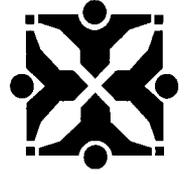


# City of Columbia

701 East Broadway, Columbia, Missouri 65201



**Agenda Item Number:** B148-14

**Department Source:** Public Works

**To:** City Council

**From:** City Manager & Staff

**Council Meeting Date:** June 2, 2014

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

## Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, Exhibits to Resolution/Ordinance

**Supporting documentation includes:** None

## 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, Cole, Cooper, Howard, Monteau and Osage. The Columbia Public Works Department 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 Columbia Public Works department was notified that they were awarded the MMSWMD administrative services contract.

## Discussion

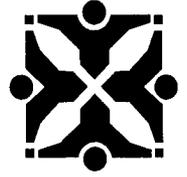
The MMSWMD provides district grant funding to help cities, counties and private organizations, both for profit and nonprofit, to initiate or expand waste reduction, reuse and recycling programs. The Columbia Public Works Department is committed to continuing this relationship with the MMSWMD. Under the 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 salary and benefits for the MMSWMD Coordinator, 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 \$37,474.50. This includes 50% salary and 65% fringe benefits for the administrative support technician; office space, including utilities and maintenance; IT services, computers, printers, copiers, and self insurance, for one year.

# City of Columbia

701 East Broadway, Columbia, Missouri 65201



The MMSWMD reimburses the City approximately \$61,944.50 per year. This includes 100% salary and fringe benefits for the District Coordinator; 50% salary and 35% fringe benefits for the administrative support technician; 100% salary for intern; trailer transport charges; travel; and miscellaneous charges such as office supplies, legal fees, telephone, printing, postage, etc.

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

## Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Environment

Strategic Plan Impact: Health, Safety and Wellbeing

Comprehensive Plan Impact: Environmental Management

## Suggested Council Action

Approve the legislation authorizing the Administrative Services Agreement with the Mid-Missouri Solid Waste Management District.

## Legislative History

6/01/09 - Authorizing Professional Administrative Services Agreement with MMSWMD (Ord 20286)

4/16/02 - Authorizing Personnel and Administrative Services Agreement with MMSWMD (Res 84-02)

  
\_\_\_\_\_  
Department Approved

  
\_\_\_\_\_  
City Manager Approved

Introduced by \_\_\_\_\_

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

Ordinance No. \_\_\_\_\_

Council Bill No. B 148-14

**AN ORDINANCE**

authorizing an administrative services agreement with the Mid-Missouri Solid Waste Management District for administrative and grant coordination services; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute an administrative services agreement with the Mid-Missouri Solid Waste Management District for administrative and grant coordination services. The form and content of the agreement shall be substantially in the same form as set forth in "Attachment A" attached hereto.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor

## ADMINISTRATIVE SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014, 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 B; and

WHEREAS, the City has offered to provide the services described in their proposal attached hereto as Exhibit C, 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 C, 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 C.

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, 2014 through June 30, 2015 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 B and C, 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: \_\_\_\_\_  
Lauren Henry

Title: MMSWMD Executive Board Chair

ATTEST:

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

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

CITY OF COLUMBIA, MISSOURI

BY: \_\_\_\_\_  
Michael Matthes, City Manager

ATTEST:

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

APPROVED AS TO FORM:

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



*Mid-Missouri Solid Waste  
Management District*

P.O. Box 6015, Columbia, Missouri 65205-6015  
(573) 874-7574 Fax # (573) 874-7526

**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, 2014.

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>
April 1, 2014	Issue RFP
April 30, 2014	Deadline to receive Sealed bids addressed to Lauren Henry, MMSWMD Executive Board Chair
May 14, 2014	MMSWMD Executive Board selects best proposal and awards contract
July 1, 2014	Start date for Contract

The information requested above must be submitted as sealed bids addressed to Lauren Henry, MMSWMD Executive Board Chairman, and received in the Mid-Missouri Solid Waste Management District Office on or before 12 noon on April 30, 2014. The mailing address is P. O. Box 6015, Columbia MO 65205; the physical address is 701 East Broadway, 4<sup>th</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@gocolumbiamo.com](mailto:mmswmd@gocolumbiamo.com).



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

Submitted by:  
The City of Columbia  
Public Works Department

Contact Person: John Glascock, Public Works Director

April 18, 2014

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

The City of Columbia Public Works Department 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 Public Works Department (PWD) created a position in 1992 to administer the MMSWMD grants and educational efforts. The PWD is committed to continuing this relationship with the MMSWMD. DeAnna Trass is the current city employee in the capacity of the MMSWMD District Administrator. DeAnna assumed the duties of the Administrator three (3) years ago. Prior to that time, she worked for the PWD as the Customer Representative for the Solid Waste Division. DeAnna is very knowledgeable of solid waste management and recycling issues. Attachment A is the job description and resume of DeAnna Trass for the Administrator position. The PWD has also added a full time Administrative Technician to further the efforts of the MMSWMD, see attachment B for the position description for this position. Attachment C is the employee health and dental benefit information provided by the City.
- B. Accessibility of clients, quality of work, ability to meet schedules. The PWD serves the citizens, businesses, industries, and visitors of Columbia. The department manages the solid waste, sewer, street, transit, parking, airport and engineering needs of the public. The PWD has published phone numbers and a website for the public to use to contact us with concerns. Website inquiries must be answered within one day. Phone contacts are not to be just forwarded, but followed up to assure customer satisfaction.
- C. Proximity to the area. The City of Columbia PWD 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 PWD employs the Administrator for the MMSWMD, and provides back up for this position when necessary. PWD 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 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 PWD provides the following services as in-kind match with the MMSWMD.

<b>SERVICE</b>	<b>COST</b>
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	\$17,738 Attachment D
IT services, computers, printers, copiers, mtnce	\$351.00 Attachment E
HHW Trailer licensing, storage and mtnce	\$2,200 to date Attachment F
Self Insurance	\$122 Attachment E
Purchasing Consulting	*
Employee Health services including Women's Health Screens, Blood Pressure Checks, Cholestrol Checks, Skin Screening	*

\* 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.

<b>SERVICE</b>	<b>COST</b>
District Administrator, 100% salary and fringe benefits	\$43,081./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
MMSWMD Trailer Transport Charges	\$1,800/year
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. Attachment G is the most recent letter from KPMG, LLP for the FY 2007 audit.