



KENAI PENINSULA BOROUGH

Planning Department • Land Management Division
144 North Binkley Street • Soldotna, Alaska 99669-7520
Toll-free within the Borough: 1-800-478-4441
PHONE: (907) 714-2200 • FAX: (907) 714-2378
www.borough.kenai.ak.us

DAVID R. CAREY
BOROUGH MAYOR

MEMORANDUM

TO: Gary Knopp, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: David R. Carey, Mayor *W. Carey*
Craig C. Chapman, Finance Director *C. Chapman*
MB Max Best, Planning Director
Marcus Mueller, Land Management Officer *mm*

FROM: *JD* Julie Denison, Land Management Technician

DATE: May 5, 2011

SUBJECT: Resolution 2011-048, Authorizing the lease of 420 Square Feet of office space in the SeaView Community Plaza Building for the Seward Annex office for up to five years

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, GIS 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, 2011.

The borough competitively sought and advertised request for quotes (RFQ) for office space in the Seward area. The RFQ was published in the Seward Phoenix Log on March 24, 2011 and published on the Land Management web page. Three quotes were received and considered responsive. SeaView Community Services was the successful respondent with a proposal to lease the same facility that the Seward annex office currently occupies for \$735/month for 420 square feet of office space for years 1 and 2 and 4% increases in years 3 and 5.

The attached resolution would authorize the Kenai Peninsula Borough to enter into a one-year lease agreement with the option to renew 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.	<u>100.11230.00000.43810</u>
Amount	<u>\$8,820.00</u>
SUBJECT TO ASSEMBLY APPROVAL OF	
By: <u>CBW</u>	Date: <u>5/3/11</u>