

# Kenai Peninsula Borough Assembly

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## MEMORANDUM

**TO:** Brent Johnson, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Tyson Cox, Assembly Vice President *TRC*  
Brent Hibbert, Assembly Member *BH*  
Cindy Ecklund, Assembly Member *CE*

**DATE:** January 5, 2023

**RE:** Ordinance 2023-03, Amending KPB 22.30 and KPB 22.40 Regarding Assembly Committees, Excused Absences and Remote Participation of Assembly Members (Cox, Hibbert, Ecklund)

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Since the onset of the Covid pandemic in 2020, Borough Assembly meetings have moved to a hybrid format that allow for greater public and member participation through both videoconferencing and in-person participation. After more than two years of using this hybrid format, it is appropriate to update code provisions regarding assembly committees, excused absences and participation via teleconferencing, also known as remote participation, that account for this hybrid meeting format.

This Ordinance, primarily, proposes to amend borough code to:

- (1) Identify the standing committees of the Assembly; the Assembly President's authority to appoint a chair and vice-chair for each committee; and to clarify that all assembly members are members of the standing committee (KPB 22.30.090(A));
- (2) Provide that the Assembly President may establish additional committees and that the Assembly may create, abolish or combine committees (KPB 22.30.090(B));
- (3) Establish an expectation for members to notify the Borough Clerk prior to the meeting if they expect to be absent or if they will be participating via teleconferencing (i.e. remote participation) (KPB 22.30.090(G));
- (4) Set clear parameters and procedure for a member requesting an excused absence (KPB 22.40.025); and
- (5) Combine three sections of code regarding teleconferencing into a single section of code that provides expectations, parameters, and procedure for members participating via teleconferencing (KPB 22.40.170).

Your consideration is appreciated.