

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: December 14, 2021

Title: New Business – Proposed Purchase of CivicPlus Parks & Recreation and Municode Software Packages

(Check Mark)

<input type="checkbox"/> Consent	<input type="checkbox"/> Closed Meeting
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> No Action (Information Only)	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Resolution	<input type="checkbox"/> PowerPoint Presentation

Summary: Staff has been in contact with CivicPlus about the possibility of purchasing two additional internet software products to help improve the level of service provided to County citizens. CivicPlus is a web development business headquartered in Manhattan, Kansas, which specializes in building city and county e-government communication systems. The company has amassed a local government client base of over 4,000 in its 20 plus years of experience. Caroline County already uses CivicPlus for website design and uses the CivicClerk product for Board of Supervisors agenda and meeting information management and CivicHR for employee recruitment.

CivicRec

The first product staff would like the Board to consider adding is CivicRec, a recreation management system designed specifically to meet the needs of local government parks and recreation departments. Examples of the services the web-based system can provide are:

Facility Reservations

Enables staff to take in-house and online reservations and reserve spaces for classes and sports with an integrated master calendar.

Activity Registration

Allows Parks & Rec staff to take registrations in-house or allow citizens to register for programs securely on the device of their choice.

Citizen Dashboard/Management

Creates a public dashboard to enable citizens to conveniently view notifications and upcoming events.

League Management

Allows staff to easily create leagues, generate schedules, facilitate sign-ups, and provide the participants and public easy access to current league information.

Surveys

Participants will automatically receive post-program surveys requesting feedback.

Email/Text Message Blasts

Several links within CivicRec allow for mail blasts. Text messaging is available to facilitate particularly time-sensitive notifications like cancelations or postponements.

Additional information on the CivicRec system is attached.

Municode

The second product for consideration by the Board is converting maintenance of the Code of Caroline County from General Code to Municode. Municipal Code Corporation is the largest codifier of legal documents for local governments in the United States. As of 2021, the company has served over 4,200 municipalities in 50 states.

CivicPlus acquired Municode earlier this year.

Conversion to Municode would enable the County to consolidate its website related functions under one entity.

Budget Impact: The cost for CivicRec in the first year is \$11,588. Starting in year two, the annual recurring cost is \$6,300.

CivicPlus is offering the following special offer to switch to Municode by December 31, 2021:

- Free first year of online code hosting
- Free first year of online premium features bundle
- 50% off first year supplementation fees

Staff is working to obtain a proposal from Municode and hopes to have a price prior to the December 14 Board meeting.

No funds are included in the adopted Fiscal Year 2021/2022 budget for this purpose. Therefore, if approved, funding would come from the FY 2021/2022 Undesignated General Fund Balance.

Requested Action from Board of Supervisors: Approve requests as proposed. Staff believes the CivicRec system would provide the Department of Parks & Recreation enhanced capabilities that it does not currently possess and help modernize the citizen notification system.

The majority of local governments in the Commonwealth of Virginia appear to utilize Municode. CivicPlus' acquisition of Municode provides an opportunity to convert to Municode at a reduced cost and consolidate the County's web related services under one entity.