

ADMINISTRATIVE ORDER NO. 21-24-01
of the
City Manager of the City of Eugene, Oregon

**DELEGATING AUTHORITY TO EXECUTE CONTRACTS AND
CHANGE ORDERS, APPROVE EXPENDITURE AND PROCUREMENT
CARD AUTHORIZATIONS TO THE CHIEF OF STAFF/CITY
MANAGER'S OFFICE DIRECTOR.**

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. In 2023, I updated the organizational and reporting structure of the City Manager's Office and created the position of Chief of Staff/City Manager's Office Director.

C. I find that it would be more efficient and in the public interest to delegate to the Chief of Staff/City Manager's Office Director expenditure authority, procurement card authority, and the authority to execute contracts and change orders for contracts that do not exceed \$20,000.

- D.** 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. The City Manager hereby delegates to the Chief of Staff/City Manager's Office Director procurement card authority, and the authority to execute contracts and change orders for contracts, not to exceed \$20,000.

2. The City Manager hereby delegates expenditure authority to the Chief of Staff/City Manager's Office Director, in an amount not to exceed \$20,000. This authority may

be sub-delegated by Administrative Order or by approval noted on expenditure authorization forms.

Dated and effective this 26th day of March, 2024.



**Sarah Medary
City Manager**