

**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**

	As Of		Actual	Target		FYTD Actual	FYTD Target
<b>▼ 1.0 Customer</b>							
<b>▼ Increased public knowledge and understanding of public transportation alternatives and benefits (CITT)</b>							
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	Nov '12	▲	5update/s	1update/s	▲	11update/s	2update/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
<b>▼ 2.0 Financial</b>							
<b>▼ Effective management and oversight of dedicated transit funds (CITT)</b>							
Prepare and submit to the Trust , Surtax related monthly financial reports to ensure compliance with Ordinance 02-117.	Oct '12	▲	100%	100%	▲	100%	100%
Prepare annual budget for the CITT (follow OSBM guidelines)	2012 FY	▲	100%	100%	▲	100%	100%
Process monthly municipal surtax transfers within 10 working days of FAMIS posting	Oct '12	▲	7days	10days	▲	7days	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 FQ4	■	99%	100%	■	100%	100%
Review and Process Departmental Reimbursements within 5 working days of CITT Committee Action	'12 FQ4	▲	5.0days	5.0days	▼	9.0days	5.0days
Perform an Annual Review of the PTP Proforma	2012 FY	▲	100%	100%	▲	100%	100%
Develop an Annual Audit Program in conjunction with AMS	2011 FY	▲	100%	100%	▲	100%	100%
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
<b>▼ Meet Budget Targets (CITT)</b>							
Expen: Total (CITT)	'12 FQ3		\$348K	n/a		\$962K	n/a
Revenue: Total (CITT)	'12 FQ4		\$670K	n/a		\$1,591K	n/a
Positions: Full-Time Filled (CITT)	'12 FQ4	▲	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)	Dec '12		5days	2days		5days	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
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