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MEMORANDUM

Human Resources Department

To:Ron Whitlatch, City ManagerDate:From:Angela Solesbee, HR DirectorSubject:Department Update for City Manager Report

Date: October 1, 2024

- Recruitment:
 - Communications Specialist See PD City Manager Report for detail.
 - Police Officer See PD City Manager Report for detail.
 - LINX Driver FT Position was filled then vacated. Re-posted open until filled.
 - Maintenance Worker Parks Position open until 10/2/2024.
 - Maintenance Worker Distribution (2 positions) Positions filled. Employees started on 9/22 and 9/23 respectively.
- Benefits:
 - Open Enrollment begins on Monday 9/30 and runs through 10/25.
- Classification and Compensation:
 - Ongoing market reviews for AFSCME.
- Training and Development:
 - October Safety training Blood Born Pathogens (BBP)
 - November Safety training Workplace Safety Essentials: Developing the Right Attitude
 - October All Employee training Better Business Behavior
 - November All Employee training Cyber Security: Phishing Prevention
- Performance Management:
 - 52 evaluations are past due as of 9/30/2024 (46% overall)
 - 5 in Finance (oldest is 3 years past due)
 - 1 in IT (just over 90 days past due)
 - 1 in Comm. Dev. (just over 6 weeks past due)
 - 8 in City Manager's Office (Director Evals)
 - 17 in Public Works (oldest is over 3 years past due)
 - 11 in Police Department (oldest is over 7 years past due 3 employees)
 - 8 in SC/LINX (oldest is 15 months past due)
 - 1 in Engineering (just over 30 days past due)
- Other
 - $\circ\,$ Performance Management module getting dusted off for a new trial run in the next few months.
 - ADP Learning module on hold.
 - Document storage system on hold.