





CLERK OF THE CIRCUIT COURT AND COMPTROLLER
David R. Ellspermann

TO: The 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 

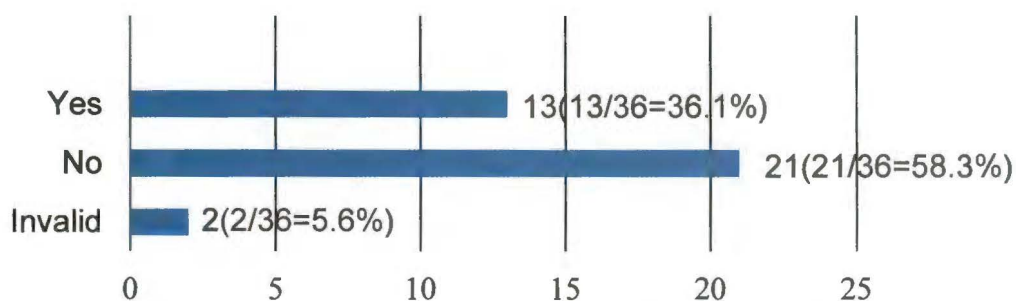
DATE: April 19, 2019

RE: REPORT No. 2019-03: MSTU Magnolia Shores and Smith Lake Acres
Unit 1 Road Improvements Petition Count

Tabulation Summary

The MSTU Department mailed petitions to 59 property owners of Magnolia Shores and Smith Lake Acres Unit 1. Internal Audit confirmed the timely responses of 36 property owners. We concluded that **a majority** of the timely responding property owners voted **not in favor** of the road assessment project.

**Results for the Magnolia Shores and Smith Lake Acres Unit 1 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:

- one property owner did not indicate whether he/she was in favor or not in favor of the project; and
- one petition was not signed by the property owner listed on the petition.

Marion County Clerk of the Circuit Court and Comptroller

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

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MSTU Magnolia Shores and Smith Lake Acres Unit 1

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 April 9, 2019.

The MSTU Department had originally sent three petitions to the incorrect owners because the ownership change was not updated on the Property Appraiser's website at the time the petitions were mailed out. This issue was corrected by the MSTU Department and petitions were mailed to the correct owners. We received 37 envelopes in the designated MSTU petition post office box. One of the envelopes received contained a petition that was sent to the incorrect owner of the property; therefore, we revised the number of petitions received to 36. We received a response from the correct owner of that property.

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 April 10, 2019, for the proposed road improvements for Magnolia Shores and Smith Lake Acres Unit 1.

The tabulation process was performed by 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, 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.