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# MEMORANDUM

*Human Resources Department*

To: *Ron Whitlatch, Interim City Manager*      Date: *August 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.
  - LINX Driver FT (2 Positions) – Posting open, closing on 8/6. One position filled with current PT driver.
  
- Benefits:
  - Business as usual
  
- Classification and Compensation:
  - Business as usual
  
- Training and Development:
  - August Safety training – Cold, Flu, and Transmissible Illness Prevention
  - September Safety training – Personal Protective Equipment (PPE)
  
  - August All Employee training – Conflict De-Escalation Techniques
  - September All Employee training – Cyber Security Essentials: Stop. Think. Ask.
  
- Performance Management:
  - 53 evaluations are past due as of 7/31/2024
    - 4 in Finance (oldest is nearly 3 years past due)
    - 1 in IT (just over 30 days past due)
    - 8 in City Manager’s Office (Director Evals)
    - 18 in Public Works (oldest is over 3 years past due)
    - 3 in Library (oldest is just over a week past due)
    - 17 in Police Department (oldest is over 7 years past due – 8 employees)
    - 1 in SC/LINX (1 year past due)
    - 1 in Engineering (just over 2 weeks past due)
  
- Other
  - ADP Learning module on hold.
  - Document storage system on hold.