

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION**

**Date: January 20, 2011**

**SUBJECT:** Council Vacancy Discussion

**SUBMITTING DEPARTMENT:** Town Clerk

**PREPARED BY:** Diane Russell, Town Clerk/Risk Manager

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

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**ATTACHMENTS:** (a) Application (b) Council member Candidate Qualifications (c) Proposed Schedule (d) Potential Questions (e) Selection Criteria

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**SUMMARY BACKGROUND:** On January 13, 2011 Council member Harold Wise resigned his position as a Town of Prescott Valley Council member leaving a Council member term not due to expire until June, 2013.

Town Code Section 2-01-040 states that "The Council shall fill by appointment for the unexpired term any vacancy that may occur for whatever reason." Over the years, the Council has taken different approaches to nominating candidates for appointment to unexpired Council terms. In 1991 (when Council member John Pratt resigned shortly after having been re-elected), the Council embarked on a fairly extensive appointment process. On July 11, 1991, the Council announced that it would accept written applications for the vacant position until July 24<sup>th</sup>. An announcement was placed in the newspaper, and application forms were made available at the Town Clerk's Office and mailed to citizens who requested them. Sixteen applications were received and a special meeting was scheduled for August 1<sup>st</sup> to consider them. At the meeting, each applicant at random was given 5 to 7 minutes to address the Council about his or her qualifications. At the conclusion of the presentations, the Council took a 5 minute recess then held a paper ballot to nominate 4 candidates. Because of a tie, 5 nominees were actually chosen. Then another special meeting was held on August 6<sup>th</sup> to formally interview the nominees. At that meeting the Council presented a list of formal questions to all of the candidates together and allowed each to respond in turn if he or she wished. After a 5 minute recess, the Council again held a paper ballot.

Because of a tie between Harry Phillips and Dick Padgett, another ballot was held and Harry Phillips was declared the nominee. Harry was formally appointed by a unanimous roll call vote at the next regular meeting held August 8<sup>th</sup>.

In 1993, when another vacancy occurred (Harvey Skoog resigned his Council seat to run for Mayor) the Council did not conduct such an extensive nomination process. In that case, the Council simply nominated and voted to appoint Dick Padgett.

In the 2002 vacancy, the Council advertised and received 12 applicants. These applicants were narrowed down to 3 individuals, who then gave presentations and were interviewed by the Council in a public meeting. From this group of 3, Ed Seder was nominated by ballot and voted on by the entire Council.

In the 2005 vacancy of Council member Ed Seder, the Council advertised for applicants then narrowed the list down to a few applicants for the interview process in a public meeting. From this group, Angie

Parker was nominated by ballot and voted on by the Council for appointment to the Council member position on June 9, 2005.

In the 2006 vacancy of Council member Angie Parker, the Council advertised for applicants then narrowed the list of 13 applicants down to 3 selected for the interview process. Mary Baker was nominated by ballot and voted on by the Council for appointment to the Council member position on September 14, 2006.

With the passing of Council member Robert (Bob) Edwards on December 20, 2008, the Council advertised for applicants then narrowed the list to a few applicants for the interview process. Richard Anderson was nominated by ballot and vote on by the Council for appointment to the Council member position on February 12, 2009.

With the resignation of Council member Harold Wise on January 13, 2011, staff seeks direction from Council in the following areas:

1. Does the Council wish to follow prior examples and accept applications from all interested parties?
2. If so, how long does the Council desire to advertise for the position?
3. If a large number of applications are received, how would the Council like to narrow the field and how many applicants would the Council like to advance to a second round for presentations and interviews?
4. For scheduling purposes, when does the Council desire to appoint this person? Regular scheduled Council dates are January 27, February 10 & 24, March 10 & 24, 2011. If needed, the Council could also call a special meeting for this specific purpose.

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**OPTION ANALYSIS:** For discussion only

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**ACTION OPTION:** For discussion only

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**RECOMMENDATION:** For discussion only

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**FISCAL ANALYSIS:** For discussion only

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_ Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved  Denied  Tabled/Deferred  Assigned to \_\_\_\_\_