

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.miamidade.gov/ciis>
- For test purposes
[http://devnet3/ciis/CIIS MENU Budget.asp](http://devnet3/ciis/CIIS_MENU_Budget.asp)

Sign-In Screen

Capital Improvements
Information System
(CIIS)

intra.miamidade.gov

MIAMI-DADE

PROJECTS

[Capital Projects](#) (R)

[GOB Projects](#) (R)

[QNIP Projects](#)

[A & E Projects](#)

Contracts / Agreements

[Contracts by Dept](#) (R)

[MCC RPQ Contracts](#) (R) (B)

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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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Contact Us

Phone:
305-375-2724
[ISD Staff](#)

test1: Your previous login was: Tuesday, December 10, 2013 at 9:12:27 AM

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 :

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

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

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

[Search for Site Number](#)

[Search for Index Code](#)

OMB Imbalanced Sites

CIIS Proposed Book Report

Find BU Projects With Search String ==>

Find ALL Projects With Search String ==>

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

Browser address bar: http://intra.miamidade.gov/ciis/CIIS_Menu_Budget.asp

Page Title: CIIS - BUDGET MENU Web... x Miami-Dade County - Manag... New Tab

Navigation: File Edit View Favorites Tools Help

Search/Links: CII... OMB Budg... Portal MSN Google Yahoo... Miam... Miam... NT Miam... Curr... Nati... Eart... Trai... Miam...

Header: Capital Improvements Information System (CIIS) **intra.miamidade.gov** MIA MI-DADE

PROJECTS

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- [GOB Projects \(R\)](#)
- [QNIP Projects](#)
- [A & E Projects](#)

Contracts / Agreements

- [Contracts by Dept \(R\)](#)
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test1: Your previous logon was: Tuesday, December 10, 2013 at 9:12:27 AM

Capital Budget Projects Menu

Select by Department:

Select Budget Project (Unbalanced OMB)

Select Budget Project

[Add New Funded](#)

[Add New Unfunded](#)

[View Manager](#)

Find BU Projects W

Find ALL Projects W

Department List:

- AD - Americans with Disabilities Coordination
- AS - Animal Services
- AV - Aviation
- CL - Clerk of the Courts
- CT - Communications
- CO - Community Action and Human Services
- CR - Corrections and Rehabilitation
- CU - Cultural Affairs
- 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
- 9D - Miami-Dade Fire Rescue Department
- 9H - Miami-Dade Police Department
- 9G - Miami-Dade Transit
- 9K - Miami-Dade Water and Sewer Department
- 9I - Park and Recreation Department
- PR - Parks, Recreation and Open Spaces
- PD - Police
- SP - Port of Miami
- PW - Public Works and Waste Management

Adding New Funded Projects

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

PROJECTS

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

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Contracts / Agreements

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test1: Your previous logon was: Tuesday, December 10, 2013 at 9:12:27 AM

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 :

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

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

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

[Search for Site Number](#)

[Search for Index Code](#)

OMB Imbalanced Sites

CIIS Proposed Book Report

Adding New Funded Projects

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

Chg Proj Name: ☐ Project: 1606420 -- TEST PROJECT

Description: Design and construct new facility

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: New Facilities

Strategic Objective: GG1-1 : Provide easy access to information and services

Est. Start Date: 10/1/2014 (mm/dd/yyyy)

Est. Completion Date: 10/1/2017 (mm/dd/yyyy)

C/E Info: Not-Applicable

C/E Element: Not-Applicable

Sustainability Component: LEED or Other "Green" Building Certification

Will begin in Fiscal Year: 2016-17 In the amount of 100

Number of Addtl FTEs: 6

Federal Stimulus: Yes ☐ No ☒MARK FOR DELETION: ☐ JUSTIFICATION/COMMENTS:
OR REASON FOR DELETIONPROJECT 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**

http://intra.miamidade.gov/ciis/CIIS_Menu_Budget.asp?SelType=BUDGET&Dept=BU

CIIS - BUDGET MENU Thur...

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MIA MI-DADE

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Silvia Lopez: Your previous logon was: Wednesday, December 11, 2013 at 3:39:27 PM

Capital Budget Projects Menu

Select by Department: BU - Management and Budget

[Search for Budget Number](#)

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

1606420 - TEST PROJECT

Select by Num Dept-BU Project.

1606420 - TEST PROJECT

Select Budget Project By Description

[Add New Funded Management and Budget Project](#)
[Add New UnFunded Management and Budget Project](#)
[View Management and Budget Budget Contract List](#)

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

UNBALANCED PROJECTS

OMB Book Report

Adding New Funded Projects

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

http://intra.miamidade.gov/ciis/frmBudgetProject.asp?SelType=BUDGET&SelBPNo=1606420

CIIS - CAPITAL BUDGET PR...

File Edit View Favorites Tools Help

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Department: Management and Budget

BUDGET PROJECT 1606420 - (As per 2013-2014 Approved Budget)

Project Title: 1606420-TEST PROJECT
Project Desc: Design and construct new facility

	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:
CIIS Proposed RV:	0	0	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	0	0

Update Project

Add GEO Coded Site PROJECT SITES SITE SCHEDULES REPORT 20

PROJECT REPORT 4

EXIT

There are no Contracts for Project 1606420
There are no Contracts for Sites of Project 1606420

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

http://intra.miamidade.gov/ciis/frmProjectSite.asp?SelBPNo=1606420&SelPSType=BUDGET&SelDeptID=BU

PROJECT SITES

File Edit View Favorites Tools Help

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Current User: SLOPEZ
Dept: Management and Budget

GEO CODED SITE FOR PROJECT #1606420

Project: Design and construct new facility
Location: 111 NW 1 St

Site Description: Design and construct new facility

Location Type: Select Loc Type: ▾

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

Adding GEO Coded Sites

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

Project: Design and construct new facility

Location: 111 NW 1 St

Site Description: Design and construct new facility

Location Type: Address

Address Entry Form

House Num

ST Dir

ST Name

ST Type

Zip (opt)

Find Address

GIS Data									
	Comm District	Council	Municipality	Zoning	Township	Range	Section	Zipcode	
1	<input type="text" value="District 05"/>	<input type="text"/>	<input type="text" value="City of Miami"/>	<input type="text"/>	<input type="text" value="54"/>	<input type="text" value="41"/>	<input type="text" value="01"/>	<input type="text" value="33128"/>	
Site Location					XCoord		YCoord		
1	<input type="text" value="111 NW 1ST"/>	<input type="text" value="ST"/>			<input type="text" value="920433.6240"/>	<input type="text" value="525114.8120"/>			

Add[Exit to: CIIS](#)

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

Department: Management and Budget

BUDGET PROJECT 1606420 - (As per 2013-14 Approved Budget)

Project Title: 1606420-TEST PROJECT

Project Desc: Design and construct new facility

1. Input Information

Site Description: Design and construct new facility

Site Comments:

Site Physical Comm Dist: District 5

Comm District Impacted: District 5

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

2. Select from drop-downs

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:
CIIS Proposed RV:	0	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	0

Main Site Screen

SITE #77520 CAPITAL BUDGET LINK:

- Input **Site Description** and **Site Comments** in the text input fields
- Select **Project Manager** and **Site Status** from drop-downs
- This screen will allow you to update the overall site information. Remember to scroll down to "SAVE/UPDATE" the information entered.

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:
RV:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

SITE #77520 CAPITAL BUDGET LINK:

Proj No	Site	Add Date	Add Userid	OMB MS	OMB Rev	CIIS Proposed MS	CIIS Proposed Rev
#1606420	#77520	12/12/2013	slopez	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

Adding OMB Revenue

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

Project Title: 1606420-TEST PROJECT
Project Desc: Design and construct new facility
Site : #77520 - 111 NW 1ST ST-Design and construct new facility

OMB Funding Update											
Funding:	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
Funding:	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
GOB Total:	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
Total:	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
Total:	0	0	0	0	0	0	0	0	0	0	0

Save OMB Funding

Add New OMB Funding

MILESTONE UPDATE

Milestone Dates Update

EXIT

Adding OMB Revenue

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

Project Title: 1606420-TEST PROJECT
Project Desc: Design and construct new facility
Site: #77520 - 111 NW 1ST ST
Site Desc: Design and construct new facility
Site Duration: Start Date: - End Date: - Duration: N/A

Select New Funding:

FY 05-06

0

FY 06-07

0

FY 07-08

0

FY 08-09

0

FY 12-13

0

FY 13-14

0

FY 14-15

0

FY 15-16

0

Total: 0

Funding Comments:

Select New Funding..

Capital Asset Series 2009B Bonds

Capital Asset Series 2010 Bonds

Capital Asset Series 2013A Bonds

Capital Asset Series 2013A Interest

Capital Asset Series 2013B Bonds

Capital Asset Series 2013B Interest

Capital Fund Program (CFP) - 717

Capital Fund Program (CFP) - 718

Capital Fund Program (CFP) - 710

Capital Fund Recovery Grant (CFRG) - 759

Capital Fund Recovery Grant - 749

Capital Funds Financing Program (CFFP) Bond Project

Capital Funds Program (CFP) - 710

Capital Funds Program (CFP) - 711

Capital Funds Program (CFP) - 712

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

CDP Project: 1606420

FY 19-20

0

FY 20-21

0

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

Project Title: 1606420-TEST PROJECT
Project Desc: Design and construct new facility
Site: #77520 - 111 NW 1ST ST
Site Desc: Design and construct new facility
Site Duration: Start Date: - End Date: - Duration: N/A

Select New Funding: Capital Outlay Reserve CDP Project: 1606420

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
0	0	0	0	0	0	0	0	0	500,125	2,549,000	1,950,875	0	0	0	0

Total: \$5,000,000

Funding Com:

Budget Project 1606420 Current Revenue Total: \$0

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 entered in whole figures which are rounded to nearest **\$000**
- Click **Add** to save information and add revenue to project
- To add a new revenue source, click the "**Refresh**" tab and repeat the steps listed above

Project Title: 1606420-TEST PROJECT
 Project Desc: Design and construct new facility
 Site : #77520 - 111 NW 1ST ST-Design and construct new facility

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

Project Title: 1606420-TEST PROJECT
Project Desc: Design and construct new facility
Site: #77520 - 111 NW 1ST ST
Site Desc: Design and construct new facility
Site Duration: Start Date: - End Date: - Duration: N/A

FY 05-06	FY 06-07	FY 07-08	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	0	0	0	0	0	0	0	0	0	0

New Milestone: Select Milestone..
-Funding Area: REV: \$5,000,000.00 -MS: \$0
CDP Project: 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 Comments:
Milestone Percent Complete:
Milestone Explanation:

Milestone Status: On Schedule

Add

Multi Milestone Update

EXIT

Adding Milestones

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

Project Title: 1606420-TEST PROJECT
Project Desc: Design and construct new facility
Site: #77520 - 111 NW 1ST ST
Site Desc: Design and construct new facility
Site Duration: Start Date: - End Date: - Duration: N/A

New Milestone: Design
-Funding Area: Capital Outlay Reserve-BP: 1606420 -REV: \$5,000,000.00 -MS: \$0
CDP Project: Select Funding Area..
Capital Outlay Reserve-BP: 1606420 -REV: \$5,000,000.00 -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	
0	0	0	0	0	0	0	0	0	0	

Total: 0

Milestone Comments:

Milestone Percent Complete: 0

Milestone Explanation:

Status Date: 12/12/2013 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



Project Title: 1606420-TEST PROJECT
Project Desc: Design and construct new facility
Site: #77520 - 111 NW 1ST ST
Site Desc: Design and construct new facility
Site Duration: Start Date: - End Date: - Duration: N/A

New Milestone:

Design

-Funding Area:

Capital Outlay Reserve-BP: 1606420 -REV: \$5,000,000.00 -MS: \$0

CDP Project:

1606420

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 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
0	0	0	0	0	0	0	0	49,000	450,999	1	0	0	0	0	0
Total: \$500,000															

Milestone Comments:

Milestone Percent Complete:

0

Milestone Explanation:

Status Date: 12/12/2013

Milestone Status: On Schedule

Add

Multi Milestone Update

EXIT

Adding Milestones

- Select the appropriate fiscal year expenditures to be incurred (enter whole figures rounded to the nearest \$000)
- Click **Add** to add revenue to project and save information
- To add a new milestone click "**Refresh**" and repeat previous steps

Project Title: 1606420-TEST PROJECT
Project Desc: Design and construct new facility
Site: #77520 - 111 NW 1ST ST
Site Desc: Design and construct new facility
Site Duration: Start Date: 12/12/2013 - End Date: 12/12/2013 - Duration: 0

Proposed Milestone:

Construction

+Funding Area:

Capital Outlay Reserve-BP: 1606420-REV: \$5,000,000.00 -MS: \$5,000,000.00 ▾

CDP Project:

1606420

<u>FY 05-06</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>	<u>FY 10-11</u>	<u>FY 11-12</u>				
0	0	0	0	0	0	0				
<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	
0	0	0	2,549,000	1,951,000	0	0	0	0	0	

Total: 4,500,000

Milestone Comments:

Milestone Percent Complete:

0%

Milestone Explanation:

Status Date: 12/12/2013

Milestone Status: On Schedule ▾

SAVE / UPDATE

DELETE

PRINT

REFRESH

Multi Milestone Update

Milestone Dates Update ←

Adding Schedule Dates

- Click "Milestone Dates Update"

BUDGET MILESTONE FOR PROJECT 1606420 - (As per 2013-2014 Approved Budget)

Project Title: 1606420-TEST PROJECT
 Project Desc: Design and construct new facility
 BUDGET Site : #77520 - 111 NW 1ST ST-Design and construct new facility

Milestone Dates

Milestone	Standard Durations	Planned Start Date	Planned End Date	Planned Duration	Milestone Actually Started	Actual/ Updated Start Date	Milestone Actually Ended	Actual/ Updated End Date	Actual Duration
Design	360	12/12/2013	12/12/2013	360		12/12/2013		12/12/2013	0
Construction	600	12/12/2013	12/12/2013	600		12/12/2013		12/12/2013	0

Site #77520 MILESTONES

OMB MS:	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:
Design-CAP OUT	0	0	0	0	0	0	0	0	0	49,000	451,000	0	0	0
Construction-CAP OUT	0	0	0	0	0	0	0	0	0	0	2,549,000	1,951,000	0	0
Non GOB MSTONE	0	0	0	0	0	0	0	0	0	49,000	3,000,000	1,951,000	0	0
Milestone: 2	0	0	0	0	0	0	0	0	0	49,000	3,000,000	1,951,000	0	0

CIIS Proposed MS:	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:
Design-CAP OUT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Construction-CAP OUT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non GOB MSTONE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Milestone: 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Adding Schedule Dates

Confirm Schedule

- Input the duration of the first task in the milestone "Planned Duration" box. Continue to input the duration of the next milestones listed below, in sequence. The dates will automatically adjust.
- Click "**Confirm Schedule**" to save the information and lock in the "Planned" schedule then click "**Exit**".
- "Actual" dates shown on the right hand blue area will remain open for updates from this point forward to indicate progress of the project.

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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 1604](#)

[Add New Funded Manag](#)

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

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UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

Select by Desc Dept-BU Project..

1604910 - TEST SITE

1602850 - TEST SITE 2

Updating Projects in CIIS

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

BUDGET PROJECT 1602850 - (As per 2010-2011 Approved Budget)

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

	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	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
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

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	mejoh	\$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**

BUDGET PROJECT 1602850 - (As per 2010-2011 Approved Budget)

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:**+Funding Area:****CDP Project:****Construction**

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 **Funding Area** 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](#)

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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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[U-3 Unfunded Project Status Report\(Sorted by Priority\)](#)
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[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

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Select by Department:

[Search for Budget Number](#)

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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Select by Department: BU - Management and Budget

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Select Budget Project by Number:

(Unbalanced OMB in red) 1602800 - TEST SITE 3

Select Budget Project By Desc : 1602800 - TEST SITE 3

[Get 1602800 Record](#)

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UNBALANCED PROJECTS

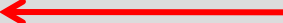
OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

Adding New Unfunded Project

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

PROJECT																																					
Chg Project Name:	<input type="checkbox"/> 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:	<table border="0"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>CW</td><td>UM</td><td>TD</td><td>NA</td><td>SY</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	CW	UM	TD	NA	SY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5	6	7	8	9	10	11	12	13	CW	UM	TD	NA	SY																				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
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Adding New Unfunded Projects

- Fill out all information in available fields and click “**Add**”
- It is important to remember that Estimated Project Cost is in **000’s**

Capital Budget Contacts

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