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REPORT NO. 2024-09

TO: Kelli Hammer Levy, Director
Public Works Department

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

DIST: Ken Burke, CPA, Clerk of the Circuit Court, and Comptroller
The Honorable Chair and Members of the Board of County Commissioners
Barry Burton, County Administrator
Jill Silverboard, Deputy County Administrator and Chief of Staff

SUBJECT: Inspector General's Follow-Up Investigative Review of Public Works Employee
Conduct Unbecoming

DATE: June 7, 2024

The Division of Inspector General has completed a Follow-Up Investigative Review of Public Works Employee Conduct Unbecoming. The objective of our review was to determine the implementation status of our previous recommendation.

Of the single recommendation in the original investigative report, we determined that it has been partially implemented. The status of the recommendation is presented in this follow-up report.

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



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I. Scope and Methodology

We conducted a follow-up investigative review of Public Works employee conduct unbecoming. The purpose of our follow-up review was to determine the status of the previous recommendation for improvement.

The purpose of the original investigation was to determine if:

1. The respondents misused County equipment.
2. The respondents intentionally falsified a time record by using County time to conduct personal business.
3. The respondents misappropriated County funds.

To determine the current status of our previous recommendation, we surveyed and/or interviewed management to determine the actual actions taken to implement the recommendation for improvement. We performed limited testing to verify the implementation of the recommendation for improvement.

Our investigative follow-up was conducted in accordance with the *Principles and Standards for Offices of Inspector General* and *The Florida Inspectors General Standards Manual* from The Commission for Florida Law Enforcement Accreditation and, accordingly, included such tests of records and other investigative procedures, as we considered necessary in the circumstances. Our follow-up testing was performed during the month of May 2024. The original investigative period was August 9, 2022, through March 2, 2023. However, transactions and processes reviewed were not limited by the investigative period.

II. Original Report Reference

To view the original report (Report No.: 2023-10), published in the report section of our website, please use the following link:

[Report 2023-10 Investigative Review of Public Works Employee Conduct Unbecoming](#)

III. Implementation Status Table

FINDING	PREVIOUS RECOMMENDATION	STATUS
1	<i>The Verification Process For Concrete Repairs Is Not Sufficient.</i>	
	Implement a procedure to strengthen the verification process for materials used for work orders.	Partially Implemented Management stated it was having a field inspector and work planning coordinator conduct further reviews of the Cityworks work orders. We performed a walkthrough of the process with management and noted that the process did include quantity reviews, but there were no written procedures for this process. We also noted there was insufficient documentation readily showing the estimated square footage for a project, as stated on the corresponding work order, converted into cubic yards, which was how the concrete was billed. Without evidence of calculations to convert the yards of concrete billed to what was estimated in square feet, management would not be able to easily determine if the quantity reviews are being performed. We recommend management, moving forward, formalize a procedure to include these calculations on all work orders, or saved as an attachment thereto, to ensure concrete usage aligns with project estimates. By not fully implementing this recommendation, there is a risk that concrete could be misappropriated or wasted without detection. We continue to encourage management to fully implement the recommendation.

MD/JV