

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, June 1, 2023 – 1:30 p.m.

- I. Approval of Minutes – May 4, 2023**
- II. Information Technology**
 - A. Finance Report
 - B. IT Report
 - C. Department Reports / System Concerns
 - D. Updates / Other Business
- III. Communications**
- IV. Equalization**
 - A. Updates / Other Business
- V. Public comment**
- VI. Adjournment**

May 26, 2023

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	6,761.48	43,238.52	39,044.65	4,193.87
TECH2204	Badge/Card Printer/Software	7,000.00	6,954.35	45.65	35.00	10.65
TECH2205	Access Control Project	10,000.00	9,225.00	775.00	805.00	(30.00)
TECH2210	Access Control Judicial Project	30,000.00	-	30,000.00	27,100.00	2,900.00
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	-	25,000.00
TECH2306	ADA Compliance Software			13,447.00	5,860.80	7,586.20
2023 Closed Projects						
Total Expenses		97,000.00	22,940.83	243,282.17	122,691.25	120,590.92
QUARTERLY APPROPRIATION				165,000.00	82,500.00	82,500.00
+/-						-
NET CHANGE IN FUND				(78,282.17)	(40,191.25)	(38,090.92)

Standing of Capital Fund: Technology as of May 26, 2023		401.901.855
Beginning fund balance:	341,999.32	
2022 Appropriations:	82,500.00	
2022 expenses:	122,691.25	
Current fund balance	301,808.07	



Information Technology Work Report

-

For the month of
June 2023

Project Name	Current and Projected Status											
CIP - 2023 Computer Replacement Program			○	●	●	●						
CIP - 2023 MS Office Upgrades			○	●	●	●						
CIP - 2023 MS Datacenter Upgrade			○	●	●	●						
2021 CIP- Lenawee County Cisco System Refresh	●	●	●	●	●	●						
2019 CIP PA SQL Upgrade (Onbase software update)	●	●	●	●	●	●						
2022 Tyler Public Safety Upgrade/Update	●	●	✓									
CIP - 2022 Computer Replacement Program	●	●	✓									
CIP - 2022 Server Replacement - 2 Servers	✓											
CIP - 2022 ID/Badge Card Printer and Software	●	●	✓									
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active On Hold/No Action Completed/Closed Canceled ● ○ ✓ ☒												

[illegible]



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

May 18, 2023

Sheriff Troy Bevier
Lenawee County Sheriff's Office
301 N. Main Street
Adrian, MI 49221

RE: Grant Funding – Requirements for Reimbursement

Dear Sheriff Bevier,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your Door Access Reader Upgrade project was approved. The Membership Committee authorized 50% funding up to a maximum of \$6,350 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Lenawee County of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Lenawee County remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 11/30/2023.**

Sincerely,

Cara L. Ceci

Cara Ceci, ARM, CPCU
Member Resources Manager

CC/sp

cc: Kimberly Murphy
MMRMA Risk Manager



RAP/CAP GRANT REIMBURSEMENT PROCEDURE

Once RAP/CAP grant funding is approved, the following documents are required for submission to MMRMA in order to process your grant payment:

- ☐ Copies of all invoices associated with the project. Invoices should provide enough detail to allow for verification of purchases to the specific item(s) for which the grant funds were approved.
- ☐ Proof of payment associated with each invoice.
 - ACCEPTABLE PROOFS OF PAYMENT INCLUDE:
 - Check: Copy of Cancelled Check indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
 - ACH/EFT payment: Copy of processed ACH/EFT payment/receipt indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
 - Credit Card payment: Copy of credit card statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
 - PayPal payment: Copy of PayPal statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
 - Vendor Receipt: Receipt must indicate Payer, amount paid, and amount paid that can be cross-referenced to detailed invoices.
 - Proofs of payment must match invoice amounts. If multiple payments to a vendor are included in one check or other form of payment, a financial breakdown/reconciliation of individual amounts included with the payment must be provided.
 - INVOICES STAMPED "PAID," PURCHASE ORDERS, ACCOUNTING SOFTWARE PAYMENT PRINTSCREENS, OR SCREEN SHOTS OF JOURNAL ENTRIES DO NOT CONSTITUTE A PROOF OF PAYMENT.
- ☐ ***Projects Involving Training*** In addition to invoices and proofs of payment regarding tuition expenses as indicated above, certificates of completion and test scores (when applicable) must also be submitted.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Please send documentation to:

Sarah Pogorzelski, Membership Services Associate
spogorzelski@mmrma.org
FAX – 734-513-0318

Digital Communication Report

Jennifer Ambrose

May 25, 2023

Website:

- Visitors increased 32% compared to last month – this was largely due to the activity surrounding the information released on the Sanitary Sewer Overflow (SSO) at Devils Lake

	Acquisition			Behavior		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration
	32.70%	37.65%	30.21%	21.96%	10.08%	17.82%
1 Organic Search	7.75%			3.30%		
2 Social	314.87%			11.37%		
3 Direct	40.75%			6.79%		
4 Referral	7.29%			1.83%		

☐	Page ?	Pageviews ?	↓
		66,260 % of Total: 100.00% (66,260)	
☐	1. /	5,550 (8.38%)	
☐	2. /176/District-Court	4,572 (6.90%)	
☐	3. /CivicAlerts.aspx?AID=2329	1,993 (3.01%)	
☐	4. /574/Employment-Opportunities	1,825 (2.75%)	
☐	5. /439/Circuit-Court	1,762 (2.66%)	
☐	6. /259/Register-of-Deeds	1,356 (2.05%)	
☐	7. /214/Mapping-GIS	1,232 (1.86%)	
☐	8. /935/Court-Schedules	1,094 (1.65%)	
☐	9. /187/Health-Department	1,080 (1.63%)	
☐	10. /821/Real-Property-Tax-Search-Online-Payment	1,073 (1.62%)	

Social Media

- Heavy month for Lenawee County Health Department – lots of activity regarding Devils Lake (their social report is attached)
- Took over management of the Department on Aging Facebook page

Email Communication

- 60 Second Update – Weekly Update from County Administrator
- Healthy Lenawee – Monthly Update from Lenawee County Health Department
- COVID Update – Monthly Update from Lenawee County Health Department (last one went out in May)

- Senior Source – Monthly Update from Lenawee Department on Aging
- Veterans Newsletter starting in July; promotion for sign-up in June
- Press Releases – several this month
- DQ

Zencity

- Monthly Report attached
- Community Asks - attached
- Future Community Ask – Parks

Newsletter

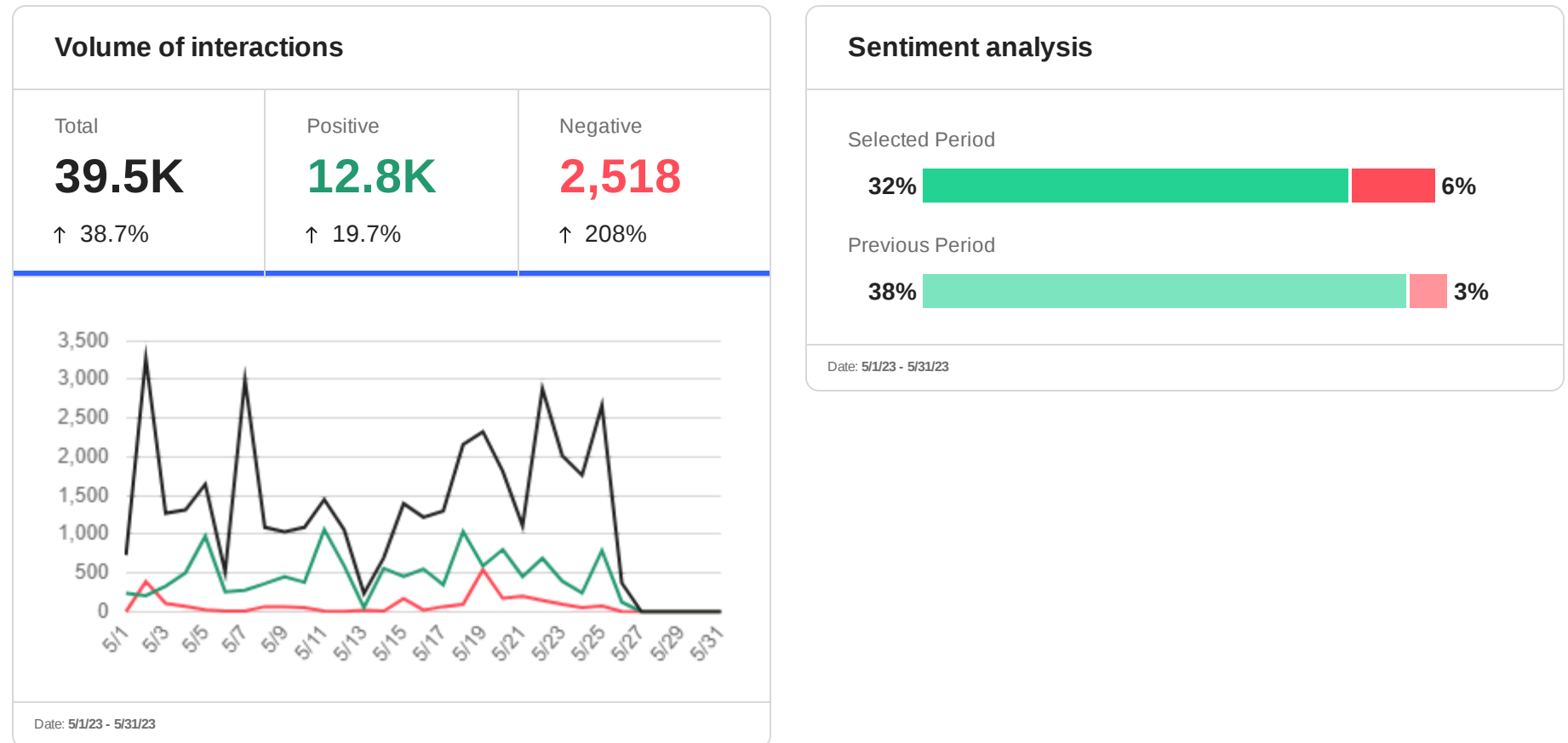
- May – Mental Health
- June – Summer Activities



May Zencity Report

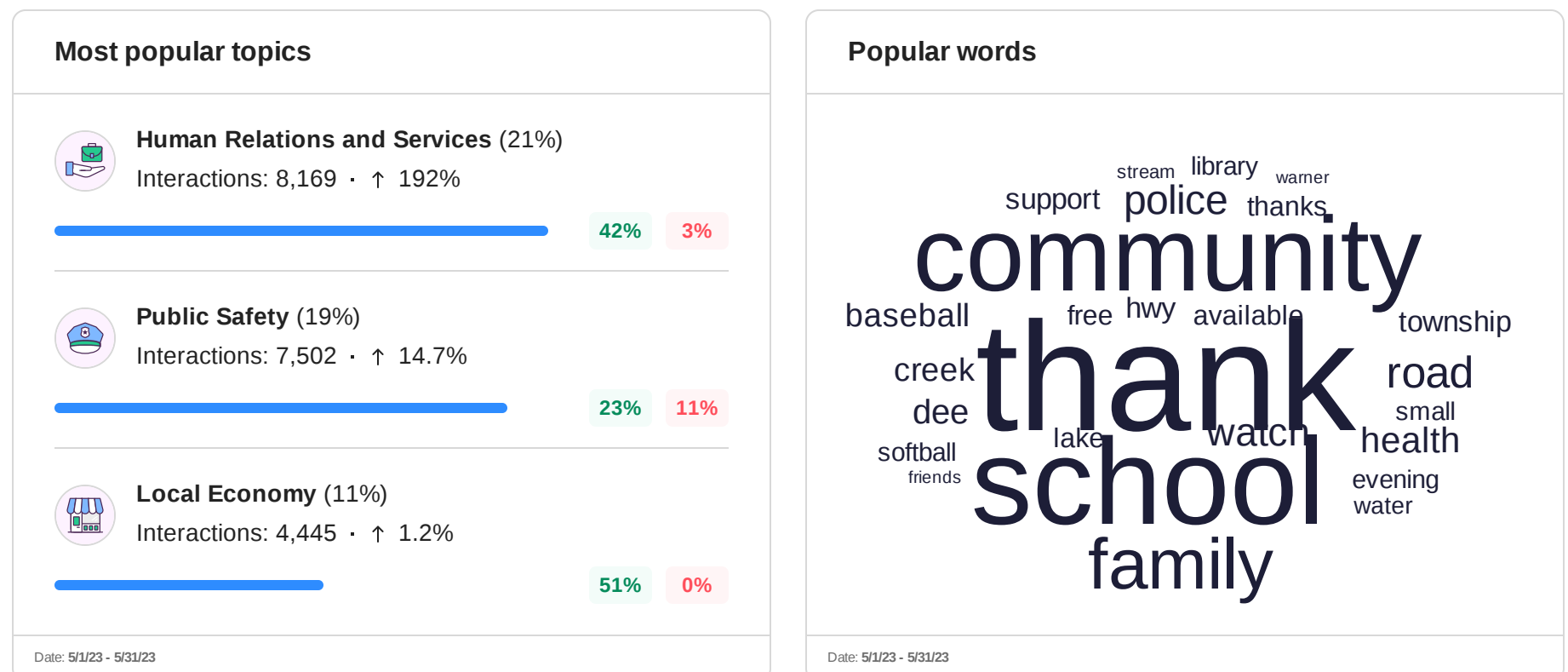
Conversation snapshot

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.



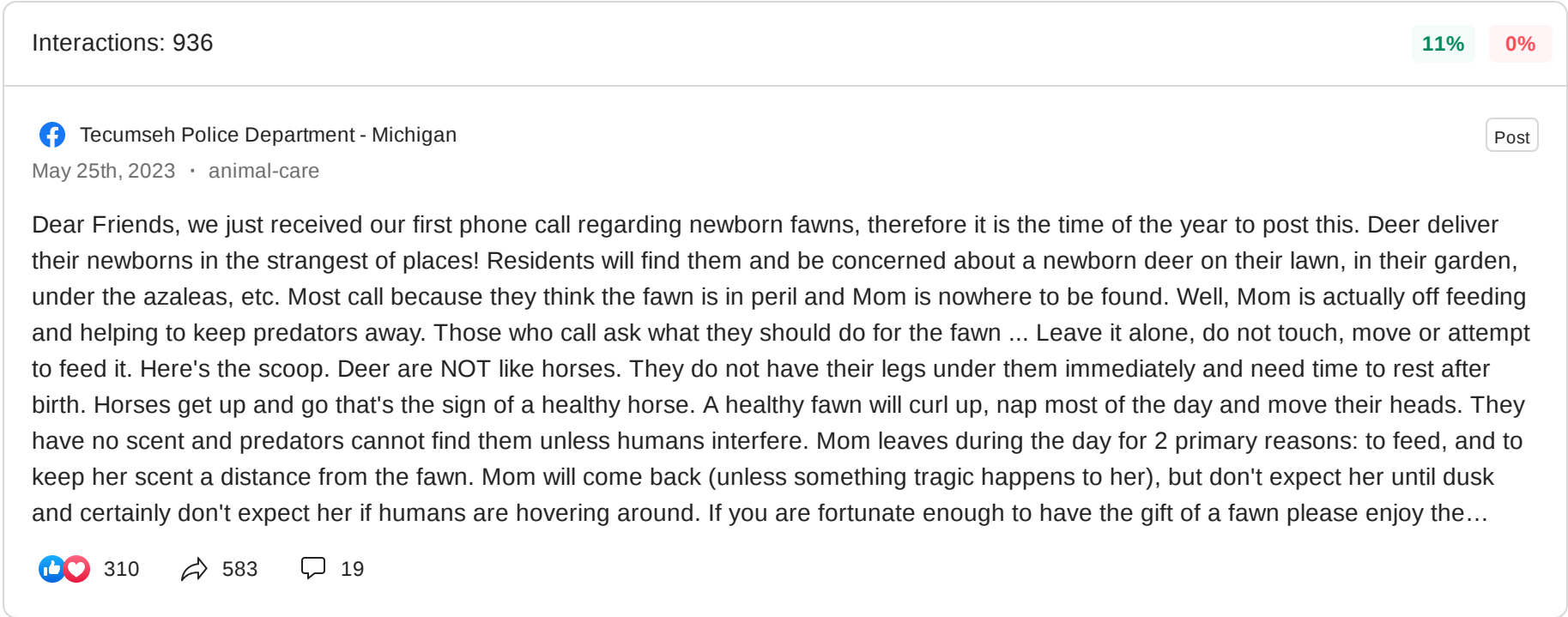
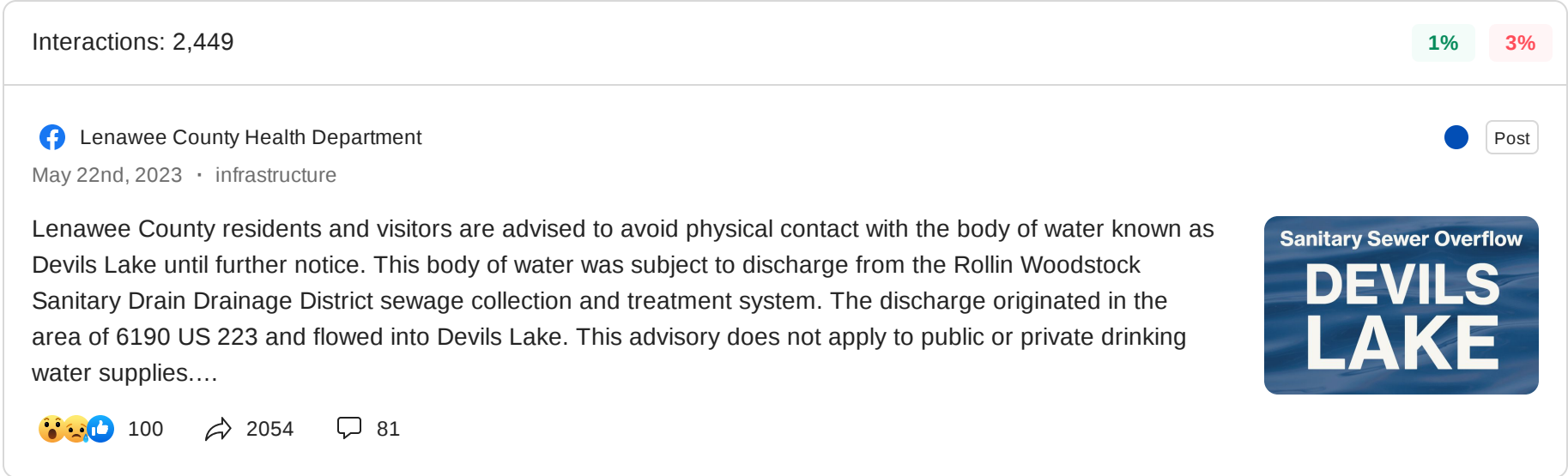
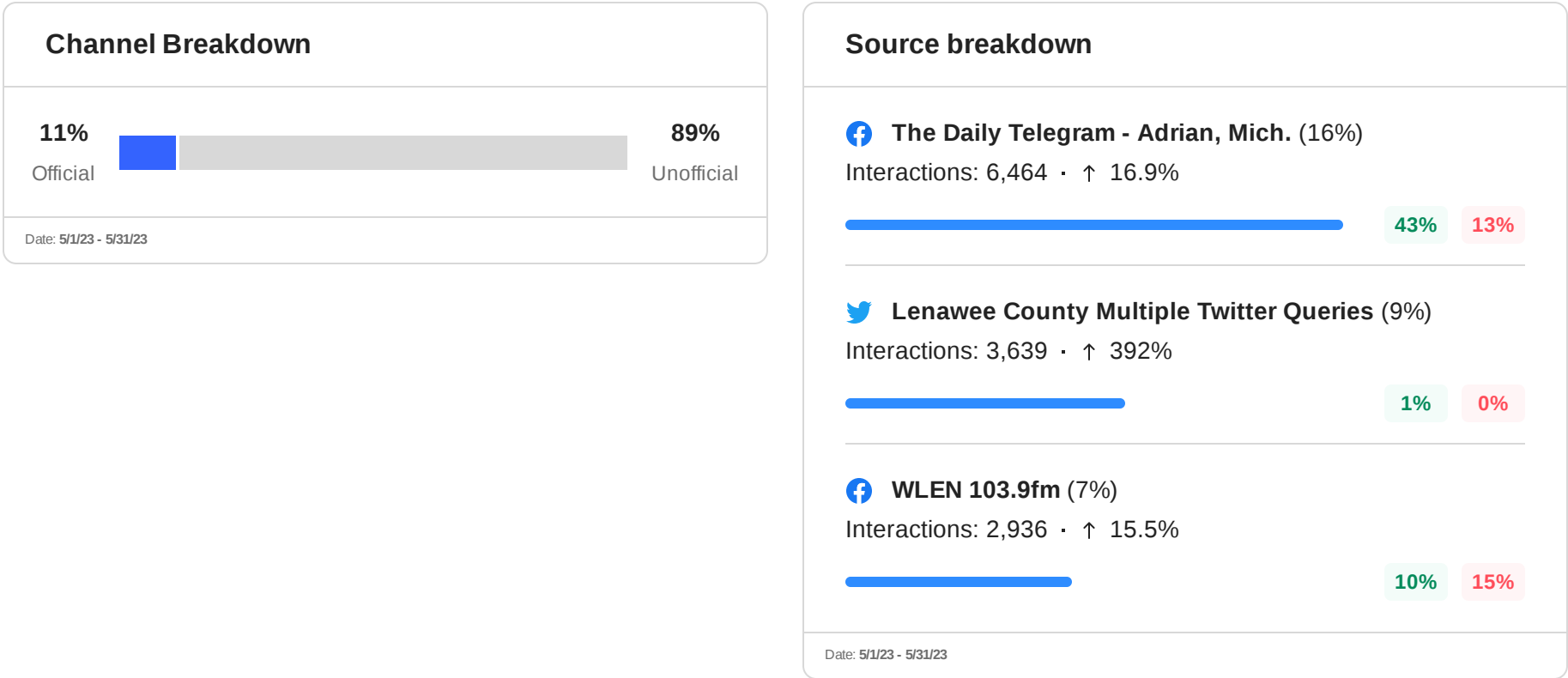
What are residents talking about

Most popular topics and words



Where the conversation is happening

Most popular channels and sources



Interactions: 843

3%7%

WLEN 103.9fm

May 2nd, 2023

Public Safety - General

Post

1:40pm update- Michigan State Police are searching many locations in northern Lenawee County utilizing their Marine Services Team, K-9 units, and multiple search teams.

WLEN News can confirm that the police presence on M-50 outside of Tipton is related to the Dee Warner investigation. The Michigan State Police are acting on tips and search warrants, and may be here for hours...maybe days.

333

217

42

Interactions: 803

94%0%

The Daily Telegram - Adrian, Mich.

May 11th, 2023

local-businesses

Post

Michael Caudill aka "BBQ Mike," owner of the popular Sunset Ridge BBQ food truck, will soon be opening a takeout business.

683

44

34

Sunset Ridge BBQ to open takeout business at former Tecumseh Bread & Pastry location

Interactions: 733

3%27%

The Daily Telegram - Adrian, Mich.

May 15th, 2023

Public Safety - General

Post

Follow up: The woman whose body was found May 2 in Tecumseh has been identified as Melissa Gilbert, 51, of Lenawee County.

Gilbert had been a resident of area shelters over the last several years.

230

64

19

Woman's body found in Tecumseh identified

Interactions: 663

1%21%

The Daily Telegram - Adrian, Mich.

May 2nd, 2023

Public Safety - General

Post

A woman's dead body was discovered Tuesday morning in a wooded area in the southeast part of Tecumseh, but it is not expected to be Dee Warner.

234

137

20

Woman's body found in Tecumseh, not expected to be Dee Warner

Created with Zencity data and analysis

 zencity

Interactions: 392

3%

19%

 The Daily Telegram - Adrian, Mich.

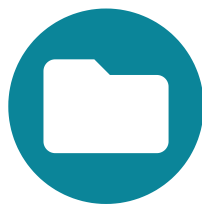
May 17th, 2023 · infrastructure

Post

Cross Street is currently a one-way street between South Main and South Winter streets; discussions are taking place on converting it to two-way travel.

City of Adrian looking at converting Cross Street from one-way to two-way traffic

   60  18  44



Profile Performance

May 19, 2023 - May 25, 2023

Understand growth and health of your social profiles

Included in this Report

 @LenaweeHD

 lenaweehealth

 Lenawee County Health Department

Performance Summary

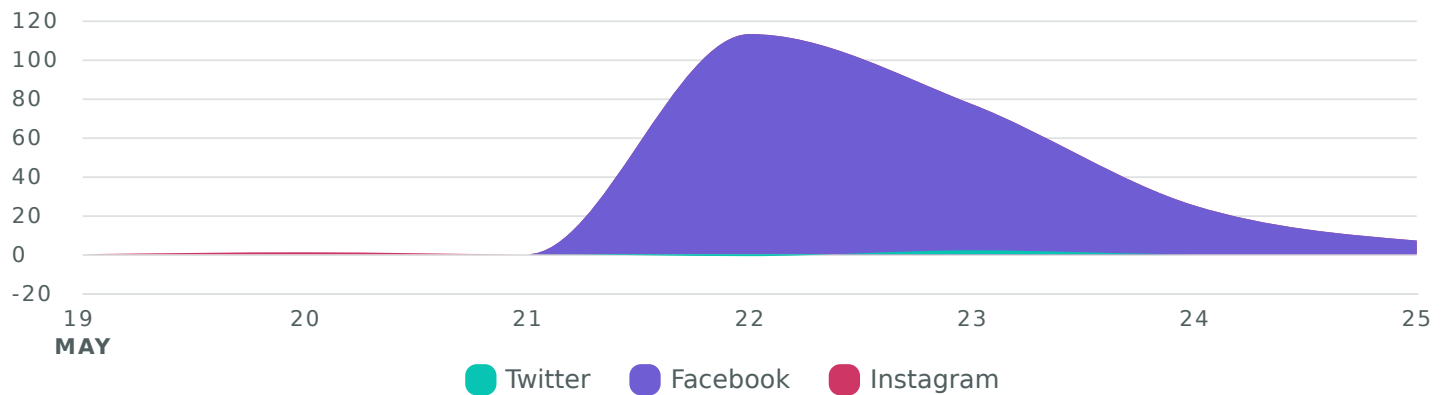
View your key profile performance metrics from the reporting period.

Impressions 175,620 ↗4,690.5%	Engagements 34,006 ↗50,655.2%	Post Link Clicks 2,205 ↗—
Engagement Rate (per Impression) 19.4% ↗959.5%		

Audience Growth

See how your audience grew during the reporting period.

Net Audience Growth, by Day



Audience Metrics

Totals

% Change

Total Audience

5,448**↗4.5%**

Total Net Audience Growth

222**↗22,100%**

Twitter Net Follower Growth

1**↗200%**

Facebook Net Page Likes

220**↗21,900%**

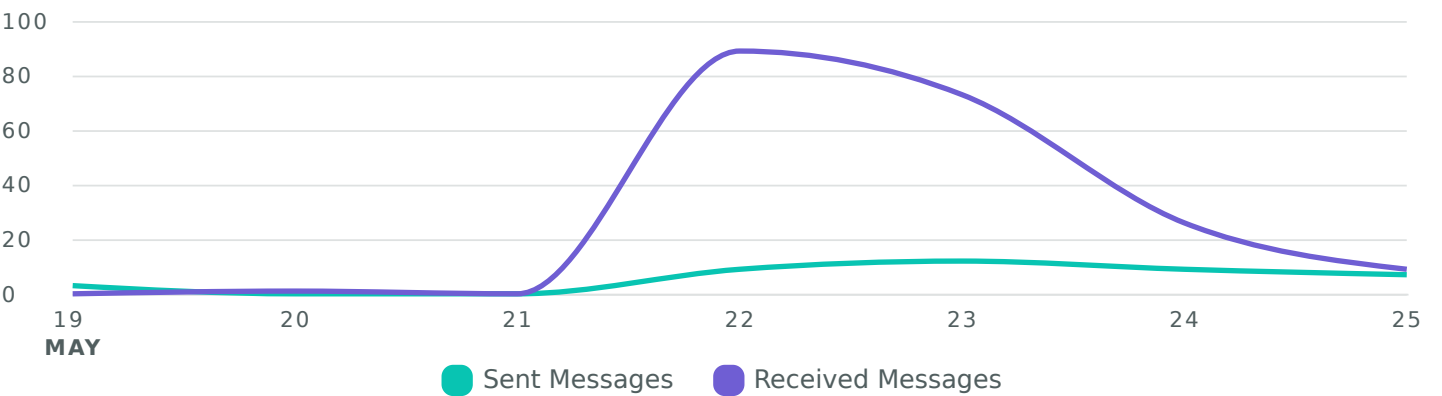
Instagram Net Follower Growth

1**→0%**

Message Volume

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

Messages per Day



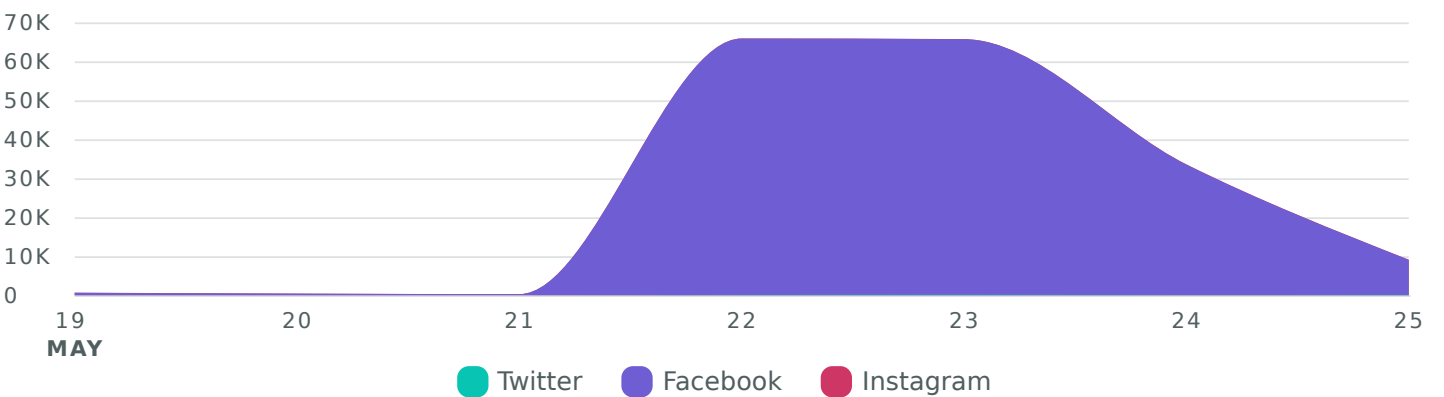
Sent Messages Metrics	Totals	% Change
Total Sent Messages	40	↗150%
Twitter Sent Messages	8	↗100%
Facebook Sent Messages	26	↗225%
Instagram Sent Messages	6	↗50%

Received Messages Metrics	Totals	% Change
Total Received Messages	198	↗6,500%
Twitter Received Messages	5	↗400%
Facebook Received Messages	191	↗9,450%
Instagram Received Messages	2	↗—

Impressions

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

Impressions, by Day

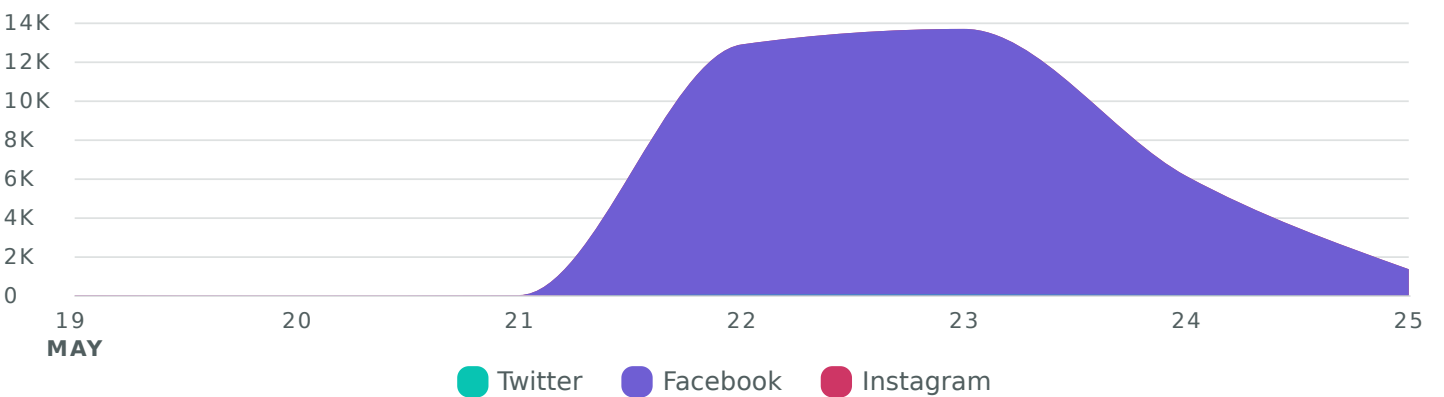


Impression Metrics	Totals	% Change
Total Impressions	175,620	↗4,690.5%
Twitter Impressions	347	↗85.6%
Facebook Impressions	175,030	↗5,208.8%
Instagram Impressions	243	↗33.5%

Engagement

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

Engagements, by Day

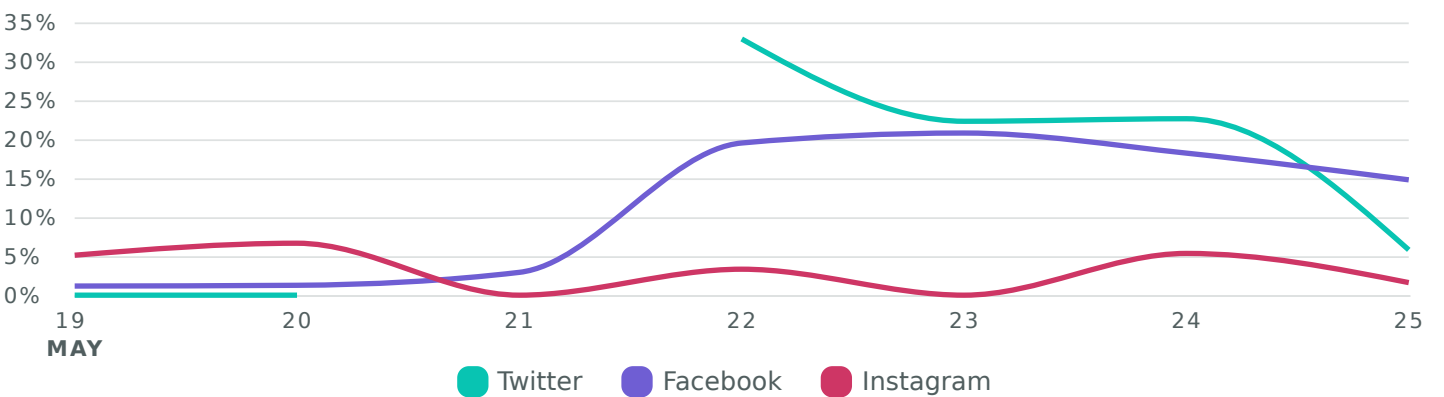


Engagement Metrics	Totals	% Change
Total Engagements	34,006	↗50,655.2%
Twitter Engagements	68	↗750%
Facebook Engagements	33,930	↗59,426.3%
Instagram Engagements	8	↗300%

Engagement Rate

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

Engagement Rate (per Impression), by Day

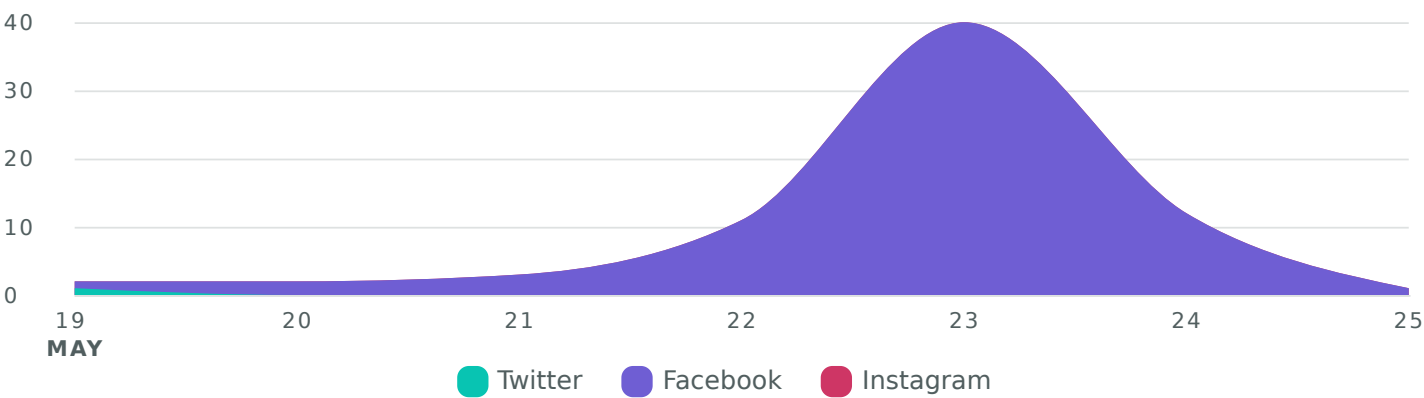


Engagement Rate Metrics	Rate	% Change
Engagement Rate (per Impression)	19.4%	↗959.5%
Twitter Engagement Rate	19.6%	↗358.1%
Facebook Engagement Rate	19.4%	↗1,021.3%
Instagram Engagement Rate	3.3%	↗199.6%

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	71	↘46.2%
Twitter Video Views	1	↘88.9%
Facebook Video Views	70	↘25.5%
Instagram Post 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	5,448	222	25	175,620	34,006	19.4%	71
May 19, 2023 - May 25, 2023	↗ 4.5%	↗ 22,100%	↗ 56.3%	↗ 4,690.5%	↗ 50,655.2%	↗ 959.5%	↘ 46.2%
Compare to	5,213	1	16	3,666	67	1.8%	132
May 12, 2023 - May 18, 2023							
 @LenaweeHD	487	1	8	347	68	19.6%	1
 Lenawee County Health Department	4,526	220	11	175,030	33,930	19.4%	70
 lenaweehealth	435	1	6	243	8	3.3%	0