

# CITY OF CLAYTON, OHIO

## RESOLUTION NO. R – 03 – 26 – 26

### **A RESOLUTION APPROVING THE CITY MANAGER'S REVISED DESIGNATION OF QUALIFIED ADMINISTRATIVE OFFICERS TO PERFORM THE DUTIES OF THE CITY MANAGER DURING A TEMPORARY ABSENCE, PURSUANT TO SECTION 5.03(A) OF THE CHARTER OF THE CITY OF CLAYTON, OHIO; INCORPORATING THE CITY MANAGER'S SUCCESSION LETTER; SUPERSEDING ANY PRIOR INCONSISTENT DESIGNATIONS; AND DECLARING AN EFFECTIVE DATE**

**WHEREAS**, Section 5.03(A) of the Charter of the City of Clayton, Ohio, authorizes the City Manager to designate, by letter filed with the Clerk of Council and subject to approval by a majority of Council, one or more qualified administrative officers to perform the duties of the City Manager during the City Manager's temporary absence or disability; and

**WHEREAS**, City Manager **Elaine K. Wittman** has submitted a revised designation letter dated **March 19, 2026** identifying the qualified administrative officers who are authorized to perform the duties of the City Manager during a temporary absence, in the order of succession set forth therein; and

**WHEREAS**, City Council finds it necessary and appropriate to approve and formalize that revised designation in order to ensure continuity of municipal administration and compliance with the Charter of the City of Clayton; and

**WHEREAS**, City Council further finds that the designation letter should be incorporated into the official records of the City together with this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Clayton, Ohio, as follows:

#### **Section 1. Approval of Revised Designation**

The revised designation of qualified administrative officers submitted by City Manager **Elaine K. Wittman**, dated **March 19, 2026**, is hereby approved pursuant to **Section 5.03(A) of the Charter of the City of Clayton, Ohio**.

#### **Section 2. Order of Succession**

During the temporary absence or disability of the City Manager, and subject to the Charter and applicable law, the following qualified administrative officers are authorized to perform the duties of the City Manager in the following order of succession:

1. **Kevin Schweitzer, Finance Director**
2. **Paul Nabel, Chief of Police**
3. **Brian Garver, Fire Chief**
4. **Randy Sanders, Public Service Director**

**Section 3. Scope of Authority**

Any officer acting under this Resolution shall be authorized to perform the duties of the City Manager during the City Manager’s temporary absence or disability to the extent permitted by the Charter, City ordinances and resolutions, and other applicable law.

**Section 4. Incorporation of Succession Letter**

The City Manager’s designation letter dated **March 19, 2026**, attached hereto as **Exhibit A** and incorporated herein by reference, shall be maintained with this Resolution as part of the official records of the City.

**Section 5. Supersession of Prior Inconsistent Designations**

Any prior designation, order of succession, resolution, motion, administrative directive, or other action inconsistent with this Resolution is hereby superseded to the extent of the inconsistency, unless later amended or replaced by subsequent Council approval in accordance with the Charter.

**Section 6. Direction to Clerk of Council**

The **Clerk of Council** is hereby directed to maintain this Resolution and the attached **Exhibit A** in the official records of the City.

**Section 7. Severability**

If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held invalid, such decision shall not affect the validity of the remaining portions of this Resolution.

**Section 8. Effective Date**

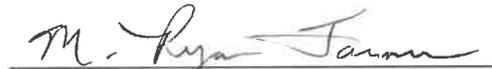
This Resolution shall take effect and be in force immediately upon its adoption.

ADOPTED BY COUNCIL ON MARCH 19, 2026

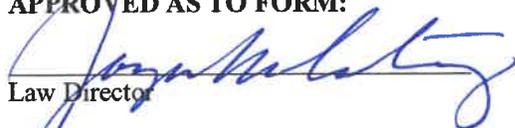
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**ATTEST:**

  
Barbara Seim, Clerk

  
Ryan Farmer, Mayor

**APPROVED AS TO FORM:**

  
Law Director

**CERTIFICATE**

The undersigned, Clerk of the City of Clayton, Ohio does hereby certify that the foregoing is a true and correct copy of Resolution No. R-03-26-26 passed by the Council of said City on the 19<sup>th</sup> day of March 2026, and that the foregoing Resolution No. R-03-26-26 was posted at the City Building, Fire Station 83 and Fire Station 84, on the 20<sup>th</sup> day of March 2026, to the 2<sup>nd</sup> day of April 2026, both days inclusive.

  
Barbara Seim, Clerk



March 19, 2026

Barbara Seim  
Clerk of Council  
6996 Taywood Road  
Englewood, OH 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 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. Kevin Schweitzer, Finance Director
2. Paul Nabel, Chief of Police
3. Brian Garver, Fire Chief
4. Randy Sanders, Public Service Director

Respectfully,

A handwritten signature in blue ink that reads "EK Wittman".

Elaine K. Wittman  
City Manager

CC: Mayor and City Council