



MEMO

To: Mayor Teske – Common Council
From: Daron J Haugh – City Administrator
Subject: Part-Time Administrative Assistant To Full-Time Administrative Assistant
Date: 2026-09-22

As we approach year-end, I am planning several staffing transitions to prepare for upcoming changes. During the 2026 employee evaluations, Val indicated that she plans to retire in September 2027, but no later than January 2028. With Courtney moving into a different position, Val has begun cross-training Tina on the full range of utility clerk responsibilities. Completing this training is difficult while Tina remains part-time, particularly while she continues to manage her existing duties. Moving Tina to full-time status effective October 1, 2026, is a strategic step that will provide the time needed for cross-training, strengthen succession planning, and expand administrative support across the City. Tina would also assume responsibility for maintaining the Fire Department's administrative filings. Formalizing the position as full-time will provide greater continuity in these responsibilities and support a timely transfer of institutional knowledge ahead of Val's retirement. The additional financial impact for the remainder of 2026 is estimated at \$6,407.48. I recommend approving Tina's move from part-time to full-time Administrative Assistant effective October 1, 2026.