

**CITY OF DUNES CITY  
LANE COUNTY, OREGON**

**RESOLUTION, SERIES 2014, NO. 1 (01/09/2014)**

**A RESOLUTION OF THE CITY COUNCIL OF DUNES CITY, OREGON, CREATING THE POSITION OF CITY ADMINISTRATOR, COMBINING THE JOB DUTIES OF CITY ADMINISTRATOR AND CITY RECORDER, AND APPOINTING FRED HILDEN TO SERVE AS BOTH CITY RECORDER AND CITY ADMINISTRATOR.**

**WHEREAS**, the Dunes City Charter, Section 10, authorizes the City Council to appoint a City Recorder and “such other officers as the Council deems necessary”; and

**WHEREAS**, the Dunes City Charter, Section 10, also allows the Council to combine any two or more appointed offices; and

**WHEREAS**, the City Council finds it to be in the best interest of the citizens of Dunes City to create a position of City Administrator and to combine City Administrator’s job duties with the existing job duties of City Recorder; and

**WHEREAS**, Fred Hilden possesses the necessary qualifications to serve both as the City Recorder and the City Administrator.

**NOW THEREFORE, THE CITY OF DUNES CITY, OREGON, RESOLVES AS FOLLOWS:**

1. The position of City Administrator is hereby created. See attached City Administrator position job description, which by this reference is incorporated within this resolution.
2. One of the duties of the City Administrator shall be to perform the duties of the City Recorder position. See attached job description for the City Recorder position, which by this reference is incorporated into this resolution.
3. Fred Hilden is appointed the position of City Administrator and will serve in the combined role of City Administrator and City Recorder.
4. This resolution takes effect immediately upon passage.

**ADOPTED BY THE DUNES CITY COUNCIL THIS 9<sup>th</sup> DAY OF JANUARY 2014.**

Ayes:   4   Nays:   0   Abstain:   0   Absent:   2   Vacant:   0  

  
Rebecca Ruede, Mayor

ATTEST:

  
Fred Hilden, City Recorder