

ADMINISTRATIVE ORDER NO. 44-23-10
of the
Finance Officer of the City of Eugene

**DELEGATING PAYMENT AUTHORITY TO DEPARTMENT
PERSONNEL; REPEALING ADMINISTRATIVE ORDER NO. 44-23-06;
AND PROVIDING AN EFFECTIVE DATE.**

The Finance Officer of the City of Eugene finds that:

A. Under provisions of the Eugene Charter of 2002 the City Manager is authorized to make all purchases, appoint and remove all employees, act as business agent for the Council, and to perform such other duties as the Council directs.

B. Section 2.525 of the Eugene Code, 1971, requires that checks and electronic or other types of payments or transfers shall be signed or authorized by the City Manager or the City Manager's designee. This section also authorizes the Finance Officer to issue checks and cause payments to be made to pay City bills and claims, including salaries of City officers and employees.

C. On February 22, 2005, the City Manager issued Administrative Order No. 21-05-01 establishing policies and procedures for payment of City bills and claims and delegating authority to authorize payments in the form of checks or electronic or other types of payments or transfers to the Finance Officer subject to the requirements and limitations contained in Administrative Order No. 21-05-01. That Order also specifically authorized the Finance Officer to sub-delegate payment authority to City department personnel.

D. On June 22, 2018, the City Manager issued Administrative Order 21-18-04 appointing me as the City's Finance Officer and City Treasurer, and authorizing me to delegate to qualified persons of any of my duties and responsibilities granted by that Order.

E. On September 8, 2023, I issued Administrative Order No. 44-23-06 sub-delegating authority to make electronic or other types of payments or transfers to department personnel as designated in that Order. Changes in personnel now require that the delegations in that administrative order be updated.

Based on the above findings, the Finance Officer of the City of Eugene orders that:

- 1.** Administrative Order No. 44-23-06 is repealed, as of the effective date of this Order.
- 2.** As of the effective date of this Order, the following individuals are delegated the authority to authorize payments in the form of checks and electronic or other types of payments or transfers of the type, purpose, and up to the amounts indicated opposite each (excluding checks written from one City bank account for payment to another City bank account). If needed,

I may temporarily override these limits, upon request from the department personnel and with sufficient documentation to determine the need for such an override.

| Individual | Payment Type | Account(s) | Dollar Limit |
|--------------------|---------------------|-------------------------|---------------------|
| Twylla J. Miller | Electronic | All accounts | \$10,000,000 |
| Neil Obringer | Electronic | All accounts | \$10,000,000 |
| Sarah Pratt | Electronic | All accounts | \$10,000,000 |
| Kerry Willhite | Electronic | All accounts | \$10,000,000 |
| Kacia Edison | Electronic | All accounts | \$10,000,000 |
| Christie Wunderlin | Electronic | LGIP | \$10,000,000 |
| Mark Villegas | Electronic | Payroll | \$5,000,000 |
| Lisa Garn | Electronic | Payroll | \$5,000,000 |
| Monica Drews | Electronic | Payroll | \$5,000,000 |
| Brenda Hoag | Electronic | Accounts Payable | \$10,000,000 |
| Michele Arthur | Electronic | Accounts Payable | \$10,000,000 |
| Wayne Dorman | ATM | EPD SCU/SIU | \$500 |
| Curtis Newell | ATM | EPD SCU/SIU | \$500 |
| Rick Lowe | ATM | EPD SCU/SIU | \$500 |
| Chuck Salsbury | ATM | EPD SCU/SIU | \$500 |
| Jeffrey Baugh | ATM | EPD SCU/SIU | \$500 |
| Brad Hanneman | ATM | EPD SCU/SIU | \$500 |
| Dean Pederson | ATM | EPD SCU/SIU | \$500 |
| Tim Hunt | ATM | EPD SCU/SIU | \$500 |
| Joshua Bates | Check | Hult Center | \$300,000 |
| Jack Spinner | Check | Hult Center | \$200,000 |
| Adam DeVries | Check | Hult Center | \$200,000 |
| Nathan Cox | Check | Hult Center | \$200,000 |
| Isaac Marquez | Check | Hult Center | \$20,000 |
| Colette Ramirez | Check | Hult Center | \$20,000 |
| Kimberly Weiland | Check | Hult Center | \$200,000 |
| Lee Alberts | Check | Hult Center | \$200,000 |
| Jeff Weinkauf | Check | Hult Center | \$200,000 |
| Dusty Adair | Check | Hult Center | \$200,000 |
| Sarah Callegari | Check | Municipal Court | \$100,000 |
| Kristi Douglas | Check | Municipal Court | \$100,000 |
| Ruth McBride | Check | Liability/Reimbursement | \$10,000 |
| Jodi Mason | Check | Liability/Reimbursement | \$10,000 |
| Keri Beraldo | Check | Liability/Reimbursement | \$14,999 |
| Paul Furnari | Check | Liability/Reimbursement | \$14,999 |
| Doug Mozan | Check | Liability/Reimbursement | \$1,000 |
| Tim Schuck | Check | Liability/Reimbursement | \$1,000 |
| Chris Harrison | Check | Liability/Reimbursement | \$1,000 |
| Marcus Pope | Check | Liability/Reimbursement | \$1,000 |
| Ron Tinseth | Check | Liability/Reimbursement | \$1,000 |

| Individual | Payment Type | Account(s) | Dollar Limit |
|--------------------|---------------------|-------------------------|---------------------|
| Mike Ware | Check | Liability/Reimbursement | \$1,000 |
| Julie Schafer | Check | Liability/Reimbursement | \$1,000 |
| Shawn Adams | Check | Liability/Reimbursement | \$1,000 |
| Chuck Salsbury | Check | Liability/Reimbursement | \$1,000 |
| Billy Halvorson | Check | Liability/Reimbursement | \$1,000 |
| Gregory Magnus | Check | Liability/Reimbursement | \$1,000 |
| Roy Wright | Check | Liability/Reimbursement | \$1,000 |
| Jeremy Williams | Check | Liability/Reimbursement | \$1,000 |
| Sam Stotts | Check | Liability/Reimbursement | \$1,000 |
| Ryan Nelson | Check | Liability/Reimbursement | \$1,000 |
| Emily Jerome | Check | Witness Fee | \$1,000 |
| Kathryn Brotherton | Check | Witness Fee | \$1,000 |
| Ben Miller | Check | Witness Fee | \$1,000 |
| Michelle Dunn | Check | Witness Fee | \$100 |
| Travis Smith | Check | Voca Grant | \$3,000 |
| Elizabeth Cramer | Check | Voca Grant | \$3,000 |
| Tiffany Gordon | Check | Payroll Tax | \$100,000 |
| Elliot Hinman | Check | Payroll Tax | \$100,000 |
| Jennifer Ley | Check | Payroll Tax | \$100,000 |
| Tammy Smith | Check | Ambulance Billing | \$1,500,000 |
| Brandy Henning | Check | Ambulance Billing | \$1,500,000 |
| Emily Hayes | Check | Ambulance Billing | \$1,500,000 |

3. Any changes to the delegated authority in Section 2 above shall be effected by an Administrative Order with copies provided to the City Recorder and City Treasurer.

4. Any documentation required by the Finance Officer and Treasury Officer, including signature cards for the City's depository bank, shall also be provided to the Finance Officer and Treasury Officer by the department personnel listed in Section 2 above prior to performing any of the delegated duties.

5. Prior to making or authorizing any payment, department personnel who have been sub-delegated payment authority under this Administrative Order shall be responsible for complying with all applicable federal, state, and local statutes, policies, and administrative rules, Administrative Order No. 21-05-01, and this Order, for making or authorizing payments of expenditures for their respective departments.

6. Any check in excess of \$15,000 (excluding checks written on one City bank account for payment to another City bank account) must bear the signatures of two authorized signers, one of whom has authorization that meets or exceeds the amount of the check.

7. The Treasury Officer is delegated authority for managing and monitoring City petty cash accounts and is authorized to sub-delegate authority for making payments from those accounts. A list of personnel who have been granted such authority shall be maintained by the

Treasury Officer.

8. In addition to compliance with paragraph 5 above, City staff that have been sub-delegated payment authority under this Administrative Order shall comply with such other policies and procedures with regard to making payments by check and through electronic or other types of payments or transfers as set forth by the Finance Officer.

Dated and effective this 5th day of December, 2023.

Twylla J Miller

Twylla Miller, Chief Financial Officer