

**RESOLUTION  
R2022-178**

**A RESOLUTION MEMORIALIZING THE RESTRUCTURING AND  
ASSIGNING CERTAIN FINANCE DUTIES AND FUNCTIONS**

WHEREAS, in June 2021, the DeKalb County Finance Committee supported a temporary restructuring of certain Finance Office positions and functions; and

WHEREAS, the temporary restructuring of certain Finance Office positions was installed to aim at a more efficient, cost-effective, operating model; and

WHEREAS, after operating under this model for a year, it has proven successful highlighted by: a revised and more transparent annual budget document that was completed and distributed prior to the start of the fiscal year, separation of the Forest Preserve budget, finalization and presentation of the annual audit in June, oversight of ARPA programs, application for FEMA grant reimbursement for certain COVID related expenses, the preparation and evaluation of a new finance and accounting software, the implementation of a procurement policy and the assumption of many financial functions associated with the DeKalb County Rehab and Nursing Center; and

WHEREAS, the structure resulted in initial annual savings of approximately \$80,000; and

WHEREAS, section 3-3 of the County Code outlines a position of Finance Director under “Administration”. The functions of Finance Director have been assumed by the Comptroller, a position created in the restructuring, and the County Administrator; and

WHEREAS, this Resolution formalizes the current finance functions to create a model that is flexible to allow for modifications in the event of positional transitions; and

WHEREAS, The Comptroller position will be responsible for the following functions; and

- Plan, organize, direct and participate in the review of general financial procedures for the County to include: retirement fund and payroll administration, accounting, auditing, employee benefits, grants, purchasing, bill payment, record keeping and reporting; monitoring and coordinating cost accounting activities of County departments with the general accounting system.
- Provide advice and guidance to the County Administrator, Deputy County Administrator, and Department Directors on a variety of financial matters; recommend financial policy, interpret procedures, answer questions, and offer information and advice concerning specific financial projects and policies.
- Directly administer County insurance, self-insurance, and risk management programs, recommend policies and procedures to be instituted; represent the County to insurance agencies, report to the County Board on insurance activities; answer questions and requests for information from employees.

- Prepare, audit, and recommend to the County Board all invoices to be paid by the County each month. Prepare a variety of financial and statistical reports analyses and informational summaries.
- Supervise and oversee the work of Finance Office employees.

WHEREAS, the remaining functions of the Finance Director will be assigned to the County Administrator as follows; and

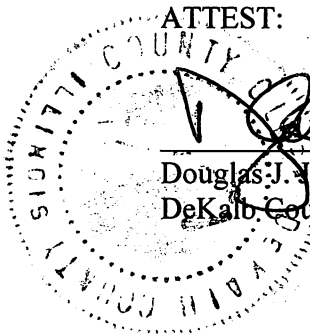
- Develop and consolidate the annual County budget; assess budget proposals submitted by individual departments and review with the Department Directors; research, estimate and compute both current and projected budgetary revenues and expenditures; attend all County Board, Committee, and public budget hearings to receive comments, answer questions, give interpretations and make recommendations; advise news media and answer questions about County finances and the budget.
- Attends Finance Committee meetings to provide financial updates, present reports and make recommendations as appropriate.


WHEREAS, the person(s) responsible for these functions will receive a salary stipend of \$200.00 per week, or portion thereof if more than one person is assigned these functions, which does not add to the person's existing salary base; and

NOW, THEREFORE, BE IT RESOLVED that the DeKalb County Board does hereby approve and memorialize the Finance Restructuring including the assignment of certain duties and functions. This Resolution and the functions outlined herein may be evaluated, modified, and repealed as needed.

PASSED AT SYCAMORE, ILLINOIS THIS 15TH DAY OF JUNE, 2022, A.D.

ATTEST:



  
Douglas J. Johnson  
DeKalb County Clerk

SIGNED:

  
John Frieders, Chairman  
DeKalb County Board