



TOWN OF PRESCOTT VALLEY STAFF REPORT

DATE: May 29, 2025

TO: Mayor & Town Council

THROUGH: Gilbert Davidson, Town Manager

FROM: Fatima Fernandez, Town Clerk

DEPARTMENT: Town Clerk

AGENDA TYPE: New Business (for Review, Comment, And/or Possible Action)

SUBJECT: Appointment Prescott Valley Town Council Vacancy - Consideration & Possible Action (Exec Session, Appointment) [Fatima Fernandez, Town Clerk]

VISION 2024 FOCUS AREA: How we conduct our business and ourselves through our culture, diversity, communication, delivery, outreach, processes, and values. What we do, how we do it, and who we do it for.

SUMMARY/BACKGROUND:

With the resignation of Town Councilmember Bill Williams effective May 1, 2025, it has become necessary for the Council to appoint a replacement to serve for the remainder of his term in accordance with ARS §9-235 and Town Code §2-01-040. This means the appointee would serve until the next Town Council election scheduled for 2026.

The Council has chosen to advertise the vacancy and accept applications from any interested parties who meet the minimum age and residency qualifications. Advertising was done in the Prescott Daily Courier, the Prescott Valley Tribune, and all the Town social media platforms. Seventeen applications were received as of the submittal deadline of 4:00 p.m. on Tuesday, May 20, 2025.

At a special meeting on Thursday, May 22, 2025, the Council voted to go into Executive Session pursuant to ARS 38-431.03(A)(1) to review and evaluate the applications. Thereafter, the Council reconvened into Regular Session and voted to invite the following applicants to attend a special meeting scheduled for Thursday, May 29, 2025, to be interviewed by the Council in Regular Session: Bruce Evans, Jennifer Gray, Gary Kyle, and Kymberli (Kimberly) Lopez.

After the interview, the Council plans to again go into Executive Session pursuant to ARS 38-431.03(A)(1) to discuss and evaluate the interviewees. Thereupon, the Council will reconvene in Regular Session to consider and potentially vote to appoint a replacement for the vacant Council position. Any appointee is expected to take the Oath of Office and be seated as a Councilmember at a Special Meeting held in conjunction with the Study Session scheduled for June 5, 2025.

RECOMMENDED MOTION:

A. Motion to Convene into Executive Session for discussion and evaluation of the interviewees for appointment to fill a current Town Council vacancy. The Executive Session is scheduled pursuant to Arizona Revised Statutes Section 38-431.03(A)(1). **VOTE.**

B. Motion to appoint _____ as a Town Councilmember to fill a current Council vacancy until the next regularly scheduled Council election in 2026 pursuant to ARS 9-235(A). **VOTE.**

STAFF RECOMMENDATION: N/A

FISCAL ANALYSIS: N/A

Council Action at the Meeting:

ATTACHMENTS: Yes