



# KENAI PENINSULA BOROUGH

Planning Department • Land Management Division  
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**MIKE NAVARRE**  
BOROUGH MAYOR

## MEMORANDUM

**TO:** Mike Navarre, Mayor

**THRU:** Craig Chapman, Finance Director *Penny Pickens for CC*  
Mark Fowler, Purchasing & Contracting Officer  
Stormy Brown, Director of Human Resources *SB*  
Max Best, Planning Director *MB*  
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: <i>pp</i>	DATE: <i>3/13/15</i>

# Property Locations

