

Date: January 17, 2017



CLERK OF THE CIRCUIT COURT – AGENDA ITEM Marion County Commission

SUBJECT: Present Report No. 2016-13 Regarding MSTU Fore Acres First Addition Subdivision Road Improvements Petition Count

INITIATOR: Sachiko H. Leon, Internal Auditor

DEPARTMENT: Clerk of Court

DESCRIPTION/BACKGROUND: Internal Audit tabulated road improvements petitions for Fore Acres First Addition Subdivision



BUDGET IMPACT: None

RECOMMENDED ACTION: None, for informational purposes only



CLERK OF THE CIRCUIT COURT AND COMPTROLLER
David R. Ellspermann

TO: Board of County Commissioners, individually
Mounir Bouyounes, County Administrator
Brian Moree, Assistant County Administrator-Public Works
Shawn Hubbuck, MSTU Director

FROM: David R. Ellspermann, Clerk of the Circuit Court and Comptroller 
Sachiko H. León, Internal Auditor 

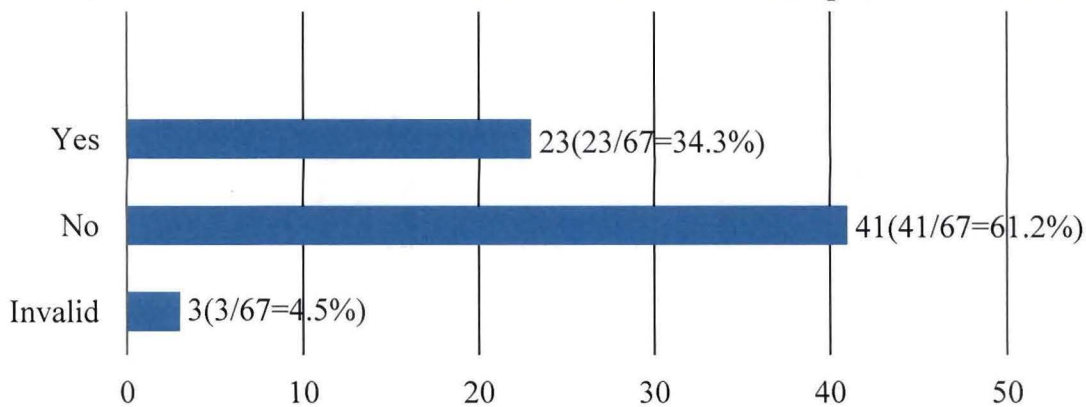
DATE: December 27, 2016

RE: REPORT No. 2016-13: MSTU Fore Acres First Addition Subdivision Road Improvements Petition Count

Tabulation Summary

The MSTU Department mailed petitions to 117 property owners of Fore Acres First Addition Subdivision. Internal Audit confirmed the timely responses of 67 property owners. We concluded that **34.3%** of the timely responding property owners voted in favor of the road assessment project.

Results for the Fore Acres First Addition Subdivision Road Improvements Petition Count



“Yes” indicated “Yes, I approve of the proposed Road Improvement Project”

“No” indicated “No, I do not approve of the proposed Road Improvement Project”

“Invalid” indicated petition response could not be included for the following reasons:

- Two petitions were signed but did not indicate a “yes” or “no” vote
- One petition was signed but indicated both a “yes” and “no” vote

Marion County Clerk of the Circuit Court and Comptroller

Board of County Commissioners – Internal Audit Division – Sachiko H. León, Internal Auditor

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Activities Performed

Internal Audit collected the petitions at a separate Clerk post office box. We maintained security and confidentiality of petitions received up to the time of opening, counting and tabulating on December 21, 2016.

In accordance with BCC wishes, as stated in the workshop on December 8, 2011, we have already reported to you the final tabulated results by email dated December 21, 2016, for the proposed road improvements for Fore Acres First Addition Subdivision.

The tabulation process was performed by Sachiko H. Leon and Heather Lobsiger. We understand that this reporting memorandum may be used in a subsequent Agenda Item as supporting documentation.

Background

On December 8, 2011, BCC held a MSTU workshop on the proposed revised procedures for handling MSTU road improvements and petition counts. Per the request of the BCC, Internal Audit accepted tasks of conducting the physical opening, counting and tabulation of the petitions, and reporting the results by email followed by a formal report.

The objective of Internal Audit's involvement of MSTU road assessment tabulation process is to provide independent evaluation to "determine whether there is substantial support for the project within the proposed project area." (BCC Policy No. 11-02, Section 5)

Road assessment tabulation is a non-audit function of the Internal Audit Division and performed per the request of the Board of County Commissioners. We do not have any operational responsibility over MSTU Department or road assessment projects.

In the instance of multiple owners of a property, one petition is mailed to the mailing address for that property. Any of the property owners can vote, but only one vote per property can be accepted.