



REPORT TO VILLAGE BOARD

ITEM NAME:	Assignment of Functions and Duties of Administrator During Absence of an Administrator
MEETING DATE:	April 17 th , 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	
STAFF CONTACT:	
PREPARED BY:	David Baker

ISSUE: The Village has been unable to develop a successful lasting relationship with a Village Administrator for at least the last several years. In addition, the discovery of the large errors in the 2024/2025 budget presentations (Agenda Item G) creates budget difficulties which could be partially alleviated by leaving the Administrator position vacant.

A decision to leave the Village Administrator position vacant would be expected to impact the Village's ability to meet its goals and objectives moving forward.

OBJECTIVES: Begin the discussion of the best path forward in regards to filling the Administrator position and determine short term alternatives to providing the necessary functionality in the absence of an Administrator.

ISSUE BACKGROUND/PREVIOUS ACTIONS: A listing of the Administrator's Duties from Ordinance 115-11 and a potential assignment of responsibility is attached as a starting point for the Board's discussion.

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

RECOMMENDED ACTION: Discussion and Possible Action by Board

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly):