



CITY OF CARSON

Legislation Text

File #: 2021-606, Version: 1

Report to Mayor and City Council

Tuesday, August 03, 2021

Consent

SUBJECT:

UPDATE ON ACTIVE NET ACTIVITY REGISTRATION AND FACILITY RESERVATION SOFTWARE (CITY COUNCIL)

I. SUMMARY

On March 16, 2021, the Carson City Council awarded a three-year contract services agreement with Active Networks, LLC for an activity registration and facility reservation software platform. The contract has been executed and staff is in the process of implementation.

II. RECOMMENDATION

RECEIVE and FILE

III. ALTERNATIVES

Take any action the City Council deems appropriate.

IV. BACKGROUND

City staff is currently working with Active Net on implementing a cloud-based activity registration and facility reservation software services for the Community Services Department. Patrons will be able to register as well as make payments online for the following service areas:

- Adult and Youth Sports Sign ups
- Point of Sale / Recreation Swim / Daily Guest Pass
- Day Camps / Kids Club After School Program / Early Childhood
- Activity Registration
- Facility Reservation
- Private Lessons
- Memberships

Staff has met virtually with the vendor to establish a training schedule, configuration

timeline, and coordination of financial accounting authorizations. The Active Net account creation and onboarding team has limited availability due to the pandemic and high demand for online services since 2020. As such, implementation will commence September 1, 2021 with a target Go-Live date of Monday, December 6, 2021; if not earlier. From that point forward, all transactions for program registrations and facility reservations in Recreation, Human Services, Transportation, and the Community Center will be conducted exclusively through the Active Net platform.

Schedule for Consulting Services:

Initiation	Task	Location	Date
Session 1	Business Process Review	Remote	Wed., September 1, 2021
Session 2	Module 1-7 Review & Data Collection Preparation	Remote	Wed., September 15, 2021
Session 3	Module ALL Data Sheet Review	Remote	Wed., September 29, 2021
Session 4	Module 1 - 3 User Testing	Remote	Tue., October 12, 2021
Session 5	Module 4 - 7 User Testing	Remote	Mon., October 25, 2021
Session 6	Module ALL User Testing	Remote	Mon., November 1, 2021
Session 7	Training Plan Development & Hardware Configuration	Remote	Wed., November 3, 2021
Session 8	Supplemental Training	Remote	Tue., November 9, 2021
Session 9	Go Live Prep	Remote	Mon., November 22, 2021
Target Go-Live			Mon. December 6, 2021
Go-Live	Go-Live Support	Remote	Monday, December 6, 2021
Post Go Live	System Optimization Training	Remote	Thursday, January 6, 2022

Additionally, below are the scheduled dates for technical services as part of the implementation for Active Net:

Technical Services	Location	Dates
Financial Export	Remote	Thursday, October 28, 2021
Brochure Export	Remote	Thursday, November 4, 2021
GIS Import	Remote	Thursday, November 18, 2021

V. FISCAL IMPACT

N/A

VI. EXHIBITS

N/A

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