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**To:** [\(MetroNet\) Department Directors](#)  
**Cc:** [\(MetroNet\) Department Secretaries](#); [\(OMB\) Budget Analyst Staff](#); [\(OMB\) Management Planning & Performance Analysis](#); [\(Office of the Mayor\) Senior Staff](#)  
**Subject:** FY 2018-19 and FY 2019-20 Business Plans  
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Do you know what time it is?????

It's time to finalize your FY 2018-19 business plans with the Adopted Budget and start the FY 2019-20 business planning process! Please follow the link below to see the instructions and templates for developing and submitting your two-year FY 2018-19 and FY 2019-20 Business Plan.

<http://www.miamidade.gov/performance/business-plan-process.asp>

Our business planning instructions and timeline are the same as in years past. This month you should be confirming that your scorecards are up-to-date and that they reflect any changes required by the recently Adopted Budget. During November and December, please work with your staff to develop performance targets for FY 2019-20. Our Business Analysts are available to work with you and to answer any questions you have.

Your Business Plan narrative and the companion Business Plan Report from ActiveStrategy Enterprise (ASE) are due to OMB on **February 11, 2019, the same day your budget submissions are due**. The final business plan document must be signed by both the Department Director and Deputy Mayor/Senior Advisor by the due date, so work with your Deputy Mayor/Senior Advisor to determine an interim deadline for submission for their review.

Detailed instructions for the rest of your FY 2019-20 budget submission will be sent to all departments soon.

If you have any questions, please contact your Business Analyst or me, directly.

**Jennifer Moon**  
**Budget Director**

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