



# City of Lawrence

DAVID L. CORLISS  
CITY MANAGER

City Offices  
PO Box 708 66044-0708  
www.lawrenceks.org

6 East 6<sup>th</sup> St  
785-832-3000  
FAX 785-832-3405

**CITY COMMISSION**

**MAYOR**  
MIKE AMYX

**COMMISSIONERS**  
JEREMY FARMER  
DR. TERRY RIORDAN  
ROBERT J. SCHUMM  
MICHAEL DEVER

May 9, 2014

Kansas Department of Health and Environment  
Bureau of Waste Management  
1000 SW Jackson, Suite 320  
Topeka, Kansas 66612-1366

Dear Grant Review Committee,

Please accept the attached application for the KDHE State Fiscal Year 2015 Household Hazardous Grant from the City of Lawrence. The grant requests support for the development and implementation of a new permanent Household Hazardous Waste (HHW) Facility for the City of Lawrence and Douglas County.

Since 1994, the City of Lawrence / Douglas County HHW Program has collected over 2,400,000 pounds of hazardous waste and distributed over 450,000 pounds through the Product Reuse Program. The program is also permitted to accept hazardous waste from Douglas County Conditionally Exempt and Kansas Small Quantity Generators which assists these businesses with proper disposal that is affordable.

All components of this proposal for which state funding is requested are consistent with the goals established within the Douglas County / Jefferson County Solid Waste Management Plan. Your consideration of this request is sincerely appreciated. If you have specific questions or need additional information, please contact Kathy Richardson, Solid Waste Division Manager, at (785) 832-3032.

Respectfully,

David L. Corliss  
City Manager

cc: Chuck Soules, Public Works Director  
Tammy Bennett, Assistant Public Works Director  
Kathy Richardson, Solid Waste Division Manager  
Tom Hogan, Waste Reduction and Recycling Specialist  
Shawna Trarbach, Waste Reduction and Recycling Specialist



Kansas Department of Health and Environment  
Bureau of Waste Management

# Household Hazardous Waste Grant Request

Submitted By:

## City of Lawrence

Solid Waste Division  
P.O. Box 708  
Lawrence, Kansas 66044

May 9, 2014

City Manager: David L. Corliss

Mayor: Mike Amyx

City Commissioners:

Jeremy Farmer  
Dr. Terry Riordan  
Robert J. Schumm  
Michael Dever

**CITY OF LAWRENCE / DOUGLAS COUNTY  
HOUSEHOLD HAZARDOUS WASTE PROGRAM**

**Household Hazardous Waste Grant Request - State Fiscal Year 2015**

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**I. BACKGROUND**

**CITY OF LAWRENCE / DOUGLAS COUNTY HOUSEHOLD HAZARDOUS WASTE PROGRAM**

**A. PROGRAM SERVICE AREA**

The existing City of Lawrence / Douglas County Household Hazardous Waste (HHW) facility located at 711 East 23<sup>rd</sup> Street, Lawrence serves all the residents of Douglas County, including people who live in Lawrence, Eudora, Baldwin City, Lecompton, and unincorporated areas. The total population of Douglas County was 110,826 according to the 2010 US Census.

This grant request is for the development and implementation of a new permanent HHW facility at 2201 Kresge Road, Lawrence that would replace the existing HHW facility at 711 East 23<sup>rd</sup> Street, Lawrence. The new facility will serve all residents of Douglas County as listed above.

NOTE: The property at 711 East 23<sup>rd</sup> Street is owned by Douglas County. The County's Public Works Operations Division and the City of Lawrence / Douglas County HHW facility are co-located on this property. Douglas County will be moving out and preparing this property for sale over the next two years. For this reason the City of Lawrence is relocating the HHW facility to another property.

**B. LOCAL AND COMMUNITY SUPPORT**

The City of Lawrence / Douglas County Household Hazardous Waste (HHW) Program has benefited from tremendous public support. The program was initiated by an Ad Hoc Hazardous Waste Committee. Initial facility construction of the existing HHW facility was funded by the City of Lawrence, Douglas County, and a Household Hazardous Waste Grant from the Kansas Department of Health and Environment.

Since 1994, the City of Lawrence / Douglas County HHW facility has collected over 2,400,000 pounds of hazardous waste and distributed over 450,000 pounds through the Product Reuse Program (see attachment A). The facility is also permitted to accept hazardous waste from Douglas County Conditionally Exempt and Kansas Small Quantity Generators which assists these businesses with proper disposal that is affordable.

The HHW Program continues to receive support through the neighborhood associations, the Mayor-appointed Sustainability Advisory Board, and the University of Kansas Environmental, Health and Safety Department (see attachment B).

C. SOLID WASTE MANAGEMENT PLAN

Douglas County joined with Jefferson County to develop a Regional Solid Waste Management Plan. The Solid Waste Management Committee completed the final plan with the assistance of Franklin & Associates. The plan was reviewed and approved by the Kansas Department of Health and Environment in 1996 and its most recent review was conducted in September 2013. The scope of work provided in this request is compatible with the mission set forth in the long term goals of the Solid Waste Management Plan.

D. PURPOSE OF GRANT REQUEST

The purpose of this grant request is for the development and implementation of a new permanent HHW facility for the City of Lawrence and Douglas County. The existing HHW facility is located at 711 East 23<sup>rd</sup> Street, Lawrence in conjunction with the Douglas County Public Works Operations Division. In July 2013, the Douglas County Commissioners voted to move ahead with plans to build a new County Public Works facility near the county jail on East 25<sup>th</sup> Street. Since then the City of Lawrence has been looking for a suitable property for a new HHW facility and its Solid Waste Division operations.

In March 2014, the City of Lawrence acquired the property at 2201 Kresge Road, Lawrence. This is a 10.7 acre site. The property is zoned IG (General Industrial District). The City intends to develop the property in phases as the primary location for the Solid Waste Division. Establishing a new HHW facility will be completed in the first phase of development.

During the due diligence phases of property acquisition, the City of Lawrence completed the following:

- Acquisition of the Phase I Environmental Assessment (completed 2007),
- Acquisition of the appraisal completed by the owner (June 2013),
- Professional site investigation and feasibility study by engineering firm (December 2013),
- Updated appraisal completed by City-selected appraiser (December 2013),
- Updated Phase I Environmental Assessment (Terracon 2013),
- Limited Site Investigation (Terracon 2014), and
- Conceptual layout for property, presented to City Commission (2014).

**II. PROPOSED PROGRAM DETAILS**

The City of Lawrence / Douglas County Household Hazardous Waste Program is requesting grant funding for the development and implementation of a new permanent HHW facility.

For this project, the City of Lawrence will submit to the Kansas Department of Health and Environment (KDHE) a permit application for the approval to establish and operate a solid waste processing facility (i.e. HHW facility) and will also submit a permit modification request for the HHW facility to accept hazardous wastes from small quantity generators.

As part of the permitting process, the City of Lawrence will submit to KDHE a copy of the Facility Design Plan, Operating Plan, and Closure Plan per the HHW Standard Permit Format guidelines.

#### A. NEW HHW FACILITY

The City of Lawrence / Douglas County HHW facility is in its 20th year of operation and for the first time since its debut the facility will need relocate. As stated previously, the existing HHW facility was built on the Douglas County property at 711 East 23<sup>rd</sup> Street, Lawrence which will soon be vacated.

The City of Lawrence plans to replace the existing HHW facility with a new permanent HHW facility to be built at 2201 Kresge Road, Lawrence.

Prior to the City's Kresge Road property purchase, Bartlett & West was engaged by the City to conduct a general assessment of the buildings and possible property layout to determine if the site could adequately meet current and reasonable needs for the Solid Waste Division. The conceptual layout for the property was presented to the City Commission in January 2014 (see attachment).

On April 16, 2014, the City of Lawrence issued a Request for Proposals (RFP) soliciting proposals from qualified professional firms to re-plat, site plan, and complete design and construction documents for a Solid Waste Facility including a new HHW facility at 2201 Kresge Road, Lawrence. Proposals will be due on May 16, 2014. The selected firm will provide cost estimates, generate biddable construction plans and specifications, and obtain all required construction permits. City staff will lead the permitting process for the HHW facility but the selected firm will be required to work closely and communicate with the City of Lawrence Public Works Department and Administration, Lawrence City Commission, Lawrence / Douglas County Planning Commission, and the general public. Public input is an important component of the HHW portion of the Kresge Road project. The consultant will attend public meetings as needed for the permitting process for the new HHW facility.

The RFP Committee's recommendation for selection of the consultant will be reviewed and approved by the Lawrence City Commission for award of contract.

**ESTIMATED COSTS – Construction of new HHW facility:**

Item	Unit	Approx. Quantity	Unit Cost	Amount
Building Costs: HHW Facility	S.F.	5000	\$100	\$500,000
Site Work Costs: Asphalt Parking Lot and Drive for HHW Facility	S.Y.	1016	\$35	\$35,560
SUBTOTAL				\$535,560
Professional Services (10% of subtotal)				\$53,556
<b>TOTAL</b>				<b>\$589,116</b>

**B. GOALS**

- Create an efficient and cost-effective HHW collection facility.
- Provide proper and safe disposal options for hazardous waste generated by Lawrence and Douglas County households and pre-qualified businesses.
- Promote reuse/recycling of household hazardous products in good condition by distribution through the Product Reuse Program.
- Encourage the use of non-toxic alternatives and the reduction of household hazardous waste through community education and outreach.
- Achieve the solid waste management goals as described in the Douglas / Jefferson Counties Solid Waste Management Plan.

**C. EFFECT ON EXISTING PUBLIC AND PRIVATE SERVICES**

The City of Lawrence is not in direct competition with the private sector on this endeavor. There are no permitted household hazardous waste facilities in Douglas County.

**D. IMPLEMENTATION PLAN AND TIMETABLE**

Below is the estimated timeline of actions steps to complete for the construction of a new City of Lawrence / Douglas HHW facility.

<b>2014 – Action Items To Be Completed</b>									
	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
RFP – consultant proposals									
Selection of consultant									
Re-plat, site plan, and completion of construction plans (phase 1)									
Bid - construction bids									
Select of construction contractor									
HHW facility permit process									
Begin construction of new HHW									

<b>2015 – Action Items To Be Completed</b>						
	Jan.	Feb.	March	April	May	June through December
HHW construction continues						
Closure of HHW facility at 711 East 23 <sup>rd</sup> Street						
Open new HHW facility						
New HHW facility at 2201 Kresge Road in full operation						

**E. PUBLIC EDUCATION**

The Solid Waste Division’s waste reduction and recycling staff provide public education and information on several toxics reduction, non-toxic alternatives, waste reduction, recycling and reuse topics (see [www.LawrenceRecycles.org](http://www.LawrenceRecycles.org) ).

**III. RESPONSIBLE PERSONS**

**A. LIST OF RESPONSIBLE PERSONS FOR IMPLEMENTATION OF GRANT**

The persons responsible for the appropriate completion of the projects requested in this application and the implementation of the grant, if approved, are:

Kathy Richardson, Solid Waste Manager  
Solid Waste Division  
P.O. Box 708  
Lawrence, KS 66044  
Phone: (785) 832-3032

Kathy Richardson is responsible for the overall management and evaluation of all Solid Waste Division services, programs and personnel. Kathy Richardson will be responsible for writing the Request for Bid, project and grant administration, selection of contractor and ensure timely completion of the final report upon grant completion, as specified by the Kansas Department of Health and Environment, Bureau of Waste Management. The Solid Waste Division is a part of Public Works Department which is administered by Chuck Soules, Public Works Director, who reports to the City Manager, David Corliss.

Tom Hogan, Waste Reduction and Recycling Specialist  
Shawna Trarbach., Waste Reduction and Recycling Specialist  
Solid Waste Division  
P.O. Box 708  
Lawrence, KS 66044  
Phone: (785) 832-3030

Tom Hogan and Shawna Trarbach are the lead staff at the Household Hazardous Waste Facility, providing service both to county/city households and pre-qualified Conditionally Exempt and Kansas Small Quantity Generator businesses. Tom and Shawna serve as lead technical capacity at the HHW facility and coordinate all acceptance, processing and shipment of hazardous and non-hazardous wastes through Clean Harbors, the City’s hazardous waste contractor.

The Lawrence / Douglas County HHW Program is a joint venture between two local governments. In general, the City of Lawrence assumes responsibility for all program management and administration. Kathy Richardson will be responsible for any coordination necessary between the two jurisdictions.

**B. ESTIMATE OF PERSONNEL HOURS NECESSARY**

It is estimated that the number of hours and staff necessary to complete each component of the proposed project is:

<u>Task</u>	<u>Number staff</u>	<u>Number staff hours</u>
Site Plan Review Process:	1	15
Write Request for Bid	1	5
Oversee construction	1	30
Total Staff Hours		50 hours

**C. COORDINATION OF RESPONSIBLE PARTIES**

Kathy Richardson, Solid Waste Manager, will provide overall grant coordination and work with all staff, private and public entities to ensure timely completion of the project within the budget provided. Other entities include:

- City of Lawrence Public Works and Building Maintenance Division
- City of Lawrence Planning Department
- City of Lawrence Finance Department
- Douglas County Public Works
- Kansas Department of Health and Environment
- Contractors and Subcontractors

**IV. PROGRAM BUDGET**

**A. Budget Summary Information (totals from KDHE worksheet)**

Attached, page 10

**B. Match requirements and source**

Attached, page 111

- C. Detail budget by program item

Attached, page 12-13

- D. Financing for continued program operations

Operation of the City of Lawrence / Douglas County HHW Program is financed by the City's Solid Waste Division, which is an enterprise fund. The annual budget provides for the operation of collection, HHW disposal, operation of the Product Reuse Program, and required staff training. The division also provides some funding for advertising and education and outreach, but these funds are intended to support all the programs of the Waste Reduction and Recycling function. Financing for continued HHW program operations is at the discretion of the City Commission during the annual budget process. State laws prohibit the City Commission from binding future commissions by making funding commitments greater than one year.

## **V. PROGRAM EVALUATION PROCEDURES**

Program evaluation procedures will include a final report submitted with the final Affidavit of Expenditures to the Kansas Department of Health and Environment. The report will include a breakdown of all costs and a narrative description with a summary of all efforts and focus on the following elements.

- A. Environmental benefits
- B. Operational benefits
- C. Costs
- D. Timeliness of project completion

## ATTACHMENTS

Attachment A. HHW program information (hazardous waste collected and product reuse distribution over the years)

Attachment B. Letters of support

Attachment C. Conceptual layout of 2201 Kresge Road (Bartlett & West)

### HHW Grant Budget Summary Totals KDHE Budget Categories

Line Items	Construction of a new HHW facility	Expansion of an existing HHW facility	Public education and advertising	Training	Other	Total
Salaries						
Supplies						
Capital Equipment	\$535,560					\$535,560
Prof. Services	\$53,556					\$53,556
Other						
<b>Project Totals</b>	<b>\$589,116</b>					<b>\$589,116</b>

## HHW Grant Application Match Requirements

<b>TOTAL OF ITEMS REQUESTED</b>	<b>\$ 589,116</b>	
<b>KDHE Share of request if approved (34%)</b>	<b>\$200,000</b>	
<b>City of Lawrence CASH contribution</b>	<b>\$389,116</b>	<b>% Contribution 66%</b>
<hr/>		
CITY CASH contribution (min. 40%)		<b>66%</b>
<b>KDHE CASH contribution</b>		<b>34%</b>
<b>TOTAL GRANT REQUEST</b>		<b>100%</b>

**Bureau of Waste Management**  
**HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM**

State Fiscal Year 2015 Application Form

Kathy Richardson \_\_\_\_\_ May 9, 2014 \_\_\_\_\_  
 Contact Person (responsible for day to day project management)      Date of Application

City of Lawrence \_\_\_\_\_ krichardson@lawrenceks.org \_\_\_\_\_  
 Name of Applicant Organization      Email Address

PO BOX 708 \_\_\_\_\_ Lawrence KS 66044 \_\_\_\_\_  
 Address      City      State      Zip

785-832-3032 \_\_\_\_\_ 785-832-3072 \_\_\_\_\_ 48-6033520 \_\_\_\_\_  
 Telephone Number      Fax Number      FEIN (IRS) Tax Number

Check here if you have a designated fiscal agent.      Please Name: \_\_\_\_\_

FEIN (IRS) Tax Number

**BUDGET SUMMARY INFORMATION**

Calculate each category of costs from the Budget Worksheet and total below:

	<u>Requested Funding</u>	<u>Match</u>	<u>Project Total</u>
SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ <u>200,000</u>	\$ <u>335,560</u>	\$ <u>535,560</u>
PROFESSIONAL SERVICES	\$ _____	\$ <u>53,556</u>	\$ <u>53,556</u>
OTHER	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ <u>200,000</u>	\$ <u>389,116</u>	\$ <u>589,116</u>

Percentage of Total      34%      +      66%      =      100%

\*Local match of 40% is required for all categories.

## BUDGET WORKSHEET

Please complete the following budget breakdown. Check and complete the category(s) that apply to your proposal. Following is a brief definition of each category.

	<u>Requested Funding</u>	<u>Match</u>	<u>Project Total</u>
<b><input checked="" type="checkbox"/> 1. Construction of a new HHW facility:</b>			
SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ <u>200,000</u>	\$ <u>335,560</u>	\$ <u>535,560</u>
PROFESSIONAL SERVICES	\$ _____	\$ <u>53,556</u>	\$ <u>53,556</u>
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ <u>200,000</u>	\$ <u>389,116</u>	\$ <u>589,116</u>

**2. Expansion or improvement of an existing HHW facility or program:**

SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____

**3. Public education and advertising:**

SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____

	<u>Requested Funding</u>	<u>Match</u>	<u>Project Total</u>
<b>□ 4. Training:</b>			
SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____

**□ 5. Other: \_\_\_\_\_ (specify)**

SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ <u>          </u>	\$ <u>          </u>	\$ <u>          </u>

## **BRIEF DESCRIPTION OF EACH CATEGORY:**

### **1. Construction of a new HHW facility:**

This category includes all expenditures expected to be incurred with the construction and equipment/supplies required for a new permitted HHW facility. Construction may be performed by either an independent contractor or city/county employees. Salaries paid to city/county employees are accounted as the in-kind match. Examples of eligible grant expenditures include: contractor's expenses, building equipment/supplies, safety equipment/supplies, hazardous waste reference manual, computer, drums, etc. Items to be included on the Capital Expenditures line would be any expenditures(s) with a useful life of one year or greater and a cost of \$500 or greater.

### **2. Expansion of an existing HHW facility or program:**

This category includes all expenditures expected to incur with the expansion of an existing HHW facility or program. Examples of such activities/expenditures include: purchasing a mobile trailer or storage cabinets, building expansions, updating/improving safety equipment, computer, reference materials, etc. Ongoing operational expenditures are not eligible. Capital expenditures are any expenditure(s) with a useful life of one year or greater and a cost of \$500 or greater.

### **3. Public education and advertising:**

This category includes all expenditures related to new program development and distribution of public education materials and advertising. Examples of such activities/expenditures include: printing costs of brochures, postage for mailing educational materials, fees paid for the development of educational brochures or advertisements, newspaper, radio or other media advertising, etc. Please note: Ongoing public education expenses are ineligible. Public education will only be funded to educate and promote an expansion of services. Typical in-kind expenditures in this section may include: salaries paid to employees creating or presenting program educational materials, travel for employees presenting educational materials within grant area, etc. Capital expenditures in this section may include presentation booths or other presentation equipment.

### **4. Training:**

This category includes expenditures related to training of HHW staff members, training aids for in-house training programs, etc. Examples of such expenditures include: training costs, television, DVD player, camcorder, projector, course manuals, etc. Typical in-kind expenditures in this section may include: salaries, mileage, etc. paid to employees attending training sessions and/or salaries paid to employees for developing in-house training programs. KDHE reserves the right to contract directly with a qualified trainer to conduct 24 hour HHW specific training. If such a contract is in place, training related grant expenditures may be adjusted accordingly.

### **5. Other:**

This category includes expenditures related to any "other" activity not listed in any of the above categories. Examples of potentially eligible projects/expenditures include: HHW program surveys/assessments for program development/improvement, etc. This category is ranked as lowest in priority for funding eligibility.

**ADDITIONAL INSTRUCTIONS/INFORMATION:**

- A. A narrative is required for any type of HHW grant application. See the narrative checklist.
- B. All proposed projects should be completed within the State Fiscal Year 2015 (July 1, 2014 to June 30, 2015). List the proposed project START DATE: \_\_\_\_\_ and the COMPLETION DATE: \_\_\_\_\_
- C. The local match requirement is intended to show local commitment, which can be met through in-kind and/or financial obligations. Although securing additional funding sources for program development is encouraged, it is prohibited to match state dollars with state dollars.
- D. If this proposal requires a permit application to be filed no grant funds will be disbursed by KDHE until such paperwork is submitted.

**CERTIFICATION:**

The undersigned is an official authorized to represent the applicant. The applicant certifies that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which it is intended; that records will be maintained and submitted when requested, and KDHE is hereby granted access to inspect project sites and/or records.

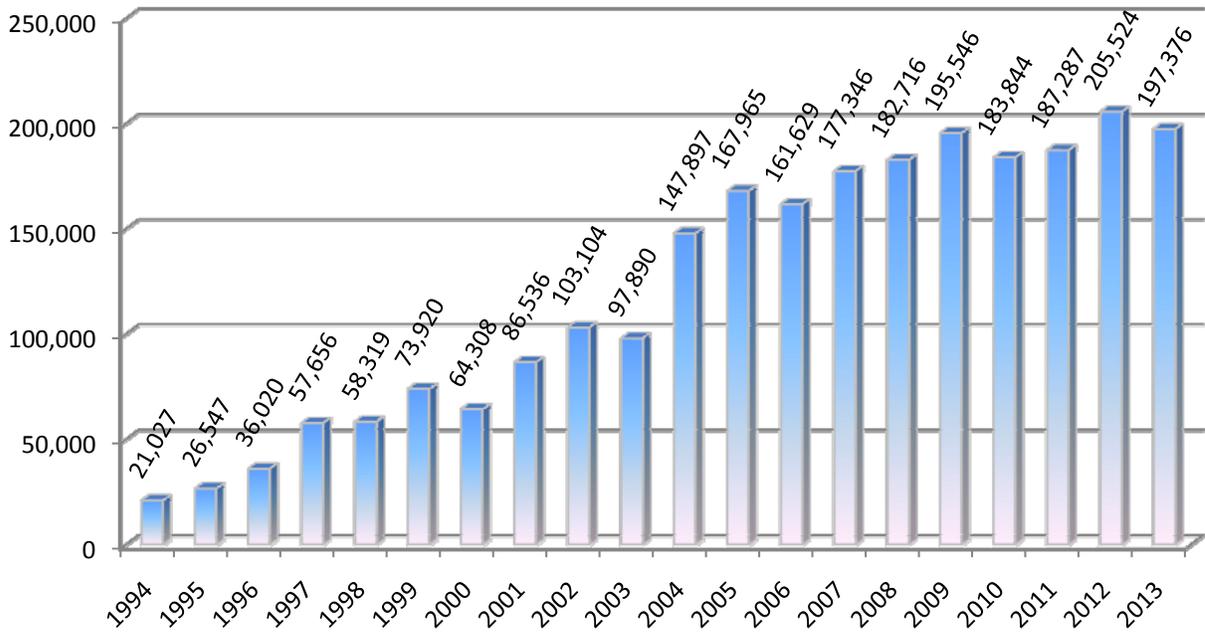
\_\_\_\_\_  
Authorized Representative (please print)

\_\_\_\_\_  
Title

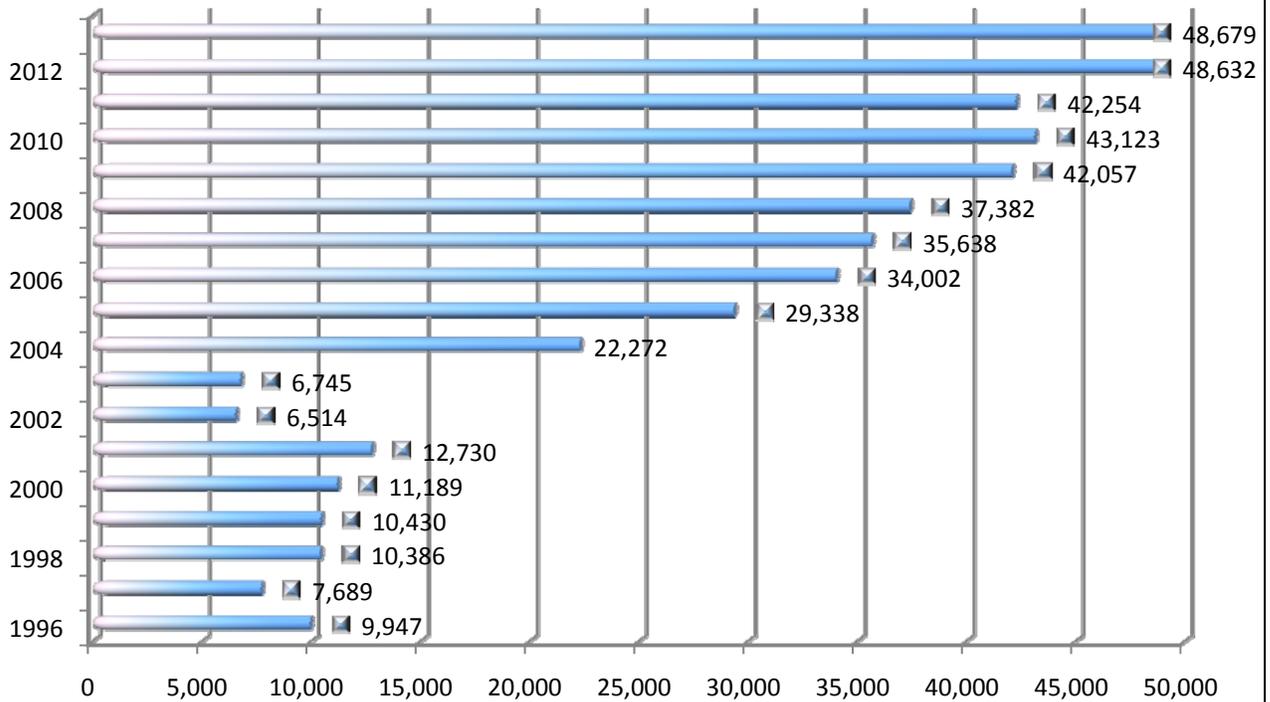
\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

## HHW + BHW Pounds Collected = 2,432,457



## Reuse pounds = 459,007





# City of Lawrence

## SUSTAINABILITY ADVISORY BOARD

April 9, 2014

Kansas Department of Health and Environment  
Bureau of Waste Management  
1000 SW Jackson, Suite 320  
Topeka, Kansas 66612-1366

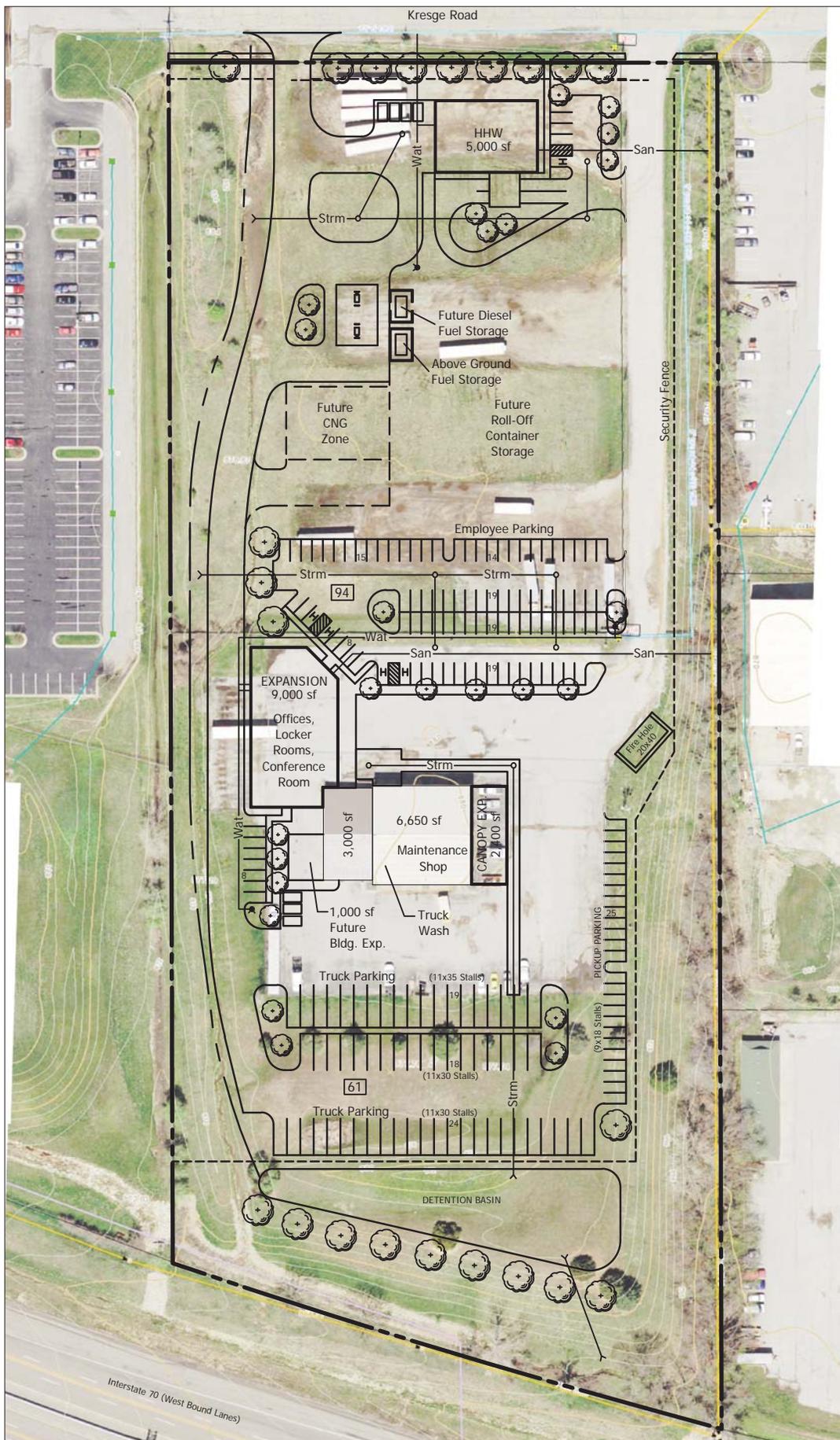
Dear Grant Review Committee,

The City of Lawrence Sustainability Advisory Board would like to provide this letter of support for the City's grant application requesting financial assistance for the construction of a new City of Lawrence / Douglas County Household Hazardous Waste Facility at 2201 Kresge Road, Lawrence, Kansas.

The city's hazardous waste program has grown steadily in pounds of materials diverted from the landfill and in the number of citizens and businesses served. This program continues to improve public and environmental health in Douglas County through responsible disposal of hazardous waste. The Sustainability Advisory Board is very proud of this program and we are thankful for the help you have provided the City of Lawrence in previous grant awards – we hope you will consider funding this grant request as well.

Thank you for your consideration,

Scott White, Chair  
Sustainability Advisory Board



Solid Waste Facility Preferred Concept Layout