



## City Council Staff Report

**From: City Manager**

**Report Type: CONSENT CALENDAR**

**Lead Department: City Auditor**

**Meeting Date: June 19, 2023**

Report #:2306-1596

### **TITLE**

Approval of Office of City Auditor Task Order Change - 04.16 ALPR Technology Contract Management; CEQA Status – Not a Project

### **RECOMMENDATION**

The Policy and Services Committee and City Auditor recommend that the City Council approve the change to the Task Order 04.16 ALPR (Automated License Plate Reader) Technology Contract Management to extend the period of performance.

### **ANALYSIS**

This task order with the period of performance from January 1, 2023, to June 30, 2023, was fully executed on January 20, 2023, and the audit was commenced in late January 2023. This audit requires information gathering from multiple departments (Transportation, Human Resources, and IT) and a contractor, Duncan Solutions. Although some departments responded to OCA's requests and questions in a timely manner, OCA has not been able to make progress on the audit because OCA has not received the requested documentation and has been unable to conduct walkthroughs after multiple follow-ups. OCA requests the period of performance to be extended to October 31, 2023. The total not-to-exceed budget remains the same.

Baker Tilly presented the attached modified task order during the Policy & Service Committee meeting on June 13, 2023 (CMR 2305-1463<sup>1</sup>), where a motion to approve the task order change was passed (3-0).

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<sup>1</sup> 6/13/23 Policy and Services Committee, 04.16 ALPR Tech Contract Mgt:  
<https://cityofpaloalto.primegov.com/Portal/viewer?id=2185&type=0>

**FISCAL/RESOURCE IMPACT**

Work recommended in these tasks 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**

No stakeholder outreach was necessary for this report, as it is an internal decision made by the OCA to reallocate resources for audit functions.

**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 FY23-04.16 Review of ALPR Technology Contract Management (Extension)

**APPROVED BY:**

Adriane D. McCoy, City Auditor