



**MEMORANDUM**

**TO:** Mayor and Members of the City Council

**FROM:** Mike Peacock, City Manager

**DATE:** December 8, 2025

**SUBJECT:** Human Resource Assistant

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Over the past few months, demands on the Human Resource department have increased significantly. From Insurance claims for both injuries and property damage, on the job injuries, FLSA adjustments for multiple employees, policy reviews and updates and software changes the backlog of projects are becoming overwhelming.

I can see the need to add an additional FTE to the position; however, Brittany has requested that we start with a part-time person working 4 hours per day to help catch up on the backlog of projects.

It could be that once some of the technology updates are completely in place that some of the re-occurring items could drop. However given the nature of the work and the timeliness of necessary deadlines, I think the need for some help is warranted.

I am asking to create a part-time position as an administrative assistant for Human Resources to work no more than 20 hours per week. I am hopeful of finding a person and have in place in mid-to end of January 2026. A formal proposal will be included in a budget amendment in January 2026, or as soon as can be completed by the Finance Department.