

**ADMINISTRATIVE ORDER NO. 44-24-01**  
**of the**  
**City Manager of the City of Eugene, Oregon**

**DELEGATING TO THE CHIEF FINANCIAL OFFICER THE  
AUTHORITY TO MODIFY, COMPROMISE, AND CANCEL CLAIMS FOR  
THE CITY OF EUGENE ACCOUNTS RECEIVABLE.**

**The City Manager of the City of Eugene 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 enforce all ordinances of the City.
- B.** Section 2.582 of the Eugene Code, 1971 (EC), authorizes the City Manager or designee to modify, compromise or cancel a debt owed to the City, provided that the City Attorney has first reviewed the proposed modification, compromise or cancellation.
- C.** I find that it would be more efficient and in the public interest to authorize the Chief Financial Officer to modify, compromise or cancel outstanding accounts receivable for which the administration and collection costs involved would exceed the amount that can reasonably be expected to be recovered pursuant to the provisions in EC 2.582 and the Eugene Finance Division Write-Off Policy and when the Chief Financial Officer determines that it is in the City's financial interest to do so.

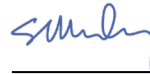
**NOW, THEREFORE,**

**The City Manager of the City of Eugene Orders and Directs that:**

- 1.** As authorized by Section 2.582(4)(e) of the Eugene Code, 1971, the Chief Financial Officer is authorized to modify, compromise or cancel City of Eugene outstanding accounts receivable when the administration and collection costs involved would exceed the amount that can reasonably be expected to be recovered pursuant to the Eugene Finance Division Write-Off Policy and when the Chief Financial Officer determines that it is in the City's financial interest to do so.
- 2.** Pursuant to Section 2.582(6) of the Eugene Code, 1971, the proposed modification, compromise or cancellation of claim shall be reduced to writing and reviewed by the City Attorney before the Chief Financial Officer or designee actually modifies, compromises or cancels the claim.

3. Upon finding that it would be more efficient and in the public interest to do so, the Chief Financial Officer may sub-delegate by Administrative Order the authority granted by this Order to other department personnel.

Dated and effective this 03/15/2024 day of March, 2024



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**Sarah Medary**  
**City Manager**