

# IT / EQUALIZATION COMMITTEE

**Kimberly L. Murphy**  
County Administrator

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## **MEMBERS**

*Chris Wittenbach, Dawn Bales, Dustin Krasny*

## **MEETING LOCATION**

Chambers  
301 N. Main Street  
Adrian, MI 49221

**AGENDA:** Thursday, May 5, 2022 – 1:30 p.m.

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- I. Approval of Minutes – April 7, 2022**
- II. Information Technology**
  - A. Finance Report
  - B. Department Reports / System Concerns
  - C. IT Report
  - D. Updates / Other Business
- III. Equalization**
  - A. Updates / Other Business
  - B. Public comment
- IV. Adjournment**

Capital Fund - Technology Division  
February 28, 2022  
UNAUDITED

| Proj #                  | DESCRIPTION                 | BUDGET            | PTD              | BALANCE           |
|-------------------------|-----------------------------|-------------------|------------------|-------------------|
| <b>REVENUE PROJECTS</b> |                             |                   |                  |                   |
| TECH2201                | Quarterly Appropriation     | 363,720.00        | 90,930.00        | 272,790.00        |
|                         |                             | <u>363,720.00</u> | <u>90,930.00</u> | <u>272,790.00</u> |
| <b>EXPENSE PROJECTS</b> |                             |                   |                  |                   |
| TECH1902                | VIQ Courtroom Project       | 91,115.29         | 67,457.48        | 23,657.81         |
| TECH2102                | Cisco Phone Refresh         | 50,000.00         | 463.63           | 49,536.37         |
| TECH2104                | Detective Room Video Jail   | 35,000.00         | -                | 35,000.00         |
| TECH2202                | 2022 Computer Replacement   | 50,000.00         | -                | 50,000.00         |
| TECH2203                | Server Replacement Project  | 60,000.00         | -                | 60,000.00         |
| TECH2204                | Badge/Card Printer/Software | 7,000.00          | -                | 7,000.00          |
| TECH2205                | Access Control Project      | 10,000.00         | -                | 10,000.00         |
| TECH2206                | Maintenance Department      | 12,200.00         | -                | 12,200.00         |
| TECH2207                | Medical Examiners' Office   | 9,900.00          | -                | 9,900.00          |
| TECH2208                | Citrix Upgrade              | 40,478.00         | -                | 40,478.00         |
| TECH2209                | Firewall Upgrade            | 44,050.00         | -                | 44,050.00         |
|                         |                             | <u>409,743.29</u> | <u>67,921.11</u> | <u>341,822.18</u> |
| NET CHANGE IN FUND      |                             | (46,023.29)       | 23,008.89        | (69,032.18)       |

Standing of Capital Fund: Technology Division as of 02/28/2022

|                         |               |
|-------------------------|---------------|
| Beginning fund balance: | 246,782.43    |
| 2022 revenues:          | 90,930.00     |
| 2022 expenses:          | <u>463.63</u> |
| Current fund balance    | 337,248.80    |



# Information Technology Work Report

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For the month of  
April 2022





IT/EQ meeting – May 5, 2022 @ 1:30

## **REPORTS**

Now that the Equalization Report is completed and approved, the L-4024 has been uploaded to the State's MEG (Michigan Equalization Gateway) System.

Working on the Millage Reduction Fractions for the 2023 millage rates. The L-4028, Millage Reduction Fraction (MRF) Computation, has been sent to the other counties that share jurisdictions with Lenawee. I am still waiting on 1 County to send me their information to complete the L-4028 IC. Once this is done, I will be sending out the information to the local units and school districts. (L-4034's (MRF Calculations Worksheet); L-4029's (Tax Rate Request)) to get ready for tax bills. The L-4028 is due to the State by May 16, and the L-4028IC is due June 6.

Working on the Summary Personal Property Report, which is due May 31<sup>st</sup>.

## **STUDIES**

Some of the letters have been sent out to start the field work for the parcel selected for the studies. They will be starting field work next week.

## **DATABASE**

Over the past weekend I created the new 2023 database and archived the 2022 database. I do this on the weekend because it takes a full day to run the reports from each database to make sure we are balanced and no one can be in the system.

## **ASSESSING – our units**

The field work has been completed for the sales through March 31<sup>st</sup>. The entry work started this week after creating the new database.