

Draft Budget & Rate Cycle Planning Calendar

Fiscal Years 2016/17 and 2017/18

May 11, 2015

<u>Due Date</u>	<u>2013 Actual</u>	<u>Task / Process / Deliverable</u>
Jun 16		CIP (tentative) Steering Committee kick-off meeting to discuss priorities.
Jul 6		Distribute CIP Budget Review kickoff memo requesting new and existing CIP project proposals for Fiscal Year 2016/17 and 2017/18.
Aug 10	Oct 17	Fleet provides listing of equipment that meets their index for replacement.
Aug 10	Aug 9	Request validation check of position control number data from Human Resources.
Aug 13	Jul 22	Conduct update meetings with CIP project managers to review latest update and receive direction from CIP Evaluation Committee chair.
Aug 17	Aug 9	Request update of group budget coordination staff needing access to IBMS.
Aug 17	Aug 22	First day CIP proposals may be submitted to the CIP Management Unit.
Aug 24	Sept 11	Human Resources provides position control number data for use in IBMS.
Aug 26	Aug 7	Receive updated fleet equipment pricing for operating equipment budget.
Sept 4	Oct 16	Cost of Service (COS) analytics update completed for revenue requirements, Engineering factors, O&M functional allocation, and NBV shares.
Sept 4	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 14	Sept 5	E-forms available for operating equipment budget development.
Sept 15	Sept 18	Load labor data from PeopleSoft into IBMS.
Sept 16	Sept 5	IBMS training conducted in US 6-311 or 1-102 (7:00, 10:00, and 1:00).
Sept 16	Sept 11	Confirmation of all team, unit, section, and group Budget Coordinators due to CFO Group budget staff.
Sept 17	Sept 19	CIP Evaluation Team begins review and scoring of CIP project requests.

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Sept 21	Sept 20	IBMS is available for all budget development, including existing CIP program information.
Sept 28	Oct 8	Revenue requirement update data is due from WRM, WSO, ES, & CFO.
Sept 28	Oct 17	Confirm fleet equipment pricing for operating equipment budget.
Oct 12	Oct 7	Updates are requested for Parcel info (Wildan) and the Engineer's Report for the RTS Charge.
Oct 12	Oct 13	Request updates of 10-year average demands and peak flows for RTS and CC billing determinants from WINS group.
Oct 15	Oct 17	CIP Steering Committee meeting and discussion of three-year CIP Budget target.
Oct 16	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 16	Ongoing	Preliminary list of CIP programs, including new programs, provided by ES for labor allocation in IBMS. <i>(Emphasis on FY 2016/17; no labor distribution by program for FY 2017/18.)</i>
Oct 19-22	Various	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 19	Oct 24	CIP updated in IBMS to reflect actual costs through September.
Nov 2	Oct 31	Executive management meets to refine budget priorities / strategies for 2016/17 and 2017/18.
Nov 5	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 17		CIP Steering Committee meeting to review latest financial updates and provide further direction on CIP Budget process.

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Nov 16	Dec 26	Request that member agencies review RTS and CC billing determinants (informal). Upload CC Tool onto FTP drive for member agencies.
Nov 18	Dec 2 & Dec 6	CFO, External Affairs, Engineering Services, HR, and Office of the GM budget reviews with executive management. (Groups may be adjusted.)
Nov 19	Dec 2 & Dec 6	WRM, WSO, RPDM, and Business Technology group budget reviews with executive management. (Groups may be adjusted.)
Nov 25	Dec 9 / Dec 13	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 3	Dec 2	CIP Evaluation Team completes project evaluations.
Dec 3	Dec 9	Executive management and department and group managers meeting to review revisions and finalize proposed budget.
Dec 7	Dec 13	Freeze IBMS – no further changes permitted to departmental budgets.
Dec 11	Dec 12	CIP Financials Update complete for existing projects and new projects to date.
Dec 14	Dec 8	Updates for RTS and CC billing determinants are due from WINS group.(impractical date)
Dec 15		CIP Steering Committee final Capital Budget presentation.
Dec 17	Dec 16	Department and group staff completes budget text review for proposed budget book in the I:\Docs folder.
Dec 17		Subject line and Executive Summary for February Budget/Revenue Requirements letters to <u>PERT</u> .
Dec 17	Dec 20	CIP Program Narratives complete in IBMS
Dec 23	Jan 5	Proposed budget book (summary, departmental, and CIP) finalized and sent to graphics/reprographics for publishing/printing.
Dec 23	Jan 5	Text Processing begins formatting proposed budget books.

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Jan 8	Jan 5	Proposed budget book (summary, departmental, and CIP) finalized and sent to graphics/reprographics for publishing/printing.
Jan 15	Dec 16	Post February Budget/Revenue Requirements letters to <u>ERT</u> .
Jan 15		TBD: Present revenue requirements and proposed water rates and charges to member agency managers.
Jan 18	Dec 29 (for Jan letter)	General Manager's <u>final deadline</u> for posting the February revenue requirements and proposed budget Board letters. General Manager signs Board letters.
Jan 18	Jan 22 OM Mar 6 CIP	Proposed Budget Summary, Departmental Budget, and CIP Appendix are completed.
Jan 27	Jan 31	Mailing of February Board letters/CD.
Jan 27	Jan 9	Post <u>Proposed Budget</u> book to Metropolitan's Internet web site <u>and transmit it to the Board</u> .
Jan 27	Jan 9	Reprographics prints proposed budget books.
Feb 1		Set up time and room for March public hearing on rates and charges and get public hearing advertisement requisition approved.
Feb 4	Jan 5	Post Finance & Insurance Committee PowerPoint presentation on rates/revenue requirements and budget to public folder.
Feb 4	Feb 9	Post department / group budget presentations for Feb 8 & 9 committee meetings (as required).
Feb 8	Jan 9	Presentation of proposed budget to the Finance and Insurance Committee. Board sets public hearing for 2017 and 2018 rates and accepts proposed budget.
Feb 8 & 9	Feb 13 & 14	Presentation of department and group budgets to home committees (as requested).
Feb 9	Jan 10	Board considers biennial budget and revenue requirements and sets public hearing date for rates and charges.

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Feb 11	Jan 18	Confirm day, time, and room for public hearing. Send advertisement to CA News Agency.
Feb 12	Feb 12	Send advertisement regarding public hearing on rates to Legal and External Affairs for review.
Feb 18	Jan 19	<u>Budget workshop presentation dry run.</u>
Feb 19	Mar 1	March rates / budget letter due for GM signature. Post department / group budget presentations for Feb 28 committee meetings.
Feb 23	Jan 24	Presentation of proposed budget & revenue overview to the Executive Committee and Board workshop.
Feb 25	Feb 24	April rates / budget letter due to PERT.
Feb 29	Feb 24	Check to confirm that public hearing notice is posted in newspapers.
Mar 1	Mar 1	Engineer's Report in support of RTS charge is sent to WRM for comments and PE signature/stamp.
Mar 8	March 12	Board holds public hearing on rates.
Mar 10		Post April Budget/Rates letter to ERT.
Mar 15	Feb 24	CEQA for standby charge Board letter for May.
Mar 21		General Manager's final deadline for posting April proposed rate and budget board letters.
Mar 30	Mar 27	Mailing of April Board letters/posting to board folder.
Apr 11	Apr 8	Business & Finance Committee considers and recommends action on 2016/17 and 2017/18 Biennial Budget and 2017 and 2018 Rates and Charges
Apr 12	Apr 9	Board considers and adopts 2016/17 and 2017/18 Biennial Budget and 2017 and 2018 Rates and Charges.
Apr 13	Apr 12	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.

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Apr 13	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 25	May 11	Budget Coordinators ensure that management approval of all operating equipment budget requests is completed in the system.
May 9	Apr 20	Send rates notification letter to member agencies. Post on member agency website and IntraMet.
May 9	May 3	Budget Item Numbers assigned to operating equipment.
May 9	May 10	Last chance to fix any billing errors per Administrative Code.
May 17		Budget coordinators verify any adjustments made to their group budgets in IBMS and finalize text in I:\Docs for budget book preparation.
May 23		Departmental budget reviewed and corrected as necessary.
May 23		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 31		Operating Equipment for FY 2016/17 is uploaded into Oracle.
May 31		All text is given to text processing staff to format, finalize, and convert document into a pdf file for printing and web version.
June 7		Receive and proof text processing version of budget book. Begin preparation of GFOA documents (per Criteria Location Guide) including cover letter.
June 8		Complete flexfield assignments to budget amounts.
June 13		Send out budget factors to budget coordinators.
June 27		Budget coordinators complete adjustment of budget factors.
July 11–15		Create upload file for Oracle.
July 11		Mail budget with documents to GFOA.
July 28		Upload budget into Oracle.

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Aug 1		Modify reports in Oracle to the new fiscal year.
Year 2 – FYE 2018		
Nov 15	Dec 3	Receive updated fleet equipment pricing for operating equipment budget.
Nov 28	Nov 25	Request update of group budget coordination staff needing access to IBMS Team Budgeting and Budget coordinators approving OE.
Jan 3	Jan 5	IBMS is available for adjustment to O&M.
Jan 3	Jan 5	E-forms available for operating equipment budget adjustment.
Feb 6	Feb 2	IBMS Team Budgeting and Eforms for Operating Equipment closed to Budget Coordinators.
May 19		Prepare June Board letter identifying adjustments in the FY2016/17 & FY2017/18 biennial budget.
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 10–14		Create upload file for Oracle.
July 27		Upload budget into Oracle.
Aug 1		Modify reports in Oracle to the new fiscal year.