

Introduced by: Navarre
Date: 02/05/02
Action: Adopted as Amended
Vote: 8 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2002-015**

**A RESOLUTION ESTABLISHING A POLICY FOR COPYING DOCUMENTS
PROVIDED BY MEMBERS OF THE PUBLIC FOR DISTRIBUTION
TO THE ASSEMBLY**

WHEREAS, several controversial issues facing the Assembly in the recent past have engendered large numbers of email, faxed and mailed messages to the Clerk's Office with instructions to copy all Assembly Members; and

WHEREAS, many of these messages are quite lengthy and often contain redundant attachments including the ordinance or resolution under consideration by the Assembly and copies of previously sent messages; and

WHEREAS, it is not uncommon for these email and faxed messages to arrive shortly before the start of an Assembly or Committee meeting; and

WHEREAS, copying these documents is both time consuming and costly to the Borough;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. Except as otherwise required by law the following policy for the distribution of documents from the public to the Assembly is hereby adopted:

10 pages or less

Entire document will be copied and placed in the assembly's office mail boxes to be mailed with the packet or distributed in the laydown packet on the day of the meeting.

More than 10 pages

The cover letter (up to 10 pages) will be copied along with a list of all attached documents and distributed as noted above. Any assembly member may request a copy of the attachment(s) or may review the attachment(s) in the Clerk's Office.

Documents received after 3:00 p.m. on the day of an Assembly Meeting

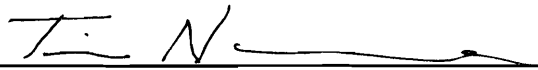
Members of the public or administration must provide a minimum of 20 copies of any document which is to be distributed to the Assembly.

Email Messages

Email messages will be forwarded directly to each assembly member by email to the email address provided by the assembly member to the Clerk's Office. A hard copy of the email message will be retained in the Clerk's file but will not be copied for the assembly unless a request for a copy is made by an assembly member. The only exception to this rule is for email messages received after 3 p.m. on the day prior to a scheduled assembly meeting.

SECTION 2. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 5TH DAY OF FEBRUARY, 2002.


Timothy Navarre, Assembly President

ATTEST:


Linda S. Murphy, Borough Clerk

