

Kenai Peninsula Borough  
Finance Department

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**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor CP

**FROM:** Brandi Harbaugh, Finance Director BH

**DATE:** May 5, 2022

**SUBJECT:** Ordinance 2022- 16 , Amending KPB 5.35.160 Relating To Notice Of Assessments for Utility Special Assessment Districts to Ensure Code Compatibility with Software Constraints (Mayor)

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Current Kenai Peninsula Borough Code (KPB) 5.35.160(A) provides that within 15 days after the enactment of an ordinance under KPB 5.35.150 levying a special assessment, the finance director shall mail a statement to the owner of record of each property assessed.

Due to software constraints in calculating the levy related to the special assessment, the system is not able to auto-generate the required statement to property owners within 15 days of the enactment. As a result, the finance department must manually input necessary levy information to mail the required statement to the owner of record of each property assessed.

This ordinance will amend KPB code to provide that the required statement will be mailed on the first day of the month following enactment of the ordinance of assessment for a newly formed utility special assessment district.

Your consideration of this ordinance is appreciated.