



Staff Report

TO: City Council
FROM: Elizabeth Gibbs, Community Services Director
DATE: June 16, 2020
SUBJECT: **Approve an Agreement for Software System by Independent Contractor to GoTime Control, Inc. for an Online Automated Control System for Sports Field Lights**

Background and Analysis:

The Community Services Department has been actively exploring the purchase of a comprehensive software system to assist staff in managing the use of sports fields, including tracking sports field light usage. The City has two baseball fields, two soccer fields, and one football field that have lights. These fields are used by local, nonprofit organizations to provide practices and games for youth and adult sports leagues. Traditionally, the sports leagues submit a facility use application with an estimate of the days and times that will be used for their practices and games and indicate which of those days and times will require lights. This estimate is the only method in place to calculate the fees and prepare an invoice to the sports leagues. Many of these estimates will change with the actual usage of the lights at a given field. Weather conditions and the length of games or a change in schedule will cause the amount of time the lights are on to be different from the original estimated amount which is sometimes lower, but oftentimes higher.

Currently, fees are not collected for light usage by the adult and youth sports leagues. The current master fee schedule accounts for an hourly rate for the usage of sports field lights as \$30 per hour for civic groups, non-profits, clubs/associations, other government entities and \$60 per hour for private parties and commercial usage. Based on current requests for usage, the City supplies just under 1,800 hours of the sports lights to youth and adult sports leagues, equating to approximately \$54,000.

The Community Services Department is requesting the implementation of an automated control system at two of the busiest parks to allow for these sports field lights to be tracked and billed appropriately. Based on the success of the program and the ease of

use for the user and the City, the decision may be made to expand the program to remaining parks and towards any future lighted sports fields.

The automated control system called LightsOnSites, combines several critical functions into one integrated platform:

Tracking Users

This feature will allow the City to know exactly who is using field space and sports field lights at any given time. Each league will have the ability to assign a log in to coaches and league board members who will have access to turn on and off the lights. This specific log-in allows the exact time to be recorded for billing purposes. Currently, there are numerous keys that have been distributed and copied to allow users to turn on the lights, allowing unauthorized access and uncompensated costs to the City. This new system will eliminate the need for keys and locks. Only authorized online users with a City assigned account will be able to turn on sports field lights.

Accurate Billing

Each user account is associated with billing information and the usage is automatically billed to a single league. This removes the uncertainty of who turned on the lights and which league was supposed to be billed for light usage. Since all of the usage is automated online there is no question as to how much time was to be billed due to unforeseen changes in the schedule or weather.

Public Use

It will now be possible for community members who are not associated with a league or non-profit to walk onto a field that is available and turn on the lights and use the facility, as long as the field is not currently reserved and the request is made during normal park hours. This feature allows for sports fields, including the lights, to be used by the community at large, increasing the number of users who have access to the fields. Each field is equipped with signage that includes a QR Code that users can walk up to and scan that will allow them to create a log in account and instantly pay from their phone for a specific amount of field time with lights.

Ease of Control

By creating a specific log in account for each user, the City can track who turns lights on and off and for how long lights are being used. Each user has access to a dashboard control screen that simply walks each user through a process of scheduling and inputting/accepting billing information. When reservations change, the information is calculated immediately, and billing is updated in real time.

Maintenance Scheduling/Field Closures

If a time arises where the City needs to shut down a field for maintenance or for an emergency, this can be done from the administrator dashboard and an automated email will be sent to all users who had reservations during that time notifying them of the closure. An example of this would be during inclement weather when the fields need to be closed to protect the turf. It also ensures that locks do not need to be changed, the field lights will simply not be available until maintenance or the emergency is over.

Reports

A variety of reports can be created that can track the specific usage for individual leagues and users. For budgeting purposes, it will allow for a more accurate cost recovery estimate for revenue generated at each field.

Vendor Selection Process

Numerous cities are using this sole source technology to regain control of their sports field facilities. Those cities include: Rancho Cucamonga, Upland, and Lancaster. These current users were contacted by City staff to discuss the features of software and how it is being implemented in their city. Each user had numerous benefits they have experienced, and the software was positively embraced by community members and sports leagues.

Fiscal Impact:

Initial startup costs of the LightsOnSites infrastructure at the Sports Park and Stewart Park sports fields with lighting is \$33,413.04, with additional annual maintenance costs of \$2,040.00 thereafter.

Revenue generated from the usage is estimated at \$54,000.

Recommended Action:

Approve an agreement for software system by independent contractor to GoTime Control, Inc. for an online automated control system for sports field lights; and Authorize the City Manager to execute the agreement on behalf of the City of Beaumont.

Attachments:

- A. Estimate from GoTime Control, Inc. automated system for Sports Park and Stewart Park.
- B. Agreement for Software System by Independent Contractor