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MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, City Manager* Date: *June 30, 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 Part-Time Driver – Employee hired 6/26/2025.

- Benefits:
 - Business as usual.

- Classification and Compensation:
 - New fiscal year. Updated salary schedules have been posted to the employee portal and web site.

- Training and Development:
 - July All Employee training – Creating Strong Passwords
 - August All Employee training – FEMA Introduction to Incident Command System

 - July Safety training – Hot and Cold Weather Safety: Heat Stress
 - August Safety training – Cold, Flu, and Transmissible Illness Prevention

- Performance Management:
 - Discussions still paused to potentially establish a new Performance Evaluation process/form. Anticipate moving forward in late July, early August.
 - 50 evaluations are past due as of 6/30/2025 (44% overall)
 - 5 in Finance (oldest is nearly 3 years past due)
 - 9 in City Manager's Office (Director Evals)
 - 16 in Public Works (oldest is 3 years past due)
 - 1 in Development Services (oldest is 10 months past due)
 - 6 in SC/LINX (oldest is over 9 months past due)
 - 13 in Police Department (oldest is 7 years past due)

- Other
 - ADP Learning module is being utilized along with CIS beginning in July. Education and training to follow as needed.
 - Document storage system on hold.