

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

Dustin Krasny, Nancy Jenkins-Arno, Ralph Tillotson

MEETING LOCATION

Chambers
301 N. Main Street - Adrian, MI

Agenda: Thursday, September 7, 2023 – 1:30 p.m.

- I. Approval of Minutes – August 3, 2023**
- II. Information Technology**
 - A. Finance Report**
 - 1) **REQUEST:** Project Closures: 2204, 2205, and 2210
 - B. IT Report**
 - C. Communications**
 - D. Department Reports / System Concerns**
 - E. Updates / Other Business**
- III. Equalization**
 - A. Equalization Report**
 - B. Updates / Other Business**
- IV. Other Business**
 - A. October meeting date change request**
- V. Public comment**
- VI. Adjournment**

Lenawee County
Capital Fund IT Division - 401.901.855
Project Funding Report
As of August 28, 2023

Project #	Project Description	Project Budget	Prior Project Expenses	Remaining Budget	Current Year Expenses	Project Balance
Open Projects						
TECH2102	Cisco Phone Refresh	50,000.00	6,761.48	43,238.52	39,044.65	4,193.87
TECH2302	NextRequest FOIA Software			10,776.00	10,776.00	-
TECH2303	2023 Computer Replacement			60,000.00	39,069.80	20,930.20
TECH2304	MS Datacenter Upgrade			60,000.00	-	60,000.00
TECH2305	Microsoft Office Upgrade			25,000.00	22,704.60	2,295.40
TECH2306	ADA Compliance Software			13,447.00	5,860.80	7,586.20
TECH2204	Badge/Card Printer/Software	7,000.00	6,954.35	45.65	35.00	10.65
TECH2205	Access Control Project	10,000.00	9,160.00	840.00	805.00	35.00
TECH2210	Access Control Judicial Project	30,000.00	-	30,000.00	27,100.00	2,900.00

Closed Projects

Total	97,000.00	22,875.83	243,347.17	145,395.85	97,951.32
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Beginning fund balance, January 1, 2023	341,999.32
Current year appropriations to date	123,750.00
Current year expenses to date	<u>(145,395.85)</u>
Current fund balance	<u>320,353.47</u>
Remaining budgeted appropriations	41,250.00
Remaining budgeted project expenses	<u>(97,951.32)</u>
Balance available for future projects	<u>263,652.15</u>



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Action Request Form

To: IT/Equalization Committee

Date of meeting: September 7, 2023

FROM: Ben Ricker, Director

Title: Project Closures

DEPT: IT Department

Description of request	Summary: Three projects have been completed and all invoices paid; these projects are ready to be closed. Request: <i>To close projects TECH2204 Badge/Card Printer/Software, TECH2205 Access Control Project, and TEC 2210 Access Control Judicial Project.</i>
Amount Requested:	n/a
Account Number:	n/a
List Attachments:	n/a

Prepared by BR/bb

Upcoming agenda items shall be reported to the Administrator at least ten **(10) days prior** to the meeting with all backup information **submitted at least seven (7) days** prior to the meeting.

Exceptions may only be approved by the Chairperson, or in his/her absence, the Vice Chairperson of that Committee.



Information Technology Work Report

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For the month of
September 2023

[illegible]

Digital Communication Report

Jennifer Ambrose

September 1, 2023

Website:

- September – big focus will be on Department on Aging's move to the lenawee.mi.us website
- Board and Committee pages
- Calendar updates, reservations for parks

Social Media

- Transition to owned social media management software complete
- Implementation with Department on Aging accounts in late September/early October
- Stats update – summer Lenawee County main accounts (see attached report)

Email Communication

- 60 Second Update – Weekly Update from County Administrator
- DQ – Weekly Internal Email Update from the Deputy Administrator to Department Heads
- Healthy Lenawee – Monthly Update from Lenawee County Health Department
- COVID Update – Monthly Update from Lenawee County Health Department
- Senior Source – Monthly Update from Lenawee Department on Aging
- VetSource – Monthly Update from Lenawee County Department of Veterans Affairs
- Press Releases – As Needed
- Stats Update

Zencity

- Monthly Report
- Community Survey Update

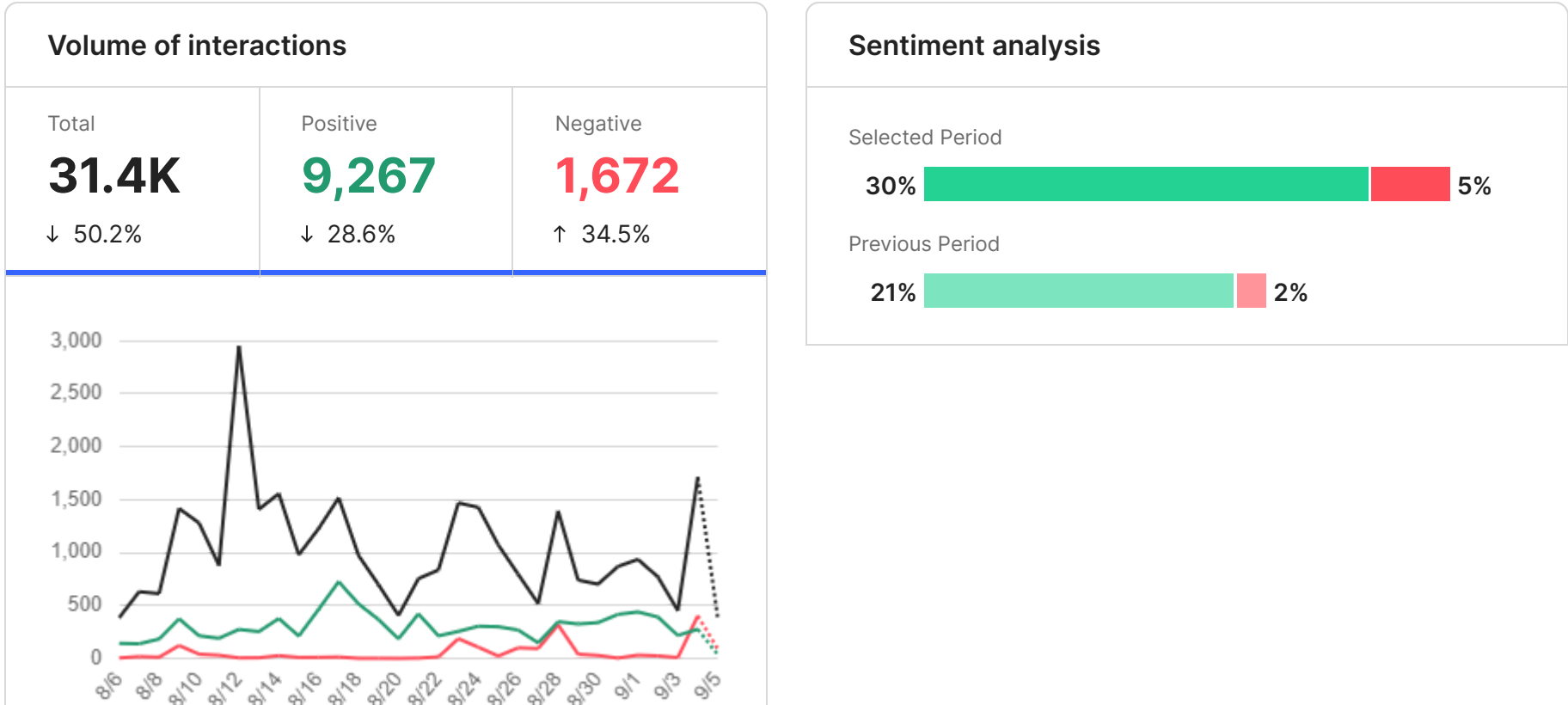
Lenawee County, MI | September 5th, 2023

September Zencity Organic Report



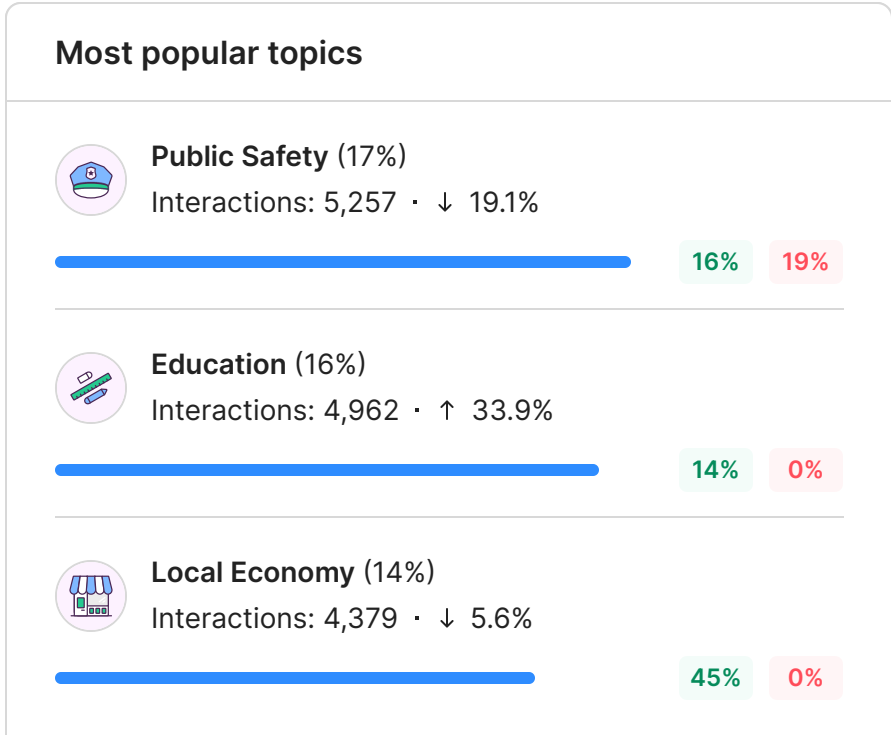
Conversation snapshot

The volume and sentiment of the organic resident feedback, as measured by totaling the interactions across local channels and classifying each as positive, negative, or neutral using Zencity AI.



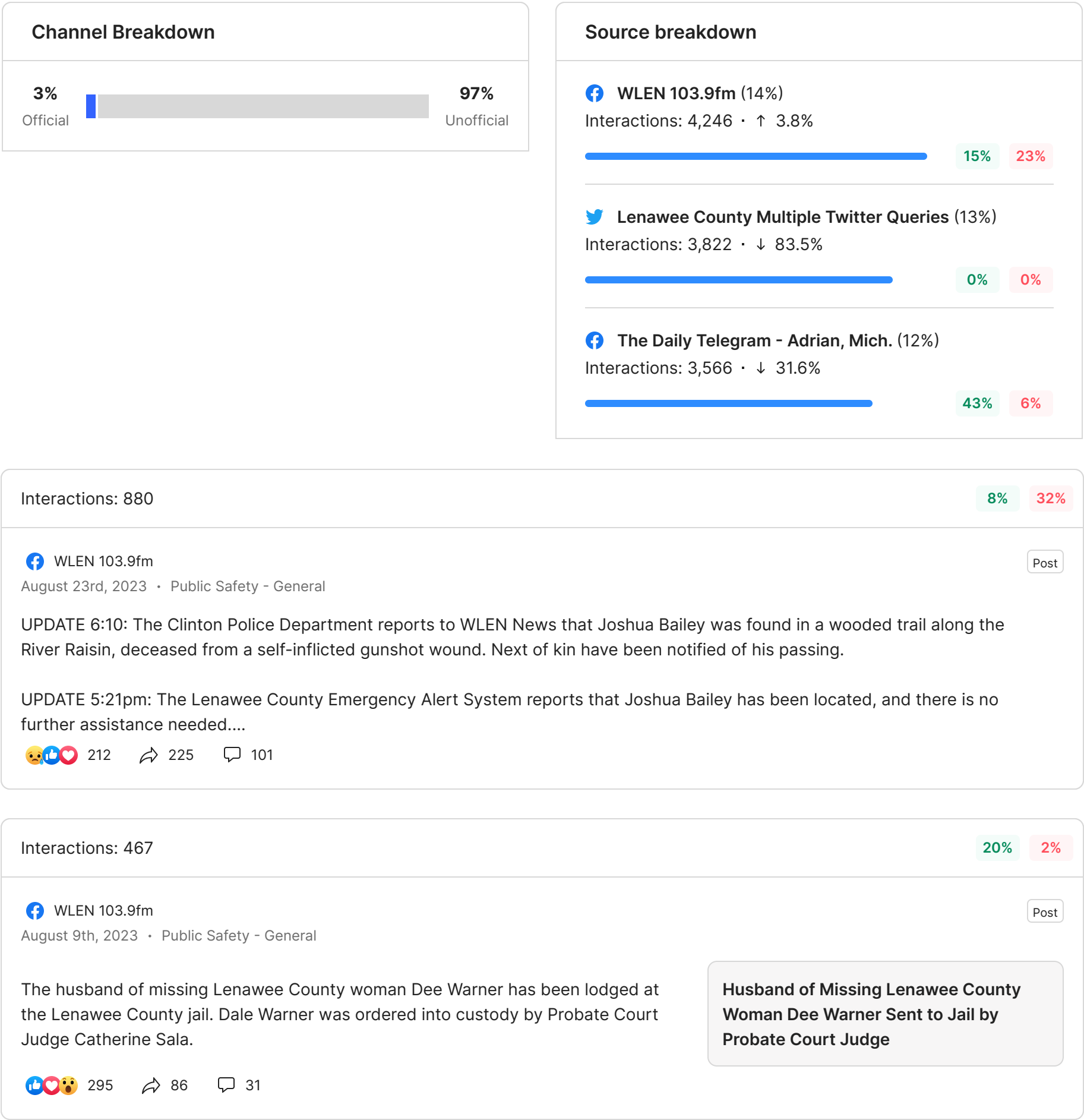
What are residents talking about

Most popular topics and words



Where the conversation is happening

Most popular channels and sources



Interactions: 421	13%	0%
 Downtown Tecumseh August 14th, 2023 · infrastructure Post Appleumpkin is officially two months away! Make sure to visit on October 14th and 15th! (Pic creds: Nanci with an Eye Photography) #mytecumseh #visitlenawee 293 91 16		
Interactions: 385	95%	0%
 City of Morenci August 16th, 2023 · welfare Post What a beautiful evening it was at the 2nd Annual Morenci Back to School Bash. Thank you to our incredible partners, Seneca Community Church, Kiwanis of Morenci, and Morenci Area Schools, for bringing this event to life yet again. The way this community comes together to meet the needs of local students and families with support, generosity, and excitement is remarkable. To all who donated, participated, and attended the Back to School Bash, thank you for making it so successful. 🇺🇸❤️ ... 180 23 33		
Interactions: 336	4%	5%
 WTOL 11 August 10th, 2023 · Public Safety - General Post The husband of long-missing Lenawee County woman Dee Ann Warner was arrested Wednesday afternoon. 241 34 29		
 Husband of Dee Ann Warner arrested, found in contempt of court		
Interactions: 305	2%	49%
 WLEN 103.9fm August 26th, 2023 · Public Safety - General Post From the Lenawee County Sheriff's Office: POSSIBLE DROWNING SILVER LAKE – WOODSTOCK TOWNSHIP August 26th, 2023... 183 58 34		

Interactions: 259

9%

9%

 Lenawee County Habitat For Humanity

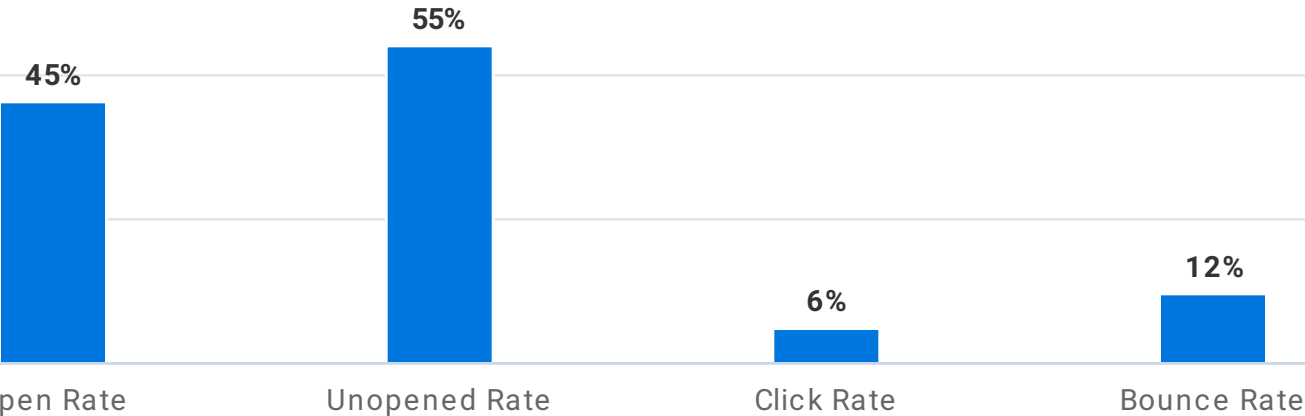
August 14th, 2023 · welfare

Post

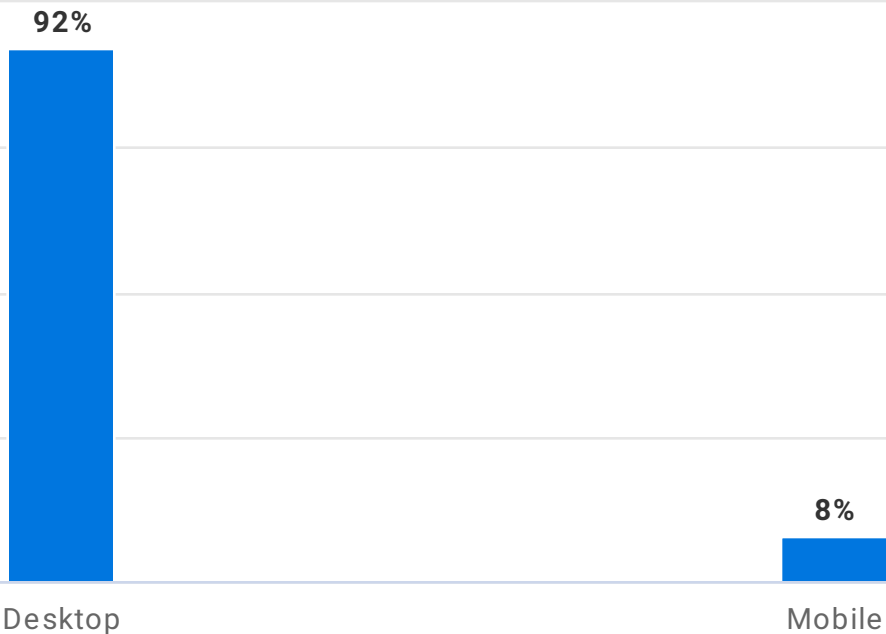
A message to our community from the Habitat Lenawee Board & Staff:

   30  8  55

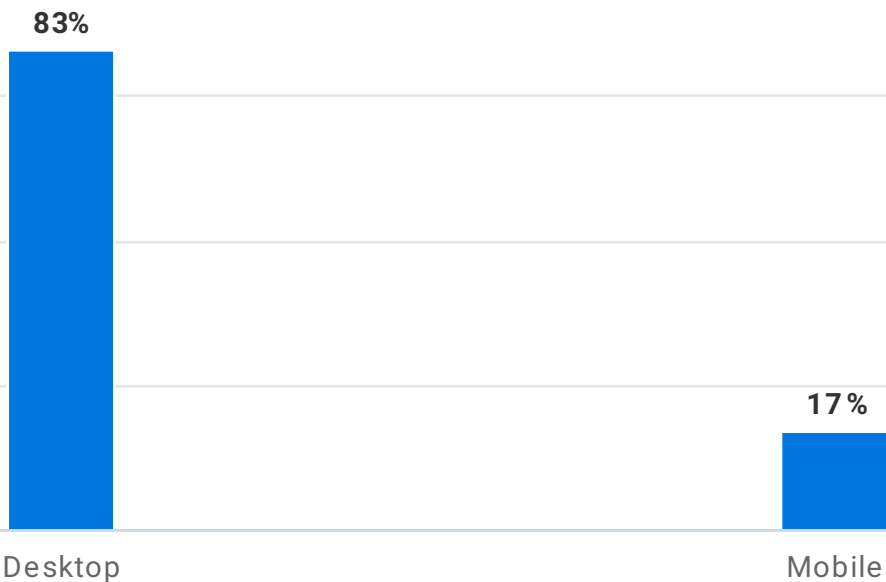
22,723 Sends



8,896 Opens



1,095 Clicks





Profile Performance

June 1, 2023 - August 31, 2023

Understand growth and health of your social profiles

Included in this Report

 @lenaweecounty

 Lenawee County

 Lenawee County

Performance Summary

View your key profile performance metrics from the reporting period.

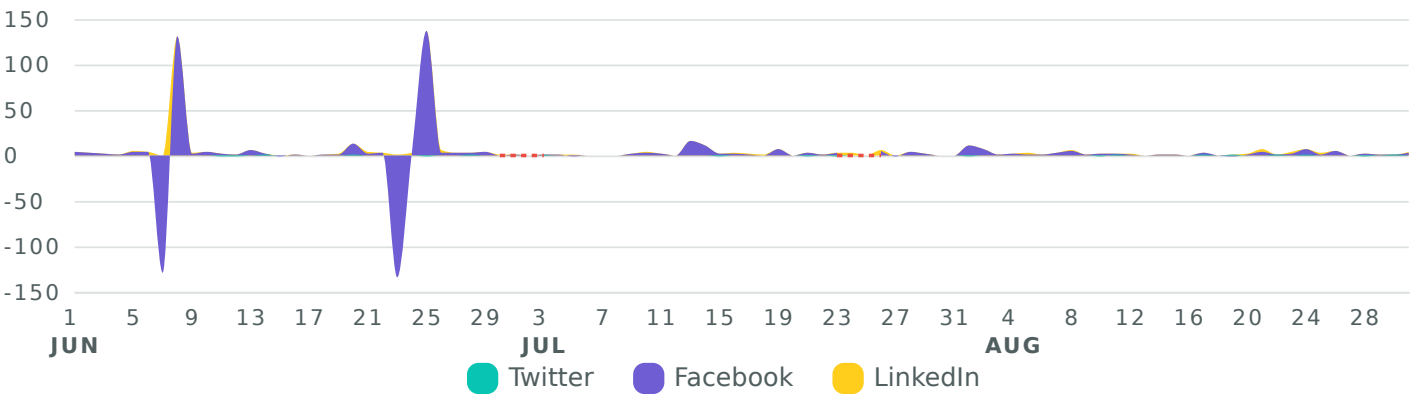
Impressions 302,797 ↗28.7%	Engagements 17,006 ↗28.2%	Post Link Clicks 2,229 ↘5.8%
Engagement Rate (per Impression) 5.6% ↘0.4%		

Audience Growth

See how your audience grew during the reporting period.

Net Audience Growth, by Day

ⓘ We are unable to display data for some of this date range. .

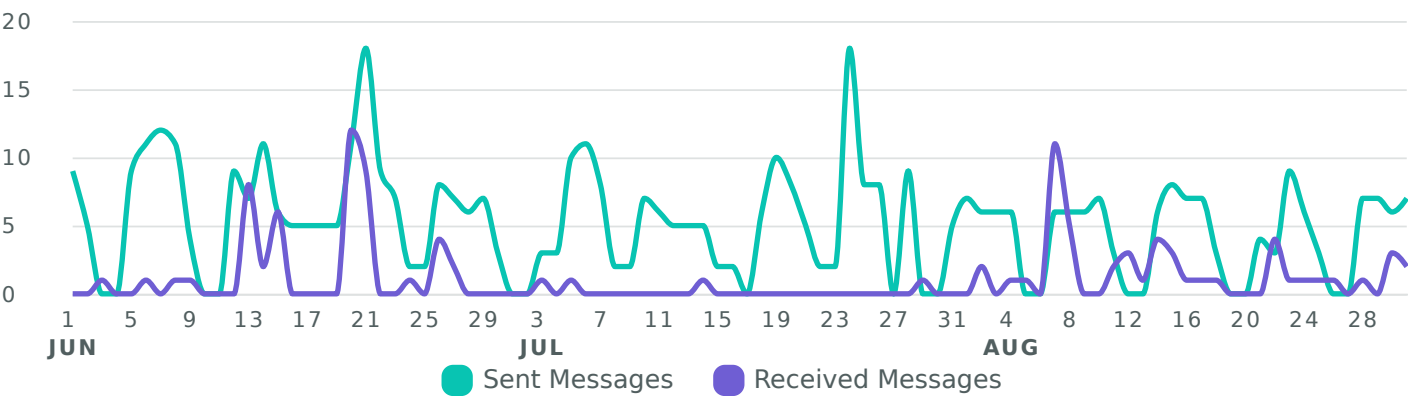


Audience Metrics	Totals	% Change
Total Audience	11,199	↗ 15.5%
Total Net Audience Growth	234	↘ 37.8%
Twitter Net Follower Growth	1	↘ 96.3%
Facebook Net Follower Growth	201	↘ 40.4%
LinkedIn Net Follower Growth	32	↗ 166.7%

Message Volume

Review the volume of sent and received messages across networks during the selected time period.

Messages per Day



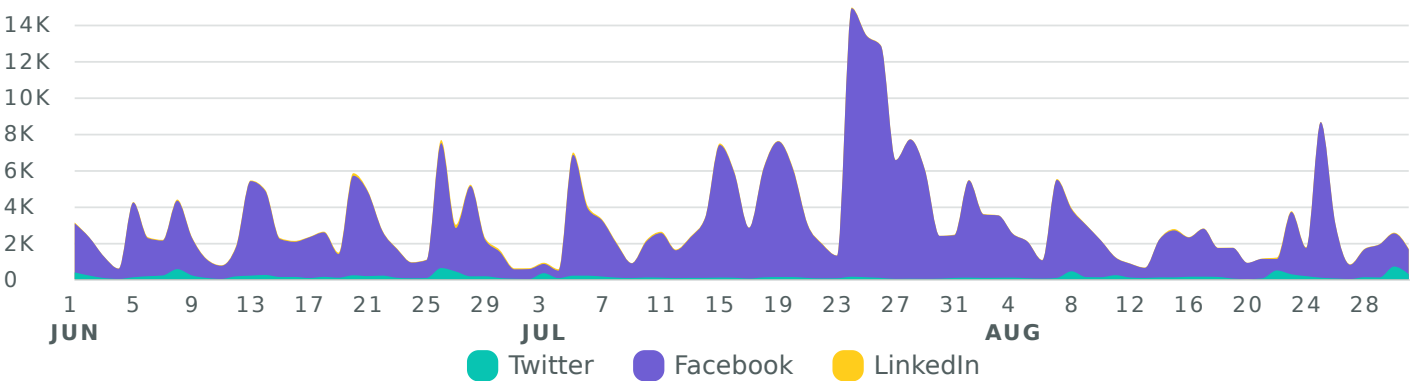
Sent Messages Metrics	Totals	% Change
Total Sent Messages	482	↗ 28.5%
Twitter Sent Messages	212	↗ 138.2%
Facebook Sent Messages	204	↘ 4.2%
LinkedIn Sent Messages	66	↘ 9.6%

Received Messages Metrics	Totals	% Change
Total Received Messages	102	↗ 218.8%
Twitter Received Messages	25	↘ 10.7%
Facebook Received Messages	73	↗ 1,725%
LinkedIn Received Comments	4	↗ —

Impressions

Review how your content was seen across networks during the reporting period.

Impressions, by Day

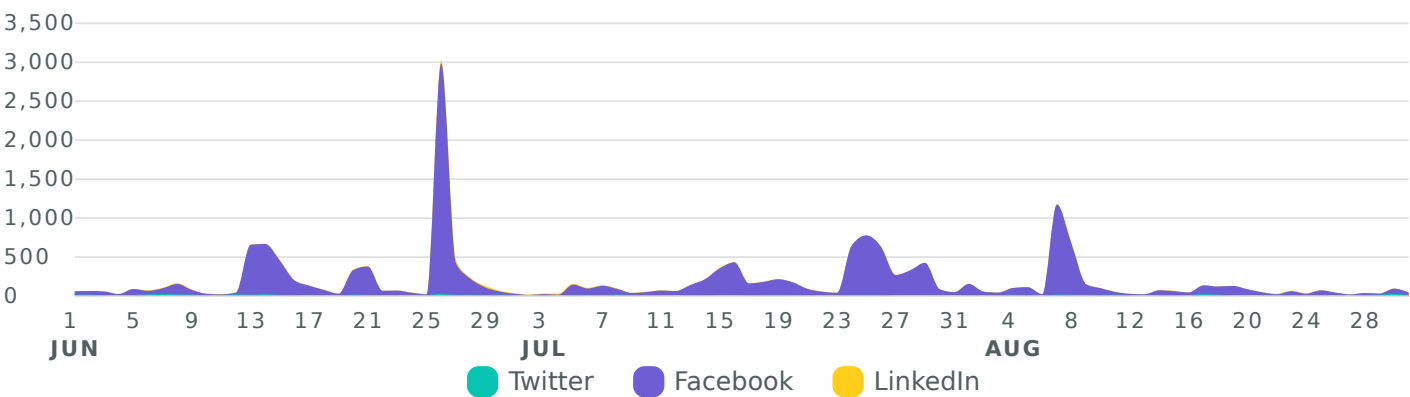


Impression Metrics	Totals	% Change
Total Impressions	302,797	↗ 28.7%
Twitter Impressions	12,240	↗ 17.7%
Facebook Impressions	286,589	↗ 28.3%
LinkedIn Impressions	3,968	↗ 184.9%

Engagement

See how people are engaging with your posts during the reporting period.

Engagements, by Day

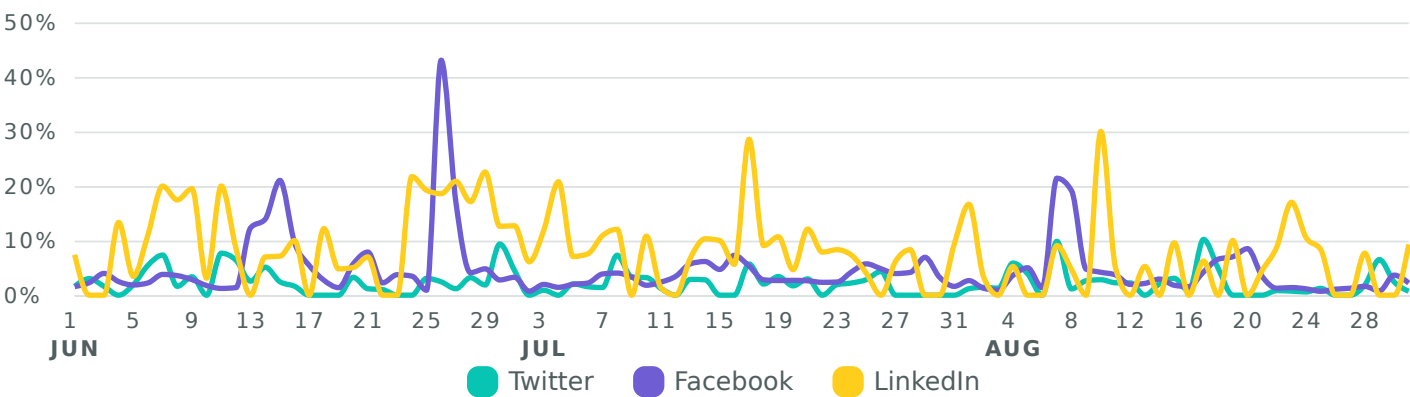


Engagement Metrics	Totals	% Change
Total Engagements	17,006	↗ 28.2%
Twitter Engagements	282	↘ 23.4%
Facebook Engagements	16,340	↗ 27.7%
LinkedIn Engagements	384	↗ 272.8%

Engagement Rate

See how engaged people are with your posts during the reporting period.

Engagement Rate (per Impression), by Day

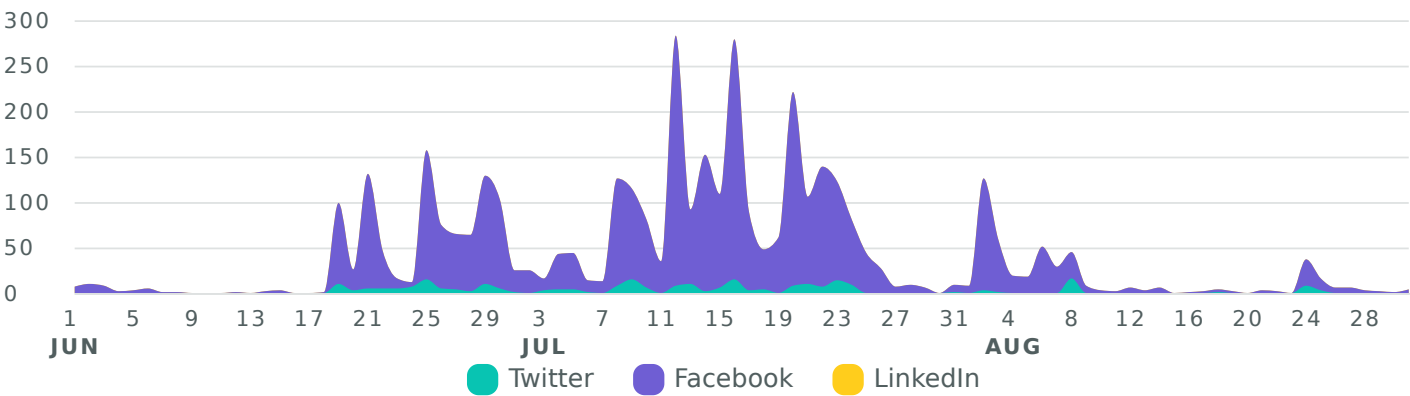


Engagement Rate Metrics	Rate	% Change
Engagement Rate (per Impression)	5.6%	↘ 0.4%
Twitter Engagement Rate	2.3%	↘ 34.9%
Facebook Engagement Rate	5.7%	↘ 0.4%
LinkedIn Engagement Rate	9.7%	↗ 30.9%

Video Views

Review how your videos were viewed across networks during the reporting period.

Video Views, by Day



Video Views Metrics	Totals	% Change
Video Views	3,862	↗ 177.4%
Twitter Video Views	247	↗ 751.7%
Facebook Video Views	3,615	↗ 172.4%
LinkedIn Video Views	0	↘ 100%

Profiles

Review your aggregate profile and page metrics from the reporting period.

Profile ▲	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)	Video Views
Reporting Period	11,199	234	473	302,797	17,006	5.6%	3,862
Jun 1, 2023 – Aug 31, 2023	↗ 15.5%	↘ 37.8%	↗ 27.2%	↗ 28.7%	↗ 28.2%	↘ 0.4%	↗ 177.4%
Compare to	9,698	376	372	235,231	13,268	5.6%	1,392
Jun 1, 2022 – Aug 31, 2022							
 @lenaweecounty	419	1	212	12,240	282	2.3%	247
 Lenawee County	10,595	201	195	286,589	16,340	5.7%	3,615
 Lenawee County	185	32	66	3,968	384	9.7%	0



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: IT/Equalization Committee

Date of meeting: September 7, 2023

FROM: Shannon Elliott

Title: **CIVICPLUS - CivicClerk Meeting Management and CivicClerk Media Software**

DEPT: Deputy Administrator

Description of request	Summary: CivicClerk Meeting Management will provide county residents more intuitive access to meeting agendas, packets, minutes, and video recordings. Further, it will allow meeting information to be stored and archived directly in the Lenawee County's website without accessing outside sites. CivicClerk Media Software will allow the County to utilize the recently purchased cameras to the fullest extent and stream to up to 3 different locations. Request: To authorize the Administrator to sign and obligate the County for subscription with CivicClerk Meeting Management and CivicClerk Media Software in the amount of \$22,514.00 from the IT Division of the Capital Improvement Fund.	
Amount Requested:	\$22,514.00	
Account Number:	401.901.853	Capital Improvement Fund – I.T. Division
List Attachments:	Proposal	

Prepared by	sce
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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.

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-44851-1
6/21/2023 3:19 PM
9/30/2023

Client:
LENAWEE COUNTY, MICHIGAN

Bill To:
LENAWEE COUNTY, MICHIGAN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
David Gilchrist	x	david.gilchrist@civicplus.com		Net 30

Core Product

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable	USD 7,502.00
1.00	Agenda & Meeting Management Select Premium Implementation Package	Premium Implementation Package – Up to # of Boards		USD 0.00
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time	USD 2,220.00
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time	USD 420.00
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time	USD 480.00
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time	USD 720.00

Add-Ons

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicClerk Media Implementation	CivicClerk Media Implementation Fee	One-time	USD 1,050.00
1.00	CivicClerk Media Annual Fee	Unlimited storage, unlimited users, up to 3 concurrent streams	Renewable	USD 7,497.00

Data Imports

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)	One-time	USD 2,625.00

Total Investment - Initial Term	USD 22,514.00
Annual Recurring Services - Year 2	USD 15,748.95

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)