


<b>CITY COUNCIL ACTION REQUEST</b>			
<b>DEPARTMENT(S)</b> Finance	<b>CEQA</b> Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	<b>COORDINATION</b> City Attorney's Office, City Manager's Budget Office, and Parks, Recreation and Neighborhood Services Department	<b>Director Approval</b> <div style="text-align: center;">/s/ Drew Corbett</div>
<b>COUNCIL DISTRICT(S)</b> Citywide			<b>CMO Approval</b> <div style="text-align: center;">             9/10/24         </div>
<b>SUBJECT: Second Amendment to the Agreement with Active Network, LLC for the Purchase of a Fully Hosted Registration and Parks System</b>			
<b>RECOMMENDATION</b>			
<p>Adopt a resolution authorizing the City Manager or her designee to negotiate and execute the Second Amendment to the Agreement with Active Network, LLC (Plano, TX) for the purchase of a fully hosted registration and parks system to add two one-year options to extend the agreement through April 30, 2027, for ongoing hosting, technical support, maintenance, and payment processing services.</p>			
<b>BASIS FOR RECOMMENDATION</b>			
<p>In May 2012,<sup>1</sup> City Council authorized the City Manager to execute an agreement with Active Network, LLC based on the results of a competitive Request for Proposal process. In March 2022,<sup>2</sup> City Council authorized the City Manager to execute the first amendment to add three additional one-year options to extend the agreement through April 30, 2025 for ongoing support, maintenance, and payment processing services. The Parks, Recreation, and Neighborhood Services Department uses Active Network, LLC registration and parks system software to manage its online recreational registrations, facility reservations, a variety of membership sales, point of sale transactions, and administrative controls. The system is currently used by over 400 City staff, has 350,000 registered customers, and is used to collect approximately \$9,500,000 annually in fees. To date, the City has exercised a total of eight options to extend the term with the last option set to expire on April 30, 2025.</p> <p>City staff is currently working on a competitive solicitation to procure a new contract for the services. Amending the current agreement with Active Network, LLC to extend the term allows time for staff to complete the solicitation, negotiate a new agreement, and if necessary, implement and migrate data to a different platform.</p>			
<b>COMMISSION RECOMMENDATION AND INPUT</b>			
<p>No commission recommendation or input is associated with this action.</p>			
<b>COST AND FUNDING SOURCE</b>			
<p>No additional funding is needed for the time extension of this agreement.</p>			

<sup>1</sup> May 2012, Resolution No. 76207: <https://records.sanjoseca.gov/Resolutions/RES76207.PDF>

<sup>2</sup> March 2022, Resolution No. 80436: <https://records.sanjoseca.gov/Resolutions/RES80436.pdf>

**FOR QUESTIONS CONTACT:** For program-related questions, please contact Maria De Leon, Deputy Director of the Parks, Recreation, and Neighborhood Service Department, Recreation Division, at [Maria.DeLeon@sanjoseca.gov](mailto:Maria.DeLeon@sanjoseca.gov). For procurement- and contract-related questions please contact Albie Udom, Deputy Director of Finance – Purchasing and Risk Management, at [Albie.Udom@sanjoseca.gov](mailto:Albie.Udom@sanjoseca.gov).