

Date: October 2, 2018



CLERK OF THE CIRCUIT COURT – AGENDA ITEM Marion County Commission

SUBJECT: Present Report No. 2018-09: MSTU Cedar Shores Industrial Park Road Improvements Petition Count

INITIATOR: Sachiko H. Leon, Internal Audit Director

DEPARTMENT: Clerk of Court

DESCRIPTION/BACKGROUND: Internal Audit tabulated the road improvement petitions for Cedar Shores Industrial Park. 50% of the responding property owners voted in favor of the road assessment project.


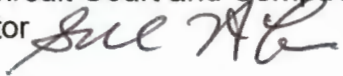
BUDGET IMPACT: None

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
Angel Roussel, Assistant County Administrator-Public Works
Shawn Hubbuck, MSTU Director

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

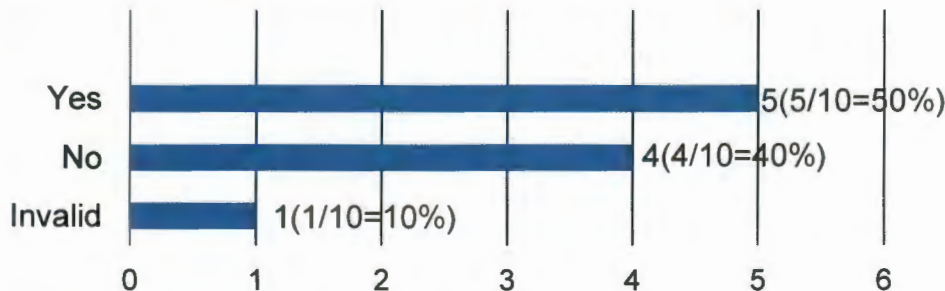
DATE: September 13, 2018

RE: REPORT No. 2018-09: MSTU Cedar Shores Industrial Park Road Improvements Petition Count

Tabulation Summary

The MSTU Department mailed petitions to 17 property owners of Cedar Shores Industrial Park. Internal Audit confirmed the timely responses of 10 property owners. We concluded that **50%** of the timely responding property owners voted **in favor** of the road assessment project.

Results for the Cedar Shores Industrial Park 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:

- Property owner not indicating either "Yes" or "No" vote

Marion County Clerk of the Circuit Court and Comptroller

Activities Performed

Internal Audit collected the petitions at a separate Clerk post office box. We maintained security and confidentiality of the petitions received up to the time of opening, counting, and tabulating on September 12, 2018.

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 September 13, 2018, for the proposed road improvements for Cedar Shores Industrial Park.

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

Background

On December 8, 2011, the Board of County Commissioners (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 the 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 with the MSTU road assessment tabulation process is to provide an 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 Department and is performed per the request of the BCC. We do not have any operational responsibility over the 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.