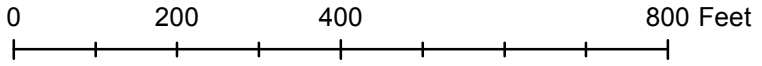


Property Locations



3/10/2015



KENAI PENINSULA BOROUGH

Planning Department • Land Management Division
144 North Binkley Street • Soldotna, Alaska 99669-7520
PHONE: (907) 714-2200 • **FAX:** (907) 714-2378
Toll-free within the Borough: 1-800-478-4441, Ext. 2200
www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Mike Navarre, Mayor

THRU: Craig Chapman, Finance Director *Penny Pictarasky for CC*
 Mark Fowler, Purchasing & Contracting Officer *Director*
 Stormy Brown, Director of Human Resources *SB*
 Max Best, Planning Director *max*
 Marcus Mueller, Land Management Officer *mm*

FROM: Keith Snarey, Land Management Agent *KS*

DATE: March 10, 2015

SUBJECT: Intent to Award a Lease to Plymire Investments, LLC for Office Space for the Homer Satellite Office

The current lease for the Homer satellite office will expire June 30, 2015. To continue and maintain a borough office in the Homer area, the Land Management Division has solicited quotes for a one year lease with a renewal option for up to four additional one year periods. Four quotes were received and are as follows:

<u>QUOTES SUBMITTED BY</u>	<u>SQ/FT</u>	<u>COST PER SQ/FT</u>
Plymire Investments, LLC	1000	\$1.35
Homer Property Management	900	\$2.88
Bay Realty	900	\$.89
Randall Boashart	1300	\$1.30

Based on this office space being offered at a competitive rate, currently utilized by several departments and local agencies, and the community's familiarity with the current location, Land Management recommends entering into a new lease with Plymire Investments, LLC. With your signature as approval below, Land Management will prepare a resolution and lease agreement pursuant to KPB 17.10.040 to be scheduled for the April 27, 2015 Planning Commission meeting, and the May 5, 2015 Assembly meeting for action. At this time sufficient funds are available for a one year lease in the amount of \$1,350/month or \$16,200/year for 1,000 s.f. of office space. Lease amounts for the four additional renewal options will be subject to increases based on the Consumer Price Index. Annual utility costs for this property are estimated at \$3,000/year for natural gas, electric, and phone.

Funding for this project is in account number 100.11230.00000.43810

Mike Navarre

Mike Navarre, Mayor

3/13/15

Date

FINANCE DEPT ACCOUNTING
KPB

MAR 13 2015

RECEIVED

Subject to Assembly Approval of FY 2016 Budget

FINANCE DEPARTMENT
FUNDS VERIFIED

ACT # 100.11230.43810 \$16,200

BY: *pp* DATE: *3/13/15*