

ADMINISTRATIVE ORDER NO. 21-23-05
of the
City Manager of the City of Eugene, Oregon

**DESIGNATING AND/OR AFFIRMING CITY DEPARTMENT DIRECTORS AND
DIVISION MANAGERS AND SUPERSEDING ADMINISTRATIVE ORDER NO.
21-22-05.**

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, specifically authorized to appoint and remove all employees (except as otherwise provided in the Charter).

B. Pursuant to that authority, on November 7, 2022, I issued Administrative Order No. 21-22-05 designating and/or affirming the current City Department Executive Directors and Division Managers. Since that time, staff changes have occurred and it is necessary to amend Department Executive Director and Division Manager designations.

NOW, THEREFORE,

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

1. Based on the above findings, the following persons are designated and affirmed as the City of Eugene Department Executive Directors and Division Directors/Managers:

Assistant City Manager – Kristie A. Hammitt

Assistant City Manager – Matthew Rodrigues

Central Services – Mia Cariaga, Executive Director

City Manager’s Office Division – Brooke Freed, Director/Chief of Staff

Employee Resource Center Division – Jennifer Lleras Van Der Haeghen and Keri Beraldo, AIC Co-Directors

Facility Management Division – Jeff Perry, Division Director

Finance Division – Twylla Miller, Chief Financial Officer

Information Services Division – Robin Mayall, Director

Municipal Court Division – Sarah Callegari, Court Administrator

Fire & Emergency Medical Services Department – Michael Caven, Fire Chief, Executive Director

Administrative Services Division – John Follett, Administrative Division Manager

Operations Division – Scott Bishop, Deputy Chief

Strategic Services Division – Chris Heppel, Deputy Chief

Library, Recreation & Cultural Services Department – Joshua Bates, Executive Director

Cultural Services Division – Isaac Marquez, Cultural Services Director

Library Services Division – William O’Hearn, Library Services Director

Recreation Services Division – Craig Smith, Recreation Services Director

Planning & Development Department – Denny Braud, Executive Director

Administration Division – Jeff Petry, Division Manager Curbside & Admin Services Director
Building & Permit Services Division – Lydia Bishop, Director
Community Development Division – Will Dowdy, Director
Planning Division – Alissa Hansen, Director

Police Department – Chris Skinner, Police Chief, Executive Director

911 Communications Division – Pam Collett, Technical Services Division Manager
Finance and Administration Division – Tim Schuck, Manager
Investigations Division – Chris Harrison, AIC Captain of Investigations
Office of the Chief Division – Shawn Adams, Deputy Chief of Police
Operations Support Division – Billy Halvorson, Operations Support Captain
Patrol Division – Doug Mozan, Patrol Captain

Public Works Department – Matthew Rodrigues, Executive Director

Administration Division – Lacey Risdal, Administration Division Manager
Airport Division – Cathryn Stephens, Airport Director
Engineering Division – Jenifer Willer, City Engineer
Maintenance Division – Kristi Hayden, AIC Maintenance Director
Parks & Open Space Division – Craig Carnagey, Parks & Open Space Division Director
Wastewater Division – Michelle Miranda, Wastewater Division Director

2. The City Manager’s Office Division Director and Chief of Staff, and the Chief Financial Officer shall report to the City Manager. All other Central Services Division Managers shall report to the Executive Director of Central Services. Major decisions related to human resources shall continue to be referred to the City Manager and the Central Services Executive Director. The Executive Director of each department is hired or terminated by the City Manager.

3. Any administrative order delegating authority to an Executive Director and any sub-delegation orders of such Director are affirmed. Nothing contained in this Administrative Order shall affect the validity of any actions taken pursuant to such orders, or of any administrative order(s) delegating authority to Executive Directors to administer provisions of chapters of the Eugene Code, 1971, or to perform other specific duties, which shall remain in effect until repealed or replaced by another administrative order.

4. Administrative Order No. 21-22-05 is superseded as of the effective date of this Order. Any previously issued Administrative Orders in conflict with this Order are repealed.

Dated and effective this 24th day of July, 2023.



**Sarah Medary
City Manager**