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TO: Livingston County Board of Commissioners
FROM: Elizabeth Hundley, County Clerk
RE: Renovation of County Clerk Vital Records Office
DATE: October 4, 2023

Dear Commissioners:

I am respectfully requesting authorization to renovate the Vital Records office. Recent improvements to technology required a reconfiguration within this area. Employee workstations have been moved from the back of the office to the public service counter. Temporary accommodations were made to enable implementation of the new technology, but a permanent solution is being requested.

This project was budgeted and approved under the 2023 Capital Improvement Plan. However, after the bid process, costs have exceeded what was budgeted and approved last year.

Because of the increased costs, I have reduced the scope of the project. The initial project included improvements to both the north and south sides of the office for a total cost of \$313,463.32. Revising the project to improve only the north side reduced the total cost to \$228,984.32, generating savings of \$84,479.

Funding for this project is coming from Fund 263, the CPL Fund, which is a Special Revenue Fund.

Please contact me if you have questions or concerns regarding this request. I also invite you to visit the Vital Records office where I can show you the challenges we face with the temporary accommodations currently in place.

Thank you for your consideration of this request.