

Date: October 17, 2017



**CLERK OF THE CIRCUIT COURT – AGENDA ITEM
Marion County Commission**

SUBJECT: Present Report No. 2017-09 Regarding MSTU Timucuan Island Road Improvements Petition Count by Internal Audit Division

INITIATOR: Sachiko H. Leon, Internal Auditor

DEPARTMENT: Clerk of Court

DESCRIPTION/BACKGROUND: Internal Audit tabulated road improvement petitions for Timucuan Island

BUDGET IMPACT: None

RECOMMENDED ACTION: None, for information purposes only



CLERK OF THE CIRCUIT COURT AND COMPTROLLER
David R. Ellspermann

TO: Board of County Commissioners, individually
Mounir Bouyounes, County Administrator
Angel Roussel, Acting Assistant County Administrator-Public Works
Shawn Hubbuck, MSTU Director

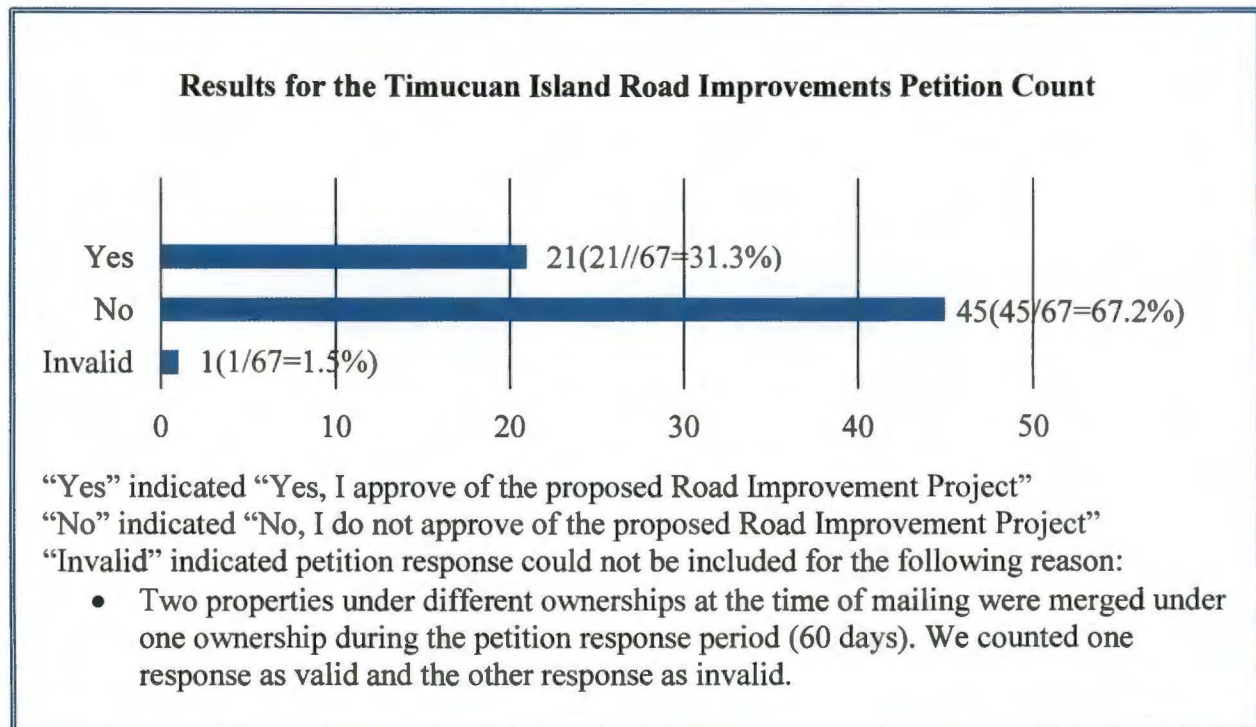
FROM: David R. Ellspermann, Clerk of the Circuit Court and Comptroller 
Sachiko H. León, Internal Auditor 

DATE: September 28, 2017

RE: REPORT No. 2017-09: MSTU Timucuan Island Road Improvements Petition Count

Tabulation Summary

The MSTU Department mailed petitions to 95 property owners of Timucuan Island. Internal Audit confirmed the timely responses of 67 property owners. We concluded that a **majority** of the timely responding property owners voted **not in favor** of the road assessment project.



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 petitions received up to the time of opening, counting, and tabulating on September 22, 2017. One additional response was postmarked after the deadline; therefore, we excluded it from the tabulation.

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 22, 2017, for the proposed road improvements for Timucuan Island.

The tabulation process was performed by Sachiko H. Leon, Heather Lobsiger, 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, 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.