

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	December 8, 2024
From:	Bob Pasicznyuk
Subject:	<b>Budget Authorization – Carry Over to 2025 Highlands Ranch Project</b>

**REQUEST**

The Board approved (Motion 24-06-03) an expenditure of \$1,343,370 for roof and HVAC repairs for our Highlands Ranch facility this year (2024). A portion of the project, estimated at \$80,000 – sheet metal work – is delayed and will probably not be complete until January 2025. There is also \$76,000 in retainage to be paid out at project completion. The cost for these two remaining items are \$156,000.

Since that expenditure will straddle fiscal years and isn't included in the 2025 budget, staff requires Board authorization to pay that expenditure when the work is complete in 2025.

**DISCUSSION**

The most practical solution to this is for the Board to authorize this expenditure via an email poll.

**FINANCIAL IMPACT**

There is no financial impact to this change in expenditure. \$156,000 of the project will not be paid in 2024. That money will sweep into the library's reserve at the end of the year. When the bill arrives in 2025, that cost (\$156,000) will be covered from reserves. The only issue here is the year of payout.

**RECOMMENDATION**

Staff recommends that the Board authorize payment of the portion of the Highlands Ranch project with delayed completion until 2025 – authorization to pay for expenses of \$156,000. This does not affect the total cost of the project only the timing of payout.

**EMAIL POLL**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	November 11-12, 2024
From:	Bob Pasicznyuk
Subject:	<b>Email Poll – Highlands Ranch Roof 2025 Project Costs</b>

**Conducted by:** Patti Owen-DeLay

**Date(s) poll conducted:** December 9, 2024

**Question:** Do you authorize payment of the portion of the Highlands Ranch roof project with delayed completion until 2025 – authorization to pay for expenses of \$156,000. This does not affect the total cost of the project only the timing of payout.

**To Vote:** To vote respond to the email with this poll stating your vote (yes, no, or abstain) and if you have any comments, include your comment in the email response.

**Suzanne Burkholder:**      Yes                  No                  Abstain                  Could not be reached

Comments:

**Jessica Kallweit:**      Yes                  No                  Abstain                  Could not be reached

Comments:

**Rick LaPointe:**      Yes                  No                  Abstain                  Could not be reached

Comments:

**Zach McKinney:**      Yes                  No                  Abstain                  Could not be reached

Comments:

**Terry Nolan:**      Yes                  No                  Abstain                  Could not be reached

Comments:

**Meghann Silverthorn:**      Yes                  No                  Abstain                  Could not be reached

Comments:

**Ted Vail:**      Yes                  No                  Abstain                  Could not be reached

Comments:

**RATIFICATION DATE:** \_\_\_\_\_

**MOTION #:** \_\_\_\_\_