



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Christine Taylor
DATE: December 16, 2025

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with CivicPlus, LLC, for continued support of the recreation software used for the Parks and Recreation Department, which is the sole provider of this software, in accordance with Texas Local Government Code 252.022, which provides that procurement of commodities and services that are available from one source are exempt from competitive bidding, and if over \$50,000, shall be awarded by the governing body; providing for the expenditure of funds therefor; and providing an effective date (File 8941 – awarded to CivicPlus, LLC, for one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$350,899.73).

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Strengthen Community and Quality of Life.

INFORMATION/BACKGROUND

In 2016, the Parks and Recreation Department (PARD) went out for an RFP to replace the recreation software that had been in use for over 20 years. The contract was awarded to CivicPlus, LLC, which provides the CivicRec software system. The system holds a catalog of all PARD programs, allowing users to browse, register, and pay for programs online as well as rent PARD facilities. It also maintains an organized database of memberships. This contract was renewed in 2020 for an additional five (5) year term.

CivicRec is integrated with the City's credit card processing system, which eliminates human error in taking credit card payments. The reports generated by CivicRec are turned into accounting for daily reconciliation, and program rosters are used by staff. Additionally, the reports are used to analyze registration and revenue trends. The information is used to evaluate and plan program offerings and develop projections for budgeting. Currently, CivicRec manages over 48,000 PARD user accounts and processes over \$5.5 million in revenue each year.

Project Description	Estimated 5-Year Expenditure
Fiscal Year 2026	\$52,499.95
Fiscal Year 2027	64,999.95
Fiscal Year 2028	64,999.95
Fiscal Year 2029	68,249.95
Fiscal Year 2030	68,249.95
Contingency	31,899.98
Total	\$350,899.73

Section 252.022 of the Local Government Code provides that procurement of sole source commodities and services are exempt from competitive bidding, if over \$50,000, shall be awarded by the governing body.

RECOMMENDATION

Award a contract with CivicPlus, LLC, for continued support of the recreation software used for the Parks and Recreation Department, in a one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$350,899.73.

PRINCIPAL PLACE OF BUSINESS

CivicPlus, LLC
Manhattan, KS

ESTIMATED SCHEDULE OF PROJECT

This is an initial one (1) year contract with options to extend the contract for four (4) additional one (1) year periods, with all terms and conditions remaining the same. This contract begins on November 1, 2025.

FISCAL INFORMATION

These services will be funded from Parks and Recreation operating budget account 401001.7879. Requisition #173058 has been entered into the Purchasing software system in the amount of \$52,499.95. The budgeted amount for this item is \$350,899.73.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Ordinance and Contract

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Allison Wing, 940-349-8271.

Legal point of contact: Marcella Lunn at 940-349-8333.