



KENAI PENINSULA BOROUGH

Finance Department

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MIKE NAVARRE
MAYOR

TO: Mike Navarre, Borough Mayor

THRU: Valentina Sustaita, Acting Purchasing & Contracting Director *V. Sustaita*

FROM: Craig Chapman, Finance Director *C Chapman*

DATE: September 3, 2015

SUBJECT: Approval for sole source of external accounting services to be performed at Nikiski Senior Citizens, Inc.

Under Section 5.28.300 of the Borough code, we request that the contract for external accounting services to be performed at Nikiski Senior Citizens, Inc, (NSC) behalf of the Nikiski Senior Service Area and the Kenai Peninsula Borough be awarded to Altman Rogers & Co, Certified Public Accountants.

Due to turnover of staff, NSC is unable to provide financial report for FY2015 to the Borough as required by the operating agreement in place between NSC and the Borough.

Since the fiscal year ended at June 30, 2015, time will be of the essence in performing the work and Altman Rogers has staff available to start the work as soon the funds are appropriated.

Altman Rogers has performed accounting services for the Borough in the past and is well qualified to do the required work.

Approved: *Mike Navarre* Date: *9/3/15*
Mike Navarre, Mayor