

IT / EQUALIZATION COMMITTEE

Kimberly L. Murphy
County Administrator

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f: 517-264-4512
lenawee.mi.us



MEMBERS

Chris Wittenbach, Dawn Bales, Dustin Krasny

MEETING LOCATION

Chambers
301 N. Main Street
Adrian, MI 49221

AGENDA: Thursday, November 3, 2022 – 1:30 p.m.

Additional Agenda Item ***

- I. Approval of Minutes** – October 6, 2022
- II. Information Technology**
 - A. Finance Report
 - B. Department Reports / System Concerns
 - C. **REQUEST:** Badge Reader, Health Department
 - D. IT Report
 - E. Capital Improvement Plan 2023-2027
 - 1. **REQUEST:** IT Division
 - F. ZenCity Proposals ***
 - G. Updates / Other Business
- III. Equalization**
 - A. Updates / Other Business
- IV. Public comment**
- V. Adjournment**

October 28, 2022

Capital Fund - Technology Division

Proj #	Open Projects	Prior Year budget	Prior Expenses	Current Budget	Current Year Expense Total	BALANCE
TECH2102	Cisco Phone Refresh	50,000.00	-	50,000.00	6,493.48	43,506.52
TECH2104	Detective Room Video Jail	35,000.00		35,000.00	-	35,000.00
TECH2202	2022 Computer Replacement			50,000.00	46,874.63	3,125.37
TECH2203	Server Replacement Project			60,000.00	57,486.64	2,513.36
TECH2204	Badge/Card Printer/Software			7,000.00	4,554.35	2,445.65
TECH2205	Access Control Project			10,000.00	6,645.00	3,355.00
TECH2207	Medical Examiners' Office			9,900.00	7,810.02	2,089.98
TECH2208	Citrix Upgrade			40,478.00	13,833.85	26,644.15
2022 Closed Projects						
TECH1902	VIQ Courtroom Project	91,115.00	90,767.48	347.52	-	347.52
TECH2206	Maintenance Department			12,200.00	9,938.92	2,261.08
TECH2209	Firewall Upgrade	-	-	44,050.00	40,176.23	3,873.77
Total Expenses		176,115.00	90,767.48	318,975.52	193,813.12	125,162.40
QUARTERLY APPROPRIATION				181,860.00	181,860.00	-
+/-						(6,482.37)
NET CHANGE IN FUND				(137,115.52)	(11,953.12)	(118,680.03)

Standing of Capital Fund: Technology as of October 28, 2022		401.901.853
Beginning fund balance:	359,315.43	
2022 Appropriations:	181,860.00	
2022 expenses:	193,813.12	
Current fund balance	347,362.31	



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: IT/Equalization Committee

Date of meeting: NOVEMBER 3, 2022

FROM: Monica Hunt

Title: Acting Health Officer

DEPT: Health

Description of request	Summary: Proceed with the Health Department badge access system project in collaboration with IT and Adrian Locksmith. This project is consistent with the current access system projects with fellow departments and is budgeted for in FY23 which began 10.1.22. Request: Installation of badge access system with Adrian Locksmith .
Amount Requested:	\$11,495
Account Number:	450-816 & 450-914
List Attachments:	Estimate# EST-706

Prepared by

Upcoming agenda items shall be reported to the Administrator at least seven **(7) days prior** to the meeting. All supporting information shall be submitted to the Administrator's Office no later than **3:30 pm the day preceding** the meeting, or by noon on the day of scheduled evening meetings. Exceptions may only be approved by the Chairperson, or in his/her absence, the Vice Chairperson of that Committee.



Adrian Locksmith LLC
402 N. Main ST
Suite 2
Adrian MI - Michigan 49221
U.S.A

ESTIMATE

Estimate# EST-706

Bill To
Lenawee Health Dept.

Date
29 Jun 2022

Item	Description	Qty	Rate	Amount
ZKAccess	4 door access control panel with power supply	2.00	1,500.00	3,000.00
ZKAccess	proximity reader	7.00	150.00	1,050.00
HES 5200 Strike	12vDC Electric strike	6.00	250.00	1,500.00
HES 1006 Strike	12/24vDC Electric Strike	1.00	495.00	495.00
Wire 18/2	Plenum rated stranded 18 guage wire	1,200.00	0.45	540.00
Wire 22/6	Plenum Rated 22/6 gauge wire	1,200.00	0.55	660.00
Misc.	Wire, wire mold, power supplies, shop supplies, etc...	1.00	200.00	200.00
Altronix Power Supply	12vDC power supply	1.00	700.00	700.00
Labor	install access control system	1.00	2,100.00	2,100.00
Credentials	Access credentials	50.00	10.00	500.00
Marks Leverset	Classroom lever	2.00	250.00	500.00

Looking forward for your business.

Sub Total 11,245.00

Tax Exempt (0%) 0.00

Total \$11,245.00



Information Technology Work Report

-

For the month of
October 2022



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: IT/Equalization Committee

Date of meeting: November 3, 2022

FROM: Kimberly L. Murphy

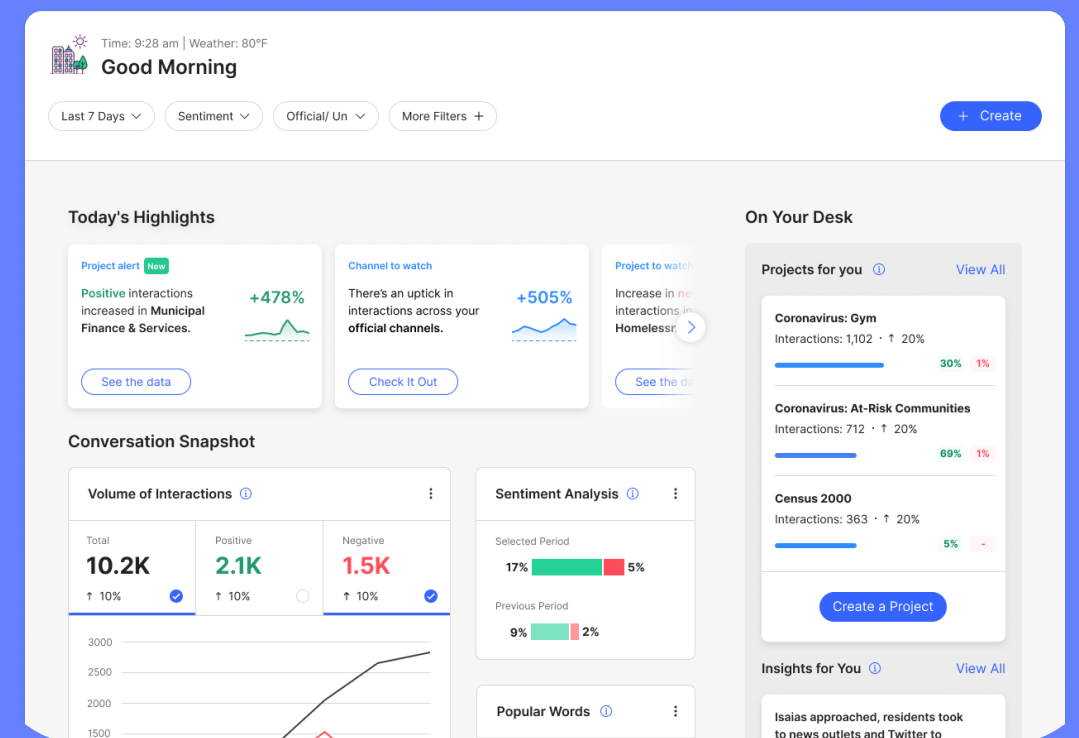
Zencity Proposals

DEPT: Administration

Description of request	We have been utilizing Zencity to monitor our social media conversations for the last couple of years. We currently operate under a contract for “Organic” services which means they provide feedback on organic conversations by classification topic. The software then provides a list of interactions (comments) and delivers them to a designated dashboard which we are then able to analyze. The current contract expired in October. A new short-term contract is being proposed that will cover the months of October – December in the amount of \$4,000. Thereafter, the annual cost of Zencity Organic would normally be \$36,000. However, Zencity is offering it to Lenawee County for \$24,000 annually. Zencity has a new product called “Community Survey”. This product will allow for Zencity to create a personalized survey questionnaire for multiple topics as well as benchmarked questions to compare our results to similar communities across the state and nation. They will continuously distribute those surveys through digital channels and secure a representative response. This will provide us with an in-depth report that we can use to make decisions based on true citizen input. This software costs \$45,000 annually, however Zencity is offering it to us for \$24,000 annually. Funding to come from 101-172-801 – Admin. Professional/Contractual Request: Recommend to Personnel Ways & Means to enter into a License Agreement Addendum with Zencity in the amount of \$4,000 for the Organic software for the period of October 26, 2022 – January 1, 2023. Request: Recommend to Personnel Ways & Means to enter into a License Agreement Addendum with Zencity in the amount of \$48,000 for both the Organic and Community Survey software for the period of January 1, 2023 – January 1, 2024.
Amount Req.	\$4,000 for October 26 – January 1, 2023 and \$48,000 from January 1, 2023 – January 1, 2024
Acctt No.	101 – 172 – 801 (Admin – Professional/Contractual)
Attachments:	Information Sheets on Zencity Organic and Zencity Community Survey and License Agreement Addendums

Zencity Organic

Understand the conversation happening across your community and make decisions based on the data



Giving meaning to millions of data points



The organic conversation

Give the feedback residents are sharing across 1000s of social & local media sources a way to be heard



Proactive resident input

Collect direct feedback on your next policy or initiative with short, user-friendly surveys



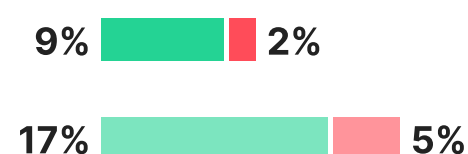
Expert analysis

Receive regular reports on your data from our team of local government experts and data analysts

Leveraging AI for effortless takeaways

Zencity connects you to the conversations happening in your community and automatically surfaces the most important trends, anomalies, and summaries of the data for you so you always **know what's going on**.

Sentiment analysis



Volume of interactions

63.2 K
↑ 20%

Classification by topic



Public Safety
2,345

Filter by source

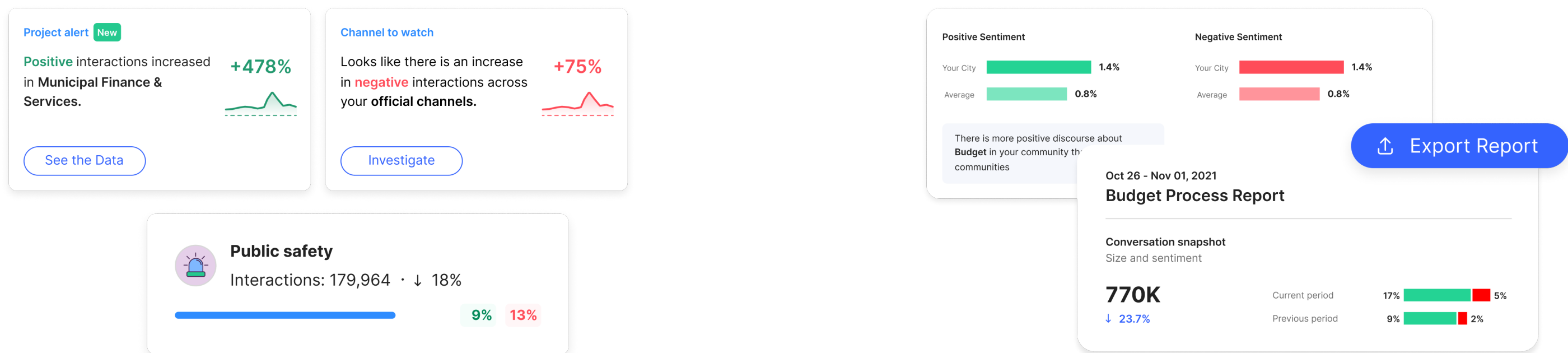
Official/ Unofficial ▾

"One of the first things I do every morning is scroll through the Zencity feed and determine whether there is anything crucial that my team and I need to tackle... it's a lifesaving tool and an excellent data source.."



Jonathan Lewis
County Administrator, Sarasota County, FL

The whole conversation, in one place



Know what's going on

Stay updated on the conversation happening in your community through an interactive dashboard, trending alerts, and email summaries

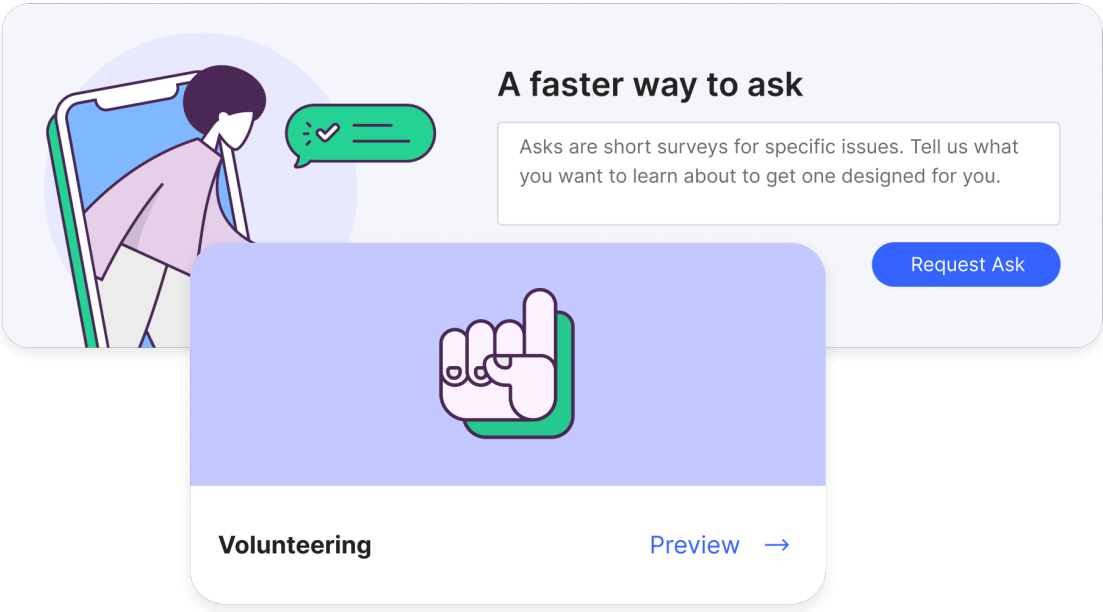
Perfect your performance

Measure your performance over time with shareable reports, and take advantage of Zencity's benchmarking tools to compare yourself to similar communities

NAME		SENTIMENT		Request a Project	
	Winter Carnival	13%	↑ 36%	Manage	
	Sense of Public Safety	16%	↓ 28%	Set Up	
	Bicycle Lanes	13%	↑ 36%	Set Up	

Keep your finger on the pulse

Zoom in on the conversation happening around big events, critical issues or initiatives with custom dashboards and regular email summaries of the data

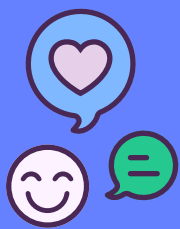
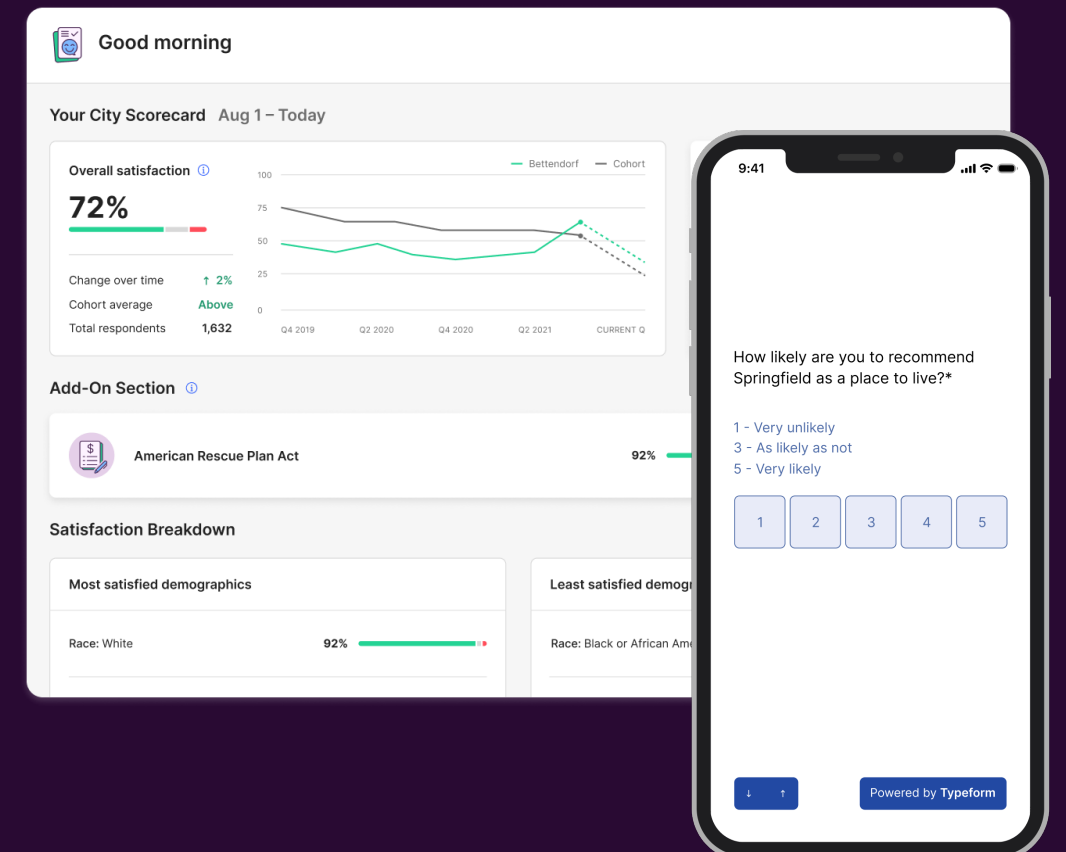


Answer specific questions

Take the guesswork out of decision-making by sharing short, expert-designed surveys to proactively collect feedback from your community on any specific topic

Zencity Community Survey

Inform your planning with timely feedback from a representative community survey that's always running



Hear from more voices

Lower participation barriers with a user-friendly, multilingual survey that's digitally available on the sites & apps where residents already are



Perfect your performance

Receive quarterly or biannual reports on your aggregated score, so you can inform your strategic planning with clear and actionable data



Easily spot major takeaways

Spend less time deciphering data and more time acting on the findings with regular reports and analysis of free-text responses as they are submitted

How it works

We take you from distribution to analysis, so you can focus on the next steps

1

2

3

4

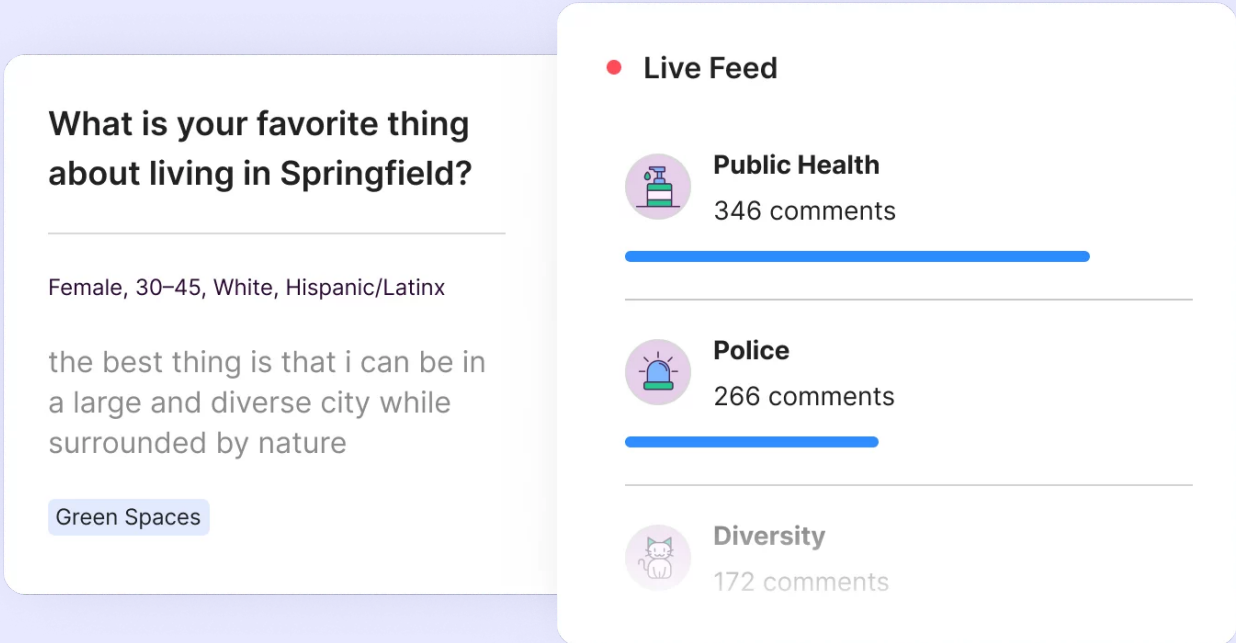
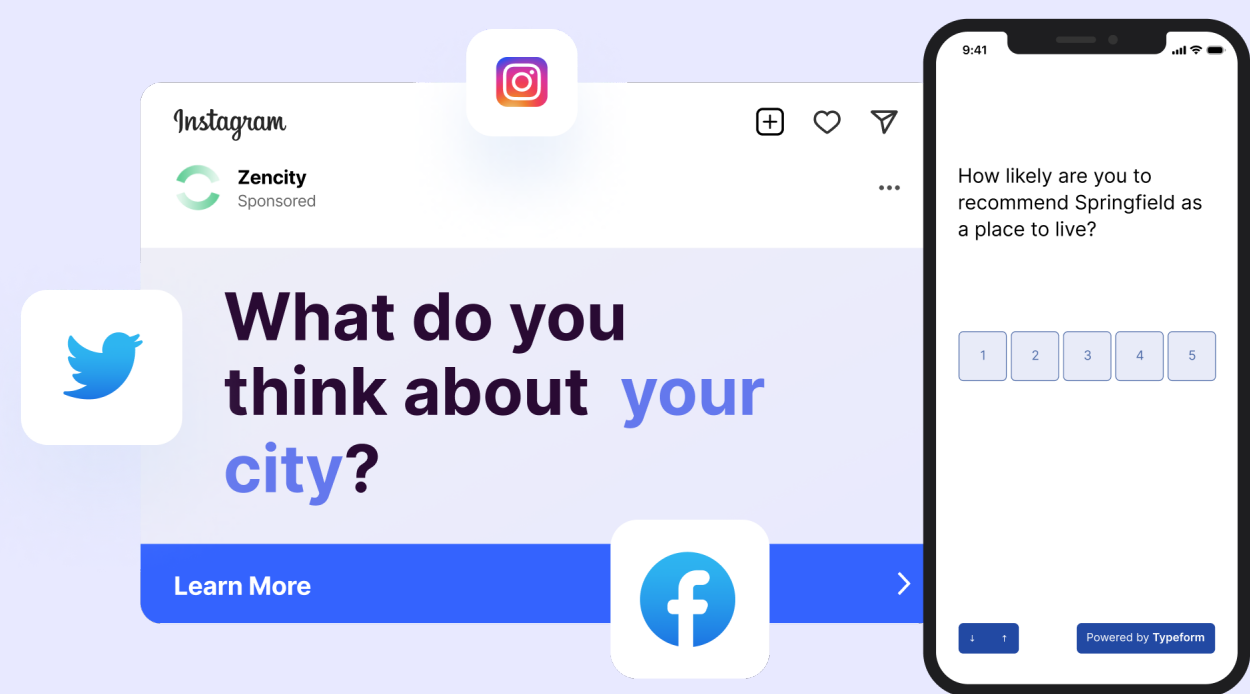
Zencity's team **tailors the survey questionnaire** to your needs

Zencity distributes the survey and secures a **representative sample**

Receive an **in-depth report** of your scores after each cycle

Browse responses to open-ended questions from your **live feed**

Community surveys for the world we live in

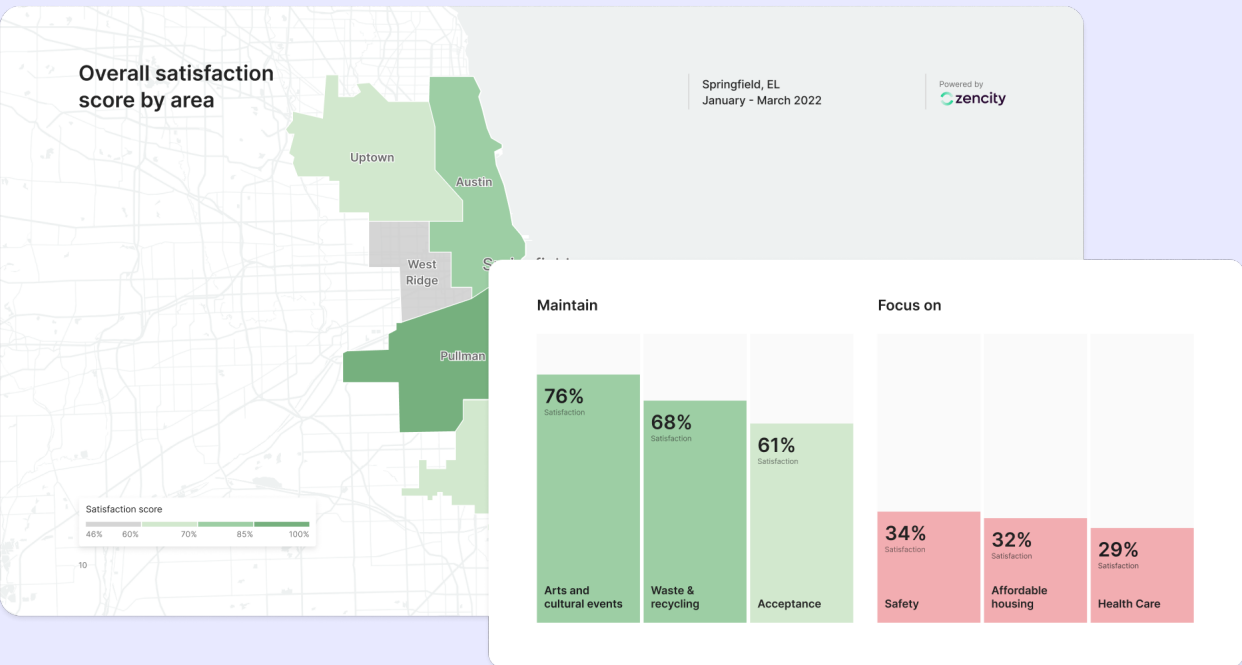
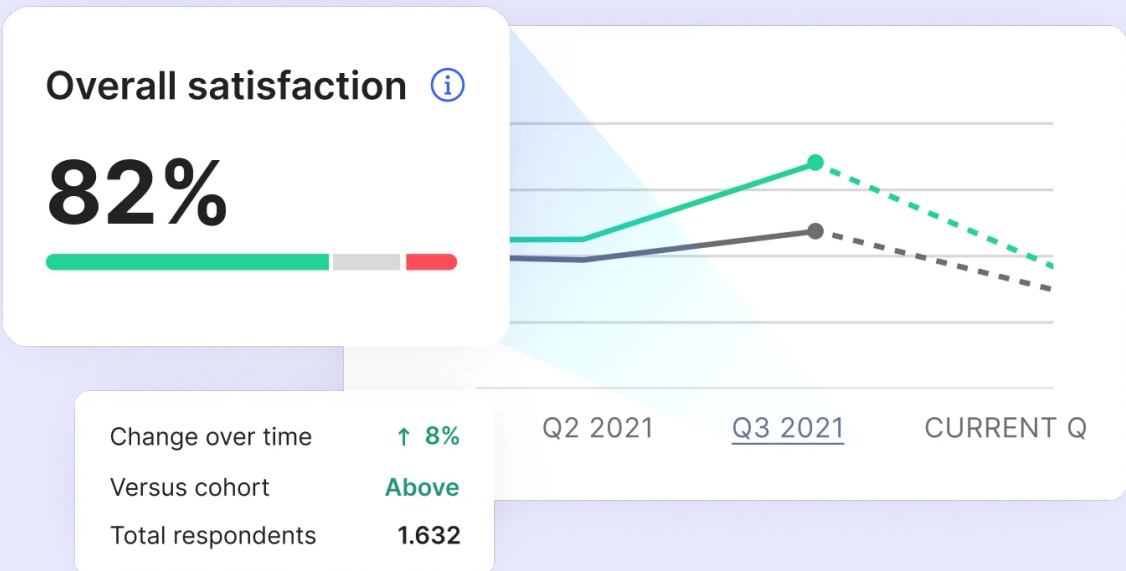


Accessible distribution

Our short questionnaire has been purposely crafted to remove common barriers to participation—like time and language—so more resident groups can easily take part

Continuous free-text analysis

Every open-ended response that's submitted is automatically processed and classified by topic in order to surface patterns in resident feedback



Results on your timeline

Receive quartlerly or biannual aggregated score reports so you can effectively chart where you stand on your key initiatives & services and where you want to go

Actionable breakdowns of the data

Your overall score is broken down by demographic group, geographic region, quality of life characteristics, and more so you can understand where to focus your efforts

Offer valid until: November 17th, 2022

License Agreement Addendum

This Addendum (the "Addendum") to License Agreement by and between Lenawee County, MI ("Customer") and Zencity Technologies US Inc. ("Zencity"), dated as of February 26, 2021 (the "License Agreement") is entered into as of October 26, 2022 (the "Addendum Date").

All capitalized terms not defined herein shall have the meaning ascribed to such terms in the License Agreement.

Whereas, the Parties wish to amend certain terms of the License Agreement as set forth herein;

Now, therefore, the Parties hereto agree to amend the terms of the License Agreement as set forth below.

1. **Term**. The Term of the License Agreement is hereby extended for a 2 month period commencing as of October 26, 2022 and ending on Jan 1, 2023 (the "Renewal Term")
2. **Recurring Fees**. [During the Renewal Term] The Recurring Fees table included in the License Agreement shall be amended and replaced in its entirety as follows:

RECURRING FEES						
Name	SKU	Product Description	Price Yearly	Term	Initial Term Discount	Net Price
Zencity Organic	ZC-ORG	SaaS Platform for gathering and processing organic feedback from channels throughout the client's community and translating that data into quickly digestible analysis and personalized insights, for counties with up to 100,000 residents.	\$36,000	2 months	33%	\$4,000
Total Gross List Price						\$13,500
Total Initial Term Discounts						\$9,500
Total Fees						\$4,000

3. **General**. This Addendum shall form an integral part of the License Agreement. Unless expressly specified herein, all other provisions, terms and conditions in the License Agreement shall apply and shall remain in full force and effect. In case of any contradiction or discrepancy between the terms of this Addendum to those of the License Agreement, with respect to matters described herein, the terms of this Addendum shall prevail.

In witness whereof, the parties have executed this Addendum, effective as of the Addendum Date.

Zencity

Customer

Offer valid until: November 17th, 2022

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All capitalized terms not defined herein shall have the meaning ascribed to such terms in the License Agreement.

Whereas, the Parties wish to amend certain terms of the License Agreement as set forth herein;

Now, therefore, the Parties hereto agree to amend the terms of the License Agreement as set forth below.

1. **Term**. The Term of the License Agreement is hereby extended for a 12 month period commencing as of January 1, 2023 and ending on Jan 1, 2024 (the "Renewal Term")
2. **Recurring Fees**. [During the Renewal Term] The Recurring Fees table included in the License Agreement shall be amended and replaced in its entirety as follows:

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Zencity Community Survey - Semi-Annual	ZC-CSS	Recurring, online survey measuring resident satisfaction, with ongoing scores always viewable from a live dashboard and representative results aggregated into a report twice a year.	\$45,000	1 year	47%	\$24,000
Total Gross List Price						\$81,000
Total Initial Term Discounts						\$33,000
Total Fees						\$48,000

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Zencity

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