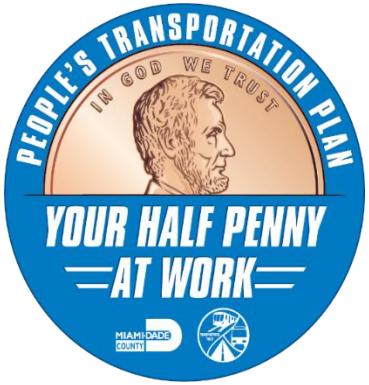
2020 Annual Municipal Workshop:

CITT Reporting Requirements

October 30, 2020



The Mission of the Transportation Trust is to fulfill four (4) statutory requirements to:

Overview of Reporting Requirements

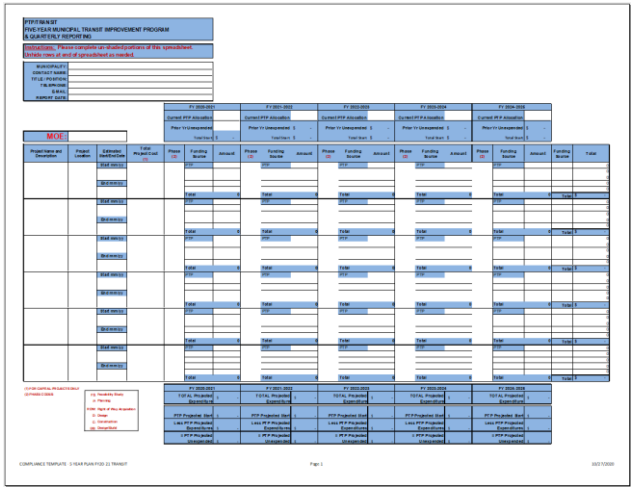
- At the beginning of every fiscal year, by November 1st:
  - **Five-Year Transit/Transportation Plan**
  - **Municipal Questionnaire/Annual Report (on previous FY)**
  - **Certification Letter from Municipal Manager**
  - **Adopted Budget for New Fiscal Year**

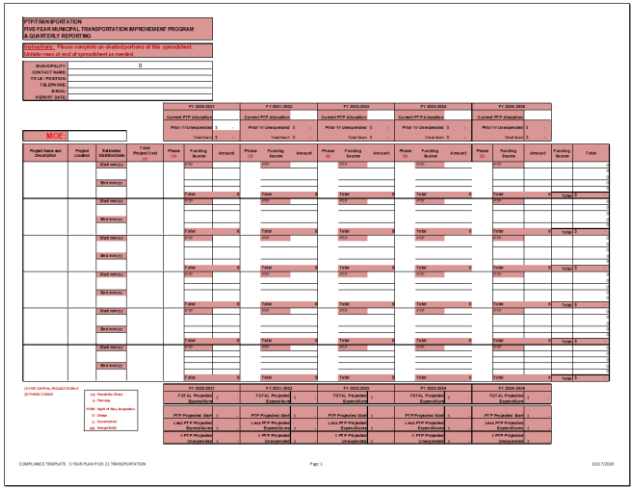
- **Quarterly Reports** due the 1st of February, May, August, & November

- **Comprehensive Annual Financial Reports (CAFRs)** due in April

***** Additional information requests:
- Route Maps & Pictures
- Contracts with Service Providers
- Surveys and/or Forms

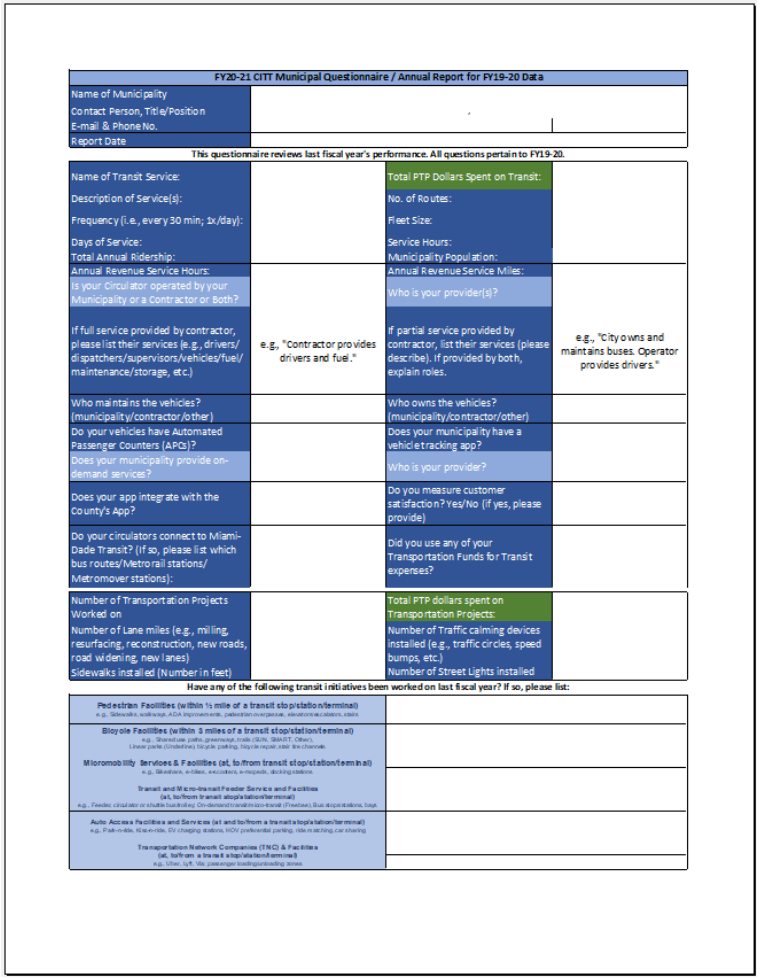
Five-Year Transit/Transportation Plan





- **Living Document**
  (Can be updated anytime throughout the year)
- **Project Names, Phases, Costs, Dates**
- **Funding Sources across multiple fiscal years**
- **Includes Projected Surtax Fund Allocations**
- **Includes Carryover Funds**
- **Informs Quarterly Reports**

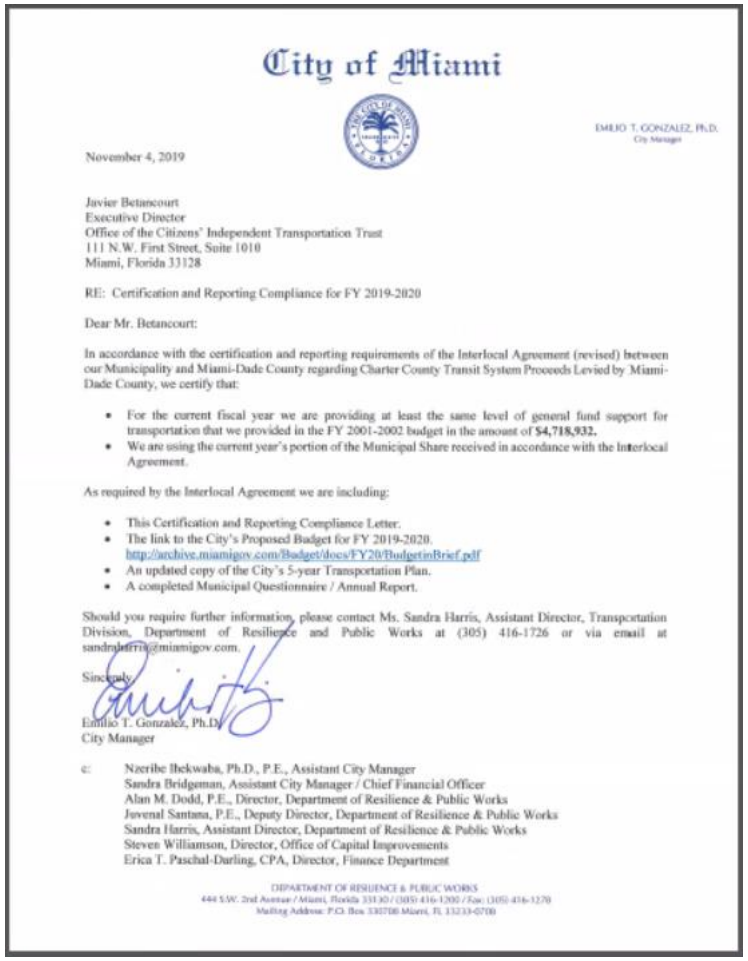
Municipal Questionnaire/Annual Report



FY20-21 CITT Municipal Questionnaire / Annual Report for FY19-20 Data			
Name of Municipality Contact Person, Title/Position E-mail & Phone No.			
Report Date			
This questionnaire reviews last fiscal year's performance. All questions pertain to FY19-20.			
Name of Transit Service: Description of Service(s): Frequency (i.e., every 30 min; 1x/day): Days of Service: Total Annual Ridership:		Total PTP Dollars Spent on Transit: No. of Routes: Fleet Size: Service Hours: Municipality Population:	
Annual Revenue Service Hours: Is your Circulator operated by your Municipality or a Contractor or Both? if full service provided by contractor, please list their services (e.g., drivers/ dispatchers/supervisors/vehicles/fuel/ maintenance/storage, etc.)	e.g., "Contractor provides drivers and fuel."	Annual Revenue Service Miles: Who is your provider(s)? If partial service provided by contractor, list their services (please describe). If provided by both, explain roles.	e.g., "City owns and maintains buses. Operator provides drivers."
Who maintains the vehicles? (municipality/contractor/other)		Who owns the vehicles? (municipality/contractor/other)	
Do your vehicles have Automated Passenger Counters (APCs)? Does your municipality provide on-demand services?		Does your municipality have a vehicle tracking app? Who is your provider?	
Does your app integrate with the County's App?		Do you measure customer satisfaction? Yes/No (if yes, please provide)	
Do your circulators connect to Miami-Dade Transit? (If so, please list which bus routes/Metrorail stations/ Metromover stations):		Did you use any of your Transportation Funds for Transit expenses?	
Number of Transportation Projects Worked on Number of Lane miles (e.g., milling, resurfacing, reconstruction, new roads, road widening, new lanes) Sidewalks installed (Number in feet)		Total PTP dollars spent on Transportation Projects: Number of Traffic calming devices installed (e.g., traffic circles, speed bumps, etc.) Number of Street Lights installed	
Have any of the following transit initiatives been worked on last fiscal year? If so, please list:			
Pedestrian Facilities (within ½ mile of a transit stop/station/terminal) e.g., Sidewalks, walkways, ADA improvements, pedestrian overpasses, elevators/escalators, stairs			
Bicycle Facilities (within 3 miles of a transit stop/station/terminal) e.g., Shared use paths, greenways, trails (SUN, SMART, Other), Linear parks (Underline), bicycle parking, bicycle repair stations/channels			
Micromobility Services & Facilities (at, to/from transit stop/station/terminal) e.g., Skateboard, e-bikes, e-scooters, e-mopeds, docking stations			
Transit and Micro-transit Feeder Service and Facilities (at, to/from transit stop/station/terminal) e.g., Feeder circulator or shuttle bus/trolley; On-demand transit/micro-transit (Freebee), Bus stop/stations, bays			
Auto Access Facilities and Services (at and to/from a transit stop/station/terminal) e.g., Park-n-ride, Kiss-n-ride, EV charging stations, HOV preferential parking, ride matching, car sharing			
Transportation Network Companies (TNC) & Facilities (at, to/from a transit stop/station/terminal) e.g., Uber, Lyft, Via; passenger loading/unloading zones			

- "Snapshot" of Last Fiscal Year
- Transit & Transportation Spending
- Annual Ridership, Revenue Miles, & Revenue Hours
- Information on Circulator
  - Who controls operations
  - Frequency
  - Days & Hours of Service
  - Connections to Miami-Dade
- Types of Transit Initiatives

Certification Letter from Municipal Manager



City of Miami

EMILIO T. GONZALEZ, Ph.D.
City Manager

November 4, 2019

Javier Betancourt
Executive Director
Office of the Citizens' Independent Transportation Trust
111 N.W. First Street, Suite 1010
Miami, Florida 33128

RE: Certification and Reporting Compliance for FY 2019-2020

Dear Mr. Betancourt:

In accordance with the certification and reporting requirements of the Interlocal Agreement (revised) between our Municipality and Miami-Dade County regarding Charter County Transit System Proceeds Levied by Miami-Dade County, we certify that:

- For the current fiscal year we are providing at least the same level of general fund support for transportation that we provided in the FY 2001-2002 budget in the amount of **$4,718,932.**
- We are using the current year's portion of the Municipal Share received in accordance with the Interlocal Agreement.

As required by the Interlocal Agreement we are including:

- This Certification and Reporting Compliance Letter.
- The link to the City's Proposed Budget for FY 2019-2020.
  http://archive.miamigov.com/Budget/docs/FY20/BudgetinBrief.pdf
- An updated copy of the City's 5-year Transportation Plan.
- A completed Municipal Questionnaire / Annual Report.

Should you require further information, please contact Ms. Sandra Harris, Assistant Director, Transportation Division, Department of Resilience and Public Works at (305) 416-1726 or via email at sandraharris@miamigov.com.

Sincerely,

Emilio T. Gonzalez, Ph.D.
City Manager

c: Nzeribe Ihekwaba, Ph.D., P.E., Assistant City Manager
Sandra Bridgeman, Assistant City Manager / Chief Financial Officer
Alan M. Dodd, P.E., Director, Department of Resilience & Public Works
Juvenal Santana, P.E., Deputy Director, Department of Resilience & Public Works
Sandra Harris, Assistant Director, Department of Resilience & Public Works
Steven Williamson, Director, Office of Capital Improvements
Erica T. Paschal-Darling, CPA, Director, Finance Department

DEPARTMENT OF RESILIENCE & PUBLIC WORKS
444 S.W. 2nd Avenue / Miami, Florida 33130 / (305) 416-1200 / Fax: (305) 416-1270
Mailing Address: P.O. Box 330708 Miami, FL 33233-0708

- **Text template offered**
- **Transfer to municipal letterhead**
- **Fill in Maintenance of Effort (MOE)**
- **Acknowledges submittal of other compliance documents**
- **Signed by municipal manager**

Adopted Budget for New Fiscal Year

- **Send a direct link to Adopted Budget for the new fiscal year**
- **All documents to be submitted electronically. No need to mail in!**

Comprehensive Annual Financial Reports (CAFRs)

- **Due in April**
- **Send a direct link to your CAFR, if available. Otherwise, submit your Annual Financial Statement.**

Quarterly Reports

What is the Purpose?

- Monitoring the efficiency of their circulators
- Tracking Capital Projects expenses
- Ensuring municipalities are spending:
  - Minimum of 20% on Transit expenditures, and
  - Within maximum 80% on Transportation expenditures.

Why a New Template?

- The original Quarterly Report Template was created 13 years ago in 2007 (it was past due for an update)

- We welcome your comments and suggestions!

The Old Quarterly Report – Transit

18-19 TRANSIT (4th Quarter)

Transit Improvement Program & Quarterly Reporting

Instructions: (1) Please complete un-shaded portions of this spreadsheet. (2) If more Project space is needed un-hide line 56.

MUNICIPALITY:	
CONTACT NAME:	
TITLE / POSITION:	
TELEPHONE:	
E-MAIL:	
REPORT DATE:	

OCITT Due Date:	
OCITT Requested Date:	
MOE:	$ -

QUARTER 4
FY 2018-2019
July 2019 thru September 2019

Project Name and Description	Project Location	Estimated Start/End Date	Total Project Cost (1)	Current PTP Dollars spent on project	Current YTD % Complete	Include Ridership Per route for this Quarter Route Name / Ridership #	Please provide a BRIEF update on project
		Start mm/yy End mm/yy					
		Start mm/yy End mm/yy					
		Start mm/yy End mm/yy					
		Start mm/yy End mm/yy					
		Start mm/yy End mm/yy					
		Start mm/yy End mm/yy					

(1) FOR CAPITAL PROJECTS ONLY
(2) PHASE CODES:

CST: Construction
ROW: Right of Way Acquisition
PE: Preliminary Engineering
FS: Feasibility Study
PP: Procurement Process
SP: Service Planning
IP: Implementation Process
ON: On-Going
OTH: Other

FY18-19 QUARTER 4 TEMPLATE - Q4 TRANSIT Page 1 3/3/2020

- Basic Information
- Report Date
- OCITT Due Date
- ~~Requested Date~~
- MOE (Maintenance of Effort)
- Project Name & Description
- ~~Extensive Codes for Capital Projects~~
- Project Location
- State & End Dates
- Total Project Costs
- Current PTP Dollars Spent on Project
- Current YTD % Complete
- Quarterly Ridership per Route
- ~~Brief Update on Project~~

New Quarterly Report: Transit

FY19-20 Transit Report : 1st Quarter — Spending Minimum of 20% of PTP Funds on Transit

Municipality		Report Date	
Contact Name		Telephone	
Title/Position		E-mail	

Municipal Quarterly Reporting Schedule

Quarter	Months	Due Date
1	October 1 - December 31	Friday, January 31, 2020
2	January 1 - March 31	Thursday, April 30, 2020
3	April 1 - June 30	Friday, July 31, 2020
4	July 1 - September 30	Friday, October 30, 2020

Surtax Funds Distribution		% Spent this Qtr	% Spent YTD
Est. 20% Transit:	$ -	0%	0%
+ Est. 80% Transportation:	$ -	0%	0%
Est. Total Surtax Funds:	$ -	0%	0%
Carryover Funds, If any:	$ -	0%	0%
Transportation→Transit Fund Reallocation, If any:	$ -	Maintenance of Effort (MOE):	$0.00

Project Name		Type:	Operations_Maintenance	Phase:	In Operation	Total Boardings per Quarter		Quarterly Spending on Capital Project or O&M	
Project Description		Total Cost		PTP $ Committed to Total Cost		Q1		Q1	
Operating Schedule		Project Location		PTP % Committed to Total Cost	-	Q2		Q2	
Fleet Size		Estimated Start & End Dates		Funding Source for Cost Balance		Q3		Q3	
Peak Vehicle Requirements		Percentage of Project Complete		% Transit Share Spent on this Project this Qtr	-%	Q4		Q4	
						TOTAL YTD:	-	Total:	$0.00

Quarterly Ridership Information Per Route or On-Demand Service

Route Name	Total Boardings per Quarter	Avg. Weekend Boardings	Avg. Weekday Boardings	Avg. Weekday Net Operating Cost	Avg. Weekday Scheduled Revenue Miles	Avg. Weekday Scheduled Revenue Hours	Avg. Boardings Per Mile	Avg. Weekday Net Cost per Boarding	Avg. Weekday Net Cost per Revenue Hour	Avg. Weekday Net Cost per Revenue Mile
							-	$ -	$ -	$ -
							-	$ -	$ -	$ -
							-	$ -	$ -	$ -
							-	$ -	$ -	$ -

The New Quarterly Report – Transit

- Repeated Information Connected between Transit and Transportation worksheets
- OCITT Due Dates Listed for your reference (no entry)
- Projected Surtax Funds Distribution & Carryover Funds, if applicable

  Cell I9 is an active link to webpage that shows distribution breakdown

- Operating Schedule (including weekends)
- Types & Phases
- Running Quarterly Totals for Boardings & Spending
- Total PTP Dollars Committed & Funding Source for Cost Balance
- Percentages of PTP funds Committed, Project Completion, & Transit Share Spent per Project per Quarter
- Percentage of Transit, Transportation Expenses Spent in Quarter & YTD
- Avg. Weekday Revenue Service Hours and Miles
- Avg. Weekday/end Boardings & Avg. Net Operating Cost per Boarding
- Fleet Size & Peak Vehicle Requirements
- Relocation of Transportation to Transit Funds (if spending beyond 20%)

The Old Quarterly Report – Transportation

18-19 TRANSPORTATION (4th Qtr)

TRANSPORTATION IMPROVEMENT PROGRAM & QUARTERLY REPORTING

Instructions: (1) Please complete un-shaded portions of this spreadsheet. (2) If more Project space is needed un-hide line 56.

MUNICIPALITY:	
CONTACT NAME:	
TITLE/POSITION:	
TELEPHONE:	
E-MAIL:	
REPORT DATE:	

Due Date:		QUARTER 4
Requested Date:		FY 2018-2019
MOE:	$ -	July 2019 thru September 2019

Project Name and Description	Project Location	Estimated Start/End Date	Total Project Cost (1)	Current PTP Dollars spent on project	Current YTD % Complete	Please provide a BRIEF update on project
		Start mm/yy End mm/yy				
		Start mm/yy End mm/yy				
		Start mm/yy End mm/yy				
		Start mm/yy End mm/yy				
		Start mm/yy End mm/yy				
		Start mm/yy End mm/yy				

(1) FOR CAPITAL PROJECTS ONLY
(2) PHASE CODES

CON: Construction
ROW: Right of Way Acquisition
PE: Preliminary Engineering
FS: Feasibility Study
PP: Procurement Process
SP: Service Planning
IP: Implementation Process
ON: On-Going
OTH: Other

FY18-19 QUARTER 4 TEMPLATE - Q4 TRANSPORTATION Page 2 3/3/2020

- Basic Information
- Project Name & Description
- Project Location
- Start & End Dates
- Total Project Cost
- Current PTP Funds Spent on Project this Quarter & Year To Date
- Current YTD % Complete

  % of Project Complete To-Date

  ~~Brief Update on Project~~

New Quarterly Report: Transportation

FY19-20 Transportation Report : 1st Quarter

Spending Maximum of 80% of PTP Funds on Transportation

Municipality	0	Report Date	Saturday, January 0, 1900
Contact Name	0	Telephone	-
Title/Position	0	E-mail	0

Municipal Quarterly Reporting Schedule

Quarter	Months	Due Date
1	October 1 - December 31	Friday, January 31, 2020
2	January 1 - March 31	Thursday, April 30, 2020
3	April 1 - June 30	Friday, July 31, 2020
4	July 1 - September 30	Friday, October 30, 2020

Surtax Funds Distribution		% Spent this Qtr	% Spent YTD
Est. 20% Transit:	$ -	0%	0%
+ Est. 80% Transportation:	$ -	0%	0%
Est. Total Surtax Funds:	$ -	0%	0%
Carry over Funds, If any:	$ -	0%	0%
Transportation—Transit Funds Reallocation:	$ -	Maintenance of Effort (MOE):	$ -

Project Name	Estimated Start & End Dates		Project Location & Description	Percent of Project Complete To Date	Total Project Cost	PTP Funding Committed to Entire Project ($)	PTP Funds Spent on Project This Quarter	PTP Funds Spent on Project Year To Date	PTP Funding Committed to Entire Project (%)	Funding Source for Cost Balance
Project Sample	1/1/2019	12/31/2020	Intersection of Healthy Road & Happy Street — milling and resurfacing	50%	$ 45,000.00	$ 5,000.00	$ 625.00	$ 2,500.00	11%	State: $20,000; Federal: $20,000
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									-	
									-	
Notes:				Totals:	$ -	$ -	$ -	$ -		

The New Quarterly Report – Transportation

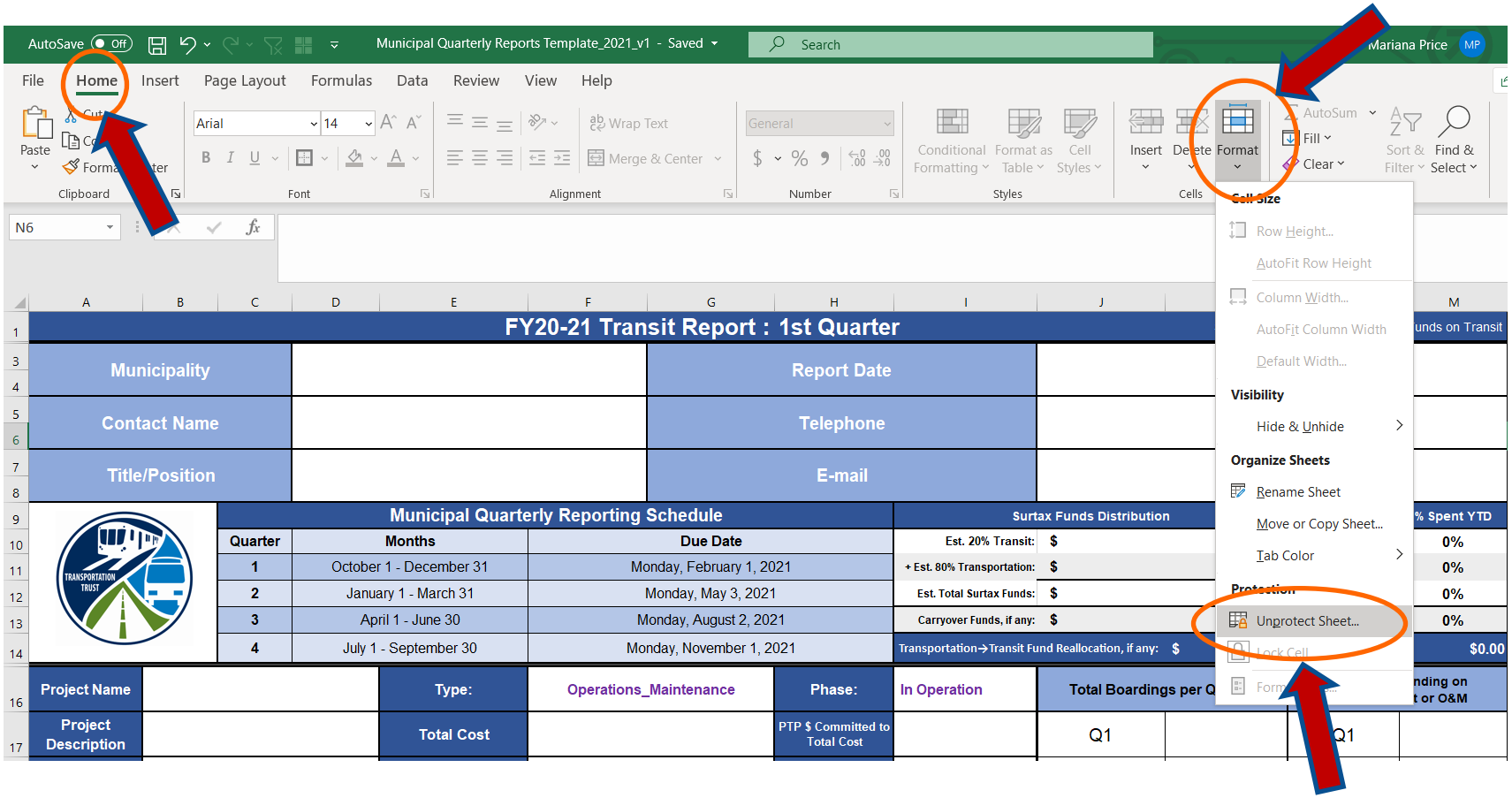
- PTP Funding Committed to Entire Project

- PTP Funds Spent on Project this Quarter, and
- PTP Funds Spent on Project Year To Date
  - Please include funds spent in previous FYs as a statement under the heading Project Location & Description.
- Autofill: % of Project Cost covered by PTP Funds
- Autofill: Percentage of Transportation Share Spent this Quarter

- Funding Source for Cost Balance: If your PTP Funds are leveraging other funding sources (ideal scenario), then please list which other entities (Fed, State, local, etc.) are helping to fund your project.

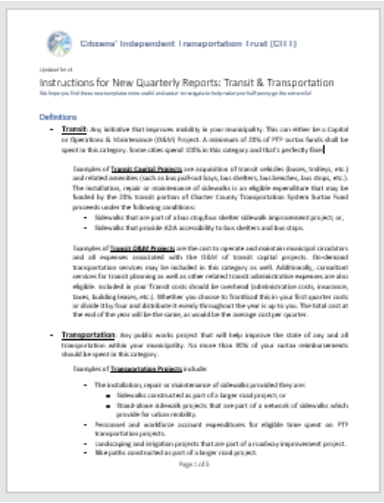
Did You Know?

If you need to make any changes, you can unprotect the worksheets using password **Trust**



Instructions for New Quarterly Report

This info sheet should answer your basic questions.
Please feel free to always call and ask too!



Citizens' Independent Transportation Trust (CITT)

Updated for v5

Instructions for New Quarterly Reports: Transit & Transportation

We hope you find these new templates more useful and easier to navigate to help make your half penny go the extra mile!

Definitions

- **Transit**: Any initiative that improves mobility in your municipality. This can either be a Capital or Operations & Maintenance (O&M) Project. A minimum of 20% of PTP surtax funds shall be spent in this category. Some cities spend 100% in this category and that's perfectly fine!

  Examples of Transit Capital Projects are acquisition of transit vehicles (buses, trolleys, etc.) and related amenities (such as bus pull-out bays, bus shelters, bus benches, bus stops, etc.). The installation, repair or maintenance of sidewalks is an eligible expenditure that may be funded by the 20% transit portion of Charter County Transportation System Surtax Fund proceeds under the following conditions:
  - Sidewalks that are part of a bus stop/bus shelter sidewalk improvement project; or,
  - Sidewalks that provide ADA accessibility to bus shelters and bus stops.

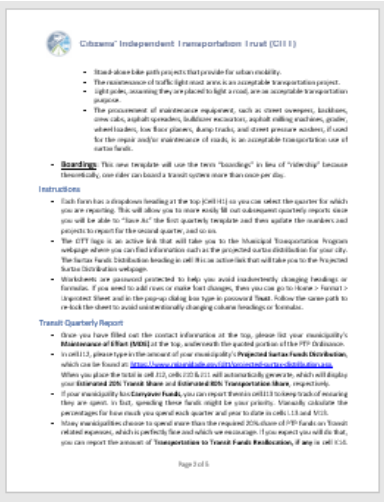
  Examples of Transit O&M Projects are the cost to operate and maintain municipal circulators and all expenses associated with the O&M of transit capital projects. On-demand transportation services may be included in this category as well. Additionally, consultant services for transit planning as well as other related transit administrative expenses are also eligible. Included in your Transit costs should be overhead administrative costs, insurance, taxes, building leases, etc.). Whether you choose to front-load this in your first quarter costs or divide it by four and distribute it evenly throughout the year is up to you. The total cost at the end of the year will be the same, as would be the average cost per quarter.

- **Transportation**: Any public works project that will help improve the state of any and all transportation within your municipality. No more than 80% of your surtax reimbursements should be spent in this category.

  Examples of Transportation Projects include:

  - The installation, repair or maintenance of sidewalks provided they are:
    - Sidewalks constructed as part of a larger road project; or
    - Stand-alone sidewalk projects that are part of a network of sidewalks which provide for urban mobility.
  - Personnel and workforce account expenditures for eligible time spent on PTP transportation projects.
  - Landscaping and irrigation projects that are part of a roadway improvement project.
  - Bike paths constructed as part of a larger road project.

Page 1 of 6



Citizens' Independent Transportation Trust (CITT)

- Stand-alone bike path projects that provide for urban mobility.
- The maintenance of traffic light mast arms is an acceptable transportation project.
- Light poles, assuming they are placed to light a road, are an acceptable transportation purpose.
- The procurement of maintenance equipment, such as street sweepers, backhoes, crew cabs, asphalt spreaders, facilitate excavation, asphalt milling machines, grader, wheel loaders, box floor planers, dump trucks, and street pressure washers, if used for the repair and/or maintenance of roads, is an acceptable transportation use of surtax funds.

- **Boardings**: This new template will use the term "boardings" in lieu of "ridership" because theoretically, one rider can board a transit system more than once per day.

Instructions

- Each form has a dropdown heading at the top (Cell H1) so you can select the quarter for which you are reporting. This will allow you to move ready fill out subsequent quarterly reports since you will be able to "Save As" the first quarterly template and then update the numbers and projects to report for the second quarter, and so on.
- The CITT logo is an active link that will take you to the Municipal Transportation Program webpage where you can find information such as the projected surtax distribution for your city. The Surtax Funds Distribution heading in cell B1 is an active link that will take you to the Projected Surtax Distribution webpage.
- Worksheets are password protected to help you avoid inadvertently changing headings or formulas. If you need to add rows or make font changes, then you can go to Home > Format > Unprotect Sheet and in the pop-up dialog box type in password **Trust**. Follow the same path to re-lock the sheet to avoid unintentionally changing column headings or formulas.

Transit Quarterly Report

- Once you have filled out the contact information at the top, please list your municipality's **Maintenance of Effort (MOE)** at the top, underneath the quoted portion of the PTP Ordinance.
- In cell I12, please type in the amount of your municipality's **Projected Surtax Funds Distribution**, which can be found at: https://www.miamidade.gov/transportation/surtax-distribution.asp. When you place the total in cell I12, cells I20 & I21 will automatically generate, which will display your **Estimated 20% Transit Share** and **Estimated 80% Transportation Share**, respectively.
- If your municipality has **Conveyor Funds**, you can report the total in cell I13 to keep track of monies they are spent. In fact, spending these funds might be your priority. Manually calculate the percentages for how much you spend each quarter and year to date in cells L13 and M13.
- Many municipalities choose to spend more than the required 20% share of PTP funds on Transit related expenses, which is perfectly fine and which we encourage. If you expect you will do that, you can report the amount of **Transportation to Transit Funds Reallocation, if any** in cell K16.

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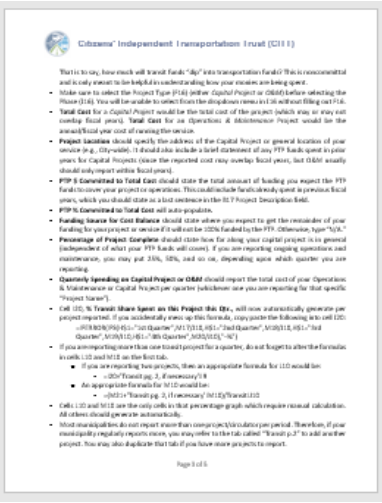
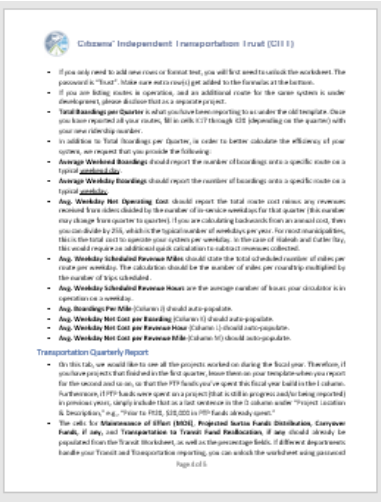


Citizens' Independent Transportation Trust (CITT)

That is to say, how much will transit funds "slip" into transportation funds? This is noncommittal and is only meant to be helpful in understanding how your monies are being spent.

- Make sure to select the Project Type (F14) (either *Capital Project* or *O&M*) before selecting the Phase (J14). You will be unable to select from the dropdown menu in L16 without filling out F14.
- **Total Cost** for a *Capital Project* would be the total cost of the project (which may or may not overlap fiscal years). **Total Cost** for an *Operations & Maintenance Project* would be the annual/fiscal year cost of running the service.
- **Project Location** should specify the address of the Capital Project or general location of your service (e.g., City-wide). It should also include a brief statement of any PTP funds spent in prior years for Capital Projects (since the reported cost may overlap fiscal years, but O&M usually should only report within fiscal years).
- **PTP $ Committed to Total Cost** should state the total amount of funding you expect the PTP funds to cover your project or operations. This could include funds already spent in previous fiscal years, which you should state as a last sentence in the N Project Description field.
- **PTP % Committed to Total Cost** will auto-populate.
- **Funding Source for Cost Balance** should state where you expect to get the remainder of your funding for your project or service if it will not be 100% funded by the PTP. Otherwise, type "N/A."
- **Percentage of Project Complete** should state how far along your capital project is in general (independent of what your PTP funds will cover). If you are reporting ongoing operations and maintenance, you may put 25%, 50%, and so on, depending upon which quarter you are reporting.
- **Quarterly Spending on Capital Project or O&M** should report the total cost of your Operations & Maintenance or Capital Project per quarter (whichever one you are reporting for that specific "Project Name").
- Cell I20, **% Transit Share Spent on this Project this Qtr.**, will now automatically generate per project reported. If you accidentally mess up this formula, copy paste the following into cell I20:
  - =IF(B3=0,"",IF(B3=1,"1st Quarter",IF(B3=2,"2nd Quarter",IF(B3=3,"3rd Quarter",IF(B3=4,"4th Quarter",IF(B3=0,"",)))))
- If you are reporting more than one transit project for a quarter, do not forget to alter the formulas in cells L10 and M10 on the first tab.
  - If you are reporting two projects, then an appropriate formula for L10 would be:
    - =(I20+'Transit' pg. 2, if necessary'!I4
  - An appropriate formula for M10 would be:
    - =(M20+'Transit' pg. 2, if necessary'!M14)/'Transit'!I10
- Cells L10 and M10 are the only cells in that percentage graph which require manual calculation. All others should generate automatically.
- Most municipalities do not report more than one project/circulator per period. Therefore, if your municipality regularly reports more, you may refer to the tab called "Transit p.2" to add another project. You may also duplicate that tab if you have more projects to report.

Page 3 of 6



Citizens' Independent Transportation Trust (CITT)

- If you only need to add new rows or format text, you will first need to unlock the worksheet. The password is "Trust". Make sure extra row(s) get added to the formulas at the bottom.
- If you are listing routes in operation, and an additional route for the same system is under development, please disclose that as a separate project.
- **Total Boardings per Quarter** is what you have been reporting to us under the old template. Once you have reported all your routes, fill in cells K17 through K20 (depending on the quarter) with your new ridership number.
- In addition to Total Boardings per Quarter, in order to better calculate the efficiency of your system, we request that you provide the following:
- **Average Weekend Boardings** should report the number of boardings onto a specific route on a typical weekend day.
- **Average Weekday Boardings** should report the number of boardings onto a specific route on a typical weekday.
- **Avg. Weekday Net Operating Cost** should report the total route cost minus any revenues received from rides divided by the number of in-service weekdays for that quarter (this number may change from quarter to quarter). If you are calculating backwards from an annual cost, then you can divide by 250, which is the typical number of weekdays per year. For most municipalities, this is the total cost to operate your system per weekday. In the case of Hialeah and Cutler Bay, this would require an additional quick calculation to subtract revenues collected.
- **Avg. Weekday Scheduled Revenue Miles** should state the total scheduled number of miles per route per weekday. The calculation should be the number of miles per round trip multiplied by the number of trips scheduled.
- **Avg. Weekday Scheduled Revenue Hours** are the average number of hours your circulator is in operation on a weekday.
- **Avg. Boardings Per Mile** (Column I) should auto-populate.
- **Avg. Weekday Net Cost per Boarding** (Column J) should auto-populate.
- **Avg. Weekday Net Cost per Revenue Hour** (Column L) should auto-populate.
- **Avg. Weekday Net Cost per Revenue Mile** (Column M) should auto-populate.

Transportation Quarterly Report

- On this tab, we would like to see all the projects worked on during the fiscal year. Therefore, if you have projects that finished in the first quarter, leave them on your template when you report for the second and so on, so that the PTP funds you've spent this fiscal year build in the I column. Furthermore, if PTP funds were spent on a project that is still in progress and/or being reported in previous years, simply include that as a last sentence in the D column under "Project Location & Description," e.g., "Prior to FY18, $78,000 in PTP funds already spent."
- The cells for **Maintenance of Effort (MOE), Projected Surtax Funds Distribution, Conveyor Funds, if any,** and **Transportation to Transit Fund Reallocation, if any** should already be populated from the Transit Worksheet, as well as the percentage fields. If different departments handle your Transit and Transportation reporting, you can unlock the worksheet using password

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Citizens' Independent Transportation Trust (CITT)

"Trust" to fill in these cells. The percentage fields should also be entirely auto-populated on the Transportation tab.

- **The Percent of Project Complete to Date** Column should include the percentage of the entire project that is complete to date (independent of what your PTP funds will cover) since the inception of the project.
- For the **Total Project Cost**, please state the total dollar amount of the project in its entirety.
- **PTP Funding Committed to Entire Project ($)** should state the amount of money that you expect the PTP will cover of the Total Project Cost. Once you fill this and the previous cell out, then the "J" column (**PTP Funding Committed to Entire Project (%)**) should auto-populate. Your PTP Funding Committed to Entire Project ($) covers all funds dedicated to the project, regardless of fiscal year. Therefore, if PTP funds were spent towards a project in a previous fiscal year, please report that amount as a last sentence in the D column for Project Location & Description (e.g., "Prior to FY13, $320,000 in PTP funds already spent."). This will enable the H and I columns to be running totals pertaining to only this fiscal year (and hence allow the percentage populations to generate accurately too). It will also allow the reader to identify how much more PTP spending to go until the committed number of dollars has been reached.
- The **Funding Source of the Cost Balance** should state where you expect to get the funds for the remainder of your project (e.g., City's Public Works budget, State or Federal grant, etc.). The goal of outlining this each quarter is to demonstrate where opportunities lie for leveraged funding, which helps your half-penny go further! Ideally, column I should never be 100%. Therefore, please make sure that the arithmetic adds up, where the amount reported in the F column is equal to the sum of the amounts reported in the G and K columns.
- If you need to add projects, insert new rows as needed. You will first need to unlock the worksheet. The password is **Trust**. Make sure the extra row(s) get added to the formulas at the bottom. Relock the sheet after your changes to avoid unintended changes to headings and formulas.

As always, if you have any questions, please feel free to call us at 305-375-1357 or email partnerships@miamidade.gov. Thank you for your cooperation!

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Leverage Surtax Funds to make your PTP funds go further

Federal Transit Administration

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

MIAMI-DADE COUNTY

CRAs
BIDs
PPPs
Interest Groups

BUSINESS IMPROVEMENT DISTRICT SOLUTIONS

Any other comments/suggestions?

We welcome your feedback!

Contact
Nestor Toledo
nestor.toledo@miamidade.gov
or
Mariana Price
mariana.price@miamidade.gov

305-375-1357

Thank You

Monica Cejas, Assistant Director

Mariana Price, Sr. Executive Secretary

The Citizens' Independent Transportation Trust

305.375.1357

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