

**ADMINISTRATIVE ORDER NO. 44-23-07**  
**of**  
**Central Services**  
**City of Eugene, Oregon**

**DESIGNATING EXPENDITURE AUTHORITY, PROCUREMENT  
CARD AUTHORITY, AND THE AUTHORITY TO EXECUTE  
CONTRACTS AND CHANGE ORDERS FOR CONTRACTS  
WITHIN CENTRAL SERVICES AND REPEALING  
ADMINISTRATIVE ORDER NO. 44-19-05.**

**The Executive Director of Central Services 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 perform such other duties as the Council directs.

**B.** On December 2, 2019, Administrative Order No. 44-19-05 was issued by the Executive Director of Central Services delegating contract authority within Central Services.

**C.** On July 24, 2023, the City Manager issued Administrative Order No. 21-23-05 affirming my appointment as Executive Director of Central Services.

**D.** 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 set forth 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.

**E.** It is necessary to amend Administrative Order No. 44-19-05 due to the change of Finance Division Manager to Chief Financial Officer, who will report directly to the City Manager.

**NOW, THEREFORE,**

**The Executive Director of Central Services orders and directs that:**

1. The following positions within Central Services have procurement card authorization authority, and the authority to execute contracts and change orders for contracts, not to exceed the following amounts:

<b><u>Designee / Position</u></b>	<b><u>Maximum Authority</u></b>
Central Services Finance Manager	\$25,000
Court Administrator	\$50,000
Employee Resource Center Director	\$50,000
Facility Management Division Manager	\$50,000
ISD Director	\$50,000

2. Expenditure authority is delegated to the designees listed in Section 1 of this Order. This authority may be sub-delegated by Administrative Order or by approval noted on expenditure authorization forms.

3. Administrative Order No. 44-19-05 is repealed as of the effective date of this Order. Nothing contained in this Administrative Order affects the validity of any actions taken by any of the designees named in this Order pursuant to the previously delegated authority.

**Dated and Effective this 29 day of November, 2023**



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**Mia Cariaga**  
**Executive Director, Central Services**