

IT / EQUALIZATION COMMITTEE

Martin D. Marshall
County Administrator

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lenawee.mi.us



MEMBERS

Chris Wittenbach, John Lapham, Dawn Bales

AGENDA: Thursday, May 6, 2021 – 1:30 p.m.

**In compliance with the State of Michigan authorization of electronic meetings,
this meeting will be held via ZOOM*

Join Zoom Meeting

<https://us02web.zoom.us/j/84102916895?pwd=L3pPS0N5OUVocUFKVTFwUXAxd3RBdz09>

Meeting ID: 841 0291 6895

Passcode: 609779

Phone In

(877) 853-5247 US Toll-free

(888) 788-0099 US Toll-free

****Addition to the Agenda**

I. Approval of Minutes – April 1, 2021

II. Information Technology

A. Finance Report

1. Project Closing CPTECH.1402
2. Project Closing CPTECH.2003

B. Department Reports / System Concerns

C. IT Report

D. Updates / Other Business

III. Equalization

A. CAMA Standards

B. Updates / Other Business

IV. Adjournment

Capital Fund - Technology Division
May 4, 2021

Proj #	DESCRIPTION	BUDGET	PTD	BALANCE
REVENUE PROJECTS				
CPTECH 2101	Quarterly Appropriation	270,000.00	135,000.00	135,000.00
		<u>270,000.00</u>	<u>135,000.00</u>	<u>135,000.00</u>
EXPENSE PROJECTS				
CPTECH 1402	Computer Replacement	120,000.00	114,815.94	5,184.06
CPTECH 1801	Fiber Network Upgrade	25,000.00	21,232.81	3,767.19
CPTECH 1902	VIQ Courtroom Project	91,115.29	67,457.48	23,657.81
CPTECH 1904	JUD Bldg - Camera Upgrade	15,000.00	11,078.50	3,921.50
CPTECH 2003	2020 Computer Replacement Program	50,000.00	1,912.62	48,087.38
CPTECH 2102	CISCO Phone Refresh	50,000.00	-	50,000.00
CPTECH 2103	2021 UPS Replacement	15,000.00	-	15,000.00
CPTECH 2104	Detective Room Video Jail	35,000.00	-	35,000.00
CPTECH 2105	2021 Computer Replacement	50,000.00	18,402.30	31,597.70
CPTECH 2106	2021 Server Replacement	60,000.00	29,299.54	30,700.46
CPTECH 2107	2021 License Renewal	40,000.00	-	40,000.00
CPTECH 2108	Ditigal Microfilm Scanner	6,665.00	6,665.00	-
		<u>557,780.29</u>	<u>270,864.19</u>	<u>286,916.10</u>
NET CHANGE IN FUND		(287,780.29)	(135,864.19)	(151,916.10)

Standing of Capital Fund: Technology Division as of 05/04/2021

Beginning fund balance:	223,472.43	(unaudited)
2021 revenues:	135,000.00	
2021 expenses:	<u>55,236.84</u>	
Current fund balance	303,235.59	



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: IT/Equalization Committee

Date of meeting: May 6, 2021

FROM: Scott Holtz, Finance Director

Title: Recommend closing Project
CPTECH.1402 – Computer Replacement

DEPT: Administration

Description of request	Recommend closing Project CPTECH.1402 – Projects for Computer Replacement are now set up yearly for computer replacement, along with an appropriation through the Capital Fund.
Amount Requested:	n/a
Account Number:	n/a
List Attachments:	n/a

Prepared by	sah
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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.



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: IT/Equalization Committee

Date of meeting: May 6, 2021

FROM: Scott Holtz, Finance Director

Title: Recommend closing Project CPTECH.2003 – 2020 Computer Replacement

DEPT: Administration

Description of request	Recommend closing Project CPTECH.2003 – Projects for Computer Replacement are now set up yearly for computer replacement, along with an appropriation through the Capital Fund.
Amount Requested:	n/a
Account Number:	n/a
List Attachments:	n/a

Prepared by sah

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Information Technology Work Report

-

For the month of
April 2021

Project Name	Current and Projected Status											
2017 CIP - Fiber Ring	○	●	●	●								
2021 CIP - Computer Replacement Program	○	●	●	○								
2021 CIP - Detective Bureau Interview Room Video System	○	●	●	○								
2021 CIP- Lenawee County Cisco System Refresh	●	●	●	●								
2021 CIP - Robertson UPS Replacement	○	○	○	●								
2021 CIP - Server Replacement - Expansion	○	●	●	●								
2021 CIP - Windows CAL and Server Licenses	○	○	●	●								
2021 CIP - Digital Microfilm Scanner	●	●	●	○								
2020 CIP UPS Replacement	●	●	●	●								
2020 CIP Computer Replacement	●	●	●	○								
2019 CIP VIQ Update	●	●	●	●								
2019 CIP PA SQL Upgrade (Onbase software update)	●	●	●	●								
Courthouse Building Project	●	●	●	●								

Active

On Hold/No Action

Completed/Closed

Canceled

●

○

✓

✖

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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IT Department Overview		1998	2008	2010	2011	2012	2013	2014	2015	2017	2018	2020	2021
IT Director	MR	1	1	1	1	1	1	1	1	1	1	1	1
IT Full-Time Employee's	MR	3	4	4	4	4	4	4	4	4	4	4	4
IT Part-Time Employee or Contract	MR	1	1	2	2	1	1	1	1	1	1	1	1
Buildings (with Lenawee IT resources)	MR	?	12	13	15	15	15	15	15	18	19	19	19
PC's/Workstations	BeR	125	270	398	402	404	392	392	399	410		550	
Internal Users (FTE)	MR	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	365	371	
Internal User (PT)	MR	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	233	185	
External Users (Citrix,MDT,Election,Public Term, VPN)	BeR	30	81	98	98	98	98	108	No Audit	244	379	415	
Servers/PC hosting Applications	BeR	3	25	40	40	40	40	55	97	No Audit	No Audit	No Audit	
Switches / Router / Voice Gateways	BiR	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	20?	44
Cameras	MH	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	20+?	40
Networked Printers/Copiers	BeR	40	85	113	90	106	129	129	127	138	No Audit	180	
Applications	BeR	33	74	103	103	103	103	113	No Audit	163	No Audit	175	
Firewalls	MR	1	5	5	4	4	4	2	3	3	3	4	4
Video Conferencing	MH	0	3	6	6	6	6	8	No Audit	9	9	12	14
Phones/Faxes/Virtual Phones	MH	0	583	600	600	600	600	600	609	616	No Audit	514	598
Directory Numbers	MH	0	784	814	814	814	814	814	839	1157	No Audit	1230	1232
Voice Mail Users	MH	0	418	490	490	490	490	490	451	471	No Audit	424	424
Wireless Cell/Data Cards	EM	0	130	202	202	202	202	127	No Audit	153	No Audit	No Audit	
Access Points	BiR	0	3	3	4	7	31	35	30	32	No Audit	54	54
Storage Area Networks (SAN)	MR	0	2	4	6	6	6	8	8	4	5	4	4
Battery Backup UPS (includes towers)	MH	3	22	24	22	22	22	24	24	41	No Audit	43	43
Radio Towers with IT resources	BiR	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	11	11	11	11
Budgeted Positions	MR	540	663	668	634	587	594	No Audit	No Audit	No Audit	No Audit	No Audit	

CAMA (Computer Assisted Mass Appraisal) Data Standards

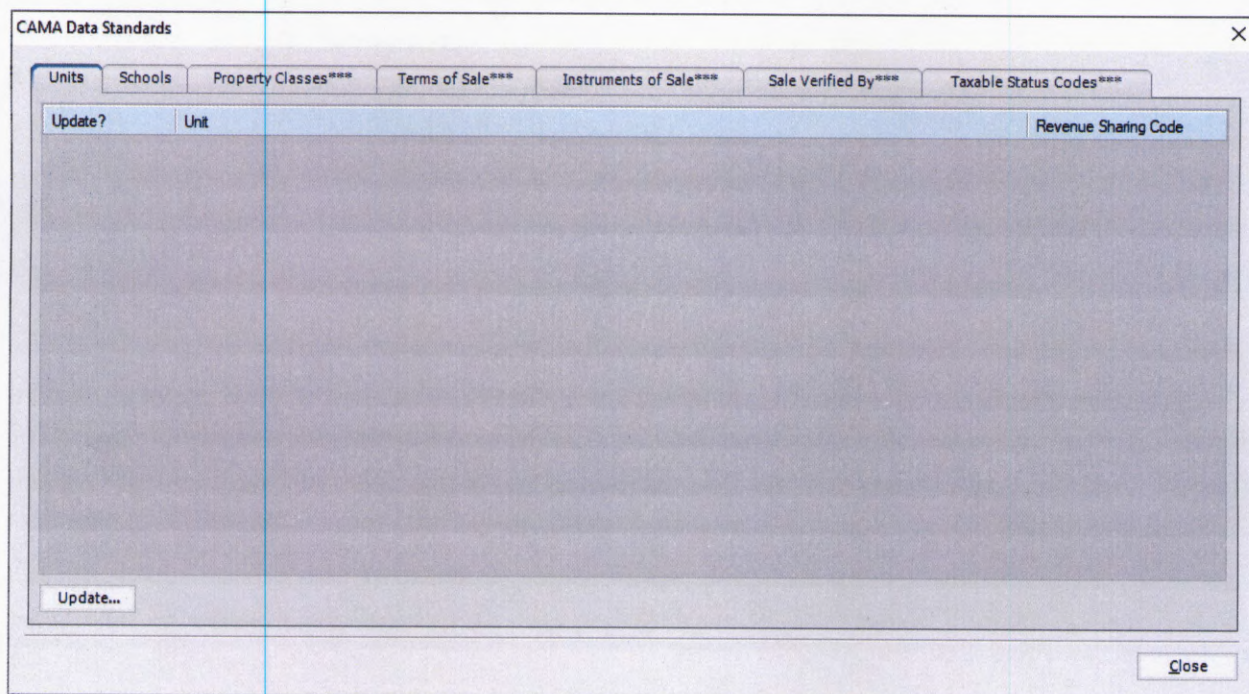
Requirement for Assessor to bring data into a uniformity across the State.

Phase I – May 2020 – included School and Government Unit Codes. – For the 2021 Roll – This has been completed.

Phase II – May 2021 – includes Property Classes; Terms of Sales; Instruments of Sale; Sale Verified by; Taxable Status Codes. – For the 2022 Roll

Every time we open up BS&A if the database is not in compliance, the program will alert us with a pop-up, and a yellow hazard sign appears in the Status Bar. It will continue until all Property Classes, Taxable Statuses, Terms of Sales, Instruments of Sale, and Sales Verified By are fixed.

When you click on the yellow hazard sign this box will appear:



Any tab that has asterisks indicate issues that need to be fixed.

Starting with the property class, I have been emailing the assessors asking for input on the class changes.

I have updated the codes that are in both lists, which when updated the description now is from the CAMA Data Standards. Example – all the 409 – Residential BLL properties now show - 409 – Residential – Vacant Waterfront.

There were other classes that I could change in a group, if the assessors responded and said to go ahead and change theirs. – Example – 105 DNR PILT to 102 – Agricultural – Vacant; 209 – Commercial BLL to 210 – Commercial BLL – only 2 assessors responded.

Property Classes: This is our list of property classes:

Code	Description
002	Retired Personal
014	Exempt, 014
051	051 Exempt
070	Non-Assessable Common Element
090	090, Exempt
091	091, Exempt
092	092, Exempt
093	093, Exempt
095	095, Exempt- MNEA
098	Ref. Real
099	Ref Personal
101	Agricultural
105	105, DNR PILT
201	Commercial
207	Commercial
208	Commercial
209	Commercial BLL - Building on Leased Land
211	Commercial BLL - Building on Leased Land
225	225 - OPRA Commercial
258	Commercial Personal
301	Industrial
307	Industrial Rehab
308	Industrial
309	Industrial BLL
311	Industrial BLL
357	IFT Personal Rehab
358	IFT PP New 1/2 Mills
401	Residential
409	Residential BLL
411	Residential BLL
701	Exempt Federal
702	Exempt State Property
703	Exempt County
704	Exempt Public Schools
705	Exempt Other Real Property
707	Exempt Personal Prop All
708	Exempt Religious
709	Exempt Non-Profit Education
990	New Class -990 (Special Real)

Property Class Codes

Code	Description	Class Type	Category
001	Retired Split / Combine	Reference Real	Real
002	New Split / Combine	Reference Real	Real
003	Reference Personal	Reference Personal	Personal
004	Reference Special Acts Real	Reference Special Real	Special Real
005	Reference Special Acts Personal	Reference Special Personal	Special Personal
006	Non-Assessable Permanent Reference	Reference Permanent	Real
101	Agricultural - Improved	Agricultural	Real
102	Agricultural - Vacant	Agricultural	Real
110	AG - Building on Leased Land	Agricultural	Real
111	AG - Leasehold Improvements	AG Personal	Personal
151	AG - Personal Property	AG Personal	Personal
160	AG - Conservation Reserve Restricted	Agricultural	Real
201	Commercial - Improved	Commercial	Real
202	Commercial - Vacant	Commercial	Real
207	Commercial Condominiums	Commercial	Real
210	Commercial Building on Leased Land	Commercial	Real
211	Commercial - Leasehold Improvements	Commercial Personal	Personal
251	Commercial Personal	Commercial Personal	Personal
260	Commercial - Conservation Reserve Restricted	Commercial	Real
301	Industrial - Improved	Industrial	Real
302	Industrial - Vacant	Industrial	Real
307	Industrial Condominiums	Industrial	Real
310	Industrial Building on Leased Land	Industrial	Real
311	Industrial - Leasehold Improvements	Industrial Personal	Personal
351	Industrial - Personal Property	Industrial Personal	Personal
352	Industrial - Personal Property Solar / Wind	Industrial Personal	Personal
401	Residential - Improved	Residential	Real
402	Residential - Vacant	Residential	Real
407	Residential Condominiums	Residential	Real
408	Residential - Improved Waterfront	Residential	Real
409	Residential - Vacant Waterfront	Residential	Real
410	Residential Building on Leased Land	Residential	Real
411	Residential Leasehold Improvements	Residential Personal	Personal
451	Residential Personal	Residential Personal	Personal
460	Residential - Conservation Reserve Restricted	Residential	Real
501	Timber Cutover - Improved	Timber Cutover	Real
502	Timber Cutover - Vacant	Timber Cutover	Real
551	Utility Personal Property	Utility Personal	Personal
601	Developmental - Improved	Developmental	Real
602	Developmental - Vacant	Developmental	Real
610	Developmental Building on Leased Land	Developmental	Real

CAMA Data Standards

Units	Schools	Property Classes****	Terms of Sale****	Instruments of Sale****	Sale Verified By****	Taxable Status Codes****
Update?	Current Code	Description	STC Value	STC Description	Records	
☐	014	EXEMPT, 014			2	X
☐	051	051EXEMPT			11	X
☐	070	NON-ASSESSABLE COMMON ELE			7	X
☐	090	090 EXEMPT			462	X
☐	091	091 Exempt			843	X
☐	092	092 Exempt			472	X
☐	093	093 EXEMPT			42	X
☐	095	095 EXEMPT - MNEA			0	X
☐	098	REF REAL			242	X
☐	099	REF PERSONAL			650	X
☐	105	105 DNR PILT			3	X
☐	208	208 COMMERCIAL			1	X
☐	209	209 COMMERCIAL BLL			6	X
☐	225	225 OPRA COMMERCIAL			2	X
☐	258	258 COMMERCIAL PERSONAL			0	X

Update Property Classes

Close

CAMA Data Standards

Units	Schools	Property Classes****	Terms of Sale****	Instruments of Sale****	Sale Verified By****	Taxable Status Codes****
Update?	Current Code	Description	STC Value	STC Description	Records	
☐	225	225 OPRA COMMERCIAL			2	X
☐	258	258 COMMERCIAL PERSONAL			0	X
☐	308	308 INDUSTRIAL			119	X
☐	309	309 INDUSTRIAL BLL			4	X
☐	357	357 IFT PERSONAL REHAB			7	X
☐	358	358 IFT PP NEW 1/2 MILLS			298	X
☐	701	EXEMPT FEDERAL PROPERTY			14	X
☐	702	EXEMPT STATE PROPERTY			10	X
☐	703	EXEMPT COUNTY, CITY, TWP			137	X
☐	704	EXEMPT PUBLIC SCHOOLS AND			55	X
☐	705	EXEMPT OTHER REAL PROPERTY			12	X
☐	707	EXEMPT PERSONAL PROP ALL			1	X
☐	708	EXEMPT RELIGIOUS			48	X
☐	709	EXEMPT NON PROFIT EDUCATI			10	X
☐	990	New Class - 990			1	X

Update Property Classes

Close

The big challenge is the exempt class, as the CAMA has eliminated "Exempt" property classes. These parcels will need to be manually updated either on a case-by-case basis, or through the Set Fields tool, if we can identify a number of them that will utilize the same property class. The current & previous class and taxable status need to be changed. Example- we have a church owned parcel (Parsonage) that has a property class of 090, exempt. We will need to change it to 401 – Residential Improved and then change the taxable status to Exempt (211.75) – "House of public worship, and any parsonage owned by a religious society of this state & occupied as a parsonage....

Search Results

Number of Records: 36

Sort Index:

Code

Code	Description
EXEMPT (125.1601)	ECONOMIC DEVELOPMENT CORPORATIONS
EXEMPT (207.1)	ASSESSMENT OF CERTAIN PUBLIC UTILITIES
EXEMPT (207.407)	RAILROAD, CANAL AND TURNPIKE CORPORATIONS
EXEMPT (207.821)	MICHIGAN NEXT ENERGY AUTHORITY ACT
EXEMPT (211.781)	NONFERROUS METALLIC MINERALS EXTRACTION SEVERANCE TAX
EXEMPT (211.7AA)	MUNICIPAL WATER AUTHORITY
EXEMPT (211.7FP)	FEDERAL PROPERTY
EXEMPT (211.7GG)	PROPERTY HELD BY LAND BANK FAST TRACK AUTHORITY
EXEMPT (211.7HH)	QUALIFIED START-UP BUSINESS
EXEMPT (211.7IG)	INDIAN GAMING
EXEMPT (211.7II)	PROPERTY USED BY INNOVATIONS CENTER IN CERTIFIED TECHN
EXEMPT (211.7IL)	ALLOTTED INDIAN LANDS HELD IN TRUSE BY THE UNITED STATES
EXEMPT (211.7JJ)	FEDERALLY QUALIFIED HEALTH CENTER
EXEMPT (211.7L)	STATE PROPERTY
EXEMPT (211.7M)	COUNTY, TOWNSHIP, CITY, VILLAGE, SCHOOL DISTRICT, PARKS
EXEMPT (211.7MM)	RETAIL STORE OF CHARITABLE NON-PROFIT HOUSING ORGANIZA
EXEMPT (211.7N)	NON-PROFIT THEATER, LIBRARY, EDUCATIONAL, SCIENTIFIC INS
EXEMPT (211.7O)	NON-PROFIT CHARITABLE INSTITUTION
EXEMPT (211.7OO)	LOW GRADE IRON ORE PROPERTY
EXEMPT (211.7P)	MEMORIAL HOMES OR POSTS
EXEMPT (211.7PP)	MINERAL AND OPEN MINE PROPERTY
EXEMPT (211.7Q)	BOY OR GIRL SCOUT OR CAMPFIRE GIRL'S ORGANIZATION; 4-H C
EXEMPT (211.7QQ)	MINERAL PRODUCING PROPERTY
EXEMPT (211.7R)	CERTAIN CLINICS
EXEMPT (211.7S)	HOUSES OF PUBLIC WORSHIP; PARSONAGE
EXEMPT (211.7T)	BURIAL GROUNDS, RIGHTS OF BURIAL, TOMBS AND MONUMENTS
EXEMPT (211.7UU)	ACT INAPPLICABLE TO NON-PROFIT RAILWAY
EXEMPT (211.7V)	PROPERTY OF CERTAIN (PAYING SPECIFIC TAX) AND RAILROADS
EXEMPT (211.7W)	PROPERTY OF AGRICULTURAL SOCIETY USED PRIMARILY FOR FAI
EXEMPT (211.7X)	PARKS, MONUMENT GROUND OR ARMORY, PROPERTY LEASED BY
EXEMPT (211.7Y)	LANDING AREA
EXEMPT (211.7Z)	SCHOOL
EXEMPT (324.3701)	WATER POLLUTION CONTROL FACILITIES
EXEMPT (324.5901)	AIR POLLUTION CONTROL FACILITIES
EXEMPT (OTHER)	
TAXABLE	TAXABLE

Clear Field

Reset Columns

Then we need to do the same thing fixing the Terms of Sales; Instruments of Sale; Sale Verified By;

The Instruments of Sale are:

WD – Warranty Deed
SD – Sheriff's Deed
QC – Quit Claim
PTA – Property Transfer Affidavit
OTH- Other
MLC – Memo of Land Contract
LC – Land Contract
CD – Covenant Deed
AFF – Affidavit

Most of these are corrected, or will be after the outside users' updates are imported.

Sale Verification:

Agent
Buyer/seller
Deed
Not Verified
Other
Property Transfer Affidavit
Realtor
Real Property Statement
Title Company

The majority of these are corrected, or will be after the outside users' update are imported.

Most of these are corrected – The parcels that have the Miscellaneous code need updated. The newer sales have been updated. We did change a lot of the older sales to the code 21 – Not used. We had codes that are not in compliance with the CAMA codes. Example we would use the code – Joint Tenancy when the deed showed 1 owner deeding to themselves and an additional owner as joint tenants. Since this code is not an option, we can use either 21 – Not used or 09 – Family sale. We wouldn't know which to use without going back and researching the deed, but since they are older and neither one is used in the study we used 21 – Not used. That would be a call that each assessor can make.

Define Terms of Sale

Number	Terms of Sale	L-4015 (Form 4618)
01	Abandonment	Reference
02	Abated	Reference
03	Arm's Length	Conventional/Creative
04	Buyers interest in a LC	Reference
05	Correcting Title	Reference
06	Court Judgement	Reference
07	Death Certificate	Reference
08	Estate	Reference
09	Family Sale	Reference
10	Foreclosure	Reference
11	From Lending Institution Exposed	Conventional
12	From Lending Institution Not Exposed	Reference
13	Government	Reference
14	Into / Out of Trust	Reference
15	Lady Bird	Reference
16	LC Payoff	Reference
17	Lending to Lending	Reference
18	Life Estate	Reference
19	Multi Parcel Arm's Length	Conventional/Reference
20	Multi Parcel Sale Ref	Reference
21	Not Used	Reference
22	Outlier	Not Used
23	Part of Ref	Reference
24	Partial Assessment	Not Used
25	Partial Construction	Not Used
26	Partial Interest	Reference
27	Redemption	Reference
28	Relocation	Reference
29	Sellers Interest in a LC	Conventional/Reference
30	Short Sale	Reference
31	Split Improved	Not Used
32	Split Vacant	Not Used
33	To Be Determined	Conventional
34	To Lending Institution	Reference
35	Under Duress	Reference