

# REQUEST FOR LEGISLATIVE ACTION


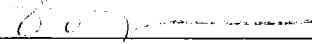
Completed by County Counselor's Office:

~~Res~~/Ord No.: 4594

Sponsor(s): Bob Spence

Date: December 2, 2013

<p><b>SUBJECT</b></p>	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: Authorizing the County Executive to execute a grant from the Solid Waste Management Division of Mid-America Regional Council in the amount of \$64,632 and authorizing a transfer of \$17,600 for the matching requirement to establish and run a yard waste facility in eastern Jackson County in cooperation and collaboration with Blue Springs, Grain Valley and Oak Grove and to enter into Memorandums of Understanding with those cities.</p>																						
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p> <p><i>SM 11/22/13</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$82,232.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$82,232.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> </table> <table border="1"> <tr> <td>Source of funding (name of fund) and account code number; FROM 010-Grant Fund; 2810-Undesignated Fund Balance</td> <td>FROM ACCT \$64,632.00</td> </tr> <tr> <td>---- Public Works 004-1506-5010 - Salary</td> <td>\$17,600.00</td> </tr> <tr> <td>TO: 010-Grant Fund: 1003-Yard Waste Facility and Operation</td> <td>TO ACCT</td> </tr> <tr> <td>1003-1003-5010-Salary</td> <td>\$14,680.00</td> </tr> <tr> <td>010-1003-5040 FICA</td> <td>\$ 1,356.00</td> </tr> <tr> <td>010-1003-5050 Pension</td> <td>\$ 1,584.00</td> </tr> <tr> <td>56790-Other Contractual Services</td> <td>\$64,632.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):  Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$82,232.00	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$82,232.00	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM 010-Grant Fund; 2810-Undesignated Fund Balance	FROM ACCT \$64,632.00	---- Public Works 004-1506-5010 - Salary	\$17,600.00	TO: 010-Grant Fund: 1003-Yard Waste Facility and Operation	TO ACCT	1003-1003-5010-Salary	\$14,680.00	010-1003-5040 FICA	\$ 1,356.00	010-1003-5050 Pension	\$ 1,584.00	56790-Other Contractual Services	\$64,632.00
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date): 4386, January 9, 2012 Grant for yard waste survey \$15,000.00</p> <p>Prior resolutions and (date):</p>																						
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Sandy Aguirre Mayer , Special Projects Coordinator 881-3282</p>																						
<p><b>REQUEST SUMMARY</b></p>	<p>Eastern Jackson County has been in need of yard waste facility for residents and businesses. In order to accurately identify the need, a survey was conducted a year ago, with a grant from the MARC Solid Waste Division. The survey clearly demonstrated the need and desire in the communities of Blue Springs, Grain Valley</p>																						

	<p>and Oak Grove, as well as the unincorporated areas of Jackson County. All of the entities worked together to submit the grant. Jackson County is serving as the lead agency, and as such will manage the project and submit quarterly reports. Meetings will be held quarterly with all participants for updates, input, and suggestions, etc. This effort has been a great experience for all of the municipalities and is unique to the MARC Solid Waste Division, as no other grant has been previously awarded to a group of government organizations.</p> <p>Jackson County will be providing the land for the operation at this facility, located at the Ketterman and Pink Hill Roads intersection. The grant will provide all of the setup monies. The operating costs should be covered by the income received from the parties that use the facility. However, all parties have agreed that if a shortage occurs, it will be shared proportionately by population. The proportionate shares are as follows: Blue Springs 55%, Grain Valley 10%, Jackson County 23% and Oak Grove 9%.</p> <p>The facility will be open on weekends from March through November. It will be staffed by Jackson County Public Works Department for the first year.</p> <p>The term of the grant will be from January 1, 2014 – December 31, 2014.</p> <p>Transfer \$17,600 from 004-1506-55010 and appropriate \$64,632 into:  010-1003-55010 - \$14,670.00  010-1003-55040- \$ 1,376.00  010-1003-55050- \$ 1,584.00  010-1003-56790-\$64,632.00</p>	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Grant Award package, Proposal, Prior Ordinance 4386	
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i> 	Date: 11/22/13
	Division Manager: 	Date: 11/20/13
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this transfer and appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
010-2810	Grant Fund-Undesignated Fund Balance	\$64,632.00
004-1506-5010	<i>Special Road Bridge - Maintenance - Salaries</i>	\$17,600.00

*SM 11/22/13*

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

## Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this transfer and appropriation are available from the source indicated below.

Date: November 26, 2013

~~Res~~/Ord No. 4594

Department / Division	Character/Description	From	To
<b>004 - Special Road &amp; Bridge</b>			
1506 - Road & Bridge Maintenance	55010 - Regular Salaries	17,600	
9100 - Operating Transfers	56105 - Operating Transfers Out		17,600
<b>010 - Grant Fund</b>			
1003 - Yard Waste Facility	45845 - Increase Revenues	64,632	
1003 - Yard Waste Facility	47070 - Operating Transfers In	17,600	
2810	Undesignated Fund Balance		82,232
2810	Undesignated Fund Balance	82,232	
1003 - Yard Waste Facility	55010 - Regular Salaries		14,660
1003 - Yard Waste Facility	55040 - FICA		1,356
1003 - Yard Waste Facility	55050 - Pension		1,584
1003 - Yard Waste Facility	56790 - Other Contractual Services		64,632
<b>Total</b>		82,232	82,232

*Special 11/26/13*  
Budgeting

**1. Applicant Profile**

**Cover Sheet**

Eastern Jackson County Yard Waste Facility  
**Name of Project**

\*Estimated Tons Diverted 2377

Jackson County, Missouri

\*Other Measurables:

\*See instructions pg.3

**Name of Applicant**

1. _____
2. _____
3. _____
4. _____

415 E. 12<sup>th</sup> St. Suite 200, Kansas City  
**Address**

MO  
**State**

64106  
**Zip**

816 881-3282  
**Telephone Number**

44-6000524  
**Federal Employer Identification Number**

**Communities/Organizations Served by Proposed Project:**

Unincorporated Jackson County  
Blue Springs, Missouri

Oak Grove, Missouri  
Grain Valley, Missouri

<b>Amount Requested from District:</b>	<b>\$79,712.00</b>	79.32 %
<b>Amount of Cash and In-Kind Match:</b>	<b>\$20,780.00</b>	20.68% (20%)
<b>Total Cost of Project:</b>	<b>\$100,492.00</b>	100 %

**Authorized Official:**

**Project Manager:**

Michael D. Sanders  
Name  
Jackson County Executive  
Title  
415 E. 12<sup>th</sup> St. Suite 200  
Address  
Kansas City MO 64106  
City, State, Zip  
816 881-3333  
Telephone  
816 881-3133  
Fax  
[msanders@jacksongov.org](mailto:msanders@jacksongov.org)  
Email

Sandy Aguirre Mayer  
Name  
Special Projects Coordinator, Executive Office  
Title  
415 E. 12<sup>th</sup> St. Suite 200  
Address  
Kansas City, MO 64106  
City, State, Zip  
816 881-3282  
Telephone  
816 881-3313  
Fax  
[smayer@jacksongov.org](mailto:smayer@jacksongov.org)  
E-mail

**X**  
**Signature of Authorized Official**

**Date**

**2. Applicant Checklist**

I. Was a pre-application (Step 1) submitted on-line by 5:00 pm July 10, 2013? Yes  No

Before submitting a district grant proposal, you MUST complete this form. Only if you can answer YES to all questions on this form should it be submitted to the district. **This checklist must be attached to the proposal, immediately behind the Applicant Profile Cover Sheet.**

II. Does the grant proposal include:	<u>PG.#</u>	<u>YES</u>	SWMD DOCUMENTED (Internal use only)
<u>Section # in Application</u>			
1. Executive Summary (3.1-3.2)	3	<input checked="" type="checkbox"/>	_____
2. Project narrative (4.1-4.12)	3-4	<input checked="" type="checkbox"/>	_____
3. Applicant profile sheet (1)	1	<input checked="" type="checkbox"/>	_____
4. Location of the project (4.4)	4	<input checked="" type="checkbox"/>	_____
5. Qualifications of personnel (4.12)	6-7	<input checked="" type="checkbox"/>	_____
6. Work plan (5.0)	8	<input checked="" type="checkbox"/>	_____
7. Timetable (5.0)	8	<input checked="" type="checkbox"/>	_____
8. Evaluation procedures (6.1-6.2)	9	<input checked="" type="checkbox"/>	_____
9. Line-item budget (7.0)	10	<input checked="" type="checkbox"/>	_____
10. Budget notes (7.0)	_____	<input checked="" type="checkbox"/>	_____
11. Documentation of match funds (7.0)	_____	<input checked="" type="checkbox"/>	_____
12. Verification or waivers, permits (9.3)	_____	<input checked="" type="checkbox"/>	_____

III. In addition to the information listed above, for project requesting over \$50,000, does the proposal include:

1. Engineering plans and/or specification for facilities or equipment (8.1)	_____	<input checked="" type="checkbox"/>	_____
2. A financial report including:			
a) Three-year profit and loss statement (8.7)	_____	<input checked="" type="checkbox"/>	_____
b) Description of project financing (8.4)	_____	<input checked="" type="checkbox"/>	_____
c) Credit history (8.3)	_____	<input checked="" type="checkbox"/>	_____
d) Up to three year's previous financial statements/audits (8.2)	NA	_____	_____

IV. Other considerations:

1. Is a current letter of endorsement from the local government included? (9.1)	_____	<input checked="" type="checkbox"/>	_____
2. Is one original and eight copies of the application submitted?	_____	<input checked="" type="checkbox"/>	_____
3. Is the Applicant Profile Cover Sheet signed and dated by the authorized official?	_____	<input checked="" type="checkbox"/>	_____

I hereby certify that the information above is true:

X \_\_\_\_\_  
Signature of Authorized Official Date

### 3.0 EXECUTIVE SUMMARY

**3.1** In 100 words or less, describe the current problem(s) the proposal addresses.

Eastern Jackson County does not have a yard waste facility. Residents need better access to these services. A survey was conducted last year in the cities of eastern Jackson County, Blue Springs, Grain Valley, Oak Grove, Lone Jack, Levasy, Greenwood and unincorporated Jackson County in order to assess the needs and desires of these citizens. The survey showed a strong interest in the areas of Blue Springs, Grain Valley, Oak Grove and unincorporated Jackson County. Based on the survey results, the four listed organizations decided to collaborate and work together to locate a facility in an area that would serve all of the interested parties.

**3.2** In 300 words or less describe:

- How your project will address the problem described above;
- How much your organization is seeking in grant funding;
- The amount of match funds that will be provided and its source.

A lack of yard waste recycling for residents of Blue Springs, Grain Valley, Oak Grove and unincorporated Jackson County residents has presented problems in the past and present. The state of Missouri has banned yard waste from landfills. This fact and bans on burning have created a real need for a yard waste facility in these areas. A survey was sent out last year to citizens in these areas of the county and the results showed strong interest in a yard waste facility in these communities.

We will be asking for \$ 76,525.00 in order to set up operations for the first year.

The match funds will consist of: labor to put up fencing for \$20, 780.00 (21.36%)

### 4.0 PROJECT NARRATIVE

**4.1** Describe how the project will be implemented. Include relevant details and refer to tasks using the completed time table in Section 5.

The name of this facility will be: The Eastern Jackson County Yard Waste Facility. Jackson County Executive Office staff will serve as the project manager. Once all grant funds have been expended the four entities will share the ongoing expenses of managing and maintaining the site, after all collected fees have been expended for expenses of the operation. The population of the four organizations is approximately 96,103 according to the 2010 Census. In order to determine a per capita pro-rated share for the expense split, this number was divided into the following divisions:

Blue Springs	52,575 - 54.333%
Grain Valley	12,854 - 12.333%
Oak Grove	7,795 - 8.333%
Unincorporated JACO	22,879 - 24%

Jackson County is donating the use of the parcel of land for this facility. It is located at 38000 Pink Hill Road in Oak Grove. It was previously used for storage of rock and salt by Jackson County Public Works. The ground will not require much preparation, but will need to be fenced with several gates for ingress and egress. A site plan is included in this proposal and lays out the proposed traffic pattern for the operation. One small building with a generator will be included on the site for the staff's use.

It is planned that the facility will be open on Saturdays for eight months of each year, from March or April, depending on the length of the winter, until October or November, again, depending on the weather. The days and hours of operation will be Saturdays from 8 AM until 4 PM. The Jackson County Public Works Department will provide the staffing for the operation of the facility. The positions for this facility will be

new positions but the county will not be hiring new employees. Regarding the materials and process, all materials brought in will be reviewed for acceptability. All bags will be emptied. No plastic or foreign debris of any kind will be allowed.

Fees will be charged for usage of the facility. A fee schedule is attached. There may be times when citizens of partner municipalities may be able to dump their yard waste for free. At least once each year and possibly several times each year, a vendor will be hired to come to the site and grind the waste and take haul it off site for reuse.

The fees that will be charged are as follows:

	Residents	Non-residents	Commercial
Pick-up truck (large or small)	\$15	\$20	\$25
Trailer or larger truck/ cubic yard	\$10	\$12	\$15
Leave/grass clippings/ bag	\$1	\$1.5	\$2

A committee of representatives from each organization includes:

Jackson County: Sandy Mayer Jeph Burroughs Scanlon Earl Newill Kirk Phillips Chris Jenkins	Project Manager Senior Administrative Manager Acting Director, Public Works Engineer Civil Engineer I
Blue Springs: Lauren Gowdy	Associate Planner, AICP
Grain Valley: Ryan Hunt	Assistant City Administrator
Oak Grove: Tim Mathes	Director, Public Works

Once awarded, the committee members will hold a kick-off meeting to discuss and determine the tasks, etc. The committee will hold quarterly meetings to discuss progress, marketing, problems and evaluation of the program.

The Jackson County Communications Department will provide ideas for the marketing pieces to be agreed upon by all entities.

**4.2 A. Describe the materials the project is targeting for waste diversion.**

All items targeted will be grass, leaves, brush, small logs, etc, primarily any organic yard waste material.

B. For education projects only: what behavior changes does the project intend to influence?  
NA

**4.3 Describe the geographical area the project will serve.**

The areas of eastern Jackson County that will be served are Blue Springs, Grain Valley, Oak Grove and unincorporated Jackson County, Levasy, Sibley, River Bend, and Lone Jack, including communities under 500 in population. It will be open to all of the public, accommodating residents, non-residents and commercial operators.

**4.3 From where will the project be conducted? Include the address and ownership status of the project site. [This is generally an office site.]**

The Jackson County Executive Office will conduct the project management. 415 East 12<sup>th</sup> St, Suite 200, Kansas City, Missouri.

- 4.5 A. Describe your organization or business:  
 Local Government     Non-Profit Organization     Individual  
 Private Business     School/Educational Facility     Other \_\_\_\_\_

B. Demonstrate experience relevant to project:

All entities included in the partnership have experienced and trained drivers and operators familiar with debris removal on an emergency and non-emergency basis. See attached letter in Attachment section.

- C. If business or non-profit, describe services or products currently offered and indicate number of years in business:                      NA

- 4.6 A. Describe how the problem the project addresses is currently being approached in the MARC Solid Waste Management District.

Additional services are required to comply with the state bans. Other drop off services are available in the County but there is a strong need for the easternmost part of the county. The survey indicated that more than half (52%) of the residents surveyed were supportive of having a yard waste facility in eastern Jackson County. The residents felt that the most likely reasons they would use a facility would be the convenience of the location (75%), distance to the facility (74%) and the materials accepted (72%).

B. Explain if your project will offer the same product, services, or educational strategies as other organizations or businesses in the area. Will the project collaborate or compete with these existing efforts?

Although the cities of Lee's Summit and Independence both offer yard waste drop-off recycling, it does not appear that a new facility out further east would compete with these facilities. The survey provided data that supported the notion that residents are not using these facilities and desire to have a location that is more convenient.

- 4.7 Estimate the quantity of materials the project will reduce, recover or divert from the waste stream in tonnages.

The following table outlines the requested information:

According to the EPA publication "Municipal Solid Waste Generation, Recycling, and Disposal in the US: Facts and Figures for 2011" (Pg. 9), 43% of generated yard waste is not recovered (14.41/million tons). This is the target for additional diversion. The population used in this report, was 311,592,000 (Pg. 11). This information was used to extract an average unrecovered yard waste (UYW) per capita and applied to the "2012 Jackson County Yard Waste Survey." Accordingly, the targeted diversion is based off of the chart below.

Yard Waste Diversion		Survey Results	54% of respondents would use facility at least once per year
EPA Population Sample	311,592,000	Tons Diverted	2,377
Est. Annual UYW (tons)	14,410,000		
Est. Annual UYW Per Capita (lbs.)	92		
Population of Local Survey Area	95,700		
Local UYW of Local Survey Area (tons)	4,402		



**4.8** If this project is already in existence, describe how the quantity estimated compares to amounts that are currently being diverted. How do project funds contribute to the increase in tonnages?

NA

**4.9** Demonstrate that the project can secure both the necessary supply of recovered materials (feedstock) and end product markets necessary for sustained business activity. NA

If the project relies on an outside source or company(s) to process the materials recovered, list the company(s) that the applicant has contacted to provide this service and include current letters of support acknowledging their involvement in the project specific to this application, their willingness to accept materials, and the fees paid or fees charged.

Missouri Organics supplies grinding services to various yard waste facilities locally. Their fees run \$670 per hour to grind with an 8 hour minimum. If there is too much mulch for selling or using by the facilities, then Missouri Organics would haul off at the price of \$4 a yard. Based on other facilities in the area, we anticipate that we would need grinding twice a year. A letter of support is attached in the Attachment section.

**4.10** Explain how your services will be marketed.

The cities of Blue Springs, Grain Valley and Oak Grove will send out city-wide mailers in their respective utility bills at least once per year and will most likely be in the early spring.

Blue Springs will do additional marketing in the bi-yearly Blue Springs magazine that is mailed to every household in the City, Mayor's e-newsletter, Parks & Recreation Department e-newsletter, and on their social media – Facebook and Twitter. They will do promotion to their local landscaping businesses, when they apply or renew their business license with the city, and send a direct mailer to those businesses that already have a business license. Currently 43 licensed landscaping businesses are located in the city of Blue Springs. A solid waste newsletter is printed quarterly in which information on the yard waste site can be included.

The City of Grain Valley will provide information on the City website, Local Government Access Channel "Channel 7", and distribute fliers at City Hall, local events, and civic organizations. In addition, information would be included in the Grain Valley "City View" publication that is printed and mailed to every household every six months. Grain Valley social media outreach will include Facebook, Twitter, and Nixle.

Jackson County will send out notices of the facility in their annual tax bills.

All of the entities plan to advertise on their respective websites. All entities plan to send a have postcards or magnets that can be distributed at various locations within each entity.

**4.11** Estimate the number of individuals, schools, classrooms, or businesses this project will reach.

It is anticipated that this facility will reach 51,600 persons on an annual basis.

**4.12** Identify the project manager responsible for conducting the project and his or her specific qualifications, such as managerial, operational or technical capabilities. Include qualifications for other key staff involved in the project. Resumes may be attached.

Vitas for Earl Newill, and Sandy Aguirre Mayer follow:

Earl Newill, P.E. Currently is Deputy Director of Public Works, for Jackson County, Missouri, has 30 plus years experience in the public works department in various roles. Holds an Associates of Engineering from Penn Valley Community College, a Bachelors Degree in Civil Engineering, from the UMKC, and a Masters in Civil Engineering from KU. Is a licensed Professional Engineer in the State of Missouri, and has a class D waster water treatment certification form MDNR.

Sandy Aguirre Mayer currently serves as the Special Projects Coordinator for the County Executive's Office of Jackson County, Missouri. In this role , she oversees various functions for the county including, parking, recycling grants, staff support for senior staff, and represents the county on sustainability efforts to name a few. She holds an MBA from Baker University and an undergraduate degree from Missouri State University. She also holds real estate licenses in Missouri, Kansas and Florida.

### 5.0 WORK PLAN AND TIMETABLE

In the timetable below you will incorporate project tasks. Include anticipated dates for major planned activities and expenditures, as well as other tasks such as bidding for services/equipment, training, publications and other outreach efforts. Include also the submittal of quarterly reports and the final report. See next page.