

**AGENDA ITEM EXECUTIVE SUMMARY**Agenda Item number: **5a**

Title: Recommendation to Approve a Request for Funding to the River Corridor Foundation for the Volunteer Plaza Digital Database

Presenter: Mark Koenen and Larry Maholland – River Corridor Foundation

Meeting: Government Operations Committee

Date: December 5, 2016

Proposed Cost: \$2,500.00

Budgeted Amount: \$

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

This is request from the River Corridor Foundation (RCF) for financial assistance for the Volunteer Plaza Digital Database. The funding will be used to finalize the development of this database with their vendor Vision Friendly from Naperville. The concept would be to have a small pedestal structure with information and it would also include a QR code that could be scanned with a smart phone to look up information about a volunteer while at the Plaza. The RCF is proposing to make this a collaborative venture with the Park District, the City, and themselves.

Larry Maholland will be available to respond to any concerns. Also the RCF is managing the long-term maintenance, upkeep and any liability for this e-device.

**Attachments** *(please list):*

Memo

Quote for Volunteer Database

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve a request for funding to the River Corridor Foundation for the Volunteer Plaza Digital Database.

## Volunteer Database

**OVERVIEW:** St. Charles is a community of people and businesses bound by a geographic area. The viability and vitality of the community, though, depends on the involvement of residents. In this regard, St. Charles has a long history of residents contributing their time and talent for the betterment of the community. This is the essence of volunteerism.

The cumulative contributions of volunteers since St. Charles was settled in 1834 are immeasurable. Social service, community events, public art, education, conservation, and public improvements are some of the areas that have benefitted by the work of volunteers. It is obvious from even limited observation that these benefits have greatly enhanced the quality of life in our community.

Many agencies formally recognize the efforts of volunteers. The most prominent is the Charlemagne Award given by the Chamber of Commerce for lifetime achievement of service to St. Charles. There are, however, literally hundreds of volunteers who happily give to the community with little, or no, recognition.

With the above thoughts in mind, the River Corridor Foundation recommended that the newly constructed parking lot plaza behind the Municipal Building be designated as Volunteer Plaza. The focus of the plaza is the sculpture titled Reflections. It is meant to memorialize and honor Max and Doris Hunt, who, over time have embodied the ideal of volunteerism. As part of that theme, the Charlemagne Award winners are prominently displayed around Reflections. Missing from the plaza, however, is any form of recognition for all the volunteers who have contributed to the community.

**CONCEPT:** While it would be impractical to display the names of all volunteers in the plaza, it is important that they have the opportunity to be recognized in some way. To this end, a digital database is being developed as a repository for volunteer names and related information. Instructions for accessing the database will be displayed in the plaza. When completed, the plaza and database will encourage people to contemplate the important role of volunteerism to St. Charles, as well as provide a way to demonstrate the community's appreciation.

**OPERATION:** Initially, each volunteer organization will register by providing its name, a brief description of the organization, and a contact person with related information. Once the organization is set up, names of volunteers can be entered. Volunteer Information will have the person's name, e-mail address, phone number, dates served, awards and comments. A volunteer will also be able to enter their information into the database; however, it will not become part of the database until the organization authorizes the addition. If the organization does not make a decision within three business days then an e-mail will be automatically sent to a system administrator to follow up with the organization to determine the reason for the delay.

Once the database is established, the name of a volunteer can be retrieved as well as all information related to his or her organizational involvement. Personal information such as e-mail or phone number

will not be available to the public. Cumulative information can also be pulled from the database. For example, someone might want to know the total for number of volunteers, volunteer hours, etc.

REQUEST OF THE CITY: The River Corridor Foundation (RCF) and the St. Charles Park District (SCPD) have developed the concept and a proof-of-concept database. In addition, the RCF has invested-\$1,200 for this initial development work. Based on ~~our~~ discussion with our web developers, we believe the remaining work necessary to fully implement the database can be completed for less than \$2,500. The RCF and SCPD respectively request that the city provide funding up to ~~for~~ this amount for completion and implementation of the database.



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November 27, 2016

Larry Maholland  
River Corridor Foundation of St. Charles  
1750 Forest Ridge Road  
St. Charles, IL 60174

Larry,

We are excited to continue to work with you as a partner to further improve your volunteer directory website.

To get us started, we have identified the upgraded features discussed, and we also list the estimated investment needed make it happen. I can be reached at 630-553-0000 to answer any questions you may have.

Sincerely,

Eric Kinsey  
President  
VisionFriendly.com



## Estimated Design & Development Services

<b>Website Design Feature</b>	<b>Cost</b>	<b>Hours</b>
Domain Name - Configuration and Registration 5 years	120	1
Migration to separated hosting (no-charge for first year)	340	2
Modification to Existing Volunteer Pages	1,680	14
<ul style="list-style-type: none"> <li>• Change all references to Category to say Organization</li> <li>• Attempt to change Registration form to be multiple pages</li> <li>• Rearrange the signup process to match the outline provided as much as is possible</li> <li>• Upgrade to its own theme and install graphic header of the plaza</li> <li>• Look into customized reporting options for export</li> <li>• See if we can have email address not required for registration</li> <li>• Get modified instructions for working without moderators</li> <li>• Perform usability tests to improve user experience</li> </ul>		
Project management consultation and testing time	360	3
<b>Total for Website Design (one-time costs)</b>	<b>\$2,500</b>	<b>20</b>

## What to Expect

### Content

Larry, we need your help in providing content for the site. Your input and review is required to get the correct message across. If the content delivery is delayed, or there are many revisions or changes that occur it can delay the final delivery date and/or affect the cost of the website.

### Ownership

All content will be the property of River Corridor Foundation of St. Charles once payments are fulfilled. Any stock graphics provided by VisionFriendly.com will be properly licensed.

## Summary

Larry, we look forward to moving ahead with your upgrades.

Sincerely,

Eric Kinsey  
President  
VisionFriendly.com

