

MEMORANDUM

TO: Finance, Expenditure and Legal Subcommittee

FROM: Justin Novak, Project Manager

SUBJECT: Building Maintenance-Blair Account (01-01-4630-401) over 110%

DATE: April 28, 2022

There was \$55,000 budgeted for FY22 and \$49,630 has been spent to date, this covers all maintenance to the building, grounds, security system upgrade/integration to the Omaha office, and other issues that arise. The Blair Field Office had some very costly and unplanned expenses due to a sewer main backup that occurred on April 8th. The office has been thoroughly cleaned and all the contaminated carpet, drywall and cabinets have been removed. We are currently waiting for the insurance adjustment to come back but we estimate costs for cleanup, demolition, and reconstruction to be around \$40,000. There are still a few invoices to be paid and work that needs to be completed for the Blair office to be back in working order and anticipate getting that work completed this fiscal year.

Management recommends that the Subcommittee recommend to the Board that Account 01-01-4630-401 Building Maintenance-Blair be allowed to exceed 110% of the budgeted amount up to a maximum of \$100,000.