

## CITY COUNCIL REGULAR SESSION

Resolution authorizing the execution of a 5-year Software as a Service agreement with CivicPlus LLC to implement and provide ongoing a Parks Recreation Management system in an amount not to exceed \$759,708 plus all applicable taxes.

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## EXECUTIVE SUMMARY

This Resolution will authorize the execution of a purchasing agreement with CivicPlus LLC for a Parks Recreation Management system. The public and City employees will use this system to register for Parks activities and programs and accept and process online and in-person payments from customers. In year one, the implementation services and annual fee total \$150,683 plus all applicable taxes. This Resolution authorizes the City to exercise annual options to renew in years two through five for an additional potential expenditure of \$515,275 plus all applicable taxes. This Resolution also authorizes \$93,750 plus all applicable taxes for on-call professional services as needed over the 5-year agreement

The total five-year potential expenditure of this Software as a Service Agreement with CivicPlus LLC is \$759,708 plus all applicable taxes.

## RECOMMENDATION

Move to adopt Resolution No. 10241.

## BACKGROUND/ANALYSIS

Parks and Community Services provides many facilities and programs to the community including site rentals, summer day camps, and drop-in activities such as tennis. A Parks Recreation Management system enables the community to find, register, and pay for these programs and services online and in person. Parks staff use the system to manage programs and services and serve the public.

A competitive process was conducted in February 2023. Multiple proposals were received and CivicPlus LLC was selected. The competitive process was expedited as the current Parks Recreation Management vendor will no longer provide service to the City effective August 2023. The current vendor provided notice to the City in early January 2023 giving the City 7 months to procure and implement a new Parks Recreation Management system.

## **POLICY & FISCAL IMPACTS**

### **Policy Impact**

City Council's Two-Year Priorities for High-Performance Government: Identify and implement technologies that improve customer service.

BCC 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award the bid where the cost exceeds \$350,000.00.

### **Fiscal Impact**

The first-year expenditure is accommodated within the 2023-2024 Parks Application Reserve Fund. Recurring annual service fees averaging \$128,819 plus all applicable taxes will be accommodated by the Parks Application Reserve Fund and operating budget. The estimated total cost for 5 years of service will be approximately \$759,708, plus all applicable taxes.

## **OPTIONS**

1. Adopt the Resolution authorizing the execution of a 5-year Software as a Service agreement with CivicPlus LLC to implement and provide ongoing a Parks Recreation Management system in an amount not to exceed \$759,708 plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS**

Proposed Resolution No. 10241

## **AVAILABLE IN COUNCIL LIBRARY**

CivicPlus Software as a Service Agreement