

CITY OF CLAYTON, OHIO

RESOLUTION NO. R – 08 – 25 – 64

A RESOLUTION APPROVING THE CITY MANAGER’S DESIGNATION OF QUALIFIED ADMINISTRATIVE OFFICERS OF THE CITY TO PERFORM THE POWERS, DUTIES, AND FUNCTIONS OF THE CITY MANAGER DURING THE CITY MANAGER’S TEMPORARY ABSENCE FROM THE CITY OR DURING DISABILITY

WHEREAS, Charter Section 5.03(A) provides that the City Manager may designate, by letter filed with the Clerk of Council, any qualified administrative officer of the City to perform her powers, duties and functions during her temporary absence from the City or during her disability; and

WHEREAS, Charter Section 5.03(A) provides that such designation by the City Manager shall not be effective until Council has approved it by a majority vote of the members of Council; and

WHEREAS, in accordance with Charter Section 5.03(A), the City Manager has filed with the Clerk of Council the letter appended hereto designating qualified administrative officers of the City to perform her powers, duties and functions during her temporary absence from the City or during disability.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CLAYTON, STATE OF OHIO:

1. That the letter appended hereto as **Exhibit A** and which the City Manager has caused to be filed with the Clerk of Council designating qualified administrative officers of the City to perform her powers, duties and functions during her temporary absence from the City or during disability is hereby approved. All prior such list(s) are hereby revoked.

ADOPTED BY COUNCIL ON AUGUST 21, 2025.

AUTHENTICATION:

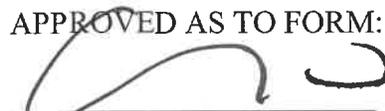


Mayor (Presiding Officer of Council)



Clerk of Council

APPROVED AS TO FORM:



Law Director

CERTIFICATION OF PUBLICATION

This shall certify that that the text of the above referenced enactment or a summary thereof was published once in the following newspaper and a summary posted in three places of public access as designated by Council.

Name of newspaper

Date of publication

Eaton Register Herald August 27, 2025



CLERK



August 14, 2025

Barbra Seim
Clerk of Council
6996 Taywood Road
Englewood, Ohio 45322

Ms. Seim:

In accordance with the City of Clayton Charter Section 5.03, I am providing a sequential "successorship list" of names to perform the duties of City Manager in the event of a temporary absence from the City or a disability. The Acting City Manager so designated shall exercise all powers, duties and functions of the City Manager during the temporary absence from the City or disability of the City Manager.

Successor List:

1. Elaine Wittman, Assistant City Manager
2. Kevin Schweitzer, Finance Director
3. Matt Hamlin, Police Chief
4. Brian Garver, Fire Chief
5. Randy Sanders, Director of Public Works

Respectfully,

Amanda Zimmerlin
City Manager

Cc: Mayor
City Council