

Date: December 5, 2017



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

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**SUBJECT: Present Report No. 2017-11 Regarding MSTU Windstream 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 Windstream**



**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, Acting Assistant County Administrator-Public Works  
Shawn Hubbuck, MSTU Director

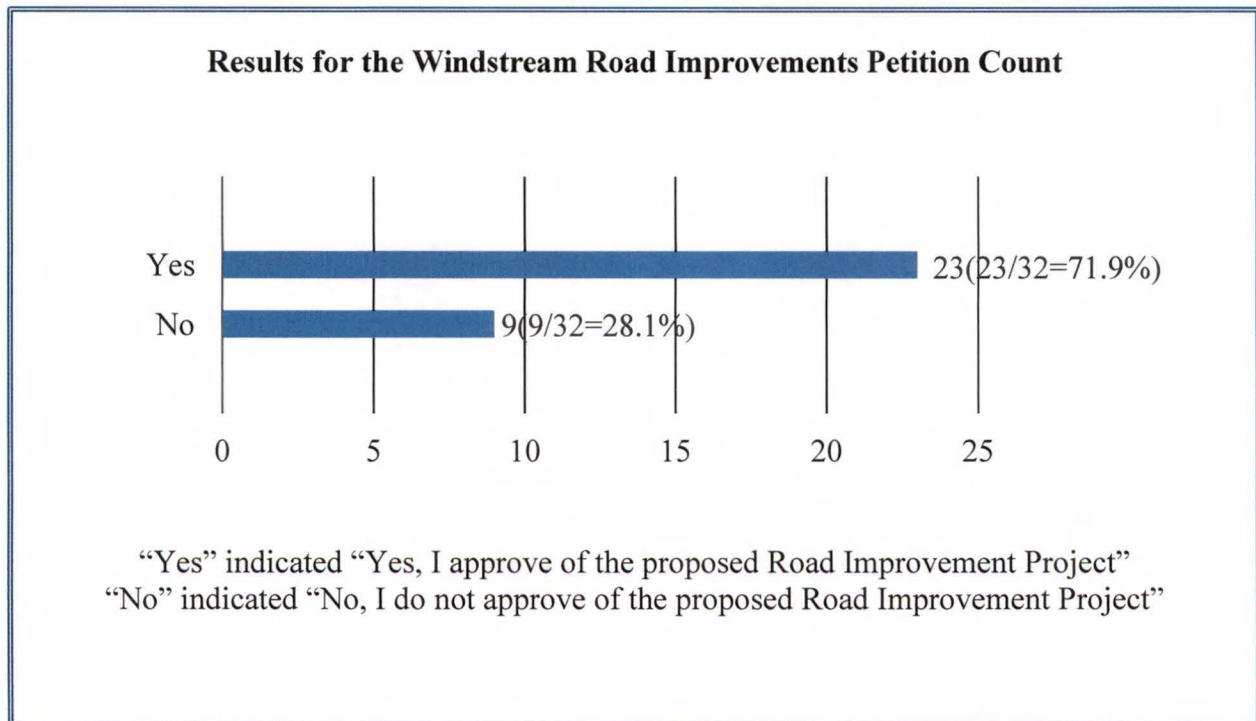
**FROM:** David R. Ellspermann, Clerk of the Circuit Court and Comptroller   
Sachiko H. León, Internal Auditor 

**DATE:** November 15, 2017

**RE:** REPORT NO. 2017-11: MSTU WINDSTREAM ROAD IMPROVEMENTS  
PETITION COUNT

**Tabulation Summary**

The MSTU Department mailed petitions to 84 property owners of Windstream. Internal Audit confirmed the timely responses of 32 property owners. We concluded that a **majority** of the timely responding property owners voted **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 November 7, 2017.

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 7, 2017, for the proposed road improvements for Windstream.

The tabulation process was performed by Sachiko H. Leon, Heather Lobsiger, Andrew Gibb and Aracelis Maldonado. 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.