



PRESCOTT CITY COUNCIL SPECIAL MEETING AGENDA

**PRESCOTT CITY COUNCIL
SPECIAL MEETING
TUESDAY, MARCH 27, 2012
FOLLOWING REGULAR MEETING OF 3:00 PM**

**Prescott Council Chambers
201 South Cortez
Prescott, Arizona
(928) 777-1100**

The following Agenda will be considered by the Prescott City Council at its **Special Meeting** pursuant to the Prescott City Charter, Article II, Section 13. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

◆ **CALL TO ORDER**

◆ **ROLL CALL:**

MAYOR AND CITY COUNCIL:

Mayor Kuykendall
Councilman Arnold
Councilman Blair
Councilman Carlow

Councilman Kuknyo
Councilman Lamerson

I. REGULAR AGENDA

A. [Action re filling of City Council vacancy.](#)

B. Recess into Executive Session.

II. EXECUTIVE SESSION

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body, pursuant to ARS §38-431.03(A)(3).

1. Employee Benefits

III. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on _____ at _____m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Elizabeth A. Burke, City Clerk

SMT-A

COUNCIL AGENDA MEMO – March 27, 2012 (Special Meeting)	
DEPARTMENT:	City Manager
AGENDA ITEM:	Action re filling of City Council vacancy

Approved By:		Date:
Department Head:		
Finance Director:	Mark Woodfill	
City Manager:	Craig McConnell <i>Craig McConnell</i>	3-19-12

Background

At their meeting of March 13, 2012, the City Council repealed Resolution No. 3232 which set forth a procedure for filling vacancies. The action was effective immediately since it included the emergency clause, and the motion passed included direction that options for a replacement procedure be brought back to Council for consideration.

In response to the Council direction, attached are Options 1 and 2, with timelines, either of which could be applied to filling the seat to be vacated by Councilman John Hanna at the conclusion of today's (March 27, 2012), Regular Meeting. The difference between them is that Option 2 provides for interviews of the 2-3 top rated candidates (finalists). An application form is also attached.

Both options would require approximately one month for the selection and seating of the new Councilmember. It is especially important to expedite filling of the vacancy due to the FY 13 budget process underway, which continues to necessitate considerable Council attention.

- Attachments** - Two Options for Filling City Council Vacancy
 - Application for Council Vacancy

Recommended Action: No specific recommendation; Council's pleasure regarding action.

MOVE to approve:

a. Option ___ for filling the current City Council vacancy.

or b. Other action to be specified by Council.

Two Options for Filling City Council Vacancy

Option 1

- | | |
|----------------|---|
| March 27, 2012 | SPECIAL COUNCIL MEETING (following Regular Council meeting): Council determines the process for filling the vacancy (selection of option) and timetable |
| March 28 | PRESS RELEASE ANNOUNCING APPLICATION PROCESS: Announcement of Council vacancy and invitation for interested citizens to apply

APPLICATION: Candidates may apply by completing an "Application for Council Vacancy" form (attachment of a resume to the application form is optional) |
| April 6 | APPLICATIONS DUE: Applications must be received by 4:00 PM, Friday April 6, 2012, in order for the candidate to be considered |
| April 9 – 13 | EXECUTIVE SESSION: Council reviews applications in executive session, narrows the candidate pool to 2-3 top candidates, and identifies the finalists |
| April 17 | SPECIAL VOTING MEETING: Council discusses candidate qualifications, etc., votes and appoints the successful candidate |
| April 24 | REGULAR MEETING: the newly appointed Councilmember is sworn in, seated, and commences participation in Council business |

Option 2 (Adds Interviews)

- March 27, 2012 SPECIAL COUNCIL MEETING (following Regular Council meeting): Council determines the process for filling the vacancy (selection of option) and timetable
- March 28 PRESS RELEASE ANNOUNCING APPLICATION PROCESS: Announcement of Council vacancy and invitation for interested citizens to apply
- APPLICATION: Candidates may apply by completing an "Application for Council Vacancy" form (attachment of a resume to the application form is optional)
- April 6 APPLICATIONS DUE: Applications must be received by 4:00 PM, Friday April 6, 2012, in order for the candidate to be considered
- April 9 – 13 EXECUTIVE SESSION: Council reviews applications in executive session, narrows the candidate pool to 2-3 top candidates, and identifies the finalists, who are invited to an interview
- April 17 EXECUTIVE SESSION: Council interviews the invited candidates
- SPECIAL VOTING MEETING: Council discusses candidate qualifications, etc., votes and appoints the successful candidate
- April 24 REGULAR MEETING: the newly appointed Councilmember is sworn in, seated, and commences participation in Council business

**CITY OF PRESCOTT
APPLICATION FOR COUNCIL VACANCY**

Questions may be directed to Liz Burke, Prescott City Clerk, at 777-1272 or liz.burke@prescott-az.gov.

NAME	DATE
RESIDENT ADDRESS	CITY/ZIP
MAILING ADDRESS	CITY/ZIP
PHONE (RESIDENCE)	PHONE (CELL)
EMPLOYER	PHONE (BUSINESS)
IF RETIRED, FORMER EMPLOYER	E-MAIL ADDRESS

HOW LONG HAVE YOU RESIDED IN PRESCOTT? _____

HAVE YOU BEEN A REGISTERED VOTER OF PRESCOTT FOR AT LEAST ONE YEAR? YES NO

HAVE YOU EVER BEEN CONVICTED, RECEIVED DEFERRED ADJUDICATION, OR ENTERED A GUILTY PLEA OR NOLO CONTENDERE FOR ANY FELONY OR CLASS 1 MISDEMEANOR OFFENSE? YES NO

NOTE: A "YES" ANSWER WILL NOT AUTOMATICALLY DISQUALIFY YOU FROM APPOINTMENT. IF YES, PLEASE EXPLAIN. INCLUDE DATE, PLACES, AND NATURE OF OFFENSES.

ARE YOU PRESENTLY UNDER INDICTMENT OF ANY FELONY OR CLASS 1 MISDEMEANOR OFFENSE? YES NO IF YES, PLEASE EXPLAIN. INCLUDE DATES, PLACES, AND NATURE OF OFFENSES. DO NOT INCLUDE INFORMATION FOR ANY CHARGES THAT HAVE BEEN DISMISSED OR ARE NO LONGER PENDING.

BRIEFLY STATE YOUR BASIC REASONS AND DESIRE FOR WANTING TO SERVE ON THE COUNCIL. PLEASE INCLUDE SPECIAL INTERESTS, ABILITIES, SKILLS OR CONTACTS THAT COULD BENEFIT THE COUNCIL.

WHAT CIVIC AND/OR PROFESSIONAL ORGANIZATIONS ARE YOU INVOLVED WITH?

DESCRIBE YOUR PREVIOUS EXPERIENCE ON A CITY/TOWN COUNCIL OR ADVISORY GROUPS/BOARDS/ COMMISSIONS/COMMITTEES IN PRESCOTT OR OTHER COMMUNITIES.

DESCRIBE YOUR UNDERSTANDING OF THE FUNCTION AND PURPOSE OF THE CITY COUNCIL.

DATE

SIGNATURE