RESOLUTION 22-189

A RESOLUTION TO ESTABLISH A SANITATION POLICY FOR THE CITY OF SPRING HILL

WHEREAS, the Board of Mayor and Alderman recognizes sanitation services are essential and needed to serve the residents and businesses of the City of Spring Hill; and

WHEREAS, the Board and Mayor and Alderman of the City of Spring Hill approved Rafetelis (Resolution 22-100) to conduct a Financial Planning Study, and

WHEREAS, based upon the rapid growth and the demands it has created for city services, an increase in the sanitation fund will fully fund the expense associated with the financial plan, and

WHEREAS, the Board of Mayor and Alderman adopt the Sanitation Policy to establish new rates for sanitation fees and bulk pickup; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Mayor and Alderman of the City of Spring Hill hereby approves the Sanitation Policy, as it is attached and part of this Resolution herein.

Passed and adopted this 6th day of September, 2022

Jim Hagaman, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney

REQUEST:	***Approval of Resolution 22-189***
SUBMITTED BY:	**Tyler Scroggins, Public Works Director**
DATE:	**September 6, 2022**
RE:	**Sanitation Policy**
Attachments:	**Sanitation Policy**

PURPOSE:

To establish a multi-year financial plan for the Sanitation Fund by following guidance from the Raftelis Financial Planning Study and implement the Sanitation Policy.

BACKGROUND:

The City of Spring Hill has experienced significant growth over the last several years. Future growth is projected at 1,000 residential units per year. This growth creates additional demands upon city services. A rate increase in the sanitation fund will fully fund the expense associated with the financial plan, the utility systems, equipment repair and replacement, and necessary future capital investments in the utility to meet future growth and development needs. Due to the expectation that revenues might fall short of expenditures during the 2023-2024 fiscal year, the city hired Raftelis to conduct a "Financial Planning" study so that a plan for future expenses could be determined and thus identify the level revenues that would be needed to satisfy those expenses.

As a part of the study results, Raftelis recommended a multi-year phased approach for increasing revenue.

STAFF RECOMMENDATION:

It is staff's recommendation that the BOMA follow the recommendations concluded by Raftelis Financial Planning Study for the Sanitation Fund and implement the Sanitation Policy.

	Sanitation Policy	Board Adopted Policy

Job Title: Director	Policy Owner: Public Works Administration
Date Adopted: 9/6/2022	Date Amended: Click or tap to enter a date.
Codification: 44800.100-1	Page **1** of **4**

Summary:

In addition to garbage and recycling pickup provided by Waste Management Services through a contract with the City, Spring Hill residents receive solid waste services that include yard waste and bulky item pick up. These services are currently subsidized out of the General Fund using internal employees and equipment from Public Works. Due to the rapid population growth, these services have continued to expand, and the financial resources required to support the operation has required a larger subsidy from the General Fund. These services require staff and equipment resources from the Department of Public Works for both collection and disposal.

The Board of Mayor and Alderman approved Rafetelis (Resolution 20-100) to conduct a financial planning study for the sanitation program. Based upon the results of the financial plan, the City needs to increase the fees charged to the residents for these services and establish a self-sufficient sanitation fund without utilizing subsidy from the General Fund.

Purpose:

The purpose of this board adopted sanitation policy for the City of Spring Hill is:

1. To maintain the City's commitment to sustainable practices;
2. To maintain a sanitation fund that will fully fund the expenses associated with the financial plan;
3. To provide quality customer service and essential services to the citizens of Spring Hill; and
4. To clarify "private" versus "non-private" residents.

POLICY:

Garbage

Residents must refer to the list of assigned garbage days on the www.cityofspringhill.org website to determine when garbage will be collected for a specific area.
All garbage must be placed at the curb no later than 6:00 a.m. on the assigned collection day.
No construction debris or household hazardous waste will be accepted in trash carts.

Recyclables

All recyclables are collected every other week on the same day as the assigned collection day and shall be placed at the curb no later than 6:00 a.m. on the assigned collection day.
A container for recycling will be provided and is easily identified by the yellow lid.
Place all recyclables in the recycling cart together (no need to sort).
No construction debris or household hazardous waste will be accepted in recycle carts.

Brush Collection

Brush and limbs cut by the homeowner must be less than 10 feet in length and placed at the curb for collection.
All brush and yard waste (except grass bags) shall be placed at the curb by 6:00 a.m. on Tuesday.
Collection is from Tuesday-Friday.
Inclement weather may cause a delay in brush and yard waste collection. During inclement weather brush and yard waste collection could take up to two weeks to collect.

Yard Waste and **Grass Clippings Collection**

Bagged grass clippings are collected weekly, the day after the designated garbage collection day.
Grass bags should be placed at the curb in biodegradable paper bags. **This type of waste will not be picked up if placed in plastic bags.**
Yard waste and grass clippings should be no more than 40 pounds (any bags over 40 pounds will not be collected).
Grass Clippings and Leaves are the only things allowed in the paper bags.

Bulky Item Collection

Residential bulk waste shall include refrigerators, washing machines, stoves, dishwashers, barbecue grills, small furniture, exercise equipment and other similar large items. Public works will not collect batteries, tires, paint, chemicals, propane tanks, glass/mirrors, household hazard waste, concrete, bricks, roofing, antifreeze, dirt, vehicles, or vehicle parts.

Bulky waste collection service is provided for non-private residential properties. Nonresidential and "private" generators are responsible for bulky item removal from their property to a permitted disposal site.
Private residential properties are properties that are listed as private on the final plat. Private properties shall not receive bulky and brush services provided by the City. Private residents shall receive a $2.35 credit on their monthly sanitation bill for the inconvenience of not being able to utilize brush and bulky pickup services.

Bulk waste placed for the City to collect shall not exceed 5 cubic yards, which is equivalent to two pickup beds.

Collection does not include construction debris generated from new construction and demolition of primary structures. All contractors are required to dispose of their own debris. Debris may include, but not limited to, tree limbs and other yard clippings, re-modeling debris, glass windows, or doors, and broken appliances installed by someone other than the homeowner. Homeowners not in compliance will not receive pick up.

Services for bulky item collection must be scheduled by filling out the form on the City of Spring Hill website.

A fee of $25.00 will be charged for all bulky item collections.

Collection of bulky items will be scheduled for the following Monday.

All bulk items must be placed at the curbside in front of the residence no later than 6:00 a.m. on your service day. Items shall not cover water meters and should not be placed near power boxes. Debris must be neatly stacked and placed at the curb no more than twenty-four (24) hours prior to pick up.

Holidays

The City of Spring Hill's garbage and recycling contractor, Waste Management, observes six national holidays per year including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. When one of the holidays falls on a weekday, trash and recycling collection will be delayed by one day that week.

When Waste Management finishes its routes each day, the trucks will go ahead and pick up any garbage cans already placed at the curb for the next day. However, the delayed route will be run on the same streets again the next day, ensuring all routes are fully collected for the holiday week.

Skipping ahead to collect cans already at the curb for the next day helps Waste Management to get ahead in its routes in order to catch up by the end of the holiday week.

The same holiday schedule applies to bulky, brush and yard waste collection.

Revenue:

Effective October 1, 2022, the sanitation rate is $21.25 monthly, with an escalation of $1.00 annually. This rate includes yard waste pickup. Bulky item services are not included in this rate and must be paid per pickup.

The Sanitation fund shall receive subsidy from the General fund as follows:

- FY 2022/2023 - $200,000.00
- FY 2023/2024 - $150,000.00
- FY 2024/2025 - $100,000.00
- FY 2025/2026 - $50,000.00
- FY2026- Sanitation fund shall no longer receive subsidy from the general fund without approval from the Board of Mayor and Alderman.

Procedure:

Scheduling and Payment for Bulky Item Services

Residents must schedule bulky item collection on the City website at www.springhilltn.org
Residents will fill out the form on the website and pay for the service.
Once payment is processed, an email will go to the Public Works Streets Superintendent and Public Works Director.
Public Works office manager will enter the information into the Arc GIS system to generate a route for collection.
Once information is entered, collection will be scheduled for the following Monday.
If the resident does not have internet, they may go to City Hall to pay and schedule collection.

Date Adopted:9/6/2022	Date Amended:Click or tap to enter a date.