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REPORT NO. 2026-10

TO: Kevin McAndrew, Director
Building and Development Review Services

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
Barry Burton, County Administrator
Tom Almonte, Assistant County Administrator
Jim McKillen, Building Official, Building and Development Review Services
Ken Burke, CPA, Clerk of the Circuit Court and Comptroller

SUBJECT: Follow-Up Investigation of Building and Development Review Services
Personnel Alteration of a Permit Record

DATE: April 17, 2026

This memo serves to inform you that the Division of Inspector General completed a Follow-Up Investigation of Building and Development Review Services (BDRS) Personnel Alteration of a Permit Record. 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:

1. Fraudulently altered a permit record.

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 during the month of April 2026. The original investigation was published on October 14, 2025. However, transactions and processes reviewed were not limited by the investigative period.

Of the two recommendations in the original investigation report, we determined that both 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.: 2025-20), published in the report section of our website, please use the following link:

[Investigation of BDRS Personnel Alteration of a Permit Record](#)

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>BDRS Does Not Have A Formal Process For Violations When Occupants Must Be Removed.</i>	
A	Update the Notice of Violation (NOV) policies and procedures to include the appropriate steps to take when occupants must vacate a building. This could include coordination with the County Attorney’s Office, proper communication within BDRS, and documentation in Accela to ensure that staff who access a particular permit or violation know the proper steps.	<p style="text-align: center;">Implemented</p> Management provided their updated NOV policy, which includes the steps for staff to take when structures are not vacated after an NOV is issued.
B	Provide training to staff on the policy and procedures developed in recommendation A.	<p style="text-align: center;">Implemented</p> Management provided training documentation for staff on the updated NOV policy, along with the updated policy reflecting the training frequency.

We appreciate the cooperation shown by the staff of the BDRS Department during the course of this review.

MD/LS