



## Cover Memorandum/Staff Report

---

**File #:** 18-0436 CRA

**Agenda Date:** 9/10/2019

**Item #:** 7C.

---

**TO:** CRA Board of Commissioners  
**FROM:** Krista Walker, Contract Manager  
**THROUGH:** Renée A. Jadusingh, Esq., Executive Director  
**DATE:** September 10, 2019

### **TERMINATE INTERLOCAL AGREEMENT BETWEEN THE CITY AND CRA FOR CITY PURCHASING AGENT POSITION**

#### **Recommended Action:**

Approve the termination of the Interlocal Agreement between the City and CRA to fund for a City Purchasing Agent Position and authorize the CRA Board Chair to execute all documents necessary for said purpose.

#### **Background:**

At the CRA Board Workshop meeting, the Board reviewed the proposed FY 2018-19 CRA Budget, which included a request from the City of Delray Beach for the CRA to fund a Purchasing Agent staff position in an amount not to exceed \$67,728. The position would have provided additional procurement services above the services typically provided by the City for City Capital Improvement projects within the CRA District and would be the lead in the procurement associated with other CRA-initiated projects.

Since approval of the budget, the CRA and City staff have met several times to discuss this position. It was determined that a full time Purchasing Agent is not needed at this time based on the upcoming workload for CIP projects.

At this time, it is recommended that the Interlocal Agreement between the City and CRA to fund for a Purchasing Agent position be terminated.

Attachment(s): Exhibit A - Fully Executed Copy of the ILA for the Purchasing Agent Position

#### **CRA Attorney Review:**

N/A

#### **Finance Review:**

N/A

#### **Funding Source/Financial Impact:**

N/A