

May 15, 2019

TO: PARKS AND RECREATION ADVISORY BOARD

FROM: Tami Lynch- McGrail. Patti McLauchlin

DATE: May 8, 2019

RE: PUBLIC CENTRAL CALENDAR SYSTEM FOR PARK/FACILITIES

As discussed in past board meetings, scheduling of the athletic fields and facilities has been complicated at best. A public central calendar system incorporated in the management system of the Community Services Dept will eliminate problems and set in place protocol and best practices including but not limited to 1. Establish a clear and transparent protocol for scheduling. 2. Allow for priorities and deadlines. 3. Requirements set for scheduling 4. Record keeping practices

Over the last three months we have been researching and sourcing products that support the CENTRAL CALENDAR idea. First, we spoke with Community Services to identify their concerns and wishes and developed a list of "key features".

In addition to researching the products on the market, we also spoke with other municipalities on the matter and asked about systems they used; what worked and didn't work for them etc.

We have narrowed it down to 3 products that we passed on to Community Services to take time to review and demo. Today we are presenting those products to the board and have listed their key features which match the needs and wishes of Community Services as well as the pricing associated with each.

Ms. McLauchlin will go into more detail on these with a presentation. As the City's IT Director, Ms. McLauchlin will give her professional recommendation on which company to move forward with. Please also note that when looking we kept in mind the future and growth of Parks and Recreation. The recommended product will be able to evolve with the growth and future needs of managing the City's assets including a full billing component that can generate contracts, permits and invoices.