

**ADMINISTRATIVE ORDER NO. 21-24-05**  
**of the**  
**City Recorder**

**REGARDING DEPUTY CITY RECORDER APPOINTMENTS AND  
REPEALING ADMINISTRATIVE ORDER NO. 21-23-03.**

**The City Recorder 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 and is specifically authorized to appoint and remove all employees (except as otherwise provided in the Charter), and to enforce all ordinances of the City. Pursuant to that authority, on May 18, 2022, the City Manager issued Administrative Order No. 21-22-02 appointing me as City Recorder and reaffirming the City Recorder's authority to appoint and remove Deputy City Recorders. My appointment as City Recorder and my authority to appoint and remove Deputy City Recorders remain in effect.

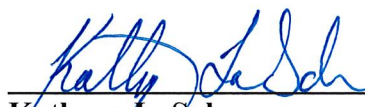
**B.** On May 16, 2023, I issued Administrative Order No. 21-23-03 reaffirming, appointing, and removing Deputy City Recorders.

**C.** Due to staff changes, it is necessary to adopt an Administrative Order updating Deputy City Recorder appointments.

**NOW, THEREFORE, the City Recorder of the City of Eugene Orders and Directs that:**

1. Amy Matthews, Brooke Freed, Jason Dedrick, Sara McKinney, and Cherish Bradshaw are reaffirmed as a Deputy City Recorders.
2. Ellie Harwell is removed as Deputy City Recorder.
3. Administrative Order No. 21-23-03 is repealed as of the effective date of this Order.
4. Paragraph 1 of Administrative Order No. 21-22-02, issued by the City Manager on May 18, 2022, appointing me as the City Recorder, remains in full force and effect.

Dated and effective this 9<sup>th</sup> day of September, 2024.

  
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Kathryn LaSala  
City Recorder