

**Budget Schedule - Committees and Management
2020/2021 Budget**

DRAFT

December 18, 2019	Wed	6:00 PM	Regular Board Meeting - Board review schedule and approve.
January and February			Management and Supervision staff begin work on operational budgets, reviewing historical expenses, estimating future expenses, gathering quotes and estimates, evaluating goals and programs, etc.
January 7, 2020	Mon	3:30 PM	Parks and Recreation Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 7, 2020	Thu	10:30am	Following Staff Meeting: Management meeting budget process
January 8, 2020	Wed	4:00 PM	Engineering Committee - Review and discuss draft budget schedule, long range plans and operational goals.
January 15, 2020	Wed	4:00 PM	<i>Water Rate Study - Presentation review and discussion.</i>
January 16, 2020	Thu	8:00 AM	Waste and Recycling Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 28, 2020	Tue	11:00 AM	Following Staff Meeting: Management meeting budget process NOTE: Subsequent meetings with Department Managers/Supervisor take place throughout the budget development process.
January 31, 2020	Fri		<i>Draft Rate Study Report available & Proposition 218 Notices get mailed.</i>
February 4, 2020	Tue	3:30 PM	Parks and Recreation Committee - Review, discussion and finalize long Range capital plan, maintenance, and programs.
February 12, 2020	Wed	4:00 PM	Engineering Committee -Review, discussion and finalize long range capital plan, and maintenance.
February 21, 2019	Thu	8:00 AM	Waste and Recycling Committee - Review, discussion and finalize long Range capital plan, maintenance, and programs.
February 20, 2020	Thu	5:00 PM	Long range capital, maintenance plans, programs and captal budgets due to Finance for inclusion in the February 25, 2020 Special Workshop.
February 25, 2020	Tue	4:00 PM	Special Board Meeting - Workshop to review and approve long range capital, maintenance plans, programs, capital budgets, and goals.
March			Staff develops draft budget.
March 6, 2020	Fri		<i>Final Draft Rate Study.</i>
March 18, 2020	Wed	6:00 PM	<i>Regular Board Meeting - Rate Hearing.</i>
April 2, 2020	Thu	Noon	Draft Budget due to Kim for inclusion in Finance Committee Meeting.
April 7, 2020	Tue	2:00 PM	Special Finance Committee Meeting - Review and discuss draft budget.
April 9, 2020	Thu	Noon	Draft budget due to Kim for inclusion in April 15 Special Board Workshop package.
April 15, 2020	Wed	4:00 PM	Special Board Workshop - Review draft budget.
May 7, 2020	Thu	Noon	Draft Budget due to Kim for inclusion in Finance Committee Meeting.
May 12, 2020	Tue	2:00 PM	Special Finance Committee Meeting - Review and discuss final draft budget.
May 14, 2020	Thu	Noon	Final Draft Budget due to Kim for inclusion in May 20 Special Board Workshop package.
May 20, 2020	Wed	4:00 PM	Special Board Workshop - Review final draft budget (NOTE: This meeting is tentative. The meeting of April 15 will determine whether or not this meeting will be scheduled). MEETING NOT SCHEDULED.
June 3, 2020	Wed	6:00 PM	Regular Board Meeting - Budget presentation, Hearing, and possible adoption.

Note: Shaded meetings are public meetings. Meeting dates are subject to change and notification will be posted accordingly.

* Water rate study related

** Note meeting date is a Tuesday



PRESS RELEASE - 1/6/2020

PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT 2020/2021 BUDGET PROCESS & SCHEDULE

Each year, staff is tasked with preparing a budget for consideration at an annual Public Hearing in June. The process leading up to the hearing includes several public meetings to provide the Board and the public with information for consideration and opportunities for input into the budget process. These public meetings include workshops, committee, and Board meetings. Beginning in January, committees review and update their respective Long Range Plans including the 10-year Capital Improvement Plan (CIP) and Maintenance plans. In February, staff gathers information in preparation for the budget. February through March, the Board reviews and approves the Long Range Capital Plans and also provides staff with budget assumptions to be used based on the consumer price index and other economic factors. Considering these guidelines, staff begins the process of preparing a draft budget. Staff works with department managers and supervisors to obtain budget information and incorporates the data with the assumptions as directed by the Board. The draft budget is reviewed by management and presented to the Finance Committee for consideration prior to being presented to the full Board. The Final Draft Budget is made available for review and a public hearing is held in June. The Final Draft Budget is presented to the Board during the public meeting for final review, consideration, and adoption. All of these are public meetings and the District encourages public attendance and participation.

The events listed below have been scheduled to promote public participation and ensure the public has the opportunity to become familiar with the budget process. **The Public is invited to ALL of these sessions and is encouraged to attend.**



SCHEDULE OF EVENTS PUBLIC MEETINGS AND HEARING 2020/2021 BUDGET PROCESS

January and February

Committees meet, review and update long range capital, maintenance plans, programs, and District goals. Committee meeting agendas are posted on the District Calendar, in the office, online, and at the community centers. The public is invited and encouraged to attend and participate in this process.

February 25, 2020, 4:00 pm
Tuesday
Phelan Community Center

Special Board Workshop - Review and approval of committee proposed long range capital, maintenance plans, programs and goals.

April 7, 2020, 2:00 pm
Tuesday
Conference Room in District Office

Special Finance Committee - Review draft budget.

April 15, 2020, 4:00 pm
Wednesday
Phelan Community Center

Special Board Workshop - Review draft budget.

May 12, 2020, 2:00 pm
Tuesday
Conference Room in District Office

Special Finance Committee - Review final draft budget.

May 20, 2020, 4:00 pm
Wednesday
Phelan Community Center

Special Board Workshop - Review final draft budget. Note: This meeting is tentative. The meeting of April 15 will determine whether or not this meeting will be necessary.

June 3, 2020, 6:00 pm
Wednesday
Phelan Community Center

Regular Board Meeting
- **BUDGET HEARING**
- Budget approval (with any modifications identified as a result of the hearing).



Phelan Pinon Hills Community Services Dis

Detail Report
Account Detail

Date Range: 07/01/2019 - 12/03/2019

Account Name: Board - Education, Training/Hoffman

Fund: 01 - WATER FUND

01-0-1-52238

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Beginning Balance	Module Activity	Ending Balance
07/19/2019	APPKT02051	20190715	27239	July's Meeting-Kathy	ASBCSD - Assn of SB County Special District		30.00	0.00	900.00	900.00
10/11/2019	APPKT02083	20191025	DFT0008853	ACWA Fall Conf.	FBC-KATHLEEN - First Bank Card		870.00			

Total Fund: 01 - WATER FUND: Beginning Balance: 0.00 Module Activity: 900.00 Ending Balance: 900.00

Grand Totals: Beginning Balance: 0.00 Module Activity: 900.00 Ending Balance: 900.00

Fund Summary

Fund	Beginning Balance	Module Activity	Ending Balance
01 - WATER FUND	0.00	900.00	900.00
Grand Total:	0.00	900.00	900.00



Phelan Pinon Hills Community Services Dis

Detail Report Account Detail

Date Range: 07/01/2019 - 12/03/2019

Account: **Fund: 01 - WATER FUND** Name: **Board - Meals, Travel Expenses/Johnson** Beginning Balance: 0.00 Module Activity: 1,079.51 Ending Balance: 1,079.51

01-0-1-52223

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
10/11/2019	APPKT02083	20191025	DFT0008851	Morton's - CSDA Conf Exp.	FBC-CHARLIE - First Bank Card		181.82
10/11/2019	APPKT02083	20191025	DFT0008851	Marriott - CSDA Conf. Exp.	FBC-CHARLIE - First Bank Card		211.68
11/20/2019	APPKT02097	20191125	DFT0008935	Outback - CSDA Conf. Exp.	FBC-CHARLIE - First Bank Card		32.69
11/20/2019	APPKT02097	20191125	DFT0008935	Marriott - CSDA Conf. Exp.	FBC-CHARLIE - First Bank Card		443.36
12/02/2019	GLPKT16320	JN05068		CSDA Rate Settings Conference - July			62.64
12/02/2019	GLPKT16320	JN05069		ASBCSD Meeting - Sept.			55.68
12/02/2019	GLPKT16320	JN05069		CSDA Conference - Sept.			91.64

01-0-1-52233 Board - Education, Training/Johnson 0.00 659.00 659.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
08/15/2019	APPKT02061	20190825	DFT0008726	CSDA - Annual Conference Reg. Fee	FBC-CHARLIE - First Bank Card		625.00
08/30/2019	APPKT02066	20190909	27382	Sept. Meeting - Charlie	ASBCSD - Assn of SB County Special District		34.00

Total Fund: 01 - WATER FUND: Beginning Balance: 0.00 Module Activity: 1,738.51 Ending Balance: 1,738.51

Grand Totals: Beginning Balance: 0.00 Module Activity: 1,738.51 Ending Balance: 1,738.51

Fund Summary

Fund	Beginning Balance	Module Activity	Ending Balance
01 - WATER FUND	0.00	1,738.51	1,738.51
Grand Total:	0.00	1,738.51	1,738.51



Phelan Pinon Hills Community Services Dis

Detail Report Account Detail

Date Range: 07/01/2019 - 12/03/2019

Account: **Fund: 01 - WATER FUND** Name: **Board - Meals, Travel Expenses/Philips** Ending Balance: **1,486.00**

Beginning Balance: **0.00** Module Activity: Project Account: Amount: **1,486.00**

01-0-1-52229

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
08/05/2019	APPKT02055	20190805	27291	Aug. Meeting D. Philips	ASBCSD - Assn of SB County Special District		34.00
10/11/2019	APPKT02083	20191025	DFT0008851	Morton's - CSDA Conf Exp.	FBC-CHARLIE - First Bank Card		97.43
10/11/2019	APPKT02083	20191025	DFT0008852	Delia's - CSDA Conf. Exp.	FBC-DEBORAH - First Bank Card		12.58
10/11/2019	APPKT02083	20191025	DFT0008852	Marriott - CSDA Conf. Exp.	FBC-DEBORAH - First Bank Card		211.68
11/20/2019	APPKT02097	20191125	DFT0008935	Outback - CSDA Conf. Exp.	FBC-CHARLIE - First Bank Card		51.31
11/20/2019	APPKT02097	20191125	DFT0008937	Marriott - CSDA Conf. Exp.	FBC-DEBORAH - First Bank Card		502.16
11/20/2019	APPKT02097	20191125	DFT0008937	Carls Jr. - CSDA Conf. Exp.	FBC-DEBORAH - First Bank Card		19.16
11/20/2019	APPKT02097	20191125	DFT0008937	Marriott F & B - CSDA Conf. Exp.	FBC-DEBORAH - First Bank Card		8.00
11/20/2019	APPKT02097	20191125	DFT0008937	Marriott F & B - CSDA Conf. Exp.	FBC-DEBORAH - First Bank Card		8.00
11/22/2019	APPKT02097	20191130	213	Reimb. to District - Personal Charge on	DEBPHI - Deborah Jeanne Philips		-9.90
12/02/2019	GLPKT16320	JN05063		ASBCSD Meeting - July			23.20
12/02/2019	GLPKT16320	JN05064		ASBCSD Meeting - Aug.			51.04
12/02/2019	GLPKT16320	JN05064		MWA Today in Water Meeting - Aug.			33.64
12/02/2019	GLPKT16320	JN05064		MWA TAC Meeting - Aug.			33.64
12/02/2019	GLPKT16320	JN05065		CSDA Conference - Sept.			93.96
12/02/2019	GLPKT16320	JN05065		ABCs of Water at MWA - Sept.			33.64
12/02/2019	GLPKT16320	JN05065		ASBCSD Meeting - Sept.			45.24
12/02/2019	GLPKT16320	JN05066		TAC Meeting at MWA - Oct.			40.60
12/02/2019	GLPKT16320	JN05066		Women in Water Meeting - Oct.			33.64
12/02/2019	GLPKT16320	JN05067		Today in Water at MWA - Nov.			56.84
12/02/2019	GLPKT16320	JN05067		ASBCSD Meeting - Nov			35.38
							70.76

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Beginning Balance	Module Activity	Ending Balance
07/19/2019	APPKT02051	20190715	27239	July's Meeting-Deborah	ASBCSD - Assn of SB County Special District		30.00	0.00	1,948.00	1,948.00
08/15/2019	APPKT02061	20190825	DFT0008727	CSDA - Annual Conference Reg. Fee	FBC-DEBORAH - First Bank Card		625.00			
08/15/2019	APPKT02061	20190825	DFT0008727	ACWA Fall Conference Reg. Fee	FBC-DEBORAH - First Bank Card		1,190.00			
08/30/2019	APPKT02066	20190909	27382	Sept. Meeting - Deborah	ASBCSD - Assn of SB County Special District		34.00			
10/28/2019	APPKT02087	0029	27555	Oct. Meeting - D. Phillips	ASBCSD - Assn of SB County Special District		35.00			
11/22/2019	APPKT02097	20191112	27661	Nov. Meeting - D. Phillips	ASBCSD - Assn of SB County Special District		34.00			

Total Fund: 01 - WATER FUND: Beginning Balance: 0.00 Module Activity: 3,434.00 Ending Balance: 3,434.00

Grand Totals: Beginning Balance: 0.00 Module Activity: 3,434.00 Ending Balance: 3,434.00

Fund Summary

Fund	Beginning Balance	Module Activity	Ending Balance
01 - WATER FUND	0.00	3,434.00	3,434.00
Grand Total:	0.00	3,434.00	3,434.00



Phelan Pinon Hills Community Services Dis

Detail Report Account Detail

Date Range: 07/01/2019 - 12/03/2019

Account Name: Board - Education, Training/Roberts

Fund: 01 - WATER FUND

01-0-1-52235

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Beginning Balance	Module Activity	Ending Balance
08/15/2019	APPKT02061	20190825	DFT0008728	ACWA Fall Conference - M. Roberts	FBC-DON - First Bank Card	0.00	870.00	870.00

Total Fund: 01 - WATER FUND: Beginning Balance: 0.00 Module Activity: 870.00 Ending Balance: 870.00

Grand Totals: Beginning Balance: 0.00 Module Activity: 870.00 Ending Balance: 870.00

Fund Summary

Fund	Beginning Balance	Module Activity	Ending Balance
01 - WATER FUND	0.00	870.00	870.00
Grand Total:	0.00	870.00	870.00



Phelan Pinon Hills Community Services Dis

Detail Report Account Detail

Date Range: 07/01/2019 - 12/03/2019

Account: **Fund: 01 - WATER FUND** Name: **Board - Meals, Travel Expenses/Brandon** Module Activity: **615.93** Ending Balance: **615.93**

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
10/11/2019	APPKT02083	20191025	DFT0008850	Northgate Market - CSDA Conf. Exp.	FBC-ALEX - First Bank Card		5.75	
10/11/2019	APPKT02083	20191025	DFT0008850	Denny's - CSDA Conf. Exp.	FBC-ALEX - First Bank Card		20.57	
10/11/2019	APPKT02083	20191025	DFT0008850	Denny's - CSDA Conf. Exp.	FBC-ALEX - First Bank Card		11.08	
11/20/2019	APPKT02083	20191025	DFT0008850	Marriott - CSDA Annual Conf.	FBC-ALEX - First Bank Card		211.68	
12/02/2019	APPKT02097	20191125	DFT0008936	Marriott - CSDA Conf. Exp.	FBC-ALEX - First Bank Card		249.11	
12/02/2019	GLPKT16320	JN05070		ASBCSD Meeting - July	FBC-ALEX - First Bank Card		24.36	
12/02/2019	GLPKT16320	JN05071		CSDA Conference - Sept.			93.38	
01-01-52721 Board - Education, Training/Brandon							0.00	30.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
07/19/2019	APPKT02051	20190715	27739	July's Meeting - Alex	ASBCSD - Assn of SB County Special District		30.00

Total Fund: 01 - WATER FUND: Beginning Balance: 0.00 Module Activity: 645.93 Ending Balance: 645.93

Grand Totals: Beginning Balance: 0.00 Module Activity: 645.93 Ending Balance: 645.93

Fund Summary

Fund	Beginning Balance	Module Activity	Ending Balance
01 - WATER FUND	0.00	645.93	645.93
Grand Total:	0.00	645.93	645.93