



## TOWN OF PRESCOTT VALLEY STAFF REPORT

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**DATE:** May 22, 2025

**TO:** Mayor & Town Council

**THROUGH:** Gilbert Davidson, Town Manager

**FROM:** Fatima Fernandez, Town Clerk

**DEPARTMENT:** Town Clerk

**AGENDA TYPE:** Executive Session

**SUBJECT:** Town Council Vacancy Applications - Consideration & Possible Action  
(Select Applicants for Interview) [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 Bill's 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.

The Council has also chosen to review and evaluate in Executive Session the applications received pursuant to ARS 38-431.03(A)(1). After this discussion, the Council will reconvene into regular session and consider which applicants will be invited to attend an open meeting on Thursday, May 29, 2025, at 5:30 p.m. for an interview by the Council. The selection of the applicants to be interviewed will be made by motion and vote.

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**RECOMMENDED MOTION:**

Motion to invite the following applicants for an interview by the Town Council at a public meeting scheduled for Thursday, May 29, 2025 at 5:30 p.m. \_\_\_\_\_, OR Motion to table selection of applicants for interview.  
**VOTE.**

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**STAFF RECOMMENDATION: N/A**

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**FISCAL ANALYSIS: N/A**

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**Council Action at the Meeting:**

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**ATTACHMENTS: Yes**