

## **Department of Finance Legislative Summary**

**ORDINANCE NO.:** 325-2022

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

Section 171.40 (a) Authorization

Amendment:

(10) A credit card held by the Secretary to the Mayor, or his or her designee, may be used to pay the following work-related expenses:

- A. Registration, professional licenses, tuition or enrollment expenses for meetings, seminars, conferences, or retreats and other similar events in connection with City business; and
- B. Advertising and Public notices;
- C. Food expenses as authorized by Ordinance of Council;
- D. Office supplies;
- E. Web-page renewal, social media and other similar expenses; 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.

((11) A credit card held by the Public Safety Director, or his or her designee, may be used to pay the following expenses related to recruitment:

- A. Food expenses as authorized by Ordinance of Council;
- B. Web-page renewal, social media and other similar expenses; and

- C. Other ordinary and necessary expenses of the City in which a credit card is the only method of payment acceptable to the vendor.

**USING ENTITY:**

Mayor's Office and Department of Public Safety