

**ADMINISTRATIVE SERVICES AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Mid-Missouri Solid Waste Management District, a public body organized and existing under and by virtue of the laws of the State of Missouri (hereinafter referred to as "District") and the City of Columbia, Missouri, a municipal corporation (hereinafter referred to as "City").

**WITNESSETH:**

WHEREAS, the District is in need of administration and grant coordination services to be funded through grant funds received from the Missouri Department of Natural Resources Solid Waste Management Programs as stated in the RFP attached hereto as Exhibit A; and

WHEREAS, the City has offered to provide the services described in their proposal attached hereto as Exhibit B, in consideration of the payment terms described herein; and

WHEREAS, the District desires to engage the City to perform such services;

NOW, THEREFORE, in consideration of the mutual covenants and considerations herein contained, IT IS HEREBY AGREED by the parties hereto as follows:

1. The City shall provide the equivalent of a full time staff person to provide administration, plan implementation, and grant coordination services to the District (hereinafter referred to as "District Administrator"). The District Administrator shall report to the District Executive Board on all aspects of District activities. The District shall reimburse the City 100% of the District Administrator's salary, salary adjustments, and fringe benefits. The District Executive Board shall be responsible for yearly performance evaluations of the District Administrator.

2. The City shall provide the equivalent of a full time staff person to provide administrative services to the District (hereinafter referred to as "Administrative Technician"). The Administrative Technician shall report to the District Administrator. The District shall reimburse the City 50% of the Administrative Technician's salary and salary adjustments, and 35% of fringe benefits.

3. As described in Section E of Exhibit B, The City shall provide, at no charge to the District, office space, equipment, utilities, and maintenance; IT services, computers, printers, copiers, and maintenance; MMSWMD trailer licensing, storage, and maintenance; car mileage difference between State mileage rate and City mileage rate, self insurance, purchasing consulting, legal consulting, Employee Health services, clerical support, custodial services, and administrative supervision and accounting.

4. The services provided by the City shall be equal to or in excess of that required as a local match for Missouri Department of Natural Resources (MDNR) Administrative Grants.

5. The City shall provide documentation on the services provided sufficient for MDNR monitoring requirements.

6. The District shall reimburse the City for all direct costs including salary and associated personnel expense, MMSWMD Trailer transport charges, Travel: Conferences/trainings, car mileage based on State mileage rate, long distance telephone charges, and miscellaneous out of pocket expenses as described in Section E1 of Exhibit B.

7. Either party may terminate this agreement by giving the other at least ninety (90) days written notice.

8. The term of this agreement shall be for a period of one (1) year from July 1, 2019 through June 30, 2020 subject to appropriation of funds, unless terminated pursuant to this agreement.

9. After the initial one (1) year period, the City and the District may renew this agreement in one year agreements for up to five (5) consecutive 12-month periods. By following the following outlined procedure:

- a. The District shall notify the City in writing, by certified mail, return receipt requested, of its intent to Renew the Agreement.
- b. Said written notification will be tendered to the City within 120 days prior to the expiration of the Agreement.
- c. Should the City wish to reject the District's proposal to Renew the Agreement, the City Manager, acting on behalf of the City, shall notify the District in writing, by certified mail, return receipt requested, within 30 days of receipt of the District's letter of intent to Renew.
- d. Should the City not notify the District that the proposal to Renew the Agreement is rejected in the above stated time frame, then the Agreement shall continue in full force and effect for a period of one (1) year from the end of the current Agreement unless terminated by the terms of this Agreement.

10. This agreement, along with Exhibits A & B, represents the entire and integrated agreement between the City and the District. This agreement shall be binding only after it has been duly executed and approved by the City and the District.

IN WITNESS WHEREOF, the District and City have executed this Agreement on the day and year first above written.

MID-MISSOURI SOLID WASTE DISTRICT

BY: \_\_\_\_\_  
ML Cauthon III

Title: MMSWMD Executive Board Chair

ATTEST:

BY: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF COLUMBIA, MISSOURI

BY: \_\_\_\_\_  
John Glascock, Interim City Manager

ATTEST:

\_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Nancy Thompson, City Counselor AK



## Mid-Missouri Solid Waste Management District

P.O. Box 6015, Columbia, Missouri 65205-6015  
(573) 874-7574

### REQUEST FOR PROPOSALS

#### PROFESSIONAL ADMINISTRATION SERVICES

The Mid-Missouri Solid Waste Management District (MMSWMD) is seeking proposals for Administrative and Grant Coordination Services to be funded through grant funds received from the Missouri Department of Natural Resources Solid Waste Management Program. The MMSWMD serves the counties of Audrain, Boone, Callaway, Cole, Cooper, Howard, Moniteau and Osage for waste management and recycling needs.

MMSWMD intends to offer an annual contract renewable for up to five consecutive 12-month periods, beginning July 1, 2019.

Administrative and grant coordination services shall include, but are not limited to record keeping, accounting services, preparing grant calls, maintaining grant files for all sub-grantees, grant application preparation and submittal; maintaining an inventory of District assets, meeting scheduling and facilitating, maintaining compliance with MDNR reporting requirements, preparing an annual report, conducting bi-annual assessment of recycling services and activities, and other activities as directed by the MMSWMD Executive Board and Advisory Committees.

Administrative and grant coordination services should include, but are not limited to, the implementation of the Project in conformance with the following Solid Waste Management compliance areas: Financial management, procurement, contract management, labor standards, equal opportunity/civil rights, citizen participation, acquisition/relocation and close-out.

Information provided to the Solid Waste Management District shall include:

- A. The specialized experience and technical competence of the applicant with respect to grant preparation and administration and related work
- B. The past record of performance of the applicant with respect to such factors as to the accessibility of clients, quality of work and ability to meet schedules
- C. The applicant proximity to and familiarity with the area where the projects are located
- D. Capability of carrying out all aspects of professional and administration activities
- E. Cost of services (clearly separate the cost associated with grant preparation and administration services). This should include services the applicant is willing to provide as in-kind match, i.e. office space, including utilities, IT services, maintenance, etc.



F. References from previous clients of related work with the applicant within the last five (5) years

Schedule of Events – The District anticipates the following schedule of events to accomplish this project:

<u>Date</u>	<u>Activity</u>
February 4, 2019	Issue RFP
March 1, 2019	Deadline to receive Sealed bids addressed to ML Cauthon III, MMSWMD Executive Board Chair
April 10, 2019	MMSWMD Executive Board selects best proposal and awards contract
July 1, 2019	Start date for Contract

The information requested above must be submitted as sealed bids addressed to ML Cauthon III, MMSWMD Executive Board Chairman, and received in the Mid-Missouri Solid Waste Management District Office on or before 12 noon on March 1, 2019. The mailing address is P. O. Box 6015, Columbia MO 65205; the physical address is 701 East Broadway, 3<sup>rd</sup> Floor, Columbia MO 65201.

All responses must be clearly labeled on the outside of the envelope **“Administrative Services for Mid-Missouri Solid Waste Management District”**.

One original copy must be submitted.

The Mid-Missouri Solid Waste Management District invites the submission of proposals from minority and female-owned firms.

The MMSWMD Executive Board intends to select the lowest and best proposal from the entity that addresses the requirements listed above, provides office space with appurtenances and meeting room, and ensures continuity of the goals and directives of the District and Missouri Department of Natural Resources Solid Waste Management Program.

For more information, contact the MMSWMD Executive Board Chairman at [mmswmd@como.gov](mailto:mmswmd@como.gov)



**PROPOSAL  
FOR  
PROFESSIONAL ADMINISTRATION SERVICES  
FOR THE  
MID-MISSOURI SOLID WASTE MANAGEMENT  
DISTRICT**

Submitted by:  
The City of Columbia  
Office of Sustainability

Contact Person: Barbara Buffaloe, Sustainability Manager

March 1, 2019

PROPOSAL  
FOR  
PROFESSIONAL ADMINISTRATION SERVICES  
FOR THE  
MID-MISSOURI SOLID WASTE MANAGEMENT DISTRICT

The City of Columbia Office of Sustainability submits this bid for consideration to continue to manage the administrative services for the Mid-Missouri Solid Waste Management District (MMWSMD).

- A. **Experience and Technical Competence.** The City of Columbia created a position in 1992 to administer the MMSWMD grants and educational efforts. The City is committed to continuing this relationship with the MMSWMD. Lelande Rehard is the current city employee in the capacity of the MMSWMD District Administrator. Lelande assumed the duties of the Administrator four (4) years ago. The City has also added a full time Administrative Technician to further the efforts of the MMSWMD, please visit: [https://www.gocomojobs.com/position\\_descriptions/5367](https://www.gocomojobs.com/position_descriptions/5367) for more information. Please visit: <https://www.como.gov/hr/benefits/> for more information about City of Columbia employee benefits.
- B. **Accessibility of clients, quality of work, ability to meet schedules.** The City of Columbia is a high performance city that sets the benchmark for regional and national customer services ratings (ETC Institute, Citizen Survey). The Office of Sustainability works with all City departments and the community to optimize resource use efficiency and improve economic, environmental, and social well-being. The Office of Sustainability has a successful track record with educating the public, working with outside partners, completing internal and external projects, and creating and implementing city wide and community wide plans. More at: [https://www.como.gov/sustainability/?doing\\_wp\\_cron=1550854779.8008880615234375000000](https://www.como.gov/sustainability/?doing_wp_cron=1550854779.8008880615234375000000)
- C. **Proximity to the area.** The City of Columbia Office of Sustainability is located in Columbia, Missouri which is in the northern part of Boone County within the MMSWMD.
- D. **Capability of carrying out professional and administrative activities.** The Office of Sustainability employs the Administrator for the MMSWMD, and provides back up for this position when necessary. The Office of Sustainability and the City of Columbia has other administrative and management staff available to assist with the duties of the Administrator and Technician. The Administrator also has

access to the City's, Purchasing, IT, Law, and janitorial services to further the efforts of the District. A breakdown of these services is included in Cost of Service.

E. **Cost of Service.** The Office of Sustainability provides the following services as in-kind match with the MMSWMD.

SERVICE	COST
Administrative Technician, 50% salary and 65% fringe benefits	\$17,063.50 salary, 65% fringe benefits
Office, including utilities and mtnce Use of various conference rooms IT services, computers, printers, copiers, mtnce, Employee Health and Wellness services, G&A Services (Legal, Purchasing, HR, etc.)	\$21,076.96* Attachment A
Communication/Graphic Design Support, Volunteer Coordination, Event Planning	**

\*Based on the average Intragovernmental fees charged the MMSWMD from FY 16- FY18. Match will likely increase over the life of the contract period.

\*\*The value of these services are not broken down, but are expected and included in the in-kind match.

E.1. **Cost of Service.** The District reimburses the City of Columbia for the following services.

SERVICE	COST
District Administrator, 100% salary and fringe benefits	\$51,684/yr, fringe benefits, and any salary adjustments approved by District Council/Executive Board
Administrative Technician, 50% salary and 35% fringe benefits	\$17,063.50 salary, fringe benefits and 50% of any salary adjustments approved by the District Council/ Executive Board
Travel: Conferences/Trainings	100% reimbursable by MMSWMD
Automobile – (City match is difference between State mileage rate and City mileage rate)	Reimbursement is based on State Mileage Rate at 100%
Other – Office supplies, other supplies, legal fees, telephone/wireless, printing, postage, miscellaneous, food, bank charges, advertising, website, records storage, dues and subscriptions.	100% reimbursable by MMSWMD

F. **Reference from previous clients.** The City of Columbia Financial Statements are audited annually. An independent audit agency is



contracted to perform this audit. All audits and financial reports can be found at: <https://www.como.gov/finance/accounting/financial-reports/>

Attachment A



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City of Columbia  
YEAR-TO-DATE BUDGET REPORT

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FOR 2018 12

JOURNAL DETAIL 2016 1 TO 2018 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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23201910 MMSWD ADMINISTRATION

5E INTRAGOVERNMENTAL FEES - 2016-2018 ANNUAL AVERAGE = \$21,076.96

FY16 \$14,867.76      FY17 \$28,041.12      FY18 \$20,322.00

23201910 503043 COMP REPL

2016/12/000039	09/30/2016	GNI	1,284.96	REF	FY16AC		FY16 ACT
2017/01/001585	10/31/2016	GEN	119.92	REF			
2017/02/002325	11/30/2016	GEN	119.92	REF			
2017/03/003445	12/31/2016	GEN	119.92	REF			
2017/04/002694	01/01/2017	GEN	119.92	REF			
2017/05/005174	02/01/2017	GEN	119.92	REF			
2017/06/002676	03/14/2017	API	990.84	VND	0		
2017/06/012584	03/01/2017	GEN	119.92	REF			
2017/06/026733	03/14/2017	GEN	-990.84	REF			EXPENSE TRANSFER
2017/07/006667	04/01/2017	GNI	119.92	REF			IT CMP RPL
2017/08/004961	05/01/2017	GNI	119.92	REF			IT CMP RPL
2017/09/000840	06/01/2017	GNI	119.92	REF			IT CMP RPL
2017/10/006263	07/01/2017	GNI	119.92	REF			IT CMP RPL
2017/11/000904	08/01/2017	GNI	119.92	REF			IT CMP RPL
2017/12/025553	09/01/2017	GNI	119.92	REF			IT CMP RPL
2018/01/008087	10/01/2017	GNI	77.50	REF			COMPUTER REPLACE
2018/02/008920	11/01/2017	GNI	77.50	REF			COMPUTER REPLACE
2018/03/007775	12/01/2017	GNI	77.50	REF			COMPUTER REPLACE
2018/04/008075	01/01/2018	GNI	77.50	REF			COMPUTER REPLACE
2018/05/003230	02/01/2018	GNI	77.50	REF			COMPUTER REPLACE
2018/06/008058	03/01/2018	GNI	77.50	REF			COMPUTER REPLACE
2018/07/009134	04/01/2018	GNI	77.50	REF			COMPUTER REPLACE
2018/08/008435	05/01/2018	GNI	77.50	REF			COMPUTER REPLACE
2018/09/008548	06/01/2018	GNI	77.50	REF			COMPUTER REPLACE
2018/10/011381	07/01/2018	GNI	77.50	REF			COMPUTER REPLACE
2018/11/008002	08/01/2018	GNI	77.50	REF			COMPUTER REPLACE
2018/12/011058	09/01/2018	GNI	77.50	REF			COMPUTER REPLACE

23201910 503046 JANITORIAL

2016/12/000039	09/30/2016	GNI	4,787.04	REF	FY16AC		FY16 ACT
2017/01/001573	10/31/2016	GEN	619.25	REF	JANITO		
2017/02/002319	11/30/2016	GEN	619.25	REF	JANITO		
2017/03/003440	12/31/2016	GEN	619.25	REF	JANITO		
2017/04/002690	01/01/2017	GEN	619.25	REF	JANITO		
2017/05/005170	02/01/2017	GEN	619.25	REF	JANITO		
2017/06/012580	03/01/2017	GEN	619.25	REF	JANITO		
2017/07/006663	04/01/2017	GNI	619.25	REF			JANITOR SE
2017/08/004955	05/01/2017	GNI	619.25	REF			JANITOR SE
2017/09/000800	06/01/2017	GNI	619.25	REF			JANITOR SE
2017/10/006259	07/01/2017	GNI	619.25	REF			JANITOR SE
2017/11/000899	08/01/2017	GNI	619.25	REF			JANITOR SE
2017/12/025548	09/01/2017	GNI	619.25	REF			JANITOR SE

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 |City of Columbia  
 |YEAR-TO-DATE BUDGET REPORT

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FOR 2018 12

JOURNAL DETAIL 2016 1 TO 2018 12

 ACCOUNTS FOR:  
 23201910 MMSWD ADMINISTRATION

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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23201910 503046 JANITORIAL

2018/01/008082	10/01/2017	GNI	499.25	REF		JANITORIAL SERVICE
2018/01/008255	10/01/2017	GRV	-499.25	REF		REVERSE JOURNAL 1-8082
2018/01/008256	10/01/2017	GNI	499.25	REF		JANITORIAL SERVICE
2018/02/008916	11/01/2017	GNI	499.25	REF		JANITORIAL SERVICE
2018/02/009057	11/01/2017	GRV	-499.25	REF		REVERSE JOURNAL 2-8916
2018/02/009058	11/01/2017	GNI	499.25	REF		JANITORIAL SERVICE
2018/03/007761	12/01/2017	GNI	499.25	REF		JANITORIAL SERVICE
2018/03/008339	12/01/2017	GRV	-499.25	REF		REVERSE JOURNAL 3-7761
2018/03/008340	12/01/2017	GNI	499.25	REF		JANITORIAL SERVICE
2018/04/008077	01/01/2018	GNI	499.25	REF		JANITORIAL SERVICE
2018/05/003362	02/01/2018	GNI	499.25	REF		JANITORIAL SERVICE
2018/06/008054	03/01/2018	GNI	499.25	REF		JANITORIAL SERVICE
2018/07/009130	04/01/2018	GNI	499.25	REF		JANITORIAL SERVICE
2018/08/008431	05/01/2018	GNI	499.25	REF		JANITORIAL SERVICE
2018/09/008544	06/01/2018	GNI	499.25	REF		JANITORIAL SERVICE
2018/10/011377	07/01/2018	GNI	499.25	REF		JANITORIAL SERVICE
2018/11/007998	08/01/2018	GNI	499.25	REF		JANITORIAL SERVICE
2018/12/011054	09/01/2018	GNI	499.25	REF		JANITORIAL SERVICE

23201910 503047 G AND A

2017/01/001507	10/01/2016	GEN	509.50	REF	GA	
2017/02/002110	11/01/2016	GEN	509.50	REF	GA	
2017/03/001644	12/01/2016	GEN	509.50	REF	GA	
2017/04/002634	01/01/2017	GEN	509.50	REF	GA	
2017/05/005135	02/01/2017	GEN	509.50	REF	GA	
2017/06/000562	03/01/2017	GEN	509.50	REF	GA	
2017/07/006653	04/01/2017	GEN	509.50	REF	GA	
2017/08/004939	05/01/2017	GEN	509.50	REF	GA	
2017/09/000387	06/01/2017	GEN	509.50	REF	GA	
2017/10/006221	07/01/2017	GEN	509.50	REF	GA	
2017/11/000870	08/01/2017	GEN	509.50	REF	GA	
2017/12/000040	09/01/2017	GEN	509.50	REF	GA	
2018/01/007949	10/01/2017	GEN	532.17	REF	GA	
2018/02/007218	11/01/2017	GEN	532.17	REF	GA	
2018/03/006470	12/01/2017	GEN	532.17	REF	GA	
2018/04/007326	01/01/2018	GEN	532.17	REF	GA	
2018/05/009883	02/01/2018	GEN	532.17	REF	GA	
2018/06/000522	03/01/2018	GEN	532.17	REF	GA	
2018/07/007040	04/01/2018	GEN	532.17	REF	GA	
2018/08/005391	05/01/2018	GEN	532.17	REF	GA	
2018/09/004239	06/01/2018	GEN	532.17	REF	GA	
2018/10/003831	07/01/2018	GEN	532.17	REF	GA	
2018/11/004289	08/01/2018	GEN	532.17	REF	GA	
2018/12/006235	09/01/2018	GEN	532.17	REF	GA	

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City of Columbia  
YEAR-TO-DATE BUDGET REPORT

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FOR 2018 12

JOURNAL DETAIL 2016 1 TO 2018 12

ACCOUNTS FOR:  
23201910 MMSWD ADMINISTRATION

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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23201910 503049 GIS FEE

2016/12/000039	09/30/2016	GNI	1,083.96	REF	FY16AC		FY16 ACT
2017/01/001570	10/31/2016	GEN	100.25	REF	GIS FE		
2017/02/002316	11/30/2016	GEN	100.25	REF	GIS FE		
2017/03/003437	12/31/2016	GEN	100.25	REF	GIS FE		
2017/04/002687	01/01/2017	GEN	100.25	REF	GIS FE		
2017/05/005166	02/01/2017	GEN	100.25	REF	GIS FE		
2017/06/012576	03/01/2017	GEN	100.25	REF	GIS FE		
2017/07/006660	04/01/2017	GNI	100.25	REF			GIS FEES
2017/08/004952	05/01/2017	GNI	100.25	REF			GIS FEES
2017/09/000791	06/01/2017	GNI	100.25	REF			GIS FEES
2017/10/006256	07/01/2017	GNI	100.25	REF			GIS FEES
2017/11/000896	08/01/2017	GNI	100.25	REF			GIS FEES
2017/12/025545	09/01/2017	GNI	100.25	REF			GIS FEES
2018/01/008066	10/01/2017	GNI	129.92	REF			GIS FEES
2018/02/008892	11/01/2017	GNI	129.92	REF			GIS FEES
2018/03/006817	12/01/2017	GNI	129.92	REF			GIS FEES
2018/04/008068	01/01/2018	GNI	129.92	REF			GIS FEES
2018/05/003223	02/01/2018	GNI	129.92	REF			GIS FEES
2018/06/008050	03/01/2018	GNI	129.92	REF			GIS FEES
2018/07/009127	04/01/2018	GNI	129.92	REF			GIS FEES
2018/08/008428	05/01/2018	GNI	129.92	REF			GIS FEES
2018/09/008541	06/01/2018	GNI	129.92	REF			GIS FEES
2018/10/011374	07/01/2018	GNI	129.92	REF			GIS FEES
2018/11/007995	08/01/2018	GNI	129.92	REF			GIS FEES
2018/12/011051	09/01/2018	GNI	129.92	REF			GIS FEES

23201910 503058 SELF INS

2016/12/000039	09/30/2016	GNI	117.96	REF	FY16AC		FY16 ACT
2017/01/001499	10/01/2016	GEN	10.67	REF	SI		
2017/02/002108	11/01/2016	GEN	10.67	REF	SI		
2017/03/001641	12/01/2016	GEN	10.67	REF	SI		
2017/04/002633	01/01/2017	GEN	10.67	REF	SI		
2017/05/005134	02/01/2017	GEN	10.67	REF	SI		
2017/06/000561	03/01/2017	GEN	10.67	REF	SI		
2017/07/006654	04/01/2017	GEN	10.67	REF	SI		
2017/08/004941	05/01/2017	GEN	10.67	REF	SI		
2017/09/000392	06/01/2017	GEN	10.67	REF	SI		
2017/10/006222	07/01/2017	GEN	10.67	REF	SI		
2017/11/000871	08/01/2017	GEN	10.67	REF	SI		
2017/12/000043	09/01/2017	GEN	10.67	REF	SI		
2018/01/007950	10/01/2017	GEN	10.00	REF	SI		
2018/02/007221	11/01/2017	GEN	10.00	REF	SI		
2018/03/006471	12/01/2017	GEN	10.00	REF	SI		
2018/04/007366	01/01/2018	GEN	10.00	REF	SI		
2018/05/009887	02/01/2018	GEN	10.00	REF	SI		
2018/06/000526	03/01/2018	GEN	10.00	REF	SI		

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City of Columbia  
YEAR-TO-DATE BUDGET REPORT

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FOR 2018 12

JOURNAL DETAIL 2016 1 TO 2018 12

ACCOUNTS FOR:  
23201910 MMSWD ADMINISTRATION

ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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23201910 503058 SELF INS

2018/07/007037	04/01/2018	GEN	10.00	REF	SI	
2018/08/005388	05/01/2018	GEN	10.00	REF	SI	
2018/09/004236	06/01/2018	GEN	10.00	REF	SI	
2018/10/003828	07/01/2018	GEN	10.00	REF	SI	
2018/11/004286	08/01/2018	GEN	10.00	REF	SI	
2018/12/006231	09/01/2018	GEN	10.00	REF	SI	

23201910 503059 EE HEALTH

2016/12/000039	09/30/2016	GNI	414.96	REF	FY16AC	FY16 ACT
2017/01/001497	10/01/2016	GEN	36.17	REF	EH	
2017/02/002107	11/01/2016	GEN	36.17	REF	EH	
2017/03/001640	12/01/2016	GEN	36.17	REF	EH	
2017/04/002632	01/01/2017	GEN	36.17	REF	EH	
2017/05/005133	02/01/2017	GEN	36.17	REF	EH	
2017/06/000560	03/01/2017	GEN	36.17	REF	EH	
2017/07/006652	04/01/2017	GEN	36.17	REF	EH	
2017/08/004936	05/01/2017	GEN	36.17	REF	EH	
2017/09/000385	06/01/2017	GEN	36.17	REF	EH	
2017/10/006220	07/01/2017	GEN	36.17	REF	EH	
2017/11/000869	08/01/2017	GEN	36.17	REF	EH	
2017/12/000039	09/01/2017	GEN	36.17	REF	EH	
2018/01/007948	10/01/2017	GEN	35.33	REF	EH	
2018/02/006866	11/01/2017	GEN	35.33	REF	EH	
2018/03/006469	12/01/2017	GEN	35.33	REF	EH	
2018/04/007323	01/01/2018	GEN	35.33	REF	EH	
2018/05/009882	02/01/2018	GEN	35.33	REF	EH	
2018/06/000521	03/01/2018	GEN	35.33	REF	EH	
2018/07/007039	04/01/2018	GEN	35.33	REF	EH	
2018/08/005390	05/01/2018	GEN	35.33	REF	EH	
2018/09/004238	06/01/2018	GEN	35.33	REF	EH	
2018/10/003830	07/01/2018	GEN	35.33	REF	EH	
2018/11/004288	08/01/2018	GEN	35.33	REF	EH	
2018/12/006234	09/01/2018	GEN	35.33	REF	EH	

23201910 503060 CITY U

2016/12/000039	09/30/2016	GNI	384.96	REF	FY16AC	FY16 ACT
2017/01/001500	10/01/2016	GEN	32.75	REF	CU	
2017/02/002109	11/01/2016	GEN	32.75	REF	CU	
2017/03/001643	12/01/2016	GEN	32.75	REF	CU	
2017/04/002631	01/01/2017	GEN	32.75	REF	CU	
2017/05/005132	02/01/2017	GEN	32.75	REF	CU	
2017/06/000559	03/01/2017	GEN	32.75	REF	CU	
2017/07/006651	04/01/2017	GEN	32.75	REF	CU	
2017/08/004934	05/01/2017	GEN	32.75	REF	CU	
2017/09/000381	06/01/2017	GEN	32.75	REF	CU	

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
23201910 MMSWD ADMINISTRATION							
<u>23201910 503060 CITY U</u>							
<u>2017/10/006219</u>	07/01/2017	GEN	32.75 REF CU				
<u>2017/11/000868</u>	08/01/2017	GEN	32.75 REF CU				
<u>2017/12/000038</u>	09/01/2017	GEN	32.75 REF CU				
<u>2018/01/007947</u>	10/01/2017	GEN	33.08 REF CU				
<u>2018/02/006846</u>	11/01/2017	GEN	33.08 REF CU				
<u>2018/03/006465</u>	12/01/2017	GEN	33.08 REF CU				
<u>2018/04/007322</u>	01/01/2018	GEN	33.08 REF CU				
<u>2018/05/009881</u>	02/01/2018	GEN	33.08 REF CU				
<u>2018/06/000520</u>	03/01/2018	GEN	33.08 REF CU				
<u>2018/07/007038</u>	04/01/2018	GEN	33.08 REF CU				
<u>2018/08/005389</u>	05/01/2018	GEN	33.08 REF CU				
<u>2018/09/004237</u>	06/01/2018	GEN	33.08 REF CU				
<u>2018/10/003829</u>	07/01/2018	GEN	33.08 REF CU				
<u>2018/11/004287</u>	08/01/2018	GEN	33.08 REF CU				
<u>2018/12/006233</u>	09/01/2018	GEN	33.08 REF CU				
<u>23201910 503061 INS ADMIN</u>							
<u>2018/01/007951</u>	10/01/2017	GEN	45.00 REF IA				
<u>2018/02/007229</u>	11/01/2017	GEN	45.00 REF IA				
<u>2018/03/006472</u>	12/01/2017	GEN	45.00 REF IA				
<u>2018/04/007365</u>	01/01/2018	GEN	45.00 REF IA				
<u>2018/05/009886</u>	02/01/2018	GEN	45.00 REF IA				
<u>2018/06/000523</u>	03/01/2018	GEN	45.00 REF IA				
<u>2018/07/007034</u>	04/01/2018	GEN	45.00 REF IA				
<u>2018/08/005385</u>	05/01/2018	GEN	45.00 REF IA				
<u>2018/09/004234</u>	06/01/2018	GEN	45.00 REF IA				
<u>2018/10/003826</u>	07/01/2018	GEN	45.00 REF IA				
<u>2018/11/004284</u>	08/01/2018	GEN	45.00 REF IA				
<u>2018/12/006228</u>	09/01/2018	GEN	45.00 REF IA				
<u>23201910 503087 BLDG MAINT</u>							
<u>2017/01/001574</u>	10/31/2016	GEN	456.42 REF BLD MA				
<u>2017/02/002320</u>	11/30/2016	GEN	456.42 REF BLD MA				
<u>2017/03/003441</u>	12/31/2016	GEN	456.42 REF BLD MA				
<u>2017/04/002691</u>	01/01/2017	GEN	456.42 REF BLD MA				
<u>2017/05/005171</u>	02/01/2017	GEN	456.42 REF BLD MA				
<u>2017/06/012581</u>	03/01/2017	GEN	456.42 REF BLD MA				
<u>2017/07/006664</u>	04/01/2017	GNI	456.42 REF				BLD MAINT
<u>2017/08/004956</u>	05/01/2017	GNI	456.42 REF				BLD MAINT
<u>2017/09/000802</u>	06/01/2017	GNI	456.42 REF				BLD MAINT
<u>2017/10/006260</u>	07/01/2017	GNI	456.42 REF				BLD MAINT
<u>2017/11/000901</u>	08/01/2017	GNI	456.42 REF				BLD MAINT
<u>2017/12/025550</u>	09/01/2017	GNI	456.42 REF				BLD MAINT
<u>2018/01/008083</u>	10/01/2017	GNI	402.00 REF				BUILD MAINTEN

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ACCOUNTS FOR:  
23201910 MMSWD ADMINISTRATION

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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23201910 503087 BLDG MAINT

2018/02/008917	11/01/2017	GNI	402.00	REF			BUILD MAINTEN
2018/03/007765	12/01/2017	GNI	402.00	REF			BUILD MAINTEN
2018/04/008072	01/01/2018	GNI	402.00	REF			BUILD MAINTEN
2018/05/003227	02/01/2018	GNI	402.00	REF			BUILD MAINTEN
2018/06/008055	03/01/2018	GNI	402.00	REF			BUILD MAINTEN
2018/07/009131	04/01/2018	GNI	402.00	REF			BUILD MAINTEN
2018/08/008432	05/01/2018	GNI	402.00	REF			BUILD MAINTEN
2018/09/008545	06/01/2018	GNI	402.00	REF			BUILD MAINTEN
2018/10/011378	07/01/2018	GNI	402.00	REF			BUILD MAINTEN
2018/11/007999	08/01/2018	GNI	402.00	REF			BUILD MAINTEN
2018/12/011055	09/01/2018	GNI	402.00	REF			BUILD MAINTEN

23201910 503088 BLDG UTIL

2016/12/000039	09/30/2016	GNI	3,504.96	REF	FY16AC		FY16 ACT
2017/01/001575	10/31/2016	GEN	451.83	REF	BLDG U		
2017/02/002321	11/30/2016	GEN	451.83	REF	BLDG U		
2017/03/003442	12/31/2016	GEN	451.83	REF	BLDG U		
2017/04/002692	01/01/2017	GEN	451.83	REF	BLDG U		
2017/05/005172	02/01/2017	GEN	451.83	REF	BLDG U		
2017/06/012582	03/01/2017	GEN	451.83	REF	BLDG U		
2017/07/006665	04/01/2017	GNI	451.83	REF			BLDG UTIL
2017/08/004957	05/01/2017	GNI	451.83	REF			BLDG UTIL
2017/09/000808	06/01/2017	GNI	451.83	REF			BLDG UTIL
2017/10/006261	07/01/2017	GNI	451.83	REF			BLDG UTIL
2017/11/000902	08/01/2017	GNI	451.83	REF			BLDG UTIL
2017/12/025551	09/01/2017	GNI	451.83	REF			BLDG UTIL
2018/01/008085	10/01/2017	GNI	428.50	REF			BUILD UTLY CHR
2018/02/008918	11/01/2017	GNI	428.50	REF			BUILD UTLY CHR
2018/03/007772	12/01/2017	GNI	428.50	REF			BUILD UTLY CHR
2018/04/008073	01/01/2018	GNI	428.50	REF			BUILD UTLY CHR
2018/05/003228	02/01/2018	GNI	428.50	REF			BUILD UTLY CHR
2018/06/008056	03/01/2018	GNI	428.50	REF			BUILD UTLY CHR
2018/07/009132	04/01/2018	GNI	428.50	REF			BUILD UTLY CHR
2018/08/008433	05/01/2018	GNI	428.50	REF			BUILD UTLY CHR
2018/09/008546	06/01/2018	GNI	428.50	REF			BUILD UTLY CHR
2018/10/011379	07/01/2018	GNI	428.50	REF			BUILD UTLY CHR
2018/11/008000	08/01/2018	GNI	428.50	REF			BUILD UTLY CHR
2018/12/011056	09/01/2018	GNI	428.50	REF			BUILD UTLY CHR