

## Lissette Carey

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**From:** Tami Lynch <tami@keywestflorida.com>  
**Sent:** Thursday, February 14, 2019 5:13 PM  
**To:** Lissette Carey  
**Subject:** Adding to agenda for the 20th

I would like to add to the agenda "Central Calendaring" for field/facility space.

In order to best manage City assets and City managed assets that fall under the category of Open Spaces and Recreation, it is of utmost importance to have a central calendar system in place. A "Google" calendar can be used but it does not allow for so many important details surrounding field/facility usage within a municipality. Usage of a central calendar system can avoid double bookings, allow for requests to be directed to one point person and without multiple emails or phone calls, etc. inundating staff. It is in ONE location (live on the city website) that both the public and the City staff can go to. This allows for mistakes to be avoided such as double bookings, using fields that are closed etc. Once the fields are populated and dates are set, it becomes automated to a degree. Secondary purposes can include data collection and reporting which are two areas that are also missing regarding our community and the needs and usage of open spaces.

After researching, I found two products for the City to review and consider but there are many out there. They are EZ Facility and SCHEDULE FM. I ask that staff reviews and requests demos and does some research of their own.

I will have info packets on both these sites to distribute on the 20th.

Please let me know what else I need to do and I apologize for sending so late today.

Kind regards,

Tami McGrail

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