

Kenai Peninsula Borough
Planning Department – Land Management Division

MEMORANDUM

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

THRU: Peter Micciche, Mayor
Robert Ruffner, Planning Director
Marcus A. Mueller, Land Management Officer

FROM: Aaron Hughes, Land Management Agent

DATE: March 14, 2023

RE: Resolution 2023-____, Authorizing the Borough to Enter into a Two-Year Lease Agreement with a Month-to-Month Renewal Option with TKC, LLC, for the Occupancy of Commercial Office Space Necessary for Daily Operations of the Kenai Peninsula Borough Risk Management Department (Mayor)

The Kenai Peninsula Borough (the “Borough”) Risk Management Department (“Risk”) is displaced from its current office location because it is unsafe for occupancy due to significant structural problems. An extensive internal review of existing Borough-owned or managed office spaces was conducted, with no suitable alternate locations being identified.

In order to facilitate Risk’s continued operations, a private commercial office space has been identified that will satisfy Risk’s needs. A two-year lease has been negotiated at a monthly rate of \$2,300.00 (\$27,600.00 annually) for commercial office space located at 170 North Birch Street, Unit 103, Soldotna, Alaska.

The Resolution authorizes the Borough, on Risk’s behalf, to enter into a lease agreement with TKC, LLC, for an initial two-year term with the provision for a month-to-month renewal option for an additional one-year term and subject to a 4% increase in the third year.

Your review and consideration of the Resolution is appreciated.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>700.11234.00000.43810</u>
Amount:	<u>\$8,050.00</u>
By: _____	Date: _____