



# **KENAI PENINSULA BOROUGH**

## **PLANNING DEPARTMENT**

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**MIKE NAVARRE**  
**BOROUGH MAYOR**

## **MEMORANDUM**

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

**THRU:** Mike Navarre, Borough Mayor *mn*

**FROM:** Max Best, Planning Director *mb*

**DATE:** June 15, 2016

**SUBJECT:** Resolution 2016-036: 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

The Kenai Peninsula Borough Planning Commission reviewed the subject resolution during their regularly scheduled June 13, 2016 meeting.

A motion passed by unanimous consent to recommend approval of Resolution 2016-036, authorizing the Borough to enter into a one-year lease renewal option with a four one-year renewal options with SeaView Community Services for the occupancy of the Borough's annex office in Seward.

In the Resolution, please make the following amendment to the last WHEREAS statement:

*WHEREAS, at its meeting of June 13, 2016, the Planning Commission recommended approval by unanimous consent.*

Attached are the unapproved minutes of the subject portion of the meeting.

AGENDA ITEM F. PUBLIC HEARINGS

3. Resolution 2016-036: 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

Memorandum reviewed by Max Best

PC Meeting: 6/13/16

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

This 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.

END OF MEMORANDUM

Chairman Martin opened the meeting for public comment. Seeing and hearing no one wishing to speak Chairman Martin closed the public comment period and opened discussion among the Commission.

**MOTION:** Commissioner Holsten moved, seconded by Commissioner Isham to recommend approval of Resolution 2016-036, authorizing the Borough to enter into a one-year lease renewal option with a four one-year renewal options with SeaView Community Services for the occupancy of the Borough's annex office in Seward.

**VOTE:** The motion passed by unanimous consent.

CARLUCCIO YES	COLLINS YES	ECKLUND ABSENT	ERNST YES	FOSTER YES	GLENDENING YES	HOLSTEN YES
ISHAM YES	LOCKWOOD YES	MARTIN YES	RUFFNER YES	VENUTI YES	WHITNEY YES	12 YES 1 ABSENT

AGENDA ITEM F. PUBLIC HEARINGS

4. Resolution 2016-037; 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 Seward Bear Creek Flood Service Area in Seward

Memorandum given by Max Best

PC Meeting: 6/13/16

The Seward Bear Creek Flood Service Area (SBCFSA) has leased office space in the SeaView Plaza building on Railway Avenue in Seward since 2004 for the purpose of providing flood protection services for the service area. The current lease at the SeaView Plaza Building expires June 30, 2016.