

July 26, 2024

MEMORANDUM TO: Honorable Mayor and City Council

THRU: Charles P. Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager

FROM: Sharon G. Flissar, P.E., Director of Public Works

SUBJECT: Request for Agenda Item Placement  
Resolution 2024-054, Resignation of Bruce  
Phillips and Appointment of Karen LeMay to the  
Sierra Vista Environmental Stewardship  
Commission

Recommendation:

The City Manager recommends approval.  
The Public Works Director recommends approval.

Initiated by:

Sierra Vista Environmental Stewardship Commission (ESC)

Background

On July 10, 2024 Bruce Phillips submitted his formal resignation from the Environmental Stewardship Commission due to work commitments to staff liaison Sharon Flissar. On July 12, 2024 the City Clerk's office received an application from Karen LeMay for the recently vacated position. The ESC considered Ms. LeMay's application at its regular meeting on July 24, 2024 and voted to recommend her approval to Council. If approved, the commission would have five members and no vacancies.

Budget Appropriations:

Not applicable.

RESOLUTION 2024-054

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; ACCEPTING THE RESIGNATION OF BRUCE PHILLIPS WITH REGRET AND APPOINTING KAREN LEMAY TO THE SIERRA VISTA ENVIRONMENTAL STEWARDSHIP COMMISSION, SAID TERM TO EXPIRE APRIL 30, 2026, AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the Mayor and City Council have created an Environmental Stewardship Commission for the purpose of advising the Mayor and City Council on matters relating to the environment; and

WHEREAS, on July 10, 2024 Bruce Phillips submitted his resignation from the Environmental Stewardship Commission; and

WHEREAS, on July 12, 2024 Karen LeMay submitted application for the Environmental Stewardship Commission; and

WHEREAS, on July 24, 2024 the Environmental Stewardship Commission considered Karen LeMay's application and voted to recommend approval to City Council; and

WHEREAS, it is in the best interest of the citizens to have a full complement of Environmental Stewardship Commission members to address environmental-related concerns;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, AS FOLLOWS:

SECTION 1

That the City Council policy on accepting resignations and appointing new members to boards and commissions when qualified applications are available is hereby reaffirmed.

SECTION 2

The City Council hereby accepts the resignation of Bruce Phillips with regret and appoints Karen LeMay to the Sierra Vista Environmental Stewardship Commission.

SECTION 3

The City Manager, City Clerk, and City Attorney, or their duly authorized officers and agents, are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this resolution.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THIS 8<sup>TH</sup> DAY OF AUGUST 2024.

\_\_\_\_\_  
CLEA MCCAII  
Mayor

Approval as to Form:

Attest:

\_\_\_\_\_  
NATHAN J. WILLIAMS  
City Attorney

\_\_\_\_\_  
JILL ADAMS  
City Clerk

Prepared by:  
Sharon G. Flissar, Director of Public Works



# City of Sierra Vista

1011 North Coronado Drive, Sierra Vista, Arizona 85635  
520-458-3315 - fax 520-458-0584 - www.SierraVistaAZ.gov

## APPLICATION TO CITY BOARD/COMMISSION

DATE: \_\_\_\_\_

BOARD/COMMISSION: \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ (ONE PER FORM)  
(HOME) (WORK)

E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

CITY RESIDENT? \_\_\_\_\_ REGISTERED TO VOTE IN CITY? \_\_\_\_\_

EDUCATION: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

(IF RETIRED, INDICATE FORMER OCCUPATION)

PROFESSIONAL/COMMUNITY ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

QUALIFICATIONS/INTEREST IN BOARD/COMMISSION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES: 1. \_\_\_\_\_  
(NAME) (ADDRESS) (PHONE)

2. \_\_\_\_\_  
(NAME) (ADDRESS) (PHONE)

**THIS APPLICATION WILL BE KEPT ON FILE FOR A PERIOD OF ONE YEAR FROM ABOVE DATE.**

AS A CANDIDATE TO A COUNCIL APPOINTED BOARD/COMMISSION/COMMITTEE, YOUR NAME, ADDRESS AND PHONE NUMBER MAY BE AVAILABLE TO THE PRESS AND PUBLIC UPON REQUEST.

Please return completed application to the city clerk at: CityClerk@SierraVistaAZ.gov