

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: February 3, 2011**

SUBJECT: Council Vacancy Application Review

SUBMITTING DEPARTMENT: Town Clerk

PREPARED BY: Diane Russell, Town Clerk/Risk Manager for Larry Tarkowski, Town Manager

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

ATTACHMENTS: none

SUMMARY BACKGROUND: At its January 20th Work Study Session, Council chose to proceed with an accelerated application and interview process in search of a potential Council member to complete the four-year unexpired term of Council member Harold Wise. Mr. Wise resigned from council on January 13, 2011. 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." The existing term expires in June 2013.

Council chose to advertise the vacancy and accept applications from any interested parties. Advertising was completed in both the Courier and Prescott Valley Tribune newspapers for the determined dates. Five applications were received by the Tuesday, February 1, 2011 5:30 p.m. application submittal date. Applicants will be allotted five (5) minutes to address Mayor and Council as to why they are the best candidate for the council appointment and present what they feel are important issues faced by the Town and solutions to those issues. Applicants may also present any additional materials they wish to be taken into consideration by the Council for the appointment.

Council now has the opportunity to review the applications received and narrow the field down to a number of applicants of their choosing who will advance to a second round for interviews at the February 10, 2011 Regular Council meeting. The number of applicants will be reduced to a quantity of council's choosing via paper ballot. The finalists will be interviewed in open session at the February 10, 2011 Regular Council meeting.

OPTION ANALYSIS: For discussion only

ACTION OPTION: For discussion only

RECOMMENDATION: For discussion only

FISCAL ANALYSIS: For discussion only

REVIEWED BY:

Management Services Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____