



Date: 06/30/2019 **Updated:** 06/30/2022 **Date To Be Reviewed:** Three Years – 06/30/2025

Title of Document: 3.5 LOPR_Utilization of Technology

Lake Oswego Parks & Recreation (LOPR) makes use of many computerized systems and software programs that provide efficiencies in day-to-day operations. Some systems are guided by the City’s IT Department, and other technology systems may be more specialized to meet the needs of a particular aspect of Parks & Recreation work.

Active Network Registration-Membership-Facility Reservation-Communications System

LOPR utilizes the Active Network System for activity and event registrations, facility reservations and permitting, memberships for various activities, to send communications to the customer base, to manage daily financial reporting, and to create and print many different reports. Active Network is used to assign fund codes to all activities and events to direct revenue into the appropriate funds established in the Tyler system. This technology also supports out of (staff) hours access and links to the Symmetry system at the Indoor Tennis Center based on active memberships. Large monitors with activity name and room information displayed at activity sites are automatically fed from Active reports.

Tyler Technologies Financial System

Tyler is the official accounting system used by the City of Lake Oswego and provides access to accurate and actual Department financial data. The financial data includes resources, expenses, budget creation, performance against budget. This system feeds the publicly accessible financial dashboard

Cisco Webex

The City of Lake Oswego utilizes CISCO Webex video conferencing and its features to promote collaborative work sharing and access to training without the expense of travel.

LaserFiche Document Management System

The City of Lake Oswego utilizes LaserFiche and the records and document management system.

MaintainX - Manage your Maintenance and Operations (getmaintainx.com) is an asset, inventory, work order management software program and mobile application that digitizes the paper-based procedures, work orders, inspection logs, and audit checklists used in parks and



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facility operations and maintenance. The application tracks reactive and preventive maintenance, quality and safety inspections, inventory and operating checklists. Work orders are created, approved, assigned and monitored with clear information to explain what needs to be done and completion dates and times. The software also tracks and has reporting capabilities. Currently Parks utilizes Maintain X software for work orders as the primary use of the software. Staff creates work orders for themselves or for others which allow for up to date information to be shared by descriptions and photos of the tasks. All staff can view the work orders and their status by mobile phone, tablet or desktop.

Secondary use for Parks is for assets referenced and assigned to locations in the program. Any maintenance information needed for those assets can be found in the program and shared with staff.

Symmetry by AMAG is a system used by the City of Lake Oswego for building security, and LOPR has been using the system for 20 years. Any building with technology installed and operating on city fiber cable can have Symmetry and this includes buildings, parks, and gates.

The system is installed at Lake Oswego Maintenance Center (MAC), Lake Oswego Adult Community Center (ACC) and the Lake Oswego Indoor Tennis Center (LOITC). When the Lake Oswego Recreation & Aquatics Center (LORAC) is built, it will be installed at that location too. Having the same system at every location makes management easier.

The building server programs the controllers and the controllers talk to the central server. Each building has one or more controllers. The smallest controller handles two doors, the largest handles eight doors. Multiple controllers can be daisy-chained together to control more doors.

Each staff member/user is issued a proximity card. When they present their card to the reader, the system allows or denies them access through the door. Access can be different for each person, be controlled by different times of day, and different days of the week. Some employees are issued access to all locations and doors and some are limited access. Lost cards are easily disabled and can be re-enabled if found. Doors can be unlocked and locked on a schedule. Schedules can be different on holidays.

Some staff members/users are issued FOBs. The FOB can remotely open parking and equipment lot gates at facility locations. If someone loses their FOB, it can be disabled without affecting everyone else's FOB. In 20 years of system use, the system has been replaced once and there has never been a failed controller.

Musco Lighting System allows LOPR to program athletic field lights through web access on any mobile device or desktop. LOPR is able to call-in to a 24/7 customer service line for assistance with programming or maintenance. LOPR has administrative control and can program lights as



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needed. LOPR is also able to grant programming access to field users by way of call in and providing specific user names and passwords. Any programming shut off's or turn on is logged and can be monitored and a report can be generated.

Toro Sentinel Central Control is the LOPR irrigation control system. This system is used to program and monitor irrigation at parks and athletic fields.

This system is capable of communicating with field satellites through radio, cellular and internet. Currently communication is primarily done through radio. The system allows for various programming options including run times start times, ET programming based on connected weather station data, Rain days, Calendar programming and more. Field satellites can also be controlled through hand held radios or as stand-alone satellites that can be programmed on site. This system is used on a daily bases during spring, summer and fall.

Restroom- Timed Locking system

Restroom timers are programmed to unlock or lock at specific hours. Timers are adjusted on site, are stand-alone controllers and adjusted based on seasonal or individual location needs.

Responsibility/Contacts: Director, Deputy Directors, Administrative Assistants