

Capital Budgeting in CIIS

**MIAMI-DADE
COUNTY**

Prepared by the Office of Management and Budget

How To Sign in to CIIS

- Go to the intranet on the County's server
- <http://intra/ciis>
- For test purposes
http://devnet3/ciis/CIIS_Menu_Main.asp

Sign-In Screen

Capital Improvements
Information System
(CIIS)

intra.miamidade.gov

MIA MI-DADE

PROJECTS

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[A & E Projects](#)

Contracts / Agreements

[Contracts by Dept \(R\)](#)

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Miami Dade County Capital Improvements Information System

The Capital Improvements Information System (CIIS) is a web-based project management tool used to monitor schedule and related cost information and other associated details for capital projects countywide.

The CIIS System is used to monitor and track all capital projects for the Building Better Communities General Obligation Bond Program (BBC-GOB) and the Quality Neighborhood Improvement Program (QNIP). CIIS is also used to prepare the County's Multi-Year Capital Plan.

CIIS contains modules to implement and monitor the Miscellaneous Construction Contract Program (MCC), the Equitable Distribution Program (EDP) and Request to Advertise, Award Recommendations and Change Orders for non-MCC construction contracts and professional services agreements.

This database can be easily updated, is available to all County departments, allows staff to quickly identify projects that may be lagging behind or not adhering to their budget and, therefore, gives project managers the opportunity to take prompt remedial action.

In order to assist County departments in the implementation of their capital program, CIIS includes a section for standardization, which comprises modules for standard contract language, contract forms, policies and procedures.

CIIS is managed by [The Internal Services Department \(ISD\)](#) with the assistance of the Information Technology Department (ITD).

Please use the menu on the left to access information relating to Miami-Dade County Capital Construction processes.

Log-In

Login ID:

Password:

Login

Change

Password:

PROJECTS

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[GOB Projects \(R\)](#)

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test id: Your previous logon was: Monday, December 03, 2012 at 3:42:51 PM

-TEST-Capital Budget Projects Menu

Select by Department:

[Search for Budget Number](#)

Select Budget Project by Number:
(Unbalanced OMB in red)

- To ensure you are working in the Capital Projects Module, always click on the **Capital Projects** link

Maria Johnson: Your previous login was: Monday, December 03, 2012 at 4:01:32 PM

-TEST-Capital Budget Projects Menu

PROJECTS

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Contact Us

Select by Department:

- PR - Parks, Recreation and Open Spaces
- CR - Corrections and Rehabilitation
- CU - Cultural Affairs
- CP - Cultural Programs
- EL - Elections
- FN - Finance
- FR - Fire Rescue
- HT - Homeless Trust
- ET - Information Technology Department
- ID - Internal Services
- PH - Jackson Health System
- JA - Judicial Administration
- LB - Library Department
- BU - Management and Budget
- ME - Medical Examiner
- XB - Miami Art Museum
- MS - Miami Science Museum
- ZZ - Multiple
- ND - Non-Departmental
- PR - Parks, Recreation and Open Spaces**
- PF - Performing Arts Center Management
- PD - Police
- SP - Port of Miami
- PA - Property Appraiser
- HD - Public Housing and Community Development
- PW - Public Works and Waste Management
- PE - Regulatory and Economic Resources

Select Budget Project by Number:
(Unbalanced OMB in red)

Select by Num Dept-PR Project..

Select Budget Project By Desc :

Select by Desc Dept-PR Project..

[Add New Funded P](#)

[Add New UnFunded](#)

[View Parks, Re](#)

[View Parks, Recreat](#)

U

OMB REV

Adding New Funded Projects

- Click on the **Select By Department** drop-down to select your department

Maria Johnson: Your previous login was: Monday, December 03, 2012 at 4:01:32 PM

-TEST-Capital Budget Projects Menu

Select by Department:

[Search for Budget Number](#)

Select Budget Project by Number:
(Unbalanced OMB in red)

Select by Num Dept-PR Project..

Select Budget Project By Desc :

Select by Desc Dept-PR Project..

- [Add New Funded Parks, Recreation and Open Spaces Project](#)
- [Add New UnFunded Parks, Recreation and Open Spaces Project](#)
- [View Parks, Recreation and Open Spaces Project List](#)
- [View Parks, Recreation and Open Spaces Budget Contract List](#)

[Search for Site Number](#)
[Search for Index Code](#)

UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

Adding New Funded Projects

- Click on the [Add New Funded Project Link](#)

FUNDED PROJECT / COR REQUEST

Chg Proj Name: Project: 1604910 -- TEST SITE

Description: For training purposes

Location: 111 NW 1 St

Location Code: City of Miami

Comm. District Physically Located: 1 2 3 4 5 6 7 8 9 10 11 12 13 CW UM TD NA SY

Comm. District(s) served: 1 2 3 4 5 6 7 8 9 10 11 12 13 CW UM TD NA SY

Comm. Council: Not Applicable

Strategic Area: General Government

Function: Nuisance Control

Strategic Objective GG2-1 : Attract and hire new talent

Est. Start Date: 10/1/2013 (mm/dd/yyyy)

Est. Completion Date: 9/30/2015 (mm/dd/yyyy)

CIE Info: Not Applicable

CIE Element: Not Applicable

Sustainability Component: Not Applicable

Estimated Annual Operating Impact: 100

Number of Addtl FTEs: 0

Federal Stimulus: Yes No

- MARK FOR DELETION:
- JUSTIFICATION/COMMENTS:
OR REASON FOR DELETION
- PROJECT COMPLETED?:
- PTP PROJECT?:
- TIP PROJECT?:
- BBC PROJECT?:

Print **Save/Update** Add New Funded Project Back Cancel/Exit

Adding New Funded Projects

- Once all required information is entered into the system, click on **Save/Update** to save the information
- Then click on **Cancel/Exit**

Maria Johnson: Your previous logon was: Monday, December 03, 2012 at 4:01:32 PM

-TEST-Capital Budget Projects Menu

Select by Department: AS - Animal Services

[Search for Budget Number](#)

Select Budget Project by Number:

(Unbalanced OMB in red)

- Select by Num Dept-AS Project..
- Select by Num Dept-AS Project.
- 1998460 - NEW ANIMAL SHELTER
- 1999650 - (U) - LARGE ANIMAL FACILITY

Select Budget Project By Description

- [Add New Funded Animal Services Project](#)
- [Add New UnFunded Animal Services Project](#)
- [View Animal Services Project List](#)
- [View Animal Services Budget Contract List](#)
- [Search for Site Number](#)
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UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

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Adding New Funded Projects

- Click on [Select Budget by Project by Number](#) or [Budget Project by Description](#) to find capital project(s)

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
Project Desc: For training purposes

	Recs:	05-06:	06-07:	07-08:	08-09:	09-10:	10-11:	11-12:	12-13:	13-14:	14-15:	15-16:	16-17:	17-18:	18-19:	19-20:
CIIS Proposed RV:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIIS Proposed MS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Update Project

Add GEO Coded Site

PROJECT SITES

SITE SCHEDULES REPORT 20

PROJECT REPORT 4

EXIT

There are no Contracts for Project 1604910
There are no Contracts for Sites of Project 1604910

DELETE

[Search for Site Number](#)
[Search for Budget Project Number](#)

Adding Project Sites

- Click on the tab Add GEO Coded Site to add site information that will allow you to add financial information to the project

Project: For training purposes

Location: 111 NW 1 St

Site Description: For training purposes

Location Type: Select Loc Type: ▾

- Select Loc Type:
- Address
- Intersection
- Segment
- Area
- Land Mark
- Other



CIIS
01/25/2011

Adding GEO Coded Sites

- Click on the Select Loc Type drop-down and chose site code for project
- There are several options to choose from when selecting your GEO Coded Site

Project: For training purposes

Location: 111 NW 1 St

Site Description: For training purposes

Location Type: Address

Address Entry Form

House Num

ST Dir

ST Name

ST Type

Zip (opt)



GIS Data										
Coman District	Council	Municipality	Zoning	Township	Range	Section	Zipcode	Site Location	XCoord	YCoord
1	<none>	<none>								



Adding GEO Coded Sites

- Update the fields within the Address Entry Form and click Find Address
- The GIS Data will automatically be updated
- Then click Add to save information

Project Title: 1604910-TEST SITE
 Project Desc: For training purposes

Site Description: For training purposes
 Site Comments:

1. Update Information

2. Update Site Information

Site Physical Comm Dist: Not Entered Comm District Impacted: Select District.
 Comm Council Dist: 0 Comm Council Impacted: No District

Planned Start Date: Planned End Date: Planned Duration: 0
 Actual Start Date: Actual End Date: Actual Duration: 0

Project Manager Name: Select Project Manager. Phone: EMail:

Status Date:

Site Status: On Schedule

Funding Dept: Management and Budget

	Recs:	05-06:	06-07:	07-08:	08-09:	09-10:	10-11:	11-12:	12-13:	13-14:	14-15:	15-16:	16-17:	17-18:	18-19:	19-20:	20-21:	21-22:	22-23:	23-24:	Total	
CIIS Proposed RV:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
CIIS Proposed MS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

SITE #77212 CAPITAL BUDGET LINK:

Proj No	Site	Add Date	Add Userid	OMB		CIIS Proposed	
				MS	Rev	MS	Rev
#1604910	#77212	12/3/2012	mejohm	0\$	0\$	0\$	0\$

Main Site Screen

- Click Site Description and Site Comments
- This screen will allow you to update the overall projects status

SITE #77212 CAPITAL BUDGET LINK:

Proj No	Site	Add Date	Add Userid	OMB		CIIS Proposed	
				MS	Rev	MS	Rev
#1604910	#77212	12/3/2012	mejoh	0\$	0\$	0\$	0\$

Transfer Site and ALL related Milestones and Costs to this Project and Department: Select New GOB Project ▼
Transfer Site and ALL related Milestones and Costs to this Department: Select New Department ▼

SAVE / UPDATE PROJECT INFORMATION

ADD INDEX CODE DELETE SITE ADD CAPITAL BUDGET PROJECT # CHECK COMPLIANCE WITH SUSTAINABLE BUILDINGS ORDINANCE

SITE SCHEDULE REPORT 20

CIIS Proposed MILESTONE UPDATE CIIS Proposed REVENUE UPDATE

OMB MILESTONE UPDATE **OMB REVENUE UPDATE**

Milestone Dates Update

Link Site To GIS

EXIT

Go To BUDGET Main Menu

Adding OMB Revenue

- Click on OMB Revenue Update tab to add revenue to project

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
Project Desc: For training purposes
Site : #77212 - -For training purposes

OMB Funding Update

Funding:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
Funding:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
GOB Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non GOB:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save OMB Funding

Add New OMB Funding

MILESTONE UPDATE

Milestone Dates Update

EXIT

BUDGET Menu

Adding OMB Revenue

- Click on the Add New OMB Funding tab to add new revenue

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
Project Desc: For training purposes
Site: #77212 -
Site Desc: For training purposes
Site Duration: Start Date: - End Date: - Duration: N/A

Select New Funding:				CDP Project: 1604910					
FY 05-06	FY 06-07	FY 07-08	FY 08-09	Capital Outlay Reserve	19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
0	0	0	0	Capital Funds Financing Program (CFFP) Bond Projec	0	0	0	0	0
FY 12-13	FY 13-14	FY 14-15	FY 15-16	Capital Funds Program (CFP) - 710					
0	0	0	0	Capital Funds Program (CFP) - 711					
Total: 0				Capital Funds Program (CFP) - 712					
Funding Comments:				Capital Funds Program (CFP) - 713					
				Capital Funds Program (CFP) - 714					
				Capital Funds Program (CFP) - 715					
				Capital Funds Program (CFP) - 716					
				Capital Funds Program (CFP) - 719					
				Capital Funds Program (CFP) - 724					
				Capital Funds Program (CFP) - 733					
				Capital Funds Program (CFP) - Future					
				Capital Funds Program (CFP) - 719					
				Capital Impr. Local Option Gas Tax					
				Capital Improvement Local Option Gas Tax Earned Interest					
				Capital Outlay Reserve					
				Capital Working Fund					
				Carryover for Future Expenditure					
				Cash Donations - Impact Fees					
				Cash Donations - Non County Sources					
				Causeway Toll Revenue					
				CD Public Housing Modernization					
				CDBG - Supplemental Disaster Fy 93					
				CDBG Disaster Relief					
				CDBG Neighborhood Stabilization Fund					
				CDBG Reimbursement					
				CDBG Reimbursement - 1993					
				CDBG Reimbursement - 1994					
				CDBG Reimbursement - 1995					
				CDBG Reimbursement - 1996					

Adding OMB Revenue

- Click on the Select New Funding drop-down to see the list of available revenues and move cursor down to select revenue

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
Project Desc: For training purposes
Site: #77212 -
Site Desc: For training purposes
Site Duration: Start Date: - End Date: - Duration: N/A

Select New Funding: Capital Outlay Reserve CDP Project: 1604910

FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
0	0	0	0	0	0	0	0	220,125	100,000	100,123	0	0	0	0	0	0	0	0

Total: \$420,248

Funding Comments:

Budget Project 1604910 Current Revenue Total: \$0

Add

Multi Funding Update

EXIT

Adding OMB Revenue

- Once revenue is selected from drop-down, type the value of the revenue source in the fiscal year(s) to be received
- All dollars should be rounded to \$000's
- Click Add to save information add revenue to project

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
 Project Desc: For training purposes
 Site : #77212 - -For training purposes

OMB Milestones Update

Milestones:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
Milestones:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
GOB Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non GOB:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save OMB Milestones

Add New OMB Milestones

REVENUE UPDATE

Milestone Dates Update

EXIT

BUDGET Menu

Adding Milestones

- Click on Add New OMB Milestones tab to choose milestones for project

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
Project Desc: For training purposes
Site: #77212 -
Site Desc: For training purposes
Site Duration: Start Date: - End Date: - Duration: N/A

New Milestone:

-Funding Area:

CDP Project:

FY 05-06	FY 06-07	FY 07-08	FY 10-11	FY 11-12	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
0	0	0	0	0	0	0	0	0	0	0	0

Milestone Comments:

Milestone Percent Complete:

Milestone Explanation:

Select Milestone..

- Select Milestone..
- Land/Building Acquisition
- Planning
- A/E Selection
- Design
- Dry Run/Permit
- Contractor Selection
- Construction**
- Furniture, Fixtures and Equipment
- Art Allowance
- Equipment Acquisition
- Project Contingency
- Technology Hardware/Software
- Capital Maintenance
- Capitalization of Other Expenditures
- Debt Service
- Parent
- Construction Management
- Bond Issuance Cost
- Project Administration

Milestone Status: On Schedule

Add

Multi Milestone Update

EXIT

Adding Milestones

- Click on Select Milestone drop-down and scroll mouse over desired milestone

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
Project Desc: For training purposes
Site: #77212 -
Site Desc: For training purposes
Site Duration: Start Date: - End Date: - Duration: N/A

New Milestone:

Select Milestone..

-Funding Area:

Capital Working Fund-BP: 1604910-REV: \$100,000.00-MS: \$0

CDP Project:

Select Funding Area..
Capital Working Fund-BP: 1604910-REV: \$100,000.00-MS: \$0



FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12						
0	0	0	0	0	0	0						
FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	
0	0	0	0	0	0	0	0	0	0	0	0	

Total: 0

Milestone Comments:

Milestone Percent Complete:

Milestone Explanation:

Status Date: 12/3/2012

Milestone Status: On Schedule

Add

Multi Milestone Update

EXIT

Adding Milestones

- Click on Funding Area drop-down to find appropriate revenue source to fund the milestone
- Important: **DO NOT OVER ALLOCATE** revenue to milestones

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
Project Desc: For training purposes
Site: #77212 -
Site Desc: For training purposes
Site Duration: Start Date: - End Date: - Duration: N/A

New Milestone:

Construction

-Funding Area:

Capital Working Fund-BP: 1604910 -REV: \$100,000.00 -MS: \$0

CDP Project:

1604910

FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
0	0	0	0	0	0	0	50,000	49,999	1	0	0	0	0	0	0	0	0
Total: \$100,000																	

Milestone Comments:

Milestone Percent Complete:

Milestone Explanation:

Status Date: 12/3/2012

Milestone Status: On Schedule

Add

Multi Milestone Update

EXIT

Adding Milestones

- Select the appropriate fiscal year expenditures to be incurred (rounded to the \$000's)
- Click Add to add revenue to project and save information

Maria Johnson: Your previous logon was: Monday, December 03, 2012 at 5:55:37 PM

-TEST-Capital Budget Projects Menu

Select by Department:

[Search for Budget Number](#)

Select Budget Project by Number:

(Unbalanced OMB in red)

Select Budget Project By Desc :

[Get 1604](#)

[Add New Funded Manag](#)

[Add New UnFunded Manag](#)

[View Management and Budget Project List](#)

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Select by Desc Dept-BU Project.

1604910 - TEST SITE

1602850 - TEST SITE 2

UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

Updating Projects in CIIS

- Click on the drop-down and select project from list

Project Title: 1602850-TEST SITE 2
 Project Desc: For additional training

CDP Project Revenue									
CDP Revenue:	Prior:	10-11:	11-12:	12-13:	13-14:	14-15:	15-16:	FUTURE:	Total:
Capital Outlay Reserv	0	0	0	0	0	0	0	0	0

CIIS Site Funding Info									
SITE Location/Desc:	Prior:	10-11:	11-12:	12-13:	13-14:	14-15:	15-16:	FUTURE:	Total:
77213 - 111 NW 1 ST 33128 ←	0	0	0	0	150,000	0	0	0	150,000
Desc: For additional training									

	Reqs:	05-06:	06-07:	07-08:	08-09:	09-10:	10-11:	11-12:	12-13:	13-14:	14-15:	15-16:	16-17:	17-18:	18-19:	19-20:	20-21:	21-22:	22-23:	23-24:	Total:
OMB RV:	1	0	0	0	0	0	0	0	0	150,000	0	0	0	0	0	0	0	0	0	0	150,000.00
OMB MS:	1	0	0	0	0	0	0	0	0	75,000	75,000	0	0	0	0	0	0	0	0	0	150,000.00
CIS Proposed RV:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
CIS Proposed MS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

[Update Project](#)

[OMB Book Report](#)

Updating Projects in CIIS

- Click on the SITE Location/Desc in order to update milestones and revenue
- Click on Update Project to update project descriptions

Recs:	05-06:	06-07:	07-08:	08-09:	09-10:	10-11:	11-12:	12-13:	13-14:	14-15:	15-16:	16-17:	17-18:	18-19:	19-20:	20-21:	21-22:	22-23:	23-24:	Total:
OMB RV:	1	0	0	0	0	0	0	0	150,000	0	0	0	0	0	0	0	0	0	0	150,000.00
OMB MS:	1	0	0	0	0	0	0	0	75,000	75,000	0	0	0	0	0	0	0	0	0	150,000.00
CIIS Proposed RV:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
CIIS Proposed MS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

SITE #77213 CAPITAL BUDGET LINK:

Proj No	Site	Add Date	Add Userid	OMB MS	OMB Rev	CIIS Proposed MS	CIIS Proposed Rev
#1602850	#77213	12/3/2012	mejohm	\$150,000	\$150,000	\$0	\$0

Transfer Site and ALL related Milestones and Costs to this Project and Department:

Transfer Site and ALL related Milestones and Costs to this Department:

SAVE / UPDATE PROJECT INFORMATION

ADD INDEX CODE **DELETE SITE** ADD CAPITAL BUDGET PROJECT # CHECK COMPLIANCE WITH SUSTAINABLE BUILDINGS ORDINANCE

SITE SCHEDULE REPORT 20

CIIS Proposed MILESTONE UPDATE CIIS Proposed REVENUE UPDATE

→ OMB MILESTONE UPDATE OMB REVENUE UPDATE ←

Updating Projects in CIIS

- To update milestones, click on OMB Milestone Update
- To update revenues, click on OMB Revenue Update

Project Title: 1602850-TEST SITE 2
 Project Desc: For additional training
 Site: #77213 - 111 NW 1 ST 33128-For additional training

OMB Milestones Update

Milestones:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
Construction:	Funding Source: -(CAP OUT) REV: \$150,000 - EXP: \$150,000														
OMB	0	0	0	0	0	0	0	0	75,000	75,000	0	0	0	0	0
CIIS Propo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIIS Actual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10-11 Adop	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CAP OUT Totals:	Funding: CAP OUT 150,000			Expenditures: CAP OUT 150,000											

Milestones:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
GOB Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non GOB:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	75,000.00	0.00	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	75,000.00	0.00	0.00	0.00	0.00	0.00
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Updating Projects in CIIS

- To update budget milestones, click on OMB , then update active fields
- To update CIIS milestones, click on CIIS Propo
- To periodically update expenditures, click on CIIS Actual

Project Title: 1602850-TEST SITE 2
 Project Desc: For additional training
 Site: #77213 - 111 NW 1 ST 33128
 Site Desc: For additional training
 Site Duration: Start Date: 12/3/2012 - End Date: 12/3/2012 - Duration: 0

Proposed Milestone:

Construction

+Funding Area:

CDP Project:

- Future Capital Asset Bond Proceeds-BP: 1602850-REV: \$25,000.00 -MS: \$25,000.00
- Select Funding Area.
- Capital Outlay Reserve-BP: 1602850-REV: \$150,000.00 -MS: \$150,000.00
- Future Capital Asset Bond Proceeds-BP: 1602850-REV: \$25,000.00 -MS: \$25,000.00
- Future Financing-BP: 1602850-REV: \$0.00 -MS: \$0



FY 05-06	FY 06-07	FY 07-08										
0	0	0	0	0	0	0	0	0	0	0	0	0
FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	
0	0	0	25,000	0	0	0	0	0	0	0	0	0

Total: 25,000

Milestone Comments:

Milestone Percent Complete:

0%

Milestone Explanation:

Status Date: 12/3/2012

Milestone Status: On Schedule

SAVE / UPDATE

DELETE

PRINT

REFRESH

Multi Milestone Update

Milestone Dates Update

EXIT

Updating Projects in CIIS

- To change revenues associated with milestones, click on the Revenue drop-down and select appropriate revenue, then click Save/Update

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-TEST-Capital Budget Projects Menu

Select by Department:

[Search for Budget Number](#)

Select Budget Project by Number:

(Unbalanced OMB in red)

Select Budget Project By Desc :

[Get 1604910 Record](#)

[Add New Funded Management and Budget Project](#)

[Add New UnFunded Management and Budget Project](#)

[View Management and Budget Project List](#)

[View Management and Budget Budget Contract List](#)

[Search for Site Number](#)

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Using Reports in CIIS

- Click on the (R) icon in order to access financial reports

intra.miamidade.gov

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-TEST-Budget Projects Reports Menu

Department: **Management and Budget**

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- [F-2 Funded Revenue Summary](#)
- [F-3 Funded Expenditure Summary](#)
- [F-5 Funded Projects Detail Report](#)
- [F-6 Funded Project Status Report \(Sorted by Status\)](#)
- [F-7 Funded Project Status Report \(Sorted by Project\)](#)
- [F-8 Funded Project Function Report](#)
- [F-9 Funded Project Report \(Donations\)- Strategic Area](#)
- [F-10 Funded Project Comm. District Report](#)
- [Standard Set](#)

UNFUNDED REPORTS

- [U-1 FY Unfunded Future vs. Current Cost Comparison Report](#)
- [U-2 Project Detail Report](#)
- [U-3 Unfunded Project Status Report\(Sorted by Priority\)](#)
- [U-4 Unfunded Projects Priority Verification Report](#)
- [U-5 Unfunded Project Status Report\(Sorted by Project\)](#)

Using Reports in CIIS

- Two types of reports – Funded (on the left) and Unfunded (on the right)
- Use the F-1 through F-5 for purposes of Budget Discussions

PROJECTS

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-TEST-Capital Budget Projects Menu

Select by Department:

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Select Budget Project by Number:

(Unbalanced OMB in red)

Select Budget Project By Desc :

[Get 1602](#)
[Add New Funded Manag](#)
[Add New UnFunded Mana](#)
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UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

Deleting Projects in CIIS

- Click on drop-down and the select project for deletion

BUDGET PROJECT 1602800 - (As per 2010-2011 Approved Budget)

Project Title: 1602800-TEST SITE 3
 Project Desc: For additional training

CDP Project Revenue

CDP Revenue:	Prior:	10-11:	11-12:	12-13:	13-14:	14-15:	15-16:	FUTURE:	Total:
Future Capital Asset	0	0	0	0	0	0	0	0	0

CIIS Site Funding Info

SITE Location/Desc:	Prior:	10-11:	11-12:	12-13:	13-14:	14-15:	15-16:	FUTURE:	Total:
77214 - 111 NW 1 ST 33128	0	0	0	1,500,000	0	0	0	0	1,500,000

Desc: For additional training

	Recs:	05-06:	06-07:	07-08:	08-09:	09-10:	10-11:	11-12:	12-13:	13-14:	14-15:	15-16:	16-17:	17-18:	18-19:	19-20:	20-21:	21-22:	22-23:	23-24:	Total:
OMB RV:	1	0	0	0	0	0	0	0	1,500,000	0	0	0	0	0	0	0	0	0	0	0	1,500,000.00
OMB MS:	1	0	0	0	0	0	0	0	1,500,000	0	0	0	0	0	0	0	0	0	0	0	1,500,000.00
CIIS Proposed RV:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
CIIS Proposed MS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

Update Project ←

OMB Book Report

Add GEO Coded Site

PROJECT SITES

SITE SCHEDULES REPORT 20

PROJECT REPORT 4

EXIT

Deleting Projects in CIIS

- Click on the Update Project tab

Chg Proj Name: Project: 1602800 -- TEST SITE 3

Description: For additional training

Location: 111 NW 1 ST

Location Code: City of Miami

Comm. District Physically Located: 1 2 3 4 5 6 7 8 9 10 11 12 13 CW UM TD NA SY

Comm. District(s) served: 1 2 3 4 5 6 7 8 9 10 11 12 13 CW UM TD NA SY

Comm. Council: Not Applicable

Strategic Area: General Government

Function: Computer Equipment

Strategic Objective: GG3-2 : Effectively deploy technology solutions

Est. Start Date: 10/1/2012 (mm/dd/yyyy)

Est. Completion Date: 6/30/2013 (mm/dd/yyyy)

CIE Info: Not-Applicable

CIE Element: Not-Applicable

Sustainability Component: Not Applicable

Estimated Annual Operating Impact: 1500

Number of Addtl FTEs: 6

Federal Stimulus: Yes No

MARK FOR DELETION

JUSTIFICATION/COMMENTS:
OR REASON FOR DELETION

Funding was not received by November, 2012

PROJECT COMPLETED?:
 PTP PROJECT?:
 TIP PROJECT?:
 BBC PROJECT?:

Print **Save/Update** Add New Funded Project Back Cancel/Exit

Deleting in CIIS

- Click on Mark For Deletion
- Type justification for deletion in box
- Then click Save/Update

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-TEST-Capital Budget Projects Menu

Select by Department:

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(Unbalanced OMB in red)

Select Budget Project By Desc :

[Get 1602800 Record](#)

[Add New Funded Management and Budget Project](#)

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UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

Adding New Unfunded Project

- Click on [Add New UnFunded Project](#)

PROJECT

Chg Project Name: **Project:** 5180 -- NEW LUXURY OFFICES FOR OMB STAFF

Description: The OMB staff really needs prime working conditions with a nice view of the bay

Location: 1451 Brickell Ave

Location Code: City of Miami

Project Priority: 1 [Resort Priorities](#)

Number of Addtl FTEs: 0

Estimated Project Cost: 3000 (\$ in 000) ←

Strategic Area: General Government

Strategic Objective: GG4-2 : Effectively allocate and utilize resources to meet current and future operating and capital needs

Taxing Jurisdiction: Countywide

Comm. Council: Not Applicable

Comm. District Physically Located: 1 2 3 4 5 6 7 8 9 10 11 12 13 CW UM TD NA SY

Comm. District(s) served: 1 2 3 4 5 6 7 8 9 10 11 12 13 CW UM TD NA SY

Sustainability Component: Not Applicable

MARK PROJECT FOR DELETION: Justification/Comments or Reason for Deletion:

Adding New UnFunded Projects

- Fill out all information in available fields
- It is important to remember that Estimated Project Cost is in 000's

Capital Budget Contacts

- Maria E. Johnson – Capital Coordinator
(305) 375-3243
- Anita Gibboney– Budget Analyst
(305) 375-5414