



BOARD PACKAGE

April 5, 2023

Special Board Workshop – 5:00 p.m.

SPECIAL BOARD WORKSHOP AGENDA

April 5, 2023

Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

SPECIAL BOARD WORKSHOP – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call

1) **Approval of Agenda**

2) **Public Comment** – Under this item, any member of the public wishing to directly address the Board on any item of interest that may or may not be within the subject matter jurisdiction of the Board, but not listed on the agenda, may do so at this time. However, the Board is prohibited by law from taking any action on any item not appearing on the agenda unless the action is otherwise authorized by the Brown Act. Any member of the public wishing to directly address the Board on any item listed on the agenda may do so when the item is being considered by the Board. *If you wish to address the Board, please do so by the method listed on the first page of this agenda.* Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.

3) **Presentation on Budget Impacts**

4) **Review of 2023/2024 Draft Budget**

5) **Review of 10-Year Capital Improvement & Maintenance Plans**

6) **Review of Action Items**

7) **Adjournment**

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above-agendized public meeting should be directed to the District's General Manager at (760) 868-1212 at least 24 hours prior to said meeting.

Agenda materials can be viewed online at www.pphcsd.org



Mission Statement:

The Mission of the Phelan Piñon Hills Community Services District is to efficiently provide authorized services and maximize resources for the benefit of the community.

Authorized Services:

- Water
- Parks & Recreation
- Street Lighting
- Solid Waste & Recycling

Remote Viewing:

To watch the livestream (view only – nonparticipating), visit our YouTube channel:

[PPHCSD YouTube Channel Link](#)

Remote Participation:

To provide public comment, or otherwise participate remotely, select the meeting you wish to attend on the District's website and then click the "Join Remote Meeting" option.

<https://www.pphcsd.org/meetings>

Please be advised that remote participation and livestreaming options are provided as a courtesy to the public and technical issues could occur, resulting in delays or the inability to participate remotely or livestream. It is recommended that you attend in person to ensure you are able to participate.

Written Comments:

You may also email your public comment to the Board Secretary at ksevy@pphcsd.org by the meeting start time listed on this agenda. Your comment will be added to the record by the Board Secretary.

Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing ksevy@pphcsd.org or by visiting our website and completing the signup form at www.pphcsd.org under the "Agendas and Minutes" tab.

MEMORANDUM

DATE: April 5, 2023

TO: Board of Directors

FROM: Don Bartz, General Manager
By: David Noland, Finance Supervisor

SUBJECT: 2023/2024 Draft Budget Detail

STAFF RECOMMENDATION

For the Board to review the draft 2023/2024 Budget Detail schedule, make recommendations for changes, if necessary, and authorize staff to continue by using these schedules to compile the final budget document for the Budget Hearing (May 10 or June 14, 2023, TBD).

BACKGROUND

The committees have prepared their portions of the capital expenditure plans. The Board has reviewed the 10-year Capital schedule and has moved it forward for staff to include in the Budget. Staff has completed their projected budget scenarios and presented them to the accounting staff for inclusion in the budget.

The Draft 2023/2024 Budget Detail and Capital Expenditure schedules have been reviewed by the Finance Committee. The Finance Committee recommended changing the estimated water revenue from construction to include a 20% decrease, due to the slowing rate of new meter installations in the area, which resulted in a \$55,482 reduction of revenue. Staff was able to lower the original estimated increase in utility costs by 5% based on new estimates which offset the revenue decrease.

Staff is recommending for the Board to review the Draft 2023/2024 Budget Detail and Capital Expenditure schedules for inclusion in the 2023/2024 Budget document that will be presented to the Board and Public at the public hearing scheduled for May 10 or June 14, 2023 (TBD).

FISCAL IMPACT

N/A

ATTACHMENT(S)

2023/2024 Budget Detail Comparison
2023/2024 Capital Expenditure Budget
Current CIP 10-year schedule
Budget Schedule

Phelan Pinon Hills Community Services District
BUDGET DETAIL COMPARISON 2023/2024

Assumes: Rates/Reve Expenses	% Over Est Year End 6.00% 3.00%	TOTAL ENTERPRISE FUNDS				TOTAL GOVERNMENT FUNDS				TOTAL ALL FUNDS				Bud vs Bud	Bud vs Est YE	23/24 Budget vs. Actual Est YE	Line#
		Prior Year 2021/2022 Budget	Prior Year 2022/2023 Budget	Actual Est YE 22/23	Proposed 2023/2024 BUDGET	Prior Year 2021/2022 Budget	Prior Year 2022/2023 Budget	Actual Est YE 22/23	Proposed 2023/2024 BUDGET	Prior Year 2021/2022 Budget	Prior Year 2022/2023 Budget	Actual Est YE 22/23	Proposed 2023/2024 BUDGET				
168	NET INCOME	610,446.07	746,599.45	176,657.86	761,674.43	914,124.59	983,958.55	1,692,655.64	1,239,178.40	1,524,570.66	1,730,558.00	1,869,313.50	2,000,852.83	15.6%	7.0%	131,539.33	168
169	Fund Depr @ 60% = add back 40%	756,124.71	708,431.68	754,967.60	711,134.40	34,288.81	37,104.00	36,986.18	37,104.00	790,413.52	745,535.68	791,953.78	748,238.40	0.4%	-5.5%	Add back in 40% not Funded.	169
170	Principal Payments Due on Loan	654,615.30	654,615.30	625,392.26	829,514.00	0.00	0.00	0.00	0.00	654,615.30	654,615.30	625,392.26	829,514.00	26.7%	32.6%	Principal portion of loans increase as interest decreases each year.	170
171	TOTAL NET INCOME (AFTER DEPR AND PRIN)	711,955.48	800,415.83	306,233.19	643,294.83	948,413.40	1,021,062.55	1,729,641.82	1,276,282.40	1,660,368.88	1,821,478.38	2,035,875.02	1,919,577.23	5.4%	-5.7%		171
172	Transfer to Reserves (Water Rights/Resources)				559,617.87								559,617.87			Line 6 & 142 (partial)	172
173	Repayment of Property Plant & Equip Reserves				0.00								0.00			Per Rate Study, Board wishes to repay reserves over 5 years	173
174	Repayment of Disaster Response Reserves				0.00								0.00			Total due Reserves for 2012 Water Rights	174
175	TOTAL NET INCOME (After Transfer to / Repayment of Reserves)				83,676.96				1,276,282.40				1,359,959.36			Total due Reserves for 2015 Water Rights	175
176	Capital Budget				65,000.00				100,000.00				165,000.00			Total due AVW water	176
177	TOTAL NET INCOME (After CIP)				18,676.96				1,176,282.40				1,194,959.36			Note: 2015 Water Rights are part of C6 and will be repaid with C6 funding	177
178																Note: Dairy Lease Income is used on line 173/174 to pay down reserves	178
179	2023/2024 I	2023 Civic Center Lease	2021 Solar&Fac	2012 (Water)	Caltrans (HWY 1)	TOTAL LOANS										loans. Board will decide at 2nd meeting in June.	179
180	Principal	188,440.63	393,376.91	221,504.65	26,191.81	\$ 829,514.00											180
181	Interest	278,669.38	128,845.21	110,760.13	269.71	\$ 518,544.43											181
182	Fees	-	0.00	16,620.51	0.00	\$ 16,620.51											182
183		467,110.01	522,222.12	348,885.29	26,461.52	\$ 1,364,678.94											183
184	Solar Portion		338,964.38													AVW to be repaid over 5 years = annual repayment	184
185	Estimated Solar Credits:		-565,000.00													2012 Water Rights paid over 10 years = annual repayment	185
186																Total annual amount to repay reserves	186
187	Total Operating Revenue	6,860,395.16	8,287,548.92	7,649,078.99	8,262,070.26	15,000.00	16,639.67	18,206.43	20,027.07	6,875,395.16	8,304,188.59	7,667,285.42	8,282,097.34			1/2 to Replacement Reserves 1/2 to Disaster Reserves	187
188	Total Non-Operating Revenue	2,274,392.05	1,919,046.40	2,254,055.54	2,302,541.94	1,626,044.48	1,887,475.71	2,389,781.28	2,488,241.83	3,900,436.53	3,806,522.11	4,643,836.82	4,790,783.77			* Not able to repay reserves in 22/23 or 23/24	188
189	Total Revenue	9,134,787.21	10,206,595.32	9,903,134.53	10,564,612.20	1,641,044.48	1,904,115.38	2,407,987.71	2,508,268.90	10,775,831.69	12,110,710.70	12,311,122.24	13,072,881.11				189
190																	190
191	Total Operating Expense	7,373,585.19	8,329,076.79	8,617,637.66	8,425,585.57	723,642.29	916,645.95	819,820.60	1,262,176.15	8,097,227.48	9,245,722.74	9,437,458.27	9,687,761.72				191
192	Total Non-Operating Expense	1,150,755.95	1,130,919.08	1,108,839.01	1,377,352.20	3,277.60	3,510.88	(104,488.54)	6,914.35	1,154,033.55	1,134,429.96	1,004,350.47	1,384,266.55				192
193	Total Expense	8,524,341.14	9,459,995.87	9,726,476.67	9,802,937.77	726,919.89	920,156.83	715,332.06	1,269,090.50	9,251,261.03	10,380,152.70	10,441,808.74	11,072,028.27				193

CAPITAL EXPENDITURE BUDGET

2023/2024 Budget

	DESCRIPTION/LOCATION	ESTIMATE	FUNDING SOURCE
<u>CIP PROJECTS</u>			
1	Chromium 6 Mitigation	250,000.00	B
2	Future Civic Center	8,000,000.00	E
3	Meter Replacement	700,000.00	D
	Total Water Fund Projects	\$ 8,950,000.00	
4	Phelan Park Expansion	4,665,000.00	I
5	Solid Waste	35,000.00	H
	Total Government Fund Projects	\$ 4,700,000.00	
	TOTAL CIP PROJECTS	\$ 13,650,000.00	
 <u>CAPITAL PURCHASES</u>			
6	Vehicle	130,000.00	A/H
	TOTAL CAPITAL PURCHASES	\$ 130,000.00	
	TOTAL CIP PROJECTS AND CAPITAL PURCHASES	\$ 13,780,000.00	

<u>FUNDING SOURCES</u>			
Ent	A Reserve and Depreciation Funded	60% of Depreciation	A \$ 65,000.00
Ent	B Chromium 6 Surcharge		B 250,000.00
Ent	C Connection Fees		C -
Ent	D Reserves and Grants		D 700,000.00
Ent	E Loan and/or Grants		E 8,000,000.00
Gvt	F Reserve and Depreciation Funded	60% of Depreciation	F
Gvt	G *Property Plant and Equipment Replacement Reserve		G
Gvt	H Existing Funds Available or Operational Revenue		H 100,000.00
Gvt	I Existing Funds, Loan and/or Grants		I 4,665,000.00
			\$ 13,780,000.00

* Note: Board will identify how reserves will be replaced.

All above items are from the District 10-year CIP plan
 Note: Items 1-3 are developed in the Engineering Committee
 Item 4 were developed in the Parks and Recreation Committee
 Item 5-6 were developed in the Engineering/Parks/Solid Waste Committee's
 Item 8 is from IT Annual Recommendations

Phelan Pinon Hills Community Services District

Enterprise Capital Improvement Projects

	Item No.	Location	Description	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032-2042	Notes		
Chromium Mitigation Projects	1	Well 14 SP 1.1	Well Profiling <i>(Contingent on state ruling)</i>				\$450,000.00										
		Well 12 SP 1.1	Equip with Cr6 packer		\$150,000.00												
		Well 16 SP 1.1 / 1.4	Additional Water Supply				\$2,000,000.00										
		Well No. 15 - Azalea Road SP 1.1	Well, Equip, 12" pipeline 6K LF (\$2.4mil)	\$1,555,000.00													
		Storage Tank - Reservoir 6A (Prop. 1.5 MG) SP 1.1	Existing 6A (0.4 MG) <i>(Contingent on Fed. Funding \$1.7milFed./\$1 mil District)</i>			\$2,700,000.00										Approvs req. for \$1.75 m - Budgeted in 2025/2026 depending on approval	
		Reservoir 6A Other Cost SP 1.1	Design / Studies		\$100,000.00											Design for 6A Tank	
		Future Reservoir Site	Land Aquisition	\$50,000.00													
		Storage Tank - Tank at Well 2 Tank 3 (Prop. .5 MG) SP 1.1	Cr6 Mitigation Blending Reservoir					\$1,000,000.00									
Sub-Total Cr6:				\$1,605,000.00	\$250,000.00	\$2,700,000.00	\$2,450,000.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Civic Center	2	Civic Center Project (APN 3066-261-10) (See Government Funds, Civic Center Project for add. Costs)	TRLS / David Evans Services														
			Off Site Development (estimate)														
			Professional Services	\$100,000.00													
			Liburn CEQA / RLB Cost Estimate		\$8,000,000.00	\$500,000.00											Updated to reflect Steeno's 9-20-22 quote and additional contingency requirement
Sub-Total Civic Center:				\$100,000.00	\$8,000,000.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
		Reservoir 7A (1.1 MG) SP 1.4	7A-1 (.079 MG) 7A-2 (.079 MG)					\$2,035,000.00									
		Other Cost SP 1.4	Design / Equipping / Studies					\$100,000.00									
		Reservoir L1 (0.35 MG) SP 1.4	L1 (.483 MG)					\$647,500.00									
		Other Cost SP 1.4	Design / Equipping / Studies					\$100,000.00									
Master Plan (Pipelines) 2022-2027	4	Sundown Road (Wilson Ranch/Roosevelt)	P1-1,900 LF (8") replace 6"			\$252,700.00											
		Phelan Road (Sheep Creek / Centola)	P3 -9,500 LF (12")						\$1,989,200.00								
		Pinon Hills Road (Nielson / Maria)	P13-1,300 LF (8")	\$157,300.00													
		Atsina Road (Mono / Solano)	P14-1,400 (8")				\$186,200.00										
		Fremontia Road (Glenview / Oasis)	P15-2,600 LF (8") replace 6"				\$314,600.00										
Master Plan (Pipelines) 2032-2042	5	Smoke Tree (Soledad / Highway)	P2-6,500 LF (12") replace 6"											\$1,358,500.00			
		Buckwheat / Phelan / Cholla / Minero	P4-14,750 LF (12") replace 6"-8"											\$3,082,750.00			
		Brawley Road (Eaby / Schlitz)	P5-1,400 LF (8") replace 6"											\$224,000.00			
		Phelan Road (Baldy Mesa / Shasta)	P6-9,300 LF (12") replace 6"											\$1,636,800.00			
		Highway 138 / Ponderosa / Pine Tree	P7-8,300 LF (12") replace 6"														
		Buckthorne Road (Highway 138)	P8-1,300 LF (12") replace 6"-8"														
		White Fox Trail (Minero / Pionero)	P9-1,300 LF (12") replace 6"														
		Acanthus Street (Bonaza / Palmdale)	P10-1,300 LF (12")														
		Pinero Road (Phelan Rd.)	P11-350 LF (12") replace 8"														
Mirage Road (Mango / Progress)	P12-2,500 LF (12")																
Sub-Total Master Plan CIP:				\$157,300.00	\$0.00	\$252,700.00	\$186,200.00	\$3,197,100.00	\$1,989,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,302,050.00			
Smithson Springs	6	Smithson Springs Canyon Tank and Pipeline	Construction (capture tank)				\$25,000.00										
Land	7	Future Expansion Sites (general)	Purchase			\$100,000.00											
Water	8	Adjudication	Cost														
Meters	9	Meter Replacement Program SP 1.5	Infrastructure														
			O & M	\$1,000,000.00	\$700,000.00												
Planning	10	Urban Water Management Plan	Report			\$25,000.00	\$15,000.00			\$25,000.00							
	11	Water Master Plan (update hydraulic model)	Report							\$88,000.00							
Sub-Total CIP (items 6-12):				\$1,000,000.00	\$700,000.00	\$125,000.00	\$40,000.00	\$0.00	\$0.00	\$113,000.00	\$0.00	\$0.00	\$0.00	\$0.00			
Sub-Total CIP (items 1-12):				\$2,862,300.00	\$8,950,000.00	\$3,577,700.00	\$2,676,200.00	\$4,197,100.00	\$1,989,200.00	\$113,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,302,050.00		

Phelan Pinon Hills Community Services District

Enterprise Capital Purchases

	No.	Item	Description	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032-2042	Notes	
Vehicles	12	Operations Vehicles / Equipment	Equipment													
			GM Vehicle (80% Enterprise)													
			Field Trucks	\$100,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	
Software & Hardware	13	Servers	Server						\$40,000.00					\$40,000.00	Updated from \$3,500 based on server and workstation	
Sub-Total (Capital Purchases):				\$100,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$105,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$40,000.00		

Enterprise 10-Year Repair and Maintenance Plan

	No.	Item	Description	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032-2042	Notes
Projects	14	Tank Maintenance STS 10-Year Contract (2021 to 2030)	Maintenance	\$267,200.00	\$48,300.00	\$267,200.00	\$48,300.00	\$48,300.00	\$48,300.00	\$48,300.00	\$48,300.00	\$48,300.00	\$48,300.00	\$48,300.00	
	15	Exterior Tank Rehab (8A, 7A-1, 7A-2, 8B, 7B-1 7B-2, 3C-1, 3C-2, 1C-1, 1C-2)	* Cost included in Item No. 15 Blast and Recoat (10-Year STS Contract)	*	*		*								
	16	1.0 MG Tank Interior Rehab (1A-3, 2A-2 & 2C-2 (\$215K/per cost over 4-year))	* Cost included in Item No. 15 Blast and Recoat (10-Year STS Contract)	*	*	*									
	17	Level Control/Pump Control/High Pressure Blow-off Control Valves / PRV Station maintenance. Well #14 PRV (164 valves total each year)	Maintenance	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
	18	Well Rehabilitation / Equipping / Maintenance	Rehab Well		\$125,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	New budgeted amount
			Equip Mountain Well	\$120,000.00											Originally budgeted in 2023/2024
			Rehab Well 1B (2023) & 2A (2024)			\$200,000.00									Originally budgeted in 2022/2023
	19	Booster Rehabilitation (4 per year)	Rehabilitation	\$80,000.00	\$80,000.00	\$85,000.00	\$85,000.00	\$85,000.00	\$85,000.00	\$85,000.00	\$85,000.00	\$85,000.00	\$85,000.00	\$85,000.00	
	20	SCADA (System SCADA Upgrade completed 2015)	Mountain Well - Oak Spring												Originally budgeted in 2023/2024
			Site Upgrade	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
	21	PRV (Emergency By-Pass)	Rebuilt / Replacement / Maintenance	\$10,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
	22	Leak Maintenance Program	Service Line Replacement (150/yr)	\$115,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	
			Water Pipeline Lowering/Covering	\$136,000.00	\$127,000.00	\$220,000.00	\$110,000.00	\$110,000.00	\$110,000.00	\$110,000.00	\$110,000.00	\$110,000.00	\$110,000.00	\$110,000.00	
	23	Solar - Operation and Maintenance - SunPower	O & M Contract (2016-2026)	\$35,575.00	\$35,575.00	\$35,575.00	\$35,575.00	\$35,575.00	\$35,575.00	\$35,575.00	\$35,575.00	\$35,575.00	\$35,575.00	\$35,575.00	
24	SCADA TESCO Maintenance Contract	support services & training	\$15,000.00	\$6,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00		
25	Lab Analysis	UCMR5			\$15,000.00										
26	Site Maintenance	Vegetation Mitigation (CAL Fire)	\$10,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00		
Sub-Total R & M:				\$818,775.00	\$464,875.00	\$1,024,775.00	\$683,875.00	\$573,875.00	\$573,875.00	\$573,875.00	\$573,875.00	\$573,875.00	\$573,875.00	\$0.00	
Total CIP, Capital Purchases and R & M:				\$3,781,075.00	\$9,479,875.00	\$4,667,475.00	\$3,425,075.00	\$4,835,975.00	\$2,668,075.00	\$751,875.00	\$638,875.00	\$638,875.00	\$638,875.00	\$6,342,050.00	

Phelan Pinon Hills Community Services District

Government Funds Capital Improvement Projects

	No.	Location	Description	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	Notes
Phelan Park Exp.	1	Design/Engineering SP 2.1	Phase 3 & 4											Note: \$3.75 - \$1.5m from L &WC grant fund that will req. matching funds, if awarded, remainder to be funded by District - \$8.5 remain. balance of project
		Construction SP 2.1			\$3,750,000.00	\$ 8,500,000.00								
		Construction SP 2.1			\$915,000.00									
Civic Center Bldg.	2	Government Portion of Phase I (See Enterprise Funds, Civic Center Project for add. Costs)	Design / Engineering (5%)											
			Site Dev./Improvements (30%)			\$2,800,000.00								
			Building Const. (5%) SP 2.3											
Com. Cent./Gym	3	Community Center / Gymnasium SP 2.1	Design / Engineering											
			Buildout										\$4,300,000.00	
			Remaining Buildout											
Leg.	4		Ballot Measure	\$10,000.00		\$100,000.00								
Plans	5	Solid Waste Rate Study	Report			\$50,000.00								
Solid Waste & Rec.	6		Potential Capital Projects	\$35,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	
			Sub-Total Projects:	\$45,000.00	\$4,700,000.00	\$11,490,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00

Government Funds Capital Purchase

	No.	Item	Description	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	Notes	
Vehicles	7	Vehicles / Equipment	Equipment												
			GM Vehicle (20%)												
			Vehicle (Solid Waste)		\$65,000.00										
			Truck (Parks)			\$65,000.00									
Sub-Total Purchases:				\$0.00	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Government Funds - Repair and Maintenance Plan

	No.	Item	Description	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	Notes		
Parks and Recreation	8	Community Centers	Roof				\$60,000.00			\$40,000.00						
			HVAC	\$8,000.00	\$8,000.00	\$8,000.00				\$20,000.00	\$18,000.00					
			Paint Exterior						\$20,000.00	\$18,000.00						
			Paint Interior	\$11,000.00					\$11,000.00							
			Ceiling Tiles		\$20,000.00											
			Vinyl Floors									\$18,000.00	\$18,000.00	\$18,000.00		
			Carpet						\$6,000.00							
			Drinking Fountains	\$1,500.00	\$1,500.00	\$1,500.00										
			Tables and Chairs	\$1,500.00	\$2,000.00											
			Storage Shed													
			Kitchen Appliances	\$7,000.00	\$7,000.00	\$7,000.00						\$15,000.00				Note: \$15,000 in 28/28 for commercial stove
			Water Heaters	\$5,000.00	\$5,000.00	\$5,000.00										
			Kitchen Floors										\$6,500.00	\$6,500.00	\$6,500.00	
			Bathroom Fixtures/Partitions	\$7,500.00	\$20,000.00											
			Bathroom Floors										\$5,000.00	\$5,000.00	\$5,000.00	
9	Parking Lots	Parking Lots														
10	Street Light Décor															
11	Existing Parks	Play Equipment			\$15,000.00	\$25,000.00								Note: \$15k for painting basketball courts in 24/25 and \$25k for swing set in 25/26		
		Shelters														
		Walkways/Table Pads														
		Landscape	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00			
		Hardscape	\$10,000.00													
Amenities (Tables, Benches, etc)	\$17,200.00		\$3,600.00					\$50,100.00					Note: \$3,600 for Pinon Hills benches			
Bathroom Facilities	\$2,800.00	\$2,800.00	\$2,800.00	\$3,000.00									Note: \$3,000 for paint			
Sub-Total Repair & Maintenance Parks & Rec.:				\$83,500.00	\$78,300.00	\$54,900.00	\$137,000.00	\$30,000.00	\$12,000.00	\$117,100.00	\$41,500.00	\$41,500.00	\$41,500.00			

Phelan Pinon Hills Community Services District

Government Funds 10-Year Repair and Maintenance Plan & Programs

	No.	Item	Description	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2029/2030	2029/2030	Notes
Solid Waste Programs	12	Community Clean-ups	2 per year	\$13,200.00	\$13,200.00	\$15,400.00	\$15,400.00	\$17,600.00	\$17,600.00	\$17,600.00	\$17,600.00	\$17,600.00	\$17,600.00	
	13	Tire Clean-ups	4 per year	\$11,000.00	\$11,000.00	\$13,200.00	\$13,200.00	\$15,400.00	\$15,400.00	\$15,400.00	\$15,400.00	\$15,400.00	\$15,400.00	
	14	Workshops		\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	
	15	Trash & Recycling Program	Marketing Software	\$2,750.00	\$20,000.00	\$3,300.00	\$3,850.00	\$3,850.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	
	16	Household Hazardous Waste Program Special PPHCSD Hosted HHW Event	Staff Payable to SB County	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	
	17	Miscellaneous Marketing	Compost Bins	\$10,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
	18	School Outreach Program		\$11,000.00	\$11,000.00	\$11,500.00	\$11,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	
	19	Service Organization Donations		\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
Sub-Total Solid Waste Programs				\$59,680.00	\$121,930.00	\$65,630.00	\$66,180.00	\$73,080.00	\$73,630.00	\$74,130.00	\$74,130.00	\$74,130.00	\$74,130.00	
Total Government Funds Repair, Maintenance, & Programs				\$143,180.00	\$200,230.00	\$120,530.00	\$203,180.00	\$103,080.00	\$85,630.00	\$191,230.00	\$115,630.00	\$115,630.00	\$115,630.00	
Total Government Funds CIP & Capital Purchases				\$45,000.00	\$4,765,000.00	\$11,555,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$4,345,000.00	
Total Government Fund CIP, Capital Purchases, Repairs, Maintenance, & Programs				\$188,180.00	\$4,965,230.00	\$11,675,530.00	\$243,180.00	\$148,080.00	\$130,630.00	\$236,230.00	\$160,630.00	\$160,630.00	\$4,460,630.00	

Items in blue italics are placeholder items

PRESS RELEASE – 3/23/2023

**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
2022/2023 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. Staff utilizes budget assumptions 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 FOR 2023/2024 BUDGET PROCESS

January & 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.
Wednesday – 5:00 p.m. February 15, 2023	Special Board Workshop – Review and approval of committee proposed long range capital, maintenance plans, programs, and goals.
Tuesday – 4:00 p.m. March 21, 2023	Special Finance Committee – Review Draft Budget
Wednesday – 5:00 p.m. April 5, 2023	Special Board Workshop – Review Draft Budget
Tuesday – 4:00 p.m. April 18, 2023	Finance Committee – Review Final Draft Budget
Wednesday – 5:00 p.m. May 3, 2023	Special Board Workshop – Review Final Draft Budget. Note: This meeting is tentative . The meeting of April 5, 2023, will determine whether or not this meeting will be necessary.
Wednesday – 5:00 p.m. May 10, 2023 or June 14, 2023	Regular Board Meeting Budget Hearing & possible Budget approval (with any modifications identified as a result of the hearing)