

**APRIL 7, 2021
CITY COUNCIL MEETING
ADDITIONAL MATERIAL/REVISIONS**

REQUESTED REVISIONS TO THE AGENDA/PACKET:

<u>ACTION</u>	<u>ITEM</u>	<u>REQUESTED BY</u>
Add to item D.8.	Resolution No. 2021-20 <ul style="list-style-type: none">• Amendment Memo	City Clerk



KENAI

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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Jamie Heinz, City Clerk
DATE: April 7, 2021
SUBJECT: **Procedures for Selecting and Appointing a Qualified Person to Fill Vacancies on the City Council**

It was pointed out that Section D.5. of the Policy establishing procedures for selecting and appointing a qualified person or persons to fill vacancies on the City Council was confusing. When taking another look at it, I agree that it is confusing as written:

5. Once voting for one of two candidates for the seat, when one of the candidates receives a simple majority of votes, or it's decided by lot, Council will make and pass a motion to appoint that person to fill the vacant seat. This process will be repeated until all seats are filled.

As written, it repeats part of the previous step which likely doesn't need repeated as it is logical that moving to the next step means voting is over.

To make this this step less confusing, **I propose the following amendment:**

Amend D.5. of the policy to read, Once one of the candidates receives a simple majority of votes, or the outcome is decided by lot, Council will make and pass a motion to appoint that person to fill the vacant seat. And amend D.2. of the policy to add the following sentence at the end of the paragraph, Steps D.2. through D.5. will be completed for each seat.

Additionally, there is a scrivener's error in D.4.c. which I will correct administratively; the word "be" appears twice.

Your consideration is appreciated.