Scorecard - Office of Management and Budget (OMB)

Information

Name: Office of Management and Budget (OMB)

Description: The mission of the Office of Management and Budget (OMB) is to partner with Miami-Dade County Departments to provide excellent services to the community through optimal resource allocation, results-oriented planning and process improvement, maximizing grant and alternative funding opportunities, and monitoring the use of County, state, federal and/or private funds to ensure effective service delivery and compliance with funding requirements.

Domain: OMB

Owners: Moon, Jennifer (OMB)

Details

	As Of	Actual	Target	FYTD Actual	FYTD Target
1.0 Customer					
1.1 Provide Excellent Customer Service (OMB)					
County Quarterly Budget Report issued to the Board within 45 days after quarter-end	'17 FQ2	Yes	Yes	Yes	Yes
Percentage of Payments Processed within 21-Days - Ryan White	Jun '17	97.0%	85.0%	97.3%	85.0%
Percentage of Payments Processed within 21-Days - CBOs	Jun '17	79.0%	85.0%	87.9%	85.0%
1.2 Actively pursue grant and sponsorship funding opportunities (OMB)					
Grant, Sponsorship, & Marketing Funding Received (in $ millions) – Annual	2016 FY	$32.9M	$30.0M	$32.9M	$30.0M
1.3 Monitor County Bond Programs (OMB)					
Value of BBC-GOB funds expended (in millions)	Jun '17	$4.4M	n/a ($10.0M - $19.3M)	$48.4M	n/a ($90.0M - $173.7M)
Conduct at least 4 GOB Citizens Advisory Committee (CAC) meetings per fiscal year	'17 FQ3	1	1	3	3
Number of Days to Process BBC-GOB Reimbursement Requests	'17 FQ3	6.27days (207.00 / 33.00)	10.00days	7.75days (589.00 / 76.00)	10.00days
1.4 Prepare budget that supports the County's mission (OMB)					
GFOA Budget Scores	2017 FY	3.1	3.3	3.1	3.3
1.5 Promote development in distressed areas by monitoring CRAs (OMB)					
Percentage point increase in all CRAs taxable value compared to the County tax roll: KPI	2016 FY	3.5Prct. Pnt.	8.5Prct. Pnt.	n/a	n/a
1.6 Lead/Conduct Performance Analysis Projects (OMB)					

1.3 Monitor County Bond Programs (OMB)

Initiative Name	Type	As Of	Status	%	Owners
Flexible Drawdown Program - Establish Second Bond		2/1/2016	In Progress	25%	Markowitz, Nan

1.4 Prepare budget that supports the County's mission (OMB)

Initiative Name	Type	As Of	Status	%	Owners
Upgrade Hyperion BAT Software	Improvement	1/23/2017	Complete	100%	Galvez, Barbara (OMB)
Develop and implement new capital budgeting system		11/29/2016	In Progress	90%	Galvez, Barbara (OMB)
Automated Five Year Plan		10/28/2015	On Hold	0%	Galvez, Barbara (OMB)

1.6 Lead/Conduct Performance Analysis Projects (OMB)

Initiative Name	Type	As Of	Status	%	Owners
Animal Services: Staffing Analysis and Business Process Review	Lean Six Sigma	6/20/2017	Complete	100%	Morales, Mayra E. (OMB); Avalos, Lourdes (OMB)
WASD: Expedite Payments to Vendors (Construction / A&E Services)	Improvement	n/a	n/a		Ferreira, Roy (OMB); Morales, Mayra E. (OMB)
MDCR Improve Completion Time to Response-to-Resistance (R2R) Cases	Lean Six Sigma	6/14/2017	On Hold		Avalos, Lourdes (OMB)
Countywide: Manage Relief Factor Analysis Study	Improvement	6/20/2017	In Progress	40%	Maxwell, Carlos M. (OMB); Horton-Tavera, Amy (OMB)
CAHS/HT: Comprehensive Review of Domestic Violence Programs	Improvement	6/8/2017	In Progress	50%	Maxwell, Carlos M. (OMB); Horton-Tavera, Amy (OMB)
DSWM: Mosquito Control Review	Improvement	3/2/2017	Complete	100%	Avalos, Lourdes (OMB)
ISD: Improve Timeliness of Auto Body Repair of Fleet Vehicles	Lean Six Sigma	12/19/2016	Complete	100%	Horton-Tavera, Amy (OMB); Morales, Mayra E. (OMB); Espinoza, Jose (OMB)

MDPD: Shotspotter Analysis	Improvement	1/12/2017	Complete		100%	Maxwell, Carlos M. (OMB); Espinoza, Jose (OMB)
MDCR: Performance Management Assistance	Improvement	6/21/2017	Complete		100%	Busutil, William; Avalos, Lourdes (OMB); Espinoza, Jose (OMB)
Medical Examiner: Forensic Evidence Recovery Team (FERT) Staffing Analysis		5/15/2017	Complete		100%	Maxwell, Carlos M. (OMB)
OMB: Expedite Completion of CBO Contracts and Improve CBO Payment Process		6/8/2017	In Progress		25%	Maxwell, Carlos M. (OMB); Ferreira, Roy (OMB)
Tax Collector: Development of New Credit and Collection MOU	Improvement	3/14/2017	In Progress		30%	Maxwell, Carlos M. (OMB); Morales, Mayra E. (OMB); Ferreira, Roy (OMB)
Tax Collector: LBT Activity Analysis/MACS Pool Support	Improvement	6/20/2017	Complete		100%	Busutil, William; Espinoza, Jose (OMB)
WASD: Review of EAMS Use	Lean Six Sigma	1/4/2017	Complete		100%	Horton-Tavera, Amy (OMB); Maxwell, Carlos M. (OMB)
WASD: Recruitment Time Review	Lean Six Sigma	1/4/2017	Complete		100%	Horton-Tavera, Amy (OMB)
WASD: Expedite Payments to Vendors (Goods and Services)	Improvement	5/25/2017	In Progress		25%	Ferreira, Roy (OMB); Morales, Mayra E. (OMB)
WASD: Project Approval & Plan Review Implementation Assistance	Improvement	6/20/2017	Complete		100%	Busutil, William
WASD: EAMS Effectiveness Implementation Assistance	Improvement	6/20/2017	Complete		100%	Busutil, William
WASD: Internal Recruitment Implementation Assistance	Improvement	5/25/2017	In Progress		25%	Ferreira, Roy (OMB)

Performance Analysis Projects Completed	2016 FY	10	12	10	12	

1.7 Ensure Effective County Management through Strategic and Business Planning, Execution and Reporting (OMB)

Strategic Plan Objectives with Aligned ASE Objects	'17 FQ3	95.6% (87.0 / 91.0)	90.0%	95.6% (87.0 / 91.0)	90.0%	
Active ASE Users (90 Day)	Jun '17	800	800	803	800	

1.8 Promote the Use of Lean Six Sigma (LSS) Techniques (OMB)

Initiative Name	Type	As Of	Status						%	Owners
Lean Six Sigma Green Belt Wave 7		n/a	n/a							Maxwell, Carlos M. (OMB)

% of Active County Executives, Managers and Supervisors with Lean Six Sigma Certification	'17 FQ2	9.9% (753.0 / 7,629.0)	9.5%	9.9% (753.0 / 7,629.0)	9.5%	
% of County Workforce with Lean Six Sigma Certification	'17 FQ2	3.2% (919.0 / 28,558.0)	3.0%	3.2% (919.0 / 28,558.0)	3.0%	
Orange and Blue Belt Training Overall Satisfaction Rate	'17 FQ3	4.93	4.75	4.89	4.75	
Yellow Belt Training Overall Satisfaction Rate	'17 FQ3	4.76	4.75	4.81	4.75	
Number of attendees in an Orange or Blue module class	'17 FQ3	104	75	391	225	
Employees Trained in LSS Yellow Belt Methodology (via OMB program)	'17 FQ2	937	980	937	980	
Employees Trained in LSS Green Belt Methodology (via OMB program)	'17 FQ2	117	120	117	120	

1.9 Process Annexation Applications

Initiative Name	Type	As Of	Status						%	Owners
North Miami - Sunkist		4/30/2016	In Progress						15%	Fernandez, Jorge (OMB)
Miami Shores		4/30/2016	In Progress						20%	Fernandez, Jorge (OMB)
North Miami NE 149 Street		4/30/2016	In Progress						60%	Fernandez, Jorge (OMB)
Biscayne Park		4/30/2016	In Progress						60%	Fernandez, Jorge (OMB)
North Miami - Biscayne Corridor		4/30/2016	In Progress							Fernandez, Jorge (OMB)
Process Davis Ponce Annexation Application		4/30/2016	In Progress						10%	Fernandez, Jorge (OMB)
Process Florida City "D" Annexation Application		4/30/2016	On Hold						10%	Fernandez, Jorge (OMB)
Process North Miami Beach Annexation Application		12/31/2008	On Hold							Fernandez, Jorge (OMB)
Opa-Locka		4/30/2016	In Progress						60%	Fernandez, Jorge (OMB)

Florida City H	4/30/2016	In Progress	60%	Fernandez, Jorge (OMB)
North Miami Gratigny/Dixie	4/30/2016	In Progress	60%	Fernandez, Jorge (OMB)

1.10 Facilitate Municipal Advisory Committee Process

Initiative Name	Type	As Of	Status	%	Owners
Facilitate South A MAC Process		4/30/2016	In Progress	55%	Fernandez, Jorge (OMB)
Facilitate West End South MAC Process		4/30/2016	In Progress	25%	Fernandez, Jorge (OMB)
Facilitate West End North MAC Process		4/30/2016	In Progress	55%	Fernandez, Jorge (OMB)
Facilitate South B MAC Process		4/30/2016	In Progress	25%	Fernandez, Jorge (OMB)
Facilitate Biscayne Gardens MAC Process		4/30/2016	In Progress	80%	Fernandez, Jorge (OMB)
Facilitate Northeast Dade MAC Process		4/30/2016	In Progress	55%	Fernandez, Jorge (OMB)
Facilitate Fontainebleau MAC Process		4/30/2016	In Progress	55%	Fernandez, Jorge (OMB)
Facilitate North Central Dade MAC Process		4/30/2016	On Hold	25%	Fernandez, Jorge (OMB)

2.0 Financial

2.1 Meet Budget Targets (OMB)

Expen: Total (OMB)	'17 FQ3	▲	$6,274K	$8,674K	▲	$23,202K	$26,024K
Revenue: Total (OMB)	'17 FQ3	▼	$7,228K	$8,674K	▼	$17,673K	$26,024K
Positions: Full-time Filled (OMB)	'17 FQ2	▼	63	69 (64 - 69)		n/a	n/a

2.2 Maintain Healthy Reserves (OMB)

Contingency Reserve as % of operating budget (excluding operating reserves)	2016 FY	▼	2.83%	5.00%	▼	2.83%	5.00%
% of GF budget Adjusted to Exclude Operating Reserve from Total Budget	2016 FY	■	4.37%	5.00%	■	4.37%	5.00%
Carryover as a share of General Fund Budget	2016 FY		3.4%	n/a		3.4%	n/a

3.0 Internal

3.1 Maintain Compliance (OMB)

Percentage Rate of Part A Formula Grant Expenditures - Ryan White	2016 FY	▲	95%	95%	▲	95%	95%
Comprehensive Site Visits - Ryan White	'17 FQ3	▼	0	1	▲	15	11
Number of Site Visits - CBOs	'17 FQ3	▲	5	0	▼	35	66

4.0 Learning and Growth

4.1 Develop leadership and management expertise through organized and individual educational opportunities (OMB)

Number of Trainings, Seminars, Workshops attended by OMB	Jan '17	▲	60	10	▲	126	40

4.2 Ensure performance evaluations are completed timely (OMB)

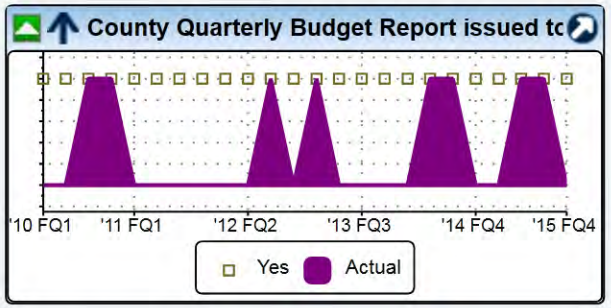
% of Performance Appraisals Completed Within 2 Weeks of Employee Status Date (OMB)	'17 FQ2	■	77.8% (7.0 / 9.0)	80.0%	▼	50.0% (12.0 / 24.0)	80.0%

Scorecard	Description	Owners
Office of Management and Budget (OMB)	The mission of the Office of Management and Budget (OMB) is to partner with Miami-Dade County Departments to provide excellent services to the community through optimal resource allocation, results-oriented planning and process improvement, maximizing grant and alternative funding opportunities, and monitoring the use of County, state, federal and/or private funds to ensure effective service delivery and compliance with funding requirements.	Moon, Jennifer (OMB)

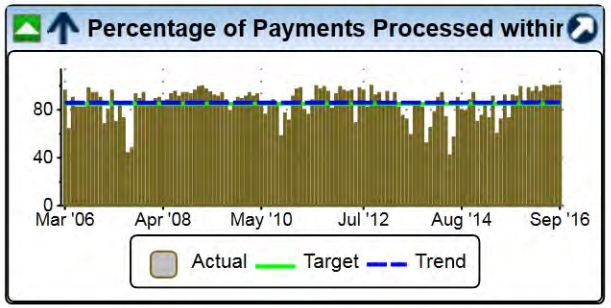
1.0 Customer

Objective	Description	Owners
1.1 Provide Excellent Customer Service (OMB)		Moon, Jennifer (OMB)

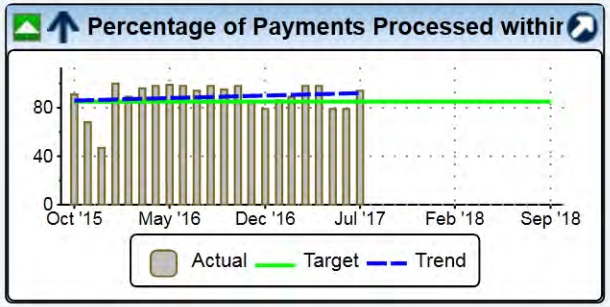
Measures Linked to Objective		Period	Actual	Target	Variance	Owners
County Quarterly Budget Report issued to the Board within 45 days after quarter-end		'17 FQ2	Yes	Yes	n/a	Galvez, Barbara (OMB)



Percentage of Payments Processed within 21-Days - Ryan White		Jul '17	98.0%	85.0%	13.0%	Valle-Schwenk, Carla J. (OMB); Alexander, Meighan

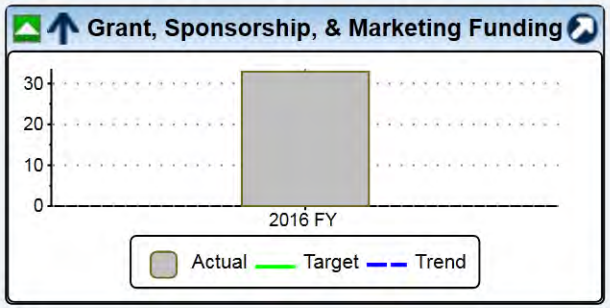


Percentage of Payments Processed within 21-Days - CBOs		Jul '17	94.0%	85.0%	9.0%	Alexander, Meighan (OMB); Aleman, Michelle (OMB)



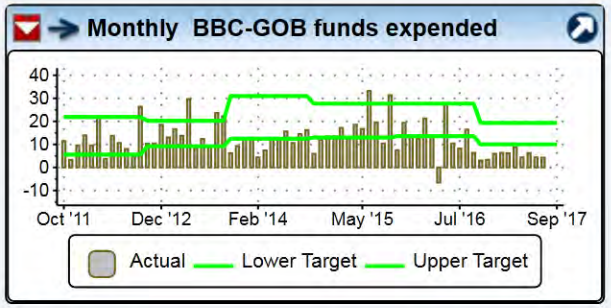
Objective	Description	Owners
1.2 Actively pursue grant and sponsorship funding opportunities (OMB)		Wall, Daniel (OMB)

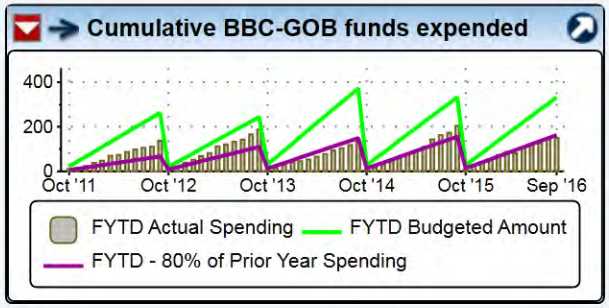
Measures Linked to Objective			Period	Actual	Target	Variance	Owners
Grant, Sponsorship, & Marketing Funding Received (in $ millions) – Annual			2016 FY	$32.9M	$30.0M	$2.9M	Wall, Daniel (OMB); Alexander, Meighan (OMB); Parker, Terry (OMB)



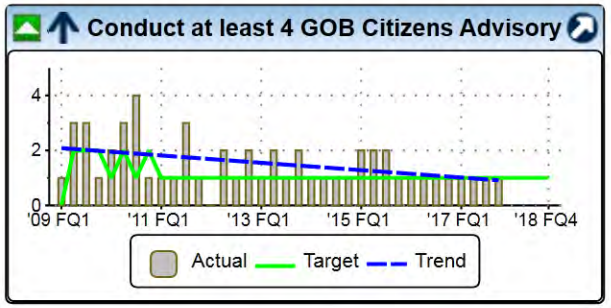
Objective	Description	Owners
1.3 Monitor County Bond Programs (OMB)		Markowitz, Nan

Measures Linked to Objective	Period	Actual	Target	Variance	Owners
Value of BBC-GOB funds expended (in millions)	Jul '17	$4.3M	n/a ($10.0M - $19.3M)	n/a	Markowitz, Nan; Santana, Mario (OMB)

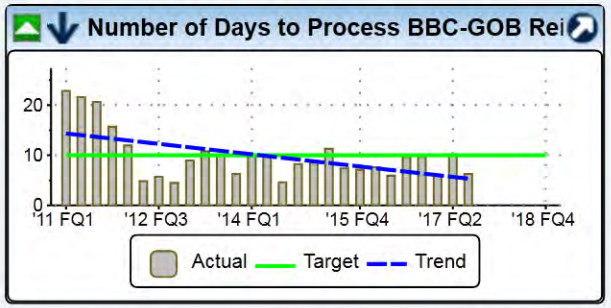




Conduct at least 4 GOB Citizens Advisory Committee (CAC) meetings per fiscal year	'17 FQ4	1	1	0	Markowitz, Nan; Santana, Mario (OMB)



Number of Days to Process BBC-GOB Reimbursement Requests	'17 FQ3	6.27days (207.00 / 33.00)	10.00days	-3.73days	Markowitz, Nan; Santana, Mario (OMB)

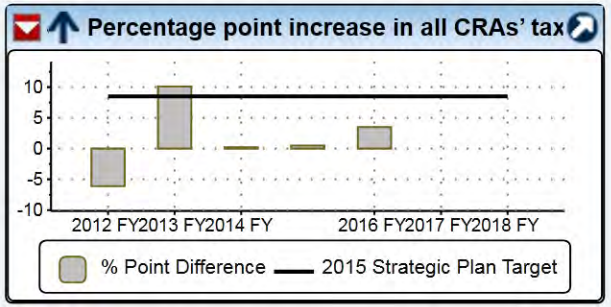


Objective	Description	Owners
1.4 Prepare budget that supports the County's mission (OMB)		Moon, Jennifer (OMB)

Measures Linked to Objective		Period	Actual	Target	Variance	Owners
GFOA Budget Scores		2017 FY	3.1	3.3	-0.2	Galvez, Barbara (OMB)

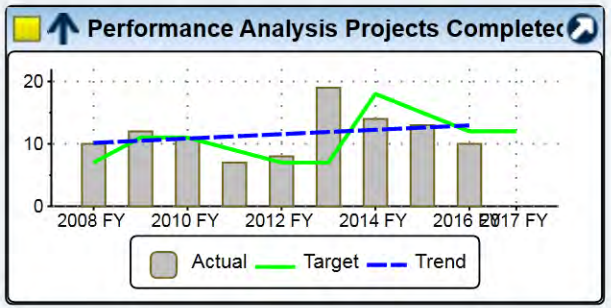
Objective	Description	Owners
1.5 Promote development in distressed areas by monitoring CRAs (OMB)		Fernandez, Jorge (OMB)

Measures Linked to Objective		Period	Actual	Target	Variance	Owners
Percentage point increase in all CRAs taxable value compared to the County tax roll: KPI		2016 FY	3.5Prct. Pnt.	8.5Prct. Pnt.	-5.0Prct. Pnt.	Miami-Dade County



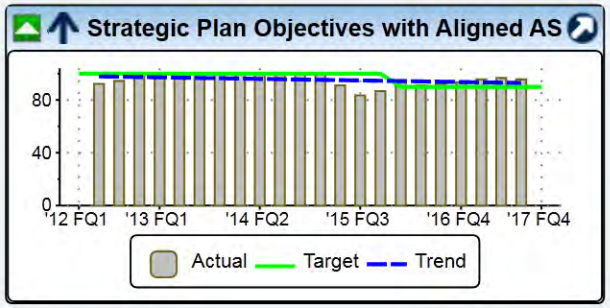
Objective	Description	Owners
1.6 Lead/Conduct Performance Analysis Projects (OMB)		Galvez, Barbara (OMB); Moon, Jennifer (OMB)

Measures Linked to Objective		Period	Actual	Target	Variance	Owners
Performance Analysis Projects Completed		2016 FY	10	12	-2	n/a

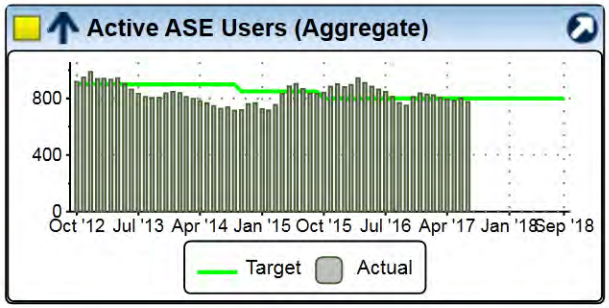


Objective	Description	Owners
1.7 Ensure Effective County Management through Strategic and Business Planning, Execution and Reporting (OMB)		Maxwell, Carlos M. (OMB)

Measures Linked to Objective		Period	Actual	Target	Variance	Owners
Strategic Plan Objectives with Aligned ASE Objects		'17 FQ3	95.6% (87.0 / 91.0)	90.0%	5.6%	Maxwell, Carlos M. (OMB)

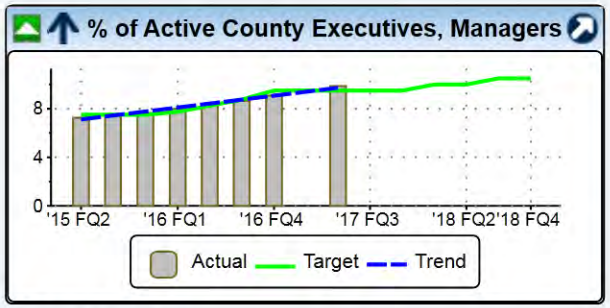


Active ASE Users (90 Day)		Jul '17	775	800	-25	Maxwell, Carlos M. (OMB); Ferreira, Roy (OMB)

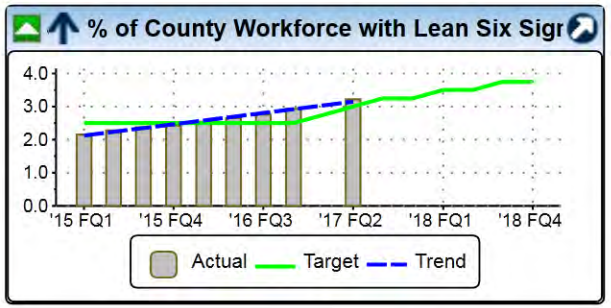


Objective	Description	Owners
1.8 Promote the Use of Lean Six Sigma (LSS) Techniques (OMB)		Maxwell, Carlos M. (OMB)

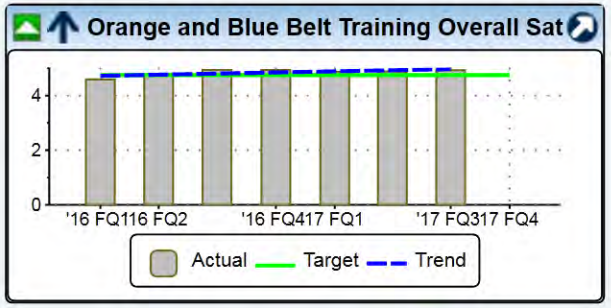
Measures Linked to Objective		Period	Actual	Target	Variance	Owners
% of Active County Executives, Managers and Supervisors with Lean Six Sigma Certification		'17 FQ2	9.9% (753.0 / 7,629.0)	9.5%	0.4%	Espinoza, Jose (OMB); Maxwell, Carlos M. (OMB)



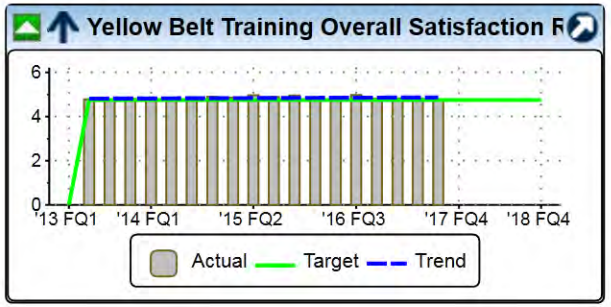
% of County Workforce with Lean Six Sigma Certification		'17 FQ2	3.2% (919.0 / 28,558.0)	3.0%	0.2%	Espinoza, Jose (OMB); Maxwell, Carlos M. (OMB)



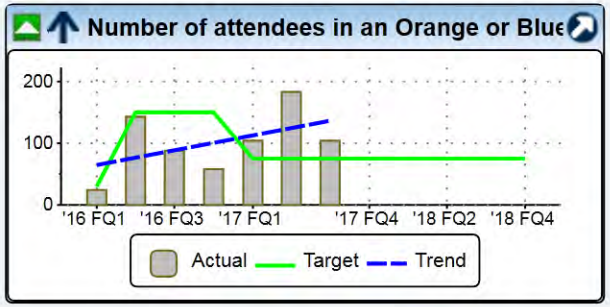
Orange and Blue Belt Training Overall Satisfaction Rate		'17 FQ3	4.93	4.75	0.18	Ferreira, Roy (OMB); Maxwell, Carlos M. (OMB)



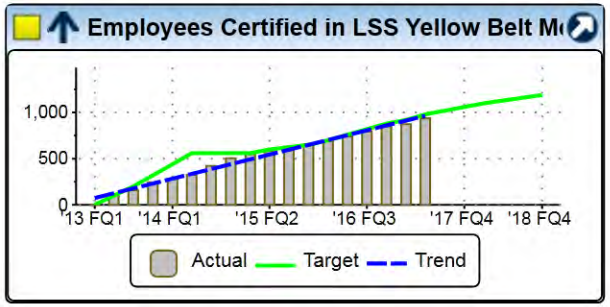
Yellow Belt Training Overall Satisfaction Rate		'17 FQ3	4.76	4.75	0.01	Maxwell, Carlos M. (OMB); Ferreira, Roy (OMB)



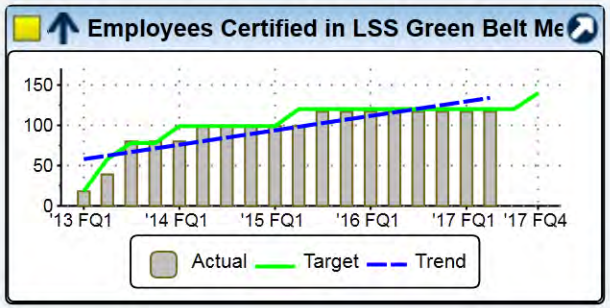
Number of attendees in an Orange or Blue module class		'17 FQ3	104	75	29	Espinoza, Jose (OMB); Maxwell, Carlos M. (OMB)



Employees Trained in LSS Yellow Belt Methodology (via OMB program)		'17 FQ2	937	980	-43	Maxwell, Carlos M. (OMB)



Employees Trained in LSS Green Belt Methodology (via OMB program)		'17 FQ2	117	120	-3	Maxwell, Carlos M. (OMB)



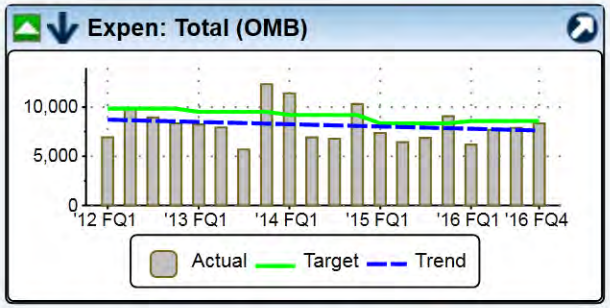
Objective	Description	Owners
1.9 Process Annexation Applications		Fernandez, Jorge (OMB)

Objective	Description	Owners
1.10 Facilitate Municipal Advisory Committee Process	Facilitate MAC process and incorporation efforts.	Fernandez, Jorge (OMB)

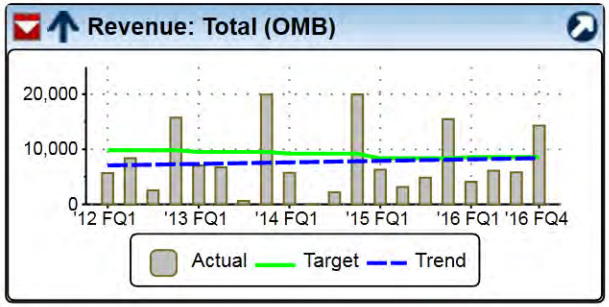
2.0 Financial

Objective	Description	Owners
2.1 Meet Budget Targets (OMB)		Moon, Jennifer (OMB)

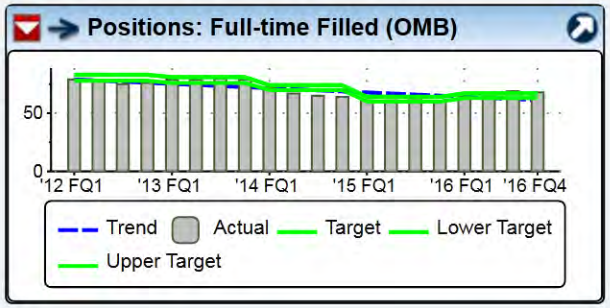
Measures Linked to Objective		Period	Actual	Target	Variance	Owners
Expen: Total (OMB)		'17 FQ3	$6,274K	$8,674K	$-2,400K	Moon, Jennifer (OMB)



Revenue: Total (OMB)		'17 FQ3	$7,228K	$8,674K	$-1,446K	Moon, Jennifer (OMB)

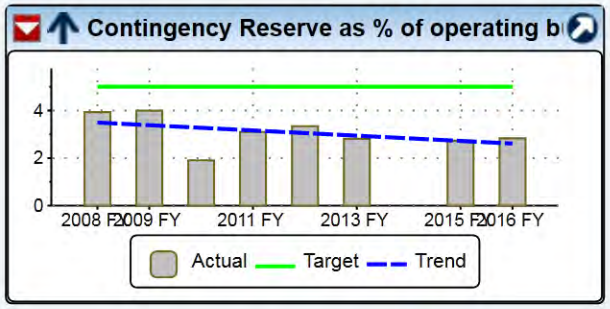


Positions: Full-time Filled (OMB)		'17 FQ2	63	69 (64 - 69)	-6	Moon, Jennifer (OMB)

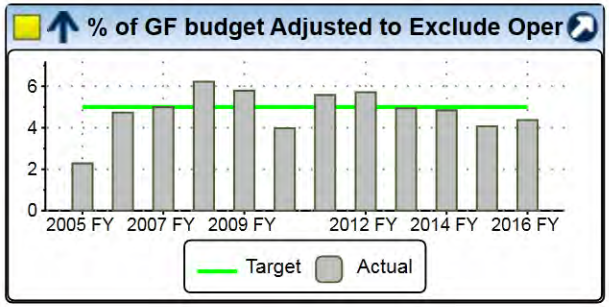


Objective	Description	Owners
2.2 Maintain Healthy Reserves (OMB)		Galvez, Barbara (OMB)

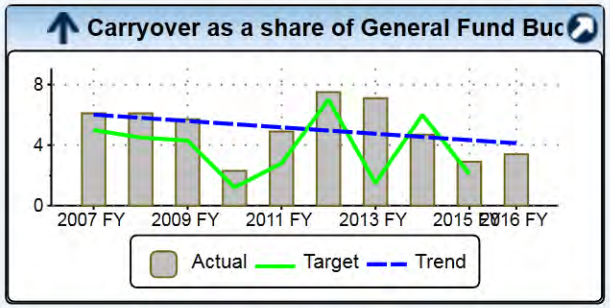
Measures Linked to Objective		Period	Actual	Target	Variance	Owners
Contingency Reserve as % of operating budget (excluding operating reserves)		2016 FY	2.83%	5.00%	-2.17%	Galvez, Barbara (OMB)



% of GF budget Adjusted to Exclude Operating Reserve from Total Budget		2016 FY	4.37%	5.00%	-0.63%	Galvez, Barbara (OMB)



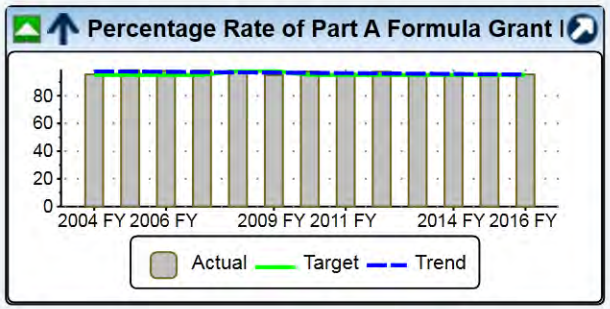
Carryover as a share of General Fund Budget		2016 FY	3.4%	n/a	n/a	Galvez, Barbara (OMB); Moon, Jennifer (OMB)



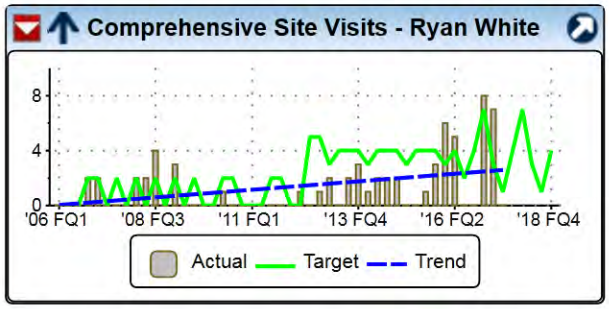
3.0 Internal

Objective	Description	Owners
3.1 Maintain Compliance (OMB)		Wall, Daniel (OMB)

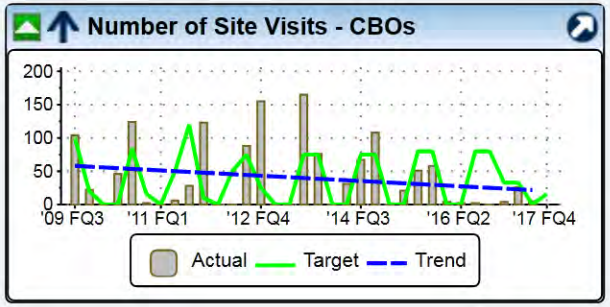
Measures Linked to Objective		Period	Actual	Target	Variance	Owners
Percentage Rate of Part A Formula Grant Expenditures - Ryan White		2016 FY	95%	95%	0%	Wall, Daniel (OMB); Valle-Schwenk, Carla J. (OMB); Alexander, Meighan



Comprehensive Site Visits - Ryan White		'17 FQ3	0	1	-1	Valle-Schwenk, Carla J. (OMB); Alexander, Meighan (OMB)



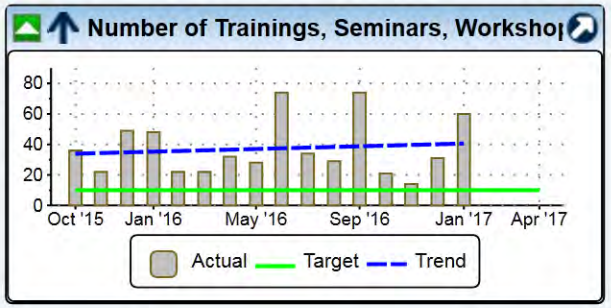
Number of Site Visits - CBOs		'17 FQ3	5	0	5	Wall, Daniel (OMB); Alexander, Meighan (OMB)

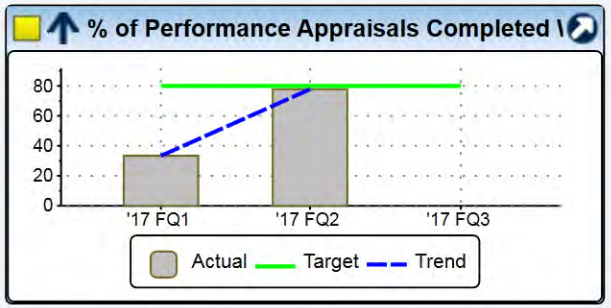


4.0 Learning and Growth

Objective	Description	Owners
4.1 Develop leadership and management expertise through organized and individual educational opportunities (OMB)		Moon, Jennifer (OMB)

Measures Linked to Objective			Period	Actual	Target	Variance	Owners
Number of Trainings, Seminars, Workshops attended by OMB			Jan '17	60	10	50	Moon, Jennifer (OMB)



Objective	Description	Owners
4.2 Ensure performance evaluations are completed timely (OMB)		Moon, Jennifer (OMB)

Measures Linked to Objective			Period	Actual	Target	Variance	Owners
% of Performance Appraisals Completed Within 2 Weeks of Employee Status Date (OMB)			'17 FQ2	77.8% (7.0 / 9.0)	80.0%	-2.2%	Moon, Jennifer (OMB)