



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Office of Superintendent

Dr. Steve Atwater, Superintendent of Schools
148 North Binkley Street Soldotna, Alaska 99669-7553
Phone (907) 714-8888 Fax (907) 262-9132

M E M O R A N D U M

DATE: December 1, 2009
TO: Members, Board of Education
FROM: Steve Atwater, Ph.D. 
Superintendent of Schools
RE: Relocating the District Office

Background: Since the late 1980s it has been recognized that the Borough Building is not an adequate work space for both the Borough and School District employees. Two studies on the use of the building's space (in 1998 and 2000) both concluded that conditions in the Borough Building were unsafe. The studies recommended that space allocation changes be made, but each time, it was determined that the financial commitment of making such a change was not financially feasible.

In August I told the Borough's Mayor that I was interested in relocating the District Office to a different location. I did so after repeatedly encountering situations that either limited our ability to conduct business, e.g., no space to hold a meeting or house a temporary employee, or placed us in an awkward situation regarding confidentiality, e.g., phone conversations regarding legal and personal affairs being conducted in a semi-public setting. Soon thereafter, a joint committee of Borough and District personnel examined the Mundell Building, currently used as a medical office building, on Binkley Street and determined that the space, with some upgrades, would be adequate for the District. On November 30, following the Borough's process for a facility acquisition, the District formally requested that the Borough consider purchasing this building so as to allow the District Office to move there. A copy of this request to the Borough and the two mentioned studies are included with this memo.

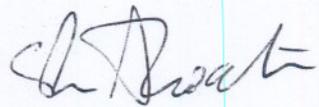
Reason for this Worksession Item: Now that the preliminary work on this is done, I wanted to let you know that moving the District Office is being considered. Should the Borough conclude that the proposed acquisition of this building is feasible, I will then recommend that you take action to approve this move.

MEMORANDUM

November 24, 2009

To: Mayor Dave Carey
Kenai Peninsula Borough

Through: Dr. Steve Atwater, Superintendent of Schools
Kenai Peninsula Borough School District



Subject: Inspection Team Recommendation

Since the late 1980's, it has been recognized that the Borough Administration Building has been over capacity. Because of this problem, the Borough Assembly established a Space Allocation Planning Committee in 1998, and again in 2000. Both of these committees' findings and recommendations are included (**Attachments 1 & 2**).

In sum, both committees found overcrowded and unsafe conditions existed for employees of the borough. That, in general, while on the school district side of the building there was ample room available for the safe and efficient operation of the organization, the opposite was true of the borough's side. Both committees were charged with analyzing this situation to provide the most effective solution for not only the building occupants, but the community at large.

Following a comprehensive study of how existing areas were utilized and possible future needs examined, site visits to a number of available, vacant buildings were conducted. Given the suitability, or lack of with these structures, both committees concluded their work with the following recommendations in common:

- That immediate relief was necessary to ensure health, safety, and code compliance concerns be addressed.
- That if an addition to the existing Borough Building was deemed unfeasible, that new space of approximately 15,000 to 20,000 square feet would need to be leased or purchased.

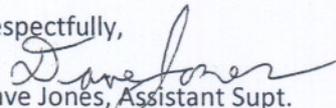
Unfortunately, all of the previously mentioned sites, for a variety of reasons, were assessed unsatisfactory for the necessary requirements for office space.

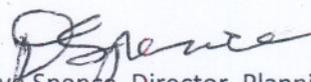
This fall, upon learning of the possible availability of the medical/professional building at 245 Binkley Street in Soldotna, another team was formed for the purpose of assessing the potential for borough usage of this facility. Team members consisting of representatives of both the borough and the school district, made an initial visit to this location with property owners, Alice and Earl Mundell on October 19, 2009. Following this visit, the services of Mr. Walter Robson, P.E., were engaged to provide a more comprehensive inspection and to also include an estimate to correct any deficiencies either he or the team noted (**Attachment 3**).

It is the recommendation of the current facility inspection team that the process be initiated to study the feasibility of acquiring the Mundell Building located at 245 Binkley Street in Soldotna for either school district or borough use in the near future.

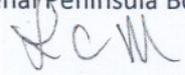
Please advise if we may provide additional information or clarify any of the enclosed data.

Respectfully,


Dave Jones, Assistant Supt.
Kenai Peninsula Borough School District


Dave Spence, Director, Planning and Operations
Kenai Peninsula Borough School District

Loran Maggi, Director, Maintenance
Kenai Peninsula Borough



Kyle Kornelis, Director, Capital Projects
Kenai Peninsula Borough



ATTACHMENT #1

KENAI PENINSULA BOROUGH

Space Allocation Committee

144 N. Binkley Street
Soldotna, AK 99669

Tim Navarre, Chairman

FINAL REPORT AND RECOMMENDATIONS (June 19, 2001)

Background: The Space Allocation Committee was reinstated on December 12, 2000, via Assembly adoption of *Resolution 2000-110* [Attachment A]. The Committee is composed of ten members representing the Borough Assembly, Administration, School District and the Public. The Committee was asked to present a written plan to the Assembly to remodel the existing administration building on Binkley Street and to acquire or build approximately 20,000 square feet of office space. [See *Resolution 2001-022*, Attachment B.] This plan was to include the estimated cost of remodel and acquisition or construction of a building.

Process and Findings: The Committee met regularly beginning in January, 2001. All of the unoccupied available commercial sites in the Kenai/Soldotna area were reviewed as possible sites for either permanent or temporary relocation of one or more departments of the Administration or the School District. Among the spaces considered for a permanent location for the School District was the Old Kenai Court House building. However, the State has determined that this building will not be considered surplus to the State's needs in the foreseeable future and, therefore, it is not available for transfer to the Borough. [See letter, Attachment C.]

Other existing sites considered by the Committee included the Blazy Mall, the old Soldotna Post Office building, the Big K Grocery Building, the Kenai Supply Building, the Pay & Pak site in Safeway Mall, the Gary King site in Kenai, and the Gottschalks building in Soldotna. It was determined that none of these available sites would meet the long term needs of the Administration and the School District. However, if a long term solution is not initiated soon, it would be in the Borough's best interest to utilize one of these sites to provide an interim solution to the overcrowded conditions at the Borough building.

After reviewing all known alternatives, the Committee continues to endorse the findings it made in June 1998. The crowded conditions throughout the Borough Administration Building have worsened over the past three years and continue to create a health and safety risk to borough staff and the public. In addition, they represent significant violations of fire and safety codes. As noted in 1998, the Borough building was originally constructed to meet the needs of the Borough for a 20-year period, and in the intervening 30 years it has far exceeded its design capacity.

Committee Recommendations: It is the opinion of the Committee that the Borough and its residents will be best served by maintaining a joint campus to house all Borough Administration and School District Administration staff. After reviewing the financial impacts of each of the options considered, including the loss of efficiency created by overcrowding and housing staff offsite from the main administrative offices, the Committee recommends the design and construction of a

20,000+ sf addition to the Borough Administration Building and a complete remodel of the existing office space. This option is projected to meet the needs of the Borough and School District Administrations for the foreseeable future.

Preferred Option. To this end, the Committee recommends preparation of a ballot proposition authorizing the sale of up to \$5 million of general obligation bonds to fund all or a portion of the design and construction of the new space and to allow for renovation of existing space to bring it into compliance with existing codes and to more efficiently meet the needs of the staff and the public. The amount of annual debt service, assuming 20 year bonds issued at 5%, is \$398,363, which is a tax equivalent of 0.108 mills. This would allow Borough and School District staff currently housed off site in portables and in rental space to be relocated to the Binkley Street Campus. Cost savings to both the Borough and School District may result from the consolidation of some services and departments if full co-location of facilities is achieved. It is anticipated that the design phase of this project would include a full programmatic study to determine the current and future space needs of each of the departments.

Alternative Options: In the event the Assembly does not wish to proceed with general obligation bond funding, the Committee recommends one of the following options:

- Fund the design and construction of the 20,000+ sf addition and remodel of existing office space through the issuance of certificates of participation in rent (COP's) or through a direct appropriation from fund balance. Neither of these funding options require voter approval, although KPB 5.04.110 requires voter approval for the project.
- Immediately purchase or lease up to 20,000 sf of office space and relocate either Borough Administration or School District staff from the Binkley Street Campus to the purchased/leased space. Following this relocation, completely reconfigure and upgrade the Borough Administration Building to meet current codes and to provide sufficient space for the public and the departments remaining on site.
- Involve a private developer in the design and construction of a new facility, with the Borough entering into a medium to long term lease for facility occupancy. This is probably the most expensive option.

Conclusion. The Committee strongly urges the Assembly to take immediate action to relieve the overcrowded conditions in the Borough Administration Building. It is the opinion of the Committee that the situation has reached a critical stage and can no longer be ignored.

<p>NOTE: The 1998 report and all supporting documentation used in drafting this report are on file in the Borough Clerk's Office.</p>
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Attachment A

Introduced by: Navarre
Date: 12/12/00
Action: Adopted as Amended
Vote: 7 Yes, 0 No, 2 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2000-110**

**A RESOLUTION REINSTATING THE SPACE ALLOCATION COMMITTEE AND
ASSIGNING THE TASK TO PROPOSE AN IMMEDIATE PLAN TO ADDRESS THE
BOROUGH AND SCHOOL DISTRICT ADMINISTRATIVE OFFICE SPACE NEEDS**

WHEREAS, in 1998, the Space Allocation Committee was established to make recommendations to the assembly on how best to accommodate the borough's and school district's office space needs; and

WHEREAS, the committee was composed of elected and appointed borough and school district officials and members of the public, thereby offering a balanced approach to a public problem; and

WHEREAS, the Space Allocation Committee presented its Final Report to the assembly on July 14, 1998, listing recommendations for short-term and long-term options; and

WHEREAS, there is an immediate need to reinstate the Space Allocation Committee and solve the problem of overcrowding within the borough and school district administration building; and

WHEREAS, there is adequate money available in the KPB Fund Balance to address the space needs of the borough and school district administration such that the assembly may by ordinance waive the voter approval requirement in KPB 5.04.110 as no new taxes will be assessed to fund this project; and

WHEREAS, handicap needs and health and safety issues for employees and the public cannot be ignored;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. The Kenai Peninsula Borough Space Allocation Planning Committee is hereby reinstated. The 10-member committee shall consist of:

- Assembly President Tim Navarre
- Assembly Member Paul Fischer
- Jeff Sinz, representing the borough administration
- Rob Robson, representing the borough administration
- Borough Clerk Linda Murphy
- School Board Member Debra Mullins

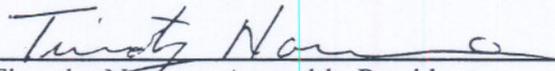
- Dave Spence, representing the school district
- 3 members of the public:
 - Joan Schrader
 - Fred Braun
 - Dan Furlong

SECTION 2. That no later than March 13, 2001, the committee shall present to the assembly, a written plan to remodel the existing administration building on Binkley Street and to acquire or build approximately 10,000 square feet of office space at a cost not to exceed \$3.5M.

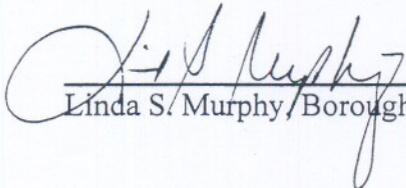
SECTION 3. That notwithstanding the provisions of KPB 5.04.110, the assembly may by ordinance waive the voter approval requirement in KPB 5.04.110 for capital improvement projects.

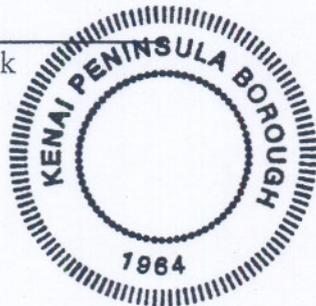
SECTION 4. That this resolution takes effect immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 12TH DAY OF DECEMBER, 2000.


Timothy Navarre, Assembly President

ATTEST:


Linda S. Murphy, Borough Clerk



Attachment B

Introduced by: Navarre
Date: 03/13/01
Action: Adopted
Vote: 8 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2001-022**

**A RESOLUTION EXTENDING THE SPACE ALLOCATION COMMITTEE'S
DEADLINE FOR REPORT TO THE ASSEMBLY TO MAY 15, 2001**

WHEREAS, On December 12, 2000, the Assembly reestablished the Space Allocation Committee and instructed the Committee to make its final report to the Assembly no later than March 13, 2001; and

WHEREAS, the Committee has met regularly since that time to review the space needs of the Borough Administration and the School District and to assess the various options open to the Borough to address these needs; and

WHEREAS, the Committee has determined that there is an immediate need for an additional 20,000 square feet of office space to accommodate the needs of the Borough Administration and the School District for the next 15-20 years; and

WHEREAS, the Committee has requested an additional two months to complete its assessments of the available options to meet this need and to make its final report and recommendations to the Assembly; and

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

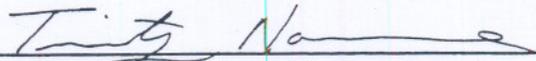
SECTION 1. That no later than May 15, 2001, the Space Allocation Committee shall present to the assembly, a written plan to remodel the existing administration building on Binkley Street and to acquire or build approximately 20,000 square feet of office space. This plan will include the estimated cost of remodel and acquisition or construction of a building.

SECTION 2. That notwithstanding the provisions of KP.B 5.04.110, the assembly may by ordinance waive the voter approval requirement in KP.B 5.04.110 for capital improvement projects.

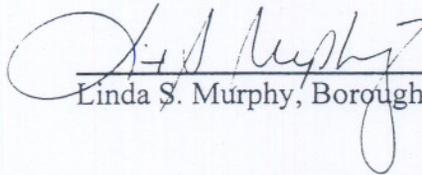
SECTION 3. That all prior resolutions in conflict with this resolution are hereby rescinded.

SECTION 4. That this resolution takes effect immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 13TH DAY OF MARCH, 2001.


Timothy Navarre, Assembly President

ATTEST:


Linda S. Murphy, Borough Clerk



Attachment C

STATE OF ALASKA

DEPARTMENT OF ADMINISTRATION

OFFICE OF THE COMMISSIONER

TONY KNOWLES, GOVERNOR

P.O. BOX 110200
JUNEAU, ALASKA 99811-0200
PHONE: (907) 465-2200
FAX: (907) 465-2135

April 23, 2001

Tim Navarre
Assembly President
Kenai Peninsula Borough
P.O. Box 92
Kenai, Alaska 99611



Dear Mr. Navarre:

I was pleased to meet with you to discuss the possible transfer of the Old Kenai Court Building to the Kenai Peninsula Borough. While we are always willing and happy to be good neighbors it does not appear possible for us to transfer this building at this time.

Before the Department of Natural Resources is able to transfer a facility and the underlying land out of state ownership, the Department of Administration would need to determine the facility to be surplus. The fact of the matter is this building is fully occupied by state agencies and we have no intention of surplusizing it at this time or in the near future.

Even if it were possible to locate adequate space to relocate state agencies, the Department's Lease Office has estimated the increase in our annual lease costs of leasing alternative space would be approximately 450 thousand dollars a year. It is not possible for the agencies involved to incur these additional lease costs.

It is our intention to retain the Old Kenai Court Building as an occupied state facility for now and the foreseeable future.

I am sorry we are unable to help you at this time.

Sincerely,

Jim Duncan
Commissioner

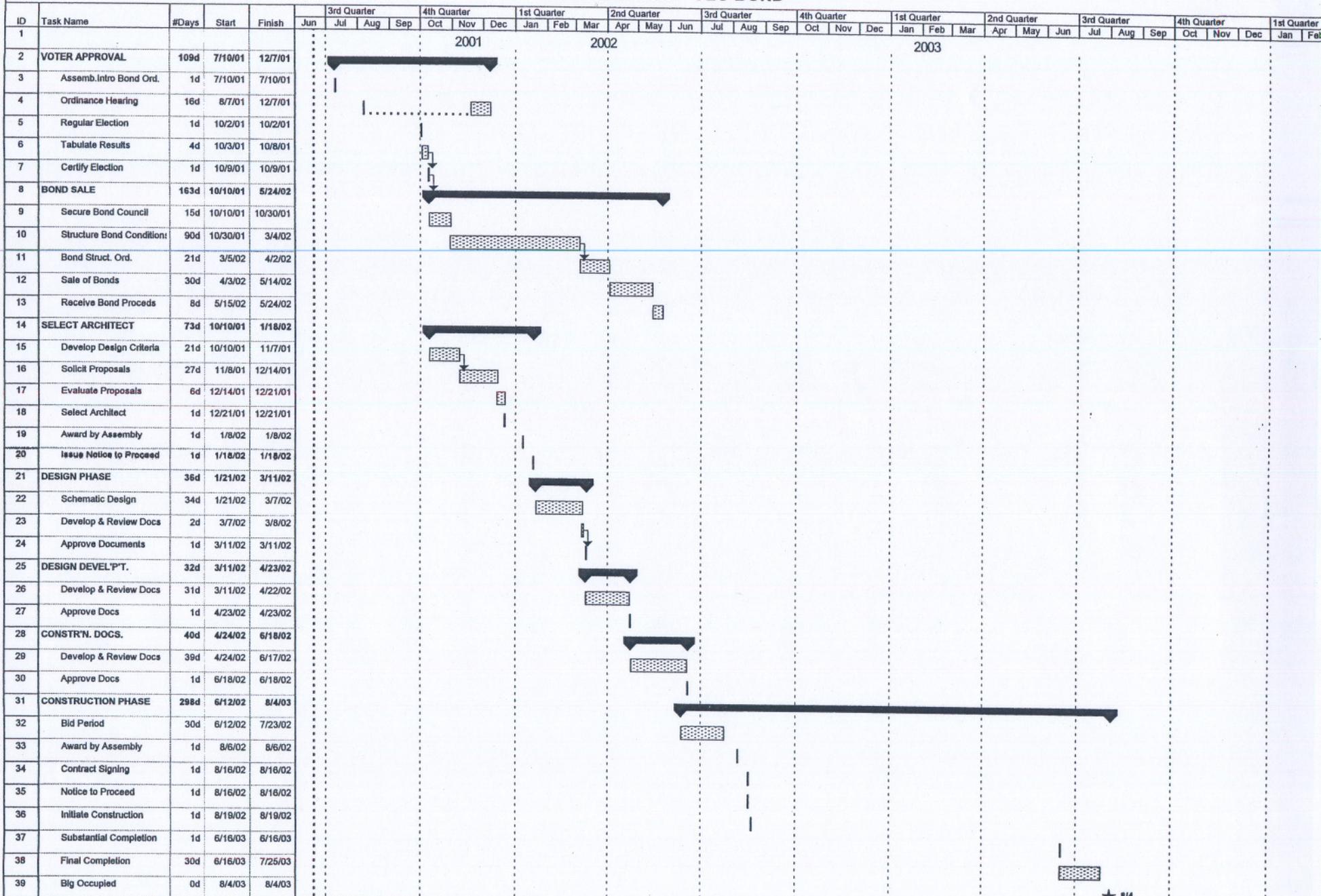
JD/CP/jd

cc: Commissioner Pat Pourchot,
Department of Natural Resources

Chris Parce, Director
Division of General Services, DOA

Tanci Mintz, State Facilities Coordinator
Division of General Services, DOA

BAB ADDITION -- GEO BOND

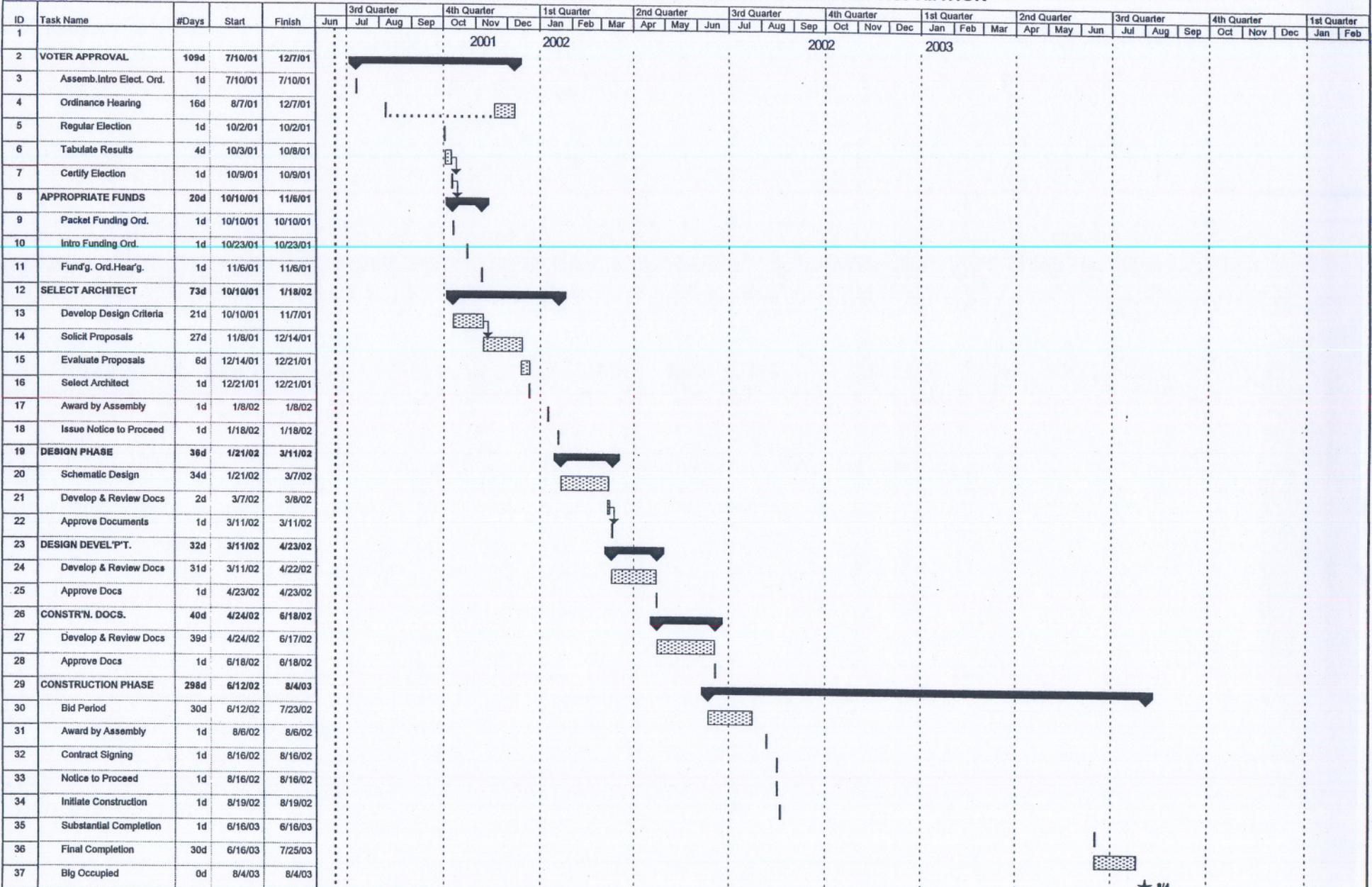


★ 8/4

Project: BAB ADDITION
CONVENTIONAL GEO BONDED
Date: 6/16/03

Task		Progress		Summary		Rolled Up Split		Rolled Up Progress		Project Summary	
Split		Milestone		Rolled Up Task		Rolled Up Milestone		External Task			

BAB ADDITION -- VOTER APPROVED GENERAL FUND APPROPRIATION



★ 8/4

Project: BAB_GenFund_Addn1
Date: 6/19/01

Task	Progress [Solid Bar]	Summary [Dotted Box]	Rolloled Up Split [Dotted Line]	Rolloled Up Progress [Dotted Line]	Project Summary [Solid Bar]
Split [Dotted Line]	Milestone [Dotted Box]	Rolloled Up Task [Dotted Line]	Rolloled Up Milestone [Dotted Box]	External Tasks [Dotted Line]	

ATTACHMENT #2

KENAI PENINSULA BOROUGH

Space Allocation Planning Committee

144 N. Binkley Street
Soldotna, AK 99669

Tim Navarre, Chairman

FINAL REPORT AND RECOMMENDATIONS

June 25, 1998

Background: The Space Allocation Planning Committee was appointed by Mayor Mike Navarre in accordance with Assembly Resolution No.98-003 [*Appendix 1*]. The Committee is composed of ten members representing the Borough Assembly, Borough Administration, Office of the Borough Clerk, the Borough School District and the Public [*Appendix 2*]. The Committee was asked to assess the short term and long term space needs of the Borough and School District Administrative Offices and to make recommendations to the Assembly to meet those needs.

Process - Education: The Committee met weekly from February 23 through May 7 and had three follow-up meetings in June to complete its report. The weekly meetings included site visits/tours of the Borough Administration Building, including the School District side of the building; the various Borough and School District portable structures on and around the central office campus; the Borough's Poppy Lane Facility; Kenai Elementary School and the City of Kenai's Fire Training Facility. During the main campus tour, the Committee received a briefing in each area regarding the various "bandaids" that had been used in the past several years as quick fixes in several departments. At a later meeting, Capital Projects Manager Rob Robson explained the adverse effect some of these "bandaids" had on the building's air handling system and Finance Director Jeff Sinz addressed the hard dollar costs of this approach to the Borough's space needs.

In addition to the site visits, the Committee circulated a survey to each Borough and School District Department asking department directors to assess current, short term and long term space needs in their areas. Copies of the individual surveys and a report tabulating the responses is attached hereto as *Appendix 3*. The Committee also reviewed the schematics and cost estimates developed in 1986 for a proposed addition to the Borough Building as well as the Kenai Elementary School floor plans and cost estimates to renovate this building for office space.

Finally, the Committee heard presentations from several key individuals concerning shifting of personnel around or out of the Borough Building including KPB Office of Emergency Management Director John Alcantra, School District Data Processing Director Jim White, KPB Information Services Manager Bob Jones, and PTI Manager Dave Hopkins.

Process - Development of Options: Before addressing the available options, the Committee defined short term needs as those space requirements from the present to three years and long term needs as those space requirements from 3 years to 20 years and beyond. It was apparent during the site visits that certain departments were experiencing immediate critical needs for additional space to house the current work force and to adequately interact with the public. The crowded conditions throughout

the building have created a health and safety risk to borough staff and the public, and these conditions probably represent significant violations of fire and safety codes. In addition, most departments no longer have available to them conference rooms for departmental meetings, to work on large projects or to meet with members of the public. Therefore, a short term solution would have to be completed in a relatively short period of time and would have to meet everyone's needs for at least the next three years during which time the Borough could proceed with plans and construction and/or remodel of facilities to meet projected needs for the next twenty years. It was pointed out that the Borough Building was constructed to meet the needs of the Borough for a 20-year period, and it has reached that capacity as planned.

Options: The following possible options were identified by the Committee:

1. Use of Kenai Elementary School to house a portion of the School District staff (short term) and possibly all of the School District staff (long term)
2. Moving/reconfiguring of Departments which might include:
 - a. Moving the Office of Emergency Management to the Kenai Fire Training Center
 - b. Moving the School District Data Processing Department to newly reconfigured space made up of the old OEM offices, Conference Room C, and the various hallways in that section of the building
 - c. Reconfiguring the space vacated by the School District Data Processing Department, the Employee Lunch Room, Conference Rooms A and B, the Borough Supply Room, a store room and the Assembly "office" to provide space for the Borough Clerk Department (to include a public research area), an employee lunch room, a supply room and at least one conference room
 - d. Either giving all of the space vacated by the Borough Clerk Department to the Finance Department or dividing the space between Legal and Finance.
3. Removing the radio tower adjacent to the Borough Building to provide additional parking
4. Moving storage trailers to the yard adjacent to the Maintenance Facility at Poppy Lane
5. Going forward with the remodel of the Records Center Building to provide conference rooms and office space for as yet unidentified borough personnel (Perhaps Risk Management)
6. Adding additional office space through the construction of an addition to the Borough Building in phases:
 - a. Phase I - Short Term - 5,000 sf — The addition of 5,000 sf could provide space for those School District Personnel currently housed on the third floor. The vacated

space on the third floor could be divided among various as yet unidentified Borough Administration Departments.

- b. Phase II - long term - an additional $\pm 15,000$ sf - This addition could provide space for all School District Administrative Staff to be housed in the 2-phased addition freeing all of the current Borough Building space for the Borough Administration. It is anticipated that this would take care of the space needs of both organizations for at least the next 20 years.

7. Construction of approximately 20,000 sf of new office space
8. Immediate lease of up to 5,000 sf of office space
9. Living within the current space

Recommendations: It is the opinion of the Committee that the Borough and its residents will be best served by maintaining a joint campus to house all Borough Administration and School District Administration staff. Any of the recommendations listed below that advocate moving departments or personnel away from the Binkley Street Campus are meant to be temporary solutions until additional space can be constructed on Campus.

After reviewing the financial impacts of each of the options proposed, including the loss of efficiency created by overcrowding and housing staff offsite from the main administrative offices, the Committee concurred on the following recommendations:

SHORT TERM:

- ▶ Immediately lease up to 5,000 sf of temporary office space.
- ▶ Relocate Office of Emergency Management to the Kenai Fire Service Facility.
- ▶ Remodel the Records Center Building for use as either office or conference space.
- ▶ Reconfigure vacated space in the Borough Administration to provide additional space to those departments remaining on site.

LONG TERM:

- ▶ Immediately contract for a full programmatic study (space and facility needs assessment) for all Borough and School District Departments to include development of a schematic design of a major addition (estimated by the Committee to be approximately 20,000 sf) to the Borough Administration Building.
- ▶ Prepare a ballot proposition authorizing the sale of bonds to complete the design and construction and place the proposition on the October 1999 regular election ballot.

Other Considerations: The Committee strongly suggests that a true programmatic study be completed prior to any new construction. It is further recommended that the Borough pursue the removal of the radio tower identified in Option 3 to provide space for additional parking and relocate stored materials and vehicles currently parked on the main Borough/School District Campus to the area adjacent to the Poppy Lane Facility (See Option 4).

ATTACHMENTS:

- Appendix 1 - Resolution No. 98-003
- Appendix 2 - List of Committee Members
- Appendix 3 - Department Surveys
- Appendix 4 - Floor Plans - Borough Building as currently configured
- Appendix 5 - Schematics - Proposed 1986 Addition
- Appendix 6 - Cost analyses for Kenai Elementary remodel and Phase I addition, including information regarding the effect on mill levy and financing options

Introduced
Date:
Action:
Vote:

Navarre
January 6, 1998
Adopted
Unanimous

**KENAI PENINSULA BOROUGH
RESOLUTION 98-003**

**A RESOLUTION ESTABLISHING A COMMITTEE TO MAKE
RECOMMENDATIONS TO THE ASSEMBLY REGARDING SPACE
ALLOCATION FOR BOROUGH AND SCHOOL DISTRICT
ADMINISTRATIVE OFFICES**

WHEREAS, overcrowding within the borough and school district administrative building is increasingly problematic; and

WHEREAS, there is \$137,821.85 available within the borough's records management capital budget which, subject to future approval by the assembly, may be used for remodeling; and

WHEREAS, it is prudent to plan for both short-term and long-term needs for space allocation before remodeling of the borough's administrative offices takes place; and

WHEREAS, a committee composed of elected and appointed borough and school district officials and members of the public will provide a balanced perspective on how best to accommodate the borough's and school district's needs;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

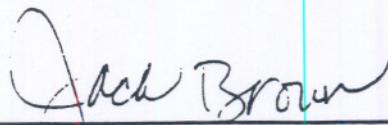
SECTION 1. The Kenai Peninsula Borough Space Allocation Planning Committee is hereby established composed of ten members including two members of the borough assembly, two representatives of the borough administration, one representative from the borough clerk's office, one school board member, one representative from the school district administration, and three members of the public.

SECTION 2. Pursuant to AS 29.20.320, the members of the committee shall be appointed by the mayor and confirmed by the assembly.

SECTION 3. The committee shall deliver recommendations to the assembly regarding the short-term and long-term needs for the borough's and school district's administrative offices within 90 days of the appointment of the committee members.

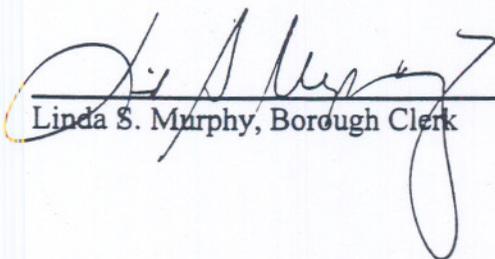
SECTION 4. This resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JANUARY, 1998.



Jack Brown, Assembly President

ATTEST:



Linda S. Murphy, Borough Clerk

SPACE ALLOCATION PLANNING COMMITTEE MEMBERSHIP

Committee Member	Phone	Fax	Email
Tim Navarre - Borough Assembly P.O. Box 92 Kenai, AK 99611	283-4470	283-3062	tnavarre@alaska.net
Debra Horne - Borough Assembly P.O. Box 592 Kasilof, AK 99610	262-4551	262-2663	dhome@ptialaska.net
Jeff Sinz - Borough Administration 144 N. Binkley Street Soldotna, AK 99669	262-4441, ext. 210	262-8623	JSinz@borough.kenai.ak.us
Rob Robson - Borough Administration 144 N. Binkley Street Soldotna, AK 99669	262-9657	262-6090	wrobson@borough.kenai.ak.us
Linda Murphy - Borough Clerk 144 N. Binkley Soldotna, AK 99669	262-4441, ext. 308	262-8615	lmurphy@borough.kenai.ak.us
Debra Mullins - School Board 148 N. Binkley Street Soldotna, AK 99669	776-5250	xxx	dmullins@kpbsd.k12.ak.us
Dave Spence - School Administration 148 N. Binkley Street Soldotna, AK 99669	262-9361	262-7165	dspence@kpbsd.k12.ak.us
Fred Braun - Public xxx xxx	283-1690 Freedom Realty	283-1695	xxx
Joan Schrader - Public P.O. Box 1264 Kenai, AK 99611	283-4359	xxx	xxx
Dan Furlong - Public 34834 K-Beach Road, Suite C Soldotna, AK 99669	262-9151 Doors & Windows	262-6433	xxx
Bonnie Golden - Borough Mayor 144 N. Binkley Soldotna, AK 99669	262-4441, ext. 203	262-8616	bgolden@borough.kenai.ak.us

ATTACHMENT #3

**INFORMAL INSPECTION OF AN OFFICE BUILDING
LOCATED AT: 245 BINKLEY ST. SOLDOTNA AK
FOR THE KENAI PENINSULA SCHOOL DISTRICT**

November 2009

By: W. L. Robson, P.E.

REPORT INTRODUCTION

Per request on October 19, 2009 from Kenai Peninsula Borough School District, representative, D. Spence, Director Planning and Operations, W. Robson, P.E. was asked to accompany a group inspecting the property and building located at 245 N. Binkley St. Soldotna AK. The intent was to review the subject property with interest from the KPBD to secure ownership for the sole use as school district administration offices.

The group consisted of the Owner, Alice Mundell; Earl Mundell; Mr. D. Spence, SD; Mr. L. Maggi, Dir. KPBD Maintenance and three staff members of the HVAC contingency.

This inspection occurred over a two hour period with general condition of the structure ascertained and a list of items and their preliminary expected costs for repair and upgrade to assure compliant occupation. Those recommended repairs as well as additional subjects are offered as items for discussion during any discussion for future ownership. The structure was constructed strictly for office tenants as occupants.

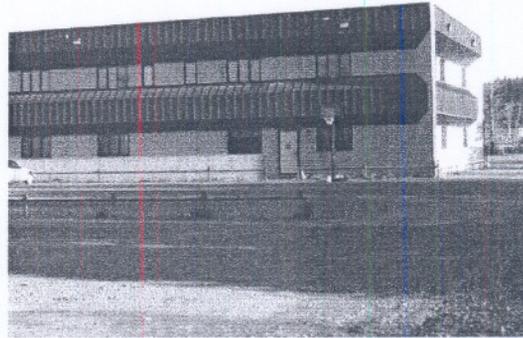
GENERAL OBSERVATIONS:

The structure lies on a parcel described as: T 5N R 10W SEC 29 Seward Meridian KN 0840103 PENINSULA MEDICAL CENTER SUB NO 2 LOT 4-A, containing approximately 1.18Ac. The subject parcel is adjoined to the north by another single story office structure, (Pen. Med. Center Subdv. No1, aka. 265 N. Binkley), to the south by the City of Soldotna Library, to the west by CPH general hospital and Binkley St. to the East. (See attachment #1, subdivision graphic aerial view.) *(N.B.: The office building, 265 N. Binkley lies approximately 15' immediately north of the subject structure. If indeed the property line lays half way in between, then two issues remain to be revealed. A) Legal joint use of the space, and B) Proper building construction. See dialogue Item #7 below.)*

No As-built document was available for review and the Owner has been requested to obtain. The property is fully developed with extensive paved parking along the east side as well as partial paved parking along the west with head bolt heater plug-ins available for approximately 1/3 the parking positions. A small out-building used now for storage, exists in the NW corner of the lot. Gas meter, Main Electrical Panel and multiple Watt Hr meters are located in the NW building corner. The structure completed in 1984, consists of two floors above ground and one finished level below ground, each occupying approximately 6500 S. F. (125'L X 52'W). All areas have a sprinkler system installed throughout. Total exterior enclosed space equals ~ 19,500 S. F. (See Pic #1 & 2 (East and West sides of blg.)



Pic. #1 East Side , View SW



Pic. #2 From SW cor., View West side

The building has been an office structure from inception, with its primary tenants being medical and/or affiliated type offices. Numerous tenant improvements have occurred over its lifespan which have created a variety of layouts and utility changes. Regarding the building's overall construction, the level of construction appears of good quality and the envelope tight regarding all openings and exterior wall finishes. The structure's finished basement level consists of a concrete, steel reinforced poured strip foundation integral with below-ground floor slab and wall basement. All columns are founded on separate reinforced concrete pad footings. Structural plans state that the below-ground, exterior wall insulation to be 2" foamed in place insulation (not verified at time of report). This 12' high framed story is fully finished out.

The only located building drawings were four sheets of the structural portions and one architectural sheet. It is presumed that the structure has been rated B-2-V. (Group Business, general office use, max. 2 stories, less than 8,000 sq. ft. per the 1982 UBC. The construction of the above-ground two stories consists of 2" X 6" framed insulated walls with 1/2 " plywood shear paneling, *Pleko*¹ exterior wall finish, with R-19 FG insulation and 5/8" gyp-board interior walls. Each floor consists of 26" deep *Trus-Joist* wood supports with interior tube steel columns. The roof structure involves 24" deep *Trus-Joist* structure with R-38 foamed in place insulation over 5/8" sheeting with a bitumen built-up roof membrane. The basement and two floors are interconnected with one primary staircase as well as a SW corner secondary flight of stairs and a centrally-located elevator.

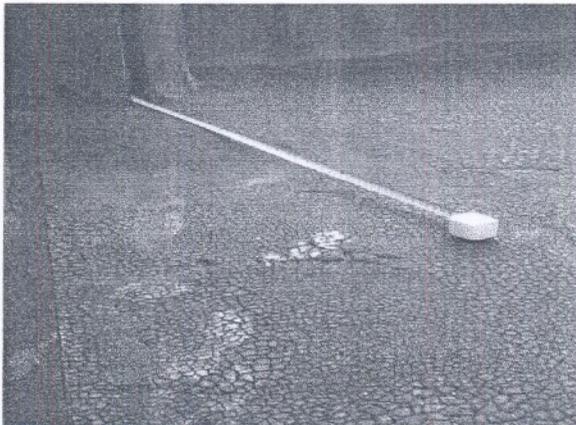
{1. "Local building codes apply to Type V construction. At its April Evaluation Committee Hearing, ICBO began the process of drafting acceptance criteria for Direct Applied Exterior Finish Systems. ICBO refers to these systems as DEFS. Neither BOCA nor SBCCI have addressed this issue yet." 1991D. Roberts, CEO PLEKO LLC. }

SPECIFIC OBSERVATIONS

The building has had a wide variety of tenant improvements but is in quite good overall shape. Some items are herein noted that will need address regarding any public use of the structure. A rough cost estimate is appended to this report (See Attach. #2):

1.) Roof Structure:

- a. The surface of the roof waterproof membrane has served its useful life. The surface is extensively alligator cracked throughout and has several large moisture blisters that are susceptible of imminent leakage. Several areas have been repaired but still that exhibit elevated blistering. Most roof membranes of the early 1980's vintage did include asbestos fibers and will require asbestos sampling. If found, formal abatement procedures during removal will be required.
- b. The membrane is reported to be founded on R-38 foamed-in-place insulation over 5/8" decking but will require all insulation, found water logged, to be replaced as well as the placement of Dense-deck type fire rated sheeting throughout, as the required 1-HR rated structure. The membrane replacement will require disassembly of the parapet cap and details. This may uncover areas requiring parapet rebuild and new cap installed. The four (4) internal drain structures most likely include asbestos and will need retrofitting with newer one piece drip proof drains. The 10'X 10' ventilated shaft roof structure has storm damage and is partially detached; this will require repair. These items are addressed in the appended cost estimate. (Reference Pic. # 3 & 4 below.)



Pic. #3 Roof Typical Alligator Cracking



Pic. #4 Large Patch with Blister, Center

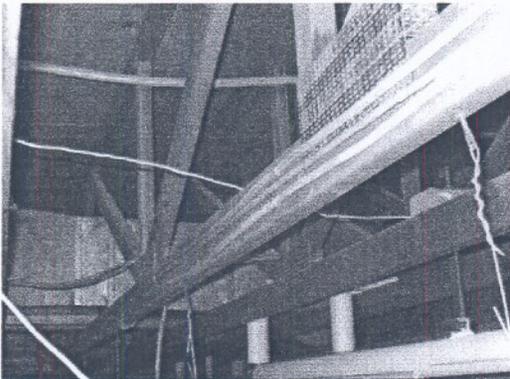
2.) Roof Access:

- a. Both the, un-secured wood ladder leading to the roof and its wood hatch will require replacement. This should include a formal steel ladder or ships-ladder secured to the wall framing per OSHA requirement and a *Bilko* type securable, insulated roof hatch installed. (See Attach. #2 Cost Estimate)
- b. The second story closet entrance to this area involves a vertical chase that needs to be monitored for fire and smoke since it is open to all floors as well as have a fall protection barrier around it. (Reference Pic. # 5 below.)

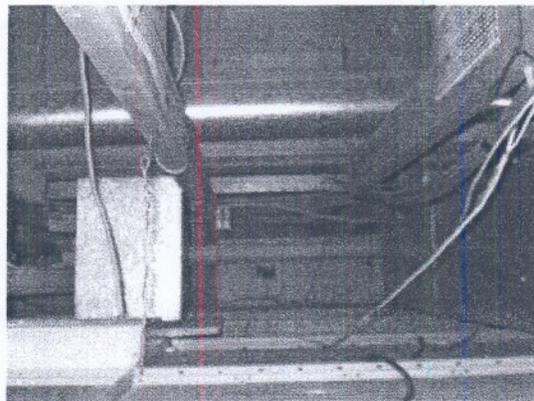


Pic. #5 Unprotected pipe chase at base of wood roof access ladder.

- 3.) Electrical Wiring: Due to a wide variety of tenant improvements, various locations exhibit the existence of Romex type wiring (normal to residential construction) in and amongst the originally installed in electrical wiring. The extent of this will need to be field verified for final assessment as to extent of work necessary to replace same. An initial rough guess is included in the appended cost estimate for replacement costs, but represents a place holder until a formal inspection can be made. This determination is outside the scope of this review and will need to be field verified. KPB has on staff, administrative licensed electricians that could better determine extent of work. (See Attach. #2 Cost Estimate) (Reference Pic. # 6 & #7 below.)



Pic. #6 Yellow Romex wiring



Pic. #7 Residential type wiring

4.) Boiler Room and Ancillary Plenum Area:

- a. The existing two (2) 365 MBTU boilers appear to be adequate for building heat requirements, but give no backup capacity if one goes down or requires routine maintenance. These will need to be closely monitored. The existing makeup-air in-room duct is constructed of metal with fiberboard covering. This will require ¼" screening at both ends. This air supply is of sufficient size, 244 sq. in. vs. required 165 sq. in. (1sq.in/5MBTU).

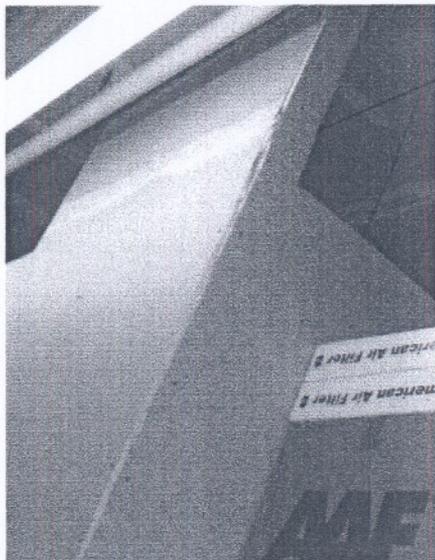
- b. The plenum chase leading to the outside intake louvers has poly-isocyanurate insulation, (RMAX brand) sheeting on the walls and needs to be verified for the required 25 smoke spread/50 flame spread code requirement as a plenum rating. (N.B.: The RMAX web-site lists this material as 25/450.) Typically this material needs to be backed up with 1-Hr. rated GWP board to the interior side. Presently there exists 1-5/8" GWP sheet. Some sheets have become detached from the interior wall and will need repair/replacement. (Ref. Pic. # 8 and Cost Estimate)
- c. No code required smoke detection, interconnected to the HVAC system allowing shut-down, was noted. {UMC 1009(b)}



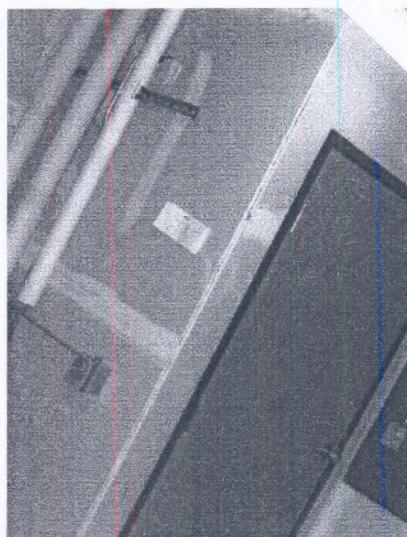
Pic. #8 Plenum Chase Leading to Outside Louvers

- 5.) Public Restrooms: Although, not required per type of tenant inclusion, every public building requires public ADA equipped restrooms. Normally these are in a centrally located area readily accessible to all members of the public. Numerous small bathrooms are scattered throughout each floor of this structure, with no specific plan. Existing Restroom plumbing is located immediately south of the main staircase, that could be upgraded for gender specific public use. This improvement should be professionally designed since it will require not only public access but general office access as well. The sizing, i.e. number of fixtures will depend on extent of public visits as well as number of personnel staffed in the vicinity. Moderate floor, wall ceiling and bathroom accrements upgrade work will be required and will also involve hallway accessibility. (See Attach. #2 Cost Estimate.)

- 6.) Mech. Wall Surfaces: The various mechanical spaces housing HVAC equipment, boilers and water maker will require extensive fire-taping and corner protection of the gyp-wall surfaces. Repair to those wall surfaces damaged will need attention. (Reference Pic. #9 & #10 below.) (See Attach. #2 Cost Estimate.)



Pic. 9 Mech. Rm. Missing Fire Tape



Pic. #10 Fire Tape Needed

7.) North Side Building Separation: As previously noted, the close proximity of 265 N. Binkley Medical Building, demands that two items be addressed:

- a. Review of the building's as-built document will demonstrate exactly where the property line lies. Determination of this will then illustrate the exact separation of the building from the property line and then dictate the required wall construction of being either 1-hour protection, as is with inherent sprinkler system, (Sprinkler system allows the building to be rated as Group B, Div V and includes a 1-Hr rated wall with openings) if greater than 5 feet as long as the roof over-hang is at least 2 feet from that division line. If either is less, the wall must be of a 2 Hr. rated construction. (This Item is referenced in the attached Cost Estimate as TBD.)
- b. Additionally, if the above requirement is met, the wall assembly with the outer PLEKO wall covering will need verification that the combined exterior treatment and inside 5/8" GWB wall covering is rated as a 1-HR per 1982 UBC Standards.

8.) HVAC Concerns: The present system exhibits un-even air movements creating some first floor rooms to be of negative pressure. Involved remodeling for a future tenant will require review of a final system balanced for the new layout. (No action required presently.)

SUMMARY:

Regarding KPBSD Administrative staff housing, a moderate level of remodeling both for proper office layout and code required corridor width and exit-ting capacities will need to be addressed. An exit, flow percentage plan should be devised to assure all hallways, staircases and exit doors are adequate for safe passage. This should be included in any required architectural services. Also, a rework of HVAC local area diffusion should be analyzed and facilitated to assure proper heating and cooling of all final work spaces. No review of technology wiring needs was addressed in this visit and will need to be assessed once a determined floor plan is devised. Both public and staff, ADA equipped restroom facilities on the first floor as well as other staff restrooms herein mentioned will need to be addressed on each floor.

The structure appears to be quite sound throughout. Once the above repairs/ changes are made, the structure will continue to serve office tenants and community needs in a very respectable manner.

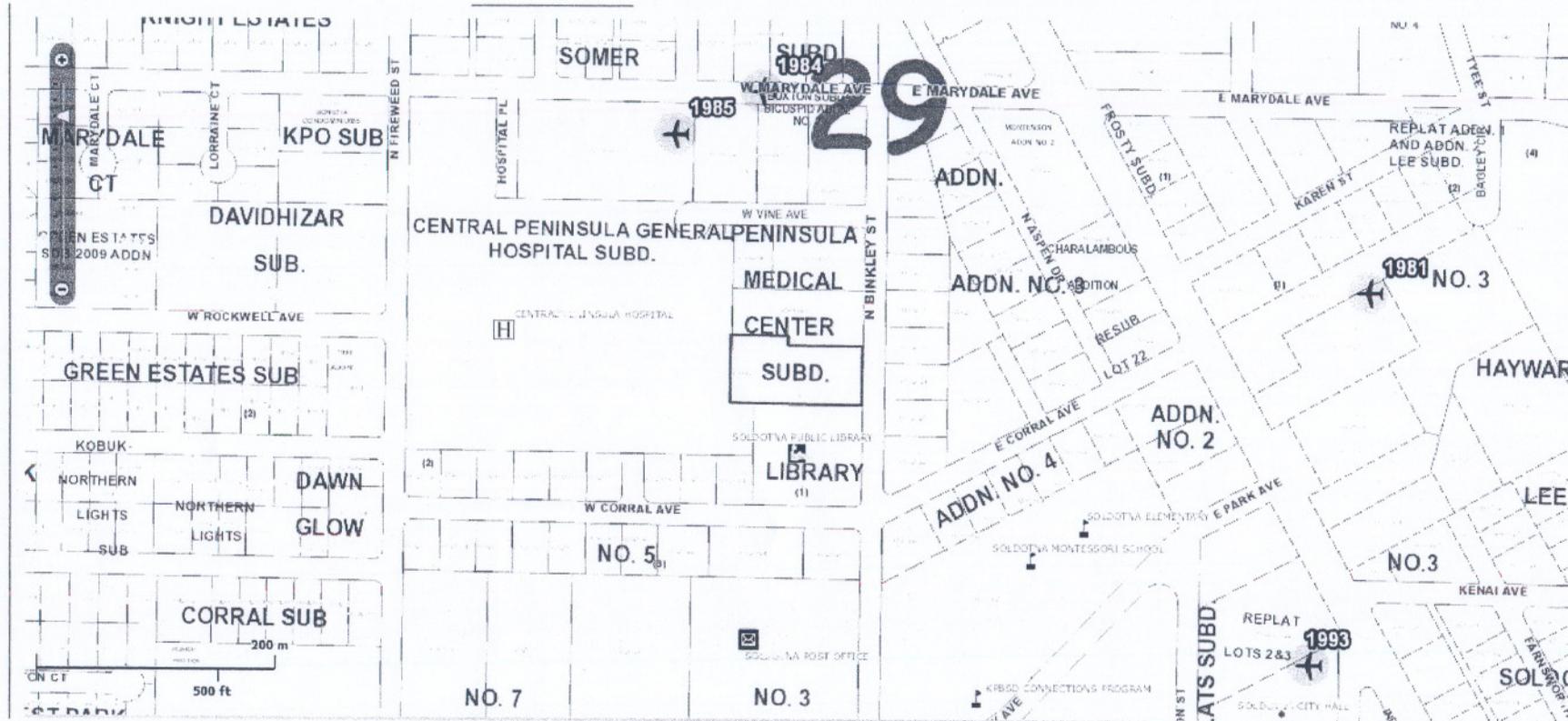
COST ESTIMATE PER REVIEW OF STRUCTURE: 245 BINKLEY ST., SOLDOTNA, AK

{ATTACH #2}

ITEM:	SUBJECT:	CATEGORY:	ELEVATION:	MEASUR'T.:	UNITS:	COST PER:	SUBTOTAL:	ITEM TOTAL:	
1	ROOF								
A	Asbestos	Testing	Envelope	L. S.	1	\$ 500	\$ 500		
B	Asbestos Cap	Demo	"	S.F.	7724	\$ 3	\$ 19,310		
C	Drains	Replace	"	Ea.	4	\$ 950	\$ 3,800		
D	Parapet	Rebuild	30% rebuild	L. F.	118	\$ 85	\$ 10,030		
E	Roof Surface	Structure	"	S.F.	7724	\$ 12	\$ 92,688		
	Upgrade: Repair Insul'n. (R-38), Dense-deck, New Cap, Penetrations							\$ 126,328	
2	ROOF ACCESS								
A	Ladder	Replace	2nd Flr.	L.S.	1	\$ 3,100	\$ 3,100		
B	Hatch Assemb.	"	Envelope	L.S.	1	\$ 2,700	\$ 2,700		
C	Chase Protect'n.	Construct	Mech.	L.S.	1	\$ 1,000	\$ 1,000	\$ 6,800	
3	ELECTRICAL¹	Replace romex w/ wire-piped sys.							
A	Conductors	Labor	All Flrs.	MHrs.	160	\$ 85	\$ 13,600		
B	Pipe, wire, boxes	Material	"	L.S.	1	\$ 6,000	\$ 6,000		
4	BOILER ROOM							\$ 19,600	
A	Plenum Upgrade	Labor	2nd Flr.	MHrs.	25	\$ 90	\$ 2,250		
B	Supply Air Upgrade	"	"	MHrs.	2	\$ 90	\$ 180		
C	Plenum	Material	"	L.S.	1	\$ 1,500	\$ 1,500		
								\$ 3,930	
5	PUBLIC RESTR'MS.	Design	1st Flr.	L.S.	1	\$ 5,200	\$ 5,200		
	2-stall ADA M & F	Material	"	L.S.	2	#####	\$ 21,600		
		Labor	"	MHrs.	350	\$ 93	\$ 32,550		
								\$ 59,350	
6	WALL FIRE TAPE	Labor	All Areas	MHrs.	40	\$ 85	\$ 3,400		
	Mech. Rms.	Material	"	L.S.	1	\$ 1,300	\$ 1,300		
								\$ 4,700	
7	North Wall Upgrade		Envelope						
N.B.:						T.B. D.			
						TOTAL:		\$ 220,708	

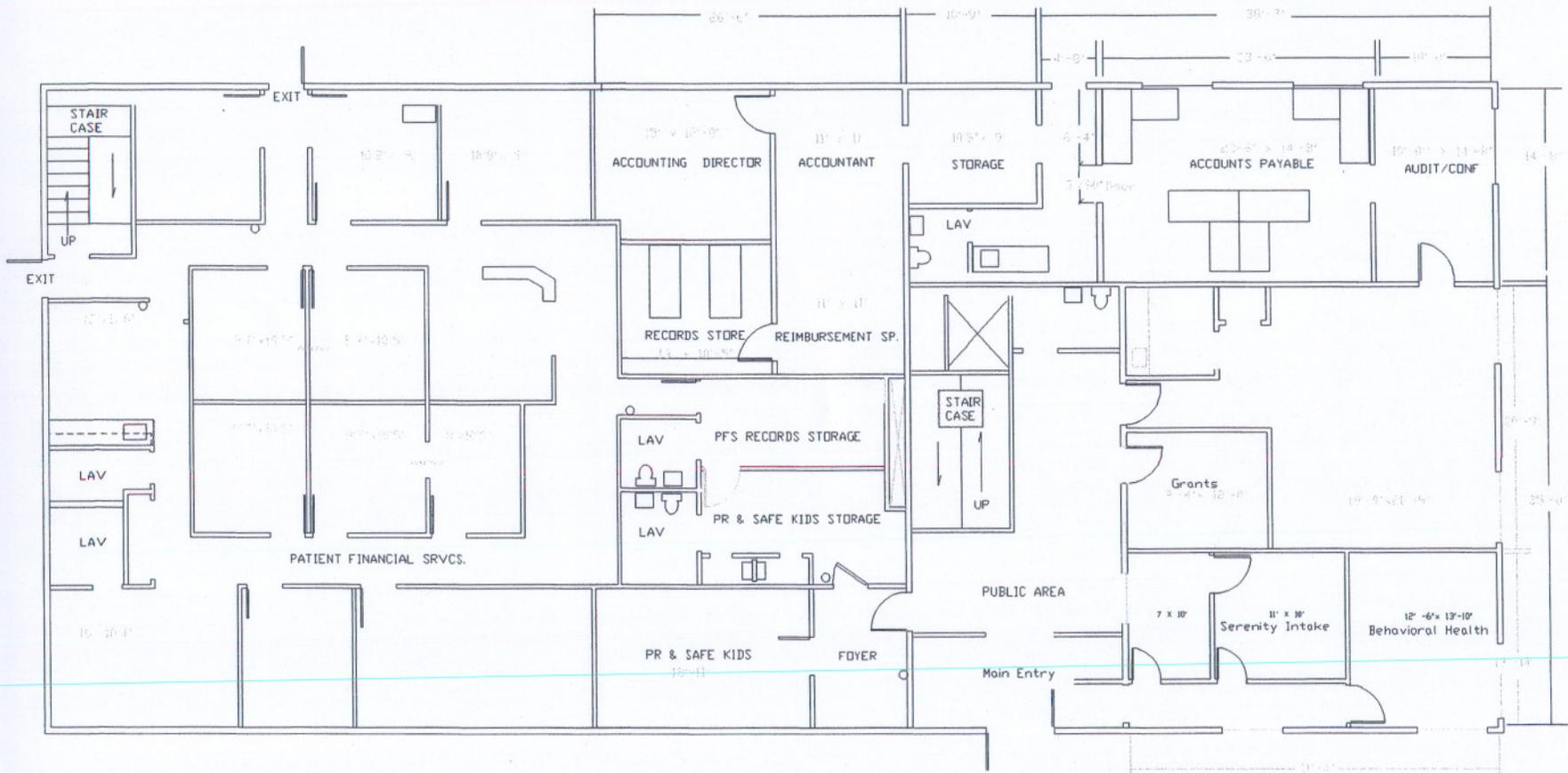
1 Electrical conductor code upgrade quantity, is represented as a rough estimate only, for budgetary line allocation. Actual extent of work depends on in-field, all-ceiling inspection.

Attach. #1 GENERAL LOCATION BY SUBDIVISION LAYOUT



PENINSULA MEDICAL CENTER SUB NO 2 LOT 4-A'

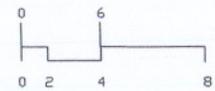
T 5N R 10W SEC 29 Seward Meridian KN 0840103 (approx. 1.18Ac.)

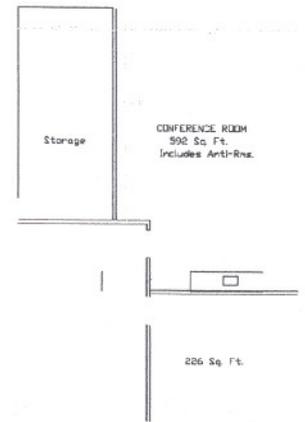
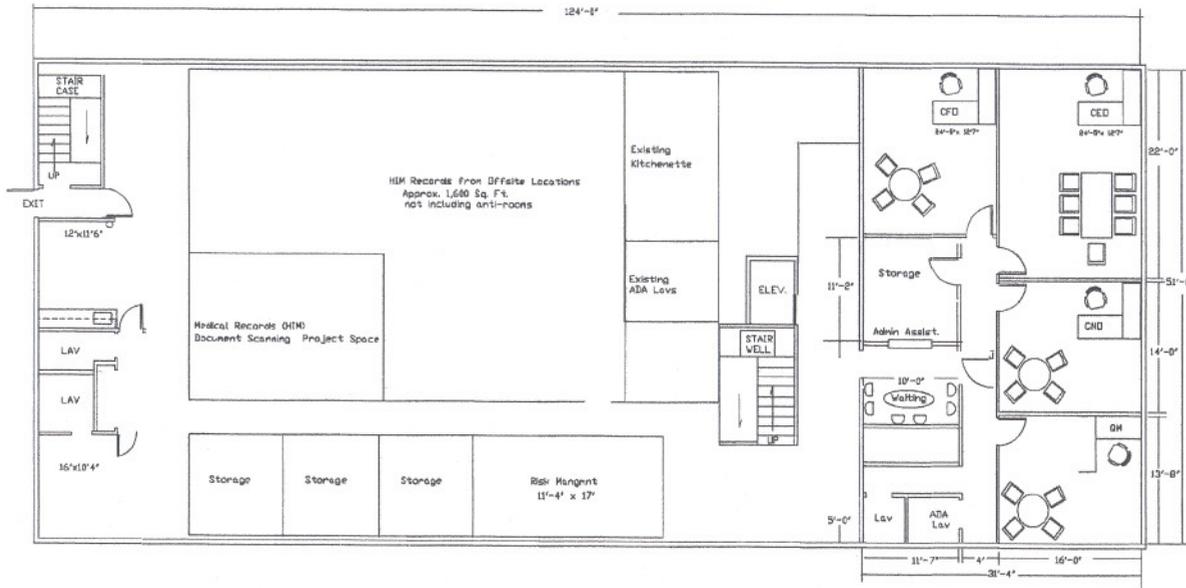


Mundell Building - 245 Binkley Street - Soldotna

FLOOR 1

Drawing: AJK





Mundell Building - 245 Binkley Street - Soldotna
SCHEMATIC OF BASEMENT AREA

Drawing AJK

