



2020 – 2024 CAPITAL  
IMPROVEMENT PLAN

## 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 insure 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 insure 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 2020-2024 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 this 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 Sewer Operations** – yearly transfer from the Storm Sewer Operation Fund to the Storm Sewer 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.

Following is a summary, as well as detail by department, 2020 – 2024 Capital Improvement Plan.

## Capital Improvement Plan Summary 2020 - 2024

<b>2020 through 2024 - Summary by Department</b>						
<b>Dept</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Totals</b>
<b>Administration/Finance</b>	377,033	125,000	140,000	125,000	125,000	892,033
<b>IT Department</b>	180,900	24,600	24,600	24,600	24,600	279,300
<b>Elections</b>	-	2,000	-	2,000	-	4,000
<b>Big Lake Community Service Center</b>	-	6,000	-	-	-	6,000
<b>Fire - City Portion only</b>	163,833	210,833	711,133	299,300	142,500	1,527,599
<b>Police Department</b>	74,940	68,840	72,690	73,200	62,900	352,570
<b>Streets Department</b>	297,000	240,000	305,000	385,000	475,000	1,702,000
<b>Streets Improvements</b>	4,349,590	-	2,627,241	-	3,121,261	10,098,092
<b>Parks Department</b>	94,000	144,000	89,000	89,000	24,000	440,000
<b>Park Development- NOT CASH FUNDED</b>	830,000	150,000	150,000	150,000	150,000	1,430,000
<b>Water Enterprise Fund</b>	3,473,000	28,000	28,000	28,000	28,000	3,585,000
<b>Sewer Enterprise Fund</b>	290,000	126,000	120,000	16,570,000	20,000	17,126,000
<b>Storm Sewer Enterprise Fund</b>	157,500	7,500	7,500	7,500	7,500	187,500
<b>Liquor Store Enterprise Fund</b>	8,000	29,000	25,000	97,000	50,000	209,000
<b>City Debt Payments</b>	5,041,784	4,426,319	4,488,226	4,680,309	4,363,600	23,000,238
<b>Total General Fund and Enterprise Funds</b>	<b>15,337,580</b>	<b>5,588,092</b>	<b>8,788,390</b>	<b>22,530,909</b>	<b>8,594,361</b>	<b>60,839,332</b>
<b>2020 through 2024 - Summary by Funding Source</b>						
<b>Funding Source</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Totals</b>
<b>General Fund</b>	287,073	80,740	78,740	398,100	396,100	1,240,753
<b>CIP FUND</b>	323,874	24,000	552,400	72,000	25,000	997,274
<b>LGA</b>	715,633	720,533	711,283	600,000	457,900	3,205,349
<b>Bonds</b>	4,218,716	-	2,627,241	-	3,121,261	9,967,218
<b>Park Dedication - NOT CASH FUNDED</b>	830,000	150,000	150,000	150,000	150,000	1,430,000
<b>Water Operations</b>	73,000	28,000	28,000	28,000	28,000	185,000
<b>Revenue Bonds - Water</b>	3,400,000	-	-	-	-	3,400,000
<b>Revenue Bonds - Sewer</b>	-	-	-	14,500,000	-	14,500,000
<b>Sewer CIP</b>	-	-	-	2,000,000	-	2,000,000
<b>Sewer Operations</b>	290,000	126,000	120,000	70,000	20,000	626,000
<b>Storm Operations</b>	157,500	7,500	7,500	7,500	7,500	187,500
<b>Liquor Operations</b>	-	25,000	25,000	25,000	25,000	100,000
<b>Debt - GF</b>	1,457,341	1,052,393	823,675	694,003	690,700	4,718,112
<b>Debt - WF</b>	580,082	580,129	579,846	579,235	579,295	2,898,587
<b>Debt - SF</b>	981,135	980,475	980,380	980,827	980,791	4,903,608
<b>Debt - SA</b>	153,026	152,799	152,538	152,243	152,913	763,519
<b>Debt - GF/EF</b>	1,670,000	1,389,412	1,390,294	1,404,620	1,164,790	7,019,116
<b>Debt - FCH</b>	200,200	271,111	561,493	869,381	795,111	2,697,296
<b>Total All Funding Sources</b>	<b>15,337,580</b>	<b>5,588,092</b>	<b>8,788,390</b>	<b>22,530,909</b>	<b>8,594,361</b>	<b>60,839,332</b>

## Capital Improvement Plan by Department

<b>2020 through 2024</b>								
Dept	Description	Funding Source	2020	2021	2022	2023	2024	Totals
<b><u>Administration/Finance</u></b>								
see street	Transfer to Street Reconstruction-196	General Fund	199,033			*now franchise fee		199,033
	CITY BRANDING CAMPAIGN-BLEDA	CIP Fund	25,000					25,000
	City Hall Vehicle -FRM POLICE	LGA	13,000					13,000
	HWY 25 COALITION STUDY/or other	LGA	15,000	15,000	15,000			45,000
	City Hall Remodel/Repairs	LGA	25,000	10,000	25,000	25,000	25,000	110,000
	Transfer to Debt/CIP for Street Reconstruction	LGA	100,000	100,000	100,000	100,000	100,000	500,000
<b>Administration/Finance Department Total</b>			<b>377,033</b>	<b>125,000</b>	<b>140,000</b>	<b>125,000</b>	<b>125,000</b>	<b>892,033</b>
<b><u>IT</u></b>								
	Computer Replacement Plan	General Fund	15,000	15,000	15,000	15,000	15,000	75,000
	Computer Replacement Plan-Council/Comm	General Fund	8,400	2,100	2,100	2,100	2,100	16,800
	Replace Del Squad Computers - Chg to LGA	LGA	7,500	7,500	7,500	7,500	7,500	37,500
<b>IT General Fund Total</b>			<b>30,900</b>	<b>24,600</b>	<b>24,600</b>	<b>24,600</b>	<b>24,600</b>	<b>129,300</b>
<b><u>Elections</u></b>								
	Election Machines Replacement	General Fund		2,000		2,000		4,000
<b>Elections Department Total</b>			<b>-</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>4,000</b>
<b><u>BLSCS</u></b>								
	Police Department - Air Condition Unit	LGA	-	6,000				6,000
<b>Big Lake Community Service Center Total</b>			<b>-</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,000</b>
<b><u>Fire - City Portion only</u></b>								
	Computers - 5 units life 5 yrs	General Fund	3,000					3,000
	Station Roof Replacement - chg to LGA in 20	LGA	5,000	5,000				10,000
	Station Roof Replacement - done	CIP Fund			40,000			40,000
	Thermal Image Cameras	LGA			7,000		7,500	14,500
	Radios - 44 @ 4200	LGA	22,500	22,500	23,400			68,400
	Radios purchased	CIP Fund			92,400			92,400
	Snow Machine - 10K	LGA			5,000			5,000
	Side by Side - 15K	LGA				7,500		7,500
	Grass rigs replace 1 (2001) 63.6K	LGA				31,800		31,800
	Grass rigs replace 1 (2000) 60k	LGA		30,000				30,000
	Jaws of Life - 5 year cycle 40K	LGA		20,000				20,000
	Engine 12 repalce (1996) \$800k	LGA	133,333	133,333	133,333			400,000
	Engine 12 replace (1998) \$800k	CIP Fund			400,000			400,000
	Engine 1 replace (2007) \$800k	LGA				10,000	35,000	45,000
	Engine 1 replace (2007) \$900k	CIP Fund						-
	Ladder 1 (2003) \$600k	LGA			10,000	100,000	100,000	210,000
	Water Tender 17 (2000) \$300k	LGA				150,000		150,000
<b>Fire Department Total</b>			<b>163,833</b>	<b>210,833</b>	<b>711,133</b>	<b>299,300</b>	<b>142,500</b>	<b>1,527,600</b>

Capital Improvement Plan by Department – (continued)

2020 through 2024								
Dept	Description	Funding Source	2020	2021	2022	2023	2024	Totals
<b>Police</b>								
	Replace Tasers	General Fund	2,640	2,640	2,640			7,920
	Repalce Fleet	LGA	80,500	82,600	42,350	99,200	88,900	393,550
	Sale of Squad Cars	LGA	(26,000)	(26,000)	(13,000)	(26,000)	(26,000)	(117,000)
	Replace Motorola Portable Radios	LGA	9,600	9,600				19,200
	Replace Motorola Squad Radios	LGA	8,200		40,700			48,900
	<b>Police Department Total</b>		<b>74,940</b>	<b>68,840</b>	<b>72,690</b>	<b>73,200</b>	<b>62,900</b>	<b>352,570</b>
<b>Streets Department</b>								
	Misc Equipment Replacement Fund	General Fund	5,000	5,000	5,000	5,000	5,000	25,000
	Seal Coat - Fund 198	General Fund	30,000	30,000	30,000			90,000
	Mill/Overlay - FUND 198 FCH FEE	General Fund				350,000	350,000	700,000
	Roller Purchase used	LGA		40,000				40,000
	Replaced 2007 Holder Tractor #3307	LGA	150,000					150,000
	Replace 2008 Floor Sweeper #308	LGA	6,000					6,000
	replace 2008 Floor Scrubber #318	LGA	6,000					6,000
	Replace 2004 Ford Explorer #24	LGA	50,000					50,000
	Replace 2002 Ford 550 #02	LGA		65,000				65,000
	Replace 2002 Ford 550 #12	LGA			80,000			80,000
	Replace 2005 Ford 150 #25	LGA		50,000				50,000
	Replace 2002 Chev 2500 #32	LGA		50,000				50,000
	Replace 2005 Chev 2500 #35	LGA	50,000					50,000
	Replace 2000 Air Compressor #100	LGA			30,000			30,000
	Replace 2002 Dump Truck #102	LGA			160,000			160,000
	Replace 2013 Tow master Trlr #T16	LGA				30,000		30,000
	Replace 1985 Case 580 #57	LGA					120,000	120,000
	<b>Street Department Total</b>		<b>297,000</b>	<b>240,000</b>	<b>305,000</b>	<b>385,000</b>	<b>475,000</b>	<b>1,702,000</b>
<b>Streets Improvements - Fund 175</b>								
	Safe Route to School Sidewalks	CIP Fund	130,874					130,874
	Birch Ave	Bonds	-		185,769			185,769
	Chippewa St	Bonds	-				149,308	149,308
	Edgewater Place	Bonds	42,611					42,611
	Euclid Avenue/Euclid Court	Bonds	630,530					630,530
	Euclid Court	Bonds	105,494					105,494
	Golf St	Bonds	-				213,307	213,307
	Hennepin Avenue	Bonds	130,425					130,425
	Highland Avenue	Bonds	139,845					139,845
	Hudson Woods Development - Wear Course	Bonds	-					-

Capital Improvement Plan by Department – (continued)

2020 through 2024								
Dept	Description	Funding Source	2020	2021	2022	2023	2024	Totals
<b>Streets Improvements - Fund 175 - (continued)</b>								
	Isanti St	Bonds	-				268,133	268,133
	Kasota St	Bonds	-				155,748	155,748
	Kenebec St	Bonds	-				189,956	189,956
	Lake Avenue	Bonds	152,210					152,210
	Lake Ridge Dr	Bonds	-				539,157	539,157
	Lake View Cir	Bonds	-				78,562	78,562
	Lake View Ln	Bonds	-				614,629	614,629
	Leighton Cir	Bonds	27,421					27,421
	Leighton Dir	Bonds	304,298					304,298
	Maple Ln	Bonds	87,572					87,572
	Nicollet Avenue	Bonds	141,651					141,651
	Norwood Dr	Bonds	-		537,524			537,524
	Oak Avenue	Bonds	78,511					78,511
	Oak Cir	Bonds	28,767					28,767
	Oak Street	Bonds	50,513					50,513
	Park Ave	Bonds	-		1,552,315			1,552,315
	Pintail St	Bonds	-				166,522	166,522
	Pond View Cir	Bonds	-				75,585	75,585
	Pond View Dr	Bonds	-				308,063	308,063
	Powell Circle E	Bonds	75,513					75,513
	Powell Circle	Bonds	180,139					180,139
	Powell St	Bonds	958,768					958,768
	Red Oak Drive	Bonds	152,016					152,016
	Shady Lane	Bonds	109,405					109,405
	Sherburne Ave	Bonds	315,833					315,833
	Vernon St	Bonds	-		192,455			192,455
	Wall St	Bonds	-		159,178			159,178
	Wascea St	Bonds	-				170,236	170,236
	Westwood Drive	Bonds	152,016					152,016
	Will St	Bonds	343,412					343,412
	Winnebago St	Bonds	-				192,055	192,055
	Unnamed Street Sub	Bonds	11,766					11,766
	<b>Street Improvements Total</b>		<b>4,349,590</b>	<b>-</b>	<b>2,627,241</b>	<b>-</b>	<b>3,121,261</b>	<b>10,098,092</b>

Capital Improvement Plan by Department – (continued)

<b>2020 through 2024</b>								
<b>Dept</b>	<b>Description</b>	<b>Funding Source</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Totals</b>
<b><u>Parks Department</u></b>								
	Park Playground equipment replacement fund	General Fund	5,000	5,000	5,000	5,000	5,000	25,000
	Misc Equipment Replacement Fund	General Fund	5,000	5,000	5,000	5,000	5,000	25,000
<b>196</b>	Trail Maintenance Fund	General Fund	9,000	9,000	9,000	9,000	9,000	45,000
<b>196</b>	River Oaks Park Fund	General Fund	5,000	5,000	5,000	5,000	5,000	25,000
	Replace 2006 John Deere Tractor #306	LGA		100,000				100,000
	Replace 2014 John Deere Mower #314	LGA			45,000			45,000
	Replace 2022 Mower	CIP Fund						-
	Replace 2008 Dump Truck #08	LGA				65,000		65,000
	Skate Rink Improvement Fund	CIP Fund	10,000	20,000	20,000			50,000
	Lakeside Park (Parking Lot Imprpovements)	LGA	60,000					60,000
	<b>Parks Department (General Fund) Total</b>		<b>94,000</b>	<b>144,000</b>	<b>89,000</b>	<b>89,000</b>	<b>24,000</b>	<b>440,000</b>
<b><u>Park Development - NOT FUNDED AT THIS TIME</u></b>								
	New Southside Park - Brom Ln	Park Dedication	150,000					150,000
	Powell Park Improvements	Park Dedication	<del>80,000</del>					80,000
	Lake Ridge Park - playgournd equipment	Park Dedication	<del>150,000</del>					150,000
	Shores of Lake Mitchell Park - playgroun equ	Park Dedication	<del>150,000</del>					150,000
	Mitchell Farms Park -Playground Equipment	Park Dedication	<del>100,000</del>					100,000
	Wright Crossing Park - Playground Equipmer	Park Dedication				<del>150,000</del>		150,000
	Highline Park - Playground Equipment	Park Dedication	-				<del>150,000</del>	150,000
	Hudson Woods - Playgroun Equipment	Park Dedication		<del>150,000</del>				150,000
	Bluff Park - Playground Equipment	Park Dedication			<del>150,000</del>			150,000
	Skate Board Equipment	Park Dedication	<del>200,000</del>					200,000
	<b>Park Development Fund Total</b>		<b>830,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>1,430,000</b>
<b><u>Water Enterprise Fund</u></b>								
	Well #8	Revenue Bonds	1,200,000					1,200,000
	Well #9 as needed	Revenue Bonds	1,200,000					1,200,000
	Water Meters	Revenue Bonds	1,000,000					1,000,000
	Misc Equipment Replacement Fund	Water Operations	10,000	15,000	15,000	15,000	15,000	70,000
	Water Meter replacement Fund	Water Operations	10,000	10,000	10,000	10,000	10,000	50,000
	Replace 2005 Chev 2500 #45	Water Operations	50,000					50,000
	Computer replacement fund	Water Operations	3,000	3,000	3,000	3,000	3,000	15,000
	<b>Water Enterprise Fund Total</b>		<b>3,473,000</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>	<b>3,585,000</b>

Capital Improvement Plan by Department – (continued)

			2020 through 2024					
Dept	Description	Funding Source	2020	2021	2022	2023	2024	Totals
<b><u>Sewer Enterprise Fund</u></b>								-
	WWTP Expansion - Phase II	Revenue Bonds - Sewer				14,500,000		14,500,000
	WWTP Expansion - Phase II	SEWER CIP				2,000,000		2,000,000
	Misc Equipment Replacement Fund	Sewer Operation	20,000	20,000	20,000	20,000	20,000	100,000
	Replace 1981 trailer jet machine #180	Sewer Operation	100,000					100,000
	Replace 1981 Generator #80	Sewer Operations			100,000			100,000
	Replace 1981 Generator #81	Sewer Operations		100,000				100,000
	Replace 2011 John Deere Mower #311	Sewer Operations				50,000		50,000
	Replace Floor Sweeper #308	Sewer Operations		6,000				6,000
	Replace Ford Dump Truck #196	Sewer Operation	170,000					170,000
<b>Sewer Enterprise Fund Total</b>			<b>290,000</b>	<b>126,000</b>	<b>120,000</b>	<b>16,570,000</b>	<b>20,000</b>	<b>17,126,000</b>
<b><u>Storm Sewer Enterprise Fund</u></b>								-
	Misc Equipment Replacement Fund	Storm Operation	7,500	7,500	7,500	7,500	7,500	37,500
	Replace 2006 Sweeper #126	Storm Operation	150,000					150,000
<b>Storm Sewer Enterprise Fund Total</b>			<b>157,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>187,500</b>
<b><u>Liquor Store Enterprise Fund</u></b>								
	Misc Building/Lot Repairs	Liquor Operation	-	25,000	25,000	25,000	25,000	100,000
	New Condenser Unit	CIP Fund	8,000					8,000
	New Security System	CIP Fund		4,000				4,000
	New Coolers	CIP Fund				72,000		72,000
	New Cash Registers	CIP Fund					10,000	10,000
	New HVAC	CIP Fund					15,000	15,000
<b>Liquor Store Enterprise Fund Total</b>			<b>8,000</b>	<b>29,000</b>	<b>25,000</b>	<b>97,000</b>	<b>50,000</b>	<b>209,000</b>
<b><u>City Debt Payments</u></b>								
	301 2004 PFA Water MPFA Loan	DEBT - WF	580,082	580,129	579,846	579,235	579,295	2,898,587
	401 2009 MPFA Loan Wastewater Expansion	DEBT - SF	981,135	980,475	980,380	980,827	980,791	4,903,608
	211 2010 PFA Loan - State Aid	DEBT - SA	153,026	152,799	152,538	152,243	152,913	763,519
	214 2011A G.O. Improvement Refunding Bonds	DEBT - GF	415,023					415,023
	216 2011B G.O. Improvement Refunding Bonds	DEBT - GF	447,440	441,750	223,080	-	-	1,112,270
	217 2012A G.O. Refunding Bonds	DEBT - GF/EF	503,813	236,750	236,969	237,020	192,240	1,406,792
	221 2014A GO Tax Abatement Bonds	DEBT - GF/EF	124,525	122,325	119,988	122,313	119,438	608,589
	222 2015A GO Refunding Bonds	DEBT - GF/EF	1,041,662	1,030,337	1,033,337	1,045,287	853,112	5,003,735
	223 2016A Taxable G.O. Refunding Bonds	DEBT - GF	301,478	316,918	311,720	315,940	309,500	1,555,556
	224 2016B G.O. CIP BOND	DEBT - GF	57,900	57,275	56,525	50,813	55,100	277,613
	226 2016C GO REFUNDING BOND	DEBT - GF	235,500	236,450	232,350	327,250	326,100	1,357,650
	227 2017-2018 STREET PROJECT DEBT PAYM Debt - FCH		200,200	196,300	197,325	198,200	194,000	986,025
	228-on 2019-2026 STREET PROJECT DEBT PAYM Debt - FCH		-	74,811	364,168	671,181	601,111	1,711,271
<b>City Debt Payments Total</b>			<b>5,041,784</b>	<b>4,426,319</b>	<b>4,488,226</b>	<b>4,680,309</b>	<b>4,363,600</b>	<b>23,000,238</b>
<b>Total General Fund, Enterprise Funds and City Debt</b>			<b>15,337,580</b>	<b>5,588,092</b>	<b>8,788,390</b>	<b>22,530,909</b>	<b>8,594,361</b>	<b>60,839,333</b>

# Capital Improvement Projects



## CAPITAL IMPROVEMENT PROGRAM City of Big Lake CIP Project Request Form FY 2020-2025

<b>Program Category:</b>	<b>Project Title:</b>	<b>Project #</b>		
SIDEWALKS	STREET IMPROVEMENTS	SAFE17		

**Description and justification of project and funding sources:**

Safe Route to Schools project - sidewalks. Grant awarded for \$89,796, the Liquor Store contributed \$100,000. This project was approved by council in 2017, however construction will not begin until the Federal Fiscal year of 7/1/20 through 6/30/21.

<b>Is this equipment prioritized on an equipment replacement schedule?</b>	Yes	No	NA
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Are there any site requirements:**

**How is this project going to be funded:**

	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
REVENUE	Grant	198-50-4210		86,181				
	Transfer from Liquor Store	198-50-3155						100,000
	Unallocated Funds - 198							34,658

**How is this project going to be spent:**

	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
EXPENSE	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)	198-000-50-25-4257	\$ 130,874.50					\$ 3,783.00
	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:**

	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
OPERATING BUDGET COSTS	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges							
	Capital Outlay							
	Debt Service							

<b>Responsible Person:</b>	<b>Responsible Department:</b>	<b>Date Submitted to Finance</b>	<b>Today's Date and Time</b>	<b>Preparer's Initials</b>	<b>Total Score</b>
Layne Otteson	Engineering		08/27/19		43

2020 - Capital Improvement Projects – (continued)



**CAPITAL IMPROVEMENT PROGRAM**  
City of Big Lake CIP Project Request Form FY 2020-2025

<b>Program Category:</b>	<b>Project Title:</b>	<b>Project #</b>	
PARKING LOT IMPROVEMENTS	LAKESIDE PARK LOT IMPROVEMENT	LAKESIDE PARK 2020	

**Description and justification of project and funding sources:**

Parking lot improvements for Lakeside Park has been part of the CIP Plan for several years. This project could be used for the striping of parking places as well as improvement into the lot itself.

<b>Is this equipment prioritized on an equipment replacement schedule?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> NA
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**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	198-55-3105	60000					

  

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								
Capital Outlay								
Debt Service								

<b>Responsible Person:</b>	<b>Responsible Department:</b>	<b>Date Submitted to Finance</b>	<b>Today's Date and Time</b>	<b>Preparer's Initials</b>	<b>Total Score</b>
Layne Otteson	Engineering		08/27/19		26

2020 - Capital Improvement Projects – (continued)



**CAPITAL IMPROVEMENT PROGRAM**  
City of Big Lake CIP Project Request Form FY 2020-2025

Program Category:	Project Title:	Project #
FLEET	POLICE FLEET	PD FLEET

**Description and justification of project and funding sources:**

To replace two fleet vehicles 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 two vehicles that are in line to be replace that will offset the use of 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	199-75-3155	54,500	56,600	29,350	73,200	62,900	
SALE OF FIXED ASSETS	199-75-3910	26,000	26,000	13,000	26,000	26,000		

**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)								
F. Equipment Costs	199-75-70-4316	\$ 80,500.00	\$ 82,600.00	\$ 42,350.00	\$ 99,200.00	\$ 88,900.00		
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	199-75-25-4430	\$ 19,570.00	\$ 20,157.00	\$ 20,762.00	\$ 21,385.00	\$ 22,026.00		
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 SCHARF	POLICE DEPT	07/16/19	07/16/19		35

2020 - Capital Improvement Projects – (continued)

 <b>CAPITAL IMPROVEMENT PROGRAM</b> City of Big Lake CIP Project Request Form FY 2020-2025									
Program Category:		Project Title:			Project #				
FLEET		Street Department			PW #35				
Description and justification of project and funding sources:									
To replace 2005 Chev 2500 Street department fleet									
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	199-50-3155	50.000						
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)	199-55-70-4318	\$ 50.00						
	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								
	Capital Outlay								
Debt Service									
Responsible Person:		Responsible Department:		Date Submitted to Finance		Today's Date and Time		Preparer's Initials	Total Score
Mike Gobel		Public Works				08/27/19			31

2020 - Capital Improvement Projects – (continued)



**CAPITAL IMPROVEMENT PROGRAM**  
City of Big Lake CIP Project Request Form FY 2020-2025

<b>Program Category:</b>	<b>Project Title:</b>	<b>Project #</b>	
FLEET	Street Department	PW #24	

**Description and justification of project and funding sources:**

To replace 2004 Ford Explorer Unit #24 for street department

<b>Is this equipment prioritized on an equipment replacement schedule?</b>	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:								Funded In Prior Years
Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5		
LGA	199-50-3155	50.000						

  

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	199-55-70-4316	\$ 50.00						
G. Other								

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								

<b>Responsible Person:</b>	<b>Responsible Department:</b>	<b>Date Submitted to Finance</b>	<b>Today's Date and Time</b>	<b>Preparer's Initials</b>	<b>Total Score</b>
Mike Gobel	Public Works		08/27/19		31

2020 - Capital Improvement Projects – (continued)



**CAPITAL IMPROVEMENT PROGRAM**  
City of Big Lake CIP Project Request Form FY 2020-2025

<b>Program Category:</b>	<b>Project Title:</b>	<b>Project #</b>		
FLEET	Street Department	Tractor #3307		

**Description and justification of project and funding sources:**

To replace 2007 Holder Tractor #3307 for street department

<b>Is this equipment prioritized on an equipment replacement schedule?</b>	Yes	No	NA
	<input checked="" 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	199-50-3155	150,000					

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		199-55-70-4316	\$ 150,000.00					
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								

<b>Responsible Person:</b>	<b>Responsible Department:</b>	<b>Date Submitted to Finance</b>	<b>Today's Date and Time</b>	<b>Preparer's Initials</b>	<b>Total Score</b>
Mike Gobel	Public Works		08/27/19		31