

**RESOLUTION NO: 2022-11**

**A RESOLUTION OF THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY TO APPROVE THE AMENDMENT TO THE HUMAN RESOURCES POLICIES AND PROCEDURE MANUAL, SECTION 27 FOR THE PURPOSE OF INCLUDING INFORMATION REGARDING OTHER POST-EMPLOYMENT BENEFITS; AND SECTION 31 FOR CORRECTING A SCRIVENER'S ERROR RELATING TO THE NUMBERING AND ALSO TO ADJUST THE REIMBURSEMENT RATE OF REASONABLE EXPENSES FOR MEALS FOR EMPLOYEES WHO TRAVEL OUT OF THE LOCAL AREA ON BEHALF OF THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY; A COPY OF THE AMENDMENT IS ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR AN EFFECTIVE DATE.**

**W I T N E S S E T H:**

**WHEREAS**, the Delray Beach Community Redevelopment Agency ("CRA") Independent Auditors' Report for fiscal year ending September 30, 2021 listed a Significant Deficiency regarding Other Post Employment Benefit Valuation; and

**WHEREAS**, the proposed amendment to the CRA's Human Resources Policies and Procedure Manual Section 27 is for the purpose of including information regarding Other Post-Employment Benefits; and

**WHEREAS**, the Board recognizes that travel and related business expenses are an integral and necessary component of the operation of local government; and

**WHEREAS**, the Board also recognizes the constructive value of professional conferences, seminars, meetings and training in providing ongoing education and vital information relevant to effective policy setting and administration of the CRA; and

**WHEREAS**, in recognition of these needs and benefits, the CRA allows for reimbursement of necessary and reasonable expenses incurred in connection with such activities, subject to the compliance with CRA's Human Resources Policies and Procedure Manual; and

**WHEREAS**, the Board deems it to be in the best interests of the CRA to approve the amendment to the CRA's Human Resources Policies and Procedure Manual, Section 27 and Section 31, which is attached hereto as Exhibit "A", and incorporated herein by reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:**

1. Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.
2. The CRA Board hereby approve the amendment to the CRA's Human Resources Policies and Procedure Manual, Section 27 and Section 31, attached hereto as Exhibit "A".
3. The CRA Board approves the adjustment of the meal reimbursement allowances for breakfast, lunch and dinner for employees traveling outside the local area on CRA business, as determined by the US General Services Administration for Palm Beach County, pursuant to the travel schedule set forth in the CRA's Human Resources Policies and Procedure Manual, Section 31. 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.
5. The CRA Board approves the allowance for breakfast reimbursement when continental breakfast is included in an event cost.
6. This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY** this \_\_\_\_ day of \_\_\_\_\_ 2022.

DELRAY BEACH COMMUNITY  
REDEVELOPMENT AGENCY

BY: \_\_\_\_\_  
SHIRLEY E. JOHNSON, CHAIR

ATTEST:

\_\_\_\_\_  
RENÉE A. JADUSINGH, ESQ., EXECUTIVE DIRECTOR

I HEREBY CERTIFY THAT I HAVE  
APPROVED THIS RESOLUTION  
AS TO FORM:

\_\_\_\_\_  
Legal Advisor

## EXHIBIT "A"

### Section 27 – Insurance

The CRA shall provide each full-time employee basic health, dental, long term disability and life insurance for the employee only. In addition, the CRA will pay twenty five percent(25%) of the cost of dependent health and dental insurance needed.

The CRA reserves the right to choose its insurance carrier and the program, which may change from time to time. A one-month waiting period is required from the date of application of insurance by the employee. The CRA does not provide coverage during the waiting period. It is the responsibility of the employee to make application for insurance. The CRA may provide additional insurance benefits to different classes of employees as the terms of their employment warrant.

Other Post-Employment Benefits may be available pursuant to section 112.0801, Florida Statutes. Any inquiries regarding this matter should be made to the CRA's Executive Director or the CRA's Finance and Operations Director.

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### Section 31 - Travel Advances and Expense Reconciliations

The purpose of this policy is to set forth policies and procedures for travel expense reimbursement incurred for local and non-local travel by the staff of the Delray Beach CRA.

- a. Local Travel – as defined by State Statute as Class C travel:
  - i. Class C travel shall be defined as travel that does not exceed twenty-four (24) hours
  - ii. Local travel shall include trips to meetings, seminars, errands done on behalf of the CRA, and other like job related travel.
  - iii.
  - iv. ~~related travel.~~ iii. Employees shall be reimbursed for use of a personal car for CRA business at the current published Internal Revenue Service mileage reimbursement rate in effect when the travel took place. All mileage shall be shown from point of origin to point of

destination and shall be computed on the basis of a current map.

- ✓ iv. In no event will an employee be reimbursed for meals while traveling locally.
- ✓ v. Request for reimbursement of tolls, parking and miscellaneous items relative to CRA business must have receipts showing actual fees incurred.

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b. Reasonable Expenses: Meals & Lodging

Employees traveling out of the local area as defined in Section – 31b on behalf of the CRA shall be eligible for travel and meal reimbursement as follows:

- i. Approved Actual Lodging
- ii. Meals reimbursement allowances, including tips, are reimbursed as determined by the US General Services Administration for Palm Beach County, and according to the following schedule  
Breakfast: Travel begins before 6 AM and extends beyond 8 AM -  
~~\$6.00~~  
Lunch: Travel begins before noon and extends beyond 2 PM - ~~\$11.00~~  
Dinner: Travel begins before 6 PM and extends beyond 8 PM or when travel occurs during nighttime hours due to special assignment -  
~~\$19.00~~
- iii. In no event will an employee be reimbursed for a meal that is included in the cost of an event. 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.
- iv. No entertainment, alcoholic beverages, snacks, telephone calls charged to the hotel, or gratuities paid

to service personnel including hotel and airport staff, will be reimbursed

- v. Tolls/Parking/Cabs: Employees shall be reimbursed for reasonable and necessary expenses incurred for parking and tolls while traveling on CRA business when an original receipt is provided.
- vi. Employees shall be reimbursed for reasonable and necessary cab fare when traveling on CRA business when an original receipt is provided.

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