

City Manager's Report

April 16, 2020

Council and Colleagues, Greetings.

These reports will be included in the City Council packet for regularly scheduled Council meetings, excluding Work Session meetings. The reports are intended to be informational, covering miscellaneous events and topics involving the City organization. In no particular order...

Fire

FFD began tracking COVID-19 on March 19, 2020. Since this time, there have been 82 responses with an average of 3 per 24-hour period, as of the date of this writing. Special COVID response bags were put together for each front-line unit and distributed. Efforts are underway to try to secure more PPE for the responders.

DPS Ranger Department called FFD Special Operations for assistance in removing a woman from a steep canyon at Lake Mead. See picture at right.



Thinning and hazard reduction work is on-going, with current operations within the Kit Carson RV Park. This work is fairly technical, with obstacles including trailers, infrastructure, and utilities. The work is being partially funded through grant dollars, enabling the crews to assist private landowners throughout the City and District.

Human Resources

Human Resources is working with Purchasing on replacing the City's online evaluation system to NEOGov Perform.

Police

PD officers received training on reasonable suspicion for traffic stops and the appropriate time to run registration and license checks.

Recently, a family with twin seven-year-old boys asked if patrol vehicles could drive by their residence with lights to help celebrate their birthday event, which apparently was lacking in festivities due to the 'stay at home' restrictions. The Department obliged with full regalia (absent blaring sirens of course), allowing for photo ops with the two celebrants. Sometimes it's the small things...

Public Works

Recreation staff are developing a COVID-19 Emergency Childcare Plan for First Responders and a First Responder Quarantine location plan if needed.

The Norton MRF facility has experienced some impact from COVID-19 and Todd Hanson, Solid Waste Manager, is negotiating an agreement to deliver recyclables to the Waste Management Transfer Station in preparation for a possible MRF shutdown.

Tyrone Johnson, Recreation Supervisor for Athletics and the Hal Jensen Recreation Center completed the certification process by passing the exam to become a Certified Youth Sports Administrator. Congratulations to Tyrone! Athletics is processing refunds and credits for the recently cancelled Adult Volleyball Leagues, Adult Coed Hockey League, and the Chillin' in the Pines Hockey Tournament.

Joe C. Montoya Community and Senior Center staff continue to assist with congregate meal program by distributing meals to seniors via the drive-up system. Over 200 patrons have been served with the drive up.

All staff are working on "Virtual Recreation" programs with how-to videos such as craft projects, cooking classes, and exercise classes. They can be located on Facebook page at <https://www.facebook.com/COFrecreation/> and will soon be posted to City's website recreation page.

Major milestone for our lighting crew this week; the residential areas city wide are now all fully functional and in working order using final stocks of bulbs. PW has received numerous comments about the positive results.

Grant Funding

A grant for \$65.9K was received from the Department of Justice and Bureau of Justice Assistance. This was much needed assistance that is being used for Police and Fire PPE, such as N95 face masks, nitrile gloves, protective goggles, spit hoods, isolation gowns and booties. Props to Sarah Langley and Stacey BK for their successful efforts.

Budget Team

Pasted below is a narrative from Jeanie Gallagher, HR Director and member of our Budget Team, summarizing actions both taken and denied, administratively, related to the Pandemic and its impact upon our Work Force. Some of the proactive measures were vetted with our Leadership Team.



**CITY OF FLAGSTAFF
HUMAN RESOURCES DIVISION**

TO: Greg Clifton, City Manager

FROM: Jeanie Gallagher, Director of Human Resources

DATE: April 16, 2020

RE: COVID-19 Staff and Interim Policy Impacts

Greg, thank you for the opportunity to provide a summary of this information that reflects the impacts and decisions we have made to this point.

Implemented

1. March 16, 2020 City of Flagstaff Public Health Emergency Leave
 - a. Up to 2 weeks of pay, pro-rated for part time extended to all staff
2. April 1, 2020 Families First Coronavirus Resource Act effective
 - a. Emergency Paid Sick Leave and Extended Family Medical Leave Acts implemented for defined staff
 - b. City of Flagstaff decision to extend both Acts to Fire and Police personnel (not required by regulation)
 - c. City of Flagstaff decision to allow eligible staff to utilize applicable accrued leave banks to continue their pay OR to elect the 2/3 regular pay as provided in the Acts
3. April 6, 2020 Policy Exceptions Granted for Fire and Police to:
 - a. Extend deadline to spend down 2019-2020 PTO to October 31, 2020
 - b. Extend deadline for Maximum Vacation Carryover to October 31, 2020
 - c. Permission to submit consecutive year carry-over requests
 - d. Extend deadline to utilize accrued Compensatory time to October 31, 2020
4. Week of April 12 – Issue Temporary Furlough Notices to Inactive Staff
 - a. 167 total staff – almost all are temporary or seasonal
 - b. Recreation, Library, Tourism, Visitor Center
 - c. Staff are still employed and place on Temporary Leave of Absence
 - d. Staff provided information on process for applying for unemployment
 - e. City of Flagstaff decision to allow furloughed staff to leave accrued time off banks intact (not normally permitted by policy)
 - f. City of Flagstaff decision to allow furloughed staff to self-pay insurance premiums with the City of Flagstaff continuing to pay the employer contributions (would normally be subject to COBRA)
5. April 14, 2020 Extend Vacation Maximum Carryover
 - a. Applies to all staff
 - b. Extended through October 31, 2020

Requests NOT Approved/Initiatives not implemented:

1. Request to offer Hazard Pay to additional staff (specific request from Courts)
 - a. Additional and unknown budget impact
 - b. Currently lack specific criteria (unlike is stipulated for emergency services personnel)
 - c. Placed on the Budget Team Parking Lot
2. Request to allow those that have Purchased Vacation for 2019-2020 to extend the use of those purchased days past June 30
 - a. This is a Section 125 plan under ERISA and such extensions are not permitted
 - b. All staff with remaining hours contacted individually by HR to advise
3. Temporary Labor Pool
 - a. Requested divisions to submit available work
 - b. Decision not to implement based on:
 - i. Uncertainty of timing – how long might COVID closures continue?
 - ii. Mixed messaging – none of these opportunities are tele-work and we have encouraged staying at home
 - iii. Although some of this work is necessary, a concern about the perception of creating work for this group – and not knowing what future impacts we may have on the core staff for these areas
 - iv. Funding complications (as several of us discussed yesterday)
 - v. And last, but certainly not least, not confusing the message that messaging to our staff the opportunity to apply for Federal and State unemployment benefits to which they may be entitled

It's been a busy month as we all try to navigate our way through this pandemic. Setting aside our internal challenges, our hearts go out to the many whose health have been impacted by this terrible virus. We continue to serve this community in every way possible, especially during these trying times.

Onward and upward.