

City Manager's Report

April 5, 2024

Council and Colleagues, greetings. These reports will be included in the City Council packet for Council Work Sessions. The reports are intended to be informational, covering miscellaneous events and topics involving the city organization. Appended to this report you will find the March update from PROSE, the monthly newsletter from Housing, and the monthly newsletter from Human Resources.

Fire

- Flagstaff Fire joined a few hundred students at San Francisco de Asis career day.
- The Department toured with Gore to create awareness about the storage of chemicals.
- The Department completed training on structural collapses, attic fires, search and rescue, EMS, mental health, wildland refresher, technical rescue, hazmat, and Leadership training.
- And a big congratulations to Engineer/Fire Inspector Kristina Barnett on achieving her Fire Inspector II certification and Chris Jack for his Certified Fire Marshal designation. Good work!
- The Department apparatus and CARE unit will be distributing leave-behind *Naloxone* where needed to provide a valuable life-saving resource. Naloxone is a life-saving medication that can reverse an overdose from opioids -- including heroin, fentanyl, and prescription opioid medications -- when given in time. It is easy to use and small to carry.
- The USFS published the 2,604-acre Wing East Integrated Resource Service Contract for the Upper Rio de Flag watershed. This project will include 911 acres to be thinned by March 31, 2025, and additional 781 acres by March 2026, 651 acres by March 2027 and 261 acres by March 2028. All the logs and biomass will be removed from the area. We appreciate the years of great work by the Coconino National Forest and Flagstaff Ranger District to preparing this area and getting the bid package advertised within a week of the budget approval. This is great work by all involved.
- The Wildland Fire Management Team is offering Firewise Assessments and Fuels Reduction Treatments (see below).




Firewise Assessments & Treatments Available

The Flagstaff Fire Department and Summit Fire and Medical District Wildland Fire Management team is offering Firewise Assessments and Fuels Reduction Treatments in your area.

A Firewise Assessment will provide you with steps to make your home more resistant to wildfire. Fuels Reduction Treatments will reduce the amount of flammable vegetation around your home, further protecting you in the event of a wildfire. There may be grants available to help with the costs of these projects. Schedule a visit and let us help you protect your home and your community!

If you would like an assessment, contact Mark Adams at Mark.Adams@flagstaffaz.gov or 928-853-5255.



Human Resources

- HR has published their first newsletter this week for all employees! It is attached for your reading enjoyment ... a great new tool to share current information with employees about HR topics such as recruitment, benefits, classification & compensation, training and more. It also recognizes those employees who have recently joined the organization and promoted. Thanks to HR for keeping everyone informed and up to date on what's happening in the organization. And a special thanks for doing this during a period of significant shortages in staffing.
- This is huge: HR and Lancaster Leadership have brought Diversity, Equity, Inclusion (DEI) training to the organization. The training began with the extended leadership last week and will continue with an online training that will be available to all employees.



Public Works

- Shout out to Fleet Services for fixing the PROSE light duty tractor used to remove snow from Heritage Square! Repairing on site allowed them to finish some work prior to the more detailed repair work. The Fleet team also responded out to the Airport to get their snow removal equipment operational. It is estimated Fleet repaired 40+ plows, graders, and front-end loaders to keep up with the snowstorms. Thanks for your support, Fleet Services!
- This is very cool. Facilities worked with City Library staff to hang 45 hand-made quilts in the Downtown Library to support the event organized by the Coconino Quilters' Guild. This artwork comes from all over the state and gives our residents a great opportunity to enjoy the beautiful work.
- And congratulations to the City of Flagstaff Solid Waste Section's Award of Excellence from Circular Arizona (formerly Arizona Recycling Coalition) for its recent and ongoing recycling efforts!
- Related, a total of 480 tons of scrap metal were transported and recycled and diverted from the landfill!
- If you have not seen it personally, and if you are not entirely sickened by the sight of snow, here is a picture from this past snow season of the downtown snow operations occurring off-hours. With the sunrise lighting up the sky and lights from the equipment down below, the image is almost majestic ... almost.



- Work at the Murdoch Center is underway with installing new fire panel, smoke detectors, fire pull stations and flashers throughout the building, new hardware on the kitchen door, new air filters and are working on replacing the water fountains.

- Solid Waste staff toured the Restoration Soils compost facility along with Sustainability to work toward a grant to support large scale efforts to increase organic waste diversion and associated infrastructure.
- A hearty congratulations to Bob Stone on his promotion to Mechanic Lead Worker and Dustin Evans on his promotion to Fleet Supervisor!
- Public Works has been planning the work on the City Hall North stairs and word has it there has been some coordination with Economic Vitality to provide some decorative handrailing. Can't wait to see it! Can't wait to ditch the orange cones!
- Reminder the boiler at the Downtown Library is being replaced and there will be a temporary library set up at City Hall from April 22-30.
- The Signs and Marking crew have been busy with new sign installation, sign repairs, and maintenance. And they do this ... while smiling the whole time. Very nice.



- Related, the streetlight crew has been working to replace the old fixtures with new dark sky compliant LED lights and have completed a total of 20 replacements in just one week.
- Did you know that street sweepers run 24 hours a day when it's not snowing!
- This just in ... construction on the landfill road has begun. Spring is here!



- Multiple facilities were vandalized with graffiti so Facilities removed what they could and recovered the remaining portion with paint. Thanks to the team for keeping our facilities looking and operating great!

Police Department

- PD toured the City of Scottsdale Police Department’s Public Information Office.
- The spring session of the Citizens Police Academy began with 14 community members attending. Excellent!
- Several staff members met virtually with City of Tempe to discuss security at open venue special events such a parade and New Year’s Eve events.
- Congratulations to John Carter, Bryon McDermott, and Tanner Lutz on their graduation from the High Country Training Academy! We provided an update on this graduation recently ... it was well attended.
- Thanks to Sgt Rintala for his presentation to Kinsey Elementary school!
- The CARE Unit has been providing in-service training to Patrol about the variety of service they can provide.
- Chief Musselman and Deputy Chief Seay met with the Flagstaff Medical Center Chief Operating Officer, Mr. Canfield, to work on related issues.
- Welcome to Dave Holland and Andrew Barnes who were sworn in as lateral officers!



- And this ... this you have got to read:
While Officer Austin Rogers was in Phoenix attending drivers training, he arrived at a vehicle collision before any other emergency responders arrived. When he arrived, he noticed a young child that had been ejected from the vehicle and who was precariously impaled upon top of fence overhanging an approximate 100-foot drop to the I-10 freeway below. Without hesitation, Officer Rogers acted quickly to climb the chain link fence and free the child from the top of the overhang. After lowering the boy to a nearby Phoenix Police Officer, Officer Rogers observed that the driver of the at-fault vehicle was attempting to leave the scene, so he detained him for the Phoenix Police Department. Unbelievable.
Officer Roger's courageous actions so impressed the responding Phoenix Officer that she wrote a commendation for Officer Rogers to Chief Musselman. A sincere thank you to Officer Rogers for his life saving efforts, and congratulations to him for his receiving the Medal of Valor for these efforts!
- Chief Criminal Deputy County Attorney, Mr. Shea, recognized the investigative work that our detectives performed to solve a homicide, and further recognized the police presence at the Courthouse to ensure the safety of all during the hearing. In his recognition, he described the work of the Flagstaff PD as "incredible and invaluable". Thanks to the team for their efforts!

Water Services

- Some great opportunities coming up over the next few weeks to learn more about conservation opportunities and the water rate study. Please join City staff at any of the following locations:
 - April 10th at the Joe C. Montoya Recreation Center
 - April 13th tour the Rio de Flag plant
 - April 17th at the Hal Jensen Recreation Center
 - April 20th join us at the Earth Day event between 11 am – 2 pm at Bushmaster Park

Recent Meetings & Events

- Many of us attended the luncheon and award ceremony by United Way of Northern Arizona (UWNA), where the City was recognized for some fundraising achievements, and where our own Chief Musselman and his spouse, Kim Musselman, were recognized for their co-chairing duties for this past year's campaign. It was a wonderful event and well attended.



- The CJCC meeting was held last week at the Leaf Facility. The agenda included many topics and notably the Flagstaff PD updates involving arrest records over the past few years. Stay tuned for a presentation on this, as the data reveals some downward trajectories in arrest records across the board. Very positive news.



- The Leadership Team held an all-day retreat, which was partially facilitated by Julie Lancaster, on April 4th. It was an excellent retreat with many positive outcomes.



- On Sunday, April 14th at 3:30pm in the Council Chambers, there will be a celebration of life for Paul Babbitt, former Mayor of the City of Flagstaff. This from Bob Holmes:

Paul was a giant in northern Arizona serving both as Mayor of Flagstaff and as the Board Chair of Coconino County. He has been in failing health recently and has been under hospice care at his home. He leaves a long legacy and well-led life of 82 years.

With that, Council, this report is concluded. Again, some updates are attached for your review, and the HR Newsletter is pasted on the following pages. Thank you.



Human Resources/Risk Management
Monthly Newsletter, Vol. 1
April 2024

Update from HR/RM Leadership

Welcome to the first newsletter from the Human Resources/Risk Management Team! We hope you find it packed full of all the things you've always wanted to know! Is there something you would like to know more about? Please share with us by emailing human.resources@flagstaffaz.gov.

The HR/Risk Management team held a retreat in February. Julie Lancaster led the team through an exercise to prioritize our major projects for this year.

We are working on a number of Handbook changes including updates related to retiree insurance, employee wellness, and definitions in the EAC ordinance. These will be going to Council for review and approval.

Contents

- Update from Leadership
- New Members to Team Flagstaff
- Promotions
- Employee Spotlight
- Benefits
- Classification and Compensation
- Recruitment
- Tips:
 - Training & Development
 - Compliance Resources
 - Employee Relations
- Risk Management

HR and IT are working on automating several processes in OnBase in order to increase efficiency. This will include requests for acting pay and temporary promotions, workiversaries, vacation rollover requests, and processing awards (such as 7K, WOW, and QSIs). We will communicate to the organization as these items are completed and ready for use.



Welcome to Team Flagstaff!

Morgan Brown – Police Emergency Communications Specialist, Police Department

Jarad Granger – Animal Control Officer, Police Department

Chris Hilton – Police Officer Recruit, Police Department

J Ashton Likes – Recreation Assistan, PROSE

Christina Meeks – Recreation Assistant, PROSE

Breanna Pignato – Recreation Assistant, PROSE

Nathan Rumbley – Police Officer Recruit, Police Department

Ryland Sexton – Equipment Operator I, Public Works

Richard Swartz – Police Records Technician, Police Department

CONGRATULATIONS to the following employees who were recently PROMOTED!

Kaleb Baughn – Police Officer Recruit, Police Department

Dustin Evans – Public Works Supervisor, Public Works

Marty Gidley – Streets Operations Technician III, Public Works

Michaelson Johnson – Streets Operations Technician III, Public Works
Joseph Nagle – Streets Operations Technician III, Public Works
Robert Stone – Mechanic Leadworker, Public Works
Lee Williams – Water Services Section Director, Water Services

Employee Spotlight

Kim Bottorff, HR Analyst - Recruitment

What made you want to join Team Flagstaff?

Work life balance.

Who is your hero?

My mom.

If you could live anywhere, where would it be?

Home is where the heart is and mine is here in Arizona.

If you could switch jobs with anyone else for a day, who would it be and why?

I would be an Activities Director again at a senior home. It was the best job I ever had, and I made a lot of people very happy.

If you could have any superpower, what would it be and why?

Super speed because it would help me accomplish all things on my personal and professional "To Do" lists.

What's your go-to snack or drink?

Sandwiches and Coffee.



15th. Further details on how to create an account and complete activities will be released on this date. While the timeframe to complete activities for the wellness year is significantly reduced, the activities have been simplified and will take less time to complete. Check-ups and appointments with medical, dental and eye care providers in this current fiscal year can be attested to and used to complete activity levels as well as physical activities. The Wellness program year will still end on May 15th.

Classification and Compensation

Are you considering a promotion or have questions about your current position duties? All City of Flagstaff job descriptions are available to you on the City's website under the Human Resources and Risk Management tab.



Recruitment

Monthly Recruitment Tip:

When entering a Requisition in NEOGOV, be sure to add your Section Director and Division Director as approvers and save the approval groups before submitting the requisition. This will help ensure your position is posted in a timely manner.

Monthly Job Highlight:

[Project Manager - Capital Improvements](#)

Know someone who may be a good fit? Encourage them to apply and you may be

eligible to earn an incentive through the City's [employee referral program!](#)

Recruitment News:

HR, IT, and NEOGOV are working together to implement the NEOGOV OnBoard platform. This platform will allow us to centralize our onboarding process and paperwork in one location. This tool will also serve as an information resource for employees to refer back to throughout their career. Our first step is creating new employee forms (such as tax forms, federal employment verification documents, payroll forms, etc.). We currently have 71 open requisitions, meaning there are 71 recruitments at some point in the process. There are 38 open jobs, meaning we are accepting applications for 38 different positions at this time. So far in 2024 we have processed 51 new hires, promotions, transfers and reassignments.



Training and Development Tip:

Help enhance your employees' career development by staying on top of courses that can help them advance in their current positions etc. (i.e. Do they pull and create a lot of reports? Do they need more training on Excel?) Point them in the direction of [NEOGOVLARN](#) for training.

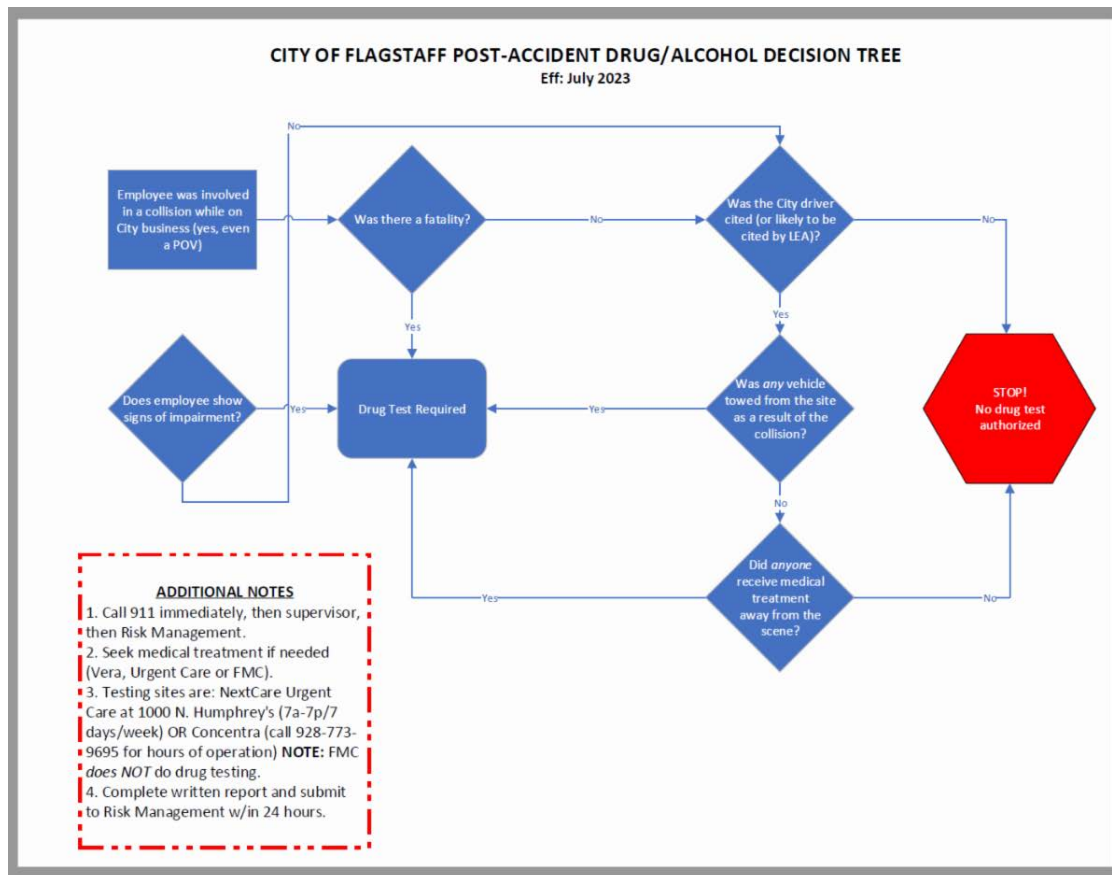
<p>COF BUSINESS AND TECHNOLOGY S...</p> <p>Excel - Introduction to Power Pivot</p> <p>🕒 1H 00M</p> <p>🌐 PRE-BUILT ONLINE</p> <p>Enroll</p>	<p>COF BUSINESS AND TECHNOLOGY S...</p> <p>Excel for Mac Basics</p> <p>🕒 3H 00M</p> <p>🌐 PRE-BUILT ONLINE</p> <p>Enroll</p>	<p>COF BUSINESS AND TECHNOLOGY S...</p> <p>Excel: Creating Dashboards</p> <p>🕒 2H 40M</p> <p>🌐 PRE-BUILT ONLINE</p> <p>Enroll</p>	<p>COF BUSINESS AND TECHNOLOGY S...</p> <p>Excel: Data Analysis with Pivot Tables</p> <p>🕒 2H 30M</p> <p>🌐 PRE-BUILT ONLINE</p> <p>Enroll</p>
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Compliance Tip:

Ensure you are following City of Flagstaff policies and procedures and know where to find resources when you have a question about something specific. These can be found under the Human Resources tab under Handbook, Policies and Directives.



View the City of Flagstaff Post-Accident Drug/Alcohol Decision Tree [here!](#)





Employee Relations Tip:
Please check your NEOGOV dashboard for overdue tasks related to performance evaluations and complete the tasks. All FY24 evaluations need to be completed prior to June 7th to process merit increases and prepare the system for the FY25 performance evaluations. If you see duplicate evaluations, please contact Alan at Alan.Keay@flagstaffaz.gov.

Risk Management



Training

UPCOMING TRAINING APRIL 2024

- 4 - Machine Guarding (ADOSH WEBINAR)
- 9 - Ergonomics (ADOSH WEBINAR)
- 9 - Proper Body Mechanics (IN PERSON)
- 17 - Monthly Safety Committee Meeting (TEAMS)
- 17 - Cranes and Derricks (ADOSH WEBINAR)
- 18 - Electrical Standards (ADOSH WEBINAR)
- 26 - Ergonomics (IN PERSON)

To register for an ADOSH Webinar:

<https://ezregister.com/promoters/1607/>

APRIL IS NATIONAL DISTRACTED DRIVING MONTH!

In a 2022 survey, approximately 3 out of 5 drivers admitted they've engaged in unsafe driving behaviors in the U.S.; couple that with an average of 9 deaths per day as a result of collisions, and we have a real problem! The AAA Foundation for Traffic Safety surveyed almost 2,500 licensed drivers about their driving behaviors and attitudes. It used the findings to classify six types of drivers, with 41.2% qualifying as "safe" – meaning they "rarely engaged in any risky driving behavior." The other categories are as follows: 1) individuals who said they engaged in speeding on a regular basis 2) individuals who admitted to being distracted and aggressive while driving 3) individuals who drove distracted and finally 4) individuals who admitted to driving while impaired. Additionally, 27% said they've sent a text or email while driving, while 59% indicated they had used hands-free technology while behind the wheel. "Despite acknowledging the dangers, some drivers continue to engage in potentially deadly behaviors, particularly speeding," David Yang, executive director of the AAA Foundation for Traffic Safety, said in a press release. "Understanding the different types of risky driving behaviors and the characteristics of drivers who engage in them is crucial for developing targeted interventions to achieve safe mobility." An important thing to understand is, there is no such thing as multi-tasking. Multi-tasking is the process of switching back and forth between more than one task, which means when you're switching from one to the other, your full attention is not on the other. When driving, this means you can actually hamper your effectiveness by reducing your comprehension, attention, and overall performance.

And for more information on roadway safety, please visit the National Safety Council at: <https://www.nsc.org/road> In a 2022 survey, approximately 3 out of 5 drivers admitted they've engaged in unsafe driving behaviors in the U.S.; couple that with an average of 9 deaths per day as a result of collisions, and we have a real problem! The AAA Foundation for Traffic Safety surveyed almost 2,500 licensed drivers about their driving behaviors and attitudes. It used the findings to classify six types of drivers, with 41.2% qualifying as "safe" – meaning they "rarely engaged in any risky driving behavior." The other categories are as follows: 1) individuals who said they engaged in speeding on a regular basis 2) individuals who admitted to being distracted and aggressive while driving 3) individuals who drove distracted and finally 4) individuals who admitted to driving while impaired. Additionally, 27% said they've sent a text or email while driving, while 59% indicated they had used hands-free technology while behind the wheel. "Despite acknowledging the dangers, some drivers continue to engage in potentially deadly behaviors, particularly speeding," David Yang, executive director of the AAA Foundation for Traffic Safety, said in a press release. "Understanding the different types of risky driving behaviors and the characteristics of drivers who engage in them is crucial for developing targeted interventions to achieve safe mobility." An important thing to understand is, there is no such thing as multi-tasking. Multi-tasking is the process of switching back and forth between more than one task, which means when you're switching from one to the other, your full attention is not on the other. When driving, this means you can actually hamper your effectiveness by reducing your comprehension, attention, and overall performance.

It's contest time! Take the "Just Drive" Pledge to show your commitment to making sure everyone stays safe on the road at: <https://www.nsc.org/faforms/ddam-pledge> and you'll be entered into a drawing for an interesting and fun prize!

And for more information on roadway safety, please visit the National Safety Council at: <https://www.nsc.org/road>

Pay attention to the data...

City of Flagstaff Claims Data
January 1, 2023 – January 31, 2024
Prepared by: Maria Robinson, Risk Management Director

Average # of Employees	1,215
# Employee Incidents	182
# OSHA Recordables	38
# Claims w/ Lost Time	10
# Days Lost	142
# Claims w/ Restricted Duty	18
# Restricted Days	1,511
2023 DART (Days Away and Restricted Time) Rate	3.47
2023 TRIR (Total Recordable Incident Rate)	3.84
# of Repeat Claimants	73
Highest # Previous Claims	7
Total Cost of Claims (Treatment)	\$383,455.22
Most Expensive Claim	\$93,394.59
Least Expensive Claim (outside of \$0)	\$8.39
Average Cost (for Paid Claims)	\$6,847.41
Youngest (Age)	19.83 years old
Oldest (Age)	77.33 years old
Average Age	39.25 years old
Earliest Date of Hire	July 1, 1992
Most Recent Date of Hire	November 27, 2023
Average Years Employed	7.08
Top 5 Departments	Police (63), Fire (36), Parks & Recreation (20), Water Services (16), Fleet (9)
Top 5 Body Parts	"Multiple" (20), Hand (15), Finger (15), Shoulder (14), Back (13)
Top 5 Injury Categories	Strain (34), Struck/Striking (14), Slip and Fall on Ice (8), Cut/Puncture/Scrape (7), Miscellaneous (7)
Total Paid in Lost Wages	\$30,596.25
# Auto Collisions	153
# Preventable Auto Collisions	85
Top 5 Causes	Struck Fixed Object – While Moving (41), Backing (17), Rear-ended/Failed to Stop (10), <u>Snow Plow</u> Struck (4), Slid on Snow (3), Turning (3)
# Auto Collisions by Division	PW Solid Waste (46), PW Streets (38), Police (35), Fire (9), Water Services (6), Airport (3), Parks & Recreation (6), Code Enforcement (1), Comm Dev (1), PW Fleet (1), Housing (1), Management Services (1), Other (1)
\$ Paid to date for Preventable Collisions	\$93,943.44

Not sure who to contact in Human Resources and Risk Management? Check out

our page on the City's website [Human Resources & Risk Management | City of Flagstaff Official Website \(az.gov\)](#)

211 W Aspen Avenue Flagstaff, AZ 86001 | Phone: 928-213-2090
Human.Resources@flagstaffaz.gov