

**ADMINISTRATIVE ORDER NO. 44-24-06**  
**of the**  
**Finance Officer of the City of Eugene**

**DELEGATING PAYMENT AUTHORITY TO DEPARTMENT  
PERSONNEL; REPEALING ADMINISTRATIVE ORDER NO. 44-23-10;  
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 any of my duties and responsibilities granted by that Order.

**E.** On December 5, 2023, I issued Administrative Order No. 44-23-10 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- 1.** Administrative Order No. 44-23-10 is repealed, as of the effective date of this Order.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.

<b>Individual</b>	<b>Payment Type</b>	<b>Account(s)</b>	<b>Dollar Limit</b>
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
Tamra Bush	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 Weinkauff	Check	Hult Center	\$200,000
Dusty Adair	Check	Hult Center	\$200,000
Molly Finch	Check	Hult Center	\$200,000
Hannah Bulkley	Check	Hult Center	\$200,000
Laura Lee	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
Tim Schuck	Check	Liability/Reimbursement	\$1,000

<b>Individual</b>	<b>Payment Type</b>	<b>Account(s)</b>	<b>Dollar Limit</b>
Chris Harrison	Check	Liability/Reimbursement	\$1,000
Marcus Pope	Check	Liability/Reimbursement	\$1,000
Ron Tinseth	Check	Liability/Reimbursement	\$1,000
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
Jake Burke	Check	Liability/Reimbursement	\$1,000
Ryan Molony	Check	Liability/Reimbursement	\$1,000
Jeremy Sullivan	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 Dodson	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 1st day of August, 2024.**

*Twylla Miller*  
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**Twylla Miller, Chief Financial Officer**