

RESOLUTION NO. 13-16  
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER Mr. Palcher ON THE 21<sup>st</sup>  
DAY OF March, 2016

**A RESOLUTION TO APPOINT A DESIGNEE OF THE ELECTED  
OFFICIALS FOR THE PURPOSES OF THE PUBLIC RECORDS  
LAW.**

WHEREAS, in accordance with Ohio Revised Code, Section 109.43(B) and Section 149.43(E)(1) elected officials are required to receive three (3) hours of public records training for each term of office; and

WHEREAS, this training is designed to enhance the elected officials' knowledge of the duty to provide access to public records maintained by the City; and

WHEREAS, in accordance with the Ohio Revised Code, the elected officials can choose a designee to be appointed to receive the training on the elected officials' behalf; and

WHEREAS, the designee must be an employee in the public office; and

WHEREAS, Debra A. James, former Clerk of Council, had previously been designated as the records custodian for the City of Centerville pursuant to the Public Records Policy previously adopted by the City; and

WHEREAS, Ms. James has retired; and

WHEREAS, as Clerk of Council, Carin R. Andrews is the records custodian; and

WHEREAS, it is in the best interest of the City to designate Carin R. Andrews as the designee to receive public records training on behalf of the elected officials of the City of Centerville, Ohio.

NOW, THEREFORE, THE MUNICIPALITY OF CENTERVILLE HEREBY RESOLVES:

Section 1:

That Carin R. Andrews, the newly appointed Clerk of Council, is hereby designated the designee for all the members of the City Council to receive the Public Records Training on behalf of each of the City Council Members.


Section 2.

That this resolution shall become effective on the earliest date allowed by law.

PASSED THIS 21<sup>st</sup> day of March, 2016.

  
Mayor, City of Centerville, Ohio

ATTEST:

  
Clerk of Council  
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Resolution No. 13-16, passed by the Council of the City of Centerville, Ohio on the 21<sup>st</sup> day of March, 2016.

  
Clerk of the Council

Approved as to form, consistency  
with existing ordinances, the  
charter & constitutional provisions  
Department of Law  
Scott A. Liberman  
Municipal Attorney