

IT / EQUALIZATION COMMITTEE

Martin D. Marshall
County Administrator

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



MEMBERS

Chris Wittenbach, John Lapham, Dawn Bales

AGENDA: Thursday, April 1, 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/81237306032?pwd=Vlp3WXZJL09KTzI2b0trT3ZXc2lvZz09>

Meeting ID: 812 3730 6032

Passcode: 173436

Phone In

(877) 853-5247 US Toll-free

(888) 788-0099 US Toll-free

I. Approval of Minutes – March 4, 2021

II. Information Technology

- A. Finance Report
- B. Department Reports / System Concerns
- C. IT Report
- D. Updates / Other Business

III. Equalization

- A. Designated Assessor Timeline
- B. Updates / Other Business

IV. Adjournment

Capital Fund - Technology Division
March 31, 2021

Proj #	DESCRIPTION	BUDGET	PTD	BALANCE
REVENUE PROJECTS				
CPTECH 2101	Quarterly Appropriation	270,000.00	67,500.00	202,500.00
		<u>270,000.00</u>	<u>67,500.00</u>	<u>202,500.00</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 1903	PA Software Upgrade	5,749.98	4,999.98	750.00
CPTECH 1904	JUD Bldg - Camera Upgrade	15,000.00	11,078.50	3,921.50
CPTECH 1906	Voice Gateway	282,821.40	282,821.40	-
CPTECH 2003	2020 Computer Replacement Program	50,000.00	1,912.62	48,087.38
CPTECH 2005	UPS Replacement	15,000.00	14,918.33	81.67
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>861,351.67</u>	<u>573,603.90</u>	<u>287,747.77</u>
NET CHANGE IN FUND		(591,351.67)	(506,103.90)	(85,247.77)

Standing of Capital Fund: Technology Division as of 03/31/2021

Beginning fund balance:	223,472.43	(unaudited)
2021 revenues:	67,500.00	
2021 expenses:	<u>55,236.84</u>	
Current fund balance	235,735.59	



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: IT/Equalization Committee

Date of meeting: April 1, 2021

FROM: Scott Holtz

Title: Recommend closing project
CPTECH.1402

DEPT: Administrator's Office

Description of request	Recommend to close project CPTECH.1402 – For tracking and reporting purposes, computer replacements are now receiving their own yearly project number.
Amount Requested:	n/a
Account Number:	n/a
List Attachments:	n/a

Prepared by SHoltz

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: April 1, 2021

FROM: Scott Holtz

Title: Recommend closing project
CPTECH.1903

DEPT: Administrator's Office

Description of request	Recommend to close project CPTECH.1903 – This project has been completed and the last expense occurred in December 2019.
Amount Requested:	n/a
Account Number:	n/a
List Attachments:	n/a

Prepared by SHoltz

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LENAWEE COUNTY
MICHIGAN

Action Request Form

To: IT/Equalization Committee

Date of meeting: April 1, 2021

FROM: Scott Holtz

Title: Recommend closing project
CPTECH.1906

DEPT: Administrator's Office

Description of request	Recommend to close project CPTECH.1906 – Voice Gateway has been completed.
Amount Requested:	n/a
Account Number:	n/a
List Attachments:	n/a

Prepared by SHoltz

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LENAWEE COUNTY
MICHIGAN

Action Request Form

To: IT/Equalization Committee

Date of meeting: April 1, 2021

FROM: Scott Holtz

Title: Recommend closing project
CPTECH.2003

DEPT: Administrator's Office

Description of request	Recommend to close project CPTECH.2003 – Yearly Computer Replacements are now receiving their own yearly project number.
Amount Requested:	n/a
Account Number:	n/a
List Attachments:	n/a

Prepared by SHoltz

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LENAWEE COUNTY
MICHIGAN

Action Request Form

To: IT/Equalization Committee

Date of meeting: April 1, 2021

FROM: Scott Holtz

Title: Recommend closing project
CPTECH.2005

DEPT: Administrator's Office

Description of request	Recommend to close project CPTECH.2005 – Project has been completed and last expenses were posted October 2020.
Amount Requested:	n/a
Account Number:	n/a
List Attachments:	n/a

Prepared by SHoltz

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Information Technology Work Report

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For the month of
March 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	☒	☒	☒										
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active On Hold/No Action Completed/Closed Canceled ☒ ☐ ☒ ☐													

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	