

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the City Administrator

Kevin Donahue  
City Administrator



**CITY ADMINISTRATOR'S ORDER**  
**NO. 2023-4**

**DATE:** July 13, 2023

**SUBJECT:** Designation of Authority—Department of Licensing and Consumer Protection

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, regulations, Mayor's Orders, and other grants of authority, it is hereby **ORDERED** that:

1. During a period of absence of the Director of the Department of Licensing and Consumer Protection ("DLCP"), Mamadou Samba, Chief Operating Officer of DLCP, shall have the authority to:
  - a. Make all decisions and determinations, provide all approvals and authorizations, and take any other action that the Director of DLCP is empowered to make, provide, or take; and
  - b. Supervise and administer the operations of DLCP, including the authority to:
    - i. Supervise the employees of DLCP;
    - ii. Oversee and direct the day-to-day operations of DLCP;
    - iii. Approve and execute contracts, memorandums of understanding, and other agreements of DLCP;
    - iv. Approve and implement personnel actions related to employees of DLCP (including the hiring of employees, the separation of employees, and entering into volunteer agreements and personnel exchange agreements); and
    - v. Approve the expenditure of funds from the budget of DLCP.
2. Notwithstanding the delegation of authority set forth in paragraph 1 of this Order, the Director of DLCP 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.



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