



CITY COUNCIL - DIVISION INTRODUCTION

City Manager's Office

APRIL 27, 2021



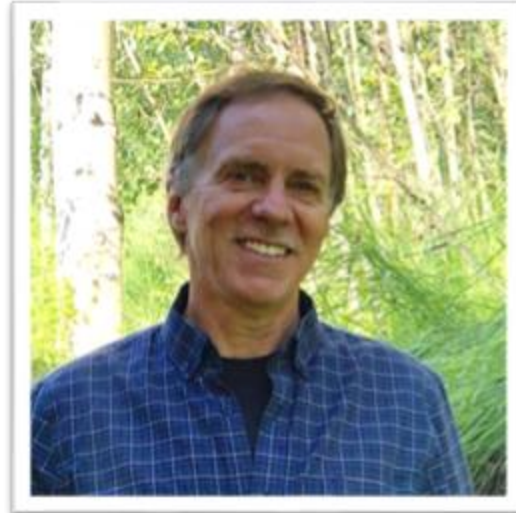
- Overview of Division – Organizational Chart
- Section Overviews
- Other CMO Efforts



City Management



Shane Dille
Deputy City Manager



Greg Clifton
City Manager



Shannon Anderson
Deputy City Manager



City Management

- Budget Allocation

3 FTE's (DCM, DCM, CM)	\$713,008
Operating Budget	\$43,977
Total	\$756,985



CMO Duties

- Oversight of Divisions and Sections
- General Administrative Duties of the City
- Involved with Budget Formulation and Implementation
- Organizational Structure
- Assist City Council and Prepare for Council Meetings
- Public Outreach
- Work Closely with City Attorney
- Represent City Organization
- Intergovernmental Relations



Misc CMO Areas of Focus

- Parking (airport, DCC, downtown parking)
- EUROW & Re-Entry Teams
- Involvement with DBA, United Way
- Rio de Flag Project
- Elevation of involvement with Indigenous Community
- Repurposing of decommissioned City facilities
- Long-term leases (Murdoch, Theatrikos)
- Public engagement process for Old Public Works Yard property
- Airport status as self-sustaining enterprise fund
- Organizational Efficiencies & Technologies
- Employee Relations, Morale, and Compensation



Management Philosophies

- Flatten Vertical Hierarchy in Organization
- More Horizontal Inclusion
 - Increased Number of Divisions
 - Empowerment of Employees
 - Engagement at all levels
- Growth and Advancement
- Collaboration
- Team Structure
- Meaningful Meetings



City Clerk – Staff Introductions

Larysa Feyti

City Records Coordinator



Stacy Saltzburg

City Clerk



Stacy Fobar

Deputy City Clerk





City Clerk



Budget Allocation

3 FTE's	\$281,081
Operating Budget	\$64,045
Total	\$344,986



City Clerk Work Program

Council Meeting Agendas	Boards and Commissions	Records Storage Center
Open Meeting Law	Liquor Licenses	Archiving & Preservation
City Elections	Domestic Partnerships	Retention Schedules
City Code	Council Meeting Minutes	Records Management
City Charter		Public Records Requests

And all of the other things that come up along the way!



City Clerk – What's to Come?

- New City Clerk Specialist position in FY 21-22
- Implementation of online candidate signature portal
- Conversion of document management system to OnBase
- Charter Review Committee
- Investigating new records management software



Public Affairs Team



Jessica Drum, Public Affairs Director



Rose Toehe, Coordinator for Indigenous Initiatives



Valeria Chase, NAU Neighborhood Liaison



Shawn Johnson, Chief of Staff



Jason Cook, Executive Assistant



Sarah Langley, Management Analyst



Chris Rhode, Management Analyst. Start Date: May 17



Public Affairs

- Assists all city programs with outreach and supports public engagement
- Interfaces with the media on behalf of the city and oversees city social media
- Liaise with targeted audiences such as university students and our Indigenous population (among others)
- Support those activities that do not neatly fall under other city programs.

6.5 FTE's	\$521,668
Operating Budget	\$55,990
Total	\$577,658



Elected Official Support

- Directly work with the public to address concerns and complaints and provide feedback to the Mayor and Council
- Manage Mayor and Councilmember schedules, coordinate meetings and plan travel
- Conduct research on Council directed topics and draft correspondence





Office of Labor Standards

- The Office of Labor Standards is tasked with administrating and ensuring compliance with the minimum wage law. This includes:
 - Investigating complaints and violations
 - Providing educational, technical, and awareness services
 - Engaging in community and business partnerships
- Accomplishments
 - 27 complaints successfully resolved, some with multiple employees involved
 - 60-day average case closure time

— THIS POSTER MUST BE CONSPICUOUSLY POSTED IN A PLACE THAT IS ACCESSIBLE TO ALL EMPLOYEES —

CITY OF FLAGSTAFF'S MINIMUM WAGE LAW

MINIMUM WAGE \$15.00 PER HOUR

FLAGSTAFF MUNICIPAL CODE – CHAPTER 15-01

WHEN:

January 1, 2021 – December 31, 2021

WHO IS COVERED:

1. An individual that worked or is expected to work 25 hours or more in the city limits of Flagstaff, AZ in any given calendar year for an employer and;
2. is or was employed by an employer regardless of the employer's location or the individual's immigration status.

TIPPED EMPLOYEES:

For an employee who customarily and regularly receives more than \$30 a month in tips or gratuities, an employer may pay tipped employees a maximum of up to \$3.00 per hour less than the City of Flagstaff's hourly minimum wage. Employers electing to choose a tip credit must inform the employee in writing of the tip credit provisions prior to exercising the tip credit and must be able show when adding tips received and retained to wages paid, the employee received no less than the hourly minimum wage for all hours worked for each workweek. Other conditions must be met.

EMPLOYEE RIGHTS:

- To be paid or to earn no less than the hourly minimum wage.
- To be paid all wages earned for all hours worked (i.e. promised/agree upon rate, overtime, tips and gratuities, etc.).
- To be provided written notice of the hourly minimum wage, rights and law provisions.

COMPLIANCE:

Any person or organization may file an administrative complaint through the City of Flagstaff's Office of Labor Standards ("Office") alleging that an employer has violated this law. A civil action maybe filed or an employee may choose to file their own civil action against their employer for violations. Violations of the city's Minimum Wage Law may result in penalties and fines.

RETALIATION PROHIBITED:

No employer or other person shall discharge or take any other adverse action against any employee or person in retaliation for:

- Asserting any claim or exercising any right under the Minimum Wage Law;
- Assisting any other person in filing a complaint or assisting in an investigation; or
- Informing any person about their rights.



For additional information, you may refer to the city's website at WWW.FLAGSTAFFAZ.GOV/MINWAGE

Or contact the Office of Labor Standards at
211 W. Aspen Avenue, Flagstaff, AZ, 86001-5359 or (928) 213-2071



Intergovernmental Affairs



Federal Lobbying

- Directly communicating with members of Congress to highlight the city's needs
- Securing federal appropriations and grants
- Member of the National League of Cities

State Lobbying

- Advocating for bills that further the city's priorities and benefit our residents
- Lobbying the Governor's Office and the Arizona Corporation Commission
- Member of the League of Arizona Cities and Towns
- Subscription to Legislation On Line Arizona (LOLA) enables staff to stay informed on bill developments





Communications



- Interfaces with the media on behalf of the city
- Management of city website
- Development and oversight of city-wide communication strategies
- Social media oversight and guidance



Videography and social media

Videography

- Inclusion of videography services in the FY2022 budget.
- Regular video updates on city projects and City Council initiatives and efforts.

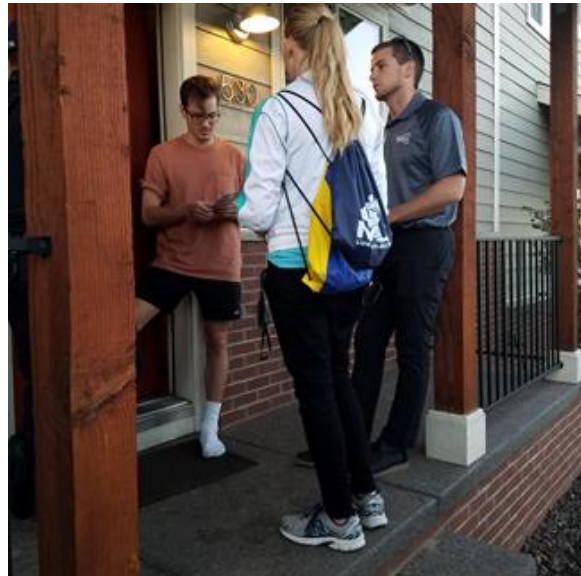
Social Media

- Community Engagement Specialist position will enhance and improve the city's social media outreach efforts.
- The Specialist will continue to refine the city's website.





NAU Neighborhood Liaison



- The Liaison works with both Northern Arizona University and the city of Flagstaff to foster positive relationships between long-term residents and students within the communities that surround campus.
- The program includes coordination of the Community Welcome, Off-Campus Living Course and Donate Don't Ditch, among others.



Indigenous Initiatives

Highlights

- Coordinator for Indigenous Initiatives hired February 2020
- Coordinator Workplan presented to City Council May 2020
- Internal work with City department teams
- External work with Community Partners





Indigenous Commission

- Formation of Indigenous Commission to advise City Council on Indigenous related initiatives, December 2020
- Completed three meetings
 - Received presentations work plan
 - Received presentation from Climate Action
 - Next meeting, requested information on population trends for Flagstaff and surrounding areas

INDIGENOUS COMMISSION

The City of Flagstaff is forming a new Indigenous Commission that will serve as an advisory board to City Council. On October 10, 2017, the Flagstaff City Council made a commitment to the Indigenous citizens and communities to address the recommendations received from six city-wide Indigenous forums in collaboration with Indigenous Circle of Flagstaff. The City Council further made a commitment to realize the creation of an Indigenous Commission to help advise City Council on carrying out the recommendations. The Indigenous Commission will serve as a communication bridge to Indigenous citizenry/population through the office of Coordinator for Indigenous Initiatives to City Council.

The City is accepting applications now. The commission shall have seven (7) voting members who are Indigenous Flagstaff City residents and three (3) Indigenous non-voting/ex-officio members from the Coconino County Indigenous Peoples Advisory Council leveraged through an MOU. Resident applicants must be residents of Flagstaff at the time of their appointment and for the full duration of their term. All meetings will be open to the public and held in Council Chambers located in City Hall or held remotely for any Health Emergency Orders. The meeting schedule will be determined soon.

Apply here: <https://www.flagstaff.az.gov/forms.aspx?FID=166>



Risk Management

Director of Risk Management
Dean Coughenour
"Coke An Hour"

2 F T E's

Operational budget \$250,000

SIT budget \$5.1 million

Insurance budget \$1.8 million





Risk Management



Risk Management By the Numbers 450 per year

- 120 Employee injury, near miss or first aid
- 35 Employee injuries seeing MD more than once
- 150 Vehicle/equipment related incidents
- 180 other types of incidents / property, liability etc.



Risk Management

Risk Management Specialist Becky Penado

- **Notice of Claims (50 per year)**
- **Subrogation (35 per year)**
- **Restitution (20 per year)**





Risk Management



Areas of Focus

- Risk Reduction
- Risk Transfer/ contract indemnity and additional insured
- General liability, property and auto claims
- Litigation avoidance / early intervention
- Workers' Compensation claims
- Innovative training programs designed to reduce frequency and severity of adverse losses
- Compliance training



Risk Management



Your Risk Consultants





Sustainability



The Sustainability Team



- Ramon Alatorre, Climate and Energy Coordinator
- Nicole Antonopoulos, Sustainability Director
- Jillian Goulet, Climate Engagement Coordinator
- Dylan Lenzen, Community Sustainability Specialist
- Marissa Malloy, Administrative/Community Stewards Assistant
- Jenny Niemann, Climate and Energy Specialist
- Emily Shafer, Materials Management Coordinator
- Maggie Twomey, Volunteer and Event Coordinator
- Summer White, Sustainable Food Systems AmeriCorps Vista



Sustainability - Budget

The Sustainability Section catalyzes community and individual actions that promote economic, environmental, and social sustainability through leadership, education, and engagement.

Program	FY 21/22 Base Budget
Climate	\$32,372
Community Stewards	\$12,509
Energy	\$20,000
Food Systems	\$13,500
General/Neighborhood Grants/Events/Building Expenses	\$54,800
Materials Management	\$60,046
<i>Sub-total for Operating Budget</i>	<i>\$193,227</i>
Staffing	\$460,176
Total	\$653,403



Sustainability - Climate

The Climate Program's mission is to reduce City and community greenhouse gas emissions and prepare for a changing climate by fostering climate impact reductions and resiliency through policy, education, and programming.

Developing the Carbon Neutrality Plan

- Collaboration with partners and experts across fields
- Engagement and outreach of 2000+ residents
- Internal staff coordination

Moving the conversation forward

- Climate Ambassadors – training 50 residents per year
- Integrating conversations around housing, transportation, and consumption systems





Sustainability – Community Events

Community Events are intended to provide the Flagstaff community with educational and engagement opportunities focused on sustainability principles.

Hosted 70% of our non-pandemic events virtually or within safety guidelines:

- Fix It Clinics
- Make A Difference Day
- Drop Off Day
- Dump the Drugs & Shred-a-thon
- Home Energy Efficiency Workshops (6)
- Lights Out Flagstaff





Sustainability – Community Stewards



The Community Stewards Program’s mission is to engage residents to become active stewards of the community.

- Supports over 200 groups and individuals who have adopted Avenues or sections of FUTS trails
- Supports groups and individuals interested in one time clean up events
- Hosts Winter Snow Play Clean Up events to clean up sled debris and other winter recreation litter
- Since January 1, 2021

Number of Volunteers	Total Service Hours	Bags of Litter Collected
406	864	403



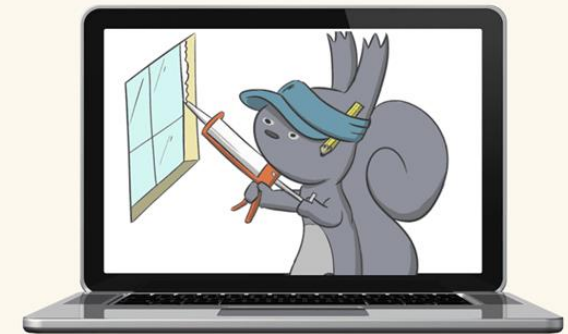
Sustainability - Energy



The Energy Program's mission is to promote resource conservation, energy efficiency and renewable sources.

- Secured funding through the APS Take Charge Program for 18 electric vehicle charging stalls
- Secured funding through APS Solar Communities Program for a 125-kW solar structure that will save the City nearly \$5,000 per year
- Oversee the residential Energy Rebate Program, distributing \$242,000 in rebates to since 2013
- Spearheaded the installation and track the performance of 8 solar energy installations
- Optimize the delivery of renewable hydro power from the Hoover Dam, which has saved the City \$53,000 over 3 years

Introducing The Home Energy Efficiency 101 Online Course



Complete the free workshop and earn a kit filled with energy- and money-saving items.

flagstaff.az.gov/energy





Sustainability – Food Systems

The Sustainable Food Systems' mission is Foster a vibrant, sustainable, and equitable food system that produces healthy food for the community.

Community Gardens

- Provide outreach and engagement efforts
- 2019 –2020 The number of community gardeners grew from 53 to 126

Backyard Livestock

- Coordinate internal process, reporting, and evaluations
- Process new backyard livestock permits
- Manage updates to the Animal Keeping Code

Urban Farm Incubator

- Utilize vacant land to incubate new farm enterprise

Mayor's Monarch Pledge

- Co-manage with Parks to protect Monarch Butterflies





Sustainability – Materials Management

The Materials Management Program's mission is to enable Flagstaff residents and businesses to reduce the impact of their material consumption.

Implement the Rethink Waste Plan

- Recycling, composting, and waste prevention
- Outreach and education
- Optimizing infrastructure
- Policy development

Conduct analysis of alternatives for handling the expiration of the Materials Recovery Facility Contract in 2023

Entered year two of pilot partnership with NAU to divert City organic waste through NAU's composting operation

- Diverted 159 tons of green waste from City parks, residents, and businesses



We're committed to conserving our natural resources and appreciate that you are too. Thank you for helping to keep Flagstaff resourceful.

NEW RESOURCES AT YOUR SERVICE:

NEW Interactive Recycling Guide

Test drive our new guide to discover drop-off locations for those tricky to recycle items and hazardous stuff too.

NEW Pick Up Reminders

Get a digital reminder so you never miss a collection or bulky item pick up.





Sustainability – What's to Come...

- Energy Savings Performance Contract
- Launch first Spanish-language online course on home energy efficiency
- Municipal electricity rate optimization analysis and software
- Improvements to O'Leary St Garden
- Garden Mentor Program
- Garden Workshop Series
- Community composting at gardens
- Free food scraps drop-off opportunity
- Pay-as-you throw (volumetric pricing) pilot
- Develop a plan for the expiration of the Materials Recycling Facility
- Carbon Neutrality Plan implementation
- Youth advisory committee
- Equity advisory committee
- Expansion of the Neighborhood Sustainability Grant Program
- Litter identification app
- One a Day in May anti-litter campaign
- Develop regional litter prevention network
- Pilot E3: Engage, Empower, Elevate Program
- HEPA Air Purifier Program
- Launch Resilient Neighborhood Network
- Conduct an in-depth analysis of recoverable components of landfill-bound materials



Thank you