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## **DDA ACTION SUMMARY SHEET**

**MEETING DATE:** June 17, 2025

**TOPIC** Additional Credit Card

**BACKGROUND BRIEF:**

In the course of running and administering the many facets of the DDA, it becomes necessary to facilitate the purchase of goods and services through the Comerica Credit Card, which charges against the general accounts of the village. This card is subject to spending and procurement policies, spending limits, transactional limits and other protective factors that maintain the integrity of the privilege.

On many occasions, the Assistant Director, who is responsible for event preparation, special programming and other purchasing heavy matters, is compelled to use the card issued to the Executive Director, often causing confusion, and delay as the rights to the use of the card are honored.

Without changing any limits imposed against the DDA for the number of monthly transactions, or the restraints of any policy guiding the use and limits of the right, it is requested that an additional card is issued for use against the Comerica Account in the name of the Assistant Director, Janet Bloom.

**FINANCIAL IMPACT:**

The Credit Card activity of the DDA is reconciled monthly. This additional card would be handled in the same fashion. There is no anticipation that a second card would alter current budget activity as the current spending is most often delayed. This is substantially problematic when the Asst. Director is preparing for events from remote locations.

**RECOMMENDED MOTION:**

Move to approve and adopt a RESOLUTION TO ISSUE A SECOND CREDIT CARD FOR USE BY ASSISTANT DIRECTOR in the form attached hereto and direct the delivery of the Resolution to the Village for action