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MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, Interim City Manager* Date: *July 1, 2024*
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.

- Benefits:
 - Business as usual

- Classification and Compensation:
 - Business as usual

- Training and Development:
 - June Safety training – Accident – Incident Analysis
 - July Safety training – Wildfire Smoke

 - June All Employee training – Drugs & Alcohol in the Workplace
 - July All Employee training – None

- Performance Management:
 - 38 evaluations are past due as of 6/30/2024
 - 3 in Finance (oldest is nearly 3 years past due)
 - 1 in IT (less than 30 days past due)
 - 8 in City Manager’s Office (Director Evals)
 - 7 in Public Works (oldest is over 3 years past due)
 - 17 in Police Department (oldest is over 7 years past due – 7 employees)
 - 2 in SC/LINX (10 months past due)

- Other
 - Official transition to Personal Action (PA) forms. No major concerns or issues.
 - Teamster union negotiations complete. LPA ratified contract on 7/2/2024
 - ADP Learning module on hold.
 - Document storage system on hold.