



KENAI PENINSULA BOROUGH

Planning Department • Land Management Division
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DAVID R. CAREY
BOROUGH MAYOR

MEMORANDUM

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

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

FROM: *J* Julie Denison, Land Management Technician

CC: Bill Williamson, Chair, Seward Bear Creek Flood Service Area Board

DATE: May 5, 2011

SUBJECT: Resolution 2011-049, Authorizing the lease of 440 Square Feet of office space in the SeaView Community Plaza Building for the Seward Bear Creek Flood Service Area for up to 5 years

The 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, 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 SBCFSA currently occupies for \$770/month for 440 square feet of office space for years 1 and 2 and 4 percent increases in years 3 and 5.

The attached resolution would authorize the Kenai Peninsula Borough, on behalf of the SBCFSA, 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.	<u>259.21212.00000.43810</u>
Amount	<u>\$9,240⁰⁰</u>
Subject to <u>Assembly Approval of</u>	
By: <u>CBW</u>	Date: <u>5/3/11</u>