



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4261

MEMORANDUM

To: *Ron Whitlatch, City Manager* Date: *May 31, 2026*
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.
 - Records Clerk II - See PD City Manager Report for detail.

 - Activities Planner – Position posted, open until 6/4.
 - Accounting Manager – Position posted, open until filled. 1st round interviews on 6/3.
 - Engineering Associate – Position posted open until filled.

 - *Assistant City Engineer – Position filled. New employee starting 6/8.*
 - *Development Services Technician – Position filled. New employee starting 6/15*
- Benefits:
 - Upcoming Request For Coverage (RFC) for 2027 calendar year.
- Classification and Compensation:
 - Upcoming implementation of COLA's and Market Reviews.
- Training and Development:
 - May All Employee training – Building a Positive Culture
 - June All Employee training – Drug and Alcohol Abuse for Employees

 - May Safety training – Accident Investigation for Everyone
 - June Safety training – Heat Stress
- Performance Management:
 - Evaluation of current performance evaluation process/structure on hold.
 - 62 evaluations are past due as of 5/31/2026 (69% overall)
 - 6 in Finance (oldest is 5 years past due)
 - 1 in Development Services (2 years past due)
 - 19 in Public Works (oldest is 4 years past due)
 - 13 in SC/LINX (oldest is 2 years past due)
 - 23 in Police Department (oldest is 8 years past due)
- Other:
 - AFSCME Negotiations ongoing.