



925 S. Main Street  
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# MEMORANDUM

To: *Ron Whitlatch, City Manager*                      Date: *December 31, 2025*  
From: *Angela Solesbee, HR Director*  
Subject: *Department Update for City Manager Report*

- Recruitment:
  - Communications Specialist – See PD City Manager Report for detail.
  - Police Officer – See PD City Manager Report for detail.
  
  - LINX Driver PT – Position filled. Employee started 12/16/2025
  
- Benefits:
  - Business as usual.
  
- Classification and Compensation:
  - Business as usual.
  
- Training and Development:
  - December All Employee training – Phishing Tips: Suspicious Links
  - January All Employee training – Dealing with Difficult Coworkers: The Gossip
  
  - December Safety training – Slips, Trips and Falls
  - January Safety training – Workplace Safety: Fire Prevention and Fire Safety
  
- Performance Management:
  - Ongoing project of evaluation of current performance evaluation process/structure.
  - 64 evaluations are past due as of 11/30/2025 (50% overall)
    - 6 in Finance (oldest is over 3 years past due)
    - 8 in City Manager's Office (Director Evals)
    - 1 in Development Services (over 1 year past due)
    - 15 in Public Works (oldest is over 3 years past due)
    - 8 in SC/LINX (oldest is over 1year past due)
    - 26 in Police Department (oldest is over 7 years past due)
  
- Other:
  - AFSCME negotiations beginning in February.