



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 28, 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**
 - Approve materials for the City Manager recruitment
3. **Adjournment**

**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

	Meeting Date:	Agenda Topic:
	April 28, 2023	Approve materials for the City Manager recruitment
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:

Staff provided two motions for reference

1. Motion to approve the recruitment materials for the City Manager job posting.
2. Motion to approve or deny travel reimbursement for candidates.

Background:

The City Council authorized City Manager Judy Richter to work with the Lane County Council of Government (LCOG) to facilitate the recruitment for the position of City Manager. At this time, LCOG developed a profile and marketing flier for review by the Council. Staff is asking for approval in the form of a motion. There should be a decision on the requested number of years of experience for the City Manager candidates.

LCOG also requests Council to determine whether they would authorize travel expenses for any potential candidates. If so, determine what expenses would be reimbursed.

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

Attachment:

1. City Manager job posting
2. Marketing flier

JOB POSTING/EXTERNAL ADVERTISING

Job Title: City Manager

Location: Toledo, OR

County: Lincoln

Organization: City of Toledo

POSITION SUMMARY:

A unique opportunity awaits you. Toledo is nestled 10 minutes from coastal access, within locality of forested foothills and the Yaquina River, and they want you to consider being their next City Manager.

Sheltered just inland from the coast, Toledo has warmer summer temperatures and ample recreational opportunities from kayaking and fishing, to hiking and bird watching. If you enjoy scenic road trips, art galleries, and murals, this may just be the place for you.

As City Manager, you will be tasked with overseeing the daily operations of the city, budget, personnel, as well as advising and implementing council initiatives. Since you will be working with an action-based, collaborative council, we are seeking individuals' intent on continuing to build effective communication pipelines between a variety of stakeholders.

With a robust range of municipal services ranging from police and fire to recreation and the arts, this eclectic town is home to 3,580 residents. Built on contributions from timber and port activities, the city covers nearly 2,000 acres. For information on specific projects and budget data, please visit our website. We look forward to hearing about your interest in the position and how we may be able to build a strong partnership.

QUALIFICATIONS

- Bachelor's Degree in Business Administration, Public Administration or a related field from an accredited college or university
- 8 years of directly related experience
- Education and/or experience equivalency may be accepted
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POSITION DETAILS

Posting Date: 5/1/2023

Salary Range: \$110,000 and \$135,000 depending on experience

Application Deadline: First application review 5/17/23 5pm, open until filled.

RESOURCES:

City of Toledo: <https://www.cityoftoledo.org/>

History of Toledo: <https://www.cityoftoledo.org/community/page/history-toledo>

Events Calendar: <https://toledooregon.org/recreation/>

To Apply: <https://www.lcog.org/administrative/page/local-govt-job-board>

Questions: jobs@lcog.org

The City of Toledo has partnered with Lane Council of Governments (LCOG) for this recruitment. Toledo is committed to equal employment opportunity and workplace diversity.



TOLEDO

Oregon

Pop. 3580
County: Lincoln

NOW HIRING: CITY MANAGER

A truly unique opportunity awaits you in this eclectic town with access to mountains and the coastline. Join a committed and action-based council that thrives on collaboration and authentic leadership.

With a blossoming art scene and active community event line-up, your days will be filled with variety and engagement.

We want you to succeed as our next City Manager and look forward to providing you support and partnership. We are looking for an action-based, collaborative leader with experience in city management or the equivalent.



UPCOMING PROJECTS

- Develop Long Term Fiscal Goals
- Community Development
- Land Use and Housing

POSITION DETAILS

- ✓ **WAGE:** \$110,000-\$135,000 DOE
- ✓ **BENEFITS:** Comprehensive & Competitive Benefits Package.
- ✓ **QUALIFICATIONS:** Bachelor's Degree in relative field, 5 years' experience in city management, strong communication and leadership skills.
- ✓ **TO APPLY:** Please visit, <https://www.lcog.org/administrative/page/local-govt-job-board>
- ✓ **FIRST APPLICATION REVIEW:** 5/17/2023

QUESTIONS?

PLEASE CONTACT: jobs@lcog.org