



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	10/09/2019	<b>Department</b>	City Manager
<b>Agenda Item</b>	4.8 Confirm the City Manager's Request for a Substitute Manager in times of need		
<b>Est. Cost</b>	n/a		

**Background Information**

The City Manager is requesting the City Council to consider appointing a substitute manager that may be used in times of need should the City Manager be absent. The current City Manager is available via phone, email, or text, however, there is occasionally an issue that requires immediate attention and decision making.

As Librarian Anne Davis and Police Chief Toman have tenure with the city and are well adversed in each department, the City Manager is asking for their appointment as substitute managers in times of need.

The City Charter addresses this by stating the following: The following officers and boards, except as herein otherwise provided, shall be appointed by the Mayor with the advice and consent of the City Council in regular session, provided however, that in the event that a vacancy occurs among the following officers and boards and no appointment by the Mayor is approved by the City Council within 45 days of the creation of such vacancy, then any member of the City Council may thereupon appoint a person to fill said vacancy, with the advice and consent of the City Council in regular session. 1. City Manager 2. City Clerk 3. Trustees of the Gardiner Public Library 4. Trustees of the Gardiner Water District 5. Superintendent of Cemeteries 6. Superintendent of Parks and Recreation 7. Director of Civil Emergency Preparedness 9. All officers and boards whose appointments or elections are not otherwise specifically provided for in this charter.

<b>Requested Action</b>	'I move to advise and consent to the Mayor the appointment of Librarian Anne Davis and Police Chief James Toman as substitute managers in times of need due to the absence of the present City Manager.'
<b>City Manager and/or Finance Review</b>	The City Manager recommends the above action.
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____