

# Kenai Peninsula Borough Planning Department

---

## MEMORANDUM

**TO:** Brent Johnson, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Peter Micciche, Mayor *PAM*  
Brandi Harbaugh, Finance Director *BH TN*  
Tom Nelson, Maintenance Director  
John Hedges, Purchasing and Contracting Director *JH*

**FROM:** Robert Ruffner, Planning Director *RR*

**DATE:** March 2, 2023

**SUBJECT:** Ordinance 2022-19-56, Appropriating Funds from the General Fund to Support Required Snow Load Removal and the FY2023 Insurance Premium for the Soldotna Prep Facility (Mayor)

---

Heavy snow loads require additional financial resources to remove the snow from the roof of the Soldotna Prep building, presently managed by the Planning Department. Snow loads have been reported that exceed ratings and require immediate attention.

A low bid, just under \$40,000, has been received to conduct the roof top snow removal and I recommend we take immediate action to authorize the contractor to proceed. This Ordinance will be effective retroactively to reimburse the Maintenance Department for the actual costs associated with the work as well as estimated additional facility maintenance funds of \$10,000 needed for the remainder of the fiscal year.

During the FY2023 budgetary process the insurance premium associated with Soldotna Prep Building was not budgeted for and therefore \$97,941 is also being requested in order to support Soldotna Prep's required insurance premium for FY2023.

This ordinance appropriates \$147,941 from the General Fund fund balance to support required snow removal and the FY2023 insurance premium for the Soldotna Prep facility.

Your consideration is appreciated.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>100-27900</u>	Amount <u>\$147,941</u>
By: <u><i>cg</i></u>	Date: <u>3/1/2023</u>