

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, January 7, 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/82621037111?pwd=TjZVV1hXVEhMMXNyaWp5NWtHODJlUT09>
Meeting ID: **826 2103 7111**
Passcode: **049549**

Phone In

(877) 853-5247 US Toll-free
(888) 788-0099 US Toll-free

- I. Approval of Minutes** – December 3, 2020
- II. Information Technology**
 - A. Finance Report
 - B. Department Reports / System Concerns
 - C. IT Report
 - ARF-Cisco Phone System
 - ARF-UPS Replacement
 - ARF-Detective Cameras
 - ARF-Computer Replacement
 - ARF-Replace Servers
 - ARF-Licensing Renewal
 - D. Digital Microfilm Scanner-Probate Court
- III. Equalization**
 - A. Updates / Other Business
- IV. Adjournment**

Capital Fund - Technology Division
December 31, 2020
UNAUDITED

Proj #	DESCRIPTION	BUDGET	PTD	BALANCE
REVENUE PROJECTS				
TECH2001	Quarterly Appropriation	140,000.00	140,000.00	-
		<u>140,000.00</u>	<u>140,000.00</u>	<u>-</u>
EXPENSE PROJECTS				
TECH1402	Computer Replacement	120,000.00	114,815.94	5,184.06
TECH1801	Fiber Network Upgrade	25,000.00	21,232.81	3,767.19
TECH1902	VIQ Courtroom Project	91,115.29	62,768.98	28,346.31
TECH1903	PA Software Upgrade	5,749.98	4,999.98	750.00
TECH1904	JUD Bldg - Camera Upgrade	15,000.00	10,893.50	4,106.50
TECH1906	Voice Gateway	282,821.40	282,821.40	-
TECH2003	2020 Computer Replacement Program	50,000.00	1,851.70	48,148.30
TECH2005	UPS Replacement	15,000.00	14,918.33	81.67
		<u>604,686.67</u>	<u>514,302.64</u>	<u>90,384.03</u>
NET CHANGE IN FUND		(464,686.67)	(374,302.64)	(90,384.03)

Standing of Capital Fund: Technology Division as of 12/31/2020

Beginning fund balance:	277,472.07
2020 revenues:	140,000.00
2020 expenses:	<u>153,465.10</u>
Current fund balance	264,006.97



Information Technology Work Report

-

For the month of
December 2020

Project Name		Current and Projected Status											
2017 CIP - Fiber Ring	●								○	○	○	○	○
2020 CIP UPS Replacement									●	●	●	●	●
2020 CIP Judicial Camera Replacement (inside)									✓				
2020 CIP VMWare Server replacement									✓				
2020 CIP Computer Replacement	○								●	●	●	●	●
2019 CIP Judicial Camera Update (outside)	●								○	●	●	✓	
2019 CIP Domain Controller Project	●								✓				
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	1	1	1	1	1	1	1	1	1	1	1	
IT Full-Time Employee's	3	4	4	4	4	4	4	4	4	4	4	
IT Part-Time Employee or Contract	1	1	2	2	1	1	1	1	1	1	1	
Buildings (with Lenawee IT resources)	?	12	13	15	15	15	15	15	18	19	19	
PC's/Workstations	125	270	398	402	404	392	392	399	410		550	
Internal Users (FTE)	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	365	371	
Internal User (PT)	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)	30	81	98	98	98	98	108	No Audit	244	379	415	
Servers/PC hosting Applications	3	25	40	40	40	40	55	97	No Audit			
Switches / Router / Voice Gateways											20?	
Cameras											20+?	
Networked Printers/Copiers	40	85	113	90	106	129	129	127	138		180	
Applications	33	74	103	103	103	103	113	No Audit	163		175	
Firewalls	1	5	5	4	4	4	2	3	3	3	4	
Video Conferencing	0	3	6	6	6	6	8	No Audit	9	9	12	
Phones/Faxes/Virtual Phones	0	583	600	600	600	600	600	609	616		514	
Directory Numbers	0	784	814	814	814	814	814	839	1157		1230	
Voice Mail Users	0	418	490	490	490	490	490	451	471		424	
Wireless Cell/Data Cards	0	130	202	202	202	202	127	No Audit	153			
Access Points	0	3	3	4	7	31	35	30	32		54	
Storage Area Networks (SAN)	0	2	4	6	6	6	8	8	4	5	4	
Battery Backup UPS (includes towers)	3	22	24	22	22	22	24	24	41		43	
Radio Towers with IT resources	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	No Audit	11	11	11	
Budgeted Positions	540	663	668	634	587	594	No Audit	No Audit	No Audit	No Audit		



Action Request Form

To: IT/Equalization Committee

www.lenawee.mi.us

DATE:

JANUARY 6, 2021

FROM: Matt Richardson

To go before the Committee at the meeting set for

DEPT: Information Technology

DATE:

JANUARY 7, 2021

1) DESCRIPTION OF REQUEST

NOT TO EXCEED \$50,000 PER YEAR FOR 6 YEARS - LENAWEE COUNTY CISCO PHONE SYSTEM REFRESH - THE CURRENT QUOTE MINUS THE LEASE/FINANING FEES IS \$286,831.00.

Amount Requested: \$50,000 over 6 years

Account Number: CIP

List Attachments:

Request Submitted by:

Matt Richardson

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Request reviewed and is to be placed on the agenda:

Martin D. Marshall, Administrator

Date



Action Request Form

To: IT/Equalization Committee

www.lenawee.mi.us

DATE:

JANUARY 6, 2021

FROM: Matt Richardson

To go before the Committee at the meeting set for

DEPT: Information Technology

DATE:

JANUARY 7, 2021

1) DESCRIPTION OF REQUEST

NOT TO EXCEED \$15,000 ROBERTSON SERVER ROOM UPS REPLACEMENT - WE HAVE A 10+ YEAR OLD UPS THAT IS EXPERIENCING AGE AND HEAT ISSUES - FIRE DEPARTMENT WAS CALLED IN 2019 WHEN A BATTERY BANK WAS MALFUNCTIONING/OVERHEATING. THE UNIT IS NOW FUNCTIONING IN A NOMINAL FASHION, BUT SHOULD BE REPLACED.

Amount Requested: \$15,000

Account Number: CIP

List Attachments:

Request Submitted by:

Matt Richardson

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Martin D. Marshall, Administrator

Date



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To: IT/Equalization Committee

www.lenawee.mi.us

DATE:

JANUARY 6, 2021

FROM: Matt Richardson

DEPT: Information Technology

To go before the Committee at the meeting set for

DATE:

JANUARY 7, 2021

1) DESCRIPTION OF REQUEST

NOT TO EXCEED \$35,000 - DETECTIVE BUREAU INTERVIEW ROOM VIDEO SYSTEM - AXON

Amount Requested: \$35,000

Account Number: CIP

List Attachments:

Request Submitted by:

Matt Richardson

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Date



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DATE:

JANUARY 6, 2021

FROM: Matt Richardson

DEPT: Information Technology

To go before the Committee at the meeting set for

DATE:

JANUARY 7, 2021

**1) DESCRIPTION OF
REQUEST**

**NOT TO EXCEED \$50,000 - COMPUTER REPLACEMENT PROGRAM (ANNUAL
ALLOCATION)**

Amount Requested: \$50,000

Account Number: CIP

List Attachments:

**Request Submitted
by:**

Matt Richardson

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Martin D. Marshall, Administrator

Date



Action Request Form

To: IT/Equalization Committee

www.lenawee.mi.us

DATE:

JANUARY 6, 2021

FROM: Matt Richardson

DEPT: Information Technology

To go before the Committee at the meeting set for

DATE:

JANUARY 7, 2021

1) DESCRIPTION OF REQUEST

NOT TO EXCEED \$60,000 SERVER REPLACEMENT/EXPANSION - 1 TO REPLACE MULTIPLE AGING SERVERS, 1 TO INCREASE BACKUP SPACE, 1 TO MAKE ROOM FOR PA SERVER UPDATE/EXPANSION FROM 2019-2020.

Amount Requested: \$60,000

Account Number: CIP

List Attachments:

Request Submitted by:

Matt Richardson

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Martin D. Marshall, Administrator

Date



Action Request Form

To: IT/Equalization Committee

www.lenawee.mi.us

DATE:

JANUARY 6, 2021

FROM: Matt Richardson

To go before the Committee at the meeting set for

DEPT: Information Technology

DATE:

JANUARY 7, 2021

1) DESCRIPTION OF REQUEST

**NOT TO EXCEED \$40,000 - OUR MICROSOFT CLIENT LICENSING HAS EXPIRED.
- SUPPORT FOR SERVER 2008 ENDED ON JAN. 1, 2020 AND LENAWEЕ IS MOVING ITS 21 WINDOWS SERVER 2008 SERVER TO MICROSOFT SERVER 2016 AND 2019. EACH PERSON/DEVICE THAT CONNECTS TO OUR WINDOWS SERVERS NEEDS A CLIENT ACCESS LICENSE (CAL) TO ATTACH TO THE COUNTY. THIS PROJECT WILL UPDATE THE CAL FOR WINDOWS USERS, AND BEGIN THE PROCESS OF UPDATING THE 21 WINDOWS 2008 SERVERS. SOME OF THESE ARE IN THE PROCESS OF BEING MIGRATED.**

Amount Requested: \$40,000

Account Number: CIP

List Attachments:

Request Submitted by:

Matt Richardson

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Request reviewed and is to be placed on the agenda:

Martin D. Marshall, Administrator

Date



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: IT/Equalization Committee

Date of meeting: January 7, 2021

FROM: Shannon C. Elliott

Title:

Digital Microfilm Scanner

DEPT: Probate Court

Description of request	Probate Court needs a new Microfilm reader/scanner. The Court holds 898 rolls of files from the County's inception. The Court must provide these files for public viewing and copying if necessary. The current machine is archaic and no longer works. The court has looked at fixing the current machine but has found that, parts (if available) and labor would cost the County as much or more and the machine is likely to break down again. This machine is also used by the Circuit Court when they need microfilm viewing.
Amount Requested:	\$6,665.00
Account Number:	
List Attachments:	

Prepared by Shannon C. Elliott, Court Administrator

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10-15-2020

Lenawee County Probate Court

The ScanPro 2200 Plus Microfilm Scanner	\$ 6,665.00
Auto Scan Pro -Scanning at 100 Images/Minute.....	\$ included
UCC 510 Fiche/Aperture Card/16 & 35 MM Roll film Carrier.....	\$ included
7x32x Zoom Lens	\$ included
3 Year all parts and labor warranty.....	\$ included
Delivery, Set-up, and Training	\$ included

Your ScanPro 2200 Plus Comes with the following features & capabilities:

Power Scan Software
Handles all Microfilm Media- Fiche, Aperture Cards, 16&35 MM Microfilm Rolls & Cartridges
Scans at 2 images/second
6 Megapixel Camera
Up to 600 DPI Optical Resolution
OCR Capabilities
Automatic Image Clean up and Manual Image Clean Up
Scans in B/W to all File Formats (TIFF, PDF, JPEG)
360 Optical and Digital image rotations
Customizable Tool Bar
Scans to PC Folder or Net Work Folder, Flash Drive, Software Programs
Scan folder at PC Level Allows User to Gather Images by Case Number
USB 3 Interface for Scan to PC

****Warranty Information:**

Hardware: This Product comes with a 3 year all Parts and Labor warranty

LEDS are under warranty for the life of the product

Software Updates are FREE for the Life of the Product

Annual Service Agreement ..After Your 3 year Warranty Program an all-inclusive service program with all parts and labor is available for \$695.00/year

ScanPro Advantage Membership Program\$249.00/year. First 6 months free.

SMITH IMAGING SOLUTIONS

EQUIPMENT ORDER AGREEMENT

BILL TO**SHIP TO ***

SAME AS SHIP TO;		Lenawee County Probate Court	
		425 N Main Street	
		Adrian, MI. 49221	
		Attn: Heidi Ross	
PURCHASE ORDER ...		517-264-4613	SHIP TO FAX #

TERMS OF PAYMENT
TERMS ARE 15 days from delivery

QTY	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	9862201	Scanpro 2200 Digital Microfilm Scanner	\$6,665.00	\$6,665.00
		7x X 32x Zoom Lens-Included		
		UCC-510 Universal Carrier-included		
		3 Year parts and labor warranty-included		
		Auto Scan Pro-Included		
		I		
		Delivery, Installation, Training-included		
		Total from Accessories Sheet		

CUSTOMER CONTACT FOR CREDIT INFORMATION

NAME

PHONE#

TRADE-IN EQUIPMENT (List Main Unit First)

QTY	DESCRIPTION	NET ALLOWED

SPECIAL INSTRUCTIONS

PURCHASE PRICE (EXCLUDING TAXES): \$6,665.00

STATE SALES/ USE TAX: Exempt

INSTALLATION / DELIVERY CHARGE:

SUB-TOTAL: \$6,665.00

TRADE-IN ALLOWANCE:

MAINTENANCE AGREEMENT:

NET AMOUNT:**DOWN PAYMENT:****BALANCE DUE:** \$6,665.00**CUSTOMER ACCEPTANCE**

AUTHORIZED CUSTOMER SIGNATURE _____ SalesREP: Bruce Smith

SIGNER'S NAME (printed) _____

TITLE: _____

DATE: _____

Bruce Smith
616-550-4823

Smith Imaging Solutions
180 E Main #1, Rockford Mi.
Brucesmith.mi@gmail.com