



KENAI PENINSULA BOROUGH

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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Dale Bagley, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: Mike Navarre, Mayor *P.O. for H.N.*
Craig Chapman, Finance Director *C Chapman*
Mark Fowler, Purchasing and Contracting Officer *MT*
Max Best, Planning Director *mb*
Marcus Mueller, Land Management Officer *mm*

FROM: Keith Snarey, Land Management Agent *KS*

DATE: April 15, 2015

SUBJECT: Resolution 2015-023, A Resolution Authorizing the Borough to Enter into a One-Year Lease Agreement with Four One-Year Renewals with Plymire Investments, LLC for the Use and Occupancy of the Borough's Satellite Office in Homer

The Borough has leased administrative office space in the Plymire Building on East Pioneer Avenue in Homer since 1996. The Homer office serves the southern Peninsula with public information, assessing information, and mapping services. The office is used fulltime by the Human Resources Department and the Road Service Area with each housing one employee at the location. The office also serves as an Absentee Voting Office and a hub for all Southern Peninsula voting precincts.

The current lease at the Plymire Building expires on June 30, 2015. Four informal solicitations were received from property management firms in the Homer area. Upon review of the responses, Plymire Investments, LLC is recommended with a proposal to lease the same facility that the Borough currently occupies for the rate of \$1,350/month for the first year and each additional renewal option to be adjusted at the annual Anchorage Consumer Price Index rate.

The attached resolution would authorize the Kenai Peninsula Borough to enter into a one-year lease agreement beginning July 1, 2015, with the option to renew for up to four additional one-year periods with Plymire Investments, LLC. The administration respectfully requests your approval of this resolution.