



Office of the Citizens' Independent Transportation Trust Business Plan

Fiscal Years: 2008 and 2009
(10/1/07 through 9/30/09)

Plan Date: November 30, 2007

A handwritten signature in black ink, appearing to read "Nan A. Markowitz". The signature is written in a cursive style with a large loop at the end.

Nan A. Markowitz, Department Director

Approved by:

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Ysela Llort, Assistant County Manager

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DEPARTMENT PURPOSE/MISSION

Departmental Purpose

The Office of the Citizens' Independent Transportation Trust (OCITT) exists to provide all necessary resources and staff support to assist the Citizens' Independent Transportation Trust (CITT) in making informed and independent decisions so that it can effectively carry out its fiduciary and mandated oversight responsibilities with regard to the Charter County Transit System Sales Surtax and the People's Transportation Plan (PTP).

Departmental Mission

To provide the CITT with the necessary administrative staff support as per Ordinance 02-117, to monitor, audit, oversee and investigate the use of the Surtax proceeds and the implementation of the PTP.

Additional departmental information can be found in the Departmental Profile (Attachment 1).

STRATEGIC ALIGNMENT

I. The Department's efforts align with the following Miami-Dade County Strategic Plan Goals:

- Educate the community regarding transportation issues and opportunities (TP2)
- Improve mass transit along major corridors and between major origin and destination locations. (TP5)

II. Department-related Strategic Plan Outcomes, Departmental Objectives, and Programs & Initiatives:

- Increased public knowledge and understanding of public transportation alternatives and benefits (TP2.1)
 - Increased public knowledge and understanding of public transportation alternatives and benefits
 - Conduct an effective Annual Municipal Conference measured via survey. The OCITT brings together representatives from all participating municipalities to exchange and provide relevant information pertaining to the PTP Interlocal Agreements between the County and respective municipalities. Wherever indicated by the survey, the OCITT will strive to improve results throughout the year as well as well as at the next Municipal Conference. (annual)
 - OCITT will actively pursue opportunities to speak at community meetings and events in an effort to develop a two way communication cycle with citizens' affected by the PTP (ongoing)

Departmental Business Plan and Outlook

Department Name: Office of the Citizens' Transportation Trust

Fiscal Years: 2007/2008 – 2008/2009

- The CITT files a report with the Board of County Commissioners (BCC) on a quarterly basis (per Ordinance 02-117) regarding the implementation of the projects funded by Surtax proceeds, including any recommendations, with the Mayor and the County Commission (ongoing)

- Effective management and oversight of dedicated transit funds (TP5.3)
 - Effective management and oversight of dedicated transit funds
 - In keeping with the CITT's responsibility to monitor and oversee the spending of the Surtax, OCITT staff carefully reviews all contracts submitted on a timely basis by the Public Works Department (PWD) and Miami-Dade Transit (MDT) to ensure fiscal compliance with the People's Transportation Plan.
 - OCITT staff reviews the agenda packages at least (2) two days prior to each meeting.

PERFORMANCE MEASURES AND TARGETS

For ease of reference, specific information regarding departmental objectives and performance measures including the targets for FY 2007-08 and FY 2008-09 can be found in Attachment 2 – Business Plan Report.

CRITICAL SUCCESS FACTORS

Department-wide Critical Success Factors

- OCITT staff oversight and coordination among various entities, such as MDT, PWD, the Metropolitan Planning Organization (MPO) and Florida Department of Transportation (FDOT) is essential to ensure the PTP's integrity and vision
- The cooperation of MDT, PWD, MPO and FDOT as well the recipient municipalities providing necessary information to the CITT for its review and approval of amendments and contracts
- The accuracy of the financial projections and assumptions contained in the PTP's financial plan, which are provided by MDT and PWD.
- Receipt of state and federal matching funds
- A consistent level of Surtax revenues to support implementation of projects in the PTP

3 to 5 YEAR OUTLOOK

The CITT is focused on demonstrating to the public that the promises of the People's Transportation plan will be kept. The CITT, through the OCITT staff, is committed to working with MDT, PWD, MPO, FDOT and the recipient municipalities to meet this goal. A timely and cost effective implementation of the PTP will require coordination among the above listed entities as well as other local, state and federal entities.

Attachment 1
DEPARTMENTAL PROFILE

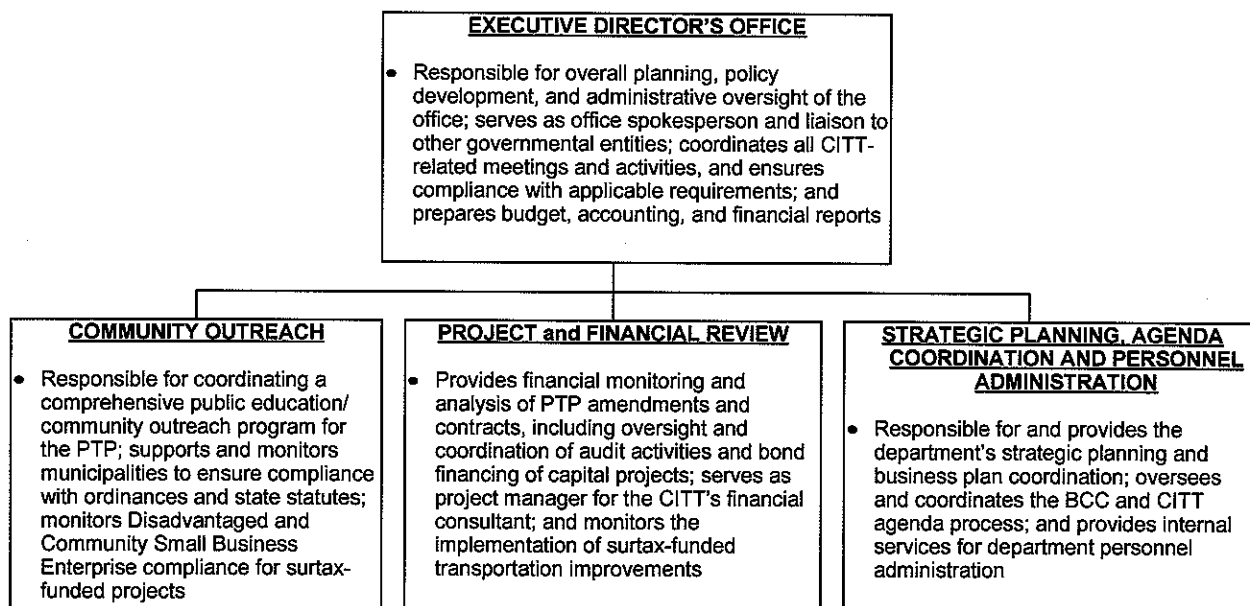
Department Description

On November 5, 2002, voters approved a one-half percent increase in the sales tax to be used exclusively for improving transit and transportation in Miami-Dade County. Pursuant to Ordinance 02-117, the Citizens' Independent Transportation Trust (CITT) was created to monitor the implementation of the People's Transportation Plan (PTP). The Trust is a group of citizens, selected through a nominating committee and appointed by the either the respective district commissioner, or League of Cities of Miami-Dade County Mayor that functions as an independent body, with certain powers over the use and expenditures of Surtax proceeds.

OCITT is responsible for providing the CITT with detailed subject analysis and essential comprehensive research materials pertaining to the PTP, as well as ongoing synopsis of local, state, and federal transportation issues. OCITT's responsibility is to monitor, oversee, review, audit, and investigate implementation of the transportation and transit projects listed in the PTP, and all other projects funded in whole or in part with Surtax proceeds.

OCITT is also responsible for analyzing proposed changes to the PTP to determine relevance and consistency with the goals of the PTP. It provides the administrative structure for the CITT to perform its mandated duties, including a process to facilitate the review of contracts and expenditures necessary to implement the PTP as well as amendments to the PTP.

Table of Organization



Financial Summary

(Dollars in Thousands)	Actual FY 05-06	Budget FY 06-07	Adopted FY 07-08
Revenue Summary			
PTP Sales Tax Revenue	1,669	2,427	2,167
Total Revenues	1,669	2,427	2,167
Operating Expenditures Summary			
Salary	892	920	759
Fringe Benefits	218	213	195
Other Operating	559	1,294	1,213
Capital	0	0	0
Total Other Operating	1,669	2,427	2,167

(Dollars in Thousands)	Total Funding		Total Positions	
	Budget FY 06-07	Adopted FY 07-08	Budget FY 06-07	Adopted FY 07-08
Strategic Area: Transportation				
Citizens' Independent Transportation Trust	2,427	2,167	10	8
Total Operating Expenditures	2,427	2,167	10	8

Current Business Environment

Ordinance 02-117 established the roles and responsibilities of the CITT with regard to the oversight of the PTP, which assumes federal and state matching funds for the construction of additional rail lines, expansion of the existing bus fleet, road and neighborhood improvements as well as the creation of jobs. The CITT's fiduciary responsibilities require it to monitor, audit, oversee and investigate the use of Surtax funds to ensure compliance with the applicable ordinance relating to the PTP and ensure the implementation of the specific voter-approved improvements.

Ordinance 02-117 clearly delineates the duties and powers of the CITT. The CITT approves all amendments to the PTP and then seeks BCC approval. In addition, any contract partially or wholly funded with Surtax proceeds must first be approved by the BCC and then by the CITT. It requires significant coordination and cooperation among various departments to ensure the efficient and expeditious movement of items through the respective committees that require both BCC and CITT approval.

The assumptions made in the PTP include federal and state matching dollars. With more than 200 transit projects in the national pipeline, competition for these dollars is very intense in the national arena. To pursue these matching funds and ensure the efficient implementation of the PTP, the OCITT maintains professional relationships with its business partners: Miami-Dade Transit, Public Works Department, the Metropolitan Planning Organization, municipalities, the Florida Department of Transportation (FDOT), the U.S. Department of Transportation (DOT) as well as many other stakeholders at the local, state, and federal levels.