



Department Source: Sustainability

To: City Council

From: City Manager & Staff

Council Meeting Date: May 6, 2024

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

## Executive Summary

The Mid-Missouri Solid Waste Management District H (District) provides planning, technical and financial support to solid waste management and diversion activities for the counties of Audrain, Boone, Callaway, Cooper, Cole, Howard, Monteau, and Osage. Since 1992 the City of Columbia has successfully bid on the District administrative services contract when it has come up for renewal. Currently the City provides support to two full time positions, located in the Office of Sustainability, through direct and in-kind match. Those positions are the District Manager and Administrative Technician.

## Discussion

The District provides grants to cities, counties, individuals and organizations (profit and nonprofit) for waste reduction programs or related educational activities. The Missouri Department of Natural Resources distributes funds to the District from tipping fees collected at landfills across the state.

Under the terms of the administrative services agreement, the City will provide personnel services (payroll and benefits), administration (oversight and support staff), office space, and equipment for two full-time positions. The District will provide reimbursement to the City for 100% of the Manager's salary and fringe benefit cost; 50% of salary and 35% of fringe benefit cost of the Administrative Technician position. Responsibility for non-personnel costs are shared by the District and the City of Columbia further detail can be found in Attachment B of the City of Columbia's proposal.

The term of this administrative services agreement is one year, renewable for up to five consecutive 12-month periods, beginning July 1, 2024.

## Fiscal Impact

Short-Term Impact: \$74,826 salary and fringe benefits; \$64,382 office space and support services. Total of \$139,634.

Long-Term Impact: \$112,239 salary and fringe benefits; \$96,573 office space and support services. Total of \$208,812.



## Strategic & Comprehensive Plan Impact

### Strategic Plan Impacts:

Primary Impact: Reliable and Sustainable Infrastructure, Secondary Impact: Secondary, Tertiary Impact: Tertiary

### Comprehensive Plan Impacts:

Primary Impact: Environmental Management, Secondary Impact: Inter-Governmental Cooperation, Tertiary Impact: Tertiary

## Legislative History

Date	Action
May 6, 2019	Authorizing an administrative services agreement with the Mid-Missouri Solid Waste Management District for administrative and grant coordination services ( <a href="#">B 104-19</a> )
June 2, 2014	Authorizing Professional Administrative Services agreement with MMSWMD (B 148-14)
June 1, 2009	Authorizing Professional Administrative Services agreement with MMSWMD (B 20286)
April 16, 2002	Authorizing Professional Administrative Services agreement with MMSWMD (B 84-02)

## Suggested Council Action

Approve ordinance to authorize the City Manager to execute professional services agreement.