

RESOLUTION 2016-114

A RESOLUTION AMENDING RESOLUTION 2007-182 AUTHORIZING THE DISBURSEMENT OF CERTAIN PAYMENTS WITHOUT PRIOR BOARD APPROVAL

WHEREAS, the Village Board of Trustees ("**the Board**"), as the corporate authority of the Village, approves all payments or delegates the authority for those payments that can be made by the Village Manager or Finance Director through the invoice approval list, and

WHEREAS, the Board's approval can occur at a legally constituted Village Board Meeting ("**Meeting**") or through resolutions authorizing types of payments where payments can be made without prior Board approval, and

WHEREAS, the Village Board approved Resolution 2007-182 on November 20, 2007, which authorized the release of certain payments up to \$20,000, provided that an "Authorization to Pay Form" be completed, and

WHEREAS, the Village Board approves a Meeting Calendar that sometimes includes one Meeting in certain months instead of two Meetings; and

WHEREAS, one Meeting in certain months may create a gap of three or four weeks between approval of invoices at a Meeting; and

WHEREAS, it is anticipated that additional invoices will be received, due and payable during the gap of time between Meetings; and

WHEREAS, to maintain service levels and make timely payments to Village vendors certain payments must be released in between Meetings when this occurs; and

WHEREAS, the Village Board now desires to amend Resolution 2007-182 to authorize Village staff to prepare and approve an Administrative Invoice Approval List whenever a gap of three or more weeks occurs between Board Meetings, and

WHEREAS, an Administrative Invoice Approval List will allow the Village Manager to release all payments under \$20,000 without an Authorized Pay Form; and

WHEREAS, any Administrative Invoice Approval List approved by the Village Manager will then be presented for Board ratification at the next Meeting; and

WHEREAS, the Village Board has determined that it is in the best interest of the Village to amend Resolution 2007-182 to allow for an Administrative Invoice Approval List.

NOW THEREFORE BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the Village Board.

SECTION TWO: EXECUTION OF ADMINISTRATIVE INVOICE APPROVAL LIST. The Village Manager and the Finance Director shall be, and they are hereby, authorized and directed to create and approve an Administrative Invoice Approval List for items under \$20,000 whenever a gap of three or more weeks exists between meetings of the Village Board.

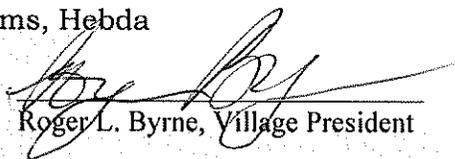
SECTION THREE: RELEASE OF PAYMENTS. The Village Manager and the Finance Director shall be, and they are hereby, authorized and directed to release any approved payments on the Administrative Invoice Approval List prior to Village Board Approval.

SECTION FOUR: EFFECTIVE DATE: This Resolution shall be in full force and effect upon its passage and approval by a majority of the members of the Village Board.

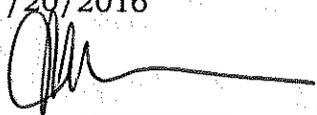
Dated this 19th day of July 2016

Adopted by roll call vote as follows:

AYES: 4 – Koch, Schultz, Marquardt, Grieb
NAYS: 0 - None
ABSENT AND NOT VOTING: 2 – Williams, Hebda


Roger L. Byrne, Village President

PASSED: 7/19/2016
APPROVED: 7/19/2016
ATTEST: 7/20/2016


John M. Kalmar, Village Clerk