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MEMORANDUM

TO: Deborah Edgerly, Acting City Manager

FROM: Roland Smith, City Auditor

DATE: November 24, 2003

RE: RESOLUTIONS AND ORDINANCES REGARDING THE PURCHASE AND INSTALLATION OF COMPUTER HARDWARE AND SOFTWARE AND PROFESSIONAL SERVICES FOR AN INTEGRATED PERMIT, ENFORCEMENT, AND RECORDS TRACKING SYSTEM (PERTS) FOR A TOTAL AMOUNT NOT TO EXCEED FOUR MILLION DOLLARS (\$4,000,000)

The Measure H Charter Amendment, which was passed by the voters at the General election of November 5, 1996, requires the City Auditor to prepare impartial financial analyses of proposed major expenditures prior to their approval. The City of Oakland Administrative Instruction Number 137, which was effective May 21, 1997, instructs agencies to submit draft reports on proposed expenditures of \$250,000 or more to the City Auditor at least one week before the final reports are due to the City Manager.

Although the draft report (copy enclosed) was due to us no later than Monday, November 17th, we did not receive it until 4:45 PM on Friday, November 21st. Our report on this matter would be required to be turned in to your office to be incorporated into the agenda package by 3:00 PM today, November 24th. We cannot be expected to perform our analysis in less than one work day.

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FINANCE & MANAGEMENT CMTE.

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We recommend that the City Manager, Finance and Management Committee, and City Council defer taking action on this matter until we have had the opportunity to complete our voter-mandated impartial financial analysis.

Sincerely yours,



Roland E. Smith, CPA, CFS
City Auditor

Enclosure

cc: Shirley Walker w/o enclosure

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FINANCE & MANAGEMENT CMTE.

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