



Legislation Text

File #: 20-0747, **Version:** 1

Resolution to Ratify an Emergency Purchase Order Request to CivicPlus, LLC for 2020 Day Camp and Other Program Registrations Cancelled and Reimbursed Due to COVID-19 (NTE \$465,000.00) Attached for your review and action is a resolution ratifying an emergency purchase order request to CivicPlus, LLC for 2020 Day Camp and other program registrations cancelled and reimbursed due to COVID-19. Due to COVID-19, Summer 2020 Day Camps are cancelled, along with swimming pool programming. Registration for Day Camps begins February 1 of the year the day camps take place. Day Camp registrations were 90% full at the time of cancellation, resulting in the need to refund approximately \$430,375. A handful of season swim passes, and swim lessons also need to be refunded. Staff recommend the purchase order be for a not to exceed amount of \$465,000.00 to capture any other outlier cancellations. CivicPlus handles all on-line registrations for the Parks & Recreation Services Unit and Parks receive a bi-weekly check that captures sales of program registrations on-line. In the case of refunds, staff are able to process a refund directly to the customers' credit card that was used to register, so there is no significant delay in issuing refunds to the customer. CivicPlus will send the City, in this case, bi-weekly invoices capturing the amount of refunds issued due to cancellation, that the City will pay to CivicPlus.

Budget/Fiscal Impact: This expenditure will impact the revenue total for the FY2020 Parks and Recreation budget by approximately \$465,000.00.

CivicPlus complies with the requirements of the City's Non-discrimination and Living Wage ordinances.

Prepared by: Josh Landefeld, Parks & Recreation Services Deputy Manager

Reviewed by: Colin Smith, Parks & Recreation Services Manager
Derek Delacourt, Community Services Area Administrator

Approved by: Tom Crawford, Interim City Administrator

Whereas, CivicPlus, LLC is the developer of the Parks and Recreation Program Registration software system that the City uses;

Whereas, CivicPlus, LLC manages on-line payments for Parks and Recreation program registrations;

Whereas, The COVID-19 pandemic led to the cancellation of summer 2020 day camps and closure of outdoor pools, resulting in approximately \$465,000.00 in program fees that need to be refunded to users; and

Whereas, CivicPlus complies with the requirements of the City's Non-discrimination and Living Wage ordinances;

RESOLVED, That City Council ratifies the emergency purchase order issued by the Interim City Administrator under Chapter 14, Section 1:317 of the Ann Arbor City Code to CivicPlus, LLC in an amount not to exceed \$465,000.00 for program registration refunds related to the COVID-19 pandemic; and

RESOLVED, That the Interim City Administrator be authorized to take any other necessary administrative actions to implement this resolution.