

November 28, 2023

MEMORANDUM TO: Honorable Mayor and City Council  
THRU: Charles P. Potucek, City Manager  
THRU: Barbara Fleming, Chief Human Resources Officer  
FROM: Shanna Melanson, Human Resources Analyst  
SUBJECT: REQUEST FOR AGENDA ITEM PLACEMENT  
RESOLUTION 2023-093  
POLICE AND FIRE PENSION BOARD RESIGNATION  
AND APPOINTMENT

RECOMMENDATION:

The City Manager recommends approval.

INITIATED BY:

Shanna Melanson, Human Resources Analyst

BACKGROUND:

According to Arizona Revised Statute §38-847, the Mayor and City Council shall appoint two citizens to serve on both the Police and Fire Pension Boards. One of the current appointments, Barbara Fleming, who is the head of the merit system has submitted her resignation from the Police and Fire Pension Boards. Therefore, City staff recommends that Victoria Yarbrough, Assistant City Manager, be appointed to serve out Ms. Fleming's remaining time on both boards with said terms to expire August 1, 2024.

BUDGET APPROPRIATION:

None.

RESOLUTION 2023-093

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; ACCEPTANCE OF THE RESIGNATION OF BARBARA FLEMING AND APPOINTMENT OF VICTORIA YARBROUGH TO FINISH MS. FLEMING'S TERM ON THE SIERRA VISTA POLICE AND FIRE PENSION BOARDS, SAID TERMS TO EXPIRE AUGUST 1, 2024; 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, Arizona Revised Statute §38-847 requires that two citizens be appointed to serve on both the Police and Fire Pension Boards; and

WHEREAS, one appointment shall be the head of the merit system or their designee, and

WHEREAS, it is the reaffirmation of settled policy that the City Council fill vacancies on boards and commissions.

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

SECTION 1

The City Council reaffirms its settled policy on appointments to boards and commissions.

SECTION 2

The Mayor and City Council hereby accept the resignation of Barbara Fleming from the Sierra Vista Police and Fire Pension Boards and appoint Victoria Yarbrough to finish said terms set to expire August 1, 2024.

SECTION 3

The City Manager, City Clerk, 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 14<sup>TH</sup> DAY OF DECEMBER 2023.

\_\_\_\_\_  
CLEA MCCAA  
Mayor

APPROVED AS TO FORM:

ATTEST:

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

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

PREPARED BY:  
SHANNA MELANSON  
Human Resources Analyst



# 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: 11/6/23

BOARD/COMMISSION: Police Pension Board

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

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

ADDRESS: \_\_\_\_\_ CITY: Sierra Vista ZIP: 85650

CITY RESIDENT? Y REGISTERED TO VOTE IN CITY? Y

EDUCATION: BA Political Science, MA Library Science, MS Education Technology

OCCUPATION: Assistant City Manager  
(IF RETIRED, INDICATE FORMER OCCUPATION)

PROFESSIONAL/COMMUNITY ACTIVITIES: Member of the Arizona City/County Management Association, International City/County Management Association, appointed to the AZ State Liquor Board, volunteer at Immanuel Lutheran Church.

QUALIFICATIONS/INTEREST IN BOARD/COMMISSION: 16 years of local government experience including the past 6 years as Assistant City Manager. Served on multiple boards and commissions including two state-level boards/commissions. I understand open meeting law very well and believe I'd be a valuable addition.

- REFERENCES:
1. Chuck Potucek, \_\_\_\_\_  
(NAME) (ADDRESS) (PHONE)
  2. Troy Campbell, \_\_\_\_\_  
(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](mailto:CityClerk@SierraVistaAZ.gov)



# City of Sierra Vista

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520-458-3315 - fax 520-458-0584 - www.SierraVistaAZ.gov

## APPLICATION TO CITY BOARD/COMMISSION

DATE: 11/6/23

BOARD/COMMISSION: Fire Pension Board

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

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

ADDRESS: \_\_\_\_\_ CITY: Sierra Vista ZIP: 85650

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