

## 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 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.	'12 FQ4		100%	100%		100%	100%
Publish Informational Newsletter	'11 FQ2		0times	100times		50times	50times
Community Outreach Events	'13 FQ4		17events	8events		89events	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.	Dec '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	Jan '13		8days	10days		10days	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	'13 FQ1		96%	100%		96%	100%
Review and Process Departmental Reimbursements within 5 working days of CITT Committee Action	'13 FQ1		n/a	5.0days		n/a	n/a
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	'12 FH2		42visits	30visits		40visits	30visits
Review Municipal Quarterly Reports	'12 FQ4		28reports	27reports		28reports	27reports
<b>Meet Budget Targets (CITT)</b>							
Expen: Total (CITT)	'13 FQ4		\$621K	\$857K		\$1,776K	\$3,426K
Revenue: Total (CITT)	'13 FQ4		\$777K	\$590K		\$1,775K	\$2,380K
Positions: Full-Time Filled (CITT)	'13 FQ4		8	8		n/a	n/a
				(7 - 9)			

of

▼ 3.0 Internal

▼ Support CITT Member Needs as per Ordinance 02-117

Review the agenda items submitted by MDT and PWD (by submittal deadline)	Sep '13		3days	2days		3days	2days
Number of CITT Committee Meetings held quarterly	'13 FQ4		5meetings	5meetings		17meetings	20meetings
Number of Full Trust CITT Meetings held quarterly	'13 FQ4		2meetings	2meetings		11meetings	10meetings
Post Draft CITT and Committee Minutes to the CITT Website within 10 Working Days after the Meeting	Jan '13		100% (1 / 1)	100%		100% (5 / 5)	100%
Produce Accurate and Timely CITT Agendas	Jan '13		100% (1 / 1)	95%		100% (4 / 4)	95%
Produce Accurate and Timely CITT Committee Agendas	Feb '13		100% (1 / 1)	95%		100% (6 / 6)	95%
Publicly Notice CITT and Committee Meetings in Accordance with Florida Sunshine Laws	Jan '13		100% (2 / 2)	100%		100% (9 / 9)	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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