



*Office of*  
**INDIAN RIVER COUNTY  
ATTORNEY**

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Dylan Reingold, County Attorney  
William K. DeBraul, Deputy County Attorney  
Susan J. Prado, Assistant County Attorney

**MEMORANDUM**

**TO:** Board of County Commissioners

**FROM:** Susan J. Prado, Assistant County Attorney

**DATE:** December 19, 2022

**SUBJECT:** Resolution for Designation of Authority to Utilities Director or Designee to Execute Lien Releases/Satisfactions for Road Paving Assessments

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**BACKGROUND.**

Pursuant to Chapter 206 (Special Assessments) of the Indian River Code of Ordinances (the "Code"), Indian River County has the authority to make a special assessment upon a property that is benefited by improvements made by the county, including road paving. Should a property owner not pay those assessments there is a lien placed on the property and the property is placed on the assessment roll where payment installments are set up. The Utilities department currently oversees the collection of paving assessments that are completed by the County. As the Utilities department oversees the installment payments they are aware of when the installments are full paid and should be given the ability to prepare and execute a lien release/satisfaction. Since this is a ministerial task which does not require a legislative decision to move forward, a lien satisfaction created by the utilities department, signed by the Utilities director or their designee, and forwarded to the County Attorney or their designee to sign off on for legal sufficiency should suffice to streamline this ministerial task.

**FUNDING.**

None

**RECOMMENDATION.**

County staff recommends that the Board approve the draft Resolution authorizing the Utilities Director or their designee to sign the release of lien for paving assessments so long as it is signed by the County attorney or their designee for legal sufficiency.

**ATTACHMENT.**

Draft Resolution, Resolution Number 2023-\_\_\_\_.