

Budget & Rate Cycle Planning Calendar

Fiscal Years 2018/19 and 2019/20

<u>Due Date</u>	<u>Scope</u>	<u>Task / Process / Deliverable</u>
Jun 6	CIP	Distribute CIP Budget Review kickoff memo requesting new and existing CIP project proposals for Fiscal Year 2018/19 and 2019/20.
Jun 12	CIP	CIP Steering Committee kick-off meeting to discuss priorities.
Jul 7	DEPT/OE	Request update of group budget coordination staff needing access to IBMS (TBS, OE, i:\drive)
Jul 7	DEPT	Request confirmation of major O&M projects that organizations will budget to in IBMS. Request confirmation of organizational structure (reorganizations).
Jul 11	CFO	Request vehicle specs and pricing from Fleet (<i>Eric Brown</i>)
Jul 11	DEPT/OE	Staff Budget Workshop (9 to 11 am, US2-450) – same content all 3 days
Jul 12	DEPT/OE	Staff Budget Workshop (1 to 3 pm, US2-450)
Jul 18	DEPT/OE	Staff Budget Workshop (9 to 11 am, US2-450)
Jul 17	DEPT/OE	Confirmation of all team, unit, section & group Budget Coordinators due.
Jul 19	CFO	Set up OE access database (<i>OE Corrections</i>).
Jul 19	OE/IT	Request IT (Ray Hernandez) set up new OE eform. Provide new sales tax rate.
Jul 25	OE	Fleet provides vehicle specs and pricing and listing of equipment that meets their index for replacement.
Jul 26	CFO	Update OE access database with prices from Fleet. Test OE eform. Set up user access in OE.
Jul 31	DEPT	Groups finalize any organizational structure changes (reorganizations)
Aug 8 -16	DEPT	Meetings with budget coordinators and HR to validate position control number data.
Aug 10	OE	E-forms available for operating equipment budget development.
Aug 14	CFO	Review and validate organizational structure in IBMS (e-list).
Aug 8-18	CFO	PCN reconciliation of authorized positions
Aug 17- 24	CFO/IT	Prepare Team Budgeting system (move budgets, upload actuals, add projects, update elist)

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Aug 15	CFO	Request updates of sales forecasts, water program costs and forecasts, and other revenue, cost, and classification data requested from WRM, WSO, ES, & CFO for revenue requirements analysis.
Aug 23	CFO	Human Resources provides final position control number data for use in IBMS (5 data files).
Aug 29	CFO	Load labor data from PeopleSoft into IBMS.
Sept 1	CIP	Deadline to Submit Signed CIP Project Proposals to Capital Program Mgmt Unit
Sept 6 & 7	DEPT/OE	IBMS training conducted for Team Budgeting and OE
Sept 12	DEPT	IBMS is available for all budget development, including existing CIP program information.
Sept 14	CIP	CIP Evaluation Committee begins review and scoring of CIP project requests.
Sept 15	CFO	Revenue requirement update data is due from WRM, WSO, ES, & CFO.
Sept 30	CFO	Cost of Service (COS) analytics update completed for revenue requirements, Engineering factors, O&M functional allocation, and NBV shares.
Oct 13	DEPT/OE	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 13	DEPT/CIP	Preliminary list of CIP programs, including new programs, provided by ES for labor allocation in IBMS.
Oct 16-20	DEPT	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 16	CFO	CIP updated in IBMS to reflect actual costs through September.
Oct 17	CIP	CIP Steering Committee meeting and discussion of three-year CIP Budget target
Oct 30	CFO	Executive management meets to refine budget priorities / strategies for 2018/19 and 2019/20.
Nov 2	CIP	CIP Evaluation Committee completes project evaluations

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Nov 9	DEPT	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 9	CIP	Begin Development of CIP Budget documents
Nov 9	CFO	Updates are requested for Parcel info (Willdan) and the Engineer's Report for the RTS Charge.
Nov 9	CFO	Request updates of 10-year average demands and peak flows for RTS and CC billing determinants from WINS group.
Nov 14	CIP	CIP Steering Committee meeting to review latest financial updates and provide further direction on CIP Budget process.
Nov 20	DEPT	CFO, External Affairs, Engineering Services, WRM, and Office of the GM budget reviews with executive management.
Nov 21	DEPT	WSO, RP, HR, IT and CAO (Admin Svcs, Env Planning) group budget reviews with executive management.
Nov 22	DEPT	Groups complete revisions of budgets in IBMS to reflect results of budget reviews with executive management. Group O&M / CIP labor allocations are finalized.
Nov 30	DEPT	Executive management and department and group managers meeting to review revisions and finalize proposed budget.
Dec 4	DEPT	Freeze IBMS – no further changes permitted to departmental budgets.
Dec 7	CIP	Complete Development of CIP Budget document
Dec 11	CFO	Present budget and rate process/schedule to F& I Committee
Dec 11	CIP	CIP Financials Update complete for existing and new projects.
Dec 12	CFO	Present budget and rate process/schedule to Board
Dec 13	CFO	Request that member agencies review RTS and CC billing determinants (informal). Upload CC Tool onto FTP drive for member agencies.
Dec 14	CIP	CIP Steering Committee final Capital Budget presentation.
Dec 14	DEPT/CIP	Department and group staff completes budget text review for proposed budget book in the I:\Docs folder.
Dec 14	CFO	Subject line and Executive Summary for February Budget/Revenue Requirements letters to <u>PERT</u> .

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Dec 20	CFO	Appendix A updated (Nancy Warfel)
Dec 21	CFO	Proposed budget book (summary, departmental, and CIP) finalized.
Dec 21	CFO	Text Processing reviews formatting of proposed budget books.
Jan 4	CFO	Proposed budget book (summary, departmental, and CIP) finalized and sent to graphics/reprographics for publishing/printing.
Jan 11	CFO	Post February Budget/Revenue Requirements letters to <u>ERT</u> .
Jan 11	CFO	TBD: Present revenue requirements and proposed water rates and charges to member agency managers.
Jan 15	CFO	General Manager's <u>final deadline</u> for posting the February revenue requirements and proposed budget Board letters. General Manager signs Board letters.
Jan 15	CFO	Proposed Budget Summary, Departmental Budget, Ten Year Forecast, and Capital Expenditures sections are completed.
Jan 25	CFO	Mailing of February Board letters/CD and Cost of Service Report
Jan 25	CFO	Post <u>Proposed Budget</u> book to Metropolitan's Internet web site <u>and transmit it to the Board</u> .
Feb 5	CFO	Set up time and room for March public hearing on rates and charges and get public hearing advertisement requisition approved.
Feb 8	CFO	Post Finance & Insurance Committee PowerPoint presentation on rates/revenue requirements and budget to public folder.
Feb 8	CFO	Post department budget presentations for Feb 12 & 13 committee meetings (as required).
Feb 12	CFO	Presentation of proposed budget to the Finance and Insurance Committee. (Workshop #1)
Feb 13	CFO	Board considers biennial budget and revenue requirements and sets public hearing date for rates and charges. (<i>2nd Tuesday of February</i>)
Feb 15	CFO	Confirm day, time, and room for public hearing. Send advertisement to CA News Agency.
Feb 16	CFO	Send advertisement regarding public hearing on rates to Legal and External Affairs for review.
Feb 22	CFO	March rates / budget letter due for GM signature. Notice to Legislature re Ad Valorem tax. Fixed charge (CC & RTS & Standby charge)

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		notification to member agencies. <i>(45 days prior to Board adoption of budget)</i>
Feb 27	CFO	F& I Committee, Workshop #2 (Cost of Service analysis, estimated rates and charges, follow up)
Feb 28	CFO	Check to confirm that public hearing notice is posted in newspapers.
Mar 1	CFO	April rates / budget letter due to PERT.
Mar 12	CFO	Updates for RTS and CC billing determinants are due from WINS group
Mar 12	CFO	F&I Committee, Workshop #3 (if needed)
Mar 13	CFO	Board holds public hearing on rates and charges and maintaining Ad Valorem tax rate <i>(2nd Tuesday of March)</i>
Mar 15	CFO	Post April Budget/Rates letter to ERT.
Mar 20	CFO	CEQA for standby charge Board letter for May.
Mar 27	CFO	F&I Committee, Workshop #4 (if needed)
Mar 28	CFO	Mailing of April Board letters/posting to board folder.
Apr 9	CFO	F&I Committee considers and recommends action on Biennial Budget, Rates and Charges and Ten-Year Financial Forecast; Workshop #5, if needed
Apr 10	CFO	Board Actions regarding Biennial Budget, Calendar Year rates and charges, and Ten-Year Financial Forecast. <i>(2nd Tuesday of April)</i>
Apr 11	CFO	CFO staff begins production of final budget book.
Apr 23	OE	Budget Coordinators ensure that management approval of all operating equipment budget requests is completed in the system.
May 8	CFO	Send rates notification letter to member agencies. Post on member agency website and IntraMet.
May 8	OE	Budget Item Numbers assigned to operating equipment.
May 8	CFO	Last chance to fix any billing errors per Administrative Code.
May 25	CFO	Final budget book completed.
May 31	OE	Operating Equipment for FY 2018/19 is uploaded into Oracle.
May 31	CFO	Pdf file sent to text processing staff to review format for printed and web version.

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June 7	CFO	Complete and proof budget book. Begin preparation of GFOA documents (per Criteria Location Guide) including cover letter.
June 8	CFO	Complete flexfield assignments to budget amounts.
June 13	CFO	Send out budget factors to budget coordinators.
June 27	DEPT	Budget coordinators complete adjustment of budget factors.
July 9–13	CFO	Create upload file for Oracle.
July 9	CFO	Email budget with documents to GFOA (within 90 days from approval)
July 11	CFO	Email budget to LA county auditor within 60 days after beginning of fiscal year (Special District Annual Budget Reporting Requirement)
July 26	CFO	Upload budget into Oracle.
Aug 1	CFO	Modify reports in Oracle for the new fiscal year.
Year 2 – FYE 2020		
Nov 15	OE	Receive updated fleet equipment pricing for operating equipment budget.
Nov 19	DEPT/OE	Request update of group budget coordination staff needing access to IBMS Team Budgeting and Budget coordinators approving OE.
Dec 3	DEPT/OE	IBMS is available for adjustment to O&M.
Dec 3	OE	E-forms available for operating equipment budget adjustment.
Jan 4	DEPT/OE	IBMS Team Budgeting and Eforms for Operating Equipment closed to Budget Coordinators.
May 20	CFO	Prepare June Board letter identifying adjustments in the FY2018/19 & FY2019/20 biennial budget.
June 5	CFO	Complete flexfield assignments to budget amounts.
June 17	CFO	Send out budget factors to budget coordinators.
June 27	CFO	Budget coordinators complete adjustment of budget factors.
July 8–12	CFO	Create upload file for Oracle.
July 29	CFO	Upload budget into Oracle.
Aug 1	CFO	Modify reports in Oracle to the new fiscal year.