



Office of the City Manager

CONSENT CALENDAR
June 25, 2019

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 Training and Integration Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract amendment to contract No. 31900042 with CivicPlus, Inc. for an additional amount of \$15,000 for professional services, and a total not-to-exceed contract value of \$58,000 for the term of November 30, 2018 through June 30, 2021.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the additional professional services will be available in the Department of Information Technology’s Fiscal Year 2020 General Fund as itemized below, and is subject to Council approval of the proposed citywide budget and Annual Appropriation Ordinances.

	FY 2020: Professional Services
\$15,000	Budget Code: 011-52-543-570-0000-000-461-612990
	(General Fund, IT, Business Applications, Professional Services)
\$15,000	Total FY 2020: 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 EZCamp2, an off-the-shelf camp registration software; BlueRec, a hosted recreation software solution; FUNDS\$, an IBM financial system; and Tyler Munis (ERMA), a hosted financial enterprise system.

In November 2018, the City entered into contract No. 31900042 with CivicPlus, Inc. to provide a hosted recreation registration software solution named CivicRec to replace and/or supplement existing software services.

This amendment will add funds to contract No. 31900042 with CivicPlus, Inc. to complete critical software integration with the City's existing financial system and to pay for additional training services.

BACKGROUND

The City of Berkeley Parks, Recreation and Waterfront Department (PRW) provides a wide range of recreation facilities, programs, classes, and events for resident and non-resident community members throughout the year, 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. Online recreation registration software is required to effectively manage the thousands of program registrations that are processed each year. For more information about the Parks, Recreation and Waterfront Department, see: <http://www.cityofberkeley.info/prw/>

ENVIRONMENTAL SUSTAINABILITY

This configuration will increase Recreation Division efficiency and reduce the amount of staff time required to report and track financial data across multiple parallel systems. This will result in Division-wide efficiency, and will save both time and resources. The use of online registration systems will encourage citizens to sign-up for classes and programs online thus reducing the use of paper and transportation.

RATIONALE FOR RECOMMENDATION

Staff recommends authorizing the City Manager to execute a contract amendment to contract No. 31900042 with Civic Plus, Inc. to add \$15,000 to complete software configuration work and cover the cost of additional training and professional services. This configuration is required for the CivicPlus, Inc. system to report credit card transactions and online system financial data to the City's existing financial database, and will ensure efficient and uninterrupted Recreation Division business operations.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered not integrating CivicPlus transactions with the City's existing financial system, however manual entry of these transactions into the City's financial system increases the chance of miscalculation, in addition to creating multiple points of entry for staff. Staff also considered not participating in CivicPlus training, however doing so would decrease the value of a critical business application.

CONTACT PERSON

Savita Chaudhary, Director, Information Technology, 510.981.6541

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

CONTRACT NO. 31900042 AMENDMENT: CIVICPLUS, INC. FOR TRAINING AND INTEGRATION SERVICES

WHEREAS, the City entered into contract No. 31900042 with CivicPlus, Inc. to provide a hosted recreation registration software solution named CivicRec to replace and/or supplement existing software services; and

WHEREAS, this amendment will add funds to the CivicPlus, Inc. contract to complete software configuration work with the City's existing financial system and to pay for additional training and professional services; and

WHEREAS, this configuration is required for the CivicPlus, Inc. system to report credit card transactions and online system financial data to the City's existing financial database, and will ensure efficient and uninterrupted Recreation Division business operations; and

WHEREAS, funding for the additional professional services will be available in the Department of Parks, Recreation and Waterfront department's Fiscal Year 2020 General Fund, and 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 hereby authorized to execute a contract amendment to contract No. 31900042 with CivicPlus, Inc. to add \$15,000 to complete software configuration work and cover the cost of additional training and professional services, for a total not to exceed amount of \$58,000 for the term of November 30, 2018 through November 30, 2020.

