



**GARDINER CITY COUNCIL**  
**AGENDA ITEM INFORMATION SHEET**



Meeting Date	07/19/2023	Department	City Clerk
Agenda Item	4k . Approval of Delegation of Authority		
Est. Cost	N/A		

**Background Information**

Each year Council approves the Delegation of Authority giving the City Manager the ability to approve items without them being on a Council Agenda. Please see the attached information.

Requested Action	'I move to approve the 2023 Delegation of Authority'
City Manager and/or Finance Review	
Council Vote/ Action Taken	
Departmental Follow-Up	

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

**Delegation of Authority  
24-01**

**BE IT ORDERED BY THE COUNCIL OF THE CITY OF GARDINER, MAINE:**

1) ORDERED, That the City Council hereby authorizes the Code Enforcement Officer or City Clerk to review and approve or deny all requests to hang banners on city property, on behalf of the Municipal Officers, during the period of July 1, 2023 through June 30, 2024.

2) ORDERED, That the City Council hereby authorizes the Mayor to act on its behalf, to excuse the City Manager from City Council meetings on the grounds of illness or other circumstances, during the period July 1, 2023 through June 30,2024.

3) ORDERED, That the City Council authorizes the Mayor to act on its behalf, to authorize Chief Richard Sieberg to be the first designee to the City Manager including signatory duties and the Chief Todd Pilsbury be the second designee to the above duties during the period of July 1, 2023 through June 30, 2024.

4) ORDERED, That the City Council authorizes the City Clerk and/or Deputy City Clerk to sign all applications for beano, bingo or other games of chance on behalf of the Municipal Officers during the period of July 1, 203 through July June 30, 2024.

5) ORDERED, That the City Council hereby authorizes the City Manager to approve and sign all business licenses behalf of the Municipal Officers, during the period July 1, 2023 through June 30, 2024 after review by all Department Heads and Code Enforcement.

6) ORDERED, That the City Council hereby authorizes the City Manager to sign all Off-premise Catering permits on behalf of the Municipal Officers, during the period July 1, 2023 through June 30, 2024 after review by Department Heads and Code Enforcement.

7) ORDERED, That the City Council hereby authorizes the City Manager, Public Works Director, or Code Enforcement Officer to approve and sign all applications for utility pole permits on behalf of the Municipal Officers, during the period July 1, 2023 through June 30, 2024.

8) ORDERED, That the City Council hereby authorizes the Public Works Director or Supervisor in his absence to sign Street Opening Permits on behalf of the Municipal Officers, during the period July 1, 2023 through June 30, 2024.

ATTEST

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Kathleen Cutler  
City Clerk

City Council

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