Budget Coordination Meeting
October 9, 2013

David reported that he has not heard of any problems encountered with IBMS Team Budgeting.

Error in COLA application included with Team Budgeting has been corrected. 0.25% for FY 2014/15 (Proposed) and 1.0% for FY 2015/16 (Proposed +1).

The Budget Notes for 15/16 are available. Budget_Notes for 13/14 are locked down. It was requested that the notes included in 13/14 be copied over to 15/16. Also in the prior year there was the projected column which is now missing, David will look into these items.

Outside call line has been established for these coordinator meetings at 77888 with a code of 7535.

The actual additive rate will change/increase and has been confirmed with the Controller section. Labor history will not be updated until after this has occurred, which will happen sometime in October.

Replacement vehicle list has not been approved for distribution. This affects primarily WSO. It was requested that the specs for vehicles be sent out if available. David said he would send that information out.

In review of the budget calendar David pointed out that October 14, next week, is when initial budget estimates, operating equipment and personnel budgets should be completed. For those working off-line they need to start inputting information into the system as virtually nothing is there now. Steve Martin complained that they are not getting any direction. David said that this is not a new occurrence and that it has been nearly a decade since the GM had a meeting with everyone, yet we have managed a budget schedule. It was further pointed out that the October 31 date, when executive management meets to refine budget priorities is a firm date. There was a comment about some confusion in the way the budget calendar was worded from Lupe Cabrera and Mark Ohigashi, which David indicated has been out for over three months now and now you're questioning the wording on a near time due date. It should have been asked for clarification sooner if the group was unsure. June Skillman reiterated that the GM wants to keep rate increase at 3.0% or lower.

Kim Jackson reported the CIP evaluation team is meeting on Thursdays and is going on trips to locations on Fridays. Additionally, CIP labor should be available next week.

Next meeting on October 23, will be in room 8-199.

Budget Coordination Meeting
October 23, 2013

David reported that he has not heard of any problems encountered with IBMS Team Budgeting. However with the Budget Notes there have been some problems here when opening. If you encounter a problem let it go for awhile before closing. After a few minutes try again. For some reason it works the majority of the time.

The budget calendar dates have been adjusted however the date of the executive management review is still scheduled for October 31. Independent meetings by group with executive management will occur between November 14 and December 2, which have been highlighted.

Operating equipment for FY 2014/15 is growing while FY 2015/16 OE is nearly nonexistent. Keep in mind replacement items require a barcode, which is checked against prior year budget requests and purchases.

The budget additive rate was adjusted effective October 16 to 67.88% and 71.04%. Diane Pitman just came back from a meeting with PERS and provided somewhat lower PERS contribution amounts. Additionally as more information has been input into IBMS I was able to use that data. For 2014/15 the change is negligible and no change will be made, however for FY 2015/16 the rate goes to 70.29%. That rate is being applied through the system tonight so your additive and total amounts for Proposed + 1 will change. Additionally as the full ARC (OPEB) is included in these rates the additive amount for O&M and capital are the same as nothing needs to be added separately for OPEB in capital.

There were questions about more direction. David reported that the group managers were in the same meeting as the CFO with the GM. Again the GM does not want water rate to increase more than 3%.

The next meeting on November 6 in room 7-199.

Budget Coordination Meeting
November 9, 2013

As indicated last meeting executive management review was presented the amounts contained within IBMS as of the end of the day on October 30 at their meeting early on October 31. Independent meetings by group with executive management will occur between November 14 and December 2, which have been highlighted. By the next meeting on November 23 several groups will have met with executive management.

Keep in mind you will be presenting your entire budget when your group meets individually with executive management – O&M primarily but also Operating Equipment and Capital. There is very little OE in 2015/16 currently.

As your group completes their presentation and you make any recommended adjustments you will need to begin working on the text that you will include in the budget document itself, keeping in mind the accomplishments are to be no more than 2 pages and objectives no more than 3 pages.

The actual budget additive rate was adjusted October 29 to a net before unfunded OPEB from 87.71% to 99.51%. This will be reflected in the October reports which should be run tomorrow night (5th working day). If you have any questions please direct them to the Controller section. The projected rate within IBMS Team Budgeting will be 96.34%, the annual average for these two rates. While several of the components had minuscule changes, the big change is in retirement.

The next meeting on November 23 in room 7-199 (this meeting was cancelled).

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Budget Coordination Meeting
September 11, 2013

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This meeting was primarily a status meeting as IBMS Team Budgeting is not scheduled to open up until September 19; however there are/were some issues that needed action.

It was discussed how frequently the ETL process should be run. It was discussed and agreed to have the ETL to run at: 8:00 a.m., 11:10 a.m, 2:30 p.m., 5:00 p.m., and 11:30 pm. On Monday's the 8:00 a.m. running will not occur as the district's computers are playing catch-up from being down for standard maintenance and other IT action on Sundays. David to work with IT in establishing this schedule.

It was discussed about what major O&M projects should be included within the budget. David pointed out that there are 16 major O&M projects identified within the budget. Of these, 4 of them had no budget and 1 minimal (600757, 600902, 600970, 601010, and 901322). They are to be removed. If a new major O&M is wanted to be included in the budget this information is to be emailed to David by noon Monday.

Still working on HR's access to the systems as information wasn't complete.

Budget Notes on the I drive are not set up correctly yet, missing some orgs as well as access. As this is something that's used later during the process David is to work on this after IBMS Team Budgeting is up and running. Hopefully will be good by next meeting on September 22.

Operating equipment under EForms is up and running for use. Listing of vehicles recommended for replacement will be forwarded to group and section coordinators as soon as Fleet provides it.

An updated budget calendar will be sent out prior to the next meeting. Completed dates will be reflected as well as any adjustments.

The additive rate to be used temporarily within IBMS is the adjusted Additive rate of 58.76% (original budgeted rate was 53.62%).

Deleted: 11:30 a.m

Budget Coordination Meeting
September 25, 2013

David reported that IBMS Team Budgeting was available for use.

No new major O&M projects were added and several were removed in Team budgeting due to their lack of use.

The Budget Notes area is still being worked on and should be available next week.

Outside call line has been established for these coordinator meetings at 77888 with a code of 7535.

Errors within the labor history application have been corrected. If errors are encountered let David know.

Actual additive rate may change/increase. When David was asked he estimated 8%, however this is not backed up by any supporting evidence so it could be higher or lower.

Replacement vehicle list has not been approved for distribution. This affects primarily WSO.

Items for the 9-25 meeting:

At the last meeting I requested any new/additional major O&M projects to be given to me by 9-16. None were received.

Last Tuesday, HR, Catherine, and I were able to reconcile the PCN's. Further problems were identified with HR data and everything was good to go Thursday with labor being loaded into IBMS Team Budgeting. As part of that reconciliation process there were 11 Pre-apprentice positions within WSO which are identified as SWAP, meaning they will give up a position as these positions are filled. These 11 positions are currently included, which means WSO must delete 11 positions, unless they wish to justify the increase in staffing.

Team Budgeting should be available for all authorized users at the level identified. Keep in mind if you get an Active X error message you will need to contact the Help Desk to have them install the Cognos Team budgeting Excel add on. They have a guide on how to do this.

ETL to run at: 8:00 a.m., 11:10 a.m., 2:30 p.m., 5:00 p.m., and 11:30 pm

Working on Budget Notes – Stay out this week. Should be available sometime next week. While Budget Notes will be available to all who have Team Budgeting access, the I:\Docs will be available to those with section or group level authority.

Outside call line has been established for these coordinator meetings at 77888 with a code of 7535.

The labor history application has experienced some problems this week which have been corrected. Most problems I have seen are user errors but let me know if any are encountered so that I can see if the issue is the user of the system. Engineering has stated that location codes are showing up in the project area. In checking up on this some WSO projects are their location codes.

Has anyone encountered any problems with IBMS Team Budgeting?

Actual additive rate may change/increase.

Replacement vehicle list indicated completed as of 9-23-13, however I still have not received it from Fleet. Some issues have come up.

Next meeting will be October 9 in 7-199.

Items for the 9-25 meeting:

At the last meeting I requested any new/additional major O&M projects to be given to me by 9-16. None were received.

Last Tuesday, HR, Catherine, and I were able to reconcile the PCN's. Further problems were identified with HR data and everything was good to go Thursday with labor being loaded into IBMS Team Budgeting. As part of that reconciliation process there were 11 Pre-apprentice positions within WSO which are identified as SWAP, meaning they will give up a position as these positions are filled. These 11 positions are currently included, which means WSO must delete 11 positions, unless they wish to justify the increase in staffing.

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Working on Budget Notes – Stay out this week. Should be available sometime next week. While Budget Notes will be available to all who have Team Budgeting access, the I:\Docs will be available to those with section or group level authority.

Outside call line has been established for these coordinator meetings at 77888 with a code of 7535.

The labor history application has experienced some problems this week which have been corrected. Most problems I have seen are user errors but let me know if any are encountered so that I can see if the issue is the user of the system. Engineering has stated that location codes are showing up in the project area. In checking up on this some WSO projects are their location codes.

Has anyone encountered any problems with IBMS Team Budgeting?

Actual additive rate may change/increase.

Replacement vehicle list indicated completed as of 9-23-13, however I still have not received it from Fleet. Some issues have come up.

Next meeting will be October 9 in 7-199.

<u>Items for the 10-9 meeting:</u>

I have not heard of any problems encountered with Team Budgeting. Again let me know if any are encountered.

As you are aware I made an error in the COLA which has been corrected. Along that line I hope to have the additive rate completed early next week for review within the CFO. After it is approved it will be pushed out into the system. I will notify you of when that occurs.

Budget Notes are available for your use. Let me know if you believe anything is missing.   I:\Docs is available as well for those section or group coordinators who need to input information/text.

Outside call line has been established for these coordinator meetings at 77888 with a code of 7535.

I have confirmed with the Controller section the additive rate will change in October. This will probably cause a delay in the updating of the labor history application until after the new rate is published. Lots of things they need to take into account as they do this.

I have still not received a replacement vehicle list that I can distribute. Fleet is still working on issues with their management and the 12th floor.

Next meeting will be October 23 in 8-199.

Items for the 10-23 meeting:

Budget Notes. There have been some problems here when opening. If you encounter a problem let it go for awhile before closing. After a few minutes try again. For some reason it works the majority of the time.

The budget calendar dates have been adjusted however the date of the executive management review is still scheduled for October 31. Independent meetings by group with executive management will occur between November 14 and December 2, which have been highlighted. Note some other dates have changed as well.

Operating equipment for FY 2014/15 is growing while FY 2015/16 OE is nearly nonexistent. Keep in mind replacement items require a barcode, which is checked against prior year budget requests and purchases.

As you are aware the additive rate was adjusted effective October 16 to 67.88% and 71.04%. Diane Pitman just came back from a meeting with PERS and provided somewhat lower PERS contribution amounts. Additionally as more information has been input into IBMS I was able to use that data. For 2014/15 the change is negligible and no change will be made, however for FY 2015/16 the rate goes to 70.29%. That rate is being applied through the system tonight so your additive and total amounts for Proposed + 1 will change.

Outside call line has been established for these coordinator meetings at 77888 with a code of 7535.

Next meeting will be November 8 in 7-199.

Items for the 12-04 meeting:

All meetings with executive management have occurred. IBMS Team Budgeting will not be available for changes after this weekend. Access to the system will be changed to View so that you can see what is in the system but no changes will be allowed. This will allow you to complete your text over the next week for publication of the proposed budget to the board. This is to be completed by December 19. As you complete your text let me know so that I may begin reviewing it. Keep in mind that accomplishments should be no more than 2 pages for any group. Objectives should be no more than 3 pages. If objectives relate to both years there is no need to segregate them. Operating equipment on EForms will also be shut down except for group manager signature.

When you update the group summary document you may potentially encounter a message where the org chart appears "**Error not a valid Link**". The link for the org chart has the same correct syntax as before, but for whatever reason PowerPoint 2010 may not recognize the link. If you do encounter this let me know and we will fix.

If a change must be made only an administrator may make the change.

Comments from June Skillman regarding meetings.

Outside call line has been established for these coordinator meetings at 77888 with a code of 7535.

No more meetings are currently scheduled. Should there be a need for one a notice will be sent.

Budget Update Meeting
June 11, 2013

1. Welcome and Introductions
2. 2013/14 Budget
   a. All revisions completed
   b. Operating equipment BINs are ready to go
   c. District-wide vacancy rate (1.0251352%) applied to reflect 18 positions/$2.6 million
   d. Additive rate updated to include $10 million in OPEB
   e. No allowance for class study impacts
   f. Budget factors will be available soon and input to Oracle in July when budget is loaded
3. 2014/15 Budget
   a. Draft calendar review
      i. Feedback welcomed
      ii. Major changes assumed
         1. Initial submission to Board in February rather than January
         2. No group budget presentations at home committees in February
         3. CIP will be appropriated in total for the biennium
4. Other Items
   a. Labor History application
   b. BvC Revised

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 9, 2013

Due Date		Task / Process / Deliverable
Aug 9		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		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		Revenue requirement update data is due from WRM, WSO, ES, & CFO.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 9, 2013

Due Date	Task / Process / Deliverable
Sept 30	Confirm fleet equipment pricing for operating equipment budget.
Oct 14	Updates are requested for Parcel info (Wildan) and the Engineer's Report for the RTS Charge.
Oct 14	Request updates of 10-year average demands and peak flows for RTS and CC billing determinants from WINS group.
Oct 14	O&M budget estimates, operating equipment, and personnel budgets completed in IBMS. *(Recommended target to facilitate internal group budget reviews during the next week.)*
Oct 14	Preliminary list of CIP programs, including new programs, provided by ES for labor allocation in IBMS. *(Emphasis on FY 2014/15; no labor distribution by program for FY 2015/16)*
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. *(Recommended target to permit sufficient time to finalize proposed budget and prepare for executive management reviews.)*
Oct 28	CIP Project Managers meet to review latest update and receive direction from CIP Evaluation Committee Chair
Oct 31	Executive management meets to refine budget priorities / strategies for 2014/15 and 2015/16.
Nov 7	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 14	CFO, External Affairs, Engineering Services, HR, and Office of the GM budget reviews with executive management.
Nov 15	WRM, WSO, RPDM, and Business Technology group budget reviews with executive management.
Nov 18	CIP Steering Committee meeting and discussion of three-year CIP Budget target.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 9, 2013

Due Date	Task / Process / Deliverable
Nov 18	CIP Financials Update complete for existing projects and new projects to date.
Nov 18	Request that member agencies review RTS and CC billing determinants (informal). Upload CC Tool onto FTP drive for member agencies.
Nov 21	CIP Evaluation Team completes project evaluations.
Nov 21	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 26	CIP Steering Committee Meeting to review latest financial updates and provide further direction to CIP community
Dec 4	Executive management and department and group managers meeting to review revisions and finalize proposed budget.
Dec 9	Updates for RTS and CC billing determinants are due from WINS group.
Dec 9	Freeze IBMS– no further changes permitted to departmental budgets.
Dec 9	WRM returns Engineer's Report with PE sign off and stamp.
Dec 19	Department and group staff completes budget text for proposed budget book in the I:\Docs folder.
Dec 19	CIP Draft Appendix distributed to PM units in Engineering and IT for review and comments.
Dec 19	Post February Budget/Revenue Requirements letters to **PERT**.
Dec 19	CIP Program Narratives complete in IBMS
Dec 19	Set up time and room for March public hearing on rates and charges and get public hearing advertisement requisition approved.
Dec 19	CIP estimates updated for rate and budget letter.
Jan 6	Text Processing begins formatting proposed budget books.
Jan 9	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 **ERT**.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 9, 2013

Due Date	**Task / Process / Deliverable**
Jan 16	First draft of April rates letter completed including RTS, CC Resolutions, and COS report.
Jan 17	Present revenue requirements and proposed water rates and charges to member agency managers.
Jan 21	General Manager's **final deadline** for posting the February revenue requirements and proposed budget Board letters. General Manager signs Board letters.
Jan 21	Proposed Budget Summary, Departmental Budget, and CIP Appendix are completed.
Jan 21	Send advertisement regarding public hearing on rates to Legal and External Affairs for review.
Jan 30	Mailing of February Board letters/CD.
Jan 30	Post Proposed Budget book to Metropolitan's Internet web site and transmit it to the Board.
Jan 30	Reprographics prints proposed budget books.
Feb 6	Post Finance & Insurance Committee PowerPoint presentation on rates/revenue requirements and budget to public folder.
Feb 9	Post department / group budget presentations for Feb 13 & 14 committee meetings.
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.
Feb 11	Board considers and adopts revenue requirements and sets public hearing date for rates and charges.
Feb 13	Confirm day, time, and room for public hearing. Send advertisement to CA News Agency.
Feb 13	Post standby charge Board letter for May.
Feb 18	Check to confirm that public hearing notice is posted in newspapers.
Feb 20	Budget workshop presentation dry run.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 9, 2013

Due Date	Task / Process / Deliverable
Feb 21	March rates / budget letter due for GM signature. Post department / group budget presentations for Feb 28 committee meetings.
Feb 24	April rates / budget letter due to PERT.
Feb 24	Post standby charge Board letter for April.
Feb 25	Budget Workshop - Presentation of proposed budget & revenue overview to the Executive Committee and Board workshop.
Feb 27	Board workshop on the proposed 2012/13 and 2013/14 Biennial Budget and CIP. RPDM, Audit, Ethics present proposed budget to home committees.
Mar 3	Engineer's Report in support of RTS charge is sent to WRM for comments and PE signature/stamp.
Mar 6	Department / group budget presentation dry runs. *(Consideration is being given to eliminating group budget presentations.)*
Mar 10	Second Budget Workshop.
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	Third 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.
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.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 9, 2013

Due Date	Task / Process / Deliverable
Apr 12	CFO staff begins production of Budget Summary, Five 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, Five 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.
July 28	Upload budget into Oracle.
Aug 1	Modify reports in Oracle to the new fiscal year.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 9, 2013

Due Date   **Task / Process / Deliverable**

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 9, 2013

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Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
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Budget & Rate Cycle Planning Calendar

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Feb 13	Confirm day, time, and room for public hearing. Send advertisement to CA News Agency.
Feb 13	Post standby charge Board letter for May.
Feb 18	Check to confirm that public hearing notice is posted in newspapers.
Feb 20	Budget workshop presentation dry run.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 9, 2013

Due Date	Task / Process / Deliverable
Feb 21	March rates / budget letter due for GM signature. Post department / group budget presentations for Feb 28 committee meetings.
Feb 24	April rates / budget letter due to PERT.
Feb 24	Post standby charge Board letter for April.
Feb 25	Budget Workshop - Presentation of proposed budget & revenue overview to the Executive Committee and Board workshop.
Feb 27	Board workshop on the proposed 2012/13 and 2013/14 Biennial Budget and CIP. RPDM, Audit, Ethics present proposed budget to home committees.
Mar 3	Engineer's Report in support of RTS charge is sent to WRM for comments and PE signature/stamp.
Mar 6	Department / group budget presentation dry runs. *(Consideration is being given to eliminating group budget presentations.)*
Mar 10	Second Budget Workshop.
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	Third 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.
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.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 9, 2013

Due Date	Task / Process / Deliverable
Apr 12	CFO staff begins production of Budget Summary, Five 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, Five 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.
July 28	Upload budget into Oracle.
Aug 1	Modify reports in Oracle to the new fiscal year.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 9, 2013

Due Date   **Task / Process / Deliverable**

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 23, 2013

Due Date		Task / Process / Deliverable
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.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 23, 2013

Due Date		**Task / Process / Deliverable**
Sept 30	Oct 17	Confirm fleet equipment pricing for operating equipment budget.
Oct 14		Updates are requested for Parcel info (Wildan) and the Engineer's Report for the RTS Charge.
Oct 14		Request updates of 10-year average demands and peak flows for RTS and CC billing determinants from WINS group.
Oct 14		O&M budget estimates, operating equipment, and personnel budgets completed in IBMS. *(Recommended target to facilitate internal group budget reviews during the next week.)*
Oct 14		Preliminary list of CIP programs, including new programs, provided by ES for labor allocation in IBMS. *(Emphasis on FY 2014/15; no labor distribution by program for FY 2015/16)*
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. *(Recommended target to permit sufficient time to finalize proposed budget and prepare for executive management reviews.)*
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		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.

Deleted: Nov 14

Deleted: CFO and External Affairs budget reviews with executive management.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 23, 2013

Due Date	Task / Process / Deliverable
Nov 18	Request that member agencies review RTS and CC billing determinants (informal). Upload CC Tool onto FTP drive for member agencies.
Nov 20	WRM, External Affairs, and Engineering Services group budget reviews with executive management.
Nov 21	CIP Evaluation Team completes project evaluations.
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	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	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	Updates for RTS and CC billing determinants are due from WINS group.
Dec 9	Freeze IBMS– no further changes permitted to departmental budgets.
Dec 9	WRM returns Engineer's Report with PE sign off and stamp.
Dec 13	Executive management and department and group managers meeting to review revisions and finalize proposed budget.
Dec 19	Department and group staff completes budget text for proposed budget book in the I:\Docs folder.
Dec 19	CIP Draft Appendix distributed to PM units in Engineering and IT for review and comments.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 23, 2013

Due Date	**Task / Process / Deliverable**
Dec 19	Post February Budget/Revenue Requirements letters to **PERT**.
Dec 19	CIP Program Narratives complete in IBMS
Dec 19	Set up time and room for March public hearing on rates and charges and get public hearing advertisement requisition approved.
Dec 19	CIP estimates updated for rate and budget letter.
Jan 6	Text Processing begins formatting proposed budget books.
Jan 9	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 **ERT**.
Jan 16	First draft of April rates letter completed including RTS, CC Resolutions, and COS report.
Jan 17	Present revenue requirements and proposed water rates and charges to member agency managers.
Jan 21	General Manager's **final deadline** for posting the February revenue requirements and proposed budget Board letters. General Manager signs Board letters.
Jan 21	Proposed Budget Summary, Departmental Budget, and CIP Appendix are completed.
Jan 21	Send advertisement regarding public hearing on rates to Legal and External Affairs for review.
Jan 30	Mailing of February Board letters/CD.
Jan 30	Post Proposed Budget book to Metropolitan's Internet web site and transmit it to the Board.
Jan 30	Reprographics prints proposed budget books.
Feb 6	Post Finance & Insurance Committee PowerPoint presentation on rates/revenue requirements and budget to public folder.
Feb 9	Post department / group budget presentations for Feb 13 & 14 committee meetings.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 23, 2013

Due Date	**Task / Process / Deliverable**
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.
Feb 11	Board considers and adopts revenue requirements and sets public hearing date for rates and charges.
Feb 13	Confirm day, time, and room for public hearing. Send advertisement to CA News Agency.
Feb 13	Post standby charge Board letter for May.
Feb 18	Check to confirm that public hearing notice is posted in newspapers.
Feb 20	Budget workshop presentation dry run.
Feb 21	March rates / budget letter due for GM signature. Post department / group budget presentations for Feb 28 committee meetings.
Feb 24	April rates / budget letter due to PERT.
Feb 24	Post standby charge Board letter for April.
Feb 25	Budget Workshop - Presentation of proposed budget & revenue overview to the Executive Committee and Board workshop.
Feb 27	Board workshop on the proposed 2012/13 and 2013/14 Biennial Budget and CIP. RPDM, Audit, Ethics present proposed budget to home committees.
Mar 3	Engineer's Report in support of RTS charge is sent to WRM for comments and PE signature/stamp.
Mar 6	Department / group budget presentation dry runs. *(Consideration is being given to eliminating group budget presentations.)*
Mar 10	Second Budget Workshop.
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.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 23, 2013

Due Date	**Task / Process / Deliverable**
Mar 25	Third 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.
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, Five 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, Five 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.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 23, 2013

Due Date	Task / Process / Deliverable
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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Aug 1	Modify reports in Oracle to the new fiscal year.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 23, 2013

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Aug 9	Aug 9	Request validation check of position control number data from Human Resources.
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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.
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Oct 21		CIP updated to reflect actual costs through September.
Oct 21-24		Internal reviews of group and section budgets are completed. *(Recommended target to permit sufficient time to finalize proposed budget and prepare for executive management reviews.)*
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Oct 31	Oct 31	Executive management meets to refine budget priorities / strategies for 2014/15 and 2015/16.
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Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 23, 2013

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Nov 26		CIP Steering Committee Meeting to review latest financial updates and provide further direction to CIP community.
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Dec 5	Dec ?	Groups complete revisions of budgets in IBMS to reflect results of budget reviews with executive management. Group O&M / CIP labor allocations are finalized.
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Dec 9	Dec 9	Freeze IBMS– no further changes permitted to departmental budgets.
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Dec 13		Executive management and department and group managers meeting to review revisions and finalize proposed budget.
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Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
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Jan 9	Proposed budget book (summary, departmental, and CIP) finalized and sent to graphics/reprographics for publishing/printing.
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Jan 16	First draft of April rates letter completed including RTS, CC Resolutions, and COS report.
Jan 17	Present revenue requirements and proposed water rates and charges to member agency managers.
Jan 21	General Manager's **final deadline** for posting the February revenue requirements and proposed budget Board letters. General Manager signs Board letters.
Jan 21	Proposed Budget Summary, Departmental Budget, and CIP Appendix are completed.
Jan 21	Send advertisement regarding public hearing on rates to Legal and External Affairs for review.
Jan 30	Mailing of February Board letters/CD.
Jan 30	Post Proposed Budget book to Metropolitan's Internet web site and transmit it to the Board.
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Budget & Rate Cycle Planning Calendar

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Feb 21	March rates / budget letter due for GM signature. Post department / group budget presentations for Feb 28 committee meetings.
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Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 23, 2013

Due Date	Task / Process / Deliverable
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May 21	Departmental budget reviewed and corrected as necessary.
May 22	Budget Summary, Five Year Financial Forecast, Financial Policies, Rate Structure, Background & Service Area, Appendix 2, and CIP sections of the budget book are completed.
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Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
October 23, 2013

Due Date	Task / Process / Deliverable
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.
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July 28	Upload budget into Oracle.
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Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
Februeary 27, 2014

Due Date		Task / Process / Deliverable
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.
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Aug 22	Aug 22	First day CIP proposals may be submitted to the Project Coordination Office.
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Aug 27	Aug 7	Receive updated fleet equipment pricing for operating equipment budget.
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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).
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Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
Februeary 27, 2014

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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. *(Recommended target to facilitate internal group budget reviews during the next week.)*
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Nov 18		CIP Financials Update complete for existing projects and new projects to date.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
Februeary 27, 2014

Due Date		Task / Process / Deliverable
Nov 18	Dec 26	Request that member agencies review RTS and CC billing determinants (informal). Upload CC Tool onto FTP drive for member agencies.
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	CIP Draft Appendix distributed to PM units in Engineering and IT for review and comments.
Dec 19		Post February Budget/Revenue Requirements letters to **PERT**.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
Februeary 27, 2014

Due Date		Task / Process / Deliverable
Dec 19		CIP Program Narratives complete in IBMS
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	NOT	Post February Budget/Revenue Requirements letters to **ERT**.
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 **final deadline** for posting the February revenue requirements and proposed budget Board letters. General Manager signs Board letters.
Jan 21	Jan 22 OM ? 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		Mailing of February Board letters/CD.
Jan 30	Feb 3	Post Proposed Budget book to Metropolitan's Internet web site and transmit it to the Board.
Jan 30	Feb 3	Reprographics prints proposed budget books.
Feb 6		Post Finance & Insurance Committee PowerPoint presentation on rates/revenue requirements and budget to public folder.
Feb 9		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.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
Februeary 27, 2014

Due Date		Task / Process / Deliverable
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		Post standby charge Board letter for May.
Feb 18		Check to confirm that public hearing notice is posted in newspapers.
Feb 20		Budget workshop presentation dry run.
Feb 21		Post department / group budget presentations for Feb 28 committee meetings.
Feb 24		April rates / budget letter due to PERT.
Feb 24		Post standby charge Board letter for April.
Feb 25		Budget Workshop - Presentation of proposed budget & revenue overview to the Executive Committee and Board workshop.
Feb 27		Board workshop on the proposed 2014/15 and 2015/16 Biennial Budget and CIP. RPDM, Audit, Ethics present proposed budget to home committees.
Mar 3		Engineer's Report in support of RTS charge is sent to WRM for comments and PE signature/stamp.
Mar 6		Department / group budget presentation dry runs. *(Consideration is being given to eliminating group budget presentations.)*
Mar 10		Second Budget Workshop.
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		Third Budget Workshop (if needed).
Mar 27		Mailing of April Board letters/CD.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
Februeary 27, 2014

Due Date	Task / Process / Deliverable
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.
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, Five 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, Five 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.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
Februeary 27, 2014

Due Date	Task / Process / Deliverable
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.
July 28	Upload budget into Oracle.
Aug 1	Modify reports in Oracle to the new fiscal year.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
August 12, 2013

Due Date	Task / Process / Deliverable
Aug 9	Fleet provides listing of equipment that meets their index for replacement.
Aug 9	Request validation check of position control number data from Human Resources.
Aug 12	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	Request update of group budget coordination staff needing access to IBMS.
Aug 22	First day CIP proposals may be submitted to the CIP Management Unit.
Aug 26	Human Resources provides position control number data for use in IBMS.
Aug 27	Receive updated fleet equipment pricing for operating equipment budget.
Sept 3	Cost of Service (COS) analytics update completed for revenue requirements, Engineering factors, O&M functional allocation, and NBV shares.
Sept 5	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	Confirmation of all team, unit, section, and group Budget Coordinators due to CFO Group budget staff.
Sept 6	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	E-forms available for operating equipment budget development.
Sept 16	Load labor data from PeopleSoft into IBMS.
Sept 19	CIP Evaluation Team begins review and scoring of CIP project requests.
Sept 19	IBMS is available for all budget development, including existing CIP program information.
Sept 30	Revenue requirement update data is due from WRM, WSO, ES, & CFO.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
August 12, 2013

Due Date	Task / Process / Deliverable
Sept 30	Confirm fleet equipment pricing for operating equipment budget.
Oct 14	Updates are requested for Parcel info (Wildan) and the Engineer's Report for the RTS Charge.
Oct 14	Request updates of 10-year average demands and peak flows for RTS and CC billing determinants from WINS group.
Oct 14	O&M budget estimates, operating equipment, and personnel budgets completed in IBMS. *(Recommended target to facilitate internal group budget reviews during the next week.)*
Oct 14	Preliminary list of CIP programs, including new programs, provided by ES for labor allocation in IBMS. *(Emphasis on FY 2014/15; no labor distribution by program for FY 2015/16)*
Oct 21	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. *(Recommended target to permit sufficient time to finalize proposed budget and prepare for executive management reviews.)*
Oct 28	CIP Project Managers meet to review latest update and receive direction from CIP Evaluation Committee Chair
Oct 31	Executive management meets to refine budget priorities / strategies for 2014/15 and 2015/16.
Nov 7	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 14	CFO, External Affairs, Engineering Services, HR, and Office of the GM budget reviews with executive management.
Nov 15	WRM, WSO, RPDM, and Business Technology group budget reviews with executive management.
Nov 18	CIP Steering Committee meeting and discussion of three-year CIP Budget target.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
August 12, 2013

Due Date	**Task / Process / Deliverable**
Nov 18	CIP Financials Update complete for existing projects and new projects to date.
Nov 18	Request that member agencies review RTS and CC billing determinants (informal). Upload CC Tool onto FTP drive for member agencies.
Nov 21	CIP Evaluation Team completes project evaluations.
Nov 21	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 26	CIP Steering Committee Meeting to review latest financial updates and provide further direction to CIP community
Dec 4	Executive management and department and group managers meeting to review revisions and finalize proposed budget.
Dec 9	Updates for RTS and CC billing determinants are due from WINS group.
Dec 9	Freeze IBMS– no further changes permitted to departmental budgets.
Dec 9	WRM returns Engineer's Report with PE sign off and stamp.
Dec 19	Department and group staff completes budget text for proposed budget book in the I:\Docs folder.
Dec 19	CIP Draft Appendix distributed to PM units in Engineering and IT for review and comments.
Dec 19	Post February Budget/Revenue Requirements letters to **PERT**.
Dec 19	CIP Program Narratives complete in IBMS
Dec 19	Set up time and room for March public hearing on rates and charges and get public hearing advertisement requisition approved.
Dec 19	CIP estimates updated for rate and budget letter.
Jan 6	Text Processing begins formatting proposed budget books.
Jan 9	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 **ERT**.

Deleted: Jan 7

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
August 12, 2013

Due Date	Task / Process / Deliverable
Jan 16	First draft of April rates letter completed including RTS, CC Resolutions, and COS report.
Jan 17	Present revenue requirements and proposed water rates and charges to member agency managers.
Jan 21	General Manager's **final deadline** for posting the February revenue requirements and proposed budget Board letters. General Manager signs Board letters.
Jan 21	Proposed Budget Summary, Departmental Budget, and CIP Appendix are completed.
Jan 21	Send advertisement regarding public hearing on rates to Legal and External Affairs for review.
Jan 30	Mailing of February Board letters/CD.
Jan 30	Post Proposed Budget book to Metropolitan's Internet web site and transmit it to the Board.
Jan 30	Reprographics prints proposed budget books.
Feb 6	Post Finance & Insurance Committee PowerPoint presentation on rates/revenue requirements and budget to public folder.
Feb 9	Post department / group budget presentations for Feb 13 & 14 committee meetings.
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.
Feb 11	Board considers and adopts revenue requirements and sets public hearing date for rates and charges.
Feb 13	Confirm day, time, and room for public hearing. Send advertisement to CA News Agency.
Feb 13	Post standby charge Board letter for May.
Feb 18	Check to confirm that public hearing notice is posted in newspapers.
Feb 20	Budget workshop presentation dry run.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
August 12, 2013

Due Date	Task / Process / Deliverable
Feb 21	March rates / budget letter due for GM signature. Post department / group budget presentations for Feb 28 committee meetings.
Feb 24	April rates / budget letter due to PERT.
Feb 24	Post standby charge Board letter for April.
Feb 25	Budget Workshop - Presentation of proposed budget & revenue overview to the Executive Committee and Board workshop.
Feb 27	Board workshop on the proposed 2012/13 and 2013/14 Biennial Budget and CIP. RPDM, Audit, Ethics present proposed budget to home committees.
Mar 3	Engineer's Report in support of RTS charge is sent to WRM for comments and PE signature/stamp.
Mar 6	Department / group budget presentation dry runs. *(Consideration is being given to eliminating group budget presentations.)*
Mar 10	Second Budget Workshop.
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	Third 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.
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.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
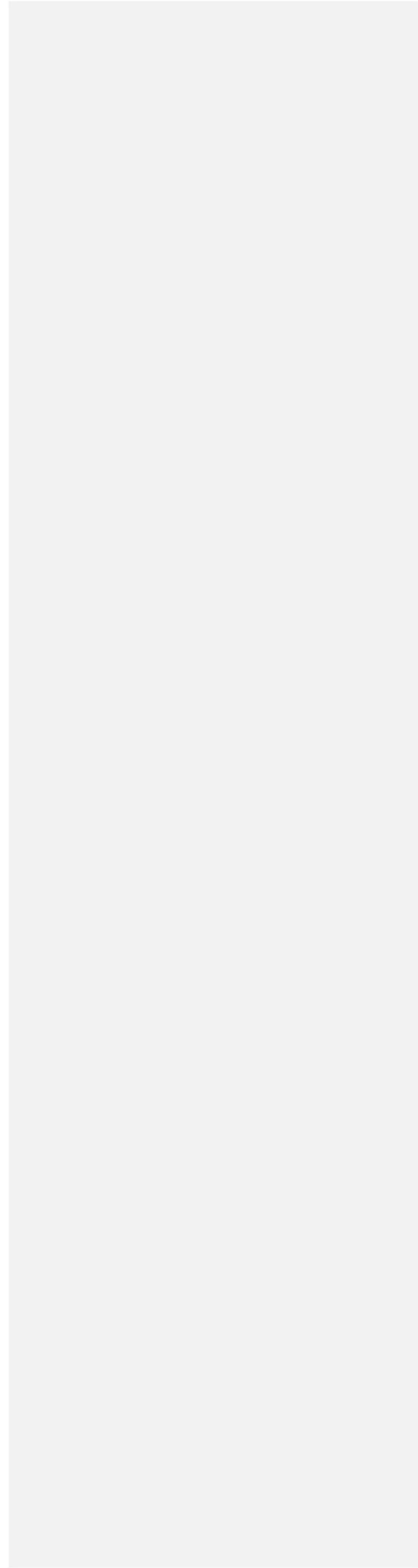August 12, 2013

Due Date	Task / Process / Deliverable
Apr 12	CFO staff begins production of Budget Summary, Five 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, Five 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.
July 28	Upload budget into Oracle.
Aug 1	Modify reports in Oracle to the new fiscal year.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16

August 12, 2013

Due Date   **Task / Process / Deliverable**

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
Aug 9	Aug 11	Receive updated fleet equipment pricing for operating equipment budget.
Aug 12	Aug 12	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 17	Request update of group budget coordination staff needing access to IBMS.
Aug 22	Aug 22	First day CIP proposals may be submitted to the CIP Management Unit.
Sept 1	Sept 1	Cost of Service (COS) analytics update completed for revenue requirements, Engineering factors, O&M functional allocation, and NBV shares.
Sept 6	Sept 7	Confirmation of all team, unit, section, and group Budget Coordinators due to CFO Group budget staff.
Sept 5	Sept 5	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 7	IBMS training conducted in US 6-311 (8:00, 10:00, and 1:00).
Sept 12	Sept 8	CIP Evaluation Team begins review and scoring of CIP project requests.
Sept 16	Sept 13	E-forms available for operating equipment budget development.
Sept 16	Sept 14	Load labor data from PeopleSoft into IBMS.
Sept 19	Sept 20	IBMS is available for all budget development, including existing CIP program information.
Sept 30		Revenue requirement update data is due from WRM, WSO, ES, & CFO.
Sept 30	Sept 15	Confirm fleet equipment pricing for operating equipment budget.
Oct 14	Oct 7	Updates are requested for Parcel info (Wildan) and the Engineer's Report for the RTS Charge.
Oct 14	Oct 13	Request updates of 10-year average demands and peak flows for RTS and CC billing determinants from WINS group.
Oct 14	Various	O&M budget estimates, operating equipment, and personnel budgets

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
		completed in IBMS. *(Recommended target to facilitate internal group budget reviews during the next week.)*
Oct 14	Ongoing	Preliminary list of CIP programs, including new programs, provided by ES for labor allocation in IBMS. *(Emphasis on FY 2014/15; no labor distribution by program for FY 2015/16)*
Oct 21-24	Various	Internal reviews of group and section budgets are completed. *(Recommended target to permit sufficient time to finalize proposed budget and prepare for executive management reviews.)*
Oct 21		CIP Steering Committee kick-off meeting and discussion of three-year CIP Budget target.
Oct 21	Oct 24	CIP updated to reflect actual costs through September.
Oct 28		CIP Project Managers meet to review latest update and receive direction from CIP Evaluation Committee Chair
Oct 31	Nov 17	Executive management meets to refine budget priorities / strategies for 2014/15 and 2015/16.
Nov 7		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 14	Dec 2 & Dec 6	CFO, External Affairs, Engineering Services, HR, and Office of the GM budget reviews with executive management.
Nov 15	Dec 2 & Dec 6	WRM, WSO, RPDM, and Business Technology group budget reviews with executive management.
Nov 18		CIP Steering Committee meeting and discussion of three-year CIP Budget target.
Nov 18	Dec 12	CIP Financials Update complete for existing projects and new projects to date.
Nov 18		Request that member agencies review RTS and CC billing determinants (informal). Upload CC Tool onto FTP drive for member agencies.
Nov 21	Dec 2	CIP Evaluation Team completes project evaluations.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
Nov 21	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.
Nov 26		CIP Steering Committee Meeting to review latest financial updates and provide further direction to CIP community
Dec 4	Dec 9	Executive management and department and group managers meeting to review revisions and finalize proposed budget.
Dec 9	Dec 8	Updates for RTS and CC billing determinants are due from WINS group.
Dec 9	Dec 13	Freeze IBMS– no further changes permitted to departmental budgets.
Dec 9		WRM returns Engineer's Report with PE sign off and stamp.
Dec 19	Dec 16	Department and group staff completes budget text for proposed budget book in the I:\Docs folder.
Dec 19	Dec 21	CIP Draft Appendix distributed to PM units in Engineering and IT for review and comments.
Dec 19	Nov 16 (for Jan letter)	Post February Budget/Revenue Requirements letters to **PERT**.
Dec 19	Dec 20	CIP Program Narratives complete in IBMS
Dec 19		Set up time and room for March public hearing on rates and charges and get public hearing advertisement requisition approved.
Jan 6	Jan 5	Text Processing begins formatting proposed budget books.
Jan 7	Dec 12	CIP estimates updated for rate and budget letter.
Jan 9	Jan 5	Proposed budget book (summary, departmental, and CIP) finalized and sent to graphics/reprographics for publishing/printing.
Jan 9	Dec 16 (for Jan letter)	Post February Budget/Revenue Requirements letters to **ERT**.
Jan 16		First draft of April rates letter completed including RTS, CC Resolutions, and COS report.
Jan 17		Present revenue requirements and proposed water rates and charges to

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
		member agency managers.
Jan 20	Dec 29 (for Jan letter)	General Manager's **final deadline** for posting the February revenue requirements and proposed budget Board letters. General Manager signs Board letters.
Jan 20	Jan 4 / 12	Proposed Budget Summary, Departmental Budget, and CIP Appendix are completed.
Jan 21		Send advertisement regarding public hearing on rates to Legal and External Affairs for review.
Jan 30	Dec 29 (for Jan letter)	Mailing of February Board letters/CD.
Jan 30	Jan 9	Post Proposed Budget book to Metropolitan's Internet web site and transmit it to the Board.
Jan 30	Jan 9	Reprographics prints proposed budget books.
Feb 6	Jan 5	Post Finance & Insurance Committee PowerPoint presentation on rates/revenue requirements and budget to public folder.
Feb 9	Feb 9	Post department / group budget presentations for Feb 13 & 14 committee meetings.
Feb 10	Jan 9	Presentation of proposed budget to the Finance and Insurance Committee. Board sets public hearing for 2015 and 2016 rates and accepts proposed budget.
Feb 11	Jan 10	Board considers and adopts revenue requirements and sets public hearing date for rates and charges.
Feb 13	Jan 18	Confirm day, time, and room for public hearing. Send advertisement to CA News Agency.
Feb 13	Feb 24	Post standby charge Board letter for May.
Feb 13 & 14	Feb 13 & 14	Presentation of department and group budgets to home committees.
Feb 17	Mar 9	Check to confirm that public hearing notice is posted in newspapers.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
Feb 20	Jan 19	Budget workshop presentation dry run.
Feb 21	Mar 1	March rates / budget letter due for GM signature. Post department / group budget presentations for Feb 28 committee meetings.
Feb 23	Feb 24	April rates / budget letter due to PERT.
Feb 24	Feb 24	Post standby charge Board letter for April.
Feb 25	Jan 24	Presentation of proposed budget & revenue overview to the Executive Committee and Board workshop.
Feb 28	Feb 28	Board workshop on the proposed 2012/13 and 2013/14 Biennial Budget and CIP. RPDM, Audit, Ethics present proposed budget to home committees.
Mar. 1	Mar 1	Engineer's Report in support of RTS charge is sent to WRM for comments and PE signature/stamp.
Mar 6	Feb 6	Department / group budget presentation dry runs. *(Consideration being given to eliminating group budget presentations.)*
Mar 10	March 12	Business & Finance Committee 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 27	Mar 27	Mailing of April Board letters/CD.
Apr 7	Apr 9	Business & Finance Committee considers and recommends action on 2014/15 and 2015/16 Biennial Budget and 2015 and 2016 Rates and Charges
Apr 8	Apr 10	Board considers and adopts 2014/15 and 2015/16 Biennial Budget and 2015 and 2016 Rates and Charges.
Apr 10	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.
Apr 12	Apr 12	CFO staff begins production of Budget Summary, Five Year Financial

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
		Forecast, Financial Policies and Rate Structure, Background & Service Area, Appendix 2 and CIP sections of the budget book
Apr 24	May 11	Budget Coordinators ensure that management approval of all operating equipment budget requests is completed in the system.
May 8	Apr 20	Send rates notification letter to member agencies. Post on member agency website and IntraMet.
May 8	May 3	Budget Item Numbers assigned to operating equipment.
May 8	May 10	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, Five 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 – 11		Create upload file for Oracle.
July 8		Mail budget with documents to GFOA.
July 28		Upload budget into Oracle.
Aug 1		Modify reports in Oracle to the new fiscal year.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
Aug 9		Fleet provides listing of equipment that meets their index for replacement.
Aug 9		Request validation check of position control number data from Human Resources.
Aug 12	Aug 12	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 17	Request update of group budget coordination staff needing access to IBMS.
Aug 22	Aug 22	First day CIP proposals may be submitted to the CIP Management Unit.
Aug 26		Human Resources provides position control number data for use in IBMS.
Aug 27	Aug 11	Receive updated fleet equipment pricing for operating equipment budget.
Sept 3	Sept 1	Cost of Service (COS) analytics update completed for revenue requirements, Engineering factors, O&M functional allocation, and NBV shares.
Sept 5	Sept 5	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 7	Confirmation of all team, unit, section, and group Budget Coordinators due to CFO Group budget staff.
Sept 6	Sept 7	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 12	Sept 8	CIP Evaluation Team begins review and scoring of CIP project requests.
Sept 16	Sept 13	E-forms available for operating equipment budget development.
Sept 16	Sept 14	Load labor data from PeopleSoft into IBMS.
Sept 19	Sept 20	IBMS is available for all budget development, including existing CIP program information.
Sept 30		Revenue requirement update data is due from WRM, WSO, ES, & CFO.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
Sept 30	Sept 15	Confirm fleet equipment pricing for operating equipment budget.
Oct 14	Oct 7	Updates are requested for Parcel info (Wildan) and the Engineer's Report for the RTS Charge.
Oct 14	Oct 13	Request updates of 10-year average demands and peak flows for RTS and CC billing determinants from WINS group.
Oct 14	Various	O&M budget estimates, operating equipment, and personnel budgets completed in IBMS. *(Recommended target to facilitate internal group budget reviews during the next week.)*
Oct 14	Ongoing	Preliminary list of CIP programs, including new programs, provided by ES for labor allocation in IBMS. *(Emphasis on FY 2014/15; no labor distribution by program for FY 2015/16)*
Oct 21-24	Various	Internal reviews of group and section budgets are completed. *(Recommended target to permit sufficient time to finalize proposed budget and prepare for executive management reviews.)*
Oct 21		CIP Steering Committee kick-off meeting and discussion of three-year CIP Budget target.
Oct 21	Oct 24	CIP updated to reflect actual costs through September.
Oct 28		CIP Project Managers meet to review latest update and receive direction from CIP Evaluation Committee Chair
Oct 31	Nov 17	Executive management meets to refine budget priorities / strategies for 2014/15 and 2015/16.
Nov 7		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 14	Dec 2 & Dec 6	CFO, External Affairs, Engineering Services, HR, and Office of the GM budget reviews with executive management.
Nov 15	Dec 2 & Dec 6	WRM, WSO, RPDM, and Business Technology group budget reviews with executive management.
Nov 18		CIP Steering Committee meeting and discussion of three-year CIP

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
		Budget target.
Nov 18	Dec 12	CIP Financials Update complete for existing projects and new projects to date.
Nov 18		Request that member agencies review RTS and CC billing determinants (informal). Upload CC Tool onto FTP drive for member agencies.
Nov 21	Dec 2	CIP Evaluation Team completes project evaluations.
Nov 21	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.
Nov 26		CIP Steering Committee Meeting to review latest financial updates and provide further direction to CIP community
Dec 4	Dec 9	Executive management and department and group managers meeting to review revisions and finalize proposed budget.
Dec 9	Dec 8	Updates for RTS and CC billing determinants are due from WINS group.
Dec 9	Dec 13	Freeze IBMS– no further changes permitted to departmental budgets.
Dec 9		WRM returns Engineer's Report with PE sign off and stamp.
Dec 19	Dec 16	Department and group staff completes budget text for proposed budget book in the I:\Docs folder.
Dec 19	Dec 21	CIP Draft Appendix distributed to PM units in Engineering and IT for review and comments.
Dec 19	Nov 16 (for Jan letter)	Post February Budget/Revenue Requirements letters to **PERT**.
Dec 19	Dec 20	CIP Program Narratives complete in IBMS
Dec 19		Set up time and room for March public hearing on rates and charges and get public hearing advertisement requisition approved.
Jan 6	Jan 5	Text Processing begins formatting proposed budget books.
Jan 7	Dec 12	CIP estimates updated for rate and budget letter.
Jan 9	Jan 5	Proposed budget book (summary, departmental, and CIP) finalized and

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
		sent to graphics/reprographics for publishing/printing.
Jan 9	Dec 16 (for Jan letter)	Post February Budget/Revenue Requirements letters to **ERT**.
Jan 16		First draft of April rates letter completed including RTS, CC Resolutions, and COS report.
Jan 17		Present revenue requirements and proposed water rates and charges to member agency managers.
Jan 21	Dec 29 (for Jan letter)	General Manager's **final deadline** for posting the February revenue requirements and proposed budget Board letters. General Manager signs Board letters.
Jan 21	Jan 4 / 12	Proposed Budget Summary, Departmental Budget, and CIP Appendix are completed.
Jan 21		Send advertisement regarding public hearing on rates to Legal and External Affairs for review.
Jan 30	Dec 29 (for Jan letter)	Mailing of February Board letters/CD.
Jan 30	Jan 9	Post Proposed Budget book to Metropolitan's Internet web site and transmit it to the Board.
Jan 30	Jan 9	Reprographics prints proposed budget books.
Feb 6	Jan 5	Post Finance & Insurance Committee PowerPoint presentation on rates/revenue requirements and budget to public folder.
Feb 9	Feb 9	Post department / group budget presentations for Feb 13 & 14 committee meetings.
Feb 10	Jan 9	Presentation of proposed budget to the Finance and Insurance Committee. Board sets public hearing for 2015 and 2016 rates and accepts proposed budget.
Feb 11	Jan 10	Board considers and adopts revenue requirements and sets public hearing date for rates and charges.
Feb 13	Jan 18	Confirm day, time, and room for public hearing. Send advertisement to

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
		CA News Agency.
Feb 13	Feb 24	Post standby charge Board letter for May.
Feb 18	Mar 9	Check to confirm that public hearing notice is posted in newspapers.
Feb 20	Jan 19	Budget workshop presentation dry run.
Feb 21	Mar 1	March rates / budget letter due for GM signature. Post department / group budget presentations for Feb 28 committee meetings.
Feb 24	Feb 24	April rates / budget letter due to PERT.
Feb 24	Feb 24	Post standby charge Board letter for April.
Feb 25	Jan 24	Budget Workshop - Presentation of proposed budget & revenue overview to the Executive Committee and Board workshop.
Feb 27	Feb 28	Board workshop on the proposed 2012/13 and 2013/14 Biennial Budget and CIP. RPDM, Audit, Ethics present proposed budget to home committees.
Mar. 3	Mar 1	Engineer's Report in support of RTS charge is sent to WRM for comments and PE signature/stamp.
Mar 6	Feb 6	Department / group budget presentation dry runs. *(Consideration being given to eliminating group budget presentations.)*
Mar 10	March 12	Second Budget Workshop.
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		Third Budget Workshop (if needed).
Mar 27	Mar 27	Mailing of April Board letters/CD.
Apr 7	Apr 9	Business & Finance Committee holds public hearing on rates. Business & Finance Committee considers and recommends action on 2014/15 and 2015/16 Biennial Budget and 2015 and 2016 Rates and Charges
Apr 8	Apr 10	Board considers and adopts 2014/15 and 2015/16 Biennial Budget and

Deleted: Business & Finance Committee holds public hearing on rates.

Deleted: '

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
		2015 and 2016 Rates and Charges.
Apr 10	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.
Apr 12	Apr 12	CFO staff begins production of Budget Summary, Five Year Financial Forecast, Financial Policies and Rate Structure, Background & Service Area, Appendix 2 and CIP sections of the budget book
Apr 24	May 11	Budget Coordinators ensure that management approval of all operating equipment budget requests is completed in the system.
May 8	Apr 20	Send rates notification letter to member agencies. Post on member agency website and IntraMet.
May 8	May 3	Budget Item Numbers assigned to operating equipment.
May 8	May 10	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, Five 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.

Budget & Rate Cycle Planning Calendar

Fiscal Years 2014/15 and 2015/16
June 5, 2013

Due Date	2012 Actual	Task / Process / Deliverable
July 7 – 11		Create upload file for Oracle.
July 7		Mail budget with documents to GFOA.
July 28		Upload budget into Oracle.
Aug 1		Modify reports in Oracle to the new fiscal year.

MWD
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

The fiscal year 2014/15 & 2015/16 Budget process is underway. As in previous years, the budget will be the basis of the Revenue Requirements used to establish the water rates and charges for calendar year 2015 and 2016. In addition, the Five-Year Financial Forecast Section of the Budget will be augmented with an additional five-year long-term projection so that the budget document provides a 10-year projection of revenues and expenses.

Data is needed from your respective groups to update our forecasts. Below is a list of the data we need. For your reference, the "contact person" in the table is the person(s) that provided the information most recently. I understand that work responsibilities shift, so these contacts may be out of date. **Please notify me of the appropriate point person within your organization that can coordinate developing the data that is needed from your group.** We will work with the people you identify on the specifics of what is needed. Also, if you are aware of any new costs or revenues, please let us know.

We need to receive the data from WSO, WRM and OGM by September 30st to meet our timelines for the development of the Budget and Revenue Requirements, which lead to the rate recommendation. If the due date poses a challenge, please let me know soon.

Thank you in advance for your help,
Arnout "RJ" van den Berg

Group	Contact Person	Item
WSO	Tim Schaadt	Sales Forecast (Calendar year 2014 to 2015)
WSO	Hamid Esfahani	Colorado River Power Forecast (FY2015 to FY2025)
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OGM	Bill Hasencamp	Colorado River Supply & Wheeling Forecast (Calendar year 2014 to 2025)

All costs should be expressed in modified accrual and nominal dollars.

MWD
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

ELECTRONIC MAIL

Date:	September 3, 2013	
To:	Distribution	
From:	June Skillman, Budget and Financial Planning Section Manager	
Subject:	Fiscal Year 2014/15 & 2015/16 Budget, Revenue Requirements & Long Range Finance Plan (LRFP) Update	

The fiscal year 2014/15 & 2015/16 Budget process is underway. As in previous years, the budget will be the basis of the Revenue Requirements used to establish the water rates and charges for calendar year 2015 and 2016. In addition, the Fire-Year Financial Forecast Section of the Budget will be replaced with an update to the 2004/05 LRFP and include a 10 year projection. All three of these processes have been combined to maximize efficiency and reduce staffing impacts throughout the organization.

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Johnson, Gordon
Ivey,Gilbert F
Patterson,Roger K

CC:
Breaux,Gary M
Man,Debra C
Arakawa,Stephen N
Norris,Keith R
DeBacker,Tom

Schaadt,Timothy J
Esfahani,Hamid E
Lu,Owen
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Mokhtari,Ray
Ti,Mike N
Jackson,Kimberle
Hasencamp,William

Old Distribution list:

Thomas,Brian G
Man,Debra C
Rigdon,Eddie A
Wolfe,Roy L
Chapman,Shane O
Norris,Keith R
DeBacker,Tom
Arakawa,Stephen N
Chan,Grace L
Sienkiewich,Andrew
Upadhyay,Devendra N

Harding,Robert L
Murphy,Karen K

Yamasaki,Brent M
Schotborgh,Roy L
Fernando,RG

Finley,Ann T
Lambeck,Jon C
Donhoff,Kevin A

Reukema,David C
Marks,Dirk S

Ruzgerian,Harry M
Ryan,Russell E
Marks,Dirk S
Matusak,Jan P
Kunysz,Kathy
Hirsch,Steve
Gruber,Christiana

Nevills,Jennifer C
Goshi,Brandon J
Ti,Mike N

Mokhtari,Ray
Hui,Andy
Blair,Tim

Goldstein,Eric H
Kostopoulos,Stathis
Odwak,Eileen D
Marumoto,Roger N
Buening,David E

St Regis,Lisa M
Skillman,June M
Butkovich,Dennis A
Sanchez Jr.,Jose R

Hasencamp,William
Polyzos,Demetri J
Nobriga,Keith E

Jackson,Kimberle
Tellers,Tobin E
Martin,Steve

exclude:

Dennis,Jeffry P
Green,Jim
Kostelecky,Jim
Mitra,Sajal K
Liang,Sun
Scott,Karen N

MWD
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

ELECTRONIC MAIL

Date: September 3, 2013

To: Distribution

From: Arnout van den Berg

Subject: Fiscal Year 2014/15 & 2015/16 Budget and Revenue Requirements

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Section Break (Next Page)

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Good morning,

Today I'm going to spend some time going over IBMS Team Budgeting, the Eforms of Operating Equipment, and a little time on the labor history application. I've allowed myself about an hour and a half to 1 hour 45 minutes, after which we will take a 15 minute break. Following that Lisa St. Regis will go over the other items identified such as BvC Revised, BvC project Overview and O&M dashboard. Please be sure to sign in so that we can monitor the effectiveness of these sessions.

As indicated in the earlier emails I have established who is to have what level of access based upon information provided by the group budget coordinator. If a section or unit has indicated something else you will need to resolve this with your group coordinator as their list is the primary one. The names with their responsibility level are in the system now as that was done yesterday. Additionally, Budget Notes was mentioned in that email. I have not completed that portion and do not expect to for another week or so. I will send out a notification when I complete that area, which will include adding various organizations which are not currently listed. It will reflect the current organizational structure.

During today's demonstration I will be using what is/was in IBMS Team Budgeting for the current year's budget. As indicated at the last budget coordinators meeting in the calendar IBMS Team budgeting is supposed to be available September 19. We are working on making that deadline. Any organizational changes or name changes are not reflected as I have not completed this area. There is another session to be held in the Field on Tuesday, after which all data is being wiped clean so that we can progress in getting the system available.

Any data you see up here is the data that is currently within BvC/ BvC Revised. In total no organizational amount agrees to what was in the published budget book, however in total the O&M budget is the same. These changes were previously communicated to you so do not be concerned if the total amounts that may be shown are not what you expected.

IT has already informed me that they will not be responsible for replacing monitors in the 14/15 & 15/16 budget. They previously had incurred this cost for the entire district, each organization will now be responsible for this as expensed equipment.

Operating Equipment

The operating equipment area of EForms is available for your use. District standard pricing for vehicles has been provided by Fleet. I am still awaiting their listing of suggested replacement vehicle to forward to you. Additionally I have asked them to review and update the information regarding what a DS item exactly is. The last listing was back during the 2011/12 budget cycle. As soon as that information is available I will forward it to group and section coordinators for them to distribute it further.

If you wish to order an item similar to a district standard item it is a non standard item. So if it is like a DS 23, put it in as a DS 23ns. You will be responsible for providing a price then for this non standard item. This tells fleet that while it is similar to the standard item there is something different. It helps them and you to ensure that you get what you want. As you enter information for any non standard item use the mouse or the tab key to move around, because if you hit the enter key that is what is submitted and the system hates a null value in the price field. Also once a description or a price is entered you cannot change it. If you need to change one of these fields send me an email and I will go behind the scenes and adjust it. Keep in mind the description you enter for a non standard item can only be 50 spaces/characters in length, no exception. Do not include brand or model number in this area, that can be included within the document as a reference, however do include the size or capacity. If a crane is indicated indicate its capacity: 75 ton, 100 ton, ½ ton, or a pump: 4" or 6".