



Department Source: Sustainability

To: City Council

From: City Manager & Staff

Council Meeting Date: April 15, 2019

Re: Administrative Services Agreement with the Mid-Missouri Solid Waste Management District

Executive Summary

The Mid-Missouri Solid Waste Management District (MMSWMD) provides planning, technical and financial support in the area of solid waste management for an eight county region that includes Audrain, Boone, Callaway, Cooper, Cole, Howard, Monteau, and Osage. The City of Columbia created a position in 1992 to administer the MMSWMD grants and provide educational efforts for the eight county region. These services were recently bid and the Office of Sustainability was notified that they were awarded the MMSWMD administrative services contract.

Discussion

The MMSWMD provides district grant funding to help cities, counties, and private organizations, both profit and nonprofit, to initiate or expand waste reduction, reuse, and recycling programs. The Office of Sustainability is committed to continuing this relationship with the MMSWMD. Under the terms of the administrative Services agreement, the City provides personnel services (payroll and benefits), administration (oversight and support staff), office space, and equipment. The MMSWMD will reimburse the City for 100% of the salary and benefits for the MMSWMD Manager, as well as actual expenses for mileage, telephone, office supplies, travel, etc. Additionally, the MMSWMD will reimburse the City for 50% of the Administrative Support Technician's salary. The remaining 50% of this salary is paid by the City, as well as office space, equipment and utilities as in-kind match. These costs are included in the department's budget each year. The Administrative Services Agreement with the MMSWMD is for a one year period with the option to renew for four additional years.

Fiscal Impact

Short-Term Impact: The City's cost of services as in-kind match total approximately \$38,140.46. This includes 50% salary and 65% fringe benefits for the administrative support technician; office space, including utilities and maintenance; IT services, printers, copiers, and self-insurance, for one year. The MMSWMD reimburses the City approximately \$75,000.00 per year. This includes 100% salary and fringe benefits for the District Manager, 50% salary and 35% fringe benefits for the administrative support technician; travel; food; advertising; and miscellaneous charges such as office supplies, legal fees, printing, etc.

Long-Term Impact: Same as above for up to five years.



Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Environmental Management

Legislative History

Date	Action
June 2, 2014	Authorizing Professional Administrative Services agreement with MMSWMD (Ord 148-14)
June 1, 2009	Authorizing Professional Administrative Services agreement with MMSWMD (Ord 20286)
April 16, 2002	Authorizing Professional Administrative Services agreement with MMSWMD (Res 84-02)

Suggested Council Action

Staff suggests passage of the ordinance.