

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

Date: February 9, 2012

SUBJECT: Official Acceptance of Council member's Resignation

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: Resignation Letter of Council member Henry Schmitt

SUMMARY BACKGROUND: On January 23, 2012 Council member Henry Schmitt tendered his letter of resignation from the Town of Prescott Valley Town Council effective immediately due to recurring health issues.

Arizona Revised Statute §38-291(3) requires "the lawful acceptance of the resignation" and ARS § 38-294(6) also requires the filing of the resignation with the office of the Secretary of State once the council has accepted the resignation.

OPTION ANALYSIS: Council may officially accept Mr. Henry Schmitt's resignation and approve a copy of the same be forwarded to the Secretary of State's office.

ACTION OPTION: Motion to accept Mr. Henry Schmitt's letter of resignation and authorizing a copy of same be forwarded to the Secretary of State's office.

RECOMMENDATION: Accept Mr. Schmitt's letter of resignation.

FISCAL ANALYSIS: None

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____