

Exhibit A

COMMUNITY REDEVELOPMENT ADMINISTRATOR EMPLOYMENT AGREEMENT

This Community Redevelopment Administrator Employment Agreement (the "Agreement"), is made and entered into this _____ day of _____, 2024, by and between the Town of Lake Park Community Redevelopment Agency (hereinafter called "CRA") and Allison R. Justice (hereinafter called "Community Redevelopment Administrator"); and

WHEREAS, the CRA voted to engage the services of Allison R. Justice to be the Community Redevelopment Administrator for CRA; and

WHEREAS, the employment responsibilities and duties of the Community Redevelopment Administrator are as set forth in the job description of the Community Redevelopment Administrator (hereinafter called "Job Description") adopted by Administrative Policy #23-009 on November 19, 2023; and

WHEREAS, Administrative Policy #23-009 is attached hereto and incorporated herein.

NOW THEREFORE, it is agreed and acknowledged as follows:

Section 1: Recitals

The recitals stated above are true and correct to the best of the knowledge of the Parties hereto and incorporated herein by this reference.

Section 2: Appointment

The CRA hereby appoints Allison R. Justice as its Community Redevelopment Administrator.

Section 3: Conditions of Employment

The Community Redevelopment Administrator shall serve as a regular part-time employee entitled to all compensation including salary and accrued vacation leave and sick leave as set forth in the Handbook of Procedures and Policies for Employees of the Town of Lake Park (Employee Handbook). The Community Redevelopment Administrator shall be required to successfully complete an initial six (6) month probationary period commencing on the date of hire at which time the Community Redevelopment Administrator's job performance will be evaluated. Thereafter, the Community Redevelopment Administrator shall be subject to annual evaluations to measure ongoing job performance and determine possible merit increases.

Section 4: Compensation

The CRA shall pay the Community Redevelopment Administrator an annual base salary of \$90,000.00 payable in installments at the same time that management employees of the Town are paid. Subsequently, this Agreement shall be automatically amended to reflect any annual merit increases that are provided for by the CRA resulting from the CRA Executive Director's annual performance review of the Community Redevelopment Administrator job performance.

Section 5: Hours Per Week

The Community Redevelopment Administrator shall devote whatever time is necessary to properly perform the duties of the position; it being generally understood, however, that on average, a minimum of 30 hours per week is necessary for adequate job performance.

SECTION 6: Holidays

The Community Redevelopment Administrator shall be entitled to the same paid holidays granted to Town employees.

SECTION 7: Health Benefits

The CRA shall provide the Community Redevelopment Administrator coverage under its medical, dental and vision insurance plans on the same basis as provided to Town employees. In addition, it shall provide at no cost both short term and long term disability coverage for the Community Redevelopment Administrator under its current plans. Coverage shall commence in accordance with the terms of the providers' respective contracts.

SECTION 8: Life Insurance

The CRA shall provide a term life insurance policy for the Community Redevelopment Administrator in an amount equivalent one times the Community Redevelopment Administrator's base salary, rounded to the next higher \$1,000.00 up to a maximum of \$50,000.00 and shall pay the total premiums for this coverage. Coverage shall commence in accordance with the terms of the provider's contract. The beneficiary(ies) of the term life insurance policy shall be determined by the Community Redevelopment Administrator. The CRA shall also provide Accidental Death and dismemberment (AD&D) insurance at no cost to the Community Redevelopment Administrator.

SECTION 9: Retirement

The Community Redevelopment Administrator shall be eligible to participate in the Town's Corebridge (VALIC) Financial Retirement Services Retirement Plan and Deferred Compensation Plan, MissionSquare Retirement plan, and any other retirement plan established by the Town on the same basis as provided to Town employees.

SECTION 10: Dues and Subscriptions

The CRA agrees to pay the Community Redevelopment Administrator's professional dues for membership in the International City/County Management Association (ICMA), the Florida City and County Management Association (FCCMA), the Florida Redevelopment Association (FRA), and the Palm Beach County City Management Association (PBCCMA). The Town shall pay other dues and subscriptions on behalf of the Community Redevelopment Administrator as are approved in the CRA's annual budget (on a line item basis) or as authorized separately by the CRA.

SECTION 11: Outside Activities

With prior approval of the CRA Executive Director, the Community Redevelopment Administrator may engage in additional professional activities separate and apart from CRA matters, provided said activities do not conflict or interfere with the performance of the Community Redevelopment Administrator's duties and responsibilities to the CRA.

SECTION 12: Equipment, General Business Expenses and Professional Development

The CRA shall provide appropriate equipment necessary for the Community Redevelopment Administrator to perform the Community Redevelopment Administrator's official responsibilities, including, but not limited to a laptop computer and cell phone which shall remain the property of the CRA.

The CRA agrees to budget for and to pay for reasonable and customary travel and subsistence expenses of the Community Redevelopment Administrator for professional and official travel, meetings, and occasions to adequately continue the professional development of the Community Redevelopment Administrator and to pursue necessary official functions for the Town, including but not limited to the ICMA annual conferences, the Florida Redevelopment Association annual conferences, the Florida League of Cities annual conferences, and meetings of such other national, regional, state, and local governmental groups and committees in which the Community Redevelopment Administrator serves as a member. If the Community Redevelopment Administrator uses his own vehicle for professional or official travel outside the geographical limits of the Town, then the CRA shall reimburse him for all such travel at the then currently published Internal Revenue Service or General Services Administration mileage allowance for vehicular travel.

The CRA also agrees to budget for and to pay for travel and subsistence expenses of the Community Redevelopment Administrator for short courses, institutes, and seminars that are necessary for the Community Redevelopment Administrator's professional development and for the good of the CRA.

The CRA acknowledges the value of having the Community Redevelopment Administrator participate and be directly involved in local civic clubs or organizations. Accordingly, the CRA shall pay for the reasonable membership fees and/or dues to enable the Community Redevelopment Administrator to become an active member in local civic clubs or organizations.

Section 13: Indemnify and hold harmless

CRA shall self-insure or otherwise provide and pay for professional liability insurance to fully defend, indemnify and hold harmless the Community Redevelopment Administrator against any and all claims, demands, suits, actions or proceedings of any kind or nature, arising out of the performance of the Community Redevelopment Administrator's duties and responsibilities as Community Redevelopment Administrator.

SECTION 14: Voluntary Resignation

In the event that the Community Redevelopment Administrator voluntarily resigns the Community Redevelopment Administrator shall provide advance written notice of no less than two weeks. The Community Redevelopment Administrator shall only be entitled to receive accrued vacation and sick leave pursuant to the Employee Handbook as of the date the resignation becomes effective.

SECTION 15: Return of CRA Property

Upon the termination of the CRA Administrator's employment with the CRA, whether voluntary, for cause or without cause, the Community Redevelopment Administrator shall, within three business days, return all Town property to the Town, including but not limited to keys, cell phone, lap top computer, documents and any other property of the Town in her possession or control.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date set forth below.

ATTEST:

**LAKE PARK COMMUNITY
REDEVELOPMENT AGENCY**

By: _____
Vivian M. Mendez, Agency Clerk

By: _____
John D'Agostino, Executive Director

Date

Date

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

Thomas J. Baird, Agency Attorney

Date

**COMMUNITY REDEVELOPMENT
ADMINISTRATOR**

Allison R. Justice

Date

Attachment

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