



Office of the City Manager

CONSENT CALENDAR  
September 22, 2020

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Savita Chaudhary, Director, Information Technology  
Subject: Contract No. 31900042 Amendment: CivicPlus, Inc. for Software Maintenance and Professional for the CivicRec Application

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 31900042 with CivicPlus, Inc. for software maintenance and professional services for the Recreation Division’s online registration and reservation system, to increase the contract amount by \$73,756, for a total not to exceed amount of \$116,756, and to extend the contract for three (3) years until November 30, 2025.

FINANCIAL IMPLICATIONS

Ongoing funding for the additional licenses and professional services is available in Fiscal Year (FY) 2021-2025’s General Fund. Spending for this contract in future fiscal years is subject to Council approval of the proposed citywide budget and annual appropriation ordinances.

FY 2021: Software Maintenance  
\$11,900 Budget Code: 011-52-543-570-0000-000-461-613130-  
(General Fund, Parks and Recreation, Software Maintenance)

FY 2021: Professional Services, as needed  
\$8,000 Budget Code: 011-52-543-570-0000-000-461-612990-  
(General Fund, Parks and Recreation, Professional Services)

FY 2022: Software Maintenance  
\$12,495 Budget Code: 011-52-543-570-0000-000-461-613130-  
(General Fund, Parks and Recreation, Software Maintenance)

\$13,120 FY 2023: Software Maintenance

Budget Code: 011-52-543-570-0000-000-461-613130-  
(General Fund, Parks and Recreation, Software Maintenance)

FY 2024: Software Maintenance  
\$13,776 Budget Code: 011-52-543-570-0000-000-461-613130-  
(General Fund, Parks and Recreation, Software Maintenance)

FY 2025: Software Maintenance  
\$14,465 Budget Code: 011-52-543-570-0000-000-461-613130-  
(General Fund, Parks and Recreation, Software Maintenance)

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**\$73,756 Total FY 2021-2025 Software Maintenance and Professional Services**

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 CivicPlus’ CivicRec, an off-the-shelf hosted software.

On November 30, 2018, the City contracted 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.

The City seeks to extend the contract with CivicPlus, Inc. to continue using the CivicRec software to manage its online registration and reservation activities and revenue.

This software helps the City to attain its Strategic Plan goal to be a customer-focused organization that provides excellent, timely, easily accessible service and information to the community.

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 swimming pools, four community centers, 11 sports fields, 54 parks, three remote residential camp sites, a skate park, a summer day camp program, and a wide variety of special events and activities at various locations throughout the City. A wide range of programs and recreation activities for families, adults, and youth are offered throughout the year, including after-school programs, day camps, classes, residential camping programs, special events, sports, and swimming. In addition, we offer facility, tennis court, picnic site, camp-site, and field rentals. For more information about the Parks, Recreation and Waterfront Department, see: <http://www.cityofberkeley.info/parks/>. To manage the

aforementioned online activities the City implemented CivicRec, a commercial off the shelf (COTS) hosted software from CivicPlus, Inc. in 2018.

ENVIRONMENTAL SUSTAINABILITY

An improved system with greater efficiency will provide community members and City staff a more effective, responsive, and welcoming interface, saving both time and resources. The CivicRec system encourages residents to sign-up for classes online thus reducing the use of paper and transportation.

RATIONALE FOR RECOMMENDATION

CivicPlus, Inc.'s CivicRec software has proven to be a valuable application that supports a wide array of City's Recreation business processes, including program registrations and facility reservations. Other municipalities have also responded positively and with good recommendations in regards to CivicPlus, Inc.'s CivicRec software. Furthermore, staff are impressed with the performance of the software thus far.

ALTERNATIVE ACTIONS CONSIDERED

Staff have not considered any alternative, because the City has only been on the CivicRec application for less than two (2) years, and the system is working very well for us. The residents also have complimented the system for its ease of use and serviceability.

CONTACT PERSON

Savita Chaudhary, Director, Information Technology, 510.981.6541

Attachments:

1: Resolution

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

Contract No. 31900042 Amendment: CivicPlus, Inc. for Software Maintenance and Professional for the CivicRec Application

WHEREAS, in 2018 the City contracted with CivicPlus, Inc. Contract No. 31900042 for an improved recreation registration system; and

WHEREAS, the City uses CivicPlus, Inc.'s CivicRec software as its online Recreation registration and reservation system; and

WHEREAS, ongoing funding for the additional licenses and professional services is available in Fiscal Year (FY) 2021-2025's General Fund. Spending for this contract in future fiscal years is subject to Council approval of the proposed citywide budget and annual appropriation ordinances.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to enter into a contract amendment with CivicPlus, Inc. for software maintenance and professional services for the Recreation Division's online registration and reservation system, to increase the contract amount by \$73,756, for a total not to exceed amount of \$116,756, and to extend the contract for three (3) years until November 30, 2025.