



BOARD ACTION REQUEST FORM

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SECTION 1: PURPOSE

The BOARD ACTION REQUEST FORM is designed to 1) enhance the orderly and efficient conduct of Committee and Board meetings; 2) serve as prior notice to all interested parties; 3) aid the Committee Chairs in meeting preparation; 4) provide the Departments with a mechanism for formal communication with the Board; and 5) aid in the creation of the official record of the meeting.

To request an item be added to a committee agenda, submit the completed FORM and all supporting documentation to the applicable Committee Chair for consideration at least 5 days prior to the meeting date/time.

SECTION 2: OVERVIEW

Subject: Re-purpose former Zoning space **Requested by:** Wendy Ryerson/Tom Wilson

To Committee(s): Finance/Board **Meeting Date(s)** 04/14/2022/04-21-2022

Action Requested (Select One): ☒ Motion ☐ Resolution ☐ Ordinance ☐ Contract Approval

Executive Session ☐ YES ☐ NO **5 ILCS 120/2(c) Exception:** _____

Requestor's Recommended Action:

Motion to approve the re-purposing of the former zoning office to a meeting room for the use of the Board Chairman/County Board at a cost not to exceed \$24,000. (APPROVED BY FINANCE AT 04-14-2022 MEETING.)

SECTION 3: PROPOSAL

Describe the action requested, including relevant background information, applicable statutory references, potential impact to the County and/or any other departments, and the proposed implementation timeline. Attach additional pages if needed.

Re-purpose former zoning office to Board Chairman's meeting/conference room. Repaint, replace carpet with new flooring, add kitchen sink, storage cabinets, work surface, coffee station, and additional outlets. Add technology infrastructure for conducting zoom or in-house meetings.

As a training exercise, Lee County maintenance staff will provide labor/installation of materials, with the exception of the plumbing and electrical.

SECTION 4: FINANCIAL IMPACT

Provide specific financial details including revenue or expenses associated with the request and if this is a one-time or recurring expense. If this is an unanticipated (unbudgeted) expense, explain the catalyst for the request. Attach relevant documents such as revenue/expense projections or vendor bids/quotes.

Budgetary Status (check all that apply):

Cost of Proposed Action: \$ 24,000

- ☐ This action has no budgetary implications.
- ☐ Funds are available in this FY budget. Line-item Description/Number _____
- ☒ Funds are not budgeted in this FY. Proposed funding source: ARPA Capital
- ☐ If approved, funds will be requested for this action in next year's budget.
- ☐ This action will bring in additional revenue of \$ _____ Line-item _____
- ☐ This action will reduce expenditures and/or be budget neutral.

Estimated Cost breakdown: 1) Cabinets and counter tops: \$11,200; 2) Flooring: \$4,300; 3) Kitchen sink/Plumbing: \$3,300; 4) Electrical: \$2,900; 5) Paint: \$1,500

Estimated total: \$23,200