

**City Council Regular Meeting**

**DEPARTMENT:** Parks and Recreation  
**FROM:** Jen Basham, Director of Parks and Recreation  
**MEETING:** February 16, 2026

**SUBJECT:**

Consider and take possible action on a minute order authorizing payment processing fees for the Amilia SmartRec recreation software services with Vertosoft, LLC through Omnia Partners, Contract 159574, in the amount of \$398,186 over five years. (*Staff Contact: Jen Basham, Director of Parks and Recreation*)

**STRATEGIC PRIORITY AND GOAL(S):**

Strategic Priority	Strategic Goal
 <p><b>High Performing City Organization</b>                      Providing Exceptional, People Focused Services</p>	1.2 Continue to improve the efficiency and productivity of operations

**SUMMARY:**

The Parks and Recreation Department is requesting Council ratification of the authorization to renew its recreation management software contract with Amilia SmartRec for an additional five-year term, effective March 1, 2026 through February 28, 2031.

Amilia SmartRec provides the department’s primary platform for recreation program registration, facility reservations, memberships, and online payments. The system supports daily operations across Parks and Recreation and provides residents with a user-friendly way to register for programs and services.

This purchase is being made through Omnia Partners, contract number 159574, in accordance with Texas Local Government Code Chapter 271, Subchapter F. Cooperative contracts are competitively solicited on behalf of multiple governmental entities, and the City may utilize these contracts to achieve cost savings and efficiency. The City’s existing memberships and historical data are stored within the current system, and transitioning to a different platform would result in a significant cost impact. Staff has confirmed that the cooperative contract was procured in

compliance with applicable requirements. In addition, Purchasing compared the proposed vendor's pricing with available cooperative contracts from DIR, BuyBoard, and TIPS, and concluded that the recommended vendor offers the best value to the City.

An annual budget increase of up to 3% is requested to account for inflation, projected growth in online transactions, and an increase to processing fees.

#### Key Details

- Payment Processing Fees:
  - Year 1 Budget: \$75,000
  - Total Contract Budget (3% escalation): \$398,186
  - Credit cards: 2.5% + \$0.30 per transaction
  - AmEx: 3.5% + \$0.30
  - ACH/eCheck: 0.5% + \$0.30

#### **RECOMMENDATION:**

Approve as presented.

#### **PRIOR ACTION/INPUT (Council, Boards, Citizens):**

Current Amilia Contract: March 1, 2021 – February 28, 2026

#### **REFERENCE:**

#### **FISCAL IMPACT:**

Proposed Expenditure/Revenue: \$398,186  
Account Number(s): 2035004-66020  
Fund: PPF  
Account Description: Bank Charges  
Procurement Method:

#### **STAFF CONTACT:**

Jen Basham  
Director of Parks and Recreation  
[jbasham@burlesontx.com](mailto:jbasham@burlesontx.com)  
817-426-9201