

**WATER DEPARTMENT  
ENGINEERING DIVISION  
AUDIT 21-08  
MAY 17, 2021**



# City of Tampa

*Jane Castor, Mayor*

## Internal Audit Department

315 E. Kennedy Boulevard  
Tampa, Florida 33602

Office (813) 274-7159

May 17, 2021

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

RE: Water Department Engineering Division, Audit 21-08

Dear Mayor Castor:

Attached is the Internal Audit Department's report on the Water Department Engineering Division.

We thank the management and staff of the Engineering Division 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, Infrastructure and Mobility Administrator  
Brad Baird, Infrastructure Deputy Administrator  
Dennis Rogero, Chief Financial Officer  
Chuck Weber, Water Department Director  
Seung Park, Chief Engineer  
Brian Morrison, Assistant City Attorney

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/s/ Debbie Abbott

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Senior Auditor

/s/ Christine Glover

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Audit Director

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**BACKGROUND**

The Water Department's (Department) Engineering Division (ED) provides services to the Department's other two divisions (Production and Distribution). The ED consists of the Design team and the Development Services team with a total of 41 staff. ED's Design team provides drafting and records services, and pipeline and facilities' management for the Production Division. The Development Services team oversees utility service requests, the utility review process, and development review. A Water Infrastructure Asset Coordinator position has recently been assigned to ED; but is currently unfilled.

ED is playing an important role in the Progressive Infrastructure Planning to Ensure Sustainability (PIPES) program. This includes overseeing the development design plan, facilitating permitting, participating in the bid process, and more for the Department.

**STATEMENT OF OBJECTIVES**

This audit was conducted in accordance with the Internal Audit Department's FY2021 Audit Agenda. The objectives of this audit were to ensure that:

1. The system of internal controls related to the processes within the Department's ED is adequate.
2. The Accela and Cayenta data system modules used by ED are reliable and accurate.
3. Performance metrics are accurate, consistent, relevant, and verifiable.

**STATEMENT OF SCOPE**

The audit period covered activity that occurred in FY2020. Tests were performed to determine reliability of the data used by ED. Original records as well as copies were used as evidence and verified through observation and physical examination.

**METHODOLOGY**

The following steps were performed to achieve the audit's objectives:

- Reviewed Florida statutes, City Council resolutions, and ED's policies, procedures, and flowcharts.
- Interviewed staff and prepared flowcharts and narratives to identify internal controls of processes performed within ED.

- Evaluated effectiveness of controls over the processes followed by ED staff.
- Performed data reliability testing of Accela and Cayenta modules used by ED.

### **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 upon the test work performed, we conclude that:

1. The system of internal controls related to the processes within the Department's ED is adequate.
2. The Accela and Cayenta data system modules used by ED are reliable and accurate.
3. There are no performance metrics specific to ED, on the EPM Dashboard. However, five internal metrics are being used. These internal metrics were not assessed as a part of this audit.