

RESOLUTION NO. 2013-16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF,
ARIZONA, PURSUANT TO A.R.S. §23-901.06, ESTABLISHING A SALARY
EQUIVALENT FOR PURPOSES OF COMPUTING WORKERS'
COMPENSATION INSURANCE PREMIUM AND COMPENSATION BENEFITS
FOR VOLUNTEERS, AND ESTABLISHING AN EFFECTIVE DATE**

RECITALS:

WHEREAS, pursuant to the Arizona Revised Statutes ("A.R.S.") § 23-901.06 volunteer workers of the City of Flagstaff may be deemed to be employees entitled to workers' compensation benefits upon the passage of a resolution or ordinance by the City defining the nature and type of volunteer work and the workers entitled to such benefits.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General.

1. Workers' Compensation Insurance.

Volunteers working for no pay within any department of the City of Flagstaff shall be covered by workers' compensation insurance carried by the City of Flagstaff, in the amounts established herein, for the broad categories of work described below. A supervising director may approve individual volunteers for the approved broad categories of work. The supervising director is responsible for promptly notifying the City Human Resources Department concerning any new volunteers.

2. Authority to Approve Additional Broad Categories of Volunteers.

The City Council shall have exclusive authority to modify or approve additional broad categories of volunteers to be covered by workers' compensation insurance, by resolution.

3. Amount of Workers' Compensation Benefit.

Pursuant to A.R.S. § 23-901.06, the basis for computing compensation benefits and premium payments shall be four hundred dollars (\$400.00) per month per volunteer for the broad categories of volunteers described in this resolution, except Reserve Police Officer Volunteers as defined herein.

Pursuant to A.R.S. § 23-901.6(d), the basis for computing compensation benefits and premium payments for volunteers serving as Reserve Police Officer Volunteers shall be the salary equal to the beginning salary of the same rank or grade in the full time service with the City of Flagstaff. This sum is currently three-thousand two-hundred ninety-eight

(\$3,298.00) per month, and the Risk Manager shall have authority to adjust such sum for equivalency without further Council approval.

4. Broad Categories of Volunteers.

The nature and type of volunteer work to be covered by City of Flagstaff workers' compensation insurance are as follows:

Police Department

Reserve Police Officer Volunteers are defined as police volunteers with arrest authority and armament, working under the direction of the Flagstaff Police Department with prior consent of the City Police Chief pursuant to A.R.S. § 13-3871. Reserve Police Officer Volunteers may engage in activities expected of a City Police Officer. Citizen Patrol Volunteers are not Reserve Police Officer Volunteers.

Citizen Patrol Volunteers may issue citations for violation of A.R.S. § 28-884 or a City ordinance regulating parking in parking spaces for persons with physical disabilities, as provided for in City Code Section 9-01-001-0012(C); may be employed and shall be empowered to issue citations, and commence an action or proceeding before a court or judge for violation of any City ordinances regulating the standing or parking of vehicles, as provided for in City Code Section 9-01-001-0012(A) and A.R.S. § 28-627(E). In addition such volunteers may direct traffic in public rights-of-way; sit in a City patrol car at an intersection for traffic deterrence and speed monitoring without citation authority or interaction with traffic offenders; assist at special events; work within the sex offender program and perform such duties as dispersing sex offender notification flyers to the public; perform records filing and computer work; provide administration assistance and internal audit assistance to the detectives division; drop off and pick up decoy vehicles; and perform other assignments and duties as needed and appropriate for their skills and training. Citizen Patrol Volunteers have no arrest authority and are not armed.

Community Development

Litter Patrol Volunteers collect litter usually walking along roadsides, trails, parks, open fields, and fence lines. Place litter into heavy gauge bags, tie off tops, and leave at the road/trail side for collection. May use a pincer-like handheld device to pick up debris, use bags and wear rubber gloves.

Graffiti Volunteers paint over graffiti damage using paint rollers and water based paint on mostly vertical surfaces. Take pictures of graffiti before and after. Drive a City of Flagstaff van to a site to supply themselves and other volunteers with paint and supplies. May use aerosol paint at times to cover graffiti damage on a non-rollable surface. At times a solvent such as lacquer thinner is used on a cotton rag to wipe away damage. All graffiti abatement is outdoors.

Solid Waste and Recycle Volunteers usually stand near receptacles advising which container is appropriate for users. They may reach into receptacles and pull-out materials that were put in the wrong bin; may pick up materials and dispose of them in the correct bin; and may roll a container to a nearby dumpster for tipping.

Outreach Volunteers typically walk neighborhoods distributing flyers or door hangers, and may talk to citizens concerning posted information.

Metropolitan Planning Volunteers for field data collection set trail counters and count pedestrians and bicycles while standing or sitting at a street corner. May conduct research, data collection, organize public outreach meetings, and update regional plan calendar. Conduct research and write reports.

Library

Library Volunteers are at least 14 years of age and perform administrative, clerical, and filing work; book check-in, sorting, and shelving; information distribution and communication with citizens, Volunteers may perform book repair, book cleaning, search for lost items, assist with summer reading program outreach by communicating with citizens and logging their reading activity as reported, address envelopes, provide computer tutoring, double check CD's and DVD's to ensure in proper cases, take inventory of books, help with displays and preparation for in house promotional events at the library.

Parks and Recreation

Youth Junior Recreation Leader Volunteers are between ages 12-15 and may assist staff at the Aquaplex with swim lessons, and recreation classes; and perform any other assignments or duties as needed and appropriate for their skills and training at the Aquaplex.

Ice Rink Volunteers are at least 13 years of age and may assist rink guards at the Jay Lively Ice Rink to enforce center rules, maintenance, and provide customer service.

Coach Volunteers may assist with coaching adult and/or youth teams.

Ballfield Volunteers may assist with raking, dragging and putting lines on ballfields; may provide scorekeeping; may serve as a referee or officiator on the ballfield but do not provide umpire services.

All Departments

Special Event Volunteers may distribute event flyers and maps; may work in public rights-of-way to help direct vehicles to parking areas available; may oversee festival games, staff informational booths; may perform duties of a Solid Waste and Recycling Volunteer; may help maintain the snowboard/ski course at the Dew Downtown event; may assist with ticket sales.

Office Volunteers may conduct online research and write reports; attend meetings; may assist with file management, conduct interviews; carry files; attend court; make telephone calls; and may assist with mailing.

SECTION 2. Effective Date.

This resolution shall become effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this 18th day of June, 2013.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY