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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: *September 30, 2025*

- Recruitment:
 - Communications Specialist – See PD City Manager Report for detail.
 - Police Officer – See PD City Manager Report for detail.

 - LINX Driver PT – Position posted. Closing 9/30
 - Library Assistant I PT – Position posted. Closing 10/14.
 - Community Development Director – Position posted. Open until filled.
 - Development Services Technician – Interviews completed. Pending hiring decision.

 - On-Call LINX Driver – Position filled. Rehire of previous LINX Driver.
- Benefits:
 - Open Enrollment has begun on September 30th. Closes October 24th at 5pm.
- Classification and Compensation:
 - Business as usual.
- Training and Development:
 - October All Employee training – Creating Strong Passwords
 - November All Employee training – Navigating Stress and Anxiety

 - October Safety training – Hot and Cold Weather Safety: Cold Stress
 - November Safety training – Blood Borne Pathogens (BBP)
- Performance Management:
 - Two departments are testing a shortened performance evaluation format with and without goals.
 - 57 evaluations are past due as of 9/30/2025 (51% overall)
 - 5 in Finance (oldest is 3 years past due)
 - 8 in City Manager's Office (Director Evals)
 - 1 in Engineering (30 days past due)
 - 1 in Development Services (over 1 year past due)
 - 14 in Public Works (oldest is over 3 years past due)
 - 7 in SC/LINX (oldest is over 12 months past due)
 - 21 in Police Department (oldest is over 7 years past due)
- Other
 - Document storage system on hold.