

# **CHERYL E. ROTTMANN**

## **SUMMARY**

Results-based leader with experience in strategic management practices. Successfully envision, implement and manage results. Proven presentation and communication skills and relationship building with councils, employees and citizens. Lifelong dedication and passion for public service and commitment to excellent service delivery.

## **EXPERIENCE**

### **MUNICIPAL MANAGEMENT**

- Responsible for administration of municipal departmental operations serving a community of 30,000 residents and 20,000 registered voters
- Prepared annual budget and participated in municipal budgeting process including strategic planning sessions, vision and goal setting, stakeholder communication and public hearings; performance metrics and benchmarking, and creation and implementation of line-item budgets
- Managed non-union employees as well as employees under collective bargaining agreements
- Managed full-time staff and over 100 part-time election workers
- Provided Human Resource Management including participating on interview panels, hiring, performance evaluation, recruitment, managing workload assignments, and facilitated staff training
- Led City Clerk Department operations including administration of all elections, City Council agenda preparation, records management, boards and commissions management, birth and death records, permits, and licensing
- Prepared public meeting notices and posted agendas per Open Meetings Act requirements
- Maintained records and provided statistical reports according to state and federal government program requirements
- Custodian of official municipal records, administered retention schedule and proper disposition of official records
- Freedom of Information Coordinator
- Completed ordinance amendments and codification process
- Conduct and supervise all aspects of elections, including preparation of ballots and test decks; conducted preliminary and public testing of election equipment and ballots; coded ballots for tabulation; processed Affidavits of Identity; performed petition verification; and placed local initiatives on the ballot
- Ensure compliance with all state and federal laws and deadlines

### **ACCOMPLISHMENTS:**

- Revised manual processes by implementing technology improvements in the Clerk's office including agenda management, boards and commissions, record retention and business licensing software
- Completed city-wide revamping of municipality's citizen boards and commissions to provide a uniform format and consistency in their creation, updated scopes and missions to be consistent with current city goals

- Completed the successful implementation of new voting equipment in 2017 as well as improved the Absentee Counting Board process with the use of a high-speed tabulator for the 2020 Presidential Election
- Oversaw the consolidation and relocation of precincts for better voter accessibility and improved efficiencies
- Through community outreach, increased the Permanent Absentee Ballot Application List for the city by 700%
- Recruit and train 70+ election inspectors and 30 student election inspectors annually
- Led committee consisting of Deputy Police Chief, Community Development Director and City Attorney to update and revamped City's FOIA Policy to mirror new State legislation
- Updated City's permit licensing software to be compatible with the general ledger accounting system, increasing office productivity and efficiency
- Revised and streamline business license process with collaboration from City Attorney and Community Development Director resulting in a reduction in administrative process steps
- Worked with City's Liability Insurance representative to revise and update the City Council Policy on Uniform Insurance Requirements
- Streamlined boards and commissions appointment process
- Reinstated and conducted Mock City Council Program with local high school students
- Implemented the use of the State's Electronic Vital Records System

#### COMMUNITY DEVELOPMENT

- Clerk and prepared Planning Commission, Zoning Board of Appeals, and Brownfield Redevelopment Authority agenda packets and minutes
- Conducted review and approvals for Zoning Ordinance compliance; performed sign reviews
- Advise residents and business owners on Zoning Ordinance and planning issues
- Work with Downtown Development and Brownfield Redevelopment Authorities
- Participated in the facilitation of the top taxpayer meetings to seek input from businesses and owners on community issues and concerns
- Assisted in planning Master Plan Open House resulting in public input into the Master Plan process
- Work with public officials and businesses to process Industrial Facility Tax Exemption certificates, Obsolete Property Rehabilitation Exemption certificates, and Tool and Die Recovery Zones

#### PUBLIC RELATIONS/WRITING/CIVIC INVOLVEMENT

- Prepared materials for distribution to the public including press releases, brochures, and newsletters
- Drafted ordinances, resolutions, statements, and prepared reports for City Council
- Researched and composed successful grant application for non-profit and community-based organizations
- Directed and edited staff writing assignments
- Liaison or member of various community boards and commissions including Election Commission, Library Board, Zoning Board of Appeals, and Recreation Commission

- Use Social Media to keep residents apprised of important issues, recruitment of volunteers, highlight community events, update and post municipal meeting postings and events on City website
- Computer Experience includes MS Office including Word, Excel, PowerPoint, Publisher, Outlook; PDFs and Foxit; BS&A Permit System; Qualified Voter File, and Google Documents

## **EDUCATION**

*Master of Public Administration, Wayne State University, 1992*

- Specialization: Public Finance/Economics

*Bachelor of Art, Political Science, University of Michigan - Dearborn, 1988*

## **CREDENTIALS**

MML Women's Municipal Leadership 16/50 Project Participant (inaugural class), 2018

Certified Master Municipal Clerk, 2021

Certified Municipal Clerk, 2014

Certified Michigan Municipal Clerk, 2015

## **PROFESSIONAL AFFILIATIONS/MEMBERSHIPS**

Immediate Past President, Oakland County Clerks Association, 2022

President, Oakland County Clerks Association, 2021

Vice President, Oakland County Clerks Association, 2020

Treasurer, Oakland County Clerks Association, 2019

Secretary, Oakland County Clerks Association, 2018

Chair, Legislative Committee, Oakland County Clerks Association 2022 to present

Member, Legislative Committee, Michigan Association of Municipal Clerks 2022 to present

Member, Education Committee, Michigan Association of Municipal Clerks 2013-2015

Member, International Association of Municipal Clerks, Michigan Association of Municipal Clerks, and Oakland County Municipal Clerks

## **EMPLOYMENT HISTORY**

2014 to present            City Clerk, City of Madison Heights

2011 to 2014            City Clerk, City of Berkley, MI

2007 to 2011            Zoning Administrator/Department Secretary, Community Development Department, City of Mount Clemens, MI

1995 to 1997            Deputy City Clerk, City of Oak Park, MI

1993 to 1995            Chief Election Clerk, Macomb County, Mt. Clemens, MI

1987 to 1993            Congressional Aide, U.S. Representative Dennis Hertel, Warren, MI