

#### CENTRALIZATION

# **County Finance & Lake County Public Works**

**April 2023** 

### Objective



Obtain overview of work performed by Finance professionals in Public Works
Department



Determine whether these functions would benefit from centralization with the Finance Department

#### Areas of Focus



Accounts Payable, Utility Payments & P-card

Financial Management and Reporting

Audit

**BOSS Projects & Grants module** 

**Capital Project Tracking** 

**Debt Service and Maintenance** 

## Examples



P-card Receipts and Approvals

**Financial Reporting** 

**Audit Functions** 

**Standard Operating Procedures** 

## Outcome: Advantages



Public Works

Finance

Additional Accounting Support

**Economies of Scale** 

**Business Continuity** 

Talent Development

Knowledge Transfer

Consistency & Standardization

Staff training

Capacity Building/Efficiency

#### Risks



- Locational challenges with Waukegan/Libertyville sites and
- On-site presence at PW may be compromised
  - MITIGATION: Continued onsite presence will be maintained at Libertyville; some onsite knowledge transfer/training in Waukegan necessary but we will maximize available remote tools

- Confusion on work/operational strategies and direction
  - MITIGATION: Sutton and McFarlane will meet with the PW Finance team regularly to discuss and remedy any confusion or conflict

### Next Steps



- 1. Realign reporting structure for 4.5 staff members to the Chief Financial Officer in the Finance Department
- 2. Continued knowledge transfer of the requirements of Finance support for effective and efficient Public Works operations and capital projects
- 3. Establishment of "new routine" Public Works Finance function as part of Finance Department
- 4. Continued analysis of other financial areas within Public Works (e.g., utility billing, grants management/reporting)



## Questions