



**CRA**  
**Agenda Request Form**

**Meeting Date: March 6, 2024**

**Agenda Item No.**

**Agenda Title: Resolution of the Community Redevelopment Agency of the Town of Lake Park Authorizing and Directing the Executive Director to Enter into an Employment Agreement with Allison Justice for the Position of Community Redevelopment Administrator**

<input type="checkbox"/> SPECIAL PRESENTATION/REPORT <input type="checkbox"/> OLD BUSINESS <input type="checkbox"/> DISCUSSION FOR FUTURE ACTION	<input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> <b>NEW BUSINESS</b> <input type="checkbox"/> OTHER: General Business
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**Approved by Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_**

*Bambi McKibbon-Turner, Assistant Town Manager/Human Resources Director*

Name/Title

<b>Originating Department:</b>  <b>Executive Director</b>	Costs: \$90,000.00 Funding Source: CRA Budget Acct. # 110-520-525-11000 [ ] Finance <b>Barbara A. Gould</b> <small>Digitally signed by Barbara A. Gould, email address: b.gould@lakeparkflorida.gov, cn=US, Date: 2024.02.23 11:08:06 -05'00'</small>	<b><u>Attachments:</u></b> Resolution and Community Redevelopment Administrator Employment Agreement
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**Summary Explanation/Background:**

At its November 15, 2023 meeting, the Community Redevelopment Agency (CRA) Board approved the budget adjustment to the Fiscal Year 2024 CRA budget to add the position of Community Redevelopment Agency Administrator to be funded by monies already captured in the CRA Fiscal Year 2024 budget. Such position is a contract position.

The position of Community Redevelopment Agency Administrator was advertised and Allison Justice submitted her application and was interviewed for this position. On February 15, 2024, the CRA Executive Director extended to Ms. Justice a job offer for this position to which Ms. Justice verbally agreed.

The purpose of this agenda item is to authorize and direct the Executive Director to enter into an employment agreement with Ms. Justice for the position of Community Redevelopment Administrator.

Staff recommends approval.

**Recommended Motion:** I move to approve Resolution \_\_\_\_\_.