

# Kenai Peninsula Borough

## Finance Department

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### MEMORANDUM

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

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

**FROM:** Nolan Scarlett, Property Tax & Collections Manager *NS*

**DATE:** October 30, 2024

**SUBJECT:** Ordinance 2024-30, Confirming the Assessment Roll for the Jubilee Street Utility Special Assessment District and Establishing the Method for Terminating Assessments and Issuing Refunds to Property Owners (Mayor)

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This Ordinance confirms the final assessment roll for the Jubilee Street Utility Special Assessment District (“the District”). This is the final step for the Borough in a process that began with the Mayor approving the petition application for the formation of the District, the adoption of Resolution 2024-005 forming the District and authorizing construction of the natural gas mainline improvements, and the passage of Ordinances 2023-19-37 and 2023-19-53, which appropriated \$46,593 for this project. This Ordinance confirms the assessment roll and establishes the methods for terminating assessments and providing refunds to property owners, if necessary.

KPB 5.35.107(C) requires that the owners of at least 60 percent of the parcels within a proposed district sign a petition approving the district, and 60 percent have signed the petition in favor of this District. KPB 5.35.107(C) requires that the owners of at least 60 percent in value of property to be benefited in a proposed district sign a petition approving the district and 70.12 percent have signed the petition in favor of this District.

The gas mainline has been constructed and a bill has been presented to the Borough for payment. The gas mainline benefits 10 parcels within the District. The total cost of the assessment is \$46,593. Based on equal allocation of the total cost of the project, the per lot special assessment in the District is \$4,659.30. The assessment may be prepaid without interest within 30 days of the notice of assessment. If not prepaid, the assessment is payable over a ten-year period in equal installments with interest accruing as provided in the attached ordinance. The assessment constitutes a lien on each parcel within the District.

Your consideration is appreciated.