Lee County
Illinois

BOARD ACTION REQUEST FORM

www.leecountyil.com

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: _____ **Requested by:** _____

To Committee(s): _____ **Meeting Date(s)** _____

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

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

Requestor's Recommended Action:

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.

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:**

_____ 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: _____

___ 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.