

Scorecard - Office of the Citizens' Independent Transportation Trust (CITT)

Information

Name: Office of the Citizens' Independent Transportation Trust (CITT)

Description: The Office of the Citizens' Independent Transportation Trust (the "OCITT") exists to provide all necessary resources and staff support to assist the Citizens' Independent Transportation Trust (the "CITT" or "Trust") 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 Transportation System Sales Surtax ("Surtax") and the People's Transportation Plan (PTP).

The OCITT mission is to provide the necessary administrative staff support for the Trust to monitor, audit, oversee and investigate the use of the Surtax proceeds and the implementation of the PTP.

Domain: CITT

Owners: Scurr, Charles (CITT); Amaro, Marlene (CITT); Cooper, Kelly (CITT)

Details

Name	As Of		Actual	Target		FYTD Actual	FYTD Target
▼ 1.0 Customer							
▼ Increased public knowledge and understanding of public transportation alternatives and benefits (CITT)							
Develop and distribute quarterly report as per Ordinance 02-117, to Mayor and BCC.	'11 FQ4		100%	100%		100%	100%
Publish Informational Newsletter	'11 FQ2		0times	100times		50times	50times
Community Outreach Events	'11 FQ4		13events	8events		116events	38events
Maintain Up-to-date CITT Website	Mar '12		9update/s	1update/s		38update/s	6update/s
Conduct an Annual Municipal Conference	2012 FY		100%	100%		n/a	n/a
Participate in Annual Transportation Summit	2011 FY		n/a	100%		n/a	n/a
▼ 2.0 Financial							
▼ Effective management and oversight of dedicated transit funds (CITT)							
Prepare and submit to the Trust , Surtax related monthly financial reports to ensure compliance with Ordinance 02-117.	Jun '12		100%	100%		100%	100%
Prepare annual budget for the CITT (follow OSBM guidelines)	2011 FY		100%	100%		n/a	n/a
Process monthly municipal surtax transfers within 10 working days of FAMIS posting	Jul '12		8days	10days		8days	10days
Prepare annual financial statements to ensure compliance with Ordinance 02-117	2011 FY		100%	100%		100%	100%
Percentage of payments processed within 45 days of receipt	'12 FQ3		100%	100%		100%	100%
Review and Process Departmental Reimbursements within 5 working days of CITT Committee Action	'12 FQ3		18.0days	5.0days		11.0days	5.0days
Perform an Annual Review of the PTP Proforma	2011 FY		100%	100%		n/a	n/a
Develop an Annual Audit Program in conjunction with AMS	2011 FY		100%	100%		100%	100%

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Review and Place the MDT Quarterly Performance Reports on the CITT Committee Agenda	'12 FQ2		Green	Green		Green	Green
Conduct Semi-Annual Site Visits to All Municipalities	'11 FH2		37visits	30visits		38visits	30visits
Review Municipal Quarterly Reports	'11 FQ4		27reports	27reports		27reports	27reports
▼ Meet Budget Targets (CITT)							
Expen: Total (CITT)	'12 FQ3		\$348K	n/a		\$982K	n/a
Revenue: Total (CITT)	'12 FQ3		\$351K	n/a		\$921K	n/a
Positions: Full-Time Filled (CITT)	'12 FQ3		8	8		n/a	n/a
(7-9)							
▼ 3.0 Internal							
▼ Support CITT Member Needs as per Ordinance 02-117							
Review the agenda items submitted by MDT and PWD (by submittal deadline)	Jun '12		3days	2days		4days	2days
Number of CITT Committee Meetings held quarterly	'12 FQ3		5meetings	5meetings		15meetings	15meetings
Number of Full Trust CITT Meetings held quarterly	'12 FQ3		3meetings	3meetings		8meetings	9meetings
Post Draft CITT and Committee Minutes to the CITT Website within 10 Working Days after the Meeting	Jun '12		50% (1/2)	100%		61% (14/23)	100%
Produce Accurate and Timely CITT Agendas	Jun '12		100% (1/1)	95%		100% (10/10)	95%
Produce Accurate and Timely CITT Committee Agendas	Jun '12		100% (1/1)	95%		100% (17/17)	95%
Publicly Notice CITT and Committee Meetings in Accordance with Florida Sunshine Laws	Jun '12		100% (2/2)	100%		100% (25/25)	100%
▼ 4.0 Learning and Growth							
▼ Staff training and development (CITT)							
Maintain an adequate level of training - a minimum of 2 trainings per quarter	'12 FQ2		14trainings	2trainings		18trainings	4trainings

Commentary

Action Items

Due Date	Status ▲	Action	Owners
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Comments

Date ▼	Author	Comment
2/23/2007	Maxwell, Carlos M. (OMB)	1. Ensure linkage from adopted/proposed budget books in scorecard.

Attachments & Links

▼ External Links (6)

Name	Created By
Business Plan 2011/2012	Cooper, Kelly (CITT)
Business Plan 2010/2011	Cooper, Kelly (CITT)
Business Plan 2009/2010	Amaro, Marlene (CITT)
Business Plan 2008/2009	Johnson, Maria E.
Business Plan 2007/2008	Johnson, Maria E.
Business Plan 2006/2007	Rodriguez, Nadia

▼ Attachments (0)

