



**CAPITAL IMPROVEMENT PLAN
2022-2026**

Capital Improvement Plan & Capital Budget

To set up a capital improvement fund the City is required to formally adopt a Capital Program (CIP). The main advantage of this method of budgeting and planning is that projects can be earmarked and carried from one year to the next. For example, if it is recognized that renovation of a public building will be needed in five years, an amount can be set aside annually so the project can be funded at the end of five years. The CIP fund also allows a project to be done in phases, with funds allocated in one year for a portion of a project and then finished in later years.

The Capital Improvement Plan is a five-year planning document designed to guide decisions concerning capital expenditures. This is a planning document and, as for all planning documents, it is subject to revision in order to reflect changes in community needs and service requirements, environmental factors and Council priorities. The first year of the Plan is intended to accurately reflect that year's anticipated appropriation for major capital projects and is called the Capital Budget. The subsequent four years represents an anticipated capital need during the period as submitted and approved. The CIP must be reviewed and revised each year in order to add new projects and revise priorities.

The process of determining major capital needs and establishing a financial program extending beyond the annual budget encourages the City to examine long-range needs and allows more coherent city-wide fiscal policies. The CIP provides a basis to compare projects and provides opportunities to explore alternate funding sources, since most capital improvement requests exceed the available revenues.

Since 2016, the City has allocated all funds received from the Local Government Aid to the Capital Improvement Plan and budgets, with some additional budgeted transfers from the General Fund.

The purpose is to set up a five (5) year Capital Improvement Plan in order to establish a capital improvement fund. The main goals are:

- To ease the review of the annual capital budget through a uniform and fair process
- To invite and promote public participation in the annual budget process. This is accomplished through a reasonable, sensible and responsible approach by providing documentation, as well as advertising and scheduling public meetings.
- To link capital budget requests with the City strategic plan, adopted policies, and other approved planning documents.
- To link capital expenditures with operating budgets.
- To increase awareness, cooperation, coordination, and participation between departments, agencies, stakeholders, and other political jurisdictions.

The City of Big Lake conducts various planning processes (long-term, mid-term and short-term), to help guide the government and to ensure the decisions are made in the context of the organization as a whole and with a long-term perspective. Diligent efforts are made to insure each of these component planning processes are in concert with one another. This so called "Linkage" is paramount to ensure short-term decisions are consistent with the overriding values embodied in the mid-term and long-term planning processes adopted by the City Council. The required linkage dictates that the CIP be developed within the context of and consistent with, the City's long-term and mid-term plans.

Each element of the City's planning process has a different purpose and timeframe. The Strategic Plan, Vision, Mission, Long-Term Goals and Growth Policy are the most far-reaching in nature – 10 to 25 years.

The Capital Improvement Plan and the Five-Year Financial planning are mid-term in nature – five years. The Annual Budget and the Capital Budget are short-term – covering a one-year timeframe. The most important requisite is that they are coordinated and are in concert with one another.

Capital Planning

Capital planning refers to the process of identifying and prioritizing City capital needs for determining which capital projects should be funded in the capital budget as resources become available. Citywide planning is guided by the City’s strategic Plan and the Growth (Comprehensive Plan) Policy. These plans provide long term direction for the growth and development of the City.

Capital Planning Process

The capital improvements process provides for the identification, review, planning and budgeting of current and future capital expenditures.

All requests for capital improvement projects are reviewed, evaluated, and weighted in order to assist the City Council in selecting the projects to be funded. Department are responsible for submitting CIP requests. The adoption of a CIP by the City is strictly a statement of intent, not an appropriation of funding for projects contained within. A list of approved CIP projects will be updated on an annual basis as new needs become known or priorities change. The possibility of a project with a low priority can remain in the CIP longer than four years due to a more important project bumping ahead in the schedule for quicker implementation. On occasion, some approved projects, with a lower priority are funded in advance of projects with a higher priority, in order to meet legal requirements or when a new or identified source of funding becomes available in order to complete the project.

For the purpose of this process, “Capital”, is defined as an item or items that have a single acquisition cost of at least \$5,000 and a useable life for a minimum of 3 years. This definition assists in delineating a major project or piece of equipment as a capital program, rather than routine maintenance or replacement of operating equipment.

- Replacement vehicles for the police department are included in the CIP program as indicated on the fleet replacement schedule, which is funded each year in the Capital Budget.

Capital Improvement Plan Funding

The FY 2022-2026 Capital Improvement Plan has twelve different sources of funding. Each funding source is described below. As noted before, capital projects, unlike operating expenses which recur annually, only require one-time allocations for a given project. This funding flexibility allows the City to pursue financing and one-time revenues sources to accelerate completion of critical projects.

- **General Fund** – yearly transfers from the General Fund for future projects and for the computer replacement allocation
- **CIP Fund** – allocated fund balance of the Capital Improvements funds for specific projects
- **LGA** – Local Government Aid the City received from the State
- **Bonds** – General Obligation Bonds for the Street Rehabilitation program
- **Park Dedication** – funds from the Park Development Fund, currently these projects are on hold as there is no immediate funding for the projects

- **Water Operations** – yearly transfers from the Water Operation Fund to the Water CIP fund for future projects
- **Revenue Bond Water** – bonds needed to finance upcoming projects
- **Sewer CIP Fund** – allocated fund balance for the infrastructure improvement on the Wastewater Treatment Plant
- **Sewer Operations** – yearly transfer from the Sewer Operation Fund to the Sewer CIP fund for future projects
- **Storm Water Operations** – yearly transfer from the Storm Water Operation Fund to the Storm Water CIP fund for future projects
- **Liquor Store Operations** – yearly transfers from the Liquor Store Operation Fund to the Liquor Store CIP Fund for future projects
- **Debt Service Funds** – yearly principal and interest payments for all debts of the City

Whenever the City commits to a CIP plan, there is an associated long-range commitment of operating funds. For this reason, it is important to evaluate capital commitments in the context of their long-range operating impact. Most capital projects affect future operating budgets either positively or negatively due to an increase or decrease in maintenance costs or by providing capacity for new programs to be offered. Such impacts vary widely from project to project and, as such, are evaluated individually during the process of assessing project feasibility. The five-year financial plans also provide an opportunity to review the operating impact of growth-related future capital projects.



Capital Improvement Plan Summary 2022 - 2026

2022 through 2026 - Summary by Department

Dept	2022	2023	2024	2025	2026	Totals
Administration/Finance	\$ 240,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 360,000
IT Department	32,186	22,500	31,500	22,500	22,500	108,686
Elections	-	2,000	-	2,000	-	4,000
Fire - City Portion only	738,733	425,000	257,500	238,250	910,000	1,659,483
Police Department	88,340	86,000	89,090	46,136	95,551	309,566
Streets Department	295,000	780,000	635,000	822,000	898,000	2,532,000
Streets Improvements	5,484,182	-	-	-	-	5,484,182
Parks Department	112,750	35,750	185,750	55,750	100,750	390,000
Park Development- NOT CASH FUNDED	300,000	450,000	350,000	-	-	1,100,000
Water Enterprise Fund	4,223,000	108,000	108,000	108,000	108,000	4,547,000
Sewer Enterprise Fund	319,000	16,600,000	200,000	50,000	206,000	17,169,000
Storm Sewer Enterprise Fund	15,000	15,000	15,000	15,000	15,000	60,000
Liquor Store Enterprise Fund	35,000	50,000	45,000	45,000	40,000	175,000
City Debt Payments	4,210,272	5,681,598	5,881,352	4,860,348	4,757,741	20,633,570
Total General Fund and Enterprise Funds	\$ 16,093,463	\$ 24,295,848	\$ 7,838,192	\$ 6,304,984	\$ 7,193,542	\$ 54,532,487

2022 through 2026 - Summary by Funding Source

Funding Source	2022	2023	2024	2025	2026	Totals
General Fund	\$ 283,390	\$ 407,750	\$ 414,750	\$ 422,000	\$ 716,750	\$ 1,527,890
CIP FUND	873,682	15,000	10,000	30,000	655,000	928,682
LGA	721,933	983,500	824,090	784,636	700,051	3,314,159
Bonds	5,112,186	-	-	-	-	5,112,186
Park Dedication - NOT CASH FUNDED	300,000	450,000	350,000	-	-	1,100,000
Water Operations	623,000	108,000	108,000	108,000	108,000	947,000
Grant	1,200,000	-	-	-	-	1,200,000
Revenue Bonds - Water	2,400,000	-	-	-	-	2,400,000
Revenue Bonds - Sewer	-	14,500,000	-	-	-	14,500,000
Sewer CIP	-	2,000,000	-	-	-	2,000,000
Sewer Operations	319,000	100,000	200,000	50,000	206,000	669,000
Storm Operations	15,000	15,000	15,000	15,000	15,000	60,000
Liquor Operations	35,000	35,000	35,000	35,000	35,000	140,000
Debt - GF	1,107,214	1,344,543	1,782,213	1,667,160	1,681,354	5,901,130
Debt - WF	579,846	983,885	984,645	405,750	405,850	2,954,126
Debt - SF	980,380	1,796,307	1,796,791	1,800,872	1,800,870	6,374,350
Debt - SA	152,538	152,243	152,913	152,531	153,114	610,225
Debt - GF/EF	1,390,294	1,404,620	1,164,790	834,035	716,553	4,793,739
Debt - FCH	-	-	-	-	-	-
Total All Funding Sources	\$ 16,093,463	\$ 24,295,848	\$ 7,838,192	\$ 6,304,984	\$ 7,193,542	\$ 54,532,487

Capital Improvement Plan by Department

CIP PLAN - 2021 - 2026

Dept	Description	Funding Source	2021	2022	2023	2024	2025	2026
Administration/Finance								
see street	Transfer to Street Reconstruction-196	General Fund	199,656	200,000	*now franchise fee	-	-	-
	BLEDA Revolving Loan Fund (198)	CIP Fund	100,000	-	-	-	-	-
	HWY 25 COALITION STUDY/or other	LGA	15,000	15,000	15,000	15,000	15,000	15,000
	City Hall Remodel/Repairs	LGA	10,000	25,000	25,000	25,000	25,000	25,000
	City Hall Vehicle - From Police	LGA	8,500	-	-	-	-	-
	Transfer to Debt/CIP for Street Reconstruction	LGA	100,000	-	-	-	-	-
	Administration/Finance Department Total		433,156	240,000	40,000	40,000	40,000	40,000
IT								
	Computer Replacement Plan	General Fund	9,840	10,000	15,000	15,000	15,000	15,000
	Computer Replacement Plan-Council/Comm	General Fund	-	-	-	9,000	-	-
	Computer Replacement Plan	CIP Fund	5,160	-	-	-	-	-
	Financial Software/Permit Works/Laserfiche	CIP Fund	-	10,400	-	-	-	-
	Server Update	CIP Fund	120,000	-	-	-	-	-
	Website Design	CIP Fund	4,286	4,286	-	-	-	-
	Replace Del Squad Computers - Chg to LGA 2020	LGA	Used Cares Funds	7,500	7,500	7,500	7,500	7,500
	IT General Fund Total		139,286	32,186	22,500	31,500	22,500	22,500
Elections								
	Election Machines Replacement	General Fund	2,000	-	2,000	-	2,000	-
	Elections Department Total		2,000	-	2,000	-	2,000	-
BLSCS								
	Police Department - Air Condition Unit	LGA	6,000	-	-	-	-	-
	Building Painting	CIP Fund	11,500	-	-	-	-	-
	Big Lake Community Service Center Total		17,500	-	-	-	-	-
Fire - City Portion only								
	Computers - 5 units life 5 yrs	General Fund	-	-	-	-	3,250	-
	Station Roof Replacement - chg to LGA in 2018	LGA	-	-	-	-	-	-
	Station Roof Replacement -	CIP Fund	-	75,000	-	-	-	-
	Thermal Image Cameras	LGA	-	7,000	-	7,500	-	-
	Radios - 44 @ 4200	LGA	22,500	23,400	**Radios purchd w/cares fund - used for Roof	-	-	-
	Radios purchased	CIP Fund	-	-	-	-	-	-
	Side by Side - 15K	LGA	-	-	-	15,000	-	-
	Grass rigs replace 1 (2001) 130K	LGA	-	-	65,000	-	-	-
	Grass rigs replace 1 (2004) 140K	LGA	-	-	-	-	-	Now 2027
	Grass rigs replace 1 (2000) 120k	LGA	60,000	-	-	-	-	-
	Jaws of Life - 5 yr Clyce (50K)	LGA	-	-	-	-	-	25,000
	Turnout Equipment - 87.5k	IGA	-	-	Used Care Funds in 2020	-	-	-
	Engine 12 repalce (1996) \$800k	LGA	133,333	133,333	-	-	-	-
	Engine 12 replace (1998) \$800k	CIP Fund	-	400,000	-	-	-	-
	Engine 1 replace (2007) \$800k	LGA	-	-	10,000	35,000	35,000	35,000
	Ladder 1 (2003) \$600k	LGA	-	100,000	200,000	200,000	200,000	200,000
	Ladder purchased (1.3M)	CIP Fund	-	-	-	-	-	650,000
	Water Tender 17 (2000) \$300k	LGA	-	-	150,000	-	-	-
	Fire Department Total		215,833	738,733	425,000	257,500	238,250	910,000

Capital Improvement Plan by Department – (continued)

CIP PLAN - 2021 - 2026

Dept	Description	Funding Source	2021	2022	2023	2024	2025	2026
Police								
	Replace Tasers	General Fund	2,640	2,640	-	-	-	-
	Repalce Fleet	LGA	96,000	50,000	103,000	106,090	54,636	112,551
	Sale of Squad Cars	LGA	(17,000)	(5,000)	(17,000)	(17,000)	(8,500)	(17,000)
	Replace Motorola Portable Radios	LGA	9,600	-	-	-	-	-
	Replace Motorola Squad Radios	LGA	-	40,700	-	-	-	-
	Police Department Total		91,240	88,340	86,000	89,090	46,136	95,551
Streets Department								
	Misc Equipment Replacement Fund	General Fund	5,000	5,000	5,000	5,000	16,000	16,000
	Seal Coat - Fund 196	General Fund	30,000	30,000	-	-	-	-
	STREET PROJECTS - Fund 196	General Fund	-	-	-	-	-	300,000
	STREET MAINT - FUND 196 FCH FEE	General Fund	-	-	350,000	350,000	350,000	350,000
	Roller Purchase used	LGA	40,000	-	-	-	-	-
	Replace 1998 624-H Loader #98	LGA	-	-	-	210,000	Moved from 2022	-
	Replaced 2007 Holder Tractor #307	LGA	-	-	-	-	-	-
	Replace 2008 Floor Sweeper #308	LGA	-	-	-	-	8,000	-
	replace 2008 Floor Scrubber #318	LGA	-	-	-	-	8,000	-
	Replace 2004 Ford Explorer #24	LGA	-	15,000	Not Purchased until 2022 - 50K from 2020	-	-	-
	Replace 2002 Ford 550 #12	LGA	-	-	120,000	Moved from 2022	-	-
	Replace 2005 Ford 150 #25	LGA	-	-	65,000	Moved from 2022	-	-
	Replace 2002 Chev 2500 #32	LGA	-	-	-	70,000	-	-
	Replace 2002 Explorer #33	LGA	-	65,000	-	-	-	-
	Replace 2005 Chev 2500 #35	LGA	-	-	15,000	Not Purchased until 2023-50K 2020	-	-
	Replace 2000 Air Compressor #100	LGA	-	60,000	-	-	-	-
	Replace 2002 Dump Truck #102	LGA	-	-	225,000	-	-	-
	Replace 1985 Case 580 #57	LGA	-	120,000	-	-	-	-
	Replace 2005 International Dump Truck #105	LGA	-	-	-	-	220,000	-
	Replace 2006 International Dump Truck #106	LGA	-	-	-	-	220,000	-
	Replace 2002 John Deer Loader #112	LGA	-	-	-	-	-	232,000
	Street Department Total		75,000	295,000	780,000	635,000	822,000	898,000
Streets Improvements - Fund 175								
	Safe Route to School Sidewalks	CIP Fund/Gr	185,926	-	Projects 2023-2026 moved to 2022			
	CR73 Trail	CIP Fund/Gr	-	371,996	-	-	-	-
	Aspen Cir	Bonds	-	14,758	-	-	-	-
	Birch Ave	Bonds	-	9,503	-	-	-	-
	Blanding Ct	Bonds	-	22,214	-	-	-	-
	Broom Ln	Bonds	-	65,678	-	-	-	-
	Burlwood Cir	Bonds	-	21,080	-	-	-	-
	Canvasback St	Bonds	-	45,413	-	-	-	-
	Chippewa St	Bonds	-	107,751	-	-	-	-
	Drake Cir	Bonds	-	87,451	-	-	-	-
	Dundee Alcove	Bonds	-	17,715	-	-	-	-
	Edgewater Place	Bonds	43,966	-	-	-	-	-
	Euclid Avenue/Euclid Court	Bonds	443,080	-	-	-	-	-
	Euclid Court	Bonds	81,362	-	-	-	-	-
	Fair Meadows Dr	Bonds	-	75,706	-	-	-	-
	Fern St	Bonds	-	-	-	-	-	-
	Foley St	Bonds	-	94,026	-	-	-	-
	Forest Rd	Bonds	-	451,490	-	-	-	-
	Glasgow Bay	Bonds	-	19,332	-	-	-	-
	Golf St	Bonds	-	145,301	-	-	-	-
	Hennepin Avenue	Bonds	80,629	-	-	-	-	-
	Highland Avenue	Bonds	-	-	move until development complete	-	-	-
	Highland Bay	Bonds	-	21,511	-	-	-	-
	Highland T Trail	Bonds	-	243,866	-	-	-	-
	Inverness Way	Bonds	-	95,887	-	-	-	-
	Isanti St	Bonds	-	168,089	-	-	-	-

Capital Improvement Plan by Department – (continued)

CIP PLAN - 2021 - 2026

Dept	Description	Funding Source	2021	2022	2023	2024	2025	2026
Streets Improvements - Fund 175 (cont)						-	-	-
	Karen Ln	Bonds	-	145,933	-	-	-	-
	Kasota St	Bonds	-	106,808	-	-	-	-
	Katrina Ln	Bonds	-	71,502	-	-	-	-
	Kenebec St	Bonds	-	107,515	-	-	-	-
	Kilbirnie Rd	Bonds	-	158,172	-	-	-	-
	Lake Avenue	Bonds	81,595	-	-	-	-	-
	Lake Ridge Dr	Bonds	-	389,526	-	-	-	-
	Lake View Cir	Bonds	-	13,178	-	-	-	-
	Lake View Ln	Bonds	-	82,644	-	-	-	-
	Leighton Cir	Bonds	24,726	-	-	-	-	-
	Leighton Dir	Bonds	116,144	-	-	-	-	-
	Maple Ln	Bonds	74,508	-	-	-	-	-
	Nicollet Avenue	Bonds	78,556	-	-	-	-	-
	Norwood Dr	Bonds	-	339,311	-	-	-	-
	Oak Avenue	Bonds	56,332	-	-	-	-	-
	Oak Cir	Bonds	27,306	-	-	-	-	-
	Oak Lane	Bonds	-	50,982	-	-	-	-
	Oak Street	Bonds	25,777	-	-	-	-	-
	Park Ave	Bonds	-	60,740	-	-	-	-
	Pleasant Ave	Bonds	-	288,580	-	-	-	-
	Pond View Cir	Bonds	-	173,723	-	-	-	-
	Pond View Dr	Bonds	-	120,964	-	-	-	-
	Powell Circle E	Bonds	68,987	-	-	-	-	-
	Powell Circle W	Bonds	91,275	-	-	-	-	-
	Powell Circle N	Bonds	71,022	-	-	-	-	-
	Powell St	Bonds	733,765	-	-	-	-	-
	Powell St S	Bonds	-	79,740	-	-	-	-
	Red Oak Drive	Bonds	134,297	-	-	-	-	-
	Sandbar Lane	Bonds	-	-	-	-	-	-
	Shady Lane	Bonds	83,510	-	-	-	-	-
	Sherburne Ave	Bonds	258,117	-	-	-	-	-
	St Andrews Lane	Bonds	-	41,356	-	-	-	-
	Sterling Drive	Bonds	-	198,044	-	-	-	-
	Tartan Lane	Bonds	-	35,641	-	-	-	-
	Teal St	Bonds	-	98,424	-	-	-	-
	Vernon St	Bonds	-	14,444	-	-	-	-
	Wascea St	Bonds	-	106,336	-	-	-	-
	Westwood Drive	Bonds	100,260	-	-	-	-	-
	Will St	Bonds	228,069	-	-	-	-	-
	Winnebago St	Bonds	-	107,280	-	-	-	-
	166th Street	Bonds	-	282,133	-	-	-	-
	Street Lights/Contingency/other work	Bonds	643,441	332,439	-	-	-	-
Street Improvements Total			3,732,650	5,484,182	-	-	-	-

Capital Improvement Plan by Department – (continued)

CIP PLAN - 2021 - 2026

Dept	Description	Funding Source	2021	2022	2023	2024	2025	2026
<u>Parks Department</u>								
	Park Playground equipment replacement fund	General Fund	5,000	5,000	5,000	5,000	5,000	5,000
	Misc Equipment Replacement Fund	General Fund	5,000	5,000	5,000	5,000	5,000	5,000
195	Trail Maintenance Fund	General Fund	9,000	9,000	9,000	9,000	9,000	9,000
195	River Oaks Park Fund	General Fund	16,750	16,750	16,750	16,750	16,750	16,750
	Fishing Pier (misc Equip replacemnt)	CIP Fund	-	12,000	-	-	-	-
	Replace 2006 John Deere Tractor #306	LGA	-	-	-	150,000	-	-
	Replace 2014 John Deere Mower #314	LGA	-	45,000	-	-	-	-
	Replace 2008 Dump Truck #08	LGA	-	-	-	-	-	65,000
	Replace 1996 Trailer #96	CIP Fund	-	-	-	-	20,000	-
195	Skate Rink Improvement Fund	LGA	20,000	20,000	determined if this is a project that will move forward			-
Parks Department (General Fund) Total			55,750	112,750	35,750	185,750	55,750	100,750
<u>Park Development - NOT FUNDED AT THIS TIME</u>			NOT ALL PROJECTS CAN BE COMPLETED AS NOT CASH FUNDED AT THIS TIME					
	New Southside Park - Brom Ln	Park Dedicat	-	-	-	-	-	-
	Powell Park Improvements	Park Dedicat	80,000	-	-	-	-	-
	Lake Ridge Park - playgournd equipment	Park Dedicat	-	-	150,000	-	-	-
	Shores of Lake Mitchell Park - playgoun equipment	Park Dedicat	-	-	150,000	-	-	-
	Mitchell Farms Park -Playground Equipment	Park Dedicat	100,000	-	-	-	-	-
	Wright Crossing Park - Playground Equipment	Park Dedicat	-	-	150,000	-	-	-
	Highline Park - Playground Equipment	Park Dedicat	-	-	-	150,000	-	-
	Hudson Woods - Playgoun Equipment	Park Dedicat	-	150,000	-	-	-	-
	Bluff Park - Playground Equipment	Park Dedicat	-	150,000	-	-	-	-
	Skate Board Equipment	Park Dedicat	-	-	-	200,000	-	-
Park Development Fund Total			180,000	300,000	450,000	350,000	-	-
<u>Water Enterprise Fund</u>								
	Well #8	Revenue Bonds - Water	-	1,200,000	-	-	-	-
	Well #9 as needed	Revenue Bonds - Water	-	1,200,000	-	-	-	-
	Water Meters	Grant	-	1,200,000	-	-	-	-
	CR 43 Improvements	Water Opera	-	350,000	-	-	-	-
	Well - on site generator	Water Opera	-	100,000	-	-	-	-
	Misc Equipment Replacement Fund	Water Opera	15,000	15,000	15,000	15,000	15,000	15,000
	Well Maintenance	Water Opera	30,000	30,000	30,000	30,000	30,000	30,000
	Water Tower Maintenance	Water Opera	50,000	50,000	50,000	50,000	50,000	50,000
	Water Meter replacement Fund	Water Opera	10,000	10,000	10,000	10,000	10,000	10,000
	New Pickup	Water Opera	-	65,000	-	-	-	-
	Computer replacement fund	Water Opera	3,000	3,000	3,000	3,000	3,000	3,000
Water Enterprise Fund Total			108,000	4,223,000	108,000	108,000	108,000	108,000

Capital Improvement Plan by Department – (continued)

CIP PLAN - 2021 - 2026

Dept	Description	Funding Source	2021	2022	2023	2024	2025	2026
<u>Sewer Enterprise Fund</u>								
	WWTP Expansion - Phase II	Revenue Bond	-	-	14,500,000	-	-	-
	WWTP Expansion - Phase II	SEWER CIP	-	-	2,000,000	-	-	-
	CR 43 Improvements	Sewer Operations		269,000	-			
	Lift Station SCADA Upgrade	CIP Fund	60,000	-	-	-	-	-
	Misc Equipment Replacement Fund	Sewer Operat	50,000	50,000	50,000	50,000	50,000	50,000
	Replace 1981 trailer jet machine #180	Sewer Operat	Purchased in 2022			-	-	-
	Replace 1981 Generator #80	Sewer Operat	-	-	-	150,000	-	-
	Replace 1981 Generator #81	Sewer Operat	-	Moved until 2026		-	-	150,000
	Replace 2011 John Deere Mower #311	Sewer Operat	-	-	50,000	-	-	-
	Replace Floor Sweeper #308	Sewer Operat	-	-	-	-	-	6,000
	Sewer Enterprise Fund Total		110,000	319,000	16,600,000	200,000	50,000	206,000
<u>Storm Water Enterprise Fund</u>								
	Misc Equipment Replacement Fund	Storm Opera	7,500	15,000	15,000	15,000	15,000	15,000
	Replace 2006 Sweeper #126	Storm Opera	Replace in 2028		-	-	-	-
	Storm Sewer Enterprise Fund Total		7,500	15,000	15,000	15,000	15,000	15,000
<u>Liquor Store Enterprise Fund</u>								
	Misc Building/Lot Repairs	Liquor Opera	75,000	35,000	35,000	35,000	35,000	35,000
	New Security System	CIP Fund	4,000	-	-	-	-	-
	New Coolers	CIP Fund	72,000	-	-	-	-	-
	New Cash Registers	CIP Fund	-	-	-	10,000	-	-
	New HVAC	CIP Fund	-	-	15,000	-	-	-
	New LF - Sign	CIP Fund	-	-	-	-	10,000	-
	Resurface Parking Lot	CIP Fund	-	-	-	-	-	5,000
	Liquor Store Enterprise Fund Total		151,000	35,000	50,000	45,000	45,000	40,000
<u>City Debt Payments</u>								
	301 2004 PFA Water MPFA Loan	DEBT - WF	580,129	579,846	579,235	579,295	-	-
	401 2009 MPFA Loan Wastewater Expansion	DEBT - SF	980,475	980,380	980,827	980,791	980,272	981,270
	211 2010 PFA Loan - State Aid	DEBT - SA	152,799	152,538	152,243	152,913	152,531	153,114
	216 2011B G.O. Improvement Refunding Bonds	DEBT - GF	441,750	223,080	-	-	-	-
	217 2012A G.O. Refunding Bonds	DEBT - GF/E	236,750	236,969	237,020	192,240	187,560	192,565
	221 2014A GO Tax Abatement Bonds	DEBT - GF/E	122,325	119,988	122,313	119,438	121,500	-
	222 2015A GO Refunding Bonds	DEBT - GF/E	1,030,337	1,033,337	1,045,287	853,112	524,975	523,988
	223 2016A Taxable G.O. Refunding Bonds	DEBT - GF	316,918	311,720	315,940	309,500	193,930	199,200
	224 2016B G.O. CIP BOND	DEBT - GF	57,275	56,525	50,813	55,100	54,162	57,981
	226 2016C GO REFUNDING BOND	DEBT - GF	236,450	232,350	327,250	326,100	329,800	333,300
	227 2017-2018 STREET PROJECT DEBT PAYMNT	DEBT - GF	196,300	197,325	198,200	194,000	194,725	195,300
	228 2021A GO BONDS	DEBT - GF	-	86,214	346,025	347,625	344,000	345,150
	PROP 2022-2026 STREET PROJECT DEBT PAYMENT	DEBT - GF	-	-	106,315	549,888	550,543	550,423
	301 WELLS/METERS - projections	DEBT - WF	-	-	404,650	405,350	405,750	405,850
	401 WWTP Expansion - Phase III	DEBT - SF	-	-	815,480	816,000	820,600	819,600
	City Debt Payment Total		4,351,508	4,210,272	5,681,598	5,881,352	4,860,348	4,757,741
<u>Total General Fund, Enterprise Funds and City Debt</u>			9,670,423	16,093,463	24,295,848	7,838,192	6,304,984	7,193,542

Capital Improvement Projects

		CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2020-2025						
Program Category: Update well 1		Project Title: Well generator		Project # WTR GENERATOR				
Description and justification of project and funding sources: On-site generator for Well #1. At the moment we have only one well that is backed up by an on-site generator. The city would be better equipped for emergencies with more wells backed up by generators. General maintenance is part of the water operating funds.								
Is this equipment prioritized on an equipment replacement schedule?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA		
Are there any site requirements:								
REVENUE	How is this project going to be funded:							
	Funding Source WATER OPERATING FUNDS	Accounting Code 3990003155	FY1 100,000	FY2	FY3	FY4	FY5	
Spent in Prior Years								
EXPENSE	How is this project going to be spent:							
	Budgeted Funds A. Land Cost B. Construction Cost C. Contingencies (10% of B) D. Design & Engineering (16% of B) E. Percent for Art (1% of B) F. Equipment Costs G. Other	Accounting Code 399-000-70-71-4316	FY1 \$ 100,000.00	FY2	FY3	FY4	FY5	
	Spent in Prior Years							
	Does this project have any additional impact on the operating budget:							
	OPERATING BUDGET COSTS	Expense Object Personnel Support Purchased Services Fixed Charges Capital Outlay Debt Service	Accounting Code	FY1	FY2	FY3	FY4	FY5
		Spent in Prior Years						
		Responsible Person: Dan Childs						
Responsible Department: <input type="checkbox"/> Water								
Date Submitted to Finance: 7/21/2021								
Today's Date and Time								
Preparer's Initials: DC								
Total Score: 52								

2022 - Capital Improvement Projects – (continued)

		CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2020-2025						
Program Category:		Project Title:			Project #			
Equipment Replacement		Water Service Truck			WTR TRUCK			
Description and justification of project and funding sources:								
Replace water service truck #45. It is a 2005 Chevy 2500. It has over 113,000 very hard miles on it and is ready to be replaced as indicated by the Fleet Superintendent. Normal maintenance is budgeted in the water operating budget.								
Is this equipment prioritized on an equipment replacement schedule?					Yes	No	NA	
					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any site requirements:								
How is this project going to be funded:								
REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded In Prior Years
	WATER OPERATING FUNDS	399003155	65,000					
How is this project going to be spent:								
EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (15% of B)							
	E. Percent for Art (1% of B)	399-00-70-4316	\$ 65,000.00					
	F. Equipment Costs							
G. Other								
Does this project have any additional impact on the operating budget:								
OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges	301-000-00-25-4430						
Capital Outlay								
Debt Service								
Responsible Person: Dan Childs Responsible Department: Water Date Submitted to Finance: 7/21/2021 Today's Date and Time: Preparer's Initials: DC Total Score: 48								

2022 - Capital Improvement Projects – (continued)

		CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2021-2025						
Program Category:	Project Title:	Project #						
Fleet	Police Fleet-2022	PD FLEET						
Description and justification of project and funding sources:								
To replace one fleet vehicle for the police department to maintain the 3 years replacement schedule. Allowing for a 3 years replacement schedule insurances that the City is minimizing the cost of maintaining police squad cars. The police department will be selling the vehicle that is in line to be replace that will offset the use of LGA funds. The general maintenance is built into the operating budget each year for fleet maintenance. For 2022, the replacement vehicle will be the K9 Unit								
Is this equipment prioritized on an equipment replacement schedule?					Yes	No	NA	
					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any site requirements:								
How is this project going to be funded:								
REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
	LGA Sale of Fixed Assets	199-75-3155 199-75-3910	50,000 5,000	103,000 17,000	106,090 17,000	54,636 8,500	112,551 17,000	
How is this project going to be spent:								
EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (16% of B)	199-75-70-4316	\$ 45,000.00	\$ 86,000.00	\$ 89,090.00	\$ 46,136.00	\$ 95,551.00	
E. Percent for Art (1% of B)								
F. Equipment Costs								
G. Other								
Does this project have any additional impact on the operating budget:								
OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	Personnel							
	Supplies							
	Purchased Services	101-300-75-4430	\$ 20,157.00	\$ 20,762.00	\$ 21,385.00	\$ 22,025.00	\$ 22,686.00	
	Fixed Charges							
Capital Outlay								
Debt Service								
Responsible Person:								
Chief Hayden		Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score		
Police			07/21/2021	07/21/2021		39		

2022 - Capital Improvement Projects – (continued)

		CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2021-2025						
Program Category:		Project Title:		Project #				
Equipment		Squad Radios - 2022		PD RADIOS				
Description and justification of project and funding sources:								
To replace Motorola Radios in each squad car. The current radios have not been replaced in over 10 years. With technology continuing to evolve, equipment must evolve with it. Squad radios last many years so will not need to be replaced for another 10-15 years. The police department will use LGA funds.								
Is this equipment prioritized on an equipment replacement schedule?				Yes	No	NA		
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are there any site requirements:								
How is this project going to be funded:								
REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
	LGA	199-075-3155	\$40,700					
EXPENSE	How is this project going to be spent:							Spent in Prior Years
	Budgeted Funds	Accounting Code						
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (15% of B)							
	E. Percent for Art (1% of B)							
	F. Equipment Costs	199-75-70-4316	\$ 40,700.00					
G. Other								
OPERATING BUDGET COSTS	Does this project have any additional impact on the operating budget:							Spent in Prior Years
	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	
	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges							
	Capital Outlay							
Debt Service								
Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time		Preparer's Initials	Total Score		
Chief Hayden	Police	07/21/2021	07/21/2021			31		

2022 - Capital Improvement Projects – (continued)

 CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2020-2025								
Program Category:		Project Title:			Project #			
Fleet		PW Fleet 2022			PW 1			
Description and justification of project and funding sources:								
Replace a 2004 Ford Explorer unit 24								
Is this equipment prioritized on an equipment replacement schedule?					Yes	No	NA	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any site requirements:								
How is this project going to be funded:								
REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
	LGA in 2020 - 50,000 LGA 2022 - 15,000		\$65,000					
How is this project going to be spent:								
EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (16% of B)							
	E. Percent for Art (1% of B)							
	F. Equipment Costs							
	G. Other							
Does this project have any additional impact on the operating budget:								
OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges		\$ 65,000.00					
	Capital Outlay							
	Debt Service							
Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time		Preparer's Initials	Total Score		
Norm Michaels	PW	7/31/21	7/31/21			39		

2022 - Capital Improvement Projects – (continued)

 CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2020-2025								
Program Category:		Project Title:			Project #			
Fleet		PW Fleet 2022			PW 1			
Description and justification of project and funding sources:								
Replace a 2002 Ford Explorer unit 33								
Is this equipment prioritized on an equipment replacement schedule?					Yes	No	NA	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any site requirements:								
How is this project going to be funded:								
REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded In Prior Years
	LGA		\$65,000					
How is this project going to be spent:								
EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent In Prior Years
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (16% of B)							
	E. Percent for Art (1% of B)							
	F. Equipment Costs							
	G. Other							
Does this project have any additional impact on the operating budget:								
OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent In Prior Years
	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges		\$ 65,000.00					
	Capital Outlay Debt Service							
Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time		Preparer's Initials	Total Score		
Norm Michaels	PW	7/31/21	7/31/21			39		

2022 - Capital Improvement Projects – (continued)

 CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2020-2025								
Program Category:		Project Title:			Project #			
Fleet		PW Fleet 2022			PW 1			
Description and justification of project and funding sources:								
Replace a 2000 air compressor - unit 100								
Is this equipment prioritized on an equipment replacement schedule?					Yes	No	NA	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any site requirements:								
REVENUE	How is this project going to be funded:							Funded in Prior Years
	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	
	LGA		\$60,000					
EXPENSE	How is this project going to be spent:							Spent in Prior Years
	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (16% of B)							
	E. Percent for Art (1% of B)							
	F. Equipment Costs							
G. Other								
OPERATING BUDGET COSTS	Does this project have any additional impact on the operating budget:							Spent in Prior Years
	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	
	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges		\$ 60,000.00					
	Capital Outlay							
Debt Service								
Responsible Person:		Responsible Department:		Date Submitted to Finance		Today's Date and Time		
Norm Michaels		- PW		7/31/21		7/31/21		
Preparer's Initials							Total Score	
							39	

2022 - Capital Improvement Projects – (continued)

		CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2020-2025					
Program Category:	Project Title:				Project #		
Fleet	PW Fleet 2022				PW 1		
Description and justification of project and funding sources:							
Replace a 1985 Case 580 - unit 57							
Is this equipment prioritized on an equipment replacement schedule?					Yes	No	NA
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any site requirements:							
REVENUE	How is this project going to be funded:						Funded in Prior Years
	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5
	LGA		\$120,000				
EXPENSE	How is this project going to be spent:						Spent in Prior Years
	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5
	A. Land Cost						
	B. Construction Cost						
	C. Contingencies (10% of B)						
	D. Design & Engineering (16% of B)						
	E. Percent for Art (1% of B)						
	F. Equipment Costs						
G. Other							
OPERATING BUDGET COSTS	Does this project have any additional impact on the operating budget:						Spent in Prior Years
	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5
	Personnel						
	Supplies						
	Purchased Services						
	Fixed Charges		\$ 120,000.00				
	Capital Outlay						
Debt Service							
Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time		Preparer's Initials	Total Score	
Norm Michaels	PW	7/31/21	7/31/21			39	

2022 - Capital Improvement Projects – (continued)

 CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2020-2025								
Program Category:		Project Title:			Project #			
Fleet		PW Fleet 2022			PW 1			
Description and justification of project and funding sources:								
Replace a 2014 John Deer mower - unit 314								
Is this equipment prioritized on an equipment replacement schedule?					Yes	No	NA	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any site requirements:								
How is this project going to be funded:								
REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
	LGA		\$45,000					
How is this project going to be spent:								
EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (16% of B)							
	E. Percent for Art (1% of B)							
	F. Equipment Costs							
	G. Other							
Does this project have any additional impact on the operating budget:								
OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges		\$ 45,000.00					
	Capital Outlay							
Debt Service								
Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time		Preparer's Initials	Total Score		
Norm Michaels	PW	7/31/21	7/31/21			39		

2022 - Capital Improvement Projects – (continued)

 CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2020-2025									
Program Category:		Project Title:			Project #				
Parks		Parks			Pier				
Description and justification of project and funding sources:									
Repair fishing pier									
Is this equipment prioritized on an equipment replacement schedule?					Yes	No	NA		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are there any site requirements:									
How is this project going to be funded:									
REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years	
	CIP fund reserves		\$12,000						
How is this project going to be spent:									
EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years	
	A. Land Cost								
	B. Construction Cost								
	C. Contingencies (10% of B)								
	D. Design & Engineering (16% of B)								
	E. Percent for Art (1% of B)								
	F. Equipment Costs								
G. Other									
Does this project have any additional impact on the operating budget:									
OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years	
	Personnel								
	Supplies								
	Purchased Services								
	Fixed Charges		\$ 12,000.00						
	Capital Outlay								
Debt Service									
Responsible Person:		Responsible Department:		Date Submitted to Finance		Today's Date and Time		Preparer's Initials	Total Score
Norm Michaels		PW		7/31/21		7/31/21			39



LOCAL GOVERNMENT AID

Local Government Aid

	2022	2023	2024	2025	2026
Estimated Local Government Aid:	\$771,630	\$775,488	\$779,366	\$783,262	\$787,179

Proposed Uses for LGA:

Budgeted Operations - CIP Fund:	771,630	775,488	779,366	783,262	787,179
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The full amount of LGA is being budgeted to be used on equipment purchases and other projects, including debt services for street reconstruction

Total - Use of Funds:	\$771,630	\$775,488	\$779,366	\$783,262	\$787,179
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Budget	2021	2022	2023	2024	2025	2026
LGA - TO 196	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
LGA - TO 195	20,000	20,000	-	-	-	-
LGA - TO 199	636,115	751,630	775,488	779,366	783,262	787,179
Total LGA Revenue	\$ 756,115	\$ 771,630	\$ 775,488	\$ 779,366	\$ 783,262	\$ 787,179

ALLOCATION PER SERVICE

ADMIN/FINANCE	\$ 33,500	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
BLCSC	6,000	-	-	-	-	-
FIRE	215,833	263,733	425,000	257,500	235,000	260,000
IT	-	7,500	7,500	7,500	7,500	7,500
PARKS DEPARTMENT	-	45,000	65,000	150,000	-	-
POLICE	88,600	85,700	86,000	89,090	46,136	95,551
STREETS DEPARTMENT	40,000	260,000	360,000	280,000	456,000	232,000
STREET PROJECTS - 196	100,000	-	-	-	-	-
PARKS/TRAIL PROJECT - 195	20,000	20,000	-	-	-	-
Total Allocated	\$ 503,933	\$ 721,933	\$ 983,500	\$ 824,090	\$ 784,636	\$ 635,051
Unallocated +/-	252,182	49,697	(208,012)	(44,724)	(1,374)	152,128

to be used for shortfall in 2023-2024