



Office of the City Manager

CONSENT CALENDAR  
June 3, 2025

To: Honorable Mayor and Members of the City Council  
 From: Paul Buddenhagen, City Manager  
 Submitted by: Scott Ferris, Director, Parks, Recreation, & Waterfront Department  
 Subject: Contract 31900042 Amendment: CivicPlus for an Online Recreation Registration and Reservation System (CivicRec)

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 31900042 with CivicPlus, Inc. to provide an online recreation registration and reservation system (CivicRec) by increasing the contract amount by \$28,000, for a total not to exceed amount of \$181,756, and extending the expiration date from November 30, 2025 to November 30, 2026.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the \$28,000 contract amendment is subject to appropriation in the FY 2026 budget in General Fund (account code 011-52-543-570-0000-000-461-613130).

CURRENT SITUATION AND ITS EFFECTS

The Parks, Recreation, & Waterfront Department'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 an off-the-shelf online software system (CivicRec) provided by CivicPlus, Inc. The City needs to extend the contract with CivicPlus, Inc. for one additional year.

BACKGROUND

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 Recreation Division operates two swimming pools, four community centers, 11 sports fields, 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. To manage the City's Recreation programs and services, the City implemented CivicRec, an online recreation registration and reservation system provided by CivicPlus, Inc. in 2018.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no negative environmental impacts associated with this contract amendment for one additional year using the CivicRec online registration system by CivicPlus, Inc.

RATIONALE FOR RECOMMENDATION

This contract amendment will ensure efficient and uninterrupted Recreation Division business operations. This system helps the City with Strategic Plan goal number 9 to be a customer-focused organization that provides excellent, timely, easily accessible service and information to the community.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Stephanie Chu, Recreation and Youth Services Manager, 510-981-7000  
Justin Pitcher, Recreation Program Supervisor, 510-981-7000

Attachments:

1: Resolution

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

CONTRACT NO. 31900042 AMENDMENT WITH CIVICPLUS, INC. FOR AN ONLINE RECREATION REGISTRATION AND RESERVATION SYSTEM CALLED CIVICREC

WHEREAS, on November 30, 2018, the City entered into contract No. 31900042 with CivicPlus, Inc. to provide an online recreation registration and reservation system called CivicRec to replace the existing software system; and

WHEREAS, this amendment will add funds and extend the contract for one more year, through November 30, 2026 that allows the City to offer continued online recreation registration and reservation services; and

WHEREAS, funding for the \$28,000 contract amendment is subject to appropriation in the FY 2026 budget in General Fund (account code 011-52-543-570-0000-000-461-613130).

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 provide an online recreation registration and reservation system called CivicRec by increasing the contract amount by \$28,000, for a total not to exceed amount of \$181,756, and extending the expiration date from November 30, 2025 to November 30, 2026.

