



Committee Members: Wright, Chris - Chairperson ___
Wheatley-Billeter, Martha Lou ___
Traver, Susan ___
Quigley, Jim ___
Santorsola, Jim ___
(Alternate) Cameron, Randy ___

Recreation Committee of the Spokane Park Board
Thursday, February 2, 2011 – 3:30 p.m.
East Central Community Center, Senior Center, 500 S. Stone

Craig Butz Recreation/Entertainment Division Manager

AGENDA

****Center Presentation:***

1. Host Facility - ECCC - *Kathy Armstrong, Interim Director*

Action Items:

1. Recommend approval of one (1) year contract renewal with Griffin Publishing for printing of (4) Recreation Activity guides (\$55,000 + wsst) – *Mike*

Discussion Items:

1. Athletic Field Use Contract report – *Carl*

Standing Report Items:

1. Finance Report – *Rebecca*
2. Promotion Ideas (on-going) - *Mike*
3. Community/Senior Centers - *Mike*
4. Athletic Field Operations – *(discussion item)*
5. *Roadmap to the Future* Action Items – *no update*

Agenda Subject to Change

Please note: 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. Individuals requesting reasonable accommodations or further information may call, write, or email Liane Carlson at (509) 625-6703; 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or lcarlson@spokanecity.org. Persons who are deaf or hard of hearing may contact Liane Carlson at (509) 625-6703 or through the Washington Relay Service at 7-1-1. Please contact us at least forty-eight (48) hours before the meeting date.

RECREATION PROGRAMS
YEAR TO DATE THROUGH DECEMBER (AS OF 1/30/12)

															CAPITAL &		TOTAL	PURCHASE ORDERS	TIE TO FIN STMTS		
	THERA- PEUTIC REC	SPECIAL EVENTS	CORBIN ART CTR	ATHLETICS	PERSONAL INTEREST	OUTDOOR	REC ADMIN	CAC FACILITY	CAMP SEKANI	MERKEL COMPLEX	FRANKLIN COMPLEX	SE COMPLEX	AQUATIC CENTERS	SPLASH PADS	FLEET TRANSFER	CENTERS					
REVENUE																					
JAN	34,500	125	18,072	15,385	29,404	14,263	1,186	-	-	-	-	-	971	-	-	1,023	114,930		114,930		
FEB	1,764	-	4,060	9,089	8,853	5,011	706	-	886	6,812	-	-	977	-	-	467	38,625		38,625		
MAR	2,530	-	12,692	32,654	7,236	11,903	3,443	-	443	16,679	(327)	-	5,024	-	-	285	92,562		92,562		
APR	25,789	88	20,824	13,738	22,480	7,401	935	-	443	24,266	1,429	-	5,981	-	-	1,558	124,932		124,932		
MAY	8,977	1,032	14,050	13,073	10,527	8,848	1,095	-	443	29,371	7,996	11,338	15,409	-	-	2,482	124,641		124,641		
JUN	18,083	5,083	24,492	24,445	11,631	14,874	2,240	-	443	50,249	5,869	4,526	136,584	-	-	6,069	304,588		304,588		
JUL	5,296	-	11,181	9,831	1,723	1,237	1,160	-	443	21,165	3,126	3,029	72,034	-	-	890	131,115		131,115		
AUG	971	675	5,933	28,678	3,077	13,750	855	-	443	24,641	358	754	135,146	-	-	23,339	238,620		238,620		
SEP	15,684	1,163	12,396	8,901	13,420	4,788	740	-	443	30,330	1,590	5,930	16,315	-	-	151	111,851		111,851		
OCT	4,592	2,465	2,534	3,681	8,007	3,461	888	-	443	26,460	399	3,794	(13,425)	-	-	-	43,299		43,299		
NOV	590	1,683	2,535	2,014	1,658	2,348	670	-	443	12,655	606	2,060	809	-	-	2	28,073		28,073		
DEC	1,229	-	4,026	56	(90)	2,064	290	-	443	5,270	(3,721)	-	(3,066)	-	-	(7,239)	(738)		(738)		
TOTAL	120,005	12,314	132,794	161,546	117,926	89,947	14,208	-	5,317	247,897	17,326	31,431	372,760	-	-	29,027	1,352,498	-	1,352,498		
EXPENSE																	29,027				
JAN	7,984	1,268	6,408	6,668	5,185	8,014	24,856	129	80	2,485	-	-	7,823	-	2,410	12,839	86,150	200,392	286,542		
FEB	16,694	1,660	18,444	9,778	9,503	15,364	25,298	445	489	8,809	997	217	27,582	-	-	52,517	187,797	257,851	445,648		
MAR	15,935	2,100	14,392	8,223	12,761	11,117	21,690	2,418	119	23,316	917	135	17,779	-	-	51,214	182,115	(32,525)	149,590		
APR	13,422	1,709	12,480	19,506	11,674	12,332	41,666	2,126	122	31,349	827	543	20,436	-	19,213	44,900	232,304	(24,232)	208,072		
MAY	16,252	1,710	22,966	19,839	12,095	8,972	39,885	1,187	25	76,677	1,982	1,893	47,398	1,159	150	93,837	346,027	40,825	386,852		
JUN	15,586	1,860	11,424	13,184	14,383	15,826	25,002	1,405	1,046	58,562	2,812	1,685	76,269	630	600	76,610	316,884	(29,630)	287,254		
JUL	30,248	2,207	25,232	21,884	20,739	31,954	32,121	4,462	55	97,604	2,687	7,387	287,163	1,730	4,565	35,334	605,372	28,683	634,055		
AUG	25,342	2,238	22,502	15,606	12,676	28,585	37,658	1,508	620	89,120	24,202	18,920	254,988	26,551	-	88,329	648,845	(50,990)	597,855		
SEP	13,942	2,712	10,538	14,078	10,261	20,292	36,428	28,742	440	41,016	5,526	19,330	93,417	19,747	-	53,711	370,180	(81,700)	288,480		
OCT	17,153	1,736	12,219	14,756	9,714	16,371	29,914	26,211	635	88,158	8,406	8,416	45,404	18,560	-	51,280	348,932	(112,300)	236,632		
NOV	20,870	2,530	18,508	25,733	14,103	17,648	27,172	1,913	87	23,734	4,510	5,163	35,822	1,348	-	84,857	283,998	(91,778)	192,220		
DEC	24,742	2,987	19,168	19,479	25,748	19,948	55,607	3,304	277	22,060	3,464	3,138	28,654	27	29,618	64,998	323,219	(98,019)	225,200		
TOTAL	218,170	24,717	194,281	188,734	158,841	206,423	397,297	73,849	3,994	562,890	56,330	66,827	942,734	69,752	56,556	710,426	3,931,823	6,577	3,938,400		
REV-EXP																					
JAN	26,516	(1,143)	11,664	8,717	24,220	6,249	(23,671)	(129)	(80)	(2,485)	-	-	(6,852)	-	(2,410)	(11,816)	28,780	(200,392)	(171,612)		
FEB	(14,930)	(1,660)	(14,384)	(688)	(650)	(10,353)	(24,592)	(445)	398	(1,997)	(997)	(217)	(26,605)	-	-	(52,050)	(149,172)	(257,851)	(407,023)		
MAR	(13,405)	(2,100)	(1,700)	24,431	(5,525)	785	(18,247)	(2,418)	324	(6,636)	(1,243)	(135)	(12,754)	-	-	(50,929)	(89,553)	32,525	(57,028)		
APR	12,367	(1,621)	8,344	(5,767)	10,807	(4,931)	(40,731)	(2,126)	321	(7,084)	602	(543)	(14,455)	-	(19,213)	(43,342)	(107,371)	24,232	(83,139)		
MAY	(7,275)	(678)	(8,916)	(6,766)	(1,568)	(124)	(38,790)	(1,187)	418	(47,306)	6,014	9,445	(31,989)	(1,159)	(150)	(91,355)	(221,386)	(40,825)	(262,211)		
JUN	2,497	3,223	13,068	11,261	(2,752)	(952)	(22,762)	(1,405)	(603)	(8,313)	3,057	2,841	60,315	(630)	(600)	(70,541)	(12,296)	29,630	17,334		
JUL	(24,952)	(2,207)	(14,051)	(12,053)	(19,016)	(30,717)	(30,961)	(4,462)	388	(76,439)	439	(4,358)	(215,129)	(1,730)	(4,565)	(34,444)	(474,257)	(28,683)	(502,940)		
AUG	(24,371)	(1,563)	(16,569)	13,072	(9,599)	(14,835)	(36,803)	(1,508)	(177)	(64,479)	(23,844)	(18,166)	(119,842)	(26,551)	-	(64,990)	(410,225)	50,990	(359,235)		
SEP	1,742	(1,549)	1,858	(5,177)	3,159	(15,504)	(35,688)	(28,742)	3	(10,686)	(3,936)	(13,400)	(77,102)	(19,747)	-	(53,560)	(258,329)	81,700	(176,629)		
OCT	(12,561)	729	(9,686)	(11,075)	(1,708)	(12,910)	(29,026)	(26,211)	(192)	(61,698)	(8,007)	(4,622)	(58,828)	(18,560)	-	(51,280)	(305,633)	112,300	(193,333)		
NOV	(20,280)	(847)	(15,973)	(23,719)	(12,445)	(15,300)	(26,502)	(1,913)	356	(11,079)	(3,904)	(3,103)	(35,013)	(1,348)	-	(84,855)	(255,925)	91,778	(164,147)		
DEC	(23,513)	(2,987)	(15,142)	(19,423)	(25,838)	(17,884)	(55,317)	(3,304)	166	(16,790)	(7,185)	(3,138)	(31,720)	(27)	(29,618)	(72,237)	(323,957)	98,019	(225,938)		
TOTAL	(98,166)	(12,404)	(61,487)	(27,188)	(40,915)	(116,477)	(383,089)	(73,849)	1,322	(314,993)	(39,004)	(35,396)	(569,974)	(69,752)	(56,556)	(681,399)	(2,579,324)	(6,577)	(2,585,902)		
%REV/EXP	55.01%	49.82%	68.35%	85.59%	74.24%	43.57%	3.58%	0.00%	133.11%	44.04%	30.76%	47.03%	39.54%	0.00%	0.00%	4.09%	34.40%				

AGENDA SHEET FOR PARK BOARD MEETING OF: February 9, 2012



Submitting Division
Recreation/Entertainment

Contact Person
Aho

Phone No.
6546

COMMITTEE

- Riverfront
- Golf
- Recreation
- Land
- Urban Forestry
- North Bank Ad-Hoc
- Finance

CLERK'S FILE _____
 RENEWS _____
 CROSS REF _____
 ENG _____
 BID _____
 REQUISITION _____

AGENDA WORDING:

Authorization to enter into a one (1) year renewed agreement between the Griffin Publishing, 2210 N. Dollar Rd, Spokane, Washington, 99212, and the City of Spokane Parks and Recreation Department to print and process for mailing the Parks and Recreation Activity Guides. Contract Amount is FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00) plus Washington State sales tax

BACKGROUND:
(Attach additional sheet if necessary)

The Parks and Recreation Department has its Activity Guide printed and mailed four times per year. A Spring 2012, Summer 2012, Fall 2012, and Winter 2013. The activity guide will be mailed to approximately 44,000 residents each quarter. This is third of four (4) one (1) year renewales as provided in the original contract dated March 16, 2009. The contract was approved by the Spokane Park Board on January 15, 2009.

RECOMMENDATION:

Approve

Fiscal Impact:

Expenditure: \$55,000

Budget Account:

1400-54100-55340-74900-54909

ATTACHMENTS: Include in Packets: Contract
On file for Review in Office of City Clerk:

SIGNATURES:

Requestor

Parks Accounting

Legal Department

Director of Parks and Recreation

DISTRIBUTION:

Parks/jmoss@spokanecity.org

Parks/maho@spokanecity.org

Griffin Publishing
2210 N. Dollar
Spokane, WA 99212

Purchasing/tbremer@spokanecity.org

Parks/cbutz@spokanecity.org

PARK BOARD ACTION:

PARK BOARD ACTION:

CONTRACT RENEWAL

THIS CONTRACT is between the CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT, a Washington State municipal corporation, as "City," and GRIFFIN PUBLISHING INC., whose mailing address is 2210 North Dollar Road, Spokane, Washington 99212, Spokane, Washington 99201, as "Griffin Publishing."

WHEREAS, the City entered into contract with Griffin Publishing for printing and mailing services; and

WHEREAS, the contract term provided for four (4) additional one (1) year renewals, subject to written mutual agreement - - Now, Therefore,

The parties agree as follows:

1. PERFORMANCE. Griffin Publishing shall PRINT AND MAIL THE PARKS AND RECREATION ACTIVITY GUIDES, in accordance with the City's Request for Bid and Griffin Publishing's response to the request.
2. CONTRACT TERM. This is the third of four (4) one (1) year renewals as provided in the original contract dated March 16, 2009, and shall begin March 1, 2012 and end December 31, 2012, unless terminated sooner.
3. COMPENSATION. The City shall pay the Griffin Publishing a maximum of FIFTY FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00) as full compensation for everything done under this contract, subject to allowable additions and deductions as provided.
4. PAYMENT. Griffin Publishing shall send its applications for payment to Parks and Recreation Department, Administration Office, Fifth Floor, City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. Payment will be made within thirty (30) days after receipt of the application.
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 Griffin Publishing for all work previously authorized and performed prior to the termination date. *In event of a breach by Griffin Publishing of any of the provisions of this contract and/or request for bid, the City reserves the right to terminate upon immediate oral or written notification to the Griffin Publishing. Griffin Publishing shall be liable for damages suffered by the City resulting from breach of the contract.*

10. INDEMNIFICATION. Griffin Publishing shall defend, indemnify and hold harmless the City, its officers and employees, from and against all claims for damages, liability, cost and expense arising out of the negligent conduct of Griffin Publishing, its officers, employees and subcontractors in connection with the performance of the contract, except to the extent of those claims arising from the negligence of the City, its officers and employees.

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

12. STANDARD OF PERFORMANCE. The silence or omission in the contract regarding any detail required for the proper performance of the work, means that Griffin Publishing shall perform the best general practice.

13. 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, 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.

14. BUSINESS LICENSE REQUIREMENT. 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 business license. Griffin Publishing shall be responsible for contacting the City's Taxes and Licenses Department at (509) 625-6070, to obtain a business license, or an exemption status determination.

15. INSURANCE. During the term of the contract, Griffin Publishing shall maintain in force at its own expense, the following insurance:

- A. Workers' Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability or Stop Gap Insurance in the amount of \$500,000;
- B. General Liability Insurance on an occurrence basis with a combined single limit, of not less than \$500,000 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, employees and agents are additional insureds but only with respect to Griffin Publishing's services to be provided under the contract; and

- C. Automobile Liability Insurance with a combined single limit, or the equivalent, of not less than \$500,000 each accident for bodily injury and property damage, including coverage for owned, hired or non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from Griffin Publishing or its insurer(s) to the City.

As evidence of the insurance coverages required by this contract, Griffin Publishing shall furnish acceptable insurance certificates to the City at the time Griffin Publishing returns the signed contract. The certificate shall specify all of the parties who are additional insured, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. Insuring companies or entities are subject to City acceptance. If requested, complete copies of insurance policies shall be provided to the City. Griffin Publishing shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

16. AUDIT / RECORDS. Griffin Publishing and its subcontractors shall maintain for a minimum of three years following final payment all records related to its performance of the contract. The Griffin Publishing and its subcontractors shall provide access to authorized City representatives, including the City Auditor, 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.

Dated: _____

CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT

By: _____
Director

Attest: _____
City Clerk

Dated: _____

GRIFFIN PUBLISHING INC.

City of Spokane Business License No.

E-mail address, if available: _____

By: _____

Title: _____

Approved as to form:



Assistant City Attorney

12-015

From: [Aho, Mike](#)
To: [Faight, Jacqueline](#); [Butz, Craig](#)
Subject: Griffin Contract for Recreation Committee Meeting Feb 2
Date: Thursday, January 19, 2012 3:07:27 PM
Attachments: [Griffin 2012.pdf](#)

Can I get this on the Agenda:

1. Recommend approval for contract renewal for Griffin Publishing for printing and mailing the Activity Guide . This is the 3rd of 4 one year renewals allowed from the original contract. The mailings have increased from 3 times a year to 4 times a year and have added 8 pages of color. To achieve this the copies printed has been reduced from 207,000 to 180,000 and cost has gone from .26 per copy to .25 per copy. Amount of contract renewal \$55,000 which remains the same as the 2011 contract renewal.

Mike Aho, Recreation Supervisor | City of Spokane Parks & Recreation Department
tel/ 509.625.6546 | cell 509.710.7760 | fax 509.625.6205 | maho@spokanecity.org | spokaneparks.org

