



Departmental Quarterly Performance Report

Department Name: International Trade Consortium

**Reporting Period:
FYE 9/30/05
1st Quarter**

I. Performance Initiatives	Page 2
II. Personnel Status	Page 4
III. Financial Performance	Page 5
IV. Department Director Review	Page 6

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MAJOR PERFORMANCE INITIATIVES

Check all that apply

Describe Key Initiatives and Status

<p><u>Initiative ED1-4 - Increase International Commerce:</u> Certified and funded two (2) <i>outgoing</i> third-party trade missions:</p> <ol style="list-style-type: none"> 1. Florida Foreign Trade Association (FFTA) mission to Costa Rica, November 1-7, 2004. FFTA reported 127 business leads out of 127 business appointments resulting in \$200,000 in immediate sales and additional expected sales of \$590,000 over the next 12 months. 2. Florida Foreign Trade Association (FFTA) mission to Hong Kong, November 13-19, 2004. FFTA reported 49 business leads out of 49 business appointments resulting in \$75,000 in immediate sales and additional expected sales of \$380,000 over the next 12 months. 	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>
<p><u>Initiative ED 1-6 – Promote Greater Cultural Appeal of Miami-Dade County for Businesses:</u> Staffed and conducted one (1) Sister Cities Coordinating Council meeting - November 18, 2004</p>	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>
<p><u>Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Participation in three (3) trade-related business/ trade conferences:</p> <ol style="list-style-type: none"> 1. Sponsored and participated in the Caribbean Central American Action’s (CCAA) 28th Miami Conference on the Caribbean Basin. The three-day conference addressed such issues as trade and investment in the region, and the endorsement of the free trade agreements formulated by the U.S. with the countries of Central America, such as CAFTA. 2. Sponsored and participated in the Greater Miami Convention & Visitors Bureau Annual Meeting held on October 28, 2004. 3. In conjunction with the Seaport, participated in the tradeshow – Peru Expo 2004. 	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>
<p><u>Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Organized and presented a seminar on a first-year analysis of the U.S./ Chile Free Trade Agreement (FTA) signed on June 6, 2003. The seminar was held at Florida International University on December 2, 2004.</p>	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>

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MAJOR PERFORMANCE INITIATIVES

Check all that apply

Describe Key Initiatives and Status

<p><u>Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Disseminated current trade information to Miami-Dade County trade interests through the “Miami-Dade Global Trader”, the ITC’s newsletter. Produced and distributed 2 ITC newsletters in the 1st Quarter.</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<p><u>Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Along with Miami-Dade County Commissioner Natacha Seijas, received incoming delegation from Poland headed by Marshall Stanislaw Witaszczyk (equivalent to the ranking of County Mayor), during a visit to Miami-Dade to promote a Polish Business tradeshow.</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<p><u>Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Placed two (2) advertisements promoting the ITC, its programs, and Miami-Dade County.</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
<p><u>Initiative ED1-8 – Enhanced Public Reporting Regarding Funded Activities:</u> Staffed and conducted one (1) ITC Board of Directors meeting; three (3) ITC Committee meetings; and staffed two (2) Mayor’s African Trade Task Force meetings.</p>	<input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
	<input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS- (9)	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	7	\$1,258,000	7	2	-	-	-	-	-	-

Notes:

B. Key Vacancies (2)

- The ITC received additional funding in the 04'-05' fiscal year to, among other things, establish two new positions: International Business Incubator Coordinator and International Protocol Specialist. These two positions were established in the 1st quarter and most of the recruitment process has been completed. The Department expects to have both new positions filled in the 2nd quarter.

C. Turnover Issues

- None

D. Skill/Hiring Issues

- None

E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)

- Throughout the fiscal year the department has employed one part-time employee to carry out the Caribbean Trade Initiative Program.

F. Other Issues

- None

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FINANCIAL SUMMARY – (ALL DOLLARS IN THOUSANDS)

	PRIOR YEAR Actual	FISCAL YEAR 2004-2005						
		Total Annual Budget	1st Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
Interagency Transfers	645	645	161	0	161	0	161	0%
Transfer from G.F.	269	613	153	0	153	0	153	0%
Carry Over	70	-	-	-	-	-	-	-
Total	984	1,258	315	0	315	0	-315	0%
Expense *								
Personnel	635	720	180	151	180	151	29	21%
Operating	238	530	133	41	133	41	92	8%
Capital	5	8	2	0	2	0	2	0%
Total	878	1,258	315	192	315	192	126	15%

* Expenditures are reported by category - Personnel, Operating, and Capital.

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
	N/A	N/A	N/A	N/A	N/A
Total					

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Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

Personnel Variances:

No material variance

Operating Variances:

After one quarter, reported actual Operating Expenses were only 8% of the department's annual budget. This is typically low for the department as many of its programs are conducted in the latter quarters of the fiscal year. Operating Expenditures are expected to substantially increase in the 2nd, 3rd, and 4th quarters.

Capital Variances:

No material variance (Overall Capital Budget is \$8,000)

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception, which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

None

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date

2/1/05