



City Hall – Council Chambers
206 N. Main Street
Toledo, Oregon 97391
4:00 p.m.

TOLEDO CITY COUNCIL
Special Meeting – also via Zoom Meeting Platform
April 24, 2023

Virtual Meeting: The City Council will hold the meeting for the City Council and staff in person as well as through the Zoom video meeting platform. The public is encouraged to attend the meeting electronically. Visit the meetings page on the city website for details including meeting login information.

Public Comments: The City Council may take limited verbal comments during the meeting. Written comments may be submitted by email to lisa.figueroa@cityoftoledo.org 3:00 p.m. the day of the meeting to be included in the record. Comments received will be shared with the City Council and included in the record.

1. **Call to Order, Pledge of Allegiance and roll call**
2. **Decision Items**
 - Consideration of proposals to hire a consultant to assist with the recruitment for the position of City Manager
3. **Adjournment**

Comments submitted in advance are preferable. Comments may be submitted by e-mail at lisa.figueroa@cityoftoledo.org. The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by calling city offices at (541) 336-2247.

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**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	April 24, 2023	Consideration of proposals to hire a consultant to assist with the recruitment for the position of City Manager
Council Goal:	Agenda Type:	
Not Applicable	Decision Items	
Prepared by:	Reviewed by:	Approved by:
City Recorder L. Figueroa	City Manager Judy Richter	City Manager Judy Richter

Recommendation:

Motion to direct the City Manager to enter into a contract/agreement with _____ to provide assistance with the Executive Recruitment.

Background:

Staff presented information including several proposals to the Council at the April 19 meeting to consider a process for recruitment of the City Manager position.

Staff indicated to the Council they(staff) could complete several tasks internally such as designing the recruitment packet and profile as well as facilitating the panel interviews but wanted assistance in pre-screening all applicants and processing the background and reference checks for the sake of transparency and to avoid any perceptions of bias. Based on the proposals provided, the Council decided to meet with two of the organizations for final consideration.

Included with this council report are materials used from the City Manager recruitment in 2019-2020, a City Manager job description, copy of the Toledo Municipal Code (TMC), Master meeting calendar and any other materials needed to determine a recruitment process.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2022-2023	N/A

Attachment:

1. Executive recruitment proposal from HR Answers and Lane County Council of Governments
2. TMC, Charter V, Section 20
3. City Manager profile checklist
4. City Manager job description based on 2020 equity study by HR Answers
5. City Manager profile checklist and recruitment flyer from 2019-2020
6. Master meeting calendar
7. (hyperlink) League of Oregon Cities' Guide to recruiting a City Administrator
https://www.orcities.org/application/files/1615/6116/0188/Guide_to_Recruiting_a_City_Administrator3.10.pdf



Recruitment- Selection Project(s)

City of Toledo, Oregon request for City Manager Recruitment Services:

Thank you for reaching out!

Hiring can be extremely challenging and outlined below are some areas in which HR Answers can assist you with recruiting and selecting the next City Manager for the City of Toledo, Oregon.

Additionally, the below “recruitment functions” can be selectively chosen to augment the current processes and procedures you have in place today for recruiting. For instance, if your organization chose to have help with initial screenings ONLY for all postings, we could establish an agreement for this and set up a mechanism to manage this and bill the organization for that specific function. The cost of these services is based upon your Government rate which includes a discount. The hourly rate is \$200/hr. for Senior Consultant support.

Please see below for various functions related to the recruiting/selection process:

- Development of a job description and salary range, which is then reviewed and discussed with hiring manager/City Council prior to advertising. (2 hours)
- Development of interview questions and processes to be used by the organization. (5 hours)
- Initial screening of resumes. (30 minutes per resume)
- Coordination and telephone screening of qualified candidates and recommend top finalists. (1 hour administrative and 1 hour per call)
- Coordination and participation organization interviews and summary notes from debrief with the interview team. (4 hours per interview)
- Coordination and participation organization final interviews, which may include coordination of an assessment center interview with City Council and Management Team. Summary notes from debrief with the interview team. (8 hours per interview)

In addition to these services both background checks and reference checks can also be estimated. The background/reference check services are at the administrative rate of \$90/hr. However, these estimates cannot be completed until a finalist is chosen and more specific information about what will be reviewed is determined.

We estimate a total of 30-40 hours to support a successful recruitment process for the City Manager, with an estimated cost of \$8,000. If further time is needed, we would inform the City prior to extending the services and cost associated.

While HRA cannot guarantee we will identify a suitable finalist for the position, we will facilitate recruitment and keep the process moving forward in a timely manner.

We can support all, or partial sections to the above services and estimated time/costs to support your process yet observe costs.

We would recommend you establish online job recruitment accounts that work well for your organization, such as Indeed.com, LinkedIn, LOC, ICMA, etc. If you desire to have HR Answers to receive and review the applications, you can enter all submissions to come to HR Answers: Recruitment.com. These will come in for our review.

Thank you for the opportunity to support you during this challenging time of hiring! We look forward to assisting you as you determine your needs.

Regards,

Anna Lee

Anna Lee, Senior Consultant SHRM-SCP & IPMA-SCP

HR Answers, Inc.

alee@hranswers.com

503 885-9815 ext. 222

Lisa Figueroa

Subject: FW: INQUIRY/ACTION: Seeking information in regards to services

From: MARPLE Stacey L [mailto:SMARPLE@lcog.org]
Sent: Wednesday, April 12, 2023 10:13 AM
To: Lisa Figueroa <administration@cityoftoledo.org>
Cc: COBBS Kim J <KCOBBS@lcog.org>
Subject: RE: INQUIRY/ACTION: Seeking information in regards to services

Good morning, Lisa,
It is a pleasure to 'meet' you.
Sounds like you are going through a lot of transition. Hopefully we may be able to help!

We do offer Executive Recruitment services, here is the rundown:

Executive Recruitment Full Package

- Determine Project Parameters (with council or other hiring authority)
- Position Description Review, Recommendations
- Screening Tool Review, Recommendations (Application materials, interview questions, etc...)
- Job Sourcing (Job Posting Development & External Advertising Execution)
- Job Board Hosting (LCOG/LGPS Website)
- Application Tracking and Screening
- Interview Screening Round 1, Conduct Interviews & Make Recommendations
- Interview Screening Round 2, Logistical Coordination (Schedule finalists with hiring authority)
- Reference Checking
- Background Checks
- Prepare Offer Letter
- Do Not Exceed: We would have to visit with you and determine the full project parameters before providing a definitive do-not-exceed. What I can tell you is that recent Executive Recruitments for similar positions have cost the entity around \$8500-\$11,500 depending on level of participation.
- We have not offered recruitment services outside of the executive level (Fiscal Director and above), but it is certainly something we could visit about.

Interim Fiscal Manager

As a side note, we also offer interim appointments for various roles. I have a staff member who serves in various Fiscal Management roles and another who serves in City Manager interim roles. They generally only work on a part-time basis and support entities, on average, 1 day/week in person and remotely the rest of the time. I would have to visit with them about their current capacity, but certainly something to keep in mind if you continue to have challenges recruiting for your other positions.

Process (for either option):

1. LGPS and Entity finalize project scope
2. LGPS prepares estimate or project proposal
3. Upon approval, LGPS creates an IGA (intergovernmental agreement) and routes for approvals

4. LGPS and Entity begin project
5. LGPS invoices entity quarterly

Our Membership & Fee Schedule

[Membership Information | Lane Council of Governments Oregon \(lcog.org\)](#)

If you would like to visit over TEAMS or Zoom, let me know!

Sincerely,

Stacey Marple

Program Manager | LGPS



LOCAL GOVERNMENT
PERSONNEL SERVICES

2022-2023 LGPS Fee Schedule

Rates are per hour unless otherwise noted

	LGPS Member	Non-Member
Arbitration / Hearing Representation	\$200	\$235
Labor Relations Consulting	\$200	\$235
Human Resources / Fiscal Consulting	\$147	\$179
Investigations / Background Checks	\$147	\$179
Clerical	\$86	\$90
Mileage	IRS rate	IRS rate
Meals / Lodging / Parking	GSA Per Diem	GSA Per Diem
LGPS Website Job Posting (flat rate)		\$50
Printing <i>Per page, for projects over 50 pages.</i>	20¢	20¢

Hourly consulting rates are in addition to any clerical, copying, mileage, meals, & other reimbursable charges.

Your Resource for Labor Relations and HR Assistance

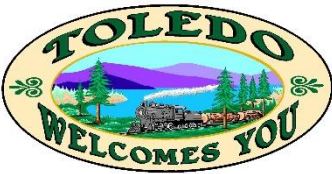
CHAPTER V POWERS AND DUTIES OF OFFICERS

Section 20 City Manager.

- (1) Qualifications. The city manager:
 - (a) Shall be the administrative head of the city government.
 - (b) Shall be chosen by a majority vote of all members of the council without regard to political considerations and solely with reference to executive and administrative qualifications.
 - (c) Need not be a resident of the City or of the state at the time of appointment.
- (2) Before taking office, the manager shall give a bond in an amount and with such surety as in approved by the council. The premiums on the bond shall be paid by the City.
- (3) Term. The manager shall be appointed for an indefinite term and may be removed only by a majority vote of all members of the council. If a vacancy occurs in the office of manager after the first appointment under this charter, the council, at its next meeting, shall adopt a resolution of its intention to appoint another manager. The council shall appoint a manager to fill the vacancy as soon as practical, but in no case shall the office of city manager be left vacant for more than twelve months.
- (4) Powers and Duties. The manager shall:
 - (a) Attend all meetings of the council unless excused by the council or the mayor.
 - (b) Keep the council advised of the affairs and needs of the City.
 - (c) Make annual reports, or more frequently if requested by the council, about the affairs and departments of the City.
 - (d) Be responsible for the enforcement of all ordinances.
 - (e) See that all franchises, leases, contracts, permits and privileges granted by the City are observed.
 - (f) Appoint, discipline and remove personnel, except appointees of the mayor or council.
 - (g) Supervise and control the city manager's appointees in their service to the City.
 - (h) Organize and, as necessary, disband and reorganize the various city departments.
 - (i) Prepare the annual budget for transmittal to the council.
 - (j) Supervise all purchasing.
 - (k) Supervise the operation of all City-owned public utilities and City-owned property.
 - (l) Perform such other duties as the council directs.
- (5) The city manager may not supervise or regulate:
 - (a) The council.
 - (b) The Municipal Judge in the Judge's judicial functions.
 - (c) Except as the council authorizes, appointive personnel of the City whom the city manager does not appoint.
- (6) Seats at Council Meetings. The manager and other officers designated by the council are entitled to sit with the council but have no vote on questions before it. The manager may take part in all council discussions.

CHARTER - CITY OF TOLEDO, OREGON
CHAPTER V POWERS AND DUTIES OF OFFICERS
excerpt from the Toledo Municipal Code

- (7) **Manager Pro Tem.** If the office of city manager becomes vacant, the council shall appoint a manager pro tem as soon as practical. If the city manager is temporarily absent from the City or temporarily disabled from acting as manager, the council may appoint a manager pro tem. The appointment and removal of a manager pro tem shall be made by the majority of all members of the council. A manager pro tem shall possess the powers and duties of city manager, except that the manager pro tem may appoint or remove personnel only with the approval of the majority of all members of the council.
- (8) **Interference in Administration and Elections.** A member of the council shall not directly or indirectly, by suggestion or otherwise, attempt to influence the manager in making an appointment or in removal of an officer or employee or in purchasing supplies; or attempt to exact a promise relative to an appointment from any candidate for manager; or discuss directly or indirectly with the manager for the matter of specific appointments to any city office or employment. A violation of this subsection forfeits the office of the offending member of the council, who may be removed by the council or a court of competent jurisdiction. The council may, however, in open session, discuss with or suggest to the manager anything pertinent to City affairs or the interests of the City. Further, a councilor may, at time, request and receive information to which a private citizen is entitled.

	City of Toledo City Manager Job Description	
	Salary Range: \$XX - \$XX/month	Department: Administration/City Manager's Office
	Classification: FLSA Exempt	Supervisor: City Manager
	Representation: Non-Represented	Location: City Hall

General Roles and Responsibilities

Serves as Chief Administrative Officer of the City. Directs and coordinates the activities of all City departments and implements policy as established by the City Council.

Supervision Received and Exercised

- Position functions under the direction of the Toledo City Council.
- Responsible for supervision over all employees of the City. Exercises direct supervision of department heads and others as may be appropriate.

Knowledge and Skills Required

Minimum Education

- Bachelor's degree in Business Administration, Public Administration or related field.

Experience

- Three to five (3-5) years of directly related experience.

Certifications/Licenses

- Must have valid Oregon Driver's License or the ability to obtain one upon acceptance of the position

Knowledge of:

- Managing and directing operations of a municipality.
- Experience with various types of governmental forms and relationships between professional managers and elected officials.
- Communication: Frequent (60-80%) communication inside and outside the organization.
- Creativity: Substantial (60-80%) level of responsibility for creation, development, design or problem solving of new product, program, methods, systems, procedures or policy issues. The requirement to generate new ideas, innovate based on current practice, and/or create original work is an extremely important aspect of the position and occupies more than 50% of regular work time.
- Delegating authority and responsibilities.
- Knowledge of race and ethnic issues in cities.
- Understanding of local laws, codes and regulations.
- Financial management in city government.
- Ethics in leadership, making value-based decisions.
- Experience with goal setting and program evaluation.
- Negotiation experience to resolve complex and sensitive problems.
- Understanding of HR management best practices, staff facilitation and strategic planning.

Primary/Essential Responsibilities

- A. Meets with the public to provide information and assistance regarding City ordinances, policies, planning and zoning matters. Receives private citizen questions and complaints on a wide variety of issues and attempts to resolve problems to the satisfaction of all parties.
- B. Supervises the preparation of the annual budget. Reviews and approves departmental needs and estimates and transmits budget to budget committee for review and final action.
- C. Plans, gives general direction on and reviews the services rendered by the departments.
- D. Meets with the City Council in regular and special meetings. Gives information on and transmits reports covering issues or concerns of municipal operations, and advises councilors in their deliberation on policy or legislative matters
- E. Confers with department heads and others on varied operating and administrative problems. Reviews departmental plans, programs and procedures and coordinates methods to improve the services rendered by the City.
- F. Serves as purchasing agent for City and is responsible for the efficient expenditure of City funds. Approves grant applications.
- G. Meets with vendors, contractors, salespeople and consultants, negotiates contracts, and serves as contracting agent for the City.
- H. Meets with representatives of other governmental agencies on varied problems involved in the coordination of City services and in agreements with other governmental units.
- I. As requested by the Council or staff, attends Planning Commission meetings and meetings of special purpose (parks and recreation, site selection, citizen involvement) and provides staff assistance.
- J. Hires and confers with consultants, e.g. engineers, etc., concerning matters affecting the City's operation where their expertise is necessary.
- K. Coordinates with the Treasurer financial matters brought before the City Council
- L. Attends meetings as a representative of the City.
- M. Conducts correspondence on varied public contract problems and prepares or supervises the preparation of informative material for publication.

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

Working Conditions

This level has a work environment with only occasional (20-40%) hazards or obstacles. There is a moderately low level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile individuals, exposure to contagious disease, etc. Positions with some responsibility for driving are to be placed at least at this level.

Physical Mental demands

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position(s) at this level function with a continual (80%+) mental demand. Priorities and demands on self and organization unit are continual. Interruptions are constant and can often impact whole work schedule. Risk and adverse impact must be considered regarding most decisions where there is often incomplete information.

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. The employee is occasionally required to kneel and crouch.

Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Revised: list approximate dates for archiving purposes

Adopted: July 1, 2000

City Manager profile checklist

Must Have:

- Information about the Organization, including budget (\$ amount only), departments, FTE's, services provided, etc...
- Job Description/General roles and responsibilities
- Current salary range pertaining to the position
- 3 – 5 key challenges/opportunities facing the candidate/organization with 2 – 5 sentences describing each (Will be discussed during stakeholder meetings as well)
- List of benefits (i.e. medical, dental, retirement, vacation, holidays, etc.)

Would Like To Have:

- Any specific highlights of the community you would like the profile to focus on
- Any clear digital pictures – pictures of staff, surrounding area, etc...

Background requirements

- Education
- Experience
- Skills and performance standards



City of Toledo, Oregon

CITY MANAGER

\$90,000 - \$125,000

Plus Excellent Benefits

Apply by

October 27, 2019

(First Review, Open Until Filled)

***P*ROTHMAN**



TOLEDO, OREGON



The City of Toledo is located in Lincoln County, Oregon at the base of the Coast Range, seven miles inland from the Pacific Ocean. The city is framed by forested foothills and the

Yaquina River system, both of which have contributed greatly to the city's historic growth as a timber town and port city. US Highway 20 passes through the northern part of town, while Business Highway 20 connects with the historic downtown shopping district. The city covers nearly 2,000 acres and is home to 3,580 residents. Set back from the ocean, the community enjoys warmer and sunnier weather than many of the nearby coastal communities.

Toledo's downtown boasts many art galleries and studios and a unique collection of independent businesses and restaurants that make the city an interesting and unique place to visit. Local organizations also host several annual events including the Toledo Summer Festival which has a parade, logging show, carnival, dances, and a large fireworks display, Trick or Treating on Main Street, and a Christmas tree lighting celebration and holiday party each year.

Located near the Main Street's shopping and restaurants, Toledo's Public Library, Skate Park, Public indoor pool, City Park, and a hiking trail offer great family activities and recreation. The area also boasts a nine-hole Disc Golf course, and the Oregon Coast Aquarium, just 15 minutes west in the City of Newport.



THE CITY

Operating under a Council/Manager form of government, the Toledo City Council is comprised of a Mayor, elected to serve a two-year term and six Council Members, each elected to serve four-year terms. The City Council is the policy-making body of the City and serves as the link between the residents of Toledo and their municipal government. It is responsible for enacting and amending City laws, adopting the City's Budget, appointing citizen boards, committees and commissions and providing guidance and direction for actions which affect the quality of life in Toledo. The City of Toledo provides a full range of municipal services, including police and fire protection, general administrative services, finance, planning, a library, and public works on a 2019-2020 budget of \$17.9 million including a General Fund of \$4.8 million with 44.23 FTE's.

THE POSITION

The City Manager is appointed by the City Council, acts as the Chief Executive Officer, and is charged with overseeing the daily operation of the City. The City Manager advises the City Council on policies and implementing Council goals and directives.

Other responsibilities include:

- Attend all meetings of the council unless excused by the council or the mayor.
- Keep the council advised of the affairs and needs of the City.
- Make annual reports, or more frequently if requested by the council, about the affairs and departments of the City.
- Responsible for the enforcement of ordinances.
- See that all franchises, leases, contracts, permits and privileges granted by the City are observed.
- Appoint, discipline and remove personnel, except appointees of the mayor or council.
- Supervise and control the city manager's appointees in their service to the City.
- Organize and, as necessary, disband and reorganize the various city departments.
- Prepare the annual budget for transmittal to the council.
- Supervise all purchasing.
- Supervise the operation of all City-owned public utilities and City-owned property.

OPPORTUNITIES & CHALLENGES

1. The City of Toledo currently has a robust budget. However, with increasing costs and normal wear and tear on City facilities and infrastructure, the City Council can envision a future point in time when expenses could eventually outpace revenues. In addition to preparing the normal annual fiscal year budgets, the City Manager is expected to take a long-range view of the City's needs, and develop fiscal policies and plans that will ensure that the City will remain in a financially stable and able to meet the needs of the community well into the future.

2. The Public Works Director's position recently became vacant. To ensure that the position is filled with the most qualified and suitable candidate possible, the City Council and the Interim City Manager have decided to wait until the new City Manager is appointed before filling the position. One of the first major assignments will therefore be soliciting and reviewing applications for a new Public Works Director, and hiring the most qualified individual possible to serve in this critical position.

3. Earlier this year, the City Council approved a Mutual Agreement & Order (MAO) with the Department of Environmental Quality for the City's sewer system. Primary issues involve excessive inflow and infiltration (I&I) into the collection system, and various problems with the wastewater treatment and effluent discharge. The Order outlines improvements the City will make to the sewer system over the next few years and settles fines for violations over the last several years. One of the initial major assignments for the new City Manager will be to move forward with completing the preparation of a financing package to pay for the needed improvements, and take an active lead in implementing the plans to make sure that the needed improvements are made within the next two years.

4. As is typical in small cities and towns across the Nation, the City of Toledo is facing severe shortages in affordable workforce housing, including both rental and owner-occupied stock. Lincoln County is currently preparing a plan to address these housing needs, and it is expected that the new City Manager will follow up with preparing a workforce housing plan to meet the specific needs in Toledo, and move forward with implementing that plan to increase the availability of suitable and affordable housing to meet the needs of Toledo's current and future workforce.

5. The City of Toledo's Public Safety Building is in critical need of being upgraded and refurbished. The new City Manager will be expected to formulate a financing plan to secure the required funding, and to take the lead in ensuring that the needed improvements are made to those facilities.

6. The City of Toledo is in the initial planning stages for the potential development of a Biosolids Incineration Facility, which is envisioned to serve not only Toledo itself, but also function as a regional center that will help address the biosolids disposal needs of surrounding communities and treatment plants. The new City Manager will be expected to work with the Mayor and City Council to complete the feasibility analysis, seek out potential financing resources, and move the project forward if it proves to be a viable undertaking.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree from an accredited college or university in public or business administration or a related field is highly preferred. While not required, it is preferred that candidates have at least five (5) years of experience as a City Manager or Administrator. It is preferred but not required that the new City Manager will live within the City of Toledo or its Urban Growth Boundary.

Preferred Knowledge, Skills and Abilities:

- Ability to communicate clearly and effectively with the Mayor, City Councilors, City staff, and public.
- Willingness to keep the Mayor and City Councilors continuously informed, advised, and updated in writing and verbally regarding the City's financial condition and the current status of all ongoing and proposed plans, projects, and activities of all sizes, large or small. Must be respond quickly to requests from the Mayor and City Councilors for information and details on various issues and projects.





- Ability to provide firm and effective guidance to the City Council, and be very clear regarding specifically what the City Manager is recommending on all items that come before the Council.
- Must be a strong leader who can clearly communicate with City employees, and provide effective direction and inspiration to those employees as necessary to successfully implement the decisions and policy directions of the Mayor and City Council.
- Ability to prepare and administer the annual City Budget in accordance with Oregon's local budget laws. Must maintain familiarity with the various details in the City Budget, and always consider and plan for the long-term budgetary needs of the various City Departments.
- Although a wide variety of major retail services and shopping opportunities are readily available in nearby larger metropolitan areas, Toledo itself is a small, close knit community. The City Council is therefore seeking a City Manager who is a "small town" person who is prefers to live, work, and play in a small town, and will be able to integrate into the fabric of the community.
- The City Manager must help instill and maintain public "trust" in its local municipal government, and represent the City well before its citizens, community organizations, and a wide variety of other City, County, State, and Federal agencies.

- Knowledge of labor relations, and experience negotiating collective bargaining agreements.
- Experience in preparing applications and securing grants and loans, issuing municipal bonds, and utilizing other financing mechanisms and resources necessary to accomplish a wide variety of needed projects and infrastructure improvements.
- The City of Toledo owns and operates water and sanitary sewer utility systems. The City Manager must therefore have a thorough understanding of water and sewer utility distribution and collection systems, treatment plant operations, and utility rate structures.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **\$90,000 - \$125,000 DOQ**
- Employer paid 100% premium for medical, dental and vision plan
- The City paid employer and employee contribution to Oregon PERS
- The City paid premium on group term life insurance policy
- Cell phone and Personal Vehicle allowance
- Ten paid holidays plus one personal holiday
- Vacation Leave accrued at eight (8) hours per month for the first four (4) years of service
- Sick Leave accrued at eight (8) hours per month
- Management leave accrued at 3 1/3 hours a month

Please visit:
www.cityoftoledo.org

The City of Toledo is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 27, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com**, click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050

2023 Toledo City Council - Master Meeting Calendar

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	Sat	S	M	T	W	T	F	Sat	S	M	T	W	T	F	Sat
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

APRIL						
S	M	T	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	Th	F	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY						
S	M	T	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

-  Holidays - City Hall offices closed
-  6:00 p.m. City Council scheduled Meeting/Work Session (1st, 3rd & 4th Wednesdays)
-  7:00 p.m. Planning Commission Meeting (2nd Wednesday)
-  Packet Prep & Delivery day