

 Lake County Policy	3.5.FY25 Fiscal Year 2025 Budget Planning Guidance Policy
	Approved by the County Board on: Month, Day Year

1. Purpose and Intent

- 1.1 The purpose of this policy is to provide specific planning guidance to County Staff for Fiscal Year 2025 Budget planning. A new policy is created each year to allow the County to respond to changing financial and operational conditions. This policy applies only to Fiscal Year 2025 and will sunset on November 30, 2025.
- 1.2 The intent of this policy is to support and build on the guidance in policy *3.5 Budget Development Policy*.

2. Background

- 2.1 Policy *3.5 Budget Development Policy* provides overarching, consistent guidelines and structure that support a strategic, long-term approach to financial management of Lake County’s resources. While it provides a framework for stability and continuity, clarifying strategic intent, defining boundaries, and accounting for risks, the direction provided herein is to address specific issues for the upcoming fiscal year.

3. Scope

- 3.1 This policy applies to all departments, agencies / commissions, and elected offices whose funding is approved by the Lake County Board, unless certain criteria apply that supersedes this requirement as defined in *3.1 Finance Policy*.

4. Authority

- 4.1 The Authority as stated in *3.1 Finance Policy, Section 4 applies*.

5. Policy

- 5.1 Working within the standing guidance in *3.5 Budget Development Policy*, the County Administrator and Chief Finance Officer shall provide a Recommended Fiscal Year 2025 Budget for Board consideration that includes the following requirements:
 - 5.1.1 A recommended budget that reflects the priorities identified in and is in alignment with the **Strategic Plan**, specifically employee recruitment and retention, sustainability options and capital improvements.
 - 5.1.2 A recommended budget that is balanced with a **tax levy** that includes growth from new property and one-half of the full allowable CPI growth (1.7%) to balance the recommended budget to that level of funding. In addition, include one additional flexible scenario tax levy scenario which includes include growth from new property and of the full allowable CPI growth (3.4%).

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- 5.1.3 Fiscal Year 2025 compensation adjustments will be determined based on the County-Board approved recommendations from the 2024 Compensation Study.
- 5.1.4 All vacant positions will be reviewed and must be justified using a systematic process during budget development and preparation.
- 5.1.5 Personnel reorganizations of department staffing of a minimum of three or more positions must only occur during the annual budget process to enhance strategic alignment, resource allocation and accountability in decision-making. Reorganizations must be submitted simultaneously with the department's budget submission. Reorganizations of staff will not be considered at any other time during Fiscal Year 2025.
- 5.1.6 A recommended budget that includes **New Program Requests** that were prioritized using a scoring process in alignment with Board-directed priorities and the Strategic Plan. Board-directed priorities include sustainability. Each New Program Request must be a well-developed request with highest scoring to priority areas of emphasis.
- 5.1.7 The Fiscal Year 2025 Budget will prioritize investments in **sustainable initiatives** and efforts in support of Lake County's net zero plan. Departments will research alternatives and present sustainable options where they exist.
- 5.1.8 Departments must review their costing annually as part of the budget development process to ensure that revenues received cover the cost to provide services.
- 5.1.9 A recommended budget that reflects the Board's commitment **to infrastructure modernization** by including an operating contribution to the capital improvements fund as close as possible to the maximum of the allowable range, to fund non-transportation capital improvements, including facilities, technology, stormwater improvements, etc.
- 5.1.10 At a minimum, the operating contribution to the Capital Improvements Fund must cover the full amount of the approved Facility Assessment budget in the Capital Improvements Fund.
- 5.1.11 To create a recommended budget that, limits budget growth, and fosters long-term fiscal sustainability, departments must submit departmental budgets that are within or below the budget "**targets**" established for each departmental budget across property tax and special revenue funds.
- 5.1.12 A recommended budget that includes "normal" operations in each department's operating budget while consolidating contingency funding in the non-departmental General Operating Expense (GOE) budget.

5.2 This policy is in effect through December 1, 2025.

6. Severability

- 6.1 If any section or provision of this policy should be held invalid by operation of law, none of the remainder shall be affected.

7. Non-Discrimination

7.1 Lake County prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity housing status, or any other protected category established by law, statute, or ordinance.

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Policy History			
Version	Date Adopted	Legistar Item #	Notes
Original	Month, DD YYYY		--