



## Legislation Text

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**TO: CRA Board of Commissioners**  
**FROM: Jeff Costello, CRA Executive Director**  
**DATE: December 11, 2018**

### REPORT ON CRA STAFF AND WORKLOAD

#### **Background:**

On October 9, 2018, the CRA Board approved an amendment to the Organizational Chart, approved the job descriptions for the Project and Development Relations Manager and Executive Coordinator, and authorized the CRA to hire an additional full-time Project Manager. In addition, the Board authorized the utilization of CRA consultants to provide project management services, as necessary.

Also, at the November 13, 2018 CRA Board Meeting, the Board approved the Organizational Chart, which is attached, and approved the reclassification of Arts Warehouse Manager to Arts Warehouse Director. The Board also amended the Finance & Operations Director job description to adjust the salary range to make it consistent with a similar size CRA.

Finally, at the November 13<sup>th</sup> meeting, the CRA Board requested a Workshop item concerning the CRA Staff and Workload.

#### **CRA Staff/Workload:**

The CRA currently employs fifteen (15) full-time employees, (Economic Development Director and Economic Development Manager funded by CRA at 50% and City at 50%), and three (3) part-time employees as detailed in the Organizational Chart which is attached.

The CRA recently hired a Project Manager to manage the CRA Redevelopment Projects. This hire filled a vacant position. CRA staff is currently interviewing to fill the vacant Communications and Public Relations Coordinator position. It is anticipated that the Communications and Public Relations Coordinator position will be filled by January, 2019.

The attached FY 2018-19 CRA Work Plan identifies the CRA projects that are being undertaken this fiscal year, in addition to the regular day-to-day operations of the Agency. This fiscal year the CRA is managing more Capital Improvement Projects, and has also been requested to manage the Transportation Services on behalf of the City. Given the current workload, the recently modified staff structure should have adequate capacity to implement projects and initiatives undertaken by the CRA this year, as directed by the CRA Board.

It is noted in 2015, the CRA conducted a salary survey to analyze the CRA's currently salary ranges and benefits package as compared to similar local government agencies in the State of Florida. As a result of the survey, the retirement benefits package was modified to increase the ICMA contribution from 7% to 10%. Given the last salary survey was conducted approximately 4 years ago, it is recommended that a new salary survey of similar size local government agencies in the State of Florida is conducted in order to ensure that the Delray Beach CRA is competitive with its salary and benefits package.

Attachment(s): Exhibit A - CRA Organizational Chart; Exhibit B - CRA-Budget-Work Plan FY18-19