



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: May 26, 2026

TOPIC Designation of Acting Village Manager

BACKGROUND BRIEF:

Council is scheduled to consider designating Public Works Director Wes Sanchez as Acting Village Manager for June 2, 2026, and June 9, 2026, during the Village Manager's temporary incapacity due to surgery on those two days and to approve temporary compensation at the Village Manager's rate of pay while serving as Acting Village Manager. The Village Manager rotates such designation as needed between Village department directors to provide each with valuable knowledge and experience in the role to assist with their professional development.

Section 3.7 of the Village Charter states, in part, "...The Village Manager may, with the approval of the Council, designate an administrative officer or employee of the village to perform the duties of the Village Manager during his temporary absence or incapacity..."

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The cost for 16 hours of upgrade pay for the Director of Public Works will be \$148.82, including payroll taxes.

RECOMMENDED MOTION:

To designate Public Works Director Wes Sanchez as Acting Village Manager for June 2, 2026, and June 9, 2026, from 12:01 AM to 11:59 PM on each day due to the Village Manager's scheduled surgeries and to approve an increase in hourly compensation for Director Sanchez of \$8.64 for those two days.