


Date: November 20, 2007

To: Department Directors

From: Jennifer Glazer-Moon, Director 
Office of Strategic Business Management

Subject: FY 2008-09 Proposed Operating and Capital Budget Submission Manuals

It is time to begin the FY 2008-09 budget development process. Your department's FY 2008-09 Proposed Resource Allocation Plan should be aligned with the County's Strategic Plan goals and desired outcomes, be fiscally responsible, and continue to emphasize excellence in service delivery to the residents and visitors of Miami-Dade County.

The Operating and Capital Resource Allocation Plan Submission Manuals continue to support linkages between the strategic planning, business planning, and resource allocation processes. The manual will provide a clear picture of the budget process, the information requested, and the relationship between the department and the entire resource allocation plan process. Proposed changes in service should be presented as changes in results. Included with the submission manuals, you will find a copy of the OSBM Budget Style guide to provide guidelines regarding how to develop departmental narratives for the proposed resource allocation plan book. The formatting guidelines included will provide consistency among departmental narratives to create a standard voice for the overall document.

FY 2008-09 Departmental Capital Resource Allocation Plan Submission

The Proposed Capital Resource Allocation Plan will be the County's capital policy and spending plan for FY 2008-09 and 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 Proposed Resource Allocation Plan and budget ordinances to be considered by the Board of County Commissioners (BCC) at the budget hearings in September 2008.

It is important to integrate the Capital Resource Allocation Plan with departmental business plans. If a capital initiative is described as important in the departmental business plan, it should be included in the Capital Resource Allocation Plan. This is particularly true of projects that include a funding request from the Capital Outlay Reserve (COR). Only those projects with a strong tie to a department's business plan will be recommended for funding.

The Capital Development Program (CDP) will be operational as of November 30, 2008 and should be used to collect all capital project information (both funded and unfunded). This web-based application continues to be available on the County's intranet. The CDP has not changed substantially from last year's budget cycle, though we are requesting less information in some instances to ease the burden on departments during this time. All departments must use the CDP to prepare their capital budget submissions.

Capital Resource Allocation Plan submissions for all departments are due January 14, 2008. Confirmation of your submission should be sent via email from you or your department's budget analyst to your department's OSBM business analyst and the OSBM Capital Budget Coordinator.

FY 2008-09 Departmental Operating Resource Allocation Plan Submission

Departments should begin immediately preparing current year revenue and expenditure projections and FY 2008-09 base budget level information, including updated position record information. **Operating Resource Allocation Plan submissions for all departments are due February 4, 2008.** It is essential to the resource allocation process that each department adheres to the scheduled deadline for submitting their proposed resource allocation plans. If, for some reason, an unforeseen circumstance arises and your department can not meet the required deadline for departmental submissions, please contact me as soon as possible. These deadlines are made so that your business analyst has ample time to review your submission and make the necessary analysis required to ensure that budgets are fiscally sound, realistic, and in the best interest of the County.

Automated Budget Development System (ABDS) will be operational as of December 10, 2007 and should be used to prepare your department's line item resource allocation plan. The attached Operating Manual contains important rate information to assist in forecasting expenditures for next fiscal year. It is important that departments keep the information in ABDS updated and accurate throughout the entire resource allocation process so that OSBM can provide timely information to requests for line item budget information.

Resourcing for Results Online (RFRO), the web-based application introduced during early 2006, will be operational as of December 17, 2008 and will be used again as part of your department's proposed FY 2008-09 operating resource allocation plan submission. Please note that your department's resource allocation plan submission is not complete until **all data** has been entered into RFRO. As with ABDS, information in RFRO should be continually updated to reflect changes as they occur throughout the resource allocation process. The RFRO application is designed to complement ABDS – it is not a replacement. Among other things, RFRO reports will be reviewed and used by Board of County Commissioner Committees and the Office of the Commission Auditor during resource allocation workshops.

Thank you in advance for your cooperation and I look forward to working with you and your staff throughout the process of preparing the FY 2008-09 Proposed Resource Allocation Plan.

Attachment

cc: George M. Burgess, County Manager
Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
Honorable Harvey Ruvin, Clerk of Courts
Honorable Kathy Fernandez-Rundle, State Attorney
Honorable Bennett Brummer, Public Defender
Marvin O'Quinn, President, Public Health Trust
R.A. Cuevas, Jr., County Attorney
Charles Anderson, Commission Auditor
County Manager's Assistants
OSBM Staff