



Office of the City Manager

CONSENT CALENDAR
May 9, 2023

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Scott Ferris, Director, Parks Recreation & Waterfront
 Subject: Contract: Elavon, Inc. for online credit card payment processing transaction services for the Recreation Division's online registration system

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract with Elavon for online credit card payment processing transaction services for the Recreation Division's online registration system, for an amount not to exceed \$360,000 for the term commencing on or about June 1, 2023, through May 31, 2027.

FISCAL IMPACTS OF RECOMMENDATION

Funding for this contract is available in the FY 2023 and FY 2024 Camps Fund (Fund 125) budget and General Fund (Fund 011) budget. The remainder is subject to appropriation in future fiscal years in the Camps Fund (Fund 125) and General Fund (Fund 011).

CURRENT SITUATION AND ITS EFFECTS

The City's Recreation Division uses CivicRec software to manage all online registration for recreation programs, picnic site and court rentals, afterschool programs, swim lessons and lap swim, sports field reservations, and camps.

In September of 2021, the City entered into a contract with Elavon to provide third-party credit card processing. Elavon, a subsidiary of US Bank, is one of the State of California's two contracted credit card processors via a competitive bid process. Elavon processes payments for 80% of the state's entities covering approximately 6,000 organizations. Elavon is also a payment gateway that will integrate with CivicRec software.

In June of 2022, the State entered into a new contract¹ with Elavon that streamlines how Elavon contracts with local agencies. With the new contract, local agencies can now contract with Elavon as Local Authorized Users, which allows them to use lower pricing negotiated with the State, and provides for continuity of payment gateway services with CivicRec. Piggybacking on the state contract satisfies the City's competitive bidding requirements.

¹ The State of California contract with Elavon is available at:
https://caleprocure.ca.gov/PSRelay/ZZ_PO.ZZ_CTR_SUP_CMP.GBL?Page=ZZ_CTR_SUP_PG&Action=U&SETID=STATE&CNRCT_ID=5-22-70-22-01

The new State contract with Elavon keeps intact substantially the same fees for service, with the addition of a \$5 per occurrence fee for charge backs. The PRW Department has reviewed its charge back history and confirms that this will not have a significant impact on the City.

BACKGROUND

On December 21, 2018, the City of Berkeley entered into a contract with CivicPlus, Inc. for CivicRec online registration services, requiring integration with a third-party credit card transaction payment processor.

On September 14, 2021, Council adopted Resolution No. 70,006-N.S. to authorize a contract with Elavon for online credit card processing transaction services for the Recreation Division's online registration system.

The City of Berkeley Parks, Recreation and Waterfront Department (PRW) provides a wide range of recreation facilities, programs, classes, and events for Berkeley resident and non-resident community members. The City operates two (2) swimming pools, four (4) community centers, eleven (11) sports fields, fifty-two (52) parks, three (3) remote residential camp sites, and one (1) skate park. The City depends on our online recreation registration programs to help community members register for activities for families, adults and youth, including after-school programs, day camps, classes, residential camps, special events, sports, and swimming. In addition, PRW offers tennis court, picnic site, camp and field rentals.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

In addition to time savings for residents, paying online via credit card has substantial environmental benefits compared to the alternative of driving to a site, completing paper-based transactions, paying via cash or check, then processing that payment and driving it to the Treasury and then to the bank.

RATIONALE FOR RECOMMENDATION

Piggybacking onto Evalon's competitive bidding process to execute a contract with the State provides a cost-effective and timely solution and ensures that Berkeley residents can continue to register and pay online for City of Berkeley Recreation programs, camps, classes, and rentals.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

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Attachments:
1: Resolution

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

CONTRACT: ELAVON, INC. FOR RECREATION ONLINE REGISTRATION CREDIT
CARD PROCESSING

WHEREAS, the City of Berkeley needs to procure new payment processing services to continue processing online credit card transactions for registration for camps, recreational programs and reservations for facilities at various locations; and

WHEREAS, on December 21, 2018, the City of Berkeley entered into a contract with CivicPlus, Inc. for online registration services, requiring integration with a third-party credit card transaction payment processor; and

WHEREAS, on September 14, 2021, the City of Berkeley entered into a Contract with Elavon to provide third-party credit card processing via a piggyback contract with the State of California Department of General Services; and

WHEREAS, on May 31, 2023 the current contract will expire and the City has a need to continue providing third-party credit card processing services; and

WHEREAS, Elavon has a new streamlined contract with the State of California that allows for Local Authorized Users to join to the agreement; and piggybacking on this competitively bid agreement meets City of Berkeley competitive bidding requirements and allows the City to benefit from the State's lower pricing; and

WHEREAS, funding for this contract is available in the FY 2023 and FY 2024 Camps Fund (Fund 125) budget and General Fund (Fund 011) budget. The remainder is subject to appropriation in future fiscal years in the Camps Fund (Fund 125) and General Fund (Fund 011).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract with Elavon for online credit card payment processing transaction services for the Recreation Division's online registration system, for an amount not to exceed \$360,000 for the term commencing on or about June 1, 2023 through May 31, 2027.

