

# Kenai Peninsula Borough

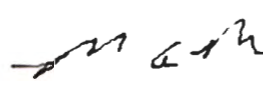
## Planning Department – Land Management Division

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### MEMORANDUM

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor CP  
James Baisden, Chief of Staff JCB  
Max Best, Planning Director MB

**FROM:** John Hedges, Purchasing and Contracting Director JH  
Scott Griebel, Maintenance Director SG  
Ben Hanson, IT Director BH  
Sovala Kisena, Claims Manager SK  
Marcus A. Mueller, Land Management Officer 

**DATE:** December 26, 2019

**RE:** Ordinance 2019-19-23, Appropriating Funds to Provide for a Facility Management Strategic Plan (Mayor)

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The borough currently handles facilities management on an as-needed basis by the department or agency that is utilizing the borough's capital assets. This procedure appears to have been established early-on in the borough's history when infrastructure needs were still small and a less coordinated approach was adequate. Given the substantial growth of borough infrastructure over the years, this approach has led to numerous inefficiencies and inconsistent polices throughout the borough's organization.

In 2019 a committee consisting of borough administrative employees was formed to address the increasing issues associated with the lack of facility management coordination. Since early Spring 2019, the Facilities Management Committee has met approximately twice a month to review and discuss solutions to ongoing issues. The goal of this review has been to identify strategies and priorities in facility management to address issues throughout the borough and its operating agencies. These issues involve, but are not necessarily limited to, the following areas of concern:

- Life safety assessment, compliance and monitoring
- Preventive maintenance
- Capital improvement planning
- Major and minor maintenance
- Energy consumption

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- Operational efficiencies & standardization
- Asset inventories & operating agreements

It is the recommendation of this committee that, due to the size and complexity of this issue, a project be created to identify and apply best management practices for borough facility needs. This project would solicit a third-party facilities management consulting organization to inventory, evaluate, and recommend organizational and information systems structures to the Facilities Management Committee.

In addition, the use of a third-party consultant may bring a broader experienced based perspective to our efforts. Once approved by the committee a detailed report will be generated that will, at a minimum, include an organizational structure, a capital asset inventory, and recommendations on best management practices to address areas of concern such as the ones listed above. This report will then be used by the Facilities Management Committee to make recommendations for implementing these best management practices. The goal of this effort is improved efficiency in all aspects of building ownership through a collaborative approach within an organization structure that is the right fit for the borough and its agencies as we move forward.

Your consideration of this ordinance is appreciated.

<b>FINANCE DEPARTMENT FUNDS VERIFIED</b>	
Acct. No:	<u>100.27900</u>
Amount:	<u>\$ 220,000.00</u>
By:	<u>PP</u>
By:	<u>BT</u> Date: <u>12/19/2019</u>