

Memorandum



Date: November 23, 2011

To: Department Directors

From: Jennifer Moon, Director
Office of Management and Budget 

Subject: FY 2012-13 Proposed Operating and Capital Budget Submission Manuals

It is time to begin the FY 2012-13 budget development process. This year's process will be incredibly challenging for all of us. I want to make sure that you get all of the support you need to be able to put together a reasoned and accurate preliminary budget submission. Please know that we understand that while we expect you will submit a preliminary budget submission by the deadline noted, we anticipate it will change considerably as we move through the budget development process. Because we are facing issues relating to reorganizations, delayed implementation of salary and benefit concessions, and a still unpredictable economic horizon, as we find tools and information that will be helpful in projecting this year's expenditures and developing next year's budget, we will pass them along as soon as we can. You will continue to submit both your capital and operating budgets in the electronic format, same as last year. **Your capital budget submission is due February 1, 2012 and your operating submission is due February 24, 2012.** Again, we know that there will likely be significant changes to the information you submit, but it is very important that you meet these deadlines so that the analysis process may commence. Please include your analyst in as much of your internal budget development process as you feel comfortable. Departmental budget meetings will begin later than usual, to give you more time to complete your submission.

The refreshed Strategic Plan was recently released (see <http://www.miamidade.gov/stratplan/>) and your department's FY 2012-13 Proposed Budget should be aligned with the refreshed 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 Budget Submission Manuals support linkages between the strategic planning, business planning, and budget development processes. The manual describes the budget development process, the information requested, and the role of the department in the entire process. Proposed changes in service should be represented by changes in results.

Included with the submission manuals, you will find a copy of the OMB Budget Style Guide to provide guidelines regarding how to develop departmental narratives for the Proposed Budget books. The formatting guidelines included will provide consistency among departmental narratives to create a standard voice for the overall document. In addition, the Operating Manual Supplement provides detailed information on how to enter base budget information into the County's two operating budget development systems.

FY 2012-13 Departmental Capital Resource Allocation Plan Submission

The Proposed Capital Budget Plan will be the County's capital policy and spending plan for FY 2012-13 and will serve as the multi-year planning document for capital program financing, planning, and development. It is important to integrate the Capital Budget with departmental business plans. If a capital initiative is described as important in the departmental business plan, it should be included in the Capital Budget. 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 Projects Budget Module in the Capital Improvements Information System (CIIS) will be operational as of December 5, 2011 and should be used to collect all capital project information (both funded and unfunded). This newly created web-based application continues to be available on the County's intranet. This budget module application has not changed substantially from last year's budget cycle and training for users will be held on December 5 and 15, 2011 and January 3, 5, 11, and 16, 2012 and all departments must use the CIIS to prepare their capital budget submissions.

Capital Budget submissions for all departments are due February 1, 2012. Confirmation of your completed submission should be sent via e-mail to your OMB budget analyst and me.

FY 2012-13 Departmental Operating Budget Submission

Departments should begin preparing current year revenue and expenditure projections and FY 2012-13 base budget level information including updated position record information now. All required reports will be accessed directly from the two budget development systems with the exception of the table of organization and staffing chart information which, depending on the size of the documents, will need to be submitted in hard copy form or via e-mail. It is essential to the budget development process that all departments adhere to the scheduled deadline for submitting proposed budgets. 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 time to review and analyze your submission prior to your resource allocation meeting.

Automated Budget Development System (ABDS) will be operational as of December 19, 2011 for purposes of developing and preparing your department's line item budget. ABDS will reflect your new organization. The attached Operating Manual contains important rate information to assist in forecasting expenditures for next fiscal year. In addition, page 15 of the Operating Manual provides important details about the salary assumptions built into ABDS. Carefully review this section, as it has changes in forecasting the salary for personnel in FY 2012-13. Any updates to the assumptions for personnel will be provided as necessary. This should not stop you from submitting a budget on February 24, 2012. It is important that departments keep the information in ABDS updated and accurate throughout the entire budget development process so that OMB can provide timely information to requests for line item budget information. Training for ABDS users will be held on December 19 and 20, 2011 and January 10, 11, 13, 16, 18, and 19, 2012.

Resourcing for Results Online (RFRO) will be operational as of January 16, 2012 for use again as part of your department's proposed FY 2012-13 Operating Budget Submission. Please note that your department's budget 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 budget development process. The RFRO application is designed to complement ABDS – it is not a replacement. RFRO training, including a specific session on Unmet Needs, will be held during the months of January and February. Once the training dates have been confirmed a separate notification will be provided via your OMB Budget Analyst. Additional training classes on other budget databases, including the Long-Term Vacancy (LTVR), the Quarterly Report, and the Active Strategy Enterprise (ASE) system will be held on December 6 and 19, 2011 and January 3 and 10, 2012 to show users how to properly use these systems for quarterly reporting.

Operating Budget submissions for all departments are due February 24, 2012. Confirmation of your completed operating budget submission should be sent via e-mail to your OMB budget analyst and me.

Thank you in advance for your cooperation and I look forward to working with you and your staff throughout the preparation of the FY 2012-13 Proposed Budget. Please contact me for any questions or concerns you might have during the budget development process. This won't be easy, but we are ready for the challenge.

Attachments

c: Honorable Carlos A. Gimenez, Mayor
Honorable Joel Brown, Chief Judge, Eleventh Judicial Circuit
Honorable Harvey Ruvin, Clerk of Courts
Honorable Katherine Fernandez Rundle, State Attorney
Honorable Carlos Martinez, Public Defender
Pedro Garcia, Property Appraiser
Carlos Migoya, President and CEO, Public Health Trust
Robert A. Cuevas, Jr., County Attorney
Joseph Centorino, Director, Commission on Ethics and Public Trust
Christopher Mazzella, Inspector General
Edward Marquez, Deputy Mayor
Office of the Mayor Senior Staff
Charles Anderson, Commission Auditor
OMB Staff