



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: September 18, 2018

Agenda Item 6-H
Approvals:
City Manager [Signature]
Dept. Head [Signature]
Attorney [Signature]
Finance [Signature]

Department: Finance and Administrative Services
Prepared By: Brian Brower, Information Technology Manager [Signature]

Subject: **FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CIVICREC RECREATION MANAGEMENT SOFTWARE SYSTEM.**

Fiscal Impact: Yes. The cost of the contract amendment is estimated at \$30,000 per year, for a total cost of \$90,000 over three years. The year one cost is within the Fiscal Year 2018-19 Adopted Budget in the Information Technology Fund, account number 063-241-43456.

Summary: Staff recommends that Council approve the First Amendment to the Professional Services Agreement with CivicPlus, Inc. dba CivicPlus. The Amendment includes a \$90,000 increase to the contract amount and a 3 year extension of the contract term until December 31, 2021. The purpose of the Amendment is to continue use of the CivicRec system for the management and administration of Recreation facilities and programs.

Background: On February 21, 2017 the City awarded a contract to CivicPlus, Inc for the implementation and first year of service fees for the CivicRec Recreation Management Software System. CivicRec is a comprehensive, hosted, software-as-a-service (SaaS) recreation management software solution that supports the processes managed by the Recreation Division. Functions include the administration of program and class registrations, facility and field reservations, memberships, league scheduling, aquatics management, point of sale, event management, community programs, excursions, payment processing, customized reporting and integration with the City's financial system.

Discussion: The CivicRec Recreation Management System was successfully implemented and went live in November of 2017. Under the current agreement, the City pays an ongoing service charge equal to 1.0% of the total revenue processed through the system, and includes all software support and maintenance.

Recommended Action: STAFF RECOMMENDS THAT the City Council approve and authorize the Mayor to execute, Amendment No. 1 to Contract C17-06, by and between the City of San Clemente and CivicPlus, Inc, providing for the CivicRec Recreation Management System. This Amendment increases the contract amount from \$52,000 to \$142,000 (an increase of \$90,000) and extends the contract term by 3 years.

Notification: None.