

ADMINISTRATIVE ORDER NO. 44-24-03
of the
City Attorney of the City of Eugene, Oregon

**DELEGATING AUTHORITY TO EXECUTE CONTRACTS AND
CHANGE ORDERS, APPROVE EXPENDITURE AND PROCUREMENT
CARD AUTHORIZATIONS TO THE CITY PROSECUTOR.**

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 July 24, 2023, Administrative Order No. 21-23-05 was issued affirming my appointment as City Attorney.

C. On September 12, 2023, the City Manager issued Administrative Order No. 21-23-06 partially delegating to the Assistant City Managers, the City Attorney, the Chief Financial Officer, and the Executive Director of each City Department expenditure authority, procurement card authority, and the authority to execute contracts and change orders for contracts that do not exceed the amounts indicated in that Order. The Order also provided for the sub-delegation of that authority. The authority was designated in order 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.

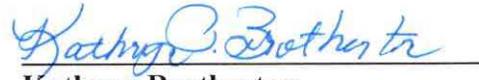
NOW, THEREFORE,

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

1. The City Attorney hereby delegates to the City Prosecutor procurement card authority, and the authority to execute contracts and change orders for contracts, not to exceed \$20,000.

2. The City Attorney hereby delegates expenditure authority to the City Prosecutor 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 4th day of April, 2024.



Kathryn Brotherton
City Attorney