



To: Mayor and City Council
From: Dylan Mulfinger, City Administrator
Subject: Clerk Transition Memo
Date: 9/28/2026

In May of 2027, Barb Rigdon will retire as City Clerk after an incredible tenure of service to the community and the organization. I am proposing a transition to the city council which will ensure proper training for the replacement. The city has a track record of training employees to be ready for advancement within their department should an opportunity present itself. I am proposing the following schedule for the transition.

- Open the position internally in October
- Conduct an assessment day for internal candidates October 21st
 - The City Administrator, the Mayor, and potentially another department head would run the assessment
- The new clerk would be notified November 3 and appointed by the city council November 9 on an interim basis.
- The city would then advertise the open front office position January 1 with an anticipated hire date of March 1.
- City Hall would have an interim Clerk for four months, and an extra front office position for two months.
- The new clerk would start May 10

This item will come as a resolution for the city council to approve at the next meeting.