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**From:** Moon, Jennifer (OMB)  
**Sent:** Tuesday, January 23, 2018 9:50 AM  
**To:** (MetroNet) Department Directors  
**Cc:** (OMB) Departmental Budget Liaison; (Office of the Mayor) Senior Staff; Sommerhoff, Curtis (MDFR); Murley, James (RER); (OMB) Budget Analyst Staff  
**Subject:** Addendum to FY 2018-19 Budget Manual  
**Attachments:** 18-19-Budget Manual Addendum-LMS\_Projects.pdf

Your budget submission is due in 20 days! Remember your submission is just the beginning of a long (and hopefully not too arduous) process. We fully expect there will be a number of changes, but we have to start somewhere!

Throughout the budget development process we will be asking you for information, as usual. This year we want to improve upon two processes that should be better aligned with the budget submission and proposed budget.

The first has to do with your Capital budget and project consistency with the **Local Mitigation Strategy (LMS)**. The LMS serves two broad purposes: it is an identification of projects that are needed to help make us resilient and it is used as the basis for allocation of funds should disaster mitigation funds be made available. It is really important that everything that should be included in the LMS be included and that everything that is in the LMS be included in the proposed budget, either a funded or unfunded project. Attached are instructions for helping to align your capital budget with the LMS and who to contact for assistance.

The second has to do with the **Implementing Orders** necessary to be amended in order to implement proposed fee changes. In the past, we have struggled to prepare these after the approval of the proposed budget, in advance of the budget hearings. This is painful for you, for us, and for our attorneys who have to review the items. This year we would like you to prepare your IO(s) as soon as possible, consistent with your budget submission, so we can begin the review process earlier.

The deadline for both of these additional documents will be March 1. This information will be placed on the budget development page on the OMB website. Please contact your budget analyst if you have any questions.

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