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To: [\(MetroNet\) Department Directors](#); [\(OMB\) Departmental Budget Liaison](#)
Cc: [\(Office of the Mayor\) Senior Staff](#); [\(MetroNet\) Department Secretaries](#); [\(OMB\) Budget Analyst Staff](#)
Subject: FY 2022-23 Budget Development Process
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It is that time of the year again as we begin the development of the FY 2022-23 Proposed Budget and Multi-Year Capital Plan. This past budget year was certainly challenging yet we were able to put together a budget that addressed the community's priorities, maintained critical services, and reflected valuable feedback from the citizens of Miami-Dade County. Through it all we also introduced the new INFORMS system as the County's general ledger. We fought these challenges proactively and look forward to a successful and inclusive budget cycle. As in prior years, you will be developing the Fiscal Year 2022-23 Proposed Budget in the Budget Analysis Tool (BAT) and Capital Budget Analysis Tool (CBAT) for both the operating and capital budgets.

The FY 2022-23 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 2022-23 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 13, 2021 and will offer BAT and CBAT training sessions during the month of December 2021. Please review the training schedule at the link above and have staff sign up for the appropriate training session.

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 9, 2022.** 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 2022-23 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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