



Office of the City Manager

CONSENT CALENDAR  
July 30, 2024

To: Honorable Mayor and Members of the City Council  
From: LaTanya Bellow, Interim City Manager  
Submitted by: F. Scott Ferris, Director, Parks, Recreation, & Waterfront Department  
Subject: Contract 31900042 Amendment: CivicPlus on-line recreation reservation system

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 31900042 with CivicPlus, Inc. for on-line recreation reservation system services to increase the contract amount by \$37,000, for a total not-to-exceed contract amount of \$153,756.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the \$37,000 contract amendment will be available in the FY 2025 General Fund (Fund 011) budget.

CURRENT SITUATION AND ITS EFFECTS

The City’s Recreation Division currently uses the CivicPlus on-line recreation reservation system that allows the public to register for a variety of recreation programs and facilities. An additional \$37,000 in spending authority is needed in order to cover the license service and transaction fees charged by CivicPlus through the remainder of the contract term ending on November 25, 2025.

BACKGROUND

In November of 2018, the City executed contract no. 31900042 with CivicPlus, Inc. to provide on-line recreation reservation system. The City of Berkeley’s Parks, Recreation and Waterfront Department (PRW) provides a wide range of recreation facilities, programs, classes, and events for Berkeley residents 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.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no environmental impacts associated with the recommendations in this report.

RATIONALE FOR RECOMMENDATION

CivicPlus, Inc.'s on-line reservation system has proven to be a valuable application that supports a wide array of the City's Recreation business processes, including program registrations and facility reservations.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Scott Ferris, Director, 510-981-6700

Stephanie Chu, Recreation and Youth Services manager, 510-981-6700

Justin Pitcher, Recreation Program Supervisor, 510-981-6700

Attachments:

1: Resolution

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

CONTRACT NO. 31900042 AMENDMENT: CIVICPLUS ON-LINE RECREATION  
RESERVATION SYSTEM

WHEREAS, In November of 2018, the City executed contract no. 31900042 with CivicPlus, Inc. to provide on-line recreation reservation system; and

WHEREAS, an additional \$37,000 in spending authority is needed in order to cover the license service and transaction fees charged by CivicPlus through the remainder of the contract term ending on November 25, 2025; and

WHEREAS, funding for the \$37,000 contract amendment will be available in the FY 2025 General Fund (Fund 011) budget.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to execute a contract amendment to Contract No. 31900042 with CivicPlus, Inc. to add \$37,000 to provide additional professional services for a not-to-exceed contract amount of \$153,756.

