



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: July 14, 2025

TOPIC Appointment of Acting Village Manager

BACKGROUND BRIEF:

Village Manager McClary is requesting that the Village Council approve the Village Manager's designation of Public Works Director Wes Sanchez as Acting Village Manager for the period of August 18, 2025, through September 12, 2025, during the Village Manager's temporary absence due to vacation out of the country 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..."

Please note that the Village Manager will be absent from the August 25 and September 8 Council meetings due to this absence.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The Public Works Director will receive a temporary increase in hourly compensation of \$8.64 per hour for 160 hours to perform the duties of Acting Village Manager, for a total cost of \$1,488.16 including payroll taxes.

RECOMMENDED MOTION:

To approve, pursuant to Section 3.7 of the Village Charter, the Village Manager's designation of Public Works Director Wesley Sanchez as Acting Village Manager during the Village Manager's temporary absence from the village due to vacation out of the country for the period of Monday, August 18, 2025, at 12:01 AM through Friday, September 12, 2025, at 11:59 PM, and to approve an increase in hourly pay

of \$8.64 for 160 hours for serving as Acting Village Manager during such period.