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REPORT NO. 2026-01

TO: Barry Burton, County Administrator

FROM: Melissa Dondero, Inspector General/Chief Audit Executive *md*
Division of Inspector General

DIST: The Honorable Chair and Members of the Board of County Commissioners
Ken Burke, CPA, Clerk of the Circuit Court and Comptroller

SUBJECT: Follow-Up Investigation of County Administration Abuse of Authority

DATE: January 27, 2026

This memo serves to inform you that the Division of Inspector General completed a Follow-Up Investigation of County Administration Abuse of Authority. The purpose of our follow-up review was to determine the status of previous recommendations for improvement.

The purpose of the original investigation was to determine if the Respondent abused their position in the County to:

1. Approve alley contract invoices that did not meet contract requirements.
2. Reduce permit fees related to a combination building permit.

To determine the current status of our previous recommendations, we surveyed and/or interviewed management to determine the actual actions taken to implement recommendations for improvement. We performed testing to verify that management's action plans have effectively addressed the investigation findings. The extent and timing of testing were based on the significance of the findings and management's planned implementation completion date.

Our follow-up investigation was conducted in accordance with the *Principles and Standards for Offices of Inspector General* of the Association of Inspectors General and *The Florida Inspectors General Standards Manual* from The Commission for Florida Law Enforcement Accreditation. Accordingly, it included such tests of records and other procedures as we considered necessary in the circumstances.

Our follow-up testing was performed from October 2025 to December 2025. The original investigation was published on September 9, 2024. However, transactions and processes reviewed were not limited by the investigative period.

Of the eight recommendations in the original investigation report, we determined that all have been implemented. The status of each recommendation is presented in this follow-up report.

Original Report Reference

To view the original report (Report No.: 2024-14), published in the report section of our website, please use the following link:

[RPT2024-14 Investigation of County Administration Abuse of Authority](#)

Recommendation Implementation Status

The table below reports on the status of management’s action plans to implement the recommendations contained in the original investigation report.

FINDING	PREVIOUS RECOMMENDATION	STATUS
1	<i>Invoices Submitted for Payment Did Not meet Contract Requirements.</i>	
A	Develop and implement a documented invoice review process to ensure invoices are in compliance with contract terms and conditions so that any services that are billed can be verified as appropriate.	Implemented The County entered into a contract with a new vendor for alleyway cleanup. The contract for cyclical and optional services was amended on April 22, 2025, to include updated submission procedures and stronger accountability measures.
B	Determine if the County can recoup overpayments from the Contractor and recoup the funds, if warranted.	Implemented Management determined that although the dumpster charges were not processed correctly, the work was performed and completed appropriately. Therefore, the County did not deem it necessary to recoup any funds expended.
C	Consider disciplinary action for the Respondent for authorizing the Contractor to receive payment for equipment costs billed as labor costs.	Implemented Management reviewed the information and determined that no disciplinary action was necessary for the Respondent.
2	<i>Work Submitted For Reimbursement Did Not Meet Contract Requirements.</i>	
A	Develop and implement a process to document effective monitoring of contracts to ensure compliance.	Implemented Community Redevelopment Area (CRA) staff implemented documented procedures for tracking and monitoring compliance with contract requirements. The procedures were formalized in a contract amendment on April 22, 2025, which was signed by the County and the

FINDING	PREVIOUS RECOMMENDATION	STATUS
		Contractor. We reviewed invoice tracking documentation for July through October 2025.
B	Ensure management and staff are trained on the contract dispute resolution process and document the training. When there are disputes, follow the dispute resolution process as outlined in the contract and in accordance with the County's Purchasing and Risk Management Standard Services Agreement. Consult with Purchasing and the County Attorney's Office, as needed.	Implemented On February 18, 2025, CRA staff and the Respondent participated in contract management and dispute mediation training provided by the County Purchasing Department.
3	<i>Management Did Not Execute A Proper Contract Amendment.</i>	
A	Ensure proper training for staff regarding the County's contract change order/amendment process and document the training.	Implemented On February 18, 2025, CRA staff and the Respondent participated in contract management and dispute mediation training provided by the County Purchasing Department.
B	Ensure that when changes are required on future projects, a proper contract change order/amendment is executed.	Implemented CRA Staff met with the current vendor and purchasing department staff to amend the contract to improve contract outcomes. The contract amendment was reviewed and approved through the Granicus approval workflow process and became effective April 22, 2025.
C	Ensure change orders/amendments are reviewed and approved by the appropriate County officials and agreed to by the contractor.	Implemented On January 8, 2026, the IG reviewed Granicus Legistar and determined the amendment followed the correct approval process.

We appreciate the cooperation shown by the staff of County Administration during the course of this review.

MD/JP