



## PRESS RELEASE - 2/10/2019

# PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT 2019/2020 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 2019/2020 BUDGET PROCESS

January and February

Committees meet, review and update Long Range Capital and Maintenance Plans, current year CIP and maintenance plans, and District goals. Committee meeting agendas are posted on the District calendar, in the office and at the community centers. The public is invited and encouraged to attend and participate in this process.

February 27, 2019, 4:00 pm  
Wednesday  
Phelan Community Center

Special Board Workshop - Review and approval of committee proposed Long Range Capital and Maintenance Plans, District goals, and budget assumptions.

March 13, 2019, 5:00 pm  
Wednesday  
Phelan Community Center

Special Board Meeting - Board considers and makes determination for budget assumptions for 2019/2020 Budget. This meeting is tentative. The meeting of February 27 will determine whether or not this meeting will be necessary.

April 11, 2019, 10:00 am  
Thursday  
Conference Room in District Office

Special Finance Committee - Review of draft budget.

April 24, 2019, 5:00 pm  
Wednesday  
Phelan Community Center

Special Board Workshop - Review draft budget.

May 15, 2019, 4:00 pm  
Wednesday  
Phelan Community Center

Special Board Workshop - Review final draft budget. Note: This meeting is tentative. The meeting of April 24 will determine whether or not this meeting will be necessary.

June 5, 2019, 6:00 pm  
Wednesday  
Phelan Community Center

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