



Cover Memorandum/Staff Report

File #: 23-214 CRA

Agenda Date: 9/28/2023

Item #: 7J.

TO: CRA Board of Commissioners
FROM: Gina Clayton, Finance & Operations Director
THROUGH: Renée A. Jadusingh, Executive Director
DATE: September 28, 2023

AMENDMENT TO CRA HUMAN RESOURCES POLICIES & PROCEDURES MANUAL - SECTION 17 AND SECTION 30

Recommended Action:

Approve the proposed amendment to "Human Resources Policies and Procedures Manual" for the Delray Beach Community Redevelopment Agency.

Background:

The proposed amendment to the CRA Human Resources Policies & Procedures Manual is to modify Section 17 - Deferred Compensation and Section 31 - Cellular Phone Stipend/Allowance Policy as detailed below. An excerpt of the updated HR Manual is attached (See Exhibit A) with proposed revisions and the complete manual is available upon request.

Amendment to Section 17 - Deferred Compensation

- Amend employer contribution to CRA Employee deferred compensation amount from ten percent (10%) to thirteen percent (13%). Deferred compensation for the Executive Director is detailed in the Employment Agreement.

Amendment to Section 30 - Cellular Phone Stipend/Allowance Policy

- Category 1 - Include CRA Legal Advisor and amend the monthly stipend from \$60 to \$75.
- Category 2 - Amend the monthly stipend for the GreenMarket Manager from \$60 to \$75.
- Category 3 - Amend the monthly stipend from \$30 to \$50.

Attachments: Exhibit A - Proposed amendment to Section 17 and Section 30 to the CRA Human Resources Policies & Procedures Manual

CRA Attorney Review:

N/A

Finance Review:

Reviewed and prepared by Gina Clayton, CRA Finance & Operation Director.

Funding Source/Financial Impact:

N/A