

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 8/18/2026

Subject: Membership Upgrade System

Background

The Watertown Senior & Community Center currently utilizes a Microsoft Access database to manage memberships and Excel for participant sign-in statistics. As a result, staff must manually maintain a separate membership database from the City's existing RecDesk registration software. Additionally, participant attendance and building utilization data must be manually entered, requiring significant staff time and increasing the potential for data entry errors.

Staff has explored upgrading the membership system to integrate with RecDesk, allowing memberships to be managed within the same software currently used for program registration and facility reservations. Members would receive a barcode key tag to scan upon entering the facility, automatically recording attendance and building utilization.

The upgrade would eliminate the need to maintain two separate membership databases, streamline membership management, improve the accuracy of attendance records, and provide more efficient reporting of building utilization statistics.

Budget Goal

5. Involve those who are impacted before making decisions.

Financial Impact

The estimated one-time implementation cost is approximately \$2,500, including:

- Approximately \$1,000 for member barcode key tags.
- Approximately \$1,500 for a dedicated computer or device, barcode scanner, and related equipment.

Ongoing software costs are expected to be minimal, as the Center already utilizes the RecDesk registration platform.

Recommendation

Staff recommends the Advisory Board review the proposed membership system upgrade and provide direction regarding implementation. Integrating memberships into RecDesk would streamline daily operations, reduce manual data entry, improve the accuracy of attendance and utilization reporting, and create a more efficient experience for both staff and members.

Proposed Motion:

Motion to recommend implementation of the RecDesk membership upgrade system and utilize approximately \$2,500 from the budget for the purchase of barcode tags, equipment, and implementation costs.