



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: ARPA Expenses-Administrative Fees **Requested by:** Sara Leisner & Patty Rudolphi

To Committee(s): Finance Committee **Meeting Date(s):** July 11, 2024

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

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

Requestor's Recommended Action:

Administrative fees for ARPA are allocated through 12/31/2024. This request is for allocation of Administrative fees through the end of the ARPA reporting periods in 2025 & 2026.

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.

Currently, ARPA Administrative fees are allocated through 12/31/2024. Treasury requires that entities submit reports in April 2025 for 2024 Expenditures, in April 2026 for 2025 expenditures and in April 2027 for 2026 expenditures and a final ARPA closeout.

ARPA Administrative fees total \$34,549.90 per year. This request includes ARPA Administrative fees for 2025 totaling \$34,549.90 and 2026 ARPA Admin fees totaling \$34,549.90 for a total request of \$69,089.80.

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.