

Introduced by: Drathman
Date: 9/15/98
Hearing: 10/13/98
Action: Enacted as Amended
Vote: 6 Yes, 2 No, 1 Absent

**KENAI PENINSULA BOROUGH
ORDINANCE 98-58**

**AN ORDINANCE ENACTING SECTION 22.40.215 OF THE KENAI PENINSULA
BOROUGH CODE DESIGNATING THE AUDIO RECORDING OF ASSEMBLY
MEETINGS AS THE OFFICIAL RECORD OF SUCH MEETINGS AND
AMENDING RELATED CODE SECTIONS**

- WHEREAS,** all assembly meetings are currently recorded using audio tapes; and
- WHEREAS,** as required by AS 29.20.160(e) and AS 29.20.380, the borough clerk maintains a journal of every assembly meeting in the form of minutes; and
- WHEREAS,** requiring the clerk to maintain detailed minutes is costly in terms of man hours and essentially duplicates the record maintained on the audio recording; and
- WHEREAS,** legal requirements for maintaining a journal may be satisfied with electronic recordings of each meeting; and
- WHEREAS,** the audio recording of each assembly meeting presents the most accurate record of the proceedings short of a verbatim transcript; and
- WHEREAS,** with the use of a less detailed summary and tape log numbers, information regarding proceedings may be quickly obtained by persons desiring information regarding the proceedings; and
- WHEREAS,** this method is used at each location and each session of the Alaska court system;
- NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

SECTION 1. That KPB 22.40.210 is hereby amended to read as follows:

22.40.210. Journal contents — [MINUTES APPROVAL] Meeting summaries.

A. The journal of the assembly proceedings shall be kept by the assembly clerk in the form of an electronic audio recording, as described in KPB 22.40.215.

B. Draft [MINUTES] written meeting summaries of each meeting shall be sent to each assembly member in advance of the next meeting, unless additional time is granted by the assembly president for cause.

[C. THE DRAFT MINUTES OF EACH MEETING SHALL BE APPROVED AT THE NEXT SUCCEEDING MEETING.]

[D]C. [APPROVED MINUTES] Meeting summaries shall be signed by the assembly officer then presiding and attested by the assembly clerk.

[E]D. The assembly clerk shall send to the city clerk of each first-class and home rule city in the borough a copy of the [APPROVED MINUTES] meeting summaries with a request to post for 10 days.

SECTION 2. That KPB 22.40.215 is hereby enacted to read as follows:

22.40.215. Audio recording of assembly meetings.

A. All regular and special meetings of the full assembly shall be recorded by the borough clerk using reasonably reliable electronic recording equipment. Such electronic recordings will constitute the official record of each such assembly meeting. The clerk shall be responsible for requiring the electronic recording equipment to be operated only by a person properly trained to operate such equipment.

B. Such recordings may be made with either audio or audio and video equipment or other similar equipment.

C. The clerk shall be responsible for ensuring that the meeting summaries of each meeting maintained pursuant to KPB 22.40.210 shall correlate the electronic recording equipment's position with described meeting events.

D. The clerk shall establish policies, procedures and standards, subject to assembly approval by motion, to assure complete and accurate duplication of the electronic record and to provide for a uniform safe method of permanent preservation of those original electronic records and meeting summaries which are required to be preserved pursuant to KPB Chapter 2.52.

E. In the event that an electronic recording is not created or is destroyed, the meeting summaries shall constitute the official record of an assembly meeting.

SECTION 3. That KPB 22.40.080 is hereby amended to read as follows:

22.40.080. Agenda--Order of business.

The order of business shall be:

- A. Call to order;
- B. Pledge of allegiance;
- C. Invocation;
- D. Roll call;
- E. Vacancy, designation or seating members (only when needed);
- F. Approval of agenda and consent agenda;
- [G. APPROVAL OF MINUTES;]

[H]G. Public comments and presentations (items other than those appearing on the agenda) (Limited to 20 minutes total);

[I]H. Committee reports;

[J]I. Reports of commissions and councils;

[K]L. Items not completed from prior agenda;

[L]K. Public hearings on ordinances (Testimony limited to 3 minutes per speaker);

[M]L. Unfinished business

1. Postponed items

2. Notices to reconsider/rescind;

[N]M. New business;

1. Bid awards

2. Resolutions

3. Ordinances for introduction

4. Other (including addition of late items);

[O]N. Public comments and public presentations (Limited to 3 minutes per speaker);

[P]O. Mayor's report;

[Q]P. Assembly meeting and hearing announcements;

[R]Q. Assembly comments;

[S]R. Pending legislation;

[T]S. Informational materials and reports;

[U]T. Notice of the next meeting and adjournment.

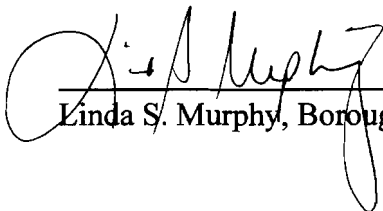
SECTION 4. That this ordinance shall take effective immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 13TH DAY OF OCTOBER, 1998.



Jack Brown, Assembly President

ATTEST:



Linda S. Murphy, Borough Clerk

