



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: City Auditor

Meeting Date: June 5, 2023

Report #:2305-1429

TITLE

Approval of Office of City Auditor Task Order Change - 4.08 Public Safety Building-Construction Audit, as recommended by the Policy and Services Committee.

RECOMMENDATION

The City Auditor and the Policy & Services Committee recommend that the Policy & Services Committee recommend City Council approve the change to the Task Order 4.08 Public Sector Building-Construction Audit.

DISCUSSION

Task Order FY21-4.8 was to perform monthly construction audit testing for the General Contractor, Construction Manager, Architect and Waterproofing Inspector through project closeout. The original audit project schedule did not extend through the entire construction process, and anticipated completion of the audit prior to June 30, 2023. Construction completion is currently anticipated during December 2023. The current task order expires on June 30, 2023.

There are currently several minor audit issues which need to be resolved prior to closeout. In addition, the proposed closeout testing includes a final reconciliation of the contract values for each of the contractors under that scope of this audit to confirm those contract values are calculated correctly and in accordance with the respective contract documents.

The current amendment is for the additional hours required to complete this testing. Based on anticipated construction completion in December 2023, the audit is expected to conclude by March 2024. This allows time for the City and the respective contractors to provide any billings and applicable audit documentation subsequent to project completion.

Amendment Estimate:

The OCA estimated that the additional time required to complete the audit of the Public Safety Building through project completion would be 87 hours, which would cost \$19,734. The total revised audit hours and budget are 507 hours and \$102,234, respectively. The additional budget of \$19,734 will be supplemented from the budgets for one of the remaining audits, Long Range Planning, listed in the [approved FY23 Audit Plan](#).

The updated information is included in the attached modified Task Order 4.08.

FISCAL/RESOURCE IMPACT

The change is within both the approved scope and compensation of the contract with Baker Tilly and funding levels in the FY 2023 Operating Budget for the Office of the City Auditor.

STAKEHOLDER ENGAGEMENT

The OCA coordinated with the Public Works Department to determine the appropriate timeline for completing the audit procedures based on the estimated completion of the Public Safety Building project.

ENVIRONMENTAL REVIEW

Council action on this item is not a project as defined by CEQA because the audit activities do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. CEQA Guidelines section 15378(b)(4).

ATTACHMENTS

Attachment A: TASK ORDER FY21-24-04.08 Public Safety Bldg (Modified)

APPROVED BY:

Adriane D. McCoy, City Auditor