

# 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 *BH*

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

**DATE:** August 7, 2025

**RE:** Ordinance 2025-19-08, 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)

Ordinance 2024-19-36 appropriated and allocated commercial passenger vessel tax proceeds received from the State of Alaska to the city of Seward and the city of Homer for Calendar Year (CY)2024 and was effective immediately upon its enactment on May 20, 2025. The City of Seward notified KPB that eligible costs for seasonal shuttle services were incurred for the Commercial Passenger Vessel (CPV) excise tax use as of May 1, 2025 and requests that the effective date provided in Ordinance 2024-19-36 be amended to a May 1, 2025 effective date.

On May 22, 2023, the City of Seward adopted Resolution 2023-066 authorizing a contract for the operation of seasonal shuttle transportation services for the 2024, 2025 and 2026 seasons which is solely funded by CPV receipts. The expenditure complies with AS 43.52.230(b) and AS 43.52.230(d) as a service provided to commercial passenger vessels and the passengers aboard those vessels. The shuttle service begins seasonal operation on May 1<sup>st</sup> and provides transportation services within Seward City Limits for cruise passengers in the Seward Port.

KPB’s process for administering CPV funds to recipients was modified to occur on a quarterly reimbursement reporting basis to commence with the CY2024 CPV grant agreement. With the current effective date of May 20<sup>th</sup>, the KPB Ordinance 2024-19-36 does not authorize KPB to reimburse the City of Seward for the expense of the shuttle services provided May 1<sup>st</sup>-through May 20<sup>th</sup>.

Your consideration is appreciated.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Account:	<u>271.25CPV.34225 / 271.94910.25CPV.49999</u>
Amount:	\$ 532,595.00
By: <i>CH</i> _____	Date: <u>8/6/2025</u>