



CITY of HOLLYWOOD, FLORIDA

Office of the City Manager

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Wazir A. Ishmael, Ph.D.
City Manager

SENT VIA EMAIL & US MAIL

August 31, 2016

Mr. John W. Scott, Inspector General
Broward Office of the Inspector General
One North University Drive, Suite #111
Plantation, FL 3324

Re: Broward Office of the Inspector General Report on "TransHire" 90 Day Progress Report

Dear Mr. Scott:

The City of Hollywood is providing this correspondence to your office, as requested, as an additional 90 day update progress report from our last response. The City continues to progress and follow the path of improvements that were described previously, and are highlighted below. The additional oversight, signoff, and managed use of the DPV process continues to benefit the City and its financial condition, especially in light of current forecasted budgetary challenges and constraints. Additionally, the City is moving actively to fully implement and utilize its Master Contract List (MCL) on a daily basis, both as a management tool and resource for contract and budget administration. The City Manager's Office also continues to have the Procurement Division operate as a direct report agency maintaining an active oversight. The City's Contract Compliance Officer continues to be dedicated on a full time basis to the direct management of the Procurement Division, reporting to the Assistant City Manager, Finance and Administration.

The City of Hollywood also responded to your prior recommendation to conduct a separate single purpose audit of past DPV processing which occurred prior to the new current administration and improvements. The City's current independent external auditor, RSM/ McLadrey, was asked to examine the task of a single purpose audit of the DPV activity for the three year period prior to the "TransHire" timeframe. Their estimate to conduct such audit was approximately \$20,000 to \$25,000, an additional cost that the City did not have budgeted, nor find affordable under current large forecasted budgetary shortfalls for FY 2017. The City began restricting non-essential expenditures in April of this year, immediately upon receiving the forecasted budgetary shortfall for next fiscal year. Discussion of this matter via telephone with your in house legal counsel, Jennifer Merino, confirmed that it was the City's decision not to expend significant additional dollars at this time; understanding additional review may occur in the future.

Our Mission: We are dedicated to providing municipal services for our diverse community in an atmosphere of cooperation, courtesy and respect.
We do this by ensuring all who live, work and play in the City of Hollywood enjoy a high quality of life.

"An Equal Opportunity and Service Provider Agency"

August 31, 2016

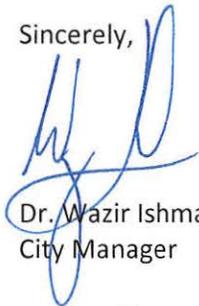
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Finally, the City has continued to follow, enforce, and refine the below listed improvements, actions, resources, training and policies. These new standards and expectations are now institutionalized as policy and business practice which has assisted the City to make additional progress and advance the organization. Your input and insight is again sincerely appreciated.

- **Heightened Awareness, Expectations and Standards of Performance**
- **Services of an External Consulting Professional**
- **Organizational Modifications and Reform**
- **Human Resources Policy Review and Reform**
- **Workflow/Business Policies and Procedures Modifications**
- **Creation and Implementation of a Contract Compliance Officer Position**
- **Creation and Implementation of a Master Contract List**
- **Increased Training for Procurement, Contract Administration**
- **Purchase Order and Blanket Purchase Order Procedural Modifications**
- **Direct Payment Voucher Procedural Modifications**

The City continues to hold its responsibility for managing the public's interests with the highest regard, and conveys that commitment throughout the organization. We genuinely believe our municipal corporation is progressing and evolving into an organization that better serves and represents our constituents. Thank you again, and please contact me with any additional requests or communication.

Sincerely,



Dr. Wazir Ishmael
City Manager

c: Mayor, Vice Mayor and City Commissioners
City Attorney
Assistant City Managers
Chief Officers
Department/Office Directors