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February 3, 2026

TO: Rio Dell City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Authorization for the City Manager to Appoint Finance Director Travis Sanborn as Acting City Manager During Periods of Temporary Absence or Disability Pursuant to Rio Dell Municipal Code 2.15.040(5)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to appoint Finance Director Travis Sanborn as Acting City Manager during periods of temporary absence or disability.

BACKGROUND AND DISCUSSION

From time to time the City Manager may be temporarily absent or unable to perform the duties of the office. Rio Dell Municipal Code section 2.15.040(5) calls for the Council's approval of the City Manager's appointment of any Acting City Manager. Approval of this item will allow the City Manager to designate Travis Sanborn as the Acting City Manager into the future.

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