



Office of the City Manager

07

CONSENT CALENDAR
February 26, 2019

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Scott Ferris, Director, Parks Recreation and Waterfront
Subject: Contract No. 8,749 Amendment with Official Payments Corporation (OPC)

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract amendment with Official Payments Corporation (OPC) (contract no. 8749) approving online credit card payment processing transaction fees of 2.5%, borne by the City, for transactions in the Recreation Division's online registration system, for an amount not to exceed \$150,000 for the projected period commencing on or about March 1, 2019 through February 28, 2022, with an option to extend for up to two (2) additional years.

FISCAL IMPACTS OF RECOMMENDATION

Funds to cover the cost of this recommendation will come from Recreation program registration and facility reservation fees. Funds to cover FY19 expenses are available in General Fund, account code 011-52-543-570-0000-000-461-639110. Funds for future years will be appropriated in FY20-22.

The Parks, Recreation and Waterfront Department and the Information Technology Department recommend that the City amend the existing contract with Official Payments Corporation for a term of three years, with the option for the City Manager to extend the contract for up to two (2) additional years for a total of five (5) years.

The current Official Payments Corporation contract has been entered into the City's contract database and assigned Contract #8,749.

CURRENT SITUATION AND ITS EFFECTS

The City's Recreation Division manages facility reservations, program scheduling, activity registrations, scholarships, contract instructors, coaches, teams, leagues, equipment, supplies, inventory, staff scheduling, marketing, advertising and payment for all of the aforementioned programs. These functions are being performed using a combination of manual and automated systems, including BlueRec, a hosted recreation software solution, EZCamp2, an off-the-shelf camp registration software; and ERMA, the City's financial database.

On December 21, 2018, the City entered into a new contract (#31900042) with CivicPlus, Inc. for an improved recreation registration system based upon business analysis completed by the Department of Parks, Recreation and Waterfront in partnership with the Department of Information Technology. This new system requires integration with a third-party payment processor, which will process online credit card transactions.

The City has an existing contract with Official Payments Corporation (#8749) to process credit card transactions. This resolution would amend their existing contract to include credit card transaction processing services for the Recreation Division for a fee of 2.5% per transaction. This fee is less than what the Recreation Division currently pays for credit card payment processing services with other processors.

BACKGROUND

The City of Berkeley Parks, Recreation and Waterfront Department (PRW) provides a wide range of recreation facilities, programs, classes, and events for Berkeley resident and non-resident community members. The City operates two (2) swimming pools, four (4) community centers, eleven (11) sports fields, fifty-two (52) parks, three (3) remote residential camp sites, and one (1) skate park. The City depends on our online recreation registration programs to help community members register for activities for families, adults, and youth, including after-school programs, day camps, classes, residential camping programs, special events, sports, and swimming. In addition, PRW offers tennis court, picnic site, camp-site, and field rentals. For more information about the Parks, Recreation and Waterfront Department, see:
<http://www.cityofberkeley.info/prw/>

ENVIRONMENTAL SUSTAINABILITY

An improved Recreation Division registration system with greater efficiency and lower credit card processing fees will provide community members and City staff a more effective, responsive, and welcoming interface, saving both time and resources. The lower credit card transaction fee will encourage the City to promote citizens to sign-up for classes online thus reducing the use of paper and transportation.

RATIONALE FOR RECOMMENDATION

Staff recommend amending the Official Payments Corporation (OPC) contract because of their low cost, existing business relationship with the City, and their ability to integrate with CivicPlus, LLC. Other Departments within the City have responded positively and with good recommendations in regards to Official Payments.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Scott Ferris, Director, Parks Recreation and Waterfront, 510.981.6711

RESOLUTION NO. ##,###-N.S.

CONTRACT AMENDMENT: OFFICIAL PAYMENTS CORPORATION (OPC) FOR RECREATION ONLINE REGISTRATION SYSTEM CREDIT CARD TRANSACTION PROCESSING FEES

WHEREAS, the City of Berkeley desires to procure a payment processor corporation to process online credit card transactions for registration for camps, recreational programs and reservations for facilities at various locations; and

WHEREAS, on December 21, 2018, the City of Berkeley entered into a new contract with CivicPlus, Inc for online registration services, requiring integration with a third-party credit card transaction payment processor; and

WHEREAS, the City has an existing contract with Official Payments Corporation to process credit card transactions; Official Payments can integrate with CivicPlus, Inc.; and Official Payments can offer payment processing services for a fee of 2.5%, which is lower than other vendors, and

WHEREAS, funds have been allocated in budget codes 011-52-543-570-0000-000-461-639110 for Fiscal Year 2019, and funds for future years will be appropriated in FY20-24.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to amend Contract No. 8,749 with Official payments Corporation for credit card payment processing and related services, for an amount not to exceed \$150,000 for the period beginning March 1, 2019 to February 28, 2022, with an option to extend for up to two (2) additional years.

