

ADMINISTRATIVE ORDER NO. 52-23-04
of
Fire & Emergency Medical Services
City of Eugene, Oregon

**DESIGNATING CONTRACT AUTHORITY WITHIN FIRE &
EMERGENCY MEDICAL SERVICES AND REPEALING
ADMINISTRATIVE ORDER NO. 52-22-02.**

The Executive Director of Fire & Emergency Medical Services finds that:

A. Under the provisions of Chapter IV, Section 16 of the Eugene Charter of 2002, the City Manager is designated as the administrative head of the City and is specifically authorized to appoint and remove all employees (except as otherwise provided in the Charter) and to 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 July 24, 2023, the City Manager issued Administrative Order No. 21-23-05 designating me as Executive Director of Fire & Emergency Medical Services Department.

C. On September 12, 2023, the City Manager issued Administrative Order No. 21-23-06 delegating to the Assistant City Managers, the City Attorney, Chief Financial Officer, and the Executive Directors of the City Departments expenditure authority, procurement card authority, and the authority to execute contracts and change orders in the amounts set forth in that Order. The Order also specifically authorized the sub-delegation of expenditure authority, procurement card authority, contract signing authority and change order authority. The purpose of the Order was 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.

D. It is necessary to repeal Administrative Order No. 52-22-02, designating expenditure authority and the authority to execute contracts, change orders and procurement card contract signing authority to personnel within Fire & Emergency Services due to personnel changes that have taken place since it was issued on November 14, 2022.

NOW, THEREFORE,

The Executive Director of Fire & Emergency Services orders and directs that:

1. I hereby delegate procurement card authority and the authority to execute contracts and change orders to the Fire & Emergency Services personnel listed below, not to exceed the amounts indicated below:

<u>Designee</u>	<u>Maximum Authority</u>
Christopher E. Heppel	\$50,000
Scott E. Bishop	\$50,000
John O. Follet	\$50,000
W. Travis Worthington	\$50,000

2. I hereby delegate expenditure authority to the Fire & Emergency Services personnel listed in Section 1 of this Order in the amounts listed in Section 1 of this Order. This expenditure authority may be sub-delegated by Administrative Order or by approval noted on expenditure authorization forms.

3. Administrative Order No. 52-22-02 is repealed as of the effective date of this Order. Nothing contained in this Order affects the validity of any actions taken by any of the personnel named herein pursuant to previously delegated authority.

4. A copy of this Administrative Order shall be forwarded to the Purchasing Section of Financial Services.

Dated and effective this 30 day of October, 2023.

Michael Caven

[Michael Caven \(Oct 30, 2023 10:13 PDT\)](#)

**Michael Caven, Fire Chief
Executive Director of Fire & Emergency Medical
Services Department**