

Biennial Budget Planning Calendar
Fiscal Years 2020/21 and 2021/22

YEAR 1 (FY 2020/21)		
Responsibility	Due Date	Task / Process / Deliverable
CIP	6/1/19	CIP Steering Committee kick-off meeting to discuss priorities.
CIP	6/13/19	Distribute CIP Budget Review kickoff memo requesting new and existing CIP project proposals for FY's 2020/21 and 2021/22.
DEPT	6/12/19 to 6/28/19	Training for budget coordinators: Workiva #1
DEPT/OE	6/27/19	Request update of group budget coordination staff needing access to IBMS (TBS, OE, I:\drive).
DEPT	7/3/19	Request confirmation of organizational structure and major O&M projects organizations plan to budget to in TBS.
CFO	7/5/19	Draft budget calendar and workshop dates sent to budget coordinators.
DEPT/OE	7/10/19	Staff Budget Workshop #1 (<i>same content all 3 days</i>)
DEPT/OE	7/11/19	Staff Budget Workshop #2
CFO	7/11/19	Request vehicle specs and pricing from Fleet (<i>Eric Brown</i>).
CFO	7/11/19	Update financial indicators on 'Cost Benefit Analysis' spreadsheet.
DEPT/OE	7/11/19	System access to TBS, OE & I:\ drive due from budget coordinators.
DEPT/OE	7/17/19	Staff Budget Workshop #3
CFO	7/18/19	Set up OE Access database (<i>OE Corrections</i>).
OE/IT	7/18/19	Request IT (Ray Hernandez) to set-up OE eform.
DEPT	7/18/19	Request confirmation of accounts/subaccounts that groups intend to budget to in TBS.
CFO	7/19/19	Request initial PeopleSoft labor files from IT (Man Wa) for PCN reconciliation.
OE	7/24/19	Fleet provides vehicle specs and pricing and listing of equipment that meets their index for replacement (to CFO & budget coordinators).
CFO	7/25/19	Update OE Access database with prices from Fleet and validate OE e-form.
CFO	7/25/19	Initial PeopleSoft labor files due from IT for PCN reconciliation.
DEPT	7/25/19	Confirmation of budgeted accounts/subaccounts due from budget coordinators.
DEPT/CFO	7/29/19	Initial PCN reconciliation between actual & budgeted PCNs sent to budget coordinators for review.
DEPT	7/31/19	Groups finalize any organizational structure changes in TBS.
DEPT	8/5/19 to 8/12/19	Meetings with budget coordinators and CFO to validate PCN data and reconcile authorized positions.
CFO	8/8/19	Review and validate organizational structure in TBS (e-list).
DEPT/OE	8/8/19	E-forms available for OE budget development.
DEPT	9/11/19	Budget system is available
DEPT	9/19/19	Training for budget coordinators: Workiva #2
DEPT	9/27/19	Group budget coordinators begin to review and update last biennial budget document text (mission, programs, org chart, goals and objectives) in Workiva.
DEPT/OE	10/11/19	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>)
DEPT	10/14/19 to 10/17/19	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>)
DEPT/CIP	10/30/19	Preliminary list of CIP Programs, including new Programs, provided by ESG for capital labor allocation in IBMS.
CFO	10/31/19	Sample template provided to budget coordinators to use for Executive Review presentations.
DEPT	11/8/19	Complete revisions resulting from internal group and section budget reviews in IBMS. Reconcile O&M / CIP labor allocation. Freeze IBMS (reopen after reviews). Prepare for executive management reviews of group budgets.
DEPT	11/14/19	Deadline for groups to finalize text sections of budget document (Mission, Programs, Goals & Objectives, organization chart) in Workiva.
CIP	11/21/19	Begin development of CIP Appendix.
DEPT	11/18/19 & 11/20/19 11/25/19 & 11/26/19	Group budget reviews with executive management (see group schedule)
DEPT	11/25/19	Request budget coordinators to quantify efforts of group related to GM strategic priorities.
DEPT	11/27/19	Groups complete revisions of budgets in IBMS to reflect results of budget reviews with executive management. Group O&M / CIP labor allocations are finalized.
DEPT	12/2/19	Executive management and department and group managers meeting to review revisions and finalize proposed budget.
DEPT	12/4/19	Freeze IBMS – no further changes permitted to departmental budgets.
DEPT	12/5/19	Budget coordinators provide strategic priorities budget input.
CIP	12/6/19	Complete development of CIP budget document (CIP Appendix).

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DEPT	12/6/19	Budget coordinators complete Budget Highlights and Variance section of budget documents in Workiva.
DEPT/CIP	12/11/19	Department and group staff finalize all sections of proposed budget book in Workiva.
CFO	12/16/19	Start updating Engineers Report for the Standby Charge - request parcel info updates from consultant.
CIP	12/17/19	CIP Steering Committee's final Capital Budget presentation.
CIP	12/19/19	ESG submits draft CIP Appendix to Finance.
CFO	12/20/19	Subject line and Executive Summary for February Budget/Revenue Requirements letters to PERT (February Board).
CFO	12/20/19	Deadline to complete first review of Departmental and Non-Departmental sections of budget book.
CFO	12/20/19	Request that member agencies review RTS and CC billing determinants (informal). Upload CC Tool onto FTP drive for member agencies.
CFO	1/3/20	Deadline to complete first review of Ten Year Financial Forecast and Cost of Service documents.
CFO	1/9/20	Post February Budget/Revenue Requirements letters to ERT (February Board).
CFO	1/9/20	TBD: Present revenue requirements and proposed water rates and charges to member agency managers.
CFO/LEGAL	1/17/20 to 1/27/20	Review of budget, Ten Year Financial Forecast and Cost of Service documents.
CFO	1/20/20	General Manager's final deadline for posting the February rates/revenue requirements and proposed budget Board letters. General Manager signs Board letters (February Board).
CFO	1/20/20	Proposed Budget Summary, Departmental Budget, Ten Year Financial Forecast, Non-Departmental, and Capital Expenditures sections are completed. Cost of Service Report completed.
CFO	1/23/20	Post F&I Committee presentation on rates/revenue requirements and proposed budget to public folder (February Board).
CFO	1/23/20	Post department budget presentations for Feb. 10 & 11 committee meetings (February Board).
CFO	1/23/20	CFO notice to member agencies re public hearing for rates and charges, and continuation of Standby Charge (at least <i>45 days prior to Board adoption of budget</i>) (Public Hearing).
CFO	1/29/20	Mailing of February Board letters/CD and Cost of Service Report (February Board).
CFO	1/29/20	Post <u>Proposed Budget</u> document, Ten Year Financial Forecast and Cost of Service Report to Metropolitan's Internet web site and <u>transmit it to the Board</u> .
CFO	2/5/20	Set up time and room for March public hearing on rates and charges and get public hearing advertisement requisition approved (Public Hearing).
CFO	2/10/20	Workshop #1 for F&I Committee (presentation of proposed budget)
CFO	2/11/20	Board considers biennial budget and revenue requirements and sets public hearing date for water rates and charges and ad valorem property tax (2nd Tuesday of February) (February Board).
CFO	2/12/20	Confirm day, time, and room for public hearing with Board Exec. Secretary. Send advertisement to CA News Agency (Public Hearing).
CFO	2/24/20	Finance Fed-Ex's (overnight) notice of Public Hearing to legislature re ad valorem tax (> 10 days prior to hearing)(Public Hearing).
CFO	2/25/20	Workshop #2 for F&I Committee (Cost of Service analysis, estimated rates and charges, follow up) at Executive Committee meeting
CFO	2/25/20	Confirm that public hearing notice is posted in newspapers (Public Hearing).
CFO	2/27/20	April rates / budget letter due to PERT (April Board).
CFO	3/6/20	Updates for RTS and CC billing determinants are due from WINS team.
CFO	3/9/20	Workshop #3 for F&I Committee (if needed)
CFO	3/10/20	Board holds public hearing on rates and charges and maintaining Ad Valorem tax rate (<i>2nd Tuesday of March</i>) (Public Hearing).
CFO	3/12/20	Post April Budget/Rates letter to ERT (April Board).
CFO	3/20/20	Engineers Report due.
CFO	3/23/20	April rates / budget letter due for GM signature (April Board).
CFO	3/24/20	Workshop #4 for F&I Committee at Executive Committee meeting
CFO	4/1/20	Mailing of April Board letters/posting to board folder (April Board).
CFO	4/6/20	Workshop #5 for F&I Committee (if needed)
CFO	4/13/20	F&I Committee considers and recommends action on Biennial Budget, Rates and Charges and Ten-Year Financial Forecast (April Board).
CFO	4/14/20	Board actions regarding Biennial Budget, calendar year Rates and Charges, and Ten-Year Financial Forecast (2nd Tuesday of April)(April Board).
CFO	4/15/20	CFO staff begins production of final budget book.
DEPT/OE	4/24/20	Budget coordinators ensure that management approval of all OE budget requests is completed in the system.
CFO/OE	5/4/20	Budget Item Numbers assigned to operating equipment.
CFO	5/14/20	Develop budget factors for groups.
CFO	5/21/20	Send budget factors to IT (M. Wray) to set up budget factor files for groups.

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CFO	5/22/20	Final budget book completed.
CFO	5/27/20	Send out budget factors to budget coordinators.
CFO	5/28/20	PDF file of budget book sent to text processing staff to review format for print and web version.
CFO	6/4/20	Complete and proof budget book. Begin preparation of GFOA documents (per Criteria Location Guide), including cover letter.
CFO	6/5/20	Send rates notification email to member agencies. Post on member agency website, external website and IntraMet.
CFO/OE	6/11/20	Operating equipment for FY 2020/21 is uploaded into Oracle.
DEPT	6/16/20	Budget coordinators complete adjustment of budget factors.
CFO	6/30/20	Complete flexfield assignments to budget amounts.
CFO	7/6/20 to 7/9/20	Create upload file for Oracle (O&M and Capital labor).
CFO	7/6/20	Email budget with documents to GFOA (<i>within 90 days from approval</i>).
CFO	7/8/20	Email budget to LA County Auditor <i>within 60 days after beginning of fiscal year</i> (Special District Annual Budget reporting requirement).
CFO	7/9/20	Upload budget into Oracle and validate.
CFO	8/3/20	Modify reports in Oracle for the new fiscal year.
YEAR 2 (FY 2021/22)		
DEPT/OE	10/28/20	Request update of group budget coordination staff needing access to IBMS Team Budgeting and Budget coordinators approving OE for 2nd year budget adjustments.
DEPT	10/29/20	Request update of organizational structure for 2 nd budget year from group budget coordinators.
DEPT	11/11/20	System access due from budget coordinators.
DEPT	11/16/20	Update of organization structure due from budget coordinators.
OE	11/16/20	Receive updated fleet equipment pricing for operating equipment budget (<i>Eric Brown</i>).
DEPT/OE	12/3/20	IBMS is available for 2nd year budget adjustments.
DEPT/OE	12/3/20	E-form available for OE budget adjustment.
DEPT/OE	1/29/21	IBMS Team Budgeting and e-form for OE closed to budget coordinators.
CFO	2/15/21	Develop budget factors for groups.
CFO	2/22/21	Send budget factors to IT (<i>M. Wray</i>) to develop budget factor files for groups.
DEPT	3/15/21	Budget coordinators complete adjustment of budget factors.
CFO	4/5/21	Complete flexfield assignments to budget amounts.
CFO	4/8/21 to 4/19/21	Create upload file for Oracle (O&M and Capital labor).
CFO	5/3/21	Upload budget into Oracle and validate.
CFO/OE	5/14/21	Budget Item Numbers assigned to operating equipment.
CFO/OE	6/10/21	Operating equipment for FY 2021/22 is uploaded into Oracle.
CFO	8/2/21	Modify reports in Oracle for the new fiscal year.
CFO	9/13/21	Mid-cycle Biennial Budget Review presentation to F&I Committee (identifying adjustments in the FY 2020/21 & FY 2021/22 biennial budget).