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To: Broward County Board of County Commissioners
From: Pamela Brangaccio *for P.B.*
Date: January 22, 2007
Re: Response to Audit Report No. 07-06

This submittal is in response to the Audit Report No. 07-06, Compliance Review – Delegated Purchases – Highway and Bridge Maintenance Division

Finding 1

The Division did not consistently document compliance with County delegated purchasing policies.

Highway and Bridge Maintenance Division (HBMD) staff concurs with the above finding. Of the nine purchase orders referenced in the Audit Report, HBMD staff believes that the County's delegated purchasing policies were followed. However, the documentation to indicate compliance was incomplete. To ensure proper documentation in future delegated purchases, HBMD will perform the following:

- a. The Division's CABs will be sent to delegated purchasing training sponsored by the Purchasing Division.
- b. The Division Director will perform quarterly review on delegated purchasing activities to include purchases from non SBE firms, price analysis and sole source awards.

Finding 2

The Highway and Bridge Maintenance Division purchased gift cards for employee recognition in violation of the Broward County Code of Ordinance.

HBMD concurs with the above finding. The Division purchased two gift cards to recognize two employees who were selected as Employee of the Year and runner-up to employee of the year for the 2005 calendar year. The intent of the gift cards was to recognize the employees' achievements and to boost Division morale. HBMD now realizes that this is a violation of Chapter 9 ½ - 4 (a) (3) of the Broward County Code of Ordinance. Based on our corrected understanding of the ordinance, the Division will ensure that future instruments of recognition shall be of nominal value.

Cc: Evan Lukic
Lee Billingsley
Tony Hui