

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, March 4, 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/82430512360?pwd=YUtaU
mVBY0prN1VsdHA3N2NaRldndz09](https://us02web.zoom.us/j/82430512360?pwd=YUtaU
mVBY0prN1VsdHA3N2NaRldndz09)

Meeting ID: 824 3051 2360

Passcode: 055041

Phone In

(877) 853-5247 US Toll-free

(888) 788-0099 US Toll-free

I. Approval of Minutes – February 4, 2021

II. Information Technology

- A. Finance Report
- B. Department Reports / System Concerns
- C. IT Report
- D. Electronic File Transfer Solution
- E. Updates / Other Business

III. Equalization

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

IV. Adjournment

Capital Fund - Technology Division
February 28, 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	132,831.34	(12,831.34)
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	-	50,000.00
CPTECH 2106	2021 Server Replacement	60,000.00	-	60,000.00
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>537,252.46</u>	<u>324,099.21</u>
NET CHANGE IN FUND		(591,351.67)	(469,752.46)	(121,599.21)

Standing of Capital Fund: Technology Division as of 02/28/2021

Beginning fund balance:	223,472.43	(unaudited)
2021 revenues:	67,500.00	
2021 expenses:	<u>18,885.40</u>	
Current fund balance	272,087.03	



Information Technology Work Report

-

For the month of
February 2021

Project Name		Current and Projected Status											
2017 CIP - Fiber Ring	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											

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	

Assessor Reform

- 12/28/2018 - Public Act 660 of 2018 was approved by Governor Snyder and amended the General Property Tax.
- 12/17/2019 – Memorandum Regarding Property Assessing Reform Process (PAR) & Board of Review – Subject: Property Assessing Reform (PAR) – The internal PAR team has been meeting to discuss in detail the task involved in development of various Bulletins, guidance, training materials and other informational materials that will need to be released over the next year to implement PAR.
- 06/09/2020 – Bulletin 8 of 2020 – Overview of Audit Process & Designated Assessor under Public Act 660 of 2018 - Designated Assessor is the individual selected and agreed to by the County Board of Commissioners and a majority of the assessing districts within that county, subject to final approval of the STC.
- 06/2020 - STC approved Petition for Approval of Designated Assessor to be filed with the interlocal agreement
- 07/2020 – Spoke with Administrator Marshall about the Designated Assessor, that no one has showed an interest. The STC stated if the Equalization Director was to apply it was as an individual, not the department. I told him I was not interested as an individual because I may retire prior to the 5-year term and I didn't want it to go with me.
- 08/04/2020 – Sent emails to local assessors that are certified at the MAAO & MMAO level inquiring about interest in becoming the Designated Assessor. I had 2 assessors respond with No. Amanda said she would do it if no one else would. Kristen said she would look into it more. I didn't hear from the other 3.
- 11/2020 – STC changed and said the if the Equalization Director was to be the Designated Assessor, it was as the department, not the individual.
- 11/03/2020 – Sent emails to 5 local assessors that did not say “No” to the inquire on 8/4/20, asking for a Proposal which included a draft Inter-local Agreement – deadline to submit was 11/13/2020
- 11/03/2020 – Spoke with Administrator Marshall about sending out the RFP and he asked me to submit one as the Equalization Director. I had expressed concerns about retiring prior to the 5-year term. What would need to be done. I submitted a proposal per Marty's request.
- 11/03/2020 – 11/12/2020 – Amanda called and inquired a little more, then said she was not interested. Chris & Stephanie both said they were not submitting a proposal. Kristen and Carrie never responded.

- 11/13/2020 – I went to Administrator Marshall and told him that my proposal was the only one received. I asked if he thought I should extend the deadline and we both agreed that it wouldn't change the outcome.
- 12/09/2020 – County Board of Commissioners approved Inter-local Agreement for Designated Assessor for the period 01/01/2021 – 12/31/2025
- 12/10/2020 – sent emails to the Supervisors/City Managers with the Approved Interlocal Agreement asking them to review it. If they were in concurrence, that I would need a signed copy. If they were not in concurrence, could they let me know that as well.
- 12/10/2020 – 12/12/2020 – received inquiries from jurisdictions with questions, or just stating they would take it to the January meeting. Some were able to get it to the December meeting.
- 12/11/2020 – 12/31/2020 – received 8 signatures
- 01/15/2021 - received email from Will Gast, Departmental Specialist Property Services Division Michigan Department of Treasury stating that as of 1/15/2021 the STC has not received a Designated Assessor submission.
- 01/15/2021 – I responded to the email stating that I had 12 of the 14 signatures and was waiting for a couple more. Received email on 1/14/2021 stating that 1 signature was being sent back to me via the mail.
- 01/20/2021 – I received the 14th signature, but still waiting on the mail for 1 that was sent out on 1/13/2021.
- 01/26/2021 – Received the signature in the mail and submitted the Inter-local agreement to the STC.