



Memorandum

To: Livingston County Board of Commissioners
From: Cindy Catanach, Deputy County Administrator/ Financial Officer
Date: February 10, 2021
RE: Resolution Authorizing a Budget Amendment to Carry Forward Approved Prior Year Projects into the Fiscal Year 2021 Budget

As part of the year-end close process, prior year purchase orders are reviewed to determine when the project is complete. The 2020 Purchase Order (PO) summary details the impacted funds, resolution, PO # with the initial order amount and balance requested to move forward into the 2021 budget.

For the General Fund, the Jail CCTV (Closed Circuit TV) upgrade installation for video call-up / intercom functionality was delayed as the vendor was unavailable to start and complete the project by December 31, 2020. These funds were approved in resolution 2020-09-229 to come from Capital Improvement Funds. We are requesting the same approval for 2021.

For the Livingston Essential Transportation Service (L.ET.S.) fund, the manufacturer had delays and was unable to deliver (3) transit vans and (2) LPG buses by December 31, 2020.

For Information Technology (I.T.) fund, the switch configuration project was not finalized until early January due to availability constraints in the vendor's schedule to finalize the project installation. In addition, the IT stock hardware order will be finalized by March 2021 due to manufacturer delays for the hardware ordered because of severe shortage of equipment due to the Coronavirus requirements and need for additional technology.

For your consideration is a resolution request to amend the current budget. This will bring previously Board approved projects forward so the expenses can be accounted for in the proper year.

Thank you for your consideration. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.