



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: April 14, 2025

SUBJECT: Temporarily Designate Scott Herbert to act as City Manager while City Manager is on Honeymoon

DESCRIPTION:

I will be on paid time off, on my honeymoon and out of the country from May 2 – May 11. While I anticipate having some cell and Wi-Fi access, there will be certain periods where I am unavailable. In accordance with Section 6.2(A) of the Charter and my employment agreement, I am requesting that City Council temporarily designate Scott Herbert to act as City Manager while I am out of the country. I will also be providing the Mayor with my travel itinerary and hotel locations as an alternative means to contact me in case of an emergency.

LEGAL REVIEW:

Legal will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to temporarily designate Scott Herbert to act as City Manager while the City Manager is out of the country on his honeymoon from May 2 – May 11.