

Memorandum

To: Mayor and City Council
From: Kay Okey, Parks & Recreation Director
Date: 5/16/2024
Re: Recreation Online Registration System: Facility Module

The Parks and Recreation Department is seeking funding approval to acquire a module for our existing registration system. This module will enable participants to reserve facilities online, addressing the growing demand for streamlined booking processes.

With the recent opening of the Able Park Building, we have experienced a notable rise in facility rentals and availability inquiries. Additionally, there has been an increase in inquiries regarding the availability of our park shelters. Implementing this module will provide us with the capability to display real-time availability of dates online, allowing participants to conveniently submit reservations and payments through our system.

The integration of this online reservation functionality will not only enhance customer satisfaction by providing a user-friendly booking experience but will also optimize our operational efficiency by reducing manual processes.

The estimated cost for acquiring and implementing this module is \$4,800. The fee includes Remote configuration, testing and training. We believe this investment is crucial to meeting the evolving needs of our community and ensuring a seamless experience for our patrons.

The funds will be pulled from both Recreation Revenue and Park rental revenues accounts.

Please let me know if you require any further information or documentation regarding this request.

