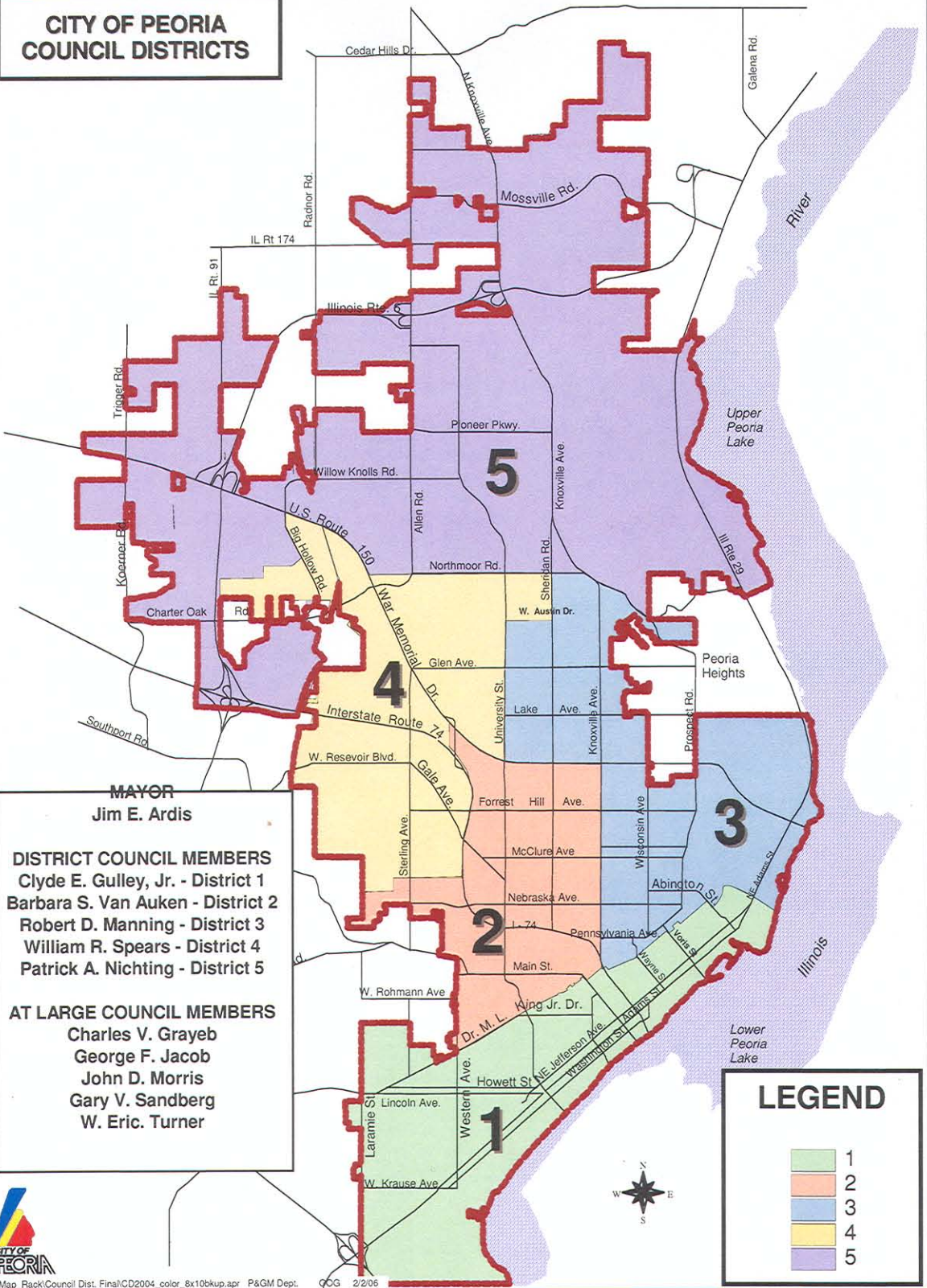


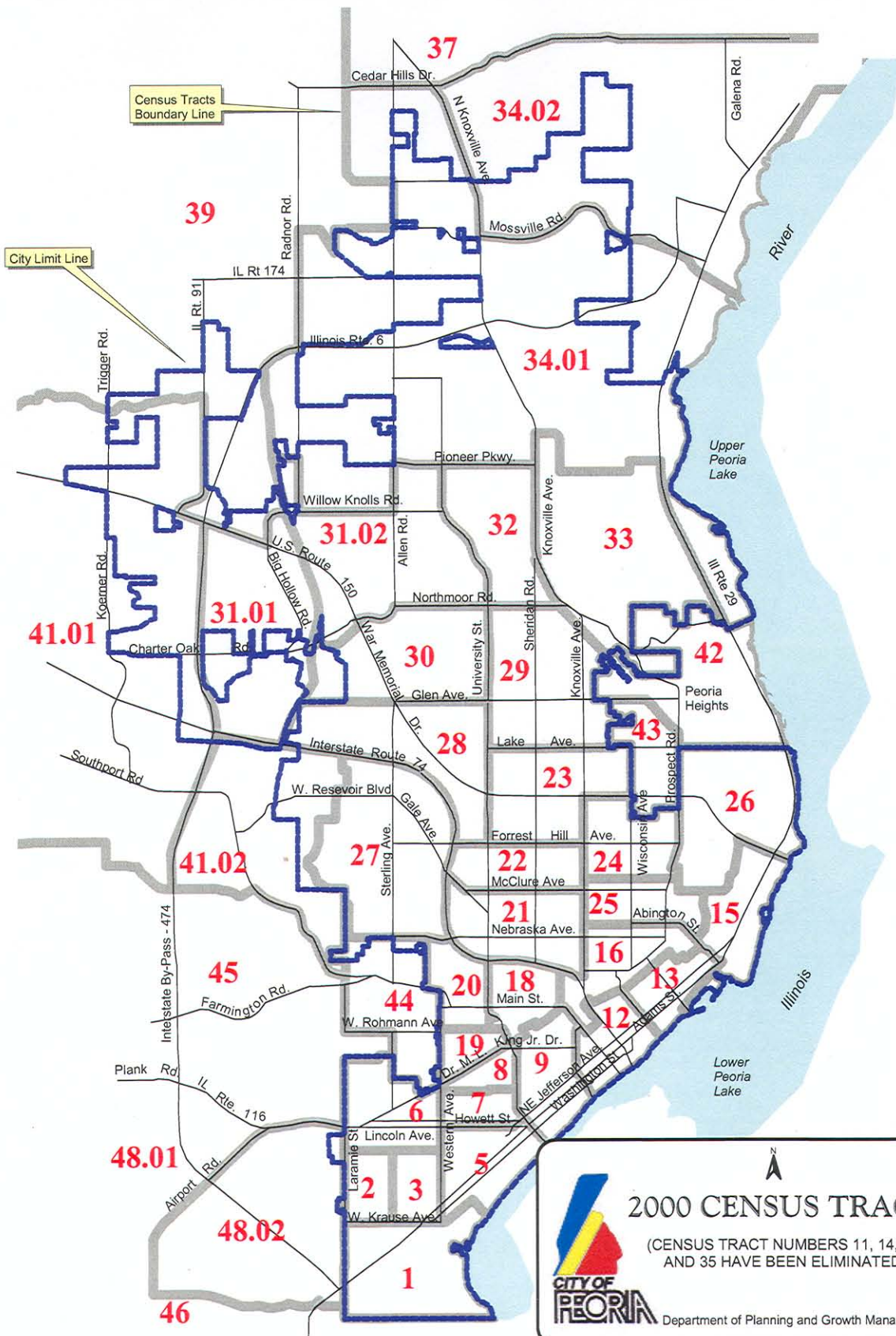


Section 4: Appendix



CITY OF PEORIA COUNCIL DISTRICTS





*City Council Approved:
October 15, 1996*

The City of Peoria
CAPITAL BUDGET ADMINISTRATIVE POLICY

The City of Peoria capital financial policies establish the basic framework for the fiscal management of the capital budget and the capital projects within it. These policies are intended to assist the City Council, City Manager, Finance Director/Comptroller, and Finance Department in both decision-making processes and the establishment of policies for the Operating Departments implementing the Capital Budget. Current activities and future programs are evaluated on City Council approved criteria and policies outlined below.

The Capital Improvement Program (CIP) is the long range plan of improvements throughout the City which adheres to any or all of the following components: A) the project exceeds \$10,000, B) the project extends more than one fiscal year, and/or C) the project is a non-recurring item too costly for the operating budget. The Operating Departments of the City submit requests annually which are reviewed by the CIP Committee which consists of representatives from the various departments. The CIP is prepared as a five (5) year planning document with year one of the CIP serving as that year's capital budget. The capital budget is the yearly appropriation in the Annual Budget addressing the City's capital needs. A capital project is an element of the CIP; it demonstrates one or all of the previously outlined components classifying it as a capital project.

Presently, the City manages six (6) capital funds. They include the Capital Fund (comprised of public benefit, special assessment, drainage, economic development, sewer rehabilitation, and capital equipment projects), CDBG Fund, Riverfront Development Fund, Road Fund, Southtown Development Fund, and Landfill Fund. Each fund operates under various revenue constraints which provide the necessary cash flow to fund the various projects (e.g., state and local motor fuel taxes provide the revenue stream to the Road Fund).

The following tenets are underpinnings to this policy:

- 1) *Maintenance of Capital Fund Balance* - It will be the policy to maintain annually a minimum available (i.e., unreserved) Capital Fund balance of \$500,000. This available fund balance shall serve two purposes: 1) cover any unanticipated capital projects which may occur throughout the year and 2) cover any project cost overruns. While this may drop below \$500,000 during the year, it is intended to replenish annually if needed. This balance will cover any shortages incurred by the other five (5) special project funds mentioned above (i.e., CDBG, Riverfront Development, Road, Southtown Development, and Landfill Funds).
- 2) *Inactive Capital Project Review/Reprogramming* - All projects which have either minimally expended funds and/or have not started within two (2) years of being budgeted will be reviewed at the end of the second year. "Minimally expended funds" refers to projects which, when reviewing the cost of the entire project, have expended a proportionally minimal amount in the overall budgeted cost of the project. "Projects not started" refers to projects which have expended zero funds budgeted.

At the time of review, based upon information acquired from the department managing the project, the City Manager and Finance Director/Comptroller shall determine the appropriateness of

reprogramming a project's budgeted funds. The project shall then be designated as inactive and the funds reprogrammed. Projects may be re-submitted to the Capital Improvement Program (CIP) process by the managing department when it is deemed suitable to proceed with such projects.

The City Council will have the final approval of projects to be reprogrammed.

If the project has not started at the two year review and is planned to begin shortly (i.e., the project budget will not be reprogrammed), the department shall provide the Finance Department with revised cost estimates so that any modifications necessary may be made and planned for appropriately.

- 3) *Council Notification of Forecasted Capital Project Budget Overages* - Projects over budget by less than \$10,000 will be adjusted administratively. Forecasted overages in excess of \$10,000 or 10% of original project budget, whichever is the greater, will require City Council action (specifically, when the total project costs exceed the budget by the greater of \$10,000 or 10% of original budget).
- 4) *Active Projects Status Reporting System* - Departments managing capital project will submit on a semi-annual basis a status report for each active project to the Finance Department. The status reports submitted to the Finance Department will include any forecasted project overages by the departments. A condensed report will be submitted to the City Council and City Manager subsequently; it will include, but is not limited to, a financial accounting of expenditures to date and a status update on the projects.
- 5) *Completion of Capital Projects - Closing of Projects* - Upon completion of capital projects, the Finance Department shall reconcile the project budgets versus actual expenditures. After the reconciliation occurs, the project shall be closed in the computer accounting system. Any funds other than bond proceeds which remain from budgeted projects (i.e., should the project be completed *under* budget) shall be reprogrammed in the available fund balance for future projects. Bond proceeds must be used according to the bond ordinance which typically requires that the unexpended funds be applied to debt service; the Administration will follow the bond ordinances in reprogramming any remaining balances from completed projects.

The department managing the project shall submit a project summary upon completion to the Finance Department. A summary of completed capital projects shall be submitted to the City Council and City Manager.

CITY OF PEORIA
2006-2010 CAPITAL IMPROVEMENT PROGRAM
DEPARTMENT PRIORITY LIST

All departments submitting requests for funding in the 2006-2010 Capital Improvement Program were asked to priority rank each project submitted. The following is each department's projects submitted in the 2006-2010 CIP and their perceived priority ranking.

Project Priority/ Rank	Project Name	Comment
	<u>ECONOMIC DEVELOPMENT</u>	
1-5	Med-Tech Master Plan	
2-5	MLK Extension Opportunity Acquisition	
3-5	MacArthur Neighborhood Center	
4-5	Peoria Business Initiative Response	
5-5	Opportunity Acquisition	
	<u>FIRE</u>	
1-13	Fire Automated External Defibrillator (AED) Replacement	
2-13	Fire Station Relocation/Refurbishment	
3-13	Fire Self-Contained Breathing Apparatus (SCBA)	
4-12	Fire Thermal Imaging Camera Replacements	
5-13	Fire Automatic Vehicle Locator (AVL) System	
6-13	Fire In-Ground Truck Lift	
7-13	Fire Outdoor Warning System Upgrade	
8-13	Fire Self-Contained Breathing Apparatus (SCBA) Testing Device	
9-13	Fire Rescue Equipment	
10-13	Fire Standby Emergency Generator	
11-13	Fire Training Smoke/Heat Simulator System	

**CITY OF PEORIA
2006-2010 CAPITAL IMPROVEMENT PROGRAM
DEPARTMENT PRIORITY LIST**

Project Priority/ Rank	Project Name	Comment
12-13	Fire Breathing Air Compressor	
13-13	Fire Station Driveway Replacement	
	<u>PLANNING</u>	
1-4	Growth Management	
2-4	Heart of Peoria Plan Implementation	
3-4	Employer Assisted Housing	
4-4	Neighborhood Enhancement Programs	
	<u>POLICE</u>	
1-6	Police Body Armor Replacement	
2-6	Electronic Traffic Citation System	
3-6	Police Car Wireless/Digital Video Recording	
4-6	Police Livescan Equipment	
5-6	Enhanced Riverfront/Downtown Public Safety	
6-6	Enhanced MedTech District Public Safety	
	<u>PUBLIC WORKS</u>	
1-31	N. Wisconsin Improvement	
2-31	Arterial Milling/Overlay Program	
3-31	Traffic Signals	

CITY OF PEORIA
2006-2010 CAPITAL IMPROVEMENT PROGRAM
DEPARTMENT PRIORITY LIST

Project Priority/ Rank	Project Name	Comment
	<u>PUBLIC WORKS (CONT'D)</u>	
4-31	Traffic Signal Power Supply	
5-31	Fiber-Optic Upgrades	
6-31	Special Assessment Program	
7-31	Wildcat/ Lateral Sewer Repair Program	
8-31	Geographic Information Systems (GIS)	
9-31	Sidewalk – Handicap Ramp /CBD Streetscape/ Participation	
10-31	Sidewalk in Need of Repair (SINR)	
11-31	Neighborhood Sidewalk Program	
12-31	Water Street – Hamilton Blvd to Washington	
13-31	Jefferson & Kumpf Intersection Improvement	
14-31	Pioneer Parkway & Hale Intersection Upgrade	
15-31	Traffic Signal Video Detection Cameras	
16-31	Pennsylvania Avenue Improvement	
17-31	Pioneer Parkway Extension	
18-31	Northmoor Road /Allen Road to Knoxville	
19-31	Storm water Management – USEPA	
20-31	Storm water Management – Clean Water Act Compliance	
21-31	Drainage Program	
22-31	MLK – Sheridan Spring Grove Subdivision	

CITY OF PEORIA
2006-2010 CAPITAL IMPROVEMENT PROGRAM
DEPARTMENT PRIORITY LIST

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CIP COMMITTEE'S OVERALL PROJECT & PROGRAM EVALUATION SCORES

(sorted by average of scores)

Page Number		PUBLIC SAFETY	URGENT NEED	EXTERNAL REQUIREMENTS	PROTECTION OF CAPITAL STOCK	OPERATING BUDGET	CAPITAL BUDGET	LIFE EXPECTANCY	ECONOMIC DEVELOPMENT	NEIGHBORHOOD DEV.	% POPULATION SERVED	DEPARTMENT CATEGORY	LINKED - OTHER PROJECTS	AESTHETICS/ ENVIRONMENT	TOTAL
	WEIGHT:	4	4	4	4	4	4	4	4	4	3	3	2	1	
24	Med-Tech District Master Plan	1	1	1	1	2	0	3	3	3	2	4	3	3	84
25	West Bluff Council Homeownership Rebate Prgm	0	1	2	2	3	2	2	1	1	3	1	2	2	79
26	Growth Management	1	1	1	0	2	0	3	3	3	1	4	3	2	79
29	Arterial Mill/Overlay	2	2	0	2	1	1	2	0	1	3	4	2	2	75
30	Heart of Peoria(HOP) Plan Implementation	1	1	1	1	2	0	3	3	3	2	3	2	3	75
31	Special Assessment Program	2	2	0	1	1	1	2	2	2	2	4	0	3	72
32	Traffic Signals	2	2	1	1	1	0	2	1	1	3	4	1	1	72
33	Employer Assisted Housing Program	0	1	2	1	2	3	2	1	2	2	1	1	1	71
34	Sidewalk Part/CBD Streetscape/Access Ramps	2	2	2	1	1	1	2	1	1	3	3	1	2	70
35	Pioneer Parkway Extension	2	2	1	1	1	0	3	2	2	2	2	2	2	70
36	Fire SCBA Testing Device	2	2	2	1	1	1	2	0	0	3	4	1	0	69
37	Fire Station Relocation/Refurbishment	1	2	0	2	0	0	3	1	2	2	4	1	2	69
38	MacArthur Neighborhood Center	0	1	1	1	1	1	3	2	3	1	3	2	3	69
39	Sidewalk in Need of Repair (SINR)	2	2	0	1	1	1	2	1	2	2	3	1	3	67
40	Fire In-Ground Truck Lift	2	2	1	2	1	2	3	0	0	2	3	0	0	65
41	MLK Extension Opportunity Acquisition	1	1	0	1	1	0	3	1	2	2	3	2	3	64
42	Wisconsin Avenue Improvement	1	2	0	1	1	1	2	1	2	1	4	2	2	64
43	Geographic Information Systems (GIS)	1	2	2	1	0	1	2	1	1	3	4	2	0	63
44	Police Elect Traffic Citation System*	2	2	2	0	2	2	0	0	1	2	3	1	0	63
45	Traffic Signals Power Supply	2	2	0	1	1	1	1	0	1	3	4	1	0	63
46	Fire Outdoor Warning System Upgrade	2	2	0	1	1	1	2	0	1	2	3	1	0	62
47	Peoria Business Initiative Response Fund	1	1	1	0	2	0	2	3	2	2	2	2	2	62
48	Pennsylvania Avenue Improvements	2	2	0	1	1	0	2	1	1	2	3	1	2	61
49	Storm Water Mgmt-Clean Water Act Compli	1	2	3	1	0	1	2	0	1	3	2	2	1	61
50	Neighborhood Sidewalk Program	2	2	0	1	1	1	2	1	2	2	3	1	2	60
51	Fiber Optic Upgrades	2	1	0	1	2	0	2	0	1	3	4	1	0	60
52	Fire Automated External Defibrillator (AED)	2	2	2	1	2	1	0	0	0	3	4	1	0	60
53	Water Street-Hamilton Blvd to Washington	1	1	1	1	1	1	2	1	1	1	3	1	2	59
54	Wildcat/Lateral Sewer Repair	2	2	1	1	1	1	2	0	1	1	4	1	0	58
55	Drainage Program	2	2	0	1	1	1	2	1	1	2	2	1	1	58
56	Storm water Management-USEPA Grant	1	1	2	1	1	1	2	1	1	2	2	1	1	58
57	Northmoor Road - Allen to Knoxville	1	1	1	1	1	0	2	1	1	2	2	1	2	56
58	Pioneer Parkway & Hale Avenue	2	2	0	1	1	1	2	1	1	1	3	1	1	56
59	Jefferson & Kumpf Intersection Improvement	2	1	1	1	1	2	1	0	1	2	3	1	1	55
60	Fire Self-Contained Breathing Apparatus (SCBA)	2	2	2	1	2	2	1	0	0	3	2	1	0	55
61	Police Car Digital Video Recording	2	2	0	1	1	1	0	0	1	3	3	1	0	55
62	Animal Shelter Incinerator Replacement	1	2	0	1	1	2	1	0	0	2	3	0	1	54
63	Storm water Management-Early Action #1	1	1	3	1	1	1	2	1	1	0	2	1	1	54
64	Traffic Signals Video Detection Cameras	2	2	0	1	1	0	1	1	1	3	3	1	0	54
65	Western Avenue Greenway	1	1	0	0	1	0	3	1	2	1	3	1	2	54
66	Police Livescan Equipment	1	2	0	0	2	1	0	0	1	3	4	1	0	53
67	Neighborhood Enhancement Program	1	2	2	1	1	1	2	1	1	1	1	1	1	53
68	Police Body Armor Replacement	2	2	0	1	1	1	0	0	1	3	4	1	0	53
69	Fire Standby Emergency Generator	2	2	0	1	1	1	2	0	0	3	2	0	0	52
70	Opportunity Acquisitions	0	1	0	0	1	0	3	1	2	2	1	2	2	52
71	Enhanced Riverfrt/Downtown Public Safety	2	2	0	0	1	1	0	1	1	2	2	1	0	51
72	Pioneer Parkway Intersection	2	1	1	1	1	1	2	1	1	2	1	1	1	51
73	Oakwood Drive Extension - Phase I	1	2	0	0	1	1	2	1	2	1	2	1	1	50
74	Uplands Alley Walkway Beautification	1	1	0	1	2	1	2	0	2	0	3	2	2	50
75	Fire Thermal Imaging Camera Rplmts	2	2	0	1	1	0	0	0	0	3	4	0	0	49
76	Martin Luther King Drive / Garrett to Gwynn	1	1	0	1	1	1	2	1	2	2	1	2	2	49
77	Storm water Management-Early Action #4	1	1	3	1	1	1	2	1	1	0	1	1	1	49
78	Abington Intersection at Perry	1	1	0	1	1	1	2	0	1	1	1	1	1	47
79	Martin Luther King Drive / Gwynn to Western	1	1	0	1	1	1	2	1	1	2	1	2	2	47
80	Enhanced MedTech District Public Safety	2	1	0	0	1	1	0	1	2	1	1	1	0	45
81	Fire Rescue Equipment	2	2	0	0	1	1	1	0	0	2	2	1	0	45

CIP COMMITTEE'S OVERALL PROJECT & PROGRAM EVALUATION SCORES

(sorted by average of scores)

Page Number		PUBLIC SAFETY	URGENT NEED	EXTERNAL REQUIREMENTS	PROTECTION OF CAPITAL STOCK	OPERATING BUDGET	CAPITAL BUDGET	LIFE EXPECTANCY	ECONOMIC DEVELOPMENT	NEIGHBORHOOD DEV.	% POPULATION SERVED	DEPARTMENT CATEGORY	LINKED - OTHER PROJECTS	AESTHETICS/ ENVIRONMENT	TOTAL
	WEIGHT:	4	4	4	4	4	4	4	4	4	3	3	2	1	
82	Fire Station Driveway Replacement	1	1	0	2	2	1	2	0	0	2	1	0	1	45
83	MLK -Sheridan Spring Grove Subdiv	1	1	0	1	1	2	2	0	1	0	2	1	2	43
84	Greenleaf Improvement - Wayne & Voris	1	1	0	1	1	1	2	1	1	1	1	0	1	42
85	Fire AVL System*	1	2	0	0	0	1	0	0	1	3	3	0	0	42
86	Fire Training Smoke/Heat Simulator System	1	1	0	1	1	2	1	0	0	2	1	0	0	39
87	Fire Breathing Air Compressor	1	1	0	1	1	1	0	0	0	3	1	0	0	37
88	Rebecca Arches	1	1	0	1	1	1	2	0	1	0	1	0	3	35
98	Prospect Façade & Street Improvements														
101	Sheridan Façade & Street Improvements														
101	PPUATS	DO NOT RANK - INTERGOV AGREEMENT													
103	Sanitary Sewer Rehabilitation	DO NOT RANK - INTERGOV AGREEMENT													
114	Copiers	DO NOT RANK - NON-DISCRETIONARY													
115	Facilities Operations - Buildings City Wide	DO NOT RANK - NON-DISCRETIONARY													
116	Facilities Ops - Parking Decks & Lots	DO NOT RANK - NON-DISCRETIONARY													
117	Fire Fleet Replacement	DO NOT RANK - NON-DISCRETIONARY													
118	Fleet Recapitalization	DO NOT RANK - NON-DISCRETIONARY													
119	Furniture & Office Equipment	DO NOT RANK - NON-DISCRETIONARY													
120	Information Systems	DO NOT RANK - NON-DISCRETIONARY													
121	Radio Communications	DO NOT RANK - NON-DISCRETIONARY													
122	Telecommunications	DO NOT RANK - NON-DISCRETIONARY													
123	East Bluff NHS Distribution	DO NOT RANK - ANNUAL OBLIGATION													
123	O'Brien Steel Expansion	DO NOT RANK - REDEVELOPMENT AGREEMENT													
123	Peoria City/County Landfill	DO NOT RANK - INTERGOV AGREEMENT													

CITY OF PEORIA
2006-2010 CAPITAL IMPROVEMENT PROGRAM
COMMISSION PRIORITY LIST

[illegible]

NDC AD-HOC COMMITTEE ENTITLEMENT PROGRAMS EVALUATION SCORES

(sorted by average of scores)

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