

**DATE:** May 10, 2023  
**TO:** City Council  
**FROM:** Melissa R. Marsh, City Manager  
**SUBJECT:** Deputy City Manager Transition Plan

Recently, Deputy City Manager/Police Chief Haines announced his plans to retire on June 30, 2023. I'm sure I don't need to tell the Council how valuable Chief Haines has been to the organization, he will be very difficult to replace, and I would anticipate his successor will need some time before they are as productive as Chief Haines. As such, we have returned this position to Police Chief only to allow the new appointee to dedicate all their attention to the Police Department.

#### Deputy City Manager

As the Council knows, the Deputy City Manager position is the City's second-highest administrative official and a key player in our organization. The position has traditionally been a department head level responsible for overseeing the activities of a City Department as well as working closely with the City Manager to form a leadership team, which oversees the development of policies for the Council's consideration and works together to solve problems that arise across the organization.

I have asked City Clerk Cheryl Rottmann to serve in this dual position. She has indicated that she is willing and excited to expand her role in the organization. Over the next few weeks, she and I will discuss the specific details of this position's responsibilities.

I have asked Ms. Rottmann to provide me with an updated resume so that the Council can see the wealth of experience that she possesses, how her career has progressed, and how her backgrounds make her well-suited for this promotion.

#### Cost

This plan would be cost-neutral to the City, overall saving \$1,675 to the City due to the differential in benefits between Corey Haines and the two positions of Police Chief and City Clerk/Deputy City Manager.

#### Implementation Plan

If Council supports the recommendation, I plan to implement this plan officially upon Corey's retirement date of June 30, 2023. I have already notified Council and plan to be out of the country June 26-July 9, 2023, so timing is an important factor.