

From: [Moon, Jennifer \(Office of the Mayor\)](#)
To: [\(MetroNet\) Department Directors](#)
Cc: [\(MetroNet\) Department Secretaries](#); [\(OMB\) Departmental Budget Liaison](#); [\(OMB\) Budget Analyst Staff](#); [\(OMB\) Management Planning & Performance Analysis](#)
Subject: RE: FY 2020-21 Budget Development Process
Date: Wednesday, January 29, 2020 5:20:32 PM

Last week, the Collective Bargaining Agreements for AFSCME 199, 1542 and 3292 were approved by the Board of County Commissioners. In order to make sure that the changes in these agreements are included in your budget submissions, we are updating the pay plan in BAT. Because this will take a few more days, **we are postponing the budget submission deadline to February 18, 2020.**

Please let me know if you have any questions or concerns. Happy budgeting!

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From: Moon, Jennifer (Office of the Mayor)
Sent: Monday, November 18, 2019 11:52 AM
To: (MetroNet) Department Directors <MN-DEPTDIR@miamidade.gov>
Cc: (MetroNet) Department Secretaries <MN-DS@miamidade.gov>; (OMB) Departmental Budget Liaison <OMB-DBL@miamidade.gov>; (OMB) Budget Analyst Staff <OMB-BAS@miamidade.gov>; (OMB) Management Planning & Performance Analysis <OMB-MPPA@miamidade.gov>
Subject: FY 2020-21 Budget Development Process

Believe it or not, it's time to begin the FY 2020-21 Budget Development process already. Time flies when you are having fun!!!!

The FY 2020-21 Budget Development Manual and the appendices describing personnel assumptions, department rates for services, funding model information, etc. will be posted directly on the Office of Management & Budget (OMB) FY 2020-21 Budget Development webpage to ensure it is always the most up-to-date information. The following link opens this year's Budget Manual and Appendices: [FY 2020-21 Budget Development Process](#)

This year we are extremely excited about new changes that are on the horizon as a part of the Enterprise Resource Planning (ERP) initiative. As you are aware, the implementation of the ERP, which includes the Information Technology Department, the Internal Services Department, OMB, Finance, and the Human Resources Department, is a very significant milestone for Miami-Dade County. We all need to make sure we are involved with and prepared for this implementation.

As part of the ERP implementation initiative, we have been building an in-house state of the art application to replace the Active Strategy Enterprise (ASE) application. We expect to transition fully to this new system AFTER your business plans are completed and submitted in February. **Departments will continue to utilize ASE until then.** As the ERP initiative moves forward, this new application will make it easier to link your performance measures with budgeting, human resources and procurement data. There will be soft launch of the application on November 25, 2019 and OMB will notify users of scheduled trainings and other relevant information via periodic *BATgrams* and information on the OMB home page.

In addition, the new application will allow users to run reports that display your traditional scorecard as well as a new 'Resilience Scorecard' containing measures identified through the business planning process. Detailed steps for identifying specific measures are included in the business plan instructions. Of course, my staff is available to assist as needed.

Although neither the BAT nor CBAT will not be impacted by the ERP enhancements for this budget cycle, please note that we are planning on releasing a new version of the Budgeting Analysis Tool (BAT) in November 2020. This new version will contain the following features:

- An updated Human Capital Planning component
- A completely revamped Capital Budgeting System (CBAT)
- Greater integration with PeopleSoft and other components of the ERP.

We will be opening the BAT and Peoplesoft/CBAT systems to Departments on December 3, 2019 and will offer BAT and Peoplesoft/CBAT training sessions beginning on December 9, 2019. Please review the training schedule at the link above and have staff sign up for the appropriate training session.

As in prior years, Departments are to 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 Proposed Budget submission and final approved Business Plan are due on February 10, 2020.** Confirmation of your completed operating and capital combined submission should be sent via e-mail to both your OMB budget analyst and to 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 2020-21 Proposed Budget and Multi-Year Capital Plan. Please contact me for any questions or concerns you might have during the budget development process.

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