



**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:** Courts Building HVAC Project - Engineering **Requested by:** Facilities & Maintenance (wjr)

**To Committee(s):** Finance/Full Board **Meeting Date(s)** 11-16-23 & 11-21-23

**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 ARPA funding for the Courts Building HVAC engineering fees.

**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.*

This invoice has already been paid from the Capital Fund. Approval of this request would reallocate the expenditure to the ARPA fund. ARPA funds must be allocated by 12-31-2024 and expended by 12-31-2026.

**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:** \$ 188,132

- This action has no budgetary implications.
- Funds are available in this FY budget. Line-item Description/Number 308-015-471001 (ARPA Grant)
- 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.