

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16

February 27, 2014

<u>Due Date</u>		<u>Task / Process / Deliverable</u>
Aug 9	Oct 17	Fleet provides listing of equipment that meets their index for replacement.
Aug 9	Aug 9	Request validation check of position control number data from Human Resources.
Aug 12	Jul 22	Distribute CIP Budget Review kickoff memo requesting new and existing CIP project proposals for Fiscal Year 2014/15 and 2015/16 and conduct update meetings with project managers.
Aug 19	Aug 9	Request update of group budget coordination staff needing access to IBMS.
Aug 22	Aug 22	First day CIP proposals may be submitted to the Project Coordination Office.
Aug 26	Sept 11	Human Resources provides position control number data for use in IBMS.
Aug 27	Aug 7	Receive updated fleet equipment pricing for operating equipment budget.
Sept 3	Oct 16	Cost of Service (COS) analytics update completed for revenue requirements, Engineering factors, O&M functional allocation, and NBV shares.
Sept 5	Sept 3	Updates of sales forecasts, water program costs and forecasts, GDR, and other revenue, cost, and classification data requested from WRM, WSO, ES, & CFO for revenue requirements analysis.
Sept 6	Sept 11	Confirmation of all team, unit, section, and group Budget Coordinators due to CFO Group budget staff.
Sept 6	Sept 5	IBMS training conducted in US 6-311 (8:00, 10:00, and 1:00). Additional field location training to be coordinated with WSO for (s).
Sept 16	Sept 5	E-forms available for operating equipment budget development.
Sept 16	Sept 18	Load labor data from PeopleSoft into IBMS.
Sept 19	Sept 19	CIP Evaluation Team begins review and scoring of CIP project requests.
Sept 19	Sept 20	IBMS is available for all budget development, including existing CIP program information.
Sept 30	Oct 8	Revenue requirement update data is due from WRM, WSO, ES, & CFO.

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Sept30	Oct 17	Confirm fleet equipment pricing for operating equipment budget.
Oct 14	Nov	Updates are requested for Parcel info (Wildan) and the Engineer's Report for the RTS Charge.
Oct 14	Dec	Request updates of 10-year average demands and peak flows for RTS and CC billing determinants from WINS group.
Oct 14	Dec 2	O&M budget estimates, operating equipment, and personnel budgets completed in IBMS. <i>(Recommended target to facilitate internal group budget reviews during the next week.)</i>
Oct 14		Preliminary list of CIP programs, including new programs, provided by ES for labor allocation in IBMS. <i>(Emphasis on FY 2014/15; no labor distribution by program for FY 2015/16)</i>
Oct 21	Oct 17	CIP Steering Committee kick-off meeting and discussion of three-year CIP Budget target.
Oct 21		CIP updated to reflect actual costs through September.
Oct 21-24		Internal reviews of group and section budgets are completed. <i>(Recommended target to permit sufficient time to finalize proposed budget and prepare for executive management reviews.)</i>
Oct 28	Oct 18	CIP Project Managers meet to review latest update and receive direction from CIP Evaluation Committee Chair
Oct 31	Oct 31	Executive management meets to refine budget priorities / strategies for 2014/15 and 2015/16.
Nov 7	Dec 2	Complete revisions resulting from internal group and section budget reviews in IBMS. Reconcile O&M / CIP labor allocation. Prepare for executive management reviews of group budgets.
Nov 18		CIP Steering Committee meeting and discussion of three-year CIP Budget target.
Nov 18		CIP Financials Update complete for existing projects and new projects to date.
Nov 18	Dec 26	Request that member agencies review RTS and CC billing determinants (informal). Upload CC Tool onto FTP drive for member agencies.

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Nov 20	Nov 20	WRM, External Affairs, and Engineering Services group budget reviews with executive management.
Nov 21		CIP Evaluation Team completes project evaluations.
Nov 25	Nov 25	Business Technology and WSO group budget reviews with executive management.
Nov 26		CIP Steering Committee Meeting to review latest financial updates and provide further direction to CIP community.
Dec 2	Dec 2	Office of the General Manager, Bay Delta, Real Property Development and Management, Chief Financial Officer, and Human Resources group budget reviews with executive management.
Dec 5	Dec 23	Groups complete revisions of budgets in IBMS to reflect results of budget reviews with executive management. Group O&M / CIP labor allocations are finalized.
Dec 9	Dec 9	Updates for RTS and CC billing determinants are due from WINS group.
Dec 9	Dec 9	Freeze IBMS– no further changes permitted to departmental budgets.
Dec 13		Executive management and department and group managers meeting to review revisions and finalize proposed budget.
Dec 19	Jan 15	Department and group staff completes budget text for proposed budget book in the I:\Docs folder.
Dec 19	Mar 6	CIP Draft Appendix distributed to PM units in Engineering and IT for review and comments.
Dec 19		Post February Budget/Revenue Requirements letters to <u>PERT</u> .
Dec 19		CIP Program Narratives complete in IBMS

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Dec 19	Jan 19	Set up time and room for March public hearing on rates and charges, tax rate, and get public hearing advertisement requisition approved.
Dec 19	Jan 15	CIP estimates updated for rate and budget letter.
Jan 6	Jan 21	Text Processing begins formatting proposed budget books.
Jan 9	Jan 29	Proposed budget book (summary, departmental, and CIP) finalized and sent to graphics/reprographics for publishing/printing.
Jan 9		Post February Budget/Revenue Requirements letters to <u>ERT</u> .
Jan 16		First draft of April rates letter completed including COS report.
Jan 17		Present revenue requirements and proposed water rates and charges to member agency managers.
Jan 21		General Manager's <u>final deadline</u> for posting the February revenue requirements and proposed budget Board letters. General Manager signs Board letters.
Jan 21	Jan 22 OM Mar 6 CIP	Proposed Budget Summary, Departmental Budget, and CIP Appendix are completed.
Jan 21		Send advertisement regarding public hearing on rates and tax rate to Legal and External Affairs for review.
Jan 30	Jan 31	Mailing of February Board letters/CD.
Jan 30	Feb 3	Post <u>Proposed Budget</u> book to Metropolitan's Internet web site <u>and transmit it to the Board</u> .
Jan 30	Feb 3	Reprographics prints proposed budget books.
Feb 6	Feb 6	Post Finance & Insurance Committee PowerPoint presentation on rates/revenue requirements and budget to public folder.
Feb 9	NA	Post department / group budget presentations for Feb 13 & 14 committee meetings.
Feb 10	Feb 10	Presentation of proposed budget to the Finance and Insurance Committee. Board sets public hearing for 2015 and 2016 rates and accepts proposed budget.

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Feb 11	Feb 11	Board considers revenue requirements and sets public hearing date for rates and charges and tax rate.
Feb 13		Confirm day, time, and room for public hearing. Send advertisement to CA News Agency.
Feb 13	Feb 20	Post standby charge Board letter for May.
Feb 18		Check to confirm that public hearing notice is posted in newspapers.
Feb 20		<u>Budget workshop presentation dry run.</u>
Feb 21	NA	Post department / group budget presentations for Feb 25 committee meetings.
Feb 24		April rates / budget letter due to PERT.
Feb 25	Feb 25	Budget Workshop - Presentation of proposed budget & revenue overview to the Executive Committee and Board workshop.
Mar 3		Engineer's Report in support of RTS charge is sent to WRM for comments and PE signature/stamp.
Mar 6	NA	Department / group budget presentation dry runs. <i>(Consideration is being given to eliminating group budget presentations.)</i>
Mar 10	Mar 10	Budget Workshop #3
Mar 11	Mar 11	Board holds public hearing on rates.
Mar 12		Post April Budget/Revenue Requirements letter to ERT.
Mar 17		General Manager's final deadline for posting April proposed rate and budget board letters.
Mar 25		Budget Workshop (if needed).
Mar 27		Mailing of April Board letters/CD.
Apr 7		Business & Finance Committee considers and recommends action on 2014/15 and 2015/16 Biennial Budget and 2015 and 2016 Rates and Charges
Apr 8		Board considers and adopts 2014/15 and 2015/16 Biennial Budget and 2015 and 2016 Rates and Charges.

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Apr 10	Budget coordinators notified to begin reviewing their budget documents in the I:\Docs folder and to contact CFO staff if they will need to make any adjustments in IBMS.
Apr 12	CFO staff begins production of Budget Summary, Ten-Year Financial Forecast, Financial Policies and Rate Structure, Background & Service Area, Appendix 2 and CIP sections of the budget book
Apr 24	Budget Coordinators ensure that management approval of all operating equipment budget requests is completed in the system.
May 8	Send rates notification letter to member agencies. Post on member agency website and IntraMet.
May 8	Budget Item Numbers assigned to operating equipment.
May 8	Last chance to fix any billing errors per Administrative Code.
May 16	Budget coordinators verify any adjustments made to their group budgets in IBMS and finalize text in I:\Docs for budget book preparation.
May 21	Departmental budget reviewed and corrected as necessary.
May 22	Budget Summary, Ten-Year Financial Forecast, Financial Policies, Rate Structure, Background & Service Area, Appendix 2, and CIP sections of the budget book are completed.
May 27	Operating Equipment for FY 2014/15 is uploaded into Oracle.
May 30	All text is given to text processing staff to format, finalize, and convert document into a pdf file for printing and web version.
June 5	Receive and proof text processing version of budget book. Begin preparation of GFOA documents (per Criteria Location Guide) including cover letter.
June 5	Complete flexfield assignments to budget amounts.
June 16	Send out budget factors to budget coordinators.
June 27	Budget coordinators complete adjustment of budget factors.
July 7	Mail budget with documents to GFOA.
July 7 – 11	Create upload file for Oracle.

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July 28

Upload budget into Oracle.

Aug 1

Modify reports in Oracle to the new fiscal year.