item/Dept
- Layered Tournament/Shop Credit Capability
- Complex Pass Program with Customizable Parameters
- Integrated Time & Attendance (Time Clock Mgmt)

## Email / Text Marketing

- Easily Design and Send Email AND Text Message Campaigns
- Full Marketing Automation
- Fully Integrated Email and Texting Based on Play & Purchase Behavior Patterns
- Pre-Built Templates for Ease of Use
- Full Send and Open Analytics, Google Analytics Compatible

## Website

- Dedicated Website Support Line
- Full Website Build
- All Builds are Completely Computer, Tablet, and Mobile Friendly
- Website Hosting
- Regular Updating and Monitoring of Website



# Products and Services Cont.

## Member Billing

- Easily Manage Automatic Member/Dues Payments and A.R
- Ability to Auto-Bill to Card on File OR Checking Account (ACH – 1% Fee)
- Multiple Layers of Billing (Daily, Weekly, Monthly, Quarterly, Ann)
- Customizable Food & Beverage Minimum Tracking
- Easy Online Member Bill Pay / Statement Viewing

## Food & Beverage

- Optimized for Tablet/Tablesides (Apple or Android)
- Easily Split Tabs, Split Shareable Items
- Custom Menus with Timed Events (Happy Hours)
- Customization of Buttons/Layers (Colors, Etc)
- Customizable Table Mapping
- Pre-Authorization of Credit Cards to Hold Open Tabs

## Implementation

- Includes Full System Setup/Buildout
- Includes Full Data Migration from Previous System
- UNLIMITED Training Sessions Over Time



## LICENSE AGREEMENT

Golf Compete, Inc. d/b/a foreUP ("foreUP")  
1064 N. County Blvd.  
Pleasant Grove, UT 84062  
Sales: (866) 792-0969  
Support: (800) 929-5737  
Agreement ID : Q-32188



[info@foreup.com](mailto:info@foreup.com)  
[www.foreupgolf.com](http://www.foreupgolf.com)

License Agreement Prepared by:  
Jared Holden  
jholden@foreup.com

### CLIENT INFORMATION

Client Name ("Client"):	City of Spokane
Client Address:	808 West Spokane Falls Boulevard, Spokane, Washington 99201
Client Contact Name:	Peggy Lund
Client Contact Phone:	(509) 625-6200
Client Contact Email:	klund@spokanecity.org
Client Billing Contact:	Peggy Lund
Billing Contact Email :	klund@spokanecity.org

### TERM & BILLING

Initial Term:	60
Renewal Term:	12 months for all products and services except Ad Services. Ad Services (PPC) are renewed monthly.
Billing Start Date:	1/1/2025
Invoice Frequency:	Annual
Payment Terms:	See, Section 2 of Terms of Service

### APPROVED LOCATION

City of Spokane  
808 West Spokane Falls Boulevard, Spokane, Washington 99201 United States

## SERVICES & FEES

**\*\* If Client does not sign and accept this License Agreement by 12/14/2024, then foreUP's offered pricing for Services will expire.\*\***

Note: All Fees subject to increase in accordance with the Terms of Service.

### Esmeralda Golf Course

QTY	Product Name	List Price	Discount	Net Price
1	foreUP Marketing Pro	\$130.00	\$0.00	\$130.00
1	foreUP Member Billing Pro	\$115.00	\$0.00	\$115.00
1	foreUP Point of Sale Pro	\$220.00	\$0.00	\$220.00
1	foreUP Text Messaging - Plus	\$70.00	\$0.00	\$70.00
1	foreUP Tee Sheet Ultimate +	\$299.00	\$0.00	\$299.00
1	foreUP Tee Sheet Ultimate + Implementation Fee	\$900.00	\$0.00	\$900.00

### Downriver Golf Course

QTY	Product Name	List Price	Discount	Net Price
1	foreUP Marketing Pro	\$130.00	\$0.00	\$130.00
1	foreUP Member Billing Pro	\$115.00	\$0.00	\$115.00
1	foreUP Point of Sale Pro	\$220.00	\$0.00	\$220.00
1	foreUP Text Messaging - Plus	\$70.00	\$0.00	\$70.00
1	foreUP Tee Sheet Ultimate +	\$299.00	\$0.00	\$299.00
1	foreUP Tee Sheet Ultimate + Implementation Fee	\$900.00	\$0.00	\$900.00

### Indian Canyon Golf Course

QTY	Product Name	List Price	Discount	Net Price
1	foreUP Marketing Pro	\$130.00	\$0.00	\$130.00
1	foreUP Member Billing Pro	\$115.00	\$0.00	\$115.00
1	foreUP Point of Sale Pro	\$220.00	\$0.00	\$220.00
1	foreUP Text Messaging - Plus	\$70.00	\$0.00	\$70.00
1	foreUP Tee Sheet Ultimate +	\$299.00	\$0.00	\$299.00
1	foreUP Tee Sheet Ultimate + Implementation Fee	\$900.00	\$0.00	\$900.00

The Creek at Qualchan Golf Course

QTY	Product Name	List Price	Discount	Net Price
1	foreUP Marketing Pro	\$130.00	\$0.00	\$130.00
1	foreUP Member Billing Pro	\$115.00	\$0.00	\$115.00
1	foreUP Point of Sale Pro	\$220.00	\$0.00	\$220.00
1	foreUP Text Messaging - Plus	\$70.00	\$0.00	\$70.00
1	foreUP Tee Sheet Ultimate +	\$299.00	\$0.00	\$299.00
1	foreUP Tee Sheet Ultimate + Implementation Fee	\$900.00	\$0.00	\$900.00

One Time Fees Subtotal

Total List Price	USD 3,600.00
Total Discount	
Total Net Price	USD 3,600.00

Products/Services Subtotal (per Monthly Pricing)

Total List Price	USD 3,336.00
Total Discount	
Total Net Price	USD 3,336.00

METHOD OF PAYMENT

ACH/Credit Card	USD 40,032.00 Billed Annually
-----------------	-------------------------------

NOTE: All one-time fees are due and payable upon the Effective Date herein (which shall be the date below). Product and Services dues are billed on the 1st of each month. Payment confirmation will be emailed to the provided customer email address: [klund@spokanecity.org](mailto:klund@spokanecity.org) foreUP only takes payments in two forms: ACH or credit card.

TERMS OF SERVICE

The Services described in this License Agreement are provided to Client subject to the terms and conditions of the "Agreement," which includes this License Agreement, foreUP's <https://www.foreupgolf.com/terms-of-service/> (<https://www.foreupgolf.com/terms-of-service/>) and <https://www.foreupgolf.com/foreup-privacy-policy/> (<https://www.foreupgolf.com/foreup-privacy-policy/>) and the Addenda included. Any capitalized terms not defined elsewhere in this License Agreement shall have the meanings attributed in the Agreement. Fees of Services will commence on the Billing Start Date, as described above, and Client's payment of Fees will be due and payable on the payment terms described in the Terms of Service.

ADDITIONAL TERMS & CONDITIONS

By signing below, foreUP and Client each acknowledge that they have carefully read and fully understand the Agreement as written, and each agrees to be bound by the terms of this Agreement. This Agreement will become effective as of the date of last party signature to the License Agreement ("Effective Date"). The individuals signing the Agreement represent that they have the authority to bind the respective parties to the terms of this Agreement.

CLIENT	foreUP
City of Spokane	Golf Compete, Inc.
By: Title:	By: Title:
Effective Date:	Date:

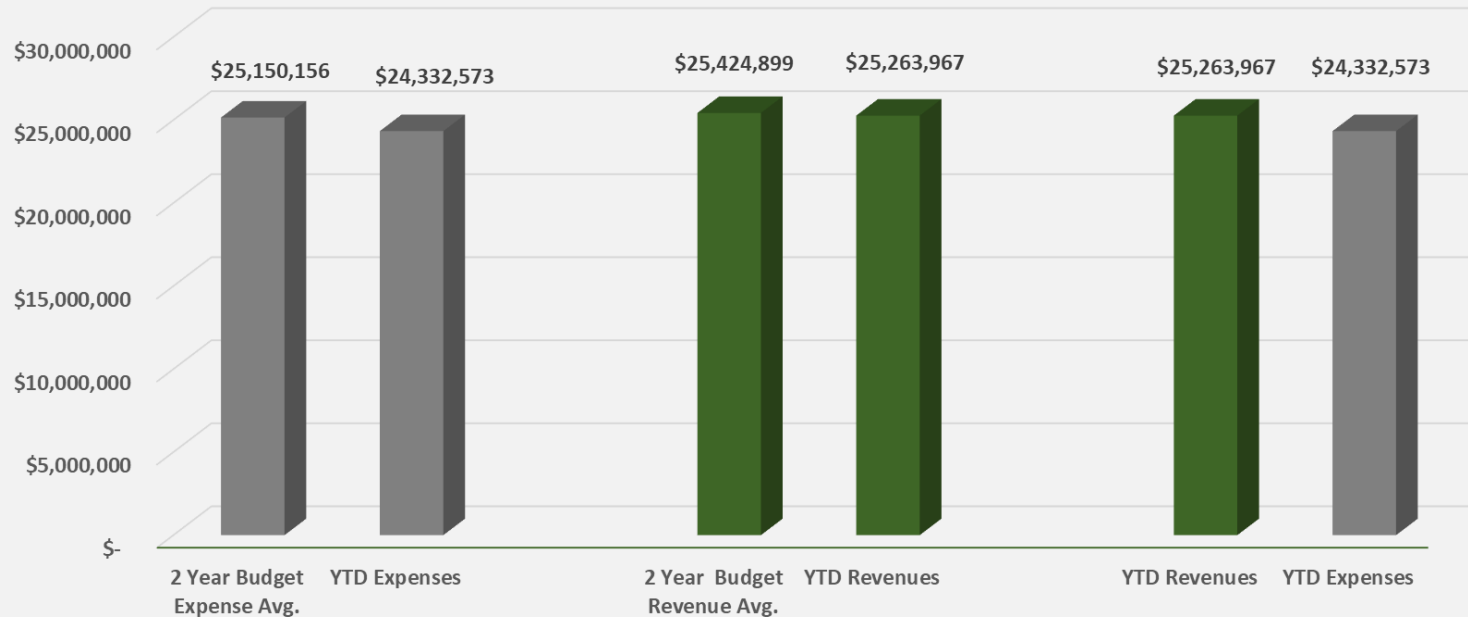


City of Spokane  
**PARKS**  
& RECREATION



*December '24*  
*Financials*

# Parks Financials

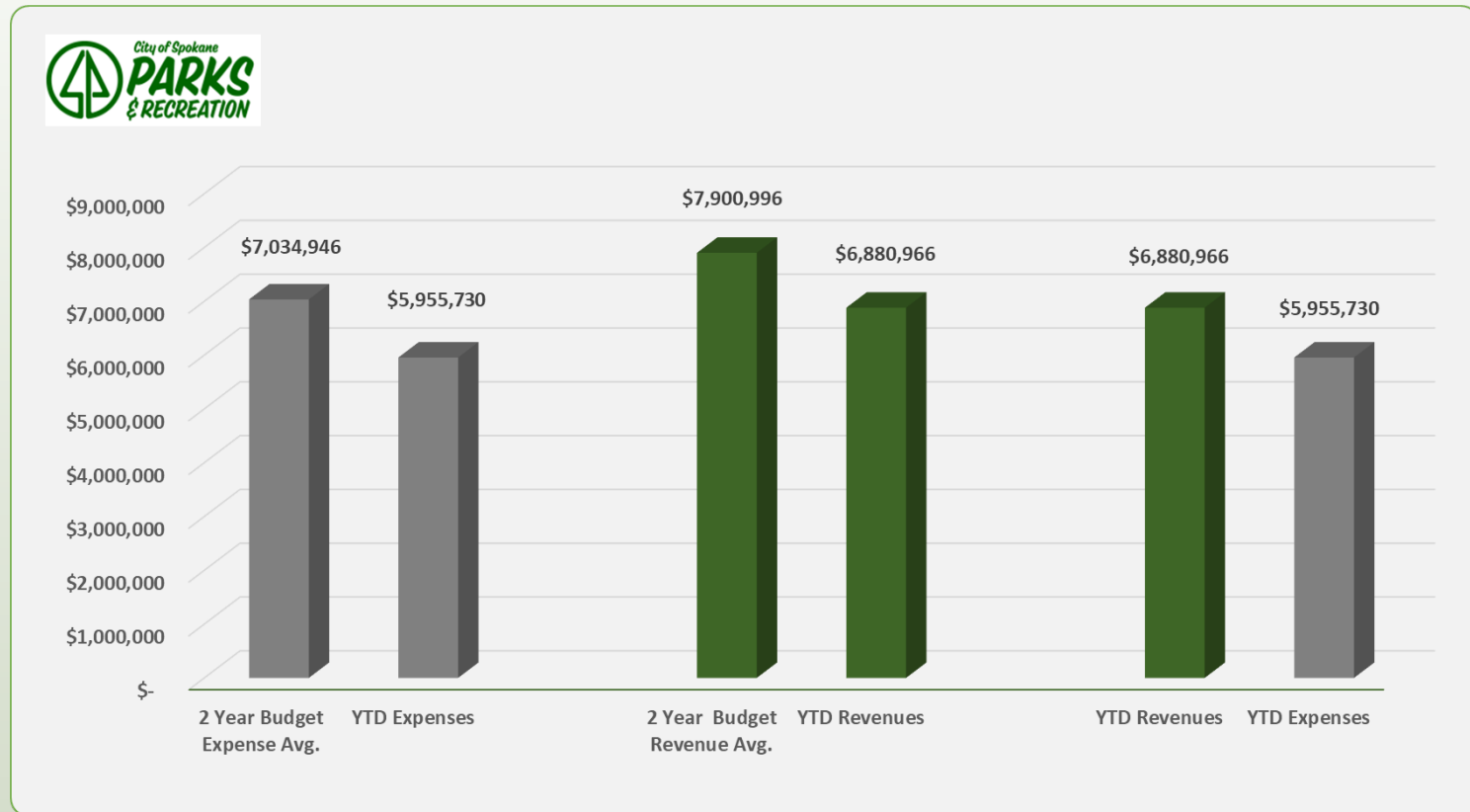


## Key Concepts:

- December was flat with a net gain of \$5,659.
- Through December, Parks has earned 99% of budgeted revenues and spent 95% of budgeted expenses.
- Parks is trending well towards the overall 2024 budget with only 13<sup>th</sup> month expenses remaining.



# Golf Financials



## Key Concepts:

- Through December, golf has earned 111% of budgeted revenues and spent 103% of budgeted expenses.
- The season ended with a record 190,239 rounds of golf!
- There were \$870,942 in facility improvement fees collected with \$618,025 in debt service payments.
- Through December, revenues exceed YTD expenses by \$622,601 (excluding FIF and debt service payment).



City of Spokane  
**PARKS**  
& RECREATION



*Questions Or  
Comments?*