



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

**MEMORANDUM**

**TO:** Blaine Gilman, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Mike Navarre, Mayor *mn*  
Craig C. Chapman, Finance Director *C Chapman*  
Stormy Brown, Director of Human Resources *SB*  
Max Best, Planning Director *MB*  
Marcus Mueller, Land Management Officer *MB Forman*

**FROM:** Julie Denison, Land Management Technician *JD*

**DATE:** June 9, 2016

**SUBJECT:** Resolution 2016-~~126~~ *126*, A Resolution Authorizing the Borough to Enter Into a One-Year Lease Agreement with Four One-Year Renewal Options with SeaView Community Services for the Occupancy of the Borough's Annex Office in Seward (Mayor)

The Borough has leased office space in the SeaView Plaza building on Railway Avenue in Seward since 2006 for the purpose of providing liaison services to the eastern peninsula including distribution/collection of forms and general information, geographic information systems mapping and property information, and public notices. The annex office provides teleconference connections to the borough assembly meetings for the eastern peninsula. The current lease at the SeaView Plaza Building expires June 30, 2016.

The borough competitively sought quotes for office space in the Seward area. Two quotes were received and considered responsive. SeaView Community Services was the successful respondent with a proposal to lease the same facility that the borough's annex office currently occupies for \$799.24/month (yearly amount verified below differs from 12 times monthly amount due to rounding) for 420 square feet of office space, subject to a four percent increase in years three and five

The attached resolution would authorize the Kenai Peninsula Borough to enter into a one-year lease agreement, with automatic renewals for up to four additional one-year periods, with SeaView Community Services. The administration respectfully requests your consideration of this resolution.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	100.11230.00000.43810
Amount:	\$9,590.94
By: <i>pp</i>	Date: <i>6/6/16</i>

*Subject to  
Assembly  
approval of  
FY17 budget.*