



**HUMAN RESOURCES
& RISK MANAGEMENT**
CITY OF FLAGSTAFF

HRRM NEWS

SEPT - OCT 2025

WELCOME TO HRRM'S NEWEST TEAM MEMBERS



RYAN SAXBY

HUMAN RESOURCES & RISK MANAGEMENT DIRECTOR


Ryan joined the City of Flagstaff after an 11 year career with the City of Tucson, where he began as an HR Analyst and rose to the level of Deputy HR Director. He has over 15 years of professional-level HR experience split between the private and public sectors. Before working for the City of Tucson, Ryan worked for BAYADA Home Health Care as an HR generalist and a recruiter. He obtained his Master's in Public Administration from the University of Arizona and he holds two bachelor's degrees from Northern Arizona University (NAU) where he recently served on the Honors Program Board of Directors. He is a member of the Society of Human Resources Management (SHRM) and Public Sector HR Association (PSHRA). Ryan and his wife met while attending NAU. They now have two children and spend most of their evenings at a baseball field or dance studio watching their kids perform. In his free time, Ryan enjoys hunting, fishing, camping, gardening, and hanging out with his family.



COURTNEY SMITH

HUMAN RESOURCES ANALYST

Courtney is a lifelong learner and adventurer. In 2023, she sold her house, bought a camper, and hit the road — logging over 50,000 miles across the Southwest. She discovered breathtaking landscapes, fascinating people, and more about herself than she ever expected. She also discovered chocolate-covered crickets and cheese-coated mealworms, although she does not recommend either unless you enjoy regret as a flavor. Arizona lured her with a technology job in Scottsdale, but she was not a match for Valley life. Flagstaff had already stolen her heart from earlier travels and when she landed this job with the City, it felt like coming *home*. She holds a Bachelor's in Early Childhood Education and a Master's in Educational Technology. Her career has led her from K-3 classrooms to running a robotics team, serving as co-director for an esports program, teaching at a trade school, being an Academic Director at a university, and joining a research institute to collaborate with Dreamscape Learn. At the heart of it all, her passion is finding creative ways to make sure anyone can learn anything, anytime.



POPPON BY OUR OPEN HOUSE!

WHEN: Tue Oct 28 from 8:30 - 11am

WHERE: The new HRRM office suite in City Hall - follow the light streaming in our six new windows to find your way!

- See our bright and beautiful new space
- Ask those nagging HRRM questions
- Meet our new and not-so-new staff
- See the prairie dogs hibernating
- Enjoy fresh popcorn!



**SPECIAL THANKS
TO PUBLIC
WORKS AND
COMMUNITY
DEVELOPMENT
FOR GIVING US
TEMPORARY
HOUSING DURING
THE REMODEL!**



HRRM BY THE NUMBERS

HERE'S A GLIMPSE OF WHAT WE DO FOR YOU EVERY DAY!

JULY – AUGUST

- The Risk Management team responded to 37 new injuries or incidents
- In July, the Risk Management team managed 19 worker's compensation claims, costing a total of \$126,952. In August, the team managed 13 claims with an initial cost of \$7500. The initial cost grows if more medical care and follow up is needed. Reducing injuries on the job is obviously better for employees, and it is also better for our budget!
- Many new employees visit Concentra for a health assessment before starting their new job, and certain current employees visit Concentra for ongoing testing for their position. HRRM made payments on behalf of other divisions for a total of 45 visits.

HRRM FUN FACT

What is a PAF?

PAF stands for Personnel Action Form. When something changes for an employee, a PAF is processed by both HRRM and the Payroll team. Examples of common PAFs are below, but there are dozens more. In July and August, we processed **411 PAFs** to make sure you are getting paid correctly!

- begin or return from FMLA or parental leave
- merit raises or pay increases for completing industry certifications
- receiving a WOW, QSI, or 7K award
- a change in annual hours
- begin or return from light duty or time off for worker's comp
- hires, promotions, transfers, or when positions are retitled or reclassified
- begin or end a temporary promotion or acting pay
- retire or resign
- request or end donated leave



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BENEFITS MAKE LIFE BETTER!

NEW WAYS TO LEARN ABOUT AND MAXIMIZE YOUR BENEFITS

FOR NEW HIRES

New Benefits Meetings for New Hires

- At New Employee Orientations (NEO) on Thursdays, in-Person at City Hall or via Teams
 - Next Meetings: Oct. 2 and Oct. 30, 12:00-12:30 pm
- New employees will receive a Teams meeting invite to their work email with Emily Carter – Benefits Analyst
- Questions? Please contact Emily Carter – Emily.Carter@flagstaffaz.gov or 928-213-2085

FOR EVERYONE

Week without Driving Challenge

September 29 - October 5

- Experience life without a car
- Walk, bike, carpool, or use public transportation
- Confirm your participation in My Vera
- Earn points to redeem for great rewards



Get started
Scan to log in or create your My Vera account



- Get points towards your annual total
- Get some fresh air
- See how easy it is to make a small but meaningful change

- Date: October 22nd
- Location: Vera Whole Health
 - 1500 E. Cedar Ave.
- Time: 7 - 11am
- Call to schedule: 928-774-3985



Get screened for prostate cancer

The POP mobile unit is coming to Vera—available to anyone needing a prostate cancer screening



DID YOU HEAR THAT?

HEAR TODAY... AND TOMORROW!

LIFE-LONG HEARING

Prolonged exposure to loud noise can lead to permanent hearing loss, tinnitus (ringing in the ears), and other health issues including anxiety, depression, and dementia. These conditions can make communication harder and impact your safety and also the safety of those around you.

Protect your hearing – it's important for your work, your well-being, and your quality of life.

THINGS YOU CAN DO

- Eliminate or reduce noise at the source
- Choose quieter equipment or processes whenever possible
- Use barriers or insulation to block or absorb noise
- Provide quiet break areas to give ears a rest
- Always wear appropriate hearing protection (e.g. earplugs or earmuffs) in noisy environments



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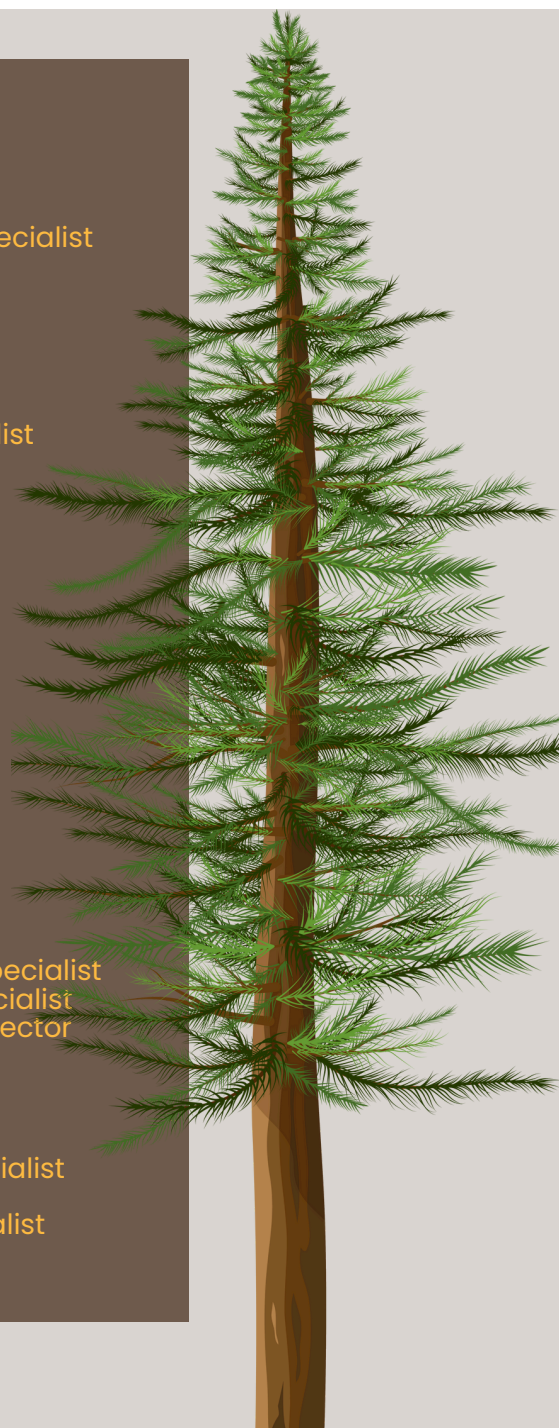
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WELCOME TO TEAM FLAGSTAFF!

THE FOLLOWING EMPLOYEES JOINED OUR TEAM IN AUGUST OR SEPTEMBER

FULL TIME

Heather Bonhote – Police Emergency Communications Specialist
Diane Bridger – Sustainability Specialist
Dax Clapp – Water Services Operator II
Blake Commisso – Community Service Coordinator
Scott Davis – Maintenance Worker I
Casey Emig – Water Services Operator II
Robert Faus – Code Compliance Officer I
Jillian Fenley – Police Emergency Communications Specialist
Edgar Fraire Herrera – Streets Operations Tech I
Sierra Frydenlund – Sustainability Coordinator II
Hunter Hansen – Police Officer Recruit
Brian Imai – Desktop Technician I
Vincent Jeffrey – Water Services Operator
Lisa Lau – Senior Budget Analyst
Hailey Manning – Police Records Technician
Matthew Mansfield – Senior Assistant City Attorney
Benjamin Markert – Project Manager Senior Lead
Mark Marotta – Program Coordinator Solid Waste
Anthony Masayeva – Parks Maintenance Worker
Michael Miranda – Streets Operations Tech I
Sullivan Moore – Housing Planner
Alexa Mulcahey – Maintenance Worker I
Emily Oller – Water Services Operator
Nicholas Penoff – Water Services Operator
Gavin Ray – Police Officer Recruit
Ernesto Robles-Miranda – Police Officer Recruit
Serena Rodriguez – Police Emergency Communications Specialist
Janice Sanders – Police Emergency Communications Specialist
Ryan Saxby – Human Resources and Risk Management Director
Michael Sloan – Parks Maintenance Worker
Courtney Smith – Human Resources Analyst
Erin Smith – Streets Operations Tech II
Daniel Soldier Petite – Police Officer Recruit
Brentley Tsosie – Police Emergency Communications Specialist
Yvonne Vieau – Assistant City Attorney III
Emily Weaver – Police Emergency Communications Specialist
Aslyn Wright – Library Specialist





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PART TIME

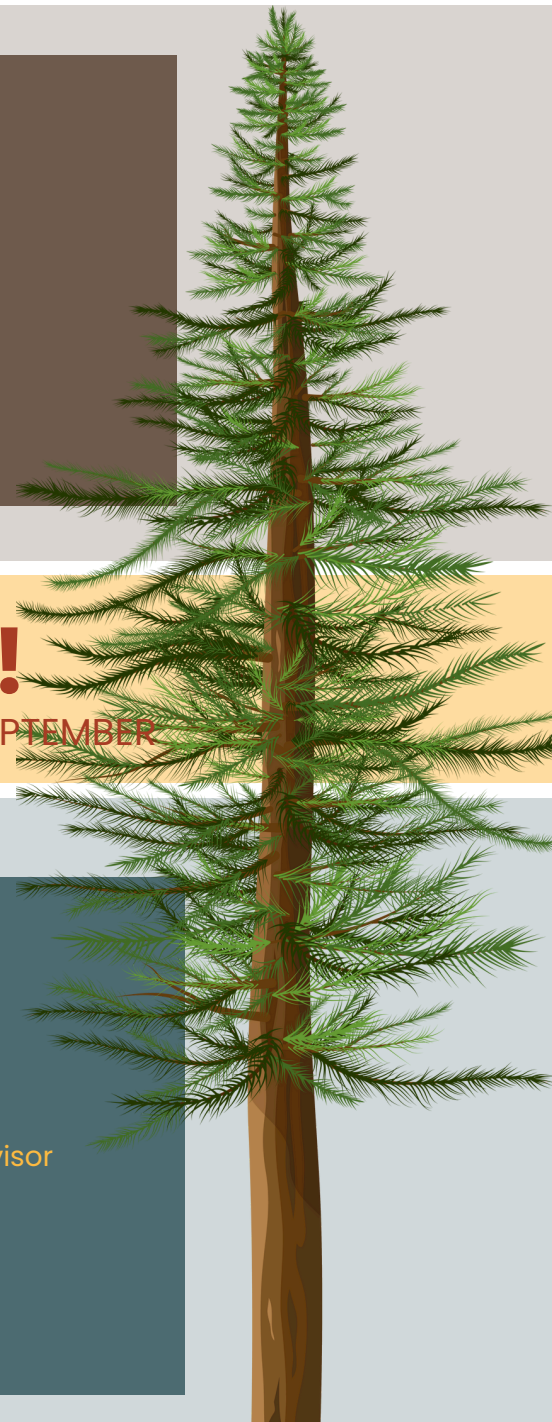
Embree Chattin – Library Page
Cooper Earley – Rink Guard
Gina Graziano – Recreation Instructor II
Logan Hunt – Rink Guard
Leslie Jhung – Library Specialist
Liam Morrigan Sarr – Lifeguard
Rosemary Steinwand – Recreation Leader I
Heather Valdez – Recreation Assistant

CONGRATULATIONS!!

THESE EMPLOYEES WERE PROMOTED IN AUGUST OR SEPTEMBER

HAPPY FOR YOU!

Jeffrey Gonya – Court Judicial Specialist II
Alyson Jones – Librarian
Lyle Kenefick – Public Works Supervisor
Jeremiah Magana – Streets Operations Tech II
Kendra Mann – Police Emergency Communications Supervisor
Joseph Nagle – Public Works Supervisor
Chelsea Potts – Police Officer Recruit
Lorn Sampson – Water Services Supervisor
Ryan Sherf – Police Sergeant
Kegan Slayton – Public Works Supervisor
Lucas Staires – Water Services Supervisor
Joseph Thomas – Water Services Program Manager





SHINING STARS

THE FOLLOWING EMPLOYEES WERE RECOGNIZED FOR EXCEPTIONAL WORK IN
AUGUST OR SEPTEMBER

WOW AWARD

Levi Daulton - Fire Engineer Paramedic
Patrick O'Connor - Water Services Section Director

SEE A NAME YOU RECOGNIZE? REACH OUT AND SAY "CONGRATS!"

QSI AWARD

William Alacorn - Laboratory Technician
Christopher Phair - Transportation Planner
Paul Rosevear - GIS Analyst II