

Date: December 3, 2019



CLERK OF THE CIRCUIT COURT – AGENDA ITEM Marion County Commission

SUBJECT: Present Report No. 2019-10: MSTU NW 165th Court Road - Road Improvements Petition Count

INITIATOR: Sachiko H. León, Internal Audit Director

DEPARTMENT: Clerk of Court

DESCRIPTION/BACKGROUND: The MSTU Department mailed petitions to 58 property owners of NW 165th Court Road. Internal Audit confirmed the timely responses of 40 property owners. We concluded that a majority of the timely 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 

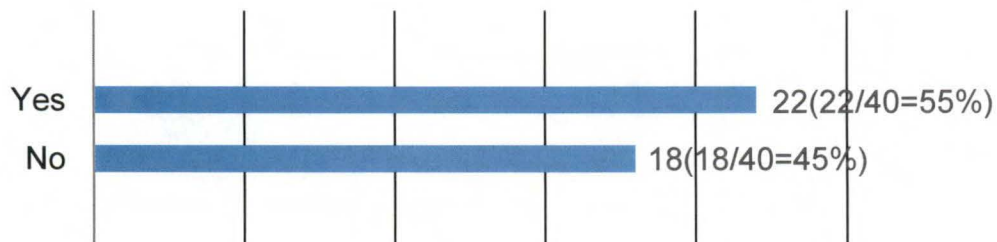
DATE: November 12, 2019

RE: REPORT No. 2019-10: MSTU NW 165th Court Road - Road Improvements Petition Count

Tabulation Summary

The MSTU Department mailed petitions to 58 property owners of NW 165th Court Road. Internal Audit confirmed the timely responses of 40 property owners. We concluded that **a majority** of the timely responding property owners voted **in favor** of the road assessment project.

Results for the NW 165th Court 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"

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 November 6, 2019. Internal Audit received 38 petition response envelopes. Two of the envelopes contained two valid responses in each envelope. The petitions had different ownership according to the Property Appraiser's website and had been mailed out individually by MSTU. Since a total of four petitions were returned in two envelopes, the number of owners responding timely increased from 38 to 40.

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 November 8, 2019 for the proposed road improvements for NW 165th Court Road.

The tabulation process was performed by Heather Ewing 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.

To determine ownership of property, Internal Audit relies on the accuracy of the information displayed on the Property Appraiser's website. The information obtained from the Property Appraiser's website is believed to be reliable, but Internal Audit makes no guarantees regarding the accuracy of the information.