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MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, City Manager* Date: *May 1, 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.
 - Engineering Director – Position posted open until filled
 - Maintenance Worker Collections – Employee Hired 4/21/25
- Benefits:
 - Business as usual.
- Classification and Compensation:
 - Business as usual.
- Training and Development:
 - May All Employee training – Viruses and Malware
 - June All Employee training – Drugs & Alcohol in the Workplace
 - May Safety training – Hazzard Communications
 - June Safety training – Accident – Incident Analysis
- Performance Management:
 - Discussions paused to potentially establish a new Performance Evaluation process/form but will resume after the beginning of the fiscal year.
 - 49 evaluations are past due as of 4/30/2025 (43% overall)
 - 5 in Finance (oldest is over 2 and a half years past due)
 - 1 in IT (2 months past due)
 - 9 in City Manager's Office (Director Evals)
 - 2 in Engineering (5 months past due)
 - 16 in Public Works (oldest is 3 years past due)
 - 2 in Comm. Dev. (oldest is 9 months past due)
 - 4 in SC/LINX (oldest is over 9 months past due)
 - 10 in Police Department (oldest is 7 years past due)
- Other
 - ADP Learning module on hold.
 - Document storage system on hold.