

**ADMINISTRATIVE ORDER NO. 44-23-09**  
**of the City Treasurer**  
**City of Eugene, Oregon**

**DELEGATING DUTIES OF THE CITY TREASURER TO MANAGEMENT ANALYST KERRY WILHITE, SENIOR FINANCIAL ANALYST KACIA EDISON, AND PROGRAM COORDINATOR SARAH PRATT.**

**The City Treasurer 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, act as business agent for the Council, and to perform such other duties as the Council directs.

**B.** On June 22, 2018, the City Manager of the City of Eugene issued Administrative Order No. 21-18-04 appointing Twylla Miller as the City's Finance Officer and City Treasurer and granting her the authority to perform the duties and responsibilities set forth in Sections 2.050, 2.515, 2.525, 2.527, 2.530, and 2.540 through 2.547. That Administrative Order also granted her the authority to delegate any of those duties to qualified persons.

**C.** On May 31, 2023, Administrative Order No. 44-23-05 was issued reaffirming the authority of Kacia Edison, a Senior Financial Analyst, and authorizing Jack Spinner, a Management Analyst, to perform the duties concerning investment activities under section 2.530 of the Eugene Code, 1971.

**D.** On November 16, 2023, the City's Finance Officer and City Treasurer issued Administrative Order No. 44-23-08 appointing me as Treasury Officer of the City of Eugene and granting me the authority to perform those duties and responsibilities set forth in Section 2.530 of the Eugene Code, 1971, regarding investments, and further authorized me to administer the City's bank accounts and the Local Government Investment Pool accounts. That Administrative Order also granted me the authority to delegate any of those duties or responsibilities to qualified persons.

**E.** I find that it will be more efficient and in the public interest to delegate to Kerry Willhite, Management Analyst, Kacia Edison, Senior Financial Analyst, and Sarah Pratt, Program Coordinator, specific duties that had been delegated to me as Treasury Officer by Administrative Order No. 44-23-08. These duties include administering the City's bank accounts and the Local Government Investment Pool accounts. This delegation will not limit the continued performance of the duties delegated to Senior Financial Analyst Kacia Edison and Management Analyst Jack Spinner by Administrative Order No. 44-23-05.

**NOW, THEREFORE,**

**BASED UPON THE ABOVE FINDINGS, the City Treasurer of the City of Eugene orders and directs that** without limiting my continued performance of the duties delegated to me by Administrative Order No. 44-23-08, or the continued performance of the duties delegated to Senior Financial Analyst Kacia Edison or to Management Analyst Jack Spinner by Administrative

Order No. 44-23-05, Management Analyst Kerry Wilhite, Senior Financial Analyst Kacia Edison, and Program Coordinator Sarah Pratt are authorized to perform duties administering the City's bank accounts and the Local Government Investment Pool accounts under Section 2.530 of the Eugene Code, 1971.

**Dated and effective this 1st day of December, 2023.**

*Neil Obringer*

Neil Obringer (Dec 1, 2023 09:05 PST)

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Neil Obringer  
Treasury Officer

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