

**REPLY AND IMPLEMENTATION SUMMARY
FOLLOW-UP REVIEW OF TRANSPORTATION PLANNING PERFORMANCE AUDIT**

#	RECOMMENDATION	RESPONSE	CURRENT STATUS	IMPLEMENTATION DATE	COMMENTS
1	The Transportation Planning Section should re-initiate efforts to formally oversee the management of Transportation Impact Fees, through actions listed in the report.	Concur	Implemented	August 2004	This recommendation has been accomplished. The vacant Transportation Impact Fee Coordinator position was filled in August 2004.
2	The Transportation Planning Section should initiate a formal review of the Transportation Impact Fee and conclude with a recommendation to City executive management regarding appropriate changes to the fee.	Concur	Implemented	March 2005	Recommendation was initiated in 2004 by hiring Renaissance Planning Group to conduct a review of impact fee rates and the impact fee ordinance. The Consultant report is expected by March 2005. City Staff will initiate recommendations to City executive management by June 2005.
3	The Transportation Planning Section should ensure that all fee exemptions, including those granted to community non-profit organizations, are authorized through the next update of the Transportation Impact Fee ordinance.	Concur	Implemented	March 2005	Recommendation was initiated in 2004 by hiring Renaissance Planning Group. In addition to conducting a review of impact fee rates, and the impact fee ordinance, RPG will review all fee exemptions for appropriate authorization. The Consultant report is expected by March 2005. City Staff will initiate specific recommendations to city executive management by June 2005.
4	The Transportation Planning Section should request Permitting and Code Enforcement to consistently enter Transportation Impact Fee collection information so that gross collections and associated credits are both shown in the case records.	Concur	Implemented	July 2004	The Transportation Planning Section has requested Permitting Services to consistently enter Transportation Impact Fee collection information so that gross collections and associated credits are both shown in the case records. Transportation Planning staff is monitoring Permitting transactions to ensure this responsibility is met.
5	The Transportation Planning Section should ensure that a summary report of Transportation Impact Fee credits be prepared on a periodic basis and forwarded to Economic Development Department management for their information.	Concur	Implemented	January 2005	The first periodic management report was prepared to reflect the 2004 year-end status of accounts, including credits. This effort will be continuous, with a goal of recording credit agreements previously negotiated but not reflected as an obligation of the City.

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6	The Transportation Planning Section should remain active in oversight of the Public Works Department's efforts to timely seek reimbursement for transportation project expenditures funded with federal and state grants.	Concur	Implemented	On-going	The processing of project invoices is the responsibility of Public Works Project Managers; therefore, Public Works Management should address this chronic problem within that organization. Transportation Planning staff has assisted wherever possible, including final invoicing and closeout of the Mercy Drive project.
7	The Transportation Planning Section should establish a dialogue with the Mayor and appointed officials on the City's strategic vision related to transportation issues.	Concur	Partially Implemented	December 2004	Working under the direction of Tanja Gerhartz, a draft transportation vision has been created by Transportation Planning and is currently in review. At the appropriate time, a recommended vision will be presented to the Mayor's Cabinet.
8	The Transportation Planning Section should establish a contact with the Orlando Police Department Traffic Enforcement Section to exchange information on traffic enforcement activities (warnings, violations, accidents) and transportation planning activities (traffic patterns, roadway capacity).	Concur	Implemented	On-going	Transportation Planning established a contact with the Orlando Police Department to exchange information on traffic enforcement activities and planning activities. Transportation Planning staff met with Officer Vincent Ogburn to provide an overview of all Transportation Planning activities. Additionally, Officer Ogburn receives copies of all MetroPlan Orlando and LYNX briefings prepared for the Mayor by Transportation Planning.
9	The Transportation Planning Section should formally track the products it issues so that information, including issuance date, the staff involved, the subject matter, and the client can be better utilized and referred to by City staff and the general public.	Concur	Implemented	November 2004 and On-going	All reports and studies have been inventoried, and where possible, placed on the Internet for optimal public access. Additionally, it is now a business practice that new studies or products are routinely added to the inventory upon acceptance. All Downtown projects inventoried and accessible on Internet as of 11/1/04. All other past studies to be added by June 1, 2005.
10	The Transportation Planning Section should update its website, including posting a listing of its available products and adding website links to the reports most appropriate to share with the public.	Concur	Implemented	November 2004	Appropriate products from the inventory described above have been converted to PDF documents then added to the Economic Development website with links to these reports and products.

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11	The Transportation Planning Section should initiate a discussion among Economic Development Department and Planning Division management regarding a more comprehensive standard for notifying the public of transportation system developments.	Concur	Implemented	October 2004	We initiated this effort with the Economic Development Department and the Office of Communications and Neighborhood Enhancement. One project requiring public notification, Lake Ivanhoe Path, used techniques that exceeded State and Federal law, including notification signs in area parks, e-mails notifications & website postings. The public meetings were attended by approximately 159 interested citizens.
12	The Transportation Planning Section should participate in the Economic Development Department's effort to revise its policies and procedures.	Concur	Implemented	April 2004	Proposed revisions to Transportation Planning Section Policies and Procedures were submitted on April 30, 2004.
13	The Transportation Planning Section should re-address its current performance measures and identify measures that would be more useful to the public and management, support the City's vision, and report on both the effectiveness and efficiency of the section.	Concur	Implemented	April 2004	Proposed revisions to Transportation Planning Section Performance Measures were submitted on April 30, 2004.
14	The Transportation Planning Section should consult with the Technology Management Division to determine whether enterprise applications can be further utilized to enable an increase in the effective management of the activities and projects of the section.	Concur	Implemented	May 2004	We contacted Technology Management with this request and learned there are no new recommended tools for tracking activities of the Section. Lotus Notes is used once again to assign responsibilities and for project management.