



## RESOLUTION No. 2013-3076

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**A RESOLUTION APPROVING THE APPOINTMENT OF APPOINT JODIE  
HOOGENDAM AS A PART-TIME SECRETARY IN THE PUBLIC WORKS-  
MAINTENANCE DEPARTMENT**

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### RECITALS:

1. Reason for Vacancy: The position has been vacant due to the transfer to another city position by the previous PWM Secretary in July 2013.
2. Posting: A job advertisement was posted within the city on the City of Newberg website and advertised in the Newberg Graphic in print and online. It opened June 28, 2013, and closed July 12, 2013.
3. Number of Applications: 12.
4. Recommendation: The Public Works Superintendent recommends Jodi Hoogendam for the position.
5. Funding: Position funding is within the budget.
6. Manager Pro Tem Appointment: Assistant City Manager Lee Elliott was appointed Manager Pro Tem on August 26, 2013, by the City Council. He reviewed the material and appoints Jodie Hoogendam subject to Council approval. The City Charter, Chapter VIII, Section 34 (h) provides that the Manager Pro Tem “has the authority and duties of manager, except that a Manager Pro Tem may appoint or remove employees only with council approval”.

### THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

The City Council approves the appointment by the Assistant City Manager of Jodi Hoogendam as a part-time Secretary for the Public Works Maintenance Department.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: September 17, 2013.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 16<sup>th</sup> day of September, 2013.

Norma I. Alley, MMC, City Recorder

**ATTEST** by the Mayor this 19<sup>th</sup> day of September, 2013.

Bob Andrews, Mayor