

**MOBILITY DEPARTMENT  
TRANSPORTATION ENGINEERING  
DRAFTING  
AUDIT 25-19  
OCTOBER 8, 2025**



# City of Tampa

*Jane Castor, Mayor*

## Internal Audit Department

315 E. Kennedy Boulevard  
Tampa, Florida 33602  
Office (813) 274-7159

October 8, 2025

Honorable Jane Castor  
Mayor, City of Tampa  
1 City Hall Plaza  
Tampa, Florida

RE: Mobility – Transportation Engineering - Drafting, Audit 25-19

Dear Mayor Castor:

Attached is the Internal Audit Department's report on Mobility - Transportation Engineering - Drafting. We thank the management and staff for their cooperation and assistance during this audit.

Sincerely,

/s/ Christine Glover

Christine Glover  
Internal Audit Director

cc: John Bennett, Chief of Staff  
Jean Duncan, Administrator of Infrastructure and Mobility  
Dennis Rogero, Chief Financial Officer  
Brandon Campbell, Mobility Interim Director  
Tarek LotfyKamal, Transportation Engineering Manager  
Adam Purcell, Chief Planner  
Michael Capotrio, Infrastructure & Mobility Design & Data Production Supervisor  
Megan Birnholz-Couture, Assistant City Attorney

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/s/ Angela Mitchell

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Auditor

/s/ Vivian Walker

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Lead Senior Auditor

/s/ Christine Glover

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Audit Director

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**BACKGROUND**

The Mobility - Transportation Engineering – Drafting (Drafting) is primarily responsible for the development of engineering design plans, technical drawings, and data visualizations to support the development of sustainable transportation infrastructure, and mobility initiatives across the City of Tampa.

Drafting collaborates closely with transportation planners, engineers, construction managers, Geographic Information System (GIS) analysts, internal departments, and external agencies to ensure design plans are accurate, and align with applicable standards, and regulations. Drafting also delivers design support through data systems, geospatial mapping, and reporting tools that support performance monitoring, and decision making. Primary design examples include roadway and intersection designs, bike and pedestrian infrastructure planning, preparation of construction-ready plans, signage, and specifications. Their deliverables directly impact the efficiency of mobility projects, from transit access enhancements, accident prevention efforts to traffic flow and safety improvements.

**STATEMENT OF OBJECTIVES**

This audit was conducted in accordance with the Internal Audit Department's FY 2025 Audit Agenda. The objective of this audit is to ensure that the system of internal controls related to Drafting is adequate.

**STATEMENT OF SCOPE**

The audit period covered activities that occurred from December 2022 to August 2025. Assessments were performed to determine whether Drafting personnel were fulfilling their stated duties and responsibilities effectively and efficiently. The primary source of information reviewed was generated by AutoCAD and Cityworks software systems. An analysis was performed and determined that the data generated by AutoCAD and Cityworks is reliable. Original records, as well as copies, were used as evidence and verified through observation and physical examination.

**STATEMENT OF METHODOLOGY**

The following steps were taken to complete the stated objective:

- Conducted interviews with management and staff to gain an understanding of roles, responsibilities, processes, and control measures.
- Examined relevant policies, standard operating procedures, design plans, and supporting documentation to verify compliance.
- Assessed the internal controls by reviewing the processes of design plans development, recordkeeping, and approval workflows.
- Analyzed software applications, and data outputs to assess reliability, accuracy and document version control.
- Evaluated the segregation of duties, and supervisory project management oversight to ensure accountability and proper authorization.
- Reviewed Tampa.gov, Intranet, and researched other materials to determine if there are any relevant performance metrics related to Drafting. There are currently no relevant performance measures for Drafting.

#### **STATEMENT OF AUDITING STANDARDS**

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

#### **AUDIT CONCLUSIONS**

Based on the assessment performed, we conclude that the system of internal controls related to Drafting is adequate.