



Department Source: Parks and Recreation

To: City Council

From: City Manager & Staff

Council Meeting Date: January 16, 2024

Re: Vermont Systems Agreement - PayTrac Payment Services Addendum

## Executive Summary

The Parks and Recreation Department is requesting a resolution authorizing the City Manager to sign an addendum to the RecTrac, LLC, d/b/a Vermont Systems service agreement and sub-merchant application and agreement. Vermont Systems provides the business operations management software utilized by the Parks and Recreation Department. The addendum will add PayTrac to the list of Vermont Systems software applications utilized by the department. PayTrac is Vermont Systems' payment processor application. The current payment processing software utilized by the department no longer integrates with RecTrac software.

## Discussion

City Council authorized the renewal of the services agreement with RecTrac, LLC, d/b/a Vermont Systems on June 7, 2021 allowing the Parks and Recreation Department to continue to utilize the business operations management software for the department. The software is utilized for facility reservations, activity reservations, golf operations, participant registration, etc.

In October, staff was notified that Vermont Systems would no longer be able to integrate with the department's existing payment processor application, PlugNPlay. The City does not have any other contracted payment processor that Vermont Systems currently integrates with for the service. The addendum to the agreement with Vermont Systems and sub-merchant agreement will allow the Parks and Recreation Department to utilize PayTrac as the payment processing software for all department transactions. PayTrac software will handle the onboarding, underwriting and associated risk associated with processing card-present and card not present (online) transactions.

After City Council approval, staff will work with representatives from Vermont Systems and the City's IT Department to integrate the new software program into existing business operations and set up point of sale terminals at necessary P&R facilities. The City Manager and Parks and Recreation Director would have the authority to execute any additional documents necessary to establish the software integration that is consistent with the resolutions and agreements previously approved.



## Fiscal Impact

Short-Term Impact: The Parks and Recreation Department will utilize existing funds in the FY2024 budget to pay for the software package and point of sale equipment needed at each facility.

Long-Term Impact: The Parks and Recreation Department will budget annually to pay the required credit card processing fees, ACH processing fees and any other instance-based fees associated with the payment processing software.

## Strategic & Comprehensive Plan Impact

### Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

## Legislative History

Date	Action
None	None

## Suggested Council Action

Approve the resolution authorizing the City Manager to execute an addendum to the Rectrac, LLC, d/b/a Vermont Systems service agreement and sub-merchant application and agreement.