



2003 NOV 25 PM 6:42

1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612

Office of the City Auditor  
Roland E. Smith, CPA  
City Auditor

510-238-1376  
FAX 510-238-7640  
TDD 510-839-6451  
www.oaklandauditor.org

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.

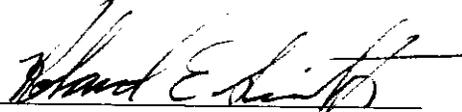
Although the draft report (copy enclosed) was due to us no later than Monday, November 17th, we did not receive it until 4:45 PM on Friday, November 21st. Our report on this matter would be required to be turned in to your office to be incorporated into the agenda package by 3:00 PM today, November 24th.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

6  
FINANCE & MANAGEMENT CMTE.

JAN 13 2004

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

6

**FINANCE & MANAGEMENT CMTE.**

**JAN 13 2004**