

***INSTRUCTIONS FOR PREPARING THE
FY 2004-05 CAPITAL BUDGET AND
MULTI-YEAR CAPITAL PLAN***

December 2003

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SECTION I. - INTRODUCTION

The FY 2004-05 Proposed Capital Budget and Multi-year Capital Plan (the Capital Budget) is a component of the Proposed Budget, which, will be released between June 1 and July 15, 2004. In order to allow sufficient time for review (and not to interfere with operating budget submissions), department capital budget submissions are due in the Office of Strategic Business Management (OSBM) no later than Friday, January 16, 2004. All County departments responsible for (or sponsoring) capital projects that will occur between October 1, 2004 and September 30, 2010 must submit a capital budget as detailed in this manual.

Departments are not required to submit paper copies of their capital budget submissions to OSBM. Confirmation, preferably by e-mail, should be sent to the OSBM Director and your budget analyst, informing them when your capital budget submission is completed and ready for review by OSBM. After you have submitted your capital budget, you should work with your budget analyst and make sure he/she is aware of any changes you make after you have submitted your capital budget.

The Capital Development Program (CDP) is a web-based application and available on the County's intranet. It allows you to navigate freely and easily through the various menu options. Using the menu-driven CDP, you can enter and edit project information and produce the required reports. As a result, you can scroll through the options and make your selections online. Each user will create his/her password when accessing the CDP for the first time. Users will only have access to their department's information. Project numbers are assigned automatically; therefore, manual assignment is not required.

All departments must use the CDP to prepare their FY 2004-05 capital budget submissions.

The capital database includes those projects reflected in the approved FY 2004-05 Capital Budget and Multi-year Capital Plan. Review each project and update accordingly. Those projects that will not appear in the FY 2004-05 Capital Budget and Multi-year Capital Plan should be properly noted as completed or marked for deletion. A project should be marked as completed only if it is complete or expected to be complete by September 30, 2004. All other projects should be noted as deleted with a note indicating the reason for deletion.

Estimated recurring costs and start-up costs information is required for completed projects as well as those projects (funded and unfunded) that will be included in your capital budget submission. You must also indicate that portion of recurring and start-up costs that is information technology-related; this information will be provided to Judy Zito, Chief Information Officer.

Additional detail should be provided for capital projects that are general in nature. The Quality Neighborhoods Improvement Program (QNIP) and Safe Neighborhood Parks (SNP) listings in the FY 2002-03 Proposed Budget And Multi-Year Capital Plan Appendix (Page 413-414 and 416-420) illustrate the information we would like for these types of projects. Work with your budget analyst to determine those projects that require additional information.

It is imperative that capital project information be complete, accurate and realistic. This information includes, but is not limited to, designating the County Commission District(s) and Community Council District(s) in which projects are located, thoughtful estimates of operating impacts of planned capital projects (funded and unfunded), and estimated project completion dates.

As you prepare Capital Outlay Reserve (COR) requests, consider performance-based budgeting and try to relate the project to your business plan and department performance measures. You should be able to describe how the project, if funded, will enhance performance or the

furtherance of strategic goals. Those departments that have projects funded through the COR are required to include a brief status report on each project with their submissions. This includes a timeline indicating important dates and milestones (land/building acquired, planning/design complete, construction started, project delayed due to funding shortfall, equipment purchased), the stage of the project, (if applicable), and steps being taken to ensure project completion.

Capital projects funded through the Community Development Block Grant (CDBG) program appear in the Office of Community and Economic Development's (OCED) capital budget as well as the department allocated the funding. Departments should work with OCED and your budget analyst to ensure that all discrepancies are resolved.

The Proposed Capital Budget and Multi-Year Capital Plan will be the County's capital policy and spending plan for FY 2004-05, and, as well, will serve as the multi-year planning document for capital program financing, planning and development. It will provide the public with information through the capital sections of the budget ordinances considered by the Board of County Commissioners at the budget hearings in September. Additionally, capital projects must be consistent with the Transportation Improvement Program (TIP) and the Capital Improvements Element of the Comprehensive Development Master Plan. Capital project information included in the Capital Budget is the same information that is included in the March or April amendment cycle of the Capital Improvements Element of the Comprehensive Development Master Plan.

In November, 2004, the voters of Miami-Dade County will have the opportunity to vote on a general obligation bond program (GOB). It is imperative that each unfunded project be carefully reviewed, described in detail, and include reasonable estimates. A number of these projects may be recommended for inclusion in the GOB.

Historically, departments have tended to underestimate carryover into the first year of their Capital Budget and Multi-year Capital Plans. By definition, prior years revenue minus prior years expenditure equals carryover. Before submitting your capital budget, calculate this value. A review of actual prior year-by-year carryover should reveal any unrealistic forecasting. Be prepared to substantiate your estimates of cash carryover into FY 2004-05 as well as anticipated 2004-05 project expenditure levels.

As we have done in previous years, we are attempting to address in a consistent fashion the time value of money. Please use the following guidelines when budgeting revenues and expenditures that is subject to inflation. For new expenditure commitments, (e.g., construction, contract bid awards), assume three percent inflation from this year (FY 2003-04) to the next (FY 2004-05). Express new commitments subsequent to FY 2004-05 in FY 2004-05 constant dollars. Remember, total project cost must include estimates for the following: Art in Public Places, Department of Business Development sliding fee, Inspector General fee, and General Services Administration (GSA) project management fees.

SECTION II. – GETTING STARTED

The link to access the CDP will be e-mailed to all capital budget liaisons. You will be able to access the CDP if you have provided OSBM with a user name.

If you have a technical question or problem, contact Chris Rose at (305) 375-5143. All other inquiries should be directed to your budget analyst.

In order to view the entire page without having to scroll across, up or down, you may need to adjust your monitor settings. Do the following to adjust the settings:

SECTION III. - DEFINITIONS

Capital Project: A project which results in the acquisition or addition of permanent fixed assets such as land, buildings, public infrastructure, building improvements, and equipment.

Funded Project: A capital project for which funding has been identified and for which some activity is expected between October 1, 2003 and September 30, 2009 proprietary departments that periodically issue revenue bonds and have revenue streams sufficient to cover future debt obligations should assume future revenue bond projects are funded. Departments that can realistically anticipate continued grant funding should do so and program future year grant revenues for funded projects.

Capital Outlay Reserve (COR) Request: A request for funding from the COR for a capital project. The COR is an annual set-aside from the General Fund operating budget used to fund needed, relatively small, capital improvement projects. Funding requests should be for FY 2004-05 only. Approved COR funding requests will be included in the Capital Budget as funded projects; certain disapproved requests may be included in the Capital Budget as unfunded projects.

Unfunded Project: A capital project for which no funding has been identified.

New Project: A capital project that is not in the current year (FY 2004-05) Capital Budget.

SECTION IV. – FUNDED PROJECTS

The **Funded Project/COR Request** screen, allows you to add a new project, or update or delete an existing project. The fields included in this screen are as follows:

1. **Project** – The project name must be all CAPITAL LETTERS. The project number, which appears before the project name, is automatically assigned by the system.
2. **Chg Proj Name** – Check this box if you want to change the name of the project. You will be prompted to enter a new name.
3. **Description** – Describe the size, scope, and use of the project. It must begin with a verb, i.e., Construct, Design, Add, Waterproof, Replace, Modify, Expand, Provide, etc. You may extend the description with phrases separated by semicolons, beginning with verbs. Describe all years' activities, not just FY 2004-05. This field is limited to 255 characters.
4. **Location** - Physical location of the project: use these abbreviations, as applicable: NW, SW, Ave, St, Blvd, Ln, Ct, US1, etc. If a specific street address is not available, provide as specific a location as possible, (e.g., a boundary – North, South, East and West; the beaches from 41 St to 79 St; Vicinity of Tamiami Airport, Port of Miami, Miami International Airport, etc.) Do not use periods.
5. **Project Type** – Select one of the following project types relative to FY 2003-04:
 - a. Equipment Acquisition
 - b. Expansion
 - c. Improvement
 - d. Land/Building Acquisition
 - e. New

- f. Other
- g. Renovation
- h. Replacement

6. **Strategic Area** – Indicate how the project fits into your department’s business plan by selecting one of the following strategic areas.

- a. Economic Development
- b. Health and Human Services
- c. Neighborhood and Unincorporated Service Area Services
- d. Public Safety
- e. Recreation and Culture
- f. Transportation

Strategic Theme – Indicate the strategic theme by selecting one of the following:

- a. Ensure Miami-Dade County operates in a fiscally responsible and stable manner
- b. Improve the quality of life for all County residents
- c. Protect the safety and quality of Miami-Dade County’s neighborhoods
- d. Continuously improve the performance and capabilities of County operations by maximizing technology, fostering innovation, and increasing access to and information regarding services
- e. Promote responsible and comprehensive policy development through effective planning for land use, transportation, and growth management
- f. Promote a healthy economy through business development, further economic diversification based on key industries, and by addressing economic disparities in our community
- g. Develop and maintain an effective transportation system
- h. Promote cooperation and coordination among all government agencies

7. **Service Area** – Select the appropriate service area (i.e., guiding principle) for each project.

- a. People
- b. Service
- c. Technology

8. **Function** – Use the most accurate and descriptive function available. Project will be grouped by function in the expenditure summary, which appears at the bottom of your department’s narrative section.

9. **Est. Start Date** – Enter the date the project started or is expected to start.

10. **Est. Completion Date** – Enter the date the project was completed or is expected to be complete.

11. **Status** – Select the stage the project will be in during FY 2004-05.

- a. Acquisition
- b. Construction
- c. Equipment
- d. Land/Building Acquisition
- e. Other
- f. Planning/Design

13. **Location Code** – This is the general location of the project. It may be a municipality in which a project is located (City of Miami), an area (Unincorporated Miami-Dade), or a departmental-defined operational area (Public Housing Region 1). If the project is located in more than one municipality or area, use “Various Sites” or “Throughout Miami-Dade”. If the location of the project hasn’t been determined, select “To Be Determined”. Use “Not Applicable” as necessary.
14. **Commission District** – Select the district where the project is located. If the project is located in more than one Commission District, select “Various Locations” or “Throughout Miami-Dade”. If the location of the project hasn’t been determined, select “To Be Determined”.
15. **Community Council** – Designate Community Council only if the project is located in Unincorporated Miami-Dade. Otherwise, select “Not Applicable”.
16. **Active/Future** – Select “A” if the project will have expenditures in FY 2004-05. Otherwise, select “F”.
17. **CIE Info** – This information is required for the Capital Improvement Element (CIE), which is a component of the Comprehensive Development Master Plan. Departments included in the CIE are Aviation, Transit, Public Works, Seaport, Park and Recreation, the Department of Environmental Resources Management (DERM), Water and Sewer, and Solid Waste. Select one of the following:
 - a. Combined/Other
 - b. Existing Deficiency
 - c. Future Growth
 - d. Not-Applicable (for all other departments not mentioned above)
18. **Taxing Jurisdiction** – Select the appropriate funding source for the project.
 - a. Countywide
 - b. Fire Rescue District
 - c. Library District
 - d. Proprietary
 - e. Special Assessment
 - f. UMSA (Unincorporated Municipal Service Area)
19. **Mark Project for Deletion** – Check this box if the project is being deleted for reason(s) other than being completed. The project will not appear in the Funded Project Report or your capital budget submission if this box is checked.
20. **Project Completed** – Check this box if the project is complete or expected to be complete by September 30, 2004. The project will not appear in the Funded Project Report or your capital budget submission if this box is checked.
21. **Justification/Comments** – Use this field to indicate the reason a project is being deleted and for all other comments.
22. **2002-03 Actual Expenditures** – Enter the actual project expenditures incurred from October 1, 2002 through September 30, 2003 as reflected in FAMIS. All dollars are in thousands.

23. **2003-04 Actual Expenditures (Oct – Dec 2003)** – Enter the actual project expenditures incurred from October 1, 2003 through December 31, 2003, as reflected in FAMIS. All dollars are in thousands.
24. **IT Project** – Check this box if the project is 100 percent information technology-related, i.e., acquisition of computer hardware or software, etc.
25. **IT Major Component** – Check this box if a component of the project is information technology-related. For example, a building is being constructed which includes the installation of a network and related components.
26. **Number of Additional FTEs** (full time equivalents) – Enter the number of personnel to be added as a result of the project (convert part-time personnel to FTEs).
27. **Start-up Costs** – Enter the estimated dollar amount of one-time (non-recurring) costs, i.e., moving costs, set-up costs, etc. All dollars are in thousands.
28. **Annual Cost of Additional FTEs** – Enter the salaries/fringes of the additional FTEs. All dollars are in thousands.
29. **Other Annual Operating Costs** – Enter the estimated dollar amount of on-going (recurring) operating costs, excluding personnel related costs. All dollars are in thousands.
30. **Gross Annual Operating Costs** – The system will automatically calculate this amount. It is the sum of the “Annual Costs of Additional FTEs” and “Other Annual Operating Costs”.
31. The same information is required (Nos. 26 through 30) if the project has a technology component or is 100 percent technology-related. If the project is 100 percent technology-related the information from Nos. 26 through 30 will automatically be filled in for you.

The **Funded Project/COR Request** screen has a number of options (buttons) to choose from. They are:

1. **Next Screen** – Takes you to page 2 of the Funded Project/COR Request screen.
2. **Previous Screen** – Takes you to page 1 of the Funded Project/COR Request screen.
3. **Print** – Prints the page in view.
4. **Save/Update** – Saves any changes you have made and updates the database. **YOU MUST PRESS SAVE/UPDATE WHENEVER YOU MAKE CHANGES TO A RECORD; IF YOU EXIT WITHOUT DOING SO, YOUR CHANGES WILL BE LOST.**
5. **Add Record** – this button appears if you are adding a new record. **YOU MUST PRESS ADD RECORD WHEN ENTERING A RECORD FOR THE FIRST TIME. IF YOU EXIT WITHOUT DOING SO, THE RECORD WILL NOT BE ADDED TO THE DATABASE.**
6. **Add New Funded Project** – To add a new funded project not in the database.

7. **Cancel/Exit** – Cancels any changes you've made (if you have not pressed the Save/Update button) and exits to the Main Page.
8. **Revenues** – To add, modify or delete revenues.
9. **Expenditures** – To add, modify or delete expenditures.
10. **Donations** – To add, modify or delete donations.
11. **Project Totals** – To verify that total revenues and expenditures are equal. Always check your Project Totals whenever you add, modify or delete revenues or expenditures.

Adding, Modify or Deleting Revenues, Expenditures and Donations

Revenues, expenditures and donations may have occurred or will occur for a project in prior years and FY 2004-05 through FY 2009-10 and beyond. The revenue, expenditure and donation screens include the project name and number, as well as the project description fields. The other fields are:

1. **Revenue Category, Expenditure Category or Donation Category** – Make the appropriate selection. If a category does not exist (for instance, a new grant), contact your Budget analyst. To select a category, do one of the following:
 - a. Type the first letter of the revenue, expenditure or donation category in the selection box;
 - b. Press the down arrow in the selection box;
 - c. Click anywhere in the selection box;
 - d. With the mouse pointed in the selection box, press the down arrow on your keyboard.
2. **Prior** – Include all years actual revenues, expenditures or donations through FY 2003-04. It is the sum of all actual revenues, expenditures or donations through September 30, 2003 plus actual revenues, expenditures or donations from October 1, 2003 through December 31, 2003 plus projected revenues, expenditures or donations from January 1, 2004 through September 30, 2004.

Stated another way, it is all years' actual revenues, expenditures or donations through December 31, 2003 plus projected revenues, expenditures or donations from January 1, 2004 through September 30, 2004. All dollars should be entered in thousands.
3. **2003-04 through Future** – For each year enter the appropriate revenue, expenditure or donation amount. All dollars should be entered in thousands.
4. **Current Year Projection (2003-04)** – Enter the amount of revenue, expenditure or donation allocated in FY 2002-03 only. This amount is not included in the total project amount because it is already included in the "Prior" field (No. 2 above). All dollars should be entered in thousands.
5. **Total** – This amount is automatically calculated by the system and is the sum of Prior plus FY 2004-05 through FY 2009-10 plus Future.

Note: Always check your project totals whenever you add, modify or delete revenues or expenditures.

The Project Revenues, Project Expenditures or Project Donations Screen has a number of options (buttons) to choose from. They are:

1. **Prev** – Takes you to the previous revenue, expenditure or donation for the project.
2. **Next** – Takes you to the next revenue, expenditure or donation for the project.
3. **Add New Revenue, Add New Expenditure, Add New Donation** – Allows you to add a new revenue, expenditure or donation.
4. **Save/Update** – Saves your changes and updates the database. **YOU MUST PRESS SAVE/UPDATE WHENEVER YOU ADD A NEW CATEGORY OR MAKE CHANGES TO AN EXISTING CATEGORY. IF YOU EXIT WITHOUT DOING SO, YOUR CHANGES WILL BE LOST.**

SECTION V. – UNFUNDED PROJECTS

The **Unfunded Project** screen, allows you to add a new project, or update or delete an existing project. The fields included in this screen are as follows:

1. **Project** – The project name must be all CAPITAL LETTERS. The project number, which appears before the project name, is automatically assigned by the system.
2. **Chg Proj Name** – Check this box if you want to change the name of the project. You will be prompted to enter a new name.
3. **Description** – Describe the size, scope, and use of the project. It must begin with a verb, i.e., Construct, Design, Add, Waterproof, Replace, Modify, Expand, Provide, etc. You may extend the description with phrases separated by semicolons, beginning with verbs. Describe all years' activities, not just FY 2004-05. This field is limited to 255 characters.
4. **Location** - Physical location of the project: use these abbreviations, as applicable: NW, SW, Ave, St, Blvd, Ln, Ct, US1, etc. If a specific street address is not available, provide as specific a location as possible, (e.g., a boundary – North, South, East and West; the beaches from 41 St to 79 St; Vicinity of Tamiami Airport, Port of Miami, Miami International Airport, etc.) Do not use periods.
5. **Project Priority** – Enter a priority (one being the highest priority) for each project based on need,
6. **Project Type** – Select one of the following project types relative to FY 2004-05:
 - a. Equipment Acquisition
 - b. Expansion
 - c. Improvement
 - d. Land/Building Acquisition
 - e. New
 - f. Other
 - g. Renovation
 - h. Replacement

7. **Strategic Area** – Indicate how the project fits into your department’s business plan by selecting one of the following strategic areas.
 - a. Focusing on Customer Service
 - b. Fostering an Improved Quality of Life
 - c. Improving Our Transportation System
 - d. Promoting a Healthy Economy
 - e. Providing Efficient and Effective Government
 - f. Providing Safe Quality Neighborhoods

8. **CIE Info** – This information is required for the Capital Improvement Element (CIE), which is a component of the Comprehensive Development Master Plan. Departments included in the CIE are Aviation, Transit, Public Works, Seaport, Park and Recreation, DERM, Water and Sewer, and Solid Waste. Select one of the following:
 - a. Combined/Other
 - b. Existing Deficiency
 - c. Future Growth
 - d. Not-Applicable (for all other departments not mentioned above)

9. **Taxing Jurisdiction** – Select the appropriate funding source for the project.
 - a. Countywide
 - b. Fire Rescue District
 - c. Library District
 - d. Proprietary
 - e. Special Assessment
 - f. UMSA (Unincorporated Municipal Service Area)

10. **Location Code** – This is the general location of the proposed project. It may be a municipality in which the project will be located (City of Miami), an area (Unincorporated Miami-Dade), or a departmental-defined operational area (Public Housing Region 1). If the project is located in more than one municipality or area, use “Various Sites” or “Throughout Miami-Dade”. If the location of the project hasn’t been determined, select “To Be Determined”. Use “Not Applicable” as necessary.

11. **Community Council** – Designate Community Council only if the project is located in Unincorporated Miami-Dade. Otherwise, select “Not Applicable”.

12. **Commission District** – Select the district where the project is located. If the project is located in more than one Commission District, select “Various Locations” or “Throughout Miami-Dade”. If the location of the project hasn’t been determined, select “To Be Determined”.

13. **Building Type** – Select the appropriate building type or N/A.
 - a. Office
 - b. Other
 - c. Warehouse
 - d. N/A
14. **Project Occupancy Level** – Enter the expected occupancy level. If you selected Other, Warehouse or N/A for the Building Type, the system will fill this field with a zero.
15. **Size of Building in Square Feet** – Enter the estimated square footage of the proposed building. If you selected “Other” or “N/A” for the Building Type, the system will fill this field with a zero.
16. **Size of Site in Acres** – Enter the acreage required, if known.
17. **Mark Project for Deletion** – Check this box if the project will not appear in your FY 2004-05 capital budget submission.
18. **Reason for Deletion** – Use this box to indicate the reason a project is being deleted and for all other comments. If the “Mark Project for Deletion “ box is checked, you must enter the reason the project is being deleted from your FY 2004-05 capital budget submission.
19. **Estimated Project Cost** – Estimated cost of the proposed project. Adjust for inflation, as appropriate.
20. **IT Project** – Check this box if the project is 100 percent information technology-related, i.e., acquisition of computer hardware or software, etc.
21. **IT Major Component** – Check this box if a component of the project is information technology-related. For example, a building is being constructed which includes the installation of a network and related components.
22. **Number of Additional FTEs** (full time equivalents) – Enter the number of personnel to be added as a result of the project (convert part-time personnel to FTEs).
23. **Start-up Costs** – Enter the estimated dollar amount of one-time (non-recurring) costs, i.e., moving costs, set-up costs, etc. All dollars are in thousands.
24. **Annual Cost of Additional FTEs** – Enter the salaries/fringes of the additional FTEs. All dollars are in thousands.
25. **Other Annual Operating Costs** – Enter the estimated dollar amount of on-going (recurring) operating costs, excluding personnel related costs. All dollars are in thousands.
26. **Gross Annual Operating Costs** – The system will automatically calculate this amount. It is the sum of the “Annual Costs of Additional FTEs” and “Other Annual Operating Costs”.
27. The same information is required (Nos. 24 through 26) if the project has a technology component or is 100 percent technology-related. If the project is 100

