



## **SENIOR COMMISSION AGENDA REPORT**

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**MEETING DATE** January 12, 2016

**ITEM NUMBER:**

**SUBJECT:** Membership Tracking Software – Cost Analysis

**DATE:** December 15, 2015

**FROM:** Parks and Community Services/Senior Division

**PRESENTATION BY:** Yvette Aguilar, Senior Center Program Administrator

**FOR FURTHER INFORMATION CONTACT:** Yvette Aguilar @ 949-645-2356  
[Yvette.Aguilar@costamesaca.gov](mailto:Yvette.Aguilar@costamesaca.gov)

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### **RECOMMENDATION**

Staff recommends the Senior Commission provide direction to staff regarding the implementation of a membership tracking module.

### **BACKGROUND**

At the September 8, 2015 Senior Commission meeting, commissioners requested that staff present a cost analysis for membership tracking software. Some Senior Commissioners expressed concern that in the event of an emergency, staff would not have a record of who entered and exited the building. In order to temporarily mitigate this concern, staff implemented a sign-in and sign-out sheet for anyone who enters the building; however, staff is still working on compliance from all visitors.

The implementation of tracking software would allow staff to run reports on participants by day, month and program for example. In an effort to create a process that provides more accurate information, staff reached out to the current provider of the registration system, Active Net, and obtained the costs associated with implementing this type of system.

### **ANALYSIS**

Staff researched the cost of a membership system with the City's current recreation software provider, Active.Net. The following are one time set up costs (e.g. setup, installation and implementation):

Membership card printer:	\$1,400.00
Card reader x 2:	\$450.00
*Cards: 2000 Initial cards:	\$200.00
Webcam:	\$75.00
<b>Total estimated initial cost:</b>	<b>\$2,125.00</b>

*\*Additional cards are billed at approximately \$50/500 cards.*

**FISCAL REVIEW**

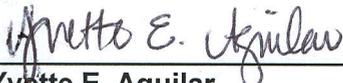
The initial implementation of a membership software system would cost approximately \$2,125.00. Ongoing costs would be incurred to replenish the cards and perform routine maintenance or replacement on equipment. Funds are not available in the FY 2015-16 budget for this purchase. However, if the Commission is interested in having the City purchase this system then staff would include this in the FY 2016-17 budget.

**LEGAL REVIEW**

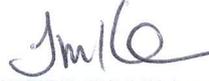
No legal review is required for this item.

**CONCLUSION**

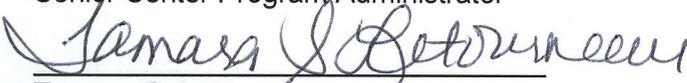
Staff recommends the Senior Commission provide direction to staff regarding the implementation of a membership tracking module.



**Yvette E. Aguilar**  
Senior Center Program Administrator



**Travis M. Karlen**  
Recreation Manager



**Tamara S. Letourneau**  
Assistant Chief Executive Officer