



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** May 28, 2024

**TOPIC** Appointment of Acting Village Manager During Manager's Temporary Absence

### BACKGROUND BRIEF:

Village Manager McClary is requesting that the Village Council approve the Village Manager's designation of Clerk/Treasurer Sonja Stout as Acting Village Manager for the period of June 15 through June 23, 2024, during the Village Manager's absence from the village due to vacation and to approve temporary compensation for the Clerk/Treasurer at the Village Manager's rate of pay while serving as Acting Village Manager. It is the Village Manager's intent whenever possible to rotate appointments as Acting Village Manager among department directors to enhance the professional development, skills, and abilities of management team members.

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 Clerk/Treasurer will receive a temporary increase in hourly compensation of \$7.91 for 40 hours to perform the duties of Acting Village Manager, for a total cost of \$340.61, including payroll taxes.

### RECOMMENDED MOTION:

To approve, pursuant to Section 3.7 of the Village Charter, the Village Manager's designation of Clerk/Treasurer Sonja Stout as Acting Village Manager during the Village Manager's temporary absence from the village due to vacation for the period of Saturday, June 15, 2024, at 12:01 AM to Sunday, June 23, 2024, at 11:59 PM and to approve an increase in hourly pay of \$7.91 for 40 hours for the Acting Village Manager during such period.