

ADMINISTRATIVE ORDER NO. 21-23-06
of the
City Manager of the City of Eugene, Oregon

DELEGATING AUTHORITY TO EXECUTE CONTRACTS AND CHANGE ORDERS, APPROVE EXPENDITURE AND PROCUREMENT CARD AUTHORIZATIONS, AND REPEALING ADMINISTRATIVE ORDER NO. 21-13-03.

The City Manager of the City of Eugene finds that:

A. Under the provisions of Section 16(2) of the Eugene Charter of 2002, the City Manager is given authority to make purchases and act as the business agent for the City Council in connection with the sale of real estate and other business and commercial transactions.

B. On August 13, 2013, Administrative Order No. 21-13-03 was issued partially delegating contract signing authority, authority to execute change orders, and expenditure and procurement card authorization to the Assistant City Manager, the City Attorney, and the Department Heads of the various City Departments. In 2023 the City Manager updated the organizational and reporting structure for certain department heads, added an Assistant City Manager position, and added a Chief Financial Officer position. The authority delegated by Administrative Order No. 21-13-03 should be amended to reflect the new reporting structure and the addition of the second Assistant City Manager and the Chief Financial Officer to the Executive team.

- C.** In making this partial delegation of authority, it is my intent to:
- (1) Provide for uniform and consistent processing of contracts;
 - (2) Minimize the time and attention required of the City Manager with respect to routine contracts;
 - (3) Clearly define areas of responsibility with regard to the initiation, execution and administration of contracts;
 - (4) Clarify the ability to execute change orders for contracts; and
 - (5) Confirm expenditure and procurement card authority.

NOW, THEREFORE,

THE CITY MANAGER OF THE CITY OF EUGENE ORDERS AND DIRECTS THAT:

1. Unless Council approval is required as a matter of law, or unless Council approval is requested by the City Manager, no contract shall be placed on the Council agenda for approval.

2. Only contracts in excess of the authority noted below will normally be brought to the attention of the City Manager for review, approval and signature. For purposes of this administrative order, contracts for the exchange of services shall be assigned an approximate dollar value of the services given by the City. Contracts in excess of the FIRE, LRCS, PDD, or PW Department Executive Director's authority but that are within the Assistant City Manager's

authority will typically be executed by an Assistant City Manager, not the City Manager.

3. Any contract submitted to the City Manager or the Assistant City Managers for signature shall include on the City Manager/Assistant City Manager signature line the initials of the Executive recommending execution of the contract. For a contract originating from FIRE, LRCS, PDD, or PW that exceeds the Assistant City Managers’ signing authority, the signature line shall be initialed by both the Department Executive Director and an Assistant City Manager. For purposes of this administrative order, “Executive” means the Assistant City Managers, Chief Financial Officer, City Attorney, and the Department Executive Directors.

4. The Assistant City Managers, City Attorney, Chief Financial Officer, or the Department Executive Directors shall be responsible to the City Manager for the initiation, content, award, obtaining of signatures, budgetary encumbrances, and compliance with applicable federal, state, and local laws for contracts which they initial pursuant to Section 3 of this Order.

5. The City Manager hereby delegates to the personnel listed below, procurement card authority, and the authority to execute contracts and change orders for contracts, not to exceed the amounts indicated. The authority listed below may be sub-delegated to other department personnel.

<u>Personnel:</u>	<u>Maximum Authority:</u>
Assistant City Managers (May also execute contracts for any City department.)	\$ 200,000
City Attorney	\$100,000
Central Services Executive Director..... (May also execute contracts for any City department.)	\$100,000
Fire & Emergency Medical Services Department Executive Director	\$100,000
Police Department Executive Director	\$100,000
Library, Recreation & Cultural Services Department Executive Director.....	\$100,000
Planning and Development Department Executive Director.....	\$100,000
Public Works Department Executive Director.....	\$100,000
Chief Financial Officer	\$200,000

6. The authority to execute change orders for contracts shall be for those that are within budgetary contingency for that contract or project and are within change order guidelines of the Public Contract Administrative Rules and consistent with provisions of the original contract.

7. The Assistant City Managers, City Attorney, Chief Financial Officer, and Department Executive Directors may sub-delegate contract signing authority and change order authority. Any sub-delegation pursuant to this Section 7 shall be done by Administrative Order and the Administrative Order shall be filed with the City Recorder and Purchasing Section. Such orders may also include sub- delegation of procurement card authority, which authority may also be sub-

delegated by approval noted on procurement card application forms.

8. The City Manager hereby delegates expenditure authority to the Assistant City Managers, the City Attorney, the Chief Financial Officer, and to the Executive Directors of the City Departments as provided in Section 5 of this Order. This authority may be sub-delegated by Administrative Order or by approval noted on expenditure authorization forms.

9. Before executing any contract which is controversial or to which some political significance is attached, the Assistant City Manager, City Attorney, Chief Financial Officer, or Department Executive Director should notify the City Manager of their intent to execute the contract.

10. Each Department Executive Director shall appoint a single contract administrator for their department who is primarily responsible for the record keeping of contracts initiated by that department. The Department Executive Director shall notify the Purchasing Section Manager of the designation and of any changes in the designation.

11. The Central Services Department shall develop a guideline education program for contract development and monitoring for use by contract administrators and managers and shall coordinate this program with the Employee Resource Center's training program.

12. Administrative Order No. 21-13-03, and any other Order in conflict herewith is repealed as of the effective date of this Order.

13. Notwithstanding the repeal of Administrative Order No. 21-13-03, all actions taken pursuant to that Order, including sub-delegations of contract signing authority that are consistent with the provisions of this Order are ratified and affirmed.

Dated and effective this 12th day of September, 2023.



Sarah Medary
City Manager