

# Memorandum



**Date:** December 2, 2022

**To:** Department Directors

**From:** David Clodfelter, Director  
Office of Management and Budget

**Subject:** FY 2023-24 Budget Development Process

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It is that time when we begin the development of the FY 2023-24 Proposed Budget and Multi-Year Capital Plan. As we confront new challenges with every budget year, the budget process continues to focus on providing and maintaining critical services, rebuilding our economy, and continuing to be proactive in addressing the needs of the community through a transparent and inclusive budget process. During the development of the Fiscal Year 2022-23 budget process, we were proud to continue working with the Board of County Commissioners and local, state, and federal leaders to reflect a budget that is taking steps towards making Miami-Dade County more livable and affordable, focusing on upgrading our infrastructure for future prosperity and resilience, meeting all statutory requirements in the most effective and efficient way possible and connecting residents to key opportunities. As in prior years, you will be developing the Fiscal Year 2023-24 Proposed Budget in the Budget Analysis Tool (BAT) and Capital Budget Analysis Tool (CBAT) for both the operating and capital budgets.

The FY 2023-24 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 and Budget (OMB) FY 2023-24 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 2022-23 Budget Development Process](#)

We will be opening the BAT and CBAT systems to departments on December 5, 2022 and will offer BAT and CBAT training sessions during the month of December 2022. 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 needed and that you feel comfortable with. **Your Proposed Budget submission and final approved Business Plan are due on February 8, 2023.** 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 OMB staff is looking forward to working with you and your staff throughout the preparation of the FY 2023-24 Proposed Budget and Multi-Year Capital Plan. Please contact me for any questions or concerns you might have during the budget development process.