



**CITY COMMISSION
STAFF REPORT**

DEPARTMENT: Administration

DATE: January 23, 2024

SUBJECT: Motion to approve and authorize the job description for the position of Solid Waste & Recycling Administrative Coordinator, as part of the contract with Coastal Waste & Recycling, Inc. - **Administration**

CITY MANAGER RECOMMENDATION:

The City Manager recommends the approval and authorization of the job description for the position of Solid Waste & Recycling Administrative Coordinator as part of the contract with Coastal Waste & Recycling for solid waste removal services.

BACKGROUND OF ITEM:

On January 9th, 2024, the City Commission entered into a contract with Coastal Waste & Recycling for solid waste removal services for the City. The agreement calls for an administrator to manage all contract related matters and serve as liaison with the Contractor. The person in that position shall, among other things, coordinate and approve all work under the contract, resolve disputes, assure consistency and quality of Contractor's performance, schedule and conduct Contractor performance evaluations and document findings, and review and approve all invoices for work performed.

FISCAL IMPACT:

Funding of the aforementioned position is included as an annual contract administration fee paid by the Contractor to provide municipal oversight and contract management.

<u>Position</u>	<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
Solid Waste & Recycling Administrative Coordinator		\$120,000.00		

ALTERNATIVES:

N/A

ATTACHMENTS:

1. Exhibit A: Job Descriptions, Solid Waste & Recycling Administrative Coordinator.