



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: City Auditor

Meeting Date: June 19, 2023

Report #:2306-1597

TITLE

Approval of Office of City Auditor Task Order Change - 04.19 Disaster Recovery Preparedness; 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 04.19 Disaster Recovery Preparedness to extend the period of performance.

ANALYSIS

The agreement between Baker Tilly and the City requires that each internal audit commence only upon the City's approval of a Task Order.

The Office of the City Auditor (OCA) presented Task Order 04.19 – Disaster Recovery Preparedness, and the task order was recommended for approval by the Policy & Services Committee on February 28, 2023 (CMR 2301-0827¹) and accepted by the City Council during the City Council meeting on March 13, 2023 (CMR 2302-1021²).

This task order with the period of performance from March 1, 2023, to June 30, 2023, has not been signed since it was approved on March 13, 2023. As a result, OCA has not started an audit of Disaster Recovery Preparedness. The OCA requests the period of performance to be extended to November 30, 2023. The total not-to-exceed budget remains the same.

¹ 2/28/2023 Policy & Services Committee, Agenda Item #2, FY 2023 City Auditor Task Orders, <https://portal.laserfiche.com/Portal/DocView.aspx?id=65392&repo=r-704298fc&searchid=9c13c561-3cb8-4755-a26e-845c8abe9fe4>

² 3/13/23 City Council, Agenda Item #AA1, FY 2023 City Auditor Task Orders, <https://portal.laserfiche.com/Portal/DocView.aspx?id=65475&repo=r-704298fc&searchid=85065bc1-737b-42ee-8469-aa737014a7de>

Baker Tilly presented the attached modified task order during the Policy & Service Committee meeting on June 13, 2023 (CMR 2305-1464³), where a motion to approve the task order change was passed (3-0).

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 FY23-4.19 Disaster Recovery Preparedness (Extension)

APPROVED BY:

Adriane D. McCoy, City Auditor

³ 6/13/23 Policy and Services Committee, 04.19 Disaster Recovery Preparedness:
<https://cityofpaloalto.primegov.com/Portal/viewer?id=2186&type=0>