

**CITY OF ALBANY
CITY COUNCIL AGENDA
STAFF REPORT**

Agenda Date: September 19, 2011
Reviewed by: BP

SUBJECT: Contract for New Recreation & Community Services Software

REPORT BY: Penelope Leach, Recreation and Community Services Director

PARKS AND RECREATION COMMISSION RECOMMENDATION

That Council authorize the City Manager to enter into a contract with Vermont Systems for new registration and facility reservation software for the Recreation & Community Services Department.

BACKGROUND

For the past three years staff has been researching alternative software systems for program registrations and facility reservations for the Recreation and Community Services Department. The primary need for a new system is cost savings to the Department and its participants.

DISCUSSION

Unfortunately, there are very few vendors that provide this type of software. In each of the three vendor demonstrations leading up to the Vermont Systems demonstration, none of the vendors had all of the components needed to efficiently conduct the day-to-day business of the department. The Vermont system has all of the necessary components, is less expensive to maintain annually than the current system, and interfaces with the Tyler system now used by the Finance Department.

The Vermont system will save approximately \$3,500 per year in maintenance and operations costs. The most significant change with the new system will be in online registration. The current system requires a fee of 6% per transaction which the participant pays. There is no additional charge for online registration with the new system. Pending Council approval, the December Activity Guide will highlight the new software and encourage more online registration. Recreation staff receive complaints weekly about the high transaction cost of the current online registration and are confident that once the new system is in place, more participants will take advantage of the convenience of registering for programs online.

An additional benefit to having the Vermont System is its ability to interface with the Tyler System recently installed by the Finance Department. The current software has not been used to

interface with the finance department's software due to a number of issues; therefore, daily accounting tasks by the Community Services Department and the Finance Department are redundant. By connecting the Vermont System to the Tyler System, most redundant work will be eliminated.

SUSTAINABILITY IMPACT

The Recreation & Community Services Department has a paperless receipt system currently and the new system is paperless as well.

FISCAL IMPACT

The new system, including one full week of training, new hardware, and contingency will not exceed \$29,000. The annual cost for the current system is approximately \$8,500. The annual cost for the new will not exceed \$5,000. The Recreation & Community Services Department collects a per transaction fee which is used for program and facility maintenance and asset replacement. Funds are available in the asset replacement fund to cover the cost of the new software system.