**GOVERNMENT OF THE DISTRICT OF COLUMBIA**
**Office of the City Administrator**

Kevin Donahue
City Administrator

# CITY ADMINISTRATOR'S ORDER NO. 2025-9

**DATE:** December 19, 2025

**SUBJECT:** Delegation of Authority

By virtue of the authority vested in me as City Administrator by section 422(7) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 790; D.C. Official Code § 1-204.22(7)), and Mayor's Order 2015-036, dated January 9, 2015, and by all other applicable laws, rules, regulations, Mayor's Orders, and other grants of authority, it is hereby **ORDERED** that:

1. During the period of time designated in paragraph 4 of this Order and subject to paragraph 2 of this Order, Jennifer Reed, Deputy City Administrator, is delegated the authority to:

    a. Exercise all supervisory authority of the City Administrator over the operations of District government agencies and the activities of District government officers and employees, including agency directors and deputy mayors;

    b. Make all decisions and determinations, provide all approvals and authorizations, and take any other action that the City Administrator is empowered to make, provide, or take; and

    c. Administer the internal operations of the Office of the City Administrator, including the authority to:

        i. Supervise the employees of the Office of the City Administrator;

        ii. Oversee and direct the day-to-day operations of the Office of the City Administrator;

        iii. Approve and execute contracts, memorandums of understanding, and other agreements of the Office of the City Administrator;

        iv. Approve and implement personnel actions (including volunteer agreements and personnel exchange agreements) of the Office of the City Administrator; and

        v. Approve the expenditure of funds from the budget of the Office of the City Administrator.

2. Notwithstanding the delegation of authority set forth in paragraph 1 of this Order, the City Administrator retains concurrent authority over all matters described in paragraph 1 of this Order.

3. This Order supersedes all prior City Administrator's Orders to the extent of any inconsistency.

4. This Order shall become effective at 5:00 p.m. on Friday, December 19, 2025, and shall expire at 9:00 a.m. on Monday, December 29, 2025.

**KEVIN DONAHUE**
**CITY ADMINISTRATOR**