

**EXPLANATION OF SUGGESTED CHANGES
FY2018 to FY2019 County Board Budget Policies**

Item	Original Language	Suggested Language	Comments	Position
1	None included / new language	<i>The County Board will officially accept an estimated tax levy for the new fiscal year no later than the September Board meeting of the fiscal year that immediately precedes the new fiscal year.</i>	Per IL statute, 35 ILCS 200/18-10. County levies & 35 ILCS 200/18-60. Estimate of taxes to be levied	Page 1. / Item 4.
2	The year-to-year increase of budgeted revenue from the property tax will adhere to the Illinois Property Tax Extension Limitation Law and shall not exceed the national Consumer Price Index (CPI) for the year preceding the levy year on existing property. The County Administrator will provide a justification for the proposed levy, which will be the minimum amount projected to balance the budget, prior to budget preparation.	The year-to-year increase of budgeted revenue from the property tax will adhere to the Illinois Property Tax Extension Limitation Law and shall not exceed the national Consumer Price Index (CPI) for the year preceding the levy year on existing property. The County Administrator will provide a justification for the proposed levy, which will be the minimum amount projected to balance the budget, prior to budget preparation. <i>For the purpose of developing the FY2019 budget, there will be a property tax levy freeze. Additional levy, as a result of the CPI increase, will not be taken. However, the FY2019 budget will include growth from new property.</i>	Staff recommends a freeze of increased tax levy, will not utilize increased tax levy equal to the CPI. The CPI is 2.1% (December 16 over Dec 17). Any increase due to new property will be used to calculate the estimated FY2019 corporate levy.	Page 3. / Item 4.
3	A status quo budget, defined as no new positions or programs, shall be submitted by departments. The County Administrator may underfund certain line items, based on historical averages, as necessary to balance the budget. When work load levels have changed, or as appropriate based on financial challenges, the County Administrator may require written justification for status quo funding levels and may require the submittal of multiple budget scenarios including departmental reductions. Given the continued uncertainty of the State budget, the County will seek to eliminate, or hold open, certain positions previously filled with persons that left as part of the ARO program.	A status quo budget, defined as no new positions <i>and a total amount of no more than the target budget (as defined by the budget instructions)</i> , shall be submitted by departments, agencies, and offices. <i>If there are contractual and/or mandatory increases above this target, departments/agencies/offices will be required to submit a reconciliation of the increases. FAS will provide a template for this reconciliation as a part of the budget instructions.</i> The County Administrator may underfund certain line items, based on historical averages, as necessary to balance the budget. When workload levels have changed, or as appropriate based on financial challenges, the County Administrator may require written justification for status quo funding levels and may require the submittal of multiple budget scenarios including departmental reductions. <i>In an effort to continuously evaluate opportunities to provide services more efficiently and cost-effectively, it is expected that all County departments/agencies/offices will evaluate their operations (including the need to fill vacant positions) as a part of the budget process and throughout the course of the fiscal year.</i>	1) The intent of this change will minimize any unjustified budget creep in the department budget submissions. Departments/ Offices will be given a "target budget" and be instructed not to submit a budget request over that amount. FAS recognizes that there will be some required increases. If departments include additional budget above the target, they are required to also include a reconciliation with their budget submission. This method will also require the identification of non-discretionary accounts (i.e. PC and vehicle replacement, salary increases etc.). Those adjustments will be made by FAS after budget submission. 2) The reference to the State budget is removed and language is clarified that there will be an expectation that departments/offices/agencies will evaluate opportunities for increased efficiency in operations and exercise position management.	Page 4. / Item A.

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Item	Original Language	Suggested Language	Comments	Position
4	<p>Due to uncertainty with the State budget and other economic factors, New, Expanded, or Board Member Program Requests will not be accepted in 2018 with the following exceptions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A Federal or State mandate or other legal requirement requires a change; <input type="checkbox"/> An expenditure that will result in a net savings; <input type="checkbox"/> The request will result in a significant and documentable reduction in financial and/or legal risk; and <input type="checkbox"/> The program or project is funded primarily through grants or external funding. 	<p><i>New, Expanded, or Board Member Program Requests will be accepted and must include sufficient justification for review.</i></p>	<p>New program requests will be accepted, but must be accompanied and supported by an adequate business case. The business case is further defined here. This will encourage submitters to be more thoughtful when submitting requests and help to manage the time FAS budget analysts will have to take during the review and consideration.</p>	<p>Page 6. / Item C.</p>
5	<p>New or expanded programs that meet one of the exceptions above must be included in the budget request as a separate package.</p>	<p>New or expanded programs must be <i>accompanied by an adequate justification and be</i> included in the budget request as a separate package. <i>FAS will provide detail, as a part of the budget instructions, of what should be included in the justification. FAS will not accept requests that do not include sufficient justification for funding.</i></p>	<p>Language clarified to include the required business case</p>	<p>Page 6. / Item D.</p>