OAKLAND COUNTY
Information Technology Leadership Group
Meeting Agenda

LEADERSHIP GROUP: LAND	**MEETING DATE: 4/28/2020**

GOAL(S): To help direct and allocate valuable IT development resources to initiatives and projects that are the most beneficial to the County organization.

TIME: 3:00PM	**LOCATION: Via Skype Meeting**

NEXT MEETING DATE: 7/28/2020	**TIME:**	3:00

Art chairing meeting today.

1. Approval of Minutes from January 28, 2020 Meeting-**Approved**

2. **Review 2019-2020 Master Plan Quarterly Status Report**:
   a. **Vacant position report**
   At 17 total vacant positions, 15 vacant positions last quarter. Filled one and had 3 departures. For 10% vacancy rate. At a hold status for now.
   b. **Review Planned Maintenance/Upgrades**-
   Enterprise GIS-GIS software upgrade.
   Assessing & Tax planned maintenance- Equal suite apps to cloud and equal reports pushed to the cloud.
   Master Plan Activity Status
   - #3- Tax Management System Program-completed first phase.
   - #4- EH Enterprise Imp-1st round completed.
   - #6-Land Records and Super Index Replacement RFP-RFP phase completed, and vendor selected.
   - #7-WRC Hach WIMS Phase 2-Working with WRC and vendors for data conversion.
   - #8-AAT Mandate Program Budget 2019-2020- doing CAMA changes.
   - #9-OCHD Mandate Program Budget 2019-2020-sizing completed for online food inspection results app.
   - #10-FMO BMS-Implementation Phase 2-Additional changes implemented at IT.
   - #11-WRC Asset Optimization- completed three additional phases in CAMS have one more GIS update to complete.
   - #12-GIS Enterprise Program-Last quarter hours used for enhancements for mailing labels.
   - #12A-GIS Enterprise Roadshow Program- animal shelter roadshow kick off meeting April 3rd.
   - #15-WRC Development Budget 2019-2020-last quarter completed phase 2.
   - #16-WRC-Nothstar Replacement Phase 1-kicked project off in January. Currently working on business requirements.
   - #17-RCOC Traffic Signal Management-working with road commission on requirements completed end of April.
   - #19-BS&A Developmental Budget 2019-2020- completed end of the year annual processes and Springfield rollover.

- #20B-LAMS Rewrite-Server Migration & Development Phase 1-On hold until June 1st because of resource constraints.
- #22-Facilities Resource Planning System-Facilities cancelled project.
- #23- FM CAMS Expansion-last quarter designed and built online dashboard.
- #24-CAMS Enterprise Enhancements 2019-2020- designed & implemented GIS desktop tools.

   c.   Master plan analysis
   For Land at 58% delivery
   Planned Maintenance at 64% delivery
   Support & Maintenance at 73% delivery
   Overall at 66% delivery for this group.
   Department overall-All groups at 70%.

Tammy spoke on Delivery: hoped to be at 75% target, lower than we'd like to be. Ran into resource constraints. The IT market is tight right now and is a challenge to hire people. Planned Maintenance had a hard deadline of January 2020, the 2008 servers were retired and took a lot of efforts on that procedure, and now the pandemic has taken a priority.

3. Proposed Master Plan Cuts due to COVID-19
    8,000 hours needed to be cut and attempted to cut 2,000 hours per group. It comprised of 200 unallocated hours. 3 projects with low priority. Property gateway roadmap 400 hours. Lams rewrite pushed hours to next master plan 800 hours. Facilities resource planning system customer request was cancelled 600 hours.

   Tammy Spoke: property gateway roadmap is method allowing access to land records. We evaluated technology at high level and decided if time in next two years to kick off project. Looked at user base and It is not necessarily mobile friendly, but most users use a desk such as a RE professional and title companies. Without appetite not worth doing currently. LAMS rewrite evaluated what could spend with resources had available and can not staff to deliver on time. Was pushed to next master plan. Motion: to pull out projects from current master plan-**APPROVED**

4. 2021-2022 IT Master Plan Requests to Size
- Requests to size approved via e-vote March and April 2020. IT will report back in July. 23 projects to size.
- Reminder-Projects that require software/hardware purchases must be identified in the department budget-validate with budget analyst. Any projects on the list require software or hardware to have a fund service for that piece of the project.
- Review Summary Spreadsheet by Leadership Group
   Land LG

   Adjourn- to next meeting, **July 28, 2020 @ 3:00PM.**