

Budget & Rate Cycle Planning Calendar

Fiscal Years 2016/17 and 2017/18

<u>Due Date</u>	<u>2015 Actual</u>	<u>Task / Process / Deliverable</u>
Jun 16	Jun 21	CIP (tentative) Steering Committee kick-off meeting to discuss priorities.
Jul 6	Aug 3	Distribute CIP Budget Review kickoff memo requesting new and existing CIP project proposals for Fiscal Year 2016/17 and 2017/18.
Aug 10	Jul 22	Fleet provides listing of equipment that meets their index for replacement.
Aug 10	Jul 10	Request validation check of position control number data from Human Resources.
Aug 13		Conduct update meetings with CIP project managers to review latest update and receive direction from CIP Evaluation Committee chair.
Aug 17	Jul 06	Request update of group budget coordination staff needing access to IBMS.
Aug 17		First day CIP proposals may be submitted to the CIP Management Unit.
Aug 17	Aug 6	Human Resources provides position control number data for use in IBMS.
Aug 26	If needed	Receive updated fleet equipment pricing for operating equipment budget.
Sept 4		Cost of Service (COS) analytics update completed for revenue requirements, Engineering factors, O&M functional allocation, and NBV shares.
Sept 4	Aug 27	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 9	Sep 9	IBMS training conducted in 1-102 (7:00, 10:00, and 1:00).
Sept 14	Jul 29	E-forms available for operating equipment budget development.
Sept 15	Aug 21	Load labor data from PeopleSoft into IBMS.
Sept 16	Jul 24	Confirmation of all team, unit, section, and group Budget Coordinators due to CFO Group budget staff.
Sept 17	Sept 17	CIP Evaluation Team begins review and scoring of CIP project requests.

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Sept 21	Sep 14	IBMS is available for all budget development, including existing CIP program information.
Sept 28		Revenue requirement update data is due from WRM, WSO, ES, & CFO.
Sept 28		Confirm fleet equipment pricing for operating equipment budget.
Oct 12		Updates are requested for Parcel info (Wildan) and the Engineer's Report for the RTS Charge.
Oct 12		Request updates of 10-year average demands and peak flows for RTS and CC billing determinants from WINS group.
Oct 15	Nov 3	CIP Steering Committee meeting and discussion of three-year CIP Budget target.
Oct 16	Oct 16	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		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		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		CIP updated in IBMS to reflect actual costs through September.
Nov 2	?	Executive management meets to refine budget priorities / strategies for 2016/17 and 2017/18.
Nov 5		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		Request that member agencies review RTS and CC billing determinants (informal). Upload CC Tool onto FTP drive for member agencies.
Nov 18	Nov 18	CFO, External Affairs, Engineering Services, HR, and Office of the GM budget reviews with executive management. (Groups may be adjusted.)
Nov 19	Nov 19	WRM, WSO, RPDM, and Business Technology group budget reviews with executive management. (Groups may be adjusted.)
Nov 25	Dec 3?	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	?	CIP Evaluation Team completes project evaluations.
Dec 3		Executive management and department and group managers meeting to review revisions and finalize proposed budget.
Dec 7		Freeze IBMS – no further changes permitted to departmental budgets.
Dec 11	Dec 15	CIP Financials Update complete for existing projects and new projects to date.
Dec 14	?	Updates for RTS and CC billing determinants are due from WINS group
Dec 15	?	CIP Steering Committee final Capital Budget presentation.
Dec 17		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		CIP Program Narratives complete in IBMS
Dec 23		Proposed budget book (summary, departmental, and CIP) finalized and sent to graphics/reprographics for publishing/printing.
Dec 23		Text Processing begins formatting proposed budget books.
Jan 8		Proposed budget book (summary, departmental, and CIP) finalized and sent to graphics/reprographics for publishing/printing.

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Jan 15		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		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		Proposed Budget Summary, Departmental Budget, and CIP Appendix are completed.
Jan 27	Jan 22	Mailing of February Board letters/CD.
Jan 27	Jan 22	Post <u>Proposed Budget</u> book to Metropolitan's Internet web site <u>and transmit it to the Board</u> .
Jan 27	?	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		Post Finance & Insurance Committee PowerPoint presentation on rates/revenue requirements and budget to public folder.
Feb 4		Post department / group budget presentations for Feb 8 & 9 committee meetings (as required).
Feb 8		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		Presentation of department and group budgets to home committees (as requested).
Feb 9		Board considers biennial budget and revenue requirements and sets public hearing date for rates and charges.
Feb 11		Confirm day, time, and room for public hearing. Send advertisement to CA News Agency.

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Feb 12		Send advertisement regarding public hearing on rates to Legal and External Affairs for review.
Feb 18		<u>Budget workshop presentation dry run.</u>
Feb 19		March rates / budget letter due for GM signature. Post department / group budget presentations for Feb 28 committee meetings. Notice to Legislature re Ad Valorem tax
Feb 23		Presentation of proposed budget & revenue overview to the Executive Committee and Board workshop.
Feb 25		April rates / budget letter due to PERT.
Feb 29		Check to confirm that public hearing notice is posted in newspapers.
Mar 1		Engineer's Report in support of RTS charge is sent to WRM for comments and PE signature/stamp.
Mar 8		Board holds public hearing on rates. Public Hearing on Ad Valorem Tax.
Mar 10		Post April Budget/Rates letter to ERT.
Mar 15		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		Mailing of April Board letters/posting to board folder.
Apr 11		Business & Finance Committee considers and recommends action on 2016/17 and 2017/18 Biennial Budget and 2017 and 2018 Rates and Charges
Apr 12		Board considers and adopts 2016/17 and 2017/18 Biennial Budget and 2017 and 2018 Rates and Charges.
Apr 13		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		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		Budget Coordinators ensure that management approval of all operating equipment budget requests is completed in the system.
May 9		Send rates notification letter to member agencies. Post on member agency website and IntraMet.
May 9		Budget Item Numbers assigned to operating equipment.
May 9		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.