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MEMORANDUM

Human Resources Department

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

Date: *May 31, 2025*

- Recruitment:
 - Communications Specialist – See PD City Manager Report for detail.
 - Police Officer – See PD City Manager Report for detail.
 - Engineering Director – Position closed. Engineering and Community Development reorganization.
 - LINX Part-Time Driver – Position posted until filled.
- Benefits:
 - Business as usual.
- Classification and Compensation:
 - New fiscal year. Updated salary schedules will be posted by 6/30 to the employee portal and web site.
- Training and Development:
 - June All Employee training – Drugs & Alcohol in the Workplace
 - July All Employee training – Creating Strong Passwords
 - June Safety training – Accident – Incident Analysis
 - July Safety training – TBD
- Performance Management:
 - Discussions paused to potentially establish a new Performance Evaluation process/form but will resume after the beginning of the fiscal year.
 - 50 evaluations are past due as of 5/31/2025 (44% overall)
 - 5 in Finance (oldest is over 2 and a half years past due)
 - 9 in City Manager's Office (Director Evals)
 - 16 in Public Works (oldest is 3 years past due)
 - 2 in Development Services (oldest is 9 months past due)
 - 5 in SC/LINX (oldest is over 9 months past due)
 - 13 in Police Department (oldest is 7 years past due)
- Other
 - ADP Learning module will be utilized along with CIS in this coming fiscal year. Education and training to follow.
 - Document storage system on hold.