

# State of Alaska



## Legislative Affairs Agency


Administrative Services, Supply Section

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### MEMORANDUM

**TO:** Pamela A. Varni, Executive Director  
Legislative Affairs Agency

**FROM:** Tina Strong, Procurement Officer   
Legislative Affairs Agency

**DATE:** May 7, 2014

**SUBJ:** Kenai Office Space Lease Renewal

The Kenai State Facility lease agreement is up for renewal for next fiscal year. This lease exceeds \$35,000 in one fiscal year; therefore, Legislative Council's approval is required.

The lease is for office space currently occupied by the Kenai Legislative Information Office, Senator Peter Micciche, Senator Cathy Giessel, Speaker Mike Chenault, Representative Kurt Olson, and Representative Paul Seaton. This is a state-owned building lease with the lessor being the Department of Transportation and Public Facilities.

#### **Kenai Office Space**

Department of Transportation and Public Facilities

Lease Renewal

July 1, 2014 – June 30, 2015

\$51,982.64

Because this space is a state-owned facility that is administered by the Department of Transportation and Public Facilities, we are only charged a percentage of yearly administrative costs to run the building based on the amount of square footage we occupy.

Additional lease information is attached.

Attachment(s)

**LEASE AGREEMENT INFORMATION**

**LESSOR:** Dept of Transportation and Public Facilities  
**OCCUPANTS:** LIO, Sen Micciche, Sen Giessel , Rep Chenault, Rep Olson, Rep Seaton  
**LOCATION:** 145 Main Street Loop, Kenai, Alaska  
**TOTAL SQ. FOOTAGE:** 3,624

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**CURRENT LEASE INFORMATION**

**TOTAL SQ. FOOTAGE:** 3,624  
**TOTAL LEASE AMT.:** \$106,485.00  
**LEASE TYPE:** State-Owned Facility Lease Agreement  
**LEASE TERM:** July 1, 2013 – June 30, 2014

**NEW LEASE INFORMATION**

**TOTAL SQ. FOOTAGE:** 3,624  
**TOTAL LEASE AMT.:** \$51,982.64  
**LEASE TYPE:** State-Owned Facility Lease Agreement  
**LEASE TERM:** July 1, 2014 – June 30, 2015

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**COMMENTS:** This space is in a State-Owned Facility that is administered by DOT. We are charged a percentage of yearly administrative costs to run the building based on the amount of square footage we occupy. This is why the total lease amount fluctuates each year.