



## CITY OF SANTA BARBARA

### COUNCIL AGENDA REPORT

**AGENDA DATE:** November 22, 2016

**TO:** Mayor and Councilmembers

**FROM:** Business Services Division, Waterfront Department

**SUBJECT:** Increase in Appropriations For Marina Management Software

**RECOMMENDATION:**

That Council approve an appropriation increase of \$20,000 from the Waterfront Fund Reserves above policy requirements, to supplement existing appropriations of \$17,000 and bringing the total budget authority to \$37,000 for the Marina Management Software Upgrade Project.

**DISCUSSION:**

The Waterfront Department provides all the administrative oversight and financial support involved with the operation of the 1,139-slip Harbor. This includes all the billing for every slip and over 65 business tenants. In addition, transactions at the front counter include slip transfers, slip accounting and billing, marina key card purchases, as well as visitor slip availability and other marina-related services.

The marina management software program, Total Marina Package, from Kord Information Systems, was purchased in Fiscal Year 2016 after a competitive Request for Proposal process in cooperation with the Information Services Division and a Professional Services Agreement was executed. Funding for the \$34,907 software program included \$17,000 that remained in the Marine Management Software Program account from Fiscal Year 2016, leaving a \$20,000 shortfall based on the final cost of the software, totaling \$37,000. The requested appropriation from the Department's reserves above policy and will allow the Waterfront Department to complete the installation of the software program and our legal obligation to the software provider.

The new marina management software will be more user-friendly for Waterfront personnel and patrons and offers more payment options to slip permittees, tenants, and visitors. Kord Information Systems works with public and private marinas throughout the United States.

### **Project Implementation Timeline**

The project implementation is currently taking place and should be operational in the spring of 2017.

### **BUDGET/FINANCIAL INFORMATION:**

The Waterfront Department is proposing to use reserves above policy to fund the additional appropriation for the Marina Management Software program. Waterfront's reserves are currently above policy and staff is confident that the requested appropriations will cover the cost of the project.

**PREPARED BY:** Brian Bosse, Waterfront Business Manager

**SUBMITTED BY:** Scott Riedman, Waterfront Director

**APPROVED BY:** City Administrator's Office