925 S. Main Street
Lebanon, Oregon 97355

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MEMORANDUM

To: *Ron Whitlatch, City Manager* Date: *March 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.

  - Custodian – Filled. Employee started 3/23/2026
  - Development Services Technician – Recruitment failed.
  - Assistant City Engineer – Position posted open until filled.

- Benefits:
  - Business as usual.

- Classification and Compensation:
  - Market reviews completed on non-union positions.

- Training and Development:
  - March All Employee training – Neutralize Bullying
  - April All Employee training – Sexual Harassment and Respectful Workplace

  - March Safety training – Workplace Violence Prevention
  - April Safety training – Hazard Communication

- Performance Management:
  - Evaluation of current performance evaluation process/structure on hold.
  - 59 evaluations are past due as of 3/31/2026 (60% overall)
    - 6 in Finance (oldest is over 3 years past due)
    - 1 in Development Services (over 1 year past due)
    - 16 in Public Works (oldest is over 3 years past due)
    - 11 in SC/LINX (oldest is over 1year past due)
    - 25 in Police Department (oldest is over 7 years past due)

- Other:
  - AFSCME Negotiations underway.