



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: October 27, 2025

SUBJECT: Authorize Scott Herbert to Act as City Manager if City Manager is Not Reachable While on Vacation

DESCRIPTION:

I will be on paid time off and out of the country from November 5 – November 12. While I anticipate having some cell and Wi-Fi access, there may 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 authorize Scott Herbert to act as City Manager if I am not reachable. 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 authorize Scott Herbert to act as City Manager if the City Manager is not reachable while on vacation from November 5 – November 12.