



PAMELA D. BRANGACCIO, County Administrator
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MEMORANDUM

To: Broward County Board of County Commissioners

From: Pamela Brangaccio, County Administrator *JWB* *for P.B.*

Date: March 13, 2007

Subject: Response to Audit Report No. 07-03

This submittal is in response to the recommendations in Audit Report No. 07-03, Compliance Review – James D. Knowles Inc.

Recommendations:

- **Establish written policies and procedures that clearly define contract administrator responsibilities and performance expectations.**
- **Develop and implement training for contract administrators.**
- **Develop and implement processes, policies and procedures to monitor contract administrator and project manager performance.**

Agree.

Waste and Recycling Services (WRS) has recognized the need for additional contract administration support and oversight, and as a result, recently reclassified a position to act as a contract coordinator for the agency. This position will work with contract administrators to ensure contract compliance, provide training, keep contract administrators informed of current requirements, and provide guidance in contract management. This position will also work with management to define contract administrator responsibilities and performance expectations.

WRS and PRD utilize the Leadership Performance Review process to monitor and evaluate individual contract administrator performance. Effective immediately Parks and Recreation Division (PRD) will ensure that the recommendations regarding contract administrator responsibilities/performance expectations and training are implemented.

Recommendation:

- **Recover \$22,091 in overpayments from James D. Knowles, Inc.**

Agree.

WRS and PRD concur with the finding of recovering the \$22,091 (1.46% of the \$1.5 million expended over the five years of the contract). It should be noted that, through an internal review process, WRS staff became aware of processing fees in December 2005 and immediately stopped placement of print advertisements with the media broker and consulted with the County Attorney's Office.

Broward County Board of County Commissioners

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Staff will work with the Office of the County Attorney to attempt to recover the overpayments. For the new contract, WRS staff will use a check-list method that will ensure that all charges are supported by vendor invoices and that amounts reflected on subcontractors invoices match the amounts being invoiced. In addition, WRS staff will ensure that invoices are checked and tallied to verify mathematical accuracy.

cc: Evan Lukic, County Auditor
Bertha Henry, Deputy County Administrator
Zachary Williams, Assistant County Administrator
Richard H. Brossard, Assistant County Administrator
Tony Hui, Interim Director, Public Works
Larry Lietzke, Director Community Services
Mary Beth Busutil, Director Waste and Recycling Services
Bob Harbin, Director Parks and Recreation