

**From:** Moon, Jennifer (OMB)

**Sent:** Friday, November 18, 2016 5:06 PM

**To:** (MetroNet) Department Directors <[MN-DEPTDIR@miamidade.gov](mailto:MN-DEPTDIR@miamidade.gov)>

**Cc:** (MetroNet) Department Secretaries <[MN-DS@miamidade.gov](mailto:MN-DS@miamidade.gov)>; (OMB) Departmental Budget Liaison <[OMB-DBL@miamidade.gov](mailto:OMB-DBL@miamidade.gov)>; (OMB) Budget Analyst Staff <[OMB-BAS@miamidade.gov](mailto:OMB-BAS@miamidade.gov)>; (Office of the Mayor) Senior Staff <[MAYOR-SSTAFF@miamidade.gov](mailto:MAYOR-SSTAFF@miamidade.gov)>

**Subject:** FY 2017-18 Budget Development Process

Time flies when you are having fun! It is already time to start working on the FY 2017-18 Budget Development Process!

Follow this link to open this year's Budget Manual: <http://www.miamidade.gov/budget/fy17-18-budget-development.asp>

BAT and CBAT training began **November 15, 2016**. Please review the training schedule in the budget manual at the link above and be sure to have staff sign up for the appropriate training session, if they have not already done so. Training is still very important as the system continues to mature.

As we have done for the past few years, departments will prepare a single submission that incorporates both capital and operating resource needs. Please include appropriate OMB staff in as much of your internal budget development process as you feel comfortable. Your budget submission and final approved and signed Business Plan are due on **February 13, 2017**. Confirmation of your completed operating and capital combined 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 2017-18 Proposed Budget and Multi-Year Capital Plan. Please contact me for any questions or concerns you might have during the budget development process. Happy Thanksgiving!

**Jennifer Moon**

**Budget Director**

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