



BOT 12-20-22

FINAL

PACKET





RIVERWOODS

Board of Trustees Meeting
FINAL Agenda
300 PORTWINE ROAD, RIVERWOODS, IL
December 20, 2022
7:30 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
 - a. Board of Trustees meeting December 6, 2022
5. APPROVAL OF BILLS
6. TREASURER'S AND FINANCE COMMITTEE REPORT
7. DIRECTOR OF COMMUNITY SERVICES REPORT
8. CONSULTANTS' REPORTS
 - a. ATTORNEY'S REPORT
 - b. ENGINEER'S REPORT
9. SOLID WASTE AGENCY OF LAKE COUNTY (SWALCO) REPORT
10. PLAN COMMISSION REPORT
11. ZONING BOARD OF APPEALS REPORT
12. POLICE REPORT
13. INFORMATION ITEMS & COMMENTS FROM THE PRESIDENT
 - a. 2023 Board of Trustees Meeting Dates
 - i. January 10 and January 24, 2023
 - ii. February 7 and February 21, 2023
 - iii. March 7 and March 21, 2023
 - iv. April 4 and April 18, 2023
 - v. May 2 and May 16, 2023
 - vi. June 6 and June 20, 2023
 - vii. July 4 (Special Meeting Date To Be Determined) and July 18, 2023
 - viii. August 1 and August 15, 2023
 - ix. September 5 and September 19, 2023
 - x. October 3 and October 17, 2023
 - xi. November 7 and November 21, 2023
 - xii. December 5 and December 19, 2023
14. NEW BUSINESS
 - a. Approval of the Purchase of a Replacement Police Department Squad SUV and Related Equipment
 - b. Approval of An Ordinance Amending Provisions of the Village Code Concerning Delinquent Payment of Water Supply User Charges (First Reading)
 - c. Approval of the Position and Job Description for a Finance Director
15. OLD BUSINESS
16. EXECUTIVE SESSION
 - a. Litigation, Acquisition, Property, and Personnel

17. VISITORS WISHING TO ADDRESS THE BOARD

18. ESTABLISH TIME AND DATE FOR NEXT MEETING

January 10, 2022 - 7:30 PM

19. ADJOURNMENT

MINUTES

Village of Riverwoods
Board of Trustees Meeting
December 6, 2022
Draft

Present:

Kris Ford, Mayor
Michael Clayton
Liliya Dikin
Andrew Eastmond
Michael Haber
Henry Hollander
Rick Jamerson

Also Present:

Bruce Huvard, Village Attorney
Bruce Dayno, Police Chief
Katie Bowne, Deputy Village Clerk
Carissa Smith, Village Engineer
Wadee Rafati from Gewalt Hamilton

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the November 15, 2022 Board of Trustees meeting. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote.

Approval of Bills

Trustee Haber moved to approve the bills. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)

NAYS: None (0)

Engineer's Report

Mr. Rafati introduced himself. He will serve as Village Engineer if Ms. Smith is unavailable. Ms. Smith reported the Deerfield Rd. water main extension was approved and the permits will be picked up tomorrow. The construction will begin next week and should last three days. The Deerfield Rd. path milling will begin tomorrow and the path will be closed during the milling. Ms. Smith met with Lake County and coordinated plans for Saunders Rd. She noted all hydrants are operational. The last few commercial meters are being wrapped up. Materials are on order for capital improvements.

Plan Commission Report

Ch. Breitkopf reported the Plan Commission met on December 1, 2022 to continue the hearing on the Lexington Homes project until January 5, 2022. There were a number of residents present who asked a number of questions and had comments about the proposed project.

ZBA Report

Ch. Graditor reported the ZBA has not met.

Police Report

The police activity is attached to the end of the minutes. Chief Dayno reported there was a lifesaving event on November 17, 2022. Officer Joe Peterson assisted an unresponsive passenger in a vehicle by performing CPR and using the AED. The passenger is expected to survive.

Information Items from the President

Mayor Ford reported the Village extended an offer that was accepted for the finance analyst position.

Visitors wishing to address the Board

Randy Yaffe, Meadowlake HOA president, asked about the water main work that was supposed to begin in August. Ms. Smith explained the project got pushed back due to permits and she is coordinating with Thorntons to have the least amount of service interruption to the Village. Mr. Yaffe questioned why the construction could not be started. Ms. Smith said the Village is trying to be efficient and only have one shutdown. She noted the Meadowlake water main work will be completed by the end of next week.

Mike Marshall asked about the water survey and the expected return rate. Mayor Ford suggested a 40% return is considered good. Mr. Marshall noted that some residents have not received their survey. Mayor Ford suggested contacting the Village if a resident has not received a survey within the next two weeks. Trustee Jamerson suggested sending out a reminder with a return date on it.

Jill Kaplan noted the survey seemed to be less about what residents want and more about the Village's desires. Ms. Kaplan noted her neighborhood (Indian Trail) is not in favor of connecting to municipal water.

Sheryl Rue-Borden is a realtor and was approached by a Meadowlake resident who sold their house for \$200,000 less than they bought it for. Ms. Rue-Borden thinks the former resident was anxious to move because of the potential Lexington Homes development.

Christy Sherman thanked the Board for posting the packet on the Village website.

David Modes asked when the municipal water survey responses would be analyzed. Mayor Ford believes the results will be presented in late January.

Carol Hincker asked about the play area survey that was conducted at the 10/22/22 Halloween event. She expressed concern because most of the Halloween party attendees were people with young kids. Trustee Jamerson noted the Board is responsible for voting on amenities for the entire Village population. He noted that many young families have moved into the Village that would enjoy a play area. Ms. Hincker would have liked all residents surveyed not just Halloween celebration attendees.

Mary Oler noted Lexington asked for a poll of the Trustees on whether they are interested in a townhome development. Mr. Huvad explained the Plan Commission held a Public Hearing to consider an update to the Comprehensive Plan on the Federal Life parcel over a year ago. The Plan Commission studied the issue and reported to the Board who did not act on it. Lexington has now asked whether the Board is open to a townhome development and are revising the initial plans. Trustee Haber stated at the last meeting that he is not in favor of polling the Board. The broad land-use change was considered but there was no clear message conveyed to Lexington.

Ms. Sherman thought the process was the Plan Commission puts together a recommendation for the Trustees. She asked if there was someone from the Plan Commission at a meeting with Lexington and a Trustee. Ms. Sherman believes it is the Plan Commission's job to understand the Board's objectives. She noted Trustee Hollander believes this is an ideal place for multi-family housing. Ms. Sherman believes Trustee Hollander has already made a decision to put 69 townhomes on an 8-acre parcel.

David Oler noted there is a lot of conflicting information about the Lexington development. One Trustee states there has not been any direct communication with Lexington and a different Trustee states there have been some preliminary discussions with Lexington. He noted the Trustees have been elected to protect residents. He thinks allowing zoning variances will ultimately harm the residents. He asked the Trustees to protect Meadowlake residents from a high density townhome development that will reduce property values. There are other areas to build townhomes in Riverwoods that are not adjacent to single-family homes. Residents are concerned if this development is approved then it will set a precedent and can happen anywhere in the Village.

New Business

Approval of the Tax Levy Ordinance 22-12-09 for the Village of Riverwoods for the Fiscal Year beginning January 1, 2022 and ending December 31, 2022.

Mr. Huvad noted this is the tax levy of \$1,037,000 for the Village which is a 5 percent increase. The SSAs are listed separately.

Trustee Jamerson moved to waive the first reading of the Ordinance. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote.

Trustee Jamerson moved for second reading and approval of the Tax Levy Ordinance of the Village of Riverwoods for the Fiscal Year beginning January 1, 2022 and ending December 31, 2022. Trustee Clayton seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)

NAYS: None (0)

Approval of Ordinance 22-12-10 of the Village of Riverwoods, Lake County, IL abating the 2022 Tax Levy for \$342,000 SSA 35 Special Tax Bonds, series 2021, of said Village.

Trustee Jamerson moved to waive first reading of the Ordinance. Trustee Hollander seconded the motion. The motion passed unanimously on a voice vote.

Trustee Hollander moved to approve the Ordinance of the Village of Riverwoods, Lake County, IL abating the 2022 Tax Levy for \$342,000 SSA 35 Special Tax Bonds, series 2021, of said Village. Trustee Eastmond seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)
NAYS: None (0)

Approval of Ordinance 22-12-11 of the Village of Riverwoods, Lake County, IL abating the 2022 Tax Levy for \$60,000 SSA 27 Special Tax Bonds, series 2014, of said Village.

Trustee Hollander moved to waive the first reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Trustee Hollander moved for second reading and approval of the Village of Riverwoods, Lake County, IL abating the 2022 Tax Levy for \$60,000 SSA 27 Special Tax Bonds, series 2014, of said Village. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)
NAYS: None (0)

Approval of Ordinance 22-12-12 of the Village of Riverwoods, Lake County, IL abating the 2022 Tax Levy for \$644,000 SSA 26 Special Tax Bonds, series 2013, of said Village.

Trustee Hollander moved to waive the first reading of the Ordinance. Trustee Eastmond seconded the motion. The motion passed unanimously on a voice vote.

Trustee Hollander moved for second reading and approval of an Ordinance of the Village of Riverwoods, Lake County, IL abating the 2022 Tax Levy for \$644,000 SSA 26 Special Tax Bonds, series 2013, of said Village. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)
NAYS: None (0)

Presentation of a proposal for the play area in the Flatwoods Heritage Center at the quoted cost of \$290,876 with an annual inspection fee of \$1000.

Mayor Ford noted a number of residents have expressed a desire for a Riverwoods play area. Trustee Jamerson noted at the May 19, 2020 BOT meeting, the Trustees considered a play area in the Flatwoods

Heritage Center. The Board believes the play area addition will increase the overall usage of the Flatwoods Heritage Center and also serve as a resident gathering space.

Trustee Jamerson noted the equipment needs to be ordered by December 31, 2022. A fence is not included in the proposal but will most likely be necessary for safety reasons.

Trustee Haber does not believe there is much difference between the hop rocks and lily pads. Trustee Jamerson noted there were three different setups and the survey respondents selected this particular combination. Trustee Clayton noted the play area structures are designed for children aged 2 through 12.

Trustee Dikin was initially opposed to a Flatwoods Heritage Center play area because most residents will have to drive to it. She has reconsidered and now is a big proponent of the project. Trustee Eastmond believes the play area is an investment in the community.

Trustee Clayton moved to adopt the proposal from Team Reil, Inc. for a play area in the Flatwoods Heritage Center in an amount not to exceed \$290,876 plus an annual inspection fee of \$1000. Trustee Jamerson seconded the motion.

Sherry Graditor is a 30 year + resident. Her children and grandchildren will likely not use the new play area but other residents will therefore enriching the entire Riverwoods community.

Sheryl Rue-Borden asked if the play area will be ADA accessible. Trustee Clayton said the play area will definitely be ADA accessible.

Jeff Smith asked if the Village considered the play area's impact on annual insurance premiums. Trustee Jamerson noted it is a nominal amount.

The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)

NAYS: None (0)

Approval of the finance analyst job description.

Mayor Ford noted the finance analyst job description was revised by the Finance Committee. Trustee Jamerson requested the sixth bullet point be changed from escrow accounts to deposit accounts or building deposits.

Trustee Haber moved to approve the description for the finance analyst position. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)

NAYS: None (0)

Approval of the purchase of ALPR cameras from Flock Group, Inc. at the quoted cost of \$19,900 with an annual recurring cost of \$17,500.

Chief Dayno noted this was presented to the Trustees two months ago. The Flock cameras would be located at Village entrances.

Trustee Haber moved to approve the purchase of the ALPR cameras from Flock Group, Inc. at the quoted cost of \$19,900 with an annual recurring cost of \$17,500 contingent on legal review of the contract. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander, Jamerson (6)

NAYS: None (0)

Old Business

There was no Old Business.

Committee Reports

Communications – Trustee Dikin shared website traffic data. The report will be distributed quarterly. The most visited pages include the homepage, Board of Trustees and Plan Commission meeting schedules, Village calendar and email subscription sign up.

Building and Utilities/Storm Water – Trustee Jamerson noted the building report is attached. Construction revenue and permit fees are up substantially. Chief Dayno and Trustee Jamerson will meet with the contractor on the Board room sound system. They will also discuss the possibility and cost of one-way streaming.

Finance/Economic Development – Trustee Clayton noted the committee will meet to fine tune the draft budget.

Adjournment

There being no further business to discuss, Trustee Jamerson moved to adjourn the meeting. Trustee Hollander seconded the motion. The motion passed unanimously on a voice vote.

The meeting was adjourned at 9:10 pm

The next regular meeting of the Board of Trustees will take place on December 20, 2022 at 7:30 pm.

Respectfully submitted,

Katie Bowne
Deputy Village Clerk

Transcribed by:

Jeri Cotton

Attachment:

Police Report

Website Traffic Report

Building Report

MINUTES



Riverwoods Police Incident Analysis Report Summary by Incident Type 12/6/2022



Activity is Through December 1st of Each Year

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
46 (7503) (Mortorist Assist)	73	72	51
50 PD (7572) (Crash Property Damage)	73	65	51
50 PI (7571) (Crash Personal Injury)	11	7	13
50 Priv Prop (7573) (Crash Private Property)	8	7	4
911 Hang up (7911)	14	18	26
Ambulance (7021)	269	188	111
Animal Problem (7245)	65	73	60
AQA (7001)	222	186	204
Armed Robbery (0310)	-	-	-
Assault (0500)	1	-	-
Attempt Suicide (7221)	1	-	-
Battery - Simple (0460)	2	1	-
Battery (0400)	3	1	-
Burg - From Motor Veh (0760)	2	-	4
Burglar Alarm (7082)	200	187	184
Burglary - Residential (0625)	4	6	5
Burglary (0600)	-	1	2
Cell 911 (7912)	2	-	1
Child Seat Inspect (7042)	7	4	1
Construction Comp (7078)	-	1	3
Controlled Substance (2000)	-	-	1
Credit Card Fraud (1150)	2	2	2
Crim Damage to Prop (1310)	3	3	3
Crim Sexual Assault (1563)	-	-	1
Crim Trespass to Land (1350)	-	-	-
Crim Trespass to Veh (1360)	-	-	-
Death Investigation (7231)	3	1	2
Deceptive Practice (1110)	5	7	6
Domestic Battery (0486)	-	2	3
Domestic Trouble (7130)	17	14	9
DUI (2410)	48	60	39
Fingerprinting (7039)	12	6	4
Fire Alarm (0733)	37	40	35
Fire Call (7024)	28	34	38
Fireworks Complaints (3001)	8	2	3
Forgery (1120)	-	-	1
Found Animal (7246)	10	16	9
Found Prop. (7156)	2	3	6
Harassment by Telephone (2825)	1	4	5
Hold Up Alarm (7083)	15	25	20
Identity Theft (7198)	13	47	57
Lock out - Vehicle (7051)	17	23	19
Lost / Mislaid Prop (7144)	9	5	6
Missing Person (7178)	2	2	5
Noise Comp (7078)	26	37	23
Notification (7049)	15	17	18
Other Comp (7079)	62	56	47
Other Investigation (7199)	34	31	26

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
Other Trouble (7139)	4	5	1
Parking Complaint (7522)	25	16	7
Premise Exam (7041)	1173	1209	587
Public Service (7040)	49	37	59
Roadway Debris (7250)	18	54	25
Solicitor (7063)	8	8	12
Suicide (7211)	-	-	-
Suspicious Auto (7123)	56	47	66
Suspicious Person (7123)	34	25	30
Telephone Threat (2820)	-	1	1
Theft from Motor Veh (0710)	2	-	-
Theft of Motor Veh (0910)	2	-	1
Theft Over \$500 (0815)	2	7	1
Theft Under \$500 (0825)	4	7	6
Traffic Complaint (7521)	55	55	47
Turned in Weapon/Ammo (7160)	1	-	3
Village Ord. Violation (7500)	20	22	-
Well Being Check (7045)	37	40	47
Total:	2818	2789	2050
Crime Prevention Notices	491	501	529
Case Reports	202	254	230
Traffic Stops	1786	1118	1338
Number of Citations issued	696	785	572
Number of Persons Issued Citations	483	535	408

22 houses are currently on the Vacation Watch list and are checked regularly.

Geographic location of website visitors | Top 10 Countries

Jan 1- Nov 29, 2022 (Year to date)

Country	Users	New Users
United States	16,409 (84.6%)	16,344 (87.9%)
Canada	1,387 (7.1%)	1,306 (7.1%)
India	180 (0.9%)	179 (1.0%)
South Africa	86 (0.5%)	86 (0.5%)
United Kingdom	60 (0.3%)	59 (0.3%)
Philippines	59 (0.3%)	56 (0.3%)
Saudi Arabia	56 (0.3%)	56 (0.3%)
Netherlands	50 (0.3%)	50 (0.3%)
Russia	50 (0.3%)	49 (0.3%)
Pakistan	38 (0.2%)	38 (0.2%)

Oct 29- Nov 29, 2022 (last 30 days)

Country	Users	New Users
United States	2,927 (93.5%)	2,728 (93.5%)
Canada	150 (4.8%)	150 (5.1%)
Norway	28 (0.9%)	28 (0.9%)
India	19 (0.6%)	19 (0.6%)
Germany	15 (0.5%)	15 (0.5%)
Philippines	10 (0.3%)	9 (0.3%)
United Kingdom	6 (0.2%)	6 (0.2%)
Netherlands	6 (0.2%)	6 (0.2%)
Russia	5 (0.2%)	4 (0.1%)
Pakistan	4 (0.1%)	3 (0.1%)

U.S. Traffic Oct 1- Nov 29, 2022 (last 30 days)

State	Users	New Users
Illinois	1,485 (50.8%)	1,247 (45.1%)
Virginia	441 (14.7%)	341 (12.1%)
Texas	134 (4.5%)	103 (3.7%)
New York	106 (3.6%)	101 (3.6%)
Wisconsin	100 (3.4%)	89 (3.2%)
Iowa	71 (2.4%)	49 (1.8%)
Missouri	74 (2.5%)	46 (1.7%)
(not set)	68 (2.3%)	68 (2.5%)
Oklahoma	64 (2.2%)	43 (1.6%)
Kansas	59 (2.0%)	39 (1.4%)

IL Traffic Oct 29- Nov 29, 2022 (last 30 days)

City	Users	New Users
Chicago	553 (34.9%)	438 (35.9%)
Deerfield	166 (10.4%)	125 (10.1%)
Highland Park	138 (8.6%)	110 (8.9%)
Uncransville	86 (5.4%)	69 (5.6%)
(not set)	48 (3.0%)	57 (4.6%)
Riverwoods	51 (3.1%)	40 (3.2%)
Waukegan	46 (2.9%)	36 (2.9%)
Northbrook	39 (2.5%)	34 (2.7%)
Wauzeka	33 (2.1%)	22 (1.8%)
Buffalo Grove	32 (2.0%)	32 (2.6%)

While the majority of traffic is from within the United States, the location of the website user reflects the users' physical location during the time he/she accessed the website. Users can be accessing the page from work, the gym or other areas, especially on their mobile devices. If the website is accessed by someone who is physically near the town's border, it's not uncommon for their location to be picked up by the neighboring towns (i.e. Lincolnshire, Deerfield, Bannockburn, etc.)

Riverwoods Website Traffic Report

Report Date: Nov. 29, 2022

Trustee Liliya Dikin

25 Most frequently visited pages

Jan 1- Nov 29, 2022 (Year to date)

Oct 29- Nov 29, 2022 (last 30 days)

Page Title	Pageviews	Unique Pageviews	Page Title	Pageviews	Unique Pageviews
1 Riverwoods - Board Home Page Riverwoods Illinois	16,536 (24.0%)	12,132 (11.1%)	1 Riverwoods Illinois Home Page Riverwoods Illinois	2,424 (21.0%)	1,794 (11.0%)
2 Calendar Riverwoods Illinois	3,378 (4.9%)	3,281 (29.5%)	2 Your Email Subscriptions Riverwoods Illinois	1,334 (11.6%)	531 (3.0%)
3 Search Riverwoods Illinois	3,174 (4.6%)	3,473 (31.4%)	3 Leasing/ Homes Riverwoods Reserve Project Riverwoods Illinois	636 (5.5%)	509 (2.9%)
4 Meetings Riverwoods Illinois	2,466 (3.6%)	1,987 (18.1%)	4 Meetings Riverwoods Illinois	493 (4.3%)	368 (2.1%)
5 Board of Trustees Regular Meeting Riverwoods Illinois	2,396 (3.5%)	1,748 (15.9%)	5 Calendar Riverwoods Illinois	448 (3.9%)	403 (2.3%)
6 Building Department Riverwoods Illinois	1,715 (2.5%)	1,385 (12.5%)	6 News Riverwoods Illinois	419 (3.6%)	362 (2.1%)
7 Police Department Riverwoods Illinois	1,706 (2.5%)	1,233 (11.3%)	7 Search Riverwoods Illinois	369 (3.2%)	301 (1.7%)
8 Contact Us Riverwoods Illinois	1,626 (2.4%)	1,461 (13.3%)	8 Carriers Substation Riverwoods Illinois	339 (2.9%)	291 (1.6%)
9 News Riverwoods Illinois	1,602 (2.3%)	1,164 (10.6%)	9 Building Department Riverwoods Illinois	216 (1.9%)	189 (1.0%)
10 Forms, Permits and Applications Riverwoods Illinois	1,464 (2.1%)	1,214 (11.0%)	10 Plan Commission Regular Meeting Nov. 13, 2022 - 7:30 pm Riverwoods Illinois	199 (1.7%)	154 (0.8%)
11 Your Email Subscriptions Riverwoods Illinois	1,392 (2.0%)	566 (5.1%)	11 Board of Trustees Riverwoods Illinois	194 (1.7%)	160 (0.9%)
12 Elected Officials Riverwoods Illinois	1,336 (1.9%)	981 (8.9%)	12 Accommodated Public Comment Riverwoods Illinois	181 (1.6%)	142 (0.7%)
13 Districts Riverwoods Illinois	1,302 (1.9%)	417 (3.8%)	13 Police Department Riverwoods Illinois	168 (1.5%)	119 (0.6%)
14 Job Openings Riverwoods Illinois	1,229 (1.8%)	918 (8.3%)	14 Contact Us Riverwoods Illinois	163 (1.4%)	144 (0.8%)
15 Access Denied Stephen H. Riverwoods Illinois	1,214 (1.7%)	904 (8.2%)	15 Riverwoods Riverwoods Illinois	149 (1.3%)	122 (0.6%)
16 Trees & Woodlands Ecology Riverwoods Illinois	929 (1.3%)	751 (6.8%)	16 Board of Trustees Regular Meeting Nov. 15, 2022 - 7:30 pm Riverwoods Illinois	146 (1.3%)	109 (0.6%)
17 Building Permit Applications Riverwoods Illinois	837 (1.2%)	604 (5.5%)	17 DayMover Riverwoods Illinois	142 (1.2%)	58 (0.3%)
18 New Residents Riverwoods Illinois	808 (1.2%)	517 (4.7%)	18 Residents & Community Riverwoods Illinois	138 (1.2%)	112 (0.6%)
19 Government Riverwoods Illinois	833 (1.2%)	643 (5.8%)	19 Meetings Riverwoods Illinois	129 (1.1%)	119 (0.6%)
20 Tree Removal Permit Application Riverwoods Illinois	819 (1.2%)	569 (5.1%)	20 Board of Trustees Regular Meeting Nov. 1, 2022 - 7:30 pm Riverwoods Illinois	124 (1.1%)	100 (0.5%)
21 Residents & Community Riverwoods Illinois	816 (1.2%)	567 (5.1%)	21 Committees & Commissioners Riverwoods Illinois	119 (1.0%)	101 (0.5%)
22 Public Safety Riverwoods Illinois	811 (1.2%)	587 (5.3%)	22 Board of Trustees Riverwoods Illinois	114 (1.0%)	103 (0.5%)
23 Employment/Job Share Programs Riverwoods Illinois	745 (1.1%)	524 (4.7%)	23 Police Officers Have a Life-Performing Officer Riverwoods Illinois	116 (1.0%)	98 (0.5%)
24 Leasing/ Homes Riverwoods Reserve Project Riverwoods Illinois	636 (0.9%)	519 (4.7%)	24 Trees & Woodlands Ecology Riverwoods Illinois	99 (0.8%)	89 (0.4%)
25 Board of Trustees Riverwoods Illinois	625 (0.9%)	544 (4.9%)	25 Public Safety Riverwoods Illinois	95 (0.8%)	80 (0.4%)

Since the website is still fairly new, this data is still considered fairly "raw," being only a very high level indicator of traffic sources and content searched. It should not be used as a basis for determining content development without reviewing more in-depth reports, which will help eliminate outliers. Quality data takes time to compile and these reports will become more definitive over the course of the next year, as search and content solidifies.

BILLS

December 16, 2022

TO: Mayor Ford
Village Trustees
Village Attorney Bruce Huvad

FROM: Daniela Partipilo, Interim Finance Director

RE: Warrant List

Attached please find the new warrant list report processed through BS&A.

Changes

With the implementation, there are items showing on the report that were not possible with the old system. Below are the changes:

- Automatic pays are now included in the Warrant List. Previously, those vendors were listed separately and included Comcast, Comed, Chase credit card. All of those invoices were journaled.
Having them listed provides an audit trail, makes invoices easier to reconcile if paid and is more transparent.
- The report calculates the amounts expensed by fund as well as by account number. The total is summarized at the end of this report.
- More descriptions and are now detailing each invoice. Please note the breakdown for vendors that would have several line items in various funds such as Gewalt Hamilton.
- Ability to enter credit memos, rather than not entering so when an invoice is created it applies the credit at the time reflecting a true balance due.
- Please note this warrant list includes more invoices since the approving process has changed from manual to online creating a more current expense for the period. This also results in quicker payments to vendors and less follow up and research to determine if payments were made.
It also includes invoices dating back to October for SE Inc that were received on Tuesday that we were able to include with the new approval process.

Internal Processing Changes

- Established an internal workflow for quicker entry.
- Effective this warrant list and going forward you should be seeing less in the “Miscellaneous Expense”. Miscellaneous should be reserved for incidental items that don’t fit anywhere else and should be nominal. Up to this point large amounts were coded all to expense with quite a number being coded for capital outlay, but not limited to that category.
- Going forward, new account numbers will be added as needs and other current account numbers will be combined to be more transparent as well as better reporting which will make the audit more efficient and less labor intensive for both auditor and staff.

Summary Report Notes

Total Fund Expense to be approved at December 20, 2022

Fund Number	Fund Name	Total	Comments
001	General Fund	254,196.67	
130	SSA 30	453.00	
501	Water Fund	63,160.55	
502	Sewer Fund	2,431.27	
503	TIF #1	11,340.00	
504	TIF #2	21,332.50	
505	Capital Projects Fund	2,951.48	
701	Escrow Fund	33,589.58	
Total to be approved		389,455.05	

This summary can also be found on page 14 of the Warrant List report. Should there be any questions or comments, please do not hesitate to contact me.

VILLAGE OF RIVERWOODS WARRANT LIST
FOR DECEMBER 20, 2022

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0748 - ALLIANT INSURANCE SERVICES INC							
2148817 00014019	ALLIANT INSURANCE SERVICES INC CYBER SECURITY LIABILITY INS 001-101-40111	11/30/2022 DPARTIPILO CYBER SECURITY LIABILITY		4,000.00 4,000.00	4,000.00	Open	Y 12/12/2022
Total Vendor 0748 - ALLIANT INSURANCE SERVICES INC				<u>4,000.00</u>	<u>4,000.00</u>		
Vendor 0320 - B&F CONSTRUCTION CODE SERVICES							
16800 00014013	B&F CONSTRUCTION CODE SERVICES NOVEMBER INSPECTIONS 001-102-50360	12/02/2022 ZVANKAMPEN OTHER PROF.SERVICES		1,773.33 1,773.33	1,773.33	Open	Y 12/07/2022
16799 00014014	B&F CONSTRUCTION CODE SERVICES OCTOBER INSPECTIONS 001-102-50360	12/02/2022 ZVANKAMPEN OTHER PROF.SERVICES		2,273.34 2,273.34	2,273.34	Open	Y 12/07/2022
Total Vendor 0320 - B&F CONSTRUCTION CODE SERVICES				<u>4,046.67</u>	<u>4,046.67</u>		
Vendor 0014 - BADGER METER INC							
80113723 00014038	BADGER METER INC METERS PARTS 501-000-51000	11/30/2022 DPARTIPILO WATER METERS EXPENSE		904.75 904.75	904.75	Open	Y 12/14/2022
Total Vendor 0014 - BADGER METER INC				<u>904.75</u>	<u>904.75</u>		
Vendor 0016 - BILL STASEK CHEVROLET							
76746 00014017	BILL STASEK CHEVROLET TAHOE REPAIR 001-110-50010	11/07/2022 DPARTIPILO AUTO - REPAIRS & MAINTENANCE		1,255.71 1,255.71	1,255.71	Open	Y 12/08/2022
Total Vendor 0016 - BILL STASEK CHEVROLET				<u>1,255.71</u>	<u>1,255.71</u>		
Vendor 0747 - BROOKS-ALLAN							

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Vendor 0747 - BROOKS-ALLAN							
46205 00014015	BROOKS-ALLAN POLICE UNIFORMS 001-110-50070	11/23/2022 ZVANKAMPEN POLICE OFFICERS EQUIP.		298.76 298.76	298.76	Open	Y 12/07/2022
Total Vendor 0747 - BROOKS-ALLAN				<u>298.76</u>	<u>298.76</u>		
Vendor 0043 - BRUCE DAYNO							
221201 00014075	BRUCE DAYNO TELEPHONE REIMBURSEMENT 001-110-50520	12/01/2022 DPARTIPILO TELEPHONE EXPENSE		50.00 50.00	50.00	Open	Y 12/15/2022
Total Vendor 0043 - BRUCE DAYNO				<u>50.00</u>	<u>50.00</u>		
Vendor 0722 - BS&A SOFTWARE							
144577 00014039	BS&A SOFTWARE ERP IMPLEMENTATION & SETUP 001-101-60541	11/28/2022 DPARTIPILO BSA IMPLEMENTATION & SETUP		15,630.00 15,630.00	15,630.00	Open	Y 12/14/2022
Total Vendor 0722 - BS&A SOFTWARE				<u>15,630.00</u>	<u>15,630.00</u>		
Vendor 0020 - CANON SOLUTIONS AMERICA INC							
6002528142 00014034	CANON SOLUTIONS AMERICA INC COPIER MAINTENANCE 001-101-60511	11/29/2022 DPARTIPILO OFFICE EQUIPMENT - MAINTENANCE & REPAIRS		11.49 11.49	11.49	Open	Y 12/14/2022
6002529587 00014035	CANON SOLUTIONS AMERICA INC COPIER MAINTENANCE 001-101-60511	11/29/2022 DPARTIPILO OFFICE EQUIPMENT - MAINTENANCE & REPAIRS		15.19 15.19	15.19	Open	Y 12/14/2022
600530 00014065	CANON SOLUTIONS AMERICA INC POLICE COPIER MAINTENANCE 001-110-60511	12/01/2022 DPARTIPILO OFFICE EQUIPMENT - MAINTENANCE & REPAIRS		167.20 167.20	167.20	Open	Y 12/15/2022
Total Vendor 0020 - CANON SOLUTIONS AMERICA INC				<u>193.88</u>	<u>193.88</u>		

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Vendor 0020 - CANON SOLUTIONS AMERICA INC							
Vendor 0024 - CENTRAL MANAGEMENT SERVICES LGHP							
221201CMS 00014072	CENTRAL MANAGEMENT SERVICES LGHP	12/01/2022		11,742.00	11,742.00	Open	Y 12/15/2022
	HEALTH INSURANCE	DPARTIPILO					
	001-101-40100	ADMIN HEALTH INSURANCE		1,149.00			
	001-110-40100	POLICE HEALTH INSURANCE		10,593.00			
Total Vendor 0024 - CENTRAL MANAGEMENT SERVICES LGHP				11,742.00	11,742.00		
Vendor 0026 - CHASE BANK							
221201CHASECC 00014078	CHASE BANK	12/02/2022		887.49	887.49	Open	Y 12/15/2022
	CREDIT CARD CHARGES	DPARTIPILO					
	001-101-90900	MEETING EX, SYMPATHY FLOWERS		446.79			
	001-110-60510	SUPPLIES		18.01			
	001-101-50610	MEMBERSHIP/SUBSCRIPTION		187.99			
	001-110-50070	POLICE OFFICERS EQUIP.		120.03			
	001-101-60541	SOFTWARE		16.92			
	001-101-60700	VILLAGE EVENTS SUPPLIES		97.75			
Total Vendor 0026 - CHASE BANK				887.49	887.49		
Vendor 0718 - COMCAST BUSINESS							
112622xxx1226 00014016	COMCAST BUSINESS	11/26/2022		204.71	204.71	Open	Y 12/07/2022
	DATA AND VOICE	ZVANKAMPEN					
	502-000-50710	UTILITIES		204.71			
221124COMCASTX1 00014040	COMCAST BUSINESS	11/24/2022		453.94	453.94	Open	Y 12/14/2022
	TELEPHONE & INTERNET	DPARTIPILO					
	001-101-50520	TELEPHONE & INTERNET		453.94			
221201COMCASTX1 00014041	COMCAST BUSINESS	12/01/2022		58.15	58.15	Open	Y 12/14/2022
	TELEPHONE & INTERNET	DPARTIPILO					
	502-000-50520	TELEPHONE & INTERNET		58.15			
Total Vendor 0718 - COMCAST BUSINESS				716.80	716.80		
Vendor 0712 - COMED							

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Vendor 0712 - COMED

221201COMEDX214

00014030	COMED STREET LIGHTING 001-104-50720	12/01/2022 DPARTIPILO STREET LIGHTING		178.18	178.18	Open	Y 12/14/2022
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221201COMEDX300

00014031	COMED ELECTRICITY 502-000-50710	12/01/2022 DPARTIPILO LIFT ELECTRICITY		54.43	54.43	Open	Y 12/14/2022
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221201COMEDX711

00014032	COMED ELECTRICITY 502-000-50710	12/01/2022 DPARTIPILO ELECTRICITY		90.64	90.64	Open	Y 12/14/2022
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221201COMEDX008

00014068	COMED ELECTRICITY 502-000-50710	12/01/2022 DPARTIPILO UTILITIES-COMED		70.84	70.84	Open	Y 12/15/2022
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221201COMEDX714

00014069	COMED ELECTRICITY 501-000-50710	12/01/2022 DPARTIPILO UTILITIES-ELECTRICITY		23.06	23.06	Open	Y 12/15/2022
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221201COMEDX014

00014070	COMED RESERVOIR ELECTRICITY 501-000-50710	12/01/2022 DPARTIPILO RESERVOIR ELECTRICITY		1,068.58	1,068.58	Open	Y 12/15/2022
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221201COMEDX613

00014071	COMED LIFT ELECTRICITY 501-000-50710	12/01/2022 DPARTIPILO WATER ELECTRICTY		30.46	30.46	Open	Y 12/15/2022
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Total Vendor 0038 - COMED

1,516.19	1,516.19
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Vendor 0223 - CRITICAL REACH

2815

00014053	CRITICAL REACH ANNUAL SUPPORT 001-110-50610	12/08/2022 DPARTIPILO MEMBERSHIP/SUBSCRIPTION-ANNUAL SUPPORT		110.00	110.00	Open	Y 12/15/2022
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Total Vendor 0223 - CRITICAL REACH

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Vendor 0223 - CRITICAL REACH							
				110.00	110.00		
Vendor 0276 - DIGITAL CURRENCY SYSTEMS							
QB108975							
00014021	DIGITAL CURRENCY SYSTEMS	12/01/2022		935.71	935.71	Open	Y
	MONTHLY IT CONSULTANT		DPARTIPILO				12/12/2022
	001-101-50365	IT CONSULTANT		935.71			
Total Vendor 0276 - DIGITAL CURRENCY SYSTEMS				935.71	935.71		
Vendor 0750 - FLOLO CORP							
102782							
00014060	FLOLO CORP	08/31/2022		1,952.50	1,952.50	Open	Y
	LIFT STATIONS MAINTENANCE		DPARTIPILO				12/15/2022
	502-000-50150	LIFT STATION REPAID & MAINTENANCE		1,952.50			
Total Vendor 0750 - FLOLO CORP				1,952.50	1,952.50		
Vendor MISC - FRANK KLAPPERICH							
221201FK							
00014028	FRANK KLAPPERICH	12/01/2022		1,705.00	1,705.00	Open	Y
	REIMBURSEMENT NATIVE TREE PLANTING		DPARTIPILO				12/12/2022
	001-106-50860	NATIVE SEEDING & PLANTING		1,705.00			
Total Vendor MISC - FRANK KLAPPERICH				1,705.00	1,705.00		
Vendor 0056 - GARVEY'S OFFICE PRODUCTS							
PINV2351495							
00014022	GARVEY'S OFFICE PRODUCTS	11/30/2022		17.70	17.70	Open	Y
	OFFICE SUPPLIES		DPARTIPILO				12/12/2022
	001-101-60510	OFFICE SUPPLIES		17.70			
PINV2357603							
00014061	GARVEY'S OFFICE PRODUCTS	12/13/2022		85.39	85.39	Open	Y
	SUPPLIES		DPARTIPILO				12/15/2022
	001-101-90900	MISC.EXPENSE		85.39			
Total Vendor 0056 - GARVEY'S OFFICE PRODUCTS				103.09	103.09		
Vendor 0057 - GEWALT HAMILTON							

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Vendor 0057 - GEWALT HAMILTON							
586.000-28 00014076	GEWALT HAMILTON WATER OPERATOR 501-000-50360	11/29/2022 DPARTIPILO WATER OPERATOR		13,365.94 13,365.94	13,365.94	Open	Y 12/15/2022
303G 00014077	GEWALT HAMILTON MISCELLANEOUS PROJECTS 001-102-50360 501-000-50360 505-000-80300 501-000-60520 001-104-50140 505-000-50320 001-104-50433 001-101-50320 001-104-60520 501-000-50320 001-104-50320	11/29/2022 DPARTIPILO LOT REVIEW UB SETUP ROAD PROGRAM SUPPLIES-REIMBURSABLES FEDERAL LIFE REDEVELOPMENT FLATWOODS HERITAGE CENTER NPDES COMPLIANCE GENERAL ENGINEEING REIMBERSIBLE EXPENSE AMR UPGRADE ENGINEER EXPENSE		29,089.63 214.50 5,109.00 2,665.48 150.75 8,535.50 286.00 72.50 7,629.00 1,436.40 362.50 2,628.00	29,089.63	Open	Y 12/15/2022
Total Vendor 0057 - GEWALT HAMILTON				42,455.57	42,455.57		
Vendor 0737 - GOVHR USA LLC							
4074664 00014023	GOVHR USA LLC FINANCIAL CONSULTANT 001-101-50360	11/10/2022 DPARTIPILO OTHER PROF.SERVICES		6,160.00 6,160.00	6,160.00	Open	Y 12/12/2022
4083240 00014024	GOVHR USA LLC FINANCIAL CONSULTANT 001-101-50360	11/24/2022 DPARTIPILO OTHER PROF.SERVICES		7,455.00 7,455.00	7,455.00	Open	Y 12/12/2022
Total Vendor 0737 - GOVHR USA LLC				13,615.00	13,615.00		
Vendor 0034 - HUVARD LAW FIRM							
300.503.001.011 00014010	HUVARD LAW FIRM REDEVELOPMENT IMPACT TO TIF 503-000-50330	12/05/2022 ZVANKAMPEN LEGAL EXPENSE		525.00 525.00	525.00	Open	Y 12/07/2022

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Vendor 0034 - HUVARD LAW FIRM							
33.001.023 00014026	HUVARD LAW FIRM NOVEMBER 2022 LEGAL 001-101-50330	12/05/2022 DPARTIPILO LEGAL EXPENSE		11,928.00	11,928.00	Open	Y 12/12/2022
300.504.002.007 00014027	HUVARD LAW FIRM TIF #2 LEGAL NOVEMBER 2022 503-000-50330	12/05/2022 DPARTIPILO LEGAL EXPENSE		10,815.00	10,815.00	Open	Y 12/12/2022
Total Vendor 0034 - HUVARD LAW FIRM				23,268.00	23,268.00		
Vendor 0669 - ILLINOIS COUNTIES RISK MANAGEMENT T							
221201ICRMT 00014062	ILLINOIS COUNTIES RISK MANAGEMENT T RISK MANAGEMENT 2022-2023 001-101-40110 001-101-40130	12/01/2022 DPARTIPILO PROPERTY & LIABILITY WORKERS COMPENSATION		123,750.00	123,750.00	Open	Y 12/15/2022
Total Vendor 0669 - ILLINOIS COUNTIES RISK MANAGEMENT T				123,750.00	123,750.00		
Vendor 0083 - INNER SECURITY SYSTEMS INC.							
R8026 00014036	INNER SECURITY SYSTEMS INC. ALARM MONITORING & MAINTENANCE 001-101-60511	12/02/2022 DPARTIPILO ALARM MONITORING & MAINTENANCE		260.97	260.97	open	Y 12/14/2022
Total Vendor 0083 - INNER SECURITY SYSTEMS INC.				260.97	260.97		
Vendor 0641 - LAUTERBACH & AMEN,LLP							
73307 00014063	LAUTERBACH & AMEN,LLP MONTHLY ACCOUNTING EXPESE 001-101-50310	12/05/2022 DPARTIPILO		15,395.00	15,395.00	Open	Y 12/15/2022
Total Vendor 0641 - LAUTERBACH & AMEN,LLP				15,395.00	15,395.00		
Vendor 0298 - LEADS ONLINE							

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Vendor 0298 - LEADS ONLINE							
402775 00014054	LEADS ONLINE ANNUAL SUBSCRIPTION 001-110-60543	12/15/2022 DPARTIPILO SOFTWARE - MAINTENANCE		2,819.00 2,819.00	2,819.00	Open	Y 12/15/2022
Total Vendor 0298 - LEADS ONLINE				<u>2,819.00</u>	<u>2,819.00</u>		
Vendor 0115 - LUND INDUSTRIES							
102623 00014067	LUND INDUSTRIES 2021 DURANGO REPAIR #65 001-110-50010	12/13/2022 DPARTIPILO AUTO - REPAIRS & MAINTENANCE		225.00 225.00	225.00	Open	Y 12/15/2022
Total Vendor 0115 - LUND INDUSTRIES				<u>225.00</u>	<u>225.00</u>		
Vendor 0531 - MELISSA C.WACH							
221201WACH 00014079	MELISSA C.WACH VILLAGE PROSECUTION 001-110-50330	12/01/2022 DPARTIPILO VILLAGE PROSECUTOR		5,958.00 5,958.00	5,958.00	Open	Y 12/15/2022
Total Vendor 0531 - MELISSA C.WACH				<u>5,958.00</u>	<u>5,958.00</u>		
Vendor 0125 - MICHAEL P.MURRIN							
113022 00014012	MICHAEL P.MURRIN VARIOUS INSPECTIONS 001-102-50380	11/30/2022 ZVANKAMPEN PLUMBING INSPECTION FEES		490.00 490.00	490.00	Open	Y 12/07/2022
Total Vendor 0125 - MICHAEL P.MURRIN				<u>490.00</u>	<u>490.00</u>		
Vendor 0650 - MOTOROLA SOLUTIONS-STARCOM121							
6858820220901 00014058	MOTOROLA SOLUTIONS-STARCOM121 RADIO MAINTENANCE 001-110-50220	12/01/2022 DPARTIPILO DISPATCH SERVICES		282.00 282.00	282.00	open	Y 12/15/2022
Total Vendor 0650 - MOTOROLA SOLUTIONS-STARCOM121				<u>282.00</u>	<u>282.00</u>		

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Vendor 0143 - NORTHWEST COMMUNITY HOSPITAL

29098` 00014080	NORTHWEST COMMUNITY HOSPITAL EMPLOYMENT PHYSICAL 001-110-50090	12/01/2022 DPARTIPILO EMPLOYEE HIRING EXP.		81.00	81.00	Open	Y 12/15/2022
				81.00			

Total Vendor 0143 - NORTHWEST COMMUNITY HOSPITAL

81.00	81.00
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Vendor 0147 - O'HERRON CO., INC

2236144 00014056	O'HERRON CO., INC POLICE EQUIPMENT 001-110-50070	11/30/2022 DPARTIPILO POLICE OFFICERS EQUIP.		142.47	142.47	Open	Y 12/15/2022
				142.47			
2238310 00014057	O'HERRON CO., INC POLICE EQUIPMENT 001-110-50070	12/09/2022 DPARTIPILO POLICE OFFICERS EQUIP.		308.00	308.00	Open	Y 12/15/2022
				308.00			

Total Vendor 0147 - O'HERRON CO., INC

450.47	450.47
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Vendor 0148 - ORPHANS OF THE STORM

221201ORPHANS 00014055	ORPHANS OF THE STORM ANIMAL CONTROL 001-110-50230	12/01/2022 DPARTIPILO ANIMAL CONTROL		100.00	100.00	Denied	N 12/15/2022
				100.00			

Total Vendor 0148 - ORPHANS OF THE STORM

100.00	100.00
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Vendor MISC - PRASAD RAO

221129RAO 00014082	PRASAD RAO DEPOSIT REFUND 701-000-20200	12/05/2022 DPARTIPILO COMPLETION BOND REFUND		33,589.58	33,589.58	Open	Y 12/19/2022
				33,589.58			

Total Vendor MISC - PRASAD RAO

33,589.58	33,589.58
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Vendor 0695 - RGN & SONS LANDSCAPING INC.

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Vendor 0695 - RGN & SONS LANDSCAPING INC.							
221130RGN 00014064	RGN & SONS LANDSCAPING INC. LANDSCAPING 001-101-50130	12/01/2022 DPARTIPILO GROUNDS - VILLAGE PROPERTY		5,550.00 5,550.00	5,550.00	Open	Y 12/15/2022
Total Vendor 0695 - RGN & SONS LANDSCAPING INC.				<u>5,550.00</u>	<u>5,550.00</u>		
Vendor 0723 - SB FRIEDMAN DEVELOPMENT ADVISORS LL							
0077.22.1 00014083	SB FRIEDMAN DEVELOPMENT ADVISORS LL FISCAL IMPACT 504-000-50360	11/04/2022 DPARTIPILO FISCAL IMPACT		14,131.25 14,131.25	14,131.25	Open	Y 12/19/2022
0078.2.1 00014084	SB FRIEDMAN DEVELOPMENT ADVISORS LL LEXINGTON 504-000-50360	11/04/2022 DPARTIPILO LEXINGTON DEAL		7,201.25 7,201.25	7,201.25	Open	Y 12/19/2022
Total Vendor 0723 - SB FRIEDMAN DEVELOPMENT ADVISORS LL				<u>21,332.50</u>	<u>21,332.50</u>		
Vendor 0631 - SE INC.							
22-31399 00014011	SE INC. BOLLARD POLICE BLDG 001-110-50120	08/08/2022 ZVANKAMPEN BUILDING - EQUIPMENT		795.23 795.23	795.23	Open	Y 12/07/2022
22-31587 00014042	SE INC. HALLOWEEN DECORATIONS 001-101-90900	10/06/2022 DPARTIPILO HALLOWEEN DECORATIONS		55.50 55.50	55.50	Open	Y 12/14/2022
22-31669 00014043	SE INC. CLEAN UP FOR HALLOWEEN EVENT 001-101-90900	10/24/2022 DPARTIPILO CLEAN UP FOR HALLOWEEN EVENT		489.50 489.50	489.50	Open	Y 12/14/2022
22-31672 00014044	SE INC. GENERAL MAINTENANCE 001-101-50110	10/27/2022 DPARTIPILO GENERAL MAINTENANCE		816.70 816.70	816.70	Open	Y 12/14/2022

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Vendor 0631 - SE INC.							
22-31706 00014045	SE INC. POLICE CHIEF CAMERA CABLE REPAIR 001-110-60511	11/01/2022 DPARTIPILO POLICE CHIEF CAMERA CABLE REPAIR		85.00 85.00	85.00	Open	Y 12/14/2022
22-31707 00014046	SE INC. CLEANING 001-101-50110	11/04/2022 DPARTIPILO VOTING CLEANING		245.00 245.00	245.00	Open	Y 12/14/2022
22-31713 00014047	SE INC. REMOVAL OF FALLEN TREES 001-102-50351	11/07/2022 DPARTIPILO REMOVAL OF FALLEN TREES		936.00 936.00	936.00	Open	Y 12/14/2022
22-31719 00014048	SE INC. VARIOUS PROJECTS 001-101-50110 001-101-50130 001-110-50120	11/09/2022 DPARTIPILO VARIOUS PROJECTS STREET SIGN REPAIR CAMERA REPAIR		205.35 111.00 66.60 27.75	205.35	Open	Y 12/14/2022
22-31735 00014049	SE INC. SNOWREMOVAL VARIOUS LOCATIONS 001-101-50180	11/15/2022 DPARTIPILO SNOWREMOVAL VARIOUS LOCATIONS		1,500.00 1,500.00	1,500.00	Open	Y 12/14/2022
22-31745 00014050	SE INC. REPAIRS TO BATHROOL POLICE 001-101-50115	11/15/2022 DPARTIPILO REPAIRS TO BATHROOL POLICE		93.94 93.94	93.94	Open	Y 12/14/2022
22-31749 00014051	SE INC. SOWPLOWING 001-101-50180	11/18/2022 DPARTIPILO SNOW REMOVAL		600.00 600.00	600.00	open	Y 12/14/2022
22-31795 00014052	SE INC. FAUCET REPAIR 001-101-50115	11/29/2022 DPARTIPILO FAUCET REPAIR		180.00 180.00	180.00	Open	Y 12/14/2022

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/05/2022 - 12/19/2022

POSTED AND UNPOSTED

OPEN AND PAID

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0631 - SE INC.							
22-31824 00014066	SE INC. REMOVAL OF FALLEN TREES 001-102-50351	11/07/2022 DPARTIPILO TREE REMOVAL HEALTH & SAFETY		468.01 468.01	468.01	Open	Y 12/15/2022
22-31783 00014081	SE INC. CLEANING 001-110-50110 001-101-50110	12/01/2022 DPARTIPILO POLICE VILLAGE HALL		1,150.00 400.00 750.00	1,150.00	Open	Y 12/15/2022
Total Vendor 0631 - SE INC.				<u>7,620.23</u>	<u>7,620.23</u>		
Vendor 0749 - SOUTHERN POLICE INSTITUTE							
SPI-923M38-01 00014059	SOUTHERN POLICE INSTITUTE TRAINING-MACIAREILLO 001-110-50630	12/13/2022 DPARTIPILO TRAINING EXPENSE		650.00 650.00	650.00	Open	Y 12/15/2022
Total Vendor 0749 - SOUTHERN POLICE INSTITUTE				<u>650.00</u>	<u>650.00</u>		
Vendor 0179 - STERLING CODIFIERS /AMERICAN LEGAL							
21831 00014025	STERLING CODIFIERS /AMERICAN LEGAL WEB HOSTING FOR CODIFYING 001-101-50610	11/30/2022 DPARTIPILO CODIFICATION FEE		500.00 500.00	500.00	open	Y 12/12/2022
Total Vendor 0179 - STERLING CODIFIERS /AMERICAN LEGAL				<u>500.00</u>	<u>500.00</u>		
Vendor 0195 - THOMPSON ELEVATOR INSPECTION							
22-2333 00014009	THOMPSON ELEVATOR INSPECTION ELEVATOR INSPECTIONS-VARIOUS LOCATION 001-102-50340	09/22/2022 ZVANKAMPEN ELEVATOR INSPECTIONS		301.00 301.00	301.00	Open	Y 12/07/2022
Total Vendor 0195 - THOMPSON ELEVATOR INSPECTION				<u>301.00</u>	<u>301.00</u>		
Vendor 0196 - THOMSON REUTERS - WEST							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/05/2022 - 12/19/2022

POSTED AND UNPOSTED

OPEN AND PAID

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0196 - THOMSON REUTERS - WEST							
847454960 00014018	THOMSON REUTERS - WEST SOFTWARE SUBSCRIPTION 001-110-60543	12/01/2022 DPARTIPILO SOFTWARE - MAINTENANCE		255.27 255.27	255.27	Open	Y 12/08/2022
Total Vendor 0196 - THOMSON REUTERS - WEST				<u>255.27</u>	<u>255.27</u>		
Vendor 0200 - TRAVELERS INSURANCE							
221128SSA30 00014033	TRAVELERS INSURANCE HOA INSURANCE 130-000-90900	11/28/2022 DPARTIPILO INSURANCE		453.00 453.00	453.00	Open	Y 12/14/2022
Total Vendor 0200 - TRAVELERS INSURANCE				<u>453.00</u>	<u>453.00</u>		
Vendor 0229 - VADIM MUNICIPAL SOFTWARE, INC							
365449 00014073	VADIM MUNICIPAL SOFTWARE, INC UB EBILLING 501-000-60543	11/10/2022 DPARTIPILO SOFTWARE		17.84 17.84	17.84	Open	Y 12/15/2022
Total Vendor 0229 - VADIM MUNICIPAL SOFTWARE, INC				<u>17.84</u>	<u>17.84</u>		
Vendor 0207 - VILLAGE OF DEERFIELD							
52885 00014029	VILLAGE OF DEERFIELD WATER USAGE 501-000-50750	12/09/2022 DPARTIPILO WATER USAGE		(329.87) (329.87)	(329.87)	Open	Y 12/14/2022
Total Vendor 0207 - VILLAGE OF DEERFIELD				<u>(329.87)</u>	<u>(329.87)</u>		
Vendor 0209 - VILLAGE OF NORTHBROOK							
221208NBK 00014037	VILLAGE OF NORTHBROOK WATER PURCHASE 501-000-50770	12/08/2022 DPARTIPILO WATER PURCHASE		42,457.54 42,457.54	42,457.54	Open	Y 12/14/2022
Total Vendor 0209 - VILLAGE OF NORTHBROOK				<u>42,457.54</u>	<u>42,457.54</u>		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/05/2022 - 12/19/2022

POSTED AND UNPOSTED

OPEN AND PAID

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0729 - WEX BANK							
85616730							
00014074	WEX BANK	12/21/2022		1,859.40	1,859.40	Open	Y
	FUEL		DPARTIPILO				12/15/2022
	001-110-60550	GASOLINE		1,859.40			
Total Vendor 0729 - WEX BANK				<u>1,859.40</u>	<u>1,859.40</u>		

# of Invoices:	74	# Due: 74	Totals:	389,784.92	389,784.92
# of Credit Memos:	1	# Due: 1	Totals:	(329.87)	(329.87)
Net of Invoices and Credit Memos:				389,455.05	389,455.05

--- TOTALS BY FUND ---

001 GENERAL	254,196.67	254,196.67
130 SSA 30 BURR OAK TRAIL	453.00	453.00
501 CONSOLIDATED WATER FUND	63,160.55	63,160.55
502 SEWER FUND	2,431.27	2,431.27
503 MILWAUKEE/DEERFIELD TIF	11,340.00	11,340.00
504 TIF # 2	21,332.50	21,332.50
505 CAPITAL PROJECT FUND	2,951.48	2,951.48
701 PERFORMANCE BONDS	33,589.58	33,589.58

--- TOTALS BY DEPT/ACTIVITY ---

000	135,258.38	135,258.38
101 ADMINISTRATION	206,584.08	206,584.08
102 BUILDING DEPARTMENT	6,456.18	6,456.18
104 ROAD & BRIDGE & STORM WATER	12,850.58	12,850.58
106 WOODLAND MANAGEMENT	1,705.00	1,705.00
110 POLICE	26,600.83	26,600.83

Finance and Treasurer's Report – Finance

Following are the financial reports for eleven months of FY2022. Some highlights include:

General Fund

- The YTD gain in Operating Net Income was \$561,986 which is up almost \$130k compared to last year's YTD gain. Additionally, we are up \$435,658 in YTD Net Income compared to the annual Budgeted Net Income.
- Revenue is \$220,275 above the annual budget and Expenditures are \$215,383 below annual budget.
- Administration revenues exceeded annual budget by \$287,531. All other departments are generally in line with their expected annual budget. Notable is the State Income Tax revenue that is almost \$190k over the annual budget.

Change in Cash

- Overall cash increased by \$348,516 driven primarily by an increase in the General Fund and Capital Fund activity.
- The General Fund increase is a reflection of State/Local Tax and Property tax disbursements
- The Capital Fund received \$150,100 in grant revenue.
- Total cash remains very strong totaling \$15,811,038 at month's end.

Miscellaneous

- BS&A Go-Live for General Ledger, Accounts Payable and Cash Receipt Modules was 12/5/2022

Village of Riverwoods
Summary of Revenues and Expenses
For Period Ended November 30, 2022 (92% of fiscal year) - Unaudited

	November	Budget MTD	Prior MTD	Actual YTD	Budget YTD	Prior YTD	Annual Budget	Variance to Budget
General Fund								
Revenues								
Administration	\$209,466	\$170,622	\$158,944	\$2,334,997	1,876,844	1,812,519	2,047,466	287,531
Building	34,745	\$30,995	23,679	322,632	340,945	173,287	371,940	(49,308)
Road and Bridge	741	\$1,667	307	26,197	18,333	22,541	20,000	6,197
Woodland	1,775	\$2,375	825	6,076	26,125	45,350	28,500	(22,424)
Police	49,626	\$105,671	18,107	1,266,328	1,162,379	1,119,389	1,268,050	(1,722)
Total Revenue	296,353	311,330	201,862	3,956,231	3,424,626	3,173,086	3,735,956	220,275
Expenditures								
Administration	96,254	\$88,000	37,923	1,026,655	967,996	812,904	1,055,996	(29,341)
Building	21,999	\$28,875	6,888	275,419	317,622	121,531	346,497	(71,077)
Road and Bridge	2,386	\$1,518	(13,455)	124,595	16,702	175,826	18,221	106,375
Drainage	-	\$2,233	1,500	2,173	24,567	14,208	26,800	(24,627)
Woodland	442	\$5,750	-	91,522	63,250	34,864	69,000	22,522
Police	143,112	\$174,426	30,935	1,873,880	1,918,689	1,578,175	2,093,115	(219,235)
Total Expenditures	264,193	300,802	63,791	3,394,245	3,308,826	2,737,508	3,609,628	(215,383)
Operating Net Income/(Loss)	32,160	10,527	138,071	561,986	115,800	435,578	126,328	435,658
Transfers								
	-	-	-	3,000,000	-	1,000,000	3,000,000	-
Net Income/(Loss)	32,160	10,527	138,071	(2,438,014)	115,800	(564,422)	(2,873,672)	435,658
Motor Fuel Tax Fund - Fund 104								
Revenues	12,916	\$8,375	12,844	216,053	92,125	222,768	100,500	115,553
Expenditures	-	-	15,994	123,968	-	96,993	-	123,968
Net Income/(Loss)	12,916	8,375	(3,150)	92,085	92,125	125,775	100,500	(8,415)
Water Fund - Fund 501								
Revenues	111,945	\$93,500	101,425	1,018,519	1,028,500	940,074	1,122,000	(103,481)
Expenditures	85,253	\$102,651	248,333	1,282,108	1,129,161	1,289,527	1,231,812	50,296
Net Income/(Loss)	26,692	(9,151)	(146,908)	(263,589)	(100,661)	(349,453)	(109,812)	(153,777)
Sewer Fund - Fund 502								
Revenues	50,807	\$38,583	61,446	468,293	424,417	536,080	463,000	5,293
Expenditures	(7,476)	\$41,886	8,514	175,964	460,743	281,080	502,629	(326,665)
Net Income/(Loss)	58,283	(3,302)	52,932	292,329	(36,326)	255,000	(39,629)	331,958
Capital Project Fund - Fund 505								
Revenues	150,100	\$270,176	-	3,359,692	2,971,941	1,242,117	3,242,117	117,575
Expenditures	-	\$70,284	-	930	773,128	109,734	843,412	(842,483)
Net Income/(Loss)	150,100	199,892	-	3,358,762	2,198,813	1,132,383	2,398,705	960,057
Remaining Balance								

*YTD budget amounts are now adjusted to incorporate expected month to month variations for ADM, POL, WTR & SWR revenue and WTR expense

END OF MONTH CHANGE IN CASH BALANCES

Fund	Fund #	Oct-22	Nov-22	Change
General	001	\$ 4,475,326	\$ 4,576,154	\$ 100,829
MFT	104	\$ 994,581	\$ 1,007,549	\$ 12,968
Water	501	\$ 1,930,125	\$ 1,974,889	\$ 44,765
Sewer	502	\$ 2,105,513	\$ 2,163,235	\$ 57,722
TIF 1	503	\$ 1,402,421	\$ 1,396,909	\$ (5,513)
TIF 2	504	\$ (40,620)	\$ (52,975)	\$ (12,355)
Capital	505	\$ 4,595,176	\$ 4,745,276	\$ 150,100
Total		15,462,522	15,811,038	348,516

9. SWALCO PRESENTATION

Memo

To: Riverwoods Board of Trustees

From: John Norris, SWALCO Village Representative

Background:

As I believe you are aware, SWALCO has a compost-use program established as part of its efforts to divert food scraps from the waste stream. I have attached a fact sheet providing information on a program that may be of use to our Village. The Board may wish to give further consideration to this awareness program which could be useful to residents.

SWALCO has received a grant from the USDA. Two primary goals associated with the grant were: to increase the use of compost and to increase the public's awareness of food scrap collection programs. Other supported programs include the use of compost in construction projects and the purchase of compost for resident use. After review, those programs were not considered to be useful for Riverwoods.

A video has been developed to increase awareness of food scrap collection programs in SWALCO member communities. Riverwoods residents may not be aware of the food scrap collection options they have in their contracts with LRS (Lakeshore Recycling System). SWALCO has offered to make the video available for Village review, and for an additional cost, the video can be customized to include the LRS options available for compost collection. Ideally, the video could be available for use by March/April as yard waste programs start up again.

Recommendation:

Review the video, and if agreeable in terms of content and cost, post the video on the Village website.

Boost your Food Waste Collection Program Education



POST THIS VIDEO

With funding from the USDA Grant, SWALCO created a two-and-a-half minute Composting Connection Podcast video to help enforce the message that directing food waste to compost is a piece of cake when your community waste collection service includes either a seasonal ride-along or year-round food waste collection service. Please post this video to your social media and web site.

WHAT CAN YOU DO NEXT

Many of your residents are not aware of the food scrap collection options that you are already providing. A great way to increase awareness is have this video customized for your community. We have arranged several customization options outlined to the right.

Copy the video from the QR Code or the link below:



<https://m.youtube.com/watch?v=aFuoYtwtfS8&feature=youtu.be>

CUSTOMIZED VERSION 1:

Includes:

Municipal Logo and customized call to action which includes a voice over with your municipality name being read at the beginning and end of the video.

Cost \$250.00

CUSTOMIZED VERSION 2:

Includes:

Everything provided in Customized Version 1;

Plus: A produced video segment via Zoom featuring a composting spokesperson from your own municipality.

Cost \$1,000.00

CUSTOMIZED VERSION 3:

Includes:

Everything provided in Customized Version 1 & 2;

Plus: A produced on location video segment (in Lake County) demonstrating home composting "best practices".

Cost \$2,000.00

CALL US FOR MORE INFO: (847) 377-4952

POLICE REPORT



Riverwoods Police Incident Analysis Report

Summary by Incident Type

12/19/2022



Activity is Through December 15th of Each Year

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
46 (7503) (Mortorist Assist)	78	76	52
50 PD (7572) (Crash Property Damage)	73	66	52
50 PI (7571) (Crash Personal Injury)	11	7	13
50 Priv Prop (7573) (Crash Private Property)	8	7	4
911 Hang up (7911)	16	19	30
Ambulance (7021)	284	198	141
Animal Problem (7245)	66	76	63
AOA (7001)	227	195	213
Armed Robbery (0310)	-	-	-
Assault (0500)	1	1	-
Attempt Suicide (7221)	1	-	-
Battery - Simple (0460)	2	1	-
Battery (0400)	3	1	-
Burg - From Motor Veh (0760)	2	-	5
Burglar Alarm (7082)	205	193	193
Burglary - Residential (0625)	4	6	5
Burglary (0600)	2	1	2
Cell 911 (7912)	2	-	1
Child Seat Inspect (7042)	7	5	1
Construction Comp (7078)	-	1	3
Controlled Substance (2000)	-	-	1
Credit Card Fraud (1150)	2	2	2
Crim Damage to Prop (1310)	3	4	3
Crim Sexual Assault (1563)	-	-	1
Crim Trespass to Land (1330)	-	-	-
Crim Trespass to Veh (1360)	-	-	1
Death Investigation (7231)	4	1	2
Deceptive Practice (1110)	5	7	6
Domestic Battery (0486)	-	2	3
Domestic Trouble (7130)	17	16	9
DUI (2410)	47	64	39
Fingerprinting (7039)	12	6	4
Fire Alarm (0733)	39	41	35
Fire Call (7024)	28	37	40
Fireworks Complaints (3001)	8	2	3
Forgery (1120)	-	-	1
Found Animal (7246)	11	17	9
Found Prop. (7156)	2	4	7
Harassment by Telephone (2825)	1	5	5
Hold Up Alarm (7083)	15	28	20
Identity Theft (7198)	15	47	68
Lock out - Vehicle (7051)	18	25	21
Lost / Mislaid Prop (7144)	9	6	6
Missing Person (7178)	2	2	5
Noise Comp (7078)	27	37	23
Notification (7049)	16	18	18
Other Comp (7079)	65	59	50
Other Investigation (7199)	35	31	27

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
Other Trouble (7139)	4	6	1
Parking Complaint (7522)	25	16	7
Premise Exam (7041)	1205	1280	652
Public Service (7040)	50	39	61
Roadway Debris (7250)	19	56	26
Solicitor (7063)	8	8	12
Suicide (7211)	-	-	-
Suspicious Auto (7123)	56	50	67
Suspicious Person (7123)	35	27	33
Telephone Threat (2820)	-	1	2
Theft from Motor Veh (0710)	3	-	-
Theft of Motor Veh (0910)	2	-	1
Theft Over \$500 (0815)	2	7	1
Theft Under \$500 (0825)	4	7	6
Traffic Complaint (7521)	56	58	48
Turned in Weapon/Ammo (7160)	1	-	3
Village Ord. Violation (7500)	25	23	26
Well Being Check (7045)	42	40	47
Total:	2910	2932	2180
Crime Prevention Notices	515	529	537
Case Reports	211	264	249
Traffic Stops	1866	2384	1411
Number of Citations issued	734	826	589
Number of Persons Issued Citations	514	562	425

29 houses are currently on the Vacation Watch list and are checked regularly.

NEW BUSINESS

Agenda Item 14 (a)

APPROVAL FOR THE PURCHASE OF A REPLACEMENT POLICE DEPARTMENT SQUAD SUV AND RELATED EQUIPMENT

ISSUE: Approve the purchase from Highland Park Ford, 1333 Park Ave, Highland Park, IL for \$46,207 for a 2023 Police Interceptor Ford Explorer Hybrid and \$18,000 to Lund Industries for related vehicle stripping, equipment, and installation, totaling \$64,207.

Recommendation: Approve

Background:

The Police Department is scheduled to replace a 2019 Chevrolet Tahoe in the fleet in 2023, which was included in the proposed 2023 police budget proposal sent to Trustee Clayton earlier this year.

The State of Illinois Joint Purchasing Master Contract for the 2023 Police Interceptor Ford Explorer Hybrid was awarded to Sutton Chevrolet in Matteson, IL for the low base price bid of \$42,424. With the needed options, the total is **\$53,539**

The Highland Park Ford base quote for the same vehicle was \$35,092. With needed options at the same option pricing as in the State bid, the total quote is **\$46,207**.

The Police Department is requesting authorization to purchase a Police Interceptor 2023 Ford Explorer Hybrid SUV from Highland Park Ford for \$46,207 and to pay Lund Industries up to an additional \$18,000 for related stripping, equipment, and installation, **for a total of \$64,207**

ATTACHED DOCUMENTS:

State of Illinois Joint Purchasing Master Contract bid
Highland Park Ford Quote

RESPONSIBILITY: Chief

VEHICLE BUYERS ORDER


SUPERSTORE
 1333 Park Ave West • Highland Park, IL 60035
 847.433.7200 • 847.831.5880 • 847.433.0356 Fax
 www.hpfordlincoln.com

PURCHASER'S NAME RIVERWOODS P. D.
(PRINT OR TYPE)

STOCK NO. _____
 DATE AUG 26 2022

PLEASE ENTER MY ORDER FOR ONE NEW USED DEMO AS FOLLOWS:

MAKE	MODEL	COLOR	TYPE	YEAR
2023 Ford	EXPLORE	SILVER	Police Interceptor	20
SERIAL NO. AND/OR ENGINE NO.			TO BE DELIVERED ON OR ABOUT	20

CASH PRICE OF VEHICLE <u>99W/44B HYBRID 3.3LITER/10SPEED TRANS</u>	<u>35092</u>
<u>17T CARBO DOME</u>	
<u>21L FRONT AUX LIGHT</u>	
<u>43D COURTESY DISABLE</u>	
<u>47A ENGINE IDLE</u>	
<u>87R RR VIEW MIRROR/CAM</u>	
<u>90D LH DR PANEL</u>	
<u>51R DRIVER LED SPOT LAMP</u>	
<u>55B BLIND SPOT INFO</u>	
<u>55F KEYLESS 4-FOB</u>	
<u>66A FRONT HEADLAMP</u>	
<u>68B PERIMETER ALERT</u>	
<u>76P PRECOLLISION ASSIST</u>	TOTAL <u>46209</u>
<u>76R REVERSE SENSING</u>	TAX
<u>59B KEY ALIKE</u>	

LICENSE TRANSFER	TITLE	REGISTRATION FEE	
(1) TOTAL CASH DELIVERED PRICE			

DOWN PAYMENT	CASH DEPOSIT SUBMITTED WITH ORDER	
	ALLOWANCE FOR USED VEHICLE TRADE-IN, AS APPRAISED	
	LESS BALANCE OWING TO	
(2) TOTAL DOWN PAYMENT		

DESCRIPTION OF TRADE-IN				AMT. DUE ON DELIVERY (1 Less 2)	
MAKE	MODEL	TYPE	YEAR		
ENG. NO.	LICENSE NO.	TITLE NO.			
SER. NO.					

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALER; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS — NOT EXPRESSLY WARRANTED OR GUARANTEED".

The front and back of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same as been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement.

THIS ORDER IS NOT A BINDING CONTRACT.
 I have read the matter printed on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, or older, and hereby acknowledge receipt of a copy of this order.

SALESMAN [Signature]
 APPROVED _____
THIS ORDER IS NOT VALID UNLESS SIGNED AND ACCEPTED BY DEALER
 BY _____

SIGNED: _____ PURCHASER
 ADDRESS 845 SAUNDERS ROAD
RIVERWOODS IL 60015
 PHONE (RES.) 224-804-7832 (BUS.) _____

CREDIT APPROVED: _____



2023 Ford Explorer Police Utility
State of Illinois
Joint Purchasing Master Contract



ORDER CUTOFF DATE: Friday, September 9, 2022



Contact: Brittany Hall, Fleet Manager
Phone: 708-720-8035
Email: bhall@suttonford.com

Please contact us to learn about ready for the road turnkey packages and municipal leasing options.

**Base Vehicles,
Optional Equipment,
and Upfitting**

Vehicle Quantity:

Base Vehicle Bid Lines

BID LINE	ENGINES	Option Code	Price	Selection
STD	Police Interceptor Utility AWD	K8A	STD	STD
46	AWD 3.3L V6 Direct-Injection Hybrid Engine System with 10-Speed Automatic Transmission (136-MPH Top Speed)- Includes all standard equipment: Power windows and door locks; Air conditioning and heat climate control; AM/FM radio, clock and bluetooth capability; Cruise control, Front cloth bucket seats with power driver's seat; Rear vinyl split bench seat; heated foldaway power exterior mirrors; Keyless entry with single key for entry, ignition, trunk and glovebox; 3 key sets for each vehicle; Steering wheel program.; Noise suppression ground straps; Rear view camera in center stack; Secure idle; Each vehicle individually keyed	99W/44B	\$ 42,424.00	<input type="checkbox"/>
49	AWD 3.3L V6 Direct-Injection FFV with 10-Speed Automatic Transmission (136-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank- Includes all standard equipment: Power windows and door locks; Air conditioning and heat climate control; AM/FM radio, clock and bluetooth capability; Cruise control, Front cloth bucket seats with power driver's seat; Rear vinyl split bench seat; heated foldaway power exterior mirrors; Keyless entry with single key for entry, ignition, trunk and glovebox; 3 key sets for each vehicle; Steering wheel program.; Noise suppression ground straps; Rear view camera in center stack; Secure idle; Each vehicle individually keyed	99B/44U	\$ 39,923.00	<input type="checkbox"/>
50	AWD 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission – (148-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank) -Includes all standard equipment: Power windows and door locks; Air conditioning and heat climate control; AM/FM radio, clock and bluetooth capability; Cruise control, Front cloth bucket seats with power driver's seat; Rear vinyl split bench seat; heated foldaway power exterior mirrors; Keyless entry with single key for entry, ignition, trunk and glovebox; 3 key sets for each vehicle; Steering wheel program.; Noise suppression ground straps; Rear view camera in center stack; Secure idle; Each vehicle individually keyed	99C/44U	\$ 43,301.00	<input type="checkbox"/>

COLORS	Option Code	Price	Selection
Medium Brown Metallic	BU	N/C	<input type="checkbox"/>
Arizona Beige Metallic Clearcoat	E3	N/C	<input type="checkbox"/>
Vermillion Red	E4	N/C	<input type="checkbox"/>
Blue Metallic	FT	N/C	<input type="checkbox"/>
Smokestone Metallic	HG	N/C	<input type="checkbox"/>
Kodiak Brown Metallic	J1	N/C	<input type="checkbox"/>
Dark Toreador Red Metallic	JL	N/C	<input type="checkbox"/>
Iconic Silver Metallic	JS	N/C	<input type="checkbox"/>
Dark Blue	LK	N/C	<input type="checkbox"/>
Royal Blue	LM	N/C	<input type="checkbox"/>
Light Blue Metallic	LN	N/C	<input type="checkbox"/>
Silver Grey Metallic	TN	N/C	<input type="checkbox"/>
Sterling Grey Metallic	UJ	N/C	<input type="checkbox"/>
Agate Black	UM	N/C	<input type="checkbox"/>
Medium Titanium Metallic	YG	N/C	<input type="checkbox"/>
Oxford White	TYZ	N/C	<input type="checkbox"/>
Carbonized Grey	M7	N/C	<input type="checkbox"/>

Vehicle Options

EQUIPMENT GROUP	Option Code	Price	Selection
Interior Upgrade Package <ul style="list-style-type: none"> • 1-and 2-Row Carpet Floor Covering • Cloth Seats – Rear • Center Floor Console less shifter (Maintains Column Shifter) • Includes Console and Top Plate with 2 cup holders • Floor Mats, front and rear (carpeted) • Includes SYNC 3® 	65U	\$ 367.00	<input type="checkbox"/>
Front Headlamp Lighting Solution <ul style="list-style-type: none"> • Includes LED Low beam/High beam headlamp, Wig-wag function and (2) Red/Blue/White LED side warning lights in each headlamp (factory configured: driver's side White/Red / passenger side White/Blue) • Includes pre-wire for grille LED lights, siren and speaker (60A) • Wiring, LED lights included (in headlamps only; grille lights not included). Controller "not" included <p>Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)</p>	66A	\$ 841.00	<input type="checkbox"/>
Tail Lamp / Police Interceptor Housing Only <ul style="list-style-type: none"> • Pre-existing holes with standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies) <p>Note: Not available with options: 66B and 67H</p>	86T	\$ 56.00	<input type="checkbox"/>
Tail Lamp Lighting Solution <ul style="list-style-type: none"> • Includes LED lights plus two (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps • LED lights only. Wiring, controller "not" included <p>Note: Not available with option: 67H, 86T Note: Recommend using Ultimate Wiring Package (67U)</p>	66B	\$ 405.00	<input type="checkbox"/>
Rear Lighting Solution <ul style="list-style-type: none"> • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) • LED lights only. Wiring, controller "not" included <p>Note: Not available with option: 67H Note: LED lights only – does "not" include wiring or controller Note: Recommend using Ultimate Wiring Package (67U)</p>	66C	\$ 428.00	<input type="checkbox"/>
Ready for the Road Package: All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus <ul style="list-style-type: none"> • Whelen Cencom Light Controller Head with dimmable backlight • Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat) • Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails • High current pigtail • Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head • Pre-wiring for grille LED lights, siren and speaker (60A) • Rear console plate (85R) – contours through 2nd row; channel for wiring • Grille linear LED Lights (Red / Blue) and harness • 100-Watt Siren / Speaker • Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P) <p>Note: Not available with options: 66A, 66B, 66C, 67U and 65U</p>	67H	\$ 3,379.00	<input type="checkbox"/>
Ultimate Wiring Package includes the following: <ul style="list-style-type: none"> • Rear console mounting plate (85R) – contours through 2nd row; channel for wiring • Pre-wiring for grille LED lights, siren and speaker (60A) • Wiring harness I/P to rear cargo area (overlay) – Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) – One (1) 10-amp siren/speaker circuit engine compartment • Rear hatch/cargo area wiring – supports up to six (6) rear LED lights • Does "not" include LED lights, side connectors or controller <p>Note: Recommend Police Wire Harness Connector Kit 67V Note: Not available with options: 65U, 67H</p>	67U	\$ 526.00	<input type="checkbox"/>
Police Wire Harness Connector Kit – Front/Rear For connectivity to Ford PI Package solutions includes: <ul style="list-style-type: none"> • Front <ul style="list-style-type: none"> – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector • Rear <ul style="list-style-type: none"> – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector 	67V	\$ 174.00	<input type="checkbox"/>

Vehicle Options Continued

EQUIPMENT GROUP	Option Code	Price	Selection
Audio / Video			
12.1" Integrated Computer Screen <ul style="list-style-type: none"> • Includes 12.1" touchscreen display in center stack and allows for operation of laptop in remote location to free up cabin space in front passenger area • Includes Audio Video Extender (AVX) box, (2) AVX cables, (2) USB cables and (1) HDMI cable • Includes SYNC 3 @ 	47E	\$ 2,580.00	<input type="checkbox"/>
Rear View Camera displayed in rear view mirror (Includes Electrochromic Rear View Mirror) Note: Not recommended with option 47E 12.1" Integrated Computer Screen Note: This option replaces the standard display in the center stack area. Note: Camera can only be displayed in the center stack (std) "OR" the rear view mirror (87R)	87R	N/C	STD
Rear Camera On-Demand – allows driver to enable rear camera on-demand	19V	\$ 217.00	<input type="checkbox"/>
Doors / Locks			
Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) Note: Not available with 68G – includes all content of 68G Note: Can manually remove window or door disable plate with special tool Note: Locks/windows operable from driver's door switches	52P	\$ 150.00	<input type="checkbox"/>
Rear-Door controls Inoperable (locks, handles and windows) Note: Not available with 52P. Note: Can manually remove window or door disable plate with special tool Note: Locks/windows operable from driver's door switches	68G	N/C	STD
Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with Remote Keyless Entry)	18D	N/C	STD
Remote Keyless-Entry Key Fob (w/o Keypad, less PATS) – (includes 4-key fobs) Note: Available with Keyed Alike, however, key fobs are "not" fobbed alike when ordered with Keyed Alike	55F	\$ 320.00	STD
Keys (Note: Can be ordered with Remote Keyless-Entry – 55F): Not Available with Perimeter Anti-Theft Alarm (593)			
Keyed Alike – 1435x	59E	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 1284x	59B	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 0135x	59D	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 0576x	59F	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 1111x	59J	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 1294x	59C	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 0151x	59G	\$ 47.00	<input type="checkbox"/>
Flooring / Seats			
1 st and 2 nd row carpet floor covering (includes floor mats, front and rear)	16C	\$ 118.00	<input type="checkbox"/>
2 nd Row Cloth Seats	88F	\$ 56.00	<input type="checkbox"/>
Power Passenger Seat (8-way) w/2-way power recline and lumbar)	87P	\$ 306.00	<input type="checkbox"/>
Rear Console Plate Note: Not available with option: 65U, 85D	85R	\$ 42.00	<input type="checkbox"/>
Safety & Security			
Ballistic Door-Panels (Level III+) – Driver Front-Door Only	90D	\$ 1,490.00	<input type="checkbox"/>
Ballistic Door-Panels (Level III+) – Driver & Pass Front-Doors	90E	\$ 2,979.00	<input type="checkbox"/>
Ballistic Door-Panels (Level IV+) – Driver Front-Door Only	90F	\$ 2,270.00	<input type="checkbox"/>
Ballistic Door-Panels (Level IV+) – Driver & Pass Front-Doors	90G	\$ 4,541.00	<input type="checkbox"/>
BLIS@ – Blind Spot Monitoring with Cross-traffic Alert Note: Includes manual fold-away mirrors, w/heat, w/o memory, w/o puddle lamps	55B	\$ 512.00	<input type="checkbox"/>
Police Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking. Note: ★ Now enables rearview camera image display in the rear view mirror option (87R) when Rear Camera on Demand (19V) is ordered	68B	\$ 635.00	<input type="checkbox"/>
Pre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking) Note: Includes unique one-touch temporary disable switch for Law Enforcement use Note: Not available with option 96W	76P	\$ 136.00	<input type="checkbox"/>
Mirrors – Heated Sideview Note: Not required when ordering BLIS@ (heated mirror is included with BLIS@)	549	\$ 56.00	<input type="checkbox"/>

Vehicle Options Continued

EQUIPMENT GROUP	Option Code	Price	Selection
Safety & Security (continued)			
Perimeter Anti-Theft Alarm <ul style="list-style-type: none"> • Activated by Hood, Door or Liftgate; when unauthorized entry occurs, system will flash the headlamps, parking lamps and sound the horn • Requires Keyless-Entry Key Fob (55F) Note: Cannot be ordered with Keyed-Alike options	593	\$112.00	<input type="checkbox"/>
Police Engine Idle feature <ul style="list-style-type: none"> • This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle. Allows the key to be removed from ignition while vehicle remains idling. 	47A	\$ 244.00	STD
Reverse Sensing System	76R	\$ 259.00	<input type="checkbox"/>
Misc			
Rear Auxiliary Air Conditioning Note: Now available with Cargo Storage Vault (63V).	17A	\$ 573.00	<input type="checkbox"/>
Badge Delete <ul style="list-style-type: none"> • Deletes the "Police Interceptor" badging on rear liftgate • Deletes the "Interceptor" badging on front hood (EcoBoost®) 	16D	N/C	<input type="checkbox"/>
Cargo Storage Vault (includes lockable door and compartment light) Note: Now available with Aux Air Conditioning (17A).	63V	\$ 230.00	<input type="checkbox"/>
H8 AGM Battery (850 CCA/92-amp)	19K	\$ 103.00	<input type="checkbox"/>
Low-Band Frequency Noise Suppression Kit <ul style="list-style-type: none"> • Recommended for agencies that operate radio equipment in the 39-46 MHz frequency range (VHF Low Band – Channels 1-9) • Provides noise suppression for in-car two-way radio communication devices in the 39-46 MHz frequency range Note: Noise Suppression Bonds (60R) do not provide adequate noise suppression in this frequency range	68E	\$ 183.00	<input type="checkbox"/>
Noise Suppression Bonds (Ground Straps) Note: Low-Band Frequency Noise Suppression Kit (68E) recommended for agencies that operate radio equipment in the 39-46 MHz frequency range (VHF Low Band – Channels 1-9)	60R	\$ 94.00	<input type="checkbox"/>
Rear Bumper Step Pad	16P	\$ 89.00	<input type="checkbox"/>
100 Watt Siren/Speaker (includes bracket and pigtail)	18X	N/C	STD
OBD-II Split Connector – Allows up to 2 devices to be connected to the vehicle's OBD-II port	61B	\$ 52.00	<input type="checkbox"/>

Vehicle Options Continued

KEY EXTERIOR OPTIONS	Option Code	Price	Selection
Engine Block Heater	41H	\$ 85.00	<input type="checkbox"/>
License Plate Bracket – Front	153	N/C	STD
Lamps / Lighting			
Dark Car Feature – Courtesy lamps disabled when any door is opened	43D	N/C	STD
Daytime Running Lamps(Permanently on – cannot be turned off or reprogrammed) Note: Replaces Standard Configurable Daytime Running Lamps for agencies that require Permanently on Daytime Running Lamps	942	\$42.00	<input type="checkbox"/>
Switchable Red/White Lighting in Cargo Area (deletes 3 rd row overhead map light)	17T	\$ 47.00	<input type="checkbox"/>
Front Warning Auxiliary LED Lights (Driver side – Red / Passenger side – Blue) Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U)	21L	\$ 517.00	<input type="checkbox"/>
Front Interior Visor Light Bar (LED) <ul style="list-style-type: none"> • Super low-profile warning LED light bar fully integrated into the top of the windshield near the headliner – fully programmable. (Red/Red or Blue/Blue operation. White “take down” and “scene” capabilities) Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) (when not ordering the Interior Upgrade Package [65U]) Note: Front/Rear Console Plate no longer required; can be ordered with Interior Upgrade Package (65U) Note: Not available with option 76P	96W	\$ 1,076.00	<input type="checkbox"/>
Pre-wiring for grille LED lights, siren and speaker	60A	\$ 47.00	<input type="checkbox"/>
Rear Auxiliary Liftgate Lights (Red/Blue LED Lights; located beneath liftgate glass in applique panel) <ul style="list-style-type: none"> • LED lights only. Wiring, controller “not” included Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U)	43A	\$ 371.00	<input type="checkbox"/>
Rear Quarter Glass Side Marker LED Lights (Driver side – Red / Passenger side – Blue) <ul style="list-style-type: none"> • LED lights only. Wiring, controller “not” included Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U)	63L	\$ 541.00	<input type="checkbox"/>
Rear Spoiler Traffic Warning Lights (LED) <ul style="list-style-type: none"> • Fully integrated in rear spoiler for enhanced visibility • Provides red/blue/amber directional lighting – fully programmable Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) (when not ordering the Interior Upgrade Package [65U]) Note: Rear Console Plate no longer required; can be ordered with Interior Upgrade Package (65U)	96T	\$ 1,405.00	<input type="checkbox"/>
Side Marker LED – Sideview Mirrors (Driver side – Red / Passenger side – Blue) <ul style="list-style-type: none"> • Located on exterior mirror housing • LED lights only. Wiring, controller “not” included Note: Requires Pre-wiring for grille LED Lights, siren and speaker (60A) Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U)	63B	\$ 273.00	<input type="checkbox"/>
Spot Lamp Prep Kits			
Spot Lamp Prep Kit, Driver Only Note: Does not include spot lamp housing and bulb	51P	\$ 132.00	<input type="checkbox"/>
Spot Lamp Prep Kit, Dual Driver and Passenger Note: Does not include spot lamp housing and bulbs	51W	\$ 264.00	<input type="checkbox"/>
Spot Lamp – LED Bulb:			
Driver Only (Unity)	51R	\$ 371.00	<input type="checkbox"/>
Driver Only (Whelen)	51T	\$ 394.00	<input type="checkbox"/>
Dual (driver and passenger) (Unity)	51S	\$ 582.00	<input type="checkbox"/>
Dual (driver and passenger) (Whelen)	51V	\$ 625.00	<input type="checkbox"/>
Body			
Glass – Solar Tint 2 nd Row door glass, Rear Quarter and Liftgate Window (Deletes Privacy Glass)	92G	\$ 112.00	<input type="checkbox"/>
Glass – Solar Tint 2 nd Row Only door glass, Privacy Glass on Rear Quarter and Liftgate Window	92R	\$ 80.00	<input type="checkbox"/>
Underbody Deflector Plate (engine and transmission shield)	76D	\$ 315.00	<input type="checkbox"/>
Wheels			
Wheel Covers (18" Full Face Wheel Cover) Note: Only available with the standard Police wheel, not available with 64E	65L	\$ 56.00	<input type="checkbox"/>
18" Painted Aluminum Wheel Note: Spare wheel is an 18" conventional (Police) black steel wheel. Not available with 65L.	64E	\$ 447.00	<input type="checkbox"/>

Upfit Options

Sutton Patrol Package (Bid Lines 81, 82, and 88)	Price	
Pathfinder Siren Controller 100Watt Speaker Allegiant Light Bar 53" 2 Color C Series Red/White for Ford Grill Cut out C Series Blue/White for Ford Grill Cut out Rear ILS 3 Color Cargo Window Mounted- Micro Pulse Havis Console 12V/USB Charger Strip *Inclusive of all mounting hardware	\$ 5,989.00	<input type="checkbox"/>
Additional Upfit Options Available: Contact for Pricing		
Partitons Prisoner Seat Cargo Box Dash Cameras Radar Docking Solutions Graphics Gun Racks Push Bumpers License Plate Readers	Call for Pricing	

2023 Ford Explorer Police Utility

Please enter the following:

Agency Name & Address

Contact Name

Phone Number

Purchase Order Number

Tax Exempt Number

Delivery Address

Please Submit Tax Exempt Letter with Vehicle Order:

Sutton Ford
21321 Central Ave.
Matteson, IL 60443
Contact: Brittany Hall
Phone: (708)720-8035
Email: bhall@suttonford.com

If We Have Missed an Option, Please Contact Our Office

VILLAGE OF RIVERWOODS

ORDINANCE NO. 22-12-__

**AN ORDINANCE AMENDING PROVISIONS OF THE VILLAGE CODE
CONCERNING DELINQUENT PAYMENT OF WATER SUPPLY USER CHARGES**

WHEREAS, the Village of Riverwoods (the "Village") is a home rule municipality in accordance with the Constitution of the State of Illinois of 1970;

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs that protect the health, safety and welfare of its citizens; and

WHEREAS, certain provisions of the Riverwoods Village Code govern the procedures to be used to enforce the payment of delinquent water supply system charges; and

WHEREAS, the President and Board of Trustees find that these provisions should be adjusted to coordinate with the system for administrative adjudication now conducted by the Village and to revise certain billing and collection practices.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RIVERWOODS:

SECTION ONE: The facts, statements and findings contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION TWO: Section 7-2B-7 of the Riverwoods Village Code is hereby amended and restated in its entirety, to read as follows:

7-2B-7: DISCONNECTION OF WATER SUPPLY FOR DELINQUENT PAYMENT OF WATER SUPPLY USER CHARGES: Notwithstanding any other provisions of this chapter to the contrary, the remedy by enforcement of the lien for unpaid water bills and charges shall not be exclusive of any other legal remedy to collect the amount due and unpaid for water consumed or furnished to the person liable therefor. The water supply of the premises against which the water service charges remain unpaid may be cut off by the village and such service discontinued conditioned on the following terms and conditions:

A. The account or portion thereof remains unpaid for a period of four (4) months after the billing date ~~rendition of a bill~~; provided, however, if the owner or occupant liable for the account has voluntarily entered into an agreement with the village acknowledging liability and agreeing to pay unpaid water bills pursuant to a payment plan, then upon further default by such owner or occupant (whether the default consists of late payment or underpayment of the agreed installments in the payment plan or of the current water bill), the requirement that the account or portion thereof remain unpaid for a period of four (4) months after the billing date ~~rendition of a bill~~

shall no longer apply as a condition to water cut-off, and the village may proceed immediately with the (15) days' written notice specified in subsection B below following such default.

B. The village gives to the owner or occupant of the premises at least fifteen (15) days' written notice of its intention to cut off and discontinue water service.

C. Before water service is renewed to the premises, the owner or occupant thereof shall pay in full the delinquent balance of all water services furnished to such premises up to the date of the renewed services, and in addition to such payment, pay to the village a service charge for restoring service as set forth from time to time in the fee schedule.

D. The water service shall be renewed to the said premises within twenty four (24) hours after such payment has been made.

SECTION THREE: Section 7-2B-8 is hereby added to the Riverwoods Village Code, to read as follows:

7-2B-8: PENALTIES. Any owner of any premises in the village who fails to pay water supply user charges for more than sixty (60) days following the billing date shall be guilty of an offense and fined two hundred dollars (\$200.00) for each such offense; and a separate offense shall be deemed committed on each day during or on which the violation occurs or continues. The owner of such premises shall be liable notwithstanding that a lessee or occupant was in control of the premises. The foregoing penalties may be waived, reduced or deferred by the village pursuant to a payment plan agreement but may be imposed upon any breach of the payment plan agreement.

SECTION FOUR: This Ordinance shall be in full force and effect from and after its passage, approval and publication in the manner provided by law.

AYES:

NAYS:

PASSED & APPROVED this 20th day of December 2022.

Village President

Attest:

Village Clerk

Agenda Item 14 (c)

14. NEW BUSINESS

c. Approval of a Position and Job Description for a Finance Director

Background

In the past, there has been a Finance Director, however, that position does not seem to have been formally identified. Prior Finance Directors have been engaged through individual contract or through an outsourcing arrangement. As we clarify and build staff, it is important to identify our staffing needs through specific roles regardless of how the role is executed.

Currently, we have engaged the services of a consultant to assist in the transition from an outsourced arrangement to in-house staff. Our consultant has assisted in the development of the position description for the Finance Analyst as well as the Finance Director in addition to a review of records, processes and systems in the Finance area. The consultant's earlier report suggested that we would benefit from one full time Finance Analyst with the potential of a part time (rather than full time) Finance Director. This position description for Finance Director will be considered to define both a part time and a full time role.

The 2022 budget as well as the drafting of the 2023 budget has taken this position into account. Note that it is estimated that the cost of both a Finance Analyst and a part time Finance Director should not exceed the current outsourcing expense.

Recommendation

Approval of the position and job description of a Finance Director.

Finance Director

(Exempt)

Job Title: Finance Director

Department: Administration

General Purpose and Function: The Finance Director oversees the financial operations of the Village including cash management, financial reporting, financial planning, and the development of the Village appropriations for Board of Trustee approval. Specific responsibilities include maintaining the central accounting system and financial controls, the timely and accurate management of accounts receivables and payables, monthly bank reconciliations, the annual audit process, disbursements/deposits, payroll-related and bond transactions; the preparation and presentation of budget reports, appropriate ordinance information, financial projections and other financial management information, external reporting to regulatory agencies, and, in general, providing financial information to the Mayor and the Board of Trustees as required.

Supervision Received: Reports to the Mayor

Supervision Exercised: Finance Analyst

Essential Duties and Responsibilities:

- Oversee the review and reconciliation of all accounts receivable from governmental entities, agreements with commercial entities, residents, and other sources with appropriate entries in the General Ledger.
- Oversee and ensure the reconciliation all bank accounts, and maintenance of records on a daily basis.
- Oversee the review and reconciliation of all accounts payable including the preparation of bills for approval by the appropriate department heads and reporting to the Board of Trustees.
- Review and approve final processing and recording of approved bill payments including resolving questions or issues, preparing checks or other payment process, and sending out payments.
- Approve payment arrangements and payment plans with private and commercial residents, where appropriate.
- Oversee the administration of any deposit accounts tracking disbursements and receipts and preparing a reconciliation, where requested.
- Oversee the administration of any performance bonds tracking deposits, and preparing reconciliation and authorized refunds.
- Review and approve the production of month end close reports including

the reconciliation of all bank accounts, reconciliation of tax revenues with municipal and state allocation records, current statement of cash investments, and total expenses paid during the month

- Oversee and approve the production of monthly summary revenue and expense reports by Fund and a statement of cash position.
- Oversee, review and approve the preparation of the Special Service Areas account records including receipts and disbursements for debt service, assessments, road projects and maintenance expenses.
- Oversee, review and approve the preparation of the journal entries from the payroll register as reported from the payroll service (Howard Simon Payroll Services)
- Oversee the preparation of a monthly report for health insurance, and submit any employer-sponsored retirement plan reports and payments to include IMRF and 457 Plan as reported from the payroll register for each payroll or as required.
- Direct the preparation of periodic budget status reports.
- Oversee, review and approve information and work with Auditors for annual audit and MFT audit.
- Prepare long run financial forecasts that are the foundation for the annual budget process and the formulation of Village operating and capital investment policies
- Prepare the annual budget and appropriations for Board of Trustee approval.
- Work with the Village Attorney on the annual tax levy recommendation.
- Complete any external reporting required for oversight authorities such as needed for TIFs and grants.
- With the assistance of the Treasurer, prepare reports on the financial position of the Village by integrating the records of the investment account with the financial records of the Village.
- Participate with the Treasurer in the periodic review of the investments held by the Village.

Perform other related duties as assigned.

Work Environment

The work environment typifies a general small office where individuals are expected to work closely together and assist where and when needed.

Tools and Equipment

Equipment to be used: personal computers, copy and scanning machines, fax machines, calculators, telephone systems, bank deposit machines.

Required Minimum Qualifications

- Must possess a Bachelor degree in finance or accounting or equivalent work experience in an accounting/finance department
- Must be conversant with GASB principles and application
- Minimum 10 years of work experience in an office environment specifically in a financial or accounting department
- Knowledge and experience in the preparation of revenue/expenses reports, fund accounting, budget preparation, financial projections, capital improvement plans, and general government accounting functions for municipalities
- Experience in managing and training support staff in general ledger maintenance, payroll activities and other bookkeeping and financial records management
- Excellent computer skills with a wide variety of software including Microsoft Office, Adobe Acrobat and Excel
- Excellent oral and written skills
- Detail oriented with skills in managing and maintaining data
- Experience working in a team environment
- Independent judgment balanced with acceptance of alternative ideas
- Customer service skills

Additional Desired Requirements

- Municipal government experience working specifically in accounting/finance
- Familiarity with accounting software systems
- Additional professional certifications and/or formal education

OLD BUSINESS