



Memorandum

Date: 11/1/2022
Meeting of: City Council

File No. AM No. 22-167
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Parks	Loreen Hamilton	425-556-2336
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DEPARTMENT STAFF:

Parks	Zach Houvener	Recreation Business Manager
Parks	Jeffrey Guptil	Customer Experience Administrator

TITLE:

Approval to Extend Contract for Recreation Software with ACTIVE Network, LLC. for One Year

OVERVIEW STATEMENT:

We are seeking to renew our contract with our current software provider, ACTIVE Network, LLC., for a one-year contract extension via an amendment to our current contract that would continue our relationship through March 2024. This extension will allow the department time to complete our business assessment, configuration, data migration, testing, and training with a new product named "SmartRec" by Amilia Technologies USA Inc., with an anticipated launch to the public in March 2024. Selection of the new software followed all Purchasing policies, including a competitive RFP process and will come to City Council for approval.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
PARCC Plan
- **Required:**
Council approval is required to award a Consulting Services Agreement that exceeds \$75,000
- **Council Request:**
N/A
- **Other Key Facts:**

OUTCOMES:

Renewing our contract with our current software provider, ACTIVE Network, LLC., for one year would allow the department time for kick-off, business process assessment, configuration planning, data migration, staff training, testing, and launching new recreation software “SmartRec” to the public with Amilia Technologies USA Inc.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

The cost will come out of the Recreation Activity Fund and will follow the transactional schedule below:

- Public Interface Online Transaction Fee: 5.14%
- Staff Interface Processing/ Technology Fee: 2.14 %
- Staff Interface Credit Card Processing Fee: 3.00%
- ECP: 0.5%

These fees are direct costs that are in line with our cost recovery and are built into our fees for programs.

In 2021 the total cost was \$94,607.07 with higher revenues and associated fees projected for the period March 2023 - March 2024 due to increased department offerings and demand.

Approved in current biennial budget: **Yes** **No** **N/A**

Budget Offer Number:

00217

Budget Priority:

Healthy and Sustainable: Community Recreation.

Other budget impacts or additional costs: **Yes** **No** **N/A**

If yes, explain:

Funding source(s):

Directly funded by revenue from recreation activity registration and rental revenue that meets Parks and Recreation cost recovery targets.

Budget/Funding Constraints:
N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
10/25/2022	Committee of the Whole - Parks and Environmental Sustainability	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
11/1/2022	Business Meeting	Approve

Time Constraints:

If there are delays in signing the extension with ACTIVE Network, LLC, operations of the Parks and Recreation Department will be impacted as the contract is on its final extension. Additionally, it would impact the ability to transition to a new software that has been selected through a competitive process.

ANTICIPATED RESULT IF NOT APPROVED:

If the contract with ACTIVE Network, LLC. is not extended, this would create a gap of several months where we would be without an adequately implemented recreation software system.

ATTACHMENTS:

Attachment A: ActiveNet Amendment Schedule