



AGENDA ITEM SUMMARY FORM

MEETING DATE: 08/24/26

PREPARED BY: Melissa Marsh, City Manager

AGENDA ITEM CONTENT: Confirmation of Human Resource Director/Deputy City Manager

AGENDA ITEM SECTION: Reports

BUDGETED AMOUNT: \$0

FUNDS REQUESTED: \$

FUND: 101-216

EXECUTIVE SUMMARY:

With the vacancy in the Human Resources Director position within the City Manager's Office, I am proposing to move Deputy City Manager/City Clerk Cheryl Rottmann into the Human Resources Director role. Cheryl has been with the City since 2014 and brings extensive knowledge of City operations and personnel. Cheryl will continue to serve as Deputy City Manager while assuming responsibility for Human Resources. This transition will create a vacancy in the City Clerk's Office, providing an opportunity to establish a succession plan for the Clerk position while strengthening succession planning for Human Resources.

RECOMMENDATION:

Consistent with the Charter, I am recommending that City Council confirm the appointment of Cheryl Rottmann as Human Resources Director and continued Deputy City Manager at the August 24, 2026 Regular City Council Meeting. I believe this appointment is in the best interest of the City and provides the supports the City's longer-term succession planning for the City Clerk and Elections Office.