

# **Kenai Peninsula Borough**

*144 North Binkley Street*

*Soldotna, AK 99669*



## **Meeting Agenda**

**Tuesday, September 16, 2025**

**6:00 PM**

**Meeting ID: 835 6358 3837 Passcode: 606672**

**Betty J. Glick Assembly Chambers**

**Meeting ID: 835 6358 3837 Passcode: 606672**

## **Assembly**

*Peter Ribbens, President*

*Kelly Cooper, Vice President*

*James Baisden*

*Tyson Cox*

*Willy Dunne*

*Cindy Ecklund*

*Brent Johnson*

*Leslie Morton*

*Ryan Tunseth*

**CALL TO ORDER****PLEDGE OF ALLEGIANCE****INVOCATION**

*Any invocation that may be offered at the beginning of the assembly meeting shall be a chaplain from borough fire and emergency service areas. No member of the community is required to attend or participate in the invocation.*

**ROLL CALL****COMMITTEE REPORTS****APPROVAL OF AGENDA AND CONSENT AGENDA**

*(All items listed with an asterisk (\*) are considered to be routine and non-controversial by the Assembly and will be approved by one motion. Public testimony will be taken. There will be no separate discussion of these items unless an Assembly Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)*

**ACTION ITEMS CURRENTLY ON CONSENT AGENDA:**

KPB-7178: September 2, 2025 Regular Assembly Meeting Minutes

Resolution 2025-038: Authorizing the Mayor to Execute Agreements with the State of Alaska for E911 Dispatch Services in Southeast Alaska, and to Execute New Memoranda of Agreement with Entities Utilizing Dispatch Services in the Region

Ordinance 2024-19-42: Deobligating Some or All In-Kind Services by the City of Seldovia and the City of Seward, and Appropriating Their Cash Contributions as Required Match Funds for 42the Safe Streets and Roads for All Grant Project

Ordinance 2025-19-13: Accepting and Appropriating Remaining Unspent Federal Pass-Through Grant Funds from the State of Alaska for Woody Fuel Disposal and Authorizing the Mayor to Enter into a New Memorandum of Agreement

Ordinance 2025-19-14: Appropriating U.S. Treasury Local Assistance and Tribal Consistency Funds to Support the Central Peninsula Landfill Infrastructure Capital Improvements

Ordinance 2025-22: Authorizing the Sale of Certain Parcels Which Do Not Sell in the 2025 Online-Only Auction to be Offered Through an Over-The-Counter Sale Following the Online-Only Auction

Ordinance 2025-23: Amending Borough Code, KPB 22.30.110, Regarding Assembly Compensation to Take Effect in Fiscal Year 2027

KPB-7180: Approval of Precinct Boards, Canvass Board, and Absentee Voting Officials for the October 7, 2025 Regular Municipal Election

KPB-7181: Confirming Appointments to the Advisory Planning Commissions

KPB-7182: Confirming Appointment to the Road Service Area Board

**ACTION ITEM ELIGIBLE TO BE ADDED TO THE CONSENT AGENDA:**

Ordinance 2025-19-10: Accepting and Appropriating Grant Funds of \$18,200 to the Kenai Peninsula Borough for the River Center Access and Restoration Demonstration Project

Ordinance 2025-19-11: Accepting and Appropriating Grant and Funds for the Purchase of Three Slip-On Tanker Units

Ordinance 2025-19-12: Appropriating Funds from the Insurance and Litigation Fund Balance for Additional Insurance Premiums and Claim Reserves

**APPROVAL OF MINUTES**

\*1. [KPB-7178](#) September 2, 2025 Regular Assembly Meeting Minutes

Attachments: [September 2, 2025 Regular Assembly Meeting Minutes](#)

**COMMENDING RESOLUTIONS AND PROCLAMATIONS****PRESENTATIONS WITH PRIOR NOTICE**

*(20 minutes total)*

1. [KPB-7179](#) Kenai Peninsula Borough School District Quarterly Report, Kari Dendurent, Assistant Superintendent (10 Minutes)

Attachments: [Annual Report](#)

## **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

*(3 minutes per speaker; 20 minutes aggregate)*

## **MAYOR'S REPORT**

[KPB-7183](#) Mayor's Report Cover Memo

Attachments: [Mayor's Report Cover Memo](#)

1. Assembly Requests/Responses - None

2. Agreements and Contracts

- a. [KPB-7184](#) Authorization to Award a Contract for RFP26-001 South Peninsula Hospital Generator System

Attachments: [Authorization to Award a Contract for RFP26-001 South Peninsula Hospital Ger](#)

- b. [KPB-7185](#) Authorization to Award a Contract for RFP26-002 Emergency Responder Medical Physical / Testing Requirements

Attachments: [Authorization to Award a Contract for RFP26-002 Emergency Responder Medic](#)

- c. [KPB-7186](#) KCDA CO-OP Bleacher Purchase, Under the Government General Services (GSA) Contract

Attachments: [KCDA CO-OP Bleacher Purchase, Under the Government General Services \(G](#)

3. Other

- a. [KPB-7187](#) Certification of the 2025 Personal Property Supplemental Assessment Roll

Attachments: [Certification of the 2025 Personal Property Supplemental Assessment Roll 09.0](#)

- b. [KPB-7188](#) Budget Revisions – July 2025

Attachments: [Budget Revisions - July 2025 09.04.25](#)

- c. [KPB-7189](#) Capital Project Reports – June 30, 2025

Attachments: [Capitol Projects Reports - June 30, 2025 09.04.25](#)

- d. [KPB-7190](#) Revenue-Expenditure Report – July 2025

Attachments: [Revenue-Expenditure Report - July 2025](#)

## ITEMS NOT COMPLETED FROM PRIOR AGENDA

### PUBLIC HEARINGS ON ORDINANCES

*(Testimony limited to 3 minutes per speaker)*

Ordinances referred to Finance Committee

1. [2025-19-10](#) An Ordinance Accepting and Appropriating Grant Funds of \$18,200 to the Kenai Peninsula Borough for the River Center Access and Restoration Demonstration Project (Mayor)

Attachments: [Ordinance 2025-19-10](#)

[Memo](#)

[Photographs](#)

2. [2025-19-11](#) An Ordinance Accepting and Appropriating Grant and Funds for the Purchase of Three Slip-On Tanker Units (Mayor)

Attachments: [Ordinance 2025-19-11](#)

[Memo](#)

3. [2025-19-12](#) An Ordinance Appropriating Funds from the Insurance and Litigation Fund Balance for Additional Insurance Premiums and Claim Reserves (Mayor)

Attachments: [Ordinance 2025-19-12](#)

[Amendment Memo](#)

[Memo](#)

Ordinances referred to Policies and Procedures Committee

4. [2025-18](#) An Ordinance Amending Borough Code, KPB 14.06.240 and KPB 14.06.250 Regarding Decertification (Mayor)

Attachments: [Ordinance 2025-18](#)

[Memo](#)

5.     [2025-20](#)     An Ordinance Amending KPB 21.18.025 to Address Adoptions and Deletions of Anadromous Waters Within the West District of the KPB 21.18 Appendix (Mayor, Johnson)

Attachments:     [Ordinance 2025-20](#)  
                          [Memo](#)  
                          [Maps](#)  
                          [Proposed Updates](#)

## UNFINISHED BUSINESS

### NEW BUSINESS

#### 1. Resolutions

Resolutions referred to Policies and Procedures Committee

- \*a.     [2025-038](#)     A Resolution Authorizing the Mayor to Execute Agreements with the State of Alaska for E911 Dispatch Services in Southeast Alaska, and to Execute New Memoranda of Agreement with Entities Utilizing Dispatch Services in the Region (Mayor)

Attachments:     [Resolution 2025-038](#)  
                          [Memo](#)  
                          [First Addendum Draft](#)  
                          [Intergovernmental Agreement Draft](#)

#### 2. Ordinances for Introduction

Ordinances for Introduction and referred to Finance Committee

- \*a.     [2024-19-42](#)     An Ordinance Deobligating Some or All In-Kind Services by the City of Seldovia and the City of Seward, and Appropriating Their Cash Contributions as Required Match Funds for the Safe Streets and Roads for All Grant Project (Mayor) (Hearing on 10/14/25)

Attachments:     [Ordinance 2024-19-42](#)  
                          [Memo](#)  
                          [Reference Copy O2022-19-50](#)

- \*b.**    [2025-19-13](#)    An Ordinance Accepting and Appropriating Remaining Unspent Federal Pass-Through Grant Funds from the State of Alaska for Woody Fuel Disposal and Authorizing the Mayor to Enter into a New Memorandum of Agreement (Mayor) (Hearing on 10/14/25)

Attachments:    [Ordinance 2025-19-13](#)  
                          [Memo](#)  
                          [Memorandum of Agreement Draft](#)  
                          [Reference Copy O2023-19-43](#)

- \*c.**    [2025-19-14](#)    An Ordinance Appropriating U.S. Treasury Local Assistance and Tribal Consistency Funds to Support the Central Peninsula Landfill Infrastructure Capital Improvements (Mayor) (Hearing on 10/14/25)

Attachments:    [Ordinance 2025-19-14](#)  
                          [Memo](#)

Ordinances for Introduction and referred to the Lands Committee

- \*d.**    [2025-22](#)    An Ordinance Authorizing the Sale of Certain Parcels Which Do Not Sell in the 2025 Online-Only Auction to be Offered Through an Over-The-Counter Sale Following the Online-Only Auction (Baisden) (Hearing on 10/14/25)

Attachments:    [Ordinance 2025-22](#)  
                          [Memo](#)  
                          [Reference Copy O2025-10](#)

Ordinances for Introduction and referred to the Policies and Procedures Committee

- \*e.**    [2025-23](#)    An Ordinance Amending Borough Code, KPB 22.30.110, Regarding Assembly Compensation to Take Effect in Fiscal Year 2027 (Ribbens) (Hearing on 10/14/25)

Attachments:    [Ordinance 2025-23](#)  
                          [Memo](#)  
                          [Reference Copy O2000-42](#)

### 3. Other

Other Items referred to Policies and Procedures Committee

- \*a. [KPB-7180](#) Approval of Precinct Boards, Canvass Board, and Absentee Voting Officials for the October 7, 2025 Regular Municipal Election (Borough Clerk)

Attachments: [Memo Approval of Precinct Boards, Canvas Board](#)

- \*b. [KPB-7181](#) Confirming Appointments to the Advisory Planning Commissions (Mayor)

Cooper Landing

Phillip J. Miller, Seat A, Term Expires 09/30/2028

Chris Degernes, Seat B, Term Expires 09/30/2028

David W. Nees, Seat G, Term Expires 09/30/2028

Hope/Sunrise

Gregory Sorensen, Seat C, Term Expires 09/30/2028

Attachments: [Appointments to Advisory Planning Commissions](#)

- \*c. [KPB-7182](#) Confirming Appointment to the Road Service Area Board (Mayor)

Heidi Covery, Board Seat At-Large #1 Seat, Term Expires 09/30/2028  
(registered voter of Nikiski)

Attachments: [Appointment to Road Service Area Board](#)

## PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

## ASSEMBLY COMMENTS

## PENDING LEGISLATION

*(This item lists legislation which will be addressed at a later date as noted.)*

1. [2025-21](#) An Ordinance Repealing and Reenacting KPB Chapter 5.12, Relating to Real Property Tax, Enacting a New KPB Chapter 5.11, Relating to Personal Property Tax, a New KPB Chapter 5.13, Relating to Tax Exemptions, Credits, or Deferrals, and a New KPB Chapter 5.15, Relating to Tax Appeals (Mayor) (Hearing on 10/14/25)

Attachments: [Ordinance 2025-21](#)  
[Memo](#)  
[Sectional Analysis](#)  
[2025 Real Property Assessment Notice Values](#)  
[Presentation Work Session 091625](#)

## INFORMATIONAL MATERIALS AND REPORTS

### ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

1. October 14, 2025 6:00 PM  
Regular Assembly Meeting  
Betty J. Glick Assembly Chambers  
Borough Administration Building  
Remote participation available through Zoom  
Meeting ID: 835 6358 3837 Passcode: 606672

### ADJOURNMENT

*This meeting will be broadcast on KDLL-FM 91.9 (Central Peninsula), KBBI-AM 890 (South Peninsula), and KIBH FM 91.7 (East Peninsula).*

*The meeting will be held in the Betty J. Glick Assembly Chambers, Borough Administration Building, Soldotna, Alaska. The meeting will also be held via Zoom, or other audio or video conferencing means whenever technically feasible. To attend the Zoom meeting by telephone call toll free 1-888-788-0099 or 1-877-853-5247 and enter the Meeting ID: 835 6358 3837 Passcode: 606672. Detailed instructions will be posted on at the Kenai Peninsula Borough's main page at [www.kpb.us](http://www.kpb.us)*

*For further information, please call the Clerk's Office at 714-2160 or toll free within the Borough at 1-800-478-4441, Ext. 2160. Visit our website at <https://kpb.legistar.com/Calendar.aspx> for copies of the agenda, meeting minutes, ordinances and resolutions.*



# Kenai Peninsula Borough

144 North Binkley Street  
Soldotna, AK 99669

## Meeting Minutes - Draft

### Assembly

*Peter Ribbens, President*  
*Kelly Cooper, Vice President*  
*James Baisden*  
*Tyson Cox*  
*Willy Dunne*  
*Cindy Ecklund*  
*Brent Johnson*  
*Leslie Morton*  
*Ryan Tunseth*

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Tuesday, September 2, 2025

6:00 PM

Betty J. Glick Assembly Chambers  
Meeting ID: 835 6358 3837 Passcode: 606672  
[https://yourkpb.zoom.us/j/83563583837?](https://yourkpb.zoom.us/j/83563583837?pwd=eTO4Um9ao1JJGaVtBJG86PXlsuNvm.1)  
[pwd=eTO4Um9ao1JJGaVtBJG86PXlsuNvm.1](#)

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Meeting ID: 835 6358 3837 Passcode: 606672

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### INVOCATION

The invocation was given by Tim Weekley, chaplain for Central Emergency Services.

### ROLL CALL

**Present:** 8 - Brent Johnson, Tyson Cox, Ryan Tunseth, Vice President Kelly Cooper, President Peter Ribbens, Cindy Ecklund, Willy Dunne, and Leslie Morton  
**Excused:** 1 - James Baisden

Also present were:

Peter A. Micciche, Borough Mayor  
Brandi Harbaugh, Finance Director  
Sean Kelley, Borough Attorney  
Michele Turner, Borough Clerk  
Sue Ellen Essert, Deputy Borough Clerk

### COMMITTEE REPORTS

*Assembly Member Tunseth stated the Finance Committee met and discussed its agenda items.*

*[8 Present: Cox, Cooper, Ecklund, Dunne, Johnson, Morton, Tunseth, Ribbens]*

*[1 Excused: Baisden]*

*Assembly Member Cox stated the Policies and Procedures Committee met and discussed its agenda items.*

*[8 Present: Cox, Cooper, Ecklund, Dunne, Johnson, Morton, Tunseth, Ribbens]*

*[1 Excused: Baisden]*

## APPROVAL OF AGENDA AND CONSENT AGENDA

**Cooper moved to approve the agenda and consent agenda.**

Copies have been made available to the public, Borough Clerk Michele Turner noted by title only the resolutions, ordinances and other new business items that were on the consent agenda.

[KPB-7151](#) August 19, 2025 Regular Assembly Meeting Minutes

The following public hearing items met the required conditions of KPB 22.40.110 and were added to the consent agenda:

[2025-19-08](#) An Ordinance Amending Ordinance 2024-19-36, Relating To Commercial Passenger Vessel Tax Proceeds Received From the State of Alaska to the Cities of Seward and Homer, to Provide a Revised Effective Date (Mayor)

**This Budget Ordinance was enacted.**

[2025-19-09](#) An Ordinance Approving the Use of Funds for the Costs of Distributing Informational and Promotional Materials About Ballot Proposition No. 1 Seeking Voter Approval to Require Hand Counting of In Person Ballots Voted on Election Day and Ballot Proposition No. 5 Seeking Voter Approval to Require to Change the Current Election Date to Align with the State of Alaska Election Date (Cooper)

*[Clerk's Note: Ordinance 2025-19-09 was amended. The title to read, "AN ORDINANCE APPROVING THE USE OF Funds FOR THE COSTS OF DISTRIBUTING INFORMATIONAL AND PROMOTIONAL MATERIALS ABOUT BALLOT PROPOSITION NO. 1 SEEKING VOTER APPROVAL TO REQUIRE HAND COUNTING OF IN PERSON BALLOTS VOTED ON ELECTION DAY AND BALLOT PROPOSITION NO. 5 SEEKING VOTER APPROVAL TO REQUIRE TO CHANGE THE CURRENT ELECTION DATE TO ALIGN WITH THE STATE OF ALASKA ELECTION DATE"; and*

the sixth Whereas clause read, "it essential to provide factual, nonpartisan information on the efficiencies, cost-effectiveness, and accuracy of ballot tabulators and local election[s] processes, procedures and practices; and"; and

the following Whereas clauses were added before the sixth Whereas clause, “WHEREAS, voters should be aware that moving the Borough regular election to November will cause certain logistical challenges, including polling place conflicts, ballot printing constraints, and, due to the state making it clear that the Borough and State will not be able to share election workers, the change may result in a need to recruit and train a separate pool of election workers apart from those serving State and Federal elections; and

WHEREAS, changing the Borough regular election date to November would also require the purchase of polling place booths, signs, etc. currently shared with the State; and

WHEREAS, unless the cities within the Kenai Peninsula Borough likewise amend their election dates, this election date change may void the MOA the Borough has with the cities related to election administration; and

WHEREAS, a Borough election date change that does not include the cities changing their local election date accordingly would mean that city residents would continue to participate in city elections in October, resulting in multiple election dates for the same voters and increased voter confusion and administrative burden; and

WHEREAS, moving the Borough regular election date to coincide with State and Federal elections could also result in local issues and local candidates being overshadowed by State and Federal election campaigns;” and

Section 2 was amended to read, “That the Assembly hereby appropriates \$34,000 from the General Fund fund balance to account 100.11110.26PR1.49999 and approves the use of the funds for an informational and promotional campaign, which may be used to influence the outcome of the election on October 7, 2025, on ballot Proposition 1 concerning hand counting ballots and ballot Proposition 5 concerning changing borough elections to November.”

**This Budget Ordinance was enacted as amended.**

## **NEW BUSINESS**

### [2025-037](#)

A Resolution Authorizing an Agreement with Central Peninsula General Hospital, Inc. for Dispatch Services (Mayor, Assembly)

**This Resolution was adopted.**

### [2025-19-10](#)

An Ordinance Accepting and Appropriating Grant Funds of \$18,200 to the Kenai Peninsula Borough for the River Center Access and Restoration Demonstration Project (Mayor) (Hearing on 09/16/25)

**This Budget Ordinance was introduced and set for public hearing.**

[2025-19-11](#) An Ordinance Accepting and Appropriating Grant and Funds for the Purchase of Three Slip-On Tanker Units (Mayor) (Hearing on 09/16/25)

**This Budget Ordinance was introduced and set for public hearing.**

[2025-19-12](#) An Ordinance Appropriating Funds from the Insurance and Litigation Fund Balance for Additional Insurance Premiums and Claim Reserves (Mayor) (Hearing on 09/16/25)

**This Budget Ordinance was introduced and set for public hearing.**

[2025-21](#) An Ordinance Repealing and Reenacting KPB Chapter 5.12, Relating to Real Property Tax, Enacting a New KPB Chapter 5.11, Relating to Personal Property Tax, a New KPB Chapter 5.13, Relating to Tax Exemptions, Credits, or Deferrals, and a New KPB Chapter 5.15, Relating to Tax Appeals (Mayor) (Hearing on 10/14/25)

**This Ordinance was introduced and set for public hearing.**

Approval of the Agenda and Consent Agenda

President Ribbens called for public comment.

**Kevin Fraley**, Homer, spoke in support of Ordinance 2025-19-09.

**Joan Corr**, K-Beach, spoke in opposition of Ordinance 2025-19-09.

There being no one else to speak, the public comment period was closed.

**The motion to approve the agenda and consent agenda as amended carried by the following vote:**

**Yes:** 8 - Johnson, Cox, Tunseth, Cooper, Ribbens, Ecklund, Dunne, and Morton

**Absent:** 1 - Baisden

## COMMENDING RESOLUTIONS AND PROCLAMATIONS

[KPB-7170](#) A Mayoral Proclamation Acknowledging Kachemak Bay Recovery Connection and Encouraging Kenai Peninsula Borough Residents to Participate in National Recovery Month (Mayor)

*[Clerk's Note: Mayor Micciche presented the Mayor's proclamation to Kachemak Bay Recovery Connection.]*

## PRESENTATIONS WITH PRIOR NOTICE

1. [KPB-7171](#) Kachemak Bay Recovery Connection, Jay Bechtol, Interim Program Manager (10 Minutes)

*[Clerk's Note: Jaclyn Rainwater and Harold Sargeant gave a presentation to the Assembly.]*

#### **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

President Ribbens called for public comment.

**Jan Wallace**, Soldotna, addressed the Assembly regarding recycling at Central Peninsula Landfill.

**Joan Corr**, K-Beach, spoke in support of Proposition No. 1 and Proposition No. 5.

There being no one else to speak, the public comment period was closed.

#### **MAYOR'S REPORT**

[KPB-7168](#) Mayor's Report Cover Memo

1. Assembly Requests/Responses - None
  2. Agreements and Contracts - None
  3. Other
- a. [KPB-7169](#) Tax Adjustment Request Approval

**ITEMS NOT COMPLETED FROM PRIOR AGENDA - None**

**PUBLIC HEARINGS ON ORDINANCES - None**

**UNFINISHED BUSINESS - None**

#### **PUBLIC COMMENTS AND PUBLIC PRESENTATIONS**

President Ribbens called for public comment.

**Jan Wallace**, Soldotna, addressed the Assembly regarding recycling at Central Peninsula Landfill.

There being no one else to speak, the public comment period was closed.

#### **ASSEMBLY COMMENTS**

Assembly Member Dunne thanked Kachemak Bay Recovery Connection for their presentation and expressed his appreciation for the staff and the work they do. He also stated he attended the Alaska Housing Finance Corporation community breakfast in Homer.

Assembly Member Tunseth stated he attended Industry Appreciation Days, describing it as a great and well-executed event. He asked everyone to keep in their thoughts the woman who was seriously injured in a recent bear attack, and wished everyone a good night.

Assembly Member Johnson expressed appreciation for the Kachemak Bay Recovery Connection presentation. He announced a public meeting at the Kasilof Fire Station on September 18, 2025 at 6:00 p.m. regarding the Spruce Grove Memorial Park Cemetery.

Assembly Member Morton thanked Kachemak Bay Recovery Connection for a very informative presentation and noted her attendance at Industry Appreciation Days.

Assembly Member Cox stated he attended the Ted McKinney Cross Country Invite at Skyview Middle School, where over 800 students participated. Mr. Cox reminded the public of the upcoming October election, noting several propositions and assembly seats on the ballot.

Assembly Member Ecklund expressed support for Resolution 2025-037 and stated the Kachemak Bay Recovery Connection presentation was fabulous.

Assembly Member Cooper stated she really appreciated all who presented the Kachemak Bay Recovery presentation and stated she appreciated all they do for the community.

Assembly Member Ribbens addressed the ongoing post office situation in Nikiski.

## **INFORMATIONAL MATERIALS AND REPORTS**

### **ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

1. September 16, 2025 6:00 PM  
Regular Assembly Meeting  
Betty J. Glick Assembly Chambers  
Borough Administration Building  
Remote participation available through Zoom  
Meeting ID: 835 6358 3837 Passcode: 606672

2. September 16, 2025 TBD  
Ordinance 2025-21 Work Session  
Betty J. Glick Assembly Chambers  
Borough Administration Building  
Remote participation available through Zoom  
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## **ADJOURNMENT**

With no further business to come before the assembly, President Ribbens adjourned the meeting at 7:31p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of September 2, 2025.

\_\_\_\_\_  
Michele Turner, CMC, Borough Clerk

Approved by the Assembly: \_\_\_\_\_

# 2025

## ANNUAL REPORT



# KPBSD

Our Mission: Supporting Students in Life Success

# Message from the Superintendent



Dear Students, Families, Staff,  
and Community Members,

Each year in this role, I gain a deeper appreciation for the strength and resilience of the Kenai Peninsula Borough School District community. The 2024–2025 school year brought both challenges and meaningful progress, and through it all, the commitment to our students remained constant.

Across all 42 schools, our efforts are centered on student learning and meaningful outcomes. We are committed to ensuring that every young person is equipped with the tools, skills, and confidence they need to thrive. From building strong literacy foundations in the early grades to expanding career and technical pathways in high school, we are evolving to meet the needs of today's students and preparing them for the opportunities that lie ahead.

This year, we saw unprecedented growth in the number of students earning industry certifications through our Career and Technical Education (CTE) programs. More students than ever are taking dual enrollment college courses, and overall, KPBSD students who took AP exams outscored their peers from around the globe. Our teachers and staff continue to adapt and innovate, and I'm proud of the way they lead with both skill and heart.

While the State of Alaska continues to face challenges in providing consistent and adequate funding for public education, the Kenai Peninsula Borough School District remains strong. We continue to adapt, and our schools are thriving thanks to the steady leadership of our principals and the outstanding commitment of our teachers and support staff.

Public education is built on trust, and I'm grateful for the continued support of our families and community partners. Whether you volunteer, attend school events, partner with a school or business, advocate for education, or simply encourage a student, your involvement matters.

It is a privilege to serve as your Superintendent. I believe deeply in the potential of every student, and I look forward to the work we will do together on their behalf.

Sincerely,  
Clayton Holland  
Superintendent, KPBSD

# Message from the Board President



The 2024–25 school year presented both successes and difficulties for the district.

The ongoing implementation of the Alaska Reads Act continued to show a positive impact, with reading proficiency in kindergarten through third grade again showing an upward trajectory. This progress highlights the importance of KPBSD's focus on evidence-based instruction and interventions for young learners. The dedication of all staff in implementing these literacy strategies is commendable.

The year also brought ongoing challenges, particularly concerning education funding and its impact on our district. While efforts to advocate for adequate funding continued, the Board of Education faced difficult decisions as the lack of predictable funding led to cuts in programs and staff. Despite these challenges, our commitment to securing the resources our students and educators need remains unwavering.

Moving forward, the district will maintain its commitment to advancing literacy and mathematics, while also fostering increased participation in dual enrollment and Career and Technical Education (CTE) programs. There is a continued commitment to investing in educators as well as addressing teacher recruitment and retention challenges. KPBSD will also strengthen community partnerships and advocate for resources to ensure the safety and well-being of all students, including their social, emotional, and mental health needs. Additionally, the district will remain focused on academic excellence and workforce development, preparing students to become contributing members of local communities and the economy.

Throughout the year, the Board of Education has remained focused on listening to student voice and community input. These perspectives are essential as we make decisions that shape the future of our schools. We also continue to work closely with district leadership to ensure our governance aligns with long-term strategic goals that promote student success.

It continues to be an incredible honor to serve on the Board of Education and as its President. The work we do on behalf of this district, and the communities of the Kenai Peninsula is both meaningful and deeply important. Our students are, and will always remain, at the center of every decision we make. On behalf of the Board, thank you for your support, your partnership, and your dedication to ensuring that every child in our district has the opportunity to thrive.

Zen Kelly

President, KPBSD Board of Education



# Board Meeting Dates

**July 1, 2024**

**August 5, 2024**

**September 9, 2024 (Seward)**

**October 7, 2024**

**October 14, 2024**

**November 4, 2024**

**December 2, 2024**

**January 13, 2025**

**February 3, 2025**

**March 3, 2025 (Homer)**

**April 7, 2025**

**May 5, 2025**

**June 2, 2025**

## **Quarterly Work Sessions**

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**August 6, 2024**

**November 5, 2024**

**February 4, 2025**

**June 3, 2025**

# Board of Education Members

\*Elections in October 2025

## District 1

### Patti Truesdell

Member, Soldotna  
99669

[ptruesdell@kpbsd.org](mailto:ptruesdell@kpbsd.org)

(907) 394-4497  
Term Expires:  
2025



## District 2

### Sarah Douthit

Member, Kenai  
99661

[sdouthit@kpbsd.org](mailto:sdouthit@kpbsd.org)

(907) 252-8843  
Term Expires:  
2027



## District 3

### Jason Tauriainen

Vice President, Nikiski  
99635

[jtauriainen@kpbsd.org](mailto:jtauriainen@kpbsd.org)

(907) 398-1024  
Term Expires:  
2026



## District 4

### Penny Vadla

Treasurer, Soldotna  
99669

[pvadla@kpbsd.org](mailto:pvadla@kpbsd.org)

(907) 262-7249  
Term Expires:  
2026



## District 5

### Kelley Cizek

Member, Sterling  
99672

[kcizek@kpbsd.org](mailto:kcizek@kpbsd.org)

(907) 394-0099  
Term Expires:  
2027



## District 6

### Virginia Morgan

Clerk, Cooper Landing  
99572

[vmorgan@kpbsd.org](mailto:vmorgan@kpbsd.org)

(907) 598-3094  
Term Expires:  
2025



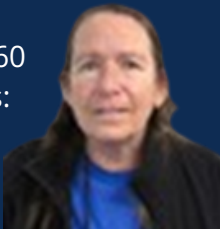
## District 7

### Dianne MacRae

Member, Ninilchik  
99639

[dmacrae@kpbsd.org](mailto:dmacrae@kpbsd.org)

(907) 395-7260  
Term Expires:  
2026



## District 8

### Tim Daugharty

Member, Homer  
99603

[tdaugharty@kpbsd.org](mailto:tdaugharty@kpbsd.org)

(907) 399-7816  
Term Expires:  
2027



## District 9

### John Kelly

President, Homer  
99603

[jkelly@kpbsd.org](mailto:jkelly@kpbsd.org)

(907) 235-9700  
Term Expires:  
2025



# Strategic Plan

**Vision** - Supporting Students in Life Success

**Mission** - Every KPBSD student will be a lifelong learner who will graduate with the knowledge, skills, integrity, perseverance, and community connectedness needed to pursue their passions and desired post-secondary opportunities.

## Core Values



## Priorities

**One:** Student Success

**Two:** School Climate and Safety

**Three:** Family and Community Engagement

**Four:** Workforce Development

**Five:** Organizational and Resource Management

## KPBSD BOE Legislative Priorities

- Support students through programs and rigorous standards that ensure preparation for success in life.
- Provide fair, predictable, and proactive funding.
- Ensure safe schools and support student well-being by creating positive school climates and targeting student social, emotional, and wellness development.

# District Facts

## Size of District

The KPBSD is comprised of 42 schools, in 17 diverse communities spanning 25,600 square miles.

## Transportation Miles

3651 Students per day  
3456 Miles per day

## Total of Meals Served

| Breakfast      |         |        | Lunch          |         |         |
|----------------|---------|--------|----------------|---------|---------|
| Free           | Reduced | Paid   | Free           | Reduced | Paid    |
| 98,116         | 18,564  | 30,301 | 211,796        | 47,635  | 155,717 |
| TOTAL: 146,981 |         |        | TOTAL: 415,148 |         |         |

## Staffing Ratios:

### Elementary Schools K-6 >=250

K 1:20.5  
1-3 1:22.5  
4-6 1:24.5

### Small Elementary Schools K-6 = 100-250

1:19.5

### Small Schools <200

K-6 1:17.5  
\* 1.0 minimum  
IF ADM <25

### Secondary Schools

1.0 IF 7-12 8-20  
2.0 IF 7-12 21-40  
1:19.5 IF 7-12 >40

### High Schools

HS 1:30

### Middle Schools

MS 1:25



# Awards and Recognitions

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## **Alaska School Activities Association State Champions**

### **2024-2025 ASAA State Champions**

- Baseball (D2) Soldotna High School
- Basketball (2A Girls) Seward High School
- Cross Country Running (D2 Girls) Seward High School
- Football (9 Man) Seward High School
- Football (D2) Soldotna High School
- Football (D3) Homer High School
- Soccer (D2 Girls) Kenai Central High School
- Track/Field (D2 Girls) Homer High School
- Track/Field (D1 Boys) Soldotna High School
- Volleyball (3A) Nikiski Middle Senior High School
- Wrestling (Girls) Soldotna High School

### **2024-2025 ASAA Academic Award**

- Basketball (3A Boys) Kenai Central High School
- Basketball Cheer (D2) Seward High School
- Football (D2) Soldotna High School
- Football (D3) Homer High School
- Hockey (D2) Soldotna High School
- Softball (D2) Kenai Central High School
- Volleyball (3A) Kenai Central High School



# Awards and Recognitions

**Andrew Scrivo**  
**Golden Apple Award**  
**September 2024**



**Tabitha Blades**  
**2024 AASSP Alaska Assistant Principal of the Year**



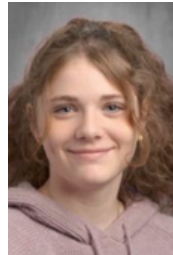
**Amanda Adams**  
**US Department of State English Language Specialist Project**



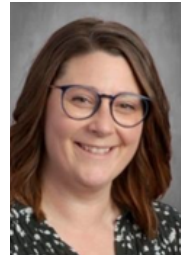
**Rose Burke**  
**Capitol Christmas Tree Essay Winner**



**Lucy Reynolds**  
**GCI's AASAA Student of the Month**



**Aubrie Ellis**  
**2025 AESP National Outstanding Asst. Principal of the Year**



**Kimb Remsen**  
**Golden Apple Award**  
**January 2025**



**Heather Baker**  
**Presidential Award for Excellence in Mathematics and Science Teaching**



**Winter Marshall-Allen**  
**2025 Inclusive Practices Award**



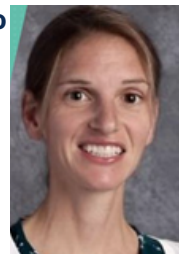
**Mike Crain**  
**AASSP Region III Principal of the Year**



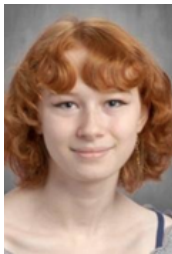
**Talon Musgrave**  
**2025 AK Society for Technology in Education Tech Support Person of the Year**



**Kristie Cotroneo**  
**2025 AK Society for Technology in Education Teacher of the Year**



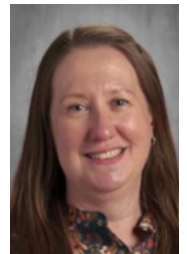
**Hannah Leatherman**  
**2025 Caring for the Kenai 1<sup>st</sup> Place**



**Pete Swanson**  
**2025 Alan Haskins Principal of the Year Award**



**Julie Gottfried**  
**2025 Alaska Science of Reading Ambassador**



**KPBSD Finance Department- Meritorious Budget Award and Certificate of Excellence in Financial Reporting, Association of School Business Officials Internation**

# UPDATES

## CTE/Middle College Statistics

- **Total College credits** (Reported to KPBSD – Some students may have taken classes and not recorded them on their HS transcripts)
  - **3249 College credits**
    - 1083 High school credits earned through college coursework.
    - 335 Students earn college credits.

*\*\*This includes Middle College, JumpStart, CTE Camps and dual credit courses offered in KPBSD buildings.*
- **Total CTE Certifications:** 491 certifications earned during 2024-25

## IT Update

The Information Services team is dedicated to driving innovation that simplifies processes and supports KPBSD's mission. We deliver practical, effective technology solutions and remain flexible in adopting new tools to meet the district's evolving needs. Guided by continuous improvement, we're excited about what lies ahead.

### Current key initiatives include:

- **Wireless Infrastructure Refresh:** Upgrading the district's wireless network, last refreshed in 2015, to boost speed, coverage, and reliability.
- **Phone System Modernization:** Replacing outdated systems to improve reliability, call resiliency, and reduce long-distance costs.
- **Data Analytics and Visualization:** Integrating multiple datasets into a unified system to support deeper analysis, clearer insights, and better decision-making.

The district's long-standing Technology Plan, now in its 25th year, also supports the replacement of about 1,000 instructional devices. This ensures classroom technology remains dependable, providing a strong, stable foundation for learning and operations.

# UPDATES

## Bond Project/Capitol Improvement Update

On December 13, 2022, Ordinance 2022-19-31 was passed to forward fund project design effort associated with the School Improvement Projects.

### Completed Projects

- Kenai Field Restroom and Concession
- Seward Track and Field Replacement

### Currently Under Construction

- Chapman Pick Up/Drop Off
- Homer High School Front Entrance Improvements
- Hope School Roof Replacement
- Soldotna High School Siding Repair

### Scheduled to begin 2026

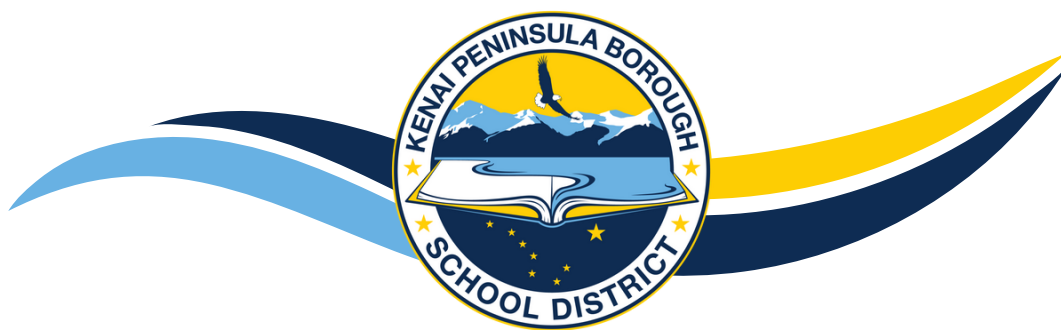
- Parent Student Drop Off Improvements

### In Design

- Kenai Middle Safety and Security Renovation
- Mountain View Roof Replacement
- Nikiski North Star Roof Replacement
- Parent Student Drop Off Improvements
- Soldotna Schools Redesign

### Design Complete

- Nikiski Track and Field Replacement



Our Mission: Supporting Students in Life Success

# Kenai Peninsula Borough

## Office of the Borough Mayor

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### MAYOR'S REPORT TO THE ASSEMBLY

**TO:** Peter Ribbens, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Peter A. Micciche, Kenai Peninsula Borough Mayor

**DATE:** September 16, 2025



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#### Assembly Request / Response

*None*

#### Agreements and Contracts

- a. Authorization to Award a Contract for RFP26-001 South Peninsula Hospital Generator System
- b. Authorization to Award a Contract for RFP26-002 Emergency Responder Medical Physical / Testing Requirements
- c. KCDA CO-OP Bleacher Purchase, Under the Government General Services (GSA) Contract

#### Other

- a. Certification of the 2025 Personal Property Supplemental Assessment Roll
- b. Budget Revisions – July 2025
- c. Capital Project Reports – June 30, 2025
- d. Revenue-Expenditure Report – July 2025

Kenai Peninsula Borough  
Purchasing & Contracting

MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Jacque Arnold, Project Manager *JA*

**DATE:** August 22, 2025

**RE:** Authorization to Award a Contract for RFP26-001 South Peninsula Hospital Generator System

On July 9, 2025, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP26-001 South Peninsula Hospital Generator System. The request for proposals was advertised on Bid Express from July 9 – 28, 2025.

The project consists of providing comprehensive design services for the replacement and relocation of the emergency power generation and essential electrical systems at South Peninsula Hospital (SPH).

On the due date of July 28, 2025, one (1) proposal was received and reviewed by administrative personnel.

The highest-ranking proposal, which includes a cost factor, was submitted by RESPEC Company, Inc. with a lump sum cost proposal of \$341,492.10. The administrative personnel recommend award of a contract to RESPEC Company, Inc. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 491-81210-25PWR-49311.

*P. Micciche*  
Peter A. Micciche, Borough Mayor

8/25/2025  
Date

|                                      |                       |
|--------------------------------------|-----------------------|
| FINANCE DEPARTMENT<br>FUNDS VERIFIED |                       |
| Acct. No.                            | 491-81210-25PWR-49311 |
| Amount.                              | \$341,492.10          |
| By: <i>CJ</i> <i>BA</i>              | Date: 8/22/2025       |

NOTES: NA

# Kenai Peninsula Borough

## Purchasing & Contracting

### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director JH

**FROM:** Roy Browning, Central Emergency Services RB

**FROM:** John Harris, Nikiski Fire Service Area JH

**FROM:** Jon Marsh, Western Emergency Services JM

**FROM:** Eric Schultz, Kachemak Emergency Services EMS

**DATE:** August 25, 2025

**RE:** Authorization to Award a Contract for RFP26-002 Emergency Responder Medical Physical / Testing Requirements

On July 25, 2025, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP26-002 Emergency Responder Medical Physical / Testing Requirements. The request for proposals was advertised on BidExpress.com from July 25 – August 8, 2025.

The project consists of providing firefighters and emergency responders medical physicals and a variety of other medical tests. Also, will be providing new employee physicals as well as annual department physicals.

On the due date of August 8, 2025, two (2) proposals were received and reviewed by a review committee as follows:

| <u>FIRMS</u>            | <u>LOCATION</u>   | <u>TOTAL SCORE</u> |
|-------------------------|-------------------|--------------------|
| Odyssey Family Practice | Kenai, Alaska     | 292                |
| Fairweather, LLC        | Anchorage, Alaska | 217                |

The highest-ranking proposal, which includes a cost factor, was submitted by Odyssey Family Practice, LLC. The proposal review committee recommends award of a contract to Odyssey Family Practice, LLC, Kenai, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 211-51610-00000-43014 (CES); 206-51110-00000-43014 (NFSA); 212-51810-00000-43014 (KESA) and 209-51410-43014 (WES).

  
Peter A. Micciche, Borough Mayor

8/26/2025  
Date

|                    |                                               |
|--------------------|-----------------------------------------------|
| FINANCE DEPARTMENT |                                               |
| FUNDS VERIFIED     |                                               |
| Acct. No.          | <u>211-51610-00000-43014 CES \$59,170.00</u>  |
| Acct. No.          | <u>206-51110-00000-43014 NFSA \$38,000.00</u> |
| Acct. No.          | <u>212-51810-00000-43014 KESA \$7,000.00</u>  |
| Acct. No.          | <u>209-51410-00000-43014 WES \$11,771.00</u>  |
| By: <u>CJ BH</u>   | Date: <u>8/26/2025</u>                        |
| NOTES: NA          |                                               |

# Kenai Peninsula Borough

## Maintenance Department

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### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**THRU:** Nick Kemp, Maintenance Director *NK*

**FROM:** Jake Lautaret, Maintenance Foreman *JL*

**DATE:** August 27, 2025

**RE:** KCDA CO-OP Bleacher Purchase, Under the Government General Services Administration (GSA) Contract

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Funds were appropriated in the FY26 annual budget for area wide school bleacher replacement. The existing Telescoping Bleachers at Skyview Middle School is the first priority project. The existing bleachers were originally installed when the school was constructed and have out lived their useful life and are now over 35 years old.

It is our preference to align the proposed bleacher replacement with the same systems installed within several of the other Borough School facilities, Hussey Seating Company product line of Maxam-26 Telescopic Bleachers. It would be in the best interest of the Borough to standardize the bleachers at this facility for the ease of long-term maintenance of the unit. Parts will be interchangeable with several of our newly installed bleachers. This would greatly streamline the demand on maintained parts inventory, and service technician training.

Kenai Peninsula Borough Resolution 2017-003 was adopted to standardize the bleacher replacements, but that Resolution had a sunset date in 2022. Purchasing and Contracting has received a proposal from NOR-PAC Seating that includes group purchasing organization (GPO) involvement, specifically KCDA.

Utilizing the established KCDA pricing structure, NOR-PAC has provided a quote for the sum of \$148,142.00 to provide parts and one lead installer to replace the bleachers at Soldotna High School with the Maxam-26 series. For reasons stated above, Maintenance would like to award NOR-PAC Seating with the contract to upgrade the existing telescopic bleachers.


Your approval is hereby requested. Funding for this project is in account number 400.78050.25727.48630

  
\_\_\_\_\_  
Peter A. Micciche, Borough Mayor

8/28/2025  
\_\_\_\_\_  
Date

|                                      |                       |
|--------------------------------------|-----------------------|
| FINANCE DEPARTMENT<br>FUNDS VERIFIED |                       |
| Acct:                                | 400-78050-25727-48630 |
| Amount:                              | \$148,142.00          |
| By:                                  | CJ BH Date: 8/27/2025 |
| NOTES:                               | NA                    |

**MEMORANDUM**

**TO:** Peter A. Micciche, Borough Mayor   
**FROM:** Adeena Wilcox, Borough Assessor  
**DATE:** September 2, 2025  
**RE:** Certification of the 2025 Personal Property Supplemental Assessment Roll

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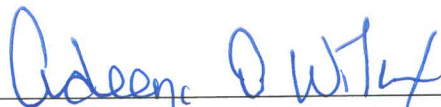
The undersigned, duly qualified and appointed Assessor of the Kenai Peninsula Borough, does hereby certify that the following is the total valuation contained in the 2025 Personal Property Supplemental Assessment Roll as of September 1, 2025.

**The total assessed value for the Kenai Peninsula Borough, including all properties on this assessment roll is as follows:**

| <b>PERSONAL<br/>PROPERTY</b> | <b>TOTAL<br/>PROPERTY</b> |
|------------------------------|---------------------------|
| <hr/>                        |                           |
| \$24,490,424                 | <b>\$24,490,424</b>       |

**The total taxable value for the Kenai Peninsula Borough is as follows:**

| <b>PERSONAL<br/>PROPERTY</b> | <b>TOTAL<br/>PROPERTY</b> |
|------------------------------|---------------------------|
| <hr/>                        |                           |
| \$15,528,942                 | <b>\$15,528,942</b>       |

  
Adeena Wilcox, Borough Assessor

**KENAI PENINSULA BOROUGH  
SUMMARY OF COMBINED PROPERTY VALUES**

**Assessed Value before Exemptions**

| Assessed Value                |           | VALUE             |
|-------------------------------|-----------|-------------------|
| Personal Property             | \$        | 24,490,424        |
| Real Property                 | \$        | -                 |
| Oil Property                  | \$        | -                 |
| <b>TOTAL BOROUGH ASSESSED</b> | <b>\$</b> | <b>24,490,424</b> |

**Assessed Value after Exemptions**

| Taxable Value                |           | VALUE             |
|------------------------------|-----------|-------------------|
| Personal Property            | \$        | 15,528,942        |
| Real Property                | \$        | -                 |
| Oil Property                 | \$        | -                 |
| <b>TOTAL BOROUGH TAXABLE</b> | <b>\$</b> | <b>15,528,942</b> |

**SERVICE AREA TAXABLE CERTIFIED SUPPLEMENTAL PPV VALUES****TAG 57****Bear Creek Fire Service Area**

|              | <b>Assessed Value</b> | <b>Taxable Value</b> |
|--------------|-----------------------|----------------------|
| REAL         | -                     | -                    |
| OIL          | -                     | -                    |
| PERSONAL     | 1,102,651             | 904,704              |
| <b>TOTAL</b> | <b>1,102,651</b>      | <b>904,704</b>       |

**TAG 54, 58, 70****Central Emergency Services Area**

|              | <b>Assessed Value</b> | <b>Taxable Value</b> |
|--------------|-----------------------|----------------------|
| REAL         | -                     | -                    |
| OIL          | -                     | -                    |
| PERSONAL     | 6,823,696             | 4,253,375            |
| <b>TOTAL</b> | <b>6,823,696</b>      | <b>4,253,375</b>     |

**TAG 30,53,54,55,58,61,63,70****Central Kenai Peninsula Hospital Service Area (TY18 & Prior)**

|              | <b>Assessed Value</b> | <b>Taxable Value</b> |
|--------------|-----------------------|----------------------|
| REAL         | -                     | -                    |
| OIL          | -                     | -                    |
| PERSONAL     | 12,376,324            | 7,406,091            |
| <b>TOTAL</b> | <b>12,376,324</b>     | <b>7,406,091</b>     |

**TAG 30,53,54,55,58,59,61,62,63,70****Central Kenai Peninsula Hospital Service Area (TY19 & Future)**

|              | <b>Assessed Value</b> | <b>Taxable Value</b> |
|--------------|-----------------------|----------------------|
| REAL         | -                     | -                    |
| OIL          | -                     | -                    |
| PERSONAL     | 12,408,945            | 7,431,898            |
| <b>TOTAL</b> | <b>12,408,945</b>     | <b>7,431,898</b>     |

**TAG 62,63,64****Central Peninsula Emergency Med**

|              | <b>Assessed Value</b> | <b>Taxable Value</b> |
|--------------|-----------------------|----------------------|
| REAL         | -                     | -                    |
| OIL          | -                     | -                    |
| PERSONAL     | -                     | -                    |
| <b>TOTAL</b> | <b>-</b>              | <b>-</b>             |

**TAG 81****Kachemak Emergency Service Area**

|              | <b>Assessed Value</b> | <b>Taxable Value</b> |
|--------------|-----------------------|----------------------|
| REAL         | -                     | -                    |
| OIL          | -                     | -                    |
| PERSONAL     | 989,230               | 629,884              |
| <b>TOTAL</b> | <b>989,230</b>        | <b>629,884</b>       |

**TAG 11,43,53,54,55,57,58,59,61,62,  
63,64,65,67,68,69,81****Road Service Area**

|              | <b>Assessed Value</b> | <b>Taxable Value</b> |
|--------------|-----------------------|----------------------|
| REAL         | -                     | -                    |
| OIL          | -                     | -                    |
| PERSONAL     | 11,130,282            | 6,989,016            |
| <b>TOTAL</b> | <b>11,130,282</b>     | <b>6,989,016</b>     |

**TAG 53, 55****Nikiski Fire Service Area**

|          | <b>Assessed Value</b> | <b>Taxable Value</b> |
|----------|-----------------------|----------------------|
| REAL     | -                     | -                    |
| OIL      | -                     | -                    |
| PERSONAL | 2,997,827             | 1,749,456            |

**2025 CERTIFIED SUPP PPV ROLL**

|                                             |                                                                        |                      |                  |
|---------------------------------------------|------------------------------------------------------------------------|----------------------|------------------|
| <b>TOTAL</b>                                |                                                                        | <b>2,997,827</b>     | <b>1,749,456</b> |
| <hr/>                                       |                                                                        |                      |                  |
| <b>TAG 55</b>                               | <b>Nikiski Senior Service Area</b>                                     |                      |                  |
|                                             | <b>Assessed Value</b>                                                  | <b>Taxable Value</b> |                  |
| REAL                                        | -                                                                      | -                    |                  |
| OIL                                         | -                                                                      | -                    |                  |
| PERSONAL                                    | 2,752,620                                                              | 1,651,105            |                  |
| <b>TOTAL</b>                                | <b>2,752,620</b>                                                       | <b>1,651,105</b>     |                  |
| <hr/>                                       |                                                                        |                      |                  |
| <b>TAG 53,54,55</b>                         | <b>North Peninsula Recreation Area</b>                                 |                      |                  |
|                                             | <b>Assessed Value</b>                                                  | <b>Taxable Value</b> |                  |
| REAL                                        | -                                                                      | -                    |                  |
| OIL                                         | -                                                                      | -                    |                  |
| PERSONAL                                    | 2,997,827                                                              | 1,749,456            |                  |
| <b>TOTAL</b>                                | <b>2,997,827</b>                                                       | <b>1,749,456</b>     |                  |
| <hr/>                                       |                                                                        |                      |                  |
| <b>TAG 40,41,43,57</b>                      | <b>Seward / Bear Creek Flood Service Area</b>                          |                      |                  |
|                                             | <b>Assessed Value</b>                                                  | <b>Taxable Value</b> |                  |
| REAL                                        | -                                                                      | -                    |                  |
| OIL                                         | -                                                                      | -                    |                  |
| PERSONAL                                    | 7,194,221                                                              | 5,206,708            |                  |
| <b>TOTAL</b>                                | <b>7,194,221</b>                                                       | <b>5,206,708</b>     |                  |
| <hr/>                                       |                                                                        |                      |                  |
| <b>TAG 20,21,52,59,62,64,65,68,80,81</b>    | <b>South Kenai Peninsula Hospital Service Area (TY18 &amp; Prior)</b>  |                      |                  |
|                                             | <b>Assessed Value</b>                                                  | <b>Taxable Value</b> |                  |
| REAL                                        | -                                                                      | -                    |                  |
| OIL                                         | -                                                                      | -                    |                  |
| PERSONAL                                    | 4,208,844                                                              | 2,723,991            |                  |
| <b>TOTAL</b>                                | <b>4,208,844</b>                                                       | <b>2,723,991</b>     |                  |
| <hr/>                                       |                                                                        |                      |                  |
| <b>TAG 11,20,21,52,62,64,65,68,69,80,81</b> | <b>South Kenai Peninsula Hospital Service Area (TY19 &amp; Future)</b> |                      |                  |
|                                             | <b>Assessed Value</b>                                                  | <b>Taxable Value</b> |                  |
| REAL                                        | -                                                                      | -                    |                  |
| OIL                                         | -                                                                      | -                    |                  |
| PERSONAL                                    | 4,270,968                                                              | 2,721,934            |                  |
| <b>TOTAL</b>                                | <b>4,270,968</b>                                                       | <b>2,721,934</b>     |                  |
| <hr/>                                       |                                                                        |                      |                  |
| <b>TAG 10,11</b>                            | <b>Seldovia RSA</b>                                                    |                      |                  |
|                                             | <b>Assessed Value</b>                                                  | <b>Taxable Value</b> |                  |
| REAL                                        | -                                                                      | -                    |                  |
| OIL                                         | -                                                                      | -                    |                  |
| PERSONAL                                    | 405,749                                                                | 23,750               |                  |
| <b>TOTAL</b>                                | <b>405,749</b>                                                         | <b>23,750</b>        |                  |
| <hr/>                                       |                                                                        |                      |                  |
| <b>TAG 59, 68</b>                           | <b>Western Emergency Services</b>                                      |                      |                  |
|                                             | <b>Assessed Value</b>                                                  | <b>Taxable Value</b> |                  |
| REAL                                        | -                                                                      | -                    |                  |
| OIL                                         | -                                                                      | -                    |                  |
| PERSONAL                                    | 489,545                                                                | 165,936              |                  |
| <b>TOTAL</b>                                | <b>489,545</b>                                                         | <b>165,936</b>       |                  |
| <hr/>                                       |                                                                        |                      |                  |
| <b>ALL TAGS</b>                             | <b>KPB - Borough Wide</b>                                              |                      |                  |
|                                             | <b>Assessed Value</b>                                                  | <b>Taxable Value</b> |                  |
| REAL                                        | -                                                                      | -                    |                  |
| OIL                                         | -                                                                      | -                    |                  |
| PERSONAL                                    | 24,490,424                                                             | 15,528,942           |                  |
| <b>TOTAL</b>                                | <b>24,490,424</b>                                                      | <b>15,528,942</b>    |                  |

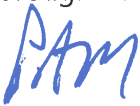
# Kenai Peninsula Borough


## Finance Department


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### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Peter A. Micciche, Borough Mayor 

**THRU:** Brandi Harbaugh, Finance Director 

**FROM:** Tyra Rivera, Payroll Accountant 

**DATE:** September 4, 2025

**RE:** Budget Revisions – July 2025

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Attached is a budget revision listing for July 2025. The attached list contains budget revisions between major expenditure categories (i.e., maintenance & operations and capital outlay). Other minor transfers were processed between object codes within major expenditure categories.

**JULY 2025****INCREASE      DECREASE****CENTRAL EMERGENCY SERVICES**

Move funds to purchase tool for ladder maintenance.

|                                                    |            |            |
|----------------------------------------------------|------------|------------|
| 211-51610-00000-43720 (Equipment Maintenance)      |            | \$1,500.00 |
| 211-51610-00000-48740 (Minor Machines & Equipment) | \$1,500.00 |            |

Move funds for the purchase of tires to meet IRS guidelines.

|                                                       |            |             |
|-------------------------------------------------------|------------|-------------|
| 211-51610-00000-42360 (Motor Vehicle Repair Supplies) |            | \$14,054.28 |
| 211-51610-00000-48311 (Machinery & Equipment)         | \$5,054.28 |             |
| 211-51610-00000-42410 (Small Tools & Minor Equipment) | \$9,000.00 |             |

**NIKISKI FIRE SERVICE AREA**

Move funds for the purchase of tires to meet IRS guidelines.

|                                                       |            |            |
|-------------------------------------------------------|------------|------------|
| 206-51110-00000-42360 (Motor Vehicle Repair Supplies) |            | \$7,200.00 |
| 206-51110-00000-48740 (Minor Machines & Equipment)    | \$7,200.00 |            |

**PLANNING - LAND MANAGEMENT**

Move funds to purchase a drone for surveying.

|                                               |            |            |
|-----------------------------------------------|------------|------------|
| 250-21210-00000-43011 (Contract Services)     |            | \$1,322.00 |
| 250-21210-00000-48311 (Machinery & Equipment) | \$1,322.00 |            |

**SOLID WASTE - MISC LANDFILLS/HAULING/WASTE**

Move funds to purchase a new server for Cooper Landing transfer site camera system.

|                                                      |            |            |
|------------------------------------------------------|------------|------------|
| 290-32570-00000-43780 (Building/Grounds Maintenance) |            | \$1,620.48 |
| 290-32570-00000-48710 (Minor Office Equipment)       | \$1,620.48 |            |

**JUNE 2025 PROCESSED IN JULY 2025****INCREASE      DECREASE****FINANCE - ADMINISTRATION**

Move funds to cover GFOA annual dues.

|                                                       |          |          |
|-------------------------------------------------------|----------|----------|
| 100-11410-00000-48720 (Minor Furniture & Furnishings) |          | \$175.00 |
| 100-11410-00000-43920 (Dues and Subscriptions)        | \$175.00 |          |

**FINANCE - PROPERTY TAX & CASH MANAGEMENT**

Move funds to cover toner usage for printers.

|                                            |          |          |
|--------------------------------------------|----------|----------|
| 100-11440-00000-40110 (Regular Wages)      |          | \$304.96 |
| 100-11440-00000-42210 (Operating Supplies) | \$304.96 |          |

**HUMAN RESOURCES - PRINT SHOP**

Move funds to cover fiscal year end invoice.

|                                               |          |          |
|-----------------------------------------------|----------|----------|
| 100-11233-00000-42210 (Operating Supplies)    |          | \$659.00 |
| 100-11233-00000-43720 (Equipment Maintenance) | \$659.00 |          |

**SELDOVIA RECREATION**

Move funds to cover fiscal year end recreational program supplies.

|                                                       |         |         |
|-------------------------------------------------------|---------|---------|
| 227-61210-00000-48755 (Minor Recreational Supplies)   |         | \$36.26 |
| 227-61210-00000-42210 (Operating Supplies)            | \$5.37  |         |
| 227-61210-00000-42960 (Recreational Program Supplies) | \$30.89 |         |

Move funds to cover portion of fiscal year Amazon Prime membership.

|                                                           |         |         |
|-----------------------------------------------------------|---------|---------|
| 227-61210-00000-48630 (Improvements Other Than Buildings) |         | \$56.48 |
| 227-61210-00000-43920 (Dues and Subscriptions)            | \$56.48 |         |

# Kenai Peninsula Borough

## Finance Department

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### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Peter A. Micciche, Borough Mayor *PAM*

**THRU:** Brandi Harbaugh, Finance Director *Brandi*

**FROM:** Tyra Rivera, Payroll Accountant *TR*

**DATE:** September 4, 2025

**RE:** Capital Project Reports – June 30, 2025

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Attached are the quarterly project reports for the Borough's capital project funds:

Fund 400 - Borough and Grant Funded School Capital Projects Fund  
Fund 401 - Bond Funded Capital Projects Fund  
Fund 407 - General Government Capital Projects Fund  
Fund 411 - Solid Waste Capital Projects Fund  
Fund 434 - Road Service Area Capital Projects Fund  
Fund 441 - Nikiski Fire Service Area Capital Projects Fund  
Fund 442 - Bear Creek Fire Service Area Capital Projects Fund  
Fund 443 - Central Emergency Service Area Capital Projects Fund  
Fund 444 - Western Emergency Service Area Capital Projects Fund  
Fund 446 - Kachemak Emergency Service Area Capital Projects Fund  
Fund 455 - Communication Center 911 Capital Projects Fund  
Fund 459 - North Peninsula Recreation Service Area Capital Projects Fund  
Fund 490 - Central Peninsula Hospital Capital Projects Fund  
Fund 491 - South Peninsula Hospital Capital Projects Fund

# School Revenue Projects - Fund 400

Balances through June 30, 2025

|       | Project | Year Appropriated | Site Number | Project Description              | Authorized Amount | FY25 Budget | Expend FY25 | Total LTD Expenditures | Unexpended Balance |
|-------|---------|-------------------|-------------|----------------------------------|-------------------|-------------|-------------|------------------------|--------------------|
| Sch   | 13DSG   | 2013              | 78050       | A/W Design Improvements          | \$ 200,000        | \$ 90,980   | \$ 80,118   | \$ 189,138             | \$ 10,862          |
|       | 14000   | 2014              | 78050       | A/W Auditorium Lighting          | 75,000            | 7,561       | -           | 67,439                 | 7,561              |
|       | 19803   | 2019              | 78050       | A/W Elevator Upgrades            | 50,000            | 15,489      | 15,489      | 50,000                 | - *                |
| Grant | KSELO   | 2019              | 71065       | KSELO New School Construction    | 13,010,000        | 12,791,118  | 648,923     | 867,804                | 12,142,196         |
|       | 20756   | 2020              | 78050       | A/W Asbestos Removal/Repair      | 75,000            | 11,769      | 11,700      | 74,931                 | 69                 |
|       | 20801   | 2020              | 78050       | A/W HVAC/DDC/Boiler Upgrades     | 1,225,000         | 68,605      | 68,605      | 1,225,000              | 0 *                |
|       | 20803   | 2020              | 78050       | A/W Elevator Upgrades            | 50,000            | 50,000      | 50,000      | 50,000                 | - *                |
|       | 21759   | 2021              | 78050       | A/W Water Quality Improvements   | 50,000            | 23,896      | 21,209      | 47,313                 | 2,687              |
|       | 21802   | 2021              | 78050       | A/W Asphalt/Sidewalk Repair      | 100,000           | 734         | -           | 99,266                 | 734                |
|       | 21803   | 2021              | 78050       | A/W Elevator Upgrades            | 75,000            | 75,000      | 35,991      | 35,991                 | 39,009             |
|       | 21ADA   | 2021              | 78050       | A/W ADA Upgrades                 | 75,000            | 1,015       | 1,015       | 75,000                 | - *                |
|       | 21DRS   | 2021              | 78050       | A/W Doors/Entries                | 100,000           | 92,697      | 12,802      | 20,105                 | 79,895             |
|       | 22000   | 2022              | 78050       | A/W Auditorium Lighting          | 300,000           | 294,961     | -           | 5,039                  | 294,961            |
|       | 22801   | 2022              | 78050       | A/W HVAC/DDC/Boiler Upgrades     | 850,000           | 13,419      | 13,419      | 850,000                | (0) *              |
|       | 22856   | 2022              | 78050       | A/W Security/Safety              | 175,000           | 76,109      | 53,814      | 152,705                | 22,295             |
|       | 22DSG   | 2022              | 78050       | A/W Assessment/Design            | 300,000           | 50,496      | 44,214      | 293,718                | 6,282              |
|       | HHSRF   | 2022              | 72010       | Homer High Roof Phase 2 & 3      | 1,690,000         | 669,701     | -           | 1,020,299              | 669,701            |
|       | 23714   | 2023              | 78050       | A/W Building Envelope Upgrades   | 155,000           | 135,519     | 135,519     | 155,000                | - *                |
|       | 23727   | 2023              | 78050       | A/W Bleacher Replacement         | 60,000            | 1,192       | 1,192       | 60,000                 | -                  |
|       | 23759   | 2023              | 78050       | A/W Water Quality Improvements   | 40,000            | 21,517      | 20,485      | 38,968                 | 1,032              |
|       | 23803   | 2023              | 78050       | A/W Elevator Upgrades            | 50,000            | 50,000      | -           | -                      | 50,000             |
|       | 23851   | 2023              | 78010       | A/W Portables/Outbuildings       | 350,000           | 49,113      | -           | 300,887                | 49,113             |
|       | 23855   | 2023              | 78050       | A/W Locker Replacement           | 250,000           | 81,697      | 81,569      | 249,872                | 128                |
|       | 23856   | 2023              | 78050       | A/W Security/Safety              | 150,000           | 115,771     | 73,235      | 107,464                | 42,536             |
|       | 23860   | 2023              | 78050       | A/W Generator/Hardware           | 50,000            | 43,279      | 22,517      | 29,238                 | 20,762             |
|       | 23861   | 2023              | 78050       | A/W Auditorium Lighting          | 300,000           | 300,000     | -           | -                      | 300,000            |
|       | 23DSG   | 2023              | 78050       | A/W Assessment/Design            | 100,000           | 92,553      | 55,831      | 63,278                 | 36,722             |
|       | 23HWI   | 2023              | 72051       | West Homer El Water Infiltration | 110,000           | 110,000     | -           | -                      | 110,000            |
| Grant | SLF07   | 2023              | 75030       | Seward Middle Siding             | 233,130           | 229,121     | 229,121     | 233,130                | -                  |
|       | 24711   | 2024              | 78050       | A/W Roof Repair                  | 75,000            | 75,000      | 14,890      | 14,890                 | 60,110             |
|       | 24714   | 2024              | 78050       | A/W Building Envelope Upgrades   | 50,000            | 525,000     | 196,020     | 196,020                | 328,980            |
|       | 24755   | 2024              | 78050       | A/W Flooring Upgrades            | 225,000           | 396,828     | 389,246     | 567,275                | 7,582              |
|       | 24756   | 2024              | 78050       | A/W Asbestos Removal/Repair      | 200,000           | 223,661     | 24,200      | 100,539                | 199,461            |
|       | 24758   | 2024              | 78050       | A/W Electrical/Lighting          | 125,000           | 50,101      | 23,291      | 98,190                 | 26,810             |
|       | 24759   | 2024              | 78050       | A/W Water Quality Improvements   | 30,000            | 164,000     | 61,671      | 61,671                 | 102,329            |
|       | 24780   | 2024              | 78050       | A/W Playground Upgrades          | 75,000            | 108,706     | 51,105      | 67,399                 | 57,601             |
|       | 24781   | 2024              | 78050       | A/W Pool Repair                  | 30,000            | 17,633      | 12,268      | 24,635                 | 5,365              |
|       | 24801   | 2024              | 78050       | A/W HVAC/DDC/Boiler Upgrades     | 1,125,000         | 1,702,627   | 915,443     | 1,487,816              | 787,184            |
|       | 24802   | 2024              | 78050       | A/W Asphalt/Sidewalk Repair      | 720,000           | 1,103,025   | 591,263     | 802,238                | 511,762            |
|       | 24855   | 2024              | 78050       | A/W Locker Replacement           | 150,000           | 400,000     | 64,061      | 64,061                 | 335,939            |
|       | 24856   | 2024              | 78050       | A/W Security/Safety              | 250,000           | 250,000     | 60,784      | 60,784                 | 189,216            |
|       | 24860   | 2024              | 78050       | A/W Generator/Hardware           | 150,000           | 150,000     | 1,849       | 1,849                  | 148,151            |
|       | 24862   | 2024              | 78050       | A/W Drainage and Interior Reno   | 590,402           | 126,024     | 43,985      | 608,364                | 82,038             |
| Grant | SLF08   | 2024              | 71040       | Hope Roof Replacement            | 77,436            | 11,930      | 10,756      | 76,262                 | 1,174              |
|       | 25727   | 2025              | 78050       | A/W Bleacher Replacement         | 250,000           | 250,000     | 247,918     | 247,918                | 2,082              |
|       | 25728   | 2025              | 78050       | A/W Doors/Entries                | 108,280           | 108,280     | 498         | 498                    | 107,783            |
|       | 25782   | 2025              | 78050       | A/W ADA Upgrades                 | 50,000            | 50,000      | 24,251      | 24,251                 | 25,749             |
|       | 25803   | 2025              | 78050       | A/W Elevator Upgrades            | 62,000            | 62,000      | -           | -                      | 62,000             |
|       | 25DSG   | 2025              | 78050       | A/W Design Improvements          | 265,709           | 265,709     | 83,035      | 83,035                 | 182,674            |
|       | CHLND   | 2025              | 78050       | Land Acquisition                 | 850,000           | 850,000     | 790,925     | 790,925                | 59,075             |
|       | 25NSS   | 2025              | 78050       | Ninilchik Sewer System           | 200,000           | 200,000     | 18,634      | 18,634                 | 181,366            |
| Grant | 25ENG   | 2025              | 78050       | DOE Port Graham BLDG Automation  | 76,770            | 76,770      | 76,770      | 76,770                 | -                  |
|       | 25ROF   | 2025              | 78050       | KCHS VOC/TEC ROOF Repairs        | 208,817           | 208,817     | 34,050      | 34,050                 | 174,767            |

Project Totals \$ 29,395,401 \$ 22,939,422 \$ 5,413,680 \$ 11,869,659 \$ 17,525,742

Beginning Fund Balance 7/1/24 \$ 7,847,609

## Funds Provided:

|       |                                          |              |            |
|-------|------------------------------------------|--------------|------------|
|       | FY25 Transfer from General Fund          | \$ 5,340,523 |            |
| 13DSG | Local Contribution - KPBSD Design        | 90,980       |            |
| KSELO | AK Dept of Education & Early Development | 9,843,487    |            |
| SLF   | US Dept of Treasury - APRA Funds         | 241,051      |            |
| 25ENG | U.S. Dept of Energy                      | 76,770       |            |
|       | Auction Proceeds                         | 28,946       |            |
|       | Total Funds Provided                     |              | 15,621,756 |

Funds applied - current year expenditures (5,413,680)

Funds obligated to existing projects (17,525,742)

Projects completed, cancelled or other funding source identified 0 \*

Funds available for appropriation and for future capital expansion plans \$ 529,943

# School Bond Projects - Fund 401

Balances through June 30, 2025

| Project        | Year Appropriated | Project Description            | Authorized Amount    | FY25 Budget          | Expend FY25         | Total LTD Expenditures | Unexpended Balance   |
|----------------|-------------------|--------------------------------|----------------------|----------------------|---------------------|------------------------|----------------------|
| 14SCH          | 2014              | FY14 School Roofs/Homer Field  | \$ 61                | \$ 61                | \$ -                | \$ -                   | \$ 61                |
| 23SCH          | 2023              | FY23 School Bonds              | 34,087,915           | 32,258,810           | 4,825,882           | 6,654,987              | 27,432,928           |
| 24SCH          | 2024              | FY14 Roof Bonds/Hope Roof 2024 | 497,310              | 497,310              | 321,870             | 321,870                | 175,440              |
| Project Totals |                   |                                | <u>\$ 34,585,285</u> | <u>\$ 32,756,180</u> | <u>\$ 5,147,752</u> | <u>\$ 6,976,857</u>    | <u>\$ 27,608,428</u> |

|                                                                 | Bonds         | Interest            | Local - GF          | Total               |
|-----------------------------------------------------------------|---------------|---------------------|---------------------|---------------------|
| Beginning Fund Balance 7/1/24                                   | \$ 32,715,942 | \$ 1,877,013        | \$ 40,239           | \$ 34,633,193       |
| Funds Provided:                                                 |               |                     |                     |                     |
| 14SCH FY14 School Roofs/Homer Field                             | -             | -                   | -                   | -                   |
| 23SCH FY23 School Bonds                                         | -             | 1,117,654           | -                   | 1,117,654           |
| 24SCH FY14 Roof Bonds/Hope Roof 2024                            | -             | 28,551              | -                   | 28,551              |
| Total Funds Provided                                            | -             | 1,146,204           | -                   | 1,146,204           |
| Funds applied - current year expenditures:                      |               |                     |                     |                     |
| 14SCH FY14 School Roofs/Homer Field                             | -             | -                   | -                   | -                   |
| 23SCH FY23 School Bonds                                         | (4,825,882)   | -                   | -                   | (4,825,882)         |
| 24SCH FY14 Roof Bonds/Hope Roof 2024                            | (321,870)     | -                   | (321,870)           | (643,740)           |
| Total Funds Applied - current year expenditures                 | (5,147,752)   | -                   | (321,870)           | (5,469,621)         |
| Funds obligated to existing projects:                           |               |                     |                     |                     |
| 14SCH FY14 School Roofs/Homer Field                             | (61)          | -                   | -                   | (61)                |
| 23SCH FY23 School Bonds                                         | (27,432,928)  | -                   | -                   | (27,432,928)        |
| 24SCH FY14 Roof Bonds/Hope Roof 2024                            | (135,201)     | -                   | (40,239)            | (175,440)           |
| Total funds obligated to existing projects                      | (27,568,190)  | -                   | (40,239)            | (27,608,428)        |
| Projects completed or cancelled                                 | -             | -                   | -                   | -                   |
| Funds avail. for approp. and for future capital expansion plans | <u>\$ -</u>   | <u>\$ 3,023,217</u> | <u>\$ (321,870)</u> | <u>\$ 2,701,347</u> |

Resolution 2023-003 authorized the issuance of bonds, not to exceed 65,550,000, for the financing of certain educational capital improvements. 23SCH is Phase I of the issuance, and projects include:

- 23S01 Soldotna Elementary Replacement
- 23S02 Soldotna Prep Renovation
- 23S03 Seward High Track/Field Replacement
- 23S04 Kenai High Field Concession
- 23S05 Kenai Middle Security/Food Service Renovation
- 23S06 North Star El Roof Replacement
- 23S07 Parent Student Drop Off Improvement
- 23S08 Nikiski Track/Field Replacement
- 23S09 Maintenance Shop
- 23S10 Soldotna Siding Project
- 23S11 Mountain View El Roof
- 23S12 Homer High School Front Entrance Improvements
- 23S13 Hope Roof

## General Government Projects - Fund 407

Balances through June 30, 2025

| Project        | Year Appropriated | Project Description              | Authorized Amount   | FY25 Budget         | Expend FY25         | Total LTD Expenditures | Unexpended Balance  |   |
|----------------|-------------------|----------------------------------|---------------------|---------------------|---------------------|------------------------|---------------------|---|
| 19407          | 2019              | Card Entry Security System       | \$ 150,000          | \$ 1,710            | \$ 539              | \$ 148,829             | \$ 1,171            | * |
| 22474          | 2022              | B/W Access Cntrl Improvements    | 180,000             | 4,018               | 4,018               | 180,000                | -                   | * |
| 22SIR          | 2022              | Siren Warning System Replacement | 700,000             | 588,912             | -                   | 111,088                | 588,912             |   |
| 23472          | 2023              | BAB Roof Replacement             | 1,061,287           | 715,636             | 715,636             | 1,061,287              | -                   | * |
| 23473          | 2023              | BAB Chiller Replacement          | 188,000             | 8,079               | 1,315               | 181,236                | 6,764               |   |
| 24RCD          | 2024              | Records Center Control Panel     | 34,755              | 6,566               | 6,566               | 34,755                 | -                   | * |
| 24SPC          | 2024              | Special Assessment Software      | 126,000             | 85,603              | 1,600               | 41,997                 | 84,003              |   |
| 25471          | 2025              | River Center Roof                | 490,058             | 490,058             | 249,262             | 249,262                | 240,796             |   |
| 25472          | 2025              | River Center ADA Improvements    | 153,867             | 153,867             | 24,402              | 24,402                 | 129,466             |   |
| 25473          | 2025              | Poppy Sewer Line Replacement     | 52,000              | 52,000              | 51,567              | 51,567                 | 433                 | * |
| Project Totals |                   |                                  | <u>\$ 3,135,967</u> | <u>\$ 2,106,448</u> | <u>\$ 1,054,904</u> | <u>\$ 2,084,423</u>    | <u>\$ 1,051,545</u> |   |

|                                                                          |              |                   |
|--------------------------------------------------------------------------|--------------|-------------------|
| Beginning Fund Balance 7/1/24                                            | \$ 2,182,382 |                   |
| Funds Provided:                                                          |              |                   |
| FY25 Transfer from General Fund                                          | \$ 200,000   |                   |
| Total Funds Provided                                                     |              | 200,000           |
| Funds applied - current year expenditures                                |              | (1,054,904)       |
| Funds obligated to existing projects                                     |              | (1,051,545)       |
| Projects completed or cancelled                                          |              | <u>1,604</u> *    |
| Funds available for appropriation and for future capital expansion plans |              | <u>\$ 277,538</u> |

# Solid Waste Projects - Fund 411

Balances through June 30, 2025

|                | Project | Year Appropriated | Project Description                               | Authorized Amount | FY25 Budget   | Expend FY25  | Total LTD Expenditures | Unexpended Balance |
|----------------|---------|-------------------|---------------------------------------------------|-------------------|---------------|--------------|------------------------|--------------------|
|                | 22FIR   | 2022              | CPL Building Fire Detection System                | \$ 40,000         | \$ 40,000     | \$ -         | \$ -                   | \$ 40,000          |
|                | 22LIT   | 2022              | AW Facility Lighting                              | 90,000            | 32,543        | -            | 57,457                 | 32,543             |
| Grant          | SLF02   | 2022              | Leachate Improvements - ARPA Funds                | 5,160,000         | 1,813,481     | 806,227      | 4,152,746              | 1,007,254          |
|                | 23492   | 2023              | CPL Gas/Leachate Materials                        | 150,000           | 41,878        | -            | 108,122                | 41,878             |
|                | 23493   | 2023              | CPL Gas Collection Design                         | 100,000           | 100,000       | -            | -                      | 100,000            |
|                | 23497   | 2023              | Leachate Liners                                   | 457,648           | 58,008        | -            | 399,640                | 58,008             |
| Grant          | LEACH   | 2023              | Leachate Improvements - EPA Grant                 | 4,217,481         | 1,420,022     | 1,420,022    | 4,217,481              | - *                |
|                | 24491   | 2024              | South Peninsula Monofill Site                     | 250,000           | 250,000       | -            | -                      | 250,000            |
|                | 24492   | 2024              | Homer Transfer Repairs/Improvements               | 200,000           | 138,600       | 110,189      | 171,589                | 28,411             |
|                | 24493   | 2024              | CPL Site Security Improvements                    | 200,000           | 200,000       | -            | -                      | 200,000            |
|                | 24495   | 2024              | CPL C/D Excavation & Expansion                    | 100,000           | 2,153         | -            | 97,847                 | 2,153 *            |
|                | 24496   | 2024              | Utility Vehicle                                   | 60,000            | 23,459        | -            | 36,541                 | 23,459             |
|                | 24498   | 2024              | Hydroseeder                                       | 80,000            | 80,000        | 61,978       | 61,978                 | 18,022             |
|                | 24499   | 2024              | CPL Baler Building Boiler Replacement             | 138,202           | 125,212       | 122,471      | 135,461                | 2,741 *            |
|                | 24501   | 2024              | Tire Replacement                                  | 35,000            | 1,440         | -            | 33,560                 | 1,440 *            |
|                | 24502   | 2024              | FY24 Dumpster Repair/Replace                      | 120,000           | 99,603        | 10,733       | 31,131                 | 88,869             |
|                | 25491   | 2025              | CPL Compactor Engine Replace/Repair               | 130,000           | 130,000       | 130,000      | 130,000                | - *                |
|                | 25492   | 2025              | CPL Landfill Gas/Leachate Materials               | 75,000            | 75,000        | -            | -                      | 75,000             |
|                | 25493   | 2025              | CPL Fire Detection System Rebuild                 | 160,000           | 160,000       | -            | -                      | 160,000            |
|                | 25494   | 2025              | CPL Cell 4 Design/Construction                    | 500,000           | 500,000       | 2,136        | 2,136                  | 497,864            |
|                | 25495   | 2025              | A/W Dumpster Repairs/Replace                      | 120,000           | 120,000       | -            | -                      | 120,000            |
|                | 25496   | 2025              | Seward Mono/Trsf Facility Rd & Site Work          | 100,000           | 100,000       | -            | -                      | 100,000            |
|                | 25497   | 2025              | SW Homer Mono/Trsf Facility Site Work & Equipment | 79,529            | 79,529        | 1,000        | 1,000                  | 78,529             |
| Grant          | LATC1   | 2025              | Local Assis Tribal Consist - SW Leach Proj        | 4,000,000         | 4,000,000     | 140,281      | 140,281                | 3,859,719          |
|                | LEAC1   | 2025              | Leachate Sup GF SCADA                             | 977,504           | 977,504       | -            | -                      | 977,504            |
| Project Totals |         |                   |                                                   | \$ 17,540,364     | \$ 10,568,432 | \$ 2,805,037 | \$ 9,776,969           | \$ 7,763,395       |

|       |                                                                | Capt Proj Fund | Closure/Post  | 17SWB Bond | Total         |
|-------|----------------------------------------------------------------|----------------|---------------|------------|---------------|
|       | Beginning Fund Balance 7/1/24                                  | \$ 3,366,212   | \$ 21,689,968 | \$ 11,698  | \$ 25,067,878 |
|       | Funds Provided:                                                |                |               |            |               |
|       | FY25 Transfer from Operating/Gen Fund                          | 1,627,504      | -             |            |               |
| LEACH | Environmental Protection Agency                                | 574,441        |               |            |               |
| SLF02 | US Dept. of Treasury - ARPA Funds                              | 1,813,481      |               |            |               |
| LATC1 | US Dept. of Treasury                                           | 4,000,000      |               |            |               |
|       | FY25 Interest Earnings                                         | 1,169,659      |               |            |               |
|       | FY25 Transfer for Closure/Post                                 |                | 1,739,016     |            |               |
|       | FY25 Interest Earnings on Bond Proceeds                        |                | -             | -          | 10,924,101    |
|       | Funds applied - current year expenditures                      | (2,805,037)    | -             |            | (2,805,037)   |
|       | Funds obligated to existing projects                           | (7,763,395)    | -             |            | (7,763,395)   |
|       | Projects completed or cancelled                                | 6,335          | -             |            | 6,335 *       |
|       | Funds available for approp. and future capital expansion plans | \$ 1,989,200   |               |            | 1,989,200     |
|       | Closure/post closure liability                                 |                | \$ 23,428,984 |            | 23,428,984    |
|       | Funds restricted for SWD bond                                  |                |               | \$ 11,698  | 11,698        |
|       | Ending fund balance                                            |                |               |            | \$ 25,429,882 |

## Road Service Area Projects - Fund 434

Balances through June 30, 2025

|                                                 | Project | Year Appropriated | Project Description              | Authorized Amount | FY25 Budget  | Expend FY25  | Total LTD Expenditures | Unexpended Balance |   |
|-------------------------------------------------|---------|-------------------|----------------------------------|-------------------|--------------|--------------|------------------------|--------------------|---|
| Grant Funded Projects                           |         |                   |                                  |                   |              |              |                        |                    |   |
| Grant                                           | 16NRD   | 2016              | North Road Extension             | 7,023,591         | 159,251      | -            | 6,864,340              | 159,251            | * |
| 2020 Road CIP Projects (warranty purposes only) |         |                   |                                  |                   |              |              |                        |                    |   |
|                                                 | S7WAL   | 2020              | Walters St/Wilderness Ln         | 912,449           | 4,096        | -            | 908,352                | 4,097              | * |
| 2021 Road CIP Projects (warranty purposes only) |         |                   |                                  |                   |              |              |                        |                    |   |
|                                                 | 21CIP   | 2021              | B/W FY21 Local Funds             | -                 | -            | -            | -                      | -                  | * |
|                                                 | C2MRR   | 2021              | Moose River Dr/River Ridge Rd    | 93,011            | 4,000        | -            | 89,011                 | 4,000              |   |
|                                                 | S7MAN   | 2021              | Mansfield Ave                    | 886,617           | 21,227       | -            | 865,391                | 21,227             | * |
|                                                 |         |                   | Projects completed prior to FY25 | 1,386,495         | -            | -            | 1,386,495              | -                  |   |
|                                                 |         |                   |                                  | 2,366,123         |              |              |                        |                    |   |
| 2022 Road CIP Projects (\$3,531,000)            |         |                   |                                  |                   |              |              |                        |                    |   |
|                                                 | 22CIP   | 2022              | B/W FY22 Local Funds             | -                 | -            | -            | -                      | -                  |   |
|                                                 | S8BSR   | 2022              | Basargin Road                    | 1,075,522         | 216,246      | 138,480      | 997,756                | 77,766             |   |
|                                                 | N3DUK   | 2022              | Duke Street                      | 349,221           | 21,901       | (3,768)      | 323,552                | 25,669             |   |
|                                                 | W7AND   | 2022              | St Andrews Road                  | 373,256           | 254,667      | 193,906      | 312,495                | 60,761             |   |
|                                                 | C5SPO   | 2022              | Sports Lake/Hakala/Cotman        | 709,045           | 79,403       | -            | 629,642                | 79,403             |   |
|                                                 |         |                   | Projects completed prior to FY25 | 564,426           | -            | -            | 564,426                | -                  |   |
|                                                 |         |                   |                                  | 3,531,000         |              |              |                        |                    |   |
| 2023 Road CIP Projects (\$1,965,550)            |         |                   |                                  |                   |              |              |                        |                    |   |
|                                                 | 23CIP   | 2023              | B/W FY23 Local Funds             | 553,121           | 553,121      | -            | -                      | 553,121            |   |
|                                                 | C5PAR   | 2023              | Parkway/Sylvan/Northern Lights   | 425,060           | 65,147       | 29,662       | 389,574                | 35,486             |   |
|                                                 | N3LIS   | 2023              | Lisburn Ave                      | 506,059           | 123,902      | 5,100        | 387,258                | 118,802            |   |
|                                                 | W6GOO   | 2023              | Goodrich/Center/Retirement       | 91,560            | 41,827       | 16,291       | 66,024                 | 25,536             |   |
|                                                 | W1GRI   | 2023              | Griffing CT/Way/Territorial      | 313,250           | 19,217       | (13,570)     | 280,463                | 32,787             |   |
|                                                 | N4MCG   | 2023              | McGahan Dr                       | 76,500            | 51,993       | 8,019        | 32,525                 | 43,975             |   |
|                                                 |         |                   |                                  | 1,965,550         |              |              |                        |                    |   |
| 2024 Road CIP Projects (\$150,000)              |         |                   |                                  |                   |              |              |                        |                    |   |
|                                                 | 24CIP   | 2024              | B/W FY24 Local Funds             | 10,476            | -            | -            | -                      | 10,476             |   |
|                                                 | S8BSN   | 2024              | Basargin Road                    | -                 | 10,477       | -            | -                      | -                  |   |
|                                                 | C3SEC   | 2024              | Seclusion/Robin/Lourdes/Robert   | 140,726           | 48,263       | 46,148       | 138,611                | 2,115              |   |
|                                                 |         |                   |                                  | 151,202           |              |              |                        |                    |   |
| 2025 Road CIP Projects (\$1,975,000)            |         |                   |                                  |                   |              |              |                        |                    |   |
|                                                 | 25CIP   | 2025              | B/W FY25 Local Funds             | -                 | -            | -            | -                      | -                  |   |
|                                                 | C3CRL   | 2025              | Seclusion/Robin/Lourdes/Robert   | 1,210,000         | 1,210,000    | 912,751      | 912,751                | 297,249            |   |
|                                                 | W6GRC   | 2025              | Goodrich/Center                  | 765,000           | 765,000      | 638,463      | 638,463                | 126,537            |   |
|                                                 |         |                   |                                  | 1,975,000         |              |              |                        |                    |   |
| Service Area Funded - Other Projects            |         |                   |                                  |                   |              |              |                        |                    |   |
|                                                 | 21GRV   | 2021              | FY21 Borough Gravel Projects     | 300,000           | 15,139       | 15,139       | 300,000                | 0                  |   |
|                                                 | 22GRV   | 2022              | FY22 Borough Gravel Projects     | 300,000           | 17,647       | 17,647       | 300,000                | (0)                |   |
|                                                 | 23GRV   | 2023              | FY23 Borough Gravel Projects     | 299,880           | 21,791       | 21,791       | 299,880                | -                  |   |
|                                                 | 23BRG   | 2023              | FY23 Bridges Projects            | 300,000           | 300,000      | 236,659      | 236,659                | 63,341             |   |
|                                                 | DRAIN   | 2023              | Eastway Drainage Improvements    | 300,000           | 72,041       | 60,791       | 288,752                | 11,248             |   |
|                                                 | 24GRV   | 2024              | FY24 Borough Gravel Projects     | 500,000           | 72,292       | 72,292       | 500,000                | -                  |   |
|                                                 | 24BRG   | 2024              | FY23 Bridges Projects            | 300,000           | 300,000      | -            | -                      | 300,000            |   |
|                                                 | 25GRV   | 2025              | FY25 Borough Gravel Projects     | 303,593           | 303,593      | 293,763      | 293,763                | 9,830              |   |
| Project Totals                                  |         |                   |                                  | \$20,528,387      | \$ 4,752,239 | \$ 2,689,563 | \$ 18,465,713          | \$ 2,062,675       |   |

Beginning Fund Balance 7/1/24 \$ 9,377,027

### Funds Provided:

|       |                                                                          |              |                     |
|-------|--------------------------------------------------------------------------|--------------|---------------------|
| 16NRD | FY24 Transfer from Operating Fund                                        | \$ 2,320,000 |                     |
|       | FY25 Interest Earnings                                                   | 571,460      |                     |
|       | US Dept. of Transportation                                               | 159,251      |                     |
|       | Total Funds Provided                                                     |              | 3,050,711           |
|       | Funds applied - current year expenditures                                |              | (2,689,563)         |
|       | Funds obligated to existing projects                                     |              | (2,062,675)         |
|       | Projects completed or cancelled                                          |              | 184,574 *           |
|       | Funds available for appropriation and for future capital expansion plans |              | <u>\$ 7,860,076</u> |

## Nikiski Fire Service Area Projects - Fund 441

Balances through June 30, 2025

| Project        | Year<br>Appropriated | Project Description                         | Authorized<br>Amount | FY25<br>Budget    | Expend<br>FY25  | Total LTD<br>Expenditures | Unexpended<br>Balance |
|----------------|----------------------|---------------------------------------------|----------------------|-------------------|-----------------|---------------------------|-----------------------|
| 23411          | 2023                 | FY23 SCBA/Radio Communications              | \$ 300,000           | \$ 8,743          | \$ 8,489        | \$ 299,746                | \$ 254                |
| 24411          | 2024                 | Fire Engine for Station 3                   | 581,500              | 793               | -               | 580,707                   | 793                   |
| 24412          | 2024                 | Drager Gas Detection Monitors               | 40,000               | 5,004             | -               | 34,997                    | 5,004 *               |
| 25411          | 2025                 | Emergency Response Vehicle for Station 3    | 75,000               | 75,000            | -               | -                         | 75,000                |
| 25412          | 2025                 | Emergency Response Vehicle for Station 2    | 75,000               | 75,000            | -               | -                         | 75,000                |
| 25413          | 2025                 | Plow/Emergency Response Vehicle for Station | 75,000               | 75,000            | -               | -                         | 75,000                |
| Grant 25414    | 2025                 | Slip On Tanker GRT DOI                      | 31,130               | 31,130            | -               | -                         | 31,130                |
| Project Totals |                      |                                             | <u>\$ 1,177,630</u>  | <u>\$ 270,670</u> | <u>\$ 8,489</u> | <u>\$ 915,450</u>         | <u>\$ 262,181</u>     |

Beginning Fund Balance 7/1/24 \$ 371,522

Funds Provided:

|       |                                                                          |               |                   |
|-------|--------------------------------------------------------------------------|---------------|-------------------|
|       | FY25 Transfer from Operating Fund                                        | \$ 300,000    |                   |
|       | FY25 Interest Earnings                                                   | 37,065        |                   |
| 25414 | DOI - Office of Wildland Fire                                            | <u>30,822</u> |                   |
|       | Total Funds Provided                                                     |               | 367,887           |
|       | Funds applied - current year expenditures                                |               | (8,489)           |
|       | Funds obligated to existing projects                                     |               | (262,181)         |
|       | Projects completed or cancelled                                          |               | <u>5,004 *</u>    |
|       | Funds available for appropriation and for future capital expansion plans |               | <u>\$ 473,742</u> |

## Bear Creek Fire Service Area Projects - Fund 442

Balances through June 30, 2025

|                                                                          | Project | Year<br>Appropriated | Project Description                                | Authorized<br>Amount | FY25<br>Budget      | Expend<br>FY25    | Total LTD<br>Expenditures | Unexpended<br>Balance    |
|--------------------------------------------------------------------------|---------|----------------------|----------------------------------------------------|----------------------|---------------------|-------------------|---------------------------|--------------------------|
|                                                                          | 21421   | 2021                 | Heavy Rescue Engine                                | \$ 400,000           | \$ 1,171            | \$ -              | \$ 398,829                | \$ 1,171 *               |
|                                                                          | 23421   | 2023                 | FY23 SCBA/Radio Communications                     | 192,500              | 59,529              | 53,261            | 186,232                   | 6,268                    |
|                                                                          | 23422   | 2023                 | Ambulance                                          | 295,000              | 295,000             | -                 | -                         | 295,000                  |
|                                                                          | 24421   | 2024                 | Tanker Replacement                                 | 500,000              | 500,000             | 482,865           | 482,865                   | 17,135                   |
| Grant                                                                    | 25STA   | 2025                 | BC Paving                                          | 450,000              | 450,000             | 3,931             | 3,931                     | 446,069                  |
| Project Totals                                                           |         |                      |                                                    | <u>\$ 1,837,500</u>  | <u>\$ 1,305,700</u> | <u>\$ 540,057</u> | <u>\$ 1,071,856</u>       | <u>\$ 765,644</u>        |
| Beginning Fund Balance 7/1/24                                            |         |                      |                                                    |                      |                     |                   |                           | \$ 1,012,697             |
| Funds Provided:                                                          |         |                      |                                                    |                      |                     |                   |                           |                          |
|                                                                          |         |                      | FY25 Transfer from Operating Fund                  |                      |                     | \$                | 225,000                   |                          |
|                                                                          |         |                      | FY25 Interest Earnings                             |                      |                     |                   | 58,803                    |                          |
|                                                                          |         |                      | Southern Regional EMS Council Code Blue            |                      |                     |                   | 45,000                    |                          |
| 23421                                                                    |         |                      | FY25 Transfer from General Fund - PILT             |                      |                     |                   | 55,446                    |                          |
| 25STA                                                                    |         |                      | Dept of Commerce, Community & Economic Development |                      |                     |                   | 450,000                   |                          |
|                                                                          |         |                      | Total Funds Provided                               |                      |                     |                   |                           | 834,249                  |
| Funds applied - current year expenditures                                |         |                      |                                                    |                      |                     |                   |                           | (540,057)                |
| Funds obligated to existing projects                                     |         |                      |                                                    |                      |                     |                   |                           | (765,644)                |
| Projects completed or cancelled                                          |         |                      |                                                    |                      |                     |                   |                           | <u>1,171 *</u>           |
| Funds available for appropriation and for future capital expansion plans |         |                      |                                                    |                      |                     |                   |                           | <u><u>\$ 542,417</u></u> |

## Central Emergency Service Area Projects - Fund 443

Balances through June 30, 2025

| Project        | Year Appropriated | Project Description                  | Authorized Amount | FY25 Budget   | Expend FY25  | Total LTD Expenditures | Unexpended Balance |
|----------------|-------------------|--------------------------------------|-------------------|---------------|--------------|------------------------|--------------------|
| 19461          | 2019              | SCBA Compressor                      | \$ 450,000        | \$ 64,576     | \$ -         | \$ 385,424             | \$ 64,576          |
| 20461          | 2020              | Station 1 Land Acquisition           | 791,795           | 19,524        | 235          | 772,507                | 19,289             |
| 22464          | 2022              | FY22 Station 1 Relocation            | 1,000,000         | 874,656       | 70,835       | 196,179                | 803,821            |
| 23461          | 2023              | FY23 SCBA/Radio Communications       | 575,000           | 62,048        | 21,420       | 534,372                | 40,628             |
| 23462          | 2023              | Stations 5 & 6 Interior LED Lighting | 125,000           | 125,000       | -            | -                      | 125,000            |
| 23464          | 2023              | FY23 Station 1 Relocation            | 250,000           | 250,000       | -            | -                      | 250,000            |
| 23465          | 2023              | Security Doors                       | 175,000           | 175,000       | -            | -                      | 175,000            |
| 23466          | 2023              | Stations 4 & 6 Bay Floor Resurface   | 200,000           | 200,000       | -            | -                      | 200,000            |
| 23467          | 2023              | Interior/Flooring Updates            | 50,000            | 33,796        | 13,093       | 29,296                 | 20,704             |
| Bond 23CES     | 2023              | Station 1 New Construction           | 16,498,201        | 15,194,540    | 7,091,240    | 8,394,902              | 8,103,299          |
| 23CE1          | 2024              | Station 1 New Construction (Local)   | 5,000,000         | 5,000,000     | -            | -                      | 5,000,000          |
| 24461          | 2024              | Fire Live Training Props             | 150,000           | 150,000       | -            | -                      | 150,000            |
| 25461          | 2025              | Tanker Replacement                   | 1,100,000         | 1,100,000     | 646,920      | 646,920                | 453,080            |
| 25462          | 2025              | CES Septic System Replacement        | 76,500            | 76,500        | -            | -                      | 76,500             |
| Project Totals |                   |                                      | \$ 26,441,496     | \$ 23,325,640 | \$ 7,843,743 | \$ 10,959,599          | \$ 15,481,897      |

|                                                                 | Capt Proj Fund | 16/20CES Bond | 23CES Bond    | Total         |
|-----------------------------------------------------------------|----------------|---------------|---------------|---------------|
| Beginning Fund Balance 7/1/24                                   | \$ 8,173,581   | \$ 17,153     | \$ 15,986,035 | \$ 24,176,769 |
| Funds Provided:                                                 |                |               |               |               |
| FY25 Transfer from Operating Fund                               | 800,000        |               |               |               |
| FY25 Interest Earnings                                          | 578,987        |               |               |               |
| FY25 Interest Earnings on Bond Proceeds                         |                | -             | 497,628       | 1,876,615     |
| Funds applied - current year expenditures                       | (752,503)      | -             | (7,091,240)   | (7,843,743)   |
| Funds obligated to existing projects                            | (7,378,598)    | -             | (8,103,299)   | (15,481,897)  |
| Projects completed or cancelled                                 | -              | -             | -             | - *           |
| Funds avail. for approp. and for future capital expansion plans | \$ 1,421,467   |               |               | 1,421,467     |
| Funds restricted for 16/20 CES bonds                            |                | \$ 17,153     |               | 17,153        |
| Funds restricted for 23CES bonds                                |                |               | \$ 1,289,124  | 1,289,124     |
| Ending fund balance                                             |                |               |               | \$ 2,727,744  |

## Western Emergency Service Area Projects - Fund 444

Balances through June 30, 2025

| Project        | Year<br>Appropriated | Project Description   | Authorized<br>Amount | FY25<br>Budget    | Expend<br>FY25  | Total LTD<br>Expenditures | Unexpended<br>Balance |
|----------------|----------------------|-----------------------|----------------------|-------------------|-----------------|---------------------------|-----------------------|
| 23443          | 2023                 | Command Vehicle       | \$ 60,000            | \$ 80,000         | \$ -            | \$ -                      | \$ 80,000             |
| 25441          | 2025                 | Shop Door Replacement | 40,000               | 40,000            | 2,887           | 2,887                     | 37,113                |
| Project Totals |                      |                       | <u>\$ 120,000</u>    | <u>\$ 120,000</u> | <u>\$ 2,887</u> | <u>\$ 2,887</u>           | <u>\$ 117,113</u>     |

|                                                                          |                   |
|--------------------------------------------------------------------------|-------------------|
| Beginning Fund Balance 7/1/24                                            | \$ 150,017        |
| Funds Provided:                                                          |                   |
| FY25 Transfer from Operating Fund                                        | \$ 100,000        |
| FY25 Interest Earnings                                                   | <u>13,806</u>     |
| Total Funds Provided                                                     | 113,806           |
| Funds applied - current year expenditures                                | (2,887)           |
| Funds obligated to existing projects                                     | (117,113)         |
| Projects completed or cancelled                                          | <u>- *</u>        |
| Funds available for appropriation and for future capital expansion plans | <u>\$ 143,823</u> |

## Kachemak Emergency Service Area Projects - Fund 446

Balances through June 30, 2025

| Project        | Year Appropriated | Project Description            | Authorized Amount | FY25 Budget       | Expend FY25 | Total LTD Expenditures | Unexpended Balance |
|----------------|-------------------|--------------------------------|-------------------|-------------------|-------------|------------------------|--------------------|
| 23485          | 2023              | FY23 SCBA/Radio Communications | \$ 273,805        | \$ 12,237         | \$ -        | \$ 261,568             | \$ 12,237          |
| 24481          | 2024              | Command Vehicle with Plow      | 80,000            | 80,000            | -           | -                      | 80,000             |
| 24482          | 2024              | Utility Vehicle with Plow      | 80,000            | 80,000            | -           | -                      | 80,000             |
| Project Totals |                   |                                | <u>\$ 433,805</u> | <u>\$ 172,237</u> | <u>\$ -</u> | <u>\$ 261,568</u>      | <u>\$ 172,237</u>  |

|                                                                          |                   |
|--------------------------------------------------------------------------|-------------------|
| Beginning Fund Balance 7/1/24                                            | \$ 406,903        |
| Funds Provided:                                                          |                   |
| FY25 Transfer from Operating Fund                                        | \$ 300,000        |
| FY25 Interest Earnings                                                   | 39,106            |
| Total Funds Provided                                                     | <u>339,106</u>    |
| Funds applied - current year expenditures                                | -                 |
| Funds obligated to existing projects                                     | (172,237)         |
| Projects completed or cancelled                                          | <u>- *</u>        |
| Funds available for appropriation and for future capital expansion plans | <u>\$ 573,772</u> |

## Communication Center 911 Projects - Fund 455

Balances through June 30, 2025

| Project | Year Appropriated | Project Description                           | Authorized Amount | FY25 Budget      | Expend FY25      | Total LTD Expenditures | Unexpended Balance |
|---------|-------------------|-----------------------------------------------|-------------------|------------------|------------------|------------------------|--------------------|
| 23432   | 2023              | Router/Switch Replacement                     | \$ 17,500         | \$ 17,500        | \$ 9,816         | \$ 9,816               | \$ 7,684           |
| 24432   | 2024              | Router/Switch Replacement                     | 4,000             | 4,000            | -                | -                      | 4,000              |
| 25432   | 2025              | Server Migration                              | 21,220            | 21,220           | 21,220           | 21,220                 | -                  |
| 25433   | 2025              | Workstations, Monitors, and Network Equipment | 16,000            | 16,000           | 12,180           | 12,180                 | 3,820              |
| 25434   | 2025              | Uninterruptible Power Supply (UPS)            | 11,500            | 11,500           | 11,170           | 11,170                 | 330 *              |
| 25436   | 2025              | Dell Host Server                              | 13,000            | 13,000           | -                | -                      | 13,000             |
| Totals  |                   |                                               | <u>\$ 83,220</u>  | <u>\$ 83,220</u> | <u>\$ 54,386</u> | <u>\$ 54,386</u>       | <u>\$ 28,834</u>   |

|                                                                          |            |                   |
|--------------------------------------------------------------------------|------------|-------------------|
| Beginning Fund Balance 7/1/24                                            |            | \$ 664,553        |
| Funds Provided:                                                          |            |                   |
| FY25 Transfer from Operating Fund                                        | \$ 178,538 |                   |
| FY25 Interest Earnings                                                   | 45,311     |                   |
| Total Funds Provided                                                     |            | 223,849           |
| Funds applied - current year expenditures                                |            | (54,386)          |
| Funds obligated to existing projects                                     |            | (28,834)          |
| Projects completed or cancelled                                          |            | 330 *             |
| Funds available for appropriation and for future capital expansion plans |            | <u>\$ 805,513</u> |

# North Peninsula Recreation Projects - Fund 459

Balances through June 30, 2025

| Project        | Year Appropriated | Project Description             | Authorized Amount | FY25 Budget  | Expend FY25 | Total LTD Expenditures | Unexpended Balance |
|----------------|-------------------|---------------------------------|-------------------|--------------|-------------|------------------------|--------------------|
| 23451          | 2023              | Truck/Plow                      | \$ 65,000         | \$ 65,000    | \$ -        | \$ -                   | \$ 65,000          |
| 23452          | 2023              | Asphalt Resurfacing             | 62,000            | 62,000       | -           | -                      | 62,000             |
| 23455          | 2023              | Trail Groomer                   | 26,000            | 26,000       | -           | -                      | 26,000             |
| 24451          | 2024              | Pool Floor & Front Desk Replace | 291,000           | 282,951      | 152,547     | 160,596                | 130,404            |
| 24452          | 2024              | Pool & Spa Circulation Pumps    | 126,000           | 126,000      | -           | -                      | 126,000            |
| 25451          | 2025              | NCRC Renovation                 | 710,000           | 710,000      | 4,533       | 4,533                  | 705,467            |
| 25452          | 2025              | Well Line Replacement           | 148,000           | 148,000      | 148,502     | 148,502                | (502) *            |
| Project Totals |                   |                                 | \$ 1,428,000      | \$ 1,419,951 | \$ 305,582  | \$ 313,631             | \$ 1,114,369       |

|                                                                          |              |
|--------------------------------------------------------------------------|--------------|
| Beginning Fund Balance 7/1/24                                            | \$ 1,416,064 |
| Funds Provided:                                                          |              |
| FY25 Transfer from Operating Fund                                        | \$ 696,000   |
| FY25 Interest Earnings                                                   | 106,804      |
| Total Funds Provided                                                     | 802,804      |
| Funds applied - current year expenditures                                | (305,582)    |
| Funds obligated to existing projects                                     | (1,114,369)  |
| Projects completed or cancelled                                          | (502) *      |
| Funds available for appropriation and for future capital expansion plans | \$ 798,414   |

# Central Peninsula Hospital Projects - Fund 490

Balances through June 30, 2025

| Year<br>Project Appropriated | Project Description | Authorized<br>Amount | FY25<br>Budget | Expend<br>FY25 | Total LTD<br>Expenditures | Unexpended<br>Balance |
|------------------------------|---------------------|----------------------|----------------|----------------|---------------------------|-----------------------|
|------------------------------|---------------------|----------------------|----------------|----------------|---------------------------|-----------------------|

Funds Provided by Bond Proceeds

Funds Provided by Hospital Plant Replacement Fund

|                                                         |   |   |   |   |   |   |
|---------------------------------------------------------|---|---|---|---|---|---|
| Total Funds Provided by Hospital Plant Replacement Fund | - | - | - | - | - | - |
|---------------------------------------------------------|---|---|---|---|---|---|

Funds Provided by the Kenai Health Center Maint. Fund

|                |      |      |      |      |      |      |
|----------------|------|------|------|------|------|------|
| Project Totals | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
|----------------|------|------|------|------|------|------|

|                                                         | Capt Proj Fund    | KHCTR               | CPH Bonds         | Total               |
|---------------------------------------------------------|-------------------|---------------------|-------------------|---------------------|
| Beginning Fund Balance 7/1/24                           | \$ 881,500        | \$ 1,041,661        | \$ 895,644        | \$ 2,818,805        |
| Funds Provided:                                         |                   |                     |                   |                     |
| FY25 Interest Earnings                                  | 98,387            |                     |                   |                     |
| 17OBL CPH Local Contribution - OB / Card Cath Lab       | -                 |                     |                   |                     |
| 22SFT CPH Local Contribution - Software Workday ERP     | -                 |                     |                   |                     |
| State Contributions KHCTR                               |                   | 38,135              |                   |                     |
| Local Contributions KHCTR                               |                   | 23,373              |                   |                     |
| FY25 Interest Earnings KHCTR                            |                   | 50,078              |                   |                     |
| FY25 Interest Earnings on Bond Proceeds                 |                   |                     | -                 | 209,973             |
| Funds applied - current year expenditures               | -                 | (8,000)             | -                 | (8,000)             |
| Funds obligated to existing projects                    | -                 | -                   | -                 | -                   |
| Projects completed or cancelled                         | -                 | -                   | -                 | - *                 |
| Funds available for approp. and future capital projects | <u>\$ 979,887</u> |                     |                   | 979,887             |
| Funds restricted For Kenai Health Center Maintenance    |                   | <u>\$ 1,145,247</u> |                   | 1,145,247           |
| Funds restricted for CPH Bonds                          |                   |                     | <u>\$ 895,644</u> | 895,644             |
| Ending fund balance                                     |                   |                     |                   | <u>\$ 3,020,778</u> |

# South Peninsula Hospital Projects - Fund 491

Balances through June 30, 2025

|                                                                                | Project | Year Appropriated | Project Description                            | Authorized Amount | FY25 Budget   | Expend FY25           | Total LTD Expenditures | Unexpended Balance |
|--------------------------------------------------------------------------------|---------|-------------------|------------------------------------------------|-------------------|---------------|-----------------------|------------------------|--------------------|
| Funds Provided by Local Funds                                                  |         |                   |                                                |                   |               |                       |                        |                    |
| Bond                                                                           | 17SPM   | 2017              | Bond - Homer Medical Center Remodel            | \$ 3,007,999      | \$ 1,478      | \$ 1,478              | \$ 3,007,999           | \$ - *             |
|                                                                                | 21SHD   | 2021              | Nuclear Medicine System                        | 303,673           | 303,673       | -                     | -                      | 303,673            |
|                                                                                | 22SEC   | 2022              | Security Upgrade                               | 105,000           | 13,284        | -                     | 91,716                 | 13,284             |
|                                                                                | 22SHY   | 2022              | Hot Water System Replacement                   | 389,500           | 380,243       | 145,969               | 155,226                | 234,274            |
|                                                                                | 23SHA   | 2023              | Imaging Nuc Med System Part 2                  | 625,000           | 614,206       | -                     | 10,794                 | 614,206            |
|                                                                                | 23SPH   | 2023              | Pre Design Master Plan/Nuc Med/Pharm           | 659,783           | 254,524       | 1,429                 | 406,688                | 253,095            |
|                                                                                | 24SHB   | 2024              | OB Care Minor Equipment                        | 56,874            | 27,906        | -                     | 28,968                 | 27,906             |
|                                                                                | 24SHC   | 2024              | Long Term Care Minor Equipment                 | 195,680           | 21,705        | -                     | 173,975                | 21,705 *           |
|                                                                                | 24SHE   | 2024              | Surgery Minor Equipment                        | 451,299           | 29,866        | 12,010                | 433,444                | 17,855 *           |
|                                                                                | 24SHF   | 2024              | ER Minor Equipment                             | 118,228           | 51,871        | 2,590                 | 68,947                 | 49,281             |
|                                                                                | 24SHI   | 2024              | Physical Therapy Minor Equipment               | 40,654            | 34,933        | -                     | 5,721                  | 34,933             |
|                                                                                | 24SHK   | 2024              | Imaging Minor Equipment                        | 275,579           | 29,389        | 27,270                | 273,017                | 2,562 *            |
|                                                                                | 24SHM   | 2024              | DynaCAD Imaging Software                       | 72,720            | 73,163        | 73,163                | 73,163                 | (443) *            |
|                                                                                | 24SHN   | 2024              | Meal Suite Software                            | 10,786            | 10,786        | -                     | -                      | 10,786             |
|                                                                                | 24SHP   | 2024              | Loading Dock Scissor Lift                      | 15,150            | 15,150        | -                     | -                      | 15,150 *           |
|                                                                                | 24SHW   | 2024              | IT Minor Hospital Equipment                    | 108,070           | 16,447        | -                     | 91,623                 | 16,447 *           |
|                                                                                | 25SHA   | 2025              | Various Hospital Equipment                     | 1,189,978         | 1,189,978     | 800,188               | 800,188                | 389,790            |
|                                                                                | 25SHB   | 2025              | OB/RN Station/Triage Floor Replacement         | 11,006            | 11,006        | -                     | -                      | 11,006             |
|                                                                                | 25SHC   | 2025              | Wander Management System                       | 111,967           | 111,967       | -                     | -                      | 111,967            |
|                                                                                | 25SHD   | 2025              | Code System Monitoring Upgrades                | 14,058            | -             | -                     | -                      | 14,058 *           |
|                                                                                | 25SHE   | 2025              | PACS Archive Storage Replacement               | 225,624           | 225,624       | 225,624               | 225,624                | 0 *                |
|                                                                                | 25SHF   | 2025              | Security System Replacement                    | 173,400           | 173,400       | 5,265                 | 5,265                  | 168,135            |
|                                                                                | 25SHG   | 2025              | BHS Acute Care Room                            | 107,100           | 107,100       | 4,804                 | 4,804                  | 102,296            |
|                                                                                | 25SHH   | 2025              | Flooring Install in Hospital First Floor Hallw | 40,800            | 40,800        | 31,281                | 31,281                 | 9,519              |
|                                                                                | 25SHI   | 2025              | Heated Sidewalks/Medical Ctr & Pioneer         | 255,000           | 255,000       | 251,532               | 251,532                | 3,468 *            |
|                                                                                | 25SHJ   | 2025              | Liquid Oxygen System                           | 153,000           | 153,000       | 18,775                | 18,775                 | 134,225            |
|                                                                                | 25SHK   | 2025              | Walk-In Cooler Repair                          | 17,340            | 17,340        | 17,340                | 17,340                 | - *                |
|                                                                                | 25SHL   | 2025              | Information System Upgrades/Replaceme          | 159,120           | 159,120       | 69,464                | 69,464                 | 89,656             |
|                                                                                | 25SHN   | 2025              | SPH Anesthesia Monitors                        | 74,517            | 74,517        | -                     | -                      | 74,517             |
|                                                                                | 25SHO   | 2025              | SPH Transformer RPLC                           | 52,000            | 52,000        | -                     | -                      | 52,000             |
|                                                                                | 25SHR   | 2025              | Const Infrast Repair Proj Group                | 915,042           | 915,042       | -                     | -                      | 915,042            |
|                                                                                | 25PWR   | 2025              | SPH Health Resources & Svcs Admin              | 50,000            | 50,000        | 14                    | 14                     | 49,986             |
| Total Funds Provided by Local Funds                                            |         |                   |                                                | 9,985,947         | 5,414,518     | 1,688,197             | 6,245,568              | 3,740,379          |
| Funds Provided by Hospital Plant Replacement Fund                              |         |                   |                                                |                   |               |                       |                        |                    |
|                                                                                | 23DES   | 2023              | Design Infrastructure Deferred Maint           | 250,000           | 41,851        | 20,861                | 229,009                | 20,991             |
|                                                                                | 22SHB   | 2023              | A/C Unit - Long Term Care/Rehab                | 627,416           | 278,780       | 120,374               | 469,010                | 158,406 *          |
|                                                                                | 23SHQ   | 2023              | Minor Hospital Equipment                       | 107,608           | 56,831        | 34,817                | 85,594                 | 22,014             |
|                                                                                | 23SHR   | 2023              | SPH Annunciator Switch                         | 613,020           | 613,020       | 551,566               | 551,566                | 61,454             |
|                                                                                | 24SHY   | 2024              | ER Room 4 Exam Door                            | 12,625            | 12,625        | -                     | -                      | 12,625             |
|                                                                                | 24SHZ   | 2024              | HMC Exam Rooms Renovation                      | 19,750            | -             | -                     | 19,750                 | - *                |
|                                                                                | SPHLE   | 2024              | Earnest Money for Hohe ST Lease                | 145,000           | 145,000       | -                     | -                      | 145,000 *          |
|                                                                                | 25SHM   | 2025              | Women's Health Remodel 4300 Bartlett           | 1,013,534         | 1,013,534     | 558,456               | 558,456                | 455,078            |
|                                                                                | 25SHO   | 2025              | SPH Transformer Replacement                    | 107,120           | 107,120       | -                     | -                      | 107,120            |
| Total Funds Provided by Hospital Plant Replacement Fund                        |         |                   |                                                | 2,896,074         | 2,268,762     | 1,286,074             | 1,913,386              | 982,687            |
| Funds Provided by South Peninsula Hospital, Inc. and Outside Granting Agencies |         |                   |                                                |                   |               |                       |                        |                    |
|                                                                                | 24EMR   | 2024              | Electronic Medical Records Software            | 7,000,000         | 6,954,550     | 3,930,003             | 3,975,453              | 3,024,547          |
| Grant                                                                          | 25PWR   | 2025              | SPH Health Resources & Svcs Admin              | 5,000,000         | 5,000,000     | 1,431                 | 1,431                  | 4,998,569          |
| Project Totals                                                                 |         |                   |                                                | \$ 24,882,020     | \$ 19,637,830 | \$ 6,905,705          | \$ 12,135,838          | \$ 12,746,182      |
|                                                                                |         |                   |                                                |                   |               | <b>Capt Proj Fund</b> | <b>17SPH/M Bond</b>    | <b>Total</b>       |
| Beginning Fund Balance 7/1/24                                                  |         |                   |                                                |                   |               | \$ 3,682,980          | \$ 23,254              | \$ 3,706,233       |
| Funds Provided:                                                                |         |                   |                                                |                   |               |                       |                        |                    |
| FY25 Transfer from Operating Fund                                              |         |                   |                                                |                   |               | 2,458,393             |                        |                    |
| FY25 Interest Earnings                                                         |         |                   |                                                |                   |               | 286,866               |                        |                    |
| Grant - U.S. Department of Health & Human Services                             |         |                   |                                                |                   |               | 5,000,000             |                        |                    |
| SPH Local Contributions for Plant Replacement Fund Projects                    |         |                   |                                                |                   |               | 2,268,762             |                        |                    |
| SPH Inc. Contributions                                                         |         |                   |                                                |                   |               | 6,954,550             |                        | 16,968,571         |
| Funds applied - current year expenditures                                      |         |                   |                                                |                   |               | (6,904,227)           | (1,478)                | (6,905,705)        |
| Funds obligated to existing projects                                           |         |                   |                                                |                   |               | (12,746,182)          | -                      | (12,746,182)       |
| Projects completed or cancelled                                                |         |                   |                                                |                   |               | 394,208               | -                      | 394,208 *          |
| Funds available for approp. and future capital expansion plans                 |         |                   |                                                |                   |               | \$ 1,395,349          |                        | 1,395,349          |
| Funds restricted for SPH Bonds                                                 |         |                   |                                                |                   |               |                       | \$ 21,775              | 21,775             |
| Ending fund balance                                                            |         |                   |                                                |                   |               |                       |                        | \$ 1,417,124       |

# Kenai Peninsula Borough

## Finance Department

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### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Peter A. Micciche, Borough Mayor *PAM*

**THRU:** Brandi Harbaugh, Finance Director *BD*

**FROM:** Tyra Rivera, Payroll Accountant *TR*

**DATE:** September 4, 2025

**RE:** Revenue-Expenditure Report – July 2025

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Attached is the Revenue-Expenditure Report of the General Fund for the month of July 2025. Please note that 8.33% of the year has elapsed, 8.89% of budgeted revenues have been collected, and 22.00% of budgeted expenditures have been made.

# KENAI PENINSULA BOROUGH

## Revenue Report

For the Period

July 1 through July 31 2025

| ACCOUNT<br>NUMBER | DESCRIPTION                     | ESTIMATED<br>REVENUE | YEAR<br>TO DATE<br>RECEIPTS | MONTH<br>TO DATE<br>RECEIPTS | VARIANCE        | %<br>COLLECTED |
|-------------------|---------------------------------|----------------------|-----------------------------|------------------------------|-----------------|----------------|
| 31400             | Motor Vehicle Tax               | 642,580              | -                           | -                            | (642,580)       | 0.00%          |
| 31510             | Property Tax Penalty & Interest | 685,597              | 11,542                      | 11,542                       | (674,055)       | 1.68%          |
| 31610             | Sales Tax                       | 47,975,000           | (1,427,035)                 | (1,427,035)                  | (49,402,035)    | -2.97%         |
| 33110             | In Lieu Property Tax            | 3,100,000            | -                           | -                            | (3,100,000)     | 0.00%          |
| 33117             | Other Federal Revenue           | 158,817              | -                           | -                            | (158,817)       | 0.00%          |
| 33120             | Forestry Service                | 500,000              | -                           | -                            | (500,000)       | 0.00%          |
| 34110             | School Debt Reimbursement       | 1,795,380            | -                           | -                            | (1,795,380)     | 0.00%          |
| 34221             | Electricity & Phone Revenue     | 155,000              | -                           | -                            | (155,000)       | 0.00%          |
| 34222             | Fish Tax Revenue Sharing        | 500,000              | -                           | -                            | (500,000)       | 0.00%          |
| 34210             | Revenue Sharing                 | 850,000              | -                           | -                            | (850,000)       | 0.00%          |
| 37350             | Interest on Investments         | 1,574,053            | 127,070                     | 127,070                      | (1,446,983)     | 8.07%          |
| 39000             | Other Local Revenue             | 266,935              | 26,290                      | 26,290                       | (240,645)       | 9.85%          |
| 290               | Solid Waste                     | 1,577,000            | 8,844                       | 8,844                        | (1,568,156)     | 0.56%          |
| Total Revenues    |                                 | \$ 103,367,111       | \$ 9,193,611                | \$ 9,193,611                 | \$ (94,173,500) | 8.89%          |

**KENAI PENINSULA BOROUGH**  
**Expenditure Report**  
For the Period  
July 1 through July 31 2025

| DESCRIPTION                   | REVISED<br>BUDGET | YEAR<br>TO DATE<br>EXPENDED | MONTH<br>TO DATE<br>EXPENDED | AMOUNT<br>ENCUMBERED | AVAILABLE<br>BALANCE | %<br>EXPENDED |
|-------------------------------|-------------------|-----------------------------|------------------------------|----------------------|----------------------|---------------|
| Assembly:                     |                   |                             |                              |                      |                      |               |
| Administration                | \$ 603,685        | \$ 87,902                   | \$ 87,902                    | \$ 187,637           | \$ 328,145           | 14.56%        |
| Clerk                         | 662,847           | 24,084                      | 24,084                       | 21,433               | 617,330              | 3.63%         |
| Elections                     | 262,932           | 40,493                      | 40,493                       | 3,750                | 218,689              | 15.40%        |
| Records Management            | 490,594           | 46,431                      | 46,431                       | 20,592               | 423,571              | 9.46%         |
| Mayor Administration          | 1,108,209         | 42,909                      | 42,909                       | 746                  | 1,064,555            | 3.87%         |
| Purch/Contracting/Cap Proj    | 825,326           | 37,851                      | 37,851                       | 7,994                | 779,481              | 4.59%         |
| Human Resources:              |                   |                             |                              |                      |                      |               |
| Administration                | 894,770           | 77,064                      | 77,064                       | 6,843                | 810,863              | 8.61%         |
| Print/Mail                    | 260,748           | 7,452                       | 7,452                        | 43,273               | 210,024              | 2.86%         |
| Custodial Maintenance         | 144,691           | 5,486                       | 5,486                        | 56                   | 139,149              | 3.79%         |
| Information Technology        | 2,987,004         | 244,757                     | 244,757                      | 97,880               | 2,644,367            | 8.19%         |
| Emergency Management          | 1,082,110         | 22,886                      | 22,886                       | 39,067               | 1,020,157            | 2.11%         |
| Legal Administration          | 1,199,030         | 27,560                      | 27,560                       | 42,803               | 1,128,667            | 2.30%         |
| Finance:                      |                   |                             |                              |                      |                      |               |
| Administration                | 673,867           | 29,290                      | 29,290                       | 1,211                | 643,367              | 4.35%         |
| Services                      | 1,308,270         | 93,033                      | 93,033                       | 14,979               | 1,200,257            | 7.11%         |
| Property Tax                  | 1,256,665         | 193,023                     | 193,023                      | 32,518               | 1,031,124            | 15.36%        |
| Sales Tax                     | 1,374,048         | 41,410                      | 41,410                       | 26,185               | 1,306,453            | 3.01%         |
| Assessing:                    |                   |                             |                              |                      |                      |               |
| Administration                | 1,716,459         | 176,249                     | 176,249                      | 59,082               | 1,481,127            | 10.27%        |
| Appraisal                     | 1,885,988         | 62,700                      | 62,700                       | 1,869                | 1,821,419            | 3.32%         |
| Resource Planning:            |                   |                             |                              |                      |                      |               |
| Administration                | 1,595,794         | 43,050                      | 43,050                       | 22,544               | 1,530,200            | 2.70%         |
| GIS                           | 711,288           | 92,337                      | 92,337                       | 4,228                | 614,722              | 12.98%        |
| River Center                  | 861,482           | 24,185                      | 24,185                       | 45,284               | 792,013              | 2.81%         |
| Senior Citizens Grant Program | 838,634           | -                           | -                            | -                    | 838,634              | 0.00%         |
| School District               | 71,407,405        | 9,296,590                   | 9,296,590                    | -                    | 62,110,815           | 13.02%        |
| Solid Waste Operations        | 13,407,794        | 130,783                     | 130,783                      | 4,613,225            | 8,663,786            | 0.98%         |
| Economic Development          | 520,000           | -                           | -                            | 132,504              | 387,496              | 0.00%         |
| Non-Departmental              | 2,971,763         | 13,578,643                  | 13,578,643                   | -                    | (10,606,880)         | 456.92%       |
| Total Expenditures            | \$ 111,051,403    | \$ 24,426,170               | \$ 24,426,170                | \$ 5,425,704         | \$ 81,199,529        | 22.00%        |

|                |          |
|----------------|----------|
| Introduced by: | Mayor    |
| Date:          | 09/02/25 |
| Hearing:       | 09/16/25 |
| Action:        |          |
| Vote:          |          |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-19-10**

**AN ORDINANCE ACCEPTING AND APPROPRIATING GRANT FUNDS  
OF \$18,200 TO THE KENAI PENINSULA BOROUGH FOR THE RIVER  
CENTER ACCESS AND RESTORATION DEMONSTRATION PROJECT**

**WHEREAS,** the America's Conservation Enhancement Act - National Fish Habitat Conservation Through Partnerships grant program is administered by the US Fish and Wildlife Service; and

**WHEREAS,** the National Fish Habitat Partnership (NFHP) is a science-based, state-led initiative to protect, restore, and enhance aquatic ecosystems across the United States; and

**WHEREAS,** the Kenai Peninsula Borough's Donald E. Gilman River Center (River Center) applied for and was selected to receive an NFHP grant to implement the River Center Access and Restoration Demonstration project (Project); and

**WHEREAS,** the Project is designed to educate the public on riverbank restoration techniques that can reduce erosion while allowing for safe access to the river;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this is a non-code ordinance.

**SECTION 2.** That the Mayor is authorized to accept grant funds in the amount of \$18,200 from the US Fish and Wildlife Service to implement the River Center Access and Restoration Demonstration project, and is authorized to execute all documents deemed necessary to accept the grant.

**SECTION 3.** That federal grant funds in the amount of \$18,200 are appropriated to account number 100.21135.26RCA.49999 for River Center Access and Restoration Demonstration eligible grant expenditures.

**SECTION 4.** That match funds in the amount of \$18,200 have been previously appropriated to River Center Department accounts 100.21135.4XXXXs during the FY26 annual budgetary process and are available to match the program.

**SECTION 5** That appropriations made in Section 3 of this ordinance are project length in nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 6.** That if any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.

**SECTION 7.** That this ordinance shall be effective immediately.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2025.**

---

Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Planning Department - Donald E. Gilman River Center

MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *BA*  
Robert Ruffner, Planning Director *RR*

**FROM:** Samantha Lopez, River Center Manager *SL*  
Heather Geer, Grants Administrator & Community Liaison *HG*

**DATE:** August 21, 2025

**SUBJECT:** Ordinance 2025-19-10, Accepting and Appropriating Grant Funds of \$18,200 to the Kenai Peninsula Borough for the River Center Access and Restoration Demonstration Project (Mayor)

This grant funding is provided by the National Fish Habitat Partnership (NFHP) via the US Fish and Wildlife Service (USFWS) America’s Conservation Enhancement Act-National Fish Habitat Conservation Through Partnerships for the River Center Access and Restoration Demonstration project. This award is contingent on funds being available from the USFWS US Fish and Wildlife Service and Legislative authorization. There is a 1:1 match requirement for this grant that will be met with \$13,710 in-kind funding and \$5,000 cash that is provided for in KPB’s adopted FY2026 budget.

This project provides an on-site example of river access and restoration techniques at the River Center, and presents a unique opportunity for landowners to directly observe and interact with resource experts at the River Center. This project would add one section of elevated light-penetrating walkway and restore 200 linear feet of spruce tree revetment in a manner that allows for direct on-site observation at the River Center, where landowners seek permits. When questions arise during the permitting process, regulatory agencies have the ability to show these techniques without scheduling separate site visits. The USFWS will reimburse KPB up to \$18,200 to implement the project. Upon enactment, \$18,200 will be applied to eligible activities under the grant across the NFHP grant cycle.

Page -2-  
August 21, 2025  
Re: O2025-19- 10

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Your consideration is appreciated.

**FINANCE DEPARTMENT  
FUNDS VERIFIED**

Acct. No: 100.21135.26RCA.49999 Grant  
Match Amt: \$18,200

Acct. No: 100.21135.26RCA.43011 Contract svc  
Match Amt: \$5,000

Acct. No. 100.21135.26RCA.40XXX Personnel  
In-kind Match Amt: \$8,250

Acct. No. 100.21135.26RCA.43140 Postage  
In-kind Match Amt: \$4,950

By: CJ Date: 8/21/2025

NFHP Grant: River Center Access and Restoration Demonstration Project  
Photo Log



River Center bank at low water.

NFHP Grant: River Center Access and Restoration Demonstration Project  
Photo Log



River Center bank at low water.

NFHP Grant: River Center Access and Restoration Demonstration Project  
Photo Log



July 2025. River Center bank eroded.

|                |          |
|----------------|----------|
| Introduced by: | Mayor    |
| Date:          | 09/02/25 |
| Hearing:       | 09/16/25 |
| Action:        |          |
| Vote:          |          |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-19-11**

**AN ORDINANCE ACCEPTING AND APPROPRIATING GRANT AND  
FUNDS FOR THE PURCHASE OF THREE SLIP-ON TANKER UNITS**

**WHEREAS,** the Kenai Peninsula Borough (KPB) requested funding for the Western Emergency Service Area (WES); and

**WHEREAS,** the Department of Interior, Office of Wildland Fire, will provide a grant award in the amount of \$98,844 to the KPB for the purpose of the purchase of three slip-on tankers unit that meets minimum specifications required by the grant; and

**WHEREAS,** the grant does not provide for the administrative service fee, therefore there is a request for an additional 1% to be appropriated from the WES Capital Project Fund; and

**WHEREAS,** at its regular meeting on September \_\_\_\_\_, 2025, the WES Board recommended \_\_\_\_\_;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this is a non-code ordinance.

**SECTION 2.** That the Mayor is authorized to accept a grant from the Department of Interior, Office of Wildland Fire in the amount of \$98,844 paid under PL 117-58 Infrastructure Investment and Jobs Act to the Kenai Peninsula Borough, Western Emergency Service Area for purchase of three slip-on tanker units and is authorized to execute a grant agreement and any other documents deemed necessary to accept and expend the grant and to fulfill the intent and purposes of this ordinance.

**SECTION 3.** That grant funds in the amount of \$98,844 are appropriated to account no. 444.51410.26443.49999 for the Western Emergency Service Area slip-on tanker project and associated expenditures.

**SECTION 4.** That \$988.44 is appropriated from the Western Emergency Service Area Capital Project Fund fund balance to account no.444.51410.26443.61990 for the Western Emergency Service Area slip-on tanker project administrative service fee.

**SECTION 5.** That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 6.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected

**SECTION 7.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Grants Administration

MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *BH*  
Jon Marsh, Chief, Western Emergency Services *JM*

**FROM:** Heather Geer, Grants Administrator & Community Liaison *HG*

**DATE:** August 21, 2025

**RE:** Ordinance 2025-19- 11 , Accepting and Appropriating Grant and Capital Project Funds for the Purchase of Three Slip-On Tanker Units (Mayor)

KPB submitted a request for funds in the amount of \$98,844 to the Department of Interior as part of the Infrastructure Investment and Jobs Act, 16 USC 6592, PL117-58, Sec. 408039(c)(5) on behalf of the Western Emergency Service Area (WES) for the purchase of three slip-on tanker units to be installed on vehicles already in service

The grant does not provide for the administrative service fee, therefore there is a request for an additional 1% to be appropriated from the Western Emergency Service Area Capital Project Fund. There is no match requirement for this grant.

The WES Board will consider recommending acceptance of the grant and approving the 1% admin fee from their local funds at their September 2025 Board Meeting.

This ordinance authorizes the Mayor to accept the grant and appropriate the funds.

Your consideration is appreciated.

|                                              |                             |
|----------------------------------------------|-----------------------------|
| FINANCE DEPARTMENT<br>FUNDS/ACCOUNT VERIFIED |                             |
| Account: <u>444.51410.26443.49999</u>        | Amount: <u>\$ 98,844.00</u> |
| Account: <u>444.27910</u>                    | Amount: <u>\$988.44</u>     |
| By: <u><i>CH</i></u>                         | Date: <u>8/21/2025</u>      |

|                |          |
|----------------|----------|
| Introduced by: | Mayor    |
| Date:          | 09/02/25 |
| Hearing:       | 09/16/25 |
| Action:        |          |
| Vote:          |          |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-19-12**

**AN ORDINANCE APPROPRIATING FUNDS FROM THE INSURANCE  
AND LITIGATION FUND BALANCE FOR ADDITIONAL INSURANCE  
PREMIUMS AND CLAIM RESERVES**

**WHEREAS**, due to unexpected increases in insurance premiums and higher than expected reserves for subrogation and liability claims in the first quarter of FY26 as compared to historical data, additional funding of the Insurance and Litigation Fund is necessary to ensure sufficient funds are available in the current fiscal year;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this is a non-code ordinance.

**SECTION 2.** That funds in the amount of \$695,295 are appropriated from the Insurance and Litigation Fund, fund balance to account no. 700.11237.43999 for additional insurance premiums and claim reserves.

**SECTION 3.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 4.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY  
OF \*, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Risk Management

MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *BT*

**FROM:** Sovala Kisena, Risk Manager *SK*  
Sean Kelley, Borough Attorney *SK*

**DATE:** September 4, 2025

**SUBJECT:** Administration Amendment to Ordinance 2025-19-12, Appropriating Funds from the Insurance and Litigation Fund Balance for Additional Insurance Premiums and Claim Reserves (Mayor)

This memorandum proposes increasing the appropriation due to the fact that the reserve amount in *Yragui v. KPB*, 3KN-24-123CI, must be increased to the KPB’s full deductible amount. This increase is due to the fact that costs have increased in preparation for trial and if this matter proceeds to trial, costs will increase substantially. Further details should be discussed in executive session pursuant to AS 44.62.310(c)(1) and the attorney-client exception to allow for a candid discussion of the facts and litigation strategies in the case.

[Please note the bold underlined language is new and the strikeout language in brackets is to be deleted.]

- Amend Section 2 of the ordinance, as follows:  
  
**SECTION 2.** That funds in the amount of [~~\$695,295~~] **\$870,295** are appropriated from the Insurance and Litigation Fund, fund balance to account no. 700.11237.43999 for additional insurance premiums and claim reserves.

Your consideration is appreciated.

|                                                |                       |
|------------------------------------------------|-----------------------|
| FINANCE DEPARTMENT<br>ACCOUNT / FUNDS VERIFIED |                       |
| Acct. No.                                      | <u>700.27910 (FB)</u> |
| Amount:                                        | <u>\$870,295</u>      |
| By: <i>CS</i>                                  | Date: <u>9/3/2025</u> |

Kenai Peninsula Borough  
Finance Department

MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*

**FROM:** Brandi Harbaugh, Finance Director *BH*  
Sovala Kisenia, Risk Manager *SK*

**DATE:** August 21, 2025

**SUBJECT:** Ordinance 2025-19 -12 , Appropriating Funds from the Insurance and Litigation Fund Balance for Additional Insurance Premiums and Claim Reserves (Mayor)

During the FY2026 insurance renewal process, the KPB transitioned from the Alaska Municipal League Joint Insurance Agency (AMLJIA) to the Alaska Public Risk Alliance (APRA). This transition resulted in a substantial change to auto and general liability premiums and coverage.

After budget adoption, APRA’s finalized renewal terms increased the KPB’s auto liability premium by 132% above the projected amount. This adjustment reflects differing approaches to auto liability coverages between AMLJIA and APRA but is expected to remain consistent moving forward.

Separately, subrogation and liability claims incurred during the first quarter of FY2026 have exceeded our original reserve projections, necessitating additional funding.

This ordinance appropriates \$695,295.00 from the Insurance and Litigation Fund Balance to ensure sufficient funds are available for both these additional premium costs and claim reserves for the current fiscal year.

Your consideration is appreciated.

|                                                |                        |
|------------------------------------------------|------------------------|
| FINANCE DEPARTMENT<br>ACCOUNT / FUNDS VERIFIED |                        |
| Acct. No.                                      | <u>700.27910 (FB)</u>  |
| Amount:                                        | <u>\$695,295.00</u>    |
| By: <u>  <i>CH</i>  </u>                       | Date: <u>8/21/2025</u> |

Introduced by: Mayor  
Date: 08/19/25  
Hearing: 09/16/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-18**

**AN ORDINANCE AMENDING BOROUGH CODE, KP.B 14.06.240 AND  
KP.B 14.06.250 REGARDING DECERTIFICATION**

**WHEREAS**, there are roads throughout the Kenai Peninsula Borough that are maintained by KP.B that do not meet the current KP.B road maintenance standards in KP.B Chapter 14.06; and

**WHEREAS**, many of those roads are excessively expensive for KP.B to maintain, some are outside of dedicated rights of way or for which KP.B does not have valid right-of-way; and

**WHEREAS**, the Road Service Area and Assembly recognize the importance of safety and valid right-of-way for KP.B-maintained roads; and

**WHEREAS**, loosening the requirements for decertification and allowing the RSA board to make the final determination on all proposed decertifications will save KP.B time and potentially avoid excessive cost; and

**WHEREAS**, at its regularly-scheduled meeting held on August 12, 2025, the Kenai Peninsula Borough Road Service Area Board recommended \_\_\_\_\_;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this ordinance amends KP.B Code and will be codified.

**SECTION 2.** That KP.B 14.06.240 is hereby amended as follows:

**14.06.240. - Road decertification.**

- A. *Authority.* Roads may be decertified for maintenance by the Borough as provided in this section.
- B. *Procedure.* Any road decertification must comply with the following procedures:
  - 1. *Staff recommendation.* The RSA director or designee [SHALL] must make a written recommendation to the RSA board with findings based on the standards set forth in KP.B 14.06.240(C), (D), and (E). In support of the

recommendation, the RSA director or designee must submit a report including:

- a. Description of efforts to bring the road to RSA standards under KPB 14.06 and explanation of why it is not feasible or in the best interests of the borough to do so.
  - b. Narrative of considerations given to alternatives to decertification including but not limited to:
    - i. Description of necessary construction upgrades needed to avoid decertification, and any other feasible alternatives evaluated by the RSA director or designee including estimated costs.
    - ii. Feasibility of forming a special assessment district pursuant to KPB Chapter 14.31, if applicable.
    - iii. Cooperative efforts between the Borough and property owners to upgrade roads to the extent allowed by law where property owners contribute material, equipment, professional services, and right-of-way for the project.
  - c. Information regarding any relevant communication with affected property owners, including but not limited to in-person, telephone, electronic and written contact. If the road proposed for decertification provides the sole vehicular access to more than five parcels, which each contains a residential dwelling, the borough must send notice of proposed decertification by certified mail to the affected property owner(s). If the road is eligible for the RIAD process and the property owner(s) agree and so request, the borough will provide the property owner(s) information to begin the RIAD process. If the RIAD process is not initiated within six months from the date of certified receipt of the notice, then the borough may initiate the decertification process as set forth in this chapter. Any written comments from residents regarding the proposed decertification submitted before the RSA packet deadline must be included with the report.
  - d. Any other relevant information that the RSA director or designee has obtained and which may assist the RSA board's consideration of the proposed decertification.
2. *Notice and hearing.* A public hearing will be held before the RSA board regarding decertification. Notice of the hearing will be published in accordance with KPB 1.08.180. A notice of the decertification hearing [SHALL] may also be posted for a four-week period prior to the date of the first hearing at the beginning and ending points of the road proposed for decertification if, at the determination of the RSA director or designee, the beginning and ending points of the road proposed for decertification are both accessible and safe.
- a. Both posted and written notices shall invite public comment, state the name and phone number of a contact person regarding decertification information, state the date, place, and time of the public hearing, and a deadline for the submittal of written comments.

- b. The deadline for submission written objections shall be 4 PM on the Monday of the week immediately preceding the week of the RSA meeting.
3. *Board action.*
  - [A.]If the RSA board finds that the proposed road meets the decertification standards set forth in KPB 14.06.240(C)[,] or (D), it must by resolution decertify the road. [AND (E), AND THERE HAS BEEN NO WRITTEN OBJECTION TO THE DECERTIFICATION,]If the RSA board finds that the proposed road meets the decertification standards set forth in KPB 14.06.240(E), it may by resolution decertify the road.
  - [B. IF TIMELY WRITTEN OBJECTIONS ARE RECEIVED BY THE RSA BOARD, DECERTIFICATION REQUIRES ASSEMBLY ACTION. IF THE RSA BOARD FINDS THAT THERE IS NO VIABLE OPTION PRESENTED TO BRING THE ROAD TO BOROUGH STANDARDS OR OTHERWISE FINDS THAT THERE IS NO SAFE ALTERNATIVE TO DECERTIFICATION, THE RSA BOARD, BY RESOLUTION, SHALL RECOMMEND TO THE ASSEMBLY DECERTIFICATION OF THE ROAD.]
4. *Decertification withdrawal.* If the road has been brought to borough standards or the RSA director identifies a viable plan for bringing the road to borough standards or to an appropriate level of safety prior to the RSA board [OR ASSEMBLY] hearing regarding decertification, the RSA director may withdraw the proposed decertification recommendation from RSA board [OR ASSEMBLY] consideration. Notice of a withdrawal under these circumstances must be reported to the RSA board at the subsequent RSA meeting.
- [5. *ASSEMBLY—HEARING REQUIRED.* A PUBLIC HEARING WILL BE HELD BEFORE THE ASSEMBLY REGARDING A DECERTIFICATION RECOMMENDED BY THE RSA BOARD THAT IS SUBJECT TO OBJECTIONS AS SET FORTH IN KPB 14.06.240(B)(3)(B), IN CONJUNCTION WITH CONSIDERATION OF A DECERTIFICATION RESOLUTION. NOTICE OF THE PUBLIC HEARING WILL BE PUBLISHED IN ACCORDANCE WITH KPB 1.12.040.]
- [6. *ASSEMBLY ACTION.* IF THE ASSEMBLY FINDS THAT THE ROAD IS ELIGIBLE FOR DECERTIFICATION BASED ON CONSIDERATION OF THE STANDARDS ESTABLISHED BY KPB 14.06.240(C), (D) AND (E), THE ASSEMBLY SHALL DECERTIFY THE ROAD. IF THE DECERTIFICATION RESOLUTION IS ADOPTED BY THE ASSEMBLY BETWEEN SEPTEMBER 15 AND MAY 15, THE DECERTIFICATION SHALL NOT BE EFFECTIVE BEFORE MAY 16, UNLESS THE ROAD HAS NOT RECEIVED MAINTENANCE WITHIN FIVE YEARS PRIOR TO ASSEMBLY DECERTIFICATION.]
- [7]5. *Signage.* Decertification shall not be effective until signage has been placed regarding discontinued maintenance, if the road has received maintenance within five years prior to the assembly resolution.
- C. *Safety standards.* Safety [SHALL BE A] is a primary consideration regarding a proposed decertification. The RSA board will review whether maintenance can provide adequate grade, width for travel, room for snow removal, adequate sight distances and clear zone, and prevent accumulation of water and snow in the traveled right-of-way. If the RSA board determines the road cannot be maintained [THE POTENTIAL FOR ACCIDENTS BECAUSE OF INABILITY TO

MAINTAIN THE ROAD] to a safe standard on a regular basis, then the RSA board must decertify the road. [SHALL BE CONSIDERED IN A DECERTIFICATION DETERMINATION.]

- D. *[DWELLING STANDARDS.* NO BOROUGH ROAD SHALL BE DECERTIFIED WHICH PROVIDES THE ONLY VEHICULAR ACCESS TO DWELLINGS. DWELLINGS ARE STRUCTURES CURRENTLY HABITABLE BY HUMAN BEINGS, EITHER FOR RESIDENTIAL OR RECREATIONAL PURPOSES.] Right-of-way. If the borough does not have valid right-of-way or a road is outside of a dedicated right-of-way, and the abutting property owners are unwilling to freely grant valid right-of-way to the borough within ninety (90) days from the notice of decertification, the RSA board must decertify the road. Any portion of a road that has been maintained outside of dedicated right-of-way must be decertified for maintenance by resolution of the RSA board where the travel surface has been moved into the right-of-way and the new travel surface is certified for maintenance by the Borough.
- E. *Additional standards.* The following standards support, but each alone does not require, decertification:
1. *Road condition.* Whether the types of road material, soils, terrain, road surface, and width of right-of-way do not meet borough road standards. [SHALL BE CONSIDERED IN A DECERTIFICATION DETERMINATION.]
  2. *Drainage problems.* Whether a road has inadequate ditching, culverts, and drainage causing water to accumulate on the road surface or which undermines the road bed. [SHALL BE CONSIDERED IN A DECERTIFICATION DETERMINATION.]
  3. *Access.* [WHETHER ROADS ARE OUTSIDE A DEDICATED RIGHT-OF-WAY AND] W[w]hether substandard roads on the maintenance system are accessed by a state- or borough-maintained road. [SHALL BE CONSIDERED IN A DECERTIFICATION DETERMINATION.]
  4. *Snow storage.* Whether snow easements or places to store snow are inadequate to maintain sufficient travel width and vision. [SHALL BE CONSIDERED IN A DECERTIFICATION DETERMINATION.]
  5. *Funding.* Excessive cost of maintaining a particular substandard road. [SHALL BE CONSIDERED IN A DECERTIFICATION DETERMINATION.] For the purposes of this subsection, “excessive cost” means the per-foot maintenance cost is more than twice the per-foot maintenance cost for a similar road build in accordance with borough standards.
  6. *Prior maintenance.* Whether the borough road has ever received either summer or winter maintenance. [SHALL BE CONSIDERED IN A DECERTIFICATION DETERMINATION.]
  7. *Residential dwellings.* Whether the road considered for decertification provides the sole vehicular access to more than five parcels, which each contains a residential dwelling.
- F. *Vacations.* [NOTWITHSTANDING KPB 14.06.240(B),] [A]A right of way that is vacated through the process set forth in KPB 20.[70]65 [SHALL] must be decertified for maintenance by resolution of the RSA board.
- [G. *ALTERNATE ROUTE.* NOTWITHSTANDING KPB 14.06.240(B), ANY PORTION OF A ROAD THAT HAS BEEN MAINTAINED OUTSIDE OF DEDICATED RIGHT-OF-WAY MAY

BE DECERTIFIED FOR MAINTENANCE BY RESOLUTION OF THE RSA BOARD WHERE THE TRAVEL SURFACE HAS BEEN MOVED INTO THE RIGHT-OF-WAY AND THE NEW TRAVEL SURFACE IS CERTIFIED FOR MAINTENANCE BY THE BOROUGH.]

[H.] G. Decertification of private land subject to maintenance. NOTWITHSTANDING KPB 14.06.240(B), [A] Any portion of a private drive or road that has been maintained by the borough may be decertified upon reasonable notice to the property owner.

1. The RSA board may, by resolution, decertify a private drive or road from further maintenance.
2. The RSA director or designee shall inform the property owner, in writing, of the intent to cease maintenance of the private drive or road via decertification at least 30 days before the date of the RSA meeting at which the matter of decertification will be considered.

**SECTION 3.** That KPB 14.06.250 is hereby amended as follows:

**14.06.250. - Road construction standards—Definitions.**

For purposes of this chapter, the following definitions apply:

....

[“HABITABLE” MEANS ADEQUATE PERMANENT SHELTER FROM THE ELEMENTS SUCH AS RAIN, WIND, SNOW, AND SUN, THE CONDITION OF WHICH MUST BE FREE OF SERIOUS DEFECTS THAT MIGHT HARM HEALTH AND SAFETY.]

....

“Residential dwelling” means a building or part of a structure used as a primary residence.

“Road” means road development within a dedicated borough right-of-way outside of the cities.

“Road construction standards” or “road standards” means the minimal standards set forth in this chapter for the purposes of certification for RSA road maintenance.

“Subcollector road” means a local road which also provides through traffic service between local roads and collector, arterial, or major highway roads.

“Type IV material” is material[s] that is compactable and consists[ING] of earth, sand, rock, or combinations thereof containing no muck, peat, frozen material, roots, sod, or other deleterious matter [AND IS COMPACTABLE].

**SECTION 4.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 5.** That this ordinance takes effect immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY  
OF \*, 2025**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Road Service Area

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### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, KPB Mayor *PM*

**FROM:** Dil Uhlin, RSA Director *DU*

**DATE:** August 7, 2025

**RE:** Ordinance 2025-18 \_\_, Amending Borough Code, KPB 14.06.240 and KPB 14.06.250 Regarding Decertification (Mayor)

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KPB Chapter 14.06 provides the standards that must be met before a road is certified for KPB maintenance. The KPB RSA board, director, and staff administer KPB Chapter 14.06, and authority for certification of a road for maintenance is vested with the KPB RSA board. There are roads throughout the Kenai Peninsula Borough that are maintained by KPB but do not meet the 14.06's standards because those roads were brought onto the RSA's maintenance list prior to the enactment of road maintenance standards code. Many of those roads are expensive for KPB to maintain, largely because they do not meet standards. Moreover, some of those roads are outside of a dedicated right-of-way or for which KPB does not have valid right-of-way.

KPB 14.06.240 sets forth the process for decertifying roads for maintenance. Presently, a road may not be decertified if it provides the only vehicular access to dwellings, which are broadly defined as "structures currently habitable by human beings, either for residential or recreational purposes." Additionally, current code requires Assembly action if any comment opposing the proposed decertification is presented to the RSA board prior to its hearing on decertification.

The ordinance amends KPB 14.06.240 to recognize the importance of safety and valid right-of-way. The ordinance allows the RSA board to make the final determination on all proposed decertifications, regardless of any opposition received. The ordinance refines the service of dwelling standard to consideration of whether the road provides the sole vehicular access to more than five parcels, which each contains a residential dwelling. Last, the ordinance defines "excessive cost" in 14.06.240, and amends 14.06.250 to define "residential dwelling", "road", and to clarify the definition of "Type IV material".

Your consideration is appreciated.

Introduced by: Mayor, Johnson  
Date: 08/19/25  
Hearing: 09/16/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-20**

**AN ORDINANCE AMENDING KPB 21.18.025 TO ADDRESS ADOPTIONS  
AND DELETIONS OF ANADROMOUS WATERS WITHIN THE WEST  
DISTRICT OF THE KPB 21.18 APPENDIX**

**WHEREAS,** the Kenai Peninsula Borough (KPB) is home to vital watersheds that our salmon require to spawn, rear, and grow in; and

**WHEREAS,** maintaining watershed connectivity via riparian habitat buffers along anadromous waterbodies is one crucial tool that has proven to aid in sustaining the Kenai Peninsula's salmon populations; and

**WHEREAS,** Goal 2, Objective D, Strategy 2 of the 2019 KPB Comprehensive Plan calls for the identification and protection of critical natural systems of the Kenai Peninsula Borough, its rivers, watersheds, floodplains, and fish and wildlife habitats and resources, specifically through KPB 21.18; and

**WHEREAS,** the Alaska Department of Fish and Game (ADF&G) maintains the "Atlas and Catalog of Waters Important for the Spawning, Rearing, or Migration of Anadromous Fish" (Catalog), and KPB 21.18.030(D) requires that ADF&G's additions and deletions to the Catalog be reviewed every three years and any changes be presented to the Assembly as proposed amendments to KPB 21.18; and

**WHEREAS,** the Planning Commission at its regularly scheduled meeting of August 25, 2025, recommended \_\_\_\_\_;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this ordinance amends KPB Code and will be codified.

**SECTION 2.** That KPB 21.18.025 is hereby amended as follows:

**21.18.025. Application.**

- A. The following anadromous waters, as identified in the "Atlas and Catalog of Waters Important for Spawning, Rearing, or Migration of Anadromous Fish" published by the Alaska Department of Fish and Game (ADF&G) and

listed in the KPB 21.18 Appendix adopted by the assembly and incorporated herein by reference, are subject to this chapter:

1. West District anadromous waters made subject to this Chapter beginning January 1, 2014.
  - a. Including additional substantiated waterbodies identified in the KPB 21.18 Appendix made subject to this chapter on October 1, 2025.

**SECTION 3.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 4.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

---

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Planning Department

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### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, KPB Mayor *PM*  
Robert Ruffner, Planning Director *ARR*

**FROM:** Samantha Lopez, River Center Manager *SL*

**DATE:** August 7, 2025

**SUBJECT:** Ordinance 2025- 20 , Amending Borough Code, KPB 21.18.025, Regarding Anadromous Waters within the West District of the KPB 21.18 Appendix (Mayor)

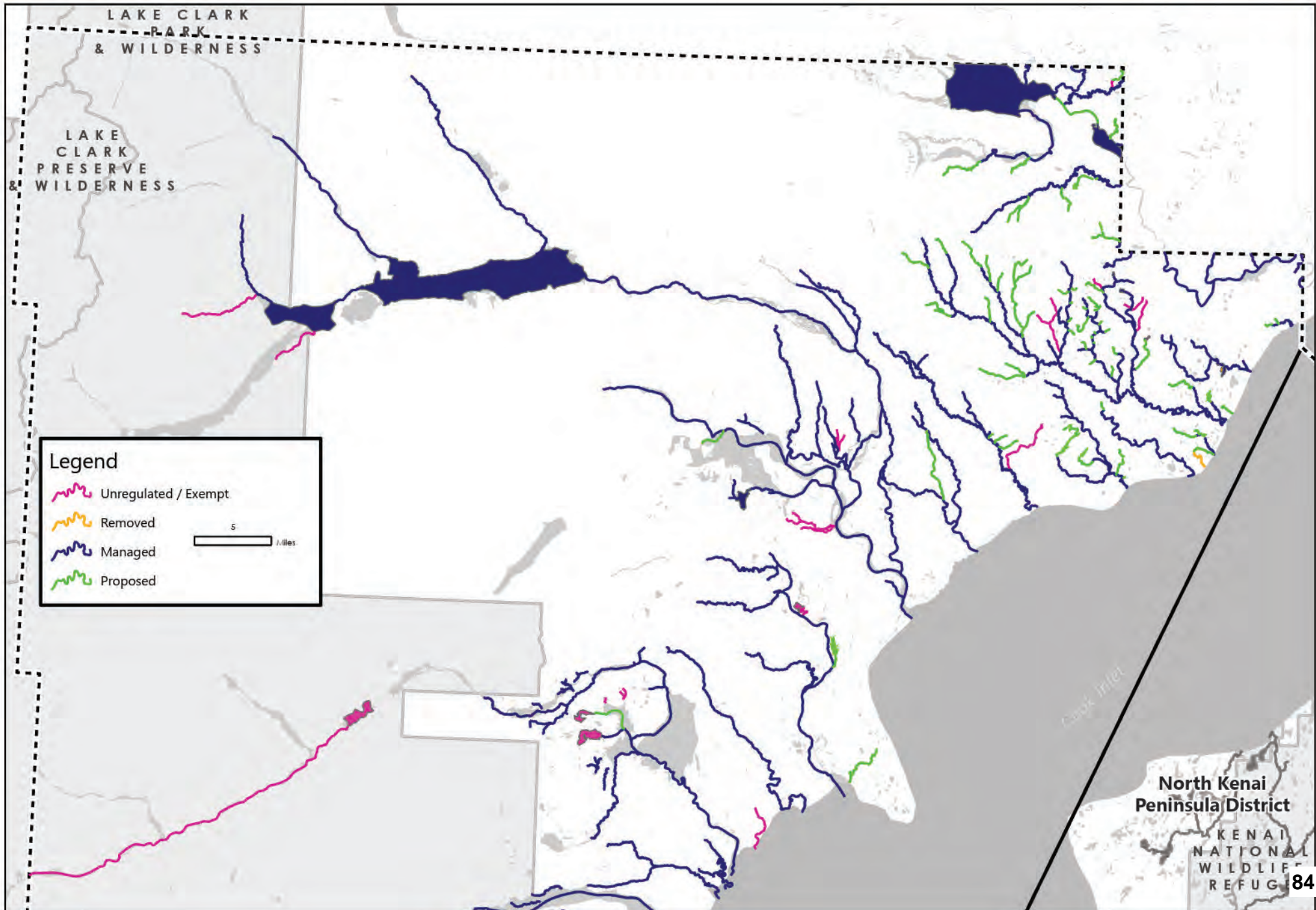
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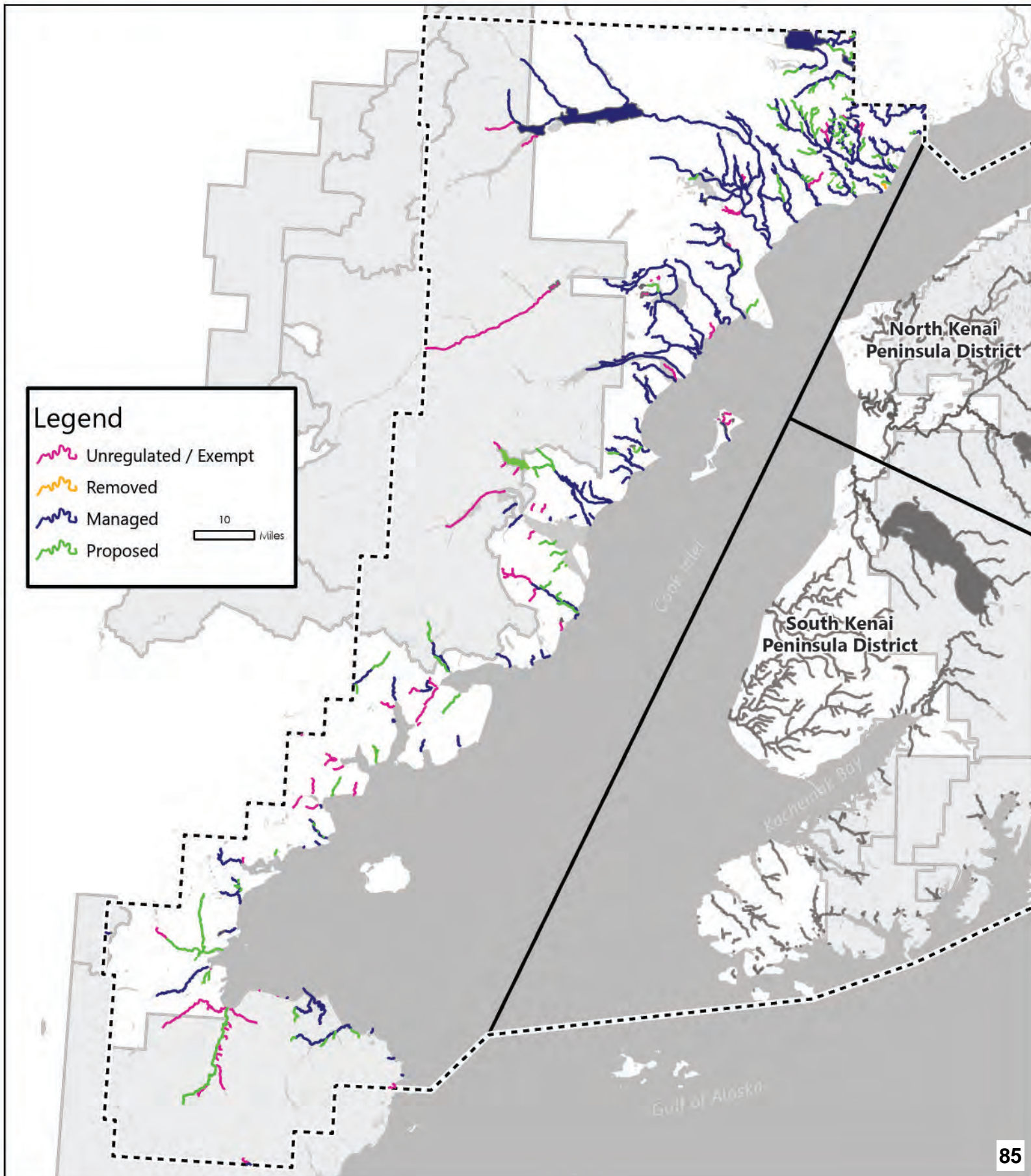
The Kenai Peninsula Borough (KPB) is home to vital watersheds that our salmon require to spawn, rear, and grow in. Maintaining watershed connectivity via riparian habitat buffers along anadromous waterbodies is one crucial tool that has proven to aid in sustaining the Kenai Peninsula's salmon populations. It is important that these buffers are developed in ways that allow property owners to freely recreate while also maintaining a healthy riparian habitat that benefits our salmon.

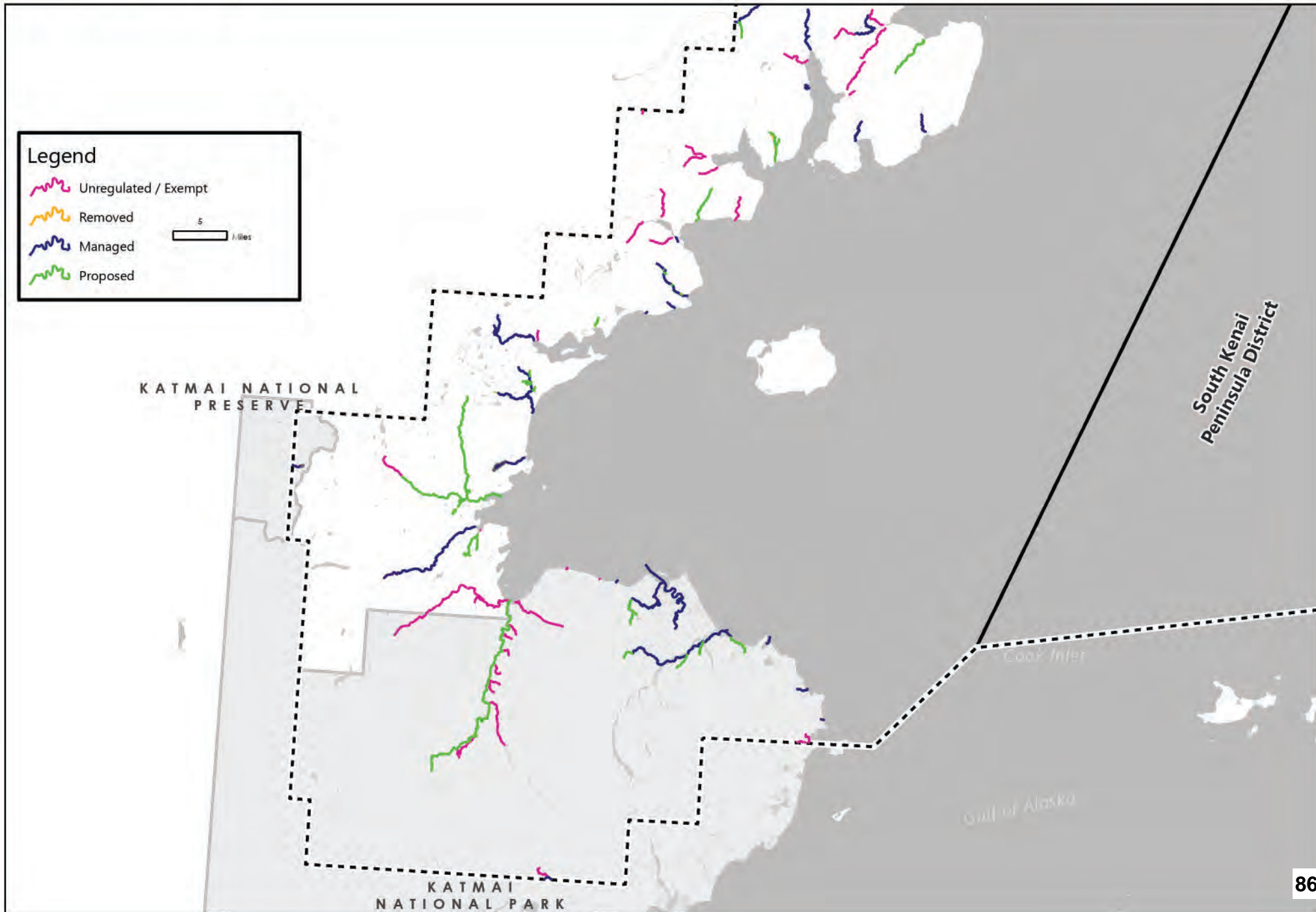
The Alaska Department of Fish and Game's (ADF&G) maintains the "Atlas and Catalog of Waters Important for Spawning, Rearing, or Migration of Anadromous Fish" (Catalog), and makes annual additions and deletions based on data observed in the field. In 2014, KPB opted to maintain its own list of anadromous waters, known as the KPB 21.18 Appendix, which is categorized into three geographical districts: South, West, and North. This ordinance addresses the additions and deletions within the West District.

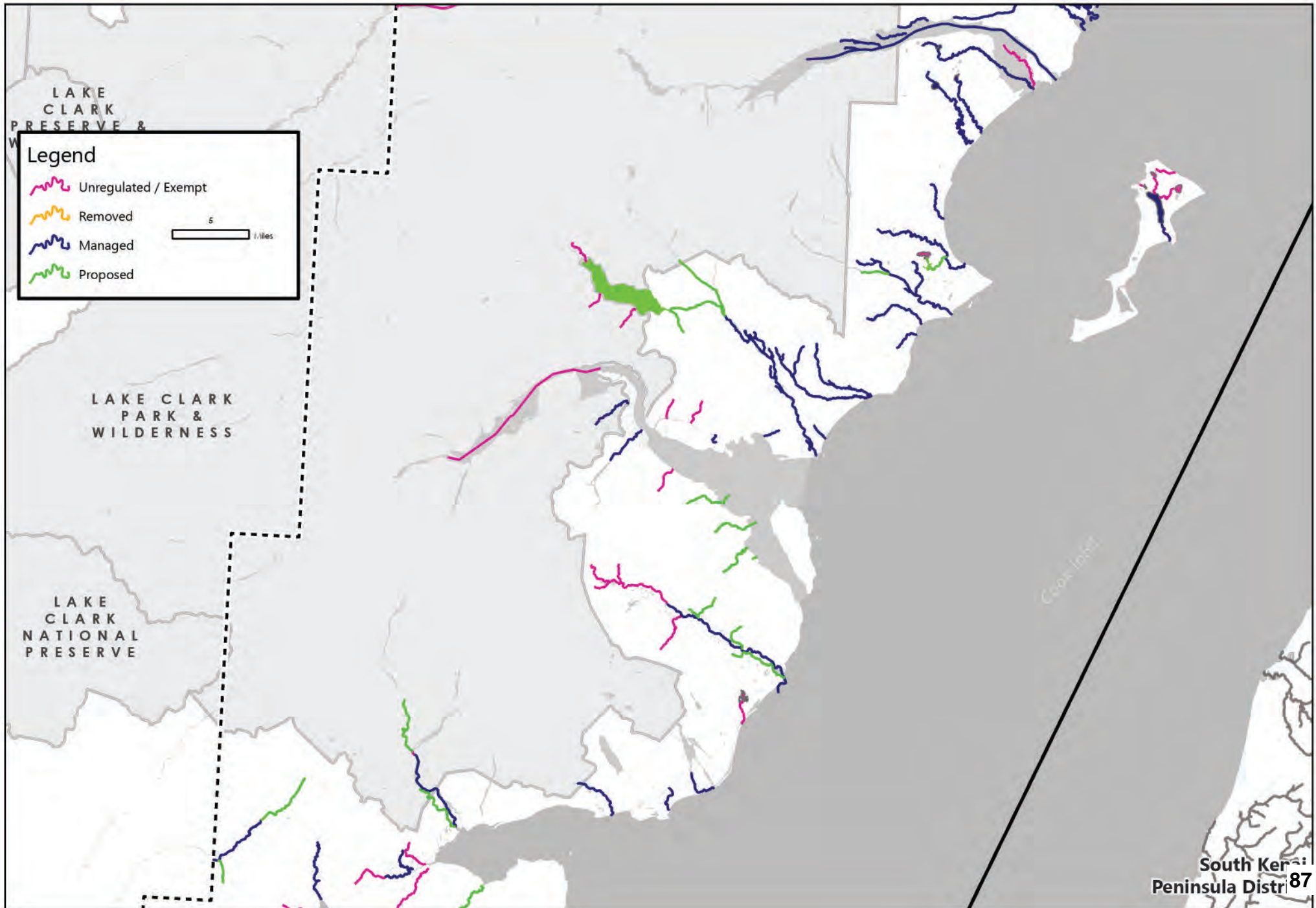
KPB 21.18.030(D) requires that the KPB Planning Department River Center Division reviews ADF&G's additions and deletions to the Catalog every three years and present those changes to the Assembly as proposed amendments to KPB 21.18. After a thorough review of those changes, the majority of proposed waterbodies are branches and extensions of waters already listed in the KPB 21.18 Appendix. There are 102 extensions and branches off of regulated streams, 19 streams and 24 lakes proposed for addition.

Your consideration is appreciated.









## KPB 21.18 Appendix: West District

### Proposed Updates

|    | AWC Number                       | Waterbody Name              | Miles | Date Adopted/Proposed |
|----|----------------------------------|-----------------------------|-------|-----------------------|
| 1  | 243-10-10040                     | Kamishak River              | 25.6  | October 1, 2025       |
| 2  | 243-10-10074                     | Unknown Stream              | 0.3   | October 1, 2025       |
| 3  | 243-10-10075                     | Unknown Stream              | 0.3   | January 1, 2014       |
| 4  | 243-10-10150                     | Douglas River               | 11.9  | January 1, 2014       |
| 5  | 243-10-10150-2006                | Unknown Stream              | 5.4   | January 1, 2014       |
| 6  | 243-10-10150-2006-3028           | Douglas Reef River          | 2.0   | January 1, 2014       |
| 7  | 243-10-10150-2006-3028-4021      | Unknown Stream              | 2.6   | October 1, 2025       |
| 8  | 243-10-10150-2006-3028-4021-5010 | Unknown Stream              | 1.6   | October 1, 2025       |
| 9  | 243-20-10020                     | Paint River                 | 11.5  | October 1, 2025       |
| 10 | 243-20-10020-2007                | Sulukpuk Creek              | 1.7   | October 1, 2025       |
| 11 | 243-20-10020-2007-0010           | Unknown Lake                | 2.2   | October 1, 2025       |
| 12 | 243-20-10020-2010                | Dunuletak Creek             | 12.0  | October 1, 2025       |
| 13 | 243-20-10020-2040                | Lake Fork Paint River       | 3.2   | October 1, 2025       |
| 14 | 243-20-10035                     | McNeil River                | 12.2  | January 1, 2014       |
| 15 | 243-20-10050                     | Mikfik Creek                | 2.4   | October 1, 2025       |
| 16 | 243-20-10050-0010                | Unknown Lake                | 2.5   | January 1, 2012       |
| 17 | 243-20-10050-2005                | *Joe's Creek                | 1.3   | October 1, 2025       |
| 18 | 243-20-10060                     | *Water Creek                | 0.2   | October 1, 2025       |
| 19 | 243-20-10060-2006                | *Walker Creek               | 0.0   | October 1, 2025       |
| 20 | 243-30-10200                     | Chenik Creek                | 2.0   | January 1, 2014       |
| 21 | 243-30-10200-0010                | Chenik Lake                 | 3.6   | January 1, 2014       |
| 22 | 243-40-10010                     | Amakdedori Creek            | 6.1   | January 1, 2014       |
| 23 | 243-40-10010-0020                | Unknown Lake                | 1.2   | January 1, 2012       |
| 24 | 243-40-10010-2008                | Right Fork Amakdedori Creek | 4.2   | January 1, 2014       |
| 25 | 243-40-10010-2008-3014           | Unknown Stream              | 0.5   | October 1, 2025       |
| 26 | 243-40-10010-2008-3014-0010      | Unknown Lake                | 0.7   | October 1, 2025       |
| 27 | 243-40-10010-2008-3030           | Unknown Stream              | 0.6   | October 1, 2025       |
| 28 | 243-40-10010-2008-3031           | Unknown Stream              | 1.0   | October 1, 2025       |
| 29 | 243-40-10010-2008-3031-0010      | Unknown Lake                | 0.5   | October 1, 2025       |
| 30 | 243-40-10010-2008-3031-4006      | Unknown Stream              | 0.3   | October 1, 2025       |
| 31 | 243-40-10010-2008-3036           | Unknown Stream              | 0.1   | October 1, 2025       |
| 32 | 243-50-10020                     | Unknown Stream              | 1.0   | October 1, 2025       |
| 33 | 243-50-10050                     | Bruin Bay River             | 7.0   | January 1, 2014       |
| 34 | 243-50-10050-2014                | Unknown Stream              | 2.2   | January 1, 2014       |
| 35 | 243-60-10180                     | Unknown Stream              | 0.2   | January 1, 2014       |
| 36 | 243-60-10190                     | Unknown Stream              | 0.9   | January 1, 2014       |
| 37 | 245-10-10010                     | Fitz Creek                  | 5.4   | October 1, 2025       |
| 38 | 245-10-10030                     | Chinitna River              | 2.5   | January 1, 2014       |
| 39 | 245-10-10030-2007                | Clearwater Creek            | 2.6   | January 1, 2014       |
| 40 | 245-10-10050                     | Silver Salmon Creek         | 4.5   | October 1, 2025       |
| 42 | 245-10-10060                     | West Glacier Creek          | 6.6   | January 1, 2014       |
| 41 | 245-10-10060                     | West Glacier Creek          | 0.4   | October 1, 2025       |
| 43 | 245-10-10060-2201                | Unknown Stream              | 4.4   | October 1, 2025       |
| 44 | 245-20-10170                     | Johnson River               | 12.2  | January 1, 2014       |
| 45 | 245-20-10170-2001                | *Triangle Peak Creek        | 4.9   | October 1, 2025       |
| 46 | 245-20-10170-2010                | Unknown Stream              | 2.4   | October 1, 2025       |
| 47 | 245-20-10170-2020                | Unknown Stream              | 2.2   | October 1, 2025       |
| 48 | 245-20-10170-2020-3001           | Unknown Stream              | 0.9   | October 1, 2025       |
| 49 | 245-20-10230                     | Unknown Stream              | 2.7   | January 1, 2014       |
| 50 | 245-20-10250                     | Shelter Creek               | 1.9   | January 1, 2014       |
| 51 | 245-20-10270                     | East Glacier Creek          | 3.9   | January 1, 2014       |
| 52 | 245-30-10010                     | Crescent River              | 12.4  | January 1, 2014       |
| 53 | 245-30-10010-2007                | Unknown Stream              | 0.8   | January 1, 2014       |
| 54 | 245-30-10010-2049                | Unknown Stream              | 0.6   | January 1, 2014       |
| 55 | 245-30-10010-2053                | Unknown Stream              | 1.0   | January 1, 2014       |
| 56 | 245-30-10010-2056                | Unknown Stream              | 0.7   | January 1, 2014       |
| 57 | 245-30-10010-2058                | Unknown Stream              | 0.2   | January 1, 2014       |

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| 58  | 245-30-10010-2060           | Unknown Stream            | 1.9  | January 1, 2014 |
| 59  | 245-30-10010-2060-3040      | Unknown Stream            | 1.2  | January 1, 2014 |
| 60  | 245-30-10010-2060-3040-4010 | Unknown Stream            | 0.1  | January 1, 2014 |
| 61  | 245-30-10010-2060-3040-4018 | Unknown Stream            | 0.2  | January 1, 2014 |
| 62  | 245-30-10010-2060-3040-4036 | Unknown Stream            | 0.2  | January 1, 2014 |
| 63  | 245-30-10010-2069           | Unknown Stream            | 0.1  | January 1, 2014 |
| 64  | 245-30-10010-2081           | Unknown Stream            | 0.1  | January 1, 2014 |
| 65  | 245-30-10010-2098           | North Fork Crescent River | 5.0  | October 1, 2025 |
| 66  | 245-30-10010-2099           | Lake Fork Crescent River  | 4.3  | October 1, 2025 |
| 67  | 245-30-10010-2099-0010      | Crescent Lake             | 16.6 | January 1, 2012 |
| 68  | 245-30-10010-2099-3013      | Unknown Stream            | 1.7  | October 1, 2025 |
| 69  | 245-30-10019                | Unknown Stream            | 1.1  | January 1, 2014 |
| 70  | 245-30-10028                | Unknown Stream            | 0.8  | January 1, 2014 |
| 71  | 245-30-10084                | Unknown Stream            | 3.3  | January 1, 2014 |
| 72  | 245-30-10090                | Open Creek                | 3.3  | January 1, 2014 |
| 73  | 245-30-10110                | Difficult Creek           | 3.6  | October 1, 2025 |
| 74  | 245-30-10120                | Hungryman Creek           | 3.5  | October 1, 2025 |
| 75  | 245-30-10130                | Bear Creek                | 2.9  | October 1, 2025 |
| 76  | 245-30-10133                | Little Bear Creek         | 1.2  | October 1, 2025 |
| 77  | 245-30-10135                | Unknown Stream            | 1.1  | October 1, 2025 |
| 78  | 245-40-10010                | Harriet Creek             | 9.3  | January 1, 2014 |
| 79  | 245-40-10010-2015           | Unknown Stream            | 1.8  | October 1, 2025 |
| 80  | 245-40-10010-2015-0010      | Wadell Lake               | 2.2  | January 1, 2012 |
| 81  | 245-40-10010-2020           | Unknown Stream            | 0.2  | January 1, 2014 |
| 83  | 245-40-10020                | Redoubt Creek             | 6.0  | January 1, 2014 |
| 82  | 245-40-10020                | Redoubt Creek             | 1.9  | October 1, 2025 |
| 84  | 245-40-10020-2016           | Unknown Stream            | 3.0  | January 1, 2014 |
| 85  | 245-40-10020-2017           | Unknown Stream            | 0.5  | January 1, 2014 |
| 86  | 245-40-10020-2020           | Redoubt Creek trib        | 3.1  | January 1, 2014 |
| 87  | 245-40-10020-2020-3010      | Unknown Stream            | 0.4  | January 1, 2014 |
| 88  | 245-40-10020-2027           | Unknown Stream            | 0.0  | October 1, 2025 |
| 89  | 245-40-10030                | Unknown Stream            | 5.0  | January 1, 2014 |
| 90  | 245-40-10040                | Unknown Stream            | 1.9  | January 1, 2014 |
| 91  | 245-40-10050                | Polly Creek               | 9.4  | January 1, 2014 |
| 92  | 245-40-10050-2002           | Little Polly Creek        | 6.9  | January 1, 2014 |
| 93  | 245-40-10050-2002-3020      | Unknown Stream            | 0.3  | January 1, 2014 |
| 94  | 245-40-10050-2002-3030      | Unknown Stream            | 0.5  | January 1, 2014 |
| 95  | 245-40-10050-2017           | Polly Creek               | 2.5  | January 1, 2014 |
| 96  | 245-40-10050-2017-3004      | Unknown Stream            | 0.5  | January 1, 2014 |
| 97  | 245-40-10065                | Unknown Stream            | 1.1  | January 1, 2014 |
| 98  | 245-50-10010                | Kustatan River            | 21.5 | January 1, 2014 |
| 99  | 245-50-10010-2002           | Unknown Stream            | 4.2  | October 1, 2025 |
| 100 | 245-50-10010-2019           | Unknown Stream            | 10.2 | January 1, 2014 |
| 101 | 245-50-10010-2028           | Unknown Stream            | 0.7  | October 1, 2025 |
| 102 | 245-50-10010-2028-0010      | Unknown Lake              | 5.3  | October 1, 2025 |
| 103 | 245-50-10010-2043           | Unknown Stream            | 7.5  | January 1, 2014 |
| 104 | 245-50-10010-2043-3010      | Unknown Stream            | 0.5  | January 1, 2014 |
| 105 | 245-50-10010-2043-3010-0010 | Unknown Lake              | 0.3  | January 1, 2014 |
| 106 | 245-50-10010-2043-3082      | Unknown Stream            | 0.7  | January 1, 2014 |
| 107 | 245-50-10010-2047           | Blacksand Creek           | 6.6  | January 1, 2014 |
| 108 | 245-50-10010-2047-3001      | Unknown Stream            | 1.3  | January 1, 2014 |
| 109 | 245-50-10010-2047-3031      | Unknown Stream            | 0.1  | January 1, 2014 |
| 110 | 245-50-10020                | Johnson Slough            | 5.2  | January 1, 2014 |
| 111 | 245-50-10020-2014           | Bachatna Creek            | 14.6 | January 1, 2014 |
| 112 | 245-50-10020-2014-3048      | Unknown Stream            | 0.4  | January 1, 2014 |
| 113 | 245-50-10050                | Big River                 | 16.9 | January 1, 2014 |
| 114 | 245-50-10050-2011           | South Fork Big River      | 9.1  | January 1, 2014 |
| 115 | 245-50-10050-2011-3010      | Unknown Stream            | 1.2  | January 1, 2014 |

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| 116 | 245-50-10050-2011-3010-4008      | Unknown Stream       | 0.5  | January 1, 2014 |
| 117 | 245-50-10050-2011-3010-4012      | Unknown Stream       | 0.8  | January 1, 2014 |
| 118 | 245-50-10050-2011-3014           | Unknown Stream       | 1.7  | January 1, 2014 |
| 119 | 245-50-10050-2016                | North Fork Big River | 21.0 | January 1, 2014 |
| 120 | 245-50-10050-2016-3035           | Unknown Stream       | 1.1  | January 1, 2014 |
| 121 | 245-50-10050-2016-3044           | Unknown Stream       | 1.2  | January 1, 2014 |
| 122 | 245-50-10050-2016-3046           | Unknown Stream       | 0.1  | January 1, 2014 |
| 123 | 245-50-10050-2016-3070           | Unknown Stream       | 1.2  | January 1, 2014 |
| 124 | 245-50-10050-2016-3070-4010      | Unknown Stream       | 0.2  | January 1, 2014 |
| 125 | 245-50-10050-2016-3090           | Unknown Stream       | 1.1  | January 1, 2014 |
| 126 | 245-50-10050-2016-3090-4011      | Unknown Stream       | 1.2  | January 1, 2014 |
| 127 | 245-50-10050-2016-3090-4011-5008 | Unknown Stream       | 0.3  | January 1, 2014 |
| 128 | 245-50-10050-2016-3090-4020      | Unknown Stream       | 0.6  | January 1, 2014 |
| 129 | 245-50-10050-2016-3101           | Unknown Stream       | 0.5  | January 1, 2014 |
| 130 | 245-50-10050-2016-3150           | Unknown Stream       | 0.9  | January 1, 2014 |
| 131 | 245-50-10050-2016-3201           | Unknown Stream       | 2.2  | January 1, 2014 |
| 132 | 245-50-10050-2016-3201-4112      | Unknown Stream       | 1.9  | January 1, 2014 |
| 133 | 245-50-10050-2020                | Big River            | 2.8  | October 1, 2025 |
| 134 | 245-50-10060                     | Seal River           | 6.9  | January 1, 2014 |
| 135 | 245-50-10060-2001                | Unknown Stream       | 2.1  | January 1, 2014 |
| 136 | 245-50-10070                     | Montana Bill Creek   | 11.4 | January 1, 2014 |
| 137 | 245-50-10070-2031                | Unknown Stream       | 5.1  | January 1, 2014 |
| 138 | 245-50-10085                     | Drift River          | 18.1 | January 1, 2014 |
| 139 | 245-50-10085-2050                | Unknown Stream       | 2.5  | January 1, 2014 |
| 140 | 245-50-10085-2056                | Unknown Stream       | 2.2  | January 1, 2014 |
| 141 | 245-50-10085-2064                | Unknown Stream       | 0.9  | January 1, 2014 |
| 142 | 245-50-10085-2064-3021           | Unknown Stream       | 0.1  | January 1, 2014 |
| 143 | 245-50-10085-2066                | Unknown Stream       | 2.9  | January 1, 2014 |
| 144 | 245-50-10085-2066-3031           | Unknown Stream       | 0.4  | January 1, 2014 |
| 145 | 245-50-10085-2066-3054           | Unknown Stream       | 0.1  | January 1, 2014 |
| 146 | 245-50-10090                     | Cannery Creek        | 9.9  | January 1, 2014 |
| 147 | 245-50-10090-2020                | Unknown Stream       | 0.3  | January 1, 2014 |
| 148 | 245-50-10090-2030                | Unknown Stream       | 1.6  | January 1, 2014 |
| 149 | 245-50-10090-2030-0010           | Unknown Lake         | 1.9  | January 1, 2014 |
| 150 | 245-50-10090-2030-0020           | Unknown Lake         | 0.2  | January 1, 2014 |
| 151 | 245-50-10110                     | Little Jack Slough   | 5.6  | January 1, 2014 |
| 152 | 245-50-10110-0010                | Unknown Lake         | 1.3  | January 1, 2014 |
| 153 | 245-50-10120                     | Unknown Stream       | 10.1 | January 1, 2014 |
| 154 | 245-50-10120-0010                | Unknown Lake         | 1.6  | January 1, 2014 |
| 155 | 245-50-10140                     | Unknown Stream       | 2.9  | January 1, 2014 |
| 156 | 246-20-10020                     | Packers Creek        | 1.5  | January 1, 2014 |
| 157 | 246-20-10020-0010                | Packers Creek        | 5.3  | January 1, 2014 |
| 158 | 247-10-10070                     | Middle River         | 11.5 | January 1, 2014 |
| 159 | 247-10-10070-2012                | Chuitkilnachna Creek | 11.0 | January 1, 2014 |
| 160 | 247-10-10070-2012-3071           | Unknown Stream       | 1.0  | January 1, 2014 |
| 161 | 247-10-10070-2018                | Unknown Stream       | 5.5  | October 1, 2025 |
| 162 | 247-10-10080                     | McArthur River       | 31.2 | January 1, 2014 |
| 163 | 247-10-10080-2007                | Unknown Stream       | 1.5  | January 1, 2014 |
| 164 | 247-10-10080-2010                | Chakachatna River    | 38.4 | January 1, 2014 |
| 165 | 247-10-10080-2010-0010           | Ch'akajabena Lake    | 37.7 | January 1, 2014 |
| 166 | 247-10-10080-2010-3034           | Unknown Stream       | 0.2  | January 1, 2014 |
| 167 | 247-10-10080-2010-3040           | Straight Creek       | 6.3  | January 1, 2014 |
| 168 | 247-10-10080-2010-3040-4010      | Unknown Stream       | 7.3  | January 1, 2014 |
| 169 | 247-10-10080-2010-3040-4010-5002 | Unknown Stream       | 0.4  | January 1, 2014 |
| 170 | 247-10-10080-2010-3058           | Nagishlamina River   | 17.6 | January 1, 2014 |
| 171 | 247-10-10080-2010-3060           | Chilligan River      | 11.6 | January 1, 2014 |
| 172 | 247-10-10080-2010-3068           | Igitna River         | 8.9  | January 1, 2014 |
| 173 | 247-10-10080-2010-3068-0010      | Kenibuna Lake        | 12.5 | January 1, 2014 |

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| 174 | 247-10-10080-2020                | Noaukta Slough       | 9.8  | January 1, 2014 |
| 175 | 247-10-10080-2020-3029           | Unknown Stream       | 8.7  | January 1, 2014 |
| 176 | 247-10-10080-2020-3029-4020      | Unknown Stream       | 3.2  | January 1, 2014 |
| 177 | 247-10-10080-2020-3033           | Unknown Stream       | 5.5  | January 1, 2014 |
| 178 | 247-10-10080-2020-3033-4015      | Unknown Stream       | 0.8  | January 1, 2014 |
| 179 | 247-10-10080-2020-3035           | Unknown Stream       | 3.1  | January 1, 2014 |
| 180 | 247-10-10080-2038                | Unknown Stream       | 14.7 | January 1, 2014 |
| 181 | 247-10-10080-2042                | Unknown Stream       | 1.9  | January 1, 2014 |
| 182 | 247-10-10080-2042-3010           | Unknown Stream       | 0.6  | January 1, 2014 |
| 183 | 247-10-10080-2051                | Unknown Stream       | 4.5  | January 1, 2014 |
| 184 | 247-10-10080-2051-3029           | Unknown Stream       | 2.4  | January 1, 2014 |
| 185 | 247-10-10080-2051-3029-0010      | Unknown Lake         | 5.2  | January 1, 2014 |
| 186 | 247-10-10080-2051-3029-4001      | Unknown Stream       | 0.4  | January 1, 2014 |
| 187 | 247-10-10080-2051-3029-4036      | Unknown Stream       | 1.3  | January 1, 2014 |
| 188 | 247-10-10080-2061                | Unknown Stream       | 1.9  | October 1, 2025 |
| 189 | 247-10-10200                     | Nikolai Creek        | 30.3 | January 1, 2014 |
| 190 | 247-10-10200-2060                | Unknown Stream       | 0.8  | January 1, 2014 |
| 191 | 247-10-10200-2060-3010           | Unknown Stream       | 1.4  | January 1, 2014 |
| 192 | 247-10-10200-2060-3010-4001      | Unknown Stream       | 1.7  | January 1, 2014 |
| 193 | 247-10-10200-2216                | Unknown Stream       | 1.4  | October 1, 2025 |
| 194 | 247-10-10200-2217                | Unknown Stream       | 1.0  | October 1, 2025 |
| 195 | 247-10-10200-2219                | Unknown Stream       | 0.4  | October 1, 2025 |
| 196 | 247-10-10200-2221                | Unknown Stream       | 0.3  | January 1, 2014 |
| 197 | 247-10-10200-2225                | Unknown Stream       | 3.4  | January 1, 2014 |
| 198 | 247-20-10002                     | Threemile Creek      | 5.8  | January 1, 2014 |
| 199 | 247-20-10002-0010                | Tukallah Lake        | 2.3  | January 1, 2014 |
| 200 | 247-20-10002-0020                | Unknown Lake         | 0.8  | October 1, 2025 |
| 201 | 247-20-10002-2004                | Unknown Stream       | 0.7  | January 1, 2014 |
| 202 | 247-20-10002-2016                | Unknown Stream       | 0.2  | January 1, 2014 |
| 203 | 247-20-10002-2019                | Unknown Stream       | 6.6  | January 1, 2014 |
| 204 | 247-20-10002-2019-3101           | Unknown Stream       | 0.4  | January 1, 2014 |
| 205 | 247-20-10002-2019-3103           | Unknown Stream       | 1.0  | January 1, 2014 |
| 206 | 247-20-10006                     | *Rollercoaster Creek | 0.9  | October 1, 2025 |
| 207 | 247-20-10006-0010                | Unknown Lake         | 0.7  | October 1, 2025 |
| 209 | 247-20-10008                     | Unknown Stream       | 2.0  | January 1, 2014 |
| 208 | 247-20-10008                     | Unknown Stream       | 0.2  | October 1, 2025 |
| 210 | 247-20-10008-0010                | Unknown Lake         | 2.0  | October 1, 2025 |
| 211 | 247-20-10010                     | Chuitna River        | 40.7 | January 1, 2014 |
| 212 | 247-20-10010-2006                | Unknown Stream       | 2.6  | January 1, 2014 |
| 213 | 247-20-10010-2006                | Unknown Stream       | 2.8  | October 1, 2025 |
| 214 | 247-20-10010-2009                | Chuitna River        | 0.1  | January 1, 2014 |
| 215 | 247-20-10010-2020                | Lone Creek           | 13.0 | January 1, 2014 |
| 216 | 247-20-10010-2020-3008           | Unknown Stream       | 0.4  | January 1, 2014 |
| 217 | 247-20-10010-2020-3008           | Unknown Stream       | 3.1  | October 1, 2025 |
| 218 | 247-20-10010-2020-3008-0010      | Unknown Lake         | 1.1  | October 1, 2025 |
| 219 | 247-20-10010-2020-3020           | Unknown Stream       | 3.5  | January 1, 2014 |
| 220 | 247-20-10010-2020-3020-0010      | Unknown Lake         | 1.1  | January 1, 2014 |
| 221 | 247-20-10010-2020-3033           | Unknown Stream       | 0.1  | October 1, 2025 |
| 222 | 247-20-10010-2020-3035           | Unknown Stream       | 1.2  | October 1, 2025 |
| 223 | 247-20-10010-2020-3035-4101      | Unknown Stream       | 0.4  | October 1, 2025 |
| 224 | 247-20-10010-2020-3035-4101-0010 | Unknown Lake         | 0.5  | October 1, 2025 |
| 225 | 247-20-10010-2020-3055           | Unknown Stream       | 0.3  | January 1, 2014 |
| 226 | 247-20-10010-2020-3055-0010      | Denslow Lake         | 0.9  | January 1, 2014 |
| 227 | 247-20-10010-2030                | Middle Creek         | 9.5  | January 1, 2014 |
| 228 | 247-20-10010-2030-3005           | Unknown Stream       | 0.5  | October 1, 2025 |
| 230 | 247-20-10010-2030-3006           | Culvert Creek        | 2.5  | January 1, 2014 |
| 229 | 247-20-10010-2030-3006           | *Culvert Creek       | 0.6  | October 1, 2025 |
| 231 | 247-20-10010-2030-3008           | Unknown Stream       | 0.7  | October 1, 2025 |

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| 232 | 247-20-10010-2030-3009           | Unknown Stream   | 1.0  | January 1, 2014 |
| 233 | 247-20-10010-2030-3009-4008      | Unknown Stream   | 0.7  | October 1, 2025 |
| 234 | 247-20-10010-2030-3010           | Unknown Stream   | 0.1  | October 1, 2025 |
| 235 | 247-20-10010-2030-3011           | Unknown Stream   | 0.1  | October 1, 2025 |
| 236 | 247-20-10010-2030-3012           | Unknown Stream   | 0.3  | January 1, 2014 |
| 237 | 247-20-10010-2030-3012           | Unknown Stream   | 0.3  | October 1, 2025 |
| 238 | 247-20-10010-2030-3013           | Unknown Stream   | 0.1  | October 1, 2025 |
| 239 | 247-20-10010-2030-3014           | Unknown Stream   | 0.3  | October 1, 2025 |
| 241 | 247-20-10010-2030-3018           | Unknown Stream   | 0.8  | January 1, 2014 |
| 240 | 247-20-10010-2030-3018           | Unknown Stream   | 0.4  | October 1, 2025 |
| 242 | 247-20-10010-2030-3018-4025      | Unknown Stream   | 0.2  | October 1, 2025 |
| 243 | 247-20-10010-2030-3018-4031      | Unknown Stream   | 1.2  | October 1, 2025 |
| 244 | 247-20-10010-2030-3018-4031-0010 | Unknown Lake     | 0.5  | October 1, 2025 |
| 245 | 247-20-10010-2030-3018-4031-5021 | Unknown Stream   | 0.1  | October 1, 2025 |
| 246 | 247-20-10010-2030-3019           | Unknown Stream   | 0.1  | October 1, 2025 |
| 247 | 247-20-10010-2030-3021           | Unknown Stream   | 1.7  | October 1, 2025 |
| 248 | 247-20-10010-2030-3021-4020      | Unknown Stream   | 0.2  | October 1, 2025 |
| 249 | 247-20-10010-2030-3031           | Unknown Stream   | 0.3  | October 1, 2025 |
| 250 | 247-20-10010-2030-3031-0010      | Unknown Lake     | 0.4  | October 1, 2025 |
| 251 | 247-20-10010-2040                | Bass Creek       | 8.6  | January 1, 2014 |
| 252 | 247-20-10010-2040-3009           | Wilson Creek     | 1.4  | January 1, 2014 |
| 253 | 247-20-10010-2040-3028           | Unknown Stream   | 0.5  | October 1, 2025 |
| 254 | 247-20-10010-2040-3031           | Unknown Stream   | 1.9  | January 1, 2014 |
| 255 | 247-20-10010-2040-3036           | Unknown Stream   | 0.3  | October 1, 2025 |
| 256 | 247-20-10010-2040-3042           | Unknown Stream   | 0.2  | October 1, 2025 |
| 257 | 247-20-10010-2040-3047           | Unknown Stream   | 0.5  | October 1, 2025 |
| 258 | 247-20-10010-2040-3047-4006      | Unknown Stream   | 0.4  | October 1, 2025 |
| 259 | 247-20-10010-2040-3048           | Unknown Stream   | 0.6  | October 1, 2025 |
| 261 | 247-20-10010-2049                | Unknown Stream   | 1.7  | January 1, 2014 |
| 260 | 247-20-10010-2049                | Unknown Stream   | 1.5  | October 1, 2025 |
| 262 | 247-20-10010-2049                | Unknown Stream   | 1.9  | October 1, 2025 |
| 263 | 247-20-10010-2049-3020           | Unknown Stream   | 1.6  | October 1, 2025 |
| 265 | 247-20-10010-2052                | Chuit Creek      | 8.7  | January 1, 2014 |
| 264 | 247-20-10010-2052                | Chuit Creek      | 2.5  | October 1, 2025 |
| 266 | 247-20-10010-2052-3060           | Unknown Stream   | 6.9  | October 1, 2025 |
| 267 | 247-20-10010-2052-3060-4012      | Unknown Stream   | 1.5  | October 1, 2025 |
| 268 | 247-20-10010-2052-3060-4030      | Unknown Stream   | 1.9  | October 1, 2025 |
| 269 | 247-20-10010-2052-3080           | Unknown Stream   | 1.4  | October 1, 2025 |
| 270 | 247-20-10010-2052-3086           | Unknown Stream   | 2.2  | October 1, 2025 |
| 271 | 247-20-10010-2062                | Unknown Stream   | 1.8  | October 1, 2025 |
| 272 | 247-20-10010-2087                | Unknown Stream   | 0.6  | January 1, 2014 |
| 273 | 247-20-10010-2087                | Unknown Stream   | 1.2  | October 1, 2025 |
| 274 | 247-20-10010-2087-3004           | Unknown Stream   | 2.0  | October 1, 2025 |
| 276 | 247-20-10010-2088                | Wolverine Fork   | 4.4  | January 1, 2014 |
| 275 | 247-20-10010-2088                | Wolverine Fork   | 1.3  | October 1, 2025 |
| 277 | 247-20-10010-2095                | Unknown Stream   | 3.0  | October 1, 2025 |
| 278 | 247-20-10020                     | Indian Creek     | 1.8  | January 1, 2014 |
| 279 | 247-20-10020                     | Indian Creek     | 1.9  | October 1, 2025 |
| 280 | 247-20-10020-0010                | Unknown Lake     | 0.5  | October 1, 2025 |
| 281 | 247-20-10020-0020                | Unknown Lake     | 1.5  | October 1, 2025 |
| 282 | 247-20-10020-2001                | Unknown Stream   | 1.9  | October 1, 2025 |
| 283 | 247-20-10020-2010                | Unknown Stream   | 0.6  | October 1, 2025 |
| 285 | 247-20-10040                     | Tyonek Creek     | 12.1 | January 1, 2014 |
| 284 | 247-20-10040                     | Tyonek Creek     | 0.6  | October 1, 2025 |
| 286 | 247-20-10040-2006                | Unknown Stream   | 0.1  | January 1, 2014 |
| 287 | 247-20-10040-2036                | Unknown Stream   | 0.4  | January 1, 2014 |
| 288 | 247-20-10050                     | Old Tyonek Creek | 12.7 | January 1, 2014 |
| 289 | 247-20-10050-2010                | Unknown Stream   | 0.1  | January 1, 2014 |

## KPB 21.18 Appendix: West District

### Proposed Updates

|     |                                            |                    |      |                 |
|-----|--------------------------------------------|--------------------|------|-----------------|
| 290 | 247-20-10050-2010                          | Unknown Stream     | 0.1  | October 1, 2025 |
| 291 | 247-20-10050-2022                          | *Robert's Creek    | 2.1  | October 1, 2025 |
| 292 | 247-20-10050-2022-0010                     | Unknown Lake       | 0.8  | October 1, 2025 |
| 294 | 247-20-10050-2025                          | Unknown Stream     | 5.3  | January 1, 2014 |
| 293 | 247-20-10050-2025                          | Unknown Stream     | 1.1  | October 1, 2025 |
| 295 | 247-20-10050-2025-0010                     | Unknown Lake       | 5.1  | October 1, 2025 |
| 296 | 247-20-10050-2025-0020                     | Unknown Lake       | 1.7  | October 1, 2025 |
| 298 | 247-20-10050-2031                          | Unknown Stream     | 1.6  | January 1, 2014 |
| 297 | 247-20-10050-2031                          | Unknown Stream     | 1.5  | October 1, 2025 |
| 299 | 247-20-10050-2031-0010                     | Unknown Lake       | 2.0  | October 1, 2025 |
| 300 | 247-20-10050-2083                          | Unknown Stream     | 0.7  | January 1, 2014 |
| 301 | 247-20-10050-2093                          | Unknown Stream     | 0.7  | January 1, 2014 |
| 303 | 247-30-10090                               | Beluga River       | 15.2 | January 1, 2014 |
| 302 | 247-30-10090                               | Beluga River       | 3.7  | October 1, 2025 |
| 304 | 247-30-10090-0020                          | Lower Beluga Lake  | 8.2  | January 1, 2014 |
| 305 | 247-30-10090-0030                          | Beluga Lake        | 19.6 | January 1, 2014 |
| 306 | 247-30-10090-2009                          | Unknown Stream     | 0.9  | January 1, 2014 |
| 307 | 247-30-10090-2020                          | Olson Creek        | 1.3  | January 1, 2014 |
| 308 | 247-30-10090-2040                          | Coffee Creek       | 2.7  | January 1, 2014 |
| 309 | 247-30-10090-2105                          | Bishop Creek       | 19.6 | January 1, 2014 |
| 310 | 247-30-10090-2105-3015                     | Scarp Creek        | 3.0  | January 1, 2014 |
| 311 | 247-30-10090-2105-3015-4012                | Unknown Stream     | 0.4  | January 1, 2014 |
| 312 | 247-30-10090-2105-3015-4012-5010           | Unknown Stream     | 2.8  | October 1, 2025 |
| 313 | 247-30-10090-2105-3015-4012-5010-6010      | Unknown Stream     | 0.2  | October 1, 2025 |
| 314 | 247-30-10090-2105-3015-4012-5010-6010-0010 | Unknown Lake       | 1.7  | October 1, 2025 |
| 315 | 247-30-10090-2105-3025                     | Unknown Stream     | 1.5  | October 1, 2025 |
| 316 | 247-30-10090-2105-3025-0010                | Unknown Lake       | 0.5  | October 1, 2025 |
| 317 | 247-30-10090-2105-3025-0020                | Unknown Lake       | 1.5  | October 1, 2025 |
| 318 | 247-30-10090-2105-3031                     | Unknown Stream     | 2.0  | October 1, 2025 |
| 319 | 247-30-10090-2105-3031-4020                | Unknown Stream     | 0.7  | October 1, 2025 |
| 320 | 247-30-10090-2105-3041                     | Unknown Stream     | 3.0  | October 1, 2025 |
| 321 | 247-30-10090-2105-3041-4011                | Unknown Stream     | 1.1  | October 1, 2025 |
| 322 | 247-30-10090-2105-3101                     | Unknown Stream     | 1.6  | January 1, 2014 |
| 323 | 247-30-10090-2109                          | Unknown Stream     | 0.4  | January 1, 2014 |
| 324 | 247-30-10090-2111                          | Unknown Stream     | 3.0  | October 1, 2025 |
| 325 | 247-30-10090-2120                          | Drill Creek        | 10.3 | January 1, 2014 |
| 326 | 247-30-10090-2120-3021                     | Unknown Stream     | 0.9  | October 1, 2025 |
| 327 | 247-30-10090-2120-3021-4004                | Unknown Stream     | 1.2  | October 1, 2025 |
| 328 | 247-30-10090-2130                          | Unknown Stream     | 6.1  | January 1, 2014 |
| 329 | 247-30-10090-2150                          | Coal Creek         | 1.8  | January 1, 2014 |
| 331 | 247-30-10090-2151                          | Chichantna River   | 10.4 | January 1, 2014 |
| 330 | 247-30-10090-2151                          | Chichantna River   | 0.2  | October 1, 2025 |
| 332 | 247-30-10090-2151-3101                     | Chichantna Creek   | 2.6  | October 1, 2025 |
| 333 | 247-30-10090-2151-3131                     | Unknown Stream     | 3.7  | October 1, 2025 |
| 335 | 247-30-10120                               | Unknown Stream     | 2.5  | January 1, 2014 |
| 334 | 247-30-10120                               | Unknown Stream     | 0.6  | October 1, 2025 |
| 336 | 247-30-10120-2020                          | Unknown Stream     | 0.5  | October 1, 2025 |
| 337 | 248-10-10002                               | Sunday Creek       | 5.4  | January 1, 2014 |
| 338 | 248-10-10002-2010                          | Unknown Stream     | 0.1  | October 1, 2025 |
| 339 | 248-10-10002-2014                          | Unknown Stream     | 0.1  | October 1, 2025 |
| 340 | 248-10-10002-2030                          | Unknown Stream     | 0.1  | October 1, 2025 |
| 341 | 248-10-10002-2060                          | Unknown Stream     | 0.3  | October 1, 2025 |
| 342 | 248-10-10002-2071                          | Unknown Stream     | 0.0  | October 1, 2025 |
| 343 | 248-10-10008                               | Unknown Stream     | 0.5  | January 1, 2014 |
| 344 | 248-10-10040                               | Brown's Peak Creek | 4.2  | October 1, 2025 |
| 345 | 248-10-10040-2031                          | Unknown Stream     | 0.1  | October 1, 2025 |

## KPB 21.18 Appendix: West District

### Proposed Updates

|     |                             |                         |      |                 |
|-----|-----------------------------|-------------------------|------|-----------------|
| 346 | 248-20-10060                | North Head Creek        | 3.5  | October 1, 2025 |
| 347 | 248-20-10060-2020           | E Fork North Head Creek | 0.9  | October 1, 2025 |
| 348 | 248-20-10067                | Unknown Stream          | 0.5  | January 1, 2014 |
| 349 | 248-20-10068                | Unknown Stream          | 0.3  | January 1, 2014 |
| 350 | 248-20-10080                | Iniskin River           | 4.7  | January 1, 2014 |
| 351 | 248-20-10080-2002           | Unknown Stream          | 0.3  | January 1, 2014 |
| 352 | 248-30-10010                | Bowser Creek            | 3.2  | January 1, 2014 |
| 353 | 248-30-10020                | Brown Creek             | 2.3  | January 1, 2014 |
| 354 | 248-40-10100                | Douglas River           | 10.6 | January 1, 2014 |
| 355 | 248-40-10100-2003           | Douglas Beach River     | 0.6  | January 1, 2014 |
| 356 | 248-40-10100-2007           | Unknown Stream          | 2.0  | October 1, 2025 |
| 357 | 248-40-10100-2013           | Unknown Stream          | 1.8  | October 1, 2025 |
| 359 | 248-40-10100-2040           | Unknown Stream          | 3.9  | January 1, 2014 |
| 358 | 248-40-10100-2040           | Unknown Stream          | 1.2  | October 1, 2025 |
| 360 | 248-40-10105                | Unknown Stream          | 0.8  | January 1, 2014 |
| 361 | 248-40-10120                | Unknown Stream          | 1.2  | January 1, 2014 |
| 362 | 248-40-10150                | Unknown Stream          | 0.4  | January 1, 2014 |
| 363 | 262-15-10020                | Big River               | 0.9  | January 1, 2014 |
| 364 | 324-10-10150-2010-3115-4037 | Unknown Stream          | 0.8  | January 1, 2014 |
| 366 | 324-10-10150-2402           | Iliamna River           | 4.8  | January 1, 2014 |
| 365 | 324-10-10150-2402           | Unknown Stream          | 4.7  | October 1, 2025 |
| 367 | 324-10-10150-2402-3040      | Unknown Stream          | 1.6  | October 1, 2025 |

Introduced by:

Mayor

Date:

09/16/25

Action:

Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2025-038**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE  
AGREEMENTS WITH THE STATE OF ALASKA FOR E911 DISPATCH  
SERVICES IN SOUTHEAST ALASKA, AND TO EXECUTE NEW  
MEMORANDA OF AGREEMENT WITH ENTITIES UTILIZING  
DISPATCH SERVICES IN THE REGION**

**WHEREAS,** the Kenai Peninsula Borough (KPB) operates the multi-agency E911 dispatch center known as the Soldotna Public Safety Communications Center (SPSCC) and charges all responding entities that use SPSCC a fee for SPSCC services; and

**WHEREAS,** SPSCC currently provides E911 dispatch services to multiple federal, state, and local governmental and non-profit entities within the Kenai Peninsula Borough; and

**WHEREAS,** the State of Alaska, Department of Public Safety (DPS) Northern Dispatch Center in Fairbanks dispatches for DPS Detachments C and D, and portions of A Detachment; and

**WHEREAS,** the DPS Northern Dispatch Center recently has experienced critical staffing shortages and as a result, DPS has requested SPSCC undertake E911 dispatch services responsibilities for the entities operating within DPS A Detachment South in Southeast Alaska;

**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That pursuant to Alaska Constitution, Article X, Section 13, and AS 29.35.010(13), the Mayor is authorized to execute an intergovernmental agreement with the State of Alaska, Department of Public Safety, recognizing the delegation of the State of Alaska's powers for the provision of E911 dispatch services outside KPB's municipal boundaries to governmental and non-profit agencies in DPS A Detachment South including, but not limited to, those listed below.

**SECTION 2.** That the Mayor is authorized to execute addenda to any existing memoranda of agreement for the provision of E911 dispatch services to entities in Southeast Alaska presently covered by existing memoranda of agreement for E911 dispatch services within the Kenai Peninsula, including but not limited to:

- State of Alaska, Department of Public Safety
- State of Alaska, Department of Natural Resources, Division of Parks and Outdoor Recreation
- The National Oceanic and Atmospheric Administration, National Marine Service, Office of Law Enforcement
- State of Alaska Department of Transportation & Public Facilities Measurement Standards & Commercial Vehicle Compliance
- State of Alaska, Department of Corrections, Division of Pretrial, Probation, and Parole
- United States Fish and Wildlife Service Office of Law Enforcement
- United States Department of Agriculture, Forest Service

**SECTION 3.** That the mayor is authorized to execute new memoranda of agreement for the provision of E911 dispatch services substantially similar to the existing agreements with the Kenai Peninsula Borough entities with any entities in Southeast Alaska that are not presently covered by existing memoranda of Agreement.

**SECTION 4.** That this resolution takes effect immediately.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 16TH DAY OF SEPTEMBER, 2025.**

---

Peter Ribbens, Assembly President

ATTEST:

---

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Soldotna Public Safety Communications Center

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### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *BA*

**FROM:** Tammy Goggia-Cockrell, 911 Emergency Communications Coordinator *TG*

**DATE:** September 4, 2025

**RE:** Resolution 2025-038, Authorizing the Mayor to Execute Agreements with the State of Alaska for E911 Dispatch Services in Southeast Alaska, and to Execute New Memoranda of Agreement with Entities Utilizing Dispatch Services in the Region (Mayor)

---

The Kenai Peninsula Borough (KPB) operates the multi-agency E911 dispatch center known as the Soldotna Public Safety Communications Center (SPSCC). SPSCC charges all responding entities that use SPSCC a fee for SPSCC services under memoranda of agreement with each responding entity. Currently, SPSCC provides E911 dispatch services to multiple federal, state, and local governmental and non-profit entities operating within the Kenai Peninsula Borough.

The State of Alaska, Department of Public Safety (DPS) Northern Dispatch Center in Fairbanks dispatches for DPS Detachments C and D, and portions of A Detachment. Recently, the DPS Northern Dispatch Center has experienced critical staffing shortages. As a result, DPS has requested SPSCC to undertake E911 dispatch services responsibilities for the entities operating within DPS A Detachment South in Southeast Alaska.

The resolution authorizes the Mayor to enter into an intergovernmental agreement whereby the State of Alaska would delegate to KPB the power to provide E911 dispatch services outside of its municipal boundaries. Additionally, the resolution authorizes the Mayor to execute addenda to existing memoranda of agreement with entities operating both in the Kenai Peninsula and in Southeast Alaska. Finally, the resolution authorizes the Mayor to execute new memoranda agreement, if needed, to provide E911 dispatch services for any entities in Southeast Alaska that are not presently covered by an existing memorandum of agreement.

Your consideration is appreciated.

**FIRST ADDENDUM TO DISPATCH SERVICES AGREEMENT  
BETWEEN  
THE STATE OF ALASKA DEPARTMENT OF PUBLIC SAFETY  
AND  
THE KENAI PENINSULA BOROUGH**

Effective July 1, 2021, the State of Alaska, Department of Public Safety (DPS) and the Kenai Peninsula Borough (KPB), on behalf of the Soldotna Public Safety Communications Center, entered into a Dispatch Services Agreement (Agreement). For the purposes of this First Addendum to the Agreement (First Addendum), DPS and KPB will be referred to together as “the Parties”.

Pursuant to the concomitant Intergovernmental Agreement for Joint Administration of Dispatch Services (Intergovernmental Agreement), incorporated herein by reference, the Parties hereby agree that SPSCC will provide dispatch services to the DPS A Detachment South Dispatch Service Area in accordance with the same terms and conditions of the Agreement, subject to the following amendments. This First Addendum is made pursuant to Article 15 of the Agreement, “Changes and Amendments”, and the Parties hereby agree to amend the Agreement, with the added or amended terms underlined, as follows:

Amend Article 1 of the Agreement, “Definitions”, to include the following definitions:

“A Detachment South Dispatch Service Area” means the geographic area served by the Post of DPS A Detachment South, and includes the other agencies and entities operating within the boundaries of DPS A Detachment South that require the dispatch services that would otherwise be provided by the Northern Dispatch Center;

“Northern Dispatch Center” means the DPS Northern Dispatch Center located in Fairbanks, Alaska, which dispatches for DPS Detachments C and D and formerly for the A Detachment South Dispatch Service Area.

Amend Article 5 of the Agreement, “Scope of Services”, to include the following A Detachment South talk groups:

....

**f. Radio Channels**

All CJIS-related information will only be transmitted on encrypted talk groups. SPSCC will exercise due diligence when broadcasting Personally Identifiable Information (PII) over radio channels.

SPSCC will have the following A Detachment South talk groups on 'Selected' audio and monitored by dispatch personnel at one or more console positions 24 hours per day:

AST E (A) Dispatch

SPSCC will monitor A Detachment talk groups on “Unselected” audio and monitored by dispatch personnel at one or more console positions 24 hours per day:

AST E (A) NCIC      AST E (A) TRAF

AST E (A) TAC

A Detachment South audio will be monitored by dispatch personnel at one or more console positions 24 hours per day on one of the four talk groups listed above.

DPS will provide SPSCC with a DPS-recommended list of Ten Code abbreviations for use by and with SPSCC over DPS radio talk groups.

As operational requirements change and demand for services increases, DPS may request that one or more additional talk groups be monitored on a temporary basis. DPS will be required to provide advance notification, when possible, but SPSCC will otherwise provide its reasonable best efforts to allocate staffing to accommodate surges in radio communications demands.

....

Amend Article 6 of the Agreement, “SPSCC Provided Technology”, to include the following A Detachment South talk groups:

....

**f. Logging Recorder**

SPSCC will provide for an audio recording system that will record and archive telephone calls and voice radio traffic. Communications to be recorded for DPS purposes include:

- All inbound and outbound 911 calls routed directly and indirectly to SPSCC
- Inbound and outbound telephone calls identified specifically for DPS  
Radio talk groups to be recorded for DPS purposes include:
  - AST E (A) Dispatch
  - AST E (A) TAC
  - AST E (A) TRAF
  - AST E (A) NCIC

SPSCC will provide access to a logging recorder to copy selected telephone and radio talk group recordings onto transportable electronic media such as a CD-ROM or thumb drive. For A Detachment South requests, selected telephone and radio talk group recordings will be provided using ZendTo or a similar program. DPS will be responsible for costs associated with making copies for all DPS related audio records.

....

Amend Article 16 of the Agreement, “Payment for Services”, to include compensation for the provision of dispatch services for the A Detachment South Dispatch Area:

....

DPS understands and agrees that the below compensation for the A Detachment South Dispatch Service Area is increased from the cost per call DPS pays for the DPS Dispatch Service Area to account for the removal of the benefit of the 911 surcharge because KPB does not receive 911 surcharge monies from municipalities within the A Detachment South Dispatch Service Area, but the below compensation otherwise comports with the cost per call paid by DPS for the DPS Dispatch Service Area.

The compensation for provision of dispatch services for the A Detachment South Dispatch Area for the following period of the Agreement will equal dollar amounts identified below:

May 1, 2025 to June 30, 2025:           \$85,859.93

July 1, 2025 to June 30, 2026:       \$515,160.00

Payments must be made quarterly.

....

Amend Article 17 of the Agreement, "Invoices", to include the invoices for the provision of dispatch services for the A Detachment South Dispatch Area:

....

| <u>Period covered</u>                      | <u>Amount</u>     |
|--------------------------------------------|-------------------|
| <u>July 1, 2025 – September 30, 2025</u>   | <u>\$128,790</u>  |
| <u>October 1, 2025 – December 31, 2025</u> | <u>\$ 128,790</u> |
| <u>January 1, 2026 – March 31, 2026</u>    | <u>\$ 128,790</u> |
| <u>April 1, 2026 – June 30, 2026</u>       | <u>\$ 128,790</u> |

**KENAI PENINSULA BOROUGH**

**STATE OF ALASKA  
DEPARTMENT OF PUBLIC SAFETY**

\_\_\_\_\_  
Peter A. Micciche, Borough Mayor  
Date: \_\_\_\_\_

\_\_\_\_\_  
Leon Morgan, Deputy Commissioner  
Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Michele Turner, CMC  
Borough Clerk

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

---

A. Walker Steinhage  
Deputy Borough Attorney

DRAFT

**INTERGOVERNMENTAL AGREEMENT  
FOR  
JOINT ADMINISTRATION OF E911 DISPATCH SERVICES POWERS**

This Intergovernmental Agreement for Joint Administration of E911 Dispatch Services Powers (Intergovernmental Agreement) is by and between the State of Alaska, Department of Public Safety (DPS), whose address is 5700 East Tudor Road, Anchorage, AK 99507; and the Kenai Peninsula Borough (KPB), whose address is 144 North Binkley Street, Soldotna, AK 99669, on behalf of the Soldotna Public Safety Communications Center (SPSCC); for the purpose of intergovernmental administration of E911 dispatch services by SPSCC to the A Detachment South Dispatch Service Area, as defined in the First Addendum to the Dispatch Services Agreement. For the purposes of this Intergovernmental Agreement, DPS and KPB will be referred to together as “the Parties”.

**WHEREAS**, Article X, Section 13 of the Alaska Constitution authorizes local governments to enter into agreements, including those for cooperative or joint administration of any functions or powers, with the State of Alaska; and

**WHEREAS**, AS 29.35.010(13) authorizes municipalities to enter into an agreement, including an agreement for cooperative or joint administration of any function or power, with the State of Alaska; and

**WHEREAS**, KPB is a municipality; namely, an organized borough of the second class with the powers and obligations imposed by and pursuant to the provisions of AS Title 29; and

**WHEREAS**, KPB owns and operates SPSCC pursuant to KPB 2.60.010, and SPSCC is an E911 dispatch center that provides E911 dispatch services to multiple federal, state, and local governmental non-profit entities within the Kenai Peninsula Borough and charges all responding entities that use SPSCC a fee for SPSCC services; and

**WHEREAS**, DPS owns and operates the Northern Dispatch Center, and the Northern Dispatch Center has experienced critical staffing shortages and as a result, DPS has requested SPSCC provide E911 dispatch services for the A Detachment South Dispatch Service Area so that SPSCC has been providing dispatch services for the A Detachment South Dispatch Service Area since May of 2025; and

**WHEREAS**, the Parties share a common goal and find that it serves the public’s interest and safety for SPSCC to continue to provide E911 dispatch services for the A Detachment South Dispatch Service Area;

**THE PARTIES THEREFORE AGREE**, in consideration of the mutual promises contained in this Intergovernmental Agreement and its incorporated documents, as set forth below:

**ARTICLE 1. PURPOSE, INTENT, AND DELEGATION**

This Intergovernmental Agreement is established between the Parties to memorialize SPSCC’s recent assumption of E911 dispatch services for the A Detachment South Dispatch Service Area

from the Northern Dispatch Center and for the purpose of the State expressly delegating such powers, responsibilities, and services to the KPB.

DPS agrees to pay KPB reasonable costs related to SPSCC's provision of E911 dispatch services for the A Detachment South Dispatch Service Area as set forth in the First Addendum to the Dispatch Services Agreement.

By entering into this Intergovernmental Agreement and pursuant to Article X, Section 13 of the Alaska Constitution and AS 29.35.010(13), the State of Alaska through DPS expressly delegates its power and authority to provide E911 dispatch services to the A Detachment South Dispatch Service Area to KPB for the joint administration of E911 dispatch services, and thereby transfers such responsibilities from its Northern Dispatch Center to SPSCC. Moreover, the State of Alaska through DPS expressly authorizes KPB to execute addenda to existing agreements or enter into new agreements for E911 dispatch services with the other agencies and entities operating in the A Detachment South Dispatch Service Area that currently require or will require dispatch services formerly provided by its Northern Dispatch Center.

The Parties agree to incorporate by reference the terms, conditions, and definitions set forth in the Dispatch Services Agreement and the First Addendum to the Dispatch Services Agreement. In the event of conflict, the order of precedence will be: 1) this Intergovernmental Agreement; 2) the First Addendum to the Dispatch Services Agreement; and 3) the Dispatch Services Agreement, as amended.

## **ARTICLE 2. EFFECTIVE DATE AND PERIOD OF AGREEMENT**

This Intergovernmental Agreement is effective retroactively to May 1, 2025, and will continue until superseded by a subsequent agreement between the Parties, until terminated, or until as otherwise provided.

## **ARTICLE 3. CHANGES, AMENDMENTS, AND NOTICES**

Changes and/or amendments to this Intergovernmental Agreement must be formalized by a written amendment that will outline in detail the exact nature of the change. Any amendment to this Intergovernmental Agreement must be executed in writing and signed by the authorized representative of each Party. The Parties signing this Intergovernmental Agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person may be interpreted as amending or otherwise affecting the terms of this Intergovernmental Agreement. Any Party to this Intergovernmental Agreement may request that it be amended, whereupon the Parties will consult to consider such amendment.

## **ARTICLE 4. TERMINATION**

Except in the case of default, either Party may terminate this Intergovernmental Agreement, with or without cause, by giving the other Party written notice of termination at least twelve months prior to the end of the then-current fiscal year. The Party initiating the written notice

of termination will not incur any liability or obligation to the terminated Party, other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date. The Party receiving the written notice of termination will take immediate steps to stop the accrual of any additional obligations that might require payment. All funds due after termination will be established based on payments issued prior to termination and, as appropriate, a refund or bill will be issued.

#### **ARTICLE 5. DEFAULT**

Failure of either Party to fully perform its obligations under this Intergovernmental Agreement will constitute a default. If default is not cured within 30 days by full performance under this Intergovernmental Agreement, then the non-defaulting Party may immediately terminate this Intergovernmental Agreement by delivering written notice to the defaulting Party.

#### **ARTICLE 6. ENTIRE AGREEMENT**

This document and any other documents incorporated by reference represent the entire agreement of the Parties, who accept the terms of this Intergovernmental Agreement as shown by their signatures below. In the event the Parties duly execute any amendment to this Intergovernmental Agreement, the terms of such amendment will supersede the terms of this Intergovernmental Agreement to the extent of any inconsistency.

#### **ARTICLE 7. SAVINGS CLAUSE**

If any provision of this Intergovernmental Agreement is held invalid on any ground by any court of competent jurisdiction, then the invalidated provision will remain in force and effect only to the extent not invalidated and the remainder of this Intergovernmental Agreement will not be affected thereby and will remain in full force and effect.

#### **ARTICLE 8. COUNTERPARTS; ELECTRONIC SIGNATURE**

This Intergovernmental Agreement may be executed in counterparts and may be executed by way of facsimile or electronic signature in compliance with AS 9.80, each of which when so executed will constitute an original and all of which together will constitute one and the same instrument.

**KENAI PENINSULA BOROUGH**

**STATE OF ALASKA  
DEPARTMENT OF PUBLIC SAFETY**

\_\_\_\_\_  
Peter A. Micciche, Borough Mayor  
Date: \_\_\_\_\_

\_\_\_\_\_  
Leon Morgan, Deputy Commissioner  
Date: \_\_\_\_\_

**ATTEST:**

---

Michele Turner, CMC  
Borough Clerk

(Borough Seal)

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

---

A. Walker Steinhage  
Deputy Borough Attorney

|                |          |
|----------------|----------|
| Introduced by: | Mayor    |
| Date:          | 09/16/25 |
| Hearing:       | 10/14/25 |
| Action:        |          |
| Vote:          |          |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2024-19-42**

**AN ORDINANCE DEOBLIGATING SOME OR ALL IN-KIND SERVICES  
BY THE CITY OF SELDOVIA AND THE CITY OF SEWARD, AND  
APPROPRIATING THEIR CASH CONTRIBUTIONS AS REQUIRED  
MATCH FUNDS FOR THE SAFE STREETS AND ROADS FOR ALL  
GRANT PROJECT**

**WHEREAS,** the Kenai Peninsula Borough and its joint applicants – the City of Homer, City of Kenai, City of Seldovia, City of Seward, and the City of Soldotna (“the Cities”) - were awarded a grant sponsored by the U.S. Department of Transportation Federal Highway Administration to complete a Safe Streets and Roads for All Comprehensive Safety Action Plan (Project); and

**WHEREAS,** the Project is expected to have a total cost of \$1,200,000, with \$960,000 in federal funds obligated, and \$240,000 in match funds obligated by the Borough and the Cities; and

**WHEREAS,** Ordinance 2022-19-50 approved \$59,214 in matching in-kind services provided by the Cities to meet their joint applicant match fund requirement; and

**WHEREAS,** Ordinance 2022-19-50 stated that the City of Seldovia would provide \$735 through in-kind services, and the City of Seward would provide \$7,500 through in-kind services; and

**WHEREAS,** the City of Seldovia instead provided cash payment of \$735; and

**WHEREAS,** the City of Seward has provided cash payment of \$7,282.89;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this is a non-code ordinance.

**SECTION 2.** That the amount of \$735 received from the City of Seldovia be appropriated from deferred revenue, to account 271.94910.23SSR.49999 for the purposes of the Safe Streets and Roads for All grant project.

**SECTION 3.** That the City of Seldovia is fully de-obligated from providing in-kind services required by Ordinance 2022-19-50.

**SECTION 4.** That the amount of \$7,282.89 received from the City of Seward be appropriated from deferred revenue, to account 271.94910.23SSR.49999 for the purposes of the Safe Streets and Roads for All grant project.

**SECTION 5.** That the City of Seward is de-obligated from that equivalent of in-kind services required by Ordinance 2022-19-50.

**SECTION 6.** That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 7.** That if any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.

**SECTION 8.** That this ordinance shall be effective retroactively to June 30, 2025.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2025.**

---

Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Planning Department

MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor PM  
Brandi Harbaugh, Finance Director BH  
Heather Geer, Grants Administrator & Community Liaison HG

**FROM:** Robert Ruffner, Planning Director RR

**DATE:** September 4, 2025

**RE:** Ordinance 2024-19 -42 , Deobligating Some or All In-Kind Services by the City of Seldovia and the City of Seward, and Appropriating their Cash Contributions as Required Match Funds for the Safe Streets and Roads for All Grant Project (Mayor)

The Safe Streets and Roads for All Assistance (US Department of Transportation) grant and required match was accepted and appropriated pursuant to O2022-19-50. The purpose of the grant program is to develop and approve a comprehensive safety action plan that can later be used to further funding opportunities for the actions listed in the plan.

The cities of Homer, Kenai, Seldovia, Seward and Soldotna lent their support to the project and committed to provide matching funds, calculated on their number of road miles and population. All the cities agreed to meet their match portion with allowable in-kind activities, and approved that funding through individual resolutions.

Since that time, the City of Seldovia has not met the match obligation of \$735 with cash contribution and is being asked to provide cash contribution in lieu of in-kind . The City of Seward has chosen to meet a portion of their match with cash rather than in-kind activities in the amount of \$7,282.89. The remainder of their match is being met with in-kind activities.

The ordinance requests de-obligation of in-kind activities from the City of Seldovia and the City of Seward equal to the amount of their cash contribution, and appropriates those contributions as required match for the Safe Streets and Roads for All Grant Project, retroactive to June 30, 2025.

Your consideration is appreciated.

|                                              |                              |
|----------------------------------------------|------------------------------|
| FINANCE DEPARTMENT<br>FUNDS/ACCOUNT VERIFIED |                              |
| Account:                                     | <u>271.94910.23SSR.49999</u> |
| Amount:                                      | <u>\$ 8,017.89</u>           |
| By:                                          | <u>CR</u>                    |
| Date:                                        | <u>9/4/2025</u>              |

|                |                       |
|----------------|-----------------------|
| Introduced by: | Mayor                 |
| Date:          | 03/14/23              |
| Hearing:       | 04/04/23              |
| Action:        | Enacted as Amended    |
| Vote:          | 9 Yes, 0 No, 0 Absent |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2022-19-50**

**AN ORDINANCE ACCEPTING AND APPROPRIATING THE SAFE STREETS AND  
ROADS FOR ALL ASSISTANCE GRANT AND THE REQUIRED MATCH FUNDS  
THROUGH THE U.S. DEPARTMENT OF TRANSPORTATION**

**WHEREAS,** the Safe Streets and Roads for All Assistance Grant program with Federal Assistance Number 20.939 (“the Program”) under the Office of the Secretary of Transportation, U.S. Department of Transportation, was established by the Bipartisan Infrastructure Law to fund local, regional, and tribal initiatives through grants to support the goal of zero deaths and serious injuries on public roadways; and

**WHEREAS,** Resolution 2022-49 authorized and approved the Kenai Peninsula Borough (“Borough”) to submit an application in September, through the Program, for a comprehensive safety plan; and

**WHEREAS,** the Borough was the lead applicant, with the City of Homer, City of Kenai, City of Seldovia, City of Seward, and the City of Soldotna (“the Cities”) as co-applicants; and

**WHEREAS,** the application was selected for award for the full amount; and

**WHEREAS,** development of an action plan will better position the Borough to create safer streets and communities, and to pursue further grant opportunities in future funding cycles to improve the road systems within the Borough and the Cities (“the Project”); and

**WHEREAS,** the duration of the project is expected to take two years, with a total cost of \$1,200,000.00 with a 20% match of \$240,000; and

**WHEREAS,** the following match amounts will be met as a minimum match requirement from each of the grant applicants; and

|                         |           |
|-------------------------|-----------|
| Kenai Peninsula Borough | \$180,786 |
| Kenai                   | 21,449    |
| Homer                   | 17,110    |
| Soldotna                | 12,420    |
| Seward                  | 7,500     |
| Seldovia                | 735       |
| Total Match Requirement | \$240,000 |

**WHEREAS,** Resolution 2022-049 also approved the grant match requirements; and

**WHEREAS,** \$180,786 of the required match funds will be appropriated from the General Fund; and

**WHEREAS,** \$59,214 of the required match funds will be provided through in-kind services by the Cities; and

**WHEREAS,** \$59,214 in matching in-kind services provided by the Cities will increase the expenditure and revenue budgets to reflect receipt of these required match funds ; and

**WHEREAS,** it is in the best interests of the Kenai Peninsula Borough to accept and appropriate the Safe Streets for All grant and required match funds;

**NOW, THEREFORE, BE IT ORDERED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** The Mayor or his designee is authorized to execute grant agreements and any other documents deemed necessary to expend the funds and to fulfill the intent and purpose of this ordinance.

**SECTION 2.** The amount of \$1,200,000 received from the Office of the Secretary of Transportation, U.S. Department of Transportation be appropriated to account 271.94910.23SSR.49999 for the Safe Streets and Roads for All grant.

**SECTION 3.** The amount of \$180.786 be appropriated from the General Fund fund balance to account 271.94910.23SSR.49999 as match funds.

**SECTION 4.** The amount of \$59,214 in in-kind match provided by the Cities be appropriated to account 271.21110.23SSR.49999 as match funds.

**SECTION 6.** That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 7.** That this ordinance is effective retroactively to February 21, 2023.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 4TH DAY OF APRIL, 2023.**

  
Brent Johnson, Assembly President

ATTEST:

  
Michele Turner, CMC, Acting Borough Clerk



Yes: Chesley, Cox, Derkevorkian, Ecklund, Elam, Hibbert, Ribbens, Tupper, Johnson  
No: None  
Absent: None

Introduced by: Mayor, Cox, Elam  
Date: 09/06/22  
Action: Adopted  
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2022-049**

**A RESOLUTION AUTHORIZING THE KENAI PENINSULA BOROUGH, AS THE  
LEAD AGENCY IN PARTNERSHIP WITH THE CITIES WITHIN THE KENAI  
PENINSULA BOROUGH, TO APPLY FOR THE SAFE STREETS AND ROADS FOR  
ALL ASSISTANCE GRANT, THROUGH THE OFFICE OF THE SECRETARY OF  
TRANSPORTATION, U.S. DEPARTMENT OF TRANSPORTATION IN THE AMOUNT  
OF \$1,200,000**

**WHEREAS,** the Safe Streets and Roads for All grant program with the Federal Assistance Number 20.939 (“the Program”) under the Office of the Secretary of Transportation, U.S. Department of Transportation, was established by the Bipartisan Infrastructure Law to fund local, regional, and tribal initiatives through grants to support the goal of zero deaths and serious injuries on public roadways; and

**WHEREAS,** there are two types of Program grants, an Action Plan Grant and an Implementation Grant, and eligible activities under the Program include developing a comprehensive safety action plan, conducting planning, design, and development activities in support of an action plan, and carrying out projects and strategies identified in the action plan; and

**WHEREAS,** an application through the Program requires an applicant to have a qualifying action plan in place and currently, the Kenai Peninsula Borough (“KPB”) and the co-applicant cities of Homer, Kenai, Seward and Soldotna (“Cities”) do not have action plans in place; and

**WHEREAS,** development of an action plan will better position the KPB to create safer streets and communities, and to pursue further grant opportunities in future funding cycles to improve the road systems within the KPB and the Cities (“the Project”); and

**WHEREAS,** as the regional government, the KPB is best suited to be the lead applicant for this grant opportunity, with the Cities as co-applicants; and

**WHEREAS,** the duration of the Project is expected to take two years; and

**WHEREAS,** the expected cost of the Project is anticipated to be \$1,200,000 with a 20 percent match requirement; and

**WHEREAS,** KPB's total match requirement will be \$240,000, and the co-applicant Cities have agreed to fulfill their portion of the 20 percent match obligation upon acceptance and appropriation of the grant, if awarded; and

**WHEREAS,** the match can be fulfilled with either cash match requirements or allowable in-kind match requirements; and

**WHEREAS,** the calculation for how the cities will be providing their match will be determined based on the number of road miles and total population within their respective boundaries; and

**WHEREAS,** the calculation amount will be formalized in the acceptance and appropriation of the grant, if awarded; and

**WHEREAS,** it is in the KPB's best interests to authorize the application for this grant;

**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That the mayor, or designee, is authorized to negotiate, administer, and execute the applicant agreement package for the Program, and to negotiate, execute, and administer any other documents, agreements, and related grant application documents, including grant assurances and conditions, as required by the grant application process.

**SECTION 2.** That the mayor, or designee, is authorized to enter into intergovernmental agreements with the Cities as co-applicants to effectuate the intent and purpose of this resolution.

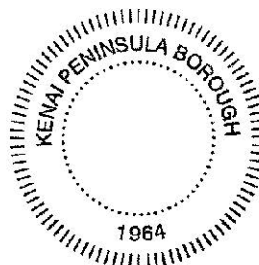
**SECTION 3.** That this resolution is effective immediately upon adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF SEPTEMBER, 2022.**

ATTEST:

  
John Blankenship, MMC, Borough Clerk

  
Brent Johnson, Assembly President



Yes: Bjorkman, Chesley, Cox, Derkevorkian, Ecklund, Elam, Hibbert, Tupper, Johnson  
No: None  
Absent: None

|                |          |
|----------------|----------|
| Introduced by: | Mayor    |
| Date:          | 09/16/25 |
| Hearing:       | 10/14/25 |
| Action:        |          |
| Vote:          |          |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-19-13**

**AN ORDINANCE ACCEPTING AND APPROPRIATING REMAINING  
UNSPENT FEDERAL PASS-THROUGH GRANT FUNDS FROM THE  
STATE OF ALASKA FOR WOODY FUEL DISPOSAL AND  
AUTHORIZING THE MAYOR TO ENTER INTO A NEW  
MEMORANDUM OF AGREEMENT**

**WHEREAS,** the Kenai Peninsula Borough (KPB) provides woody fuel “slash” disposal sites to the public in Cooper Landing and Hope by way of material sites administered through the Land Management Division to serve landowners who remove hazardous fuels in keeping with firewise practice; and

**WHEREAS,** the State of Alaska, Department of Natural Resources, Division of Forestry & Fire Protection (DOF) provides resources to support operations of slash disposal sites through the implementation of a US Forest Service grant; and

**WHEREAS,** Ordinance 2023-19-43 accepted and appropriated \$89,000 in federal pass-through grant funds from the State of Alaska for slash disposal sites in Cooper Landing and Hope and authorized the Mayor to enter into a memorandum of agreement (MOA) for the administration of funds and operations effective June 11, 2024, through May 31, 2025; and

**WHEREAS,** a new memorandum of agreement effective through September 30, 2027, has been negotiated between KPB and DOF to continue to provide for grant-funded management of the Hope and Cooper Landing slash disposal sites for an amount not to exceed \$42,685.36, representing the remaining;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this is a non-code ordinance.

**SECTION 2.** That the Mayor is authorized to accept grant funds in the amount of \$42,685.36, representing the remaining amount of unspent federal pass-through grant funds and to execute an MOA with DOF in a form substantially similar to what is attached.

**SECTION 3.** That \$42,685.36 be appropriated to account 250.21210.26SLS.49999 for slash disposal site operational improvements and management in Hope and Cooper Landing under the MOA.

**SECTION 4.** That the appropriation made in this ordinance is of project length in nature and as such does not lapse at the end of any particular fiscal year.

**SECTION 5.** That if any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.

**SECTION 6.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Grants Administration & Community Liaison

MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *PH*  
Robert Ruffner, Planning Director *BR*  
Aaron Hughes, Land Management Officer *AH*

**FROM:** Heather Geer, Grants Administrator & Community Liaison *HG*

**DATE:** September 4, 2025

**RE:** Ordinance 2025-19-13, Accepting and Appropriating Remaining Unspent Federal Pass-Through Grant Funds from the State of Alaska for Woody Fuel Disposal and Authorizing the Mayor to Enter into a New Memorandum of Agreement (Mayor)

The State of Alaska, Department of Natural Resources, Division of Forestry & Fire Protection (DOF) implemented a federal grant to assist with the collection of woody fuels (slash) that pose a hazard to communities at community slash disposal sites. Ordinance 2023-19-43 accepted and appropriated \$89,000 in federal pass-through grant funds from the State of Alaska for slash disposal in Cooper Landing and Hope and authorized the Mayor to enter into a memorandum of agreement (MOA) for the administration of funds and operations effective June 11, 2024, through May 31, 2025.

KPB requested to extend the period of performance through September 30, 2027. DOF approved the extension; however, the extension amendment was not executed due to a DOF clerical error, and KPB was notified that a new MOA must be negotiated between KPB and DOF for the remaining unspent grant funds. A new MOA was negotiated for the remaining balance of \$42,685.36 for reimbursable expenses associated with the Hope and Cooper Landing slash disposal sites. The source of funding is a US Forest Service grant to the State of Alaska, ID 23-DG-11100106-807. The project is managed by the Land Management Division.

The ordinance accepts and appropriates \$42,685.36 the remaining unspent federal pass-through grant funds and authorizes the Mayor to enter into the new MOA with DOF.

Your consideration is appreciated.

| FUNDS/ACCOUNT VERIFIED |                              |
|------------------------|------------------------------|
| Account:               | <u>250.21210.26SLS.49999</u> |
| Amount:                | <u>\$42,685.36</u>           |
| By: <u><i>CG</i></u>   | Date: <u>9/4/2025</u>        |

MEMORANDUM OF AGREEMENT  
BETWEEN  
THE STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES, DIVISION OF FORESTRY & FIRE  
PROTECTION  
AND  
THE KENAI PENINSULA BOROUGH

**ARTICLE 1: PARTIES**

The parties of this Agreement are the State of Alaska, Department of Natural Resources, (DNR) Division of Forestry & Fire Protection (DOF) and the Kenai Peninsula Borough (KPB).

**ARTICLE 2: AUTHORITY and GENERAL INTENT**

AUTHORITIES: Pursuant to AS 41.17.055(e), the DNR Commissioner can enter into cooperative agreements as specified under that chapter to complete tasks identified in this document. KPB is a “government agency” with which the DNR Commissioner can enter into this cooperative agreement.

The intent of this Agreement is to reduce the potential for escaped debris burns, reduce the intensity of wildfires, and mitigate spread of the spruce beetle through hazard fuels reduction in accordance with the terms of this Agreement.

**ARTICLE 3: PROJECT SCOPE AND RESPONSIBILITIES**

PURPOSE: Kenai Peninsula Borough is tasked with managing and maintaining two public disposal sites. The sites are to accept, at no cost, woody debris removed during small landowner fuels projects (defensible space) undertaken by the landowner, tenant, or other private parties not working for financial gain. Commercial operators will be allowed to utilize the sites for disposal under a KPB permit and fee.

The two sites are located in the census-designated places (CDP) of Cooper Landing, AK and Hope, AK, and will accept the materials in a safe and effective manner. Received wood products will be disposed on-site by chipping, mulching, or burning in accordance with federal, state, and/or local laws and regulations.

**3.A—DOF WILL:**

1. Provide reimbursement of authorized KPB costs of up to the amount specified in Article 4.B—Financial Terms.
2. DOF will reimburse KPB for the relevant portion of wages of KPB personnel, for the time directly performing tasks authorized in Article 4.B—Financial Terms. DOF will reimburse KPB for authorized contractor expenses directly incurred in relation to the fuel treatment projects.

**3.B—KPB WILL:**

1. Obtain and comply with all required federal, state, and local permits and comply with all regulations required to operate woody debris disposal sites, including but not limited to, stormwater regulations, land use regulations, and the State of Alaska regulations on open burning during fire season.
2. Provide two collection sites for KPB residents to drop off woody debris. Providing collection sites includes creation of a disposal area, establishing and maintaining safe perimeters, creating safe access and utilization of the sites for members of the public, limiting the debris disposed by the user to natural woody materials, and final disposal of transformed natural byproducts produced by distribution or burial.
3. Provide monitoring, maintenance, management, and security at the collection locations.
4. Chip, grind, mulch, or burn all woody debris that is received at the disposal locations.
5. Provide payment to employees and contractors if/when used on this project.
6. Develop a system tracking the amount of biomass received, a metric to determine estimated acres treated, estimated number of residents using the disposal site, and update the DOF quarterly.
7. Assist DOF with initial public outreach to inform residents of the project, inform the public of any available firewood, and provide updates for continued public information on the project.
8. Provide the DOF with a timely quarterly and final project report that includes an explanation of expenses, work completed, biomass received, photos/videos taken, and invoices for all reimbursable expenses.
9. Provide DOF with any information, documentation, or other assistance necessary to comply with federal grant requirements.

#### **ARTICLE 4: PROJECT-SPECIFIC TERMS AND CONDITIONS**

##### **4.A—FEDERAL FUNDS**

Funding for this Agreement is provided by the US Forest Service federal Grant 23-DG-11100106-807 and is administered by DOF. This award is federal financial assistance.

Prime and sub-recipients to this award are subject to the OMB guidance in subparts A through F of 2 CFR part 200 as adapted and supplemented by the USDA in 2 CFR Part 400, which are expressly incorporated by reference into this Agreement. Adaption by the USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found.

Electronic copies of the CFRs can be obtained at the following internet site: [www.ecfr.gov](http://www.ecfr.gov). Funding under this Agreement is not available for reimbursement of a receipt single item purchase or a purchase of a single piece of equipment over \$5,000.00.

##### **4.B—FINANCIAL TERMS**

The total Not-To-Exceed (NTE) value of this agreement is \$89,000 minus any funds already spent during the original contract period. Current records show an estimated remaining balance of \$42,685.36. These amounts are approximate; additional expenditures may have occurred. Any

such project expenditures not yet reported at the time of this agreement are ineligible for reimbursement.

DOF will reimburse KPB for up to a total amount NTE **\$89,000.00** U.S.D., which is the total combined sum of both the previous and current agreements, according to the following terms:

1. DOF will reimburse KPB for the wages and related payroll fringe benefits of personnel who chipped, ground, or burned to dispose of the material.
2. DOF will reimburse KPB for the wages and related payroll fringe benefits of personnel to manage and secure the locations.
3. DOF will reimburse KPB for contractor expenses incurred in relation to chipping, grinding, mulching, or burning the woody materials.
4. DOF will reimburse KPB for use of equipment that was used to establish and maintain the collection sites, as well as provide reimbursement for equipment used in final disposal of transformed materials.

#### **4.C—BILLING PROCESS**

1. KPB will submit reimbursement requests via email to **dof.fire.accounting@alaska.gov** as well as the DOF Point of Contact identified. Request should be submitted on KPB letterhead and titled “Reimbursement Request” with the Agreement number and description included.
2. Reimbursement requests will clearly designate the timeframe of the request, the amount(s) requested, the name and complete contact information of the requester, and include complete verification backup information attached linking to the scope of work.
3. DOF may request additional supporting information as necessary to assure claimed costs are appropriately related to the project.
4. KPB has until 30 days after the expiration of this award to submit its final billing and final progress report. Failure to do so may result in delay of payment or nonpayment. DOF will not accept expenditures outside of the period of performance.

#### **4.D—REPORTING**

KPB will provide quarterly reports and a final project report to the DOF. Quarterly reports will include information on estimated acres treated, personnel assigned to the collection site(s), contractors used, photos that help illustrate the quarterly accomplishments, estimated number of public users, along with other pertinent information. DOF may use any photos in other reports and/or social media. A final report is due by **October 31, 2027**.

#### **ARTICLE 5. POINTS OF CONTACT**

All notices and contacts regarding this Agreement must be submitted to individuals listed below as the Points of Contact for this Agreement, unless otherwise specified. Points of Contact may be amended in writing. Reimbursement requests and Agreement-related communications will be directed to the DOF Point of Contact.

DOF Point of Contact:

Ethan DeBauche  
Coastal Region Fuels Specialist  
State of Alaska Division of Forestry and Fire Protection  
101 Airport Rd Palmer, AK 99645  
Ethan.debauche@alaska.gov

KPB Point of Contact:

Aaron Hughes  
Land Management Officer  
Kenai Peninsula Borough  
144 N. Binkley Street Soldotna, AK 99669  
Aaronhughes@kpp.us

**ARTICLE 6: EFFECTIVE DATE AND PERIOD OF AGREEMENT**

This Agreement will be effective upon the date of the final signature required for full execution. The term of this Agreement will be from the effective date until either the expenditure of all funds, delivery of all quarterly reports and final report, and final reimbursement by the DOF, or until **September 30, 2027**, whichever first occurs. The term may be amended upon agreement by all parties.

**ARTICLE 7: CHANGES AND AMENDMENTS**

Changes and/or amendments to this Agreement shall be formalized by written amendment that will outline—in detail—the exact nature of the change, including any changes to funding sources, scope of work, location, etc. Any amendment to this Agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this Agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person shall be interpreted as amending or otherwise affecting the terms of this Agreement. Any party to this Agreement may request that it be amended, whereupon the parties will consult to consider such amendment.

This Agreement includes renewal options, to be exercised solely at the discretion of DOF, and only if federal funding remains available. Renewal periods will not extend past one calendar year. If a renewal option is not exercised by DOF, the Agreement will automatically expire on the expiration date noted in Article 6: Effective Date and Period of Agreement, and does not require notification of such by DOF. All exercised renewal options shall be executed via written amendment to the Agreement.

**ARTICLE 8. TERMINATION**

Either party may terminate this Agreement at any time prior to its expiration date, with or without cause, by giving the other party at least thirty days prior written notice of termination. The party initiating the written notice of termination will not incur any liability or obligation to

the terminated party, other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date. The party receiving the written notice of termination will take immediate steps to stop the accrual of any additional obligations which might require payment. All funds due after termination will be established based on payments issued prior to termination and, as appropriate, a refund or bill will be issued.

#### **ARTICLE 9: DISPUTES, VENUE, & CHOICE OF LAW**

Where possible, disputes will be resolved by informal discussion between the parties, and the parties agree to attempt to avoid formal protracted disputes. Any action arising out of this Agreement will be tried in Alaska Superior Courts of the Third Judicial District at Kenai and the laws of the State of Alaska will govern.

#### **ARTICLE 10. WORKPLACE CONDUCT**

The State of Alaska is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, and parenthood. This includes behavior such as making threats, abusive language, slurs, unwelcome jokes, teasing and other such verbal or physical conduct. Creating a hostile work environment will not be condoned. This includes verbal or physical conduct of a sexual nature, making unwelcome sexual advances or requests for sexual favors, and unreasonably interfering with the work of others.

#### **ARTICLE 11: PARTIES RESPONSIBLE FOR THEIR OWN ACTS**

KPB and the State of Alaska, including but not limited to DNR and/or DOF, each agree that they will be responsible for their own acts, omissions, or other culpable conduct and neither shall be responsible for the actions or inactions of the other. Each party agrees to defend itself individually from claims, demands, or liabilities arising out of any activities authorized by this Agreement or the performance thereof. In any claim arising out of the performance of this Agreement, whether sounding in tort, contract, or otherwise, and whether alleging sole liability, joint liability, vicarious liability, or otherwise, each party shall defend itself but may assert comparative fault, the sole liability of another, or any other defense, affirmative defense, or request for relief.

#### **ARTICLE 12: LEGISLATIVE APPROPRIATIONS**

The State is a government entity, and it is understood and agreed that the State's payments herein provided for may be paid from Alaska State Legislative appropriations; and approval or continuation of an agreement is contingent upon Legislative appropriation. The State reserves the right to terminate the Agreement in whole or part if, in its sole judgment, the Legislature of the State of Alaska fails, neglects, or refuses to appropriate sufficient funds as may be required for the State to continue such payments; or if the Executive Branch mandates any cuts or holdbacks in spending, or if funds are not budgeted or otherwise available. Further, in the event of non-appropriation, the State shall not be liable for any penalty, expense, or liability; or for general, special, incidental, consequential, or other damages resulting therefrom.

#### **ARTICLE 13: FORCE MAJEURE**

The parties to this Agreement are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

#### **ARTICLE 14: LAWS AND REGULATIONS**

Nothing in this Agreement is intended to conflict with federal, state, or local laws or regulations. If there are conflicts, this Agreement will be amended to bring it into conformation with applicable laws and regulations.

#### **ARTICLE 15: EXPENDITURE OF FUNDS**

Nothing in this Agreement shall obligate any party in the expenditure of funds or future payments of money in excess of appropriations authorized by law.

#### **ARTICLE 16: ENTIRE AGREEMENT**

This document is the entire Agreement of the parties, who accept the terms of this Agreement as shown by their signatures below. In the event the parties duly execute any amendment to this Agreement, the terms of such amendment will supersede the terms of this Agreement to the extent of any inconsistency.

#### **ARTICLE 17: SAVINGS CLAUSE**

If any provision of this Agreement is held invalid on any ground by any court of competent jurisdiction, then the invalidated provision will remain in force and effect only to the extent not invalidated and the remainder of this Agreement will not be affected thereby and will remain in full force and effect.

#### **ARTICLE 18: COUNTERPARTS; ELECTRONIC SIGNATURE**

This Agreement may be executed in counterparts and may be executed by way of facsimile or electronic signature in compliance with AS 9.80, each of which when so executed will constitute an original and all of which together will constitute one and the same instrument.

### **Points of Contact**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Coastal Region Fuels Specialist, Division of Forestry - Point of Contact**

\_\_\_\_\_  
Printed Name Date Signature Date

**Aaron Hughes, Land Manger, KPB - Point of Contact**

**KENAI PININSULA BOROUGH**

\_\_\_\_\_  
Printed Name Date Signature Date

**Peter A. Micciche, Borough Mayor**

**ATTEST:**

\_\_\_\_\_  
Printed Name Date Signature Date

**Michele Turner, CMC, Borough Clerk**

(Borough SEAL)

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Printed Name Date Signature Date

**A. Walker Steinhage, Deputy Borough Attorney**

**Division of Forestry and Fire Protection**

\_\_\_\_\_  
Printed Name Date Signature Date

**Deputy Director, Division of Forestry**

\_\_\_\_\_  
Printed Name Date Signature Date

DRAFT

|                |                       |
|----------------|-----------------------|
| Introduced by: | Mayor                 |
| Date:          | 4/02/24               |
| Hearing:       | 4/16/24               |
| Action:        | Enacted               |
| Vote:          | 9 Yes, 0 No, 0 Absent |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2023-19-43**

**AN ORDINANCE ACCEPTING AND APPROPRIATING \$89,000 IN FEDERAL PASS-  
THROUGH GRANT FUNDS FROM THE STATE OF ALASKA FOR WOODY FUEL  
DISPOSAL IN THE COMMUNITIES OF COOPER LANDING AND HOPE AND  
APPROVING ENTERING INTO A MEMORANDUM OF AGREEMENT FOR THE  
ADMINISTRATION OF FUNDS AND OPERATIONS**

**WHEREAS,** the Kenai Peninsula Borough ("KPB") provides woody fuel "slash" disposal sites to the public in the communities of Cooper Landing and Hope by way of material sites administered through the Planning Department Land Management Division; and

**WHEREAS,** the slash disposal sites serve landowners who need to remove hazardous fuels in an effort to promote firewise practices; and

**WHEREAS,** the State of Alaska Department of Natural Resources Division of Forestry and Fire Protection is able to provide resources to support operations of wildland fuel disposal sites through implementation of a US Forest Service grant; and

**WHEREAS,** a memorandum of agreement has been negotiated between the KPB and the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection to provide for grant-funded management of the Hope and Cooper Landing collection sites for woody fuels for an amount not to exceed \$89,000 on a reimbursement basis with no match requirement; and

**WHEREAS,** the funding agreement will enable operational site improvements and debris management for these sites which have been traditionally ad-hoc and under-resourced, but highly important in the forested communities;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**


**SECTION 1.** That the Mayor is hereby authorized to execute a memorandum of agreement similar in form to what is attached with the State of Alaska Department of Natural Resources Division of Forestry and Fire Protection to expend Federal Pass Through Grant funds and to fulfill the intents and purposes of this ordinance.

**SECTION 2.** That the amount of Federal Pass-Through Grant Funds of \$89,000 be appropriated to account 250.21210.25SLS.49999 for woody debris site management in Hope and Cooper Landing under the grant-funded memorandum of agreement.


**SECTION 3.** That the appropriations made in this ordinance are of project length nature and as such do not lapse as the end of any particular fiscal year.

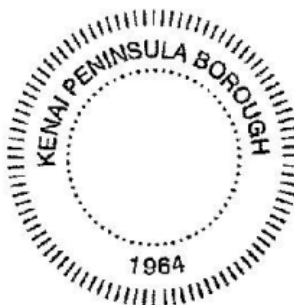
**SECTION 4.** That this ordinance shall take effect immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 16TH DAY OF APRIL, 2024.**

  
Brent Johnson, Assembly President

ATTEST:

  
Michele Turner, CMC, Borough Clerk



Yes: Cooper, Cox, Ecklund, Elam, Hibbert, Ribbens, Tunseth, Tupper, Johnson

No: None

Absent: None

|                |          |
|----------------|----------|
| Introduced by: | Mayor    |
| Date:          | 09/16/25 |
| Hearing:       | 10/14/25 |
| Action:        |          |
| Vote:          |          |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-19-14**

**AN ORDINANCE APPROPRIATING U.S. TREASURY LOCAL  
ASSISTANCE AND TRIBAL CONSISTENCY FUNDS TO SUPPORT THE  
CENTRAL PENINSULA LANDFILL INFRASTRUCTURE CAPITAL  
IMPROVEMENTS**

**WHEREAS,** this ordinance appropriates \$1,700,000 of the U.S. Treasury Local Assistance and Tribal Consistency Funds, established by the American Rescue Plan Act, awarded to the Kenai Peninsula Borough in 2022, to be used for the purpose of the Central Peninsula Landfill Infrastructure Improvements Project with a majority of the funds being used to purchase a new landfill compactor at the Central Peninsula Landfill;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this is a non-code ordinance.

**SECTION 2.** That U.S. Treasury Local Assistance and Tribal Consistency funds in the amount of \$1,250,000 are appropriated to account no. 411.32122.LATC2.49999 for the Central Peninsula Landfill Compactor.

**SECTION 3.** That U.S. Treasury Local Assistance and Tribal Consistency funds in the amount of \$450,000 are appropriated to account no. 411.32122.LATC3.49999 for the Central Peninsula Landfill Bailer Building Capital Infrastructure Project.

**SECTION 4.** That the appropriation made in this ordinance is of project length in nature and as such does not lapse at the end of any particular fiscal year.

**SECTION 5.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 6.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY  
OF \*, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

---

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Solid Waste Department

### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *BT*

**FROM:** Tom Winkler, Special Assistant to the Mayor Facilities and Operations *TW*  
John Hedges, Purchasing & Contracting Director *JH*

**DATE:** September 4, 2025

**RE:** Ordinance 2025-19-14, Appropriating U.S. Treasury Local Assistance and Tribal Consistency Funds to Support the Central Peninsula Landfill Infrastructure Capital Improvements (Mayor)

The Solid Waste Department has identified some key items as documented in the Central Peninsula Landfill (CPL) Master Plan. A core priority identified in that plan was inadequate compaction of the waste at CPL. Currently, CPL operates two landfill compactors both have many working hours with one at the end of its useful life and the other one very close. In order to improve compaction, achieve greater efficiency and reduce cost as a result of equipment breakdown the CPL recommends the purchase of a new landfill compactor in the amount of \$1,250,000.

In December 2024, CPL experienced a catastrophic failure of its recycling baler. The Solid Waste Department is currently in the process of purchasing a used baler from Valley Recycling that will be used primarily for the recycling of cardboard. In addition to the need for improved recycling services, the CPL baler building hasn't been improved or modified since it was constructed in the 1990's. As such the Solid Waste Department recommends appropriating funding for the purpose of removing and demolishing the existing failed baler and engineering design services that will repurpose and better utilize the existing baler building to provide for some recycling and support more efficient waste handling operation. the estimated value for the removal of the old bailer and the development of bid ready design documents is \$450,000.

In October 2022, the Borough was awarded U.S. Treasury Local Assistance and Tribal Consistency Funds ("grant funds"), established by the American Rescue Plan Act. The Borough is a direct grant recipient of \$12 million. Capital expenditures on core facilities and equipment for the government entity are eligible expenditures. The Solid Waste Department recommends appropriation of \$1,700,000 of the grant funds for the Central Peninsula Landfill Infrastructure Improvements project.

Your consideration is appreciated.

| FUNDS/ACCOUNT VERIFIED                |                           |
|---------------------------------------|---------------------------|
| Account: <u>411.32122.LATC2.49999</u> | Amount <u>\$1,250,000</u> |
| Account: <u>411.32122.LATC3.49999</u> | Amount <u>\$450,000</u>   |
| By: <u><i>CW</i></u>                  | Date: <u>9/5/2025</u>     |

|                |          |
|----------------|----------|
| Introduced by: | Baisden  |
| Date:          | 09/16/25 |
| Hearing:       | 10/14/25 |
| Action:        |          |
| Vote:          |          |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-22**

**AN ORDINANCE AUTHORIZING THE SALE OF CERTAIN PARCELS  
WHICH DO NOT SELL IN THE 2025 ONLINE-ONLY AUCTION TO BE  
OFFERED THROUGH AN OVER-THE-COUNTER SALE FOLLOWING  
THE ONLINE-ONLY AUCTION**

**WHEREAS,** Ordinance 2025-10 authorized the sale of certain parcels owned by the Kenai Peninsula Borough via a live public outcry/simulcast auction followed by a secondary online-only auction;

**WHEREAS,** this ordinance will provide for the sale of parcels certain parcels not sold and which did not receive a bid during the secondary online auction to be available, through November 1, 2025, for purchase via an over-the counter sale pursuant to KPB 17.10.090(H) on first come first served basis with the reserve amount, as established by Ordinance 2025-10, for each parcel to provide the fair market value amount;

**WHEREAS,** this ordinance further authorizes a 25% discount during the over-the-counter sale to an eligible veteran, as defined in this ordinance;

**WHEREAS,** the KPB Planning Commission conducted a public hearing at its regularly scheduled meeting on \_\_\_\_\_, and recommended \_\_\_\_\_;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this is a non-code ordinance.

**SECTION 2.** That the parcels listed below and offered for sale during the Kenai Peninsula Borough's secondary online-only auction, in accordance with Ordinance 2025-10, which do not sale and do not receive a bid during the online auction will be offered for sale during an over-the-counter sale period commencing after the conclusion of the only-only auction and ending at close of business on November 1, 2025. The parcels in the over-the-counter sale will be offered for purchase on a first come, first served basis. In accordance with KPB 17.10.090 the reserve amount, as established by Ordinance 2025-10, for each parcel offered for

purchase during the over-the-counter purchase period will be considered fair market value for the parcel.

|          |      |                                                                                                                                                                                                                                                                   |             |          |
|----------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|
| 01713063 | 4.28 | GOVERNMENT LOTS FIVE (5) AND SIX (6) AND $W\frac{1}{2}W\frac{1}{2}NW\frac{1}{4}SW\frac{1}{4}SE\frac{1}{4}$ , SECTION 23, TOWNSHIP 6 NORTH, RANGE 12 WEST, SEWARD MERIDIAN, KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 01713063) | Salamatof   | \$70,000 |
| 01713064 | 1.76 | GOVERNMENT LOT EIGHTEEN (18), SECTION 23, TOWNSHIP 6 NORTH, RANGE 12 WEST, SEWARD MERIDIAN, KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 01713064)                                                                                | Salamatof   | \$33,100 |
| 02543309 | 7.23 | LOT THIRTY-ONE (31), MOOSE POINT SUBDIVISION, ACCORDING TO PLAT NO. 84-65, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 02543309)                                                                                  | Moose Point | \$36,000 |
| 02543311 | 7.40 | LOT THIRTY-FOUR (34), MOOSE POINT SUBDIVISION, ACCORDING TO PLAT NO. 84-65, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 02543311)                                                                                 | Moose Point | \$37,000 |
| 02544718 | 7.40 | LOT TWO HUNDRED FORTY-FIVE (245), MOOSE POINT SUBDIVISION, ACCORDING TO PLAT NO. 84-65, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 02544718)                                                                     | Moose Point | \$37,000 |
| 02545717 | 8.15 | LOT THREE HUNDRED SIXTY-EIGHT (368), MOOSE POINT SUBDIVISION, ACCORDING TO PLAT NO. 84-65, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 02545717)                                                                  | Moose Point | \$39,000 |

**SECTION 3.** That an eligible veteran is entitled to a discount of twenty-five percent (25%) off the purchase price for any parcel in the over-the-counter sale authorized by this ordinance. To be eligible for a discount, a veteran must submit proof that the veteran is: (1) at least eighteen years old; (2) has been a KPB resident for a period of not less than one year immediately preceding the date of sale; and (3) has served in the Alaska Territorial Guard for at least ninety days unless the service was shortened due to a service connected disability or on active duty in the U.S.

Armed forces at least ninety days, unless the tenure was shortened due to a service connected disability or due to receiving an early separation upon return from a tour of duty overseas, and has received an honorable discharge of a general discharge under honorable conditions. An eligible veteran is only entitled to one discount during the over-the-counter sale authorized by this ordinance.

- SECTION 4.** That all parcels will be conveyed by quitclaim deed. Title insurance in the form of a lenders policy of title insurance must be obtained for all KPB-financed sales. All title insurance and closing fees are at the buyer's expense. Title insurance must show the condition of title and no unsatisfied judgments or liens against the buyer at the time of closing, the latter of which shall also be verified by the buyer prior to closing. In the event a title report showing an acceptable condition of title cannot be obtained by seller, then either the buyer or KPB may elect to terminate the purchase agreement, in which case all monies on deposit will be refunded to the buyer. For KPB financed sales, buyers must execute a release authorizing KPB to obtain a credit report on the said buyers.
- SECTION 5.** That KPB will reserve all right, title and interest in and to all unreserved subsurface mineral rights, if any, together with the right to the future extraction of those rights.
- SECTION 6.** That upon successful over-the-counter sale, the buyer must immediately enter into an agreement to acquire the subject parcel and, if the buyer is unable to pay the full purchase price via cash (U.S. Dollars) or cashier's check, then a down payment of 10 percent of the sale price, or \$1,500, whichever is greater, must be deposited with KPB or its designee and the applicable terms and provisions of KPB 17.10.120 and KPB 17.10.130 shall apply, except that KPB shall retain the down payment, up to \$1,000, if the prospective buyer breaches a term of the sale.
- SECTION 7.** That the Assembly authorizes the use of seller financing as a payment option for purchasers for all lands authorized for sale under this ordinance. Terms of the seller financing shall be as defined in KPB 17.10.120.
- SECTION 8.** That the Mayor is authorized to sign any documents necessary to effectuate this ordinance.
- SECTION 9.** That if any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.
- SECTION 10.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \*DAY  
OF \*, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

---

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Assembly

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## MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**FROM:** James Baisden, Assembly Member *grb*

**DATE:** September 4, 2025

**RE:** Ordinance 2025- 22, Authorizing the Sale of Certain Parcels Which Do Not Sell in the 2025 Online-Only Auction to be Offered Through an Over-The-Counter Sale Following the Online-Only Auction (Baisden)

---

This ordinance provides for an over-the-counter sale for all parcels not sold during the secondary online-only 2025 auction. In addition, this ordinance provides a 25% discount during the over-the-counter sale for eligible veterans in recognition of the sacrifice and service of our veterans. It is my hope and intent that the Assembly will codify this discount moving forward.

Your consideration is appreciated.

|                |                       |
|----------------|-----------------------|
| Introduced by: | Mayor                 |
| Date:          | 06/03/25              |
| Hearing:       | 06/17/25              |
| Action:        | Enacted as Amended    |
| Vote:          | 9 Yes, 0 No, 0 Absent |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-10**

**AN ORDINANCE AUTHORIZING THE SALE OF CERTAIN PARCELS  
OWNED BY THE KENAI PENINSULA BOROUGH VIA A LIVE PUBLIC  
OUTCRY/SIMULCAST ONLINE AUCTION FOLLOWED BY A  
SECONDARY ONLINE-ONLY AUCTION**

- WHEREAS,** the Kenai Peninsula Borough (KPB) has title to the parcels listed in Section 1 of this ordinance; and
- WHEREAS,** the parcels have been reviewed by the KPB School District, KPB administrative departments, service areas, affected cities, Advisory Planning Commissions, and the KPB Planning Commission; and
- WHEREAS,** the parcels are surplus to KPB needs; and
- WHEREAS,** the parcels listed in Section 2 of this ordinance were acquired through tax foreclosure and retained for public purposes; and
- WHEREAS,** this ordinance enacts an exception to the requirement under KPB 17.10.090 that KPB-owned lands are classified prior to disposal; and
- WHEREAS,** pursuant to KPB 17.10.080(A) the purposes served through classification is review, plan implementation, and management of KPB-owned land or resources; and
- WHEREAS,** classification is not zoning and classification of land pursuant to KPB 17.10.080, does not run with the land, and does not restrict land use after disposal; therefore, classification for the sole purpose of disposal may only confuse buyers, create unnecessary conflict for neighboring land owners, and does not accomplish the code purposes classification aims to provide;
- WHEREAS,** pursuant to KPB 21.04.010, land outside of municipal zoning districts is deemed as the rural zoning district, whereby regulation of land use shall be unrestricted except as otherwise provided in Title 21; and
- WHEREAS,** the Assembly recently enacted Ordinance 2025-09 to create a Land Affordability Program (LAP) which provides an opportunity for qualifying participants to purchase certain residential properties identified as "LAP Eligible" under an approved sale ordinance; and

**WHEREAS,** the LAP is designed to support residential development and homeownership while maintaining and ensuring a competitive bid process for authorized KPB land sale offerings; and

**WHEREAS,** the parcels listed in Section 4 of this ordinance have been deemed eligible to participate in the LAP; and

**WHEREAS,** the KPB Planning Commission conducted a public hearing at its regularly scheduled meeting of June 9, 2025, and recommended approval by unanimous consent;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this is a non-code ordinance.

**SECTION 2.** That the parcels listed below are authorized for sale at a minimum of the reserve amounts listed.

| Parcel No. | Acres | Legal Description                                                                                                                                                                                                                     | General Location | Reserve Amount |
|------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| 01204014   | 0.19  | LOT FIFTEEN (15), BLOCK NINE (9), AMENDED PLAT BLOCKS 9, 10, AND 11, AURORA HEIGHTS SUBDIVISION, ACCORDING TO PLAT NO. K-1467, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 01204014)  | Nikiski          | \$6,000        |
| 01204017   | 0.21  | LOT EIGHTEEN (18), BLOCK NINE (9), AMENDED PLAT BLOCKS 9, 10, AND 11, AURORA HEIGHTS SUBDIVISION, ACCORDING TO PLAT NO. K-1467, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 01204017) | Nikiski          | \$6,000        |
| 01215004   | 0.29  | LOT FOUR (4), BLOCK ONE (1), T'AIR DEL MAR SUBDIVISION, ACCORDING TO PLAT NO. K-1661, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 01215004)                                           | Nikiski          | \$6,500        |

| <b>Parcel No.</b> | <b>Acres</b> | <b>Legal Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>General Location</b> | <b>Reserve Amount</b> |
|-------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|
| 01215005          | 0.29         | LOT FIVE (5), BLOCK ONE (1), T'AIR DEL MAR SUBDIVISION, ACCORDING TO PLAT NO. K-1661, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 01215005)                                                                                                                                                                                                                                                                                                                                                              | Nikiski                 | \$6,500               |
| 01713003          | 3.87         | LOT FIFTEEN (15), SECTION 23, TOWNSHIP 6 NORTH, RANGE 12 WEST, SEWARD MERIDIAN, STATE OF ALASKA, ACCORDING TO THE SUPPLEMENTAL PLAT ACCEPTED BY THE UNITED STATES, DEPARTMENT OF THE INTERIOR, BUREAU OF LAND MANAGEMENT IN WASHINGTON, D.C., ON MARCH 18, 1953; AND FURTHER DEPICTED ON THE RECORD OF SURVEY, SURVEY OF STATE LAND, DNR FILE NUMBER 58-7, SERIALIZED AS EPF 580007, FILED IN THE KENAI RECORDING DISTRICT ON AUGUST 8, 1969, AS PLAT NO. K-1637, KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 01713003) | Salamatof               | \$95,000              |
| 01713063          | 4.28         | GOVERNMENT LOTS FIVE (5) AND SIX (6) AND $W\frac{1}{2}W\frac{1}{2}NW\frac{1}{4}SW\frac{1}{4}SE\frac{1}{4}$ , SECTION 23, TOWNSHIP 6 NORTH, RANGE 12 WEST, SEWARD MERIDIAN, KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 01713063)                                                                                                                                                                                                                                                                                        | Salamatof               | \$70,000              |
| 01713064          | 1.76         | GOVERNMENT LOT EIGHTEEN (18), SECTION 23, TOWNSHIP 6 NORTH, RANGE 12 WEST, SEWARD MERIDIAN, KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 01713064)                                                                                                                                                                                                                                                                                                                                                                       | Salamatof               | \$33,100              |
| 02543309          | 7.23         | LOT THIRTY-ONE (31), MOOSE POINT SUBDIVISION, ACCORDING TO PLAT NO. 84-65, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 02543309)                                                                                                                                                                                                                                                                                                                                                                         | Moose Point             | \$36,000              |

| <b>Parcel No.</b> | <b>Acres</b> | <b>Legal Description</b>                                                                                                                                                                                | <b>General Location</b> | <b>Reserve Amount</b> |
|-------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|
| 02543311          | 7.40         | LOT THIRTY-FOUR (34), MOOSE POINT SUBDIVISION, ACCORDING TO PLAT NO. 84-65, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 02543311)                       | Moose Point             | \$37,000              |
| 02544718          | 7.40         | LOT TWO HUNDRED FORTY-FIVE (245), MOOSE POINT SUBDIVISION, ACCORDING TO PLAT NO. 84-65, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 02544718)           | Moose Point             | \$37,000              |
| 02545717          | 8.15         | LOT THREE HUNDRED SIXTY-EIGHT (368), MOOSE POINT SUBDIVISION, ACCORDING TO PLAT NO. 84-65, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 02545717)        | Moose Point             | \$39,000              |
| 03503070          | 2.42         | LOT SEVEN (7), DISCOVERY PARK SUBDIVISION, ACCORDING TO PLAT NO. 2010-11, ON FILE IN THE SEWARD RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 03503070)                        | Hope                    | \$140,000             |
| 03503071          | 2.46         | LOT EIGHT (8), DISCOVERY PARK SUBDIVISION, ACCORDING TO PLAT NO. 2010-11, ON FILE IN THE SEWARD RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 03503071)                        | Hope                    | \$140,000             |
| 05503508          | 1.24         | LOT ONE (1), BLOCK TWO (2), WIDGEON WOODS PHASE TWO SUBDIVISION, ACCORDING TO PLAT NO. 2012-32, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 05503508)   | Kalifornsky             | \$55,000              |
| 05503527          | 1.24         | LOT FIVE (5), BLOCK FOUR (4), WIDGEON WOODS PHASE TWO SUBDIVISION, ACCORDING TO PLAT NO. 2012-32, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 05503527) | Kalifornsky             | \$75,000              |

| <b>Parcel No.</b> | <b>Acres</b> | <b>Legal Description</b>                                                                                                                                                                                                                | <b>General Location</b> | <b>Reserve Amount</b> |
|-------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|
| 06301166          | 9.55         | TRACT C, OWL PERCH SUBDIVISION, ACCORDING TO PLAT NO. 2024-92, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 06301166)                                                                 | Sterling                | \$175,000             |
| 06504112          | 0.31         | LOT NINE (9), GATTEN SUBDIVISION, ACCORDING TO PLAT NO. K-995, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 06504112)                                                                 | Sterling                | \$7,700               |
| 06519063          | 3.31         | LOT FOUR (4), BLOCK EIGHT (8), STEPHENKIE ALASKA SUBDIVISION, ALASKA STATE LAND SURVEY 73-146, ACCORDING TO PLAT NO. 79-83, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 06519063)    | Sterling                | \$367,900             |
| 06519070          | 2.68         | LOT ELEVEN (11), BLOCK EIGHT (8), STEPHENKIE ALASKA SUBDIVISION, ALASKA STATE LAND SURVEY 73-146, ACCORDING TO PLAT NO. 79-83, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 06519070) | Sterling                | \$383,500             |
| 06631026          | 1.23         | LOT THREE (3), BLOCK FIVE (5), RIVERBEND RIDGE SUBDIVISION PART FIVE (5), ACCORDING TO PLAT NO. 78-126, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 06631026)                        | Funny River             | \$25,100              |
| 11907106          | 2.02         | LOT THIRTEEN B (13B) OF U.S. SURVEY 3306, ALASKA, ACCORDING TO THE SURVEY PLAT ACCEPTED BY THE UNITED STATES DEPARTMENT OF THE INTERIOR, BUREAU OF LAND MANAGEMENT IN WASHINGTON, D.C. ON JANUARY 24, 1955.<br>(KPB PIN 11907106)       | Cooper Landing          | \$176,000             |

| <b>Parcel No.</b> | <b>Acres</b> | <b>Legal Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>General Location</b> | <b>Reserve Amount</b> |
|-------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|
| 11911019          | 1.62         | LOT TWO B (2B) OF THE DEPENDENT RESURVEY OF U.S. SURVEY NO. 3531, ALASKA, ACCORDING TO THE SURVEY PLAT ACCEPTED BY THE UNITED STATES DEPARTMENT OF THE INTERIOR, BUREAU OF LAND MANAGEMENT IN WASHINGTON, D.C. ON OCTOBER 20, 1970.<br>(KPB PIN 11911019)                                                                                                                                                                                                                                                                                                                                                 | Cooper Landing          | \$119,000             |
| 11915007          | 3.45         | LOT FIFTEEN (15) OF U.S. SURVEY NO. 2688, ALASKA, ACCORDING TO THE SURVEY PLAT ACCEPTED BY THE UNITED STATES DEPARTMENT OF THE INTERIOR, BUREAU OF LAND MANAGEMENT IN WASHINGTON, D.C. ON JULY 7, 1948, IN THE SEWARD RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. LESS AND EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES BY QUITCLAIM DEED FILED ON MAY 13, 2022, WITH A RECORDING SERIAL NO. OF 2022-000476-0, IN THE SEWARD RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 11915007) | Cooper Landing          | \$136,300             |
| 13106031          | 2.54         | LOT SEVEN (7), TWO THE BLUFF SUBDIVISION 2013 ADDITION, ACCORDING TO PLAT NO. 2013-125, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 13106031)                                                                                                                                                                                                                                                                                                                                                                                                          | Kalifornsky             | \$175,000             |
| 13106032          | 2.57         | LOT EIGHT (8), TWO THE BLUFF SUBDIVISION 2013 ADDITION, ACCORDING TO PLAT NO. 2013-125, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 13106032)                                                                                                                                                                                                                                                                                                                                                                                                          | Kalifornsky             | \$175,000             |

| <b>Parcel No.</b> | <b>Acres</b> | <b>Legal Description</b>                                                                                                                                                                                                                                                                | <b>General Location</b>      | <b>Reserve Amount</b> |
|-------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------|
| 13505224          | 1.33         | LOT TWO A (2A), BLOCK ONE (1), CARIBOU ISLAND SUBDIVISION KPB 2020 REPLAT, ACCORDING TO PLAT NO. 2020-9, ON FILE IN THE SEWARD RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 13505224)                                                                         | Caribou Island (Skilak Lake) | \$36,000              |
| 16905103          | 0.51         | LOT THREE (3), COMMON GROUND SUBDIVISION, ACCORDING TO PLAT NO. 2024-15, ON FILE IN THE HOMER RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 16905103)                                                                                                          | Anchor Point                 | \$27,000              |
| 17908010          | 2.50         | GOVERNMENT LOT ELEVEN (11), SECTION 14, TOWNSHIP 6 SOUTH, RANGE 13 WEST, SEWARD MERIDIAN, ALASKA, ACCORDING TO THE SUPPLEMENTAL SURVEY PLAT ACCEPTED BY THE UNITED STATES DEPARTMENT OF THE INTERIOR, BUREAU OF LAND MANAGEMENT IN WASHINGTON, D.C. ON MAY 26, 1952. (KPB PIN 17908010) | City of Homer                | \$125,000             |
| 17908011          | 2.50         | GOVERNMENT LOT TWELVE (12), SECTION 14, TOWNSHIP 6 SOUTH, RANGE 13 WEST, SEWARD MERIDIAN, ALASKA, ACCORDING TO THE SUPPLEMENTAL SURVEY PLAT ACCEPTED BY THE UNITED STATES DEPARTMENT OF THE INTERIOR, BUREAU OF LAND MANAGEMENT IN WASHINGTON, D.C. ON MAY 26, 1952. (KPB PIN 17908011) | City of Homer                | \$125,000             |
| 19326114          | 8.77         | LOT TWO (2), BLOCK SIX (6), MARINERS WALK SUBDIVISION CORRECTED PLAT, ACCORDING TO PLAT NO. 86-75, HOMER RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 19326114)                                                                                               | Bear Cove (Kachemak Bay)     | \$37,000              |

**SECTION 3.** That the parcels listed below were obtained by KPB through prior tax foreclosure actions and retained for a public purpose. In accordance with provisions of AS 29.45.460, the Assembly finds that a public need no longer exists for these parcels. The parcels listed below have been retained by KPB in excess of ten (10) years.

| <b>Parcel No.</b> | <b>Acres</b> | <b>Legal Description</b>                                                                                                                                                                                                               | <b>General Location</b>      | <b>Prior Owner</b>            |
|-------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|
| 01204014          | 0.19         | LOT FIFTEEN (15), BLOCK NINE (9), AMENDED PLAT BLOCKS 9, 10, & 11, AURORA HEIGHTS SUBDIVISION, ACCORDING TO PLAT NO. K-1467, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 01204014)  | NIKISKI                      | WARREN & DOROTHY DAVIS        |
| 01204017          | 0.21         | LOT EIGHTEEN (18), BLOCK NINE (9), AMENDED PLAT BLOCKS 9, 10, & 11, AURORA HEIGHTS SUBDIVISION, ACCORDING TO PLAT NO. K-1467, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 01204017) | Nikiski                      | Elizabeth C. Gnagy            |
| 01215004          | 0.29         | LOT FOUR (4), BLOCK ONE (1), T'AIR DEL MAR SUBDIVISION, ACCORDING TO PLAT NO. K-1661, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 01215004)                                         | Nikiski                      | Willie Austin Cheeks          |
| 01215005          | 0.29         | LOT FIVE (5), BLOCK ONE (1), T'AIR DEL MAR SUBDIVISION, ACCORDING TO PLAT NO. K-1661, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 01215005)                                         | Nikiski                      | Willie Austin Cheeks          |
| 06504112          | 0.31         | LOT NINE (9), GATTEN SUBDIVISION, ACCORDING TO PLAT NO. K-995, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 06504112)                                                                | Sterling                     | Donald L. Harper              |
| 13505224          | 1.33         | LOT TWO A (2A), BLOCK ONE (1), CARIBOU ISLAND SUBDIVISION KPB 2020 REPLAT, ACCORDING TO PLAT NO. 2020-9, ON FILE IN THE SEWARD RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.<br>(KPB PIN 13505224)                     | Caribou Island (Skilak Lake) | Robert Fogle, Virginia Duncan |

**SECTION 4.** That the Assembly makes an exception to KPB 17.10.090 requiring classification prior to disposal. This exception is based on the following findings of facts pursuant to KPB 17.10.230:

1. That special circumstances or conditions exist.
  - a. The parcels to be disposed of are deemed surplus to borough needs, thereby eliminating the need for a borough management plan for those lands.
  - b. KPB 17.10.130(D) requires that land shall be conveyed without deed restrictions.

- c. Local option zoning is available when the borough is marketing subdivision land with a development plan for future land use.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right and is the most practical manner of complying with the intent of this chapter.
  - a. Classification of surplus land to be disposed of would place land use restrictions on land that the borough will not have management responsibility over once conveyed.
  - b. The preservation of a substantial property right is not applicable to this case; the considerations under this ordinance as to the management of the land are substantially similar to classification thereby being a practical manner of complying with the intent of classification.
3. That the granting of the exception will not be detrimental to the public or injurious to other property in the area.
  - a. Classifying land uses for surplus land to be disposed of does not serve a useful purpose in guiding future borough management decisions.

**SECTION 5.** That the parcels listed below are hereby designated as eligible to participate in the Land Affordability Program (LAP) enacted by Ordinance 2025-09.

| <b>Parcel No.</b> | <b>Acres</b> | <b>Legal Description</b>                                                                                                                                                                                      | <b>General Location</b> | <b>LAP Eligible</b> |
|-------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------|
| 05503508          | 1.24         | LOT ONE (1), BLOCK TWO (2), WIDGEON WOODS PHASE TWO SUBDIVISION, ACCORDING TO PLAT No. 2012-32, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 05503508)         | Kalifornsky             | Yes                 |
| 05503527          | 1.24         | LOT FIVE (5), BLOCK FOUR (4), WIDGEON WOODS PHASE TWO SUBDIVISION, ACCORDING TO PLAT No. 2012-32, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 05503527)       | Kalifornsky             | Yes                 |
| 06631026          | 1.23         | LOT THREE (3), BLOCK FIVE (5), RIVERBEND RIDGE SUBDIVISION PART FIVE (5), ACCORDING TO PLAT No. 78-126, ON FILE IN THE KENAI RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 06631026) | Funny River             | Yes                 |

| Parcel No. | Acres | Legal Description                                                                                                                                                                                                                                      | General Location | LAP Eligible |
|------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|
| 11911019   | 1.62  | LOT TWO B (2B) OF THE DEPENDENT RESURVEY OF U.S. SURVEY NO. 3531, ALASKA, ACCORDING TO THE SURVEY PLAT ACCEPTED BY THE UNITED STATES DEPARTMENT OF THE INTERIOR, BUREAU OF LAND MANAGEMENT IN WASHINGTON, D.C. ON OCTOBER 20, 1970. (KPB PIN 11911019) | Cooper Landing   | Yes          |
| 16905103   | 0.51  | LOT THREE (3), COMMON GROUND SUBDIVISION, ACCORDING TO PLAT NO. 2024-15, ON FILE IN THE HOMER RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA. (KPB PIN 16905103)                                                                         | Anchor Point     | Yes          |

**SECTION 6.** That the method of disposal will be by live public outcry/simulcast online auction pursuant to KPB 17.10.100(B) followed by an online-only auction. The date of the live auction will be August 9, 2025. The auction will be held at Soldotna High School or other such advertised location. A secondary online-only auction will be conducted for those parcels not sold as part of the live auction. The secondary online-only auction is to run a minimum of two weeks beginning not later than October 9, 2025.

**SECTION 7.** That the Mayor is hereby authorized to remove any or all of the proposed land sale offerings for any reason, including real estate market conditions, at any time prior to the date of the live auction and/or the secondary online-only auction.

**SECTION 8.** That in the event the administration is unable to proceed with the live auction on the designated date, the administration will reschedule the live auction and subsequent secondary online-only auction not later than 90 days from the date designated in this ordinance. In the event the dates designated in Section 5 are cancelled and an alternative date is rescheduled, then such sale date and location will be re-advertised for at least 30 days prior to the sale, consistent with the original advertisement.

**SECTION 9.** That all parcels will be conveyed by quitclaim deed. Title insurance in the form of a lenders policy of title insurance must be obtained for all KPB-financed sales. All title insurance and closing fees are at the buyer's expense. Title insurance must show the condition of title and no unsatisfied judgments or liens against the buyer at the time of closing, the latter of which shall also be verified by the buyer prior to closing. In the event a title report showing an acceptable condition of title cannot be obtained by seller, then either the buyer or KPB may elect to terminate the purchase agreement, in which case all monies on deposit will be refunded to

the buyer. For KPB financed sales, buyers must execute a release authorizing KPB to obtain a credit report on the said buyers.

**SECTION 10.** That KPB will reserve all right, title and interest in and to all unreserved subsurface mineral rights, if any, together with the right to the future extraction of those rights.

**SECTION 11.** That upon successful sale at auction, the buyer/bidder will enter into an agreement to acquire subject parcel. A down payment of 10 percent of the sale price, or \$1,500.00, whichever is greater, shall be deposited with KPB or its designee and the applicable terms and provisions of KPB 17.10.120 and KPB 17.10.130 shall apply, except that KPB shall retain the down payment, up to \$1,000, if the prospective buyer breaches a term of the sale.

**SECTION 12.** That auction records will contain first and second position bid amounts for each property. In the event the first position bidder is unable to perform, the property will be offered for sale to the second position bidder for the amount of the second position bid, provided that the second position bid amount is in excess of the established reserve.

**SECTION 13.** That the Assembly authorizes the use of seller financing as a payment option for purchasers for all lands authorized for sale under this ordinance. Terms of the seller financing shall be as defined in KPB 17.10.120.

**SECTION 14.** That the Mayor is authorized to sign any documents necessary to effectuate this ordinance.

**SECTION 15.** That if any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.

**SECTION 16.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 17TH DAY OF JUNE, 2025.**



Peter Ribbens, Assembly President

ATTEST:



Michele Turner, CMC, Borough Clerk



Yes: Baisden, Cox, Cooper, Ecklund, Dunne, Johnson, Morton, Tunseth, Ribbens  
No: None  
Absent: None

|                |                         |
|----------------|-------------------------|
| Introduced by: | Mayor, Ribbens, Tunseth |
| Date:          | 05/06/25                |
| Hearing:       | 05/20/25                |
| Action:        | Enacted                 |
| Vote:          | 8 Yes, 0 No, 1 Absent   |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-09**

**AN ORDINANCE AUTHORIZING AND APPROVING THE LAND  
AFFORDABILITY PROGRAM**

**WHEREAS,** the Kenai Peninsula Borough (KPB) recognizes the need to promote affordable land purchase and residential housing development opportunities for residents; and

**WHEREAS,** this ordinance authorizes and approves a Land Affordability Program (LAP) to provide an opportunity for qualifying participants to purchase certain residential properties identified as "LAP Eligible" under an approved sale ordinance; and

**WHEREAS,** the LAP is designed to support residential development and homeownership while maintaining and ensuring a competitive bid process for authorized KPB land sale offerings; and

**WHEREAS,** high-value (a reserve price equal to or greater than \$120,000), tax foreclosure, and recreational properties will not be considered "LAP Eligible" properties under this program; and

**WHEREAS,** it is in the best interests of the KPB to establish a program that provides residents additional opportunity to become land owners and develop KPB sold lands for residential purposes, while mitigating speculative land purchases and maintaining a competitive bid process;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** Classification. This is a non-code ordinance.

**SECTION 2.** Definitions. For the purposes of this ordinance, unless the context otherwise requires, the following definitions apply:

- (a) "Affidavit of occupancy" means an executed affidavit validly executed by the LAP participant affirming that the LAP property is occupied as a primary residence.
- (b) "Alaskan residency" means a person who establishes residency in the state by being physically present in the state for no less than the preceding 30

consecutive days with the intent to remain in the state indefinitely and to make a home in the state.

- (c) "High-value" means a set reserve amount equal to or greater than \$120,000.
- (d) "Domiciled in the KPB" means physical presence and residence in the KPB along with an intent to remain permanently.
- (e) "LAP participant" means the initial buyer of a KPB designated "LAP property".
- (f) "Permanent foundation" means a foundation constructed of durable materials such as concrete, treated wood, steel piles, or mortared masonry and is site-built.
- (g) "Property Class Code 110" means a residential single unit dwelling.
- (h) "Property Class Code 112" means a residential 2-4 unit dwelling.
- (i) "Recreational Properties" means any property not legally accessed by a dedicated and developed road right-of-way.
- (j) "Tax Foreclosure" means any property disposed as part of a tax foreclosure action.

### **SECTION 3. Purpose and eligibility**

- (a) The established purpose for the KPB's Land Affordability Program (LAP) is to support additional opportunities for KPB residents to obtain affordable residential property, and to encourage residential property development.
- (b) The LAP will apply only to KPB-selected residential properties specifically identified and authorized for the program under an approved sale ordinance. Such properties must be clearly identified as "LAP Eligible".
- (c) The "LAP Eligible" properties will be consistent with residential parcels. High-value, tax foreclosure, or recreational properties will not be considered "LAP Eligible".

### **SECTION 4. LAP Parameters, Qualifications, and Restrictions.**

- (a) An LAP property must be improved with a permanent foundation and a Property Class Code 110 or 112, as determined by the KPB Assessing Department. An acceptable alternative to the foregoing is an owner provided professional appraisal showing that the property is a habitable residential dwelling qualifying for conventional financing.
- (b) An LAP participant must demonstrate Alaska residency and be domiciled in the KPB upon the LAP property closing date. An individual who intends to immediately establish Alaska residency and be domiciled in the KPB may qualify as an LAP participant by providing:

- (1) a properly executed affidavit affirming: (a) that the individual will be a permanent resident of the KPB by the closing date; (b) that the individual intends to develop the property; and (c) that upon completion of construction, the property will be occupied as a primary residence; and
  - (2) a Alaska driver's license showing a an address within the KPB; or
  - (3) a statement of employment from a sales tax compliant employer within the KPB stating that the LAP participant is employed within the KPB.
- (c) An LAP participant must prequalify prior to the sale through a process administered by the KPB.
  - (d) A property subject to an LAP Lien may not be subdivided without first satisfying all LAP requirements and release of the LAP lien.
  - (e) An LAP participant may not assign their approved interest in the program.
  - (f) An LAP participant may not have more than one LAP property with an active LAP lien against it.

**SECTION 5. Financial terms, requirements, and lien**

- (a) LAP properties may be financed through the KPB at an authorized rate and term. KPB financing is not a requirement of the program.
- (b) Financing and LAP lien documents must include recapture provisions and be secured through the recording of a deed of trust and or LAP lien.
- (c) Qualified buyers will be eligible, subject to the terms of the LAP program including recapture and development provisions, to receive a 25% discount off the winning bid amount at the time of sale if they choose to participate in the LAP.
- (d) Qualified buyers will be responsible to pay 75% of the winning bid amount over the term of the agreement ("LAP Amount").
- (e) A down payment of 10% of the LAP Amount is required, with the remaining 90% of the LAP Amount eligible for KPB financing.
- (f) Financing documents must identify the total winning bid amount, down payment, and recapture provisions.
- (g) LAP participants who do not satisfy the LAP terms will be subject to Section 6 and Section 7, below.

**SECTION 6. LAP Satisfaction, Lien, Release, Assignment, and Foreclosure:**

- (a) If KPB tax records indicate construction of a structure on a permanent foundation with Property Class Codes 110 or 112, as determined by the Assessing Department, on the property and the LAP participant has provided the affidavit of occupancy, the LAP requirements and lien will be deemed satisfied. Alternatively, a professional appraisal establishing that a habitable residential dwelling on a permanent foundation is complete in a manner necessary to qualify for conventional financing will satisfy the residential construction verification requirement in this subsection.
- (b) As a condition of the program, the KPB will require a Deed of Trust (LAP lien) be filed against the subject property as formal notice of the recapture terms, provisions and conditions of the LAP.
- (c) Should the Buyer utilize the seller financing option made available to participants of the sale, the LAP lien will be filed in a second position to the purchase money lien.
- (d) If Buyer elects to pay cash at the time of closing, only the LAP lien will be recorded as part of closing. No monthly payment obligations will result from the LAP.
- (e) The LAP lien may be released at any time without satisfying the LAP terms upon payment of the full recapture amount: 25% of the initial winning bid amount plus 50% of the current sales price, or appraised value, whichever is greater, less the initial bid amount. Upon request, consideration will be given for improvements made to the property with valuations of improvements determined by KPB assessor or as identified in a third-party appraisal.
- (f) Upon confirmation all terms of the LAP have been satisfied, the LAP recapture will be waived and LAP lien released.
- (g) No assignment of the LAP lien will be allowed.
- (h) If the property is sold or ownership is transferred without addressing the provisions of LAP lien, the lien will immediately be due and payable. The KPB reserves the right to foreclose any LAP lien that is not satisfied within 90 days of being due and payable.
- (i) The LAP lien shall run with the property until LAP terms have been satisfied, the LAP recapture has been paid in full, or 30 years.

## **SECTION 7. Recapture provisions**

- (a) Upon resale of LAP property:
  - (1) If KPB determines that Section 6(a), above, is complied with then the recapture amount of the LAP lien will be waived and KPB will release the LAP lien.

- (2) If KPB determines that Section 6(a), above, is not complied with, then the LAP recapture amount will be 25% of the winning bid amount plus 50% of the current sales price, less the initial bid amount, or appraised value whichever is greater. The LAP recapture amount must be paid in full to satisfy the LAP lien. Upon request, consideration will be given for improvements made to the property with the valuations for the improvements determined by the KPB Assessor, or as identified in a third-party appraisal provided by the owner, in a form approved by the KPB.
- (b) Upon conventional refinance, construction loan, payoff, or completion of loan term without qualified use:
  - (1) If KPB determines that Section 6(a), above, is complied with then, the LAP requirements will be deemed satisfied and the recapture amount of the LAP lien will be waived and KPB will release the LAP lien.
  - (2) If KPB determines that Section 6(a), above, is not complied with, then, the LAP recapture amount will be 25% of the winning bid amount plus 50% of the current appraised value, less the initial bid amount. The LAP recapture amount must be paid in full to satisfy the LAP lien. Upon request, consideration will be given for improvements made to the property with the valuations for the improvements determined by the KPB Assessor, or as identified in a third-party appraisal provided by the owner, in a form approved by the KPB.
  - (3) With full payoff of KPB financing (if any), the LAP lien may be subordinate to the new construction loan upon review of the final settlement statement and approval from the Finance Director. The LAP lien will continue to be active until such time as the LAP requirements have been satisfied or the LAP terms expire.

#### **SECTION 8. Implementation and Enforcement.**

- (a) The KPB Administration will be responsible for overseeing program administration, ensuring compliance with financing and recapture provisions, and maintaining proper financial records.
- (b) The Mayor, or designee, may adopt administrative policies as necessary to implement the LAP effectively.
- (c) The KPB may take legal action to recover unpaid recapture amounts in accordance with this ordinance.
- (d) The KPB may, at its sole discretion, accept a “Deed in lieu of Foreclosure” from a property owner that is no longer willing or able to participate in the program.

**SECTION 9.** Severability. If any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.

**SECTION 10.** Effective Date. This ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 20TH DAY OF MAY, 2025.**

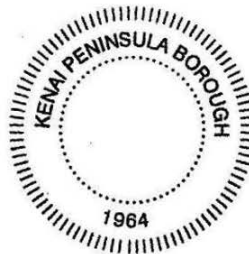


Peter Ribbens, Assembly President

ATTEST:



Michele Turner, CMC, Borough Clerk



Yes: Cox, Cooper, Ecklund, Dunne, Johnson, Morton, Tunseth, Ribbens

No: None

Absent: Baisden

Introduced by: Ribbens  
Date: 09/16/25  
Hearing: 10/14/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-23**

**AN ORDINANCE AMENDING BOROUGH CODE, KPB 22.30.110,  
REGARDING ASSEMBLY COMPENSATION TO TAKE EFFECT IN  
FISCAL YEAR 2027**

**WHEREAS**, Ordinance 2000-42, enacted October 10, 2000, increased the monthly allowance for assembly members to \$400 and the allowance for the assembly president to \$500; and

**WHEREAS**, twenty-five years later another slight increase is appropriate to recognize the time and efforts Assembly members put into service and to hopefully provide better incentive for a diverse candidate pool to run for Assembly seats;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this ordinance amends KPB Code and will be codified.

**SECTION 2.** That KPB 22.30.110 is hereby amended as follows:

**22.30.110. Compensation—Allowances—Benefits—Waiver.**

A. Assembly members shall receive a monthly allowance of \$[400]550.00 per month, except the assembly president, who shall receive an allowance in the amount of \$[500]650.00 per month.

[B. *RESERVED*.]

[C]B. Assembly members shall be provided with health and life insurance benefits on the same level and basis as provided for borough department heads.

[D]C. An Internet access allowance of \$25.00 per month is hereby authorized for each assembly member.

[E]D. An assembly member may elect to forego any allowance, benefit or reimbursement for expenses upon notice to the clerk, except that an assembly member may only elect to enroll in, forego or modify health insurance coverage upon hire, during the annual open enrollment period for the following calendar year's coverage or as the result of a qualifying life event or family status change as allowed under applicable law.

**SECTION 3.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 4.** That this ordinance shall be effective on July 1, 2026.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Assembly

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## MEMORANDUM

**TO:** Members, KPB Assembly

**FROM:** Peter Ribbens, Assembly President *PR*

**DATE:** September 5, 2025

**RE:** Resolution 2025- 23\_\_, Amending Borough Code, KPB 22.30.110, Regarding Assembly Compensation to Take Effect in Fiscal Year 2027 (Ribbens)

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A lot of time and energy go into adequately preparing for and attending biweekly Assembly meetings. In addition to reading the meeting packets and educating ourselves on the issues, Assembly members spend a lot of time discussing issues with constituents and attending service area board meetings, APC meetings, community meetings and other events as part of our service on the Assembly. This ordinance proposes a slight increase to the current monthly compensation figures, which have not been increased since 2000. The intent is to provide some incentive to serve. It is hard for individuals with full-time jobs to serve. This ordinance will not completely solve that problem but it's a step in the right direction.

The effective date for this ordinance is July 1, 2026 – this effective date is proposed because it will allow for proper budgeting for this increase going into FY27 and not require an off-budget appropriation ordinance.

Your consideration is appreciated.

Introduced by: Scalzi & Brown  
Date: 09/12/00  
Hearings: 09/26/00 & 10/10/00  
Action: Postponed until 10/10/00  
Action: Enacted  
Date: 10/10/00  
Vote: 7 Yes, 2 No

**KENAI PENINSULA BOROUGH  
ORDINANCE 2000-42**

**AN ORDINANCE AMENDING KPB 22.30.110(A) INCREASING THE MONTHLY  
ALLOWANCE FOR ASSEMBLY MEMBERS**

**WHEREAS,** the borough code currently provides that assembly members receive a monthly allowance of \$200, and the assembly president receives a monthly allowance of \$300; and

**WHEREAS,** although life and health insurance benefits were added in 1985, and the auto allowance was added in 1982, the basic monthly compensation for assembly members has not changed since the enactment of Ordinance 78-73 in January 1979, over 21 years ago; and

**WHEREAS,** the assembly appropriated sufficient funds in the fiscal year 2001 budget to provide for an increase in the monthly allowance paid to assembly members;

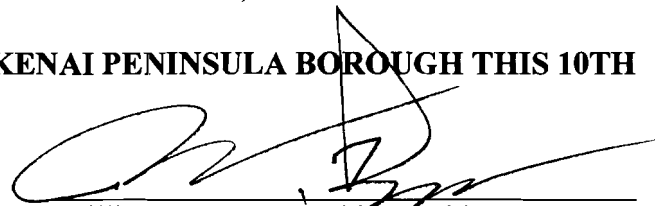
**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI  
PENINSULA BOROUGH:**

**SECTION 1.** That KPB 22.30.110(A) shall be amended to read as follows:

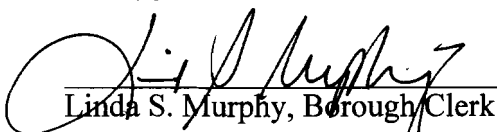
- A. Assembly members shall receive a monthly allowance of ~~[\$200.00]~~ \$400.00 per month, except the assembly president, who shall receive an allowance in the amount of ~~[\$300.00]~~ \$500.00 per month.

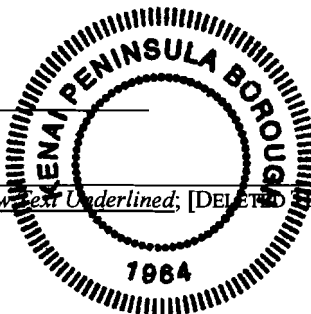
**SECTION 2.** That this ordinance shall take effect on November 1, 2000.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 10TH  
DAY OF OCTOBER, 2000.**

  
William Popp, Assembly President

ATTEST:

  
Linda S. Murphy, Borough Clerk




Kenai Peninsula Borough  
Office of the Borough Clerk

---

MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**FROM:** Michele Turner, Borough Clerk 

**DATE:** September 16, 2025

**RE:** Approval of the Precinct Boards, Canvass Board and Absentee Voting  
Officials for the October 7, 2025 Regular Municipal Election

---

Per KPB 4.50.010, at least three election judges must be appointed by the Clerk and confirmed by the Assembly. On Election Day, the workday for judges begins before the polls open at 7:00 a.m. and extends well beyond the polls closing at 8:00 p.m. Because this results in a 13–15 hour day, some precincts have scheduled judges in shifts rather than all workers serving the entire day.

| PRECINCT NAME | NAME OF ELECTION WORKER                                                                                                                                                                       |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Anchor Point  | Roberta (Bobby) Ness<br>Mary Perry<br>Carol Slavik<br>Eva Stovall<br>Maureen Tracy                                                                                                            |
| Bear Creek    | Cindy Clock<br>Stephanie Cronin<br>Mary Huss<br>Lori Landstrom<br>Marjorie McEldowney<br>Nicola Murawsky<br>Phyllis Shoemaker<br>Jeanette Nienaber<br>Catherine “Katy” Turnbull<br>Judy Rough |
| Central       | Tucker Blough<br>Candace Gilbertson<br>Janet Morrison<br>Cynthia “Cindy” Newby<br>Johnny Riggins                                                                                              |

| PRECINCT NAME     | NAME OF ELECTION WORKER                                                                                                                                                                                                                          |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Diamond Ridge     | Colleen “Kelly” Behen<br>Shari Daugherty<br>Therese Lewandowski<br>Leslie Lord-Coffing<br>Colleen Powers<br>Rhoda Roedl                                                                                                                          |
| Funny River No. 1 | Phyllis Cousins<br>Bonnie Meinzingen<br>Marcia Morgan<br>Sandra Sandoval<br>Mary Youngman                                                                                                                                                        |
| Funny River No. 2 | Emma Snyder<br>Karen Hatfield<br>Madison Snyder<br>Deloma Watkins<br>Farrah Collver                                                                                                                                                              |
| Homer No. 1       | Claire Almond<br>Christine Anderson<br>Vicki Berney<br>Pamela Brodie<br>Beverly Cronen<br>Lorena “Lori” Evans<br>Derotha Ferraro<br>Charlie Franz<br>Margaret Heneghan<br>Nancy Lord<br>Susie Myhill<br>Carly Nienaber<br>Elizabeth “Liz” Niznik |
| Homer No. 2       | Cynthia Barker<br>Tressa Hidden Friend<br>Joan Smith<br>Kent Smith<br>Julie Nolan                                                                                                                                                                |

| PRECINCT NAME          | NAME OF ELECTION WORKER                                                                                  |
|------------------------|----------------------------------------------------------------------------------------------------------|
| Kachemak / Fritz Creek | Tommy J. Early<br>Shirley Forquer<br>Karen McRae<br>Bob Neubauer<br>Daniel Delano                        |
| Kasilof                | Terrell Brewer<br>Ann Fraser<br>Kay Gardner<br>Gail Knobf<br>Jerri Williams<br>Renee Wood                |
| K-Beach                | Carol Louthan<br>Morgan Nelson<br>Deanne Pearson<br>Bridgette Winters                                    |
| Kenai No. 1            | Carol Freas<br>Kit Hill<br>Paul Klaben<br>Suzanne Klaben<br>Joan Seaman<br>Gwen Woodard                  |
| Kenai No. 2            | Karen Monell<br>Carolyn Potter<br>Jennifer Ticknor<br>Barbara Waters                                     |
| Kenai No. 3            | Sharon "Sheree" Efta<br>Michael Efta<br>Jennie Hammond<br>Raleigh VanNatta<br>Teresa Danielson Mannhardt |
| Mackey Lake            | Angela Anderson<br>Teressa Minnich<br>Sheryl Nelson<br>Robert Nelson<br>Stephanie Snyder                 |

| PRECINCT NAME         | NAME OF ELECTION WORKER                                                                                                                                        |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nikiski               | Jeanette Diamond<br>Leslie Hamman<br>Virginia Jorgensen<br>Pam Nelson<br>Nancy Wheeler                                                                         |
| Ninilchik             | Kimberly Delgado<br>Sherry Pinckley<br>Steven Russell<br>Madeline Thompson<br>Patricia Wheeler<br>Steve Vanek                                                  |
| Salamatof             | Nicole Darwin<br>Jeff Reitter<br>Cindy Slaughter<br>Nancy Whiting<br>Jean Taylor                                                                               |
| Seward / Lowell Point | Susan "Sue" Faust<br>Mark Kansteiner<br>Kristi Larson<br>Patricia "Patty" Linville<br>Mike Mahmood<br>Sharyl Seese<br>Mark Dalpes<br>Peter Frank<br>Susan Wood |
| Soldotna              | Candice "Candi" Goldstein<br>Kari Hudson<br>Lauri Kapp<br>Linda "Lin" Kennedy<br>Bridget "Lonny" Piscoya<br>Gloria Sweeney<br>Lana Syverson                    |
| Sterling No. 1        | Barbara "Barb" Blakeley<br>Denise Hall<br>Marnie Olcott<br>Grace Merkes<br>Linda Winkler                                                                       |

| PRECINCT NAME                                                           | NAME OF ELECTION WORKER                                                                                                                                          |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sterling No. 2                                                          | Christi Wells<br>Ryan Tunseth<br>Patricia Bouton<br>Jacki Walgenbach<br>Ashley Weissenfluh                                                                       |
| Absentee Voting Officials (Two-Weeks Prior to Election & Election Day): |                                                                                                                                                                  |
| Homer City Hall                                                         | Pamela Brodie<br>Kate Finn<br>Nancy Lord<br>T. Danaan Smith<br>Vicki Berney<br>Beth Bowe<br>Susie Myhill<br>Julie Nolan<br>Stephanie Silianoff<br>Colleen Powers |
| Kenai City Hall                                                         | Carol Freas<br>Andrea Martino<br>Bob Molloy<br>Joan Seaman                                                                                                       |
| Kenai Peninsula Borough                                                 | Barbara Belluomini<br>Pauline Mills<br>Alyson Stogsdill<br>Katharine "Katie" Tongue<br>Trena Richardson                                                          |
| Seldovia City Hall<br>Seldovia Library (Election Day)                   | Liz Diament (City Clerk)<br>Cynthia Mom                                                                                                                          |
| Seward City Hall                                                        | Kristi Larson                                                                                                                                                    |
| Canvass Board                                                           | Teri Birchfield<br>Linda Cusack<br>Pauline Mills<br>Joanna Rodgers<br>Janet St. Clair<br>Debra "Sue" Stein                                                       |

| PRECINCT NAME              | NAME OF ELECTION WORKER                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Logic and Accuracy Testing | Linda Cusack<br>Katharine "Katie" Tongue<br>Pauline Mills<br>Barbara Belluomini<br>Alyson Stogsdill<br>Joanne Rodgers<br>Charlissa Magen |
| Election Review Board      | Michele Turner (Borough Clerk)<br>Sue Ellen Essert (Deputy Borough Clerk)<br>Teri Birchfield<br>Linda Cusack                             |


KPB 4.50.010 further provides that the clerk may appoint workers where they are needed to relieve the election judges of any undue hardship and may also appoint a replacement if any appointed election official is not able to serve on Election Day.

Kenai Peninsula Borough  
Office of the Borough Mayor

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**MEMORANDUM**

**TO:** Peter Ribbens, Assembly President  
Members of the Borough Assembly

**FROM:** Peter A. Micciche, Borough Mayor 

**DATE:** September 3, 2025


**RE:** Appointments to Advisory Planning Commissions

---

In accordance with KPB 21.02.060, the applicants listed below have been verified as residents within the boundaries to be represented, as well as registered voters within the precincts covered by the commission boundaries.

I hereby submit my recommendations for confirmation by the Assembly.

**COOPER LANDING ADVISORY PLANNING COMMISSION**

|                   |                                                                                          |                         |
|-------------------|------------------------------------------------------------------------------------------|-------------------------|
| Phillip J. Miller | Seat A                                                                                   | Term Expires 09/30/2028 |
| Chris Degernes    | Seat B                                                                                   | Term Expires 09/30/2028 |
| David W. Nees     | Seat  | Term Expires 09/30/2028 |

**HOPE/SUNRISE ADVISORY PLANNING COMMISSION**

|                  |        |                         |
|------------------|--------|-------------------------|
| Gregory Sorensen | Seat C | Term Expires 09/30/2028 |
|------------------|--------|-------------------------|

Thank you for your consideration.

# Kenai Peninsula Borough

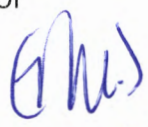
## Office of the Borough Clerk


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### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** Robert Ruffner, Planning Director

**THRU:** Michele Turner, Borough Clerk 

**FROM:** Sue Ellen Essert, Deputy Borough Clerk 

**DATE:** August 29, 2025

**RE:** Advisory Planning Commission Applications for Appointment

---

The notice of vacancy for the Advisory Planning Commission Seats was advertised on July 28, 2025. The application period closed on August 27, 2025.

In accordance with KPB 21.02.060, the following applicants have been verified as a resident within the advisory commission boundary in which they are applying, and are a registered voter within the precinct covered by the commission boundaries.

#### COOPER LANDING ADVISORY PLANNING COMMISSION

|               |                   |
|---------------|-------------------|
| Seat A        | Janette Cadieux   |
| Seat B        | Chris Degernes    |
| Seat G        | David W. Nees     |
| Any Open Seat | Phillip J. Miller |

#### HOPE/SUNRISE ADVISORY PLANNING COMMISSION

|        |                  |
|--------|------------------|
| Seat C | Gregory Sorenson |
| Seat D |                  |

Thank you.

# Kenai Peninsula Borough

## Planning Department

**Advisory Planning Commission Application Submitted 2025-08-25 11:05:12**

**APC/Seat: Cooper Landing, Any Open Seat (Term Expires 09/30/2028)**

|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b><br>Phillip J Miller                                                                     | <b>Mobile Phone</b><br>9073943040                                                                                                                                                                                                                                                                                                                   |
| <b>Home Phone</b>                                                                                   | <b>Work Phone</b>                                                                                                                                                                                                                                                                                                                                   |
| <b>Email</b><br>pjmillerak@gmail.com                                                                | <b>Date of Birth</b><br>[REDACTED]                                                                                                                                                                                                                                                                                                                  |
| <b>SSN</b>                                                                                          | <b>Voter #</b>                                                                                                                                                                                                                                                                                                                                      |
| <b>Residence Address</b><br>19233 Sterling Hwy Cooper Landing, AK 99572                             | <b>Mailing Address</b><br>PO Bx 727 Cooper Landing, AK 99572                                                                                                                                                                                                                                                                                        |
| <b>How long have you lived in the area served by this Advisory Planning Commission?</b><br>23 Years | <b>What knowledge, experience, or expertise will you bring to this board?</b><br>Knowledge of local, state and national codes for buildings and site development. Ability to research and comprehend policy, regulations, ordinances as pertaining to land use.<br>Ability to work with individuals from diverse backgrounds for positive outcomes. |

Phillip J Miller  
P.O. Box 727  
Cooper Landing, AK 99572  
[pjmillerak@gmail.com](mailto:pjmillerak@gmail.com)  
907-394-3040 Voice and Text

Kenai Peninsula Borough  
Borough Clerk: Michele Turner

RE: Cooper Landing Advisory Planning Commission

Greetings Clerk Turner,

I have been a property owner in Cooper Landing since 2000 and a full time resident since 2003.

Interest in serving on the Cooper Landing Advisory Planning Commission has been submitted through the online portal. Attached is a copy of my most recent of my professional experience resume.

Regards,

Phillip J. Miller

A handwritten signature in dark ink, appearing to read 'Phillip J. Miller', with a long horizontal flourish extending to the right.

**Phillip J Miller**  
**P.O. Box 727**  
**Cooper Landing, AK 99572**  
**pjmillerak@gmail.com**  
**907-394-3040 (Voice and Text)**

## **Professional Experience:**

**University of Alaska Anchorage (UAA) June 1991 to May 2019**

**Construction Manager - Maintenance and Operations – Kenai Peninsula College**  
November 2003 to May 2019.

Daily planning, assigning and directing a staff of 6 to 10 in the operation and maintenance of facilities. Select, manage, and direct outside vendors and contractors providing facilities support services.

Represent UAA/KPC on \$50 million capital construction projects. Initial planning, design and work scoping, development of project approvals and budget acquisition. Participate in the selection of design teams. Work closely with design teams to insure campus needs and UAA standards were used in the development of project plans and specifications. Participate in pre-bid process reviewing site and existing conditions with prospective contractors. Coordinate contractor activities to reduce on campus conflicts. Initiate, direct, track and respond to varying construction documents. Review delivered products and work in progress on construction projects, insuring compliance with plans and specifications. Work with design team and contractors on request for information to address questions and problems in the construction process. Review schedule progress with the contractor weekly, Review schedule progress no less than monthly with contractor and the design team. Review schedule of values and approve or modify progress billings for payment. Review noted deficiencies from design team inspections with the contractor. Develop and review owners deficiencies list prior to final acceptance of the contracted work.

Work independently and in teams to develop and deliver projects on time and within the established budgets.

**Associate Director of Facilities Maintenance - University of Alaska Anchorage, August 2002 to November 2003**

Development of technical specifications for specific maintenance contracts. Work closely with the procurement department in solicitation of bids for contractual services. Contract administrator for maintenance contractors on the Anchorage Campus. Contractors include Elevators, Building Automation, Fire System Inspections, and other outside contractors as necessary, insure compliance to specifications and approval of payment upon completion of work. Represent UAA Facilities Maintenance with building managers, departments, committees, and construction design teams. Safety Manager for Facilities Maintenance.

**Electrical Mechanical Supervisor - University of Alaska Anchorage, July 1999 to August 2002**  
Directly Supervise 7 Electricians, 4 HVAC Technicians, and 3 plumbers in the daily maintenance, operation and repair of the University of Alaska Anchorage Campus. Responsibilities included full personnel, planning and scheduling of all types of maintenance heating, electrical, plumbing, fire alarm, elevators, housing maintenance contract.

**HVAC Technician** - University of Alaska Anchorage, June 1991 to July 1999

Perform preventative maintenance on boilers, air handlers, and control systems. Respond and implement solutions to temperature comfort concerns from building users. Respond to after hour calls for emergency service. Recommend and implement upgrades to the building automation system.

## **Notable Projects**

**UA Kenai Fire Training Site (MAPTS):** Contaminated Soil and Water Hydrocarbon and PFOA and PFOS, DEC Hazard ID # 454. Approximately 11,000 cubic yards and hydrocarbon contaminated soil land farmed and tilled 2009 thru 2013. PFOA and PFOA contamination confirmed in 2013 and is ongoing.

**Kenai Peninsula College, Student Housing:** \$18 million, 102 bed student housing facility, from conception through completion including art and furniture. Site was a former gravel source site that was redeveloped to include a campus wide storm and waste water collection systems.

**Kenai Peninsula College, Career and Technical Education Center:** \$14.5 million 18,000 square foot classroom and laboratory building. Conception to completion including \$1.4 million in classroom and lab equipment, and industrial process simulators.

**University of Alaska Anchorage, November 30, 2018 Earthquake:** Post Disaster Assessment and recovery of four buildings on the Anchorage Campus.

**Kenai Peninsula College, Mining and Petroleum Training Services Building:** \$3 million 5,000 square foot classroom and office building.

**Kenai Peninsula College - City of Soldotna, Water Line Extension:** University funded joint venture with the City of Soldotna to extend 12" water main 9,000 lineal feet to the campus to enable further campus expansion.

**University of Alaska Anchorage Hiring Committees:** Participate on hiring committees as the community campus representative for the UAA Direct of Planning and Construction (twice) 2004 and 2017. Participation in the hiring of the Director of Environmental Health, Safety and Risk Management. 2018-2019.

**University of Alaska Anchorage Safety Team:** Participate as the community campus representative in review of all UAA Administrative Policies on safety.

**Kenai Peninsula College Global Harmonized System (GHS):** Implemented change from the Material Safety Data Sheets, to Safety Data Sheets and GHS labeling of all secondary containers. Safety Training and review of SDS and GHS procedures with facility employees

## **Abilities**

Literate in the business environment, email, Word, Excel, Adobe PDF, BlueBeam, Submittal Exchange, eBuilder, Docusign, Publisher.

Experienced in project and fund accounting procedures for budgeting and cost accounting.

Experienced in the review of plans, specifications, construction documents, and the research of code and industry specifications that are incorporated by reference.

## **Education**

### **Service High School, Anchorage Alaska - Diploma**

**Higher Education:** I do not have a University degree. I excelled and perform well in the Higher Education environment, working and communicating with individuals and professionals whom had obtained the highest levels of formal education and professional credentials.

### **Continual Professional Development including the following:**

Behavioral Science Methods For Accident Prevention April 2000

University of Alaska Anchorage 2001 Chancellors Outstanding Staff APT

University of Wisconsin Professional Development Fall 2002  
Inventory Management

University of Alaska Anchorage Spring 2003  
Beginning and Advance Excel

Facilities Officer of Higher Education  
Institute for Facilities Management January 2005

OSHA 40 Hour HAZWOPER March 2010

Facilities Officer of Higher Education  
Certified Educational Facilities Professional December 2011

Community Emergency Response Team: 2000?

Post Disaster Assessment 2000?

Credentials such as First Aid CPR, OSHA HazWoper. OSHA 30 Hour Construction are expired.

# Kenai Peninsula Borough Planning Department

**Advisory Planning Commission Application Submitted 2025-07-30 07:53:50**

**APC/Seat: Cooper Landing, Seat B (Term Expires 09/30/2028)**

|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b><br>Chris Degernes                                                                       | <b>Mobile Phone</b><br>907-290-9200                                                                                                                                                                                                                                                                                                                          |
| <b>Home Phone</b>                                                                                   | <b>Work Phone</b>                                                                                                                                                                                                                                                                                                                                            |
| <b>Email</b><br>degernes.apc@gmail.com                                                              | <b>Date of Birth</b><br>[REDACTED]                                                                                                                                                                                                                                                                                                                           |
| <b>SSN</b>                                                                                          | <b>Voter #</b>                                                                                                                                                                                                                                                                                                                                               |
| <b>Residence Address</b><br>,                                                                       | <b>Mailing Address</b><br>PO Box 683 Cooper Landing, AK 99572                                                                                                                                                                                                                                                                                                |
| <b>How long have you lived in the area served by this Advisory Planning Commission?</b><br>13 years | <b>What knowledge, experience, or expertise will you bring to this board?</b><br>Currently serving as our APC's Chair. Have worked on local, state and federal land planning issues on the Kenai Peninsula for the last 35 years. Former (retired) Alaska State Parks Superintendent for the Kenai Peninsula and Deputy Director for the state parks system. |

# Kenai Peninsula Borough

## Planning Department

**Advisory Planning Commission Application Submitted 2025-08-14 14:35:46**

**APC/Seat: Cooper Landing, Seat G (Term Expires 09/30/2028)**

|                                                                                                                                 |                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b><br>David w. Nees                                                                                                    | <b>Mobile Phone</b><br>9072449103                                                                                                                                                                                                                                                     |
| <b>Home Phone</b>                                                                                                               | <b>Work Phone</b><br>9072449103                                                                                                                                                                                                                                                       |
| <b>Email</b><br>davidneesak@gmail.com                                                                                           | <b>Date of Birth</b>                                                                                                                                                                                                                                                                  |
| <b>SSN</b><br>[REDACTED]                                                                                                        | <b>Voter #</b>                                                                                                                                                                                                                                                                        |
| <b>Residence Address</b><br>19275 Holben Lane Cooper Landing, AK 99572-0867                                                     | <b>Mailing Address</b><br>Po Box 867 Cooper Landing, AK 99572-0867                                                                                                                                                                                                                    |
| <b>How long have you lived in the area served by this Advisory Planning Commission?</b><br>20 years part-time 3 years full time | <b>What knowledge, experience, or expertise will you bring to this board?</b><br>Have attended most clapc meetings for last three years.<br>30 year retired math teacher, and coach.<br>Member Sustainable Education Task Force.<br>Team player with communication and people skills. |

# Kenai Peninsula Borough Planning Department

**Advisory Planning Commission Application Submitted 2025-08-05 19:53:28**

**APC/Seat: Hope/Sunrise, Seat C (Term Expires 09/30/2028)**


|                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b><br>Gregory Sorenson                                                                            | <b>Mobile Phone</b><br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Home Phone</b><br>907 782 3120                                                                          | <b>Work Phone</b><br>9073380012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Email</b><br>johnny@truesecretofgolf.com                                                                | <b>Date of Birth</b><br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SSN</b><br>                                                                                             | <b>Voter #</b><br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Residence Address</b><br>64191 Ferrin Drive, Hope AK                                                    | <b>Mailing Address</b><br>P.O. Box 109 Hope, AK 99605                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>How long have you lived in the area served by this Advisory Planning Commission?</b><br>40 years about. | <b>What knowledge, experience, or expertise will you bring to this board?</b><br>Registered Engineer for the State of Alaska before I retired. Project Engineer for over \$100 million of State of Alaska road projects. I mow the grass on most of Main Street in Hope, put out the fish cleaning stations in Resurrection Creek every year and clean them and put them away in the fall. I mow transient tiedowns at the State Airport in Hope and furnish a picnic table. I built an out house and maintain it for pilots and residents not far from the airport. I attend many concerts in Hope for the enjoyment of music and to witness for myself each event. I have been the secretary of Hope Planning for about 4 years and hardly ever miss a meeting. I built my own house in Hope and my wife owns a gift shop, Sourdough Dru's down on Main Street. She is "corporate" and I am a "flunky" but I work for her and have a good idea of what downtown in about. I am also a pilot. |

Kenai Peninsula Borough  
Office of the Borough Mayor

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**MEMORANDUM**

**TO:** Peter Ribbens, Assembly President  
Members of the Borough Assembly

**FROM:** Peter Micciche, Borough Mayor 

**DATE:** September 3, 2025

**RE:** Appointment to the Road Service Area Board

---

In accordance with KPB 16.41.020, Kenai Peninsula Road Service Area Board members are appointed by the Borough mayor and confirmed by the Borough assembly. The applicant listed below is a registered voter and resides within the area to be represented. Attached for your review is the appointment request.

**ROAD SERVICE AREA BOARD**



| <b>Appointment</b>                           | <b>Board Seat</b> | <b>Term Expires</b> |
|----------------------------------------------|-------------------|---------------------|
| Heidi Covey<br>(registered voter of Nikiski) | At-Large #1 Seat  | 09/30/28            |

# Kenai Peninsula Borough

Office of the Borough Clerk

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## MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor  
**THRU:** Michele Turner, Borough Clerk   
**FROM:** Sue Ellen Essert, Deputy Borough Clerk   
**DATE:** August 29, 2025  
**RE:** Verification of Service Area Board Applicants

---

A notice of vacancy for the Kenai Peninsula Borough Road Service Area seats was advertised on July 28, 2025. The vacancy notice was posted on the Borough's website, Facebook page, in the borough administration building and was provided to the service area. The application period closed on August 27, 2025.

In accordance with KPB 16.41.020, the applicant listed below has been verified as a qualified voter of the borough and resident of the service area. The application is submitted herewith for your consideration.

### ROAD SERVICE AREA BOARD

At-Large #1 Seat

Heidi Covey (registered voter of Nikiski)

Thank you.

Road Service Area, At-Large Seat #1 (Term Expires 9/2028)

Applicant Name

Heidi Covey

Physical Residence Address

49690 Two Junes Avenue

City

Kenai

State

Alaska

Zip

99611

Mailing Address

City

State

Zip

Email

hcoveyak@yahoo.com

Daytime Phone

9073988640

Voter #

[REDACTED]

SS #

Date of Birth

[REDACTED]

I have been a Resident of the Kenai Peninsula Borough for:

Years

40

Months

2

I have been a Resident of the selected Service Area for:

Years

40

Months

2

What knowledge, experience, or expertise will you bring to this board?

Currently appointed to the RSA at large position

APPLICANT CERTIFICATION: I certify that the information in this Application for Appointment is true and complete and that I meet the specific residency and voter registration requirements of this office. I further acknowledge that by typing my initials below I intend to fully sign this document.

Type your initials to sign

HC

|                |          |
|----------------|----------|
| Introduced by: | Mayor    |
| Date:          | 09/02/25 |
| Hearing:       | 10/14/25 |
| Action:        |          |
| Vote:          |          |

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-21**

**AN ORDINANCE REPEALING AND REENACTING KPB CHAPTER 5.12, RELATING TO REAL PROPERTY TAX, ENACTING A NEW KPB CHAPTER 5.11, RELATING TO PERSONAL PROPERTY TAX, A NEW KPB CHAPTER 5.13, RELATING TO TAX EXEMPTIONS, CREDITS, OR DEFERRALS, AND A NEW KPB CHAPTER 5.15, RELATING TO TAX APPEALS**

**WHEREAS,** current KPB 5.12 relating to real and personal property tax, tax appeals, and appeal hearings before the Board of Equalization contains a lot of information and requirements in a single chapter which can make it difficult for the public to comply with and difficult to administer; and

**WHEREAS,** this ordinance creates four distinct chapters of code: KPB 5.11 relating to personal property tax, KPB 5.12 relating to real property tax, KPB 5.13 relating to tax exemptions, credits, or deferrals, and KPB 5.15 relating to tax appeals; and

**WHEREAS,** four chapters of code on each distinct subject will improve readability and utility of the code provisions;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this ordinance amends KPB Code and will be codified.

**SECTION 2.** That the KPB Code of Ordinances is hereby amended by adding a new chapter to be numbered KPB 5.11, Personal Property Tax and General Provisions, which shall read as follows:

**CHAPTER 5.11. - PERSONAL PROPERTY TAX AND GENERAL PROVISIONS**

**5.11.010. - Personal property tax levy.**

All personal property within the corporate limits of the borough which is not exempt from taxation by law or ordinance, is subject and liable to an annual tax, for school and borough purposes, of not more than 8 mills on the assessed valuation of such property, unless the people of the borough authorize a tax levy at a higher

rate and except as authorized by KPB 5.12.130. The listed owner of the property is liable for payment of the tax and it is the responsibility of the listed owner to provide accurate ownership information to the borough for purposes of this chapter. This levy rate does not apply to property subject to a flat tax and exempted from the ad valorem tax in this chapter. The borough will collect such tax as is levied on the property within a city by the city council pursuant to law or charter. This section shall not be interpreted to authorize or require the borough to file debt collection lawsuits on behalf of cities within the borough.

**5.11.020. - Exemptions—Household personal property.**

In addition to exemptions required by law, except for motor vehicles, private airplanes and registered watercraft as provided in this chapter, personal property not used for commercial business purposes is exempt from the tax levy under this chapter.

**5.11.030. - Declaration forms.**

On or before January 1 of each year, the assessor may mail out or otherwise distribute personal property assessment forms or information regarding the forms to all persons listed or known to own personal property in the borough. The failure of the assessor to mail or distribute such forms to any person will not relieve that person of the duty of making a return.

**5.11.040. - Personal property tax—Watercraft.**

(A) All watercraft subject to taxation under this chapter shall be taxed in accordance with the following flat tax schedule. To be eligible for the flat tax schedule, watercraft must have a USCG certificate of number, U.S. or foreign documentation or State of Alaska Department of Motor Vehicles boat registration, or the ADF&G number have been issued. Watercraft will be measured according to length overall.

Watercraft Flat Tax Schedule

| <u>Class</u> | <u>Watercraft Length Overall</u>  | <u>Annual Tax</u> |
|--------------|-----------------------------------|-------------------|
| <u>1</u>     | <u>Less than 15 feet</u>          | <u>\$0</u>        |
| <u>2</u>     | <u>15 to less than 20 feet</u>    | <u>0</u>          |
| <u>3</u>     | <u>20 to less than 25 feet</u>    | <u>50</u>         |
| <u>4</u>     | <u>25 to less than 36 feet</u>    | <u>150</u>        |
| <u>5</u>     | <u>36 to less than 60 feet</u>    | <u>250</u>        |
| <u>6</u>     | <u>60 to less than 100 feet</u>   | <u>500</u>        |
| <u>7</u>     | <u>100 or more feet in length</u> | <u>1,000</u>      |

(B) Exemptions.

- (1) Vessels having a home port in a location outside the borough boundaries brought into and remaining in the borough solely for the purposes of repair, servicing or seasonal storage in a boatyard licensed to collect sales tax shall not be deemed to have established a taxable situs in the borough. The assessor may make inquiry and gather information necessary to determine whether a vessel meets the conditions of this section and failure of the vessel owner to supply information necessary to the assessor to decide will preclude the owner from claiming nontaxable status for borough taxes. Determination of tax situs under this section only applies to borough and service area tax levies. Taxability of a vessel within a city will be governed by the provisions of that city's tax ordinances and AS 29.45. Vessels that fish in or deliver their catch within the borough shall not be entitled to any exemption under this ordinance. If a vessel owner owns a limited entry fishing permit for waters in the borough, the borough assessor may presume that the vessel was in the borough for fishing purposes and is not eligible for this exemption, provided that this presumption may be rebutted by proof to the contrary provided to the assessor by the owner. To be eligible for this exemption, the owner must file with the borough assessor an application, on a form approved by the borough assessor, on or before February 1 of each year.
- (2) Personal use sea kayaks, paddle boards, canoes, and rafts, of any length, are exempt from taxation under this chapter.
- (C) Watercraft for which all certificates of number, registration, or documentation, or other form of maritime licensing or registration and the ADF&G number, if applicable, have been surrendered to the issuing authority by January 1 of the tax year shall be taxed on an ad valorem basis. Vessels for which such registration or licensing has lapsed but has not been surrendered shall not qualify for ad valorem taxation.
- (D) Definitions: For purposes of this section:
- (1) "Home port" means a vessel's normal base of operation, which is presumed to be the vessel's permitted fishing area for commercial fishing vessels.
- (2) "Seasonal storage" means storage in a boatyard licensed to collect sales taxes, at any time between September and June of each year. Vessels remaining in the borough in the remaining months will not be eligible for the seasonal storage exemption.
- (3) "Repairs/servicing" means a vessel brought into a boatyard licensed to collect sales taxes for the purpose of repairs or servicing at any

time between September and June of each year. Vessels remaining in the borough in the remaining months will not be eligible for the repair/servicing exemption.

(4) "Boatyard" means an out-of-water location where boats or watercraft are built, repaired, and stored.

(E) A vessel owner may appeal the determination of the borough assessor under this section using the procedures set out in KPB Chapter 5.15, Tax Appeals.

**5.11.050. - Personal property tax—Aircraft—Appeal.**

(A) Flat tax. For purposes of taxation, aircraft that have been issued an N number by the Federal Aviation Administration ("FAA") by January 1 of the tax year shall be totally exempted from ad valorem taxes and shall be taxed in accordance with the following flat tax schedule:

| <u>AIRCRAFT FLAT TAX SCHEDULE BASED ON (MGWIL)</u><br><u>Manufacturers Gross Weight with an Internal Load</u> |                                      |                   |                               |                                 |                   |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------|-------------------------------|---------------------------------|-------------------|
| <u>Fixed Wing</u>                                                                                             |                                      |                   | <u>Rotorcraft/Rotary Wing</u> |                                 |                   |
| <u>Class</u>                                                                                                  | <u>Weight</u>                        | <u>Annual Tax</u> | <u>Class</u>                  | <u>Weight</u>                   | <u>Annual Tax</u> |
| <u>1</u>                                                                                                      | <u>Less than 2,000 lbs</u>           | <u>\$50</u>       | <u>1</u>                      | <u>Less than 1,500 lbs</u>      | <u>\$100</u>      |
| <u>2</u>                                                                                                      | <u>2,000 to less than 4,000 lbs</u>  | <u>\$100</u>      | <u>2</u>                      | <u>1,500 to less than 3,500</u> | <u>\$600</u>      |
| <u>3</u>                                                                                                      | <u>4,000 to less than 6,000 lbs</u>  | <u>\$300</u>      | <u>3</u>                      | <u>3,500 or more in weight</u>  | <u>\$1,000</u>    |
| <u>4</u>                                                                                                      | <u>6,000 to less than 12,500 lbs</u> | <u>\$600</u>      |                               |                                 |                   |
| <u>5</u>                                                                                                      | <u>12,500 or more in weight</u>      | <u>\$1,000</u>    |                               |                                 |                   |

(B) Ad valorem exception. The owner of record of an aircraft that has been dismantled, destroyed or crashed and the FAA N number has been retained by the aircraft's owner of record may submit to the assessor on an approved form an "Aircraft Statement of Condition" that would allow for ad valorem taxation of that aircraft if approved. Aircraft for which such registration or licensing has lapsed or that has not passed the annual inspection required by the FAA shall not qualify on this basis alone for ad valorem taxation unless it has been dismantled, destroyed or crashed.

- (C) Commercial aircraft. Commercial aircraft operated under a regular schedule by a scheduled airline shall be exempt from the flat tax and shall be taxed on an ad valorem basis in accordance with the borough landing schedule formula. The borough landing schedule formula provides for the prorated calculation of scheduled aircraft by dividing the total hours per year into the total time aircraft operated by a scheduled carrier are in the borough, and multiplying the result by the assessed value of each aircraft.
- (D) Appeal. An aircraft owner may appeal the determination of the borough assessor to the board of equalization in accordance with KPB 5.15, Tax Appeals.

**5.11.055. - Personal property tax—Annual motor vehicle registration tax—Levy—Distribution.**

- (A) Registration tax. There is levied a biennial motor vehicle registration tax within the borough pursuant to the provisions of AS 28.10.431 and as such statute may be hereafter amended, revised or replaced, based on the age of the vehicle as determined by model year in the first year of the biennial period, according to the following schedule. The categories under "Type" are intended to coincide with the categories provided in AS 28.10.431(b), as now enacted or as may be hereinafter amended. The annual motor vehicle tax on commercial vehicles is one-half the rate of the biennial tax.

**MOTOR VEHICLE TAX SCHEDULE BIENNIAL SCHEDULE**

Tax according to age of vehicle since model year:

| Type                          | 1st  | 2nd  | 3rd  | 4th  | 5th  | 6th  | 7th  | 8th<br>or<br>over |
|-------------------------------|------|------|------|------|------|------|------|-------------------|
| (1) Motorcycle                | \$20 | \$18 | \$16 | \$14 | \$12 | \$10 | \$10 | \$10              |
| (2) Passenger                 | 140  | 120  | 100  | 80   | 60   | 50   | 40   | 30                |
| (3) Taxicab                   | 150  | 130  | 110  | 90   | 70   | 60   | 50   | 40                |
| (4) Comm Veh (<5k lbs)        | 150  | 130  | 110  | 90   | 70   | 60   | 50   | 40                |
| Comm Veh (>5k, ≤12k)          | 200  | 180  | 160  | 140  | 120  | 100  | 75   | 50                |
| Comm Veh (>12k, ≤18k)         | 300  | 260  | 220  | 180  | 140  | 100  | 80   | 60                |
| Comm Veh (>18k)               | 400  | 350  | 300  | 250  | 200  | 150  | 100  | 70                |
| (5) Motor Bus                 | 200  | 180  | 160  | 140  | 120  | 100  | 75   | 50                |
| (6) Trailers (Non-Commercial) | 20   | 18   | 16   | 14   | 12   | 10   | 10   | 10                |
| (7) Non Applicable            | —    | —    | —    | —    | —    | —    | —    | —                 |
| (8) Pick up/Van               | 140  | 120  | 100  | 80   | 60   | 50   | 40   | 30                |
| (9) Dealer Plates (Initial)   | 100  | 100  | 100  | 100  | 100  | 100  | 100  | 100               |
| Dealer (Subsequent sets)      | 100  | 100  | 100  | 100  | 100  | 100  | 100  | 100               |

- (B) Permanent registration. Optional permanent motor vehicles registration tax for non-commercial motor vehicles and trailers that are at least eight years old.
- (1) Owners of non-commercial motor vehicles and trailers that are at least eight years old may elect to permanently register their non-commercial motor vehicles and non-commercial trailers.
  - (2) The permanent registration expires when the owner transfers or assigns the owner's title or interest in the motor vehicle or trailer and may not be renewed.
  - (3) The optional permanent motor vehicle registration tax for non-commercial motor vehicles is \$125 and for non-commercial trailers is \$25.
- (C) Tax Allocation. Money received by the borough under this section and AS 28.10.431, and as such statute may be hereafter amended, revised or replaced, will be allocated by the borough for city, borough, and service areas using the same method as taxes are distributed, except that population will be the basis rather than assessed value. The method is as follows:
- (1) The population of each tax authority group (TAG) will be determined. Population will be established by the latest figures determined by the Kenai Peninsula Borough and accepted by the State of Alaska Department of Community and Regional Affairs for allocation of state revenue sharing funds, or other reliable data. Where a TAG boundary and the boundary of the most similar area counted for population (usually a voting precinct) do not coincide, an estimate of the population of the dissimilar area shall be made to arrive at the most accurate determination of population of the TAG. The sum of the populations of all TAGs shall equal the total population of the borough.
  - (2) The total receipts will be apportioned to each TAG based upon its percentage of the total borough population.
  - (3) The receipts apportioned to a particular TAG shall be distributed to the tax authority funds (TAFs) which make up that TAG. Such distribution will be based upon the mill rates of the TAFs compared to the total mill rate of the TAG. The percentage will be equal to the TAFs mill rate divided by the total mill rate for the TAG.
- (D) Exemption. One motor vehicle per household owned by a resident 65 years of age or older on January 1 of the assessment year is exempt from the registration tax under AS 28.10.431. An exemption may be granted under

this subsection only upon written application on a form prescribed by the department of public safety.

**5.11.060. - Mobile homes—Classified as real property.**

Mobile homes, trailers, trailer coaches, and similar property including portable structures, which are set up and skirted, or otherwise attached to the land as permanent owned or occupied residences or used for office or commercial purposes, are classified as real property. The property taxes levied against mobile homes, trailers, trailer coaches, and similar property including portable structures, classified as real property may be collected in accordance with the procedures established for the collection of personal property taxes within the borough.

**5.11.070. - Business inventories.**

Business inventories of personal property shall be assessed at the full and true value as of January 1 of the assessment year.

**5.11.080. - Exemption—First \$100,000 of business personal property.**

In addition to other exemptions required or allowed by law, the first \$100,000 of assessed valuation of personal property used for business purposes, other than motor vehicles and watercraft, owned by each taxpayer shall be exempt from the borough tax levy on personal property within the borough. For taxpayers with more than one personal property tax account, the \$100,000 exemption shall be distributed pro rata amongst all of the taxpayer's accounts based on the proportion of the assessed value in each account to the total assessed value of that taxpayer's personal property.

**5.11.090. - Exemption—Business inventory held for resale.**

In addition to exemptions presently authorized by the borough, the inventory of a business, such as merchandise, held solely for resale purposes, and in the normal course of that business, is exempt from taxation by the borough.

**5.11.100. - Returns—Due date.**

Every person owning or having an interest in or holding or controlling personal property subject to personal property tax in the borough, must file a return with the assessor on or before February 15 of each year, on a form prescribed by the assessor. It is the responsibility of the person, who sold or transferred ownership in personal property subject to the tax levied under this chapter, to notify the assessor of the sale or disposition of the property and provide a bill of sale or similar statement including the name and address of the new owners before February 15. The mayor is authorized to adopt regulations, subject to assembly approval, for the administration and enforcement of this provision. A copy of any form required under this section will be provided to the filer at no charge.

**5.11.110. - Penalty for late filing or failure to file tax return.**

- (A) Late-file penalty. Except as provided below in this section, if the return required by KPB 5.11.100 is not filed by the due date, a penalty of 10 percent of any personal property tax thereafter levied shall be added, plus interest on the tax at 10 percent from the date the taxes would ordinarily come due. Owners of personal property acquired during the previous year who were not the owners of records for the previous year, and did not receive an annual reporting form from the assessor and subsequently failed to file a return with the assessor by February 1, shall have 30 days from the date of the first notification from the assessor before the 10 percent penalty is levied.
- (B) Extension. Upon taxpayer request on a borough form, the assessor may, grant extensions of time for filing for good cause shown.

**5.11.120. - Assessment, levy and collection procedures.**

Assessment, levy and collection of taxes shall be in accordance with Alaska Statutes governing municipal taxation and in accordance with this chapter, KPB chapter 5.12, and KPB 5.15, as applicable.

**5.11.130. - Fine and penalty for false statements.**

- (A) Fine. A person who, either individually, as an agent, or on behalf of a corporation, makes a false statement on a return, exemption application, or other form required under this chapter, and fails to correct the false statement within sixty days of filing, is guilty of a violation of this chapter. Any violation of this chapter is an infraction and is subject to the fine provided in KPB 1.24.070.
- (B) Penalty. Any exemption granted on the basis of any false representations will be revoked, and the liability for all taxes, penalties and interest will remain and the person may be prohibited from reapplying for the same exemption for a five-year period.

**5.11.140. - Personal property delinquent tax list.**

The finance director will compile a list of persons delinquent in personal property taxes or taxes on property the fee title to which rests in the United States, the state or a political subdivision thereof, together with a statement of the amount owing, as soon as possible after January 1 of each year. A copy of the delinquency list will be published in the manner prescribed by KPB 5.12.140. Taxpayers will be provided notice of the date collection actions will commence if the debt remains unpaid and after the expiration of said date, the borough, at its discretion, will proceed with collection actions against the delinquent taxpayer(s).

**5.11.150. - Enforcement of Personal Property Tax Lien by Distraint and Sale.**

- (A) *Distraint and Sale.* The lien of personal property taxes may be enforced by distraint and sale of property. The procedure for distraint and sale of property shall be as follows:
- (1) A seizure, levy, or distraint is not legal unless demand is first made of the person assessed for the amount of the tax, penalty, and interest. The demand may be sent by ordinary mail to the person's last known address.
  - (2) In consultation with the borough attorney, the borough clerk will issue a distraint warrant to a peace officer. The warrant must include a description of the property subject to distraint, the amount and year of the taxes, penalty and interest, costs to date, and total amount then due, and the date, time and place of sale.
  - (3) The borough clerk must cause at least 1 notice to be published in a newspaper of general circulation within the borough, setting out the description of the property distrained, and the time and place of sale or, if there is no newspaper of general circulation distributed in the borough, post the list at three public places for at least 30 days.
  - (4) The sale will be by public auction set not less than 15 days after the date of the first publication, nor more than 60 days after the date of seizure. The borough may adjourn the sale from time to time, but not for more than 90 days in all after seizure. The property may to the owner upon payment of taxes, penalty, interest and total cost, providing the payment is made prior to the time of sale, and by cash. Property under distraint will be sold at public auction to the highest bidder by cash.
- (B) *Proceeds of sale.* The former owner of the property must be sent, by regular mail, at the last known address, with the results of the sale. The actual proceeds of the sale will be applied first to costs, including costs of sale, then to interest, then to penalty, and then to taxes. In accordance with AS 29.45.310, if the property is sold for more money than is needed to satisfy the tax, the borough shall remit the excess to the former record owner upon presentation of a proper claim. A claim for the excess filed after six months of the date of sale is forever barred.
- (C) *Additional property.* If the personal property sold is not sufficient to satisfy the tax, penalty, and interest, and costs of sale, the warrant may authorize the seizure of other personal property sufficient to satisfy the tax, penalty, interest, and costs of sale.

#### **5.11.160. - Disposition of proceeds.**

The borough attorney will remit the net proceeds from collection actions under this chapter and chapter KPB 5.12 to the general fund of the borough.

#### **5.11.170. - Definitions.**

Unless the context clearly requires a different meaning, in this chapter:

"Aircraft" means any engine powered contrivance invented, used, or designed to navigate, or fly in, the air and that is capable of being manned and is required by the FAA to be registered and certified in order to be manned.

"Commercial aircraft" means any aircraft transporting passengers and/or cargo for some payment or other consideration, including money or services rendered.

"Crashed" means aircraft for which only parts remain that, due to their condition, can no longer be assembled to create any contrivable aircraft. This shall be evidenced by an FAA accident report and/or copy of an insurance claim that determines the aircraft to be a total loss.

"Destroyed" means aircraft that have been damaged by age, weather, neglect and/or external influences outside the owner's control, and only unusable parts remain that, due to their condition can no longer be assembled to create any contrivable aircraft. This shall be evidenced by photographs and a physical inspection by the KPB Assessing staff appraiser if deemed necessary by the borough assessor.

"Dismantled" means aircraft that have been voluntarily disassembled and only parts remain that can no longer be assembled to create any contrivable aircraft. Evidence such as photographs and a physical inspection by the borough assessing staff appraiser shall be provided or allowed if deemed necessary by the borough assessor.

"Good cause" means adequate grounds based on a serious condition or event beyond a party's control to justify a party's request or failure to act.

"Scheduled airline. A "scheduled airline" is any individual, partnership, corporation or association:

- (1) Engaged in air transportation under regular schedules to, over, away from, or within the U.S.; and
- (2) Holding a Foreign Air Carrier Permit or a Certificate of Public Convenience and Necessity, issued by the Department of Transportation pursuant to 14 CFR Parts 201 and 213.

**SECTION 3.** That KPB chapter 5.12, Real Property Tax and General Provisions, is hereby repealed and reenacted to read as follows:

## **CHAPTER 5.12. - REAL PROPERTY TAX AND GENERAL PROVISIONS**

### **5.12.010. - Real property tax levy.**

- (A) Levy. The taxable status of real property will be determined by its status on January 1 of that assessment year. All real property within the corporate limits of the borough which is not exempt from taxation by law or ordinance is subject and liable to an annual tax, for school and borough purposes, of not more than 8 mills on the assessed valuation of such property, unless the qualified voters of the borough authorize a tax levy at a higher rate and except as authorized by KPB 5.12.130. The borough will collect such tax as is levied on the property within a city by the city council pursuant to applicable law.
- (B) Surface estate owner. Real property taxes shall be assessed and levied against the owner of the surface estate without regard to the value of subsurface mineral rights. Separate ownership of unexploited subsurface mineral rights may be established via a conveyance of such subsurface rights or reservation from conveyance of such subsurface rights by deed or other instrument of conveyance.
- (C) Rate of levy date. The assembly shall annually determine the rate of levy by resolution before June 15.

### **5.12.020. - Assessing standards.**

In accordance with AS 29.45.110, the assessor shall assess property at its full and true value as of January 1 of the assessment year. Assessment, establishment of the rate of levy, collection of taxes and foreclosure of tax liens shall be in accordance with Alaska Statutes governing municipal taxation, this chapter and standards consistent with standards adopted by the International Association of Assessing.

### **5.12.030. - Assessment roll.**

On or before April 1 of each year, the assessor shall prepare an annual assessment roll. The roll shall contain a description of all taxable property in the borough, the assessed value of the taxable property, and the names and addresses of all the persons who own the taxable property.

### **5.12.040. - Notice of assessment.**

On or before April 1 of each year, the assessor shall give notice of assessment to each person named in the assessment roll. The notices must include: (1) a statement that the described property is taxable and the assessed value; (2) the deadline to appeal; (3) the anticipated dates when the board of equalization will sit; and (4) the date when taxes are payable, delinquent, and subject to penalty and interest.

Assessment notices will be sent by first-class mail, at least 30 days before equalization hearings begin. Notice is effective on the date of mailing.

**5.12.050. - Errors or Omissions—Adjustments to the Roll—Administrative adjustment meeting.**

- (A) Assessment notice. A person receiving an assessment notice must advise the assessor of errors or omissions including taxable status determinations, in the assessment of the person's property within 30 days after the date of mailing a notice of assessment.
- (B) Adjustments to roll. The assessor may adjust the roll to correct errors or omissions in the roll, or to make changes in valuation or taxable status of property on the roll, and shall mail a notice of assessment, reflecting the assessor's decision, allowing 30 days to appeal to the board of equalization or superior court, as applicable. The assessor may not make changes to the roll after June 1 when the roll is certified, except the assessor may make changes after certification if the changes is due to: (1) a board of equalization decision; (2) a supplementary assessment; (3) a reassessment following a disaster as provided in this chapter; (4) a manifest clerical error; (5) an approved tax adjustment request as provided in this chapter; or, (6) a court-order from a court with jurisdiction over the matter.
- (C) Adjustment meeting. The assessor, or designee, shall provide, upon request, an informal adjustment meeting between the assessor, or designee, and the person receiving an assessment notice, for the purpose of resolving a valuation or tax exemption dispute. The meeting must be requested within 30 days of the mailing of the notice of assessment.

**5.12.060. - Tax adjustment requests.**

A tax adjustment request change to the tax assessment roll must be approved by the mayor upon request of the borough assessor.

**5.12.065. - Manifest clerical error—Refund.**

- (A) Correction. Per AS 29.45.180, a person receiving an assessment notice shall advise the assessor of errors or omissions in the assessment of the person's property. The assessor may correct a manifest clerical error within one year of the date the tax is paid subject to the error and recommend the borough process a refund in accordance with subsection (B). The assembly may correct manifest clerical errors at any time.
- (B) Refund. If, in payment of taxes legally imposed, a remittance by a taxpayer through error or otherwise exceeds the amount due, and the borough, on audit of the account in question, is satisfied that this is the case, the borough

shall refund the excess to the taxpayer with interest at eight percent from the date of payment. In accordance with AS 29.45.500, a claim for refund filed one year after the due date of the tax is forever barred.

**5.12.070. - Certification of assessment roll—Supplementary assessments.**

- (A) Roll certification. Upon completion of the board of equalization hearings, the assessor shall enter the assessment changes made by the board decisions on the assessment roll. Except for supplementary assessments, the assessor shall certify the final assessment roll by June 1, and shall immediately thereafter notify each city in the borough authorized to levy a tax of the total assessed value for the city. Before June 15, each city in the borough authorized to levy a tax shall notify the borough clerk of the rate of levy of the tax for city purposes, by delivering a certified copy of the resolution adopted by the city council to the borough clerk.
- (B) Supplementary assessments. The assessor will include property omitted from the assessment roll on a supplementary roll, using the procedures set out in this chapter for the original roll.

**5.12.080. - Tax statements.**

By July 1 of the tax year, the finance director shall mail tax statements to the persons listed as owners of record on the tax rolls setting out the levy, dates when taxes are payable and delinquent, and penalties and interest.

**5.12.090. - Tax due date—Rates of Penalty and Interest.**

- (A) Due date. Taxes are payable when billed. Payment in full is due on or before October 15 and becomes delinquent thereafter. At the option of the taxpayer, taxes may be paid in two equal installments. If the taxpayer elects this option, the first one-half of the taxes payable must be paid on or before September 15. The second one-half taxes then become due on or before November 15 and become delinquent thereafter. If the first one-half of the taxes payable is not paid by September 15, payment of the taxes in full becomes due on or before October 15.
- (1) If September 15, October 15, or November 15 falls on Saturday, Sunday, or a legal holiday, the taxes normally due on such date shall be due on the next business day and shall be delinquent thereafter.
- (2) A payment of taxes received by the borough on the first business day after the normal due date will not be considered delinquent. A payment of taxes made by mail will not be considered delinquent if the postmark on the envelope indicates the date of mailing to be on

or before the first business day following the date on which the taxes become due pursuant to other provisions of this section.

(B) *Penalty and interest.* If the taxes are not in full when due penalty and interest accrue as follows:

(1) A penalty of 5 percent of the taxes due shall be added to all delinquent taxes on the day they become delinquent and an additional penalty of 5 percent of the taxes due shall be added to any tax more than 30 days delinquent.

(2) Interest at a rate of 10 percent a year shall accrue upon all delinquent unpaid taxes, not including penalties, from due date until paid in full.

(C) *Supplemental assessment bills.* On supplemental billings where there is only one installment, a late payment penalty of 5 percent of the taxes due shall be added to all delinquent taxes on the day they become delinquent and an additional penalty of 5 percent of the taxes due shall be added to any tax more than 30 days delinquent. Interest shall be calculated at 10 percent per year from the date that the taxes would have ordinarily come due.

**5.12.100. - Method of determining the full and true value of property that qualifies for a low-income housing credit under 26 USC 42.**

(A) *Appraisal Method.* Pursuant to AS 29.45.110(d)(2), the full and true value of all property within the Kenai Peninsula Borough that first qualifies for a low-income housing credit under 26 U.S.C. § 42 on or after January 1, 2001, shall be exempt from the requirement that the value be based on the actual income derived from the property. For property that first qualifies for a low-income housing credit under 26 U.S.C. § 42 on or after January 1, 2001, the assembly may determine, by parcel, whether the property shall be assessed based on the estimated price that it would bring in an open market and under the then-prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels, or on the basis of actual income derived from the property without adjustment based on the amount of any federal income tax credit given for the property. Once the manner of assessment of the property has been determined under this subparagraph, the assembly may not change the manner of assessment of that parcel of property if debt relating to the property incurred in conjunction with the properties qualifying for the low-income housing tax credit remains outstanding.

(B) *Assembly resolution.* To secure an assessment based upon the actual income derived from the property under this section, an owner of property that qualifies for the low-income housing credit shall apply to the assessor before May 15 of each year in which the assessment is desired. The property

owner shall submit an application on forms prescribed by the assessor and shall include information that may reasonably be required by the assessor to determine the entitlement of the applicant. All such applications shall be forwarded to the assembly by resolution for a determination of the assessment manner.

**5.12.110. - Method of determining the full and true value of contaminated property.**

- (A) Appraisal method. The assessor shall apply any lawful, reasonable and recognized appraisal approach in the determination of the full and true value of contaminated property in accordance with this section. Real property on which hazardous substances may legally be stored, disposed of or released is not considered to be contaminated for purposes of reducing an assessment.
- (B) Definitions. In this section, unless the context otherwise requires:
- (1) "Contaminated property" means all or a portion of a parcel of real property that on January 1 of the assessment year is either:
- (a) On the National Priority List of the Environmental Protection Agency and supported by either a Phase II report or a report determined to be substantially equivalent by the assessor;
- (b) Included in the State of Alaska, Department of Environmental Conservation Contaminated Sites Data Base (Contaminated Site List) and supported by either a Phase II Report or a report determined to be substantially equivalent by the assessor; or
- (c) A property not on either of the above lists but proven to be contaminated through the submission of either a Phase II Report or a report determined to be substantially equivalent by the assessor, containing reliable and valid data sufficient to permit independent scientific verification of the conclusions reached. The data may include such information as engineering studies, environmental audits, laboratory reports and other valid scientific data.
- (2) "Hazardous substance" has the meaning ascribed in AS 46.08.900(6), as now enacted or as may be hereinafter amended.
- (3) "Phase II Report" means an Environmental Assessments Phase II Report that verifies contamination and delineates the area and

concentration of contaminants through analysis of soil, air or water samples and includes the cost to cure or contain the contamination.

**5.12.120. - Farm or agricultural use—Assessment.**

Full and true value for farm use land will be determined by the assessor in accordance with the requirements set forth in AS 29.45.060, as amended.

**5.12.130. - Levy to meet debt or natural disaster authorized.**

All real and personal property of the borough is subject to and liable for a tax levy at the maximum rate allowed by law without referendum, when a levy in excess of 8 mills is necessary to meet the obligation of a debt contracted for capital improvements and ratified by a majority vote of those qualified to vote and voting on the question, or to meet an emergency threatening the public peace, health or safety.

**5.12.140. - Foreclosure list—Publication and notice.**

(A) Foreclosure list. In accordance with AS 29.45.330, the borough will:

- (1) annually present a petition for judgment and a certified copy of the foreclosure list for the previous year's delinquent taxes in the superior court for judgment; and
- (2) publish the foreclosure list for four consecutive weeks in a newspaper of general circulation distributed in the municipality or, if there is no newspaper of general circulation distributed in the borough, post the list in at three public places for at least 30 days;
- (3) within 10 days after the first publication or posting, mail to the last known owner of each property as the owner's name and address appear on the list a notice advising of the foreclosure proceeding in which a petition for judgment of foreclosure has been filed and describing the property and the amount due as stated on the list.

(B) The assembly will annually determine if there is a newspaper of general circulation in the borough and, if so, by resolution designate the newspaper in the borough in which the roll will be published, together with the days of publication. The foreclosure list must be arranged in alphabetical order as to the last name and, in accordance with AS 29.45.330, include: (1) the last known owner; (2) the property description as stated on the assessment roll; (3) years and amounts of delinquency; (4) penalty and interest due; (5) a statement that the list is available for public inspection at the clerk's office; (6) a statement that the list has been presented to the superior court with a petition for judgment and decree.

**5.12.150. - Property interests subject to tax foreclosure.**

- (A) Threshold. No real property will be subject to foreclosure unless the delinquent balance due is greater than \$500.00 or, if the delinquent balance is less than \$500 and at least two years of taxes are delinquent.
- (B) Surface and subsurface interests. Foreclosure proceedings are instituted against the surface estate, and real property interests subject to tax foreclosure shall include each and every interest in the surface estate. Subsurface interests and rights that have not been severed from the surface estate will be considered to run with the land and transfer upon deed conveyance.

**5.12.160. - Statutory compliance.**

Enforcement of borough real property and personal property tax liens, including foreclosure proceedings, will be in accordance with AS 29.45.290 to AS 29.45.500.

**5.12.170. - Application of property tax payments.**

- (A) Application of payments. Payments on property tax accounts shall be applied to the oldest balance due, by tax year, in the following order: first to accrued fees and costs, then accrued interest, then accrued penalty, then to the tax principal; and then the next oldest balance due, in the above order, and so forth, until the payment is applied in full; except as otherwise provided in this section.
- (B) Variance. The borough may by written agreement, or shall by court order, vary the application of payments.

**5.12.180. - Redemption period—Dispositions of tax foreclosed property.**

- (A) Redemption period. In accordance with AS 29.45.390 and AS 29.45.400, foreclosed property is transferred to the borough for the lien amount. Properties transferred to the borough are held by the borough for at least one year. A party having an interest in the property may redeem the property in accordance with AS 29.45.400. At least 30 days before the expiration of the redemption period the clerk or the clerk's designee must publish a redemption period expiration notice containing all the information required by AS 29.45.440.
- (B) Disposition. In accordance with AS 29.45.460, the assembly will designate by ordinance whether foreclosure property deeded to the borough will be retained for a public purpose, as provided in KPB 5.12.190. Tax-foreclosed property conveyed to the borough and not required for a public purpose may be sold, as provided in KPB 5.12.200.

**5.12.190. - Foreclosed lands retained for a public purpose.**

The mayor will cause a review of the foreclosed properties to determine if any of the tax-foreclosure lands are suitable for a public purpose and, following the review, recommend to the assembly which lands should be retained for a public purpose and classified accordingly. The assembly will determine by ordinance whether foreclosure property deed to the borough will be retained for a public purpose. The ordinance must contain the legal description of the property, the address or a general description of the property sufficient to provide the public with notice of its location, and the name of the last record owner of the property as the name appears on the assessment rolls.

**5.12.200. - Foreclosed lands for sale.**

- (A) Foreclosed properties not retained for a public purpose may, by ordinance, be approved for sale and disposal.
- (B) Upon determination by ordinance that a public need no longer exists, foreclosed properties retained for a public purpose, may be sold in accordance with the requirements of AS 29.45.460.
- (C) Foreclosed lands sold under the provisions of this section are not subject to the classification procedures contained in KPB Chapter 17.10.

**5.12.210. - Repurchase—Proceeds of tax sale.**

- (A) *Repurchase.* Upon satisfactory identification, the record owner at the time of tax foreclosure, or the record owner's assigns, may at any time before the sale, or contract for sale, of tax foreclosed property repurchase that property for the full amount due to the borough and any city under the judgment and decree of foreclosure, plus accrued interest and associated costs of collection, and delinquent taxes assessed and levied as though it had continued in private ownership, together with recording fees. Any person asserting to be an assignee of the record owner must provide an abstract of title, title opinion or title report, at no cost to the borough, establishing the right to repurchase.
- (B) *No repurchase of public purpose lands.* All rights of repurchase of the property cease upon enactment of an ordinance providing for the retention of one or more parcels of tax foreclosed property by the borough for a public purpose, unless the ordinance provides otherwise.
- (C) *Proceeds for property within a city.* If the borough or a city sells any parcel situated within a city levying a real property tax for municipal purposes, then the proceeds of the borough and city real property taxes, penalties,

interests and costs shall be divided between the borough and the city in proportion to their respective tax rates.

- (D) Proceeds. The borough will retain from the proceeds of the sale of each parcel of tax foreclosed land only that amount attributable to delinquent borough taxes accrued through the date of sale, together with all applicable penalties, interests and costs, including the costs of collection, sale, and attorney fees.
- (E) Proceeds subject to claim by former owner. All proceeds received by the borough from the sale of each parcel of tax foreclosed land which are in excess of the amounts of real property taxes, penalties, interest and applicable costs accruing through the date of sale shall be held by the borough on behalf of the former record owner for 6 months from the date of sale.
- (F) Excess proceeds. The former record owner of tax foreclosed real property which has been held by the borough for less than 10 years after the close of the redemption period, which has never been designated for retention of public purpose, and which is sold by the borough at a tax foreclosure sale is entitled to that portion of the proceeds of the sale which exceeds all sums due to the borough and city. If the proceeds of the sale of the tax foreclosed property sold by the borough exceeds the sums due to the borough and city, written notice will be sent to the former notice stating the amount of the excess and the manner in which a claim for the balance of the proceeds may be submitted. This notice will be mailed to the former owner's last address of record according to assessing department records. Upon presentation of a proper claim, the borough will remit the excess proceeds to the former record owner.
- (G) Barred claims under State law. Per AS 29.45.480, a claim for the excess filed after six months of the date of sale is forever barred. Unclaimed excess proceeds will be transferred to the Land Trust Fund of the borough.

#### **5.12.220. - Definitions.**

"Manifest clerical error" means a typographical, computational or other similar error apparent from the assessment notice, tax statement or other borough tax record created by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

"Real Property" means land and interests in land and includes:

- (1) Land and all buildings, structures, improvements, and fixtures thereon, and appurtenances thereto;
- (2) Mobile homes, trailers, house trailers, trailer coaches, motor homes, and similar property used or intended to be used for residential,

office or commercial purposes and attached or connected to water, gas, electric facility, or sewage facility; excepting, such vehicles which are unoccupied and held for sale by persons engaged in the business of selling such vehicles; or

- (3) Leases and possessory interests in the above.

**SECTION 4.** That the KPB Code of Ordinances is hereby amended by adding a new chapter to be numbered KPB 5.13, relating to Real Property Tax Exemptions, Credits and Deferrals, which shall read as follows:

**CHAPTER 5.13. - REAL PROPERTY TAX EXEMPTIONS, TAX CREDITS, AND DEFERRALS**

**5.13.010. - Date for determination of use.**

Real property tax exemptions are based on the use and situs of property as of January 1 of a tax year and may only be approved for the current tax year. Proration of a real property tax exemption is prohibited.

**5.13.020. - Tax exemption, tax credit, and deferrals application procedure.**

- (A) A tax exemption, tax credit, or deferral under this chapter and KPB Chapter 5.12 may not be processed unless the applicant submits a complete application, and provides such additional information as may be requested by the assessor, mayor, or assembly. The assessor is hereby authorized to prescribe each application form that will provide sufficient information to determine whether any tax exemption or deferral should be granted. The accuracy of the information provided in the application must be verified by the applicant or an authorized officer of the applicant.
- (B) Any exemption, tax credit, or deferral granted on the basis, in full or in part, of a false representation will be revoked, and the liability for all taxes, penalties and interest will remain. An applicant who makes a false representation in any submission to the borough related to application for, or review of, a tax exemption or deferral under this chapter or KPB Chapter 5.12 is subject to a fine as set forth in KPB 1.24.070 and may be prohibited from reapplying for the same exemption for a five-year period.

**5.13.030. - Exclusive use—Developed land.**

For the purposes of this chapter, exclusive use for an exempt purpose means the property is developed and put to use to effectuate the intent of the tax exemption, credit, or deferral. Nothing in this section requires an applicant for a tax exemption to develop the property if there is a deed restriction that runs with the land and requires the property remain undeveloped for conservation or preservation

purposes, or if it is determined that undeveloped or vacant land serves a community benefit for tax exemption purposes.

**5.13.035. - Exclusive use—Temporal use requirement.**

- (A) Individuals. Tax exemptions for property tax exemptions related to occupancy of the property and residency in the borough, the applicant must occupy and use the property for at least 185 days per year.
- (B) Entities. Nonprofit or other entity-based tax exemptions, credits, or deferrals, must exclusively use the property for the stated purpose for at least 30 days per year and provide proof of use if requested by the assessor.

**5.13.040. - Application deadline—Inability to comply.**

- (A) Filing deadline. Unless specifically provided otherwise in this chapter, all exemption applications are due on or before February 15 of the tax year. If February 15 of a tax year falls on a weekend or holiday, the application is due the next business day. An application filed after February 15 deadline will not be considered unless an extension is granted pursuant to subsection (B) below.
- (B) Request for Extension; Inability to Comply Determinations. An applicant who fails to submit an exemption, tax credit, or deferral application by the filing deadline may request a deadline extension due to an inability to comply with the deadline. The following procedure will apply to requests for a deadline extension:
  - (1) A request for an extension must include an affidavit stating the reasons for the applicant's inability to comply with the filing deadline along with any supporting documentation. A request received without proper documentation will not be considered and will be considered ineligible.
  - (2) Within 10 business days of receiving the request for a deadline extension, the assessor will issue a written decision.
  - (3) The assessor's decision is a final administrative decision. Within 30 days of the date of mailing of the decision, an applicant aggrieved by any determination of the assessor may file an appeal in a Superior Court within the Kenai Peninsula in accordance with Alaska Civil Rule 3(b).

For purposes of this section, an inability to comply determination must be based on a serious condition or event, as defined in KPB 5.13.190.

**5.13.050. - Review and determination.**

- (A) Except as provided in subsection (B) below, the assessor will determine whether the applicant is eligible for a tax exemption, credit or deferral under this chapter and KPB Chapter 5.12. If the application is incomplete or the applicant is otherwise ineligible for exemption or deferral, the assessor will promptly notify the applicant in writing.
- (B) For an economic development tax exemption, subject to the requirements of this chapter and KPB Chapter 5.12, the assembly will determine whether the applicant is eligible for a tax exemption. The assessor will provide the borough clerk a copy of the application and staff report containing the assessor's recommendation. The borough clerk will then schedule the matter for a public hearing before the assembly. The decision to approve or deny an economic development or community purpose property tax exemptions is a discretionary legislative decision by the assembly.

**5.13.060. - Transfer of ownership or change of use.**

Every person or entity granted an exemption under this chapter must notify the assessor of any change in ownership, residency, permanent place of abode, status of disability, or change in use. This requirement will be included on the exemption application form. The assessor will review all such changes and issue a determination regarding the status of the exemption following the change. Failure to notify the assessor of such a change, may result in revocation of the tax exemption or deferral and require payment of the property taxes when due. The assessor's determination under this section may be appealed in accordance with KPB Chapter 5.15, Tax Appeals.

**5.13.070. - Annual audit.**

An approved tax exemption, credit or deferral granted is subject to annual audit by the assessor. The assessor may request documentation or other information reasonably necessary to confirm that the exemption, credit or deferral continues to meet the requirements under the law. If the assessor determines that the property no longer qualifies for an exemption or deferral under this chapter and KPB 5.12, the assessor's determination may be appealed in accordance with KPB Chapter 5.15, Tax Appeals.

**5.13.080. - Real property exemptions, tax credits, and deferrals.**

Pursuant to AS 29.45, and subject to the application deadlines and procedures set forth below and in KPB chapter 5.13, the following real property is exempt from general taxation:

- (A) State mandated exemptions – Residents.
- (1) Senior Citizens' exemption. Subject to the application procedure, criteria, and eligibility requirements set forth in KPB 5.13.090.
  - (2) Disabled veteran exemption. Subject to the application procedure, criteria, and eligibility requirements set forth in KPB 5.13.090.
- (B) State mandated exemptions – Nonprofit Entities.
- (1) Municipal property. Subject to the criteria and requirements set forth in AS 29.45.030.
  - (2) Federal property. Subject to the criteria and requirements set forth in AS 29.45.030.
  - (3) Property used exclusively for nonprofit religious, charitable, cemetery, hospital, or educational purposes. Subject to the application procedure, criteria, and eligibility requirements set forth in KPB 5.13.160.
  - (4) Armed forces. Subject to the criteria and requirements set forth in AS 29.45.030.
  - (5) Real property or an interest in real property that is exempt from taxation under 43 U.S.C. 1620(d) (ANCSA).
- (C) Optional tax exemptions, credits, or deferrals adopted by the Borough pursuant to AS 29.45 – Residents.
- (1) Senior Citizens' exemption. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.090. The maximum combined senior exemption under subsection (A), of this subsection, and KPB 5.13.080(C)(5) is \$350,000 of assessed value, unless a hardship exemption is granted. For the purposes of this chapter and KPB 5.13.090(C), the required state senior exemption and the optional borough exemption are considered one exemption.
  - (2) Disabled veteran exemption. Subject to the application procedure, criteria, and eligibility requirements set forth in KPB 5.13.090. This exemption is in addition to the exemption under subsection (A) above and in an unlimited amount.

- (3) Disabled residents. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.100.
- (4) Volunteer firefighters/EMS. Subject to the maximum exemption amount application procedure, criteria, and eligibility requirements set forth in KPB 5.13.110.
- (5) Residential real property. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.120.
- (6) Senior and disabled veteran hardship exemption. Subject to the application procedure, criteria, and eligibility requirements set forth in KPB 5.13.
- (D) Optional tax exemptions, credits or deferrals adopted by the borough pursuant to AS 29.45 – Nonprofit entities.
  - (1) Community Purpose property. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.170.
- (E) Optional Exemptions and tax credits adopted by the Borough pursuant to AS 29.45 – Individuals or Entities.
  - (1) Harvesting insect infested timber resources. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.130.
  - (2) Anadromous waters habitat protection area. Subject to the maximum credit amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.140.
  - (3) Disaster damages. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.150.
  - (4) Economic development property exemption. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.180.

**5.13.090. - Senior Citizens and Disabled Veteran Tax Exemption—Application Requirements and Criteria**

- (A) Exemption. Pursuant to KPB 5.13.080(A) and (C), a single parcel of real property owned and occupied as the primary residence and permanent place of abode of the applicant is exempt up to \$300,000 for an eligible senior citizen and an unlimited amount for an eligible disabled veteran, as set forth in KPB Chapter 5.12 and this chapter. Any exemption granted under this section may only include the primary parcel.
- (B) Senior Citizens Exemption Criteria. To be eligible for the senior citizens exemption the following criteria must be met:
- (1) The applicant was a resident of the State of Alaska prior to January 1 of the tax year.
  - (2) The applicant owns and occupies the property as the applicant's primary residence and permanent place of abode.
    - (a) An applicant may rebut the presumption that property has not been occupied as a primary residence and permanent place of abode if the applicant occupied it for less than 185 days during the previous year by providing proof that the applicant meets the statutory criteria for an allowable absence under AS 43.23.008, as amended, relating to Permanent Fund Dividend allowable absences.
    - (b) An applicant must provide proof of residency and verify that the individual is not a resident of any other state, that the applicant occupies the property for at least 185 days a year, and that the individual meets the residency duration requirements to be eligible for a permanent fund dividend under AS 43.23.005.
  - (3) The applicant is 65 years of age or older as of January 1 of the tax year in which the exemption is sought, or at least 60 years old who is the widow or widower of a person who previously qualified for this exemption.
  - (4) For residents 65 years of age or older or residents at least 60 years old who are the widow or widower of a resident 65 years of age or older to be eligible for an exemption.
  - (5) The applicant must own the property and occupy the property. In the event an individual qualifies for the exemption after January 1 of the tax year then that individual may apply the following year.
- (C) Disabled Veteran Exemption Criteria. To be eligible for the disabled veteran exemption the following criteria must be met:

- (1) The applicant was a resident of the State of Alaska prior to January 1 of the tax year.
- (2) The applicant provides a letter from the U.S. Department of Veteran Affairs (VA) showing the applicable is a disabled veteran. If the disability is less than a permanent disability, the applicant must submit an official disability percentage letter from the VA each year prior to February 15 showing a 50 percent or greater disability.
- (3) The applicant is at least 60 years old who is the widow or widower of a person who previously qualified for this exemption.
- (4) The applicant owns and occupies the property as the applicant's primary residence and permanent place of abode.
  - (a) An applicant must provide proof of residency and verify that the applicant is not a resident of any other state, that the applicant occupies the property for at least 185 days a year, and that the individual meets the residency duration requirements to be eligible for a permanent fund dividend under AS 43.23.005.
- (D) *Spatial apportionment.* This exemption applies only to the portion of the property owned and occupied by the eligible applicant. If the property is owned or occupied by any other adult persons, other than the eligible applicant and the applicant's spouse, the assessor will apply spatial apportionment.
- (E) *One exemption per parcel.* One senior or disabled veteran exemption per primary parcel. Only one senior or disabled veteran exemption may be granted for the same property and, if two or more persons are eligible for an exemption for the same property, the parties must decide among themselves who is to receive the benefit of the exemption. Notwithstanding this subsection, an applicant who is eligible for both this exemption and a residential real property tax under KPB 5.13.060 may be granted multiple exemptions, up to a maximum of \$350,000 for the senior citizen exemption, for the same property.
- (F) *Application deadline.* The application form must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. A qualified senior citizen, disabled veteran, or surviving spouse of either, need not file an application for successive tax years if there is no change in ownership, no change in permanent place of abode by the owner of record, or no change in status of disability if the owner is a disabled veteran. However, a qualified senior citizen or qualifying surviving spouse must meet the residency requirements

as described above in subsection (B) in order to continue to be qualified without filing an application for successive tax years. Property owners must notify the borough when the requirements for exemption are no longer met.

- (G) Other residency. An applicant under this section is ineligible to receive the exemption if the applicant has applied for or received a similar residency-based exemption for the same year for property located in another jurisdiction outside the borough.

**5.13.095. - Senior citizen and disabled veteran hardship exemption.**

- (A) Exemption. An individual who otherwise qualifies for a senior citizen or disabled veteran property tax exemption under this state law and this chapter, is eligible for a hardship exemption if the criteria set forth in this section are met. If allowed, a hardship exemption will be granted only for that portion of an eligible applicant's real property tax liability in excess of two percent of the applicant's gross household income as calculated after the senior citizen and disabled veteran property tax exemption required by state law is applied. Only one hardship exemption may be granted for the same property, and if two or more persons are eligible for an exemption for the same property, the parties shall decide among themselves who is to receive the benefit of the exemption. No exemption may be granted if the assessor determines, after notice and an opportunity for a hearing to the parties, that the property was conveyed to the applicant primarily for the purpose of obtaining the exemption. The hardship exemption determination of the assessor is a final administrative decision and may be appealed to the superior court within 30 days of the date of the decision.

- (B) Criteria. The following criteria must be met in order for an applicant to be eligible for a hardship exemption:

- (1) The applicant must qualify for a senior citizen or disabled veteran property tax exemption in accordance with KPB 5.13.090 and state law; and
- (2) The applicant's gross household income, from all sources in the prior year, may not exceed 120 percent of the most current Median Family Income for Kenai Peninsula as set by the U.S. Department of Housing and Urban Development for a similar sized household except as follows:
  - (a) An applicant whose household gross income exceeds 120 percent of the Median Family Income for Kenai Peninsula Borough as set by the U.S. Department of Housing and Urban Development may nevertheless qualify for an

exemption in the case of a documented extenuating or extraordinary circumstance that results in a one-time expense that, when subtracted from the applicant's household gross family income, results in the applicant's gross family income falling below 120 percent of the Median Family Income for Kenai Peninsula Borough for the year in question.

(C) Procedure. In applying for a hardship exemption, the applicant must submit the following documentation no later than April 30 of the assessment year for which the exemption is sought:

- (1) Form 21-400c;
- (2) A Federal Income Tax Return filed in the same year in which the exemption is sought, for all occupants in the applicant's home who are required to file federal income tax; and
- (3) A hardship exemption application supplied by the assessor's office, including any necessary attachments or additional documentation as may be required by the assessor.

**5.13.100. - Disabled resident property tax credit—Application requirements and criteria.**

- (A) Exemption. Pursuant to KPB 5.13.080, a single parcel of residential real property, owned or partly owned, and occupied as a primary residence and permanent place of abode by a disabled resident applicant may be eligible for a tax credit up to a maximum amount of \$500 of such tax, as set forth in KPB Chapter 5.12 and this section.
- (B) Criteria. To qualify for this exemption, the applicant must be determined to be totally and permanently disabled. The determination must be in writing and issued by the administrator, board or other appropriate authority of the U.S. Social Security Program or other government agency. A property granted an exemption under KPB 5.13.090 or AS 29.45.030(e) is not eligible to receive an exemption under this section.
- (C) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought.

**5.13.110. - Volunteer firefighters and providers of emergency medical services property tax exemption—Application requirements and criteria.**

- (A) Exemption. Pursuant to KPB 5.13.080(C), a single parcel of residential real property, owned or partly owned, and occupied as a primary residence and permanent place of abode by a borough resident who provides volunteer firefighting services or volunteer emergency medical services is eligible for a general taxation exemption not to exceed \$10,000 of the assessed value as set forth in KPB Chapter 5.12 and this chapter.
- (B) Criteria. To qualify for this exemption, on January 1 of the assessment year a person must be certified as:
- (1) A current and active volunteer of a State of Alaska recognized first responder service, registered fire department or a certified ambulance service located within the borough; and
  - (2) If providing volunteer firefighting services, be certified as a firefighter by the Alaska Department of Public Safety; or
  - (3) If providing volunteer emergency medical services, be certified under AS 18.08.082.

The fire or EMS chief as appropriate for each department shall be responsible for certifying that the volunteer has met the criteria established for this exemption and will submit the names to the Kenai Peninsula Borough annually on or before February 15. If two or more individuals are eligible for an exemption for the same property, not more than two exemptions may be granted.

- (C) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before January 15 of the tax year for which the exemption is sought.

**5.13.120. - Residential real property tax exemption—Application requirements and criteria.**

- (A) Exemption. Pursuant to KPB 5.13.080(C), the first \$75,000 of the assessed valuation of a single parcel of residential real property, owned or partly owned, and occupied as a primary residence and permanent place of abode by a resident may be eligible for a general taxation exemption as set forth in KPB Chapter 5.12 and this chapter.
- (B) Criteria. To qualify for this exemption, on January 1 of the assessment year an applicant must:
- (1) Be a permanent resident of the borough and occupy the property as the applicant's primary residence and permanent place of abode.

- (2) An applicant under this section is ineligible to receive the exemption if the applicant has applied for or received a similar residency-based exemption for the same year for property located in another jurisdiction outside the borough.
- (3) Only one exemption under this section may be granted per parcel of residential real property.
- (C) Rebuttal presumption. If the owner of record occupied the property for less than 185 days during the previous year, the assessor may presume that the property has not been occupied as the owner of record's primary residence and permanent place of abode. The applicant may rebut this presumption by providing the assessor with satisfactory evidence that the lack of occupancy was for personal or a dependent family member's medical care and that but for the absence for medical care the applicant would have met the exemption criteria.
- (D) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. An updated application is not required for successive years unless there is a change in ownership or occupancy of the residence, or the assessor has selected the parcel for audit.

**5.13.130. - Harvesting insect infested timber resources—Application requirements and criteria.**

- (A) Exemption. Pursuant to KPB 5.13.080(C), the increase in assessed value of property resulting from timber harvest and related actions is exempt from taxation as follows: (1) the harvested area of land significantly infested or at risk of being significantly infested with insects due to an infestation of insects in the area in which the land is located ; (2) improvements to the real property for which this exemption is sought, including personal property affixed to the improvements located on such property, if they are used for and are necessary for the harvest of the timber that is infested or in danger of being infested; and (3) to the extent the timber harvest converts exempt property to taxable property, this exemption shall apply to the entire assessed value of the property.
- (B) Criteria. For timber to be considered harvested, the timber must be cut and removed. A significant infestation in the area in which the land is located means a widespread and intensive insect attack that will result in mortality of timber resources or has already caused large scale tree mortality. Land considered at risk of being significantly infested must have the following two characteristics: (1) the land must have a forest structure that is susceptible to significant insect infestation; and (2) a significant level of

insect population development is located immediately adjacent or within close proximity of the forested land.

- (C) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. The application must include a copy of the detailed plan of operation (DPO) required by 11 AAC 95.220 and filed with the Division of Forestry. In the event the DPO extends beyond the initial assessment year, the applicant must file additional complete application(s) no later than February 15 of each assessment year for which an exemption is sought. The assessor must be promptly provided with a copy of any amendment of the DPO. The exemption will be for the prior calendar year harvests.
- (D) Assessor determination. The assessor is authorized to deny part or all of an exemption request if the application is incomplete or an investigation and inspection of the property reveals that the timbering does not meet the requirements of this ordinance and AS 29.45.050(q), as amended, or the area timbered is different from that stated in the exemption request.

**5.13.140. - Anadromous waters habitat protection areas tax credit—Application requirements and criteria.**

- (A) Exemption. Pursuant to KPB 5.13.080(C), the increase in assessed value of improvements to real property located within 150 horizontal feet from the mean high tide line or ordinary high water line of the anadromous waters listed in KPB 21.18.025 is eligible for a general tax credit as set forth in KPB Chapter 5.12 and this chapter.
- (B) Criteria. To qualify for this tax credit, certain improvements to the real property are exempt if:
- (1) an increase in assessed value is directly attributable to alteration of the natural features of the land, or new maintenance, repair, or renovation of an existing structure; and
  - (2) the alteration, maintenance, repair, or renovation, when completed, enhances the exterior appearance or aesthetic quality of the structure; and
  - (3) meets the criteria for a fish habitat and restoration project described in KPB 5.14.040.

An exemption may not be allowed under this subsection for the construction of an improvement to a structure if the principal purpose of the improvement is to increase the amount of space for occupancy or

nonresidential use in the structure or for the alteration of land as a consequence of construction activity.

- (C) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before January 15 of the tax year for which the exemption is sought. The assessor may require such information as is reasonably necessary to determine compliance with the requirements of this chapter and KPB 5.12. If an exemption is granted, it may continue for up to four years from the date improvement is completed, or from the date of approval for the exemption by the local assessor, whichever is later.

**5.13.150. - Disaster damage exemption—Application requirements and criteria.**

- (A) Exemption. Pursuant to KPB 5.13.080(C), real property damaged by a disaster or during a declared local disaster emergency may apply for reassessment of that property under this section. In addition, the assessor may initiate such reassessment where the mayor determines that within the current assessment year taxable property located in the borough was damaged by a disaster.
- (B) Criteria. Damage or a disaster caused or created by the applicant or owner of the property is not eligible for reassessment. To be eligible for reassessment, the damage to the property must have been caused by any of the following:
- (1) A disaster in an area or region declared by the mayor, the governor, or the president to be in a condition of disaster emergency.
  - (2) A disaster as that term is defined in this chapter.
  - (3) A disaster that, with respect to a possessory interest in land owned by the state or federal government has caused the permit or other right to enter upon the land to be suspended or restricted.
- (C) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department within 60 days of the disaster, requesting reassessment and describing the condition and value of the property immediately before and after the damage or destruction. If no application is made and the assessor determines that within the calendar year a property has suffered damage caused by a disaster that may qualify the property owner for relief under this section, the assessor may provide the last known owner of the property with an application for reassessment. The property owner must file the completed application within 30 days of the date of the mailing of notification by the

assessor but in no case more than 60 days after the occurrence of said damage.

- (D) *Inspection.* Upon receiving the proper application, the assessor or assessor's designee will inspect the property and verify the prior year's full and true value of land, improvements, personal property, or the proposed or certified current year's value immediately before and after the damage or destruction. If an applicant has refused or failed to provide the assessor or the assessor's agent full access to property or records reasonably requested by the assessor, the applicant will be precluded from any reduction or relief, and any valuation or valuation issue affected by the lack of access will be decided in favor of the assessor.
- (E) *Damage computation.* If the sum of the full and true values of the land, improvements, and personal property before the damage exceeds the sum of the values after the damage by \$10,000.00 or more, the assessor shall also separately determine the percentage reduction in value of the land, improvements, or personal property due to the damage or destruction. The assessor shall reduce the values appearing on the assessment roll by the percentage of damage or destruction computed pursuant to this section, and the taxes due on the property shall be adjusted as provided this section. However, the amount of the reduction shall not exceed the actual loss. Any damages to land, improvements, personal property, or additions that do not appear on the assessment roll are not eligible for consideration under this section.
- (F) *Notice of reassessment.* The assessor will notify the applicant in writing of the amount of the proposed reassessment. The notice will state that the applicant may appeal the proposed reassessment to the board of equalization within 30 days of the date of mailing the notice.
- (G) *Tax adjustment.* The tax rate fixed for the property so reassessed shall be applied to the amount of the reassessment as determined in accordance with this section. The owner of record shall be liable for a prorated portion of the taxes that would have been due on the property for the current calendar year had the disaster not occurred. This proration is determined on the basis of the number of days remaining in the calendar year beginning with the date of the disaster. For purposes of applying the calculation in prorating taxes, the term "calendar year" means the portion of the current tax year used to determine the adjusted amount of taxes based on a 365-day year. If the damage or destruction occurred after January 1 and before the beginning of the next calendar year, the reassessment shall be utilized to determine the tax liability for the current year. Any tax paid in excess of the total tax due shall be refunded to the taxpayer as an erroneously collected tax within 60 days of the final determination of the adjusted tax liability.

- (H) Tax roll adjustment. Any reassessed value resulting from one or more reductions in full and true value of amounts, as determined above, shall be forwarded to the finance director. The finance director will calculate and enter the reassessed tax values on the finance roll as a tax adjustment request (TAR).
- (I) Effect of revised assessment. The assessed value of the property in its damaged condition, as determined pursuant to this section shall be the taxable value of the property until December 31 of the year in which the disaster occurred, unless the value is otherwise adjusted as allowed by law.

**5.13.160. - Nonprofit religious, charitable, cemetery, hospital, or educational property tax exemption—Application requirements and criteria.**

- (A) Exemption. Pursuant to the Alaska Constitution, AS 29.45, and KPB 5.13.080(B), property used exclusively for nonprofit religious, charitable, cemetery, hospital, or educational purposes is exempt from taxation as set forth in state law, KPB Chapter 5.12 and this chapter.
- (B) Criteria. To qualify for this exemption, on January 1 of the assessment year the property must be used exclusively and developed for an exempt purpose.
- (C) Application deadline and requirements. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. An updated application is not required for successive years unless there is a change in ownership or occupancy of the residence, or the assessor has selected the parcel for audit. The application must include:
- (1) The applicant's articles of incorporation;
  - (2) Not-for-profit status documentation for the organization (i.e., IRS determination letter or State of Alaska equivalent);
  - (3) Proof of current registration with the Alaska State Division of Corporations;
  - (4) Verification property is used exclusively for exempt purpose and description of use; and
  - (5) Any other information required by the assessor to determine eligibility, amount of exemption requested, or spatial apportionment, if applicable.

(D) Definitions. For purposes of this section, “property used exclusively for religious purposes” includes the following property owned by a religious organization:

(1) The residence of an educator in a private religious or parochial school or a bishop, pastor, priest, rabbi, minister, or religious order of a recognized religious organization; for purposes of this subsection, “minister” means an individual who is:

(a) Ordained, commissioned, or licensed as a minister according to standards of the religious organization for its ministers; and

(b) Employed by the religious organization to carry out a ministry of that religious organization;

(2) A structure, its furniture, and its fixtures used solely for public worship, charitable purposes, religious administrative offices, religious education, or a nonprofit hospital;

(3) A lot or space required for parking near a structure defined in subsection (D)(2) above.

(E) Definitions. For purposes of this section “charitable purpose” means exclusive use that:

(1) Is done out of good will or provides a benefit to the general public;

(2) Adds to the moral, mental, and physical welfare, good will and betterment of the public; or

(3) The charity entails a gift to the general public through contributions of services or aid to society in general.

(F) Definitions. For purposes of this section, "hospital" means a public or private institution or establishment devoted primarily to providing diagnosis, treatment, or care over a continuous period of 24 hours each day for two or more unrelated individuals suffering from illness, physical or mental disease, injury or deformity, or any other condition for which medical or surgical services would be appropriate

(G) Definitions. For purposes of this section "property used exclusively for cemetery purposes" does not include a family cemetery on a property which includes other concurrent property uses.

(H) Income. Property described in this section from which income is derived is exempt only if that income is solely from use of the property by nonprofit

religious, charitable, hospital, or educational groups. If used by nonprofit educational groups, the property is exempt only if used exclusively for classroom space.

**5.13.170. - Community purpose real property tax exemption—Application requirements and criteria.**

- (A) Exemption. Pursuant to KPB 5.13.080(D), property used exclusively for community purpose is eligible for a tax exemption in an unlimited amount, as set forth in state law, KPB Chapter 5.12, and this chapter.
- (B) Criteria. To qualify for this exemption, on January 1 of the assessment year the property must:
- (1) Be owned by a non-profit entity with Employer Identification Number (EIN) issued by the IRS or a wholly-owned subsidiary of such an entity; and
  - (2) Be used exclusively for community purposes in a manner that directly and substantially benefits public welfare; or
  - (3) Be donated or devoted for use by the general public and provides a benefit to the community.
- (C) Application deadline and requirements. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. An updated application is not required for successive years unless there is a change in ownership or use of the property, or the assessor has selected the parcel for audit. The application must include:
- (1) The applicant's articles of incorporation;
  - (2) Not-for-profits status documentation for the organization (i.e., IRS determination letter or equivalent);
  - (3) Proof of current registration with the Alaska State Division of Corporations;
  - (4) Verification property is exclusively used for exempt purpose and description of use of the property consistent with the requested exemption; and
  - (5) Any other information required by the assessor to determine eligibility, amount of exemption requested, or spatial apportionment, if applicable.

(D) Assessor determination. The assessor will determine if the applicant meets the requirements of this chapter and KPB 5.12. The assessor, in determining whether to grant an exemption and the amount of exemption to be granted, will consider whether:

- (1) The property is open to public use regardless of sex, color, race, age, marital status, religion, political affiliation, or national origin;
- (2) Any part of the net earnings of the applicant inures to the benefit of any private entity or individual;
- (3) There is evidence of a dominant financial motive such as excessive charges, excessive employee compensation or income that exceeds operating expenses;
- (4) There is evidence that the property is being used to financially benefit any officer, trustee, director, shareholder, member, or contributor of the applicant;
- (5) The property is used for the actual operation of the community activity and does not exceed an amount of property reasonably necessary for the accomplishment of the community activity;
- (6) The fees and charges for the use of the property do not effectively deny to a significant portion of the borough the privileges and benefits provided by such property;
- (7) The applicant organization is governed by a volunteer board of directors;
- (8) A tax exemption is necessary to provide the community benefit;
- (9) The existence of substantially similar community benefits through other public or private entities; or
- (10) The impact of the use on the quality of life of borough residents.

(E) Senior housing. In addition to the community purpose exemptions granted by the assessor, the property owned by the following organizations for the purposes of providing affordable housing for senior citizens is exempt from real property taxation under this section:

- (1) Cooper Landing Senior Citizen Corporation, Inc.
- (2) Homer Senior Citizens, Inc.
- (3) Nikiski Senior Citizens, Inc.

- (4) Sterling Area Senior Citizens, Inc.
- (5) Soldotna Area Senior Citizens, Inc.
- (6) Anchor Point Senior Citizens, Inc.
- (7) Ninilchik Senior Citizens, Inc.

**5.13.180. - Economic development property tax exemption or tax deferral—  
Application requirements and criteria.**

- (A) *Exemption, tax credit, or tax deferral.* Pursuant to KPB 5.13.080(D), property used exclusively for community purpose is eligible for a partial tax exemption, tax credit, or tax deferral as set forth in this section, KPB Chapter 5.12 and KPB Chapter 5.13.
- (B) *Criteria.* To qualify for this exemption, on January 1 of the assessment year the property must be used for economic development purposes, provide an economic benefit to the borough, and:
  - (1) A business applicant must have a current business license; and
  - (2) The property owner is in compliance with all borough, city, and state tax obligations; and
  - (3) The applicant must specify: (a) whether an exemption, tax credit, or tax deferral is requested; (b) the exemption, tax credit, or tax deferral amount and length of time being requested. The amount requested may be expressed as a percentage of the full taxable amount.
- (C) *Application deadline.* On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. The applicant must include a business plan and other documents requested by the assessor. If the assessor determines that the application is deemed complete and meets the subsection (B) criteria, the mayor will submit a resolution to the assembly for a determination under subsection (F).
- (D) *Assembly determination.* The assembly may by resolution grant a tax exemption, tax credit, or tax deferral at an amount and for a length of time to be determined by the assembly. If approved under this section, a tax exemption may not exceed five years unless the assembly finds it is in the best interests of the borough to grant a longer exemption. A tax credit or tax deferral may not exceed seven years. The grant or denial of an application is a discretionary legislative act which shall not give rise to any claim against the borough or its agents. The assembly, in determining whether to

grant an exemption, tax credit or tax deferral, and the amount granted, may consider various factors including, but not limited to, whether:

- (1) The proposal creates at least five full time new employment positions within the borough;
  - (2) The proposal generates sales outside of the borough of goods or services produced in the borough;
  - (3) The proposal materially reduces the importation of goods or services from outside the municipality;
  - (4) The proposal competes with a taxpaying trade or business already established in the borough;
  - (5) The proposal will enable a significant capital investment in physical infrastructure that will generate property tax revenue after the exemption, tax credit, and/or deferral expires;
  - (6) The location of the trade, industry, or business is compatible with land use and development plans of the borough;
  - (7) The exemption, tax credit, and/or deferral is necessary to allow adequate time for improvements to be completed and revenue to be generated by the property; or
  - (8) The exemption, tax credit, and/or deferral will provide measurable public benefits commensurate with the level of incentive granted.
- (E) *Service area taxes excluded.* This exemption will not apply to taxes levied for special services in a service area. An exemption for property used for economic development under this section may not be combined with or in addition to any other exemption required or allowed under law.
- (F) *Revocation.* The applicant must annually certify that the factors establishing qualification for the tax relief under this section upon which approval was granted remain in existence. If the applicant's proposal is not competed as stated in the application or if the applicant becomes delinquent in any tax obligation to the borough, the mayor will forward to the assembly a resolution revoking the tax relief granted under this section.

### **5.13.190. - Definitions.**

Unless the context clearly requires a different meaning, in this chapter:

"Active volunteer" means a person meeting the training, response, and participation criteria as established by each recognized first responder service, registered fire department and/or state certified ambulance service. The criteria established by each department that defines "active volunteer" shall be on file with the Kenai Peninsula Borough assessing department. Persons serving "on-call" who are not regular borough employees as either a firefighter or emergency medical services provider shall be eligible for consideration as an active volunteer if all other criteria are satisfied.

"Assessor" means the Kenai Peninsula Borough assessor or designee;

"Damage" means harm resulting from physical injury to property, including partial or total destruction, and a diminution in the value of improvements or land resulting from restricted access to property caused by the disaster;

"Developed" means a purposeful modification of the property from its original state that effectuates a condition of gainful and productive present use without further substantial modification, including but not limited to construction, installation, or placement upon land of a structures, fixtures, roads, trails if the use for recreational purposes, or utilities;

"Disabled veteran" means a disabled person (a) separated from the military service of the United States under a condition that is not dishonorable who is a resident of the state, whose disability was incurred or aggravated in the line of duty in the military service of the United States, and whose disability has been rated as 50 percent or more by the branch of service in which that person served or by the Veteran's Administration; or (b) who served in the Alaska Territorial Guard, who is a resident of the state, whose disability was incurred or aggravated in the line of duty while serving in the Alaska Territorial Guard, and whose disability has been rated as 50 percent or more;

"Disaster" has the meaning given in AS 26.23.900, as amended;

"Economic development" means an action intended to result in an outcome that causes an increase in, or avoids a decrease of, economic activity, gross domestic product, or the tax base.

"Exclusive use" means the property is being used primary or dominantly for the purpose of the exemption and not used for any other purpose;

"Gross household income" means total annual compensation, earned and unearned, from all sources, of all members of the household.

"Own and occupy" means possession of an interest in real property, which interest is recorded in the office of the district recorder, or, if unrecorded, is attested by a

contract, bill of sale, deed, or other proof in a form satisfactory to the assessor, and living on that real property as one's primary residence;

"Permanent place of abode" means a dwelling, or a dwelling unit in a multiple dwelling, including lots and outbuildings or an appropriate portion of these, that are necessary to convenient use of the dwelling unit;

"Real property" means land and rights and interests in land, including interests less than full title such as easements, uses, leases, and licenses, and includes mobile homes classified as real or for municipal tax purposes;

"Resident" means an applicant who has a fixed habitation in the State of Alaska for at least 185 days per calendar year, and, when absent, intends to return to the State of Alaska;

"Senior citizen" means a person who is 65 or older before January 1 of the exemption year;

"Serious condition or event" means a grave medical condition, out-of-state medical treatment, a family emergency requiring the presence of the party, a death in the family, or a natural disaster or emergency outside of human control;

"Spatial apportionment" means the division of a portion of real property, buildings or other property for tax exemption, tax credit or tax deferral purposes with the remaining portion being taxable;

**SECTION 4.** That the KPB Code of Ordinances is hereby amended by adding a new chapter to be numbered KPB 5.15, relating to Tax Appeals, which shall read as follows:

#### **CHAPTER 5.15. - TAX APPEALS**

##### **5.15.010. - Valuation appeals.**

###### **(A) Appeal rights.**

(1) Appeals by taxpayer. A person whose name appears on the assessment roll or the agent or assign of that person may appeal to the board of equalization for relief from an alleged error in valuation not adjusted by the assessor to the appellant's satisfaction.

(2) Appeals by city. A city in the Borough may appeal an assessment to the board of equalization in the same manner as a taxpayer. Within five days after receipt of the appeal, the assessor shall notify the person whose property assessment is being appealed by the city.

**(B) Appeal Deadline; Fee.** No later than 30 days after the date of mailing the notice of assessment, a person contesting a property valuation must submit

to the clerk's office a written appeal specifying grounds for the appeal on a form prescribed by the Clerk. An appeal will be rejected if: (i) the appellant fails to provide a filing fee in the amount listed in borough's Schedule of Rates, Charges and Fees at the time of filing; or (ii) the appeal form is modified by the appellant. Within 3 business days of accepting the appeal, the clerk will provide each appeal to the assessor. For purposes of this section, the appeal is submitted on the date it is received in the clerk's office or, if delivered by first class mail, the date it is postmarked. An application to proceed with an appeal without a filing fee under a hardship waiver may be filed with the Clerk's office in accordance with the procedures provided in subsection (1) below. If the appeal is withdrawn before evidence is due under KPB 5.15.020 below, or if the appellant or agent of the appellant participates at hearing, then the filing fee will be fully refunded within 30 days after the hearing date.

(1) *Hardship Waiver.* An appellant may qualify for a hardship waiver if the filing fee is greater than 0.5% of the Appellant's gross household income. The request for a hardship waiver must be submitted as a sworn statement on a form prescribed by the clerk.

(2) *Returned Checks.* An appellant will be charged a fee in the amount listed in the borough's Schedule of Rates, Charges and Fees for a returned personal check on an appeal filing fee.

(3) *Agent of Property Owner.* If the party filing the appeal is an agent of the property owner, in order for an appeal to be considered timely, the appeal form must be accompanied by the property owner's notarized signature granting the authority for the agent to act on the property owner's behalf.

(C) *Request for filing deadline extension due to inability to comply.* A person who misses the 30-day valuation appeal deadline may request a deadline extension from the board of equalization by demonstrating inability to comply with the deadline. The request for extension, affidavit demonstrating an inability to comply, and the written valuation appeal must be filed with the Clerk no later than June 1 of that tax year. The board of equalization's determination will be made in accordance with KPB 5.15.040:

(1) *If the extension request is granted for a valuation appeal, the valuation appeal will be set for hearing and the appellant and the property owner will be given notice of the hearing.*

(2) *If the extension request is denied, the clerk's office shall notify the appellant and the property owner of the board's decision.*

**5.15.020. - Exemption appeals—individuals or residential property.**

- (A) Individuals or residential property exemptions. An applicant aggrieved by any determination of the assessor regarding an exemption applicable to residents may appeal to the board of equalization or a Superior Court within the borough.
- (B) Appeal deadline. No later than 30 days after the date of mailing of the assessor's decision, an applicant contesting a determination of the assessor regarding an individual or residential property tax exemption may submit a written appeal specifying grounds for the appeal to the clerk on a form prescribed by the clerk. An appeal will be rejected if: (i) the appellant fails to provide a filing fee in the amount listed in borough's Schedule of Rates, Charges and Fees at the time of filing for tax appeals; or (ii) the appeal form is modified by the appellant.
- (C) Request for filing deadline extension due to inability to comply. A person who missed the deadline for filing an individual or residential exemption application may request a deadline extension from the assessor by demonstrating inability to comply with the deadline. The extension request, affidavit signed by the applicant, supporting documents, and the exemption application must be filed with the clerk no later than June 1 of the year for which the exemption is sought. If the extension request is granted for the exemption application deadline, the assessor will accept the application as if timely filed.

**5.15.030. - Exemption appeals—entities.**

An applicant aggrieved by any determination of the assessor regarding a nonprofit religious, charitable, cemetery, hospital, educational, or community purposes exemption may file an appeal in the Kenai Superior Court within 30 days of the date of mailing of the decision.

**5.15.040. - Deadline extension requests.**

- (A) Inability to comply determinations. A request for an extension to a filing deadline under this chapter will be processed as follows:
- (1) An affidavit, signed by the applicant, along with any supporting documentation setting forth the reasons for the inability to comply with the appeal deadline must be filed with a request for a deadline extension based upon an inability to comply.

(2) The assessor will be provided an opportunity to respond to the request within five business days of the clerk sending the request to the assessor.

(3) The board of equalization chair will issue a decision on the request for an extension or may refer the request to a panel of three board of equalization members chosen by lot for a decision. The decision maker may only consider the extension request based on the documents submitted by the applicant and the assessor and may not consider any other evidence, nor consider the merits of the appeal.

(B) Current tax year only. Determinations must be limited to the current tax year. The authority provided in this chapter to grant extensions may not be exercised so as to permit acceptance of an application or appeal other than for the current tax year. If the extension request is granted for a valuation appeal, the valuation appeal will be set for hearing and the appellant and the property owner will be given notice of the hearing. If the extension request is denied, the clerk's office shall notify the appellant and the property owner of the board's decision.

(C) Duty of taxpayer. A failure to pick up or read mail, or to make arrangements for an appropriate and responsible person to pick up or read mail, or a failure to timely provide a current address to the office of the assessor, will not be deemed to result in an inability to comply and the appeal will not be accepted for that tax year.

#### **5.15.050. - Grounds for appeal—Burden of proof.**

(A) Grounds for appeal. All valuation appeals to board of equalization must provide the grounds for the appeal and the appellant's opinion of value. The only grounds for appeal are: unequal, excessive, improper or under valuation of the property or an error in ownership or classification of property, based on facts that are stated in a valid written appeal.

(B) Burden of proof. The burden of proof rests with the appellant.

An appeal that fails to comply with this section will be rejected by the clerk as being incomplete.

#### **5.15.060. - Board of Equalization Appeal Procedure—Hearing Notice; Evidence; Motions.**

(A) Notice of hearing. The clerk, in consultation with the board chair, will notify the appellant by the method of service selected by the appellant on the appeal form, of the time and place of hearing, and will notice the assessor

by electronic service. The notices must be served no later than 25 calendar days before the date of the hearing.

(B) Evidence due date.

(1) The appellant may submit any evidence deemed relevant to the appeal. The appellant's evidence must be provided to the Clerk no later than 15 days before the appeal hearing date. Pages will be marked as "Appellant's exhibits" and numbered.

(2) The assessor will prepare for use by the board of equalization a summary of assessment data relating to each valuation assessment that is appealed. The assessor may also submit any other evidence deemed relevant to the appeal. The assessor's evidence must be provided to the Clerk no later than 15 calendar days before the appeal hearing date. Pages will be marked as "Assessor's exhibits" and numbered.

(3) The complete appeal hearing packet will include all evidence submitted by the parties. Within two business days of the evidence due date, the Clerk will serve a copy of the appeal packet to: (i) the appellant by service method selected by the appellant on the appeal form; and (ii) to the assessor.

(C) Motions. Any pre-hearing request or motion, except for a request for an extension of time under KPB 5.15.040, must be submitted to the Clerk in writing no later than seven business days before the scheduled hearing. The non-moving party will have three business days to respond to any request or motion filed with the Clerk. Any request or motion or response thereto must be accompanied by a certificate of service certifying that a true and correct copy of the filing was served on the other party to the appeal by electronic service if the party consents to email service, personal service, or U.S. mail delivery and provide the email or mailing address that was served. The following certificate of service may be used:

CERTIFICATE OF SERVICE

This is to certify that on {insert date} a true and correct copy of this document including a total of \_\_\_ pages was served via [ ] email [ ] mail [ ] personal delivery on the following parties at the address listed below:

[insert email, mailing, or physical address]

[Signature of individual serving documents]

[Print name of individual serving documents]

- (D) Decision. The chair of the board, or designee, is authorized to decide each submitted motion. The decision may be reviewed by the board at the discretion of the chair, or designee, as appropriate. For good cause shown, a party may submit a motion to the board no less than two business days before the scheduled hearing. In this instance, the chair, or designee, must provide the other party with a reasonable opportunity to respond to the motion prior to issuing a decision.
- (E) Appearance at hearing; requesting a continuance. A party to an appeal may appear via videoconference or teleconference, as available. A party can request a continuance of hearing only for good cause and only if the request at least 15 days prior to the hearing date unless the reason for the continuance is a serious condition or event that prevented a timely request or that arose after the deadline. A continuance may not be granted if it will cause substantial prejudice to the other party. Subject to the hearing deadline date under KPB 5.15.070(A), the chair of the board of equalization is given the discretion to determine whether to grant a request for a continuance. A continuance does not extend the evidence deadline under KPB 5.15.060.

**5.15.070. - Board of Equalization—Hearing Procedure.**

- (A) Hearing deadline. All appeals must be heard and decided before June 1, unless: (1) the board finds there is a good cause basis for setting a later hearing date; and (2) the later hearing date will not prejudice the appellant or the assessor.
- (B) Quorum. A quorum of the board of equalization consists of three members. A quorum must be present in order to convene and take action. Actions of the board will be by the majority of members present. The presiding officer will select the alternate member to fill a vacancy or substitute in the absence of a regular board member. If membership of the board changes while an appeal is pending the new member may participate only by making an oral or written statement on the record that the member has reviewed the record in the matter and feels qualified to render an informed and impartial decision.
- (C) Presiding officer. The board chairperson presides over the board hearing. In the absence of the chair, the vice-chairperson will preside. If both are absent, the members present will select a person to preside. The clerk will attend the hearings to record the proceedings, record votes, and administer the oaths to witnesses. An attorney will be available to advise the board.
- (D) Agenda. The presiding officer will open the board session by calling the board to order and by calling each appellant's name and asking if the appellant or agent is present. Only an agent whose name was submitted to the clerk in writing with the appellant's evidence may appear on behalf of

the appellant. The presiding officer will bring each appeal before the board in the order scheduled by the Clerk.

Each appeal hearing will be conducted in the following order:

- (1) Summary of Assessment Data (read into the record by the presiding officer);
- (2) Appellant's Opening Presentation;
- (3) Assessor's Opening Presentation;
- (4) Rebuttal by the Appellant;
- (5) Rebuttal and closing by the Assessor;
- (6) Sur-Rebuttal and closing by the Appellant.

(E) Oath. All persons presenting evidence must do so under oath, administered by the clerk.

(F) Hearing and Exhibits. The hearing will be conducted informally with respect to the introduction of evidence. Irrelevant evidence may be excluded by the presiding officer upon motion or objection of a party. Each side will have a total of no more than 15 minutes to present their case. Each side is responsible for dividing their 15 minutes between oral presentation, argument, testimony (including witness testimony), and rebuttal. The board may expand or limit the length of the hearing depending on its complexity, combine multiple parcels under appeal by the same appellant, or take other action to expedite the proceedings. Cross-examination will not be permitted during presentation of the case. If a witness testifies during presentation of either the appellant's or the assessor's case, unless excused by the board with the concurrence of the appellant and the assessor, the witness must remain available in the assembly room to be called to testify during rebuttal by the appellant and the assessor. The only exhibits that will be admitted into the record at the hearing are those exhibits provided to the clerk in accordance with KPB 5.15.020. However, at the hearing, parties may use demonstrative or illustrative exhibits, provided that all such exhibits may only be duplicates of exhibits or information provided to the board in accordance with KPB 5.15.020. Additionally, witnesses may write on a board while orally testifying to illustrate their testimony. The limitation on the use of exhibits in this section does not preclude the parties from presenting oral testimony at the hearing. The assessor may recommend changes to the existing value during the hearing.

(G) Questioning. The time required to answer questions from the board will not be charged against either party. The appellant and assessor may call and

cross-examine each other's witnesses during rebuttal. The scope of cross-examination is limited to the issues raised in direct questioning. Witness questioning or cross-examination counts against each party's total time of 15 minutes.

- (H) Access to property. If an appellant has refused or failed to provide the assessor, or designee, full access to property or records related to assessment of the property, the appellant is precluded from offering evidence on the issue or issues affected by that lack of access. Before a ruling is issued on the admissibility of such evidence, the appellant shall be provided with a reasonable opportunity by the presiding officer to present its case as to why this sanction should not be imposed, and the assessor shall have a reasonable opportunity to respond.
- (I) Closing the hearing. After the appellant and assessor have presented their cases, the hearing will be closed by the presiding officer, and no further evidence may be offered or considered in deliberations unless a member of the board of equalization asks for additional information from either party. Both parties must be given an equal opportunity to respond to any such requests for additional information.
- (J) Decision. The board may decide the appeal after the presentations, or it may defer a decision until no later than the last hearing date. The board may move to go into an adjudicative session for purposes of making a decision. Final board action will be taken by motions, after reconvening in public, that set out specific findings of fact. Final board action may not be reconsidered, amended or rescinded by the board. The motions available to the board are: motion to go into adjudicative session, motion to uphold the assessor's valuation, motion to reduce the assessment, motion to increase the assessment, motion to dismiss the appeal, motion to defer the decision, or any other motion set out in Alaska statutes and regulations governing board of equalization appeals. Only one motion may be on the floor at a time, and the board shall vote on the motions until its findings are established. The vote must be taken and entered into the permanent record of the proceedings.
- (K) Appeal. Either the appellant or the assessor may appeal the decision of the board to the superior court in the Kenai, Homer, or Seward venue district, within 30 days of the date of mailing of the board's decision, as provided by the rules of appellate procedure governing appeals from administrative agency decisions. The record on appeal is the record established at the board hearing.
- (L) Failure to appear. If, without good cause, the appellant or appellant's agent fails to appear at hearing, whether in person, telephonically or by videoconference, the board will not consider the appeal and the appeal will be dismissed and the assessor's valuation will be upheld. Good cause for

failing to appear may include a statement in writing provided by the appellant, not later than the day of the hearing, of a serious condition or event, as defined in KPB 5.15.050, that prevented the appellant or appellant's agent from appearing in person or by telephone. An appellant who fails to appear at the hearing forfeits the appeal filing fee.

**5.15.080. - Board of Equalization—Organization.**

- (A) Members. The board of equalization is established with five regular members selected from the public. It shall also include four alternate members who shall meet the same qualifications as a regular board member. Members of the public shall be appointed by the mayor and confirmed by the assembly on the basis of their expertise in real and personal property appraisal, the real estate market, the personal property market, and other fields related to their functions as board members. Additionally, each member shall be a resident of the Kenai Peninsula Borough. Assembly members may serve as members of the board of equalization, subject to appointment by the Assembly.
- (B) Chair. The board will select a chair and vice-chair at each first annual meeting.
- (C) Term. Board members will serve three year staggered terms.
- (D) Vacancies. A vacancy is created under the following conditions and upon a declaration of vacancy by the board, after a member:
  - (1) Fails to take office within 30 days of appointment;
  - (2) Is physically absent from the borough for a 90-day period, unless excused by the board;
  - (3) Resigns;
  - (4) Is physically or mentally unable to perform the duties of the office;
  - (5) Is removed from office;
  - (6) Misses three consecutive regular meetings unless excused;
  - (7) Is convicted of a felony or of an offense involving a violation of his or her oath of office; or
  - (8) Changes residency to a location outside of the borough for a period longer than 60 days.

A vacancy on the board will be filled by appointment as described in paragraph A of this section for the unexpired term, or for a three-year term if no unexpired term remains.

(E) Meetings. The board may be called as required for equalization matters.

(F) Compensation. Board members will be compensated at the rate of \$175.00 per day except the board chair, who will be compensated at the rate of \$200.00 per day. All requests for reimbursement will be actual expenses incurred on authorized board business. The board chair will be reimbursed at a rate of \$30.00 per hour for time spent on pre-trial requests, motions or decisions.

### **5.15.090. - Definitions**

Unless the context clearly requires a different meaning, in this chapter:

"Assessor" means the Kenai Peninsula Borough assessor or designee

"Good cause" means adequate grounds based on a serious condition or event beyond a party's control to justify a party's request or failure to act.

"Gross household income" means total annual compensation, earned and unearned, from all sources, of all members of the household.

"inability to comply" means that the failure to timely appeal was based upon a serious condition or event beyond the taxpayer's control.

"Irrelevant evidence" means evidence or information that is not material to or does not effect a property's valuation or exemption determination.

"Serious condition or event" means a grave medical condition, out-of-state medical treatment, a family emergency requiring the presence of the party, a death in the family, or a natural disaster or emergency outside of human control.

**SECTION 6.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected

**SECTION 7.** That this ordinance shall become effective at 11:59 PM on December 31, 2025.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY  
OF \* 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Assessing Department

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### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Borough Mayor *PM*

**FROM:** Adeena Wilcox, Assessing Director *aw*  
Sean Kelley, Borough Attorney *SK*

**DATE:** August 21, 2025

**RE:** Ordinance 2025-21, Repealing and Reenacting KPB Chapter 5.12 Relating to Real Property Tax, Enacting a New KPB Chapter 5.11, Relating to Personal Property Tax, a New KPB Chapter 5.13, Relating to Tax Exemptions, Credits, or Deferrals, and a New KPB Chapter 5.15, Relating to Tax Appeals (Mayor)

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This ordinance addresses ongoing concerns raised by the public, administration, Board of Equalization Members and Assembly Members with regard to the current code relating to property tax, exemptions and appeals found at KPB Chapter 5.12.

Over time, Chapter 5.12 has been assembled in a piecemeal fashion, resulting in a lack of clarity, insufficient detail, and a disjointed process that at times is difficult for both the public to understand and the Assessing Department to administer effectively and transparently.

To improve organization and usability, this ordinance proposes several significant changes. Personal Property provisions will be moved into a new, separate chapter of code, KPB Chapter 5.11. Real Property provisions will remain in KPB Chapter 5.12. A new chapter of code, KPB Chapter 5.13, will be enacted to consolidate all exemptions, including the process and procedure for applying for an exemption. Additionally, all provisions related to tax appeals will be relocated to KPB Chapter 5.15.

These changes aim to streamline the code, improve readability and clarity, and support more transparent and efficient administration. In addition, the exemptions chapter in particular will provide clear criteria and, for the first time, set forth all state mandated and KPB-adopted exemptions, tax credits, and tax deferrals. A sectional analysis accompanies the ordinance and memorandum.

Your consideration is appreciated.

# Kenai Peninsula Borough

## Legal Department

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### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**FROM:** Sean Kelley, Borough Attorney *SK*  
Adeena Wilcox, Assessing Director *aw*

**CC:** Peter A. Micciche, Mayor

**DATE:** August 21, 2025

**RE:** Ordinance 2025-21, **Sectional Analysis**

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The following provides a sectional analysis of Ordinance 2025-21, repealing and reenacting KPB chapter 5.12, relating to real property tax, enacting a new KPB chapter 5.11, relating to personal property tax, a new KPB chapter 5.13, relating to tax exemptions, credits, or deferrals, and a new KPB chapter 5.15, relating to tax appeals:

#### **Section 2: New KPB Chapter 5.11 – Personal Property Tax and General Provisions**

In general terms, due to this being a new chapter of KPB code all text is underlined to show it will be in a new chapter. However, the substantive provisions of the proposed new chapter KPB 5.11 already exist in current KPB Chapter 5.12 and is simply being moved over to a new chapter specific to personal property.

**KPB 5.11.010** – provides the tax levy and responsible party (owner) for the tax. The comparable section in current code is KPB 5.12.120. This section recognizes that the KPB collects tax on behalf of its cities but does not mandate or authorize filing lawsuits on behalf of the cities.

**KPB 5.11.020** – exempts household personal property. The comparable section of current code is KPB 5.12.125 and KPB 5.13.130. The exemption for household personal property tracks with historical practice in that the Assessing Department.

**KPB 5.11.030** – declaration forms. The comparable section of current code is KPB 5.12.140. No substantive change.

**KPB 5.11.040** – personal property tax on watercraft. The comparable section of current code is KPB 5.12.150. The proposed new section will exempt personal use sea kayaks, paddle boards, canoes, rafts, of any length. No other substantive changes are proposed.

**KPB 5.11.050** – personal property tax on aircraft. The comparable section of current code is KPB 5.12.155. No substantive changes are proposed.

Property Tax (KPB 5.12) Rewrite Sectional Analysis

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**KPB 5.11.055** - personal property tax on motor vehicle registrations. The comparable section of current code is KPB 5.12.245. No substantive changes are proposed.

**KPB 5.11.060** – mobiles homes classified as real property. The comparable section of current code is KPB 5.12.160. No substantive changes are proposed.

**KPB 5.11.070** – business inventories. The comparable section of current code is KPB 5.12.170. No substantive changes are proposed.

**KPB 5.11.080** – exemption for first \$100,000 of business personal property. The comparable section of current code is KPB 5.12.125. No substantive changes are proposed.

**KPB 5.11.090** - exemption for business inventory held for resale. The comparable section of current code is KPB 5.12.175. No substantive changes are proposed.

**KPB 5.11.100** – personal property tax returns. The comparable section of current code is KPB 5.12.180. No substantive changes are proposed.

**KPB 5.11.110** – penalty for late-filed returns; extensions. The comparable section of current code is KPB 5.12.190. No substantive changes are proposed.

**KPB 5.11.120** – assessment, levy, and collection procedures. The comparable section of current code is KPB 5.12.220. No substantive changes are proposed.

**KPB 5.11.130** – fine and penalty for false statement. The comparable section of current code is KPB 5.12.210. The new section makes a violation a fine and does not impose possible criminal penalties for a violation. Rather, similar to real property tax code it provides that an exemption granted on the basis of false representation will be revoked, the original tax, penalty, interest would be due and owing and a person would be prohibited from reapplying for the same exemption for a five-year period.

**KPB 5.11.140.** Personal property delinquent tax list. The comparable section of current code is KPB 5.12.260 and KPB 5.12.350. Improved for readability and to align with current practice and state law.

**KPB 5.11.150** – enforcement of personal property tax lien by distraint and sale. The comparable section of current code is KPB 5.12.240. The proposed changes set out a more complete process to align with requirements for seizing and selling personal property subject to lien. In practice, this section is rarely used as the delinquent flat tax is typically pursued via small claims judgment.

**KPB 5.11.160** – disposition of proceeds. The comparable section of current code is KPB 5.12.360.

**KPB 5.11.170** – definitions applicable to KPB Chapter 5.11.

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### **Section 3 Repeal and Reenact KPB Chapter 5.12 – Real Property Tax and General Provisions**

**KPB 5.12.010** – Real property tax levy. The comparable section of current code is KPB 5.12.010 and KPB 5.12.065. Subsection (A) clarifies that the taxable status of real property is determined as of January 1 and that real property tax levied by a city will be collected in accordance with applicable law. There are no substantive changes to subsection (B) when compared to subsection (B) of current KPB 5.12.010. Subsection (C) provides the June 15 date for setting the rate of levy in accordance with AS 29.45.240.

**KPB 5.12.020** – assessing standards. The comparable section of current code is KPB 5.12.020. AS 29.45 requires real property that is not oil and gas production property to be assessed at full and true value as of January 1. AS 29.45.110 was amended in 2025 to require the State to adopted standards for full and true value assessments. This section mirrors AS 29.45.110 requirements.

**KPB 5.12.030** – assessment roll. The comparable section of current code is KPB 5.12.030. No changes are proposed.

**KPB 5.12.040** – notice of assessment. The comparable section of current code is KPB 5.12.035. No substantive changes are proposed.

**KPB 5.12.050** – errors or omissions; adjustment meetings. The comparable section of current code is KPB 5.12.040. No substantive changes to subsection (A). Added approved tax adjustment requests to subsection (B). No substantive changes to subsection (C).

**KPB 5.12.060** – tax adjustment requests. The comparable section of current code is KPB 5.12.042(A)(2) and KPB 5.12.119(D). No substantive changes are proposed.

**KPB 5.12.065** – manifest clerical error; refund. The comparable section of current code is KPB 5.12.042. Per State law, taxpayers are under a duty to advise the Assessor of errors in the assessment notice and a claim for a refund is forever barred after one year. The proposed changes are to mirror state law.

**KPB 5.12.070** – certification of assessment roll; supplementary assessments. The comparable section of current code is KPB 5.12.065. The establishment of the levy date was moved to KPB 5.12.010. No other substantive changes are proposed.

**KPB 5.12.080** – tax statements. The comparable section of current code is KPB 5.12.070. No substantive changes are proposed.

**KPB 5.12.090** – tax due date; rates of penalty and interest. The comparable section of current code is KPB 5.12.080. Reorganized for readability. No substantive changes are proposed.

**KPB 5.12.100** – method of determining full and true value of property that qualifies for a low-income housing credit under 26 USC 42. The comparable section of current code is KPB 5.12.085.

## Property Tax (KPB 5.12) Rewrite Sectional Analysis

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The substantive change is to delete the requirement in current subsection (A) regarding valuation of properties prior to 2001. No such properties exist in 2025. No other substantive changes are proposed.

**KPB 5.12.110** – method of determining full and true value of contaminated property. The comparable section of current code is KPB 5.12.090. Proposed changes for efficiency and readability to center on definition of contaminated property. The substantive changes are proposed.

**KPB 5.12.120** – farm or agricultural use. No comparable section in current KPB 5.12. Proposed section recognizes AS 29.45.060 assessments specific to farm or agricultural use.

**KPB 5.12.130** – levy to meet debt or natural disaster. The comparable section of current code is KPB 5.12.250. No changes are proposed.

**KPB 5.12.140** – foreclosure list; publication and notice . The comparable section of current code is KPB 5.12.260. Minor changes are proposed to mirror AS 29.45.330 governing municipal tax and foreclosure of real property.

**KPB 5.12.150** – property interest subject to tax foreclosure. The comparable section of current code is KPB 5.12.260 and KPB 5.12.270. Increased the foreclosure threshold to \$500. No other substantive changes are proposed.

**KPB 5.12.160** – Statutory compliance. Not currently in KPB code. Will act as a catch-all and to inform taxpayers that the foreclosure requirements are governed by State law.

**KPB 5.12.170** – application of property tax payments. The comparable section of current code is KPB 5.12.295. No changes proposed.

**KPB 5.12.180** – redemption period; disposition of foreclosed property. The comparable section of current code is KPB 5.12.300. Subsection (A) adds information regarding the redemption period in accordance with state law. No substantive changes to subsection (B).

**KPB 5.12.190** – foreclosed lands retained for a public purpose. The comparable section of current code is KPB 5.12.310. No substantive changes proposed.

**KPB 5.12.200** – foreclosed lands for sale. The comparable section of current code is KPB 5.12.320. The proposed changes point to the controlling law regarding disposal of lands, AS 29.45.460 and do not add additional requirements to the controlling law. Foreclosed lands sold under this section are not subject to classification.

**KPB 5.12.210** – proceeds of a tax sale. The comparable section of current code is KPB 5.12.340. The requirements of AS 29.45.480 control. Edited for readability. No substantive changes proposed.

**KPB 5.12.220** – definitions.

### **Section 3: New KPB Chapter 5.13 – Real Property Tax Exemptions, Tax Credits, and Deferrals**

Due to this being a new chapter of KPB code all text is underlined to show it will be in a new chapter. No exemptions are being removed as part of this proposal. All exemptions in current code will carry over. The purpose of this new chapter is: (1) to provide all exemptions and process and procedure related to exemption applications, in one chapter of code; (2) to set forth a clearly defined exemption application, criteria and procedure process; and (3) to provide necessary oversight and audit controls for the Assessing Department to manage exemptions.

**KPB 5.13.010** – exclusive use determination date. No exact comparable section in current KPB Code. Per proposed KPB 5.12.010, date of lien is January 1 of tax year. Many places –such as senior citizen exemption—provide that eligibility must be as of January 1. To be eligible for a tax exemption property must be in use or previously used for the exempt purpose on the lien date.

**KPB 5.13.020** – tax exemption, tax credit, and deferrals application procedure. No exact comparable section in current KPB Code. Subsection (A) provides general requirement to apply on a form prescribed by the borough. Subsection (B) provides that any exemption, credit or deferral granted on the basis of a false representation will be revoked. The maker of the false representation may be fined and ineligible to reapply for the exemption for a 5 year period.

**KPB 5.13.030** – exclusive use; developed land. No exact comparable section in current KPB Code. Property must be developed and put to use for the exempt purpose prior to being granted a tax exemption.

**KPB 5.13.035** – exclusive use; Temporal use requirement. No exact comparable section in current KPB Code. Requires use of property for a specific time period. For residential property exemptions, the use requirement mirrors the residency requirement (185 days). For entity-based exemptions, the proposed 30 days of use recognizes the seasonal nature of many activities in Alaska but also aims to establish a legislative policy declaration that property exempt from the tax base should be used more than a de minimis amount for the exempt purpose.

**KPB 5.13.040** – application deadline; inability to comply. No exact comparable section in current KPB Code. Sets February 15 as the uniform application deadline, except for volunteer firefighter exemption and anadromous waters tax credits due to processing time and verifications needed for these exemptions. This section also provides for a uniform request for extension based on an inability to comply with the filing deadline.

**KPB 5.13.050 – review and determination.** No exact comparable section in current KPB Code. This section provides for Assessor/Assembly review, as applicable, of an exemption application.

**KPB 5.13.060 – transfer of ownership or change of use.** No exact comparable section in current KPB Code. This section provides a requirement to notify the Assessor of a change in ownership or use.

**KPB 5.13.070 – annual audit.** No exact comparable section in current KPB Code. This section provides the Assessor the ability to audit exemptions.

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**KPB 5.13.080 – real property exemptions, tax credits and deferrals.** No exact comparable section in current KPB Code. This section sets out all state mandated and optional exemptions or tax credits enacted by the borough. The purpose of this is to provide a single section of code that lists all available exemptions.

**KPB 5.13.090 – Senior citizens and disable veteran tax exemption.** The comparable section of current code is KPB 5.12.105. No substantive changes to the exemption or criteria. One change that is proposed is to get verification of residency and PFD duration requirements. This change is proposed because in the past the direct tie to PFD eligibility has resulted in applications to remain in pending status for up to 3 years and then, once approved, a supplemental assessment would be issued. The goal is to alleviate that bureaucratic hurdle and just have the applicant verify the information as true. The other substantive change is to expressly allow stacking the residential exemption and the senior citizen but to cap the amount at the current level of \$350,000.

**KPB 5.13.095 – Senior citizens and disable veteran hardship exemption.** The comparable section of current code is KPB 5.12.105. This proposal breaks the exemption out into its own section and the substantive change is that to be eligible gross household income cannot exceed 120 percent of the current median family income for the Kenai Peninsula Borough.

**KPB 5.13.100 – Disabled resident property tax credit.** The comparable section of current code is KPB 5.12.110. Minor edits for readability but no substantive changes to the tax credit criteria or procedure. This tax credit in fact is no longer provided for under Alaska law but appears to have been "grandfathered" in prior to the 1985 rewrite of Title 29 of Alaska Statutes.

**KPB 5.13.110 – Volunteer firefighters and EMS providers property tax exemption.** The comparable section of current code is KPB 5.12.113. Minor edits for readability but no substantive changes are proposed.

**KPB 5.13.120 – Residential real property tax exemption.** The comparable section of current code is KPB 5.12.115. This proposed section incorporates the increase of the residential property tax exemption to \$75,000 – public hearing will fall after election night and based on the results of the election this section may be adjusted accordingly. No other substantive changes are proposed.

**KPB 5.13.130 – Harvesting insect infested timber resources exemption.** The comparable section of current code is KPB 5.12.111. No substantive changes are proposed. This is a carry over from current code that is not used in practice.

**KPB 5.13.140 – Anadromous waters habitat protection areas tax credit.** The comparable section of current code is KPB 5.12.112. No substantive changes are proposed.

**KPB 5.13.150 – Anadromous waters habitat protection areas tax credit.** The comparable section of current code is KPB 5.12.114. Readability edits; no substantive changes are proposed.

## Property Tax (KPB 5.12) Rewrite Sectional Analysis

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**KPB 5.13.160** – nonprofit religious, charitable, cemetery, hospital, or education property tax exemption. No exact comparable section in current KPB Code. These exemptions are mandated in the State Constitution and State law at AS 29.45.030. This proposed code section largely mirrors AS 29.45.030 regarding these exemptions. In addition, this proposed section uses caselaw language to provide broad definitional language for the term “charitable purpose”.

**KPB 5.13.170** – community purpose real property tax exemption. The comparable section of current code is KPB 5.12.100. This proposed section substantially rewrites requirements and criteria for the community purpose exemption. The community purpose exemption is an optional exemption under State law, enacted by the borough in 2005.

**KPB 5.13.180** – economic development property tax exemption. The comparable section of current code is KPB 5.12.100. The substantive changes in the proposed new section of code reflect changes to State law and provides criteria for Assessor review and factors for Assembly consideration. The KPB 5.13.190 definition for economic development is the same definition used in KPB 19.30.070.

**KPB 5.13.190** – definitions.

#### **Section 4: New KPB Chapter 5.15 – Real Property Tax Exemptions, Tax Credits, and Deferrals**

In general terms, due to this being a new chapter of KPB code all text is underlined to show it will be in a new chapter. This chapter process and breaks current KPB 5.12.045 – KPB 5.12.055 into a new chapter of code that should be easier for taxpayers to find and understand.

**KPB 5.15.010** – valuation appeals. The comparable section of current code is KPB 5.12.050(A)-(C). Minor readability and consistency edits. No substantive changes to code or the process for taxpayers who appeal their assessments.

**KPB 5.15.020** – exemption appeals; individuals or residential property. The comparable section of current code is KPB 5.12.045. The proposed substantive change is to provide a mechanism to appeal an individual or residential property exempt to either the board of equalization or the superior court. This is proposed due to the fact that individual exemption appeals typically present questions of fact – such as, is the applicant a resident? Is the property used as a primary residence and permanent place of abode.

**KPB 5.15.030** – exemption appeals; entities. The comparable section of current code is KPB 5.12.045. No substantive changes are proposed. However, there is currently a case before the Alaska Supreme Court that will decide whether municipalities have to provide an administrative appeal prior to going to superior court. An argument for why entity exemptions should go directly to superior court is because entity exemptions often present questions of law.

## Property Tax (KPB 5.12) Rewrite Sectional Analysis

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**KPB 5.15.040** – deadline extension requests. The comparable section of current code is KPB 5.12.050(C). The proposed changes aim to provide a fair, consistent process for any taxpayer requesting an extension of time based on an inability to comply.

**KPB 5.15.050** – grounds for appeal; burden of proof. The comparable section of current code is KPB 5.12.050(E) (grounds for appeal) and KPB 5.12.050(P) (burden of proof). The Clerk may reject any appeal that fails to comply with this section.

**KPB 5.15.060** – Board of equalization; hearing notice; evidence motions. The comparable section of current code is KPB 5.12.055 and parts of KPB 5.12.060. The proposed changes are largely administrative and aim to improve the process for the parties and the BOE. A substantive change is that the parties, rather than the clerk, will serve motions and pre-hearing requests upon the non-moving parties.

**KPB 5.15.070** – Board of equalization; hearing procedure. The comparable section of current code is KPB 5.12.055 and KPB 5.12.060. Minor edits to improve readability. No substantive changes are proposed.

**KPB 5.15.080** – Board of equalization; organization. The comparable section of current code is KPB 5.12.052. The only substantive change to BOE's organization is a proposed increase to the per diem rate to mirror the recent increases to the Planning Commission's per diem.

**KPB 5.15.090** – Definitions.

## 2025 REAL PROPERTY ASSESSMENT NOTICE VALUES

## KPB SUMMARY TOTAL

(Excludes Oil Accounts)

|                |                 |                           |                       |                      |
|----------------|-----------------|---------------------------|-----------------------|----------------------|
| Total Accounts | 67,069          | Total Ass'd Land          | 10,338,137,900        | 1,446,825,700        |
| Total Acreage  | Not Available y | Total Ass'd Improvements  | 10,323,399,000        | 4,444,562,500        |
|                |                 | Total Ass'd Real Property | <u>20,661,536,900</u> | <u>5,891,388,200</u> |

## MANDATORY EXEMPTIONS

|                                                | Count | KPB Value     | City Value    |
|------------------------------------------------|-------|---------------|---------------|
| 400 Government Exempt Value                    | 4,985 | 7,249,695,400 | 1,298,756,600 |
| 402 University Exempt Value                    | 185   | 93,965,500    | 81,536,200    |
| 403 Mental Health Trust Exempt Value           | 144   | 105,019,600   | 2,540,200     |
| 404 Religious Exemption                        | 214   | 116,644,500   | 61,403,000    |
| 406 Charitable Exempt Value                    | 169   | 104,266,900   | 85,638,000    |
| 407 Cemetary Exempt Value                      | 11    | 1,857,700     | 944,900       |
| 408 Hospital Exempt Value                      | 8     | 278,463,900   | 277,724,800   |
| 410 State Educational Exempt Value             | 60    | 117,565,500   | 99,619,100    |
| 411 Armed Forces Agency Exempt Value           | 10    | 3,256,300     | 1,866,000     |
| 412 Senior Mandatory Exempt Value              | 6,713 | 957,019,400   | 291,856,000   |
| 413 Veteran Mandatory Exempt Value             | 624   | 89,959,400    | 18,746,300    |
| 415 ANCSA Native Exempt Value                  | 1,813 | 760,674,900   | 2,152,800     |
| 417 Native Allotment (BIA) Exempt Value        | 285   | 43,632,900    | 528,100       |
| 418 MSC Multi-Purpose Senior Center Exempt Val | 10    | 9,856,350     | 3,917,550     |
| 420 Electric CoOp Exempt Value                 | 112   | 21,893,700    | 12,658,700    |
| 422 Clerks Deed                                | 104   | 1,867,500     | 226,200       |

|           |        |               |               |
|-----------|--------|---------------|---------------|
| KPB Total | 15,447 | 9,955,639,450 | 2,240,114,450 |
|-----------|--------|---------------|---------------|

## OPTIONAL EXEMPTIONS

|                                                | Count  | KPB Value   | Count | City Value |
|------------------------------------------------|--------|-------------|-------|------------|
| 421 Housing Authority Exempt Value             | 43     | 13,609,800  | 0     | 6,274,800  |
| 451 OP Residential Boro Exemption              | 11,690 | 556,664,900 | 0     | 0          |
| 452 OP 20k City Residential Exemption          | 0      | 0           | 1,266 | 25,250,000 |
| 453 OP Community Purpose Exempt Value          | 205    | 85,323,350  | 30    | 41,838,350 |
| 461 OP River Rehab & Restore Proj Exempt Value | 28     | 443,100     | 0     | 0          |
| 462 OP Senior Resident >150k Exempt Value      | 5,922  | 704,274,500 | 0     | 0          |
| 463 OP Disabled Veteran >\$150k Exempt Value   | 587    | 144,660,600 | 0     | 0          |
| 464 OP Soldotna Disabled Vet > 150k            | 0      | 0           | 31    | 6,837,100  |
| 465 OP Volunteer FF/EMS Exemption 1            | 31     | 310,000     | 8     | 0          |
| 466 OP Volunteer FF/EMS Exemption 2            | 4      | 40,000      | 3     | 30,000     |
| 468 OP Volunteer FF/EMS Exemption 1 City       | 0      | 0           | 0     | 90,000     |

|           |        |               |       |            |
|-----------|--------|---------------|-------|------------|
| KPB Total | 18,510 | 1,505,326,250 | 1,338 | 80,320,250 |
|-----------|--------|---------------|-------|------------|

## KPB TAXABLE VALUE

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| TOTAL ASSESSED VALUE | 20,661,536,900       | 5,891,388,200        |
| TOTAL EXEMPTIONS     | 11,460,965,700       | 2,320,434,700        |
| TOTAL TAXABLE        | <u>9,200,571,200</u> | <u>3,570,953,500</u> |

# DEFERMENTS AND TAX CREDITS

| <u>VT</u>          | <u>Count</u> | <u>Description</u>                        | <u>Value</u>      |
|--------------------|--------------|-------------------------------------------|-------------------|
| <b>DEFERMENTS</b>  |              |                                           |                   |
| 170                | 102          | Agricultural Deferment Value Loss         | 7,107,900         |
| 171                | 36           | Conservation Easement Value Loss          | 2,897,600         |
| 300                | 33           | Habitat Proj Qualified Land Value         | 3,764,400         |
|                    | <u>171</u>   | <b>TAG Total DEFERMENTS</b>               | <b>13,769,900</b> |
| <b>TAX CREDITS</b> |              |                                           |                   |
| 550                | 156          | Disabled Resident \$500TAX CREDIT Brought | 0                 |
|                    | <u>156</u>   | <b>TAG Total TAX CREDITS</b>              | <b>0</b>          |

# 5.12 Update

Sean Kelley, Borough Attorney  
Adeena Wilcox, Borough Assessor





## KPB 5.12 – Overview (*34 Pages of Code*)

- **Assessment Roll**
- **Full and True Value Determination**
- **Real Property**
- **Personal Property**
- **Exemptions**
- **Taxes**
- **Tax Appeals**
- **Board of Equalization**
- **Manifest Clerical Errors**



## The Challenges of 5.12

- **Too much information piecemealed into one chapter**
- **Difficult to follow the different aspects of the information**
- **Requirements are unclear**
- **Content is often confusing**



# What this Ordinance does

## **Proposed Solution: Reorganizing Section 5.12**

- **Separates Section 5.12 into four smaller, subject focused chapters**
- **Improves readability and navigation**
- **Clearly defines exemptions and their requirements**
- **Consolidates related processes into the same chapter**



## Chapter 5.11 Personal Property Tax and General Provisions

- **Moves all Personal Property provisions into a dedicated section for clarity and organization**
- **Virtually unchanged from the existing chapter**



## Chapter 5.12 Real Property Tax and General Provisions

- **Retains all code related to real property**
- **Updates Assessing Standards to align with recent changes in state law**
- **Revises Farm / Agricultural Use provisions to reflect updated state law**
- **Updates the Notice of Assessment process**



## Chapter 5.13 Real Property Tax Exemptions, Tax Credits and Deferral

- **Defines all exemptions**
- **Defines “Use” – Developed Land**
- **Defines exclusive use**
- **Defines KPBS residency**
- **Explains differences between mandatory and optional exemptions**
- **Sets due date for most exemptions as February 15**



## Chapter 5.13 Real Property Tax Exemptions, Tax Credits and Deferral continued

- **Establishes clear guidelines for taxpayers' inability to comply**
- **Allows for annual audits of all exemptions**
- **Clearly outlines exemption requirements**
- **Defines the appeal process for denied exemptions**



Thank you



# Kenai Peninsula Borough

## Maintenance Department

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### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**THRU:** Nick Kemp, Maintenance Director *NK*

**FROM:** Jake Lautaret, Maintenance Foreman *JL*

**DATE:** August 27, 2025

**RE:** KCDA CO-OP Bleacher Purchase, Under the Government General Services Administration (GSA) Contract

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Funds were appropriated in the FY26 annual budget for area wide school bleacher replacement. The existing Telescoping Bleachers at Skyview Middle School is the first priority project. The existing bleachers were originally installed when the school was constructed and have out lived their useful life and are now over 35 years old.

It is our preference to align the proposed bleacher replacement with the same systems installed within several of the other Borough School facilities, Hussey Seating Company product line of Maxam-26 Telescopic Bleachers. It would be in the best interest of the Borough to standardize the bleachers at this facility for the ease of long-term maintenance of the unit. Parts will be interchangeable with several of our newly installed bleachers. This would greatly streamline the demand on maintained parts inventory, and service technician training.



Kenai Peninsula Borough Resolution 2017-003 was adopted to standardize the bleacher replacements, but that Resolution had a sunset date in 2022. Purchasing and Contracting has received a proposal from NOR-PAC Seating that includes group purchasing organization (GPO) involvement, specifically KCDA.

Utilizing the established KCDA pricing structure, NOR-PAC has provided a quote for the sum of \$148,142.00 to provide parts and one lead installer to replace the bleachers at Soldotna High School with the Maxam-26 series. For reasons stated above, Maintenance would like to award NOR-PAC Seating with the contract to upgrade the existing telescopic bleachers.

Your approval is hereby requested. Funding for this project is in account number 400.78050.25727.48630

  
\_\_\_\_\_  
Peter A. Micciche, Borough Mayor

8/28/2025  
\_\_\_\_\_  
Date

|                                      |                                                                                                                                                                                         |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FINANCE DEPARTMENT<br>FUNDS VERIFIED |                                                                                                                                                                                         |
| Acct:                                | 400-78050-25727-48630                                                                                                                                                                   |
| Amount:                              | \$148,142.00                                                                                                                                                                            |
| By:                                  |   Date: 8/27/2025 |
| NOTES:                               | NA                                                                                                                                                                                      |

# Kenai Peninsula Borough

## Purchasing & Contracting

### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director JH

**FROM:** Roy Browning, Central Emergency Services RB

**FROM:** John Harris, Nikiski Fire Service Area JH

**FROM:** Jon Marsh, Western Emergency Services JM

**FROM:** Eric Schultz, Kachemak Emergency Services EMS

**DATE:** August 25, 2025

**RE:** Authorization to Award a Contract for RFP26-002 Emergency Responder Medical Physical / Testing Requirements

On July 25, 2025, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP26-002 Emergency Responder Medical Physical / Testing Requirements. The request for proposals was advertised on BidExpress.com from July 25 – August 8, 2025.

The project consists of providing firefighters and emergency responders medical physicals and a variety of other medical tests. Also, will be providing new employee physicals as well as annual department physicals.

On the due date of August 8, 2025, two (2) proposals were received and reviewed by a review committee as follows:

| <u>FIRMS</u>            | <u>LOCATION</u>   | <u>TOTAL SCORE</u> |
|-------------------------|-------------------|--------------------|
| Odyssey Family Practice | Kenai, Alaska     | 292                |
| Fairweather, LLC        | Anchorage, Alaska | 217                |

The highest-ranking proposal, which includes a cost factor, was submitted by Odyssey Family Practice, LLC. The proposal review committee recommends award of a contract to Odyssey Family Practice, LLC, Kenai, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 211-51610-00000-43014 (CES); 206-51110-00000-43014 (NFSA); 212-51810-00000-43014 (KESA) and 209-51410-43014 (WES).

  
Peter A. Micciche, Borough Mayor

8/26/2025  
Date

FINANCE DEPARTMENT  
FUNDS VERIFIED

Acct. No. 211-51610-00000-43014 CES \$59,170.00

Acct. No. 206-51110-00000-43014 NFSA \$38,000.00

Acct. No. 212-51810-00000-43014 KESA \$7,000.00

Acct. No. 209-51410-00000-43014 WES \$11,771.00

By: CJ BH Date: 8/26/2025

NOTES: NA

Kenai Peninsula Borough  
Purchasing & Contracting

MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Jacque Arnold, Project Manager *JA*

**DATE:** August 22, 2025

**RE:** Authorization to Award a Contract for RFP26-001 South Peninsula Hospital Generator System

On July 9, 2025, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP26-001 South Peninsula Hospital Generator System. The request for proposals was advertised on Bid Express from July 9 – 28, 2025.

The project consists of providing comprehensive design services for the replacement and relocation of the emergency power generation and essential electrical systems at South Peninsula Hospital (SPH).

On the due date of July 28, 2025, one (1) proposal was received and reviewed by administrative personnel.

The highest-ranking proposal, which includes a cost factor, was submitted by RESPEC Company, Inc. with a lump sum cost proposal of \$341,492.10. The administrative personnel recommend award of a contract to RESPEC Company, Inc. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 491-81210-25PWR-49311.

*P. Micciche*  
Peter A. Micciche, Borough Mayor

8/25/2025  
Date

|                                      |                       |
|--------------------------------------|-----------------------|
| FINANCE DEPARTMENT<br>FUNDS VERIFIED |                       |
| Acct. No.                            | 491-81210-25PWR-49311 |
| Amount.                              | \$341,492.10          |
| By: <i>CJ</i> <i>BA</i>              | Date: 8/22/2025       |

NOTES: NA