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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: *August 31, 2025*

- Recruitment:
  - Communications Specialist – See PD City Manager Report for detail.
  - Police Officer – See PD City Manager Report for detail.
- Benefits:
  - Open Enrollment is coming September 30<sup>th</sup>.
- Classification and Compensation:
  - Business as usual.
- Training and Development:
  - September All Employee training – Bullying & Harassment
  - October All Employee training – Creating Strong Passwords
  - September Safety training – Personal Protective Equipment (PPE)
  - October Safety training – Hot and Cold Weather Safety: Cold Stress
- Performance Management:
  - Two departments are testing a shortened performance evaluation format with and without goals.
  - 55 evaluations are past due as of 8/31/2025 (48% overall)
    - 5 in Finance (oldest is 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 over 3 years past due)
    - 7 in SC/LINX (oldest is over 12 months past due)
    - 17 in Police Department (oldest is over 7 years past due)
- Other
  - Document storage system on hold.