

**PETERSBURG BOROUGH
ORDINANCE #2018-04**

**AN ORDINANCE AMENDING CHAPTER 3.08 OF THE MUNICIPAL CODE, ENTITLED
“ASSEMBLY AND MAYOR”, TO ADD AGENDA FORMATION LANGUAGE AND TO AMEND
THE DEADLINE FOR SUBMISSION OF ITEMS TO BE INCLUDED ON AN AGENDA**

Whereas, current municipal code does not specify how agenda items are approved for placement on a meeting agenda; and

Whereas, the current deadline for submission of agenda items to the borough clerk does not provide sufficient time for the clerk to assemble and prepare materials for the assembly meeting; and

Whereas, the borough assembly wishes to clarify how agenda items are placed on a meeting agenda, and to move the submission deadline such as to provide the borough clerk's office additional time for preparation of the agenda and meeting materials.

Therefore, the Petersburg Borough Ordains, Section 3.08.120 is hereby amended to add agenda formation language and to amend the deadline for agenda item submission.

Section 1. Classification: This ordinance is of a general and permanent nature and shall be codified in the Petersburg Municipal Code.

Section 2. Purpose: The purpose of this ordinance is to add agenda formation language and to amend the deadline for agenda item submission.

Section 3. Substantive Provisions: Section 3.08.120 of the Petersburg Borough Municipal Code is adopted as amended and shall read as follows (The language proposed for deletion is struck through and the language proposed for addition is in red text):

3.08.120 Assembly meetings—Agenda.

A. The mayor, any ~~(two)~~ assembly member~~(s)~~, or the manager may place reports, ordinances, resolutions, contracts, documents or other matters on an assembly meeting agenda.

AB. All reports, ordinances, resolutions, contracts, documents or other matters to be submitted to the assembly at a regular meeting shall be delivered to the borough clerk no later than ~~twelve noon~~ **5:00 p.m.** on the preceding ~~Wednesday~~ **Monday**. The borough clerk shall prepare the agenda according to the order of business, numbering each item consecutively. A complete copy of the agenda shall be available to each assembly member by noon on the Thursday preceding each assembly meeting. The agenda shall be available to the public in the office of the borough clerk by noon on the Thursday preceding each assembly meeting and shall be available in the assembly chambers during each meeting. The agenda may be amended by the assembly at the beginning of each meeting.

BC. At the established hour on the day of each regular meeting, the assembly members, borough manager, and department heads that have been requested to be present shall take their regular station in the assembly chambers. The business of the assembly shall be taken up for consideration and disposition in substantially the following order:

1. Call to order and roll call;

2. Approval of minutes;
3. Amendment and approval of agenda;
4. Public hearings;
5. Bid awards;
6. Visitors' views related to agenda items;
7. Visitors' views unrelated to agenda items;
8. Board, commission and committee reports;
9. Consent agenda;
10. Report of other officers;
11. Mayor's report;
12. Manager's report;
13. Unfinished business;
14. New business;
15. Communications;
16. Assembly discussion items; and
17. Adjournment.

except that, with a majority of the members present, matters may be taken up out of order.

Section 4. Severability: If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected.

Section 5. Effective Date: This Ordinance shall become effective immediately upon final passage.

Passed and approved by the Petersburg Borough Assembly, Petersburg, Alaska this _____ day of _____, 2018.

Mark Jensen, Mayor

ATTEST:

Debra K. Thompson, Borough Clerk

Adopted:
Noticed:
Effective: