



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520
Toll-free within the Borough: 1-800-478-4441
PHONE: (907) 262-4441 • FAX: (907) 262-1892
www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

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

THRU: Mike Navarre, Mayor *MN*

FROM: Craig Chapman, Director of Finance *C Chapman*
James Baisden, NFSA Fire Chief *JCB*

DATE: July 26, 2012

SUBJECT: Ordinance 2012-19-19, appropriating \$8,000 from the Nikiski Fire Service Area Capital Project Fund for the Station #1 bunkroom remodel project (Architectural plans)

The FY2013 capital budget for the Nikiski Fire Service Area (NFSA) included \$80,000 for upgrading and remodeling the common bunkroom located on the second floor of station #1. These funds were appropriated effective July 1, 2012.

NFSA thought it could use unspent funds from its FY2012 operating budget to pay for the design work and submitted a purchase order (P.O.) in the amount of \$7,770 on June 4, 2012, and requested the work to be completed by June 30, 2012.

The bunkroom remodel project is considered a capital project, therefore all costs should be accounted for in the NFSA Capital Project Fund. In addition, at the time this P.O. was issued, the assembly had not approved the project or appropriated funds for the project.

Since this project was not approved by the assembly at the time the P.O. was issued and funds had not been appropriated in the NFSA Capital Project Fund in FY2012, assembly action is needed to authorize the project and appropriate funds for the cost that was incurred prior to July 1, 2012.

Shortened hearing is requested for this ordinance as the funding is for FY2012 expenditures.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>441.27910 FB</u>
Amount	<u>\$8,000</u>
By:	<u><i>pc</i></u> Date: <u>7/24/12</u>