

MEMORANDUM

To: Carol Clarke, Director, Planning Department

From: R.B. "Chips" Shore, Clerk of the Circuit Court and Comptroller

Date: April 16, 2002

Subject: Development of Regional Impact (DRI) Process Follow-up Audit

The Internal Audit Department has completed a follow-up audit based on the Clerk of the Circuit Court's Audit Report of the Development of Regional Impact (DRI) Process issued on October 12, 2000. This follow-up consisted of reviewing corrective actions implemented by the Planning Department for the areas where we provided constructive criticism and recommendations.

We commend you for the effective improvement in all areas identified in the original audit. The procedures established for the County Planners' timesheets and for the reimbursement of consultant fees have resulted in more complete and timely DRI billings. In addition, procedures have been implemented to better standardize and monitor the collection of past due accounts. Internal Audit believes these controls have significantly improved the efficiency and accountability over the Department's DRI process.

We continue to support management's efforts to establish a flat fee charged to DRIs. This fee would substantially increase efficiency by eliminating the need for tracking and compiling employees' billable time and other charges associated with the DRI development process. Management anticipates presenting this amendment to their fee schedule for Board of County Commissioners' approval in six months.

We would like to thank you and your staff for the attention given to the audit findings and the cooperation given to the Internal Audit staff. An additional follow-up will not be necessary.

RBS/RJO/MEG

cc: Board of County Commissioners
Ernie Padgett, County Administrator