

WORK SESSION AGENDA **A M E N D E D**

CITY COUNCIL WORK SESSION
TUESDAY
FEBRUARY 23, 2021

STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVENUE
3:00 P.M.

ATTENTION

IN-PERSON AUDIENCES AT CITY COUNCIL MEETINGS HAVE BEEN SUSPENDED UNTIL FURTHER NOTICE

The meetings will continue to be live streamed on the city's website
(<https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings>)

PUBLIC COMMENT PROTOCOL

The process for submitting a public comment has changed and public comments will no longer be read by staff during the Council Meetings.

All public comments will be taken either telephonically or accepted as a written comment.

Public comments may be submitted to publiccomment@flagstaffaz.gov

If you wish to address the City Council with a public comment by phone you must submit the following information:

First and Last Name
Phone Number
Agenda Item number you wish to speak on

If any of this information is missing, you will not be called. We will attempt to call you only one time. We are unable to provide a time when you may be called.

All comments submitted otherwise will be considered written comments and will be documented into the record as such.

If you wish to email Mayor and Council directly you may do so at council@flagstaffaz.gov.

AGENDA

1. Call to Order

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's

attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. Pledge of Allegiance and Mission Statement

MISSION STATEMENT

The mission of the City of Flagstaff is to protect and enhance the quality of life for all.

3. ROLL CALL

NOTE: One or more Councilmembers may be in attendance telephonically or by other technological means.

MAYOR DEASY

VICE MAYOR DAGGETT

COUNCILMEMBER ASLAN

COUNCILMEMBER MCCARTHY

COUNCILMEMBER SALAS

COUNCILMEMBER SHIMONI

COUNCILMEMBER SWEET

4. Public Participation

Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

5. Review of Draft Agenda for the March 2, 2021 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

6. Arizona Office of Tourism (AOT) Destination Recovery Presentation

7. Discussion and possible update of the City of Flagstaff Re-Entry Plan.

8. Information Technology Division Introduction, Discussion on Broadband, and Discussion on Closed Captioning

9. State and Federal Legislative Updates

10. Overview of your Water Services Division

11. Discussion of Fats, Oil and Grease (FOG) manual and changes to the septage and grease receiving (Scavenger Waste) Program

12. Public Participation

13. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

14. Adjournment

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this _____ day of _____, 2021.

Stacy Saltzburg, MMC, City Clerk

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Heidi Hansen, Economic Vitality Director
Co-Submitter: Trace Ward, CVB Director
Date: 02/16/2021
Meeting Date: 02/23/2021



TITLE:

Arizona Office of Tourism (AOT) Destination Recovery Presentation

DESIRED OUTCOME:

Introduce the Arizona Office of Tourism (AOT) Director, Debbie Johnson, to the new council members as well as share, with the entire council, their work to assist our state with rebounding our tourism industry.

EXECUTIVE SUMMARY:

The Arizona Office of Tourism (AOT) strives to enhance the state economy and the quality of life for all Arizonans by expanding travel activity and increasing related revenues through tourism promotion and development. AOT's goal is to provide effective, research-driven strategies to achieve this mission while serving as the comprehensive leader in Arizona's tourism industry.

Mission:

To strengthen and grow Arizona's economy through travel and tourism promotion.

Vision:

To make Arizona the leading tourism destination of choice for travelers.

AOT will present to the City Council the work they've been doing since the pandemic hit our state and how they are working to help the tourism industry rebound in Arizona.

Recovery Plan Areas of Focus:

1. Accelerate Leisure Travel Activity
2. Stabilize Visitor Volume in Urban Centers
3. Reinvigorate and Strengthen Tourism in Rural Areas

City of Flagstaff staff will also do a short presentation explaining our ongoing collaboration with the Arizona Office of Tourism and share some of the results we've seen.

INFORMATION:



HOTEL MONTE VISIT



ARIZONA
OFFICE OF TOURISM

February 23, 2021





Marketing



- Rural Co-Op Marketing
- Strategic Tourism Recovery Plan Tactics
- Partnerships
- Awards





Sales



INTERNATIONAL TRADE

- Sales Missions, Client Training Events, & Trade Shows
- Co-op Campaigns with Travel Companies
- Familiarization Trips & Site Inspections
- Governor's Conference on Tourism
- Marketing Reports for top international markets





Meetings



- Email Blasts
 - Banner Ads
 - Video
- New Meetings Page
on AOT Website





Earned Media



- Media Relations – Domestic & International
- Public Relations Team - In-state
- Media Fam Tours
- Media Missions





Visitor Center



- Official Visitor Center for Flagstaff
- Arizona Visitor Information Center Program (AVIC)
- Distribute state travel information
- Professional development opportunities





AOT Collaboration Continued



- Continues to market our airport destinations
- Increased the state's fire safety messaging
- Recommended Flagstaff's majestic snow-covered peaks and pine forest on ADOT signage



APPRECIATE AZ #5

BE CAREFUL WITH FIRE





Arizona Office of Tourism

Who We Are

Our Vision: To make Arizona the leading tourism destination of choice for travelers.

Our Mission: To strengthen and grow Arizona's economy through travel and tourism promotion.



Arizona 2019 Year-End Economic Impact



**\$25.6 Billion in
Spending**



**194,300
Jobs**

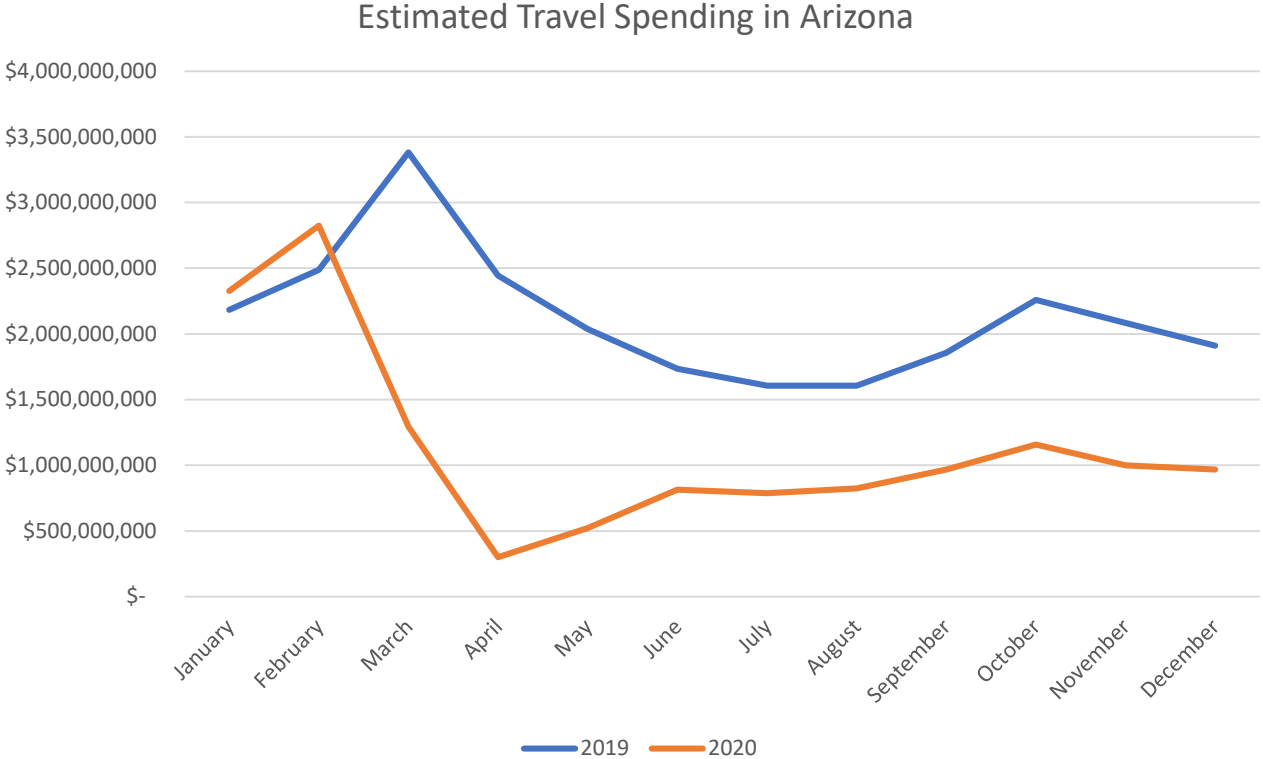


**\$7.7 Billion in
Earnings**



**\$3.78 Billion in
Taxes**

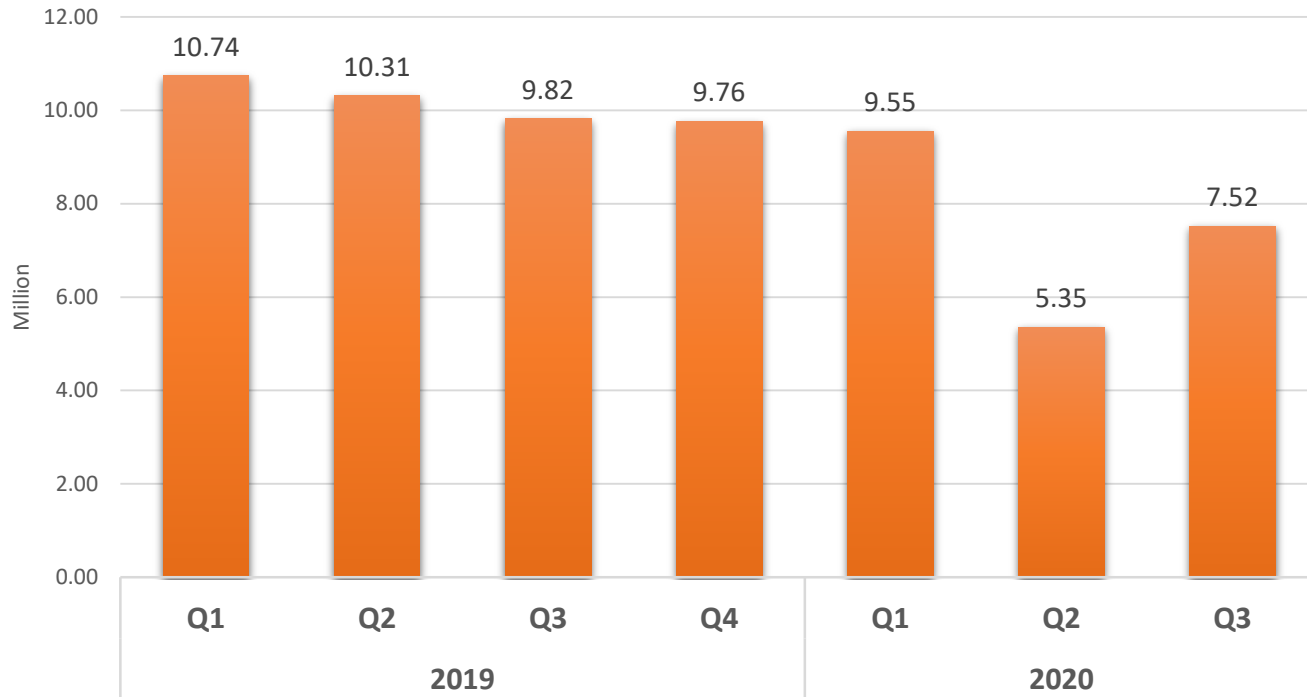
Estimated Travel Spending in Arizona – *year-to-date*



Source: Dean Runyan Associates

Domestic Visitation – *year-to-date*

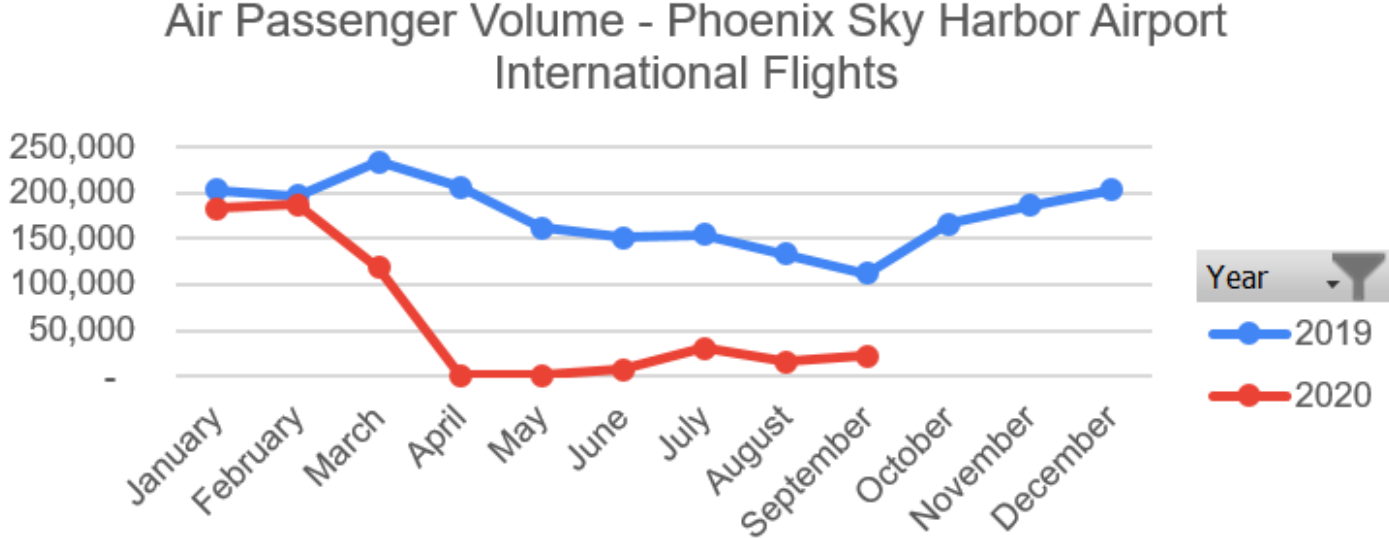
Total Domestic Overnight Visitors



Source: Tourism Economics

Timeframe: January 2020
– September 2020

International Visitation - *year-to-date*





AOT Marketing

Arizona Tourism Industry Recovery Plan

Area of Focus #1:

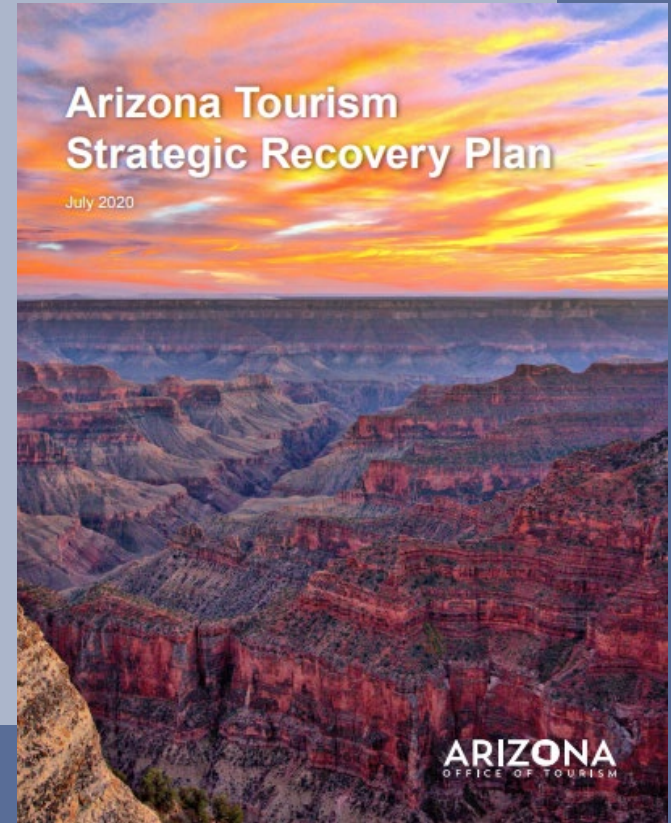
Accelerate Leisure Travel Activity

Area of Focus #2:

Stabilize Visitor Volume in Urban Centers

Area of Focus #3:

Reinvigorate and Strengthen Tourism in Rural Areas



Rediscover Arizona - Digital / Billboards



Rediscover adventure

RediscoverAZ.com

ARIZONA
THE GRAND CANYON STATE



Rediscover staycations.

Rediscover ARIZONA
THE GRAND CANYON STATE

GO



Rediscover roadtripping.

Rediscover ARIZONA
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GO



Rediscover open spaces

ARIZONA
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RediscoverAZ.com



Rediscover stargazing

ARIZONA
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Rediscover AZ



Rediscover adventure.

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GO



Rediscover exploring

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Rediscover staycations

Rediscover AZ

Rural & Tribal Marketing Cooperative – Partner Ads



Results

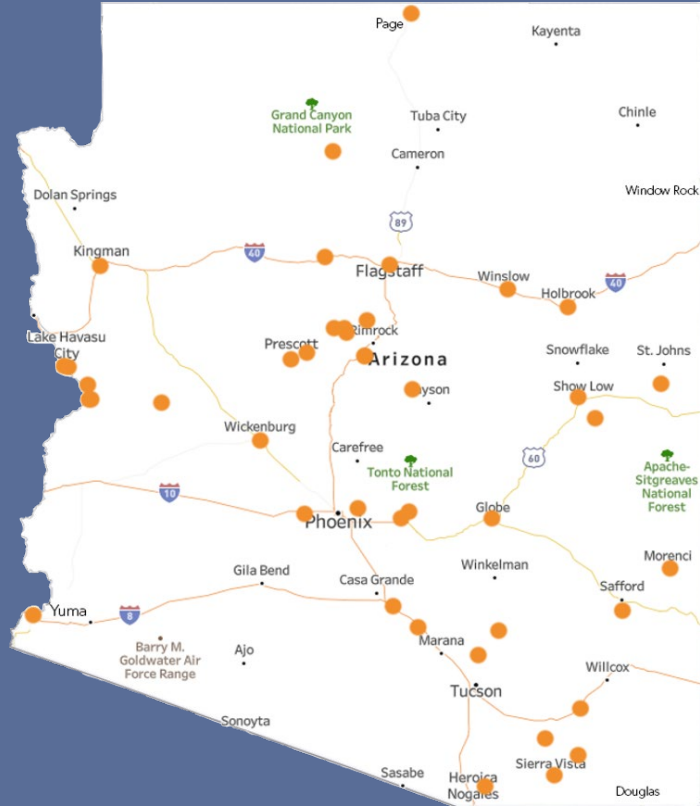
Campaign effectiveness: **45%** increase in arrivals and **21%** increase in length of stay.

Trade and Media Relations

FY19 Trainings & Sales Appointments:
9,000



Arizona Visitor Information Centers (AVICs)



Arizona Means Business




VisitArizona.com/Arizona-Meetings

Appreciate AZ

Seven Principles of Sustainable Tourism

No 1 | PLAN AHEAD & PREPARE



There's so much more than just desert in Arizona. Planning ahead and preparing for the state's diverse terrain and temperature means you'll be able to safely experience all that Arizona has to offer.

APPRECIATE AZ
ARIZONA | Leave No Trace
Arizona Department of Tourism
Arizona State Parks and Recreation
Arizona State Office of Tourism
Arizona State Office of Parks and Recreation
Arizona State Office of Cultural Affairs
Arizona State Office of Arts and Culture
Arizona State Office of Historic Preservation
Arizona State Office of Indian Affairs
Arizona State Office of Indian Relations
Arizona State Office of Indian Heritage
Arizona State Office of Indian Education
Arizona State Office of Indian Health
Arizona State Office of Indian Welfare
Arizona State Office of Indian Services
Arizona State Office of Indian Affairs
Arizona State Office of Indian Relations
Arizona State Office of Indian Heritage
Arizona State Office of Indian Education
Arizona State Office of Indian Health
Arizona State Office of Indian Welfare
Arizona State Office of Indian Services

AppreciateAZ.com

No 2 | STICK TO TRAILS




Wander with wonder, but please stick to the trails and camp only on existing or designated campsites. When you minimize your impact, you help protect plants, animals and yourself.

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Arizona State Office of Indian Services

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No 3 | TRASH YOUR TRASH




Ecosystems are delicate and even organic trash can have a negative impact. So, when it comes to trash and waste, pack it in and pack it out.

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Arizona State Office of Indian Education
Arizona State Office of Indian Health
Arizona State Office of Indian Welfare
Arizona State Office of Indian Services

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No 4 | LEAVE WHAT YOU FIND



In Arizona, there is so much to discover and history to explore. Take pictures and make memories, but please don't take mementos or leave a mark.

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Arizona State Office of Indian Services

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PRINCIPLE No 5 | BE CAREFUL WITH FIRE



Minimize fire impacts by using only designated fire pits and keeping your campfire small, safe and attended. Arizona's hot, dry climate is perfect to catch a blaze, making this principle over so important.

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Arizona State Office of Indian Welfare
Arizona State Office of Indian Services

Learn the principles of Leave No Trace at AppreciateAZ.com

No 6 | RESPECT WILDLIFE




Arizona's great outdoors is home to more than 800 species of wildlife. It's best to observe them from a distance, so be prepared to stop and let the wildlife stay wild.

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No 7 | SHARE THE OUTDOORS



Arizona's landscapes provide the perfect backdrop for reflection. Respect others and their unique connection to the land. Let's all enjoy the natural world together.

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Promoting Health and Safety Standards

For Businesses –

- Reopening Guidelines

- Pools
- Gyms & Fitness Centers
- Retail Business
- Salons, Spas & Barber Shops
- Casinos
- Restaurants and Coffee Shops
- Visitor Centers
- Attractions

Reopening Guidelines for Tourism Industry Businesses



[Reopening guidance for Pools](#)



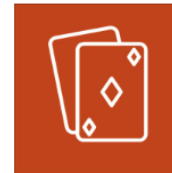
[Reopening guidance for Gyms and Fitness Centers](#)



[Reopening guidance for Retail Businesses](#)



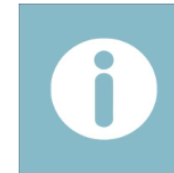
[Reopening guidance for Salons, Spas and Barber Shops](#)



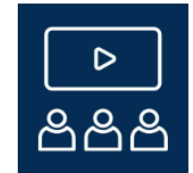
[Reopening guidance for Casinos](#)



[Reopening guidance for Restaurants and Coffee Shops](#)



[Reopening guidance for Visitor Centers](#)



[Reopening guidance for Attractions](#)

Private Group Meeting Guidance

[COVID-19 Recommendations for Private Events](#)

Strategic Tourism Planning Tips

For Visitors –

- Visitors Guidelines Posted on VisitArizona.com and on Tourism.az.gov
- Promoting Visitor Research Before They Travel
 - Openings/Closure Websites
- Promoting General Health Safety Standards

TRAVEL ADVISORIES & TIPS

There are no current travel restrictions for individuals visiting Arizona, but we do have some tips and guidelines to help make traveling safer and enjoyable for all. Click below to see travel information for visitors and specific regions within Arizona.

NORTH AMERICA

INTERNATIONAL

TRIBAL LANDS

Follow Proper Safety Protocols

The [Arizona Department of Health Services](#) urges visitors to practice the following while traveling (those at higher risk for severe illness, take extra precautions.):

- Stay home if you're feeling sick or showing symptoms.
- Wear a mask that covers your mouth and nose when out in public—most counties and businesses require them. The League of Arizona Cities and Towns [created a map](#) to show which areas have mask policies.
- Maintain at least 6 feet of distance from others while in restaurants, attractions, establishments and in lines.
- Do not touch your eyes, nose, or mouth.
- If possible, use touchless payment (available on most smartphones through your credit card or bank). If you must handle money, a card, or use a keypad, use hand sanitizer right after paying.
- After leaving an establishment, use a hand sanitizer that contains at least 60% alcohol.
- When you get home or back to your lodging establishment, wash your hands with soap and water for at least 20 seconds.

AOT Additional Resources

- VisitArizona.com
 - Calendar of Events
- Monthly eNewsletter
- Official State Travel Guide

ARIZONA
THE GRAND CANYON STATE

Having trouble viewing this email? [Click here.](#)
ARIZONA'S TRAVEL NEWSLETTER | July 2019



Lower Salt River
Credit: An Pham

Shore Thing: AZ's Best Beaches

Who needs an ocean?
Arizona's beaches border
rivers, lakes and canyon-edged
swimming holes, perfect for
launching a cool water
adventure. (Photo: Lake
Havasu State Park)

[READ MORE](#)



Stay Connected

- Tourism.Az.gov
 - Industry website
- Tourism Tuesday
 - eNewsletter





Thank you!

Debbie Johnson
Director, Arizona Office of Tourism
djohnson@tourism.az.gov

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Shannon Anderson, Deputy City Manager
Date: 02/19/2021
Meeting Date: 02/23/2021



TITLE

Discussion and possible update of the City of Flagstaff Re-Entry Plan.

STAFF RECOMMENDED ACTION:

Staff is recommending some potential updates to the City of Flagstaff Re-Entry Plan specific to field and event permits

EXECUTIVE SUMMARY:

Staff have been discussing a potential update to Phase 2 of the Re-Entry Plan to allow for field permits and outdoor events given the success of operations at the Jay Lively Ice Arena and to increase the types of outdoor options available to community members and visitors.

INFORMATION:

The Jay Lively Ice Arena was added to Phase 2 of the Re-Entry Plan effective November 30, 2020 and has been operating successfully during the substantial community level of transmission allowing 20 patrons in the building at a time. There have also been additional efforts made to increase the ability for community members and visitors to enjoy outdoor amenities in order to provide a safer environment during the pandemic. Staff will provide some recommendations for City Council to consider related to field permits and outdoor events. There will also be a conversation about whether special events on City property and temporary use permits for events on private property should be aligned. In addition, staff will provide updates on a drive thru event in the Library parking lot and COVID-19 dashboard data.

Attachments: [Presentation](#)

COVID-19 Update





Agenda



- Re-Entry Plan Discussion
- Updates
 - Drive Thru Partnership
 - The Data
 - Coconino County Health and Human Services (CCHHS) dashboard
 - Arizona Department of Health Services (ADHS) business operations dashboard
 - Northern Arizona Healthcare (NAH) hospital census
 - Navajo Nation
 - Hopi Tribe
 - Indigenous Nations Update

Re-Entry Plan Discussion





Re-Entry Plan: Phase 2

- Effective November 30, 2020
- City operations and meetings function remotely
- Majority of City facilities closed to public
- Essential services are performed in-person and on-site
- Special events and permits are limited
- Most outdoor park and court amenities are open
- Visitor's Center and Jay Lively Ice Arena are open on limited basis
- Travel and group gatherings are suspended or held remotely



Re-Entry Plan: Field Permits

- April 1st Outdoor Field Permitting
 - Outdoor field sports
 - Up to 30 individuals per field
 - Return to Play guidelines and adherence
 - Tier 1 City Athletics
 - Summer Tournaments



Re-Entry Plan: Event Permits

- Outdoor Special Event Permits – City Property
 - Up to 30 participants at a time
 - COVID guidelines and adherence
- Temporary Use Permit Events – Private Property

Level of Transmission	Event Information
Substantial	<ul style="list-style-type: none">• No events permitted.
Minimal to Moderate	<ul style="list-style-type: none">• Events with up to 50 people that provide for clear physical distancing.
None to Minimal	<ul style="list-style-type: none">• Events with up to 250 people provide COVID precautions as identified in CDC and AZDHS guidelines. Ability to limit groups of 10 or more from congregating.
None/Vaccine	<ul style="list-style-type: none">• Return to pre-COVID conditions.



Re-Entry Plan: Options

Update Phase 2 of the Re-Entry Plan to include:

- Field permits up to 30 individuals per field with Return to Play guidelines and adherence
- Tier 1 of the Athletics Site Specific Plan
- Outdoor special events up to 30 individuals with COVID guidelines and adherence
- Temporary use permits during the substantial level of community transmission match outdoor special events
- Update the level of transmission for temporary use permits to the Phases in the City's Re-Entry Plan rather than levels of community transmission



Re-Entry Plan: Options

Current Temporary Use Permitting based on Community Transmission Level

Level of Transmission	Event Information
Substantial	<ul style="list-style-type: none">No events permitted.
Minimal to Moderate	<ul style="list-style-type: none">Events with up to 50 people that provide for clear physical distancing.
None to Minimal	<ul style="list-style-type: none">Events with up to 250 people provide COVID precautions as identified in CDC and AZDHS guidelines. Ability to limit groups of 10 or more from congregating.
None/Vaccine	<ul style="list-style-type: none">Return to pre-COVID conditions.

Proposed Temporary Use Permitting based on Re-Entry Plan Phases

Re-Entry Plan Phase	Event Information
Phase 2	<ul style="list-style-type: none">Events up to 30 people with COVID guidelines and adherence.
Phase 3	<ul style="list-style-type: none">Events with up to 50 people and City Council discretion on events up to 250 with adherence to CDC guidelines.
Phase 4	<ul style="list-style-type: none">Return to pre-COVID conditions.

Updates





Drive Thru

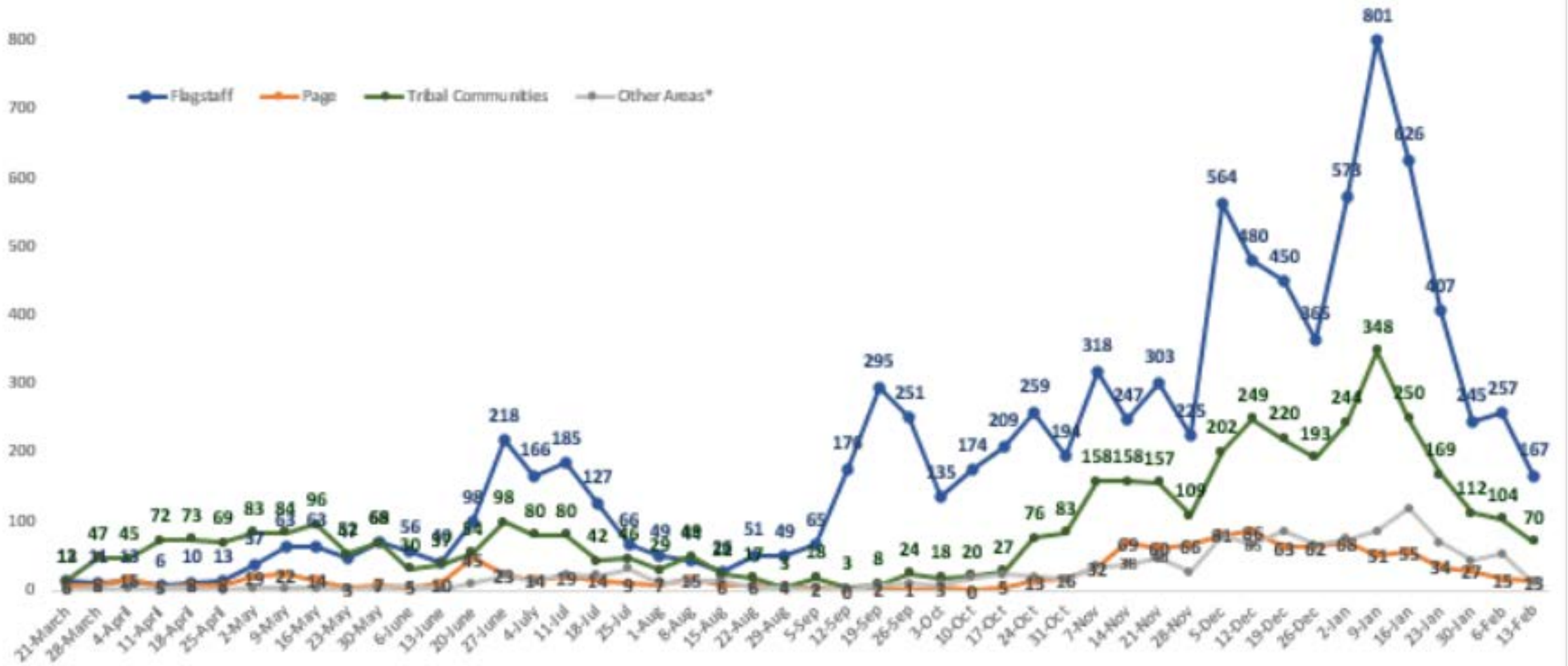


- *Rowley Jefferson's Awesome Friendly Spooky Stories* book signing
- Partnership with Bright Side Books
- Downtown Library parking lot drive thru
- 10 people or less
- Customers must purchase ticket & book to participate
- Participants remain in vehicles
- Books are pre-signed
- Socially distanced and masked pictures with the Author



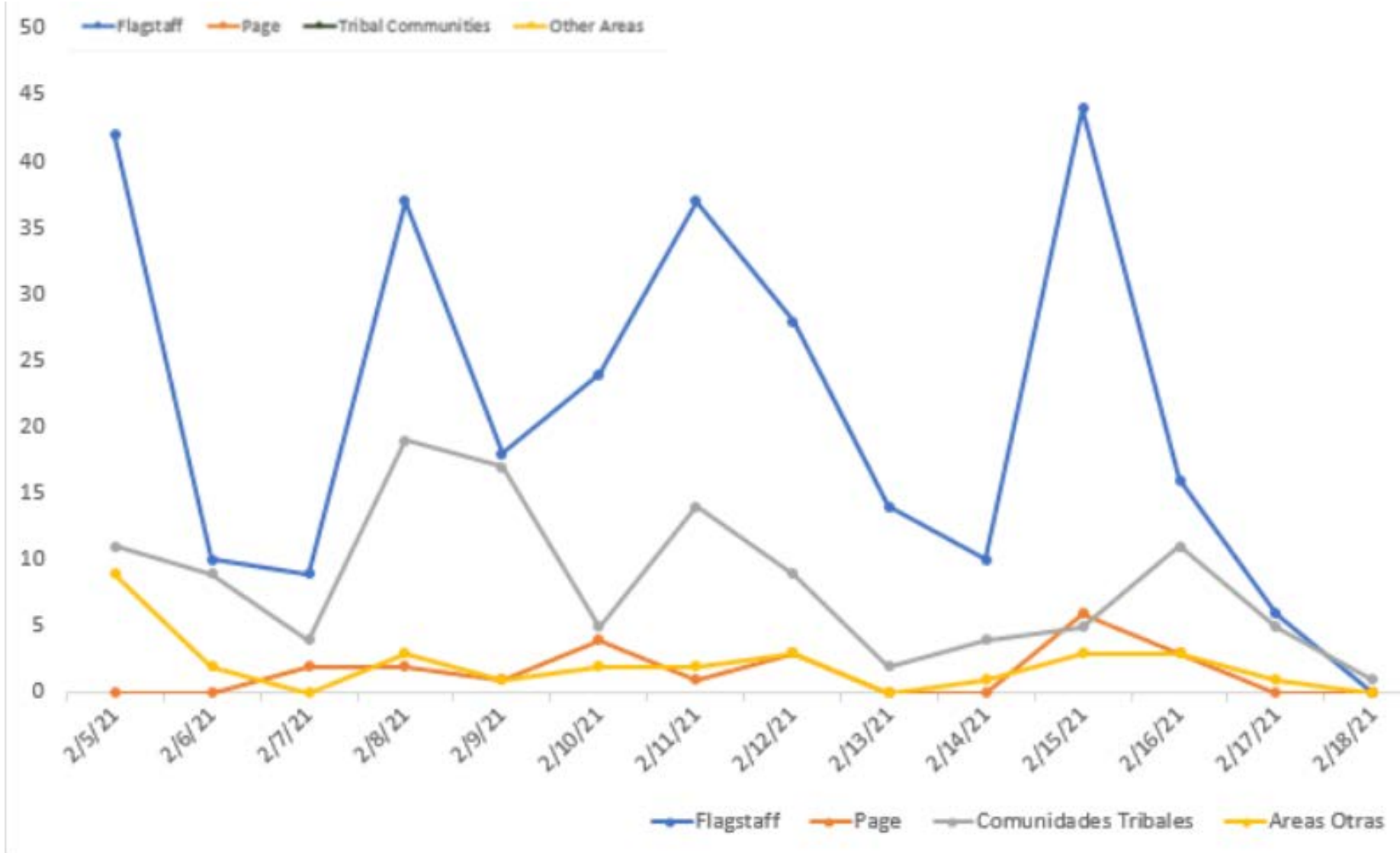


CCHHS: COVID-19 Weekly Cases





CCHHS: COVID-19 Daily Cases

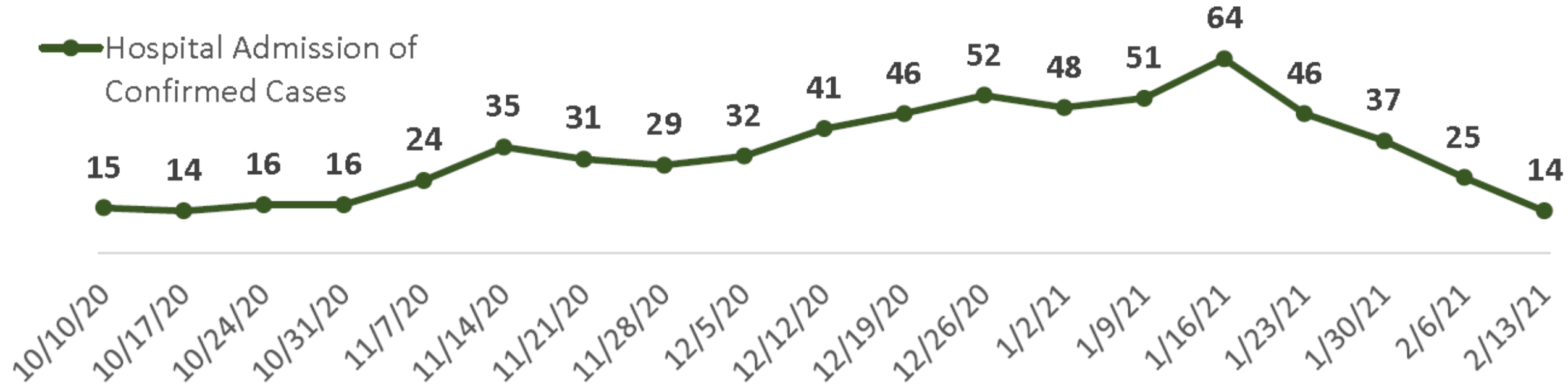




CCHHS: Hospital Admissions



Weekly Case Counts Among Coconino County Residents:





CCHHS: Hospital Admissions



Hospitalizations

(not all hospitals are currently reporting hospitalization data to Coconino County):

	Banner Page Hospital	Flagstaff Medical Center	Tuba City Regional Healthcare
Adult ICU Bed Availability (N)	1	4	1
Adult ICU Bed Availability (%)	33%	10%	10%
Emergency Department Bed Availability (N)	7	29	30
Emergency Department Bed Availability (%)	78%	81%	100%
Med/Surg Bed Availability (N)	5	12	1
Med/Surg Bed Availability (%)	29%	8%	2%

CCHHS School
Update report as of
February 19, 2021

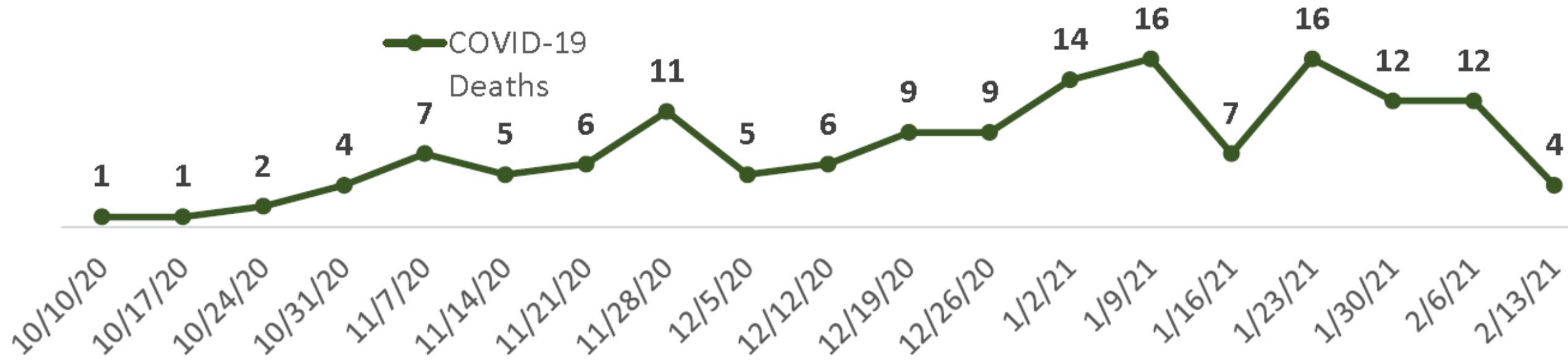
*Hospital bed availability is determined based on bed availability as well as standard staffing schedules. Additional beds may be available that are not currently staffed.



CCHHS: COVID-19 Related Deaths



Weekly COVID-19 Deaths Among Coconino County Residents:





CCHHS: Community Transmission



Community Transmission

- Coconino County has a current **incidence rate of 174.9 per 100,000, percent positivity of 10.2%***, and **COVID-19-Like-Illness incidence (CLI) of 7.0%****.
- Coconino County is currently at a **substantial***** level of community transmission.

Benchmarks	Minimal	Moderate	Substantial
Cases	<10 cases/100,000	10-100 cases/100,000	>100 cases/100,000
Percent Positivity	<5%	5-10%	>10%
COVID-19-Like-Illness	<5%	5-10%	>10%

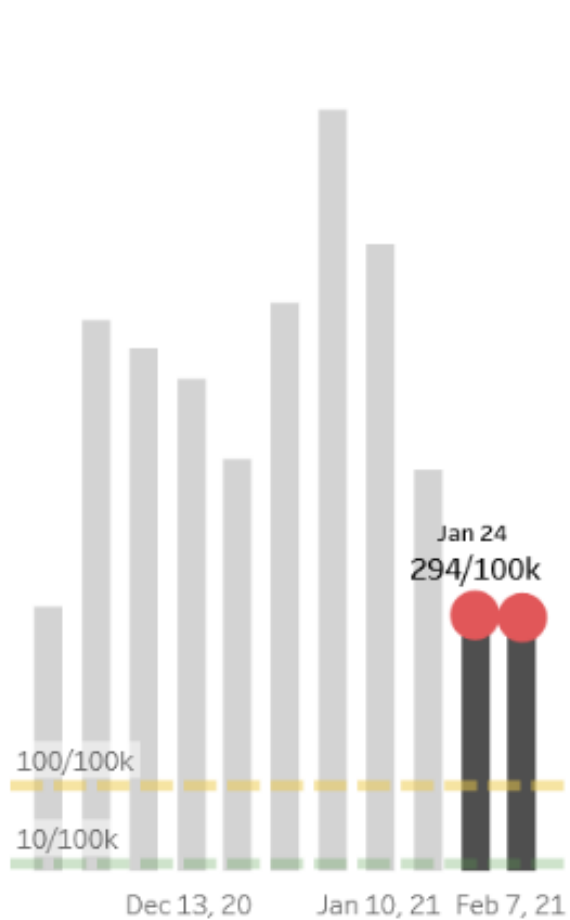


ADHS Dashboard

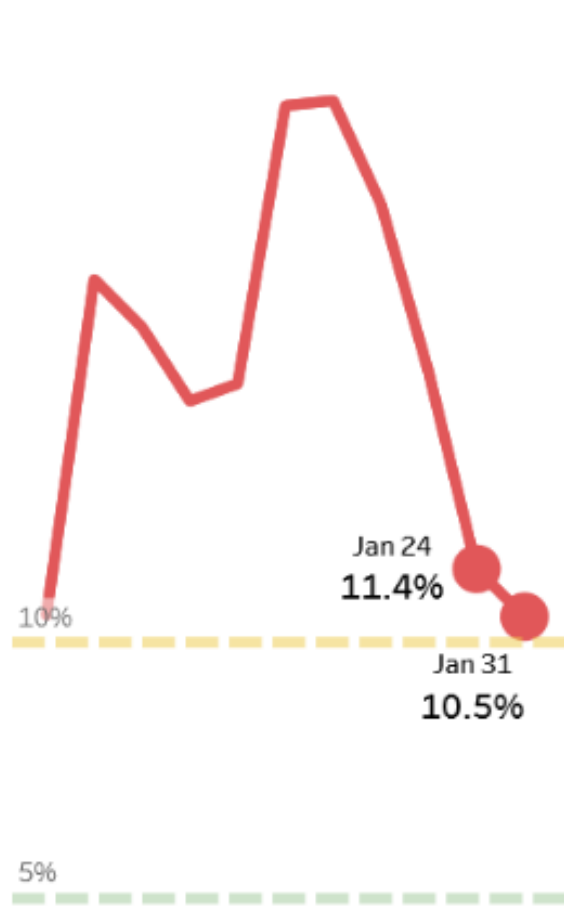
Showing data for **Coconino County** (Northern Region)

Business Reopening Status: **Substantial**

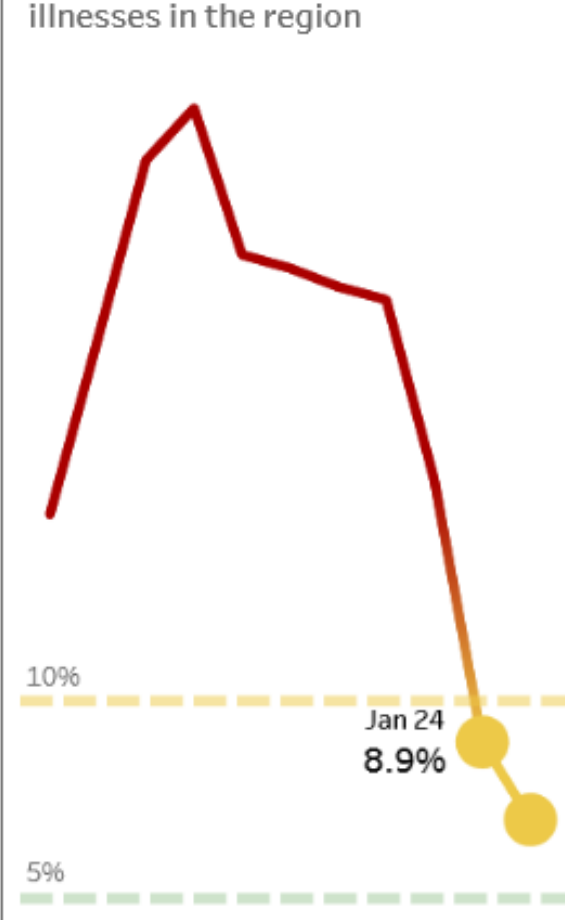
1) Cases per 100,000 individuals



2) Percent positivity



3) Hospital visits for COVID-like illnesses in the region



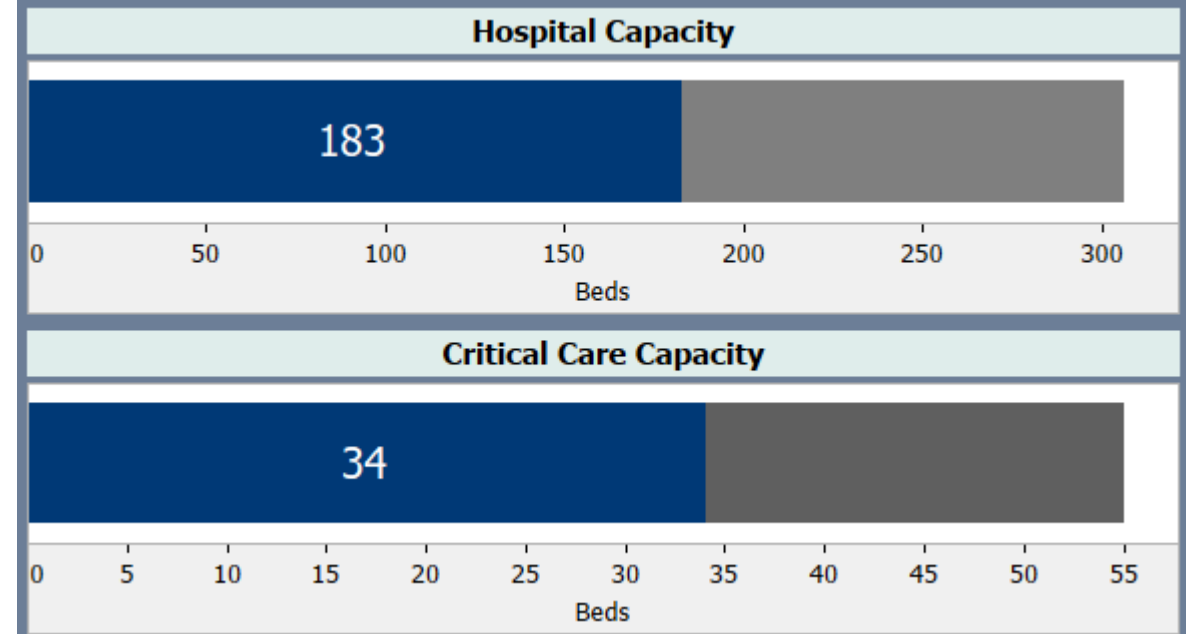
Data as of February 18, 2021



NAH: Hospital Census



Flagstaff Medical Center Hospital Census	
183	
In House COVID-19 Patients	
Positive	Pending
25	4



Data as of February 18, 2021



Indigenous Nations Data

Navajo Nation

NN Health Facilities Data	Difference in 7 days	Current Week 2/18/21/21	Previous Week 2/11/21
Total Tested	+ 2,821	241,207	238,386
Negative Cases	+ 2,190	193,137	190,947
Confirmed Positive Cases	+ 288	29,386	29,098
Recoveries	+ 221	15,917	15,696
Deaths	+ 30	1,127	1,097



Indigenous Nations Data

Hopi Tribe

Hopi Health Care Center Data	Difference in 6 days	2/16/21 KUYI Radio FB	2/10/21 KUYI Radio FB
Total Tested	+ 87	8,583	8,496
Negative Cases	+ 75	7,168	7,093
Positive Cases	+ 26	1,350	1,324
Hopi Tribal members (includes #s from Tuba Hospital)	+ 18	1,235	1,217



Indigenous Nations Update

- Navajo Nation

- Stay at Home requirements and curfew extended to 3/8/21
- Navajo CARES Act Hardship Assistance Program issued 231,281 checks
- Navajo Area Indian Health Service has administered 101,332 doses of the Pfizer and Moderna vaccines
- Navajo Department of Health identifies 25 communities with uncontrolled spread of COVID-19, which is down from 44

- Hopi Tribe

- Reservation-wide curfew extended through 3/1/21

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: CJ Perry, Information Technology Director
Date: 02/01/2021
Meeting Date: 02/23/2021



TITLE

Information Technology Division Introduction, Discussion on Broadband, and Discussion on Closed Captioning

STAFF RECOMMENDED ACTION:

This presentation is primarily to provide information to City Council.

EXECUTIVE SUMMARY:

The Information Technology Division includes the Help Desk Program, Operations Program, Applications Program, GIS Program, and Security Program. The division has 17 approved full-time equivalent positions and a total approved FY20-21 budget of \$3,280,443. The IT Division is championing a fiber build-out for the City. The current total cost is estimated to be \$21 million. IT is exploring Closed Captioning options ranging from \$3,000 to \$62,000.

INFORMATION:

Division Introduction

The Information Technology Director will make a presentation introducing the division programs.

Technology Team

Following the program introduction, staff will make a presentation regarding the Technology Team's goals and priorities.

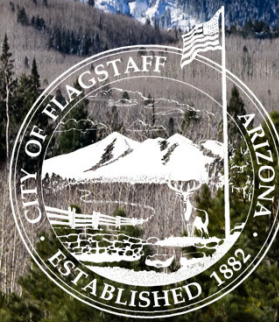
Broadband/Fiber

Following the program introduction and Technology Team introduction, staff will provide information on the current City plans for building out conduit and fiber infrastructure to increase broadband opportunities within our community. Additionally, staff will present on broadband news throughout the region with several community partners being in attendance. Staff is looking for a high-level discussion on how broadband should be prioritized as a project and if we are moving in the right direction.

Closed Captioning

Staff has been researching options for closed captions for City Council meetings. These options will be evaluated as part of our budget process. Options range in cost from \$3,000 to \$62,000 annually. Options range in function from automated "follow-along" transcripts after the meeting to automated Live captions with human text verification on the post-meeting recording. This is primarily an update on staff's work to address this request from the community. A final staff recommendation will be presented to Council during the budget process in April.

Attachments: [Presentation](#)



CITY COUNCIL - DIVISION INTRODUCTION



FEBRUARY 23, 2021



Agenda



- Overview of Division
 - Organizational Chart
 - Budget Information
 - Successes
- Technology Team
- Broadband in Flagstaff
- Closed Captions
 - w/ City Clerks Office



Overview of Division



What is IT?

Our purpose is to provide you the secure tools to make your job easier tomorrow than it was today.



Budget



FY 21 Budget

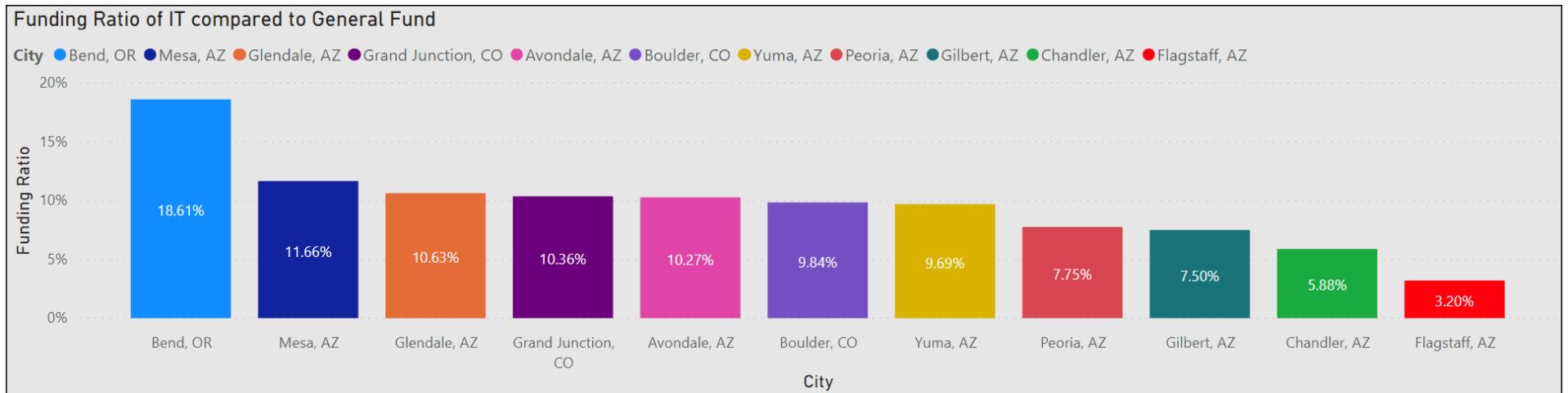
- 17 FTE's
- \$725,906 annual recurring budget
- \$967,208 in one-time funds

- Grand Total FY21 = \$3.28 million
 - Including Personnel, Base and One-Time funds



Comparisons

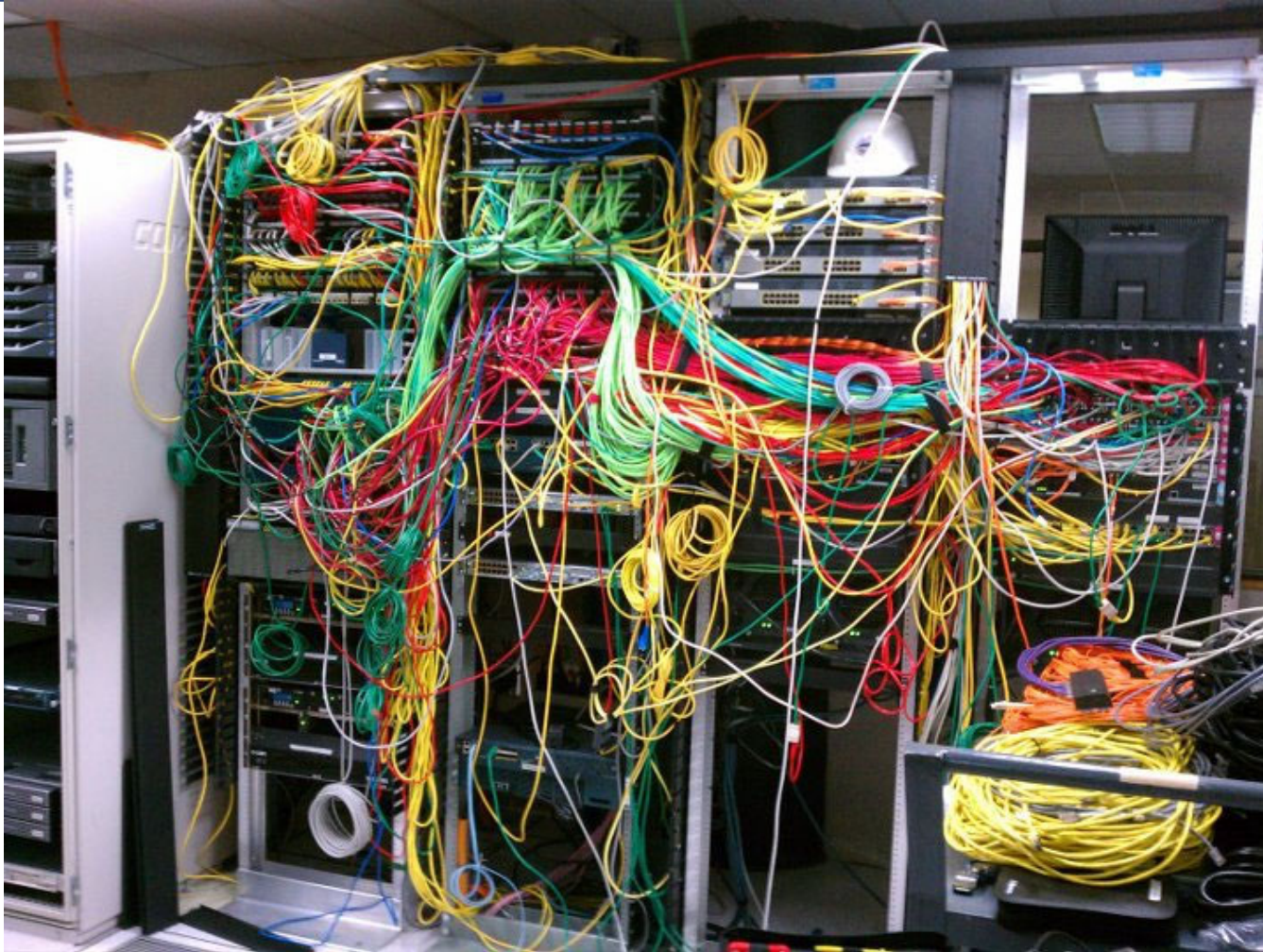
Comparisons





Successes

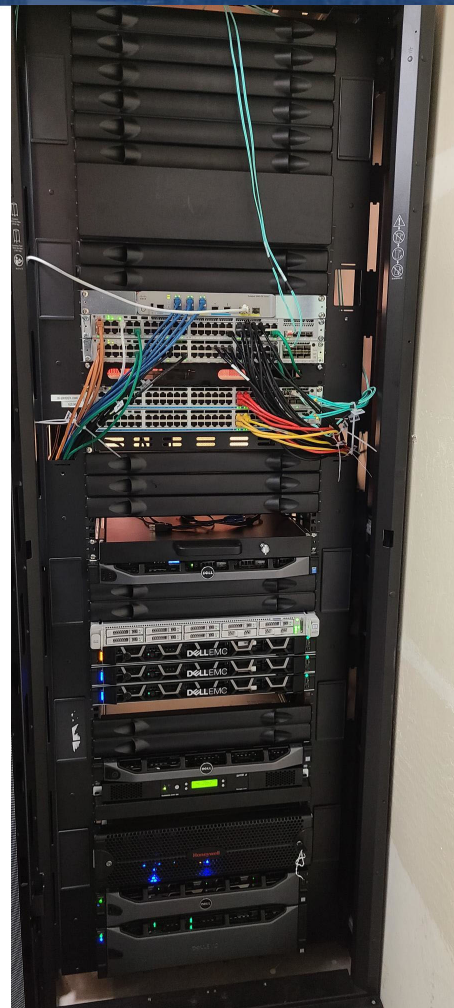
TEAM FLAGSTAFF
WE MAKE THE
CITY BETTER





Successes

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER





Successes



Help Desk

Since COVID started the Help Desk:

Received over 1800 tickets

Had an average first response time of 2 hours

Had an average resolution time of 24 hours

Maintained a 96% satisfaction rating of “Awesome”



Successes



Operations

Our Operations Team had the foresight to push remote work and remote meeting technologies years before the City accepted them as general practice.



Once COVID hit, those technologies were critical.

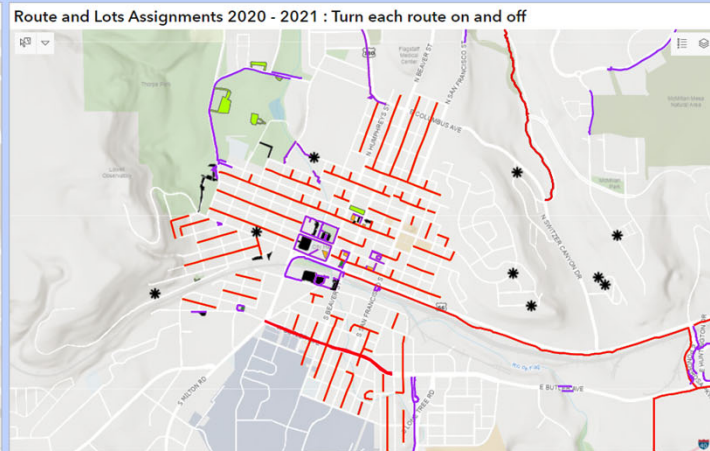
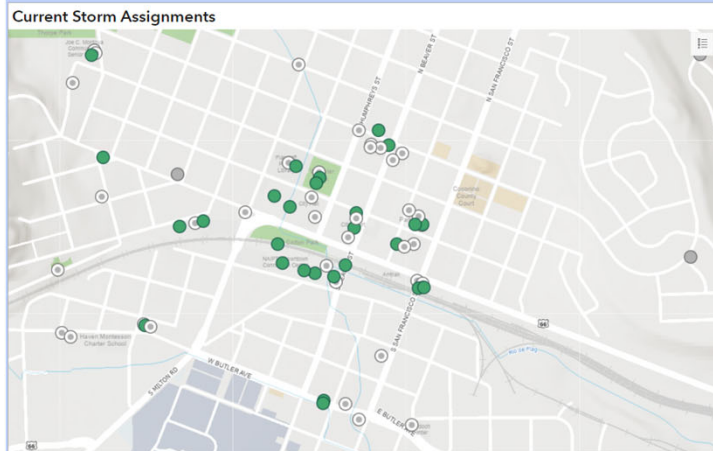
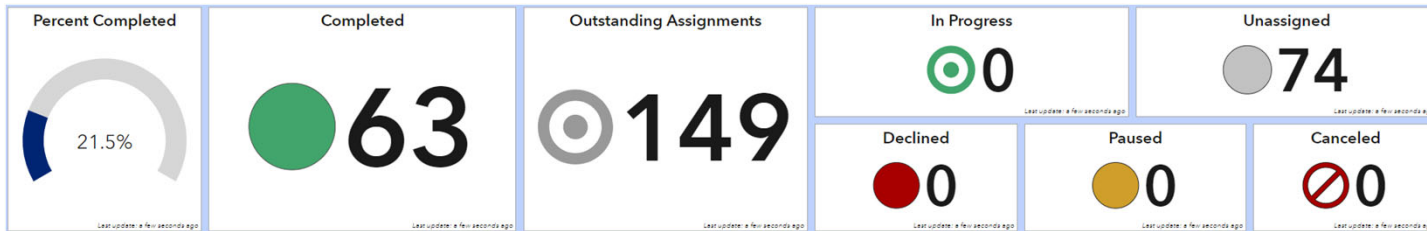


Successes



GIS

Parks Snow Operations Tracking



My Projects > Parks S...

Assign Filter + Assignments

Status Due Priority Assignee Sc

286 assignments Showing 1-50

- Snow Relocation 435 W Elm Ave None in 2 days PP
- Snow Relocation 3 N Bonito St None in 2 days PP
- Snow Relocation 1321 McMillan Rd None in 2 days PP
- Snow Relocation 3301 W Cooper Dr None in 2 days PP
- Snow Relocation 3239 W Cooper Dr None in 2 days PP

Assignments Workers



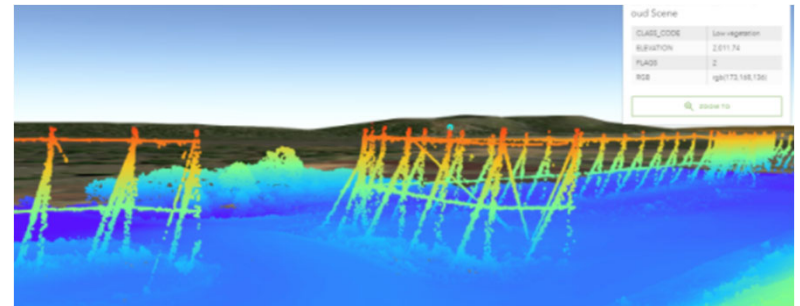
Successes



GIS

Drone Operations and Analysis

3D modeling, aerial mapping, and other imagery





Successes



Applications

Digitized our entire HR personnel file





Successes



Security

- Started our Security Program in 2020

2018 – Atlanta 2019 – 23 Texas Towns

2019 – Baltimore 2019 – FUSD

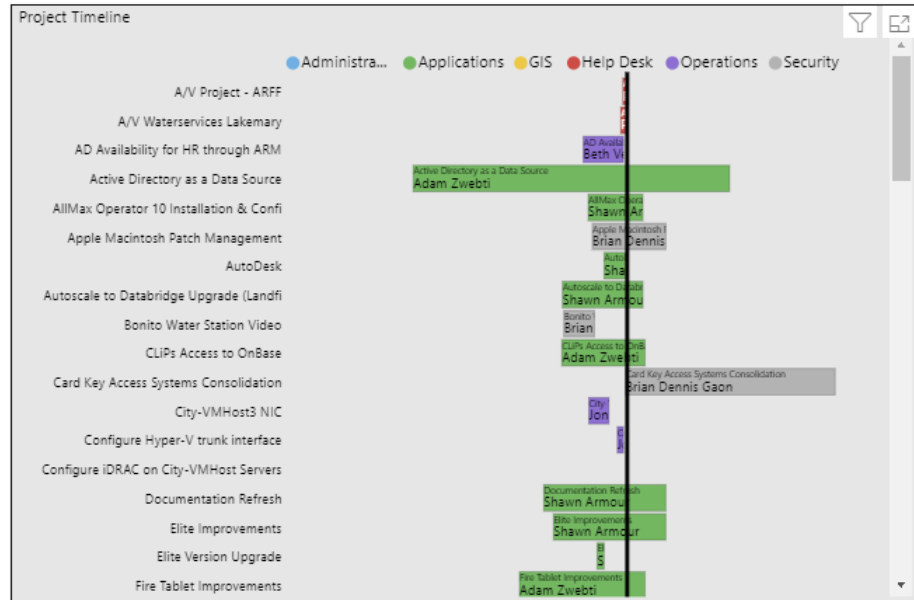
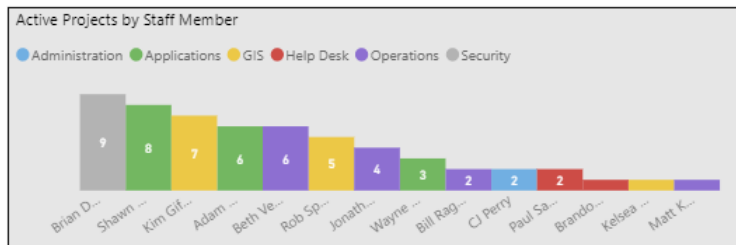
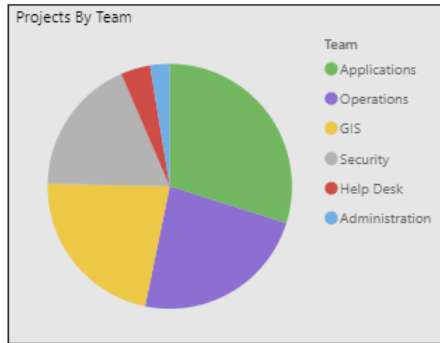
2016-2019 – 6 Arizona Cities

2020 – US Treasury Department

2021 – Tampa Water Department



Successes



Project Details

Team	Project Name	Project Due Date	Project Status	Project Owner	Project Health	Next Milestone
Administration	Public Works Microwave Tower	March 31, 2021	Blocked	CJ Perry	Off Track	Schedule public meetings and P&Z meeting
Administration	USGS Fiber	February 28, 2021	Blocked	CJ Perry	At Risk	Take Contract to City Council
Applications	Active Directory as a Data Source	July 1, 2021	In Progress	Adam Zwebti	Good	Review with Beth/Ops
Applications	AllMax Operator 10 Installation & Configuration	February 26, 2021	Not Started	Shawn Armour	Not Started	Working with Vendor to troubleshoot performance issues.
Applications	AutoDesk	February 2, 2021	In Progress	Shawn Armour	Good	Confirm with Wayne if more licenses need purchased.
Applications	Autoscale to Databridge Upgrade (Landfill)	February 26, 2021	Blocked	Shawn Armour	Good	Complete user testing. Follow-up with users and vendor on reporting. Schedule more training.
Applications	CLIPs Access to OnBase	March 1, 2021	In Progress	Adam Zwebti	Good	Test with Library
Applications	Documentation Refresh	March 31, 2021	In Progress	Shawn Armour	Good	Finish updating
Applications	Elite Improvements	March 31, 2021	In Progress	Shawn Armour	Good	Follow-up with vendor on testing progress and plug security holes on user PCs
Applications	Elite Version Upgrade	January 1, 2021	Completed	Shawn Armour	Good	User sign-off
Applications	Fire Tablet Improvements	March 1, 2021	In Progress	Adam Zwebti	Good	Revamp Checklists
Applications	Maricopa Citizens Access for Camp Day	January 20, 2021	In Progress	Wayne Anderson	Good	Setup email login app for on-line Feb 1st



Overview of Division



Questions?



Technology Team



Technology Team



Technology Team



Technology Team

- Immediate priorities:
 - Replace \$800,000 in aging network infrastructure
 - Increase security (Approx. \$500,000 investment)
- Short-term priorities
 - Employee Efficiencies (#1 request from Technology Team)
- Long-term priorities
 - Smart City initiatives (better data for Council)



Technology Team



Smart City Example



Technology Team



Technology Team

- Immediate priorities:
 - Replace \$800,000 in aging network infrastructure
 - Increase security (Approx. \$500,000 investment)
- Short-term priorities
 - Employee Efficiencies (#1 request from Technology Team)
- Long-term priorities
 - Smart City initiatives (better data for Council)



Technology Team



Questions?



Broadband in Flagstaff



Flagstaff Broadband Report



Broadband in Flagstaff



Broadband and Inequity

- COVID has brought a clear focus on the inequities around broadband.
- Broadband availability is particularly inequitable in regard to low income and minority populations.
- Telemedicine is needed most by the very people who have the least available broadband access.



Broadband in Flagstaff



Broadband and Inequity

- A study in France showed that between 2009 and 2013, broadband adoption alone contributed towards 34% of income growth and 80% of reductions in income inequality.
 - Source: <https://hal.archives-ouvertes.fr/hal-01653815/document>



Broadband in Flagstaff



Broadband and Economic Opportunity

- COVID has also shown how much education and opportunity is directly tied to broadband availability.
- COVID has driven some to move to rural areas, but only where there is broadband is available.



Broadband in Flagstaff



Broadband and Economic Opportunity

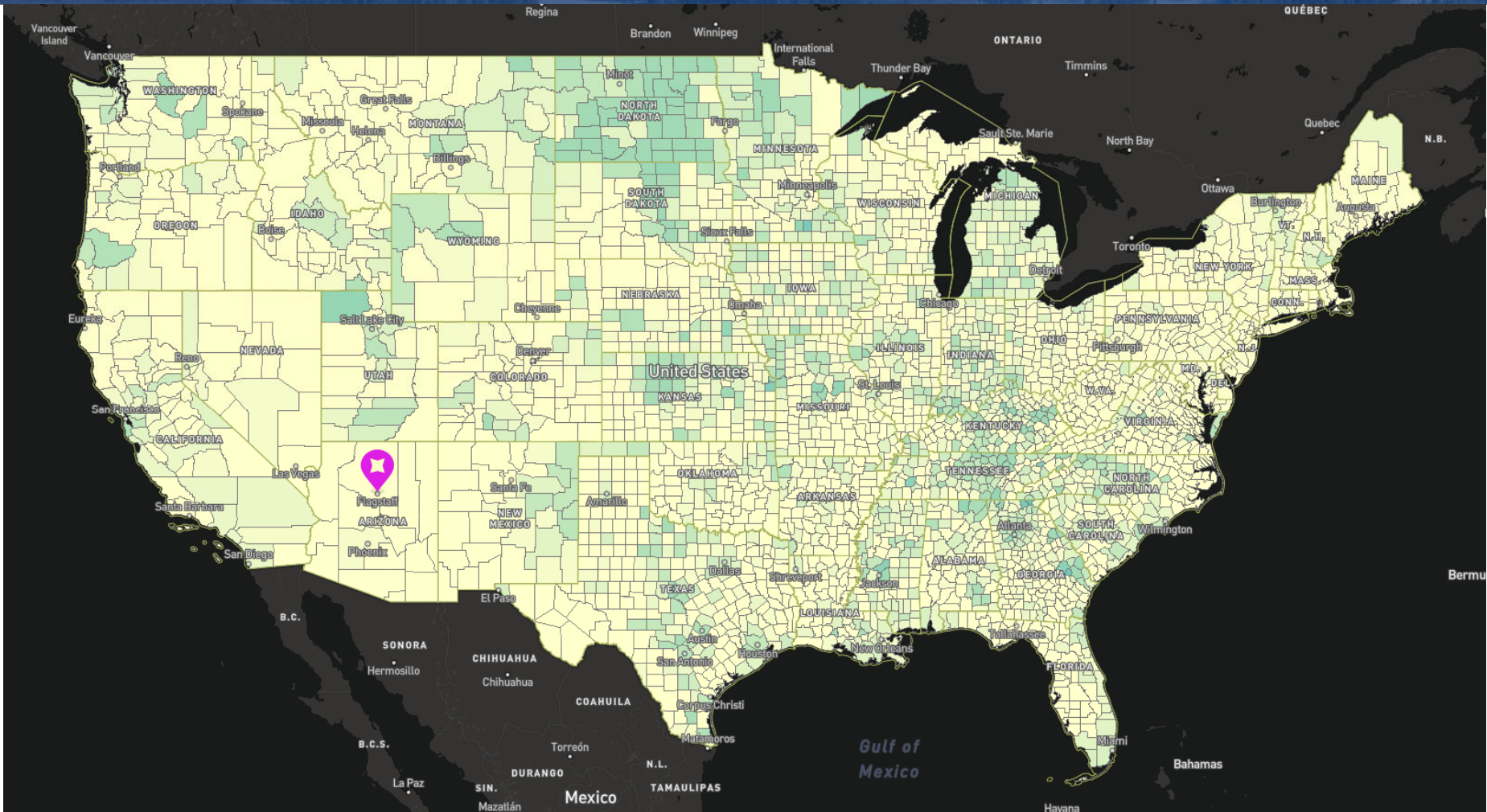
- A study about Chattanooga's Municipal Fiber buildout has directly led to between 2,800 and 5,200 new jobs and generated \$1 billion. This was at a time when Chattanooga was "dying".

- Source:

<http://ftpcontent2.worldnow.com/wrcb/pdf/091515EPBFiberStudy.pdf>



Broadband in Flagstaff





Broadband in Flagstaff





Broadband in Flagstaff

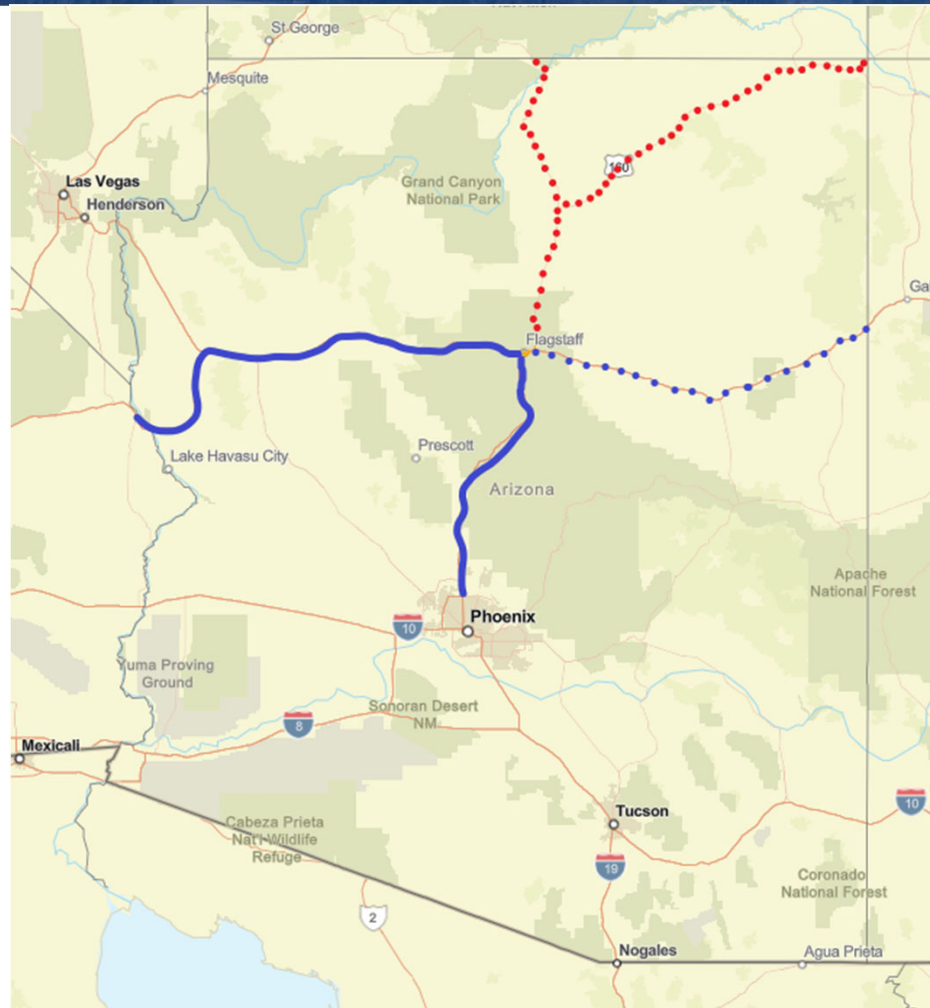


News in Broadband

- Coconino County
 - Exploring Fiber from Flagstaff to Page
- State funding:
 - ADOT building fiber from Anthem to Flagstaff this year
 - ADOT building fiber from California to Flagstaff in current State Budget



Broadband in Flagstaff





Broadband in Flagstaff



News in Broadband

- Coconino County
 - Exploring Fiber from Flagstaff to Page
- State funding:
 - ADOT building fiber from Anthem to Flagstaff this year
 - ADOT building fiber from California to Flagstaff in current State Budget
 - ACA \$10 million grant funding for rural fiber upcoming
- Federal Grant opportunities expected soon



Broadband in Flagstaff



Fiber Master Plan



Broadband in Flagstaff



Final Discussion

- Current Plan (Capital Projects) = 20+ year plan
 - w/ Grants possibly a 5-10 year plan
- There are a variety of management models
 - ADOT is going with a 3rd party management model
- Plenty of Cost Recovery Models



Broadband in Flagstaff



Questions/Comments?

- Are we on the right track?
- Other Questions?



Closed Captioning



Closed Captioning w/ Stacy Saltzburg



Closed Captioning



- Closed Captioning
 - Cost Ranging \$3,000 - \$62,000
- Automated vs Live
- Stay tuned for staff recommendation in April



Closed Captioning



Questions?



Thank you

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Co-Submitter: Sarah Langley
Date: 02/16/2021
Meeting Date: 02/23/2021



TITLE

State and Federal Legislative Updates

STAFF RECOMMENDED ACTION:

Discussion and Direction from Council

EXECUTIVE SUMMARY:

Staff will provide updates on bills and will respond to requests for information or advocacy from Council on an as needed basis

INFORMATION:

Attachments: [Presentation](#)
[Grand Canyon Protection Act](#)
[Grand Canyon Protection Act Letter of Support](#)
[HB2808](#)
[SB1333](#)
[SB1687](#)



HOTEL MONTE VISIT

State Legislative Update





Oppose Recommendation

(AZ) S1687

Governmental entities; social media; prohibition

- Prohibits government entities from using a social media platform for any official or governmental purpose
- Prohibits government entities from giving or controlling a social media account for an elected official

(AZ) S1333

Law enforcement; budget reduction; prohibition

- Prohibits a city from reducing the operating budget of a law enforcement agency and outlines a process for the state to withhold state shared revenues if budget is reduced
- Violates principles of local control and protection of state shared revenues



Support Recommendation

(AZ) H2808

Appropriation; rural broadband grants

- Appropriates \$10 million in onetime funding from the general fund in FY22 to the Arizona Commerce Authority to provide rural broadband grants.

(US) 1052

Grand Canyon Protection Act

- Permanently withdraws slightly more than 1 million acres of federal land north and south of Grand Canyon National Park from eligibility for any future mining claims



Questions

Sarah.Langley@flagstaffaz.gov



FEBRUARY 16, 2021

RULES COMMITTEE PRINT 117-2
TEXT OF H.R. 803, PROTECTING AMERICA'S
WILDERNESS AND PUBLIC LANDS ACT

[Showing the text of H.R. 803, H.R. 878, H.R. 999, H.R. 973,
H.R. 693, H.R. 1075, H.R. 577, and H.R. 1052, as introduced,
with modifications.]

1 **SECTION 1. SHORT TITLE; TABLE OF CONTENTS.**

2 (a) **SHORT TITLE.**—This Act may be cited as the
3 “Protecting America’s Wilderness and Public Lands Act”.

4 (b) **TABLE OF CONTENTS.**—The table of contents for
5 this Act is as follows:

Sec. 1. Short title; table of contents.

TITLE I—COLORADO WILDERNESS

Sec. 101. Short title; definition.

Sec. 102. Additions to National Wilderness Preservation System in the State of
Colorado.

Sec. 103. Administrative provisions.

Sec. 104. Water.

Sec. 105. Sense of Congress.

Sec. 106. Department of defense study on impacts that the expansion of wilder-
ness designations in the western united states would have on
the readiness of the armed forces of the united states with re-
spect to aviation training.

**TITLE II—NORTHWEST CALIFORNIA WILDERNESS, RECREATION,
AND WORKING FORESTS**

Sec. 201. Short title.

Sec. 202. Definitions.

Subtitle A—Restoration and Economic Development

Sec. 211. South Fork Trinity-Mad River Restoration Area.

Sec. 212. Redwood National and State Parks restoration.

Sec. 213. California Public Lands Remediation Partnership.

Sec. 214. Trinity Lake visitor center.

Sec. 215. Del Norte County visitor center.

1 **SEC. 755. BOUNDARY SURVEY.**

2 The Secretary (acting through the Director of the
3 National Park Service) shall prepare a boundary survey
4 and legal description of the National Recreation Area.

5 **TITLE VIII—GRAND CANYON**
6 **PROTECTION**

7 **SEC. 801. SHORT TITLE.**

8 This title may be cited as the “Grand Canyon Protec-
9 tion Act”.

10 **SEC. 802. WITHDRAWAL OF CERTAIN FEDERAL LAND IN**
11 **THE STATE OF ARIZONA.**

12 (a) DEFINITION OF MAP.—In this title, the term
13 “Map” means the map prepared by the Bureau of Land
14 Management entitled “Grand Canyon Protection Act” and
15 dated January 22, 2021.

16 (b) WITHDRAWAL.—Subject to valid existing rights,
17 the approximately 1,006,545 acres of Federal land in the
18 State of Arizona, generally depicted on the Map as “Fed-
19 eral Mineral Estate to be Withdrawn”, including any land
20 or interest in land that is acquired by the United States
21 after the date of the enactment of this Act, are hereby
22 withdrawn from—

23 (1) all forms of entry, appropriation, and dis-
24 posal under the public land laws;

25 (2) location, entry, and patent under the mining
26 laws; and

1 (3) operation of the mineral leasing, mineral
2 materials, and geothermal leasing laws.

3 (c) AVAILABILITY OF MAP.—The Map shall be kept
4 on file and made available for public inspection in the ap-
5 propriate offices of the Forest Service and the Bureau of
6 Land Management.





CITY OF FLAGSTAFF

OFFICE OF THE MAYOR

211 West Aspen Avenue, Flagstaff, Arizona 86001

Main Line: 928-213-2000

Website: <https://www.flagstaff.az.gov>

February 19, 2021

Dear Chairman Grijalva,

The Flagstaff City Council would like to communicate its strong support for the Grand Canyon Protection Act (H.R. 1052), a bill which protects public lands adjacent to Grand Canyon National Park from uranium mining.

Areas surrounding the Grand Canyon are in critical need of protection from mining activities due to human populations that live in the area, the Grand Canyon's vast watershed and its complex ecosystem. Uranium mining is known to cause destructive, life-threatening impacts on human health, including cancers and other ill effects caused by heightened radiation exposure. Radioactive uranium tailings also damage the environment and surrounding natural resources including surface and ground water, air quality and soil health. Of special concern is the health of the Havasupai Indigenous Nation, which relies on waters that flow through the Grand Canyon as its sole source of drinking water.

The Grand Canyon Protection Act (H.R. 1052) protects people and the natural environment from the immense risks of uranium mining by making permanent the 20-year moratorium on uranium mining near the Grand Canyon enacted in 2012. The Bill is coherent with efforts made by impacted Indigenous Nations to stop uranium mining in the area, including the Havasupai, Hualapai, Hopi and Navajo Indigenous Nations.

The Flagstaff City Council supports H.R. 1052 and is confident that it will ensure the protection of northern Arizona's people and environment.

Thank you for your service to our state,

Paul Deasy
Mayor of Flagstaff, on behalf of the Flagstaff City Council

REFERENCE TITLE: appropriation; rural broadband grants

State of Arizona
House of Representatives
Fifty-fifth Legislature
First Regular Session
2021

HB 2808

Introduced by
Representatives Osborne: Barton, Biasiucci, Blackman, Carroll, Cobb, Dunn,
Griffin, John, Nguyen, Nutt, Pratt, Roberts, Udall

AN ACT

APPROPRIATING MONIES TO THE ARIZONA COMMERCE AUTHORITY.

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:

2 Section 1. Appropriation: Arizona commerce authority; rural
3 broadband grants; exemption

4 A. The sum of \$10,000,000 in onetime funding is appropriated from
5 the state general fund in fiscal year 2021-2022 to the Arizona commerce
6 authority to provide rural broadband grants.

7 B. The appropriation made in subsection A of this section is exempt
8 from the provisions of section 35-190, Arizona Revised Statutes, relating
9 to the lapsing of appropriations.

REFERENCE TITLE: law enforcement; budget reduction; prohibition

State of Arizona
Senate
Fifty-fifth Legislature
First Regular Session
2021

SB 1333

Introduced by
Senator Gowan

AN ACT

AMENDING TITLE 9, CHAPTER 4, ARTICLE 8, ARIZONA REVISED STATUTES, BY ADDING SECTION 9-500.48; AMENDING TITLE 41, CHAPTER 12, ARTICLE 2, ARIZONA REVISED STATUTES, BY ADDING SECTION 41-1734; AMENDING SECTIONS 42-5029 AND 43-206, ARIZONA REVISED STATUTES; RELATING TO LAW ENFORCEMENT.

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:

2 Section 1. Title 9, chapter 4, article 8, Arizona Revised Statutes,
3 is amended by adding section 9-500.48, to read:

4 9-500.48. Law enforcement; budget decrease; prohibition;
5 applicability; definitions

6 A. A CITY OR TOWN MAY NOT REDUCE THE ANNUAL OPERATING BUDGET FOR A
7 LAW ENFORCEMENT AGENCY BY ANY AMOUNT BELOW THE PREVIOUS YEAR'S BUDGET.

8 B. IF A CITY OR TOWN REDUCES THE ANNUAL OPERATING BUDGET FOR A LAW
9 ENFORCEMENT AGENCY, THE CITY OR TOWN SHALL NOTIFY THE STATE TREASURER OF
10 THE REDUCTION. THE STATE TREASURER SHALL THEN WITHHOLD ANY STATE SHARED
11 MONIES FROM THE CITY OR TOWN IN AN AMOUNT EQUAL TO THE AMOUNT OF THE
12 REDUCTION OF THE ANNUAL OPERATING BUDGET FOR THE LAW ENFORCEMENT AGENCY
13 PURSUANT TO SECTION 42-5029, SUBSECTION M AND SECTION 43-206,
14 SUBSECTION G. IF A CITY OR TOWN REDUCES THE ANNUAL OPERATING BUDGET FOR A
15 LAW ENFORCEMENT AGENCY BY MORE THAN TWENTY-FIVE PERCENT, THE CITY OR TOWN
16 SHALL NOTIFY THE STATE TREASURER AND THE STATE TREASURER SHALL WITHHOLD
17 STATE SHARED MONIES IN AN AMOUNT EQUAL TO THE LAW ENFORCEMENT AGENCY'S
18 ENTIRE BUDGET FOR THE PREVIOUS YEAR PURSUANT TO SECTION 42-5029,
19 SUBSECTION M AND SECTION 43-206, SUBSECTION G. THE STATE TREASURER SHALL
20 CONTINUE TO WITHHOLD STATE SHARED MONIES UNTIL NOTIFICATION FROM THE CITY
21 OR TOWN THAT THE REDUCTION IN THE LAW ENFORCEMENT AGENCY'S BUDGET HAS BEEN
22 RESTORED.

23 C. THE STATE TREASURER SHALL DEPOSIT, PURSUANT TO SECTIONS 35-146
24 AND 35-147, ANY AMOUNT WITHHELD PURSUANT TO SUBSECTION B OF THIS SECTION
25 IN THE LAW ENFORCEMENT SUPPORT FUND ESTABLISHED BY SECTION 41-1734.

26 D. THE REQUIREMENTS OF THIS SECTION DO NOT APPLY IF THE CITY OR
27 TOWN DOES NOT HAVE THE MONIES REQUIRED TO CONTINUE THE ANNUAL OPERATING
28 BUDGET FOR A LAW ENFORCEMENT AGENCY AT THE SAME AMOUNT AS THE PREVIOUS
29 YEAR OR IF THE DECREASE IN THE ANNUAL OPERATING BUDGET IS AN OFFSET TO AN
30 EXPENDITURE FOR A LAW ENFORCEMENT AGENCY OR AN ADJUSTMENT FOR HEALTH CARE,
31 PENSION OR OTHER EMPLOYEE-RELATED EXPENSES FROM THE PREVIOUS YEAR'S ANNUAL
32 OPERATING BUDGET.

33 E. IF A PEACE OFFICER CAN DEMONSTRATE THAT THE PEACE OFFICER'S
34 EMPLOYMENT WAS TERMINATED AS A RESULT OF A DECREASE IN THE ANNUAL
35 OPERATING BUDGET FOR THE LAW ENFORCEMENT AGENCY, THE SHERIFF'S DEPARTMENT
36 OF THE COUNTY IN WHICH THE PEACE OFFICER'S POSITION WAS TERMINATED MAY
37 OFFER EMPLOYMENT TO THAT OFFICER. IF THE COUNTY SHERIFF'S DEPARTMENT DOES
38 NOT MAKE AN OFFER OF EMPLOYMENT TO THE PEACE OFFICER, THE DEPARTMENT OF
39 PUBLIC SAFETY SHALL MAKE AN OFFER OF EMPLOYMENT TO THE PEACE OFFICER.

40 F. F. IF A CITY OR TOWN REDUCES A LAW ENFORCEMENT AGENCY'S BUDGET
41 BY MORE THAN TWENTY-FIVE PERCENT, THE CITY OR TOWN SHALL NOTIFY THE
42 SHERIFF OF THE COUNTY IN WHICH THE CITY OR TOWN IS LOCATED AND THAT
43 SHERIFF MAY ASSUME LAW ENFORCEMENT FUNCTIONS FOR THAT CITY OR
44 TOWN. NOTWITHSTANDING SUBSECTION C OF THIS SECTION, IF THE COUNTY SHERIFF
45 ASSUMES LAW ENFORCEMENT FUNCTIONS, THE CITY OR TOWN SHALL NOTIFY THE STATE

1 TREASURER AND THE STATE TREASURER SHALL PROVIDE ALL STATE SHARED MONIES
2 WITHHELD FROM THE CITY OR TOWN TO THE COUNTY SHERIFF'S DEPARTMENT. IF THE
3 COUNTY SHERIFF DOES NOT ASSUME LAW ENFORCEMENT FUNCTIONS, THE CITY OR TOWN
4 SHALL NOTIFY THE DEPARTMENT OF PUBLIC SAFETY AND THE DEPARTMENT OF PUBLIC
5 SAFETY SHALL ASSUME LAW ENFORCEMENT FUNCTIONS. NOTWITHSTANDING SUBSECTION
6 C OF THIS SECTION, IF THE DEPARTMENT OF PUBLIC SAFETY ASSUMES LAW
7 ENFORCEMENT FUNCTIONS, THE CITY OR TOWN SHALL NOTIFY THE STATE TREASURER
8 AND THE STATE TREASURER SHALL PROVIDE ALL STATE SHARED MONIES WITHHELD
9 FROM THE CITY OR TOWN TO THE DEPARTMENT OF PUBLIC SAFETY.

10 G. FOR THE PURPOSES OF THIS SECTION:

11 1. "LAW ENFORCEMENT AGENCY" MEANS A MUNICIPAL POLICE DEPARTMENT.

12 2. "PEACE OFFICER" MEANS A MARSHAL, A POLICE OFFICER OR ANY OTHER
13 CITY OR TOWN OFFICER VESTED BY LAW WITH A DUTY TO MAINTAIN PUBLIC ORDER
14 AND MAKE ARRESTS.

15 Sec. 2. Title 41, chapter 12, article 2, Arizona Revised Statutes,
16 is amended by adding section 41-1734, to read:

17 41-1734. Law enforcement support fund

18 THE LAW ENFORCEMENT SUPPORT FUND IS ESTABLISHED CONSISTING OF MONIES
19 WITHHELD AND DEPOSITED BY THE STATE TREASURER PURSUANT TO SECTION
20 9-500.48. MONIES IN THE FUND SHALL BE USED TO PROVIDE FOR GRANTS TO A
21 COUNTY SHERIFF WHO HIRES A PEACE OFFICER PURSUANT TO SECTION 9-500.48,
22 SUBSECTION E AND PERSONNEL, EQUIPMENT AND COSTS ASSOCIATED WITH HIGHWAY
23 PATROL OFFICERS. THE DEPARTMENT SHALL ADMINISTER THE FUND. MONIES IN THE
24 FUND ARE CONTINUOUSLY APPROPRIATED. ON NOTICE FROM THE DEPARTMENT, THE
25 STATE TREASURER SHALL INVEST AND DIVEST MONIES IN THE FUND AS PROVIDED BY
26 SECTION 35-313, AND MONIES EARNED FROM INVESTMENTS SHALL BE CREDITED TO
27 THE FUND.

28 Sec. 3. Section 42-5029, Arizona Revised Statutes, is amended to
29 read:

30 42-5029. Remission and distribution of monies; withholding;
31 definitions

32 A. The department shall deposit, pursuant to sections 35-146 and
33 35-147, all revenues collected under this article and articles 4, 5 and 8
34 of this chapter pursuant to section 42-1116, separately accounting for:

35 1. Payments of estimated tax under section 42-5014, subsection D.

36 2. Revenues collected pursuant to section 42-5070.

37 3. Revenues collected under this article and article 5 of this
38 chapter from and after June 30, 2000 from sources located on Indian
39 reservations in this state.

40 4. Revenues collected pursuant to section 42-5010, subsection G and
41 section 42-5155, subsection D.

42 5. Revenues collected pursuant to section 42-5010.01 and section
43 42-5155, subsection E.

44 B. The department shall credit payments of estimated tax to an
45 estimated tax clearing account and each month shall transfer all monies in

1 the estimated tax clearing account to a fund designated as the transaction
2 privilege and severance tax clearing account. The department shall credit
3 all other payments to the transaction privilege and severance tax clearing
4 account, separately accounting for the monies designated as distribution
5 base under sections 42-5010, 42-5164 and 42-5205. Each month the
6 department shall report to the state treasurer the amount of monies
7 collected pursuant to this article and articles 4, 5 and 8 of this
8 chapter.

9 C. On notification by the department, the state treasurer shall
10 distribute the monies deposited in the transaction privilege and severance
11 tax clearing account in the manner prescribed by this section and by
12 sections 42-5164 and 42-5205, after deducting warrants drawn against the
13 account pursuant to sections 42-1118 and 42-1254.

14 D. Of the monies designated as distribution base, and subject to
15 the requirements of section 42-5041, the department shall:

16 1. Pay twenty-five percent to the various incorporated
17 municipalities in this state in proportion to their population to be used
18 by the municipalities for any municipal purpose.

19 2. Pay 38.08 percent to the counties in this state by averaging the
20 following proportions:

21 (a) The proportion that the population of each county bears to the
22 total state population.

23 (b) The proportion that the distribution base monies collected
24 during the calendar month in each county under this article, section
25 42-5164, subsection B and section 42-5205, subsection B bear to the total
26 distribution base monies collected under this article, section 42-5164,
27 subsection B and section 42-5205, subsection B throughout the state for
28 the calendar month.

29 3. Pay an additional 2.43 percent to the counties in this state as
30 follows:

31 (a) Average the following proportions:

32 (i) The proportion that the assessed valuation used to determine
33 secondary property taxes of each county, after deducting that part of the
34 assessed valuation that is exempt from taxation at the beginning of the
35 month for which the amount is to be paid, bears to the total assessed
36 valuations used to determine secondary property taxes of all the counties
37 after deducting that portion of the assessed valuations that is exempt
38 from taxation at the beginning of the month for which the amount is to be
39 paid. Property of a city or town that is not within or contiguous to the
40 municipal corporate boundaries and from which water is or may be withdrawn
41 or diverted and transported for use on other property is considered to be
42 taxable property in the county for purposes of determining assessed
43 valuation in the county under this item.

44 (ii) The proportion that the distribution base monies collected
45 during the calendar month in each county under this article, section

1 42-5164, subsection B and section 42-5205, subsection B bear to the total
2 distribution base monies collected under this article, section 42-5164,
3 subsection B and section 42-5205, subsection B throughout the state for
4 the calendar month.

5 (b) If the proportion computed under subdivision (a) of this
6 paragraph for any county is greater than the proportion computed under
7 paragraph 2 of this subsection, the department shall compute the
8 difference between the amount distributed to that county under paragraph 2
9 of this subsection and the amount that would have been distributed under
10 paragraph 2 of this subsection using the proportion computed under
11 subdivision (a) of this paragraph and shall pay that difference to the
12 county from the amount available for distribution under this paragraph.
13 Any monies remaining after all payments under this subdivision shall be
14 distributed among the counties according to the proportions computed under
15 paragraph 2 of this subsection.

16 4. After any distributions required by sections 42-5030,
17 42-5030.01, 42-5031, 42-5032, 42-5032.01 and 42-5032.02, and after making
18 any transfer to the water quality assurance revolving fund as required by
19 section 49-282, subsection B, credit the remainder of the monies
20 designated as distribution base to the state general fund. From this
21 amount the legislature shall annually appropriate to:

22 (a) The department of revenue sufficient monies to administer and
23 enforce this article and articles 5 and 8 of this chapter.

24 (b) The department of economic security monies to be used for the
25 purposes stated in title 46, chapter 1.

26 (c) The firearms safety and ranges fund established by section
27 17-273, ~~fifty thousand dollars~~ \$50,000 derived from the taxes collected
28 from the retail classification pursuant to section 42-5061 for the current
29 fiscal year.

30 E. If approved by the qualified electors voting at a statewide
31 general election, all monies collected pursuant to section 42-5010,
32 subsection G and section 42-5155, subsection D shall be distributed each
33 fiscal year pursuant to this subsection. The monies distributed pursuant
34 to this subsection are in addition to any other appropriation, transfer or
35 other allocation of public or private monies from any other source and
36 shall not supplant, replace or cause a reduction in other school district,
37 charter school, university or community college funding sources. The
38 monies shall be distributed as follows:

39 1. If there are outstanding state school facilities revenue bonds
40 pursuant to title 15, chapter 16, article 7, each month one-twelfth of the
41 amount that is necessary to pay the fiscal year's debt service on
42 outstanding state school improvement revenue bonds for the current fiscal
43 year shall be transferred each month to the school improvement revenue
44 bond debt service fund established by section 15-2084. The total amount
45 of bonds for which these monies may be allocated for the payment of debt

1 service shall not exceed a principal amount of eight hundred million
2 dollars exclusive of refunding bonds and other refinancing obligations.

3 2. After any transfer of monies pursuant to paragraph 1 of this
4 subsection, twelve per cent of the remaining monies collected during the
5 preceding month shall be transferred to the technology and research
6 initiative fund established by section 15-1648 to be distributed among the
7 universities for the purpose of investment in technology and
8 research-based initiatives.

9 3. After the transfer of monies pursuant to paragraph 1 of this
10 subsection, three per cent of the remaining monies collected during the
11 preceding month shall be transferred to the workforce development account
12 established in each community college district pursuant to section 15-1472
13 for the purpose of investment in workforce development programs.

14 4. After transferring monies pursuant to paragraphs 1, 2 and 3 of
15 this subsection, one-twelfth of the amount a community college that is
16 owned, operated or chartered by a qualifying Indian tribe on its own
17 Indian reservation would receive pursuant to section 15-1472, subsection
18 D, paragraph 2 if it were a community college district shall be
19 distributed each month to the treasurer or other designated depository of
20 a qualifying Indian tribe. Monies distributed pursuant to this paragraph
21 are for the exclusive purpose of providing support to one or more
22 community colleges owned, operated or chartered by a qualifying Indian
23 tribe and shall be used in a manner consistent with section 15-1472,
24 subsection B. For the purposes of this paragraph, "qualifying Indian
25 tribe" has the same meaning as defined in section 42-5031.01,
26 subsection D.

27 5. After transferring monies pursuant to paragraphs 1, 2 and 3 of
28 this subsection, one-twelfth of the following amounts shall be transferred
29 each month to the department of education for the increased cost of basic
30 state aid under section 15-971 due to added school days and associated
31 teacher salary increases enacted in 2000:

32 (a) In fiscal year 2001-2002, \$15,305,900.

33 (b) In fiscal year 2002-2003, \$31,530,100.

34 (c) In fiscal year 2003-2004, \$48,727,700.

35 (d) In fiscal year 2004-2005, \$66,957,200.

36 (e) In fiscal year 2005-2006 and each fiscal year thereafter,
37 \$86,280,500.

38 6. After transferring monies pursuant to paragraphs 1, 2 and 3 of
39 this subsection, seven million eight hundred thousand dollars is
40 appropriated each fiscal year, to be paid in monthly installments, to the
41 department of education to be used for school safety as provided in
42 section 15-154 and two hundred thousand dollars is appropriated each
43 fiscal year, to be paid in monthly installments to the department of
44 education to be used for the character education matching grant program as
45 provided in section 15-154.01.

1 7. After transferring monies pursuant to paragraphs 1, 2 and 3 of
2 this subsection, no more than seven million dollars may be appropriated by
3 the legislature each fiscal year to the department of education to be used
4 for accountability purposes as described in section 15-241 and title 15,
5 chapter 9, article 8.

6 8. After transferring monies pursuant to paragraphs 1, 2 and 3 of
7 this subsection, one million five hundred thousand dollars is appropriated
8 each fiscal year, to be paid in monthly installments, to the failing
9 schools tutoring fund established by section 15-241.

10 9. After transferring monies pursuant to paragraphs 1, 2 and 3 of
11 this subsection, twenty-five million dollars shall be transferred each
12 fiscal year to the state general fund to reimburse the general fund for
13 the cost of the income tax credit allowed by section 43-1072.01.

14 10. After the payment of monies pursuant to paragraphs 1 through 9
15 of this subsection, the remaining monies collected during the preceding
16 month shall be transferred to the classroom site fund established by
17 section 15-977. The monies shall be allocated as follows in the manner
18 prescribed by section 15-977:

19 (a) Forty per cent shall be allocated for teacher compensation
20 based on performance.

21 (b) Twenty per cent shall be allocated for increases in teacher
22 base compensation and employee related expenses.

23 (c) Forty per cent shall be allocated for maintenance and operation
24 purposes.

25 F. The department shall credit the remainder of the monies in the
26 transaction privilege and severance tax clearing account to the state
27 general fund, subject to any distribution required by section 42-5030.01.

28 G. Notwithstanding subsection D of this section, if a court of
29 competent jurisdiction finally determines that tax monies distributed
30 under this section were illegally collected under this article or articles
31 5 and 8 of this chapter and orders the monies to be refunded to the
32 taxpayer, the department shall compute the amount of such monies that was
33 distributed to each city, town and county under this section. Each
34 city's, town's and county's proportionate share of the costs shall be
35 based on the amount of the original tax payment each municipality and
36 county received. Each month the state treasurer shall reduce the amount
37 otherwise distributable to the city, town and county under this section by
38 one thirty-sixth of the total amount to be recovered from the city, town
39 or county until the total amount has been recovered, but the monthly
40 reduction for any city, town or county shall not exceed ten percent of the
41 full monthly distribution to that entity. The reduction shall begin for
42 the first calendar month after the final disposition of the case and shall
43 continue until the total amount, including interest and costs, has been
44 recovered.

45 H. On receiving a certificate of default from the greater Arizona

1 development authority pursuant to section 41-2257 or 41-2258 and to the
2 extent not otherwise expressly prohibited by law, the state treasurer
3 shall withhold from the next succeeding distribution of monies pursuant to
4 this section due to the defaulting political subdivision the amount
5 specified in the certificate of default and immediately deposit the amount
6 withheld in the greater Arizona development authority revolving fund. The
7 state treasurer shall continue to withhold and deposit the monies until
8 the greater Arizona development authority certifies to the state treasurer
9 that the default has been cured. In no event may the state treasurer
10 withhold any amount that the defaulting political subdivision certifies to
11 the state treasurer and the authority as being necessary to make any
12 required deposits then due for the payment of principal and interest on
13 bonds of the political subdivision that were issued before the date of the
14 loan repayment agreement or bonds and that have been secured by a pledge
15 of distributions made pursuant to this section.

16 I. Except as provided by sections 42-5033 and 42-5033.01, the
17 population of a county, city or town as determined by the most recent
18 United States decennial census plus any revisions to the decennial census
19 certified by the United States bureau of the census shall be used as the
20 basis for apportioning monies pursuant to subsection D of this section.

21 J. Except as otherwise provided by this subsection, on notice from
22 the department of revenue pursuant to section 42-6010, subsection B, the
23 state treasurer shall withhold from the distribution of monies pursuant to
24 this section to the affected city or town the amount of the penalty for
25 business location municipal tax incentives provided by the city or town to
26 a business entity that locates a retail business facility in the city or
27 town. The state treasurer shall continue to withhold monies pursuant to
28 this subsection until the entire amount of the penalty has been withheld.
29 The state treasurer shall credit any monies withheld pursuant to this
30 subsection to the state general fund as provided by subsection D,
31 paragraph 4 of this section. The state treasurer shall not withhold any
32 amount that the city or town certifies to the department of revenue and
33 the state treasurer as being necessary to make any required deposits or
34 payments for debt service on bonds or other long-term obligations of the
35 city or town that were issued or incurred before the location incentives
36 provided by the city or town.

37 K. On notice from the auditor general pursuant to section 9-626,
38 subsection D, the state treasurer shall withhold from the distribution of
39 monies pursuant to this section to the affected city the amount computed
40 pursuant to section 9-626, subsection D. The state treasurer shall
41 continue to withhold monies pursuant to this subsection until the entire
42 amount specified in the notice has been withheld. The state treasurer
43 shall credit any monies withheld pursuant to this subsection to the state
44 general fund as provided by subsection D, paragraph 4 of this section.

1 L. Except as otherwise provided by this subsection, on notice from
2 the attorney general pursuant to section 41-194.01, subsection B,
3 paragraph 1 that an ordinance, regulation, order or other official action
4 adopted or taken by the governing body of a county, city or town violates
5 state law or the Constitution of Arizona, the state treasurer shall
6 withhold the distribution of monies pursuant to this section to the
7 affected county, city or town and shall continue to withhold monies
8 pursuant to this subsection until the attorney general certifies to the
9 state treasurer that the violation has been resolved. The state treasurer
10 shall redistribute the monies withheld pursuant to this subsection among
11 all other counties, cities and towns in proportion to their population as
12 provided by subsection D of this section. The state treasurer shall not
13 withhold any amount that the county, city or town certifies to the
14 attorney general and the state treasurer as being necessary to make any
15 required deposits or payments for debt service on bonds or other long-term
16 obligations of the county, city or town that were issued or incurred
17 before committing the violation.

18 M. EXCEPT AS OTHERWISE PROVIDED BY THIS SUBSECTION, ON NOTICE FROM
19 THE GOVERNING BODY OF A CITY OR TOWN THAT AN OFFICIAL ACTION ADOPTED OR
20 TAKEN BY THE GOVERNING BODY OF THE CITY OR TOWN REDUCES A LAW ENFORCEMENT
21 AGENCY'S BUDGET BY LESS THAN TWENTY-FIVE PERCENT FROM THE PREVIOUS YEAR'S
22 BUDGET PURSUANT TO SECTION 9-500.48, THE STATE TREASURER SHALL WITHHOLD
23 THE DISTRIBUTION OF MONIES PURSUANT TO THIS SECTION IN AN AMOUNT EQUAL TO
24 THE REDUCTION TO THE LAW ENFORCEMENT AGENCY'S BUDGET TO THE AFFECTED CITY
25 OR TOWN AND SHALL CONTINUE TO WITHHOLD MONIES PURSUANT TO THIS SUBSECTION
26 UNTIL NOTIFICATION BY THE GOVERNING BODY OF THE CITY OR TOWN THAT THE
27 REDUCTION HAS BEEN RESTORED. THE STATE TREASURER SHALL DEPOSIT, PURSUANT
28 TO SECTIONS 35-146 AND 35-147, THE MONIES WITHHELD PURSUANT TO THIS
29 SUBSECTION IN THE LAW ENFORCEMENT SUPPORT FUND ESTABLISHED BY SECTION
30 41-1734. IF THE GOVERNING BODY OF A CITY OR TOWN REDUCES A LAW
31 ENFORCEMENT AGENCY'S BUDGET BY MORE THAN TWENTY-FIVE PERCENT FROM THE
32 PREVIOUS YEAR'S BUDGET, THE STATE TREASURER SHALL WITHHOLD THE
33 DISTRIBUTION OF ALL MONIES PURSUANT TO THIS SECTION TO THE AFFECTED CITY
34 OR TOWN AND SHALL CONTINUE TO WITHHOLD MONIES PURSUANT TO THIS SUBSECTION
35 UNTIL NOTIFICATION BY THE GOVERNING BODY OF THE CITY OR TOWN THAT THE
36 REDUCTION HAS BEEN RESTORED. IF THE COUNTY SHERIFF'S DEPARTMENT OR THE
37 DEPARTMENT OF PUBLIC SAFETY ASSUMES LAW ENFORCEMENT FUNCTIONS PURSUANT TO
38 SECTION 9-500.48, SUBSECTION F, THE STATE TREASURER SHALL TRANSFER ALL
39 WITHHELD MONIES TO THE AGENCY THAT ASSUMES LAW ENFORCEMENT FUNCTIONS IN
40 THE AFFECTED COUNTY, CITY OR TOWN. THE STATE TREASURER SHALL NOT WITHHOLD
41 ANY AMOUNT THAT THE CITY OR TOWN CERTIFIES AS BEING NECESSARY TO MAKE ANY
42 REQUIRED DEPOSITS OR PAYMENTS FOR DEBT SERVICE ON BONDS OR OTHER LONG-TERM
43 OBLIGATIONS OF THE CITY OR TOWN THAT WERE ISSUED OR INCURRED BEFORE THE
44 REDUCTION IN THE LAW ENFORCEMENT AGENCY'S BUDGET. THIS SUBSECTION DOES

1 NOT APPLY TO A REDUCTION IN BUDGET PURSUANT TO SECTION 9-500.48,
2 SUBSECTION D.

3 ~~M.~~ N. For the purposes of this section: ~~—~~

4 1. "Community college district" means a community college district
5 that is established pursuant to sections 15-1402 and 15-1403 and that is a
6 political subdivision of this state and, unless otherwise specified,
7 includes a community college tuition financing district established
8 pursuant to section 15-1409.

9 2. "LAW ENFORCEMENT AGENCY" MEANS A MUNICIPAL POLICE DEPARTMENT.

10 Sec. 4. Section 43-206, Arizona Revised Statutes, is amended to
11 read:

12 43-206. Urban revenue sharing fund; allocation; distribution;
13 withholding; definition

14 A. The urban revenue sharing fund is established. The fund shall
15 consist of an amount equal to fifteen percent of the net proceeds of the
16 state income taxes for the fiscal year two years preceding the current
17 fiscal year. The fund shall be distributed to incorporated cities and
18 towns as provided in this section, except that a city or town shall
19 receive at least an amount equal to what a city or town with a population
20 of fifteen hundred or more persons would receive. The transfer of net
21 proceeds prescribed by section 49-282, subsection B does not affect the
22 calculation of net proceeds prescribed by this subsection.

23 B. Each city or town shall share in the urban revenue sharing fund
24 in the proportion that the population of each bears to the population of
25 all. Except as provided by sections 42-5033 and 42-5033.01, the population
26 of a city or town as determined by the most recent United States decennial
27 census plus any revisions to the decennial census certified by the United
28 States bureau of the census shall be used as the basis for apportioning
29 monies pursuant to this subsection.

30 C. The treasurer, on instruction from the department, shall
31 transmit, ~~no~~ NOT later than the tenth day of each month, to each city or
32 town an amount equal to one-twelfth of that city's or town's total
33 entitlement for the current fiscal year from the urban revenue sharing
34 fund as determined by the department.

35 D. A newly incorporated city or town shall share in the urban
36 revenue sharing fund beginning the first month of the first full fiscal
37 year following incorporation.

38 E. On receipt of a certificate of default from the greater Arizona
39 development authority pursuant to section 41-2257 or 41-2258, the state
40 treasurer, to the extent not otherwise expressly prohibited by law, shall
41 withhold from the next succeeding distribution of monies pursuant to this
42 section due to the city or town the amount specified in the certificate of
43 default and immediately deposit the amount withheld in the greater Arizona
44 development authority revolving fund. The state treasurer shall continue
45 to withhold and deposit the monies until the authority certifies to the

1 state treasurer that the default has been cured. In no event shall the
2 state treasurer withhold any amount that is necessary, as certified by the
3 defaulting political subdivision to the state treasurer and the authority,
4 to make any required deposits then due for the payment of principal and
5 interest on bonds of the political subdivision that were issued prior to
6 the date of the loan repayment agreement or bonds and that have been
7 secured by a pledge of distributions made pursuant to this section.

8 F. Except as otherwise provided by this subsection, on notice from
9 the attorney general pursuant to section 41-194.01, subsection B,
10 paragraph 1 that an ordinance, regulation, order or other official action
11 adopted or taken by the governing body of a city or town violates state
12 law or the Constitution of Arizona, the state treasurer shall withhold the
13 distribution of monies pursuant to this section to the affected city or
14 town and shall continue to withhold monies pursuant to this subsection
15 until the attorney general certifies to the state treasurer that the
16 violation has been resolved. The state treasurer shall redistribute the
17 monies withheld pursuant to this subsection among all other cities and
18 towns in proportion to their population as provided by subsection B of
19 this section. The state treasurer shall not withhold any amount that the
20 city or town certifies to the attorney general and the state treasurer as
21 being necessary to make any required deposits or payments for debt service
22 on bonds or other long-term obligations of the city or town that were
23 issued or incurred before committing the violation.

24 G. EXCEPT AS OTHERWISE PROVIDED BY THIS SUBSECTION, ON NOTICE FROM
25 THE GOVERNING BODY OF A CITY OR TOWN THAT AN OFFICIAL ACTION ADOPTED OR
26 TAKEN BY THE GOVERNING BODY OF A CITY OR TOWN REDUCES A LAW ENFORCEMENT
27 AGENCY'S BUDGET BY LESS THAN TWENTY-FIVE PERCENT FROM THE PREVIOUS YEAR'S
28 BUDGET PURSUANT TO SECTION 9-500.48, THE STATE TREASURER SHALL WITHHOLD
29 THE DISTRIBUTION OF MONIES PURSUANT TO THIS SECTION IN AN AMOUNT EQUAL TO
30 THE REDUCTION TO THE LAW ENFORCEMENT AGENCY'S BUDGET TO THE AFFECTED CITY
31 OR TOWN AND SHALL CONTINUE TO WITHHOLD MONIES PURSUANT TO THIS SUBSECTION
32 UNTIL NOTIFICATION BY THE GOVERNING BODY OF THE CITY OR TOWN THAT THE
33 REDUCTION HAS BEEN RESTORED. THE STATE TREASURER SHALL DEPOSIT, PURSUANT
34 TO SECTIONS 35-146 AND 35-147, THE MONIES WITHHELD PURSUANT TO THIS
35 SUBSECTION IN THE LAW ENFORCEMENT SUPPORT FUND ESTABLISHED BY SECTION
36 41-1734. IF THE GOVERNING BODY OF A CITY OR TOWN REDUCES A LAW
37 ENFORCEMENT AGENCY'S BUDGET BY MORE THAN TWENTY-FIVE PERCENT FROM THE
38 PREVIOUS YEAR'S BUDGET, THE STATE TREASURER SHALL WITHHOLD THE
39 DISTRIBUTION OF ALL MONIES PURSUANT TO THIS SECTION TO THE AFFECTED CITY
40 OR TOWN AND SHALL CONTINUE TO WITHHOLD MONIES PURSUANT TO THIS SUBSECTION
41 UNTIL NOTIFICATION BY THE GOVERNING BODY OF THE CITY OR TOWN THAT THE
42 REDUCTION HAS BEEN RESTORED. IF THE COUNTY SHERIFF'S DEPARTMENT OR
43 DEPARTMENT OF PUBLIC SAFETY ASSUMES LAW ENFORCEMENT FUNCTIONS PURSUANT TO
44 SECTION 9-500.48, SUBSECTION F, THE STATE TREASURER SHALL TRANSFER ALL
45 WITHHELD MONIES TO THE AGENCY THAT ASSUMES LAW ENFORCEMENT FUNCTIONS IN

1 THE AFFECTED CITY OR TOWN. THE STATE TREASURER SHALL NOT WITHHOLD ANY
2 AMOUNT THAT THE CITY OR TOWN CERTIFIES AS BEING NECESSARY TO MAKE ANY
3 REQUIRED DEPOSITS OR PAYMENTS FOR DEBT SERVICE ON BONDS OR OTHER LONG-TERM
4 OBLIGATIONS OF THE CITY OR TOWN THAT WERE ISSUED OR INCURRED BEFORE THE
5 REDUCTION IN THE LAW ENFORCEMENT AGENCY'S BUDGET. THIS SUBSECTION DOES
6 NOT APPLY TO A REDUCTION IN BUDGET PURSUANT TO SECTION 9-500.48,
7 SUBSECTION D.

8 H. FOR THE PURPOSES OF THIS SECTION, "LAW ENFORCEMENT AGENCY" MEANS
9 A MUNICIPAL POLICE DEPARTMENT.

10 Sec. 5. Retroactivity

11 This act applies retroactively to from and after December 31, 2020.

REFERENCE TITLE: governmental entities; social media; prohibition

State of Arizona
Senate
Fifty-fifth Legislature
First Regular Session
2021

SB 1687

Introduced by
Senator Ugenti-Rita

AN ACT

AMENDING TITLE 18, ARIZONA REVISED STATUTES, BY ADDING CHAPTER 7; RELATING TO INFORMATION TECHNOLOGY.

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:

2 Section 1. Title 18, Arizona Revised Statutes, is amended by adding
3 chapter 7, to read:

4 CHAPTER 7
5 SOCIAL MEDIA

6 ARTICLE 1. GENERAL PROVISIONS

7 18-701. Definitions

8 IN THIS ARTICLE, UNLESS THE CONTEXT OTHERWISE REQUIRES:

9 1. "ELECTED OFFICIAL" MEANS:

- 10 (a) EVERY ELECTED OFFICIAL OF THIS STATE.
11 (b) EVERY ELECTED OFFICIAL OF EACH COUNTY.
12 (c) EVERY ELECTED OFFICIAL OF EACH MUNICIPALITY.
13 (d) EVERY ELECTED OFFICIAL OF EACH SCHOOL DISTRICT.
14 (e) EVERY SUPERIOR COURT JUDGE.

15 2. "GOVERNMENTAL ENTITY" MEANS THIS STATE, ANY COUNTY, CITY, TOWN
16 OR OTHER POLITICAL SUBDIVISION OF THIS STATE OR ANY DEPARTMENT, AGENCY,
17 BOARD, COMMISSION, AUTHORITY, PUBLIC CORPORATION OR OTHER PUBLIC ENTITY OF
18 ANY OF THE FOREGOING OR CONTROLLED BY ANY OF THE FOREGOING.

19 18-702. Social media; governmental entities; prohibition;
20 applicability

21 A. A GOVERNMENTAL ENTITY, AT ANY LEVEL, MAY NOT USE A SOCIAL MEDIA
22 PLATFORM FOR ANY OFFICIAL OR GOVERNMENTAL PURPOSE.

23 B. A GOVERNMENTAL ENTITY MAY NOT GIVE OR CONTROL A SOCIAL MEDIA
24 ACCOUNT TO OR FOR AN ELECTED OFFICIAL.

25 C. THIS SECTION DOES NOT APPLY TO A PERSONAL SOCIAL MEDIA ACCOUNT
26 OPERATED BY THE ELECTED OFFICIAL.

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Ryan Roberts, Interim Water Services Director
Date: 02/18/2021
Meeting Date: 02/23/2021



TITLE

Overview of your Water Services Division

STAFF RECOMMENDED ACTION:

This presentation is for informational purposes only

EXECUTIVE SUMMARY:

Water Services is responsible for water production, distribution, wastewater collection/treatment, reclaimed water distribution and stormwater management. The Division is also responsible for water resource management, water conservation, engineering and regulatory compliance programming. The Department is comprised of four Enterprise Funds with total annual revenues of \$37M dollars in Budget Year 2021.

*****Presentation will be attached on Monday.*****

INFORMATION:

The leadership team for Water Services will share their section highlights. The team presentation will provide information including:

- Organizational Structure
- Staffing
- Examples of work performed, programs
- Budget highlights
- Looking ahead - FY21-22 initiatives

Attachments: [Presentation](#)



CITY COUNCIL - DIVISION INTRODUCTION

Water Services

FEBRUARY 23, 2021

Director's Overview

- Located outside of City Hall
- Operations
- Distribution and Collection
- Water Production located at Lake Mary Water Treatment Plant
- Wastewater Treatment - 2 plants, Wildcat Hill WRP and Rio De Flag WRP



Overview

Public Utility

- Flagstaff Water business began in 1899
- Water and Sewer Services
- Fire Protection
- Stormwater Protection against flooding

Business Values

- *Sound Planning*
- *Appropriate Investment*
- *Highly Reliable Water Service*
- *Protecting Public Health and Environment*
- *Exceptional Customer Service*
- *Sound Finances, Increasing Efficiency*
- *Transparency and Community Engagement*



Delivers 6-10 MG of drinking water per day
Treats 5.6 MG of wastewater per day

20K
Customers
Served

\$21M
FY 2021
Operating
Budget

\$85.3 M
5-YR Capital
Improvement
Program

WATER SYSTEM

425 miles of pipeline
10,600 valves
3224 fire hydrants
5 pump stations
2 water treatment plants

WASTEWATER SYSTEM

274 miles of pipeline
7403 manholes
0 lift stations
2 water reclamation facilities

WATERSHED PROTECTION

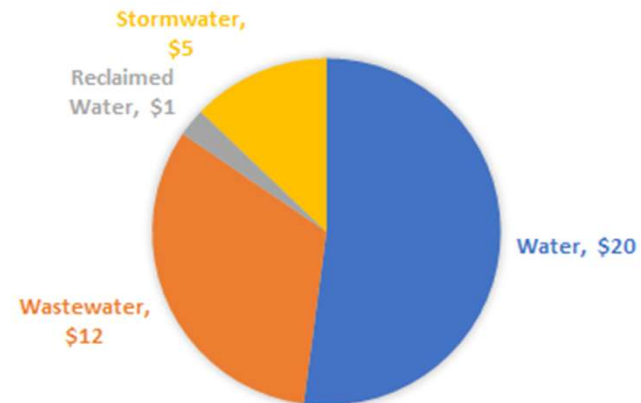
68 miles of pipe
26 miles Open Channels
551 inlets
324 culverts
964 outlets
7 drainage basins



WATER SERVICES

~ \$38 Million Utility Business

4 Enterprise Funds



PRIORITY BASED BUDGET

Key Community Priorities (strong alignments)

- Inclusive & Engaged Community
- Sustainable, Innovative Infrastructure
- Robust Resilient Economy
- Livable Community
- Environmental Stewardship

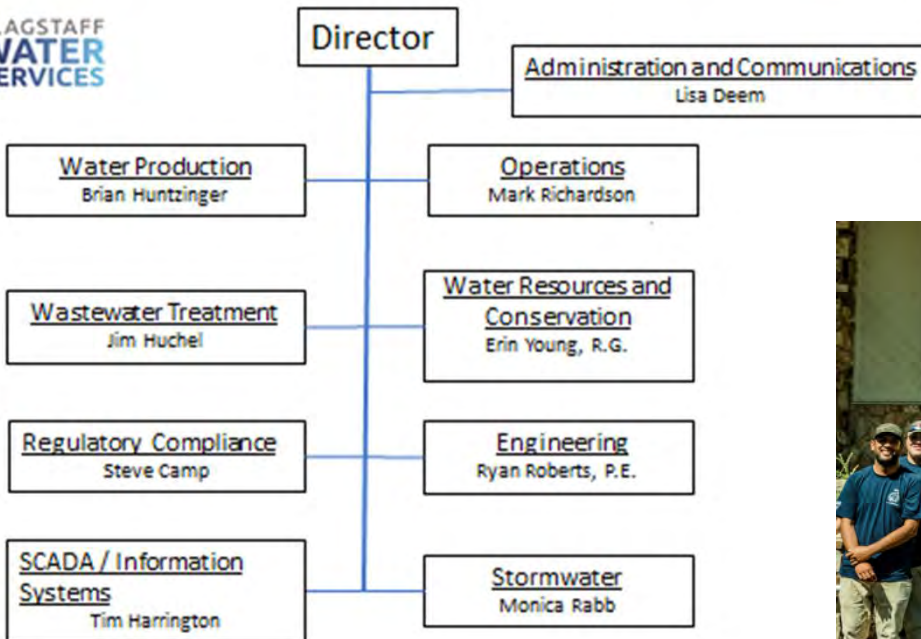




Org Chart



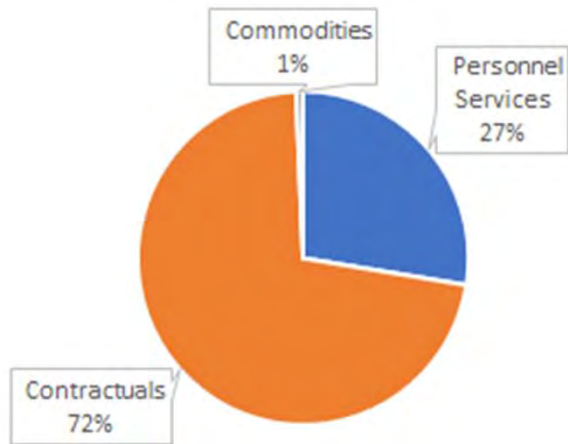
Flagstaff Water Services Organization Chart FY2021



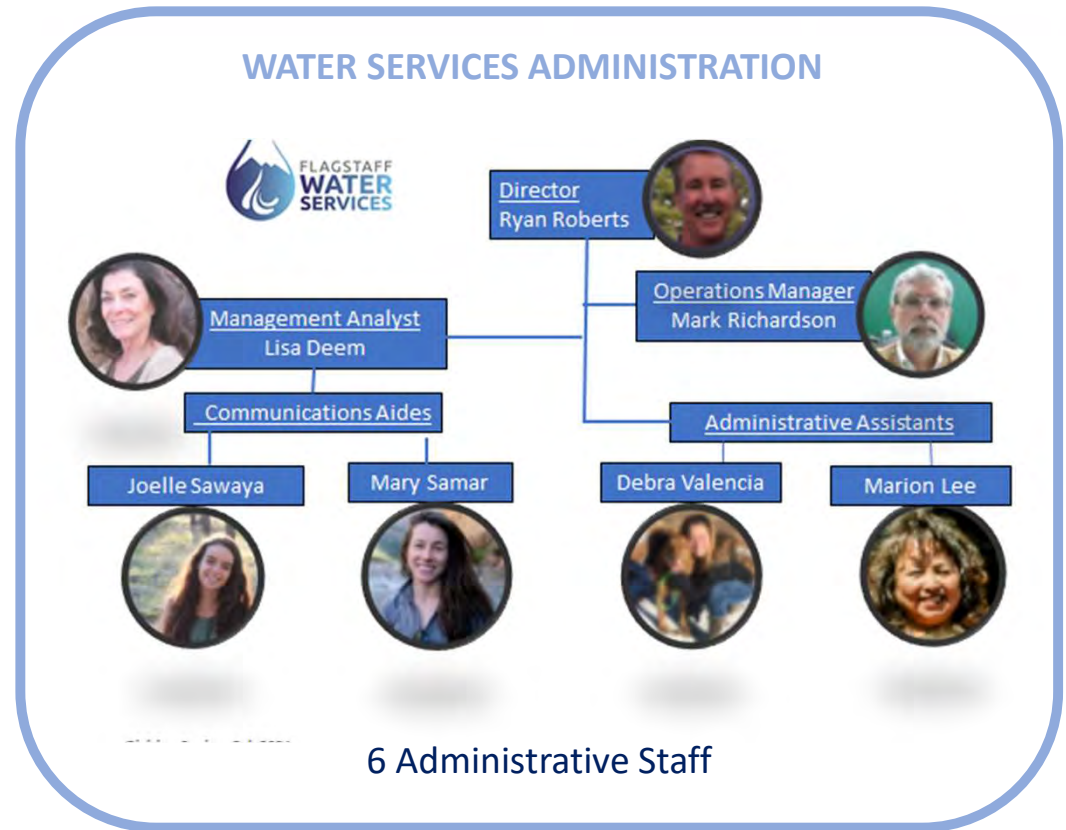
83 Division Staff



Administration Overview



- \$2.1 Million Budget
- Includes \$1.35 Legal Fees
- Water Services Admin Building expense
- Oversight on Finance and Budget



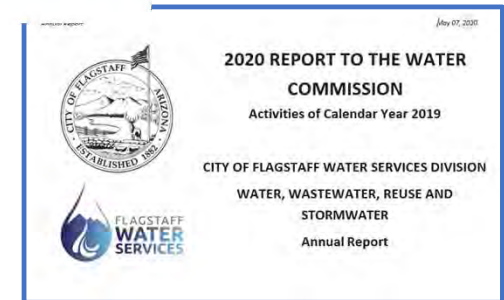


Administration Overview



Goals and Accomplishments

- Track *Strategic Plan 2025* performance
- Keep public substantively informed
 - Monthly Blogs & News Pieces
 - Easy to use Web pages
 - Public Service Announcements
- Annual Report to Water Commission
- Outreach for Capital Projects
 - Rio De Flag Flood Control Project
 - Coconino Estates, Fort Tuthill



"Create a reliable brand"





Water Production



Operations



Lee Williams
Operations Supervisor



Brian Huntzinger
Water Production Manager

Maintenance



John (Danny) Hickey
Maintenance Supervisor



Tim Hourihan
MSW-Operations



Kristian Heckard
MSW-Operations



Stuart Penoff
MSW-Operations



Taylor Prichard
MSW-Operations



James Holsten
MSW-Maintenance



Ladd Steele
MSW-Maintenance



Water Production



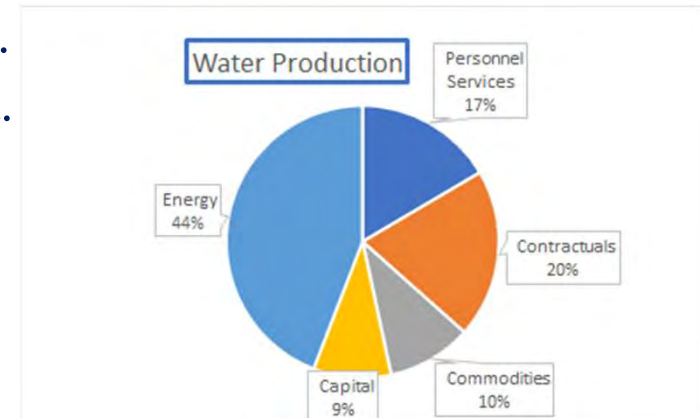
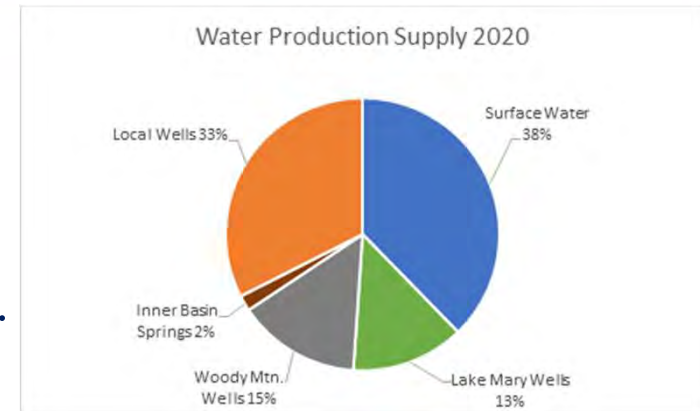
55 Facilities: 28 Wells, 19 Tanks, 6 Booster Stations, LMWTP (8mgd) & NRFP (4mgd).

Fiscal 21 Accomplishments

- Produced over 1 billion gallons surface water (CY20).
- Rehabbed the Woody Mountain Booster Station Clarifier.
- Completed Back-Up Power Generation Project.
- Repaired 6 tank mixers & cleaned the RWPS CW.
- Replaced the variable frequency drive for Foxglenn Well.
- Replaced the Master Flowmeter for Lake Mary Wellfield.
- Completed design of LMWTP Sed. Basin Project.

Fiscal 22 Goals

- Upgrade Lake Mary Wellfield Communications.
- Recoat the interior of the LMWTP Water Tower.



Water Production Total FY21 Budget \$4,679,605



Operations



Operations Manager
Mark Richardson

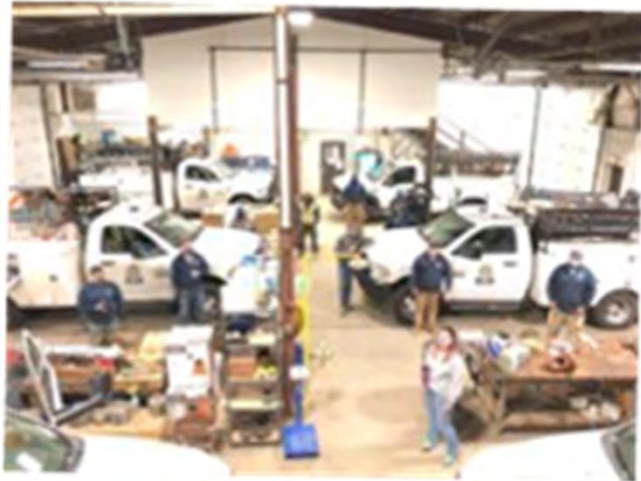
Water Services
Sections 303 and 313
➤ **26 FTE**



Distribution Supervisor
Patrick O'Connor



Collections Supervisor
Joe Almendarez





Water Distribution



- Potable

- 438 Miles Water mains
- 3,397 Hydrants
- 11,377 Valves (469 16" and larger)
- 21, 250 Meters



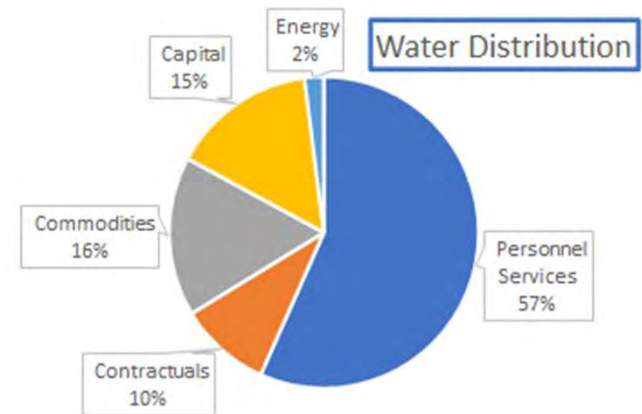
- Reclaim

- 25 Miles
- 14 Hydrants
- 250 Valves



Distribution Section 303

15 FTE Total \$2.44M



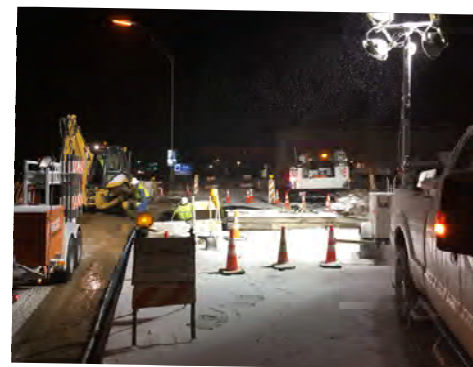
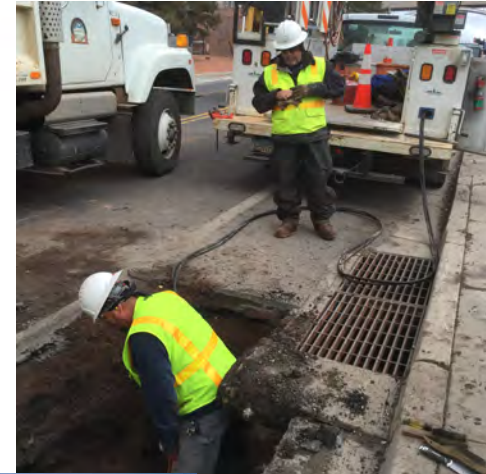
Reclaim Water Section 321

Total \$11.5 K



Water Distribution

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER





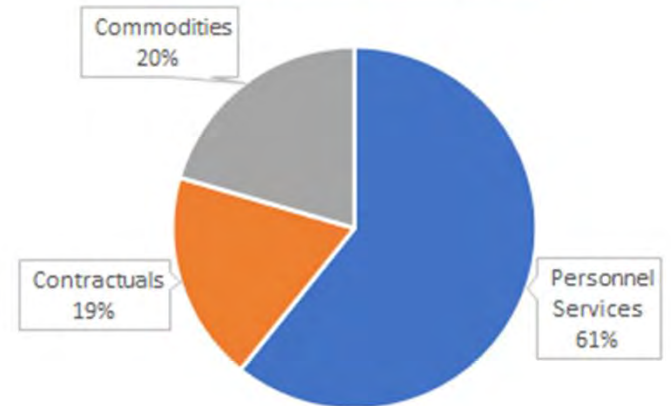
Wastewater Collection



Water Services Section 313

11 FTE Total \$1.24 M

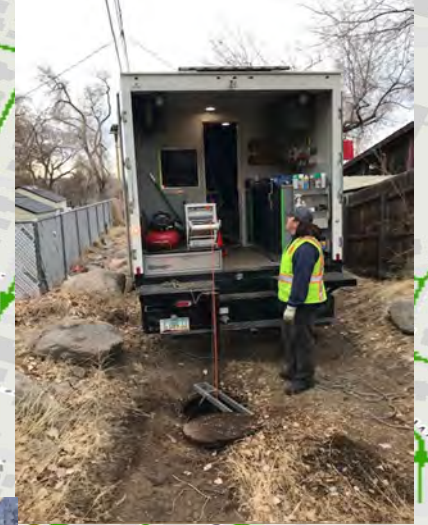
Wastewater Collections





Wastewater Collection

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER





Wastewater Treatment



**Water Services
Section 203**
➤ 13 FTE Total \$3.7 M



Jim Huchel Manager

Operation & Maintenance Supervisors



Troy Dagenhart Wildcat



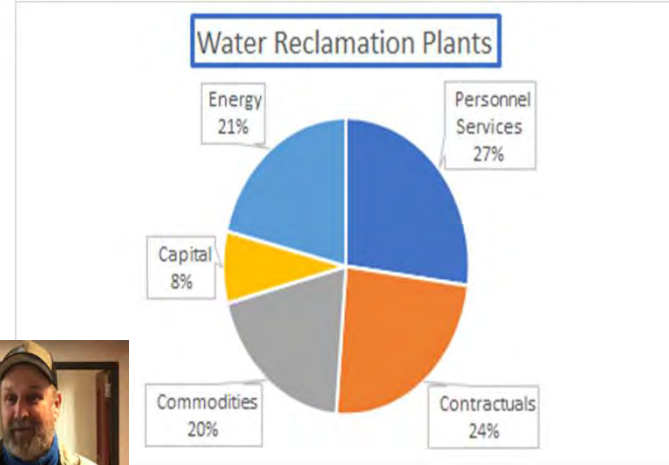
Rick Wright Rio de Flag



Scott Gede Maintenance



Shawn McKee Electrician



Operations & Maintenance staff



Bill Case



Kyle Nelson



Cory Mueller



Paul Adams



Matt Black



Kiley McCormack



Tim McGinnis



Ryan Urena



Wastewater Treatment Wildcat



Water Reclamation Plants

- Wildcat Hill 6 MGD design
 - Wildcat Hill FY 20 flow – 1.220 Billion Gallons
 - Septage Received FY 20 Flow – 3.25 Million Gallons
 - Grease Received FY 20 Flow – 450 Thousand Gallons





Wastewater Treatment Rio de Flag



Water Reclamation Plants

- Rio De Flag WRP 4 MGD design
 - Rio de Flag FY 20 Annual flow 654 Million
 - Replaced 7 non-operational slide gates and restored the concrete



Old Valve – Replaced



New Stainless Steel valves



Existing concrete

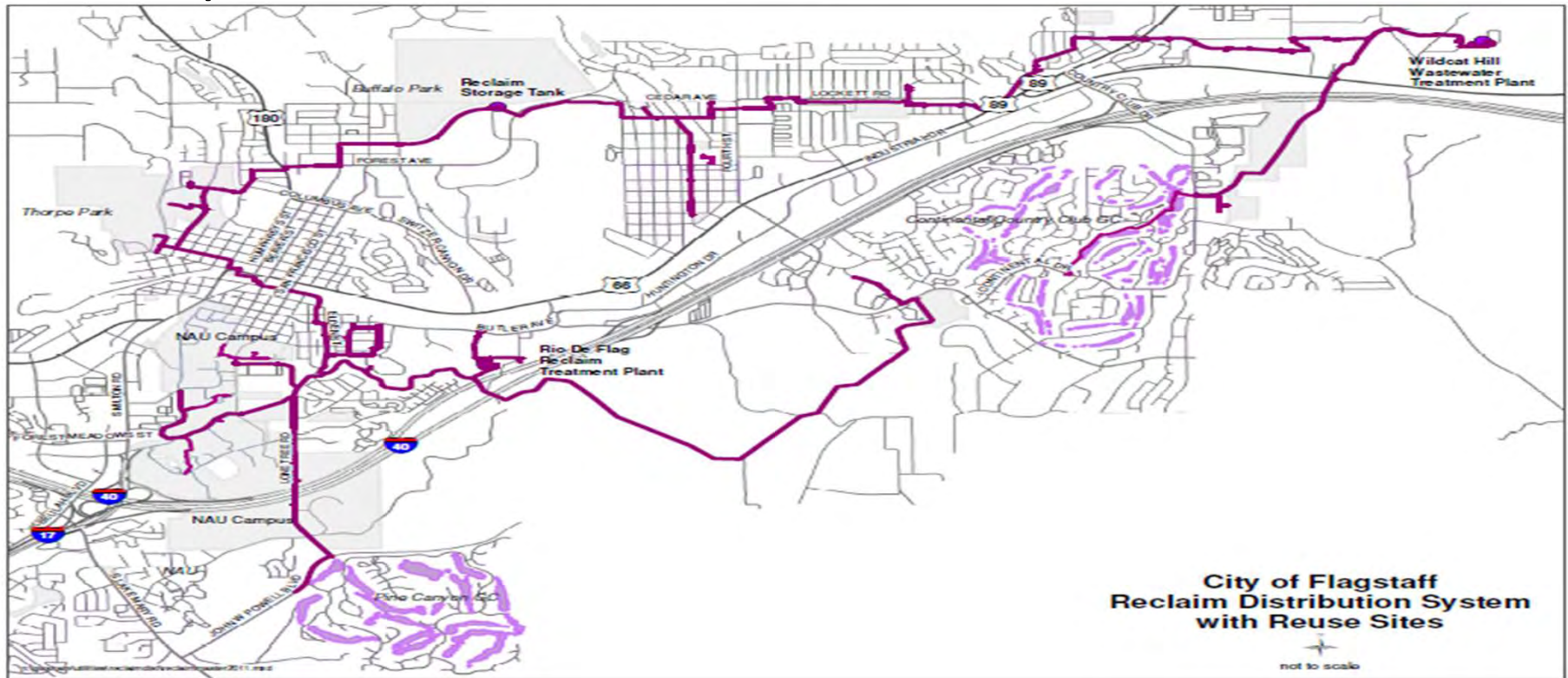


Repaired and coated concrete



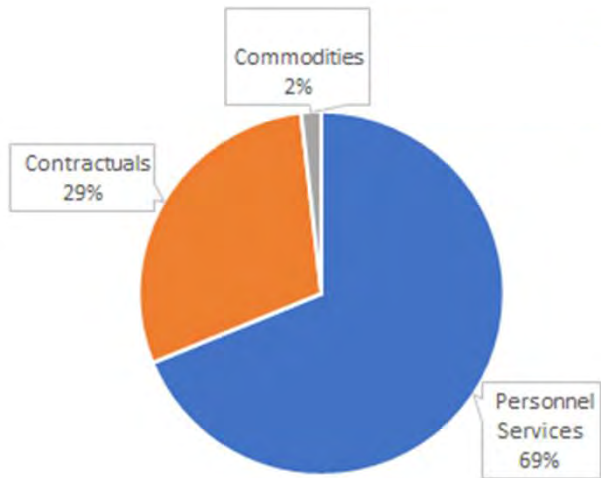
Reclaimed Water

- Reclaim annual consumption – 650 Million Gals
- Reclaim production – 668 Million Gals

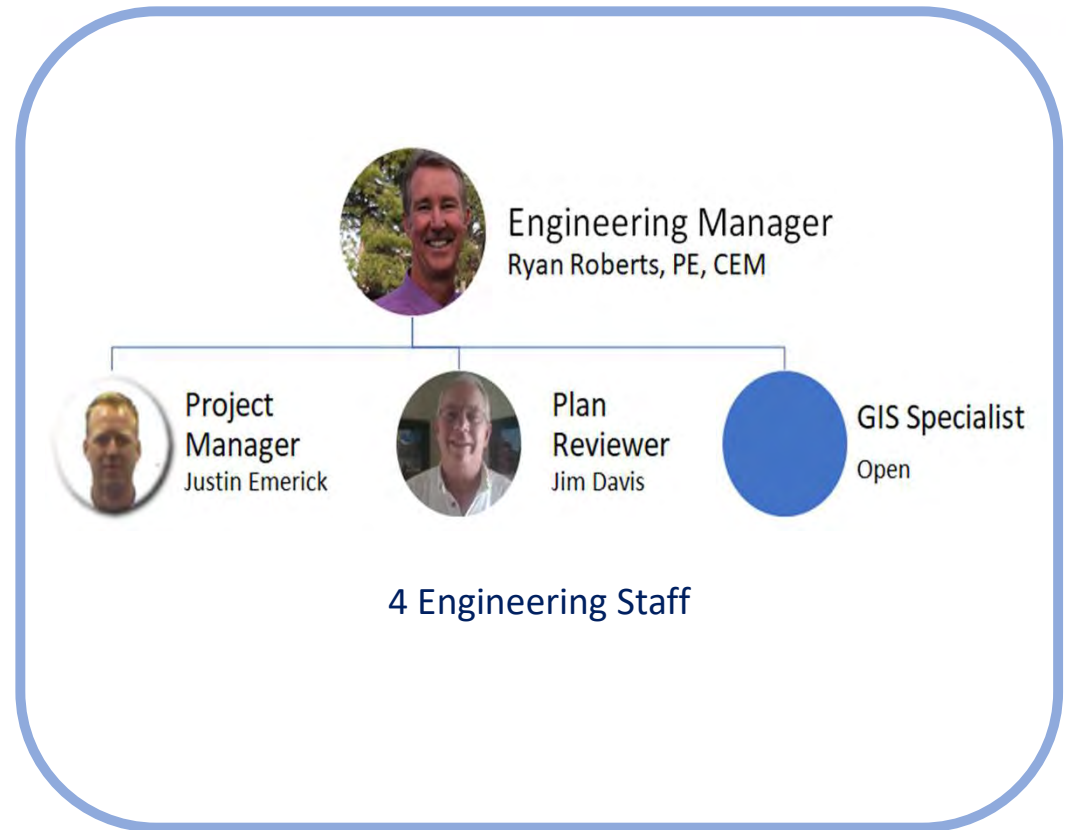




Engineering



- \$571K Budget
- 29% Contractual





Engineering



CORE RESPONSIBILITIES

- \$14M Capital Improvement Program
- Asset Management-Pipe Replacement Program
- Project Management
- Plan Review and Permitting
- Geographic Information System (GIS)
- Regional Plan and Utility Master Plans

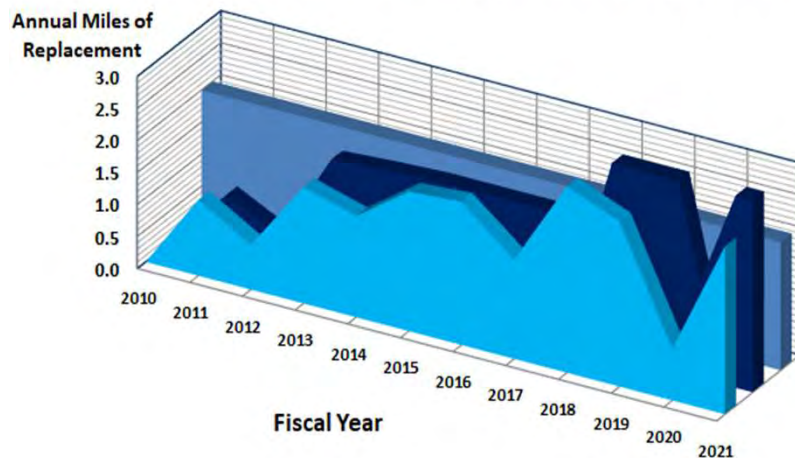




Engineering-Look at FY21



Projected Water Main Replacement -Aging Mains



FY21-22 PROJECTS

- Replace Aging Water and Sewer Infrastructure
- Increase solids capacity at Wildcat WWTP
- Add New Water Well at Fort Tuthill
- Implement Energy Efficiency Projects
- Lower Greenhouse Gas Emissions
- Increase Reclaimed Water System Capacity



SCADA and Information Systems



Brain Dennis Gaon
Information Security
Officer



**Rod Liebe and Lorne
Cargill**
I and C Supervisors



Unfilled
I and C Supervisor



Tim Harrington
SCADA/IS Manager

Corryn Smith
Water Serves IS Administrator



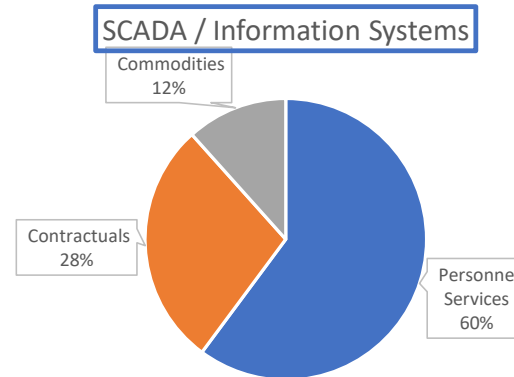
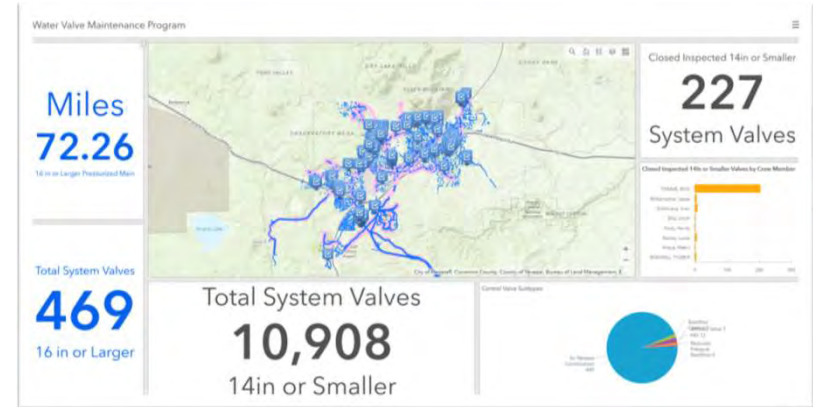


SCADA and Information Systems



What We Do

- We give Water Services the ability to monitor, remotely control and automate processes.
- Our work order management system helps to proactively maintain our infrastructure and assets.
- We visualize the information needed for Water Services to make data driven decisions.



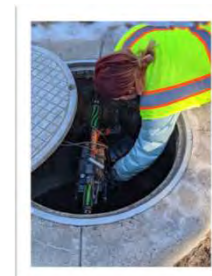


SCADA and Information Systems



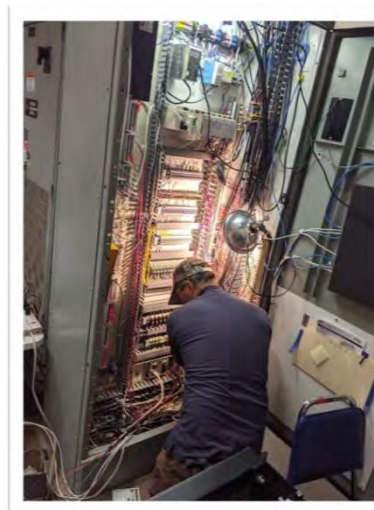
FY 21 Accomplishments

- SCADA Network Redesign
- Cyber Security Planning
- Expanding Workorder and Inspections Infrastructure Monitoring
- Improve Physical Security



FY 22 Goals

- Improved Vulnerability Management
- Next Phase of Network Refresh
- Improve Separation of SCADA Network
- Improved Network Monitoring





Stormwater Section Overview



Monica Rabb
Section Manager



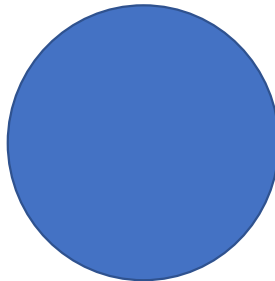
Doug Slover, PE, CFM
Project Manager
Plan Review



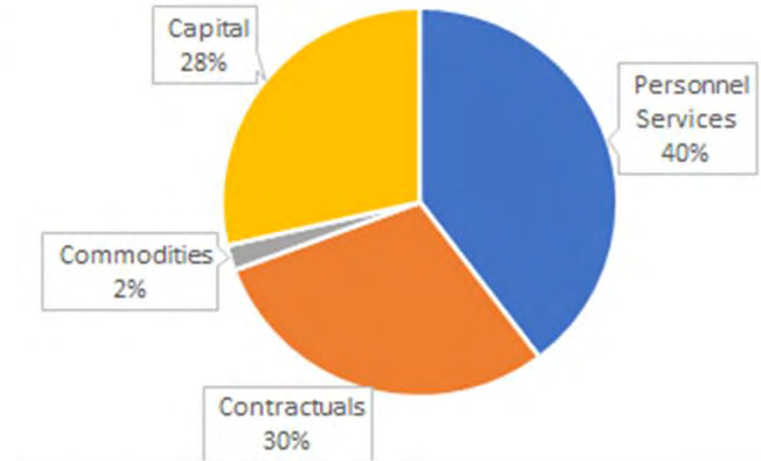
Chris Palmer, CPESC
Watershed
Specialist



Ed Schenk, RG,
CFM
Project Manager
Open Channels



Vacant
Project Manager
Flood Issue



**Water Services
Section 331**

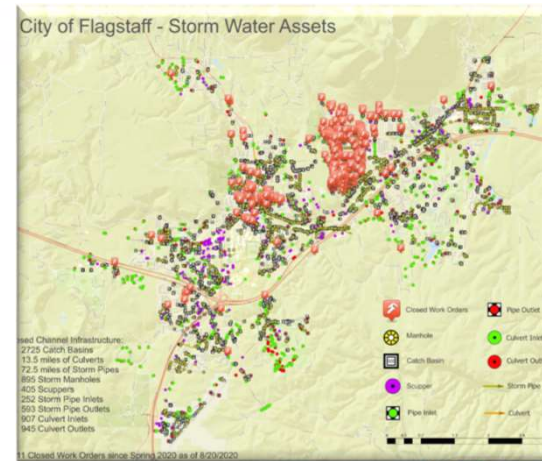
- 5 FTEs
- Budget: 1,799,939



Stormwater Programs



- Capital Improvement Program
- System: Oversee Efficiency, Maintenance, Cleaning, Master Planning, Flow Modeling
- Army Corp Rio de Flag Flood Control: Review plans, serve as owner and manager upon completion
- Floodplain Administration and Drainage Investigations and Response
- Open Channel Maintenance: Hydrology on capacity and condition of system, emergency response planning, grants
- Development Review: Plan Review, Stormwater permitting for buildings, grading and drainage, erosion control plans
- Construction Site inspections, customer complaints, permit compliance





What's Next – FY 2021



CAPITAL IMPROVEMENT PROJECTS:

- Phoenix Avenue Bridge
- Spruce Avenue Wash Channel Dredging and Improvements (Dortha)
- Spruce Wash Resiliency (4th Street)
- Soliere Blvd. at Steves Wash Low Water Crossing Improvements
- Columbia Circle Flood Control Project
- Killip School Regional Retention Basin

Ongoing includes Rio De Flag Flood Control Project with ACE, Fanning Wash Improvements, Wildwood Hills

IMPROVING QUALITY OF LIFE:

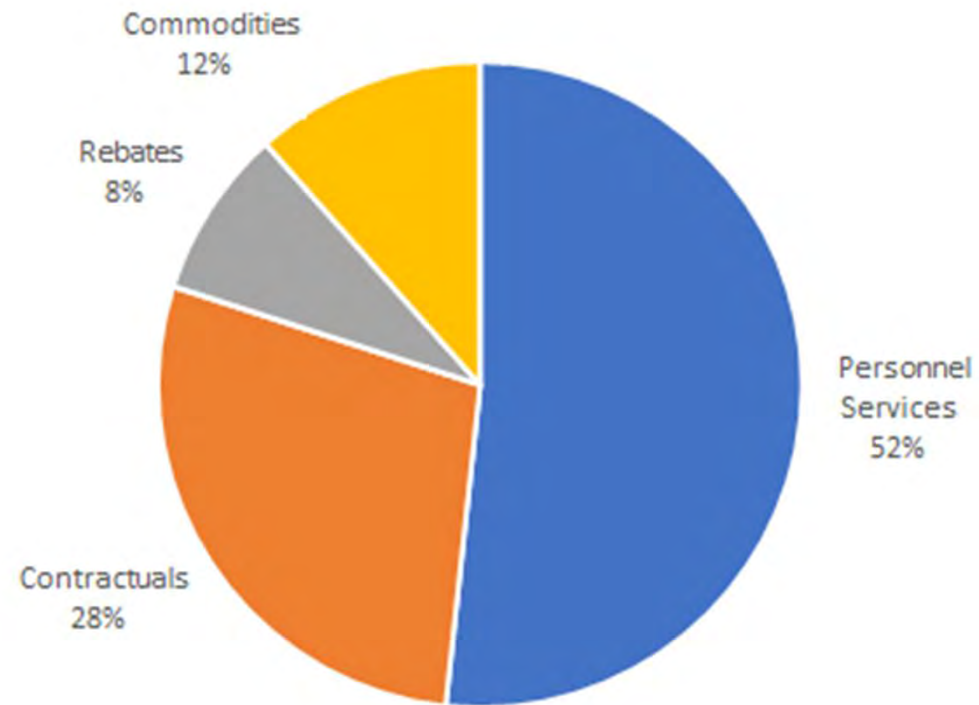
- Development of maintenance program that is proactive instead of reactive, based on asset management (maintenance and life cycles)
- Updates to zoning requirements
- Continued monitoring, stream science and flood preparation activities





Water Resources & Conservation

	FY21 Base + 1x
Personnel Services	\$366,000
Contractuals	\$200,000
Rebates	\$60,000
Commodities	\$82,000
SubTotal 304 Water Resources & Conservation	\$708,000





Water Resources & Conservation



Erin Young, R.G. (AZ Registered Geologist)
Water Resources & Conservation
Section Manager



Tamara Lawless, PhD
Water Conservation Program Manager



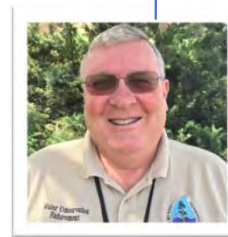
OPEN (Pete Morrow 11/19-12/20)
PT - Water Resources Technician



OPEN (Kate Miele 11/19-2/21)
Water Conservation Specialist



Intern, Arikah Peacock, 3/15/21
Southwestern Indian Polytechnic Institute
Keeps eagle scholarship
Navajo (dinè)



Bob Rukavina
PT - Water Conservation Aide



TBD
PT - Water Conservation Aide



TBD
PT - Water Conservation Aide

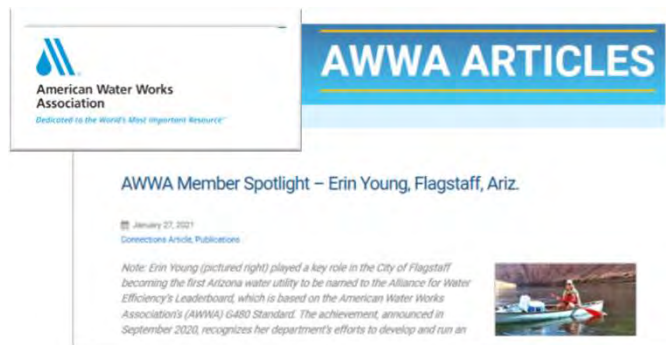


Water Resources & Conservation



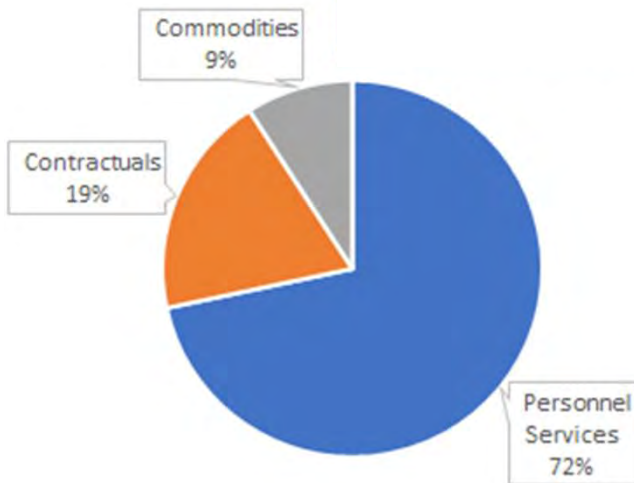
FY21 Goals

- Water Conservation Implementation Plan
- Utility Non-Revenue Water Audit
- Reclaimed Water Master Plan
- Digital Water Demand Model
- Evaluation of Upper Lake Mary Watershed Monitoring Program
- 4x water well sites

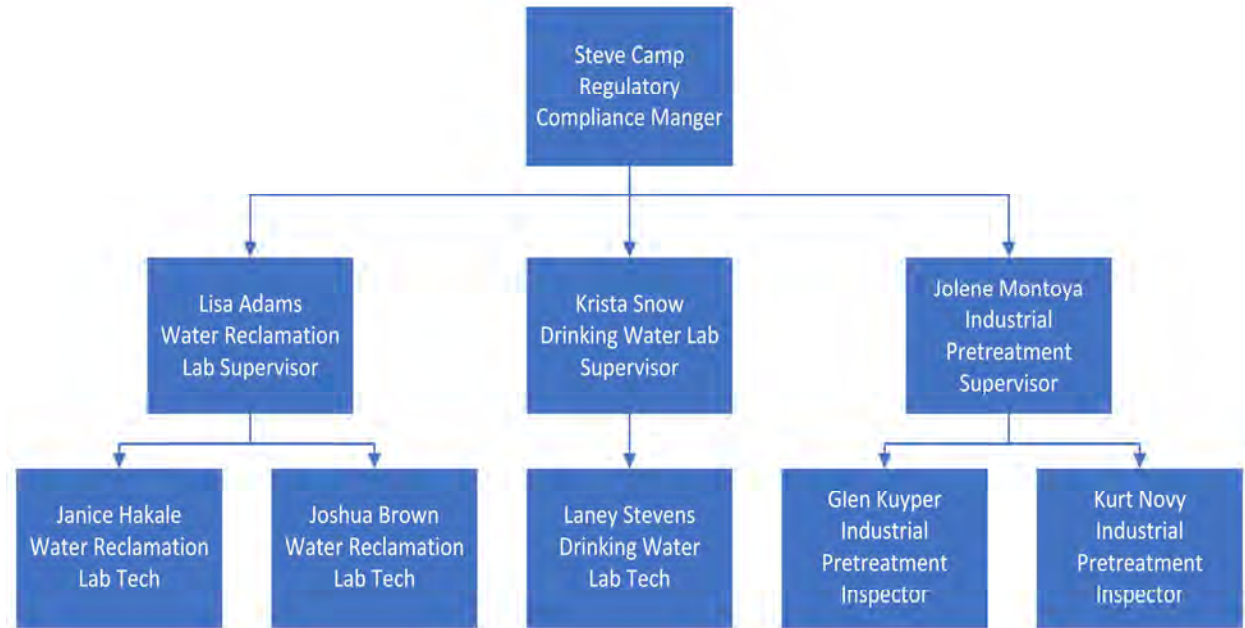




Regulatory Compliance

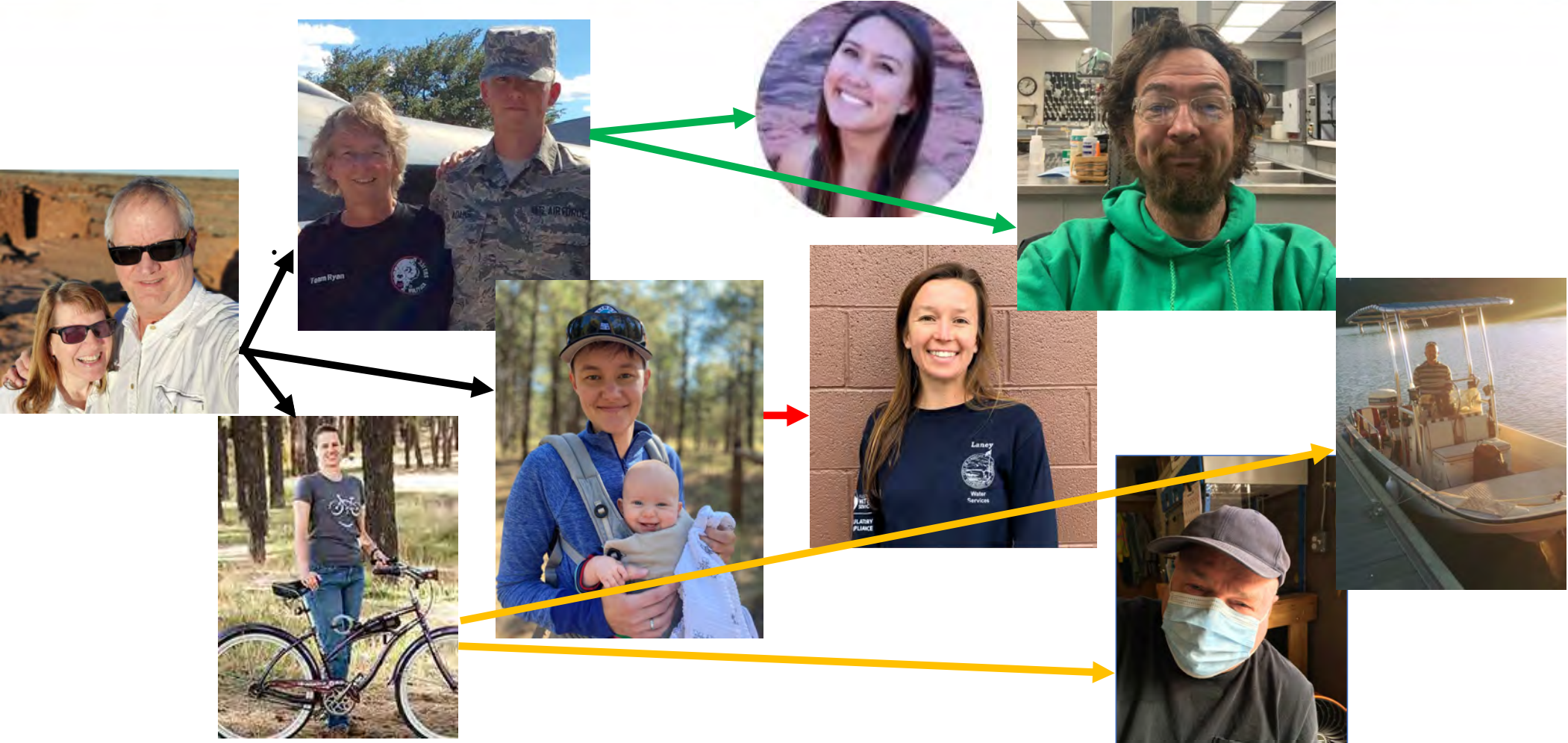


- \$1.1M Budget
- 20% Contractual





Regulatory Compliance





Regulatory Compliance



Drinking Water Lab

- Sampling and analysis to assure water is safe and compliant
- Address complaints to our drinking water system
- Reporting to State





Regulatory Compliance



Water Reclamation Lab

- Sampling and analysis of Wildcat Hill and Rio de Flag WRP
- Managing more than seven different permits with the State to keep plants in compliance
- Updating and submitting applications for new permits





Regulatory Compliance



Industrial Pretreatment Program

- Fats, Oil and Grease (FOG) Program
- Restaurant inspections and enforcement of oil/grease separators
- Protect sanitary sewer overflows (SSO) in collection system
- Permit Significant Industrial Users
- Manage Cross Connection Control Program



Flagstaff
Medical Center
Northern Arizona Healthcare



Mission
Linen Supply

• 1930 • 90 YEARS • 2020 •





Look at FY21



Strategic Plan Objectives

- Wildcat Solids Processing Capacity
- Flood Management – Spruce Ave Wash
- Increase Stormwater Maintenance
- Water and Sewer Infrastructure Replacement
- Address Critical Workforce Issues





Outreach



Want a quick and easy way to stay informed on Water Services projects?

Rio de Flag <https://www.flagstaff.az.gov/4189/Rio-De-Flag-Flood-Control-Project>

Coconino Estates <https://www.flagstaff.az.gov/4471/Coconino-Estates-Improvements>

Water Services <https://www.flagstaff.az.gov/4237/Capital-Improvement-Map>



Thank you

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Steve Camp, Regulatory Compliance Section
 Manager
Co-Submitter: Jolene Montoya
Date: 12/07/2020
Meeting Date: 02/23/2021



TITLE:

Discussion of Fats, Oil and Grease (FOG) manual and changes to the septage and grease receiving (Scavenger Waste) Program

DESIRED OUTCOME:

Water Services is proposing two changes to the City Code.

The first change will impact the food services industry with code changes to the requirements of oil/water separators and the adoption of a Fats, Oils and Grease (FOG) manual. The desired outcome is adoption by resolution of the draft FOG Manual to clarify the design and size of oil/water separators and require an electronic tracking system to document interceptor pump-out schedules.

The second will impact the septage and grease (also known as scavenger wastes) haulers that dispose at the Wildcat Hill Water Reclamation Plant with changes to the Scavenger Waster Program. The desired outcome is the adoption of changes to clarify rules for permitting and manifesting septic and grease haulers to protect our Wildcat Hill Water Reclamation Plant.

EXECUTIVE SUMMARY:

Water Services is proposing two changes to the City Code. The first will impact the food services industry with the adoption of a Fats, Oils and Grease (FOG) manual. The second will impact the septage and grease haulers that dispose at the Wildcat Hill Water Reclamation Plant with changes to the Scavenger Waster Program.

Adoption of the FOG manual includes changes to the City's code 7-02-001-0014 and will help to clarify the sizing and maintenance of oil/water interceptors. The FOG manual will provide a much-needed guide for City staff and customers in the food handling industry, such as commercial restaurants and other commercial facilities that require an interceptor. The manual will set the expectations for sizing, installation, and maintenance criteria for oil/water and lint separators. Additionally, the manual will allow enforcement of substandard interceptors that can cause blockages in City sewer lines and sewer overflows.

Scavenger wastes include grease and septage disposed at the Wildcat Hill Water Reclamation Plant (WRP). Flagstaff Water Services is proposing changes to the scavenger wastes, found in Flagstaff City code 7-02-001-0042 which includes revising the permits issued by Flagstaff Water Services to scavenger waste haulers and revising the reporting manifests that are used to track wastes disposed at Wildcat Hill

WRP. Code changes are needed to assure the plant remains in compliance with existing permits and code. These changes will only impact scavenger waste haulers that discharge to the Wildcat Hill WRP, which is the only facility in the area that accepts grease and septage.

Flagstaff Water Services has reached out to the food services industries and scavenger waste haulers by direct Email, a notice published in the Arizona Daily Sun, information published on Flagstaff Water Services website, and a presentation to the Water Commission. Staff also had an on-line public meeting to answer public questions/comments.

Making these recommended code changes will serve to benefit all affected businesses in that it brings clarity to what must be done to meet code, and the changes will ensure staff's consistency in administering the program.

INFORMATION:

The City of Flagstaff has a FOG program to minimize grease and oil generated from restaurants and food establishments from clogging and impeding flow in the City sewage collection system, which can and does lead to sanitary sewer overflows. The City requires interceptors to collect and remove grease from these businesses for waste streams prior to reaching the City collection system. The interceptors must be designed and operated correctly to be effective. They require periodic pump-out and inspections as part of a regular maintenance program. The City has a voluntary electronic reporting system to verify interceptors have been properly pumped and maintained. All businesses using the system have been found to be in compliance during a recent investigation of sanitary sewer overflows. Other businesses, not using the electronic reporting system, were inspected after a sanitary sewer overflow and were found to have grease making its way to the sewage collection system.

The City accepts septage and grease at its Wildcat Hill Water Reclamation Plant from businesses in and around Flagstaff. These include septic sludge pumped from homes throughout Coconino County, such as Oak Creek Canyon, Doney Park, and Williams and grease from a 20-mile radius of the City limits. These loads can contain materials that may cause a plant upset. City code changes are needed to require additional permitting and tracking requirements to help prevent materials from entering the plant that can cause harm and help identify which haulers may be bringing in such loads.

Attachments: [Proposed changes to scavenger waste code](#)
 [Draft FOG Manual](#)
 [Proposed changes to Code for FOG Manual](#)
 [FOG presentation](#)
 [Scavenger Waste Presentation](#)

7-02-001-0042.1 SCAVENGER WASTE AND GREASE HAULERS

- A. Scavenger Waste is defined as sewage or human excreta that is removed from a septic tank or other on-site wastewater treatment facility, privy, sewage vault, river can, rocket can, or fixed or transportable chemical toilet or other similar units.
- B. Grease is defined as Fats, Oils and Grease (FOG); organic polar compounds derived from animal and/or plant sources as detectable in cooking oils, food scraps containing grease, butter or oil, lard or tallow, meat fat, grease and juices, gravies, sauces, shortening and dairy products.
- C. Authorized Scavenger Waste Haulers. Only scavenger wastes generated within Coconino County shall be authorized to discharge into the sewerage system.
 - 1. The Water Services Director shall require haulers of scavenger waste to obtain a scavenger waste discharge permit.
 - 2. Septage haulers shall not discharge mixed loads of grease and septic tank or scavenger waste or any other type of waste. Scavenger waste haulers may discharge loads only at locations designated by the Director and at such times as are established by the Director. The Director may collect samples of each hauled load to ensure compliance with applicable standards. The Director may require the scavenger waste hauler to provide a waste analysis of any load prior to discharge. The discharge of hauled septic tank waste is subject to all other requirements of this chapter.
 - 3. The Director shall establish hours for operation and acceptance for discharging of scavenger waste. The hours of operation shall be available on the Flagstaff Water Services web site and posted at the entrance gate of the water reclamation plant.
 - 4. Septage haulers are required to weigh in before and after discharging to the water reclamation plant or POTW, provided a scale is available.
 - 5. Discharge of scavenger waste at hours other than those established by the Director shall be at the discretion of the plant operator and will be subject to a fee set forth in section 3-10-001-0008
 - 6. Scavenger waste haulers must provide a completed City waste-tracking or manifest form for every load, prior to entering the water reclamation plant. This form shall include, at a minimum, the name and address of the waste hauler, permit number, truck identification, names, addresses and phone number of sources of waste, and volume and characteristics of waste. Scavenger waste haulers shall maintain records of all waste-tracking or manifest forms for at least five (5) years.
- D. Authorized Grease Haulers. Grease will only be accepted for discharge into the designated grease receiving station from generators that have written acceptance by the Director and will be subject to the following conditions:
 - 1. The Director shall require grease haulers to obtain a scavenger waste discharge permit.
 - 2. Grease haulers shall not discharge mixed loads of grease and septic tank or scavenger waste or any other type of waste. Grease haulers may discharge loads only at locations designated by the Director and at such times as are established by the Director. The Director may collect samples of each hauled load to ensure compliance with applicable standards. The Director may require the grease hauler to provide a waste analysis of any load prior to discharge. The discharge of hauled grease is subject to all other requirements of this chapter.
 - 3. The Director shall establish hours for operation and acceptance for discharging of grease. The hours of operation shall be available on the Flagstaff Water Services web site and posted at the entrance gate of the water reclamation plant.
 - 4. Grease haulers are required to weigh in before and after discharging to the water reclamation plant or POTW, provided a scale is available.

5. Discharge of grease at hours other than those established by the Director shall be at the discretion of the plant operator and will be subject to a fee set forth in section 3-10-001-0008.
6. Grease haulers must provide a completed City waste-tracking or manifest form for every load, prior to entering the water reclamation plant. This form shall include, at a minimum, the name and address of the grease hauler, permit number, truck identification, names, addresses and phone number of sources of waste, and volume and characteristics of waste. Grease haulers shall maintain records of all waste-tracking or manifest forms for at least five (5) years.

7-02-001-0042.2 SCAVENGER WASTE DISCHARGE PERMITS.

- A. All authorized persons or companies, as defined in section 7-02-001-0042, wishing to discharge scavenger wastes or grease must first obtain a scavenger waste discharge permit for each vehicle that will haul scavenger waste or grease from the Director. Vehicle permit applications shall be provided by the City and must include the following information:
 1. Business Name
 2. Business Phone Number
 3. Name of Business Owner or Responsible Party
 4. Business Physical Location
 5. Business Mailing Address
 6. Business Email Address
 7. Name(s) of Operator(s)
 8. Operator Phone Number(s)
 9. Vehicle Information
 - a. Year/Make/Model
 - b. License Plate Number/State
 - c. Tank Capacity
 - d. Type of Hauled Waste(s)
 - e. ADEQ License Number
 10. Any additional information as required to meet applicable Federal and/or State regulations or as deemed necessary to prevent incidences of overloading, interference or pass-through at the water reclamation plant and/or interference, damage, etc., to the wastewater collection systems.
- B. The permit provided for in this section shall be issued by the Director to all applicants who comply with the terms and conditions set forth in this section as follows:
 1. For each vehicle utilized for the transportation of scavenger wastes or grease for disposal into the sewerage system, payment or prorated portion of the annual fee as established per City Code Section 3-10-001-0008 License Fees.
 2. Once permits are obtained, all waste haulage equipment operated by companies with permits shall be registered with the Management Services Division and shall submit documentation that fee has been paid and shall be identifiable by display of the license plate number.

3. The permit issued as provided for in this section shall expire January 2nd of each year and not more than one (1) year after the date of issue. It shall be the responsibility of the hauler to seek renewal of their permit, at least thirty (30) days prior to the expiration date.
 4. Noncompliance with any part of this section or subsequent regulations shall subject the permit holder to revocation of permit to utilize the services of the City sewerage system for disposal of scavenger wastes or grease. Reissuance of permit to discharge after revocation shall be at the discretion of the Director and may be subject to such conditions as deemed appropriate.
 5. The Director may establish regulations as are deemed necessary to control the discharge of scavenger wastes so as to prevent incidences of overloading, interference or pass-through at the water reclamation plant and/or interference, damage, etc., to the wastewater collection systems. All discharges shall comply with the Prohibited Substances restrictions set forth in Section 7-02-001-0007.
 6. The water reclamation plant does not accept hazardous waste as defined by the Resource Conservation and Recovery Act and the Code of Federal Regulations.
 7. The waste hauler will be financially responsible for any damage to, or interference with the Publicly Owned Treatment Works (POTW), or for any expense to the City (including testing) caused by the discharge from the hauler. The waste hauler and/or generator will be charged for all expenses in monitoring and handling their discharge.
 8. Waste haulers may not discharge unless a plant operator is present and has approved the discharge. The operator may refuse to accept any discharge if it is suspected to contain wastes which are considered unacceptable to the City water reclamation plants.
 9. The waste hauler shall have sampling taps or outlets (as approved by the Water Services Division) on each truck for proper sampling of contents. The waste hauler shall be subject to random sampling/monitoring by the City.
 10. Waste haulers will position their trucks at the direction of the plant operator to prevent spills. Any traces of the hauler's discharge must be removed by the hauler immediately.
 11. Waste haulers shall not bypass any control device while discharging to the City Water Reclamation Plant or POTW.
 12. Waste haulers cleaning trucks at the water reclamation plant shall be subject to a truck clean out fee set forth in section 3-10-001-0008. Truck cleanout shall be empty prior to clean out. Septic tank and scavenger waste haulers shall be subject to the enforcement guides set forth in Section 7-02-001-0019.
 13. Provision of false information by either the generator or the hauler shall also be considered a violation of this Code and subject to the provisions of Sections 7-02-001-0017 and 7-02-001-0019.
- C. The Director may revoke a permit for any of the following actions or inactions by the permittee:
1. Disposing hauled waste at any location not designated or approved by the Director.
 2. Misrepresenting or failing to fully disclose all relevant facts in the waste hauler discharge permit application.
 3. Falsifying information provided on waste tracking forms or waste disposal manifests.
 4. Failure to provide a waste tracking form or waste disposal manifest.
 5. In the event that the City implements an electronic or web-based a waste tracking form or waste disposal manifest reporting system, all reports shall be submitted on this system.

6. The hauler shall be responsible for any fees associated with an electronic or web-based reporting system.
7. Tampering with samples collected from waste loads.
8. Refusing to allow the Director timely access to the facility premises or records.
9. Failing to meet effluent requirements.
10. Failing to pay fines or penalties.
11. Failing to pay waste disposal charges.
12. Failing to complete a waste hauler discharge permit application.
13. Violating any general or specific permit condition or requirement, or any terms of the waste hauler discharge permit or this section.



CITY OF
FLAGSTAFF
SERVICE AT A HIGHER ELEVATION

Fats, oils and grease (FOG)
Discharge Control Manual

Draft
November 2019

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Section 1: Purpose and General Provisions

1.1 Statement of Purpose

The purpose of this manual is to enhance beneficial public use of the City of Flagstaff, AZ sewer facilities, prevent blockages of sewer lines resulting from discharges of fats, oils, grease (FOG) and other constituents to the sewer facilities. This manual specifies appropriate FOG requirements for Food Service Establishments (FSEs) and/or property owners where they are located and supports such entities in implementing a cost-effective FOG abatement program. The manual establishes quantity and/or quality standards on all wastewater and/or waste discharges containing FOG as these cause or contribute to the occurrence of sanitary sewer overflows (SSOs), affect treatment plant operations, and increase publicly owned treatment works costs.

In accordance with Title 40, Code of Federal Regulations (40 CFR), Part 403 and the Flagstaff City Code, Chapter 7-02 Wastewater Regulations, Section 7-02-001-0014, as amended, the City of Flagstaff (hereafter called City) is authorized to determine the compliance status of all FSE/property owners with respect to their discharge of FOG (either vegetable or animal origin) either directly or indirectly into the City's wastewater collection system.

The following rules reflect requirements of the State and Federal government, including the Flagstaff City Code, Chapter 7-02 Wastewater Regulations, Section 7-02-001-0014, as amended, and the City's Arizona Pollution Discharge Elimination System (AZPDES) permit issued by the State of Arizona Department of Environmental Quality (ADEQ). The purpose of these rules is to set forth uniform requirements for users of the City's wastewater collection and treatment system in order to enable the City to comply with all applicable State and Federal laws required by the Federal Water Pollution Control Act, as amended, and by requiring commercial and industrial users to comply with the General Pretreatment Regulations in 40 CFR Part 403, as amended.

1.2 Applicability

The following regulations apply to all food service establishments (FSEs) and properties where FSEs are located, both commercial and/or industrial, having any type of process providing food and/or drink for consumption or manufacturing process that includes the use of or discharge of FOG.

Any pretreatment systems or grease interceptors used to treat FOG shall be approved by the City and shall be designed, constructed, installed and maintained such that they comply with all applicable Federal, State and/or City discharge limits and with all City policies and rules, as amended.

1.3 Disclaimer

Any reference contained in this Manual to a specific product, type of product, process or service does not constitute or imply an endorsement by the City of that specific product, type of product, process or service.

Section 2: Definitions

2.1 **Best Management Practices (BMP);** Schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce the introduction of pollutants, including Fats, Oils and Grease (FOG) to the sewer facilities.

- 2.2 **Change in Operations;** Any change in the ownership, food types, operational procedures, pretreatment devices or plumbing at an FSE/property.
- 2.3 **Commissary;** a base of operations for all mobile food establishments.
- 2.4 **Discharger;** Any establishment that discharges or causes a discharge of wastewater directly or indirectly to a public sewer.
- 2.5 **Effluent;** Any liquid outflow from the food service establishment that is discharged to the sewer.
- 2.6 **ERP;** the City's approved enforcement response plan.
- 2.7 **Fats, Oils and Grease (FOG);** organic polar compounds derived from animal and/or plant sources as detectable in cooking oils, food scraps containing grease, butter or oil, lard or tallow, meat fat, grease and juices, gravies, sauces, shortening and dairy products.
- 2.8 **Food Service Establishment (FSE);** Facilities maintained, used, or operated for the purpose of storing, preparing, serving, manufacturing, packaging, or otherwise handling food for sale to other entities, or for consumption by the public, its members, residents, students or employees, and which has any process or device that uses or produces FOG, or grease, vapors, steam, fumes, smoke or odors, including any real property on which the FSE is located.
- 2.9 **Food Waste Disposer, Food Grinder or Garbage Grinder (FWD);** Any device installed in the plumbing or sewage system for the purpose of grinding food waste or food preparation waste.
- 2.10 **Grab Sample;** A sample taken from a waste stream on a one-time basis without regard to the flow in the waste stream and without consideration of time.
- 2.11 **Gravity Grease Interceptor (GGI);** A multi-compartmental plumbing apparatus or appliance, constructed in differing sizes, installed underground and outside the FSE, connected to a sanitary drainage system to intercept FOG from a wastewater discharge and is identified by liquid volume, thirty-minute retention time, baffle(s), a minimum of two compartments, and gravity separation.
- 2.12 **Grease interceptor;** Any gravity grease interceptor, hydromechanical grease interceptor or other mechanism, device, or process, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap or collect FOG prior to it being discharged into the sewer system. Grease interceptors may also include any other proven physical method to reduce FOG subject to the approval of the City.
- 2.13 **Hot Spots;** Public sewer lines or lift stations that have experienced sanitary sewer overflows or that must be cleaned or maintained frequently to avoid blockages of the public sewer system.
- 2.14 **Hydromechanical Grease Interceptor (HGI);** A plumbing apparatus or appliance typically installed inside an FSE in a sanitary drainage system to intercept FOG from the wastewater discharge, and is identified by flow rate, separation and retention efficiency. The design incorporates air entrainment, hydromechanical separation, interior baffling, and/or barriers in combination or separately, and one of the following:
- Type A: External flow control, with air intake (vent): directly connected;
 - Type B: External flow control, without air intake (vent): directly connected;
 - Type C: Without external flow control, directly connected;
 - Type D: Without external flow control, indirectly connected.
- 2.15 **Interference;** Any discharge which, alone or in conjunction with discharges from other sources, inhibits or disrupts the City sewer system, treatment processes or operations; or is a cause of

violation of the City's NPDES permit or discharge requirements or prevents lawful biosolids use or disposal.

- 2.16 **IPC**; International Plumbing Code
- 2.17 **Jetting**; high pressure water or steam used for cleaning or unblocking piping
- 2.18 **Limited Food Preparation Establishment**; An FSE/property engaged only in reheating, hot holding or assembly of ready to eat food products with no wastewater discharge. A limited food preparation establishment does not include any operation that changes the form, flavor, or consistency of food, nor are any clean-up processes performed.
- 2.19 **Manifest**; The receipt which is retained by the generator of wastes for disposing of recyclable wastes or liquid wastes as required by the City.
- 2.20 **MS4**; Municipal Separate Storm Sewer System.
- 2.21 **New Construction**; Any structure planned or under construction for which a sewer connection permit has not been issued.
- 2.22 **NPDES**; National Pollutant Discharge Elimination System; the permit issued to control the discharge of liquids or other substances to surface waters of the United States as detailed in Public Law 92-500, Section 402.
- 2.23 **Participating Pumper**; A scavenger waste hauler meeting the criteria of the Participating Pumper Program in the event one is established by City.
- 2.24 **Person**; Any individual, partnership, firm, association, corporation or public agency, including the State of Arizona and the United States of America.
- 2.25 **POTW**; Publicly Owned Treatment Works. Inclusive term for a treatment plant and collection infrastructure involved in delivering and treating domestic sewage.
- 2.26 **Property Owner**; The legal owner of the physical space at which an FSE is located.
- 2.27 **Public Sewer**; A sewer owned and operated by the City, or other local public agency, which is tributary to the City sewer facilities.
- 2.28 **Pumper**; A scavenger waste hauler who removes and disposes of FOG from grease interceptors, or performs activities that may discharge FOG to the public sewer (i.e., FSE line maintenance , or jetting).
- 2.29 **Remodeling**; Changes at an FSE/property involving any one or combination of the following: (1) any change in plumbing; (2) any increase in the net public seating area; (3) any change in the size of the facility and/or kitchen area; or (4) any change in the size or type of food preparation equipment; (5) changing and/or replacing any grease interceptor.
- 2.30 **Sample Point**; A location approved by the City, from which wastewater can be collected that is representative in content and consistency of the entire flow of wastewater being sampled.
- 2.31 **Sampling Facilities/Inspection Port**; Structure(s) provided at the user's expense for the City or user to measure and record wastewater constituent mass, concentrations, collect a representative sample, or provide access to plug/terminate the discharge.
- 2.32 **Scavenger Waste Permit**; A permit issued by the City, subject to the requirements and conditions established by the City, authorizing a pumper to perform FOG abatement activities within the City's jurisdiction.

- 2.33 **Sewer Facilities or System;** Any and all facilities used for collecting, conveying, pumping, treating, and disposing of wastewater and sludge.
- 2.34 **Sludge;** Any solid, semi-solid or liquid decant, subnate or supernate from a manufacturing process, utility service, or pretreatment facility.
- 2.35 **SSO;** Sanitary Sewer Overflow
- 2.36 **Waste;** Sewage and any and all other waste substances, liquid, solid, gaseous or radioactive, associated with human habitation or of human or animal nature, including such wastes placed within containers of whatever nature prior to and for the purpose of disposal.
- 2.37 **Waste Hauler;** Any person carrying on or engaging in vehicular transport of waste as part of, or incidental to, any business for that purpose.
- 2.38 **Waste Minimization Practices;** Plans or programs intended to reduce or eliminate discharges to the sewer system or to conserve water, including, but not limited to, product substitutions, housekeeping practices, inventory control, employee education, and other steps as necessary to minimize wastewater produced.
- 2.39 **Wastewater;** The liquid and water-carried wastes of the community and all constituents thereof, whether treated or untreated, discharged into or permitted to enter a public sewer.

Section 3: Prohibitions

- 3.1 No person (FSE owner/operator) shall discharge or cause to be discharged into the sewer system FOG that may accumulate and cause obstruction to the flow or contribute to blockages in the sewer system or at the sewer lateral that connects the FSE/property to the sewer system.
- 3.2 No person (FSE owner/operator) shall discharge wastewater with temperatures in excess of one hundred forty (140°F) to any grease interceptor. When needed, a cold water regulator must be installed prior to the grease interceptor in order to achieve temperatures below 140°F.
- 3.3 No person (FSE owner/operator) shall use any additives (including but not limited to enzymes, bacteria, solvents, surfactants, caustics, acids or emulsifiers) for the purpose of emulsifying FOG or passing FOG through a grease interceptor.
- 3.4 No person (FSE owner/operator) shall dispose of waste cooking oil into any drainage pipe. All waste cooking oils shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal.
- 3.5 Wastes from toilets, urinals, or any other restroom area fixture/drain containing fecal materials is prohibited from being discharged to a grease interceptor and must be discharged directly to the sanitary sewer system.
- 3.6 Food waste disposers/garbage grinders (FWD) are prohibited.
- 3.7 Discharge of waste (including FOG and solid materials removed from grease interceptors), passive or actively (also known as “jetting”), to the sewer system is prohibited. FSE/property owners will be held financially responsible for jetting activities occurring on their property that discharge FOG or cause SSOs or other downstream obstructions to the sanitary sewer.
- 3.8 Unless approved by the City, FOG removed from grease interceptors is prohibited from remaining at the FSE/property owner’s site. FSE owner/operators shall have waste hauled offsite as part of their operation and maintenance requirements.

- 3.9 FOG-laden wash water from any clean-up process at an FSE/property is prohibited from being discharged to the MS4.
- 3.10 Owner/operators of mobile restaurants, food stands and coffee kiosks are prohibited from discharging any cooking process or clean-up wastewater to the MS4. Any wastewater must be discharged to a grease interceptor at the restaurateur's commissary. The activities of "stacking" and/or "decanting" are prohibited. Any person (pumper, property owner or FSE operator) engaging in such practices shall be subject to the enforcement provisions in Section 9 of this manual.
- 3.11 Discharging Grey water from inside a vacuum truck (decanting) into a grease interceptor, public sewer or MS4 is prohibited.
- 3.12 Flushing previous contents from a vacuum truck into the next grease interceptor serviced in order to transport less material in the truck (stacking) is prohibited.

Section 4: Owners/Operators of FSEs Shall Meet the Following Pretreatment Requirements

- 4.1 Unless granted a waiver (see Section 9), all FSEs/Property Owners are required to install, operate and maintain an approved and adequately sized grease interceptor capable of maintaining compliance with the objectives of this manual. The grease interceptor shall be adequate to separate and remove FOG contained in wastewater discharges from FSE/property prior to discharge to the sewer system and enable the FSE/property owner to sustain a realistic and manageable site specific FOG abatement maintenance program as defined and set by the City.
- 4.2 Unless otherwise approved by the City, all fixtures, equipment, and drain lines located in the food preparation, alcohol service, clean-up and food service areas of an FSE/property shall be connected to a grease interceptor. Fixtures required to connect to a grease interceptor shall include but are not limited to pot sinks, pre-rinse sinks, hand sinks, prep sinks, dishwashers, soup kettles, braising pans, wok ranges, mop sinks, floor sinks, floor drains, and wastewater generated from exhaust fan hood cleaning operations.
- 4.3 Grease interceptors shall be subject to the requirements of section 5 of this manual and sized and selected in accordance with Appendix A: Grease Interceptor Sizing and Selection.
- 4.4 Commissary's must have a grease interceptor sized to handle the loading from their own kitchen operations as well as all permitted mobile food trucks that are approved for discharge at their specific location. The grease interceptor shall be determined in accordance with Appendix A: Grease Interceptor Sizing and Selection.
- 4.5 On or after the effective date of this manual the City may require an existing FSE/property owner to install, operate and maintain a new grease interceptor that complies with the requirements of this manual or to modify, repair or replace a non-compliant grease interceptor within 90 days of written notification by the City when any one or more of the following conditions exist:
 - 4.5.1 The facility is found to be contributing FOG to the collection or POTW systems;
 - 4.5.2 The facility does not have a grease interceptor;
 - 4.5.3 The facility has an undersized or defective grease interceptor;
 - 4.5.4 Remodeling of the food service areas, kitchen waste plumbing or seating capacity is performed, which requires a building and/or plumbing permit to be issued by the City;

- 4.5.5 The facility changes their menu;
 - 4.5.6 The existing facility is sold or undergoes a change of ownership; and/or
 - 4.5.7 The existing facility does not have plumbing connections to a grease interceptor in compliance with the requirements of current building codes or with this manual.
- 4.6 No landscaping or obstructions are allowed within three (3) feet of any access points or manhole covers of any grease interceptor located outside the FSE. Any grease interceptor located inside the facility must be free from obstructions or barriers to access.

Section 5: Installation, Operation and Maintenance Standards for Grease Interceptors

- 5.1 Unless otherwise approved, GGIs shall not be installed. When approved by the City for installation (see Appendix B: Alternate Grease Interceptor Approval Request Form), GGIs shall be designed and tested in accordance with IAPMO/ANSI Z1001. GGIs shall be made from materials that are compatible with a pH of 3. GGIs made from materials that are subject to corrosion such as concrete or steel, shall be lined or coated with a durable material approved by the City that is compatible with a pH of 3 and that cannot be easily penetrated, scraped away or removed. Acid Resistant Enamel (A.R.E) coatings are not acceptable. GGIs shall have inlet and outlet connections inside the tank, that are open-topped and extend at least five (5) inches above the liquid surface, allowing for visual inspection of influent and effluent. Inlet fittings shall extend below the liquid surface and outlet fittings shall extend to within 12 inches of the floor of the tank. Installation of GGIs shall be in accordance with manufacturers installation instructions. Sizing of GGIs shall be in accordance with Appendix A: Grease Interceptor Sizing and Selection.
- 5.2 Unless otherwise approved, AGRUs shall not be installed. When approved for installation (see Alternate Grease Interceptor Approval Request Form), AGRUs must be designed and tested in accordance with ASME A112.14.4 and/or CSA B481.5. Installation shall be in accordance with manufacturers installation instructions. Sizing of AGRUs shall be in accordance with Appendix A: Grease Interceptor Sizing and Selection.
- 5.3 HGIs must be designed and tested in accordance with ASME A112.14.3, PDI G101 and/or CSA B481.1. HGIs shall be made from materials that are compatible with a pH of 3. HGIs made from materials that are subject to corrosion such as steel, shall be lined or coated with a durable material approved by the City that is compatible with a pH of 3 and that cannot be easily penetrated, scraped away or removed. Acid Resistant Enamel coatings (A.R.E) are not acceptable. Installation of HGIs shall be in accordance with manufacturers installation instructions. Sizing of HGIs shall be in accordance with Appendix A: Grease Interceptor Sizing and Selection.
- 5.4 Grease interceptor covers shall be secured in place at all times with tamperproof fasteners or shall be constructed of cast iron frame and cover weighing at least 70 pounds. When buried, covers shall be flush with grade. For indoor buried installations, covers shall be rated for pedestrian traffic and be installed in accordance with manufacturers instructions. For outdoor installations in non-vehicle traffic areas, covers shall be rated for light duty (2,500 – 16,000 lbs). For outdoor installations in vehicle traffic areas, covers shall meet AASHTO M306 H20/HS20.
- 5.5 Modification of a grease interceptor or components of a grease interceptor is not allowed unless approved by the City.

- 5.6 All grease interceptor's shall be maintained in efficient and proper working operation at all times by the owner at the owner's expense and shall include removal of both floatable solids, FOG and settleable solids collected in the grease interceptor along with cleaning the walls and baffles of the device. The maintenance frequency shall be established such that FOG or food solids do not leave the grease interceptor and enter the sanitary sewer collection system.
- 5.7 Self-cleaning by the owner and/or operator of an establishment is not allowed unless approved by the City (see Appendix C: Alternate Maintenance Approval Request). Only hydromechanical grease interceptors (HGI) with a liquid volume of less than 100 gallons may be considered for self-cleaning. When approved, the owner and/or operator of an establishment shall comply with the requirements for cleaning and disposal in accordance with Appendix C.
- 5.8 Frequency of cleaning will be determined on an individual basis by the City based on Appendix A: Grease Interceptor Sizing and Selection. The pumpers, FSEs and property owners are responsible for requesting a FOG inspection for changes or alterations to the cleaning schedule. Such changes/alterations must be approved by the City before being enacted. If no maintenance frequency has been set by the City, the following minimum service frequencies shall apply:
 - 5.8.1 The maximum amount of time between pump outs for a grease interceptor with liquid volume less than 100 gallons shall be no more than 30 days.
 - 5.8.2 The maximum amount of time between pump outs for a grease interceptor with liquid volume between 100 and 500 gallons shall be no more than 60 days.
 - 5.8.3 The maximum amount of time between pump outs for a grease interceptor with liquid volume greater than 500 gallons shall be no more than 90 days.
- 5.9 When cleaning a grease interceptor, the following shall apply:
 - 5.9.1 Remove cover(s)
 - 5.9.2 Remove all fats, oils, and grease (FOG), solids, food debris, and wastewater
 - 5.9.3 Scrub and spray off all internal surfaces from the build-up of FOG or other residual materials
 - 5.9.4 Inspect all internal components, replace anything missing or broken and ensure flow control device is installed if applicable
 - 5.9.5 Refill with fresh water
 - 5.9.6 Replace cover(s)
 - 5.9.7 Enter the required information on the maintenance log
 - 5.9.8 Fill out and submit Appendix D: Pump-out Report to the City.
- 5.10 FOG or solids that have accumulated in the grease interceptor shall not be allowed to pass into any sewer lateral, sewer system, MS4 or public right of way during maintenance activities (i.e. jetting). The FSE/property owner shall be responsible for the proper removal and disposal, by appropriate and legal means, of the captured material and shall maintain records of the dates, amounts and means of disposal, all of which are subject to review by the City at any time.
- 5.11 It is the FSE/property owner's responsibility for performing routine self-inspection of grease interceptors on premises to ensure they are in proper functioning order.
- 5.12 It is the responsibility of the FSE/property owner for opening and closing a grease interceptor or for assisting City staff in performing same for inspection purposes.

- 5.13 Written documentation via a standardized manifest or invoice shall be kept at the FSE premises and/or be readily available for a period of at least two (2) years for inspection by the City.
- 5.13.1 In the event that the City implements an electronic or web-based reporting system, all Pump-Out reports shall be submitted on this system.
- 5.13.2 The FSE shall be responsible for any fees associated with an electronic or web-based reporting system.
- 5.14 When temporarily closing or for future TI space installations, grease interceptors shall be pumped out in accordance with section 5.9 of this manual and refilled with water.
- 5.15 When permanently closing or transferring ownership, the FSE/property owner shall have the grease interceptor cleaned in accordance with section 5.9 of this manual and refilled with water.
- 5.16 When abandoning a grease interceptor in place, the following shall apply:
- 5.16.1 A grease interceptor that has been abandoned or has been discontinued otherwise from further use, or to which no waste or soil pipe from a plumbing fixture is connected, shall have the FOG and solids removed therefrom and be completely filled with earth, sand, gravel, concrete, or other approved material.
- 5.16.2 The top cover(s) over the grease interceptor shall be removed before filling, and the filling shall not extend above the top of the vertical portions of the sidewalls or above the level of the outlet pipe until inspection has been called and the grease interceptor has been inspected. After such inspection, the grease interceptor shall be filled to the level of the top of the ground.
- 5.16.3 The final condition of an abandoned in place grease interceptor shall be approved by the city.

Section 6: Participating Pumper Program (PPP)

In the event the City implements a Participating Pumper Program, the following shall apply:

- 6.1 Contractors providing services for grease interceptor pump-out within the City service boundaries shall meet specified maintenance criteria established by the City which may, at a minimum, be more stringent but not exclusive of those for a regionally established Pumper Program.
- 6.2 Commercial, institutional and industrial FOG generators in the City should use a Participating Pumper for maintenance and cleaning. Participating Pumpers have signed written agreements with the city that standardize grease interceptor maintenance practices, disposal criteria and reporting requirements.
- 6.3 When FOG generators use a registered Participating Pumper, the pumper assumes responsibility for submitting the required and completed Pump-Out Report to the City and submitting the advance schedule notice, including any fees associated with an electronic or web-based system.
- 6.3.1 FSE/property owners that choose not to use a Participating Pumper, shall be responsible for all maintenance, cleaning, recording, and reporting requirements, including submission of Pump-out Reports and any fees associated with an electronic or web-based system.

- 6.4 Contractors providing services for grease interceptor pump-out within the City service boundaries must be registered with the City and shall meet the standards set forth by the Industrial Pretreatment section when the program is implemented. At a minimum, the following shall apply:
 - 6.4.1 Submit a list of facilities pumped out for baseline data collection;
 - 6.4.2 Adhere to the City pump-out schedule, performing service within five (5) business days of the FSEs scheduled service date;
 - 6.4.3 Notify the City of changes to any facility accounts within five (5) calendar days;
 - 6.4.4 Consistently notify the City of the weekly/monthly pump-out schedule and of any unscheduled changes at least the day prior to scheduled service;
 - 6.4.5 Accurately complete the FOG Pump-Out Report form and submit to the City and the FSE/property owner within five (5) business days;
 - 6.4.6 Perform FOG abatement activities that meet City standards in accordance with section 5.9 of this manual.
- 6.5 Failure to consistently meet the performance standards outlined in the Participating Pumper Program shall result in termination of the pumper from the program.
- 6.6 If the City implements an electronic data submission system, all pumpers providing grease interceptor maintenance activities within the City service boundaries shall be required to utilize such system for any required reporting form and/or data submissions.

Section 7: Plan Review Process

- 7.1 FSE/property owner plan submittal must include but is not limited to:
 - 7.1.1 A detailed sewer waste line plumbing plan
 - 7.1.2 Isometric drawing with pipe sizes, floor plans, fixture and drain detail
 - 7.1.3 The grease interceptor sizing worksheet from Appendix A: Grease Interceptor Sizing and Selection
 - 7.1.4 Available seating capacity
 - 7.1.5 Menu
 - 7.1.6 FSE owner's name & contact information.
- 7.2 Plans submitted without all required materials will be deemed incomplete and shall be returned without grease interceptor approval.

Section 8: Waiver Process

- 8.1 An FSE/property owner may obtain a waiver from the requirement to install a grease interceptor under the following conditions:
 - 8.1.1 The FSE/property owner is a Limited Food Preparation Establishment (single service kitchen with no food preparation) (heat/serve only) and uses only disposable service items and has no clean-up operations;

8.2 In the event that the FSE/property owner does not satisfy the conditions set forth in Section 9.1 at any time, the waiver shall be denied/revoked.

8.2.1 In the event that a waiver is denied or revoked an FSE/Property Owner is required to install, operate and maintain an approved and adequately sized grease interceptor capable of maintaining compliance with the objectives of this manual.

Section 9: Enforcement

9.1 Failure to comply with the provisions of this Manual is considered a violation of Flagstaff City Code, Chapter 7-02 Wastewater Regulations, and enforcement of this Manual shall be in accordance with the City's Enforcement Response Plan, Chapter 7-01.

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Appendix A: Grease Interceptor Sizing and Selection

The following shall apply to the sizing and selection of grease interceptors.

Gravity Grease Interceptors (GGI)

Unless otherwise approved, GGIs shall not be installed. When approved by the City for installation (see Alternate Grease Interceptor Approval Request Form), GGIs shall be made from materials that are compatible with a pH of 3. GGIs made from materials that are subject to corrosion such as concrete or steel, shall be lined or coated with a durable material approved by the City that is compatible with a pH of 3 and that cannot be easily penetrated, scraped away or removed. Acid Resistant Enamel (A.R.E) coatings are not acceptable.

The required capacity of gravity grease interceptors in total liquid volume, shall be determined by multiplying the peak drain flow into the interceptor in gallons per minute by a retention time of 30 minutes.



Automatic Grease Removal Units (AGRU)

When approved for installation (see Alternate Grease Interceptor Approval Request Form), AGRUs must be designed and tested in accordance with ASME A112.14.4 and/or CSA B481.5. Sizing shall be in accordance with Hydromechanical Grease Interceptor Sizing Step 1: Size by Flow Rate. Step 2: Size by Grease Production shall not apply to AGRUs.



Hydromechanical Grease Interceptors

HGIs must be designed and tested in accordance with ASME A112.14.3, PDI G101 and/or CSA B481.1. HGIs shall be made from materials that are compatible with a pH of 3. HGIs made from materials that are subject to corrosion such as steel, shall be lined or coated with a durable material approved by the City that is compatible with a pH of 3 and that cannot be easily penetrated, scraped away or removed. Acid Resistant Enamel coatings (A.R.E) are not acceptable. HGI sizing shall be in accordance with Step 1: Size by Flow Rate and Step 2: Calculate Grease Capacity.



Step 1: Size by Flow Rate

The minimum flow rate for a passive HGI may be calculated by either using pipe diameter or fixture volume using either a one-minute or two-minute drainage period. Use a one-minute drainage period when the interceptor is installed within 20 feet of directly connected fixtures and/or has indirectly connected fixtures. When the interceptor will be installed exterior to the building beyond 20 feet of the connected fixtures use a two-minute drainage period.

Fixture Volume Sizing

Use the following formula for sizing fixtures by volume with a 75% fill factor:

$$\left[\frac{L \times W \times H}{231} \right] \times 0.75 = \text{Fixture Capacity Gallons}$$

Fixture Capacity Gallons x 1 = one-minute drainage period (GPM)

Fixture Capacity Gallons x 0.5 = two-minute drainage period (GPM)

Example: three-compartment sink with each compartment being 18 x 24 x 12 inches

18 x 24 x 12 = 5184 cubic inches (in³)

5184 / 231 = 22.44 fixture capacity gallons

22.44 x 3 = 67.3 total fixture capacity gallons (three bowls)

67.3 x 0.75 = 50.4 total fixture capacity after loading factor (75%)

50.4 x 1 = 50 GPM one-minute drainage period

50.4 x 0.5 = 25 GPM two-minute drainage period

To determine the minimum required flow rate for the HGI, calculate the capacity of each fixture that will be connected and add the volumes together and use the appropriate drainage period. An appropriate HGI must be certified to meet the minimum flow rate as calculated. Multiple HGIs may be used separately or combined to meet the flow rate requirement.

It is advisable to use a one-minute drainage period when the HGI will be installed in the kitchen area near the fixtures being serviced. It is essential to use a one-minute drainage period when an indirectly connected fixture is connected to the grease interceptor. A two-minute retention time assumes only directly connected fixtures are routed to the interceptor. A two-minute drainage period will negatively affect the total time for draining fixtures and is often a complaint of owners.

Pipe Diameter Sizing

When the final configuration of kitchen fixtures in an establishment is unknown or to allow for the addition of fixtures in the future, the minimum interceptor volume may be determined by the diameter of the drainage pipe leading from the establishment according to Table 1:

Table 1

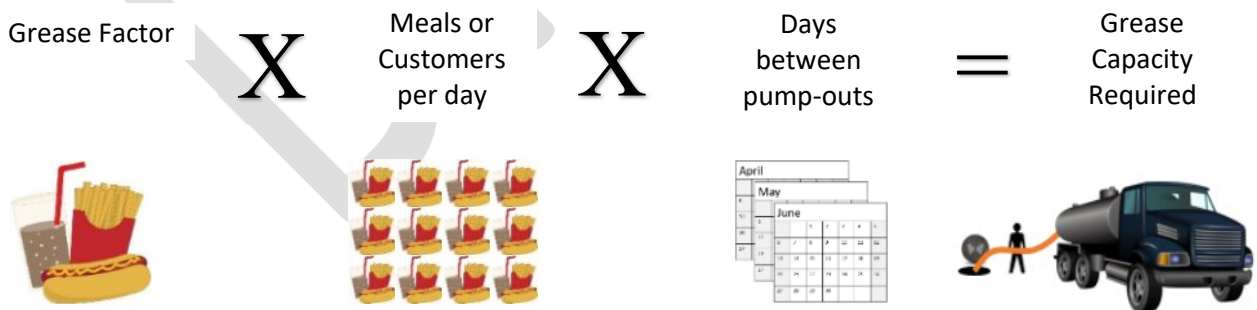
Pipe Size (inches)	Full-Pipe Flow (GPM) ¹	One-minute drainage period (GPM)	Two-minute drainage period (GPM)
2	20	20	10
3	60	75	35
4	125	125	75
5	230	250	125
6	375	400	200
8	426	500	250

1. 1/4 inch per foot based on Manning's formula with friction factor N = 0.012

When using pipe diameter sizing and the interceptor is installed inside the kitchen near the fixtures being serviced, it is advisable to use a one-minute drainage period to ensure the drainage time is not a nuisance. When installed in the kitchen near the fixtures being serviced and there is an indirectly connected fixture it is essential to use a one-minute drainage period. When installed exterior to the building, where the developed length of piping can be quite long, a two-minute drainage period will provide a satisfactory result in drainage times.

Step 2: Calculate Grease Capacity

Once the minimum flow rate has been established in Step 1, calculate the minimum grease storage capacity for the HGI required for the desired pump-out frequency as follows:



To determine the correct grease factor, using Table 2, select the menu type (1 through 30), then the correct column (A through D) for whether there is a fryer and whether the establishment uses disposable or washable plates, glasses, knives, forks and spoons (flatware).

Table 2

Type	Menu	Grease Factor ->	without Fryer without flatware	without fryer with flatware	with fryer without flatware	with fryer with flatware
			A	B	C	D
1	Bakery	0.025	0.025	0.0325	0.035	0.0455
2	Bar and Grille	0.005	0.005	0.0065	0.025	0.0325
3	Barbeque	0.025	0.025	0.0325	0.035	0.0455
4	Breakfast Bar - Hotel	0.005	0.005	0.0065	0.025	0.0325
5	Buffet	0.035	0.035	0.0455	0.058	0.075
6	Burger and fries, fast food	0.025	0.025	0.0325	0.035	0.0455
7	Cafeteria	0.025	0.025	0.0325	0.035	0.0455
8	Caterer	0.005	0.005	0.0065	0.025	0.0325
9	Chinese	0.035	0.035	0.0455	0.058	0.075
10	Coffee shop	0.025	0.025	0.0325	0.035	0.0455
11	Convenience Store	0.005	0.005	0.0065	0.025	0.0325
12	Deep fried Chicken / seafood	0.035	0.035	0.0455	0.058	0.075
13	Deli	0.005	0.005	0.0065	0.025	0.0325
14	Family Restaurant	0.005	0.005	0.0065	0.025	0.0325
15	Frozen Yogurt	0.005	0.005	0.0065	0.025	0.0325
16	Greek	0.005	0.005	0.0065	0.025	0.0325
17	Grocery Bakery	0.005	0.005	0.0065	0.025	0.0325
18	Grocery Deli	0.025	0.025	0.0325	0.035	0.0455
19	Grocery Meat Department	0.025	0.025	0.0325	0.035	0.0455
20	Ice Cream	0.025	0.025	0.0325	0.035	0.0455
21	Indian	0.005	0.005	0.0065	0.025	0.0325
22	Italian	0.025	0.025	0.0325	0.035	0.0455
23	Mexican, fast food	0.025	0.025	0.0325	0.035	0.0455
24	Mexican, full fare	0.035	0.035	0.0455	0.058	0.075
25	Pizza	0.025	0.025	0.0325	0.035	0.0455
26	Religious Institution	0.005	0.005	0.0065	0.025	0.0325
27	Sandwich shop	0.005	0.005	0.0065	0.025	0.0325
28	Snack Bar	0.005	0.005	0.0065	0.025	0.0325
29	Steak and seafood	0.035	0.035	0.0455	0.058	0.075
30	Sushi	0.005	0.005	0.0065	0.025	0.0325

Example: Fast food burgers and fries, with fryer, with disposable flatware, serving 300 meals per day

Grease factor from Table 3: $\frac{6C}{100} = 0.035$ pounds per meal

Average meals per day = 300

Grease Storage Capacity Calculation	Daily ¹	90 days
Grease Produced (lbs)	10.5	945

¹multiply average meals per day times grease factor for daily, then times 90 days for total amount produced per quarter

The correctly sized and selected grease interceptor will have the minimum flow rate determined in Step 1 and the grease storage capacity calculated in Step 2. Multiple grease interceptors may be installed to satisfy the minimum flow rate requirement, the minimum grease storage capacity, or both.

Grease interceptors certified to meet a Rated Grease Capacity or the minimum requirements of ASME A112.14.3, CSA B481, and/or PDI G101, shall have the flow rates and minimum grease storage capacities as listed in Table 3:

Table 3

HGI Flow Rate	Minimum Grease Storage Capacity ² (lbs)
20	40
25	50
35	70
50	100
75	150
100	200
2. Minimum grease capacity as required by ASME A112.14.3, PDI G101 and CSA B481	

Grease interceptors with grease storage capacities exceeding the minimum requirements in Table 3, shall be reviewed and approved by the City when the manufacturer can demonstrate by third-party test reports, including the incremental test data, that the interceptor(s) has the grease storage capacity specified. Upon approval, HGIs with proven higher grease storage capacities may be used to satisfy the sizing and selection requirements of this two-step sizing method.

Grease Interceptor Sizing and Selection Worksheet, Page 1

Table 4

Qty	Fixture Type	Actual			Fixture ³ Capacity (gallons)	Flow ⁴ Rate GPM	Total ⁵ GPM
		L	W	H			
	Multi-Compartment Four Bowls						
	Multi-Compartment Three Bowls						
	Multi-Compartment Two Bowls						
	Prep Sink Two Bowls						
	Prep Sink One Bowl						
	Pre-Rinse Sink One Bowl						
	Dump Sink One Bowl						
	Bar Sink One Bowl						
	Soup Kettle Large				100	100	
	Soup Kettle Medium				50	50	
	Soup Kettle Small				20	20	
	Clothes Washer					2	
	Dipper Well (circulating water)					3	
	Dishwasher - Conveyer type					5	
	Dishwasher - Rack type					2	
	Hand Sink					3	
	Ice Machine (with drain)					1	
	Mop Basin					10	
	Warming Table (with drain)					1	
	Wok Range					12	
	Floor Drain						
	Floor Drain Emergency						
	Floor Sink						
					Grand Total⁶:		

³ $((L*W*H)/231)*(number\ of\ bowls)*0.75 = Total\ Fixture\ Capacity\ (gallons)$

⁴ $Total\ Fixture\ Capacity*1.0 = Flow\ Rate\ (GPM)$

⁵ $Flow\ Rate*Qty = Total\ GPM$

⁶ $Grand\ Total\ GPM*1.0 = One-minute\ Drainage\ Period$

$Grand\ Total\ GPM*0.50 = Two-minute\ Drainage\ Period$

Grease Interceptor Sizing and Selection Worksheet, Page 2

1. Interior Installation Exterior Installation
2. Are there indirectly connected fixtures routed to the HGI? Yes No
3. Will the HGI be installed within 20 feet of the fixtures? Yes No

Note: for interior installations, if the answer to either question 2 or 3 is YES, use a one-minute drainage period, otherwise use a two-minute drainage period. For exterior installations use a two-minute drainage period.

Step 1: Calculate Flow Rate

1. Total Fixture Volume (Table 4): _____ Flow Rate GPM (one or two-minute): _____
2. OR, Pipe Diameter (Table 1): _____ Flow Rate GPM (one or two-minute): _____

Step 2: Calculate Grease Capacity

1. Grease Factor (Table 2): _____
2. Average meals per day = _____

Grease Storage Capacity Calculation	Daily*	90 days
Grease Produced (lbs)		

*multiply average meals per day times the number of days open per period times the grease factor for grease produced per period

Note: The correctly sized and selected HGI(s) will have the minimum required flow rate determined in Step 1 and the minimum calculated grease storage capacity determined in Step 2.

3. Make and model of the HGI selected: _____
4. Is the material of construction compatible with a pH of 3? Yes No
5. If the answer to number 4 is "no", what material is the tank lined or coated with*:

*must provide evidence that the liner or coating is compatible with a pH of 3 and that it cannot be easily penetrated, scraped off or removed. Acid Resistant Enamel Coatings (A.R.E) are not allowed.

6. Flow rate (GPM): _____ Proven grease capacity (lbs): _____

Please submit the completed Grease Interceptor Sizing and Selection Worksheet to the Utility for approval along with any other required documents.

Applicant Name: _____ Phone: _____

Company: _____ Email: _____

Name of Establishment: _____

Signature of Applicant: _____ Date: _____

Appendix B: Alternate Grease Interceptor Approval Request

Gravity Grease Interceptor (GGI)

1. Peak flow rate for connected fixtures (Worksheet, Page 1): _____
2. Size of GGI* (gallons): _____
 *multiply peak flow rate of connected fixtures times 30 minutes
3. What material is the GGI made from? _____
4. Is the material compatible with a pH of 3? Yes No
5. If the answer to number 4 is "no", what material is the tank lined or coated with*:

*must provide evidence that the liner or coating is compatible with a pH of 3 and that it cannot be easily penetrated, scraped off or removed. Acid Resistant Coatings (A.R.E) are not allowed.

Reason for request: _____

Automatic Grease Removal Unit (AGRU)

1. Describe the fixtures to be connected: _____

2. Total Fixture Volume (Table 5): _____ Flow Rate GPM (one minute): _____
3. Make and Model of the AGRU proposed: _____

Reason for request: _____

Please submit the completed Grease Interceptor Sizing and Selection Worksheet to the Utility for approval along with any other required documents.

Applicant Name: _____ Phone: _____

Company: _____ Email: _____

Name of Establishment: _____

Signature of Applicant: _____ Date: _____

Appendix C: Alternate Maintenance Approval Request

Self-cleaning by the owner and/or operator of an establishment is not allowed unless approved by the City. Only hydromechanical grease interceptors (HGI) with a liquid volume of less than 100 gallons may be considered for self-cleaning. When approved, the owner and/or operator of an establishment shall comply with the following requirements for maintenance on a weekly basis, at minimum, or more often as necessary as required by the City:

- Remove cover(s)
- Remove all fats, oils, and grease (FOG), solids, food debris, and wastewater
- Scrub and spray off all internal surfaces from the build-up of FOG or other residual materials
- Place all removed materials in garbage bag or other sealable container (not glass) along with an absorbent material (i.e. kitty litter) and dispose of in trash receptacle
- Inspect all internal components, replace anything missing or broken and ensure flow control device is installed
- Refill with fresh water
- Replace cover(s)
- Enter the required information on the maintenance log

At least once per quarter, the grease interceptor(s) shall be cleaned by a scavenger waste hauler, documented by a manifest, reported in the maintenance log, and all records maintained for the previous three (2) years.

Make and model of HGI: _____

Flow Rate: _____ Grease Storage Capacity: _____

Grease Factor (Table 2): _____ Average Meals per day: _____

Grease Produced per day*: _____ Cleaning frequency**: _____ days

*multiply Grease Factor times Average Meals per day

**Divide HGI grease storage capacity by Grease Produced per day

Reason for request: _____

Please submit the completed Grease Interceptor Sizing and Selection Worksheet to the Utility for approval along with any other required documents.

Applicant Name: _____ Phone: _____

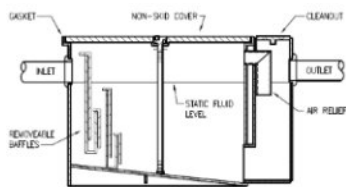
Company: _____ Email: _____

Name of Establishment: _____

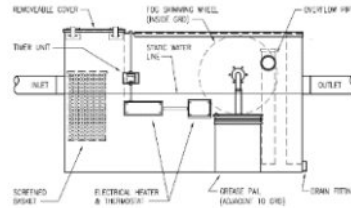
Signature of Applicant: _____ Date: _____

Appendix D: Pump-out Report

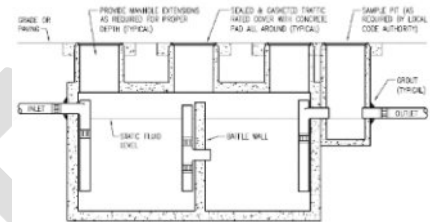
Business Name	Store #	Phone	
Address	City	State	Zip



Hydromechanical (HGI)



Automatic (AGRU)



Gravity (GGI)

	GRD #1	GRD #2	GRD #3
	<input type="checkbox"/> HGI <input type="checkbox"/> AGRD <input type="checkbox"/> GGI	<input type="checkbox"/> HGI <input type="checkbox"/> AGRD <input type="checkbox"/> GGI	<input type="checkbox"/> HGI <input type="checkbox"/> AGRD <input type="checkbox"/> GGI
Location			
FOG Layer (inches)			
Solids Layer (inches)			
Total Gallons			
FOG Leaving Inpection Port/Tee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
GRD Condition (check only if it applies)	<input type="checkbox"/> Needs Repair	<input type="checkbox"/> Needs Repair	<input type="checkbox"/> Needs Repair

Explanation/Notes

Certification: I hereby certify that all information provided herein is true and correct to the best of my knowledge. The Grease Removal Device(s) serving this establishment was inspected and completely cleaned of residual fats, oils, and grease, food debris and other materials present.

Name (printed): _____ Date: _____

Signed: _____

Submit completed report to the City within 10 days of Pump-out

Appendix E: Participating Pumper Program Registration

In the event that the City establishes a Participating Pumper Program (PPP), permitted scavenger waste haulers that wish to participate must complete and submit this registration. The PPP manages the companies that properly pump, haul and dispose of grease interceptor waste for commercial and institutional food service establishments. To participate in the program, all pumpers must fill out and turn in this application to the City of Flagstaff, Water Services, 2323 N. Walgreen Street, Flagstaff, AZ 86004, Attn: Industrial Pretreatment.

Participating Pumper Program Requirements:

1. Submit a list of facilities pumped out for baseline data collection;
2. Adhere to the City pump-out schedule, performing service within five (5) business days of the FSEs scheduled service date;
3. Notify the City of changes to any facility accounts within five (5) calendar days;
4. Consistently notify the City of the weekly/monthly pump-out schedule and of any unscheduled changes at least the day prior to scheduled service;
5. Perform FOG abatement activities that meet City standards;
6. Accurately complete Appendix D: FOG Pump-Out Report form for each pump-out performed and submit to the City and the FSE/property owner within five (5) business days;
7. If the City implements an electronic data submission system, all contractors providing grease interceptor maintenance activities within the City service boundaries shall be required to utilize such system for any required reporting form and/or data submissions and to adhere to minimum standards set by the City;
8. Pumpers will satisfactorily dispose of pumpout waste in accordance with all applicable local, state, and federal regulations. Decanting or stacking, which involves returning wastewater from a grease hauler truck back into the grease interceptor or directly to the sewer after it has been pumped out, is never permitted;
9. It shall be the responsibility of the Pumping Company to update the City with any new contact information, signatory, authorized representative or waste disposal site within 10 days;
10. Failure to consistently meet the requirements of this permit and the performance standards outlined in Section 6 of this manual shall result in pumper permit termination.

Company Information

Company Name		Primary Contact	
Mailing Address		City	State Zip
Phone No.	Fax No.	Email	

Authorized Representative Statement

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Name (printed): _____ Date: _____

Signed: _____

City Approval: _____ Date: _____

DRAFT

CHAPTER 7-02

WASTEWATER REGULATIONS

7-02-001-0014 INTERCEPTORS; TYPE, CAPACITY, LOCATION, MAINTENANCE

A. The City of Flagstaff has adopted a Fats, Oils, and Grease (FOG) Discharge Manual for regulatory compliance, A copy of this plan will be posted on the Division website and is maintained by the City Clerk as a public record. The manual describes: (A) Owner pretreatment requirements; (B) Installation, operation, and maintenance standards; (C) Participating Pumper Program; (D) Plan Review Process; (E) Waiver Process.

B. A City approved grease interceptor is required for a Food Service Establishment (FSE). An FSE is defined as an operation that stores, prepares, serves, vends, or otherwise provides food for human consumption at the retail level. Grease interceptor sizing is to be in accordance with the City's FOG Discharge Manual. C. A City approved sand/oil interceptor is required for any business that performs automotive repairs or service facilities that wash vehicles, or business where oily and flammable liquid wastes are produced. A two week notice is required for an inspection if contents will be taken to a City owned facility.

D. A City approved lint interceptor is required for any business with more than 1 residential size washing machines or any amount of industrial size washing machines. An industrial size washing machine is one that has a tub three and one-half (3.5) cubic feet or larger and/or an American Household Appliance Manufacturers Association ("AHAMA") capacity of twenty-five (25) pounds or more. Residential machines will be any washing machine with less capacity than industrial machines.

E. If a blockage is found in the collection system and it can be determined by the City to be caused by a particular user's discharge, then the City can require the user to install a City approved interceptor, at the user's expense, to catch the substance causing the blockage. If any interceptor is determined by the City to be inadequate in size or design, the City may require the user to install or upgrade such interceptor at the user's expense.

F. All interceptors shall be of a type and capacity approved by the Director and shall be located to be readily and easily accessible for cleaning and inspection.

G. Sand/oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight, and equipped with easily removable and accessible covers. When bolted covers are required they shall be gastight and watertight.

H. All interceptors shall be maintained by the owner and/or user at his or her own expense. The interceptor must always be kept in continuously efficient operation and a record of maintenance performed on such interceptor shall be kept by the user on a form (or other means) provided by the City.

I. The City shall periodically inspect such interceptors and/or records to ensure they are being kept in efficient operation. A cleaning schedule will be set by the City. (Ord. 1693, Rep&ReEn, 05/07/1991; Ord. 1876, Amended, 06/20/1995; Ord. 1896, Amended, 11/21/1995; Ord. 2000-23, Amended, 10/03/2000; Ord. 2015-09, Amended, 06/02/2015; Ord. 2018-32, Amended, 12/04/2018. Formerly 7-02-001-0016)

INTERCEPTOR CODE

Industrial Pretreatment



Summary of changes

- 7-02-001-0014: Interceptors
 - Adopt a FOG manual by resolution
 - Update lint interceptor requirements to match IPC 2018
 - Clean up language



FOG manual



What is FOG?

Fats,
Oils,
And Grease

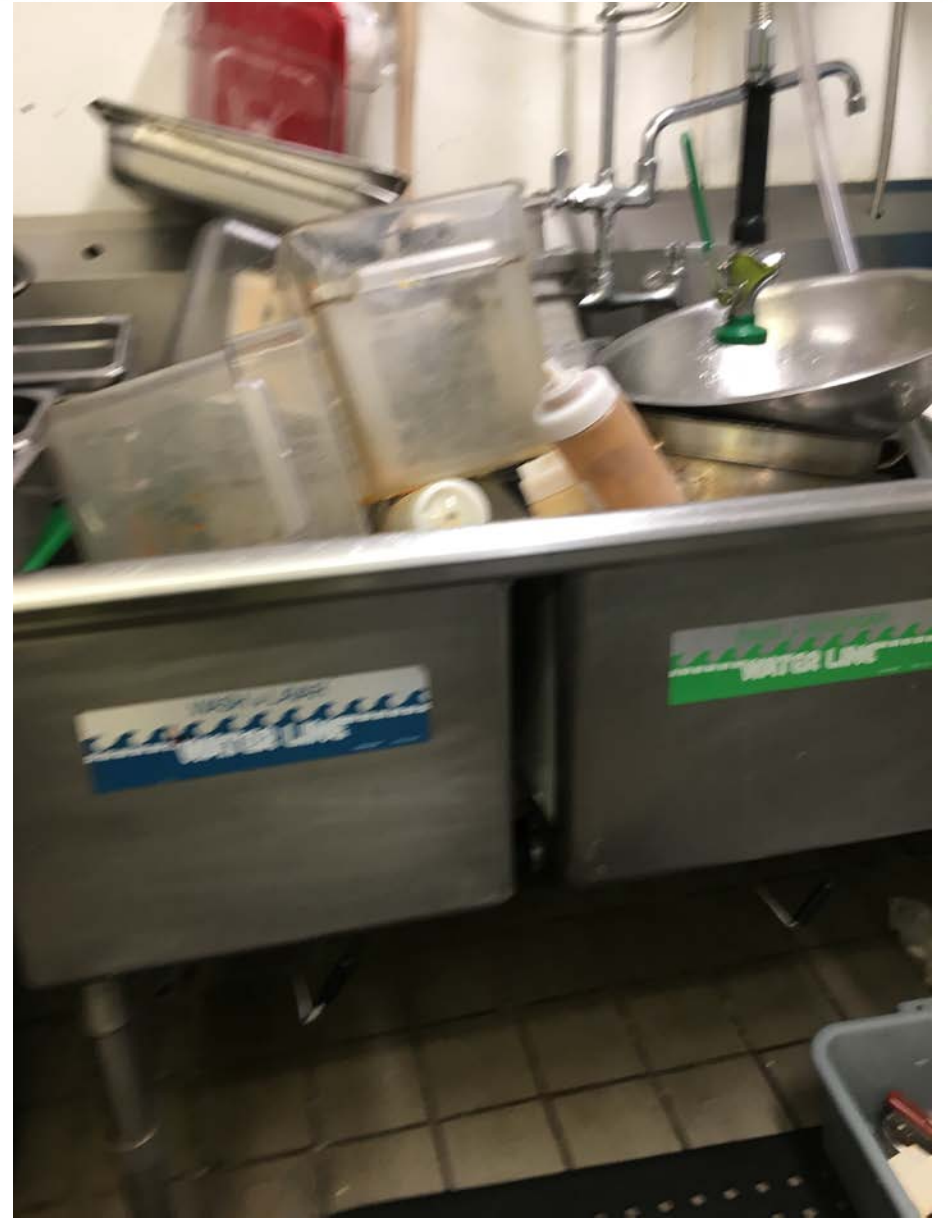




Fats, oils, and grease code

Where does it come from?

- Food service establishments:
 - Butters/margarine
 - Dairy products
 - Meat fats
 - Dressings
 - Batters/Icing
 - Cooking/fry oils
 - Food scraps
 - Sauces





Fats, oils, and grease code

Current code regarding interceptors:

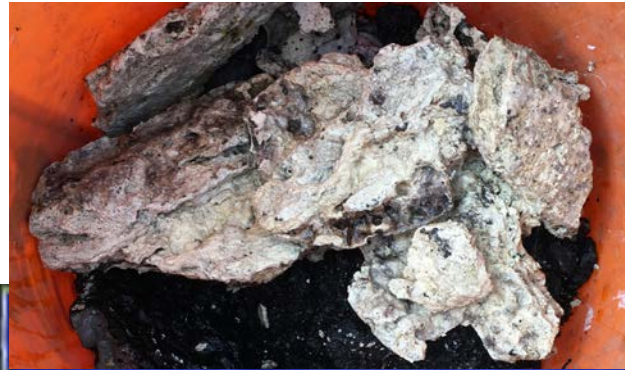
- Outdated sizing information in City code
- Vague requirement for maintaining interceptors: “kept in efficient operation”
- Subjective sizing enforcement: “any interceptor that is determined by the City to be inadequate in size or design”





Fats, oils, and grease code

How Current Code affects the City.





Fats, oils, and grease code

Prevent Sanitary Sewer Overflows (SSO)



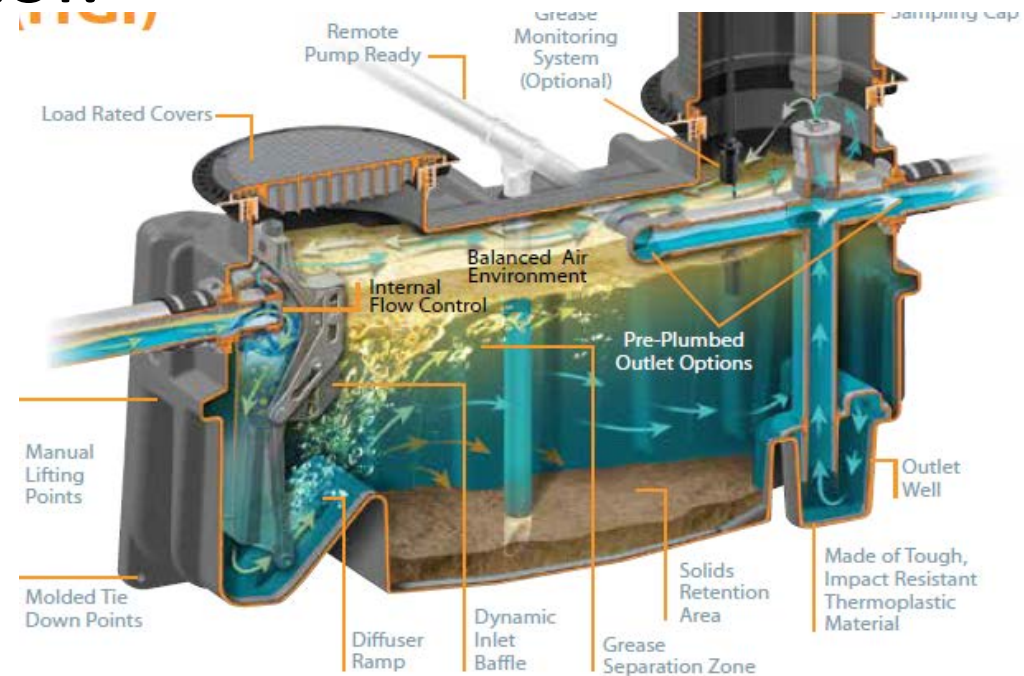
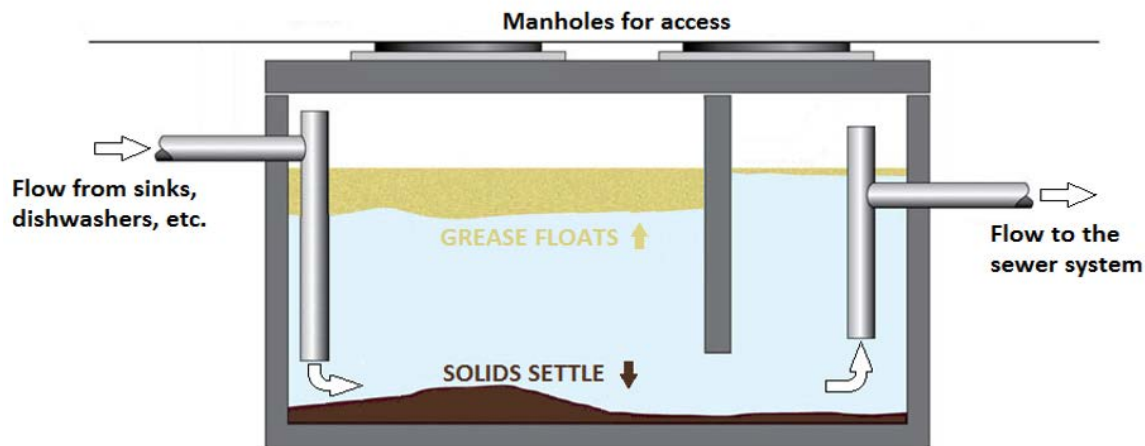
How will the FOG Manual help?



Fats, oils, and grease code

FOG manual sizing requirements

- Sets clear expectations for engineers and architects doing building plans.
- Gives clients the ability to decide pumping schedule when deciding on the size of the interceptor.





Fats, oils, and grease code



Sizing worksheet:

Grease Interceptor Sizing and Selection Worksheet, Page 2

- Interior Installation Exterior Installation
- Are there indirectly connected fixtures routed to the HGI? Yes No
- Will the HGI be installed within 20 feet of the fixtures? Yes No

Note: for interior installations, if the answer to either question 2 or 3 is YES, use a one-minute drainage period, otherwise use a two-minute drainage period. For exterior installations use a two-minute drainage period.

Step 1: Calculate Flow Rate

- Total Fixture Volume (Table 4): _____ Flow Rate GPM (one or two-minute): _____
- OR, Pipe Diameter (Table 1): _____ Flow Rate GPM (one or two-minute): _____

Step 2: Calculate Grease Capacity

- Grease Factor (Table 2): _____
- Average meals per day = _____

Type	Menu	Grease Factor ->	without Fryer	without fryer	with fryer	with fryer
			without flatware	with flatware	without flatware	with flatware
			A	B	C	D
1	Bakery		0.025	0.0325	0.035	0.0455
2	Bar and Grille		0.005	0.0065	0.025	0.0325
3	Barbeque		0.025	0.0325	0.035	0.0455
4	Breakfast Bar - Hotel		0.005	0.0065	0.025	0.0325
5	Buffet		0.035	0.0455	0.058	0.075
6	Burger and fries, fast food		0.025	0.0325	0.035	0.0455

Grease Storage Capacity Calculation	Daily*	90 days
Grease Produced (lbs)		

Qty	Fixture Type	Actual			Fixture ³ Capacity (gallons)	Flow ⁴ Rate GPM	Total ⁵ GPM
		L	W	H			
	Multi-Compartment Four Bowls						
	Multi-Compartment Three Bowls						
	Multi-Compartment Two Bowls						
	Prep Sink Two Bowls						
	Prep Sink One Bowl						
	Pre-Rinse Sink One Bowl						

*multiply average meals per day times the number of days open per period times the grease factor for grease produced per period



Fats, oils, and grease code

Pumping scheduling tool (Swift Comply):

- Monitoring of pumping schedule for establishment compliance
- Keep track of open/closed establishments and contacts
- Future use – inspection logs and enforcement tracking

From To

258

FOG PUMP OUTS

175,232

GALLONS FOG

2,204

POUNDS FOG



Fats, oils, and grease code

90-day Public outreach plan:

- Internal stakeholder meeting
- Water commission meeting – Sept. 17th
- Virtual public meeting – Nov. 5th
- FSE specific letter/emails
- Notice in AZ Daily Sun
- Information on Water Services website



Proposed outcomes of 7-02-002-0014 changes

- FOG manual adoption by resolution by City council.
- Set standards for sizing, pumping, and maintaining interceptors
- Clarify and strengthen code
- Set expectations for City Staff and public/regulated businesses



The goal is to keep this from happening.

Questions?



SCAVENGER WASTE CHANGES

Regulatory Compliance



Summary of Scavenger Waste changes



- 7-02-001-0042: Scavenger Wastes
 - Define Scavenger and Grease Waste
 - Clarify permitting and require vehicle information
 - Change authority for permits from Finance Director to Water Services Director
 - Allow plant operator to set hours of operation
 - Require manifests for plant entry
 - Link Fees to City Code 3-10-001-0008 License Fees

What is Scavenger Waste?



Scavenger Waste:

Human excreta that is removed from a septic tank or other on-site wastewater treatment facility, privy, sewage vault, river can, rocket can, or fixed or transportable chemical toilet or other similar units



What is Grease Waste?

Fats, Oils and Grease (FOG); organic polar compounds derived from animal and/or plant sources as detectable in cooking oils, food scraps containing grease, butter or oil, lard or tallow, meat fat, grease and juices, gravies, sauces, shortening and dairy products.



Why do we need changes?

- Incomplete Permit applications
- Incomplete manifests
- “Honor” system for grease loads
- One “bad” load away from a plant upset and violation from the state



How to Protect our Wildcat Hill WRP with Changes

- More info on permit applications
- More info on manifests
- Require manifests prior to entering plant
- Ability for plant to set hours





Scavenger Waste Permits

Permitting

- Include contact information for businesses
 - Drivers
 - Phone number and address
- Expand vehicle information
 - License plate
 - ADEQ permit info
 - Types of waste hauled
 - Tank Capacity
- Jan-Dec, rather than 1 year from issue





Scavenger Waste Permits

Current Authority

- Finance Director
 - Change to Water Services Director
- Allow plant to set hours of operation
 - Currently set in Code as 8 am to 4 pm.
 - Plant needs control of hours for times of plant upset and seasonal restrictions





Require Additional Info on Manifest



All wastes go to Wildcat Hill WRP

- Manifests must be accurate, so we know the makeup of the wastes coming into the plant
 - Generator
 - Location
 - Volume
- We only accept wastes from Coconino County; however, our rates are the lowest in Northern AZ
- Require haulers to participate in any future Electronic Reporting





Link Fees to 3-10-001-0008



- Scavenger Waste Fees are currently set in Title 7
- Allows us to change fees in general fees for City rather than change wastewater code
 - After hours disposal fee
 - Permit application fee
 - Clean-out fee





Public Outreach



Who are our Stakeholders?

- Wildcat Hill WRP
- Septage Haulers
- Grease Haulers



SC4 Add field Education
Steve Camp, 9/3/2020



Public Outreach

90-day Public outreach:

- Water commission meeting –Sept. 17th
- Virtual public meeting –Nov. 5th
- Notice in AZ Daily Sun
- Information on Water Services website
- Scavenger Waste specific letter/emails



Slide 12

SC4 Add field Education
Steve Camp, 9/3/2020

Summary of Scavenger Waste changes

- Define Scavenger Waste
- Protect Plant
- Clarify and strengthen code
- Set expectations for stakeholders



Questions?

Steve Camp,
Regulatory Compliance Manager

