



City of Broken Arrow

Legislation Details (With Text)

File #:	17-2526	Name:	
Type:	General Business	Status:	Passed
File created:	8/6/2017	In control:	Broken Arrow City Council
On agenda:	8/15/2017	Final action:	8/15/2017
Title:	Consideration, discussion, and possible approval of and authorization to execute an Engagement Letter with Crawford & Associates, P.C. to conduct a “Best Practices” review of the City of Broken Arrow’s Finance Department		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Crawford Best Practices Engagement Letter		

Date	Ver.	Action By	Action	Result
8/15/2017	1	Broken Arrow City Council	approved	Pass

Broken Arrow City Council Meeting of: 08-15-17

To: Mayor and City Council
From: Finance Department
Title:

Consideration, discussion, and possible approval of and authorization to execute an Engagement Letter with Crawford & Associates, P.C. to conduct a “Best Practices” review of the City of Broken Arrow’s Finance Department

Background:

With the change of leadership in the Finance Department the City Manager has concluded that a “Best Practices” review of the Finance Department is essential to a prudent action management step. This is a common practice when a change in leadership has occurred. The City Manager’s objectives of the review include:

- Identify any potential issues in the way the City business is transacted before a problem develops.
- Determine the effectiveness of the City’s internal control policies and procedures and make recommendations.
- Identify specific operating policies and procedures that contribute to improved local government financial management and make recommendations.
- Review the current organizational structure and submit recommendations on any changes.

The City of Broken Arrow requested and received the attached proposal from Crawford and Associates, P.C. to complete this “Best Practices” review of the City of Broken Arrow’s Finance Department. Funding for this engagement is available in the General Government budgets of the General Fund and BAMA.

Cost: \$30,000 - \$35,000
Prepared By: Tom Cook Jr., Acting Finance Director
Reviewed By: Legal Department

Russell M. Gale, Assistant City Manager Administration

Approved By: Michael L. Spurgeon, City Manager

Attachments: Crawford & Associates, P.C. Engagement Letter

Recommendation:

Approval of and Authorization to Execute an Engagement Letter with Crawford & Associates, P.C. to conduct a “Best Practices” review of the City of Broken Arrow’s Finance Department.