



Inspector General Insights

Background: The Collier County Board of County Commissioners (BCC) created the Pelican Bay Municipal Services Taxing and Benefit Unit (MSTBU), and the Pelican Bay Services Division Board to advise the Commissioners on important issues that pertain to Pelican Bay residents by enacting Ordinances 2002-27, 2006-05, 2009-05, 2013-19, 2013-61, and 2018-12 as amended.

The Pelican Bay Services Board consists of eleven members from both Residential (9) and Commercial (2) property owners and meets regularly on the second Wednesday of each month at the Community Center at Pelican Bay. Any open board member positions are communicated to the Collier County Attorney's office at the end of the year to be included in the next year elections. If Residential and Commercial board member positions are open, two elections will run concurrently.

The election process typically involves:

1. Election Ballot Creation

- The BCC County Attorney office tracks the Pelican Bay MSTBU board positions and terms. Beginning on the second Tuesday in December, the County Attorney will advertise the open positions for 30 days. In that period, Commercial and/or Residential property owners will complete their applications and send them into the County Attorney's office for review.
- The Clerk's office will obtain the list of open positions and nominees from the County Attorney's office to initiate the creation of the ballot.

2. Mailing Election Ballots

- A ballot will be mailed for each parcel, which means that one street address could have multiple ballots received.
- Ballots must be mailed 30 days prior to the election date to ensure voters are allowed 30 days to vote.

3. Tabulation of Election Ballots

- Property owners have 30 days to return their election ballots.
- If the property owner sends in more than one ballot, or votes for more than the number of available slots, their voting ballot is considered invalid.
- The Clerk's Office of Inspector General (OIG) receives the ballots, performs the tabulation, and has an independent OIG staff member verify the results.
- The OIG secures and maintains the ballots for at least 30 days after vote count or cancellation of election per GS1-SL Florida records retention requirements.

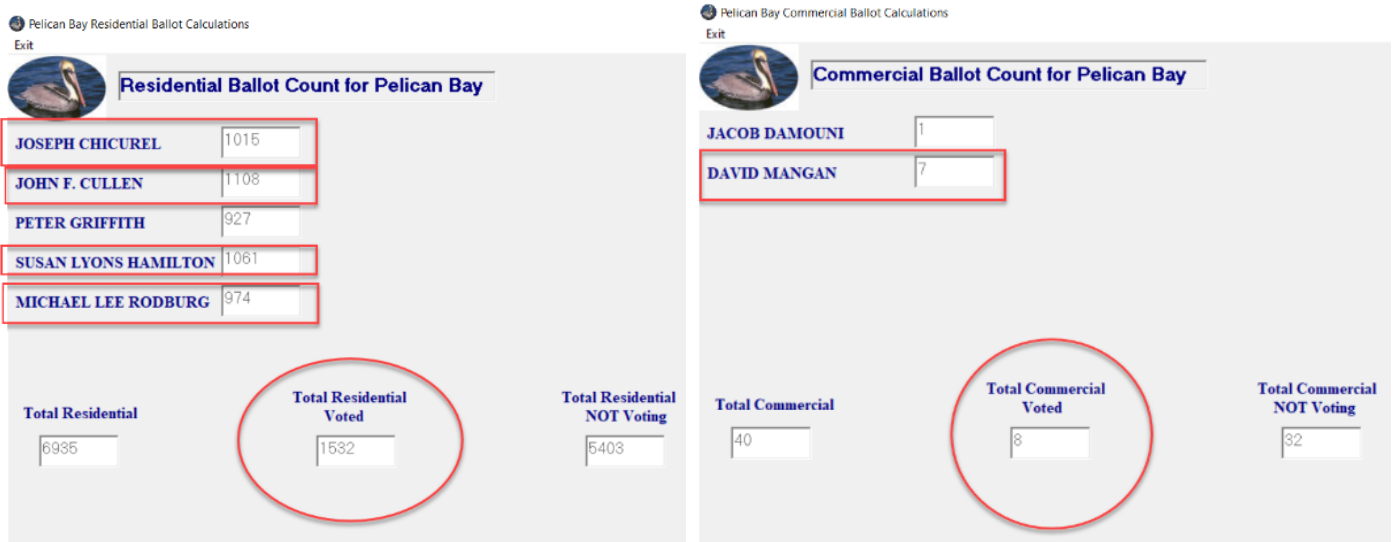
4. Reporting Election Results

- The OIG brings the Tabulation report and supporting ballots to a public meeting between the Clerk staff and County Attorney, to review the results and confirm ballot counts if necessary. Results are then updated in the BCC agenda for the next BCC Meeting.

Objective: Our objective is to ensure all election ballots are accurate, complete, and distributed timely, and that the election results are communicated to the Board of County Commissioners timely and accurately. The hours worked by Clerk staff are tracked and billed (at the fully burdened rates) to the MSTBU for payment.

Scope: Both the residential and commercial annual Board elections for Pelican Bay Services are included in our procedures.

Observations: The results of the election were tabulated and verified by the OIG on March 10, 2021. We then confirmed the results with the County Attorney, who reported the results to the Board of Commissioners. The Board of Commissioners subsequently considered the election results, and appointed the candidates as reported:



Total # Transactions	Amounts Audited or Reviewed	Questioned Costs	Taxpayer Savings	Description
6975	\$ 10,256.61	N/A	N/A	Ballots printed, and total costs of printing, mailing and Clerk's labor