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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROBIN PIKAL, FINANCE DIRECTOR
JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: APPOINTMENT OF ALYSSA HINDERER TO ADMINISTRATIVE COORDINATOR
DATE: DECEMBER 18TH, 2025

As stated in various 2026 budget memos and included as part of the 2026 budget: we are proposing that Alyssa Hinderer, Administrative Assistant, be moved to Administrative Coordinator effective January 1, 2026. In 2024 after the Administrative Coordinator position had turned over, the City Administrator and Finance Director determined the work being performed did not warrant the pay being performed and advertised the open position as an Administrative Assistant and hired as such. The person that was hired in 2024, Alyssa Hinderer, has performed far more than could be expected of an Administrative Assistant, including taking on many special projects not expected of a true Administrative Assistant. Over the last 15 months, Ms. Hinderer has performed exactly as we would expect an Administrative Coordinator to perform.

Recommendation

Appoint Alyssa Hinderer as Administrative Coordinator.