


Date: November 24, 2008

To: Department Directors

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

Subject: FY 2009-10 Proposed Operating and Capital Budget Submission Manuals

It is time to begin the FY 2009-10 budget development process. As always, your department's FY 2009-10 Proposed Resource Allocation Plan should be aligned with the County's Strategic Plan goals and desired outcomes, and continue to emphasize excellence in service delivery to the residents and visitors of Miami-Dade County, within available resources.

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 development process, the information requested, and the role of the department in the entire resource allocation process. Proposed changes in service should be represented by 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 document. The formatting guidelines included will provide consistency among departmental narratives to create a standard voice for the overall document.

FY 2009-10 Departmental Capital Resource Allocation Plan Submission

The Proposed Capital Resource Allocation Plan will be the County's capital policy and spending plan for FY 2009-10 and will serve as the multi-year planning document for capital program financing, planning, and development. 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 (CDPweb) will be operational as of December 1, 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 CDPweb application has not changed substantially from last year's budget cycle and training for CDPweb users will be held on December 2, 12, and 10, 2008 and all departments must use the CDP to prepare their capital budget submissions. In addition, all departments with projects in the Building Better Communities (BBC) General Obligation Bonds Program and in the Quality Neighborhood Improvements Program (QNIP) must closely coordinate the CDP submission regarding BBC and QNIP projects with the Office of Capital Improvements (OCI). OCI is responsible for programming oversight of all projects that receive funding through the BBC or QNIP.

Capital Resource Allocation Plan submissions for all departments are due January 16, 2009. 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 2009-10 Departmental Operating Resource Allocation Plan Submission

Departments should begin preparing current year revenue and expenditure projections and FY 2009-10 base budget level information including updated position record information now. **Operating Resource Allocation Plan submissions for all departments are due February 2, 2009**. It is essential to the resource allocation process that all departments adhere to the scheduled deadline for submitting proposed resource allocation plans. If, for some reason, an unforeseen circumstance arises and your department cannot 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 1, 2008 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. Carefully review the Personnel and Salaries section, as it has significant changes in forecasting the salary for personnel in exempt status. 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. Training for ABDS users will be held on December 2, 4, 8, 9, 16, and 23, 2008.

Resourcing for Results Online (RFRO) will be operational as of December 15, 2008 for use again as part of your department's proposed FY 2009-10 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. RFRO training will be held on December 1, 4, 11, 15, and 18, 2008.

Thank you in advance for your cooperation and I look forward to working with you and your staff throughout the preparation of the FY 2009-10 Proposed Resource Allocation Plan.

Attachments

cc: George M. Burgess, County Manager
Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
Honorable Harvey Ruvlin, 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
Denis Morales, Chief of Staff
County Executive Office Staff
OSBM Staff
Charles Anderson, Commission Auditor