

## SANITATION DEPARTMENT POLICY

FEBRUARY 3, 1986

### I. Work Requirements and Job Descriptions

- A. Full-time worker
- B. Part-time worker
- C. Employee caught stealing
- D. Unsafe horseplay and abuse
- E. Trash containers must be accessible
- F. Changes in volume of trash or business name
- G. Annexed areas
- H. Grass and leaf pick-up

### II. Residential Property

- A. Individual electric meter
- B. All residential property served by Sanitation Department
- C. All property that is or can easily be made into a place of habitation
- D. Rental property

### III. Commercial, Retail and/or Professional Property

- A. Option to choose trash carrier
- B. Multiple billings on shared dumpsters

### IV. Exemptions

- A. Request for exemption
- B. Vacation exemption
- C. List of exempt places
- D. Two (2) or more electric meters serving the same address
- E. New residential property
- F. Residential property for sale

### V. Landfill

- A. Acceptable garbage
- B. Factory and/or industrial solid waste
- C. Proof of identification
- D. Each scale crossing
- E. Type of trash City residents will have to pay for dumping at landfill

### VI. Billing Procedure

- A. Collection of residential monthly sanitation fee
- B. Collection from commercial and/or apartment owners who pay sanitation fees for their renters
- C. Quarterly sanitation fees set by Sanitation Committee
- D. Non-payment
- E. \$1.00 additional charge
- F. Quarterly sanitation fee for dumpster pick-ups
- G. Quarterly sanitation fee for can pick-ups

ISSUE DATE: 1-31-86

APPROVED BY

REVISION DATE: \_\_\_\_\_

## SANITATION DEPARTMENT POLICY

### I. Work Requirements and Job Descriptions

- A. Full-time worker - the full-time worker is one that is paid for forty (40) hours a week and receives the fringe benefits such as vacation and paid sick leave.
  - (1) Residential worker - normally works four (4), ten (10) hour days per week with Wednesday, Saturday and Sunday off. Residential workers will be required to work on Wednesday and/or Saturday only when it is necessary to complete their normal routes during the week.
  - (2) Commercial and Landfill worker - works five (5), eight (8) hour days per week with any work done on Saturday and/or Sunday as overtime.
- B. Part-time worker - the part-time worker is one that is paid for the exact hours they work and do not receive the fringe benefits such as vacation and paid sick leave.
- C. Any Sanitation employee caught stealing and/or falsifying City Records will be immediately terminated from employment with the City.
- D. Any unsafe horseplay, abuse (whether physical or verbal) to another employee, superior and/or City residents will be acted upon immediately and severely by the Sanitation Department.
- E. All dumpsters and cans must be made accessible and unlocked when the garbage truck arrives at the location during the truck's normal route.
  - (1) The City will not be responsible for damages to any private property including motor vehicles, that are located too close to the dumpsters.
  - (2) The crew chief or driver may refuse to service any dumpster if he feels that damages may result to private property.
  - (3) The crew chief or driver must notify the Sanitation Superintendent as soon as he refuses to service any dumpster.
  - (4) The Sanitation Superintendent must notify the owner and/or operator of the place of business that said dumpster will continue to be skipped until such time as the unsafe conditions are corrected.
- F. The crew chief or driver must notify the Sanitation Superintendent when he notices a change in the volume of trash or the change in the name of a business.
- G. When an area is annexed into the City, the Sanitation Superintendent will check with CW & L and will add this area to the nearest truck route to coincide with the mailing out of the electric bill that includes the sanitation fee.
- H. The truck driver for the residential routes will pick up bagged grass and leaves (only) on Thursdays and Fridays.

## II. Residential Property

- A. Every resident that has an individual residential electric meter in their name will be assessed the normal monthly sanitation fee. See section IV for exemption.
- B. All residential property (whether single or multi-family) within the city limits of Jonesboro will be served by the Sanitation Department and will be charged the normal monthly sanitation fee. The Sanitation Department will not furnish any trash containers for residential trash pick-up.
- C. The owner of property that has an individual electric meter attached will have to pay the normal sanitation fee as long as the property is or can easily be made into a place of habitation, unless the owner can prove to the Sanitation Department that the property is vacant.
- D. Rental Property
  - (1) The owner and/or operator of any rental property that has an individual electric meter will be responsible for paying the normal sanitation fee whenever the property becomes vacant, unless the owner and/or operator can prove to the Sanitation Department that the property is vacant.
  - (2) The owner and/or operator of apartments that are still paying the sanitation fee for their renters will be charged for each apartment whether it is occupied or not, unless the owner and/or operator can prove to the Sanitation Department that the property is vacant. The apartment owners and/or operators are given a \$.50 per apartment reduction because of the central location of the garbage containers.

## III. Commercial, Retail and/or Professional Property

- A. Every owner and/or operator of Commercial, retail and/or professional property will have the option of contracting with the City Sanitation Department or with an independent carrier to have their trash removed.
- B. The City will not mail out multiple billings on shared dumpsters. The owner and/or operator of the property used as commercial, retail and/or professional will be responsible for the cans and/or dumpster pick-up fee.
  - (1) The Sanitation Department will not furnish dumpsters to any place of business.
  - (2) All dumpsters, cans or other trash containers will have to be approved by the Sanitation Superintendent before trash can be picked up.

## IV. Exemptions

- A. Any resident and/or property owner within the city limits of Jonesboro may request an exemption from paying the normal sanitation fee. All requests will be judged on the following:

- (1) A hardship and/or financial exemption may be granted to residential customers only after they have filled out an exemption request and it has been reviewed to see if it meets the financial requirements by the Sanitation Committee and the Public Works Director and his staff.
  - (2) City Water & Light will receive a list of only the approved exemptions. CW & L will then remove the sanitation fee from their electric bill.
  - (3) All approved exemptions must be reviewed during the last month of each year.
- B. There will be no exemptions made because of normal vacations. Whenever a residential dwelling will be vacant for a minimum of 30 continuous days, the occupant of the household must request in writing a vacation exemption. In this request, it must be stated when the dwelling will become vacant, when it will become reoccupied and signed at the bottom by the person whom the CW & L bill is being mailed to. Only after the Sanitation staff receives this request, will a decision be made whether to approve the vacation request.
  - C. As of this date, the only places that are exempt from paying the normal landfill fee are (1) the Arkansas Highway Department, (2) Abilities Unlimited, (3) the Salvation Army, (4) Jonesboro Public Schools, (5) City Water & Light. Any additions or deletions will have to be approved by the Sanitation Committee, the Mayor and the Public Works Director.
  - D. If there are two (2) or more electric meters serving the same address, the owner and/or resident can request an exemption from paying the normal monthly sanitation fee on the additional electric meters only. The request will be reviewed by the Public Works Director and his staff.
  - E. The owners of NEW residential property that has never been lived in will be exempt from the normal sanitation fee. As soon as the property is inhabited, then the normal sanitation fee will be paid as outlined in this policy.
  - F. When a house is for sale and is vacant, no statement will be mailed to the address as long as it continues to stay vacant.

#### V. Landfill

- A. The landfill will only accept household garbage and solid waste. No liquids of any kind.
- B. Whenever a factory or industry brings its own solid waste, the driver of the truck must hand deliver to the scale operator a letter explaining the exact content of the material.
  - (1) The scale operator must review the letter, inspect the contents and give permission to the driver before he is to proceed to the dumping area.

- (2) Whenever it is impossible to inspect the contents, then the scale operator is to radio the dozer operator giving him instructions to inspect the contents as it is being dumped.
- C. Every City resident crossing the scales and not able to prove their identity and place of residence will be charged the normal landfill fee.
- D. Each crossing of the scale will be considered as a separate weighing with its own billing.
- E. Everyone bringing trash to the landfill from construction, remodeling, teardowns, repairs, burn-outs and etc., will be charged the normal landfill fee.

#### VI. Billing Procedure

- A. CW & L collects the normal monthly residential sanitation fee as approved by the City Council and as shown on the electric bill.
  - (1) Residential and commercial sanitation fees are to be paid in advance.
  - (2) See section IV for exemptions.
  - (3) When someone refuses to pay their normal monthly sanitation fee, CW & L will send a list of refusals to the Sanitation Department. The Sanitation Department will review each refusal and send out a statement of billing.
- B. The City Collector's office sends out a statement of billing for all commercial customers and for any/all apartment owners that pay the monthly sanitation fee for their renters. Whenever the statement of billings are not paid, the City Collector's office will notify the Sanitation Department, as soon as possible, where the sanitation pick-ups will be stopped.
- C. The quarterly sanitation rate for dumpster and can pick-ups, as shown in sections VI (F) and VI (G), have been approved by the Sanitation Committee, the Mayor and the Public Works Director. Any changes will have to be approved by the same.
- D. Non-payment of the sanitation fee is a criminal violation for which the penalty is a fine of \$25.00 per day.
- E. A \$1.00 additional charge will be added to the June - September CW & L electric bills. Three (3) dollars of this is used to fund the Mosquito Control and the remaining one (1) dollar funds the Blackbird Scare program.

VI. F. Quarterly Sanitation Fee for Dumpster Pick-ups

DUMPSTERS - QUARTERLY CHARGES

1-1-86

# of Dumpsters	1 Pick up Per Week	2 Pick ups Per Week	3 Pick ups Per Week	4 Pick ups Per Week	5 Pick ups Per Week	6 Pick ups Per Week
1	\$90.00 (30.00)*	\$180.00 (60.00)*	\$270.00 (90.00)*	\$360.00 (120.00)*	\$450.00 (150.00)*	\$540.00 (180.00)*
2	108.00 (36.00)*	216.00 (72.00)*	324.00 (108.00)*	432.00 (144.00)*	540.00 (180.00)*	648.00 (216.00)*
3	126.00 (42.00)*	252.00 (84.00)*	378.00 (126.00)*	504.00 (168.00)*	630.00 (210.00)*	756.00 (252.00)*
4	144.00 (48.00)*	288.00 (96.00)*	432.00 (144.00)*	576.00 (192.00)*	720.00 (240.00)*	864.00 (288.00)*
5	162.00 (54.00)*	324.00 (108.00)*	486.00 (162.00)*	648.00 (216.00)*	810.00 (270.00)*	972.00 (324.00)*
6	180.00 (60.00)*	360.00 (120.00)*	540.00 (180.00)*	720.00 (240.00)*	900.00 (300.00)*	1080.00 (360.00)*

\* Denotes Monthly Rate

Dumpster Rental - \$6.00/monthly

Dumpster Rental - \$18.00/quarterly

60¢/can X # of pick ups/week X 13 weeks = quarterly rate for cans, with minimum of \$40.00 charge

35% increase for bins - quarterly

VI. G. Quarterly Sanitation Fee for Can Pick-ups

**CANS - QUARTERLY RATE**

	1 pick up/wk	2 pick-ups/wk	3 pick-ups/wk	4 pick-ups/wk	5 pick-ups/wk
1 can	*	*	*	*	*
2 cans	*	*	\$ 46.80	\$ 62.40	\$ 78.00
3 cans	*	\$ 46.80	70.20	93.60	117.00
4 cans	*	62.40	93.60	124.80	156.00
5 cans	*	78.00	117.00	156.00	195.00
6 cans	\$ 46.80	93.60	140.40	187.20	234.00
7 cans	54.60	109.20	163.80	218.40	273.00
8 cans	62.40	124.80	187.20	249.60	312.00
9 cans	70.20	140.40	210.60	280.80	351.00
10 cans	78.00	156.00	234.00	312.00	390.00
11 cans	85.80	171.60	257.40	343.20	429.00
12 cans	93.60	187.20	280.80	374.40	468.00
13 cans	101.40	202.80	304.20	405.60	507.00
14 cans	109.20	218.40	327.60	436.80	546.00

Can Quarterly Rate

60c/can X no. of pick-ups/wk X 13 wks.

\* Minimum charge of \$40.00