



AGENDA MEMORANDUM

Future item for the City Council Meeting of September 15, 2015
Action item for the City Council Meeting of September 22, 2015

DATE: September 4, 2015

TO: Ronald L. Olson, City Manager

FROM: Maria Pedraza, Procurement Manager, Finance Department
mariape@cctexas.com

Saundra Thaxton, Assistant Director of Strategic Management
Saundra@cctexas.com

<p style="text-align: center;">Assessment of the Efficiency and Effectiveness of the City of Corpus Christi's Financial Services Department</p>
--

CAPTION:

Motion authorizing the City Manager or designee to execute a consultant agreement with CliftonLarsonAllen LLP. (CLA) to assess the efficiency and effectiveness of the City of Corpus Christi Financial Services Department for an amount not to exceed \$168,000. Funding is available in the Financial Services Department Budget for fiscal year 2014/2015.

PURPOSE:

The overall objective of the study is to assess how well the Financial Services Department is performing core services and identify ways to improve efficiency and effectiveness. The study will include all operational areas of the Financial Services Department: Utility Billing Office, Purchasing, Warehouse, Accounts Payable, Accounts Receivable/Collections, Accounting, Payroll, Grants, Cash Management and Central Cashiering. This study is a component of the City's overall continuous improvement program designed to periodically review and improve City operations; it will result in a specific action plan to improve the Financial Services Department.

BACKGROUND AND FINDINGS:

This is not a traditional financial or compliance review, nor is it limited to existing policies, procedures or internal controls. The consultant is required to answer 63 specific questions (see attachment for specific questions) built around the following focus areas: organization and support of the Financial Services Department; staffing levels, policies/procedures/process flowcharting; financial performance reporting; and CAFR preparation. Questions include targeted areas of specific concern for each functional area.

Six consulting firms responded to the City's request for proposal issued on July 18, 2015. Three firms were short-listed for presentations to the City. The selection team deemed CliftonLarsonAllen LLP. as the most responsive and most qualified.

ALTERNATIVES:

N/A

OTHER CONSIDERATIONS:

N/A

CONFORMITY TO CITY POLICY:

This purchase conforms to all City policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

N/A

DEPARTMENTAL CLEARANCES:

Management & Budget

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2013-2014	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$ 168,000		\$ 168,000
Encumbered / Expended Amount				
This item		\$ 168,000		\$ 168,000
BALANCE		0		0

Fund(s):

Comments:**RECOMMENDATION:**

Staff recommends approval.

LIST OF SUPPORTING DOCUMENTS:

Scope of Work Excerpt
Presentation