



Cover Memorandum/Staff Report

File #: 18-1181 CRA

Agenda Date: 9/29/2022

Item #: 7E.

TO: CRA Board of Commissioners
FROM: Kim N. Phan, Legal Advisor
THROUGH: Renée A. Jadusingh, Executive Director
DATE: September 29, 2022

AMENDMENT TO CRA HUMAN RESOURCES POLICIES & PROCEDURES MANUAL - SECTION 27 AND SECTION 31

Recommended Action:

Approve Resolution 2022-11 and the amendments to Section 27 and Section 31 to the CRA Human Resources Policies & Procedures Manual

Background:

The proposed amendment to the CRA Human Resources Policies & Procedures Manual is for the purpose of including information regarding Other Post-Employment Benefits in Section 27 and Section 31 as detailed below.

An additional proposed amendment is for correcting a scrivener's error relating to the numbering in Section 31 and to allow for breakfast reimbursement when continental breakfast is included in an event cost. The City's continental breakfast reimbursement provision language was incorporated in substantially the same form and states that:

However, as "continental breakfasts" are sometimes inadequate in food choice or quantity, "continental breakfasts" included in event fees shall not be interpreted to mean that "breakfast" is provided and reimbursement for breakfast may be requested in such cases. Reimbursement would then be made for the amount of the receipt not to exceed the breakfast allowance.

City of Delray Beach Administrative Policies and Procedures Manual, GA-27.5(C)(2010). Also, the proposed amendment will adjust the meal reimbursement allowances for breakfast, lunch and dinner for employees traveling outside of the local area on CRA business, as determined by the U.S. General Services Administration for Palm Beach County, pursuant to the travel schedule set forth in the CRA Human Resources Policies & Procedures Manual. Any adjustments to the meal allowances by the US General Services Administration for Palm Beach County shall be effective with respect to the CRA without any further action by the CRA Board.

Amendment to Section 27

- Adding information regarding Other Post-Employment Benefits

Amendment to Section 31

- Correction of scrivener's error relating to the numbering
- Allow breakfast reimbursement when continental breakfast is included in an event cost for employees traveling out of the local area on behalf of the CRA
- Adjust the meal reimbursement allowances for breakfast, lunch and dinner for employees traveling outside of the local area on CRA business, as determined by the U.S. General Services Administration for Palm Beach County, pursuant to the travel schedule set forth in the CRA Human Resources Policies & Procedures Manual. Any adjustments to the meal allowances by the US General Services Administration for Palm Beach County shall be effective with respect to the CRA without any further action by the CRA Board.

Before the Board is Resolution 2022-11 and the proposed amendment to Section 27 and Section 31 to the CRA Human Resources Policies & Procedures Manual for the Board's consideration and approval.

Attachments: Exhibit A - Resolution 2022-11; Exhibit B - Proposed amendment to Section 27 and Section 31 to the CRA Human Resources Policies & Procedures Manual; Exhibit C - City of Delray Beach Administrative Policies and Procedures Manual, GA-27.5(C) (2010); Exhibit D - U.S. General Services Administration Meals & Incidentals Breakdown

CRA Attorney Review:

The CRA Attorney has prepared the attached Resolution 2022-11 and Proposed Amendment to Section 27 and Section 31 to the CRA Human Resources Policies & Procedures Manual and determined it to be acceptable.