

## **Department of Finance Legislative Summary**

**ORDINANCE NO.:**           **604-2019**

**DESCRIPTION:**           The purpose of the amendment is to expand the credit card authorization to allow automated procurement transactions.

Section 171.40 (a) Authorization

Use of City Credit Cards

(a)    *Authorization.*

- (1)    A credit card held by the Clerk of Council may be used to pay the following work-related expenses of the Clerk, member of Council, and Council staff:
  - A.     Transportation expenses while traveling on City business;
  - B.     Lodging expenses while traveling on City business;
  - C.     Food expenses while traveling on City business;
  - D.     Food expenses as authorized by ordinance of Council;
  - E.     Registration, tuition or enrollment expenses for meetings, seminars, conferences, or retreats;
  - F.     Office supplies; and
  - G.     Other ordinary and necessary expenses of the City in which a credit card is the only method of payment acceptable to the vendor.
  
- (2)    A credit card held by the Law Department Docket Clerk or any Law Department attorney may be used to pay the following work-related expenses:
  - A.     Filing fees required by any court, board or tribunal;
  - B.     Any other cost assessed by a court, government office in the United States, board or tribunal other than judgments or settlements.

- C. Any cost of obtaining records, transcripts and other documents from a court reporter, or a government office related to a legal matter; and
  - D. Other ordinary and necessary expenses of the City in which a credit card is the only method of payment acceptable to the vendor.
- (3) A credit card held by the Port Control Director, or his or her designee, may be used to pay the following work-related expenses:
- A. Emergency commodity purchases in which a credit card is the only method of payment acceptable to the vendor.;
  - B. Food expenses as authorized by ordinance of Council;
  - C. Registration, professional licenses, tuition or enrollment expenses for meetings, seminars, conferences, or retreats;
  - D. Advertising and public notice expenses;
  - E. Computer software maintenance including web-page renew expenses; and
  - F. Filing fees for land property splits.
- (4) A credit card held by the Finance Director, or his or her designee, may be used to pay the following work-related expenses:
- A. Transportation expenses while traveling on City business;
  - B. Lodging expenses while traveling on City business;
  - C. Food expenses while traveling on City business;
  - D. Food expenses as authorized by ordinance of Council;
  - E. Registration, professional licenses, tuition or enrollment expenses for meetings, seminars, conferences, retreats or other similar events; and
  - F. Other ordinary and necessary expenses of the City in which a credit card is the only method of payment acceptable to the vendor.

(5) A credit card held by the Commissioner of Purchases and Supplies, or his or her designee, may be used to pay the following work-related expenses:

- A. Business licenses, registrations, and subscriptions;
- B. Tuition and/or enrollment expenses for meetings, seminars, or conferences;
- C. Transportation expenses while traveling on City business;
- D. Lodging expenses while traveling on City business; and
- E. Other ordinary and necessary expenses of the City in which a credit card is the only method of payment acceptable to the vendor.

(6) A credit card held by the Chief Financial Officer of the Department of Public Utilities, or his or her designee, may be used to pay the following work-related expenses:

- A. Business licenses, registrations, and subscriptions, and other professional dues and subscriptions;
- B. Tuition and/or enrollment expenses for meetings, seminars, or conferences;
- C. Training expenses and training supplies;
- D. Professional services, program promotions, and participation fees;
- E. Equipment, supplies, software and maintenance;
- F. Memberships;
- G. Advertising and public notices;
- H. Parking in City facilities, taxes, and food; and
- I. Other ordinary and necessary expenses of the City in which a credit card is the only method of payment acceptable to the vendor.

(7) A credit card held by the Judge of the Cleveland Housing Court, or his or her designee, may be used to pay the following work-related expenses:

- A. Transportation expenses while traveling on Court business;
- B. Lodging expenses while traveling on Court business;
- C. Food expenses while traveling on Court business;
- D. Food expenses as authorized by the Judge of the Cleveland Housing Court; and
- E. Registration, tuition or enrollment expenses for meetings, seminars, conferences, or retreats;
- F. Supplies and equipment; and
- G. Other ordinary and necessary expenses of the City in which a credit card is the only method of payment acceptable to the vendor.

(8) A credit card held by the Finance Department project coordinator, or his or her designee, may be used to pay the following work-related expenses:

- A. Transportation expenses while traveling on City business;
- B. Lodging expenses while traveling on City business;
- C. Food expenses while traveling on City business;
- D. Food expenses as authorized by ordinance of Council;
- E. Registration, professional licenses, tuition or enrollment expenses for meetings, seminars, conferences, or retreats;
- F. Other ordinary and necessary expenses of the City in which a credit card is the only method of payment acceptable to the vendor.