

Kenai Peninsula Borough

Finance Department

MEMORANDUM

TO: Brent Johnson, Assembly President
Members, KPB Assembly

THRU: Peter A. Micciche, Mayor *PM*
Brandi Harbaugh, Finance Director *BT*
Adeena Wilcox, Borough Assessor *aw*

FROM: Nolan Scarlett, Property Tax & Collections Manager *NS*
Marie Payfer, Special Assessment Coordinator *MP*

DATE: March 7, 2024

RE: **Request to Table** Ordinance 2023-19-36, Appropriating \$289,178.64 to the Rollins Way Road Improvement Assessment District (Mayor)

KPB administration recommends and requests that Ordinance 2023-19-36 is tabled until brought back by the administration.

Pursuant to KPB 14.31.080, prepayment is required for this project. Prepayment must be received at least 15 days before the date the Assembly will act on the resolution to form the district. In order to correspond with the appropriation, a resolution to form the district was set to be heard during the Assembly's regular meeting on March 19, 2024. The resolution to form the district was pulled due to the fact that the KPB had not received any prepayments by the March 4th due date.

The sponsors of this RIAD are aware of the issue and apparently there was a misunderstanding regarding who is responsible for making sure prepayments are paid. The sponsors have been informed that the KPB does not bill each owner and that the sponsors are responsible for ensuring that prepayments are received by the deadline date. Therefore, this RIAD is on hold until the sponsors confirm they are ready to move forward.

Due to there not being a date certain to postpone this item to, the request is to table Ordinance 2023-19-36.

Your consideration is appreciated.