

# | Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: August 13, 2024

## Item Details

Presenter(s): Craig Setzer, Director

Department(s): Parks, Recreation and Cultural Resources

### Requested Motion

Motion to approve a Product and Services Agreement between Active Network, Inc and the Town of Apex, to change the terms of the annual subscription from varying service and transaction fees to an annual subscription fee and lower charges per transaction, effective September 1, 2024 through June 30, 2025, and authorize the Town Manager and/or their designee to execute on behalf of the Town.

### Approval Recommended?

Yes

### Item Details

This agreement changes the terms of the annual subscription from varying service and transaction fees to an annual subscription fee and lower charges per transaction. In Fiscal Year 23-24, \$145,039 was paid in credit card charges using the varying credit card scale below.

In person processing and transaction fees that are paid to ActiveNet at 5.9528% + .25 cents per transaction. Online Fees are based on a tiered rate structure as follows:

Tier 1. Transactions amounting from \$.01-\$150 = 7.603% + .50 cents per transaction.

Tier 1. Transactions amounting from \$150.01-500 = 4.094% + \$5 per transaction.

Tier 1. Transactions amounting from \$500+ = 2.924% + \$10 per transaction.

The proposed agreement will require an annual subscription fee of \$81,000/year plus a 3% flat fee for credit card purchases online and in person. Last fiscal year we received approximately 59,353 transactions. Estimates from last fiscal year show that if the proposed agreement were in place there would have been a savings of \$60,000. It is anticipated that with additional programming and new rental opportunities at Pleasant Park we will incur additional savings with increased transactions and lower ActiveNet fees.

### Attachments

- CN1-A1: 2024 ActiveNet Agreement - Agreement - Active Network, LLC - Recreation Programming Registration Software - September 1, 2024 through June 30, 2025
- CN1-A2: 2012 ActiveNet Agreement - Agreement - Active Network, LLC - Recreation Programming Registration Software - September 1, 2024 through June 30, 2025

