

September 29, 2021



EXECUTIVE COMMITTEE AGENDA ITEM 4 B

INCREASE OF EXECUTIVE DIRECTOR'S PURCHASING AUTHORITY

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Per the CRTPA's current bylaws, the Executive Director's purchasing authority is capped at \$5,000. This item seeks to increase that authority to \$25,000 and add a provision requiring the purchasing authorizations be consistent with the adopted Unified Planning Work Program (UPWP). Any amount greater than \$25,000 would require approval from either the Executive Committee or the CRTPA Board.

Proposed bylaw changes:

The Executive Director shall serve at the pleasure of the Board and shall report directly to the CRTPA Board for all matters regarding the administration and operation of the CRTPA and any additional personnel as deemed necessary. CRTPA staff will report directly to the Executive Director and serve at the pleasure of the director. The Executive Director shall have authority to:

- a. Approve expenditures for the normal operations of staff and planning projects not to exceed ~~\$5,000~~ \$25,000 as long as those expenditures are consistent with the adopted Unified Planning Work Program (UPWP). Any item over this amount requires approval by the Executive Committee or the CRTPA Board.
- b. Approve routine staff travel.
- c. Hire, fire, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson.
- d. Sign invoices, grant applications, and routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required.

RECOMMENDED ACTION

As desired by the Executive Committee.