



# KENAI PENINSULA BOROUGH

Finance Department

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**CHARLIE PIERCE  
BOROUGH MAYOR**

## MEMORANDUM

**TO:** Wayne Ogle, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Charlie Pierce, Mayor *CP*

**FROM:** Brandi Harbaugh, Acting Finance Director *BH*  
Bob Ciccirella, Kachemak Emergency Service Area Chief *BC*

**DATE:** November 20, 2017

**SUBJECT:** Ordinance 2017-19-12, Appropriating \$15,000 from the Kachemak Emergency Service Area Capital Project Fund for Winterization of the Diamond Ridge Fire Station (Mayor)

The Kachemak Emergency Service Area ("KESA") constructed a 3,500 square foot premanufactured panel building in 2014. Having now gone through several winters it is apparent the building would benefit from additional insulation to fill various gaps and penetrations typical to this type of construction. The project will consist of installing spray polyurethane foam insulation to seal all gaps in exterior walls from foundation to roof and other general winterization.

As the work is estimated at \$15,000, an informal quotation process has been used. The lowest responsive and responsible bid received was for \$12,600. This bid along with the administrative fee, project management and project contingency totals \$15,000. This ordinance would appropriate \$15,000 from KESA's capital Project Fund's fund balance for that purpose.

At its meeting November 9, 2017, the Kachemak Emergency Service Area board recommended approval by three yes votes with one absence.

Your approval of this ordinance would be appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	<u>446.00000.00000.27910 (FB)</u>
Amount:	<u>\$ 15,000.00</u>
By:	<u><i>BH</i></u> Date: <u><i>11/17/17</i></u>