

BEFORE THE CITY OF CANNON BEACH

ADOPTING A POLICY APPOINTING THE)
CITY FINANCE DIRECTOR AS ACTING CITY) RESOLUTION NO. 26-02
MANAGER IN THE EVENT OF THE CITY)
MANAGER’S PROLONGED ABSENCE)

WHEREAS, the City of Cannon Beach is a municipal corporation duly organized and existing under the laws of the State of Oregon; and

WHEREAS, the City operates under a Council-Manager form of government, as defined by the City of Cannon Beach Charter; and

WHEREAS, the City Council wishes to establish a policy providing for the City’s Finance Director to be appointed Acting City Manager in the event that the City Manager is absent for a period of three days or more; and

WHEREAS, appointment of an Acting City Manager will allow for continuity of government and efficient administration of essential citywide services during prolonged periods of absence by the City Manager; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. In the event that the Cannon Beach City Manager is absent from the City, or is otherwise unable to perform his duties, for a period of three or more consecutive days, the City Finance Director is hereby appointed as the “Acting City Manager” until the City Manager returns, or until the condition or event causing the prolonged absence otherwise ceases.

Section 2. The Acting City Manager shall possess all the powers, duties, and responsibilities of the City Manager as outlined in Section 22 of the City of Cannon Beach Charter and as otherwise delegated in the Cannon Beach Municipal Code.

Section 2. The Council may remove an Acting City Manager, or appoint an alternative Acting City Manager, at any time and for any reason.

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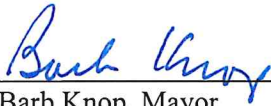
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This resolution is effective on upon passage.

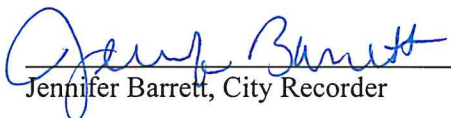
PASSED by the Common Council of the City of Cannon Beach this 6th day of January 2026, by the following roll call vote:

YEAS:	Councilors Hayes, Kerr, Hammond, Ostrander and Mayor Knop
NAYS:	None
EXCUSED:	None



Barb Knop, Mayor

Attest:



Jennifer Barrett, City Recorder