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MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, City Manager*
From: *Angela Solesbee, HR Director*
Subject: *Department Update for City Manager Report*

Date: *July 31, 2025*

- Recruitment:
 - Communications Specialist – See PD City Manager Report for detail.
 - Police Officer – See PD City Manager Report for detail.
- Benefits:
 - Business as usual.
- Classification and Compensation:
 - Business as usual.
- Training and Development:
 - August All Employee training – FEMA Introduction to Incident Command System
 - September All Employee training – Bullying & Harassment
 - August Safety training – Cold, Flue, and Transmissible Illness Prevention
 - September Safety training – Personal Protective Equipment (PPE)
- Performance Management:
 - Exploring options regarding new performance evaluation vs. goals
 - 51 evaluations are past due as of 7/31/2025 (45% overall)
 - 5 in Finance (oldest is nearly 3 years past due)
 - 9 in City Manager's Office (Director Evals)
 - 1 in Development Services (12 months pas due)
 - 16 in Public Works (oldest is 3 years past due)
 - 6 in SC/LINX (oldest is over 10 months past due)
 - 14 in Police Department (oldest is 7 years past due)
- Other
 - Document storage system on hold.