

**EDGERTON SPECIAL CITY COUNCIL
MEETING AGENDA
CITY HALL, 404 EAST NELSON STREET
October 29, 2024
4:00 P.M.**

Call to Order

1. Roll Call

_____ Roberts _____ Longanecker _____ Lewis _____ Lebakken _____ Malloy _____ Conus

2. Welcome

3. Pledge of Allegiance

Consent Agenda *(Consent Agenda items will be acted upon by one motion unless a Council member requests an item be removed for discussion and separate action)*

4. Confirm Request for a Special Meeting of the Edgerton City Council

Motion: _____ Second: _____ Vote: _____

Regular Agenda

5. Declaration. At this time Council members may declare any conflict or communication they have had that might influence their ability to impartially consider today's issues.

6. Public Comments. The City of Edgerton encourages public participation in local governance issues. To facilitate an efficient and effective meeting, persons wishing to address the City Council must sign-up before the meeting begins. Speakers must provide their name and address for the record and are limited to three (3) minutes. The maximum time limit for all speakers will be thirty (30) minutes. Comments on personnel matters or matters pending before court/other outside tribunals are not permitted. Any comments are for informational purposes only. No action will be taken.

The Mayor may modify these provisions, as necessary. The Mayor may limit any unnecessary, off-topic, or redundant comments or presentations. Speakers should address their comments to City Council members only and should not speak to fellow audience members. City Council members will not engage in a dialogue or debate with speakers. Speakers and audience members should conduct themselves in a civil and respectful manner. Disruptive conduct may result in removal from the meeting.

Business Requiring Action

7. CONSIDER A MASTER SERVICES AGREEMENT WITH CIVICPLUS FOR RECREATION MANAGEMENT SOFTWARE INCLUDING THE APPLICABLE SOLUTION AND SERVICES TERMS AND CONDITIONS AND STATEMENT OF WORK ("SOW")

Motion: _____ Second: _____ Vote: _____

8. Report by the City Administrator

9. Report by the Mayor

10. Future Meeting Reminders:

- November 12: Planning Commission – 7:00PM
- November 14: City Council Meeting – 7:00PM
- December 10: Planning Commission – 7:00PM
- December 12: City Council Meeting – 7:00PM

11. Adjourn Motion: _____ Second: _____ Vote: _____

EVENTS

10/28: Spooktacular Jack-O-Lantern Showcase
11/8: Mayors Christmas Tree Fund Trivia Night
11/12: Tales for Tots
11/15: DIY Christmas Round Door Hanger
11/20: Senior Lunch & BINGO
11/22: Golden Oldies Music Bingo
12/4: Kids DIY Handprint Holiday Towel
12/6: Tree Lighting Ceremony
12/7: Jingle Puzzle Dash
12/10: Tales for Tots
12/13: Kids Night Out

City Council Action Item

Council Meeting Date: October 24, 2024

Department: Parks and Recreation

Agenda Item: Consider a Master Services Agreement with CivicPlus for Recreation Management Software including the applicable Solution and Services terms and conditions and Statement of Work ("SOW")

Background/Description of Item:

The City currently uses RecDesk as Recreation Management Software (RMS) for recreation program registrations. Recently staff have experienced challenges with RecDesk, including a lack of automation especially related to mass communication, difficult user management, complex program registration process, and a lack of integration with the City's financial software. Additionally, with the opening of The Greenspace, Staff felt important to evaluate RMS to better meet the City's needs especially related to programs, rentals and memberships.

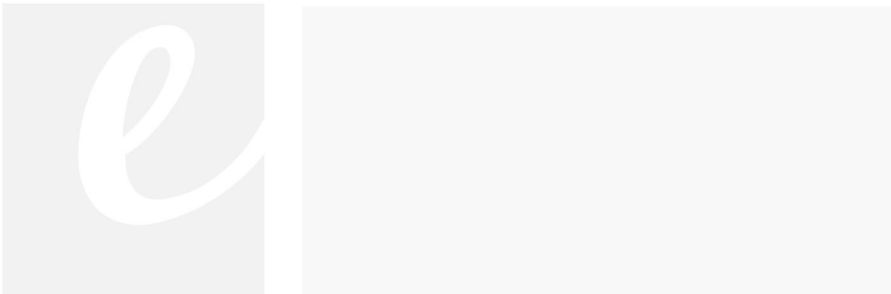
In researching the current and anticipated future needs of a RMS, staff identified the following priorities:

- Efficient, user-friendly processes for:
 - o Program registrations
 - o Membership sales
 - o Facility rentals
- Integration with existing financial software
- Robust customization with reporting, notifications, and mass communication

Staff (including Parks and Recreation Director and Recreation Superintendent) interviewed, received product demonstrations, and collected pricing estimates from eight (8) different vendors, including our current provider RecDesk. Based on those initial meetings, the Staff team eliminated four vendors due to pricing, compatibility, and ability to meet the City's needs

Four (4) vendors (CivicPlus, Xplor Recreation, MyRec and RecDesk) were invited to proceed with the Request for Proposal (RFP) process. The City received three RFPs. RecDesk was the only vendor that did not submit a response. The RFP also required a second demonstration based on requirements created by City Staff.

Below is a chart summarizing the comparison of the RMS vendors.



	MyRec	CivicPlus	Xplor Rec	RecDesk
Respond by deadline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Annual Cost	\$2,850	\$3,500	\$6,000	\$3,150
Implementation Fee	<i>included</i>	\$5,196	<i>included</i>	N/A
Integration Length	8 weeks	11 weeks	14+ weeks	N/A
Feature List	101 / 126	111 / 126	125* / 126	N/A
Global Payments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Professionalism	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Company Size	<i>Unknown</i>	850+ employees	150+ employees	N/A
Notes	Includes website. Simple admin portal. Robust account notes; best "split home" setup.	Base in KS, specializes in local gov. Best admin notifications and mass communication system. Most customizable solution. Provides other municipal software modules.	GIS included. Good "limited user" support.	Current provider.
Concerns	Mass communication capability doesn't meet our needs. No integ with existing City financial softwares. Unprepared for demo. Seems to be smallest vendors.	Customizations may be overwhelming to start. Limited ability for "split-homes".	App was best feature but requires an add't annual fee (+\$6k). Least prepared for RFP demo. Internationally based.	Did not respond to RFP.

Based on cost and ability to fulfill the growing needs of the Parks and Recreation Department, Staff recommends implementing CivicPlus Recreation Management Software (RMS). CivicPlus specializes in government clients and products, has robust administrative notifications for staff, efficient mass communication for patrons and citizens, and a high level of customization provide a more Edgerton-specific software solution. Finally, one of the strongest factors for our recommendation is CivicPlus' ability to seamlessly integrate with Global Payments (the City's credit card vendor) and easily export to Tyler (the city's ERP software provider).

To implement the software, there will be a one-time implementation (set-up) fee of \$5,196. There is sufficient budget allocated to IT within The Greenspace Project for this one-time implementation fees.

The City will also procure an estimated \$4,500 in hardware (i.e. member card printer, credit card machine, etc.) outside of the contract with CivicPlus. There is sufficient budget allocated to IT within The Greenspace Project for these one-time hardware purchases as well.

The \$3,500 annual subscription cost is similar to the City's current provider's annual cost (\$3,150 annual with RecDesk). The cost of CivicPlus has been reviewed by the Finance Department and fits within the approved 2025 Budget.

The Master Services Agreement for Recreation Management Software including the applicable Solution and Services terms and conditions and Statement of Work ("SOW") are pending review by City Attorney.

Related Ordinance(s) or Statue(s): n/a

Funding Source:

- Implementation Fee: GO Bonds
- 2025 Annual Subscription: 2025 General Fund - IT

Budget Allocated:

- Implementation Fee: \$8,704,950
- 2025 Annual Subscription: \$3,500

x Karen E. Kindle

Finance Director Approval: Karen Kindle, Finance Director

Recommendation: Approve a Master Services Agreement with CivicPlus for Recreation Management Software including the applicable Solution and Services terms and conditions and Statement of Work ("SOW")

Enclosed: SOW for CivicPlus.

Prepared by: Levi Meyer, Parks and Recreation Director



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-86098-1
10/18/2024 10:55 AM
10/31/2024

Client:
City of Edgerton, KS

Bill To:
EDGERTON CITY, KANSAS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Corey Abbate		corey.abbate@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicRec Implementation Discount	Implementation Discount

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicRec Standard	Standard package -Project Coordination -Branded Public Portal -Help Center Access
2.00	CivicRec Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours
1.00	CivicRec Virtual Consulting (Half Day Block)	Consulting (Virtual) - half day, up to 4 hours
1.00	CivicRec Pay Implementation - Global Payments Integrated	Includes setting CivicPlus Pay configuration, configuring CivicPlus products for accepting payments, advanced troubleshooting with our partner's support.
1.00	Residency Import	Residency Import - Imports a flat file of addresses that will be used to determine residency in the new system.
1.00	CivicRec Expedited Timeline	Expedited Timeline " " Weeks

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicRec Annual Fee	CivicRec Annual Fee
1.00	CivicRec Pay Annual Fee - Global Payments Integrated	CivicRec Pay Annual maintenance and support fee

List Price - Initial Term Total	USD 15,613.00
Total Investment - Initial Term	USD 7,821.33
Annual Recurring Services (Subject to Uplift)	USD 3,500.00

Initial Term	11/1/2024 - 12/31/2025, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	Invoice \$4321.33 on 11/1/2024 Invoice \$3500 on 1/1/2025
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

EXHIBIT A

Discounts

Qty	Product Name	Description	Fee Type	Total
1	CivicRec Implementation Discount	Implementation Discount	One-Time	\$ (875.00)

One-Times

Qty	Product Name	Description	Fee Type	Total
1	CivicRec Standard	Standard package -Project Coordination -Branded Public Portal -Help Center Access	One-Time	\$ 1,838.00
2	CivicRec Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-Time	\$ 1,500.00
1	CivicRec Virtual Consulting (Half Day Block)	Consulting (Virtual) - half day, up to 4 hours	One-Time	\$ 750.00
1	CivicRec Pay Implementation - Global Payments Integrated	Includes setting CivicPlus Pay configuration, configuring CivicPlus products for accepting payments, advanced troubleshooting with our partner's support.	One-Time	\$ -
1	Residency Import	Residency Import - Imports a flat file of addresses that will be used to determine residency in the new system.	One-Time	\$ 525.00
1	CivicRec Expedited Timeline	Expedited Timeline " " Weeks	One-Time	\$ -

Recurring Services

Qty	Product Name	Description	Fee Type	Total
1	CivicRec Annual Fee	CivicRec Annual Fee	Renewable	\$ 4,083.33
1	CivicRec Pay Annual Fee - Global Payments Integrated	CivicRec Pay Annual maintenance and support fee	Renewable	\$ -

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Organization Legal Name:

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