

Prelim + Adopted

Program of Services

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Budget Detail

City of Eau Claire
Wisconsin

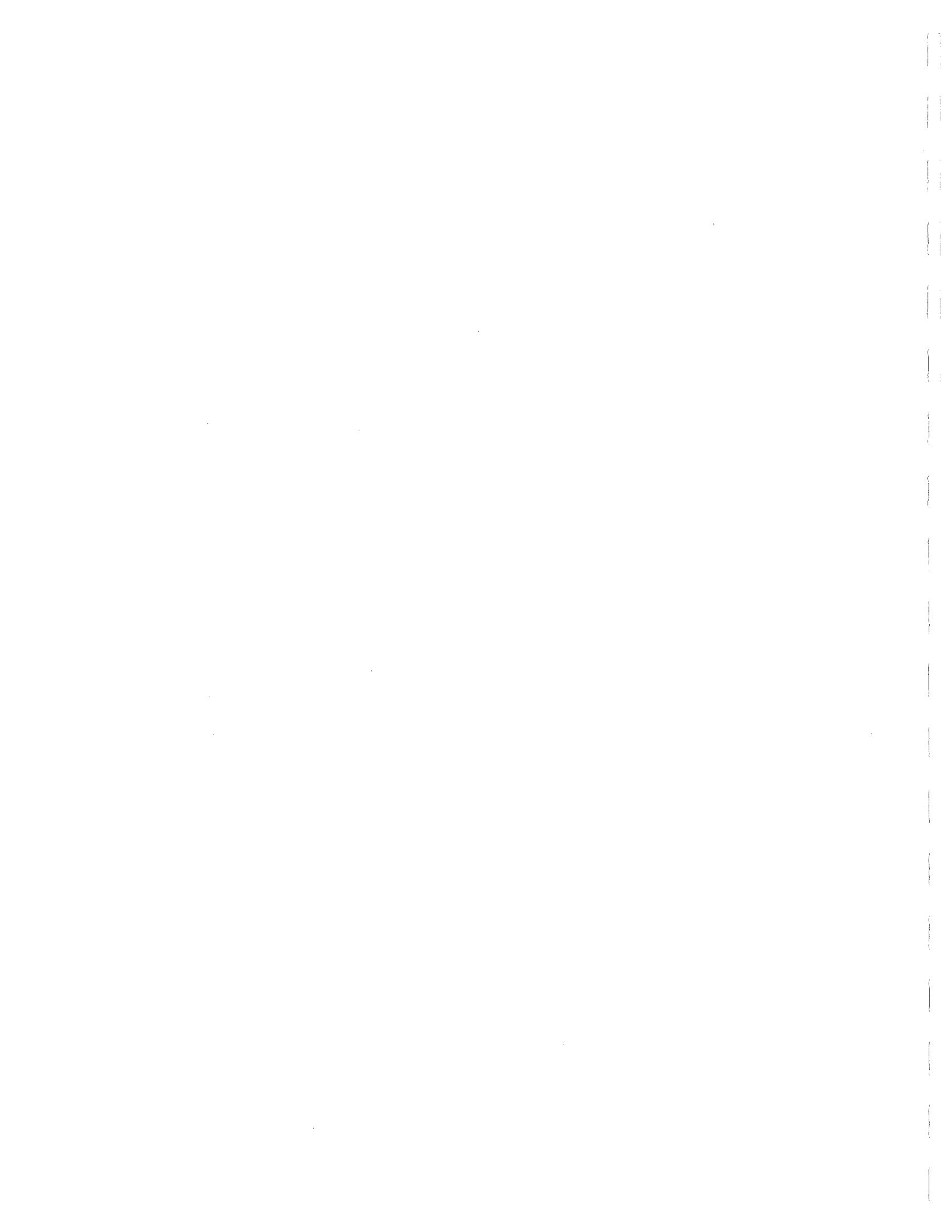
*****FINANCE DEPARTMENT*****
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2004 Program of Services

Budget Detail

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2004 Program of Services

Budget Detail

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<h2 style="margin: 0;">Overview of Revenues and Expenditures</h2>

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Taxes	\$ 19,250,630	\$ 20,685,800	\$ 11,344,423	\$ 21,117,100	\$ 21,549,200
Intergovernmental	13,466,063	13,574,300	2,465,776	13,882,000	12,364,400
Licenses & Permits	1,443,488	1,237,400	566,745	1,237,100	1,427,000
Fines & Forfeits	686,405	619,000	390,272	619,000	754,000
Charges for Services	1,291,072	1,218,900	765,973	1,469,900	1,481,100
Charges for Services -					
Intergovernmental	2,077,418	2,326,100	1,238,417	2,332,700	2,441,100
Miscellaneous	1,385,794	1,316,100	355,860	1,056,900	1,033,400
Other Financing Sources	<u>216,377</u>	<u>391,400</u>	<u>51,416</u>	<u>391,400</u>	<u>311,500</u>
Total Revenues and Other Financing Sources	<u>39,817,248</u>	<u>41,369,000</u>	<u>17,178,881</u>	<u>42,106,100</u>	<u>41,361,700</u>
Expenditures and Other Financing Uses:					
Personal Services	27,372,245	29,473,900	12,346,119	29,321,300	29,753,900
Contractual Services	4,441,938	4,719,000	2,362,847	5,309,200	4,799,000
Utilities	995,239	1,034,100	457,846	1,034,100	1,061,300
Fixed Charges	469,284	705,100	291,768	705,100	1,463,700
Materials & Supplies	1,251,515	1,307,700	544,668	1,412,900	1,283,400
Contributions & Other Payments	323,949	322,900	192,164	337,900	296,400
Capital Outlay	47,257	-	-	1,500	-
Other Financing Uses	<u>5,690,545</u>	<u>5,485,900</u>	<u>-</u>	<u>5,480,600</u>	<u>6,102,600</u>
Total Expenditures and Other Financing Uses	<u>40,591,971</u>	<u>43,048,600</u>	<u>16,195,411</u>	<u>43,602,600</u>	<u>44,760,300</u>
Excess (Deficiency) of Funding Sources Over Uses	\$ <u>(774,724)</u>	\$ <u>(1,679,600)</u>	\$ <u>983,469</u>	\$ <u>(1,496,500)</u>	\$ <u>(3,398,600)</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 3,437,971	\$ 1,374,701		\$ 3,492,876	\$ 2,957,676
Changes in Available Balances:					
From operations	(774,724)	(1,679,600)		(1,496,500)	(3,398,600)
Principal repayment - leases & advances	343,429	305,500		405,500	441,200
Reserve for open positions				555,800	
Residual Eq. Tsf (to)from other funds	<u>486,200</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	\$ <u>3,492,876</u>	\$ <u>601</u>		\$ <u>2,957,676</u>	\$ <u>276</u>

REVENUE DETAIL

Revenue Classification	2002 Actual	2003 Adopted	2003 6-Month Actual	2003 Projection	2004 Budget
<u>TAXES</u>					
Real & personal property	\$ 17,329,592	\$ 18,915,000	\$ 10,651,976	\$ 19,360,500	\$ 19,887,700
Allowance for delinquent taxes	-	(200,000)	-	(200,000)	(200,000)
Special assessments	275,460	200,500	198,337	232,000	80,000
Payment in lieu of taxes	1,357,653	1,443,300	290,362	1,413,300	1,464,500
Other	287,926	327,000	203,748	311,300	317,000
Total taxes	19,250,630	20,685,800	11,344,423	21,117,100	21,549,200
<u>INTERGOVERNMENTAL REVENUES</u>					
Federal aid	111,144	-	159,808	408,600	57,200
State shared tax	8,440,828	8,525,200	-	8,520,200	7,479,100
State expenditure restraint program	727,380	853,100	-	853,100	906,500
State aids-streets	2,729,254	2,820,000	1,428,138	2,856,300	2,800,000
State aids-police, fire	950,718	953,000	610,045	729,000	675,000
Other	506,740	423,000	267,785	514,800	446,600
Total intergovernmental revenues	13,466,063	13,574,300	2,465,776	13,882,000	12,364,400
<u>LICENSES & PERMITS</u>					
Television franchise	528,681	423,400	126,289	423,400	425,000
PEG Fees	156,273	159,000	39,432	159,000	159,000
Liquor licenses	72,560	69,200	66,568	75,000	78,000
Building permits	296,335	212,400	122,875	212,400	250,000
Construction permits	205,264	161,700	79,978	161,700	172,000
Occupational licenses	92,900	92,300	64,225	92,800	92,300
Other	91,475	119,400	67,377	112,800	250,700
Total licenses and permits	1,443,488	1,237,400	566,745	1,237,100	1,427,000
<u>FINES & FORFEITS</u>					
Court penalties and costs	360,756	300,000	152,630	300,000	300,000
Parking violations	315,052	315,000	234,392	315,000	450,000
Other	10,598	4,000	3,250	4,000	4,000
Total fines & forfeits	686,405	619,000	390,272	619,000	754,000
<u>CHARGES FOR SERVICES</u>					
Police department fees	111,029	97,300	138,189	354,300	102,300
Ambulance service	767,271	780,000	429,188	780,000	886,000
Repairs to streets/sidewalks	35,912	28,500	12,194	20,500	24,700
Municipal softball	55,365	50,000	47,195	60,000	55,000
Instructional & athletic activity fees	202,967	170,000	96,408	170,000	245,000
Other	118,526	93,100	42,798	85,100	168,100
Total charges for services	\$ 1,291,072	\$ 1,218,900	\$ 765,973	\$ 1,469,900	\$ 1,481,100

REVENUE DETAIL

Revenue Classification	2002 Actual	2003 Adopted	2003 6-Month Actual	2003 Projection	2004 Budget
<u>CHARGES FOR SERVICES-</u>					
<u>INTERGOVERNMENTAL</u>					
Communication center	\$ 893,192	\$ 1,016,900	\$ 639,996	\$ 1,016,900	\$ 1,000,500
Haz Mat "B" contract	34,000	34,000	-	34,000	34,000
Police liaison	98,330	144,100	-	144,100	148,400
Storm Water Mgmt service charge	260,892	281,600	165,576	281,600	386,100
Water Utility service charge	428,820	459,200	229,578	459,200	467,900
Sewer Utility service charge	317,340	342,700	171,360	342,700	349,200
Public Transit utility service charge	37,320	40,200	20,118	40,200	41,000
Service charge - other	7,524	7,400	11,789	14,000	14,000
Total charges for services- intergovernmental	<u>2,077,418</u>	<u>2,326,100</u>	<u>1,238,417</u>	<u>2,332,700</u>	<u>2,441,100</u>
<u>MISCELLANEOUS</u>					
Interest:					
Investments	692,089	775,000	225,420	450,000	495,000
Advance to other funds	533,645	449,100	-	477,400	450,400
Notes receivable	70	-	-	-	-
Special assessments	25,915	10,000	12,936	10,000	5,000
Rental	102,075	74,000	84,503	103,400	75,000
Other	32,001	8,000	33,001	16,100	8,000
Total miscellaneous	<u>1,385,794</u>	<u>1,316,100</u>	<u>355,860</u>	<u>1,056,900</u>	<u>1,033,400</u>
Total revenues	<u>39,600,870</u>	<u>40,977,600</u>	<u>17,127,465</u>	<u>41,714,700</u>	<u>41,050,200</u>
<u>OTHER FINANCING SOURCES</u>					
Transfer from other funds	216,377	381,400	46,610	381,400	301,500
Sale of capital assets	-	10,000	4,806	10,000	10,000
Total other financing sources	<u>216,377</u>	<u>391,400</u>	<u>51,416</u>	<u>391,400</u>	<u>311,500</u>
Total revenues and other financing sources	<u>\$ 39,817,248</u>	<u>\$ 41,369,000</u>	<u>\$ 17,178,881</u>	<u>\$ 42,106,100</u>	<u>\$ 41,361,700</u>

TAXES

Property Taxes are the most important component of City revenue sources. All required funding that cannot be generated from other revenues must be derived from a property tax levy. The tax rate is expressed in terms of "mills," with one mill equivalent to one dollar of tax for every one thousand dollars of assessed value. The City of Eau Claire's assessment ratio is about 93.9% of the equalized (market) value for 2004. Assessed values grew slightly over 5%. About half of the growth was the addition of the TIF #4 tax increments to the tax roll.

The 2004 tax levy will increase 5.1% to \$19,887,700 reflecting the growth in the tax base. Since the projected levy does not exceed the growth, the tax rate will stay at the 2003 level of 6.424 mills.

Special Assessments are collected from properties benefiting from City capital improvements. General fund special assessments are levied for street improvements, sidewalk, curb and gutter, seeding and sodding, and street lighting. Most assessments can be paid over a period of ten years at an annual interest rate of 6%. Special assessments are also levied for tree removal, weed cutting, and snow removal. These assessments are due annually and become a lien against the property. Since 1995, all new special assessments for street construction are recorded in the Debt Service fund to pay street-related debt service. Current special assessments are projected to decrease in 2004 by 53%, from \$170,500 to \$80,000, as the outstanding pre-1995 assessments decline.

Payments in Lieu of Taxes are collected from the Water Utility, the Housing Authority, Goodwill Industries, and certain private tax-exempt housing projects as reimbursement for Police, Fire, and PublicWorks services. This payment is computed annually and based is on the value of the property, multiplied by the current mill rate. This revenue is projected at \$1,464,500.

Other Taxes include delinquent personal property tax and mobile home fees. Other taxes comprise about .5% of the total taxes collected.

INTERGOVERNMENTAL REVENUE

State Shared Revenue makes up 60.5% of intergovernmental revenue, and 18.1% of total General fund revenue. Each biennium, the State Legislature appropriates a portion of State Tax collections and returns it to the municipalities. This appropriation is based on a formula that takes into effect the community's tax effort, the equalized value of the property in the community and the population. Between 1996 and 2001, State Shared Revenue decreased by 5% per year. The level of funding proposed for 2004 will decrease \$1,046,100 or 12% from 2003.

State Aid for Streets includes transportation aids which are a distribution of fuel taxes from the state based on local transportation-related expenditures. This payment is impacted by level of street maintenance and construction relative to the effort of other cities. The City's allocation is expected to be \$2.8 million.

INTERGOVERNMENTAL REVENUE (Continued)

State Aid for the Expenditure Restraint Program was implemented in 1991 to encourage Wisconsin municipalities to keep their current budget increases in line with growth in property values and new construction. The amount received varies according to the number of municipalities qualifying for the aid. The 2004 estimated payment is \$906,500.

State Aid for Police and Fire includes a share of state tax levied against insurers providing coverage against fire loss, police training grants, and a reimbursement for police and fire services provided to state facilities, such as UW-Eau Claire and other state buildings. The Fire Insurance Tax revenue estimate for 2004 is \$100,000. The Payment for Municipal Services is estimated at \$575,000 based on the ratio of Eau Claire's State facilities to those of other cities.

Computer taxes are a state reimbursement that offset the effect of the State's exemption of computers and other technology equipment from the personal property tax rolls. The 2004 payment is projected at \$230,000, reflecting the addition of the valuation of TIF#4 computers to the general tax revenues, since TIF #4 is now closed.

Other Intergovernmental Revenues consist primarily of the computer tax reimbursement and the utility tax. Utility tax aid reimburses the City for service provided to utility facilities

LICENSES AND PERMITS

Television Franchise fee is based on a 15-year franchise agreement with Charter Communications dated June 27, 2000. The fee compensates the City for the use of City streets, alleys, and other public rights of way for the operation of a cable television system. The franchise fee is based on 5% of gross cable company revenues. The fee is due within 45 days following the end of each calendar quarter. The 2004 franchise payment is estimated at \$425,000.

Public-Education-Government (PEG) is a fee paid by cable subscribers to provide local programming for Public, Education and Government issues. The cable company collects \$.75 per month per subscriber and transmits the revenue to the City. The City, in turn, appropriates these funds to the Public Access Center. PEG revenue is estimated at \$159,000 in 2004.

Other Revenues in this classification include construction and building permits, cigarette, food, beverage, and occupational licenses. In the budget process, increases will be considered for all licenses, fees and permits not otherwise limited by statute. New in 2004 are Budget Blueprint proposals to impose fees for street openings, site plan grading, drainage review and street signage. These fees are expected to generate \$45,000. Also included in 2004 is a rental housing permit to recover partial costs of handling rental issues. Rental permits are expected to generate about \$93,000. Setting up the program will cost \$8,000.

FINES AND FORFEITS

Court Penalties and Costs represent the City's portion of the fines collected by the County Court system, including traffic and other City ordinance violations. These costs are expected to remain at the same level as 2003, which is \$300,000.

Parking Violation revenue is determined by the number of parking spaces available, enforcement effort, and follow-up collection of each ticket issued. The projected increase of 42.9% is due to increased enforcement levels and the implementation of a new parking ticket management system, as described in the Budget Blueprint.

CHARGES FOR SERVICES

Ambulance Service charges, which are 60% of the revenue in this category, result from emergency medical service provided by the Fire Department are estimated to be \$886,000 in 2004, reflecting an increase in fees and implementation of non-emergency transports.

Police Fees include charges for warrants, excessive false alarms and the cost of copies. The Budget Blueprint includes a recommendation to phase in over two years charges for services for special events. The revenue varies from year to year.

Other Fees include application fees for site plan approvals and fire department fees, lot sweeping for other entities, repairs to sidewalks, and parks reimbursements. Charges for Parks and Recreation programs and activity fees account for most of the other revenue.

CHARGES FOR SERVICES-INTRAGOVERNMENTAL

Utility Service Charges are revenues paid to the General Fund by enterprise funds for general management, financial, engineering, and legal services. These fees total \$1,203,200 in 2004. The 37% increase in the service charge for storm water is due to the Budget Blueprint proposal to transfer part of the street sweeping costs to the storm water fund.

Communication Center Reimbursements constitute 41% of the Charges for Services-Intergovernmental category. The Emergency Communication Center expenses are shared jointly with Eau Claire County and other municipalities which reimburse approximately 70% of the Center's costs through a long-term contract. The 2004 reimbursement is estimated at \$1,000,500. The reimbursement is reduced from the 2003 level due to the final amortization in 2003 of the costs relocation and console upgrades that took place in 1993.

MISCELLANEOUS

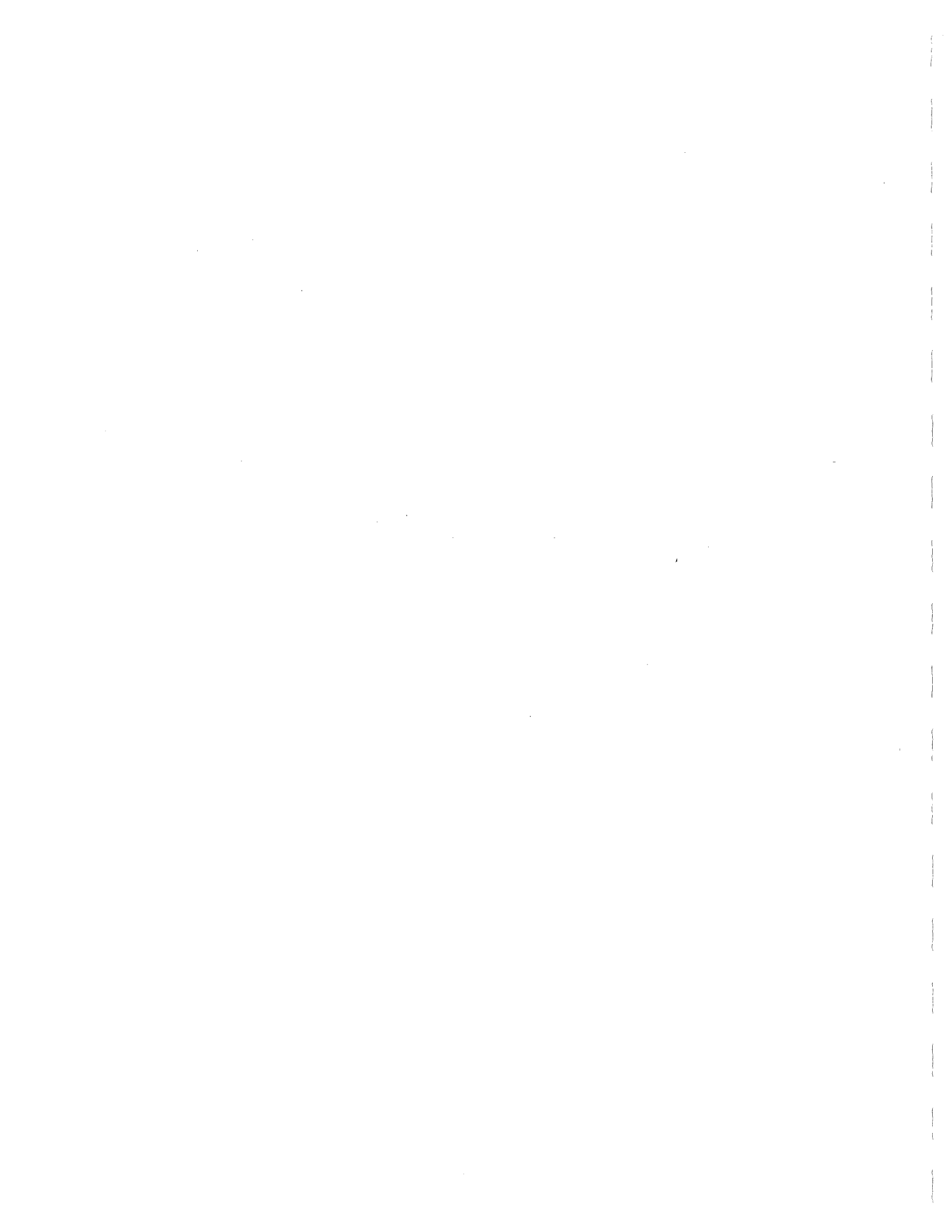
Interest on Investments has been projected at \$495,000, reflecting the General Fund's share of the City's invested portfolio using a blended estimate rate in the range of 1% to 2%.

Interest on Advances to Other Funds results from loans by the General Fund to Water and Sewer Utilities and other funds, which have been made in lieu of borrowing for capital projects. Interest rates were set at prevailing municipal rates.

Interest on Special Assessments is 6% of the unpaid balance. Since 1995 new special assessments and interest are recorded in the debt service fund. Special assessments issued prior to 1995 should be paid in full by 2004.

OTHER FINANCING SOURCES

Other Financing Sources includes proceeds from the sale of land and other property, Dells Dam rental, and transfers from the Community Enhancement fund for special community promotions and the Paul Bunyan Camp guides.



CITY COUNCIL

As the legislative body of the City, the Council has the responsibility for determining community needs, establishing priorities, specifying immediate and long-range policies, services and programs, and adopting the annual budget for the City. The Council is comprised of eleven members: five members elected by aldermanic district, five members elected at large and a Council President elected at large. The president and district members are elected in odd-numbered years, and the members at large are elected in even-numbered years. The City Council holds its legislative meetings in the Council Chamber located on the first floor of City Hall on the second and fourth Tuesdays of each month at 4 p.m. The public hearings are held at 7 p.m. on the Monday night before each legislative meeting. Additional information regarding city operations can be found on our web site at www.ci.eau-claire.wi.us.



Photo courtesy of Leader Telegram

Members of the Eau Claire City Council

Seated left to right: Berlye Middleton, District #5; Saidang Xiong, At Large; Howard White, City Council President; David Adler, District #1; Terri Stanley, At Large

Standing: Toby Biegel, District #3; Terry Sheridan, City Council Vice President and At Large; Jane Tappen, At Large; Ray Hughes, At Large; Dallas Neville, District #2; Bob Von Haden, District #4

Overview of Revenues and Expenditures
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	2002 <u>Actual</u>	2003 <u>Adopted Budget</u>	2004 <u>Proposed Budget</u>	<u>% Change</u>
Revenues				
Gen. Purpose (tax) Rev.	\$ 109,870	\$ 125,000	\$ 126,600	1%
Total Revenues	<u>\$ 109,870</u>	<u>\$ 125,000</u>	<u>\$ 126,600</u>	
Expenditures				
Personal Services	\$ 44,134	\$ 42,800	\$ 43,100	1%
Contractual Services	64,360	79,900	81,200	2%
Utilities	151	200	200	0%
Fixed Charges	400	400	400	0%
Materials & Supplies	826	1,700	1,700	0%
Total Expenditures	<u>\$ 109,870</u>	<u>\$ 125,000</u>	<u>\$ 126,600</u>	1%

City Council

	2002	2003	2004
City Council President	1.00	1.00	1.00
City Council Members	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
Total FTE Positions	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>

The above are temporary positions that are not included in the position control summary of the Support Information section.

Priorities

- ◆ Public Safety – provide a safe and secure environment for the community through the provision of protective emergency services.
- ◆ Finance – Provide financial integrity and efficient, effective management of fiscal resources.
- ◆ Social and Cultural Services – Provide cultural and recreational activities for the benefit and enjoyment of all residents.
- ◆ Infrastructure Development – Provide a pleasant and safe physical environment with functional and attractive buildings, good streets and sidewalks, inviting parks, and adequate public transportation.
- ◆ Civic Participation – Ensure that citizens are kept informed of issues facing the City and are encouraged to participate in the affairs of their government.
- ◆ Economic Development – Encourage the development of new businesses and support the retention of existing business and industry within the community.

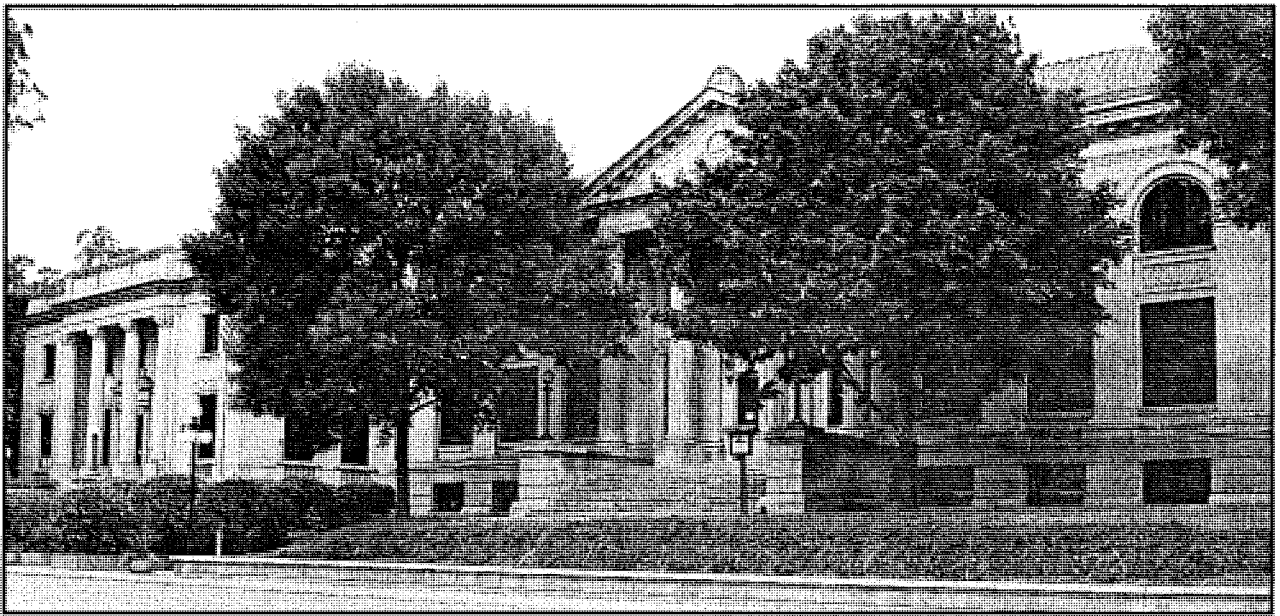


ADMINISTRATIVE SERVICES

Administrative Services is responsible for the overall management and technical support of City operations and programs.

The City of Eau Claire Administrative Services includes:

- ◆ City Manager
- ◆ City Clerk
- ◆ Information Services



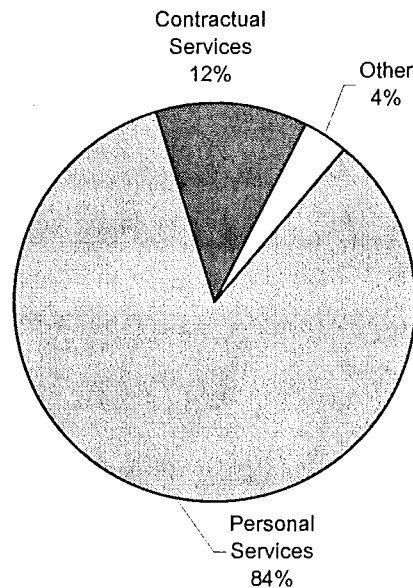
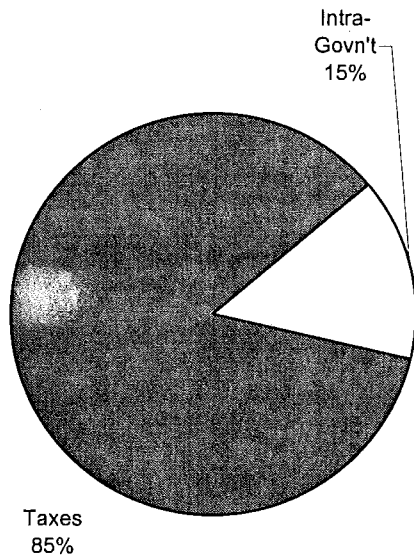
City Hall is located at 203 South Farwell Street

Programs & Services

The **City Manager** implements the policies and directives of the City Council and provides general management for all City Operations. The **City Clerk** records the proceedings of City Council meetings, oversees elections, and maintains all official City records. The **Information Services Division** designs and supports the City's information technology systems, including the mainframe, desktop and network computer operations.

Overview of Revenues and Expenditures

	2002 <u>Actual</u>	2003 Adopted <u>Budget</u>	2004 Proposed <u>Budget</u>	<u>% Change</u>
Revenues				
Intragovernmental Service	\$ 120,100	\$ 129,348	\$ 147,672	14%
Gen. Purpose (tax) Rev.	<u>826,617</u>	<u>925,052</u>	<u>858,828</u>	-7%
Total Revenues	<u>\$ 946,717</u>	<u>\$ 1,054,400</u>	<u>\$ 1,006,500</u>	-5%
Expenditures				
Personal Services	\$ 833,406	\$ 882,800	\$ 847,900	-4%
Contractual Services	75,907	129,700	121,600	-6%
Utilities	4,387	6,200	6,900	11%
Fixed Charges	3,300	3,300	3,300	0%
Materials & Supplies	29,717	32,400	26,800	-17%
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	
Total Expenditures	<u>\$ 946,717</u>	<u>\$ 1,054,400</u>	<u>\$ 1,006,500</u>	-5%



Budget Overview

EXPENDITURES**CONTRACTUAL SERVICES**

This category covers such expenses as postage, printing the *Community News* newsletter, computer service charges and training. Included in Information Services is the continuation of a \$25,000 training budget to provide training for IS personnel on Oracle, Novell, GroupWise, Cisco and Visual Basic programming, as well as additional training in the area of e-commerce and disaster recovery.

MATERIALS & SUPPLIES / EQUIPMENT AND CAPITAL PURCHASES

Equipment for Information Services includes a fiber optic test set, a fluke net tool connectivity tester and racks and shelves for the computer room.

City Manager/City Clerk

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 321,338	\$ 354,100	\$ 149,313	\$ 351,100	\$ 359,200
Contractual Services	22,309	28,800	17,102	28,800	23,200
Utilities	1,022	2,000	874	2,000	2,200
Fixed Charges	1,400	1,400	700	1,400	1,400
Materials & Supplies	11,344	15,100	5,531	15,100	15,400
Total Expenditures	\$ 357,413	\$ 401,400	\$ 173,521	\$ 398,400	\$ 401,400

Information Services

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 512,068	\$ 528,700	\$ 246,674	\$ 524,500	\$ 488,700
Contractual Services	53,598	100,900	48,123	100,900	98,400
Utilities	3,365	4,200	1,905	4,200	4,700
Fixed Charges	1,900	1,900	950	1,900	1,900
Materials & Supplies	18,373	17,300	8,501	17,300	11,400
Total Expenditures	\$ 589,305	\$ 653,000	\$ 306,153	\$ 648,800	\$ 605,100

Staffing

City Manager/City Clerk

	2002	2003	2004
City Manager	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
City Clerk/Record Services Coordinator	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
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Total FTE Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

Information Services

	2002	2003	2004
Information Services Manager	1.00	1.00	1.00
Information Services Technician III	5.00	5.00	5.00
Information Services Technician II	1.00	1.00	1.00
PC Coordinator	1.00	1.00	1.00
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Total FTE Positions	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

2005 Proposed Budget Blueprint Elimination (1)

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

City Manager/City Clerk Operation Highlights

Administrative Services includes the services of the City Manager and City Clerk. The City Manager implements the policies of the City Council and provides professional general management of the City operations to assure optimum use of all resources. The City Clerk records the proceedings of public meetings and maintains the official City records. This office also carries out several functions that are required by state statutes.

Activities

City Manager's Office

- ◆ General administration & management of all City operations
- ◆ Respond to citizen inquiries and provide public information about City services
- ◆ Administrative support for City Council
- ◆ Provide information and orientation for City Council candidates
- ◆ Coordinate and schedule City Council meeting and travel arrangements
- ◆ Work with City Clerk in preparing and distributing City Council agenda and meeting materials
- ◆ Record notes and minutes for City Council and staff meetings
- ◆ Maintain data base and permanent records on City Boards, Commissions and Committees

COMMUNITY NEWS FALL 1997

Special Thanks to All Members on City Boards, Commissions and Committees

Over 100 residents serve on City Boards, Commissions and Committees. A debt of gratitude is owed to each and every person who has volunteered to serve our community in this capacity over the years. As the City Council and City staff work to address the issues and challenges facing the City, a broad spectrum of citizen involvement is critical.

Administrative Services	City Council	City Council	City Council
...

Over 100 residents serve on City Boards, Commissions and Committees. A debt of gratitude is owed to each and every person who has volunteered to serve our community in this capacity over the years. As the City Council and City staff work to address the issues and challenges facing the City, a broad spectrum of citizen involvement is critical.

City Manager's Office (continued)

- ◆ Prepare and distribute notices of all public meetings in compliance with the State of Wisconsin Open Meetings Law
- ◆ Prepare and distribute news releases and news media notifications
- ◆ Prepare *Community News* citizen newsletter and employee newsletter
- ◆ Provide historical and City government information programs and tours for schools

OFFICIAL BALLOT FOR NONPARTISAN OFFICE
APRIL 2, 2002

NOTICE TO ELECTORS. THIS BALLOT MAY BE INVALID UNLESS INITIALED BY 2 ELECTION INSPECTORS. IF CAST AS AN ABSENTEE BALLOT, THE BALLOT MUST BEAR THE INITIALS OF THE MUNICIPAL CLERK OR DEPUTY CLERK.

IMPORTANT: USE A #2 PENCIL OR THE MARKING PEN PROVIDED. DO NOT USE RED INK!

To vote for the candidate of your choice, complete the arrow to the RIGHT of the candidate's name. To vote for a person whose name does not appear on the ballot, write the person's name on the line provided and complete the arrow .

COUNTY
COUNTY BOARD SUPERVISOR
DISTRICT 1A
ANDY DETROZIER

MUNICIPAL
ALLEN BERTRON
FRANCOIS FISCHER
JERRY SHEDDEN
FRED URMANN
TERRI STADLEY
DANIEL WISCHERT
KENNETH JENSEN
RANDY WISBYARD
KIMBERLY EUNG
JANE TAPPEN

SCHOOL DISTRICT
BOARD OF EDUCATION
EAU CLAIRE SCHOOL DISTRICT
MICHAEL CURRIEN
LEONARD JAYAL

OFFICIAL BALLOT FOR NONPARTISAN OFFICE
APRIL 2, 2002
FOR
City of Eau Claire
Ward 02
Eau Claire County, WI

Ballot Issued By

Signature of Precinct Secretary

City Clerk's Office

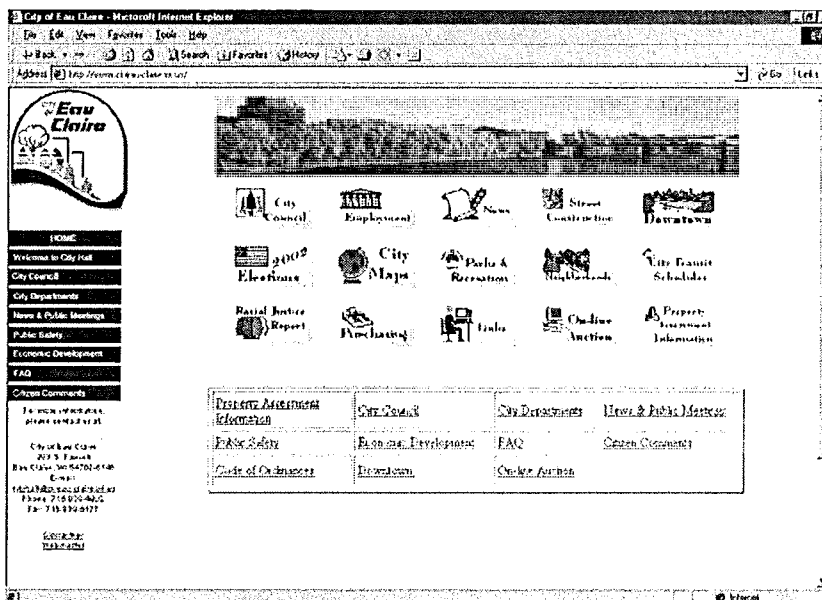
- ◆ Prepare and maintain official minutes for all City Council meetings
- ◆ Supervise municipal elections
- ◆ Maintain repository for all official City records
- ◆ Compile City Council agenda
- ◆ Post and publish all official minutes, agendas, and notices of City Council meetings in accordance with State Statutes
- ◆ Coordinate publication and distribution of City Council agendas and ordinances
- ◆ Respond to public inquiries
- ◆ Provide voting and election presentations to approximately 500 third grade students annually

Information Services Operation Highlights

Information Services (IS) is a division of Administrative Services and is responsible for the design and support of the City's information technology systems, including both mainframe and desktop computer operations. Information Services provides assistance to all City Departments.

Activities

- ◆ Provide Web page administration for the City of Eau Claire Internet Web site and Intranet Web site
- ◆ Provide Personal Computer (PC) network support and direction to all City employees. Examples include: maintain network rights, security, login, backups, etc. Implement solutions to networking needs such as cabling, switching, routing, and file servers
- ◆ Provide electronic evidence seizure assistance and digital forensics analysis of electronic storage devices
- ◆ Provide assistance to departments in all areas of technology. Examples include document imaging, Intranet/Internet E-mail, file/application storage, upgrades to all PC software/hardware and printers
- ◆ Configure, test, and install new computer hardware and software
- ◆ Provide system administration support for Computer-Aided Mapping. This consists of aerial photos, city streets, utilities, and legal land descriptions. The information is used for land use planning, zoning, development, and street and utility maintenance
- ◆ Continue support of mainframe systems

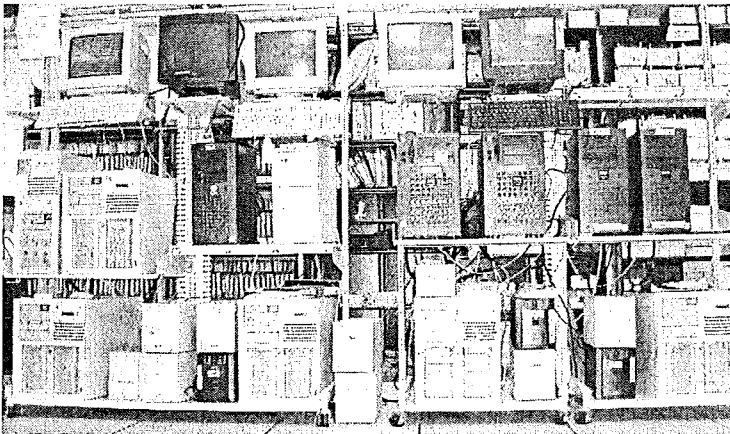


City Web Site

Areas of Employee Assignment

The Information Services Division has 8 employees. An Information Services II position is scheduled to be cut at the end of 2005 as part of the City's budget reduction strategy. Employees are trained to perform the following tasks:

- ◆ Web page design and updates.
- ◆ Network Administration – this consists of upgrading and maintaining the network operating systems, protocols, backup procedures, etc.
- ◆ Desktop Application Administration – this consists of upgrading and maintaining desktop applications such as E-mail, word processing, spreadsheets, databases, and specialized software.
- ◆ Desktop hardware configuration and installation.
- ◆ Technology project improvement management, systems research for RFP's.
- ◆ COBOL program maintenance. COBOL is the computer programming language that the property tax and special assessment systems are written in.



- ◆ Support over 300 users.
 - ◆ Over 300 City employees have Internet access.
 - ◆ 7 miles of network cable to connect PC's to the network inside City buildings.
 - ◆ Buildings are connected over a distance of 5 miles with T-1 and wireless network connections.
 - ◆ Support over 8 miles of fiber network infrastructure.
- ◆ HP 3000 mainframe disk usage: 6,626,886,800 bytes.
 - ◆ HP 3000 mainframe CPU (Central Processing Unit) usage: 1,157,269 CPU seconds per year.

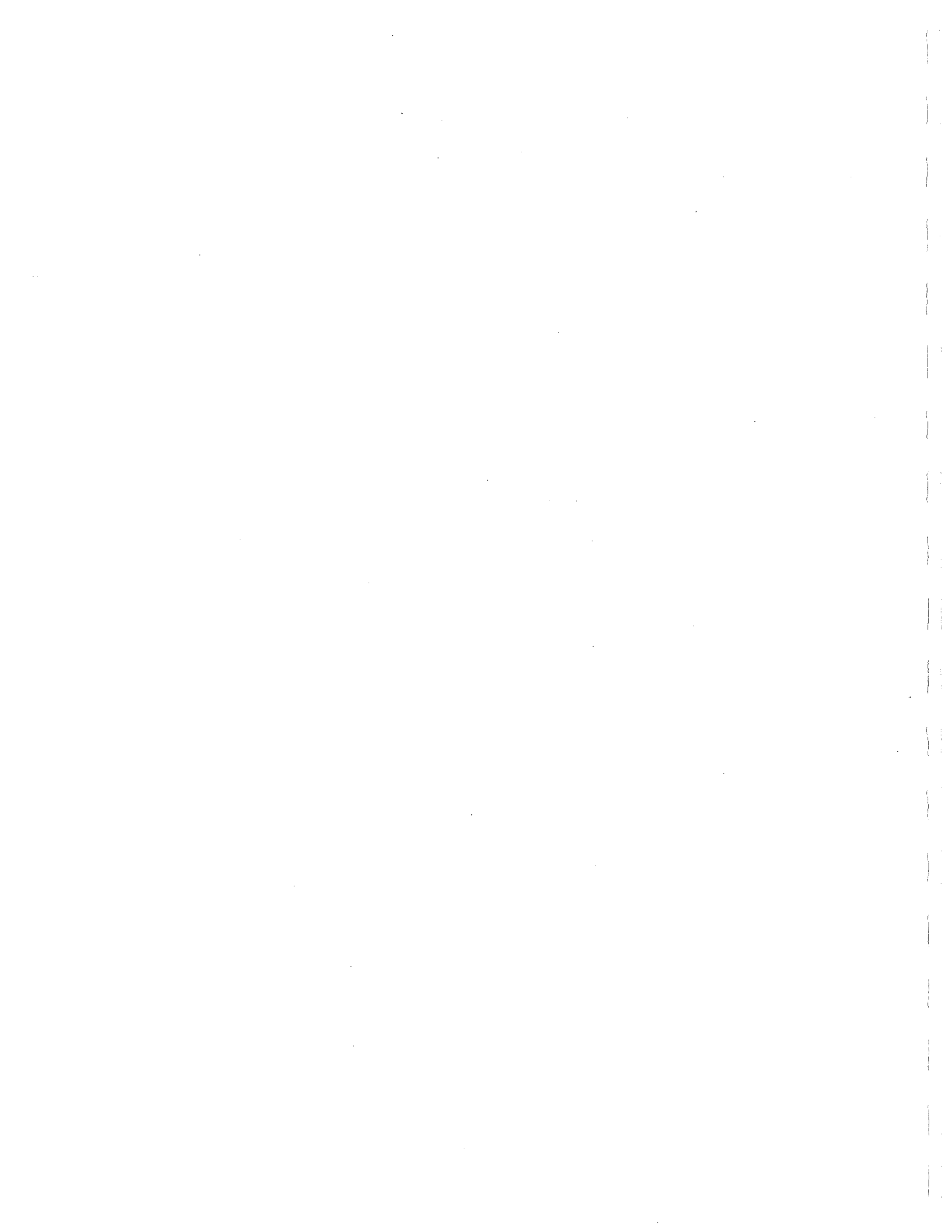
Equipment

The equipment listed below allows users to share information, communicate with the State and Federal Government, and to perform their job function.

- ◆ 16 Servers
- ◆ 1 Hewlett Packard 3000 Mainframe Computer
- ◆ 300 Personal Computers
- ◆ 1 AS400
- ◆ 15 Routers
- ◆ 29 Switches (connects file servers, personal computers, and printers together on the network)
- ◆ 47 Print Servers
- ◆ 50 Uninterrupted Power Supplies

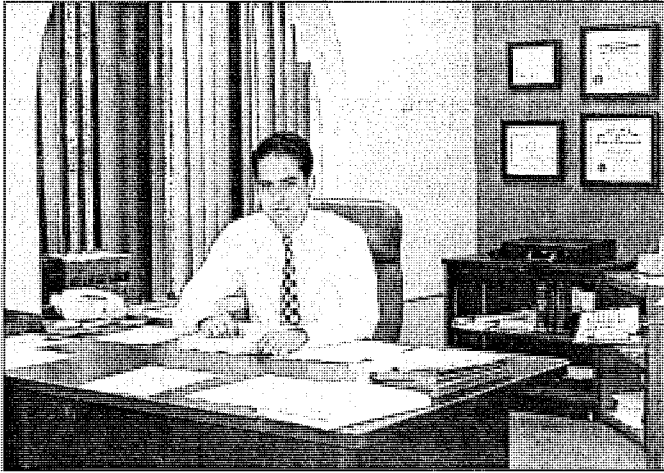
GOALS

- ◆ Utilize and expand the fiber network that was implemented in 2003 to improve application sharing amongst members of the Chippewa Valley Internetworking Consortium (CINC)
- ◆ 24 x 7 support for mobile data computers and the Public Safety software used by police and fire, implemented in 2003.
- ◆ Improve and expand the WEB based services that allow the City Staff and citizens to communicate.
- ◆ Develop and implement a preventative maintenance program for computer hardware to decrease PC hardware down time.
- ◆ Continuously improve hardware and software tracking for warranty verification, asset tracking, and speed up solutions to system disruptions.
- ◆ Re-establish a three-year replacement schedule for PC's.
- ◆ Create a knowledge base so users will have 24-hour support on how to handle common computer problems.
- ◆ Continue to use standardized desktop software to improve written and electronic communication within the city and between the city and outside agencies.



CITY ATTORNEY

The City Attorney's office acts as legal counsel and advisor to the City Council, the City Manager, City staff, and City Boards and Commissions. The Attorney's office also prosecutes municipal ordinance violations.



*City Attorney
Stephen Nick*

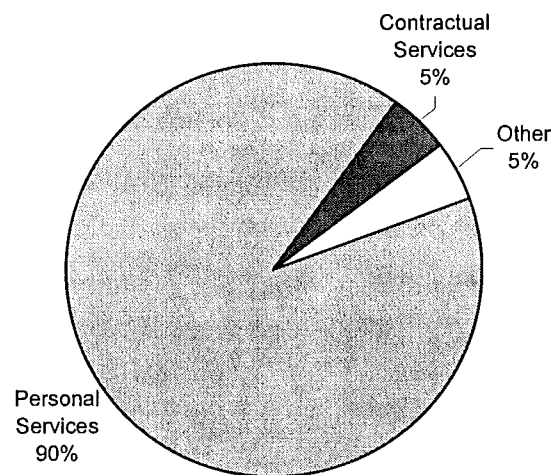
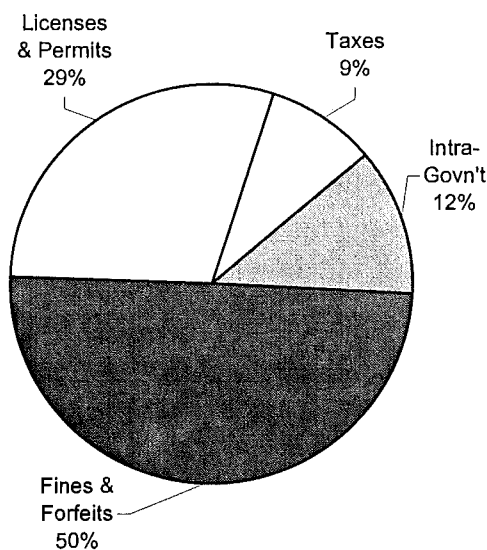
Programs & Services

The principal activities of the City Attorney's office include:

- ◆ Providing legal advice and opinions to the City Manager and staff, City Council and the public.
- ◆ Representing the City in litigation on matters ranging from annexation to zoning board of appeals, with property tax exemption and public nuisance actions and many other matters in between.
- ◆ Drafting legal documents.
- ◆ Drafting legislation for the City Council and other City entities.
- ◆ Assisting other departments on development projects and the creation of TIF districts.
- ◆ Prosecuting over 2,000 municipal ordinance violations per year.
- ◆ Cooperating with ECASD, ECPD, and County to operate a successful Truancy Court.
- ◆ Pursuing unpaid personal property taxes, forfeitures, and other collection matters.
- ◆ Reviewing personnel, labor grievance and worker's compensation matters.
- ◆ Updating city staff on changes in the law through the bi-annual "Legal-Telegram".
- ◆ Assisting Community Development and Health Departments with code enforcement.
- ◆ Maintaining and bringing up to date the city code of ordinances.
- ◆ Responding to over 5,000 citizen contacts annually.
- ◆ Serving as counsel to the library, health, and housing boards, housing authority, DECI, redevelopment authority, and the City's other boards and commissions.

Overview of Revenues and Expenditures

	2002 <u>Actual</u>	2003 Adopted <u>Budget</u>	2004 Proposed <u>Budget</u>	<u>% Change</u>
Revenues				
Licenses & Permits	\$ 104,486	\$ 109,270	\$ 113,700	4%
Fines & Forfeits	179,550	157,750	191,500	21%
Intragovernmental Service	37,669	40,549	46,278	14%
Gen. Purpose (tax) Rev.	91,436	65,231	34,522	-47%
Total Revenues	\$ 413,140	\$ 372,800	\$ 386,000	4%
Expenditures				
Personal Services	\$ 319,079	\$ 337,300	\$ 350,000	4%
Contractual Services	78,150	17,900	18,100	1%
Utilities	838	1,100	1,200	9%
Fixed Charges	1,400	1,400	1,400	0%
Materials & Supplies	13,673	15,100	15,300	1%
Capital Outlay		-	-	
Total Expenditures	\$ 413,140	\$ 372,800	\$ 386,000	4%



Expenditures by Division

City Attorney

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Budget</u>	<u>2003</u> <u>6 Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Personal Services	\$ 319,079	\$ 337,300	\$ 114,868	\$ 334,400	\$ 350,000
Contractual Services	78,150	17,900	13,555	41,500	18,100
Utilities	838	1,100	514	1,100	1,200
Fixed Charges	1,400	1,400	700	1,400	1,400
Materials & Supplies	<u>13,673</u>	<u>15,100</u>	<u>5,209</u>	<u>15,100</u>	<u>15,300</u>
Total Expenditures	\$ <u>413,140</u>	\$ <u>372,800</u>	\$ <u>134,846</u>	\$ <u>393,500</u>	\$ <u>386,000</u>

Staffing

City Attorney

	2002	2003	2004
City Attorney	1.00	1.00	1.00
Assistant City Attorney	2.00	2.00	2.00
Legal Secretary/Deputy City Clerk	1.00	1.00	1.00
	<hr/>	<hr/>	<hr/>
Total FTE Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

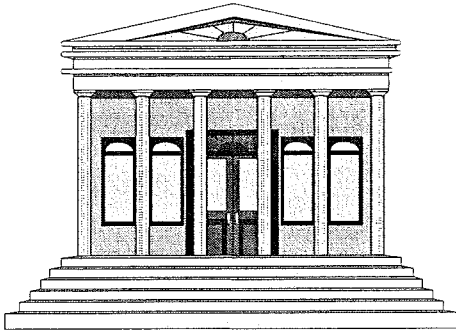
Assistant City Attorney Steve Bohrer



Assistant City Attorney Lucie McGee conducting a pretrial

FINANCE DEPARTMENT

The Finance Department is responsible for administering and implementing the budgetary and financial policies of the City. The Department includes Administration, Assessing and Financial Services Divisions.. Assessing is responsible for maintaining fair and equitable assessments of real and personal property. Financial Services is responsible for generating City utility bills, collecting all payments to the City, administering elections, financial reporting, and accounting services.



The City of Eau Claire Finance Department consists of:

- ◆ Administration
- ◆ Financial Services Division
- ◆ Assessing Division

Programs & Services

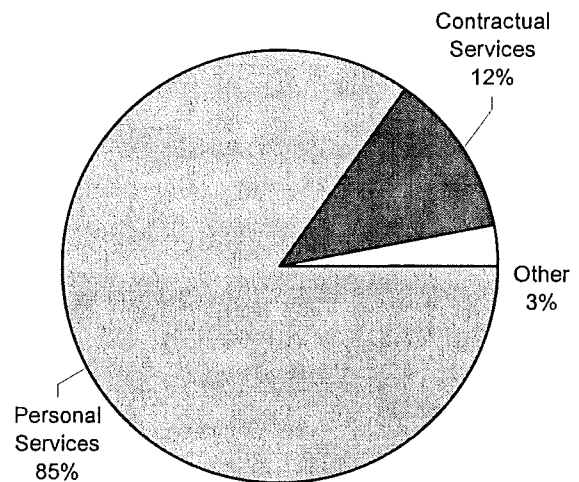
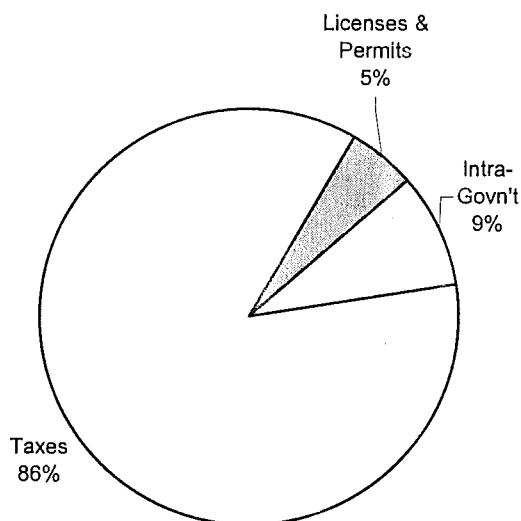
- ◆ Annual operating budget
- ◆ Capital Improvement Plan
- ◆ Annual audit
- ◆ Financial reporting
- ◆ Administer grants & contracts
- ◆ Administer debt service
- ◆ Accounts receivable
- ◆ Accounts payable
- ◆ Payroll
- ◆ Maintain real and personal property records
- ◆ Perform property assessments
- ◆ Reconcile tax collections
- ◆ Investments
- ◆ Issuance of bonds
- ◆ Issue licenses
- ◆ Issue & collect utility bills
- ◆ Maintain utility billing records
- ◆ Land acquisitions
- ◆ Treasury services
- ◆ Elections



*Rebecca K. Noland
Finance Director*

Overview of Revenues and Expenditures

	2002 <u>Actual</u>	2003 <u>Adopted Budget</u>	2004 <u>Proposed Budget</u>	% <u>Change</u>
Revenues				
Licenses & Permits	\$ 107,533	\$ 111,410	\$ 115,900	4%
Charges for Services	1,000	1,000	-	
Intragovernmental Service	163,967	170,565	194,646	14%
Gen. Purpose (tax) Rev.	<u>1,670,812</u>	<u>1,801,625</u>	<u>1,895,254</u>	5%
Total Revenues	<u>\$ 1,943,312</u>	<u>\$ 2,084,600</u>	<u>\$ 2,205,800</u>	6%
Expenditures				
Personal Services	\$ 1,675,209	\$ 1,787,300	\$ 1,871,300	5%
Contractual Services	183,376	232,700	266,000	14%
Utilities	6,377	8,700	9,600	10%
Fixed Charges	13,400	13,400	13,400	0%
Materials & Supplies	42,782	42,500	45,500	7%
Capital Outlay	<u>22,168</u>	<u>0</u>	<u>0</u>	
Total Expenditures	<u>\$ 1,943,312</u>	<u>\$ 2,084,600</u>	<u>\$ 2,205,800</u>	6%



Budget Overview

EXPENDITURES

PERSONAL SERVICES

The Finance Department has completed a reorganization, reducing staff by two positions from the 2002 levels. However, the Presidential election in 2004 will increase personal service costs for poll worker wages. The Election Program budget has been increased by \$66,200 for 2004.

CONTRACTUAL SERVICES & MATERIALS AND SUPPLIES

In 2004 the Assessing Division will complete a triennial reassessment. The reassessment cost increases are project at \$15,000 for postage and supplies to mail the reassessment notices. Also in 2004 the State has indicated that municipalities will be charged for manufacturing assessments. The cost to the City is \$11,800 in 2004.

In the Customer Service Division \$8,000 has been added to special services to implement the rental registration program.

Expenditures by Division

Administration

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 249,328	\$ 241,200	\$ 111,703	\$ 239,200	\$ 250,300
Contractual Services	5,468	7,500	3,240	7,500	7,600
Utilities	816	1,000	633	1,000	1,100
Fixed Charges	1,000	1,000	500	1,000	1,000
Materials & Supplies	7,674	6,100	3,957	6,100	6,200
Total Expenditures	\$ 264,286	\$ 256,800	\$ 120,033	\$ 254,800	\$ 266,200

Financial Services - Accounting

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 425,577	\$ 513,600	\$ 198,574	\$ 509,300	\$ 468,200
Contractual Services	55,662	66,200	35,560	66,200	60,100
Utilities	2,246	2,400	1,369	2,400	2,700
Fixed Charges	1,800	1,800	900	1,800	1,800
Materials & Supplies	6,984	12,200	1,682	12,200	12,400
Total Expenditures	\$ 492,269	\$ 596,200	\$ 238,085	\$ 591,900	\$ 545,200

Financial Services - Customer Service

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 552,238	\$ 556,700	\$ 241,090	\$ 552,500	\$ 653,600
Contractual Services	116,090	139,900	69,151	139,900	155,400
Utilities	1,938	3,500	1,310	3,500	3,700
Fixed Charges	2,800	2,800	1,400	2,800	2,800
Materials & Supplies	18,411	17,900	4,332	17,900	13,500
Capital Outlay	9,700	-	-	-	-
Total Expenditures	\$ 701,176	\$ 720,800	\$ 317,282	\$ 716,600	\$ 829,000

Expenditures by Division

Assessing

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 448,066	\$ 475,800	\$ 224,986	\$ 472,000	\$ 499,200
Contractual Services	6,157	19,100	4,113	19,100	42,900
Utilities	1,377	1,800	1,119	1,800	2,100
Fixed Charges	7,800	7,800	3,900	7,800	7,800
Materials & Supplies	9,714	6,300	3,380	6,300	13,400
Capital Outlay	<u>12,468</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ 485,581</u>	<u>\$ 510,800</u>	<u>\$ 237,498</u>	<u>\$ 507,000</u>	<u>\$ 565,400</u>

Staffing

Finance Administration

	2002	2003	2004
Director of Finance	1.00	1.00	1.00
Projects and Acquisitions Coordinator	1.00	1.00	1.00
Account Clerk II/Finance Secretary	1.00	1.00	1.00
	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total FTE Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

Financial Services - Accounting

	2002	2003	2004
Manager of Accounting Services	1.00	-	-
Accounting Supervisor	-	1.00	1.00
Accountant Analyst	1.00	1.00	1.00
Accountant I	1.00	1.00	1.00
Account Clerk II/Payroll Specialist	1.00	1.00	1.00
Account Clerk II	-	1.00	-
Accounting Technician	-	-	3.00
Account Clerk I	5.00	4.50	1.00 *
	<u>9.00</u>	<u>9.50</u>	<u>8.00</u>
Total FTE Positions	<u>9.00</u>	<u>9.50</u>	<u>8.00</u>

* Net of Budget Blueprint reduction.

Staffing

Financial Services - Customer Service

	2002	2003	2004
Financial Services Manager	-	1.00	1.00
Customer Services Manager	1.00	-	-
Accounting Supervisor	1.00	-	-
Election Clerk	0.75	0.75	0.75
Accountant I	-	1.00	1.00
Account Clerk II	2.25	2.25	2.25
Accounting Technician	-	-	1.00
Account Clerk I	5.75	4.75	3.75
	<u>5.75</u>	<u>4.75</u>	<u>3.75</u>
Total FTE Positions	<u>10.75</u>	<u>9.75</u>	<u>9.75</u>

Assessing

	2002	2003	2004
City Assessor	1.00	1.00	1.00
Property Assessor II	4.60	4.60	4.60
Assessing Technician	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u>6.60</u>	<u>6.60</u>	<u>6.60</u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Administration Operation Highlights

Finance Administration provides the financial guidance required for the effective and efficient management of city operations. Financial planning for the City's future needs is an important component of this service. Major areas of responsibility include developing and administering the city budget and capital improvement program, managing the financial records, monitoring compliance with federal and state statutes, and providing fiscal advice and assistance to the operating departments.

Activities

Program of Services and Capital Improvement Plan

Developing a proposed budget involves detailed analysis of the revenue and expenditures for each of the City's 26 operating funds and 18 capital funds. Cash flow and fund balances are carefully monitored. Projections for tax revenue and state aids are prepared. Department requests are reviewed, compared to prior-year expenditures and evaluated in terms of service levels to the citizens. Capital projects are matched to available funding sources and coordinated with related projects.

Debt Issues

The City's bond issues are sold on a competitive basis in the national market. Prior to the sale, the City obtains bond ratings from Moody's Investor services and Standard and Poors. Analysts from the rating agencies evaluate the City's overall economic condition, demographics, job market, debt structure, management, financial statements and future outlook. Moody's has rated the City Aa2. Standard and Poors has rated the City's general obligation bonds and water and sewer revenue bonds as AA. The City prepares an official statement for each sale that provides investors with statistical information regarding outstanding debt, the tax base, the largest employers, and economic outlook.

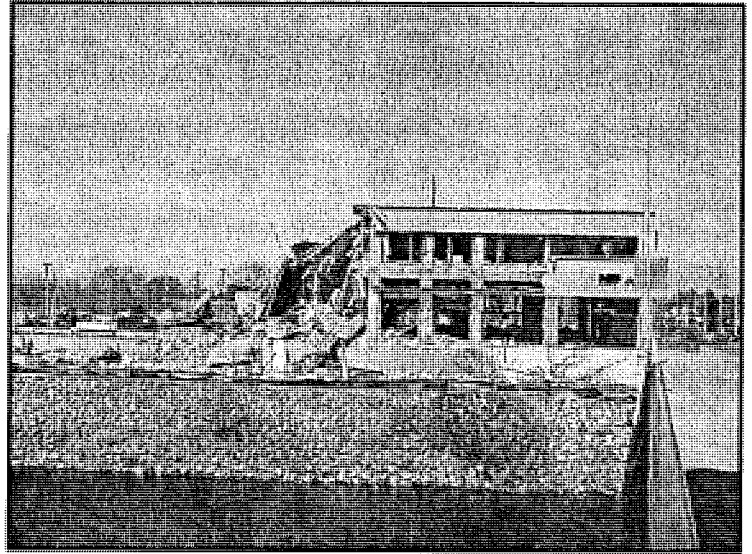
Tax Incremental Financing (TIF) Districts

TIF Districts are created through a process that involves the preparation of a project plan, a public hearing, approval by a Joint Review Board consisting of representatives from each taxing district and adoption of the Project Plan by the Plan Commission. The City has four open TIF Districts with a combined equalized incremental valuation of \$32.696 million. Annual reports are prepared for each district.

Property Acquisition

Each year the City acquires property for parks, storm drainage, and street right-of-way purposes. The acquisition process requires a determination of public need and review and approval by the Plan Commission, City Council and Waterway and Parks Commission when the acquisition involves parkland. When the acquisition involves the purchase of occupied premises, a Relocation Plan is developed and submitted to the Department of Commerce for approval. Major acquisition projects in recent years include:

- ◆ West Side of Forest Street between Madison Street and the City Shops for flood remediation. This project was funded with Federal and State grants.
- ◆ Menomonie Street and State Street projects for street right-of-way.
- ◆ Purchase of 80 acres for the Northwest Community Park.
- ◆ Purchase of additional 31 acres for the Northwest Community Park.
- ◆ Purchase of 67 acres for the Southeast Community Park.
- ◆ Purchase of the Stokes-Mundt Funeral Chapel for trail right-of-way.
- ◆ Purchase of 34 properties for flood mitigation.
- ◆ Purchase of 7.26 acres on Kohlhepp Road for stormwater detention.
- ◆ Acquisition of the Xcel Energy Property.



Demolition of Xcel Building

Other activities of Finance Administration include:

- ◆ Serving as financial advisor to the City Manager and City Council
- ◆ Administering overall financial policy
- ◆ Providing financial planning for the city's future
- ◆ Reviewing and approving contracts and leases
- ◆ Coordinating industrial revenue bond issues
- ◆ Maintaining budgetary compliance and internal control systems
- ◆ Maximizing revenue sources and developing alternative financing methods
- ◆ Monitoring loan portfolio
- ◆ Maintaining escrow accounts
- ◆ Facilitating outside organization requests

Financial Services Operation Highlights

The Financial Services Division is a combination of the former Customer Services, Elections, and Accounting Divisions. This division provides a variety of accounting and financial services for citizens, City Council and other City departments, including preparation and distribution of the annual financial audit, operating budgets, and other financial reports. Other activities include:

- Accounts Payable
- Accounts Receivable
- Budget Management
- Cash and Investments Management
- Chart of Accounts and General Ledger Maintenance
- Debt Management
- Elections
- Fixed Assets
- Grant Reporting
- Payroll Administration
- Property Tax Settlement and Reporting
- Records Management
- Travel Policy Administration
- Treasury
- Utility Billing and Accounting

Activities

Accounts Payable

All payments of invoices for the City of Eau Claire are centralized in the Accounts Payable section of the Accounting division. Approximately 200 checks are issued each week, with total payments averaging between \$1.3 and \$2 million. Prior to the issuance of any payments, a budget appropriation, award of contract and a purchase order must be completed. All payments are also reviewed for proper authorization and account numbers.



Sue Fasching & Patty Keske are responsible for Accounts Payable and Fixed Assets

Accounts Receivable

The City sends invoices for a wide range of services, including ambulance service, delinquent personal property tax, intergovernmental agreements and inter-departmental charges. City staff process approximately 2,000 invoices totaling about \$3 million each year. Billing for ambulance services is contracted to a private company, which works under the direction of the Accounts Receivable clerk. Ambulance revenue is projected at \$886,000 in 2004.

Budget Management

Each year, operating and capital budgets are prepared for the City Manager and City Council's approvals. The budget process begins in June. Budget requests are reviewed and prioritized by a budget team, then sent to the City Manager. After the City Manager completes his review, a recommended budget is sent to the City Council for public discussion and the Council approval. Once approved, the property tax rate can be determined.

Cash and Investment Management

Cash and investments are managed on a daily basis to assure that sufficient funds are on hand to meet the obligations of the City. Current cash requirements are projected by anticipating revenues from taxes, grants, investment fees and services, and payments for payroll, debt, construction and operations. Cash that is available for a week or less is deposited at a local bank under a contractual agreement that provides for a favorable interest rate. Funds that are available for more than a week are invested in the State Investment Pool or by purchasing notes and bonds of the U.S. government. Cash balances range between \$1 - \$8 million and are fully collateralized. Investment balances range from \$45-\$65 million. All funds are invested under guidelines from the City Council contained in the Investment Policy.

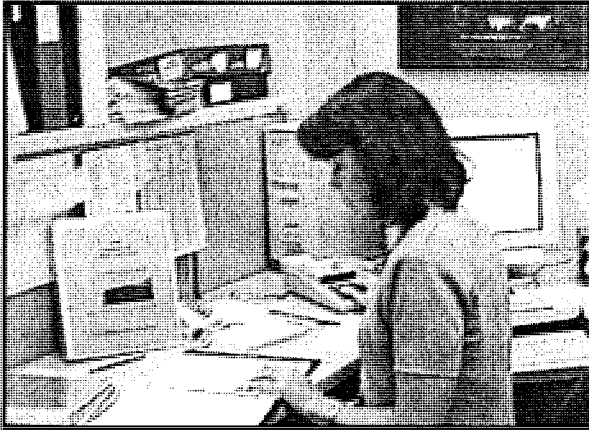
Chart of Accounts and General Ledger Maintenance

The City utilizes a standard chart of accounts for all departments. The accounts must meet state and federal reporting requirements, and are integrated into many subsidiary systems. The chart of accounts is maintained daily and a published copy is updated annually. The general ledger and subsidiary revenue and expense ledgers utilize nearly 6,000 accounts to track and record all financial transactions, including budgets, receipts and payments.

All transactions posted to the City's financial system are reviewed and reconciled prior to the annual audit. The audit is conducted by an independent CPA firm, in cooperation with the Financial Services division. The published financial report is submitted to various state and federal agencies, and is used to determine compliance with grant programs and debt requirements.

Debt Management

Long-term debt obligations of the City include over 40 issues with an outstanding balance of \$70 million. The debt will be retired by future property tax levies accumulated in the debt service



Cathy Marohl calculating debt service requirement

fund, by tax increments generated by the TID districts and by utility user fees. Debt payments, which are projected to total over \$8 million in 2004, are made on April 1 and October 1 each year. The Accounting division is responsible for the accuracy of the City's debt obligations, and for reporting to federal debt repositories, financial consultants, holders of City bonds and others interested in the City's debt position.

Fixed Assets

Fixed assets are defined as all property of the City that has a useful life of more than a year and a value of over \$5,000. At the end of 2002, approximately \$42 million of assets were recorded. A record is created when the asset is purchased, constructed or donated, complete with all supporting documentation. Physical inventories are taken annually to maintain accurate records and assure proper care and utilization of the property. Asset records are maintained for the life of the asset.

On June 10, 1999 a Governmental Accounting Standards Board (GASB) released headline read, "GASB Approves Most Significant Change in History of Government Financial Reporting". GASB is a private sector organization formed in 1984 to establish financial accounting and reporting standards for state and local governments and its headline refers to its Statement No. 34. This statement was developed to make financial reports easier to understand and more useful for oversight bodies, investors and citizens. GASB 34 will significantly change annual financial reporting. Governments will now need to report all capital and infrastructure assets, such as roads, bridges, storm sewers, etc., in the government-wide financial statements. In most instances, these assets are required to be depreciated, however, an alternative is to employ an asset management system and document that assets are being preserved at or above a certain level. The City's Accounting staff is putting a significant effort towards implementing GASB 34 and its reporting requirements.

Payroll Administration

Payroll covers a wide range of responsibilities including producing checks for approximately 600 permanent and nearly 800 temporary employees on a weekly and biweekly basis. Payments for employee wages and other related costs amount to over \$30 million and account for more than two thirds of the citywide operating budget. Other duties include reporting and depositing state and federal withholding tax, deferred compensation and retirement plan contributions, union dues and many other deduction and benefit plans. A major responsibility is maintenance of a complex software system that must accommodate 13 different bargaining units and a variety of state and federal regulations in an environment that is constantly changing.

Property Tax Settlement and Reporting

The property tax process begins mid-year with the preparation of the annual budgets and ends the following August with the final distribution of taxes collected. After passage of the budget by Council in November, the tax rates are calculated for the City and eleven other taxing jurisdictions, including counties, schools and TIF districts. Special assessments and other charges are also added. The tax bills are distributed in December and collections continue through July 31 of the following year. In December, the 'Statement of Taxes' is filed with the State. Tax settlements are made to other taxing jurisdictions in January, February, April and August. In 2003, the total tax collections within the City were approximately \$77 million.

Records Management

The various processes in the Accounting division involve many paper and electronic records. Retention of the source documents and of the resulting files and reports are determined by the State Records Law. Classes of records fall generally into 3- 7- and 17-year, or for-life retention periods. Wherever possible, records are stored on microfiche or CD-ROM. Paper records are boxed by year and subject and include a disposal date.

Travel Policy Administration

Employees occasionally travel outside the city to receive training. The City's travel policy sets standards for payment of travel, seminar fees, meals and lodging. The policy also addresses the guidelines set by the Internal Revenue Service for the tax treatment of reimbursed employee expenses. Travel statements are submitted prior to and after travel and are reviewed for completeness and compliance.

Grant Reporting

The City receives a variety of federal, state and local grants, including funding for additional police and fire services, water quality management, street construction and economic development. Currently there are over 36 active grants for a total grant and local match amount of over \$12 million. Each grant has specific reporting requirements and many run more than a year. Accounting staff works with other departments to track costs and prepare periodic grant reports. They also assist in preparing an annual audit of all major grants by the City’s independent auditor.

Treasury

The Treasury office provides a central location for the collection of water, sewer, and storm



water bills, tenant rents on behalf of the Housing Division, business licenses, and other City payments including the processing of ACH deposits. This office also issues licenses and permits for the City and Health Department.

Business License

STATE OF WISCONSIN NON-TRANSFERRABLE		CITY OF EAU CLAIRE LICENSE		THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE	
Trade Name	License Type	Number	Effective	Expires	Fee
NORTHWOODS BREW PUB & GRILL 3560 OAKWOOD MALL DR EAU CLAIRE, WI 54701	CIGARETTE	231	7/31/2000	6/30/2001	100.00
	CITY OF EC RESTAURANT	451	7/31/2000	6/30/2001	80.00
	CLASS A CABARET	83	7/31/2000	6/30/2001	150.00
	COMBINATION CLASS B	188	7/31/2000	6/30/2001	550.00
	HLTH REST-D >1,000,000	87	7/31/2000	6/30/2001	310.00
	WHOLESALE BEER	10	7/31/1999	6/30/2001	25.00
NORTHWOODS BREWING CORP LLC 3560 OAKWOOD MALL DR EAU CLAIRE WI 54701					
Total Paid:		1,215.00			
		<i>Donna A. Austed</i> DONNA A. AUSTED, City Clerk			

Elections

The City Elections Office is part of the Financial Services Division. The Elections staff is responsible for the administration of all elections that take place within the City. There are 39 wards located at 19 different polling places throughout the City of Eau Claire. Approximately 200 election officials are trained and work during the election season. The City owns and maintains an optical scanning voting system and a voter registration system, which includes the information on 40,000 – 50,000 voters. Four elections are scheduled during the even numbered years and two elections are scheduled during the odd numbered years. The election officials (poll workers) play a crucial role in the election process. During a busy Presidential Election Day, the 170-200 poll workers will assist over 30,000 voters. On Election Day, election officials start work at 6:00 a.m. and finish about 9:30 p.m.



Pictured with Carol Schumacher, Election Clerk (far right) are poll workers during a training session in City Hall



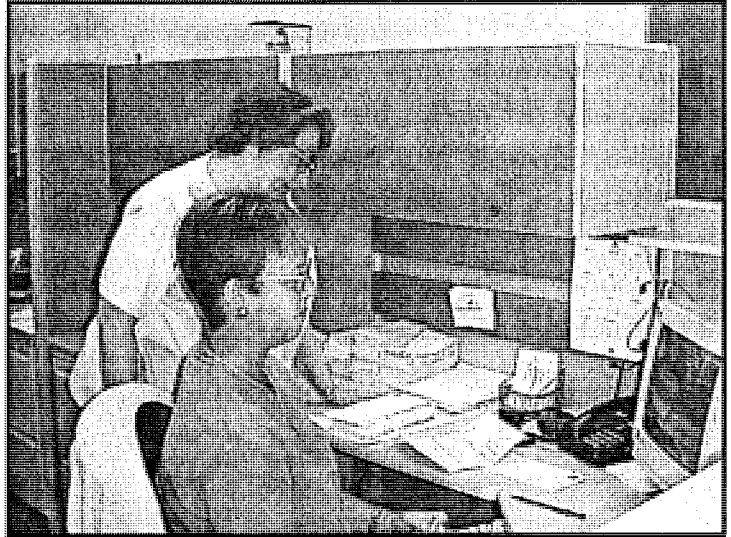
A citizen votes by absentee ballot at City Hall prior to the election

Preparation for an election includes:

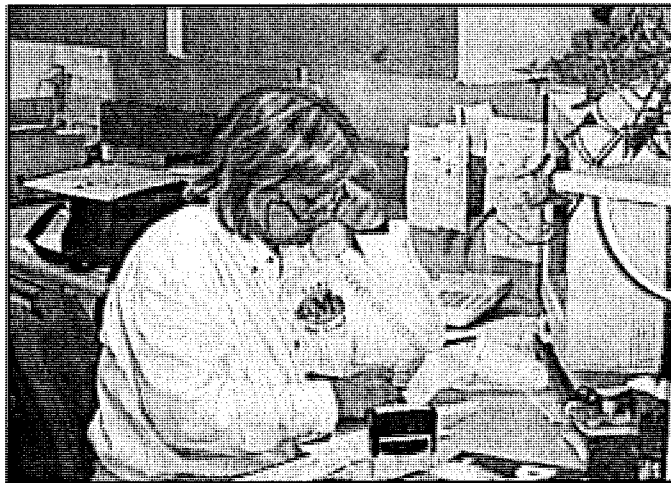
- ◆ Preparing ballot information
- ◆ Training, scheduling and supervising election officials
- ◆ Registering new voters, updating the voter registration list
- ◆ Providing election information and identifying voting and aldermanic districts
- ◆ Administering the absentee ballot system
- ◆ Accumulating and certifying vote totals

Utility Billing and Accounting

The Utility Billing office calculates and produces water, sewer, and storm water utility bills and answers citizens' questions regarding utility service. This office prepares all utility financial statements and submits the annual financial report to the Public Service Commission of Wisconsin (PSC). Other responsibilities include determining rates for the water, sewer, and storm water utilities, filing the water rate applications with the PSC, and representing the utility in related matters before the PSC and the Utility Appeals Board.



Sharon Jurjens & Julie Martin look up account information to respond to a customer inquiry



Darlene Prissel prepares a monthly billing cycle for the utilities

Assessing Operation Highlights

Assessing, a division of the Finance Department, ensures that all taxable properties in the City are assessed fairly and equitably as of January 1 of each year. The property assessment function is an annual process. Assessments are reviewed and changes are made each year to account for new construction, remodeling, or economic influences to properties. A reassessment of all property typically occurs every three years. During a citywide reassessment, new values are determined for all properties.

Statistics	Property Valuations	
	<u>2003 Budget</u>	<u>2004 Budget</u>
Residential Assessment	\$1,883,781,450	\$1,935,277,450
Commercial Assessment	903,426,900	939,329,400
Manufacturing Assessment	125,809,000	121,323,000
Agricultural Assessment	<u>949,800</u>	<u>1,387,700</u>
Total	\$2,913,967,150	\$2,997,317,550
Personal Property – City	\$115,716,300	\$113,636,500
Personal Property – Manufacturing	<u>19,272,500</u>	<u>17,592,000</u>
Total	\$134,988,800	\$131,228,500
Total value of property on tax roll	<u>\$3,048,955,950</u>	<u>\$3,128,546,050</u>
Total properties assessed		
Real Estate	21,870	22,108
Personal Property	2,097	2,170

Activities

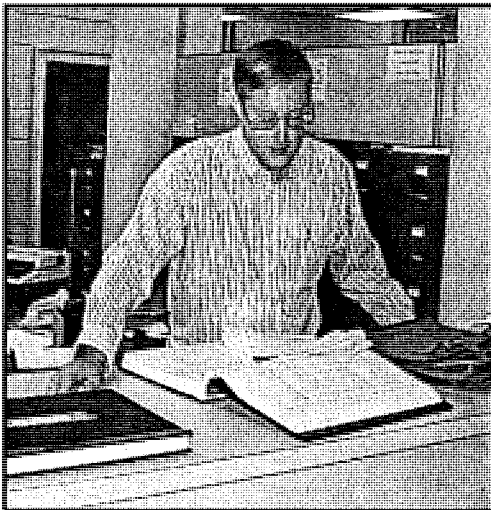
Annual Assessment: Real & Personal Property

The Assessing division is responsible for the annual assessment of approximately 22,100 parcels of real estate, 2,200 personal property accounts, and 600 mobile homes. These annual assessments provide the basis for the distribution of the tax levy to individual properties. Lending institutions, appraisers, realtors and insurance brokers also refer to the property assessment records.

Triennial Reassessment

Citywide reassessments are necessary to ensure uniformity and equity in the assessment process. In the year of a reassessment, all property valuations are changed to represent fair market value. Reassessments are based on existing records or records that have been revised as a result of field reviews.

Other activities of the Assessing Division include:



Jim Moessner, Anderson-Moessner Appraisals, using city records for appraisal information

- ◆ Compile and file annual reports with the Wisconsin Department of Revenue for equalization and TIF district incremental values.
- ◆ Administer payment in lieu of tax valuation and billing for certain exempt properties.
- ◆ Provide appraisal reviews for other city divisions including Finance Administration and the Housing Authority.
- ◆ Serve as an information resource for realtors, property owners, appraisers, and lenders. Records maintained include property age and characteristics, site dimensions, and property legal descriptions.

HUMAN RESOURCES

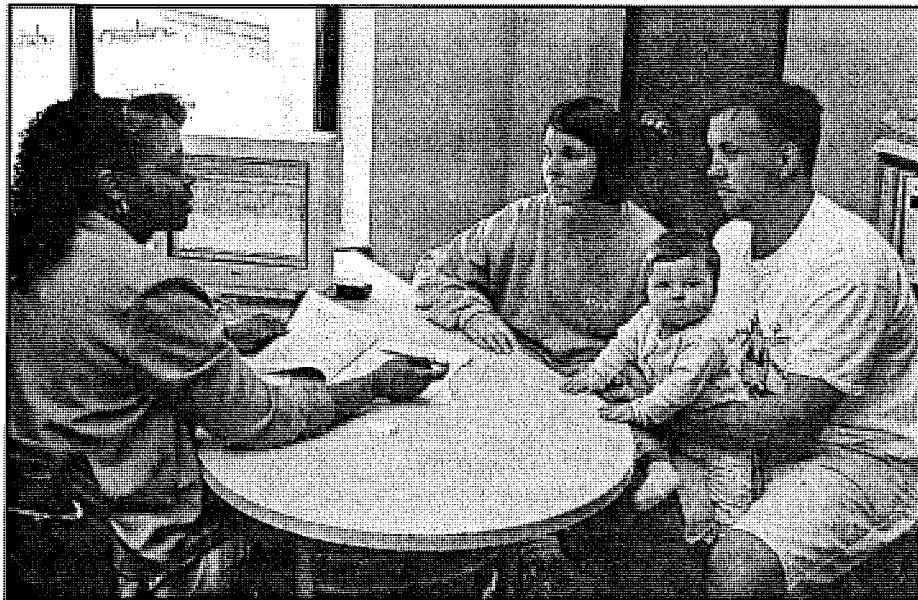
The Human Resources Department is responsible for administering the City's personnel policies, conducting labor negotiations, administering employee benefits and pay, recruiting employees, coordinating the City's risk management program and implementing the City's purchasing policies. Human Resources provides the people, equipment and supplies for all front-line city operations.

The City of Eau Claire Human Resources Department consists of 2 divisions:

- ◆ Personnel Administration
- ◆ Purchasing

Programs & Services

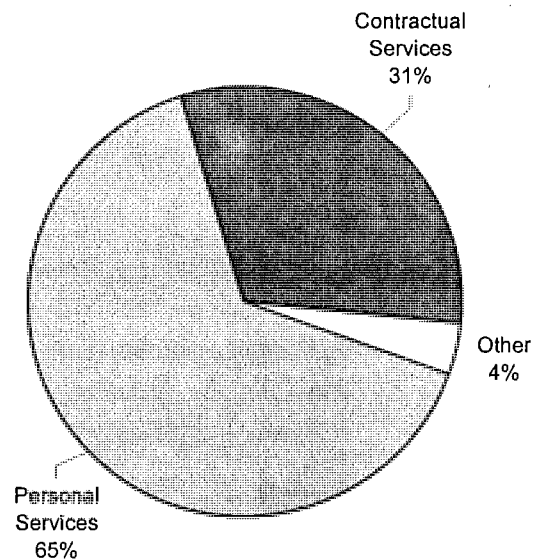
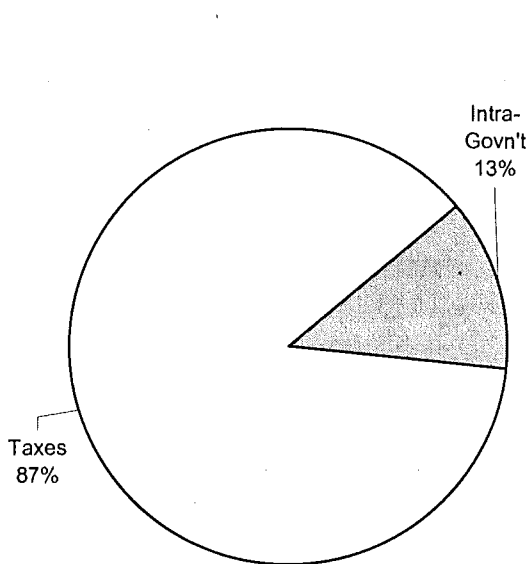
- ◆ Recruitment and pre-employment testing
- ◆ Labor Relations
- ◆ Administration of employee benefits and pay
- ◆ Purchasing and procurement



Benefit assistance

Overview of Revenues and Expenditures

	2002 <u>Actual</u>	2003 Adopted <u>Budget</u>	2004 Proposed <u>Budget</u>	% <u>Change</u>
Revenues				
Intragovernmental Service	\$ 74,046	\$ 79,693	\$ 87,164	9%
Gen. Purpose (tax) Rev.	<u>475,350</u>	<u>638,707</u>	<u>600,136</u>	-6%
Total Revenues	<u>\$ 549,396</u>	<u>\$ 718,400</u>	<u>\$ 687,300</u>	-4%
Expenditures				
Personal Services	\$ 400,213	\$ 500,200	\$ 445,300	-11%
Contractual Services	129,415	192,300	215,300	12%
Utilities	2,486	2,800	3,200	14%
Fixed Charges	2,200	2,200	2,200	0%
Materials & Supplies	<u>15,083</u>	<u>20,900</u>	<u>21,300</u>	2%
Total Expenditures	<u>\$ 549,396</u>	<u>\$ 718,400</u>	<u>\$ 687,300</u>	-4%



Budget Overview

EXPENDITURES**PERSONAL SERVICES AND CONTRACTUAL SERVICES**

The City and Eau Claire County have agreed to combine Purchasing functions. The City has eliminated the Purchasing Manager position and reimburses the County for 50% of the purchasing function.

Expenditures by Division

Personnel Administration

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 259,503	\$ 295,900	\$ 121,361	\$ 293,400	\$ 307,400
Contractual Services	106,603	177,900	59,559	177,900	170,700
Utilities	1,734	1,400	1,518	1,400	1,700
Fixed Charges	1,400	1,400	700	1,400	1,400
Materials & Supplies	8,281	9,600	3,270	9,600	9,800
Total Expenditures	<u>\$ 377,520</u>	<u>\$ 486,200</u>	<u>\$ 186,407</u>	<u>\$ 483,700</u>	<u>\$ 491,000</u>

Purchasing

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 140,710	\$ 204,300	\$ 62,560	\$ 172,700	\$ 137,900
Contractual Services	22,811	14,400	30,516	44,400	44,600
Utilities	752	1,400	603	1,400	1,500
Fixed Charges	800	800	400	800	800
Materials & Supplies	6,802	11,300	781	11,300	11,500
Total Expenditures	<u>\$ 171,876</u>	<u>\$ 232,200</u>	<u>\$ 94,859</u>	<u>\$ 230,600</u>	<u>\$ 196,300</u>

Staffing

Personnel Administration

	2002	2003	2004
Director of Human Resources/Risk Manager	1.00	1.00	1.00
Assistant to Director of Human Resources	1.00	1.00	1.00
Human Resources Secretary	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00
Benefit Specialist	1.00	1.00	1.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Total FTE Positions	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

Purchasing

	2002	2003	2004
Purchasing Manager	1.00	1.00	- *
Buyer	1.00	1.00	1.00
Purchasing Technician	1.00	1.00	1.00
Mail and Duplicating Clerk	0.50	0.50	0.50
	<u>3.50</u>	<u>3.50</u>	<u>2.50</u>
Total FTE Positions	<u>3.50</u>	<u>3.50</u>	<u>2.50</u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

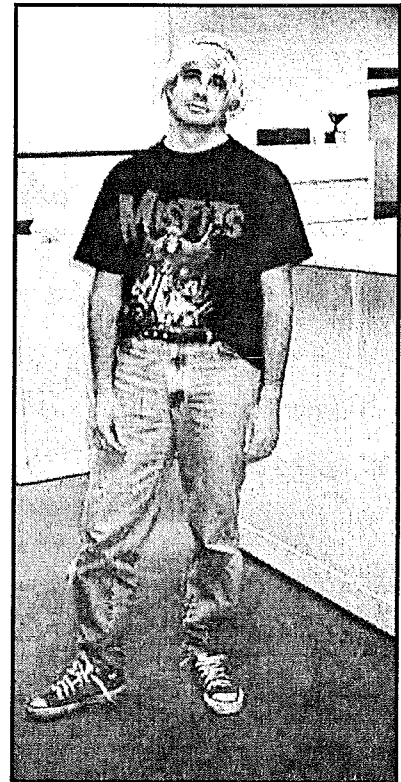
* Net of Budget Blueprint reduction.

Cross-divisional charges include:

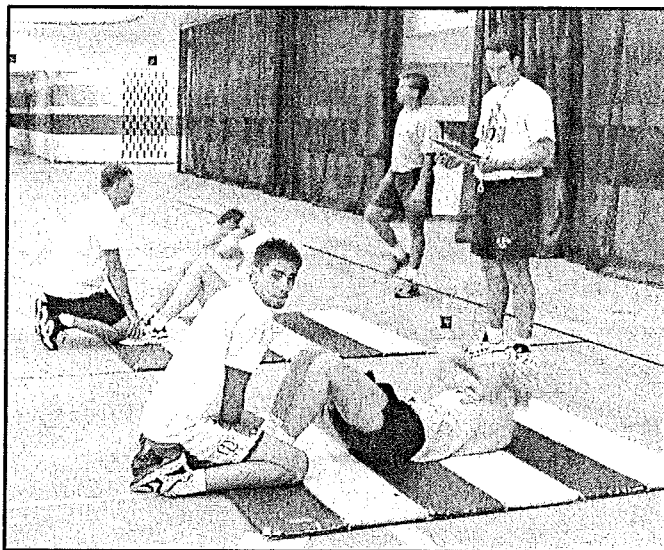
- 50% of Director of Human Resources/Risk Manager's position is charged to Risk Management.

Personnel Administration Operation Highlights

- ◆ Provide administrative support for the Police and Fire Commission and Affirmative Action Committee
- ◆ Process over 3,500 applications annually
- ◆ Conduct all employee recruitments
- ◆ Maintain all employee personnel records
- ◆ Administer all employee and retiree fringe benefits and pay plans
- ◆ Administer City personnel policies
- ◆ Conduct negotiations with 7 bargaining groups
- ◆ Administer the City drug and alcohol testing program
- ◆ Coordinate employee training
- ◆ Conduct pre-employment written and physical testing



Harassment Training



Physical Agility Testing

Purchasing Operation Highlights

Purchasing

- ◆ Procurement of supplies and services for 70 to 80 projects annually for all funds in the excess of \$30 million
- ◆ Procurement for Capital Improvement Program at an average of \$15 million annually
- ◆ Process 5,000 purchase orders annually
- ◆ Administer annual auction of excess equipment

Mail and Duplicating

- ◆ Provide postal and shipping services
- ◆ Process 135,000 pieces of mail annually
- ◆ Duplicate 1,600,000 copies
- ◆ Maintain paper inventories
- ◆ Administer office supply contract valued at \$45,000



Bikes to be sold at City Auction

COMMUNITY DEVELOPMENT

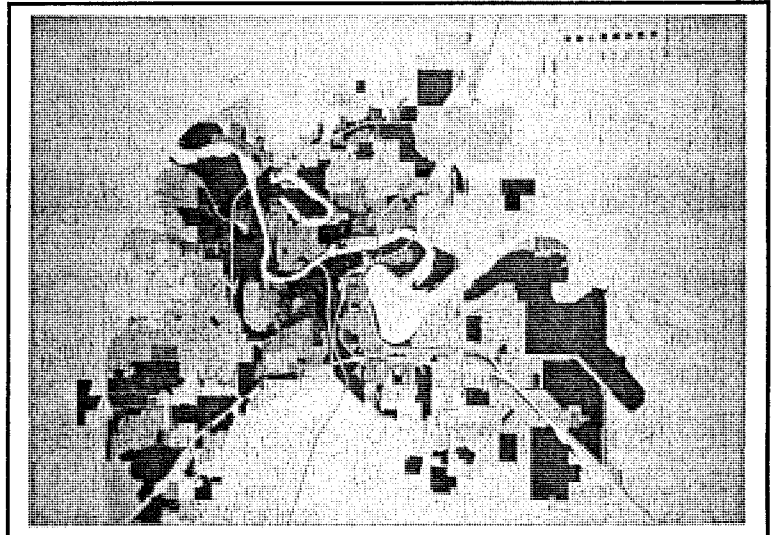
The Planning and Inspections Divisions are part of the Community Development Department and are located in City Hall, 203 S. Farwell Street. The Planning Division is responsible for community and neighborhood planning, zoning, development review, historic preservation, and annexations. The Inspections Division is responsible for enforcing all city and state codes and ordinances pertaining to construction and remodeling, zoning, signs, and other land use permits. Inspections also work with the Health and Fire Departments in enforcing property maintenance related codes.

The City of Eau Claire Community Development Department consists of 2 divisions:

- ◆ Planning
- ◆ Inspections

Programs & Services

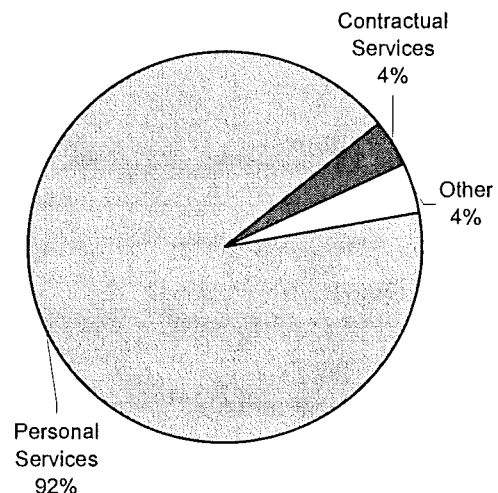
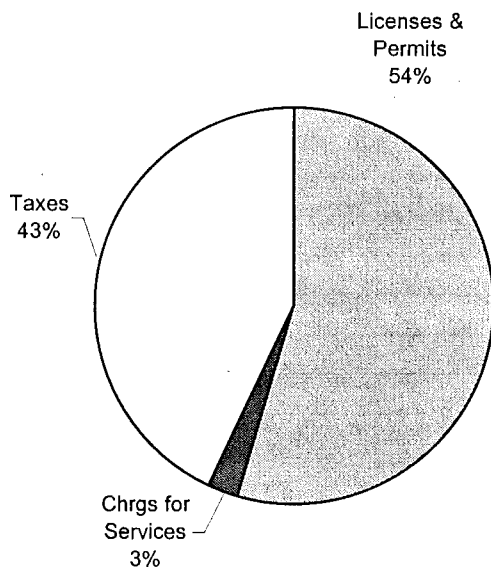
- ◆ Comprehensive Planning
- ◆ Development Codes
- ◆ Development Review
- ◆ Inspections
 - Building
 - Plumbing
 - Electrical
 - Heating
 - Signs
 - Zoning Ordinance
 - Others
- ◆ Code Enforcement
- ◆ Board and Associations
 - Staff Support



Comprehensive Plan map

Overview of Revenues and Expenditures

	2002 <u>Actual</u>	2003 Adopted <u>Budget</u>	2004 Proposed <u>Budget</u>	<u>% Change</u>
Revenues				
Licenses & Permits	\$ 538,899	\$ 428,970	\$ 607,900	42%
Charges for Services	32,438	32,500	28,700	-12%
Gen. Purpose (tax) Rev.	<u>468,919</u>	<u>684,130</u>	<u>482,700</u>	-29%
Total Revenues	<u>\$ 1,040,255</u>	<u>\$ 1,145,600</u>	<u>\$ 1,119,300</u>	-2%
Expenditures				
Personal Services	\$ 974,963	\$ 1,060,500	\$ 1,029,900	-3%
Contractual Services	27,213	38,500	43,800	14%
Utilities	4,210	5,400	6,100	13%
Fixed Charges	12,605	12,900	12,900	0%
Materials & Supplies	20,775	28,300	26,600	-6%
Capital Outlay	<u>490</u>	<u>-</u>	<u>-</u>	
Total Expenditures	<u>\$ 1,040,255</u>	<u>\$ 1,145,600</u>	<u>\$ 1,119,300</u>	-2%



Budget Overview

EXPENDITURES**PERSONAL SERVICES**

The position of Neighborhood Coordinator has been eliminated from the Community Development Department, as described in the Budget Blueprint. Also, overtime for inspections as been reduced by \$1,300.

CONTRACTUAL SERVICES & MATERIALS AND SUPPLIES

The Wisconsin Department of Agriculture, Trade and Consumer Protection has increased its charges to the City for Weights and Measures services by \$4,600.

Expenditures by Division

Planning

		<u>2002 Actual</u>		<u>2003 Budget</u>		<u>2003 6 Month Actual</u>		<u>2003 Projection</u>		<u>2004 Budget</u>
Personal Services	\$	450,297	\$	487,500	\$	205,645	\$	483,400	\$	438,900
Contractual Services		9,682		11,500		7,060		11,500		11,700
Utilities		1,438		1,600		1,451		1,600		1,900
Fixed Charges		1,600		1,600		800		1,600		1,600
Materials & Supplies		10,515		15,900		6,358		15,900		16,200
Capital Outlay		490		-		-		-		-
Total Expenditures	\$	<u>474,021</u>	\$	<u>518,100</u>	\$	<u>221,314</u>	\$	<u>514,000</u>	\$	<u>470,300</u>

Inspections

		<u>2002 Actual</u>		<u>2003 Budget</u>		<u>2003 6 Month Actual</u>		<u>2003 Projection</u>		<u>2004 Budget</u>
Personal Services	\$	524,666	\$	573,000	\$	256,472	\$	568,700	\$	591,000
Contractual Services		17,531		27,000		17,246		27,000		32,100
Utilities		2,773		3,800		1,673		3,800		4,200
Fixed Charges		11,005		11,300		5,630		11,300		11,300
Materials & Supplies		10,260		12,400		1,582		12,400		10,400
Total Expenditures	\$	<u>566,234</u>	\$	<u>627,500</u>	\$	<u>282,604</u>	\$	<u>623,200</u>	\$	<u>649,000</u>

Staffing

Planning Administration

	2002	2003	2004
Director of Comm Dev/Asst. City Manager	1.00	1.00	1.00
Neighborhood Planner	1.00	1.00	1.00
Community Development Secretary	1.00	1.00	1.00
City Planner	1.00	1.00	1.00
Project Coordinator	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00
Recommended Budget Blueprint Reduction	-	-	(1.00)
Total FTE Positions	<u><u>6.00</u></u>	<u><u>6.00</u></u>	<u><u>5.00</u></u>

Inspections

	2002	2003	2004
Administrator, Inspection & Zoning	1.00	1.00	1.00
Inspectors:			
Building and Land Use	1.00	1.00	1.00
Building, Heating, & Asst. Electrical	1.00	1.00	1.00
Plumbing	1.00	1.00	1.00
Heating, Plumbing, & Asst. Building	1.00	1.00	1.00
Electrical & Asst. Mechanical	1.00	1.00	1.00
Code Compliance	1.00	1.00	1.00
Inspections Technician	1.00	1.00	1.00
Total FTE Positions	<u><u>8.00</u></u>	<u><u>8.00</u></u>	<u><u>8.00</u></u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Planning Operation Highlights

Boards and Associations

Planning and Inspections provides direct support (including hearing and property notices, meeting presentations, agendas and minutes, and application reviews and reports) to city boards and community organizations.

◆ **City Boards and Commissions**

- Plan Commission (twice monthly)
- Board of Zoning Appeals (monthly)
- Redevelopment Authority (monthly)
- Waterways Commission (monthly)
- Landmarks Commission (monthly)
- Building Code Committee (as needed)
- Heating Examiners and Appeals Board (as needed)

◆ **Neighborhood Associations**

- North River Fronts Neighborhood (monthly)
- North Side Hill Neighborhood (monthly)
- Historic Randall Park (monthly)
- Third Ward Neighborhood (monthly)
- East Hill Neighborhood (as requested)
- Mt. Washington Neighborhood (as requested)
- Runway Avenue Neighborhood (as requested)
- East Hamilton Neighborhood (as requested)
- West Riverside Neighborhood (as requested)
- Upper Westside Neighborhood (as requested)
- Buffington Neighborhood (as requested)
- Old Wells Road Neighborhood (as requested)

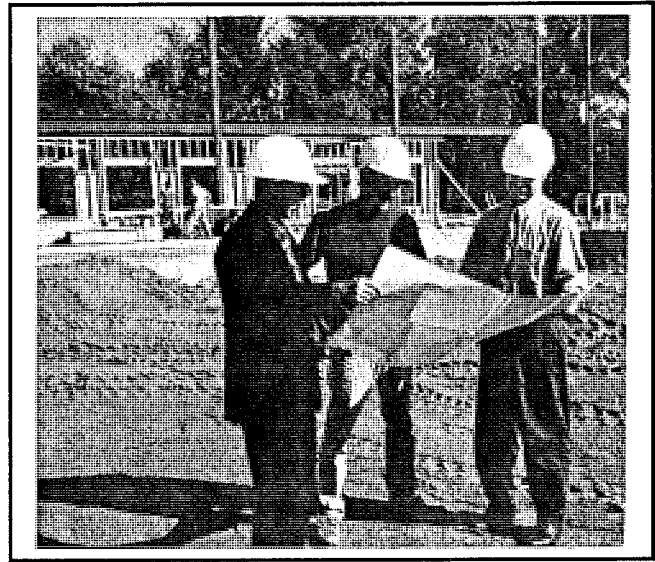
◆ **Business Associations**

- Downtown BID (monthly)
- West Grand Avenue BID (monthly)
- Water Street BID (monthly)

Activities

Statutes and Codes

- ◆ Wisconsin state statutes require a city to adopt a master plan for the overall growth and development of the community. Eau Claire's Comprehensive Plan is a continuous program of monitoring development activity and updating plans as needed.
- ◆ Various codes have been adopted by the City Council which regulates the growth and development of the city. Planning and Inspections staff maintains these codes in accordance with state law and local development needs.



Development review

Services

- ◆ Provide development review assistance to developers, applicants, and interested citizens.
- ◆ Provide written review reports to city boards and commissions on over 200 formal applications annually.
- ◆ Prepare ordinance revisions for development related codes.

- ◆ Prepare and update community and neighborhood plans, including:
 - Comprehensive Plan
 - Downtown Plan
 - Parks and Waterways Plan
 - Carson Park Plan
 - Historic Preservation Plan
 - West Side Neighborhood Plan
 - North River Fronts Neighborhood Plan
 - North Side Hill Neighborhood Plan
 - Water Street Commercial District Plan
 - Third Ward Neighborhood Plan
- ◆ Provide assistance and information to citizens concerning development proposals, protest petitions, and community planning.
- ◆ Issue over 4,000 permits and conduct over 14,000 inspections annually.
- ◆ Complete over 800 inspections annually on municipal ordinance violations.
- ◆ Prepare the annual Development Map and Report and permit/fee summary report.
- ◆ Respond to 20,000 citizen requests for information annually.

Development Review Activity						
	Total	Rezoning	Conditional Use	Site Plan	Appeal	Plats
2003 (June)	92	27	23	29	3	10
2002	161	34	32	66	9	20
2001	154	33	39	58	14	10
2000	186	38	49	65	18	16
1999	173	42	26	70	23	12
1998	207	43	49	82	27	8
1997	188	39	53	68	19	9
1996	179	43	32	69	28	7
1995	190	37	47	62	31	13
1994	175	38	46	66	20	5
1993	149	29	32	60	21	7
1992	127	24	31	48	21	3
1991	129	19	37	34	34	5
1990	151	46	41	32	30	2

Inspections Operation Highlights

Building Inspection Services provides plan examinations and site inspection services for construction projects. Community Development Services provides a "one stop shop" service to persons needing information or permits for a development or construction activity. A permit issued is equivalent to about 3 inspections for all projects. Permits issued for construction seasons are provided below:

Permits Issued							
	Total Permits	Building	Electrical	Plumbing	Heating	Others	Est. Insp.
2003 (as of 7/31)	2,455	808	522	447	582	96	7,365
2002	4,346	1,340	920	840	1,051	190	13,038
2001	4,774	1,443	1,014	1,014	1,102	201	14,322
2000	5,012	1,479	1,207	964	1,155	207	14,700
1999	4,591	1,431	991	834	1,157	174	14,000
1998	4,796	1,516	1,062	888	1,117	213	14,388
1997	4,607	1,441	944	891	1,111	272	13,821
1996	4,491	1,472	953	790	1,064	212	13,473
1995	4,427	1,321	924	820	1,144	218	13,281
1994	4,216	1,341	860	732	1,092	191	12,648
1993	4,065	1,121	862	833	1,080	169	12,195
1992	3,702	996	809	749	965	183	11,106
1991	3,503	797	734	681	1,123	168	10,509

Revenues

Fees collected by Community Development Services include the building and development review fees as established by City Council in City Code. Revenues for construction activity collected by year are:

2003 (as of 7/31)	\$262,276		
2002	\$562,247	1996	\$366,658
2001	\$425,608	1995	\$435,638
2000	\$485,541	1994	\$381,963
1999	\$397,439	1993	\$291,333
1998	\$438,467	1992	\$259,471
1997	\$366,513	1991	\$213,529

PUBLIC WORKS

Programs & Services

Administration

- ◆ Manage, plan, and direct department operations.
- ◆ Coordinate plans and activities with public and governmental groups.
- ◆ Coordinate preparation of annual budget and capital improvement plan for the department.
- ◆ Maintain the records management system for the department.

The City of Eau Claire Public Works Department consists of 3 divisions:

- ◆ Administration
- ◆ Engineering
- ◆ Operations
 - Buildings and Grounds
 - Street Maintenance

Engineering

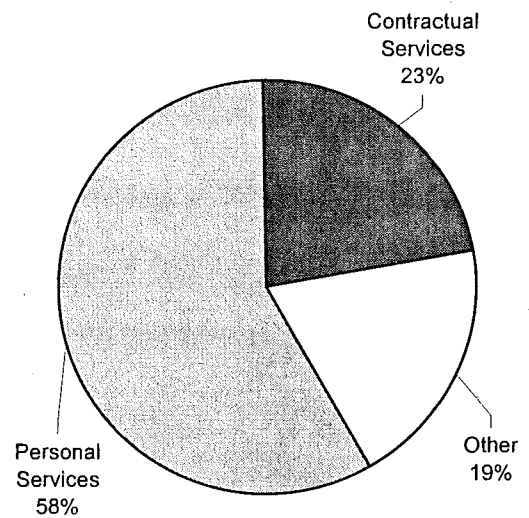
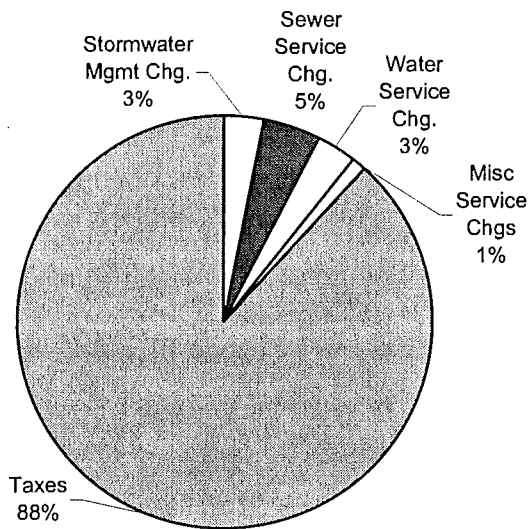
- ◆ Plan, design, inspect, and administer construction projects performed by and for the City.
- ◆ Record, compute, and coordinate the special assessment program.
- ◆ Update and maintain maps and records using the geographic information and computer mapping system.
- ◆ Provide planning assistance for subdivisions, commercial and industrial development, and future street and utility needs.
- ◆ Monitor development agreements for installation of utilities and streets in new subdivisions.
- ◆ Monitor and coordinate flood protection.
- ◆ Update and maintain the pavement management system.
- ◆ Provide technical assistance on infrastructure to other City Departments and the public.

Operations

- ◆ Retain the value of City buildings and grounds through proper maintenance.
- ◆ Keep the availability and performance of building equipment at an optimum level.
- ◆ Supervise construction and remodeling projects.
- ◆ Maintain all streets, sidewalks, curbs and gutters.
- ◆ Provide an efficient program of winter snow and ice control to insure safe access for vehicles and pedestrians.
- ◆ Off-street maintenance including weed and turf control and the collection of litter.
- ◆ Maintenance and operation of traffic control including signals, signs, pavement markings, and street lighting.
- ◆ Assist in maintenance of storm water drainage facilities.

Overview of Revenues and Expenditures

	2002 <u>Actual</u>	2003 <u>Adopted Budget</u>	2004 <u>Proposed Budget</u>	<u>% Change</u>
Revenues				
Stormwater Mgmt Chg.	\$ 146,100	\$ 157,696	216,216	37%
Sewer Service Chg.	308,750	330,624	336,888	2%
Water Service Chg.	199,924	215,901	219,996	2%
Transit Admin. Chg.	11,196	12,060	12,300	2%
Other Service Chg.	2,708	2,664	65,040	2341%
Miscellaneous Charges	27,018	16,000	16,000	0%
Gen. Purpose (tax) Rev.	<u>6,167,340</u>	<u>6,964,655</u>	<u>6,486,460</u>	-7%
Total Revenues	<u>\$ 6,863,037</u>	<u>\$ 7,699,600</u>	<u>7,352,900</u>	-5%
Expenditures				
Personal Services	\$ 4,092,857	\$ 4,602,800	4,259,200	-7%
Contractual Services	1,422,559	1,689,400	1,671,000	-1%
Utilities	741,404	746,700	758,000	2%
Fixed Charges	58,526	114,100	114,100	0%
Materials & Supplies	542,692	546,600	550,600	1%
Capital Outlay	<u>5,000</u>	<u>-</u>	<u>-</u>	
Total Expenditures	<u>\$ 6,863,037</u>	<u>\$ 7,699,600</u>	<u>7,352,900</u>	-5%



Budget Overview

REVENUES

OTHER SERVICE CHARGES

The City will begin collecting a landfill fee from ONYX that is project at \$60,000.

EXPENDITURES

PERSONAL SERVICES

The budget for 2004 includes changes in the level of personnel staffing by eliminating seven (7) FTE in various divisions of the Public Works Department. The staff in the Administration Division will be reduced by one (1) full-time position by elimination of the Clerk II at City Hall. A Civil Engineer position in the Engineering Division will be eliminated. The full-time staff in the Street Maintenance Division will be reduced by four (4) full-time positions. The positions to be eliminated include three (3) Light Equipment Operators and one (1) skilled Worker I. The majority of the catch basin and manhole replacement will be completed with contractual services, and the snow and ice control operations will have four less people available on a regular basis during the winter. One (1) full-time Custodian and two (2) part-time Custodian positions will be eliminated as part of the 2004 budget reductions. It is planned that the afternoon shift custodian will split duties between the Library and City Hall.

CONTRACTUAL SERVICES

The contractual services section of the Public Works Operations budget includes the annual seal coat program. It is proposed to seal coat approximately 15 miles of streets in 2004 to extend the life of the asphalt pavement. The budget includes an increase in contractual services to replace catch basins, manholes, curb, gutter and sidewalk to offset the reduction in personnel available to perform the work.

UTILITIES

In Public Works there are four major utility applications. The first consists of the expenses to support the City's facilities including electricity, gas, telephone, water, sewer and garbage, budgeted in total at \$149,000. The second application is for tipping fees of \$106,100 for the City's street cleaning debris. The third application is electricity in the amount of \$33,300 for traffic signals. The final major expense is \$454,600 for electricity for the City's streetlights.

EQUIPMENT RENTAL

The 2004 budget includes a reduction in rental equipment for the snow and ice control operations. The City will no longer rent 5 motor graders during the winter season, thus reducing the number of snowplow routes from 34 to 29 with a corresponding increase in length of each route by approximately one mile.

CAPITAL OUTLAY

Capital purchases and equipment outlays in the 2002 budget were substantially reduced from 2001 funding levels. No capital purchases to be funded from the General Fund are included in the 2004 operating budget. It may be difficult to continue this trend as the equipment is becoming outdated and difficult to repair in some cases.

Expenditures by Division

Administration

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 274,058	\$ 282,200	\$ 127,294	\$ 279,900	\$ 191,100
Contractual Services	17,205	19,500	13,915	19,500	19,700
Utilities	2,799	3,000	2,103	3,000	3,600
Fixed Charges	1,100	1,100	550	1,100	1,100
Materials & Supplies	4,771	5,700	2,554	5,700	5,800
Total Expenditures	\$ 299,933	\$ 311,500	\$ 146,415	\$ 309,200	\$ 221,300

Engineering

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 1,197,957	\$ 1,327,400	\$ 535,629	\$ 1,317,300	\$ 1,346,600
Contractual Services	176,627	108,400	180,815	289,900	108,900
Utilities	3,907	5,000	2,708	5,000	5,600
Fixed Charges	19,400	19,400	9,700	19,400	19,400
Materials & Supplies	29,897	42,200	38,986	75,600	38,700
Capital Outlay	5,000	-	-	-	-
Total Expenditures	\$ 1,432,788	\$ 1,502,400	\$ 767,838	\$ 1,707,200	\$ 1,519,200

Operations

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 2,620,841	\$ 2,993,200	\$ 1,247,729	\$ 2,966,900	\$ 2,721,500
Contractual Services	1,228,727	1,561,500	719,717	1,710,400	1,542,400
Utilities	734,699	738,700	364,403	738,700	748,800
Fixed Charges	38,026	93,600	19,547	93,600	93,600
Materials & Supplies	508,024	498,700	233,241	518,700	506,100
Total Expenditures	\$ 5,130,316	\$ 5,885,700	\$ 2,584,637	\$ 6,028,300	\$ 5,612,400

Staffing

Administration

	2002	2003	2004
Public Works Director	1.00	1.00	1.00
Assistant to Director of Public Works	1.00	1.00	1.00
Public Works Secretary	1.00	1.00	1.00
Clerk II	1.00	1.00	- *
	<u>4.00</u>	<u>4.00</u>	<u>3.00</u>
 Total FTE Positions			
	<u>4.00</u>	<u>4.00</u>	<u>3.00</u>
 2005 Proposed Budget Blueprint Elimination			(1)

Engineering

	2002	2003	2004
Deputy Director of Drainage & Development	1.00	1.00	1.00
Deputy Director of Engineering	-	-	1.00
Project Engineer	2.00	2.00	1.00
Traffic Engineer	1.00	1.00	1.00
Engineering Services Manager	1.00	1.00	1.00
Survey Supervisor	1.00	1.00	1.00
Engineering Technician III	3.00	3.00	3.00
Engineering Technician II	2.00	2.00	2.00
Senior Technician - CADD	1.00	1.00	1.00
Engineering Technician/Administrative	1.00	1.00	1.00
Engineering Technician I	1.00	1.00	1.00
Clerk III	1.00	1.00	1.00
Engineering Aide II	1.00	1.00	1.00
Recommended Budget Blueprint Reductions	-	-	(1.00)
	<u>16.00</u>	<u>16.00</u>	<u>15.00</u>
 Total FTE Positions			
	<u>16.00</u>	<u>16.00</u>	<u>15.00</u>

* Net of Budget Blueprint reduction.

Staffing

Operations

	2002	2003	2004
Public Works Operations Administrator	1.00	1.00	1.00
Street Maintenance Manager	1.00	1.00	1.00
Building and Grounds Superintendent	1.00	1.00	1.00
Supervisor	3.00	3.00	3.00
Building Services Supervisor	1.00	1.00	1.00
Clerk III	1.00	1.00	1.00
Account Clerk I	-	-	-
Skilled Worker II	2.00	1.00	1.00
Heavy Equipment Operator	12.00	12.00	12.00
Skilled Worker I	3.00	3.00	3.00
Skilled Worker / Sign Shop	2.00	2.00	2.00
Skilled Worker / Sign Shop Painter	-	1.00	1.00
Custodian	8.00	8.00	8.00
Tandem Operator	4.00	4.00	4.00
Light Equipment Operator	12.00	12.00	12.00
Recommended Budget Blueprint Reductions	-	-	(5.00)
Total FTE Positions	<u>51.00</u>	<u>51.00</u>	<u>46.00</u>

2005 Proposed Budget Blueprint Elimination (1)

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

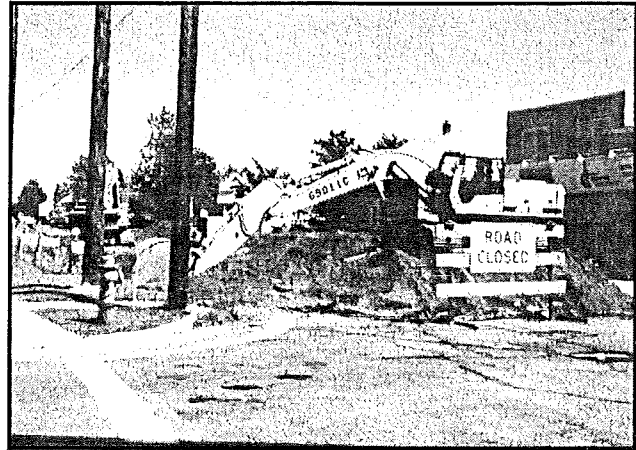
Cross-divisional charges include:

- 50% of Storm Water Engineer's time is charged to Public Works Engineering.
- 25% of the Public Works Operations Administrator's position is charged to Transit and another 25% to Central Maintenance.
- 50% of a Clerk III position assigned to Transit is charged to Public Works Operations.
- 2.5 custodians are charged out to the Library and one to Central Maintenance.

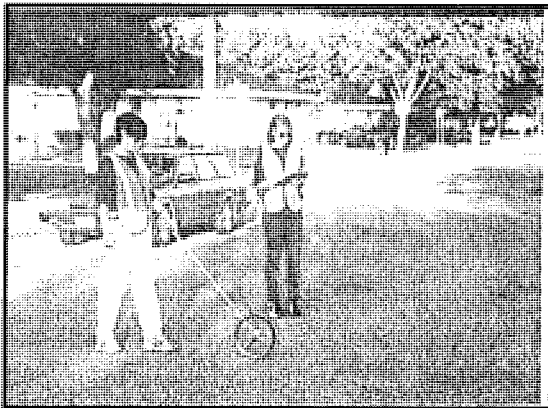
Engineering Division Operation Highlights

Primary Services

- ◆ 50 Projects designed, administered, monitored in 2003
- ◆ 400 Street Grades staked annually
- ◆ Special Assessment Program
- ◆ \$12 Million Annual Construction Program
- ◆ Sidewalk Repair Program
- ◆ Encroachments and street opening permits



Street & Utility Reconstruction



Pavement Management

Support Services

- ◆ GIS & Utility Mapping
- ◆ Pavement Management System (Micro Paver)
-1/2 Streets inspected each year
- ◆ Development Agreements
- ◆ Site Plan Review
- ◆ Coordinate & Monitor Flood Protection
- ◆ Certified Survey Maps

Facilities

South Wing - Second Level City Hall (203 S. Farwell St.)

- ◆ 10 Intergraph/Microstation CADD Workstations
- ◆ 3 Geodimeter Total Station Survey Systems
- ◆ 2 Survey Vans
- ◆ 2 Full Size Plotters
- ◆ 1 Large Size Plain Paper Copier
- ◆ 1 Blueprint Copier
- ◆ 5 Survey Levels
- ◆ 1 Laser Level
- ◆ Miscellaneous Testing, Surveying, & Drafting Equipment



Survey Crew with Geodimeter

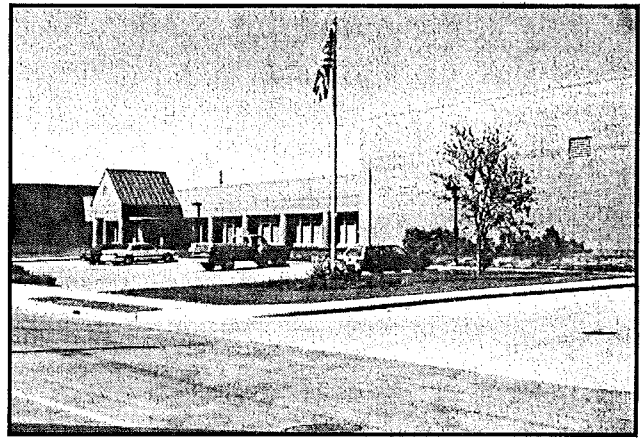
Public Works Operations Highlights

Buildings & Grounds

- ◆ Housekeeping - custodial
- ◆ Grounds maintenance
- ◆ Waste disposal & recycling
- ◆ Snow & ice control on public walkways
- ◆ Construction & renovation
- ◆ Pest control
- ◆ Plant maintenance
- ◆ Parking
- ◆ Signage
- ◆ Fire prevention and control



*Custodian
mowing grass*



*Central Maintenance
Facility*

Facilities

City Hall
(203 S. Farwell Street)

- ◆ 53,950 sq. ft. - 3 story building
- ◆ Built in 1916, remodeled in 1979

L.E. Phillips Library
(400 Eau Claire Street)

- ◆ 56,880 sq. ft. - 3 story building
- ◆ Built in 1976

Parks & Recreation Community Center
(1300 First Avenue)

- ◆ 33,840 sq. ft. - 3 story building
- ◆ Built in 1932

Central Maintenance Facility
(910 Forest Street)

Parks & Forestry Maintenance Building
(1040 Forest Street)

- ◆ 125,075 sq. ft. - 1 story building
- ◆ Built in 1954, remodeled in 1988

Parking Lots and Ramps

- ◆ 12 Lots
- ◆ 2 Ramps

Public Works Operations Highlights

Street Maintenance Base of Operations

Central Maintenance Facility (910 Forest Street)

- ◆ Sign Shop
- ◆ Carpentry Shop
- ◆ Salt Storage (500 tons)
- ◆ Storage yard for road maintenance materials and equipment



Sign Shop

Traffic & Street Lighting Facilities

- ◆ 29 Traffic signals
- ◆ 9,000 Signs
- ◆ 600 Street name signs
- ◆ 50 Miles of street centerline marking
- ◆ 200 Painted crosswalks
- ◆ 200 Pavement markings (arrows, school, etc.)
- ◆ 1,700 Street lights on main thoroughfares
- ◆ Sign Shop at Central Maintenance Facility

Activities

Seal Coating

- ◆ Extend life expectancy of street surface
- ◆ 10-15 miles sealed each year
- ◆ Administer contract for annual chip seal program
- ◆ Sweep streets following application
- ◆ Complete repairs and crack sealing prior to seal coat

Crack Sealing

- ◆ Annual Program
- ◆ 450,000 feet of cracks sealed per year
- ◆ Sealed before chip seal is applied



Crack Routing for Crack Sealing Program

Street Sweeping

- ◆ Spring clean-up of sand and debris from winter maintenance operations
- ◆ 2 Full cycles in spring
- ◆ Multiple shifts employed
- ◆ 3 Mechanical sweepers and 2 vacuum sweepers used
- ◆ Fall sweeping - 1 full cycle
- ◆ 10,000 cu. yd. waste annually



Street Sweeper



Patching Crew

Street Patching

- ◆ "Patch line" (552-PATCH) gives citizens opportunity to report potholes
- ◆ On average, 5 crews used in the spring
- ◆ 1,600 tons of patch material used annually
- ◆ Up to 30 pieces of equipment used in the spring
- ◆ Permanent patches constructed throughout the summer

Snow and Ice Control

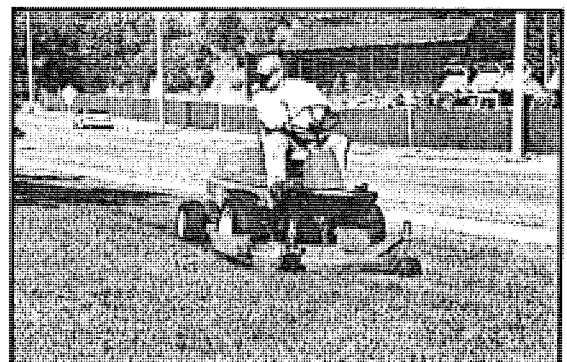
- ◆ 10 Primary ice control routes - 71 miles
- ◆ Ice control begins with first evidence of slippery conditions
- ◆ 16 Primary snow plow routes - 74 miles
 - Arterial streets
 - Hills and collector streets
 - Continuous until snow stops
- ◆ 29 Secondary plow areas - 249 miles
 - Higher use streets plowed first
 - Two areas in each route, alternate starting location
 - Over 45 pieces of equipment used
- ◆ Haul snow from commercial areas and neighborhoods where sidewalk is directly adjacent to back of curb
- ◆ Remove snow from 15 bridges and overpasses
- ◆ Administer snow clearance from sidewalk ordinance
- ◆ Remove snow from 166 public sidewalk and step locations



Snow plow with wing

Weed Control & Turf Maintenance

- ◆ Administer and enforce weed and long grass ordinance
- ◆ Cut areas of non-compliance and bill property owners
- ◆ 165 Notices - annual average
- ◆ 20 Locations require City action annually
- ◆ 132 City owned properties mowed
- ◆ 229 Road right-of-way turf areas maintained



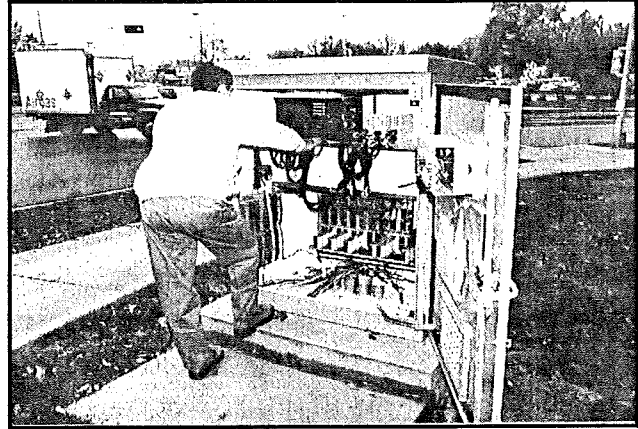
Mowing grass

Off-Street Maintenance

- ◆ 65 Locations collect litter
- ◆ 300 Dead animals picked up (annual average)

Street Lighting

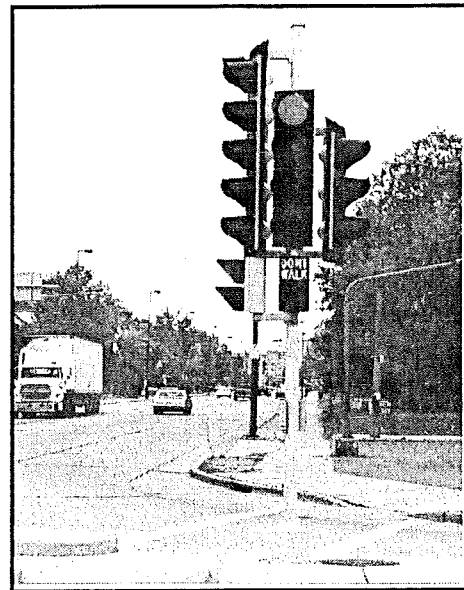
- ◆ 2,660 Street lights leased from NSP at \$25 per year plus electricity
- ◆ Residential lighting at intersections and 500 foot spacing
- ◆ 257 Decorative light poles
 - Downtown (City Center)
 - Water Street
 - Grand Avenue/First Avenue
 - Fifth Avenue/Bellinger Street
 - State Street
 - First Avenue
 - Bike Trail/River Trail



Traffic Engineer Programming Controller

Traffic Signals

- ◆ 30 Locations maintained by the City
- ◆ Signals on Hwy. 12 (Clairemont Ave.), Hwy. 53 (Hastings Way), Hwy. 93, Hwy. 37, and Hwy. 124 (North Crossing) maintained by WIS/DOT
- ◆ Electrical maintenance of signals performed by private contractor
- ◆ Traffic Engineer maintains signal controllers and timing



Traffic Signals at Farwell St. & Washington St.

Pavement Markings & Signs

- ◆ Paint crosswalks and centerlines annually
- ◆ Maintain and replace damaged or deteriorated signs
- ◆ Sign temporary detour route for construction
- ◆ Install new signs where directed by Council action



Crosswalk Painting

PARKS AND RECREATION

The Parks and Recreation Department is one of eight operating departments for the City. In addition to the four divisions in the general fund, the department is also responsible for the operation of the Cemeteries, the Hobbs Municipal Ice Center, and the Fairfax Outdoor Pool.

The City of Eau Claire Parks and Recreation Department consists of 4 divisions:

- ◆ Administration
- ◆ Park Maintenance
- ◆ Recreation
- ◆ Forestry & Cemeteries

Programs & Services

The Parks and Recreation Maintenance Division is responsible for the maintenance and upkeep of all the community parks, neighborhood parks and playgrounds, many publicly owned green spaces, as well as all of the City's recreation facilities, such as skating rinks, tennis courts, etc.

The Recreation Division is responsible for providing a well-rounded, comprehensive offering of recreation programs for children, adults and families.

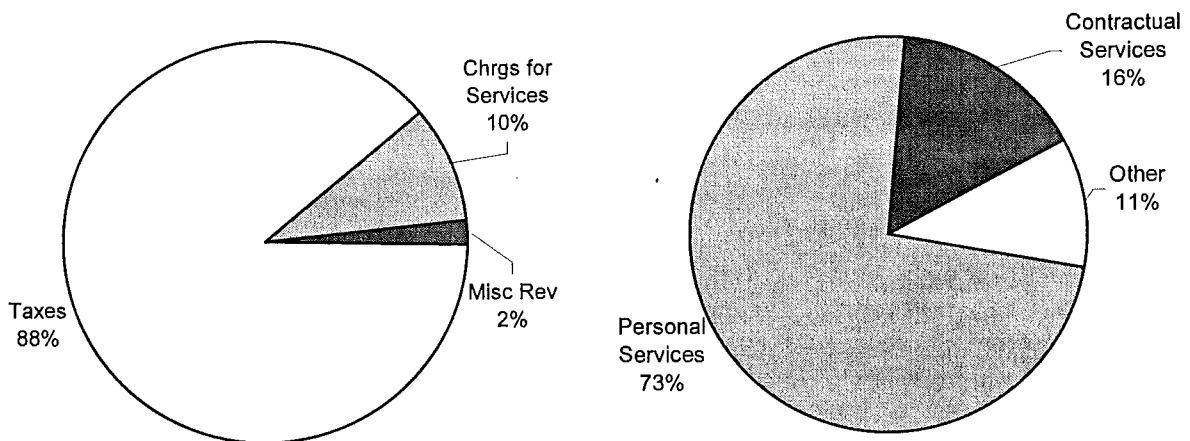
The Forestry Division is responsible for the upkeep of the urban forest. This includes all the trees in the City. However, the Forestry Division focuses a lot of effort on the boulevard street trees. Cemetery operation falls under the responsibility of the Forestry Division.



Carson Park: The City's Largest Community Park

Overview of Revenues and Expenditures

	2002 <u>Actual</u>	2003 Adopted <u>Budget</u>	2004 Proposed <u>Budget</u>	% <u>Change</u>
Revenues				
Charges for Services:				
Pool Admission Fees	\$ 5,403	\$ 4,000	\$ 4,000	0%
Softball Fees	55,365	50,000	55,000	10%
Instructional Fees	202,967	170,000	245,000	44%
Park Reimbursements	20,425	23,000	28,000	22%
WPRA Ticket Sales	1,070	1,000	1,000	0%
Other Recreation Fees	54,502	25,000	40,000	60%
Miscellaneous Revenue	65,931	45,500	76,500	68%
Gen. Purpose (tax) Rev.	<u>3,323,618</u>	<u>3,644,700</u>	<u>3,473,900</u>	-5%
Total Revenues	\$ <u>3,729,280</u>	\$ <u>3,963,200</u>	\$ <u>3,923,400</u>	-1%
Expenditures				
Personal Services	\$ 2,737,192	\$ 2,939,000	\$ 2,887,000	-2%
Contractual Services	604,776	613,800	621,900	1%
Utilities	135,309	131,600	135,600	3%
Fixed Charges	51,228	56,300	56,300	0%
Materials & Supplies	<u>200,775</u>	<u>222,500</u>	<u>222,600</u>	0%
Total Expenditures	\$ <u>3,729,280</u>	\$ <u>3,963,200</u>	\$ <u>3,923,400</u>	-1%



Budget Overview

EXPENDITURES

PERSONAL SERVICES

In 2003 the Parks and Recreation Department had 36.75 authorized full-time equivalent positions in the General Fund. The 2004 Budget Blueprint reduces two positions in the Parks Maintenance division. The Department hires 200-300 part-time people throughout the year. The majority of the part-time people work in the Recreation area as playground leaders, swim instructors, lifeguards, etc.

CONTRACTUAL SERVICES

Contractual Services in the administrative account includes, among other items, the maintenance agreements for RecWare and the annual cost for the July 4th fireworks. In the Park Maintenance contractual services account includes equipment rental costs paid to Central Equipment for the Parks fleet, trash disposal costs, portable toilet service contract and electrical and irrigation service contracts. Recreation contractual services mostly consist of other rental of facilities for the recreation programs.

UTILITIES

Park maintenance watering cost at Carson Park and Mt. Simon Park should decrease due to new irrigation systems pumping water from Half Moon Lake and Dells Pond respectively. Watering costs at the Soccer Park will increase due to the addition of a new field developed in 2002.

MATERIALS & SUPPLIES

Cost for materials and supplies are anticipated to be at the same level as 2003. No additional increases in material and supplies are included in 2004. Budgeted purchases of replacement equipment is set to 2003 levels and include annual replacement of chain saws, trimmers, and small mowers.

CAPITAL OUTLAY

There have been no capital outlays exceeding \$5,000 since 2002 in Parks and Recreation operations.

Expenditures by Division

Administration

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 155,114	\$ 219,800	\$ 86,051	\$ 218,000	\$ 230,400
Contractual Services	55,291	68,000	42,063	68,000	68,000
Utilities	4,496	6,500	2,300	6,500	7,100
Fixed Charges	1,000	1,000	500	1,000	1,000
Materials & Supplies	14,292	18,000	10,248	18,000	18,400
Total Expenditures	<u>\$ 230,193</u>	<u>\$ 313,300</u>	<u>\$ 141,162</u>	<u>\$ 311,500</u>	<u>\$ 324,900</u>

Park Maintenance

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 1,700,300	\$ 1,777,400	\$ 744,178	\$ 1,762,700	\$ 1,716,100
Contractual Services	336,348	295,000	161,175	295,000	284,700
Utilities	126,177	120,700	52,071	120,700	123,300
Fixed Charges	29,781	34,500	16,712	34,500	34,500
Materials & Supplies	115,626	116,900	60,447	116,900	118,900
Total Expenditures	<u>\$ 2,308,232</u>	<u>\$ 2,344,500</u>	<u>\$ 1,034,583</u>	<u>\$ 2,329,800</u>	<u>\$ 2,277,500</u>

Expenditures by Division

Recreation Division

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 565,825	\$ 630,900	\$ 217,896	\$ 628,200	\$ 616,600
Contractual Services	122,383	153,600	80,016	154,900	157,500
Utilities	3,656	3,200	2,317	3,200	3,900
Fixed Charges	13,620	13,700	6,977	13,700	13,700
Materials & Supplies	<u>60,294</u>	<u>76,400</u>	<u>51,106</u>	<u>75,100</u>	<u>73,700</u>
Total Expenditures	<u>\$ 765,779</u>	<u>\$ 877,800</u>	<u>\$ 358,312</u>	<u>\$ 875,100</u>	<u>\$ 865,400</u>

Forestry Division

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 315,952	\$ 310,900	\$ 141,565	\$ 308,300	\$ 323,900
Contractual Services	90,754	97,200	53,121	95,900	111,700
Utilities	980	1,200	504	1,200	1,300
Fixed Charges	6,828	7,100	3,550	7,100	7,100
Materials & Supplies	<u>10,562</u>	<u>11,200</u>	<u>9,469</u>	<u>12,500</u>	<u>11,600</u>
Total Expenditures	<u>\$ 425,076</u>	<u>\$ 427,600</u>	<u>\$ 208,209</u>	<u>\$ 425,000</u>	<u>\$ 455,600</u>

Staffing

Administration

	2002	2003	2004
Director of Parks and Recreation	1.00	1.00	1.00
Parks and Recreation Secretary	1.00	1.00	1.00
Clerk III	1.00	1.00	1.00
Clerk II	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total FTE Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

Park Maintenance

	2002	2003	2004
Superintendent of Maintenance	1.00	1.00	1.00
Supervisor	2.00	2.00	2.00
Clerk II	0.75	0.75	0.75
Construction Skilled Worker	1.00	1.00	1.00
Mechanical Skilled Worker II	2.00	2.00	2.00
Mechanical Skilled Worker	-	-	-
Heavy Equipment Operator	1.00	1.00	1.00
Skilled Worker I	10.00	10.00	10.00
Stores Clerk	1.00	1.00	1.00
Semi-Skilled Worker	7.00	7.00	7.00
Recommended Budget Blueprint Reductions	-	-	(2.00)
	<u>-</u>	<u>-</u>	<u>(2.00)</u>
Total FTE Positions	<u>25.75</u>	<u>25.75</u>	<u>23.75</u>

Staffing

Recreation

	2002	2003	2004
Superintendent of Recreation	1.00	1.00	1.00
Program Supervisor	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total FTE Positions	<u><u>3.00</u></u>	<u><u>3.00</u></u>	<u><u>3.00</u></u>

Forestry

	2002	2003	2004
City Forester	1.00	1.00	1.00
Tree Trimmer II	1.00	1.00	1.00
Arborist	1.00	1.00	1.00
Arborist I	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total FTE Positions	<u><u>5.00</u></u>	<u><u>5.00</u></u>	<u><u>5.00</u></u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Cross-divisional charges include:

- 50% of City Forester's time is charged to Cemetery Maintenance
- 25% of one Program Supervisor's time is charged to the Outdoor Pool
- 25% of the Hobbs Ice Center Manager's time is charged to Parks & Recreation-Recreation Division

Park Maintenance Operation Highlights

- ◆ In the spring of 2003 the entire football field at Carson Park was sodded.
- ◆ Play equipment is being installed at Owen Park, Sundet and Boyd neighborhood parks. The equipment will include separate units for tot to 5 years olds.
- ◆ Lighting the main lot at Carson Park.
- ◆ Wilson Fountain has been completely renovated to its original operating levels.
- ◆ Two park positions are being left open in anticipation of staff reductions. Adjustments to the park maintenance operation are being evaluated based on these changes.
- ◆ A storage building is being constructed at Bollinger field.
- ◆ Soccer fields #1 and #2 have been partially resodded utilizing funds from the two soccer organizations utilizing the facility.
- ◆ Recycling efforts in the park have improved to collecting over 80% of the collected recyclable materials. The annual garbage charges will increase as a result of this improvement.
- ◆ Eau Claire United Soccer completely funded the construction of a tournament Kiosk at the Soccer Park.
- ◆ An Alcohol-in-the-Parks policy was established attempting to minimize the conflict that exists in the parks with large groups scheduling facilities with limited capacity.

Community Involvement

- Continued involvement of over 200 students in 2003 to plant flowers throughout the community parks.
- Received \$2,000 from Saturn of Eau Claire for the 4th of July fireworks in exchange for a short sponsorship announcement.
- Six Eagle Scout projects are either completed or underway this summer. Some of the work completed is a shade structure at Demmler Park, benches at Boyd Park and a couple of trails will be developed at Boyd Park and upper Mt. Simon.
- The development of the Angel of Hope Garden will occur this summer. The citizen group has raised over \$20,000 and has recently ordered the statue.

- A citizen group received authorization to develop a community dog park at Sky Park. The group has raised over \$15,000 for this development. In the fall of 2002 the Sky Park site was found to have significant levels of methane gas present on the southwest corner of the proposed park area. Construction of the park at that site was canceled. Another site needs to be selected that is suitable for this use.

Major Events

- Some of the major activities occurring in the community parks through mid- summer 2003:

Cancer Relay for Life

Shrine Circus

Gus Macker Tournament

RCU walk

- Large group events occur throughout the summer and fall with groups over 1000 utilizing park pavilions.



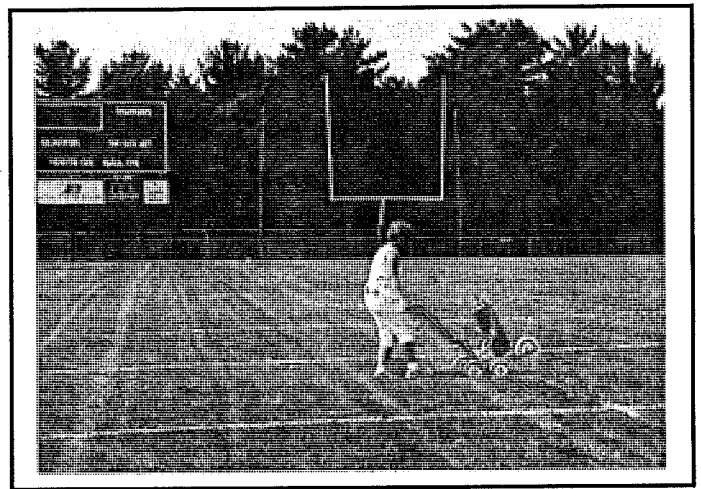
Staff planting flowers at Carson Park

Activities

The Park Maintenance division maintains all parks, playgrounds, and recreation areas and manages the majority of the department's capital improvement projects.

Areas of Assignment

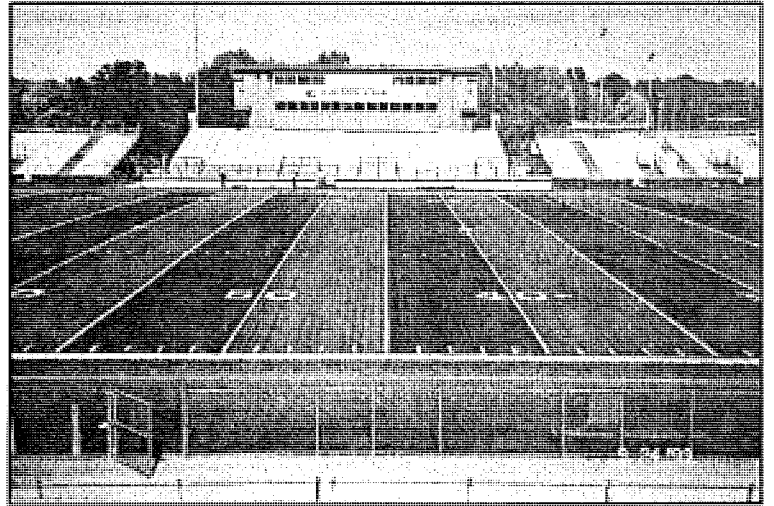
- ◆ Central Park Maintenance Building at 1040 Forest Street
- ◆ 7 parks have maintenance personnel assigned full-time from April to September (2 at Owen Park; 1 at Rod and Gun Park; 1 at Riverview Park; 6-8 at Carson Park; 1 at Mt. Simon Park; and 1 at Fairfax Park, 1-2 at Soccer Park)
- ◆ 4-8 maintenance personnel maintain athletic fields on a daily basis from April to November. One to two mowing crews are assigned on a daily basis from April to October
- ◆ Ballfield maintenance including: dragging, marking and painting foul lines
- ◆ Establishment of football and soccer fields at 3 middle and high schools
- ◆ Flooding 20 ice rinks throughout the city – *scheduled to be reduced to 8*
- ◆ Planting and maintaining 42 flower beds with over 10,000 annual flowers
- ◆ Cleaning 24 restroom facilities and 10 pavilions
- ◆ Maintenance of 16 modular play structures
- ◆ Maintenance of 18 shelter houses
- ◆ Garbage collection seven days a week from 250 waste receptacles
- ◆ Support to recreation programs
- ◆ Snow plowing sidewalks and support to street snow plowing operation
- ◆ Harvesting weeds on Half Moon Lake, removing 1,000 cubic yards of weeds annually



Football stadium preparation

Facilities

- ◆ Park Maintenance Building
- ◆ 11 community and neighborhood parks:
 - Owen Park
 - Riverview Park
 - Rod & Gun Park
 - Carson Park
 - Mt. Simon Park
 - Randall Park
 - Wilson Park
 - University Park
 - Fairfax Park
 - Jaycette Park
 - Soccer Park



Carson Park Football Field before the Friday Game

Special Areas

- Mt. Tom
- Half Moon Beach
- Bayview Park
- Archery Park
- Upper Mt Simon
- ◆ Hobbs Municipal Ice Center
- ◆ Fairfax Municipal Outdoor Pool
- ◆ 17 neighborhood playgrounds, including:
 - Beverly Hills
 - Boyd
 - Buffington
 - Cameron
 - Demmler
 - Grover Heights
 - Hobart
 - Kessler
 - Lakeshore
 - Lee Street
 - McDonough
 - Mitscher
 - Newell
 - Oakwood Hills
 - Pinehurst
 - Sundet
 - Zephyr Hill

- ◆ 8 miles of cross-country ski trails at:
 - Carson Park
 - City Wells
 - Fairfax Park



Kids at Carson Park Playground

- ◆ 5 neighborhood playgrounds on elementary school sites at:
 - Locust Lane --- Manz --- Putnam Heights --- Roosevelt --- Sam Davey

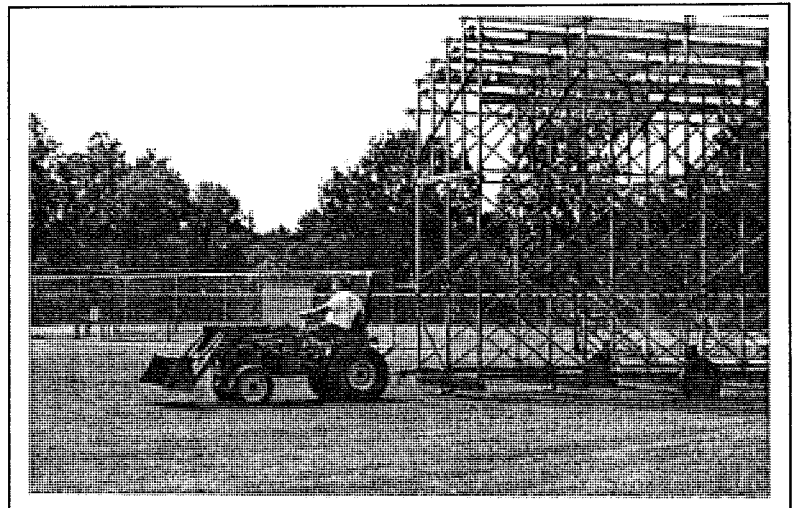
Currently, two sites have shelters that are not utilized: Locust Lane and Hyline.

Athletic & Sport Facilities

- ◆ 15 softball fields
- ◆ 3 baseball fields; 6 little baseball league fields; 2 Babe Ruth baseball fields)
- ◆ Football fields (1 in Carson Park; 17 school fields - laying out and painting of field)
- ◆ Soccer fields (9 soccer fields at Soccer Park and 53 fields as support to soccer programs at school locations)
- ◆ 8.75 miles of bike trail
- ◆ 20 ice rinks
- ◆ 7 tennis courts
- ◆ 10 pavilions
- ◆ 5 volleyball courts
- ◆ 5 boat landings (1 in Carson Park; 1 at Half Moon Beach; 1 in Mt. Simon; 1 at Riverview; 1 at Hobbs Ice Center)

Equipment

- ◆ 5 Dump Trucks
- ◆ 9 Pick-Up Trucks
- ◆ 1 End Loader
- ◆ 1 Grader
- ◆ 2 Municipal Tractors
- ◆ 2 Tractors
- ◆ 1 Garbage truck
- ◆ 3 Vans
- ◆ 3 Trailers
- ◆ 11 Mowers
- ◆ 1 Aquatic Weed Harvester



Park staff moving bleachers from baseball to football fields at Carson Park

CIP Highlights

Scheduled improvements to various park areas in 2003/2004 are the following:

Boyd Park Improvement

- ◆ New playground equipment is being installed at Boyd Park. An improvement to Main Street includes the construction of tunnel under the street for access to the neighborhood. Work on the seeding to the former parking lot east of the shelter will occur this fall.

Boyd Park Pedestrian Bridge

- ◆ The city has hired SEH Engineering to prepare the design and working drawings for the construction of a new pedestrian bridge. The conceptual design has been completed and the final plans are being prepared for bidding in the fall of 2003. The East Side Hill Neighborhood Association has endorsed the preliminary bridge design.

North Riverfront Neighborhood Park

- ◆ Design of the park was approved by the neighborhood at their July 9th meeting. Final plans for the building west of Forest Street will be completed in August. Construction of the building will be started in September. This area will be maintained as part of the Phoenix Park facility. Plans for the playground east of Forest Street will be completed in August/September and construction may begin in late fall or spring of 2004. Changes to the present Hobart Park will be started after the new park is completed.

Carson Park Football Field

- ◆ The entire field was resodded in the spring. A committee has been formed to see if outside funds can be raised to convert the field to an artificial grass surface.

Wilson Park

- ◆ After 3 years of being inoperable, the Wilson Park fountain was restored to its original operating levels. The mechanical equipment was completely redone as it was only partially functioning during the past 10 years. New lights will be purchased and installed this fall. Five new light poles and fixtures will replace 15 incandescent light fixtures. Christmas decorations have been damaged or vandalized over the years and the Park and Recreation Department is working to replace the display before winter. Outside groups are being solicited to fund the changes.

Owen Park Bandshell

- ◆ All the electrical systems to the Owen Bandshell have been relocated or replaced to correct for safety and fire concerns. The switchgear in the bottom of the band shell has been relocated out of the flood prone areas. All the wood seating at the band shell has been replaced.

Phoenix Park

- ◆ Phoenix Park is nearing final design. A preliminary cost estimate places the total development cost at \$6.4 million. The final decision on the extent of the initial development will be decided later this summer. Construction of the initial phase is scheduled to start this fall or next spring.

Lighting road to Lower Mt. Simon

- ◆ Whiteway lighting will be installed on the roadway leading to the lower Mt. Simon Park. Eight new lights will be installed in August.

Development of a full size soccer field at the soccer park

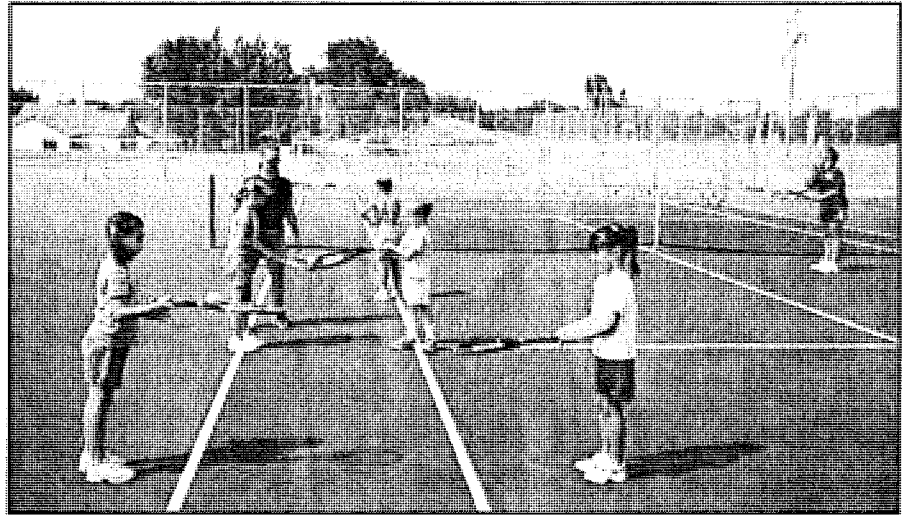
- ◆ Work continues in the development of a full size soccer field at the Soccer Park. Initial seedings have been slow in establishing and soil amendments are being applied to correct the deficiencies.

The following projects have been identified in the 2004 CIP

- ◆ Pave Braun's Bay Road in Carson Park
- ◆ Pave McDonough parking lot and road
- ◆ Replace Riverview Park Bridge
- ◆ Seal coat Carson and Gelein parking lots
- ◆ Light interior road in Fairfax Park
- ◆ Replace the bleachers in Fairfax Park

Recreation Division Operation Highlights

The Recreation Division is responsible for offering a community-wide leisure time program for adults and youth. Two program brochures are distributed annually (circulation of 30,000) to city residents, with an additional distribution of 1,500+ to non-city residents.



Tennis lessons

Activities

Programs and activities offered by the Eau Claire Parks and Recreation Department will be structured according to the following guidelines:

- ◆ A variety of activities will be offered to meet the needs of the community, including cooperative programming with other agencies.
- ◆ The program emphasis will be to encourage participation and to teach life-long skills to people of all ages and abilities.
- ◆ Competition will be an element of both youth and adult sports, with an emphasis on sportsmanship and fair play.
- ◆ Several activities will be planned to allow family participation.
- ◆ Program fees will be set with consideration for individual and family budgets.
- ◆ Free activities will be included in program offerings.

Three full-time employees and a half-time temporary assistant direct the programming. Some of the larger programs offered by the division include swimming lessons, softball, volleyball, soccer, baseball, hockey, and golf. Other programs include cooking, art, water aerobics, and theatre.

The recreation division is responsible for the operation of 18 different playground sites in the summer and 17 different skating rink sites in the winter.

The recreation division manages the Hobbs Municipal Ice Center, the Fairfax Outdoor Municipal Pool, and the Parks and Recreation Community Center.

Throughout the year the recreation division offers special programming for the physically and cognitively disabled.

2002 Enrollment Figures - for some of our most popular programs

Instruction

Discover Junction Preschool Program	177
Adult Golf	127
Youth Gymnastics	381
Youth Tennis	227
Youth Karate	76
Youth Golf	77
Youth Art	530
Hockey Clinic	186



Youth golf instruction

Athletic Programs (2002-2003 season)

Men's Hockey	180
Men's Basketball	135
Adult Volleyball	1,061
Youth Baseball	363
Youth Basketball	245
Youth Hockey	295
Youth Soccer	478



T-Ball

Indoor Aquatics

Youth Swim Lessons 2,909

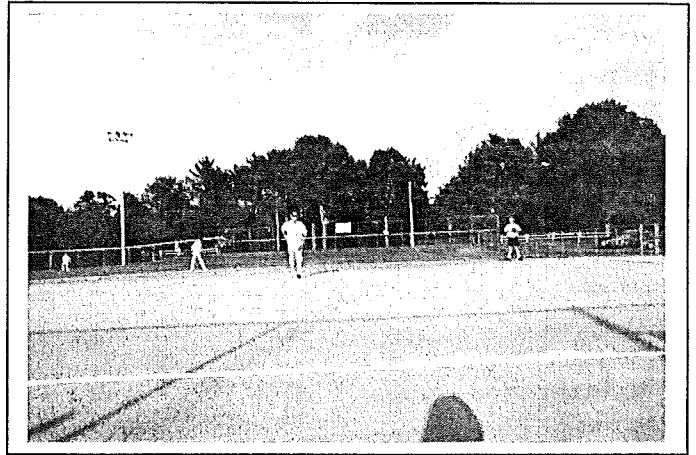
Adult Water Fitness 252

(five indoor school pools are utilized for lap swim, open swim, and water fitness)

Softball Programs

Adult Softball 1,695

Girls Fastpitch 131



Adult softball

Community Programs

- ◆ Approximately 50 different organizations utilize the Community Center as a meeting site on a regular basis.
- ◆ Approximately 1,350 meetings scheduled in 2002 at the Community Center by community groups.
- ◆ Average weekly attendance at Par-te-Rec, a program for the cognitively and physically disabled is 100+.
- ◆ The Community Center is also used by the Recreation Division for training and staff orientations. Some recreation programs, such as dance classes, art classes, baton classes are also held at the Community Center.
- ◆ Summer community programs in Owen Park include Municipal Band concerts and a free family movie series.



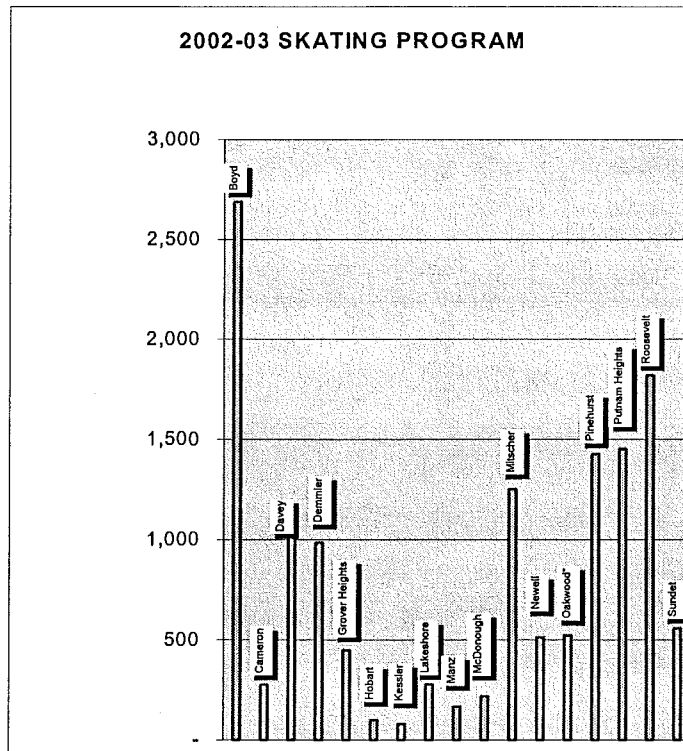
2002- 03 NEIGHBORHOOD SKATING RINK PROGRAM ATTENDANCE OVERVIEW

	Days Open	Daily Ave	Rank	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Total
Boyd	73	36.82	1	218	518	229	332	275	363	140	237	173	149	54	2,688
Cameron	61	4.54	13	28	63	36	34	23	33	24	21	15	0	0	277
Davey	67	15.07	6	92	303	83	75	73	123	70	65	59	60	7	1,010
Demmler	68	14.47	7	63	180	94	161	86	167	58	71	58	34	12	984
Grover Hts	60	7.47	11	53	68	57	26	25	86	54	42	22	15	0	448
Hobart	23	4.35	16	19	19	18	2	6	16	4	3	2	11	0	100
Kessler	23	3.48	17	15	24	9	2	0	8	13	3	6	0	0	80
Lakeshore	24	11.63	12	40	48	7	17	11	17	14	115	3	7	0	279
Manz	17	9.88	15	0	39	8	8	17	54	9	15	18	0	0	168
McDonough	18	12.17	14	0	16	11	65	7	92	11	16	1	0	0	219
Mitscher	67	18.67	5	137	213	91	141	72	184	98	149	73	63	30	1,251
Newell	61	8.39	10	47	131	55	33	34	68	31	54	40	19	0	512
Oakwood*	27	19.37	9	46	113	27	27	17	73	87	118	15	0	0	523
Pinehurst	67	21.25	4	73	199	128	157	94	89	209	160	164	123	28	1,424
Put Hts	67	21.66	3	106	197	150	179	119	213	113	192	83	88	11	1,451
Roosevelt	67	27.16	2	105	417	196	282	135	189	113	89	131	98	65	1,820
Sundet	61	9.16	8	46	94	58	53	29	94	36	38	41	70	0	559

TOTAL SEASON ATTENDANCE

13,793

*Oakwood's attendance includes sledders



Boyd- #1 site average 36.82 skaters per day; Total attendance in 2002-03 was 13,793

NEIGHBORHOOD PLAYGROUND PROGRAM

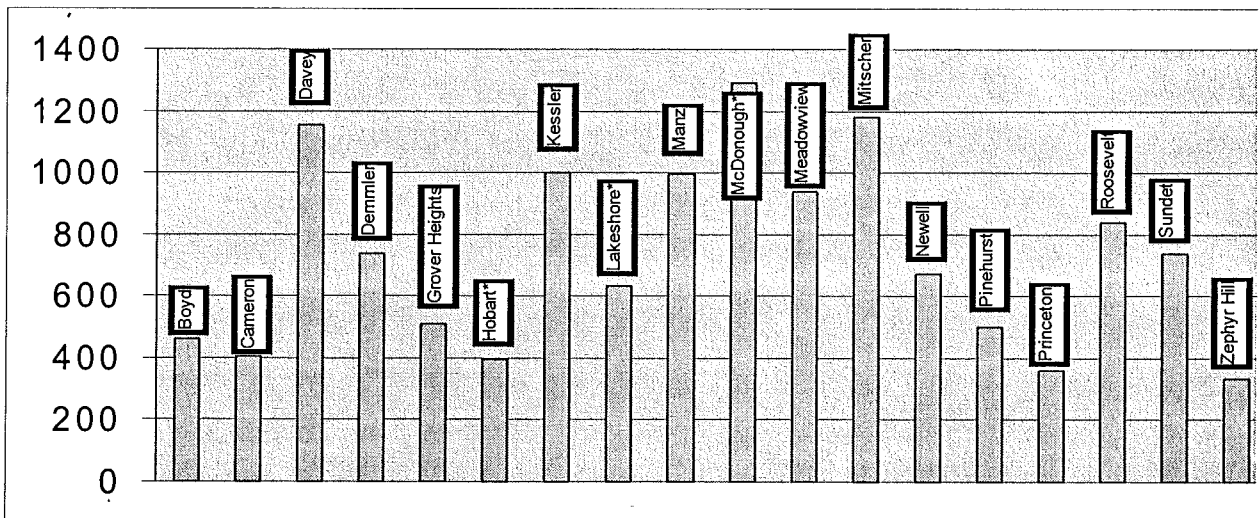
SITE	2002 Attendance	2002 Average	2002 Rank
Boyd	463	11	14
Cameron	404	10	15
Davey	1,153	24	3
Demmler	739	18	8
Grover Heights	508	12	12
Hobart*	394	10	16
Kessler	999	24	4
Lakeshore*	634	15	11
Manz	997	21	5
McDonough*	1,290	27	1
Meadowview	940	23	6
Mitscher	1,180	29	2
Newell	673	16	10
Pinehurst	499	12	13
Princeton	360	9	17
Roosevelt	839	20	7
Sundet	736	18	9
Zephyr Hill	333	8	18

TOTAL **13,141**
ATTENDANCE

*10 week programs, all other sites are 8 weeks

NEIGHBORHOOD PLAYGROUND PROGRAM

SITE	2002 Attendance	2002 Average	2002 Rank
Boyd	463	11	14
Cameron	404	10	15
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Zephyr Hill	333	8	18



TOTAL ATTENDANCE 13,141 *10 week programs, all other sites are 8 weeks

Facilities

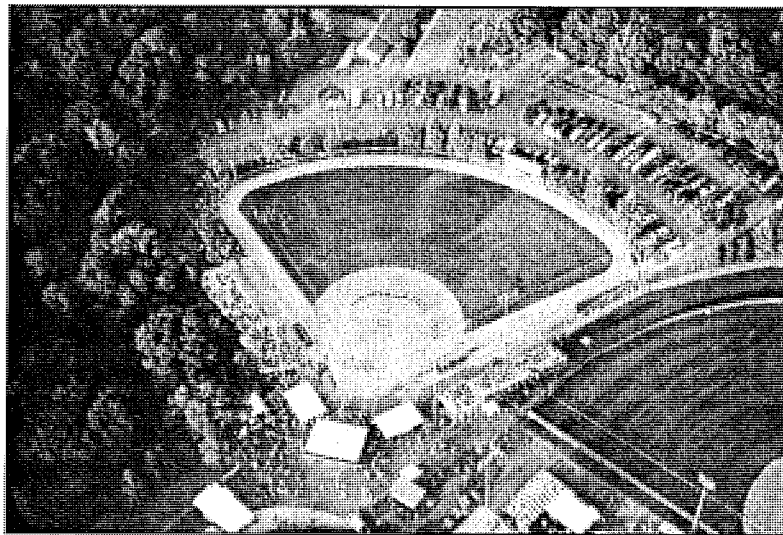
- ◆ Hobbs Municipal Ice Center
- ◆ Fairfax Park Municipal Swimming Pool
- ◆ Parks and Recreation Community Center
- ◆ School Facilities (swimming pools, athletic fields, gyms)
- ◆ 18 neighborhood playgrounds (eight-to ten-week summer session); activities include games, arts and crafts, special events
- ◆ 17 supervised neighborhood skating rinks
- ◆ Program for special needs children offered at Putnam Heights School

Equipment

With the exception of the equipment located at the Ice Center and the Outdoor Pool, the recreation division only uses recreation equipment.

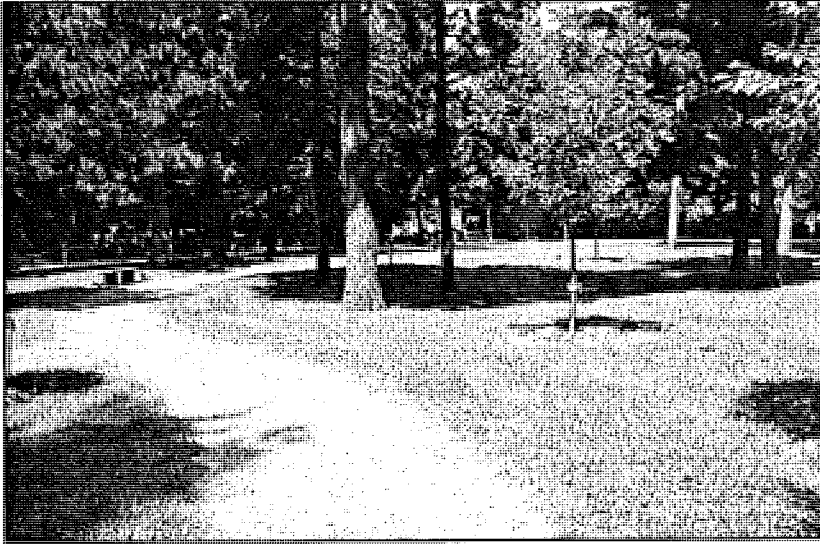
CIP Highlights

The Recreation Division has submitted specific CIP requests for the Fairfax Pool and the Hobbs Municipal Ice Center. Since other needs are generally in the area of improvements to recreation facilities, they are submitted through the park maintenance division requests.



Opening ceremonies for ISC Fast Pitch Tournament at Gelein Field

Forestry Division Operation Highlights



Arboretum at Carson Park

- ◆ Christmas Tree Recycling
- ◆ Arbor Day programs at area elementary schools
- ◆ City-wide beaver trapping
- ◆ In-City deer hunting season
- ◆ Boulevard Shade Tree Replacements, (750/year) – loss rate less than 2%
- ◆ Rebates (150/year)
- ◆ Public Improvement Projects
- ◆ Accident Replacement (10/year)

Activities

Service Area

- ◆ Boulevard (310 miles of streets)
- ◆ Residential lots
- ◆ Commercial Properties
- ◆ Parks
- ◆ Riverbanks
- ◆ Bike Trail
- ◆ Parking lots
- ◆ Wood lots
- ◆ Miscellaneous wooded areas

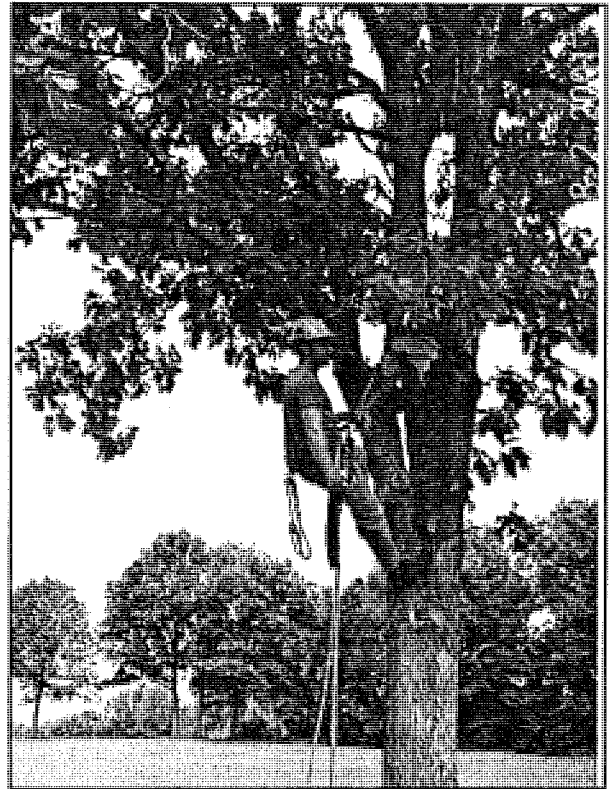
Tree Maintenance on Public Property

- ◆ Tree removals (200/year)
- ◆ Pruning of trees (1,000-4,000/year)



Tree trimming with Forestry's aerial truck

- ◆ Hazard Abatement (300/year)
- ◆ Tree planting (750/year)
- ◆ Watering trees (1,500/year), as necessary
- ◆ Disease and insect control
- ◆ Storm damage clean-up
- ◆ Navigational buoys – Riverview Park
- ◆ Disposal of wood waste
- ◆ Stump routing on public property (200/year)
- ◆ Park lighting
- ◆ Weed control by herbicide application
- ◆ Nuisance animal control
(beaver and Whitetail deer)
- ◆ Flag maintenance in parks and other public places
- ◆ Half Moon Lake aeration
- ◆ Street improvement projects – daily inspection, pruning, root pruning, consultation with abutting property owners and engineering personnel



Forestry crew tree trimming with climbing equipment

Private Property Consultation with Residents

- ◆ Oak Wilt Disease (175/year)
- ◆ Dutch Elm Disease (50/year)
- ◆ Landscape planning (20/year)
- ◆ Plant selections (120/year)
- ◆ Ordinance enforcement (100/year)
- ◆ Insect infestations (100/year)
- ◆ Disease management and control (300/year)
- ◆ Hazard assessments (varies)
- ◆ Nuisance animals (20/year)
- ◆ Pesticide and fertilization advice (20/year)
- ◆ Cabling and bracing advice (10/year)
- ◆ Timber stand improvements
- ◆ Street/sidewalk improvements that affect tree health



Brush removal along trail

Outside Organizations

WDNR – Annual in-City deer hunt; grant programs, Tree City USA; Seminars

USDA – Gypsy moth trapping; other insect and disease programs

Xcel Energy – Tree planting and removal around utilities; line clearance program

UWEX – Disease and insect related problems; seminars

EC County – Brush disposal site; Christmas tree recycling

Chippewa Valley Museum – Landscaping; procuring plant materials; tree & shrub maintenance

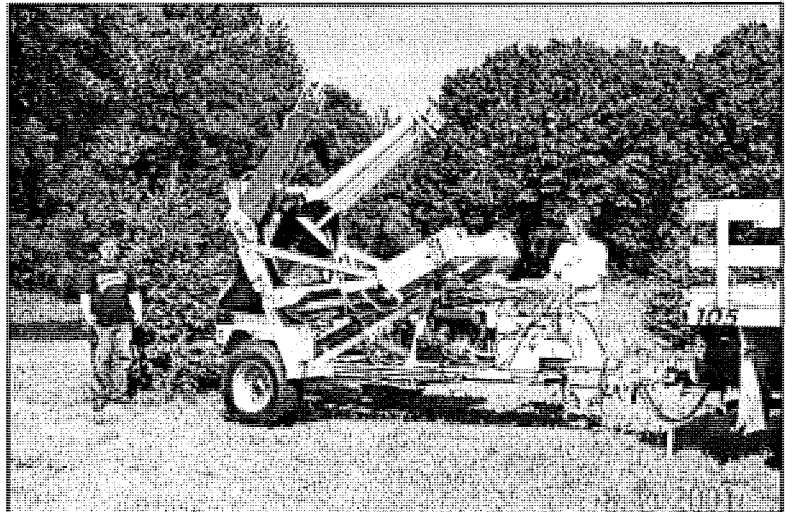
Schools – Arbor Day programs; nature trail planning, landscaping; plant material purchases

Facilities

The Forestry Office area is located at 1040 Forest Street in conjunction with the Parks Maintenance Division.

Equipment

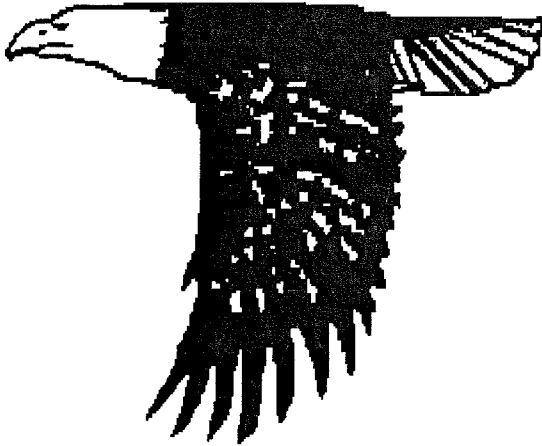
- ◆ 1 aerial basket (60')
- ◆ 1 tri-axle truck (w/Prentice Loader)
- ◆ 2 pick-up trucks
- ◆ 2 brush chippers
- ◆ 1 stump router
- ◆ Chain saws
- ◆ 1 Vermeer Tree Spade



Transplanting tree with tree spade

POLICE DEPARTMENT

The mission of the Eau Claire Police Department is to provide the best police services through the most effective and efficient means possible. Those means will embody the following characteristics: Caring, integrity, commitment, and common sense to direct the efforts of the department at securing both the cooperative trust and safety of the Eau Claire community.



The City of Eau Claire Police Department consists of 5 divisions:

- ◆ Administration
- ◆ Administrative Services
- ◆ Patrol Division
- ◆ Detective Division
- ◆ Communication Center

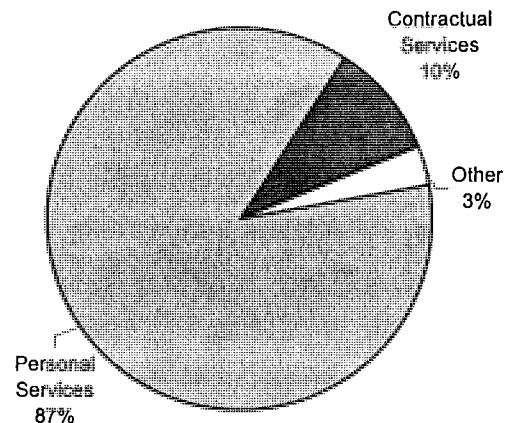
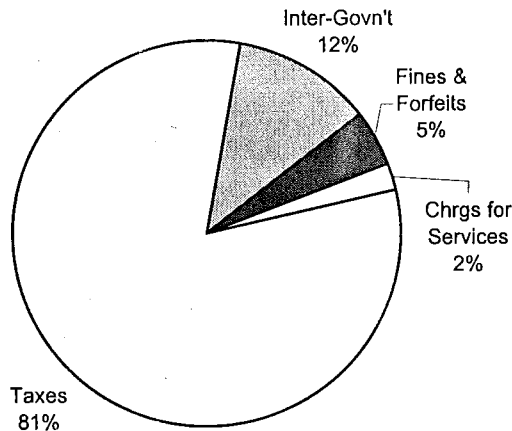
Programs & Services

The Police Department provides service to the community through both traditional and innovative approaches. Officers are dispatched by radio to calls for service and to investigate violations of Federal, State and Local laws and ordinances. This is supplemented by two Community-Oriented Policing areas with satellite offices and special initiatives. These include the Multi-Agency Response Team for Youth, the Coalition for Youth, the “Click It, Why Risk It?” and “Red Light Running” traffic grant programs.

- ◆ The City of Eau Claire is patrolled 24-hours daily with emergency response.
- ◆ The City-County Joint Communication Center also provides 24-hour coverage.
- ◆ Community Policing is concentrated in districts with high demands for service, but is encouraged for officer participation throughout the city.
- ◆ The Department conducts extended investigations, including a regional polygraph service and participation in the West Central Drug Enforcement Group.
- ◆ The Department works closely with the community through the Eau Claire Coalition for Youth and the Hmong Community Liaison Specialist.

Overview of Revenues and Expenditures

	2002 <u>Actual</u>	2003 <u>Adopted Budget</u>	2004 <u>Proposed Budget</u>	% <u>Change</u>
Revenues				
Intergovernmental:				
Federal Aid-Other	\$ 111,144	\$ -	\$ 57,200	
State Aid-Mun. Services	382,167	386,100	258,750	-33%
Comm. Center Reimburse.	893,192	1,016,900	1,000,500	-2%
Licenses & Permits	\$ 7,616	5,350	5,500	3%
Fines & Forfeits:				
Court Penalties & Costs	270,567	225,000	225,000	0%
Parking Violations	236,289	236,250	337,500	43%
Charges for Services:				
Police Dept. Fees	111,029	97,300	102,300	5%
Liason Officer Reimburse.	98,330	144,100	148,400	3%
CDBG funding	86,864	85,900	50,000	-42%
Gen. Purpose (tax) Rev.	<u>8,757,079</u>	<u>9,119,000</u>	<u>9,569,250</u>	5%
Total Revenues	\$ <u>10,954,277</u>	\$ <u>11,315,900</u>	\$ <u>11,754,400</u>	4%
Expenditures				
Personal Services	\$ 9,480,120	\$ 9,790,500	\$ 10,229,400	4%
Contractual Services	1,051,363	1,130,700	1,147,000	1%
Utilities	46,211	61,700	68,800	12%
Fixed Charges	140,072	144,400	144,400	0%
Materials & Supplies	219,312	188,600	164,800	-13%
Capital Outlay	<u>17,199</u>	<u>-</u>	<u>-</u>	
Total Expenditures	\$ <u>10,954,277</u>	\$ <u>11,315,900</u>	\$ <u>11,754,400</u>	4%



Budget Overview

REVENUES

INTERGOVERNMENTAL

Federal and State grants are budgeted at the time the grants are awarded. Less CDBG funding is expected to be available for Community Liaison and Youth Coordinator, but Department of Justice Assistance Grants are expected to make up the difference.

State Aid for Municipal Services reimburses the City for public safety services for state facilities in Eau Claire. The reimbursement is based on the ratio of State property in Eau Claire as compared to other cities. Funding for Eau Claire is projected to decline in 2004.

County support for the Communications Center will decrease in 2004 due to the reduction in equipment amortization expenses. The 1993 relocation of the Communication Center and console replacements have been fully amortized.

FINES AND FORFEITS

As outlined in the Budget Blueprint, parking enforcement will be emphasized in 2004, resulting in higher revenues.

EXPENDITURES

PERSONAL SERVICES

As outlined in the Budget Blueprint, the 2004 budget is based upon the elimination of two special services officers. The patrol officers are budgeted at the labor agreement rate, which is 3% plus 50 cents per hour increase.

UTILITIES

The primary utility expense is for telephone service charged to the Communication Center. Extra telephone lines for communication towers are driving the 2004 increase.

MATERIALS & SUPPLIES

Supplies include the purchase of equipment costing under \$5,000. The Police Department budget for replacement equipment has been reduced from the 2003 level and includes:

- ◆ Body Armour
- ◆ Batteries/pagers
- ◆ Cameras/video
- ◆ Riot Gas Products

Expenditures by Division

Administration

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 160,985	\$ 177,500	\$ 74,909	\$ 175,800	\$ 180,300
Contractual Services	277,944	335,000	246,006	325,500	342,200
Utilities	3,735	3,600	2,560	3,600	4,200
Fixed Charges	1,800	1,800	900	1,800	1,800
Materials & Supplies	39,288	36,000	33,900	36,000	15,300
Capital Outlay	9,000	-	-	-	-
Total Expenditures	\$ <u>492,752</u>	\$ <u>553,900</u>	\$ <u>358,275</u>	\$ <u>542,700</u>	\$ <u>543,800</u>

Administrative Services

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 1,107,348	\$ 1,221,400	\$ 510,971	\$ 1,209,100	\$ 1,275,200
Contractual Services	175,187	43,000	100,335	231,600	43,100
Utilities	6,173	7,700	4,284	7,700	8,400
Fixed Charges	11,500	11,500	5,750	11,500	11,500
Materials & Supplies	31,358	39,300	37,358	53,100	40,000
Total Expenditures	\$ <u>1,331,566</u>	\$ <u>1,322,900</u>	\$ <u>658,697</u>	\$ <u>1,513,000</u>	\$ <u>1,378,200</u>

Patrol Division

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 5,609,090	\$ 5,737,300	\$ 2,547,156	\$ 5,688,600	\$ 6,011,600
Contractual Services	417,624	524,400	289,052	524,400	535,000
Utilities	7,187	10,600	3,268	10,600	11,300
Fixed Charges	98,900	98,900	49,450	98,900	98,900
Materials & Supplies	118,251	82,100	68,940	102,000	80,100
Total Expenditures	\$ <u>6,251,052</u>	\$ <u>6,453,300</u>	\$ <u>2,957,866</u>	\$ <u>6,424,500</u>	\$ <u>6,736,900</u>

Expenditures by Division

Detective Division

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 1,565,135	\$ 1,515,200	\$ 692,379	\$ 1,499,900	\$ 1,569,600
Contractual Services	108,917	122,200	75,989	122,200	124,600
Utilities	6,914	8,300	4,086	8,300	9,100
Fixed Charges	27,500	27,500	13,750	27,500	27,500
Materials & Supplies	23,956	20,400	20,830	32,600	20,800
Capital Outlay	8,199	-	-	-	-
Total Expenditures	<u>\$ 1,740,622</u>	<u>\$ 1,693,600</u>	<u>\$ 807,034</u>	<u>\$ 1,690,500</u>	<u>\$ 1,751,600</u>

Communication Center

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 1,037,561	\$ 1,139,100	\$ 467,318	\$ 1,128,200	\$ 1,192,700
Contractual Services	71,692	106,100	50,763	106,100	102,100
Utilities	22,202	31,500	18,447	31,500	35,800
Fixed Charges	372	4,700	2,350	4,700	4,700
Materials & Supplies	6,458	10,800	2,822	10,800	8,600
Total Expenditures	<u>\$ 1,138,285</u>	<u>\$ 1,292,200</u>	<u>\$ 541,700</u>	<u>\$ 1,281,300</u>	<u>\$ 1,343,900</u>

Staffing

Administration

	2002	2003	2004
Police Chief	1.00	1.00	1.00
Police Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u><u>2.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>

Administrative Services

	2002	2003	2004
Deputy Chief/Captain	1.00	1.00	1.00
Lieutenant	1.00	1.00	1.00
Investigator (Special Services)	3.00	3.00	3.00
Investigator (Court Officer)	1.00	1.00	1.00
Investigator (Property Officer)	1.00	1.00	1.00
Records Bureau Supervisor	1.00	1.00	1.00
Law Enforcement Support Assistant	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
Total FTE Positions	<u><u>17.00</u></u>	<u><u>17.00</u></u>	<u><u>17.00</u></u>

Patrol Division

	2002	2003	2004
Deputy Chief/Captain	1.00	1.00	1.00
Lieutenant	3.00	3.00	3.00
Sergeant	10.00	10.00	10.00
Hit and Run Investigator	1.00	1.00	1.00
Police Officer	59.00	59.00	59.00
Recommended Budget Blueprint Reductions	<u>-</u>	<u>-</u>	<u>(2.00)</u>
Total FTE Positions	<u><u>74.00</u></u>	<u><u>74.00</u></u>	<u><u>72.00</u></u>

Staffing

Detective Division

	2002	2003	2004
Deputy Chief/Captain	1.00	1.00	1.00
Lieutenant	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00
Investigator	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>
Total FTE Positions	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>

Communication Center

	2002	2003	2004
Communication Center Manager	1.00	1.00	1.00
Communication Center Supervisor	3.00	3.00	3.00
Telecommunicator I	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>
Total FTE Positions	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Administrative Services Operation Highlights

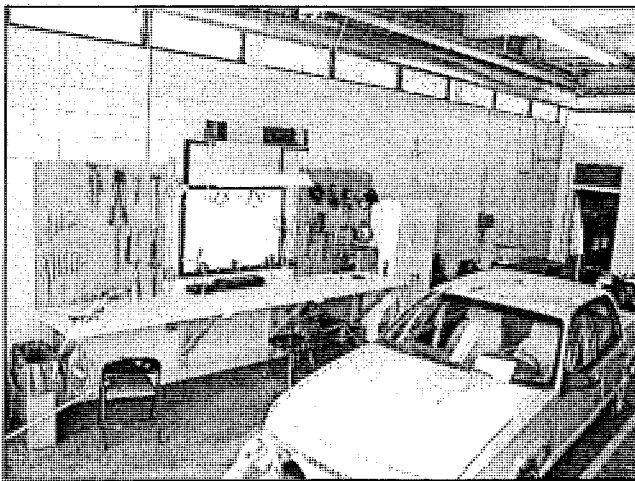
The Administrative Services Division provides logistical, technical, and archival support for the rest of the department and other agencies. Employees of the Division maintain records, secure evidence, provide court services for initial appearances, and mediate parking tickets. They also coordinate with the Purchasing Division to secure needed supplies and equipment and monitor the budget process.

Activities

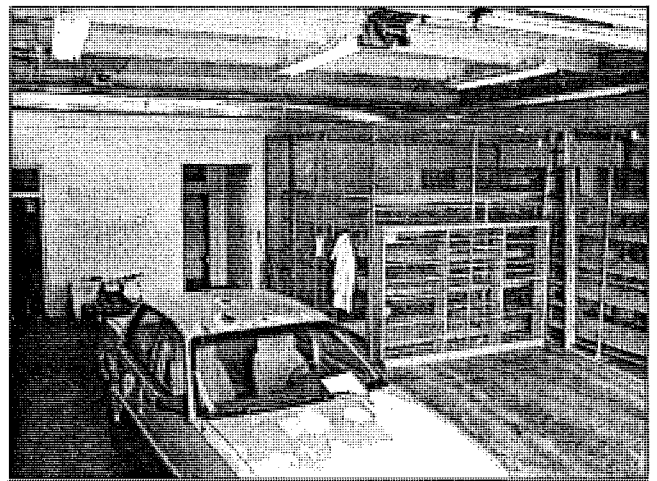
Property Control

Legal requirements for a clear “chain of custody” necessitate secure storage of evidence with strictly limited access. For major cases, evidence may need to be maintained for many years. Currently, the department has four locations for such storage: a small area inside headquarters, the former Fire Station 9 has been converted to provide some secure storage, a garage area next to Parks and Recreation, and in a rental unit.

The Property Officer is assigned full time to deal with evidence and recovered property. When property is checked in, he is responsible for logging it in the computer system. This can entail up to six separate screens for data entry. The property must then be stored in a verifiable location to provide for retrieval for processing by an evidence technician, for court, for transmittal to the Crime Laboratory, or for return to its rightful owner.



Evidence processing area at old Station 9.

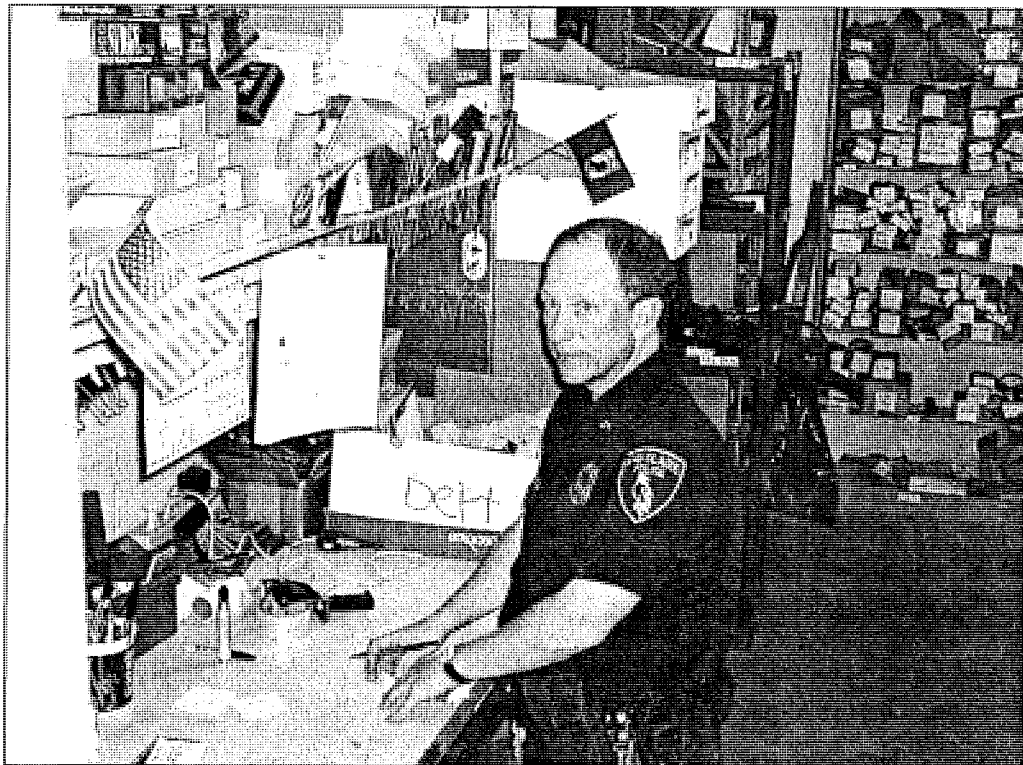


Evidence storage at old Station 9, 2000 Sixth Street, showing a recovered stolen car and an ATV.

The Property Officer maintains scheduled hours at Police Headquarters as much as possible. Space needs dictate the use of several outlying storage areas. The Property Officer frequently has to leave the main building and travel to the other facilities to move or release property, which can be very time consuming.

Another time-intensive assignment is researching cases for stored evidence. The Property Officer coordinates with the District Attorney, City Attorney, and the Deputy Chief of Detectives to identify closed cases. Once a case is completed, the evidence can be appropriately returned to the rightful owner, destroyed, shipped to the State Crime Laboratory for destruction (all criminal firearms), or placed in the City auction. This must be a continuous process in order to clear space in the limited storage areas.

The Property Officer is responsible for storing some Police Department equipment, maintenance of supplies of forms, and stocking some supplies such as flares, citations, parking tickets, and uniform parts. He or she must also coordinate towing and storage of abandoned autos. Finally, the Property Officer is responsible for cleaning and light maintenance in the secured facilities.



Property Officer Gary Field

Records Section

Maintenance of all reports, photographs and documents collected or generated by the Police Department are handled through the Records Section. Longer reports are dictated and taped by both detectives and patrol officers and transcribed by Law Enforcement Support Assistants (LESAs), a very large volume of work.



The LESAs are cross-trained and periodically they realign assignments. Seven of the nine LESAs rotate to the front counter assignment, a position at which they are the first contact for walk-in customers. The Section is working on the transition to HTE software for records management and Computer-aided dispatch. This will be discussed in more detail in the Communications Center section.

The chart below illustrates the distribution of the many tasks assigned to the Law Enforcement Support Assistants.

LAW ENFORCEMENT SUPPORT ASSISTANT TASKS

Desk 1

Enters all non-part one offenses (minor crimes) where there is an arrest
Enters all theft cases
Daily telephone contact with the public
Daily Detective and Patrol Division typing
Daily scanning of police reports into document imaging system

FRONT COUNTER ROTATION

Desk 4

All court work, criminal histories, arrests
Pretrial conferences, subpoenas, etc.
Oversees document scanning and the document imaging system
Daily telephone contact with the public
Daily scanning of police reports into document imaging system
Daily Detective and Patrol Division typing

FRONT COUNTER ROTATION

Desk 7

Sorts daily reports (routes to other desks)
Handles all requests for photographs
Oversees document imaging
Enter theft cases
Daily telephone contact with the public
Daily scanning of police reports into document imaging system

FRONT COUNTER ROTATION

Desk 2

Fingerprint cards
General offense coding
Daily telephone contact with the public
Daily scanning of police reports into document imaging system
Enters mobile data field reports
Daily Detective and Patrol Division typing

FRONT COUNTER ROTATION

Desk 5

Enters violent crimes and all other part one offenses (major crimes)
Detective Division briefing notes
Enters field contacts
Daily telephone contact with the public
Daily scanning of police reports into document imaging system
Daily Detective and Patrol Division typing

FRONT COUNTER ROTATION

Desk 8 (Detective Division)

All telephone calls directed to the Detective Division
Primary typist for Detective Division reports
Routes all Detective paperwork to the District Attorney, Juvenile Intake, Human Services and other agencies
Updates case status and enters supplemental information for each case

Desk 3

Fingerprint cards
Enters Ordinance Citations
Produces letters associated with traffic and ordinance citations
Oversees digital photo images and the electronic mug shot system
Daily telephone contact with the public
Daily scanning of police reports into document imaging system
Daily Detective and Patrol Division typing

FRONT COUNTER ROTATION

Desk 6

Enters data on cases without reports
Answers all requests for copies received by mail
Enters traffic citations
Enters general coding cases
Daily telephone contact with the public
Daily Detective and Patrol Division typing
Daily scanning of police reports into document imaging system

FRONT COUNTER ROTATION

Desk 9 (Special Services Bureau)

All telephone calls directed to the Bureau
Enters all traffic crash reports
Enters all traffic warnings with case numbers
Handles all citizen report forms
Handles response to missing reports
Tabulates alarm responses for billing
Runs some background checks

Special Services Bureau

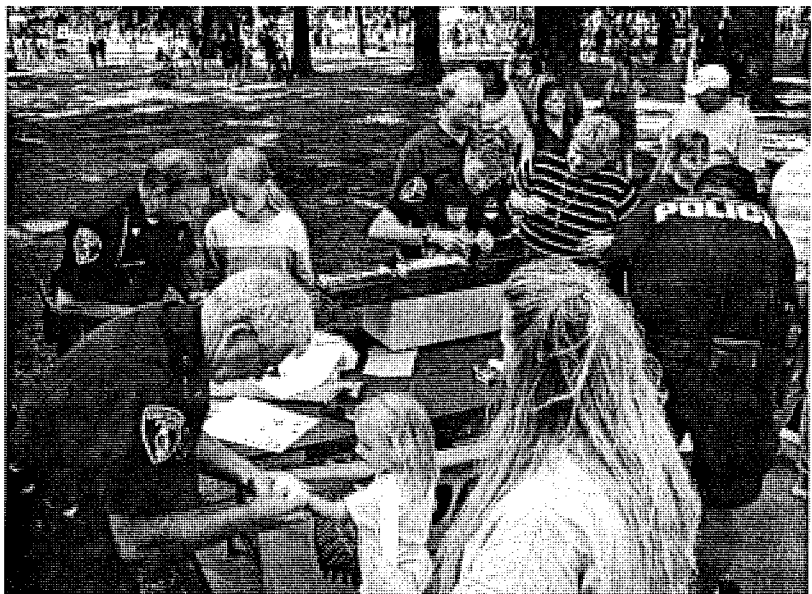
The Special Services Bureau is responsive to community educational needs, coordinates all training for employees. The Police Reserve Corps is attached to the Special Services Bureau. Also assigned to Special Services are the Hmong Community Liaison Specialist and the Eau Claire Coalition for Youth coordinator. They both work extensively throughout the department and with community members and service organizations. Their work is vital to maintain and improve the quality of life for residents of Eau Claire.

The Court Officer is the Department's representative in Circuit Court and City prosecutor-related proceedings. This involves handling all initial appearances for civil forfeitures and assisting City Attorneys in pre-trial conferences. This assignment also involves applications for arrest warrants and other processes and close cooperation with the District Attorney's office and other agencies.



Training Officer Colleen Kuehn installs a child seat in a resident's vehicle. Since 2001, the department's trained technicians have installed 237 seats.

National Night Out on Crime, 2002: Reserve Officers Peterson, Halbleib, Officers Kuehn, and Schneider fingerprint children for their parents.



Patrol Division Operation Highlights

The Patrol Division is responsible for providing traditional police services, and also for response to the vast majority of community issues directed to the department. As the most visible local government agents, patrol officers are available at all hours to respond to calls for service, provide information, investigate crimes, and mediate disputes.



Activities

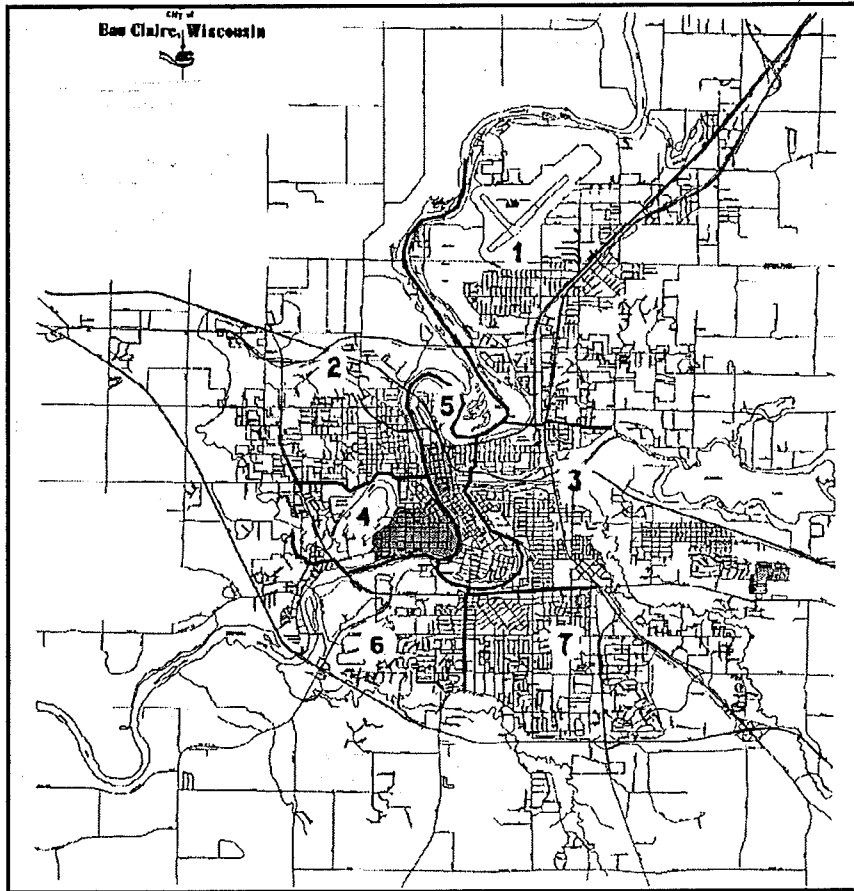
In order to provide 24-hour service, the Patrol Division is organized into four shift teams. The three main teams have about sixteen officers per team. Each team conducts two, fifteen-minute briefings before the shifts change at 7:00 a.m., 3:00 p.m., and 11:00 p.m. This two-briefing system allows coverage between shifts so that the late squads (roughly half of the officers) remain on duty until the following shift's early officers begin patrolling. The fourth group of officers (six officers) form an overlap shift that has its own briefing and begins patrol at 7:00 p.m. These hours provide additional staffing during the hours that generally have a heavier caseload, and for cases that may be more serious. The department is staffed for basic police coverage. Special events and unanticipated emergencies require that officers be called in for overtime.



Officers Steve Kunstman and Bill Slaggie investigate a crash at S. Hastings Way and Valmont Ave.

The current day-off rotation in the Patrol Division (five on, two off; five on, three off) means that two out of every three officers are working on any given day. The third officer is off duty. The result is that of the sixteen officers on the day shift, ten or eleven are on duty. Summer vacations, inservice training, and sick leave often limit staffing levels.

For patrol purposes, the city is divided into seven areas with an officer assigned to each area during each shift. Any additional officers are assigned special tasks or larger segments of the city overlapping the seven areas. The areas are apportioned to attempt to equalize the number of calls per shift. This results in some areas being relatively larger in size.

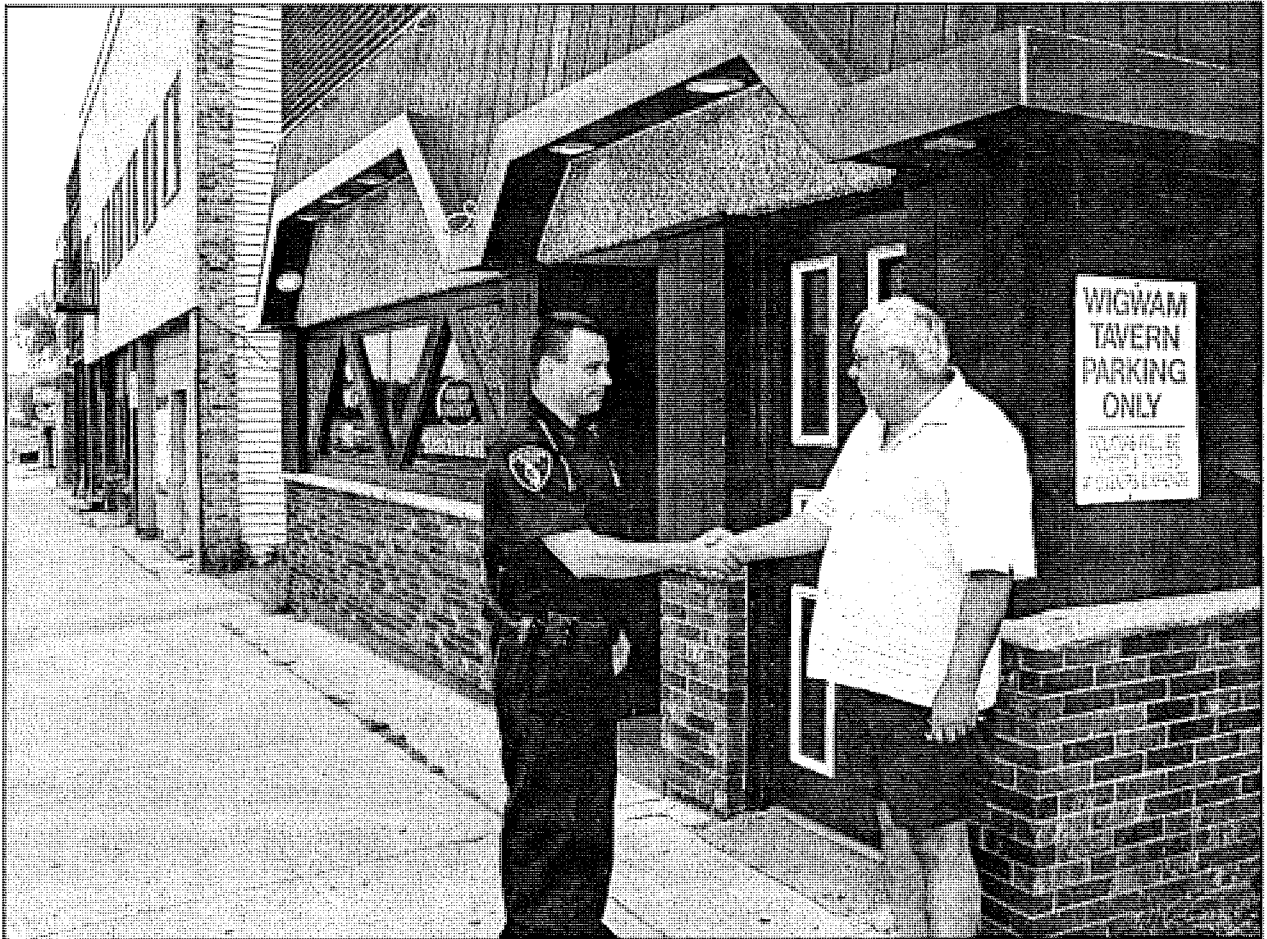


This map illustrates the seven police patrol areas. The two Community-Oriented Policing districts are shown as darker areas near the City Center.

Patrol officers provide the initial response and investigation to any kind of criminal, traffic, or civil case. The officers are selected and trained for both independent action and coordinated response. Each officer is considered the Incident Commander for his call unless relieved; additional officers responding must integrate their actions with those of the primary officer. Increasing traffic pressure in the city will impact on manpower needs and overtime budgeting. Technical advances can address some of these issues on a temporary basis, but ultimately maintaining service levels requires adequate personnel levels.

Community Oriented Policing

The four Community Oriented Policing officers (COPs) are also a part of the Patrol Division. Two COPs are assigned to the North Riverfront area and two to the Historic Randall Park area. They work closely with their neighborhood associations to address specific problems and issues. These two districts were selected based upon the higher incidence of calls for service.



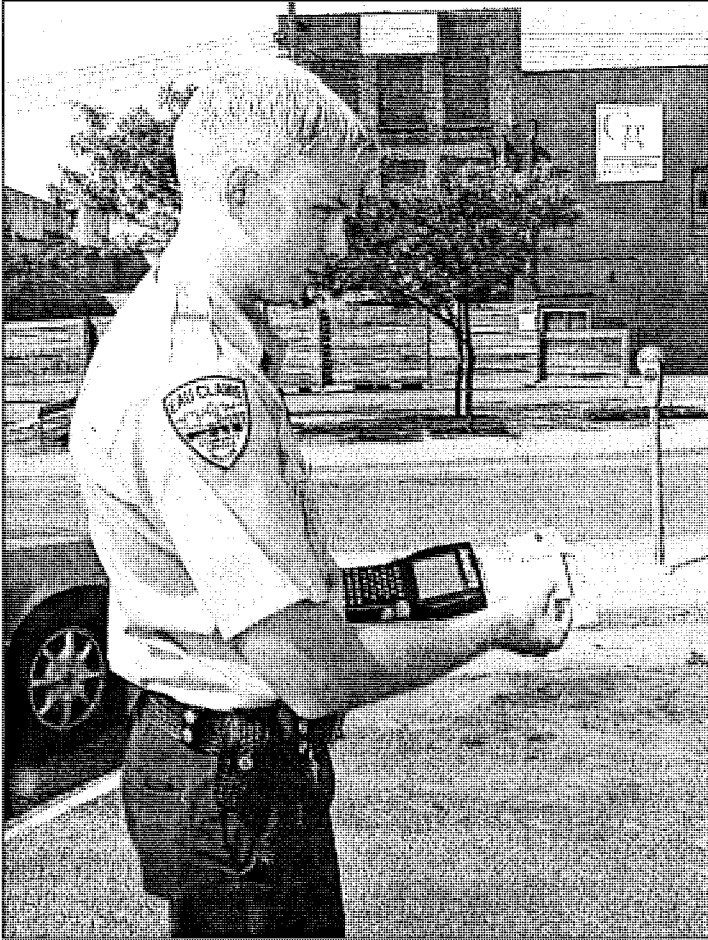
Brian Schneider of COP 5 contacts George Geissert, a neighborhood businessman.

Special Operations Section (S.O.S.)

The Special Operations Section (S.O.S.) consists of three officers and one supervisor. This unit typically works evening hours, but they have a flexible schedule. They concentrate on specific problems within the city. As an example, this unit may work on gang issues, thefts, or traffic problems, as needed.

Community Service Officers

Community Service Officers (CSO's) are also attached to the Patrol Division. These are part-time, non-sworn officers. They have authority to issue parking tickets, ordinance citations, perform parking control, and animal control duties. They photograph and fingerprint the majority of arrested persons, and fingerprint civilians for background checks. This frees sworn officers from these time-consuming tasks and results in more cost-effective delivery of services.



CSO Garrett Lewis issues an auto cite ticket

This year has seen the transition to parking tickets printed with handheld electronic (auto cite) units. The units are then linked to a computer, which downloads

their records of the tickets and forwards them to Professional Parking Solutions in Milwaukee. This company manages the collection of fees, follow-up letters to delinquent violators, and ultimately sanctions against scofflaws. We are also in the process of initiating livescan fingerprinting, electronically capturing fingerprints from suspects and applicants for routing to the state and federal Automated Fingerprint Identification Systems.



K-9 Officer Arko alerts on a locker with his handler, Officer Mike Graf

K-9 Program

The Eau Claire Police Department has had a K-9 program since 1990. Marko, our first K-9 officer, served until his death in 1995. His successor, Arko, has served since 1996 and continues to function as a drug detection and patrol dog. Arko and his handler also assist other agencies on request with approval of the Commanding Officer. They assist with search warrants and searches for concealed or fleeing suspects. The use of a K-9 in the Patrol Division is an efficient use of city resources and greatly enhances the safety of the other officers. Arko's age necessitates that we plan for his replacement in the near future.

Detective Division Operation Highlights



The Detective Division holds meetings twice weekly to share information within the department and with other area agencies.

The Detective Division concentrates on criminal investigations usually initiated in the Patrol Division. They use techniques such as Polygraph examinations and coordination with the State Crime Laboratories and their Automated Fingerprint Identification System to identify suspects. Digital photographic imaging and advanced video surveillance technology help document evidence and identify suspects. The detectives also monitor pawn and secondhand stores looking for stolen property.

Activities

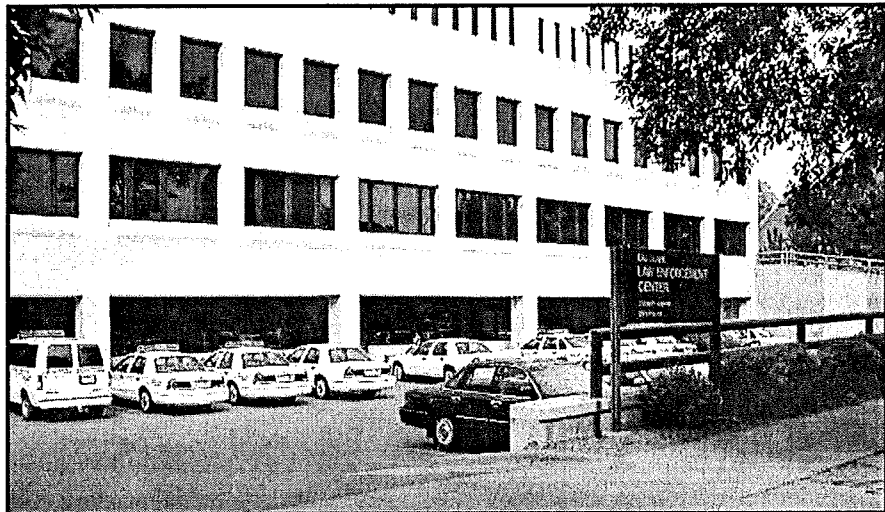
The Division is organized by specialties. The supervisors assign cases based on the type of crime involved and solvability factors.

- ◆ White Collar Crimes: Financial crimes, forgeries, counterfeiting, embezzlement.
- ◆ Youth Aid Section: Crimes committed against children, and delinquencies committed by children.
- ◆ Police-School Liaison Officers: Four officers are assigned to the two high schools and three middle schools of the Eau Claire School District.
- ◆ Polygraph Section: Performs “truth verifier” examinations of suspects in local cases and, on request, for other agencies investigating major crimes.
- ◆ General Section: Crimes not otherwise designated, such as homicide, theft, assault, sexual assault, criminal damage, extortion, harassment and arson.

Facilities

- ◆ Secure storage, 2010 Sixth Street
- ◆ Garage space, 559 N. Hastings Way
(Fire Station 10)
- ◆ Blue Valley Range and Training Facility,
6833 Crescent Avenue
- ◆ C.O.P. 4 Office, 408 Water Street
- ◆ C.O.P. 5 Office, 414 N. Farwell Street

*Police Headquarters
740 Second Avenue*



Equipment

- ◆ 14 Unmarked squad cars, equipped with radios, and equipment
- ◆ 21 Marked squad cars, equipped with Mobile Data Computers, radios and equipment
- ◆ 3 Animal control and parking enforcement vehicles
- ◆ 1 Tactical response vehicle
- ◆ 1 Evidence technician van
- ◆ 1 Special Services Bureau van
- ◆ GLOCK model 22 and 23 handguns, Remington 870 shotguns, other firearms

Communication Center Operation Highlights

The Eau Claire Emergency Communication Center provides emergency communications for public safety agencies within the City and County of Eau Claire. This is accomplished by utilization of the 9-1-1 Emergency Communication system together with non-emergency capabilities. Both emergency and non-emergency calls for the entire county have been handled since the combined center's inception in 1970.

Activities

The center is staffed 24-hours a day with Telecommunicators trained in handling a multitude of situations. They are not police officers, fire fighters, or paramedics, but trained dispatch professionals. The total staff consists of 15 Telecommunicators, 3 Communication Center supervisors, and 1 Director. There is a minimum of three people on duty at all times, sometimes there are four.

Telecommunicators have 12 phone lines and 22 radio frequencies at their consoles. They dispatch for 14 police, fire, and medical agencies in Eau Claire County.



This photo shows three of the four consoles in the Communication Center. Also shown are the three computers needed to handle the technology for each station. The photograph does not show the servers, which are located in another room.

The Communication Center provides the following services:

- Answers telephones, radios, faxes
- Dispatches calls for service, emergency and non-emergency, through the CAD system
- Pages out emergency units
- Assigns case numbers and tracks each case – from receipt, through dispatch, through arrival, through clear
- Monitors critical incidents
- Maintains daily logs
- Follows Emergency Medical Dispatch procedure
- Maintains/monitors 20-minute timer
- Provides weather watch and warning functions (includes county wide siren activation)
- Emergency government link
- Public and agency resource center
- Central TIME system computers provide driver status, vehicle registration, probation/parole status, and criminal history
- Maintains sex offender files, warrant files, runaway files, and stolen files, and more...

Computer technology enhances the Telecommunicators' ability to provide quality service to the community. The radio dispatch consoles are computerized, as is the access to the great number of computerized databases and records programs that are needed in public safety dispatch. A voice-logging machine records all the radio and telephone traffic.

The current Communication Center is located in the Eau Claire County Courthouse. Remodeling was finished and occupancy taken on November 1, 1994. There are four console positions located in a large main handicapped accessible dispatch area. The Director's office, equipment room, a small locker room, kitchen, and a rest room make up the rest of the facility. Enhanced 9-1-1 was implemented countywide in July of 1999.

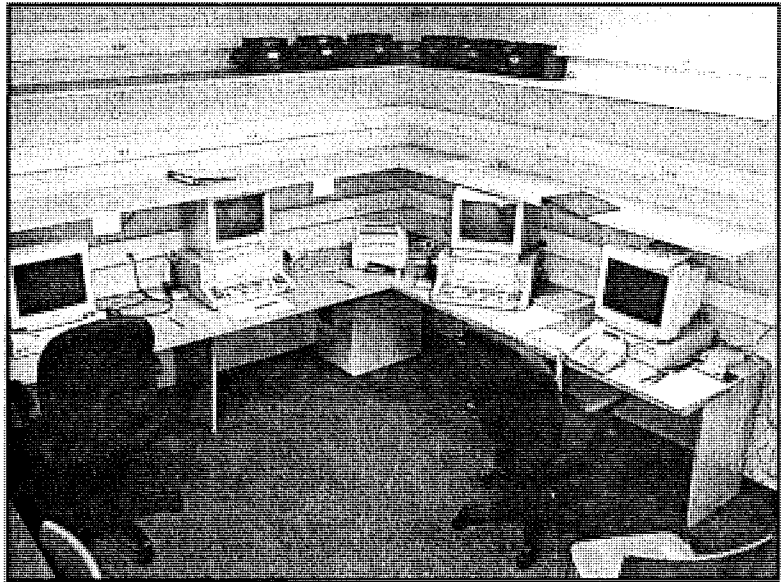
Eau Claire Communication Center: Agencies Served

POLICE	FIRE	EMS/Ambulance
Eau Claire Police	Eau Claire Fire	Eau Claire Rescue
Eau Claire Sheriff	Township Fire	Emergicare
Altoona Police	Altoona Fire	Altoona Rescue
Fall Creek Police	Fall Creek Fire	Fall Creek Rescue
Augusta Police	Augusta Fire	Augusta Rescue
Fairchild Police	Fairchild Fire	Fairchild Rescue
University Police	Osseo Fire	Osseo Ambulance
Township Constables	DNR Fire	Gold Cross
DNR Wardens	Chippewa Valley Airport Fire	Mayo I
	Boyd Fire	Boyd Ambulance
	Mondovi Fire	Mondovi Ambulance
	Stanley Fire	Town of Union
		Town of Washington
		Town of Seymour

The Enhanced 9-1-1 system supplies the Telecommunicator with a caller's name, address, and telephone number and suggested response (law enforcement, fire, EMS) as soon as the 9-1-1 call is answered. This system is interfaced with the Center's computer aided dispatch system to provide a one-button transfer of data once verification has taken place. Important to note is that the caller experiences seven seconds of silence from the time he/she finishes dialing 9-1-1 until the first ring is heard. This is due to the routing equipment that brings the call to our center in the first place. Once dialing has been completed, the call will go through complete with identifying information whether or not the caller stays on the line past that point.

The Communication Center staff utilizes a computerized version of EMD (Emergency Medical Dispatch) cards in determining the required level of EMS response and in giving pre-arrival care. In addition to handling calls for law enforcement, fire, and medical services, the staff acts as a resource center for public safety agencies and the community.

In the event the main Communication Center would have to be abandoned, there is a back-up Center located in the Eau Claire Fire Department's west-side station. The backup center is a fully functional facility that would allow temporary countywide service on a very basic level. This center was brought on line in December of 1999.



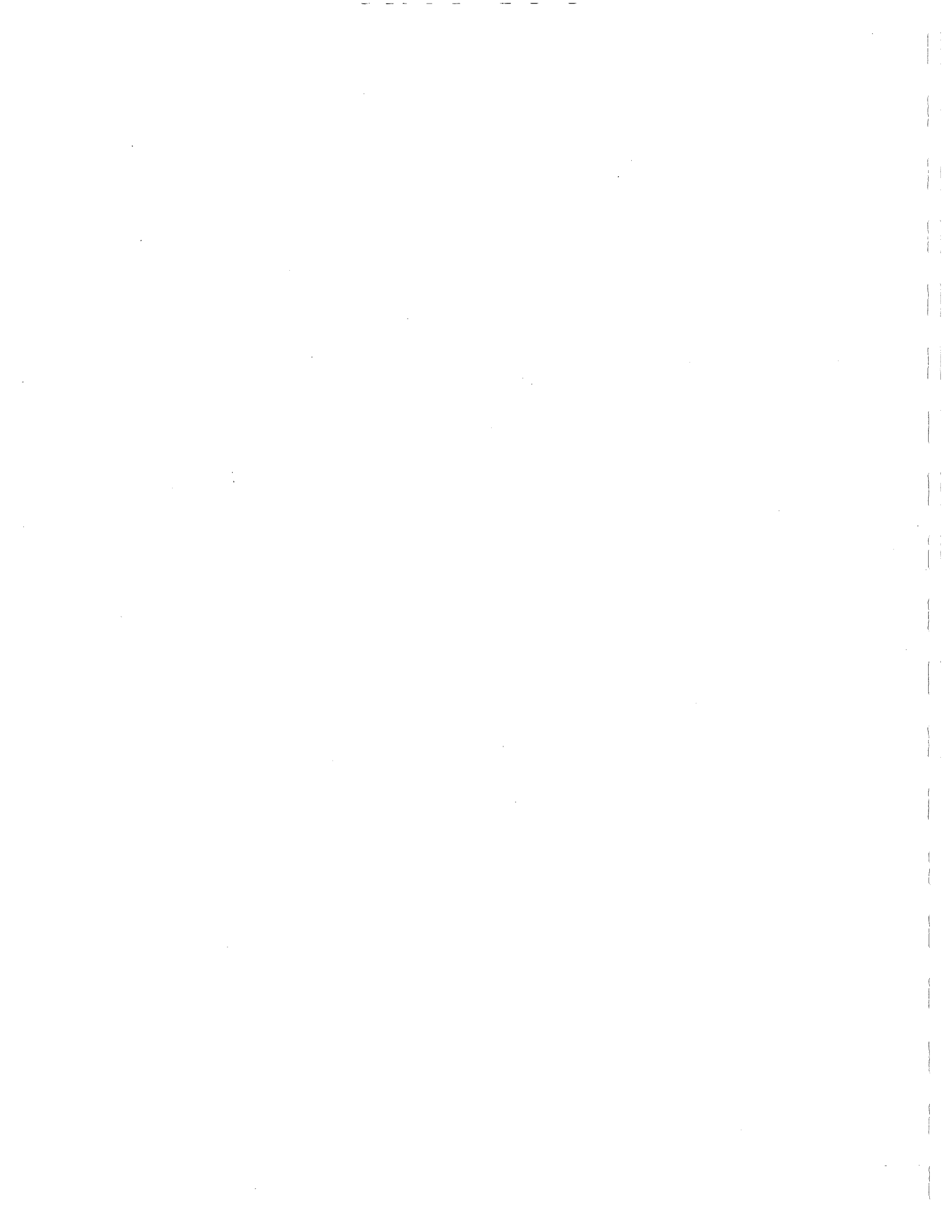
Back-up Communication Center

Facilities

- ◆ The Communication Center is located on the first floor of the Law Enforcement Center above Police Headquarters.
- ◆ The backup Communication Center is located in Fire Station 9, at 3611 Campus Drive.

Equipment

The Communication Center is extremely dependent on technology. Technological advances have made it difficult to provide service if one or more parts of the system fail.



FIRE DEPARTMENT

Eau Claire Fire Rescue is responsible for rendering fire prevention, fire suppression, special rescue and emergency medical services for the City of Eau Claire. The Department also manages the Hazardous Materials Response (Haz Mat) program to provide response in a 14-county area of West-Central Wisconsin. The Department Administrative offices are located at 216 South Dewey Street.



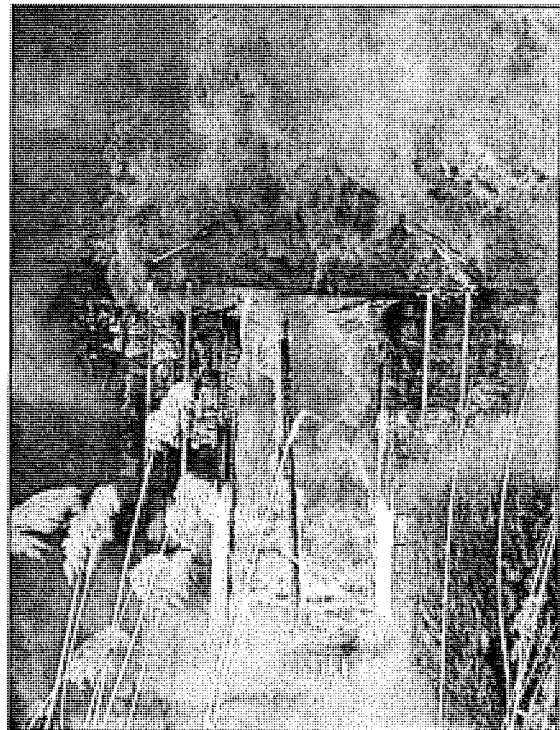
Eau Claire Fire Rescue consists of 3 divisions:

- ◆ Fire Administration
- ◆ Fire Operations
- ◆ Fire Inspections

Programs & Services

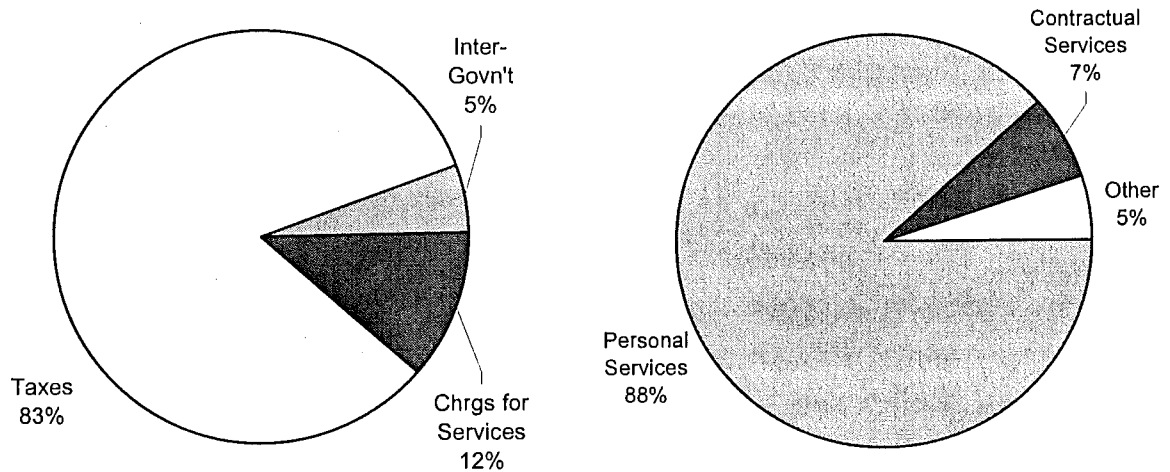
(24 Hours per day, 365 days per year)

- Fire Response
- Paramedic Level Ambulance
- Supported by EMT Engines
- Special Operations
 - Hazardous Materials Response
 - Water Dive-Rescue Team
 - Confined Space Rescue
 - High Angle Rescue
- Fire Prevention
- Public Education
- Fire Investigations
- Fire Safety/Hazard Inspections
- County Mutual Aid Agreements
- County and State Hazardous Materials Contracts



Overview of Revenues and Expenditures

	2002 <u>Actual</u>	2003 <u>Adopted Budget</u>	2004 <u>Proposed Budget</u>	<u>% Change</u>
Revenues				
Intergovernmental:				
State Aid-Fire Ins. Tax	\$ 101,458	\$ 95,000	\$ 100,000	5%
State Aid-Under. Tanks	20,850	15,000	15,000	0%
State Aid-Mun. Services	467,093	471,900	316,250	-33%
Charges for Services:				
Fees	12,583	19,100	15,100	-21%
Ambulance Fees	767,271	780,000	886,000	14%
Haz-Mat B Response	34,000	34,000	34,000	0%
Gen. Purpose (tax) Rev.	<u>6,131,963</u>	<u>6,601,400</u>	<u>6,724,750</u>	2%
Total Revenues	<u>\$ 7,535,218</u>	<u>\$ 8,016,400</u>	<u>\$ 8,091,100</u>	1%
Expenditures				
Personal Services	\$ 6,806,515	\$ 7,086,200	\$ 7,140,800	1%
Contractual Services	381,980	523,300	542,300	4%
Utilities	53,867	69,700	71,700	3%
Fixed Charges	124,574	128,100	128,100	0%
Materials & Supplies	165,882	209,100	208,200	0%
Capital Outlay	<u>2,400</u>	<u>-</u>	<u>-</u>	
Total Expenditures	<u>\$ 7,535,218</u>	<u>\$ 8,016,400</u>	<u>\$ 8,091,100</u>	1%



Budget Overview

REVENUES

INTERGOVERNMENTAL

State Aid for Municipal Services reimburses the City for public safety services for State facilities in Eau Claire. The reimbursement is based on the ratio of state property in Eau Claire as compared to other cities. Funding for Eau Claire is projected to decline in 2004.

CHARGES FOR SERVICES

Fire fees, including burning permits, underground storage tank fees, fireworks, fire sprinkler inspections are projected at a lower level for 2004.

The projected ambulance revenue increase is based on an annual rate increase as well as a new program for non-emergency transports, as described in the budget blueprint.

EXPENDITURES

PERSONNEL SERVICES

The Recommended Budget includes the reduction of staffing for the Heavy Rescue Unit, a \$70,000 reduction in overtime and the elimination of a battalion chief. Step increases, WRF and health insurance changes resulted in a 1% increase in overall personnel costs.

CONTRACTUAL SERVICES

A follow-up level of collection services has been included in the ambulance billing contract. The intensified collection efforts are expected to increase ambulance revenue.

UTILITIES

In all departments, including Fire, implementation of the Voice Over/IP phone system will require higher phone service fees in 2004.

FIXED CHARGES AND MATERIALS & SUPPLIES

These categories are being held at the 2003 levels in the Fire Department.



Expenditures by Division

Administration

		<u>2002 Actual</u>		<u>2003 Budget</u>		<u>2003 6 Month Actual</u>		<u>2003 Projection</u>		<u>2004 Budget</u>
Personal Services	\$	228,051	\$	259,900	\$	101,505	\$	257,400	\$	274,700
Contractual Services		114,856		186,100		59,991		173,600		189,700
Utilities		53,867		69,700		29,857		69,700		71,700
Fixed Charges		3,200		3,200		1,600		3,200		3,200
Materials & Supplies		20,612		21,700		9,436		21,700		22,000
Total Expenditures	\$	<u>420,585</u>	\$	<u>540,600</u>	\$	<u>202,389</u>	\$	<u>525,600</u>	\$	<u>561,300</u>

Operations

		<u>2002 Actual</u>		<u>2003 Budget</u>		<u>2003 6 Month Actual</u>		<u>2003 Projection</u>		<u>2004 Budget</u>
Personal Services	\$	6,325,616	\$	6,542,700	\$	2,778,308	\$	6,478,300	\$	6,548,300
Contractual Services		265,308		332,700		145,542		345,600		348,100
Fixed Charges		115,774		119,300		59,551		119,300		119,300
Materials & Supplies		142,386		177,700		79,720		183,600		176,300
Capital Outlay		2,400		-		-		1,500		-
Total Expenditures	\$	<u>6,851,485</u>	\$	<u>7,172,400</u>	\$	<u>3,063,121</u>	\$	<u>7,128,300</u>	\$	<u>7,192,000</u>

Inspection

		<u>2002 Actual</u>		<u>2003 Budget</u>		<u>2003 6 Month Actual</u>		<u>2003 Projection</u>		<u>2004 Budget</u>
Personal Services	\$	252,847	\$	283,600	\$	126,767	\$	280,900	\$	317,800
Contractual Services		1,816		4,500		1,257		4,500		4,500
Fixed Charges		5,600		5,600		2,800		5,600		5,600
Materials & Supplies		2,884		9,700		4,236		9,700		9,900
Total Expenditures	\$	<u>263,147</u>	\$	<u>303,400</u>	\$	<u>135,059</u>	\$	<u>300,700</u>	\$	<u>337,800</u>

Staffing

Administration

	2002	2003	2004
Fire Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Fire Secretary	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

Operations

	2002	2003	2004
Deputy Chief	1.00	1.00	1.00
Battalion Chief	4.00	4.00	4.00
Fire Captain	6.00	6.00	6.00
Fire Lieutenant	12.00	12.00	12.00
Fire Equipment Operator	21.00	21.00	21.00
Firefighter	47.00	47.00	47.00
Recommended Budget Blueprint Reductions	-	-	(4.00)
	<u>-</u>	<u>-</u>	<u>(4.00)</u>
Total FTE Positions	<u>91.00</u>	<u>91.00</u>	<u>87.00</u>

Inspection

	2002	2003	2004
Deputy Chief	1.00	1.00	1.00
Fire Inspector	2.00	2.00	2.00
Clerk III	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Fire Administration Highlights



Firefighter Memorial Ceremony

Activities

The Administration Division has numerous responsibilities, including

- Annual budget preparation / justification
 - ◆ Administer Capital Improvement and Working budget on a daily basis

- Long and short range planning to ensure continued high quality and efficient emergency service delivery
 - ◆ Coordinate planning for training requirements
 - ◆ Expand services and/or improve existing services
 - ◆ Evaluate and plan for strategic placement of future fire stations as need dictates
 - ◆ Evaluate how changing standards and laws impact service delivery and adapt as necessary
 - ◆ Administer special grant projects, such as “Project Impact”, which helps prepare the community for natural and man-made disasters

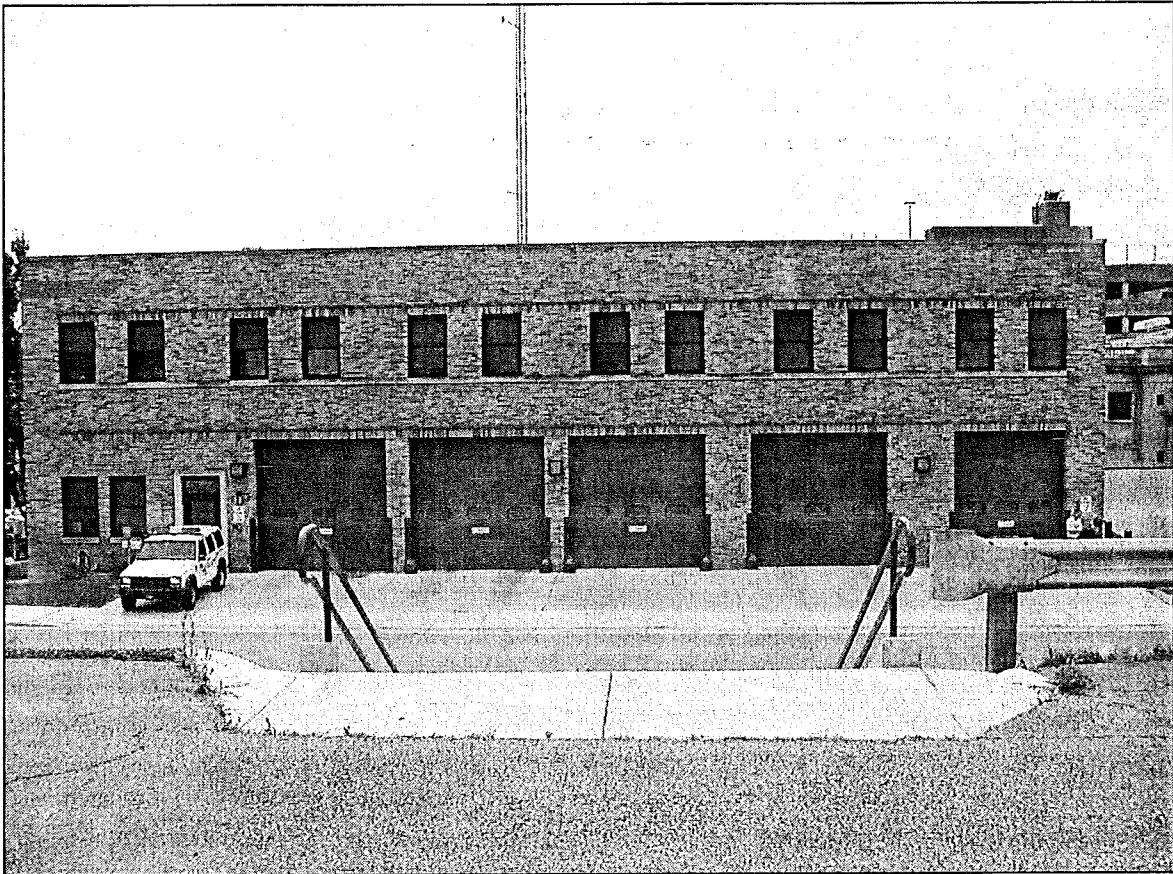
- Fleet management
 - ◆ Long range replacement and refurbishment needs
 - ◆ Routine maintenance scheduling
 - ◆ Emergency repairs
 - ◆ Upgrading apparatus to meet current safety standards
- Facilities management
 - ◆ Routine maintenance of facilities
 - ◆ Repairs to extend service life of facilities
 - ◆ Improve safety and living conditions for firefighters
- Personnel management
 - ◆ Coordinate and assist in development of department guidelines
 - ◆ Work with Human Resources Department to facilitate negotiations with firefighters' bargaining unit
 - ◆ Recommend step increases and promotions to Police and Fire Commission
 - ◆ Enforce Department policies and contractual requirements
- National/State/Local legislative initiatives
 - ◆ Initiate and professionally participate in initiatives that promote fire prevention and suppression efforts in the best interest of the citizens
 - ◆ Initiate and professionally participate in initiatives that promote the development of and the good and welfare of the fire service
- Maintain compliance with national and state standards and codes
 - ◆ The State Department of Commerce regulates employee health and safety standards that the Department must monitor and comply with
 - ◆ Nationally recognized fire service standards require monitoring, and recommended improvements must be planned and budgeted
 - ◆ Work with Department Safety Committee to ensure safe and compliant working conditions including firefighter personal protective equipment
- Maintain positive working relationships and mutual aid agreements with surrounding departments
 - ◆ Active participation in the Eau Claire County Fire Chiefs' Association
 - ◆ Promote educational opportunities for all departments through this association
 - ◆ Review and update mutual aid agreements in the best interest of the citizens
 - ◆ Promote inter-departmental training opportunities
- Internal information management
 - ◆ Work with Information Services division to ensure optimal performance of the Department's personal computers and network
 - ◆ Recommend software improvements specific to fire service needs and in general to enhance electronic data management



Battalion Chief's Command Vehicle

Facilities

The Administration Division works out of offices located on the second floor of Station #2 located at 216 S. Dewey Street. The Fire Prevention Division is located on the first floor.



Fire Station 2 with Administrative Offices – 216 South Dewey

Equipment

Office-related equipment, such as a copy machine, is maintained by the Administration Division to meet departmental needs. Files critical to operational needs and archiving are also maintained in this area.

Equipment Replacement

A long-range plan has been developed for the anticipated replacement of all department equipment, and is facilitated through the budget process and in cooperation with the Information Services Division for computer needs.



Rescue 10 – Paramedic Ambulance

CIP Highlights

Through the CIP budget, the Fire Department hopes to continue to facilitate repairs and improvements to city fire stations in response to the aging of some facilities and increased service demands from others. The Fire Department continues to endorse an evaluation of the feasibility for a joint Public Safety Law Enforcement/Fire Station facility to replace the aging downtown fire station and to help meet the needs for administrative space for both police and fire.

Budget challenges are requiring that we continue to re-evaluate the fire department's approach to capital equipment needs. The department traditionally relied upon adequate funding in the CIP budget to purchase apparatus and other major equipment needs. With limited funding available, we have had to extend the service life of our apparatus and will be looking for creative solutions to meet future needs.



Fire Operations Highlights

Homeland Security

A number of grants from the federal government administered by the State have been forthcoming. The State provides agencies with lists of equipment that qualify for purchase under the guidelines of the grants. Working through the office of county emergency management and in cooperation with other local response agencies, needed equipment is identified for purchase. To date, the department has received over \$157,000 in grants to purchase emergency response equipment related to potential terrorist attacks involving hazardous materials or biological agents.

Purchase of Ambulances

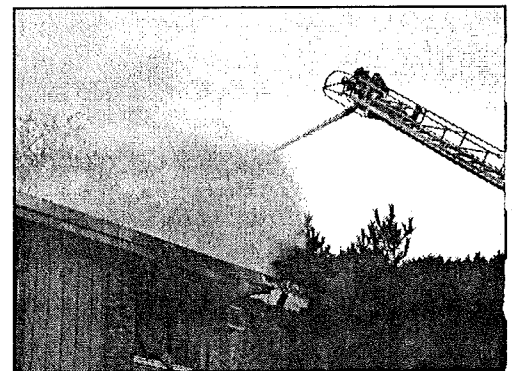
The department purchased two Lifeline ambulances with an expected delivery date of late October 2003. These vehicles will replace two reserve ambulances, a 1986 Ford and a 1990 Ford that the department utilizes when front-line vehicles are out of service. Two of the older ambulances will be moved to reserve status.

Two Paramedic Students

The department committed to sending two department members to participate in the Chippewa Valley Technical College's paramedic curriculum. These two students will begin their studies in September of 2003 and are scheduled to complete their schooling in mid-August 2004. They will then become part of the department's fire-based EMS system. The department will have a total of 32 trained paramedics and 64 emergency medical technicians.

Mutual Aid Agreements

The City of Eau Claire updated its Fire/EMS mutual aid agreements with the surrounding fire departments. The agreements had not been revisited since their inception eleven years ago. Agreements were updated with the City of Altoona Fire Department, the Township Fire Department, and the Chippewa Fire Protection District.



Physical Fitness Intern

The department was able to utilize a student intern from the University of Wisconsin—Eau Claire for an evaluation of the department's physical fitness program. Ms. Andrea Blanshan surveyed department members concerning their activities and areas of fitness interest. Specialty classes involving diet and stress-related topics were held.

Breathing Apparatus Upgrade

The department is in the process of internalizing the breathing apparatus maintenance procedure. Two personnel were sent to a school to acquire the skills and certifications required to maintain this highly technical and complex equipment. Not only should the associated expenses be lowered, but also there should be a faster turnaround time for out-of-service breathing apparatus.

Medical Evaluations

In an effort to meet the requirements of the Department of Commerce, the fire department revamped its employee medical monitoring program. After a number of consensus-building meetings involving management, the firefighters' union and Dr. Wolfram Schynoll (occupational health physician with Partners in Health at Sacred Heart Hospital), a medical examination process consisting of components from a recognized national firefighter program was established. The evaluations were scheduled in January 2002 and will be offered annually.

Communications Center and Records Management Upgrade

The fire department staff, along with personnel from Information Services and the Communications Center, joined together to implement the replacement of the existing dispatch and records management software. In October 2002, the department began the installation and training process that continued through the end of the year. On January 1, 2003, the new system went live with full connectivity and data exchange between the Communications Center and the fire department's records management system. This new software package is working to streamline and consolidate operations to more efficiently serve the community.

Activities

2002 Incidents

4,903 Total Incidents

- 3,774 Medical Responses (77%)
- 850 Rescue Responses (17.3%)
- 144 Fire Responses (2.9%)
- 135 Hazardous Materials Responses (2.8%)

Response Summation

- 4.92 Minutes - Average Response Time
- 20,972 Personnel Hours Dedicated to Responses
- 34.8 Minutes - Average length of EMS Response
- 5.1 Personnel - Utilized on Average EMS Response
- 2.34 Personnel Hours - Spent on Average EMS Response
- 65.20 Minutes - Average Length of Fire Response
- 7.65 Personnel - Utilized on Average Fire Response
- 12.41 Personnel Hours - Spent on Average Fire Response



Structure Fire Interior Attack

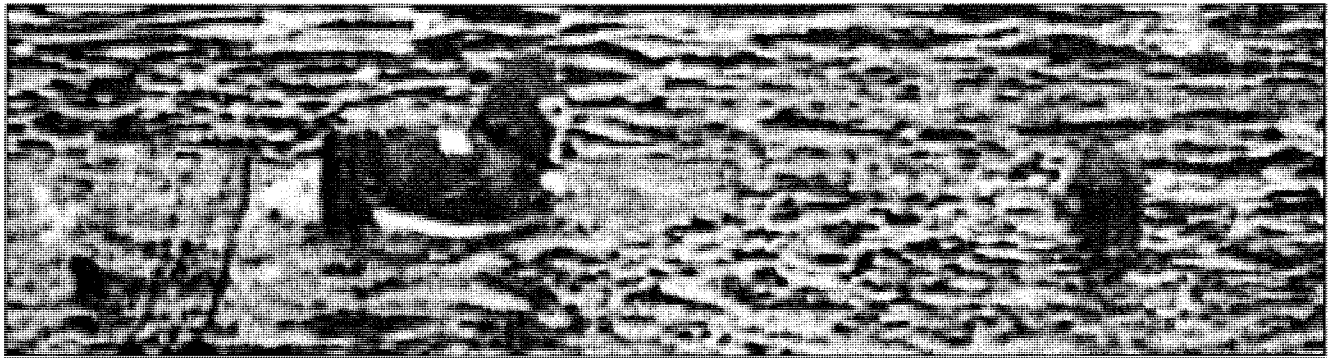


Haz Mat Chemical Assessment Vehicle

Station	Responses	Average Response Time
E2	1,047	4.5 Minutes
E5	978	5.0 Minutes
E6	504	5.8 Minutes
E8	401	5.0 Minutes
E9	579	4.8 Minutes
E10	556	4.6 Minutes
R5	1,610	4.2 Minutes
R9	915	5.7 Minutes
R10	1,285	5.6 Minutes

5,840 Fire Safety Building/Housing Inspections

12,245 Hours of Personnel Training

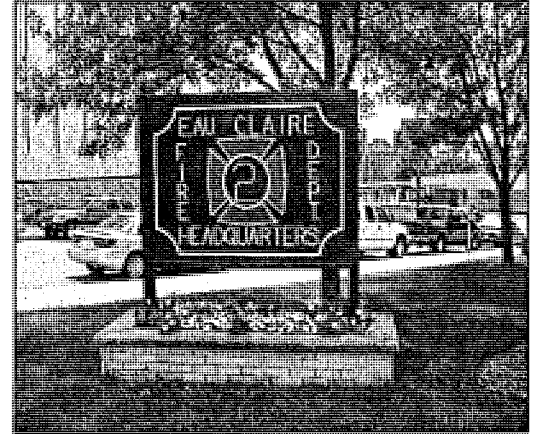


Fast-water River Rescue

Facilities

Station 2 - 216 South Dewey Street

- 5 Personnel per day
 - Fire Engine
 - Heavy Rescue Unit
 - Hazardous Materials Assessment Vehicle
 - Hazardous Materials Equipment Trailer
 - Water Rescue Boat
 - Battalion Chief Command Car
- Administrative Offices



Station 5 - 2500 Patton Street

- 5 Personnel per day
 - Fire Engine
 - Paramedic Ambulance
 - Water Rescue Boat

Station 6 - 3020 Golf Road

- 3 Personnel per day
 - Fire Engine

Station 8 - 3510 Starr Avenue

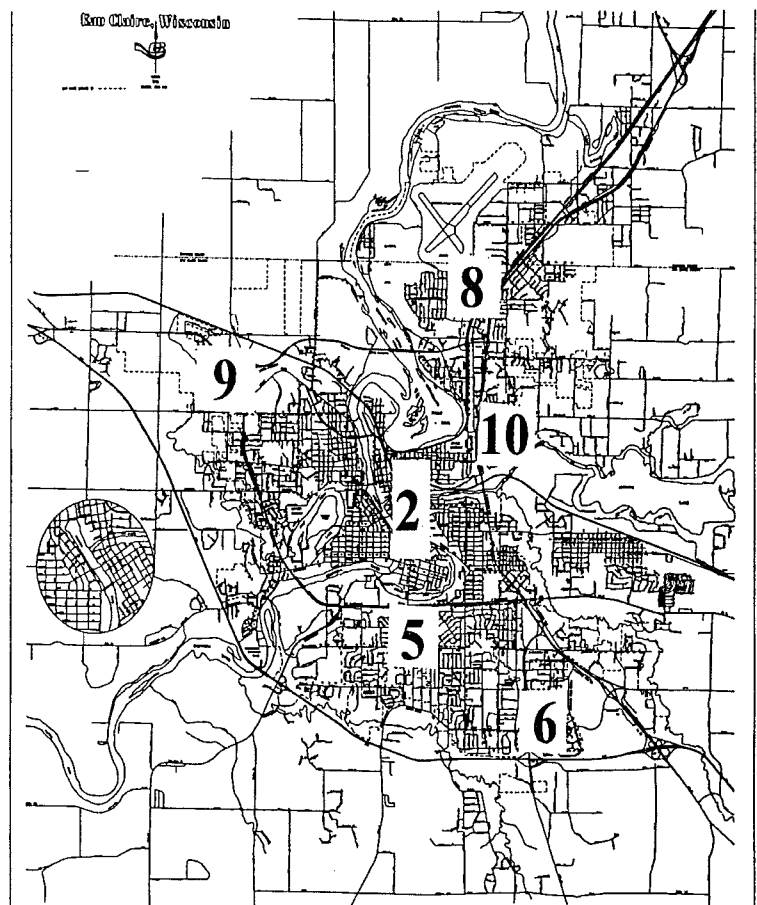
- 3 Personnel per day
 - Fire Engine
 - Water Rescue Boat

Station 9 - 3611 Campus Road

- 5 Personnel per day
 - Fire Engine
 - Paramedic Ambulance
 - Water Rescue Boat

Station 10 - 559 North Hastings Way

- 5 Personnel per day
 - Fire Engine
 - Paramedic Ambulance
 - Water Rescue Boat



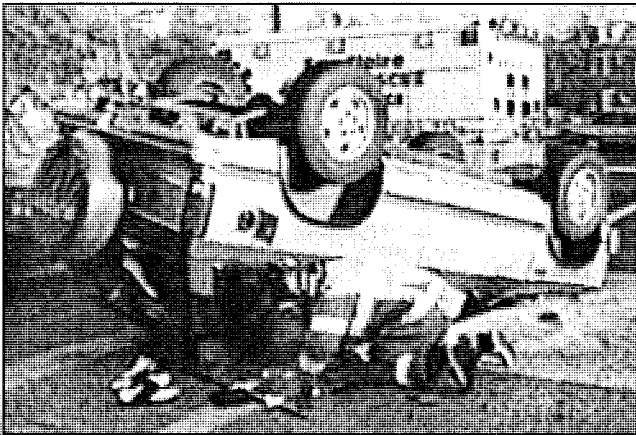
Average of 27 Firefighters on duty daily

Total of 41,730 square feet of Fire Stations

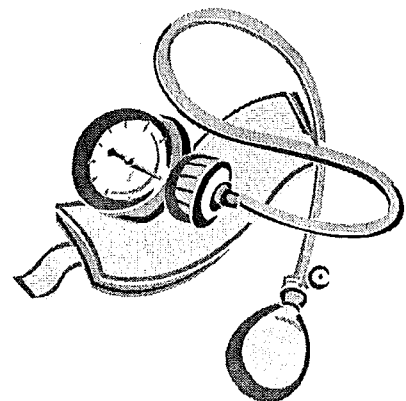
(Cleaning and light maintenance of Stations are performed by assigned personnel)

Emergency Medical Services

- 77 Percent of Fire Department Calls for Service
- 32 Certified Paramedics
64 Certified Emergency Medical Technicians
- 3 Paramedic Ambulances in Service (2 Reserve Ambulances on Standby)
- Purchase and Inventory a large Volume of Medical Supplies and Drugs
- Over 70 Saves from Full Cardiac Arrest in the past 10 years
- Cardiac Defibrillators on All Fire Department Engines and Ambulances



- Ongoing Commitment to Quality
 - Work with Hospital Medical Control Physicians for Program Quality Assurance (Dr. Wesley from Sacred Heart and Dr. Massey from Luther Hospital)
 - Foster Good Relations With Local Hospital Officials
 - Work with Eau Claire County Emergency Medical Services Council for Program Planning
 - Maintain Quality Relationships with other Regional Emergency Medical Service Providers
- Public Safety Awareness Activities:
 - Blood Pressure Screening
 - Health Fairs
 - Job Shadowing Programs
 - Special Events Coverage
 - Community Awareness Programs
 - Preceptor Ride-Along Training
- Constant Commitment to Training



Equipment

Vehicles

- 8 – Engines/Quints (6 Front-Line, 2 Reserve)
- 5 – Ambulances (3 Front-Line, 2 Reserve)
- 1 – Heavy Rescue Unit
- 1 – Hazardous Materials Assessment Vehicle
- 1 – Hazardous Materials Equipment Trailer
- 1 – Brush Fire Unit
- 1 – Special Rescue Vehicle
- 5 – Water Rescue Boats
- 1 – Inspection Van
- 3 – Command Vehicles
- 1 – Mass Casualty Medical Trailer



Wildland Fire

Major Equipment

- Breathing Apparatus (\$4,000 per unit)
- Portable Radio (\$1,500 per unit)
- Ventilation Saw (\$1,200 per unit)
- Hose (\$500 per 100' of 5")
- Nozzles (\$250 per unit)
- Jaws of Life (\$5,000 per set)
- Ambulance Cot (\$2,600 per unit)
- Defibrillator (\$4,000 per unit)
- Hazardous Materials Suit (\$600 per suit)

Equipment Replacement



Personal Equipment

- Firefighting Coat & Pants
- Helmet
- Boots
- Gloves
- Fireproof Hood
- Safety Equipment

Total Cost: \$2,500 per Firefighter

(Yearly additional costs per firefighter include the required items of medical, exams, training, and uniform costs)

Fire Inspection Highlights

The Fire Inspection Division is comprised of four full-time staff members, three sworn officers and one clerical. The Fire Inspection Division's main responsibility is overseeing the inspection of commercial properties within the City of Eau Claire. The division is responsible for compliance with follow-up inspections and codes. The Fire Inspection Division is also in charge of code enforcement, fire investigations, public education, and underground storage tank (UST)/aboveground storage tank (AST) inspections. Personnel serve as informational contacts for other departments and citizens who have questions regarding NFPA and Wisconsin Administrative codes.

Activities

Public Education

The number one priority is to educate citizens about fire. Fire safety education is targeted for the young and elderly of the community, the two groups most statistically susceptible to fire. In addition to these targeted groups, the department provides fire safety education programs to all ages such as:

- ◆ CBRF training
- ◆ Senior Safety
- ◆ Open houses
- ◆ Media releases
- ◆ Babysitting classes
- ◆ Holiday season fire safety
- ◆ Fire safety house
- ◆ Carbon monoxide awareness
- ◆ Evacuation planning for businesses
- ◆ Fire station tours
- ◆ Supervised fire drills
- ◆ Exhibits

During 2002, the Eau Claire Fire Department delivered over 6,500 hours of public education.



"Keep the Wreath Green" Holiday Fire Prevention Campaign

Fire Inspections

Fire inspections in the City of Eau Claire are performed to ensure compliance with Eau Claire City ordinances, state fire prevention codes, and the state commercial building code. In 2002, the Eau Claire Fire Department conducted more than 5,800 company fire inspections to identify and to eliminate or reduce hazards that may contribute to a loss of life or property. Code enforcement is a proactive and cost effective approach to community fire protection. Through the State of Wisconsin's 2% dues program, the City of Eau Claire anticipates receiving over \$119,000 in 2003 for inspections conducted in 2002.



Firefighter Conducting a Fire Safety Inspection

Tank Inspection

The UST/AST inspection program serves to enforce the groundwater protection requirements of Comm 10. This is accomplished through the review of plans prior to the installation of an underground or aboveground storage tank system. Existing underground and aboveground storage tank systems are inspected annually for compliance with groundwater protection rules. In 2002, the Fire Inspection Division oversaw the installation of 17 tanks, the removal of 24 tanks, and the permit inspection of 54 tanks at 37 sites. The State contract provides annual revenue to the City in the \$15,000 to \$20,000 range.

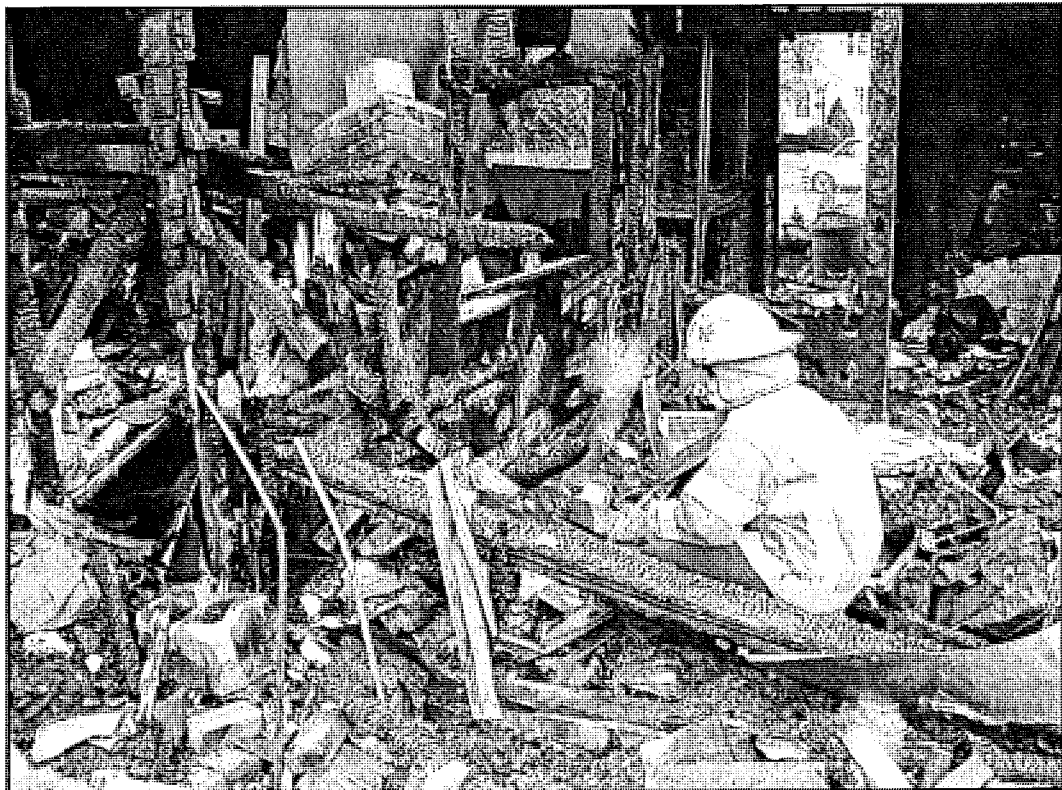
Juvenile Firesetters Program

Since the inception of the Juvenile Fire Setter program in 1996, the Eau Claire Fire Department has dealt with an average of 12 children per year. These children come to the Fire Prevention office as referrals from Juvenile Intake or parents. In 2002, the division dealt with 10 juveniles concerning fire starting. Of these visits, five were referrals and five were brought in by parents. This equal number of referrals by Intake and from parents is due in part to an increased awareness of the program. We have been working with parent/teacher associations and parenting groups on what the program can offer children who are curious about fire. Because the program is an educational program, it is based on the individual child's knowledge of fire. Some juveniles require additional meetings or referrals from outside agencies. For the first time in the history of the program, we had to decline three juveniles who had been in the program three years ago. They were referred to a more structured program within the juvenile justice system.

Fire Investigations

In 2002, the Fire Prevention Division investigated 35 fires. Of these fires, 33 were structure related, and 2 were vehicle. The nature of origin of the fires were 20 accidental, 9 suspicious, and 6 undetermined. The five fires causing the largest monetary losses were:

1. 3201 Louis Ave. \$500,000
2. 1245 Galloway St. \$300,000
3. 1627 Bellinger St. \$250,000
4. 849 Malden Ave. \$120,000
5. 1410 Glenn Pl. \$100,000



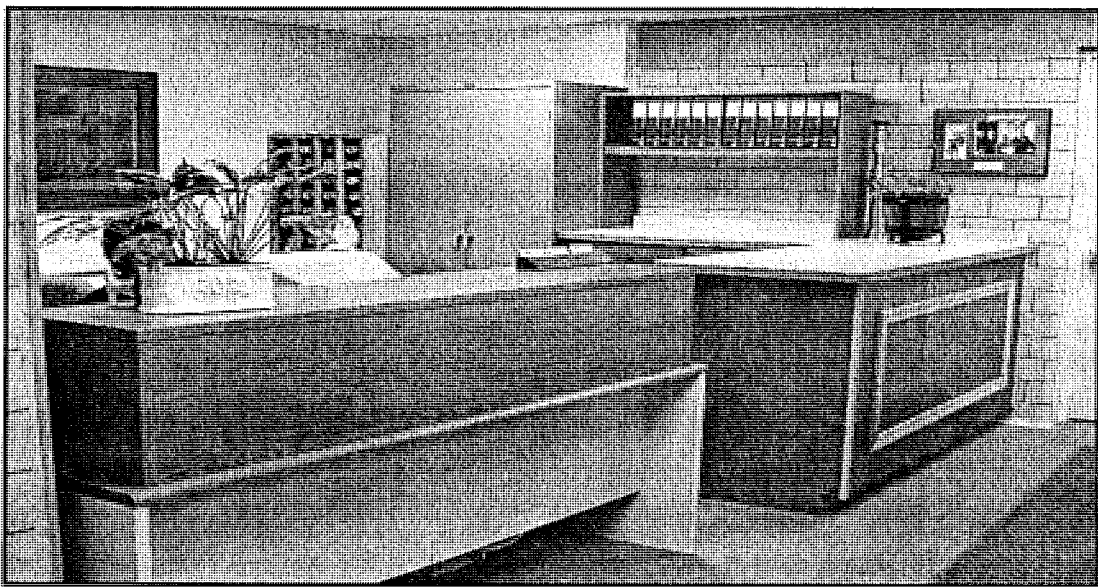
Fire Inspector Investigating a Fire Scene

Preplanning Businesses

Eau Claire firefighters continue to pre-plan commercial facilities during semi-annual inspections. The facilities on which pre-plans are conducted are those identified as high hazard or high occupancy. On a monthly basis, fire department units visit businesses and multi-family occupancies to conduct a walk-through fire inspection of the properties. This inspection attempts to identify elements such as the location of sprinklers, power and gas shutoff locations, smoke and heat detection, alarm capabilities, the locations of hazardous materials, other potential hazards, and code violations. Specific information relating to the property is then recorded on a form, and a map depicting the fire concerns for the property is created. The completed pre-plans are copied and carried on the department's emergency responding units. Firefighters will continue to update the information gathered on their scheduled inspections in an attempt to keep the records accurate.

Facilities

The Fire Inspection Division is located on the first floor of fire station # 2. The location serves as the initial contact point for the department. Citizens are able to make contact with fire prevention personnel and can be directed to the proper area or other city department.



Reception area of the Fire Inspection Division

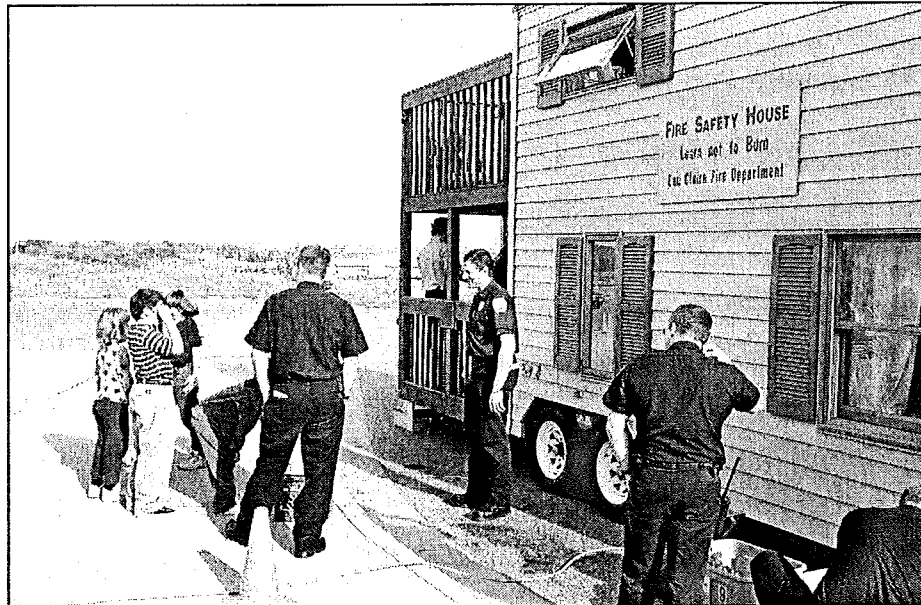
Equipment

The Inspection Division utilizes department operation vehicles for the majority of public education events. The division also uses the fire safety house at visits to City of Eau Claire schools and special events throughout the city.

Freddie the Fire Truck and Andy the Ambulance are mechanical robots that help deliver fire safety messages to our young children. Freddie has recently been refurbished to his original working condition and will serve the community for years to come.

The division also uses “Sparky the Fire Dog” in delivery of fire safety education. Sparky is used during the holiday season to bring cheer to children who must stay in the hospital over the Christmas holiday.

The division is assigned a fire prevention vehicle. Car 3 is an 8-passenger van used for delivering personnel to large emergency situations, for travel to educational sessions, and to assist in the overall delivery of fire prevention services within the City of Eau Claire.



Firefighters Showing Children the Fire Safety House

NON-DEPARTMENTAL

The Non-Departmental division includes several different programs that have citywide implications and are not identified with a particular department.

Personal services includes the health insurance costs for retirees. The insurance program provides for the cost of liability and property insurance for general operations and for mandatory payments of permanent disability due for work-related injuries.

The Non-Departmental division also provides payments for several non-profit agencies in the form of direct payments, grants, and City services. It also accounts for payment of special assessments for street and utility work abutting city-owned property and for miscellaneous, non-recurring expenditures. These expenditures include an allowance for the City's responsibility for employee's health insurance deductibles. Projected savings from vacant 2003 positions are carried forward to the 2004 Non-Departmental budget to provide an allowance for transition payments for positions that have been scheduled for elimination in the Budget Blueprint.

The City provides for the basic level of service through the budget process. However, occasionally an unexpected event occurs which requires immediate funding. The Contingent Appropriation was established to provide funding for emergency or unpredictable events. Contingency funds can only be appropriated by authorization of the City Council.

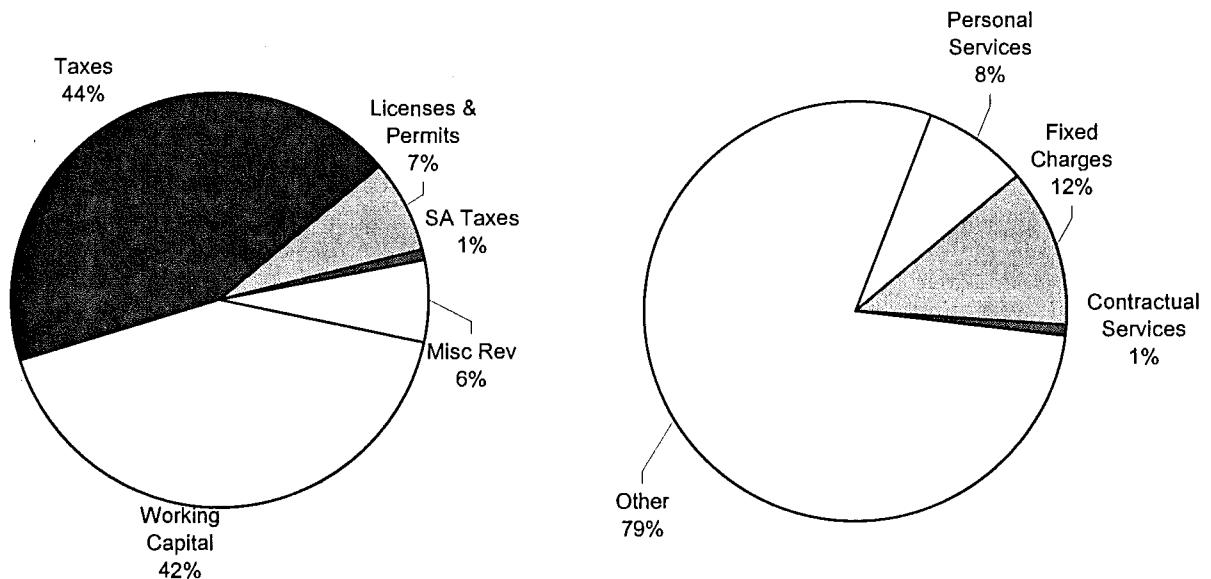
The General Fund makes operating and capital subsidies to various funds and to several enterprise funds that are not entirely self-supporting. General obligation debt requirements, supported by the tax levy, are included as a transfer to the Debt Service Fund. Transfers of available working capital to support the Capital Improvement Plan are also appropriated in Non-Departmental.

Activities

- Retiree health insurance
- Payment for permanent disability
- Organizational support
- Health Insurance Deductible
- Operating subsidies
- Liability & property insurance coverage
- Contingency funding for emergencies
- Special assessments
- Position Transitions
- Transfer to Debt Service

Overview of Revenues and Expenditures

	2002 <u>Actual</u>	2003 <u>Adopted Budget</u>	2004 <u>Proposed Budget</u>	<u>% Change</u>
Revenues				
Licenses & Permits	\$ 684,954	\$ 582,400	\$ 584,000	0%
Special Assess. Taxes	284,021	200,500	80,000	-60%
Miscellaneous Revenue	647,305	509,100	505,400	-1%
Working Capital	774,723	1,679,600	3,398,600	102%
Gen. Purpose (tax) Rev.	4,116,465	3,581,100	3,539,000	-1%
Total Revenues	\$ 6,507,468	\$ 6,552,700	\$ 8,107,000	24%
Expenditures				
Personal Services	\$ 8,557	\$ 444,500	\$ 650,000	46%
Contractual Services	422,839	70,800	70,800	0%
Fixed Charges	61,579	228,600	987,200	332%
Contributions & Other Payments	323,949	322,900	296,400	-8%
Other Financing Uses	5,690,545	5,485,900	6,102,600	11%
Total Expenditures	\$ 6,507,468	\$ 6,552,700	\$ 8,107,000	24%



Budget Overview

REVENUES

LICENSES AND PERMITS

Public-Education-Government (PEG) is a fee paid by cable subscribers to provide local programming for Public, Education and Government issues. The cable company collects \$.75 per month per subscriber. PEG revenue is estimated at \$159,000 in 2004 and is fully allocated to the Public Access Television Center.

SPECIAL ASSESSMENT TAXES

Special assessment revenue consists of miscellaneous charges for street lighting, weed control, and snow removal. The revenue is used to offset debt service payments.

EXPENDITURES

PERSONAL SERVICES AND CONTRACTUAL SERVICES

Included in these categories are retiree health insurance, pension cost for a limited number of employees and payments and costs for the administration of the benefit plans.

FIXED CHARGES

Fixed Services includes property and liability insurance, disability payments, and special assessments. Also included is an allowance for the City's responsibility for employees' health insurance deductible and a provision for interim payments for positions eliminated in the Budget Blueprint.

OTHER

This category includes transfers to the Capital Improvement Plan totaling \$1,972,000, a transfer to debt service in the amount of \$2,431,000, payments to Senior Central and Landmarks and operating transfers from General Fund to Transit, Hobbs, and the Municipal Pool. The payment to the Public Access Center consists of the PEG fees totaling \$159,000 and tax levy support of \$92,700 for a total contribution of \$251,700.

*Public Access
Center*



Expenditures by Division

Non-Departmental

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6 Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Personal Services	\$ 8,557	\$ 444,500	\$ (4,704)	\$ 577,900	\$ 650,000
Contractual Services	422,839	70,800	223,749	97,500	70,800
Fixed Charges	61,579	228,600	81,301	228,600	987,200
Contrib/Other Payments	323,949	322,900	202,164	337,900	296,400
Other	<u>5,690,545</u>	<u>5,485,900</u>	<u>-</u>	<u>5,480,600</u>	<u>6,102,600</u>
Total Expenditures	<u>\$ 6,507,468</u>	<u>\$ 6,552,700</u>	<u>\$ 502,511</u>	<u>\$ 6,722,500</u>	<u>\$ 8,107,000</u>

ORGANIZATIONAL SUPPORT

Public Access Center	\$ 92,700	Senior Central	\$ 40,200
PAC - PEG Fees	<u>159,000</u>	Landmarks Commission	4,500
Total PAC	<u>\$ 251,700</u>		

TRANSFERS AND SUBSIDIES

Debt Service	\$ 2,431,000	Land, Bldg., Equipment	\$ 968,000
Economic Development	67,400	Transit Operations	763,000
Cemetery Fund	244,400	Hobbs Ice Center Operations	70,500
Streets Capital Projects	849,000	Hobbs Ice Center Capital	50,000
Parking Capital Projects	65,000	Fairfax Pool Operations	235,700
		Fairfax Pool Capital	40,000

ECONOMIC DEVELOPMENT

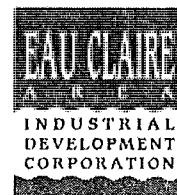
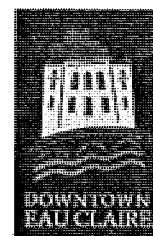
The City of Eau Claire's Economic Development Division, located at 203 S. Farwell Street, implements the City's Economic Development Strategy. The Division is involved in development and redevelopment for industrial, commercial and downtown activity. Major areas of emphasis include: industrial, warehouse and distribution, service, office, redevelopment of the downtown and commercial/retail. The Economic Development Division services approximately 63,500 citizens, 3,800 businesses, 150 manufacturers, and 500 downtown businesses.

Programs & Services

Community Committees and Boards

The Economic Development Division provides technical assistance and staffing to the following boards and committees:

- ◆ Gateway Industrial Park Corporation Board
- ◆ Eau Claire Area Economic Development Corporation
 - Board of Directors
 - Executive Committee
 - Business Committee
- ◆ Eau Claire Redevelopment Authority
- ◆ Clearwater Development Corporation
 - Board of Directors
 - Executive Committee
- ◆ Momentum Chippewa Valley
 - Business Development Committee
- ◆ Development Zone Board
- ◆ Revolving Loan Fund Board
- ◆ Eau Claire Area Chamber of Commerce
 - Work Force Committee
- ◆ National Technological University Board
- ◆ Economic Policy Advisory Committee
- ◆ Downtown Eau Claire, Inc.
 - Board of Directors
 - Executive Committee
 - Seven Associated Committees



Overview of Revenues and Expenditures

	<u>2002</u>	<u>2003</u>	<u>2003</u>	<u>2003</u>	<u>2004</u>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
			<u>Actual</u>		
Operating Budget					
Revenues and Other Financing Sources:					
Charges for Services	\$ 420	\$ -	\$ -	\$ -	-
Miscellaneous	327,231	421,500	121,185	196,500	198,600
Non-Operating Revenue	256,951	220,000	110,978	220,000	171,300
Other Financing Sources	<u>150,000</u>	<u>150,000</u>	<u>-</u>	<u>150,000</u>	<u>67,400</u>
Total Revenues and Other Financing Sources	<u>734,603</u>	<u>791,500</u>	<u>232,162</u>	<u>566,500</u>	<u>437,300</u>
Expenditures and Other Financing Uses:					
Personal Services	143,598	148,200	61,256	148,200	141,000
Contractual Services	35,759	90,500	12,740	90,500	75,900
Utilities	16,236	23,000	10,630	23,000	22,900
Fixed Charges	1,200	1,400	600	1,400	1,400
Materials & Supplies	3,468	4,100	709	4,100	2,600
Contributions & Other Payments	156,700	156,700	102,533	156,700	150,700
Capital Purchases	403,510	-	-	620,000	-
Other Financing Uses	<u>1,599,000</u>	<u>299,000</u>	<u>49,500</u>	<u>299,000</u>	<u>272,700</u>
Total Expenditures and Other Financing Uses	<u>2,359,472</u>	<u>722,900</u>	<u>237,968</u>	<u>1,342,900</u>	<u>667,200</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ (1,624,869)</u>	<u>\$ 68,600</u>	<u>\$ (5,806)</u>	<u>\$ (776,400)</u>	<u>\$ (229,900)</u>
Applied Reserve:					
Beginning Balance	\$ -	\$ -		\$ -	\$ -
Changes in Available Balances:					
From operations	(1,624,869)	68,600		(776,400)	(229,900)
Transfer (to) from reserve - Economic Development	<u>1,624,869</u>	<u>(68,600)</u>		<u>776,400</u>	<u>229,900</u>
Ending Balance	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>

Budget Overview

REVENUES

Economic Development revenues consist mainly of loan repayments and rent generated by the industrial building at 2728 Davey Street. Economic Development has received annual General Fund support of \$150,000. In 2004, the General Fund support has been reduced to \$67,400, reflecting the elimination of the business assistance specialist position and reduced funding for the Eau Claire Area Economic Development Corporation and Momentum Chippewa Valley.

EXPENDITURES

CONTRACTUAL SERVICES

Included in contractual services are charges relating to postage, computer service charges, advertising, professional services and training.

CONTRIBUTION & OTHER PAYMENTS

The Economic Development Fund provides support to the Eau Claire Area Economic Development Corporation, the Chippewa Valley Innovation Center, Downtown Eau Claire, Inc. and Momentum Chippewa Valley. A new program to provide loft grants to encourage downtown residential units as been added in 2004 in the amount of \$12,000.

OTHER FINANCING USES

A transfer of \$200,000 to TIF #8 Downtown Area will be provided to fund acquisitions in the North Barstow Redevelopment District. Previously this support was provided to the Redevelopment Authority.

Revenue Detail

Revenue Classification	Economic Development				
	2002 Actual	2003 Budget	2003 6-Month Actual	2003 Projection	2004 Budget
CHARGES FOR SERVICES					
Charges for Services	\$ 420	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS					
Interest income	171,310	300,000	37,180	75,000	75,000
Other interest	87,228	59,500	41,916	59,500	45,000
Building rental	68,544	62,000	40,724	62,000	78,600
Other rental	150	-	-	-	-
Misc. reimbursements & refunds	-	-	1,365	-	-
Total miscellaneous	<u>327,231</u>	<u>421,500</u>	<u>121,185</u>	<u>196,500</u>	<u>198,600</u>
NON-OPERATING REVENUES					
Principal payment on loans	<u>256,951</u>	<u>220,000</u>	<u>110,978</u>	<u>220,000</u>	<u>171,300</u>
OTHER FINANCING SOURCES					
Transfer from General fund	<u>150,000</u>	<u>150,000</u>	<u>-</u>	<u>150,000</u>	<u>67,400</u>
Total revenues and other financing sources	<u>\$ 734,603</u>	<u>\$ 791,500</u>	<u>\$ 232,162</u>	<u>\$ 566,500</u>	<u>\$ 437,300</u>

MISCELLANEOUS

Interest Income is earned by investing available funds in accordance with the City investment policy.

Other Interest is earned from economic development loans.

Building rental is received from the industrial building at 2728 Davey Street that is owned by the city and leased to local businesses at market rates as part of an economic development program.

Staffing

Economic Development

	2002	2003	2004
Economic Development Administrator	1.00	1.00	1.00
Business Assistance Specialist	1.00	1.00	1.00
Recommended Budget Blueprint Reductions	-	-	(1.00)
Total FTE Positions	2.00	2.00	1.00 *

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

* One-half of the cost of the Downtown Business Specialist from the Downtown Fund is charged to this fund. The FTE position is accounted for in the Downtown Fund as the position's primary fund.

Eau Claire Revolving Loan Fund Committee

Larry Accola	Royal Credit Union
David Adler	City Council Representative
D'Arcy Becker	University of Wisconsin Eau Claire
Margot Bouchard	Ameritech
Jerry Chasteen	Western Wisconsin Regional Planning Commission
Tim Giehll	EmpAct Software
Dave Hamberger	Citizens Community Federal CU
Janet Tolander	Stienessen-Schlegel & Company
Beverly Wickstrom	Richie, Wickstrom & Wach

Development Zone Advisory Board

Sharon Bessinger	Workforce Resouce
Michael Cohen	Attorney
Ray Hughes	City Council Representative
Ed Losby	Imagineering
Bob Schraufnagel	Peregrine Systems

Operation Highlights

One-Stop Shop

- ◆ Cut red tape
- ◆ Lead and support customers through the development process
- ◆ Direct customers through permit process
- ◆ Organize and attend meetings

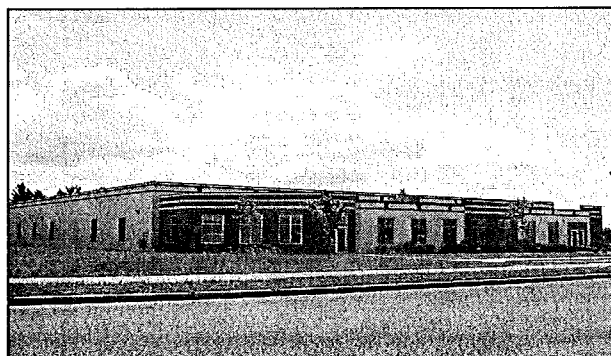
Community Information

- ◆ Development statistics
- ◆ Demographics
- ◆ Maps
- ◆ Economic profiles
- ◆ Cost of living index
- ◆ Website development and maintenance

Infrastructure

- ◆ Coordination of utilities and streets in the industrial parks
- ◆ Land and buildings inventory (sites)
- ◆ Information technology
- ◆ Management of Sky Park Industrial Center

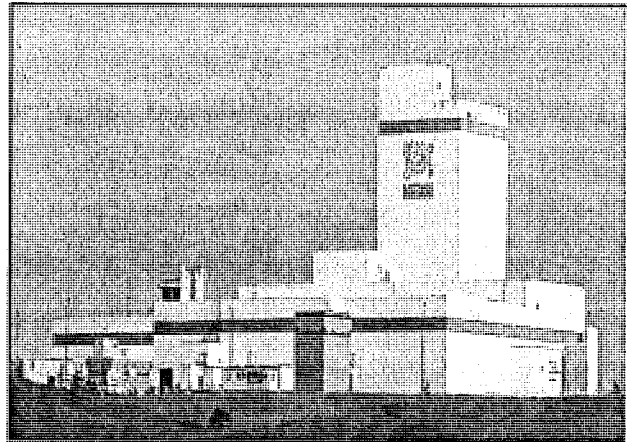
Advertisement placed in local and national magazines



Five Star Plastics constructed a 34,156 square foot facility in the Sky Park Industrial Park

Business Retention and Expansion

- ◆ Liaison to the business community
- ◆ Problem solving
- ◆ Business call program
- ◆ Financial assistance
- ◆ Project coordination
- ◆ Entrepreneur start-up assistance
- ◆ LocaLinks web tool



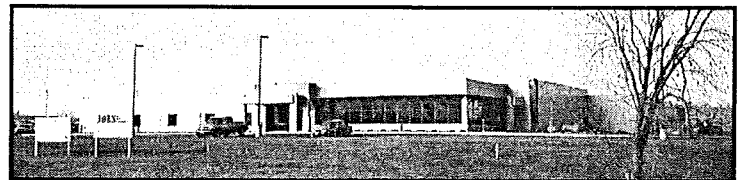
*Nestle USA facility in the Gateway
Northwest Business Park*

Marketing and Recruitment

- ◆ Promotions
- ◆ Call trips
- ◆ Trade shows
- ◆ Proposals to prospects
- ◆ Presentations to community groups
- ◆ Site selection assistance

Education

- ◆ Coordinate with local educational institutions
- ◆ National Technological University (NTU)
- ◆ Internships
- ◆ Retention of college graduates



*Chippewa Valley Technical College
Manufacturing Technology Center*

Financing

- ◆ Economic Development Loan Fund (EDF)
 - 47 loans in the amount of \$9,177,002
(Includes Gateway and Clearwater loans)
 - 1,100 jobs created & saved
- ◆ Development Zone Program
 - 39 businesses certified in the amount of \$1,956,500
 - 700+ jobs created & saved
- ◆ Revolving Loan Fund (RLF)
 - 27 loans in the amount of \$1,214,100
 - 250 jobs created & saved
- ◆ Façade & Downtown Loan Pools* (EDF)
 - 22 loans in the amount of \$621,767
 - 15 façade loans in the amount of \$44,717
 - 78 jobs created & saved

*The Downtown Loan Pool Program is now inactive.

City Funding for Development Organizations

The City of Eau Claire has many partners in Economic Development and provides significant funding to the following organizations:

	<u>2003</u> <u>Support</u>	<u>2004</u> <u>Support</u>
Eau Claire Area Economic Development Corporation	\$115,000	\$103,500
Tax Incremental Financing District #8	200,000	200,000
Downtown Eau Claire Inc	99,000	72,700
Momentum Chippewa Valley	26,700	21,700
Eau Claire Innovation Center ^(A)	15,000	13,500
Loft Grant Program	-0-	12,000
Gateway Industrial Park Corporation ^(B)	-0-	-0-

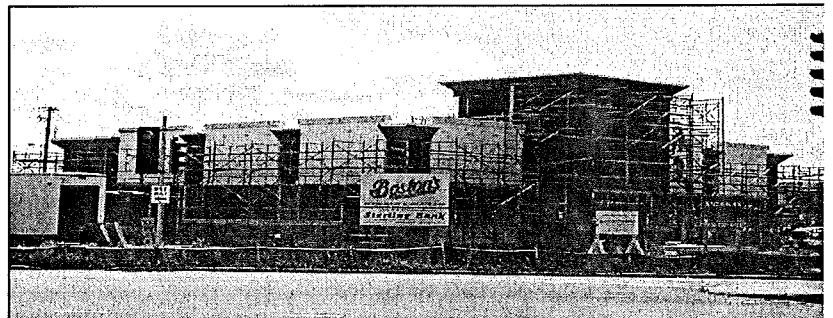
^(A) The City provided \$365,000 of CDBG funds to construct the Innovation Center

^(B) The City has made loans to Gateway



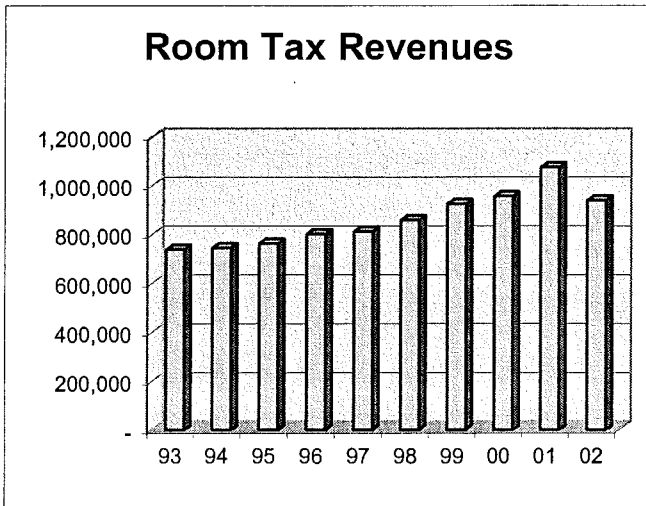
Huebsch Linen expanded their facility by 15,000 square feet in the Chippewa Valley Industrial Park.

Boston's Gourmet Pizza is building a new restaurant and sports bar on Hastings Way.



COMMUNITY ENHANCEMENT

The Community Enhancement Fund was created in 1992 to account for the receipt and use of room tax revenues. Since 1975, the City has levied a room tax on hotels and motels within the city limits under authority of Wisconsin Statutes 66.0615. The tax is currently 7% of gross room rental charges. Room tax revenues are appropriated each year to agencies and for projects that encourage convention and tourism activities.



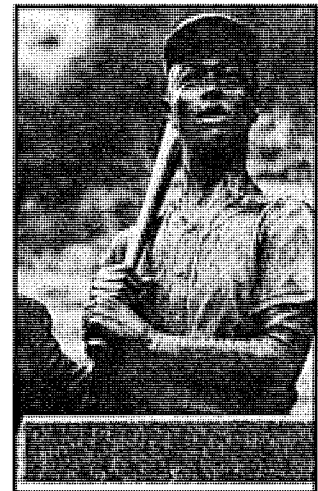
ROOM TAX REVENUES

1993	\$ 737,778
1994	744,199
1995	761,871
1996	799,900
1997	810,639
1998	858,674
1999	924,104
2000	956,238
2001	1,073,823 *
2002	938,691

*includes a one-time revenue adjustment to convert to the accrual method of recognizing revenues

OUTSIDE ORGANIZATIONS THAT HAVE RECEIVED FUNDING

- ◆ Chippewa Valley Convention & Visitors Bureau
 - Operations
 - Special Events
- ◆ Chippewa Valley Museum
 - Operations
 - Capital Projects
- ◆ Chippewa Valley Sports Commission
 - Seed money to host special sporting events
- ◆ Chippewa Valley Symphony
 - Cover rent and office space
- ◆ Community Beautification Association
 - Flower beds at highway intersections & Wilson Park
- ◆ Eau Claire Regional Arts Council
 - Operations and debt service for renovation of the State Theatre
- ◆ Paul Bunyan Logging Camp
 - Operations
 - Capital projects



*Statue of Hank Aaron
in Carson Park
Baseball Stadium*

Overview of Revenues and Expenditures

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Taxes	\$ 938,691	\$ 970,000	\$ 306,778	\$ 935,000	\$ 950,000
Miscellaneous	880	1,000	5,000	5,000	-
Non-Operating Revenue	5,000	5,000	2,500	5,000	5,000
Total Revenues and Other Financing Sources	<u>944,571</u>	<u>976,000</u>	<u>314,278</u>	<u>945,000</u>	<u>955,000</u>
Expenditures and Other Financing Uses:					
Contractual Services	1,825	3,100	1,476	3,100	3,000
Contributions & Other Payments	808,300	736,200	459,117	736,200	631,000
Other Financing Uses	215,500	345,500	-	345,500	376,500
Total Expenditures and Other Financing Uses	<u>1,025,625</u>	<u>1,084,800</u>	<u>460,593</u>	<u>1,084,800</u>	<u>1,010,500</u>
Excess (Deficiency) of Funding Sources Over Uses	\$ <u>(81,054)</u>	\$ <u>(108,800)</u>	\$ <u>(146,315)</u>	\$ <u>(139,800)</u>	\$ <u>(55,500)</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 194,099	\$ 109,399		\$ 88,045	\$ -
Changes in Available Balances:					
P & R Capital Projects Reduction				51,755	55,500
Res equity transfer out	(25,000)	-		-	-
From operations	(81,054)	(108,800)		(139,800)	(55,500)
Ending Balance	<u>\$ 88,045</u>	<u>\$ 599</u>		<u>\$ -</u>	<u>\$ -</u>

Budget Overview

REVENUES**TAXES**

A Hotel-Motel Room Tax was established in 1975 and was used in part to subsidize the operation of the Civic Center from 1975 - 1992. A rate of 2% of gross receipts was levied through March 1979. In April 1979, the rate was increased to 4% of gross receipts and on January 1, 1986 the rate was increased to the present rate of 7%. Room tax revenue is estimated at \$950,000 in 2004. Room tax funds are completely distributed each year. Excess revenues, if any, are carried forward to fund next year's contributions.

EXPENDITURES**CONTRACTUAL SERVICES**

Included in this category is a \$600 appropriation for the audit and \$2,400 for the lease of computer software.

CONTRIBUTIONS & OTHER PAYMENTS

For 2004, contributions to the various organizations have been reduced by approximately 10%. The following is a list of 2004 allocations, subject to available funding. Due to motel tax payment delinquencies and the downturn in the economy the revenue is not projected to be sufficient to meet the 2003 and 2004 contribution allocations. If it is not sufficient, contributions to the Parks and Recreation CIP will be reduced accordingly.

◆ Regional Arts Council	\$ 90,800
◆ Chippewa Valley Symphony	3,200
◆ Chippewa Valley Theatre Guild	2,200
◆ Chippewa Valley Chamber Orchestra	3,200
◆ Chippewa Valley Museum	53,800
◆ Paul Bunyan Camp	22,000
◆ Convention & Visitors Bureau	454,000
◆ Community Beautification	1,800
◆ Audit / Computer Charges	3,000
◆ Transfer to Hobbs	50,000
◆ Transfer to General Fund	76,500
◆ Transfer for Farmers Market	100,000
◆ Transfer to Parks & Recreation CIP	<u>150,000</u>
Total	<u>\$1,010,500</u>

Revenue Detail

Revenue Classification	Community Enhancement				
	2002 Actual	2003 Budget	2003 6-Month Actual	2003 Projection	2004 Budget
TAXES					
Room tax funds	\$ <u>938,691</u>	\$ <u>970,000</u>	\$ <u>306,778</u>	\$ <u>935,000</u>	\$ <u>950,000</u>
MISCELLANEOUS					
Interest income & misc. reimbursements	<u>880</u>	<u>1,000</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>
NON-OPERATING REVENUE					
Principal payment from loans	<u>5,000</u>	<u>5,000</u>	<u>2,500</u>	<u>5,000</u>	<u>5,000</u>
Total revenues	\$ <u><u>944,571</u></u>	\$ <u><u>976,000</u></u>	\$ <u><u>314,278</u></u>	\$ <u><u>945,000</u></u>	\$ <u><u>955,000</u></u>

Organizations



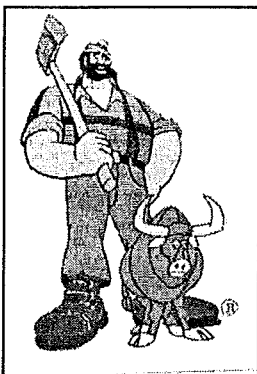
Chippewa Valley Museum

The Chippewa Valley Museum, located in Carson Park, is an important educational and recreational resource for Eau Claire residents and a year-round attraction for visitors. It is the only museum in western Wisconsin accredited by the American Association of Museums. It has received state and national awards for exhibits, collections management, and publications—most recently the Governor’s Award for Excellence in the Humanities for the multimedia “object theater” Chippewa Valley Potluck. The Museum contributes directly to regional efforts to increase tourism as an economic sector. In 2002, 27,000 visitors came to the Museum, Schlegelmilch House or an off-site event.



Anderson Log House (open mid-May—mid-Oct.)

Sunnyview School (open mid-May—mid-Oct.)



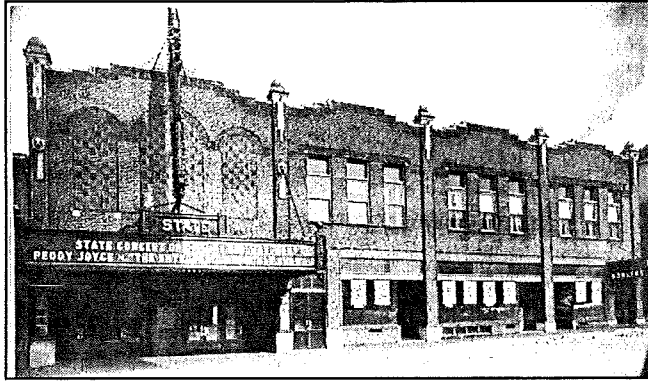
Paul Bunyan Logging Camp

The Paul Bunyan Logging Camp, also located in Carson Park next to the Museum, offers an accurate, educational display of Wisconsin logging and lumbering. The museum has been in existence for over 65 years and was relocated to Carson Park in 1981. The facility is operated by a small staff and relies on volunteers, primarily from the Kiwanis.

Much of the development of the museum can be attributed to the late Henry O. (Hank) Strand who devoted most of his time and talent to this endeavor. Recent additions to the museum include



the Tall Tales Room in the Interpretive Center, and “The Big Cut Room” that depicts the life cycle of Wisconsin’s forests. Concrete sidewalks were poured adding handicapped access and a new rubber roof was put on the cook shanty / bunk house.

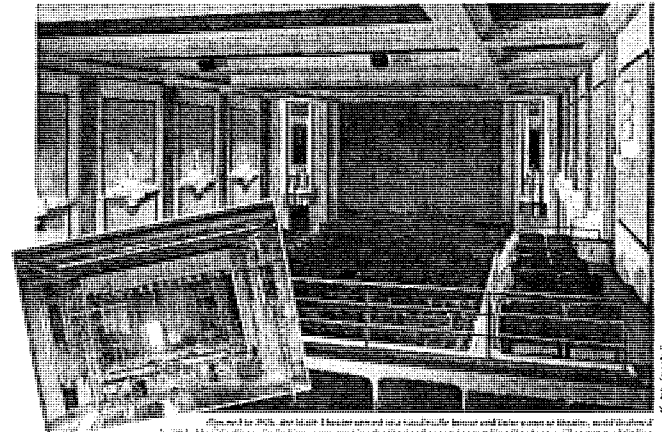


State Theatre Building 1926

the facility opened to the public in the Spring of 1988. Today, the Center includes the 1,117-seat Phillips Theater, a visual arts gallery, rehearsal space, shops, storage and workrooms, dressing rooms, dance studio, and administrative offices for ECRAC staff and other community arts organizations. ECRAC has positioned itself for unprecedented growth by increasing the number and quality of the professional productions, enhancing arts education and cultivating programs and events for the visual and literary arts.

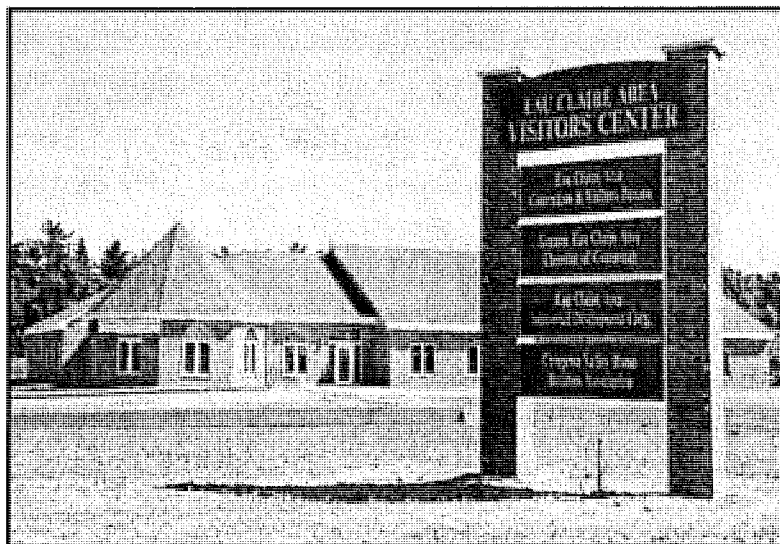
Regional Arts Council

The Eau Claire Regional Arts Council (ECRAC) was incorporated in 1982 in response to a community effort to develop a regional arts center. The organization purchased the former Wagner Building and State Theatre Building and converted the facilities into a performing arts center. The first phase of renovation was completed and



Historic Renovation

Renovation of the Theatre was truly a community effort. Contributions ranged from volunteer labor, time and materials donated by local contractors and from grants and donations to pennies collected by school children.



Convention & Visitors Bureau

“The Chippewa Valley Convention & Visitors Bureau exists to effectively market the Chippewa Valley as a destination for conventions, groups tour and leisure markets; to promote regional economic growth; to enhance and maintain the area’s overall identity and image; to sell fun, promote fun, and most importantly – Have Fun!”

- Mission Statement -

DOWNTOWN FUND / DECI

The Downtown Fund is the day-to-day operating fund for Downtown Eau Claire, Inc. (DECI). DECI is the lead organization for issues related to downtown Eau Claire. Created in 2002, the purpose of Downtown Eau Claire, Inc. is to carry out the recommendations of HyettPalma's *Downtown Action Agenda 2001*. The organization is governed by a board consisting of representatives from various parts of the community including BIDs, government, neighborhoods, downtown business owners, and property owners. The organization is comprised of eighteen members and is staffed by 1.5 City of Eau Claire positions that report to the City's Economic Development Administrator.

In March 2003, the board identified its top 5 priorities for 2003. They include:

- Implement a business recruitment and retention strategy
- Amend City codes to allow perpendicular signs and canvas awnings
- Create a downtown loft matching grant program
- Secure stable funding stream
- Encourage the YMCA to expand downtown

Programs & Services

Community Committees

Downtown Eau Claire, Inc. consists of six committees, which receive technical and staffing assistance from the Communications and Promotions Coordinator and the Downtown Development Specialist. These committees are made up of various members of the community and focus on specific aspects of downtown redevelopment:

- ◆ Business Committee
- ◆ Housing Development Committee
- ◆ Marketing, Promotions, and Festivals Committee
- ◆ Design Committee
- ◆ Community Involvement Committee
- ◆ Arts, Entertainment, and Museums Committee

Overview of Revenues and Expenditures

	<u>2002</u>	<u>2003</u>	<u>2003</u>	<u>2003</u>	<u>2004</u>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Non-Operating Revenue	\$ 125,035	\$ 131,000	\$ 75,647	\$ 142,000	\$ 97,700
Total Revenues and Other Financing Sources	<u>125,035</u>	<u>131,000</u>	<u>75,647</u>	<u>142,000</u>	<u>97,700</u>
Expenditures and Other Financing Uses:					
Personal Services	69,188	91,000	47,526	91,000	89,700
Contractual Services	25,504	26,900	9,333	35,800	20,100
Utilities	621	1,000	74	1,000	200
Fixed Charges	1,876	2,100	1,995	2,100	2,100
Materials & Supplies	4,496	10,000	8,551	10,000	4,100
Total Expenditures and Other Financing Uses	<u>101,684</u>	<u>131,000</u>	<u>67,479</u>	<u>139,900</u>	<u>116,200</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 23,350</u>	<u>\$ -</u>	<u>\$ 8,169</u>	<u>\$ 2,100</u>	<u>\$ (18,500)</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ -	\$ -	\$ -	\$ 23,350	\$ 25,450
Changes in Available Balances:					
From operations	<u>23,350</u>	<u>-</u>	<u>-</u>	<u>2,100</u>	<u>(18,500)</u>
Ending Balance	<u>\$ 23,350</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,450</u>	<u>\$ 6,950</u>

Budget Overview

The City's support for Downtown Eau Claire, Inc., is provided through the City Downtown Fund. The Downtown Fund appropriations cover wages and benefits for the downtown staff, promotional activities, postage, computer service charges, and professional services.

In 2004, the Downtown Fund is supported by the Economic Development Fund in the amount of \$72,700. This is a 27% decrease from 2003 which will reduce staff time. The Downtown Development Specialist position will now be allocating .5 FTE to the Economic Development Fund. The Downtown Fund is also supported by the Downtown BID in the amount of \$25,000.

Revenue Detail

<u>Revenue Classification</u>	Downtown Fund				
	2002 <u>Actual</u>	2003 <u>Budget</u>	2003 6-Month <u>Actual</u>	2003 <u>Projection</u>	2004 <u>Budget</u>
MISCELLANEOUS					
Gifts	\$ 1,035	\$ 7,000	\$ 13,648	\$ 18,000	\$ -
OTHER FINANCING SOURCES					
Transfer from Economic Development	99,000	99,000	49,500	99,000	72,700
Transfer from BID 1	<u>25,000</u>	<u>25,000</u>	<u>12,500</u>	<u>25,000</u>	<u>25,000</u>
Total revenues	<u>\$ 125,035</u>	<u>\$ 131,000</u>	<u>\$ 75,647</u>	<u>\$ 142,000</u>	<u>\$ 97,700</u>

Staffing

Downtown Fund

	2002	2003	2004
Development Specialist	1.00	1.00	1.00
Communications & Promotions Coordinator	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u><u>2.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u> *

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

One-half of the cost of the Downtown Specialist is charged to the Economic Development fund. The FTE position is accounted for in this fund as the position's primary fund.

Downtown Eau Claire, Inc. Board of Directors

Name	Representing
Marlene Arntson	Randall Park Neighborhood
Toby Biegel	Eau Claire City Council
Stan Carpenter	Past President-Third Ward Neighborhood
Marty Fisher-Blakeley	West Grand Ave BID
Dave FitzGerald	Redevelopment Authority
Debbie Foster	From the Beginning
George Gagnon	Wells Fargo
Charlie Grossklaus	Royal Credit Union
Mike Huggins	Assistant City Manager
Dennis Jenson	Eau Claire County
Fred Kappus	Downtown BID
Thomas Larson	Holiday Inn Convention Center
Randy Linton	Luther Midelfort
Mike McKinley	Alive! Alive! Associates
Jim Olson	Downtown Resident
Peter Provost	Eau Claire Regional Arts Council
Terry Sheridan	Eau Claire City Council
Suzie Slota	East Hill Neighborhood
Bernie Trettin	North River Fronts Neighborhood

Operation Highlights

Downtown Information

- ◆ Development statistics
- ◆ Demographics
- ◆ Maps
- ◆ Economic profiles
- ◆ Downtown brochures
- ◆ Website development and maintenance

Infrastructure

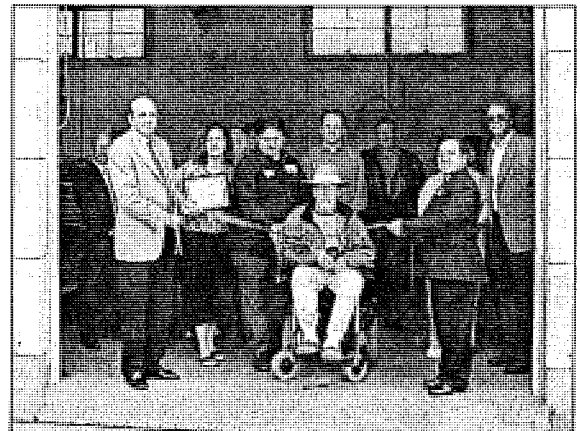
- ◆ Land and buildings inventory (sites)
- ◆ Downtown vacancy database
- ◆ Housing comparison study

Business Retention and Expansion

- ◆ Liaison to the downtown business community
- ◆ Problem solving
- ◆ Downtown Business call program
- ◆ Financial assistance
- ◆ Project coordination
- ◆ Entrepreneur start-up assistance



The Purple Petunia, located at 216 South Barstow Street, celebrated its opening in March 2003.



Jake's Car Care, located at 602 S. Barstow Street, celebrated its opening in April 2003.



Crossroad Book, located at 301 South Barstow Street, celebrated its opening in May 2003.

Marketing and Recruitment

- ◆ Promotions
- ◆ Newsletter
- ◆ Proposals to prospects
- ◆ Presentations to community groups
- ◆ Site selection assistance
- ◆ Downtown festivals and events
- ◆ Networking Events
- ◆ Cooperative Marketing
- ◆ Ribbon cutting celebrations



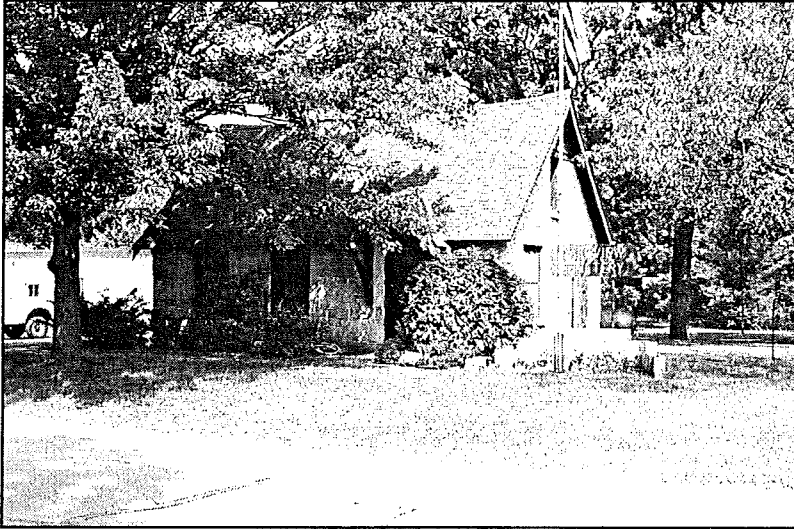
The Bistro of Eau Claire opening at 205 South Barstow Street in April 2003.



*Summerfest was held in downtown in July 2003.
The event featured a classic car show
and street dance.*

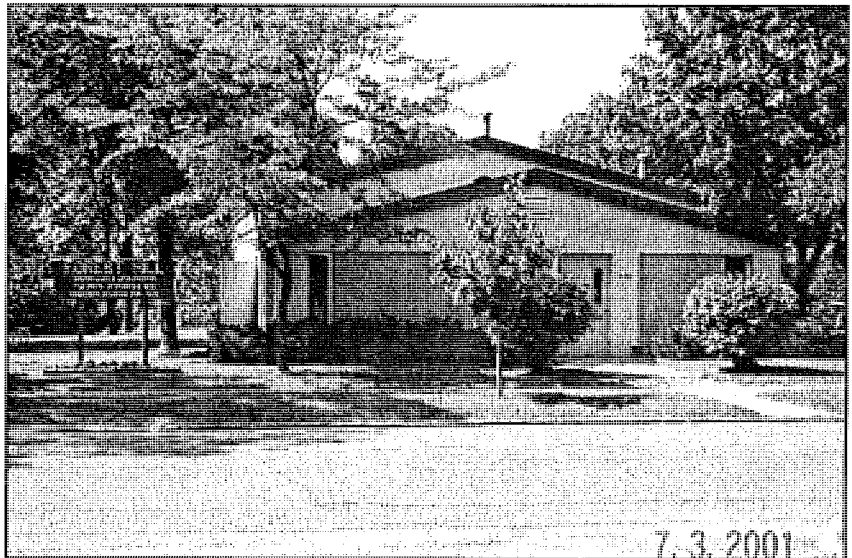
CEMETERY MAINTENANCE

Programs & Services



*Lakeview Cemetery
Office Building*

The Forestry Division of the Parks and Recreation Department manages the two public cemeteries in the City of Eau Claire. Lakeview Cemetery is located at 1500 Buffington Drive and Forest Hill Cemetery is located at 822 Emery Street.



*Forest Hill Cemetery Maintenance
Building*

Overview of Revenues and Expenditures

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Licenses & Permits	\$ 81,097	\$ 74,700	\$ 46,658	\$ 78,600	\$ 91,100
Charges for Services	68,170	50,700	23,370	46,800	61,900
Miscellaneous	460	1,000	450	1,000	1,000
Other Financing Sources	<u>262,172</u>	<u>317,100</u>	<u>-</u>	<u>317,100</u>	<u>244,400</u>
Total Revenues and Other Financing Sources	<u>411,899</u>	<u>443,500</u>	<u>70,478</u>	<u>443,500</u>	<u>398,400</u>
Expenditures and Other Financing Uses:					
Personal Services	323,170	357,100	145,313	349,100	302,900
Contractual Services	53,313	43,500	29,341	51,500	52,500
Utilities	13,941	16,800	4,302	16,800	16,800
Fixed Charges	4,275	6,100	3,050	6,100	6,100
Materials & Supplies	<u>17,200</u>	<u>20,000</u>	<u>9,724</u>	<u>20,000</u>	<u>20,100</u>
Total Expenditures and Other Financing Uses	<u>411,899</u>	<u>443,500</u>	<u>191,730</u>	<u>443,500</u>	<u>398,400</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (121,252)</u>	<u>\$ -</u>	<u>\$ -</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Changes in Available Balances:					
From operations	-	-	-	-	-
Transfer from (to) reserves	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Budget Overview

REVENUES

Major sources of revenue for the Lakeview and Forest Hill Cemeteries include the sale of burial lots and charges for the opening and closing of graves. Other fees include permits for the setting of markers, charges for disinterments, and charges for chapel storage. Fee increases are proposed in the 2004 budget to reduce the General fund subsidy for cemetery operations.

EXPENDITURES

PERSONNEL SERVICES

The cemeteries are under the direction of the City Forester. Each cemetery is staffed with an Assistant Sexton, semi-skilled laborer, and three seasonals. Under the Budget Blueprint reductions, one position will be eliminated.

CONTRACTUAL SERVICES

Equipment rental fees of \$39,200 for mowers, pugs and pick-up trucks are the largest expense in this category.

UTILITIES

The cost for water service to maintain the grass in the cemeteries is the largest single utility cost. This appropriation continues to rise as new areas of each cemetery are opened.

MATERIALS & SUPPLIES

Significant costs in this area include tools, repair parts for equipment and botanical supplies, such as black dirt and sod for graves.

Revenue Detail

Revenue Classification	Cemetery Maintenance				
	2002 Actual	2003 Budget	2003 6-Month Actual	2003 Projection	2004 Budget
LICENSES & PERMITS					
Vault & burial permits	\$ 81,097	\$ 74,700	\$ 46,658	\$ 78,600	\$ 91,100
CHARGES FOR SERVICES					
Sale of lots	58,250	43,000	18,780	39,100	52,500
Columbarium sales	4,775	4,200	3,045	4,200	5,100
Other cemetery charges	5,145	3,500	1,545	3,500	4,300
Total charges for services	68,170	50,700	23,370	46,800	61,900
MISCELLANEOUS					
Interest income	460	1,000	450	1,000	1,000
OTHER FINANCING SOURCES					
Transfer from General fund	262,172	317,100	-	317,100	244,400
Total revenues and other financing sources	\$ 411,899	\$ 443,500	\$ 70,478	\$ 443,500	\$ 398,400

LICENSES & PERMITS

Grave Openings and Closings account for the majority of revenues in this category.

Marker Permits sold to monument companies are included in this category.

CHARGES FOR SERVICES

Sale of Lots, which includes long-term care such as watering, cutting grass and removing decorations, are recorded in this category.

Sale of Columbaria, which includes plaques and grounds maintenance, is included in this category.

MISCELLANEOUS

Interest Income is earned by investing available funds in accordance with the City investment policy.

OTHER FINANCING SOURCES

The **Transfer from General Fund** provides the funding necessary in excess of revenue to meet the operating costs.

Staffing

Cemetery Maintenance

	2002	2003	2004
Assistant Sexton	2.00	2.00	2.00
Semi-Skilled Worker	2.00	2.00	2.00
Recommended Budget Blueprint Reduction	-	-	(1.00)
Total FTE Positions	4.00	4.00	3.00

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.



Preparing a burial site

Cross divisional charges include:

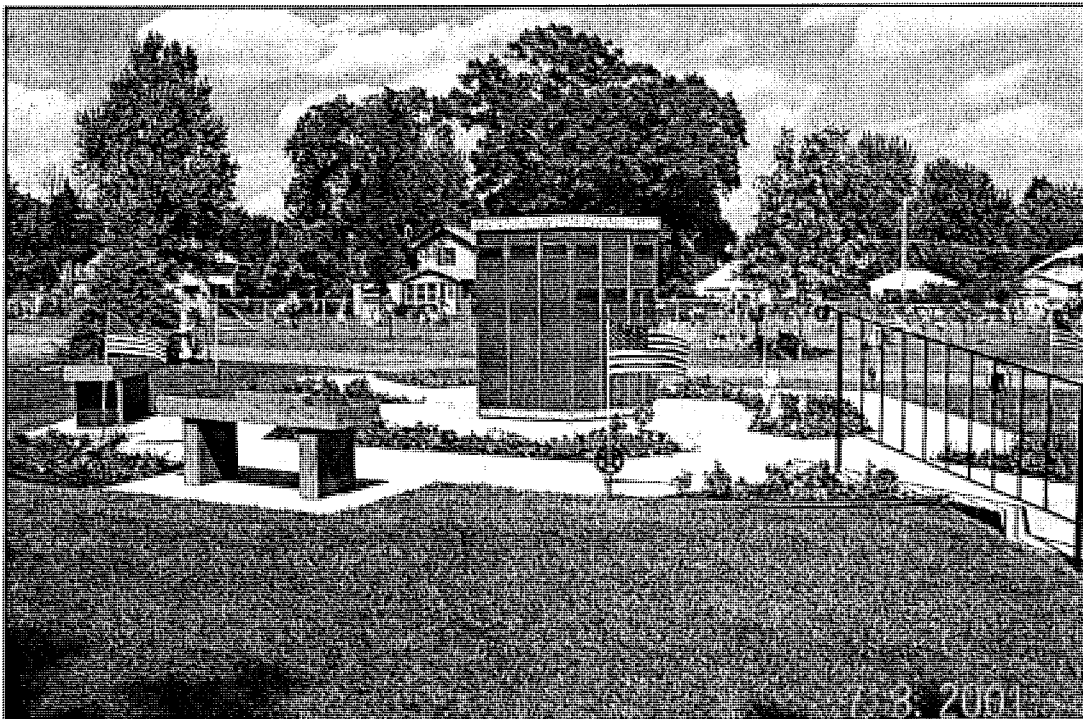
- 50% of the City Forester's time is charged to the Cemetery Fund.

Operation Highlights

4,000 new gravesites at Lakeview Cemetery will open for sale in 2004.



Lakeview Cemetery

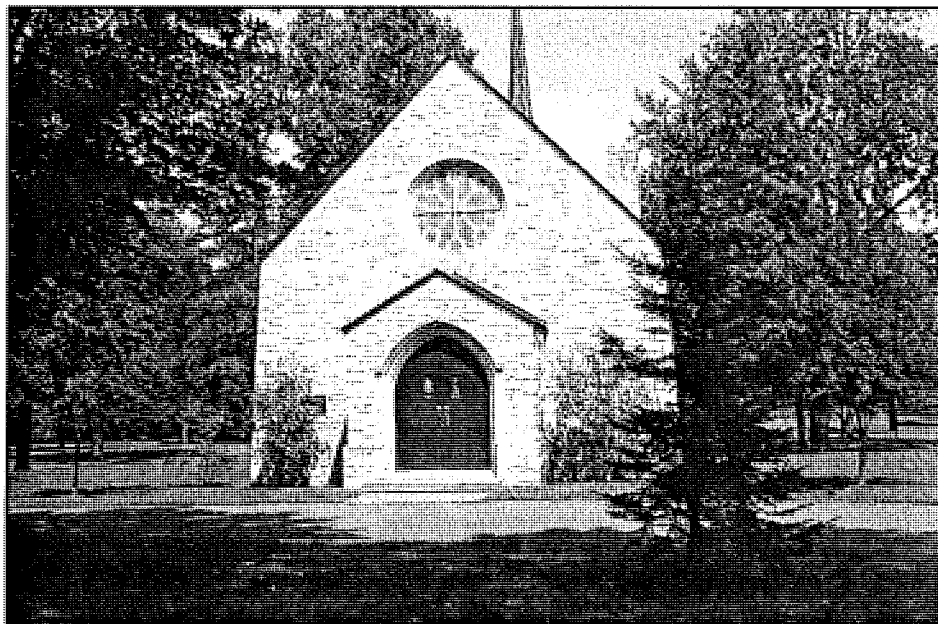


Columbarium at Forest Hill Cemetery

Activities

Services provided by the Cemetery Division included the following:

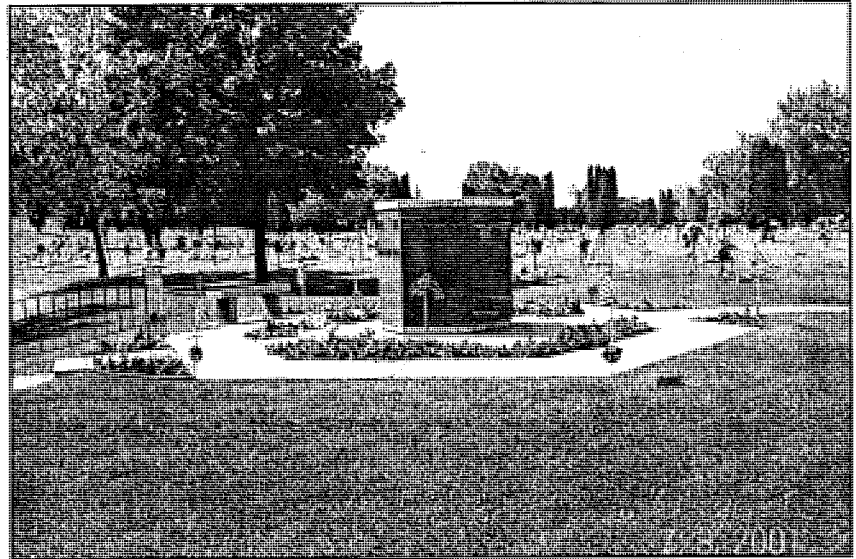
- ◆ Cemetery lot sales – average approximately 100/year
- ◆ Grave opening and closing, approximately 200/year
- ◆ Maintenance of cemetery records – currently in the process of computerizing all records
- ◆ Coordinating burials with funeral directors
- ◆ Coordinating monument companies
- ◆ Providing information to and working with the family of a deceased relative
- ◆ Providing information to individuals performing genealogical studies
- ◆ Mowing and trimming of 105 acres of land
- ◆ Watering turf, trees, and flowers
- ◆ Pesticide and fertilizer applications
- ◆ Gravel road maintenance
- ◆ Putting out veteran's flags
- ◆ Snow removal from roads, sidewalks, and burial sites, as necessary
- ◆ Sanding of roads and sidewalks
- ◆ Restoring grade on sunken graves
- ◆ Maintenance of waterlines and faucets



Chapel at Lakeview Cemetery

Facilities

- ◆ Office/Maintenance building complex at each cemetery
- ◆ 13 mausoleums at Forest Hill Cemetery
- ◆ 2 chapels listed on the historic register
- ◆ 2 new columbaria – one in each cemetery
- ◆ Lakeview consists of 56.6 acres
- ◆ Forest Hill consists of 48.5 acres



*Columbarium at
Forest Hill Cemetery*

Equipment



*Maintenance Staff mowing
Cemetery grounds*

- ◆ 1 backhoe
- ◆ 6 52' mowers
- ◆ 2 pugs (all terrain vehicles)
- ◆ 2 pick-up trucks w/plows
- ◆ 2 Pesticide Sprayers (Trailer)

CIP Highlights

- ◆ Lakeview Cemetery has approximately 100 lots remaining for sale. It is imperative that we begin the sale of new sites in 2004 to meet future demand.

HAZARDOUS MATERIALS RESPONSE



Clandestine Drug Laboratory Breakdown Exercise

Programs & Services

- ◆ Contracted with the State of Wisconsin to deliver regionalized Level “A” Hazardous Material Response.
- ◆ City of Eau Claire tax dollars were not used to develop or operate the team. The State of Wisconsin supplies funding.
- ◆ The team provides Hazardous Materials Response to 14 counties in West-Central Wisconsin.
- ◆ Joint Hazardous Materials team operations between Eau Claire Fire Rescue and the Chippewa Falls Fire Department.
- ◆ Contracted with the Rice Lake Fire Department for that department to serve as a designated CAT (Chemical Assessment Team) as an adjunct of the regional hazardous materials team.

Overview of Revenues and Expenditures

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Intergovernmental	\$ 237,135	\$ 165,000	\$ -	\$ 242,200	\$ 189,100
Charges for Services	2,457	8,000	87	3,000	3,000
Miscellaneous	8,830	3,500	2,050	3,500	3,500
Total Revenues and Other Financing Sources	<u>248,423</u>	<u>176,500</u>	<u>2,137</u>	<u>248,700</u>	<u>195,600</u>
Expenditures and Other Financing Uses:					
Personal Services	49,431	43,600	27,201	48,600	43,300
Contractual Services	17,530	29,800	5,861	24,800	30,400
Utilities	608	2,800	220	2,800	2,900
Fixed Charges	5,500	16,500	-	3,500	15,800
Materials & Supplies	61,263	54,500	8,303	62,500	77,500
Contributions & Other Payments	37,279	40,000	35,244	53,000	73,000
Capital Outlay	62,370	27,000	-	81,100	-
Other Financing Uses	-	-	-	35,000	-
Total Expenditures and Other Financing Uses	<u>233,981</u>	<u>214,200</u>	<u>76,829</u>	<u>311,300</u>	<u>242,900</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 14,442</u>	<u>\$ (37,700)</u>	<u>\$ (74,692)</u>	<u>\$ (62,600)</u>	<u>\$ (47,300)</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 344,365	\$ 308,465		\$ 358,807	\$ 296,207
Changes in Available Balances:					
From operations	<u>14,442</u>	<u>(37,700)</u>		<u>(62,600)</u>	<u>(47,300)</u>
Ending Balance	<u>\$ 358,807</u>	<u>\$ 270,765</u>		<u>\$ 296,207</u>	<u>\$ 248,907</u>

Budget Overview

REVENUE

The State contract for Regional Hazardous Materials response was extended on July 1, 2002, through June 30, 2005.

EXPENDITURES

PERSONAL SERVICES

The Hazardous Materials Response team is made up of 28 members from the Eau Claire Fire Department and 12 members from the Chippewa Falls Fire Department.

EQUIPMENT PURCHASES

Under a federal grant to the team, a highly sophisticated meter was received in March 2003. This SensIR meter is the only meter currently out in the field for initial haz mat response. A second meter is at the State Lab of Hygiene in Madison. There are only a few hundred currently being utilized nationwide, but its use is rapidly growing.

This meter has the ability to determine several hundred unknown items using infrared light to analyze the unknown sample. The computer-driven meter can detect hundreds of food items, chemicals, explosives, drugs, and other substances. Sampling equipment was purchased and kits were made to take samples for further tests and analysis. Department personnel have been working with the State Lab of Hygiene on a system where an analysis (scan) performed with our meter will be sent via the Internet for lab personnel to evaluate. This system should be operational by the end of July 2003.

Other equipment purchases include some collapse rescue equipment and air sampling kits. The air sampling kits have a 10-liter sample bag encased in a special suitcase. A vacuum pump draws a vacuum in the case. When the air inlet valve is opened, the ambient air sample is drawn into the bag. The sample then can be delivered to the Miran Sapphire meter for further analysis.

Staffing

40 Personnel are assigned to the Team

- ◆ 28 Members from Eau Claire Fire
- ◆ 12 Members from Chippewa Fire

Revenue Detail

Hazardous Materials Response

<u>Revenue Classification</u>	2002 <u>Actual</u>	2003 <u>Budget</u>	2003 6-Month <u>Actual</u>	2003 <u>Projection</u>	2004 <u>Budget</u>
INTERGOVERNMENTAL REVENUES					
Federal aid	\$ -	\$ -	\$ -	\$ 62,100	\$ -
State aid	237,135	165,000	-	180,100	189,100
Total intergovernmental revenues	237,135	165,000	-	242,200	189,100
CHARGES FOR SERVICES					
Hazardous response charges	2,457	8,000	87	3,000	3,000
MISCELLANEOUS					
Interest income	8,830	3,500	2,050	3,500	3,500
Total revenues	\$ 248,423	\$ 176,500	\$ 2,137	\$ 248,700	\$ 195,600



Hazardous Materials Squad 1 and Trailer

INTERGOVERNMENTAL REVENUES

The City of Eau Claire and the City of Chippewa Falls have accepted a three-year grant from the State of Wisconsin to provide emergency response for hazardous material spills over a 14-county area in northwestern Wisconsin. This grant provided for training, supplies and equipment.

CHARGES FOR SERVICES

The cost of labor, equipment and materials used in response to a hazardous spill is billed back to the responsible company or individual. This account reflects reimbursements collected for those costs.

Equipment

Response Team Equipment

Eau Claire

Heavy Rescue Unit
Hazardous Materials Assessment Vehicle
Hazardous Material Equipment Trailer
Command Vehicle
Special Rescue Utility Gator
Collapse Rescue Trailer

Chippewa Falls

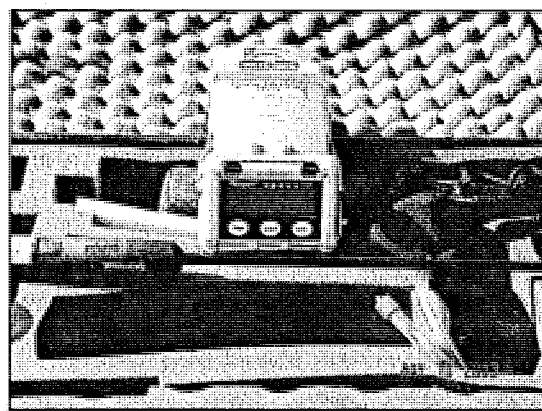
Hazardous Materials Vehicle
Hazardous Material Equipment Trailer
Command Vehicle



APD-2000 Chemical Detection Monitor

Equipment Purchased with WMD Grant Funds

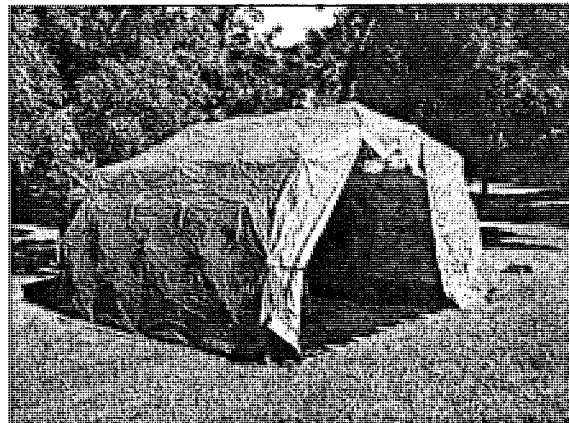
A grant is forthcoming in 2004 from the federal government and is administered by the State for fiscal years 2002 / 2003. The Department of Justice Program (DOJ) issued a grant for the regional hazardous materials team in the amount of \$62,065 for the purchase of highly-sophisticated monitoring devices used for the detection and sampling of dangerous Weapons of Mass Destruction (WMD) agents, along with encrypted two-way communications equipment that was partially delivered in the third quarter of 2003.



PassPort Gas Detection Monitor

Additional Equipment Purchases

- ◆ Replacement portable radios
- ◆ Off-road utility vehicle (4 x 6 Gator) and trailer
- ◆ Battery analyzer/conditioner
- ◆ Upgrades to breathing apparatus
- ◆ Draeger chemical testing assessment tubes
- ◆ Calibration gases for direct reading instruments
- ◆ Refurbishing of direct reading instruments (2)
- ◆ Air/solids sampling equipment
- ◆ Training videos and printed materials
- ◆ Chemical and bio-terrorism research materials
- ◆ Level "A" and Level "B" replacement ensembles



Decontamination Shelter



L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY

The L.E. Phillips Memorial Public Library (LEPMPL) serves the residents of the City of Eau Claire, as well as residents of Eau Claire County through a contractual agreement. It is the largest library in west central Wisconsin, and the resource library for the ten-county Indianhead Federated Library System.

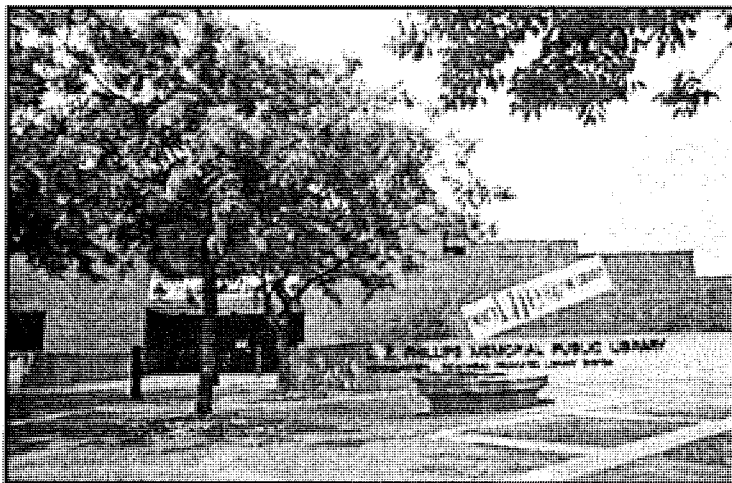
The library's policies and operations are overseen by the City of Eau Claire and governed by a ten-member library board that is appointed by the City Council and includes two representatives from Eau Claire County.

L.E. Phillips Memorial Public Library consists of 6 divisions:

- ◆ Administrative Services
- ◆ Reference Services
- ◆ Circulation Services
- ◆ Youth Services
- ◆ Technical Services
- ◆ Information Technology Services

Programs & Services

The mission of L.E. Phillips Memorial Public Library is to be a source of ideas and information, provided in a wide variety of formats, in order to meet the personal, educational and occupational needs of all its customers, enriching individual lives and contributing to the development and cultural life of the community.



L.E. Phillips Memorial Public Library located at 400 Eau Claire Street in downtown Eau Claire.

Overview of Revenues and Expenditures

	2002	2003	2003	2003	2004
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Taxes	\$ 2,464,400	\$ 2,591,900	\$ 2,591,900	\$ 2,591,900	\$ 2,636,700
Intergovernmental	581	16,000	574	16,000	16,000
Fines & Forfeits	100,726	100,000	54,393	102,000	100,500
Charges for Services	7,489	32,200	3,343	7,200	31,200
Charges for Services-					
Intergovernmental	698,738	685,800	304,945	711,500	700,000
Other Operating Revenue	60,840	53,700	57,069	57,100	73,000
Miscellaneous	84,811	31,800	34,770	32,000	31,800
Other Financing Sources	195	400	-	200	200
	<u>3,417,781</u>	<u>3,511,800</u>	<u>3,046,995</u>	<u>3,517,900</u>	<u>3,589,400</u>
Total Revenues and Other Financing Sources					
Expenditures and Other Financing Uses:					
Personal Services	2,131,189	2,307,000	1,040,004	2,225,100	2,319,700
Contractual Services	327,713	386,700	211,760	353,600	428,800
Utilities	87,498	99,000	46,228	93,000	98,100
Fixed Charges	28,651	31,500	15,964	31,500	31,500
Materials & Supplies	500,947	497,300	245,161	563,200	530,300
Contributions & Other Payments	12,047	8,000	12,047	12,100	12,100
Capital Outlay	24,097	6,000	-	97,800	6,000
Other Financing Uses	233,813	306,800	172,800	306,800	235,900
	<u>3,345,955</u>	<u>3,642,300</u>	<u>1,743,966</u>	<u>3,683,100</u>	<u>3,662,400</u>
Total Expenditures and Other Financing Uses					
Excess (Deficiency) of Funding Sources Over Uses	\$ <u>71,826</u>	\$ <u>(130,500)</u>	\$ <u>1,303,029</u>	\$ <u>(165,200)</u>	\$ <u>(73,000)</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 216,639	\$ 182,439		\$ 288,465	\$ 123,265
Changes in Available Balances:					
From operations	71,826	(130,500)		(165,200)	(73,000)
From (to) designated reserves		-		-	-
	<u>288,465</u>	<u>51,939</u>		<u>123,265</u>	<u>50,265</u>
Ending Balance	\$ <u>288,465</u>	\$ <u>51,939</u>		\$ <u>123,265</u>	\$ <u>50,265</u>

Budget Overview

REVENUES

Total revenues are down 2.2%. This will be the fourth year in which Chippewa County will be reimbursing the library for services provided to rural Chippewa County residents, due to a change in state statutes. The amount of the reimbursement from Chippewa County will be \$73,000, an increase of approximately 36%.

TAXES

Gross Tax Levy - City

The gross tax levy for the city for library purposes will rise 1.7%, from \$2,591,900 in 2003 to \$2,636,700.

Estimated Property Tax Rate – City

The estimated property tax rate in the city for library purposes will decrease 3.4%, from \$0.881 to \$0.852.

CHARGES - INTERGOVERNMENTAL

The charges for services to Eau Claire County will decrease 2.8% to \$564,200. As noted above, Chippewa County will pay \$73,000 for services to its rural residents.

FINES & FORFEITS

Includes overdue fines and lost card replacement fees.

CHARGES FOR SERVICES

Includes copy charges, meeting room rental and other user fees.

MISCELLANEOUS

Miscellaneous includes book bag sales, reimbursement for lost items, non-federal grant revenue, gifts and donations and other miscellaneous revenue.

EXPENDITURES

The library's total budgeted expenditures will increase .6%, from \$3,642,300 in 2003 to \$3,662,400 in 2004.

PERSONAL SERVICES

This account reflects an increase of .6%. The current labor agreement with AFSCME Local 284A expires on December 31, 2003. A 3% cost of living increase has been estimated for the pay steps of all library staff, and a Section 105 Plan has been established for health insurance high deductibles. A half-time custodial position has been eliminated.

CONTRACTUAL SERVICES

Contractual services expenditures will be up 11%. Major factors in this increase are estimated postage increases for 2004 and credit card and collection agency service fees.

UTILITIES

The projected .9% decline in utility costs is due to efficiencies produced by custodial cleaning and retrofitting of the heating and air conditioning system, even though natural gas prices are estimated to increase substantially.

FIXED CHARGES

In the 2004 budget it is estimated that the insurance and special assessments will remain constant.

MATERIALS & SUPPLIES

Includes all supply accounts, as well as library materials purchased for the collection. Collection material amounts are maintained at the same level as 2003, after accounting adjustments for unspent funds carried forward from previous years.

CONTRIBUTION AND OTHER PAYMENTS

Includes refund of surplus funds under terms of the Agreement for Countywide Library Services.

CAPITAL OUTLAY

Includes purchase of new and replacement equipment.

TRANSFER TO OTHER FUNDS

The Transfer to Library Capital Projects account includes the transfer to the capital fund of the usual annual amount of \$102,800.

Revenue Detail

Revenue Classification	Public Library				
	2002 Actual	2003 Budget	2003 6-Month Actual	2003 Projection	2004 Budget
TAXES					
City	\$ 2,464,400	\$ 2,591,900	\$ 2,591,900	\$ 2,591,900	\$ 2,636,700
INTERGOVERNMENTAL REVENUES					
Federal aid	581	16,000	574	16,000	16,000
FINES & FORFEITS					
Library fines	100,726	100,000	54,393	102,000	100,500
CHARGES FOR SERVICES					
Miscellaneous	7,489	32,200	3,343	7,200	31,200
CHARGES FOR SERVICES-INTERGOVERNMENTAL					
Eau Claire County	579,446	580,700	290,721	580,700	564,200
Indianhead Federated System	119,293	105,100	13,210	126,800	131,800
Service charges - other	-	-	1,015	4,000	4,000
Total charges for services - intergovernmental	698,738	685,800	304,945	711,500	700,000
OTHER OPERATING REVENUES	60,840	53,700	57,069	57,100	73,000
MISCELLANEOUS					
Grant revenue	49,725	800	-	800	800
Miscellaneous	35,086	31,000	34,770	31,200	31,000
Total miscellaneous	84,811	31,800	34,770	32,000	31,800
OTHER FINANCING SOURCES					
Sale of capital assets	195	400	-	200	200
Total revenues and other financing sources	\$ 3,417,781	\$ 3,511,800	\$ 3,046,995	\$ 3,517,900	\$ 3,589,400

Revenue Detail

TAXES

The L.E. Phillips Memorial Public Library is primarily supported through a City tax levy. The **2004 Tax Levy** is 73.5% of total revenues.

INTERGOVERNMENTAL REVENUES

Intergovernmental revenue is periodically received from Federal grants that support additional Library services.

FINES & FORFEITS

Fines and Forfeitures include overdue fines and replacement fees for lost cards.

CHARGES FOR SERVICES

Charges for services include copy charges, equipment rental, meeting room rental, and other user fees.

CHARGES FOR SERVICES – INTERGOVERNMENTAL

Intergovernmental revenue is received from a contract for library services for municipalities of Eau Claire County, Chippewa County and a contract with the Indianhead Federated Library System (IFLS). In 2004, the Eau Claire County contract payment will represent 15.4% of the total revenues for the Library operations. Chippewa County support is \$73,000. The IFLS revenue funds the interlibrary loan program and reference services provided to all members of the library system, and accounts for 3.6% of revenues. Revenue of \$4,000 has been estimated for service to residents in the Town and Village of Fairchild.

MISCELLANEOUS

Miscellaneous revenue reflects reimbursements for lost items, gifts and donations, non-federal grants, and book bag sales.

OTHER FINANCING SOURCES

Other Financing Sources includes proceeds from the sale of capital assets.

Staffing

Public Library

	2002	2003	2004
Library Director	1.00	1.00	1.00
Professional 5	2.00	2.00	1.00
Professional 4	1.00	1.00	1.00
Professional 3	1.00	1.00	1.00
Professional 2	2.75	3.75	6.00
Professional 1	2.00	2.00	2.00
Library Associate II	7.39	6.38	3.94
Library Associate I	1.48	1.68	1.68
Library Assistant II	4.75	4.75	5.25
Library Assistant I	10.92	10.92	8.715
Desk Clerk	4.47	4.28	4.175
	<u>38.76</u>	<u>38.76</u>	<u>35.76</u>
Total FTE Positions	<u>38.76</u>	<u>38.76</u>	<u>35.76</u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Cross-divisional charges include:

- Two and one half custodial positions assigned in Public Works Operations are charged back to the Library.

Operation Highlights

The library provides a wide range of services to Eau Claire residents, such as:



Information & Reference Desk

- ◆ Answering questions in person, by phone or e-mail
- ◆ Borrowing materials from other libraries
- ◆ Delivering materials to the homebound
- ◆ Referrals to community agencies and services
- ◆ Access to the Internet and other digital resources
- ◆ Reader's advisory service
- ◆ Meeting rooms
- ◆ Access to the library's online catalog via the Internet, including access to your customer record
- ◆ Self-service holds and renewals for library materials through the online catalog
- ◆ An automated Telephone Renewal Service
- ◆ E-mail notification for holds and overdue materials.

2002 ANNUAL STATISTICS

Total Circulation	949,183
Total Registered Borrowers in MORE consortium from:	
City of Eau Claire	36,252
Eau Claire County municipalities without libraries.....	7,776
City of Altoona	3,416
City of Augusta.....	180
Village of Fall Creek.....	293
Town and Village of Fairchild.....	70
Registration as % of Population Served.....	50.0 %
Annual Library Visits	422,910
Reference Questions Answered	121,589

At the end of 2002, the library collection included:

Art Prints	104
Audiobooks - CD	491
Audiobooks – cassette.....	4,924
Books	193,444
CD Rom software	248
DVDs	1,490
Magazines	31,798
Microfilm/fiche	4,138
Music cassettes.....	3,762
Music CDs	10,021
Videocassettes.....	14,053
Other materials.....	<u>28,484</u>
TOTAL	292,957



Checkout Desk

Activities

Collection and Services

The library collection consists of a variety of print and audiovisual media for every age and interest, including:

- ◆ Best-selling books
- ◆ Mysteries, westerns, romances and classics
- ◆ Children's picture books, award-winning children's books and popular children's series
- ◆ Non-fiction books, including biographies, history, how-to, travel and technology
- ◆ Magazines and local, regional and national newspapers
- ◆ Investment, business, legal and job search information
- ◆ New reader materials
- ◆ Music cassettes and CDs
- ◆ Videos, DVDs, books on cassette and CD
- ◆ Word-processing computers and printers
- ◆ Young adult area with books, magazines and computers
- ◆ Large print books
- ◆ Tax forms and Wisconsin census records
- ◆ Web-based resources, including full-text magazine and newspaper articles, telephone and business listings, genealogy, law, auto repair and reader's advisory.



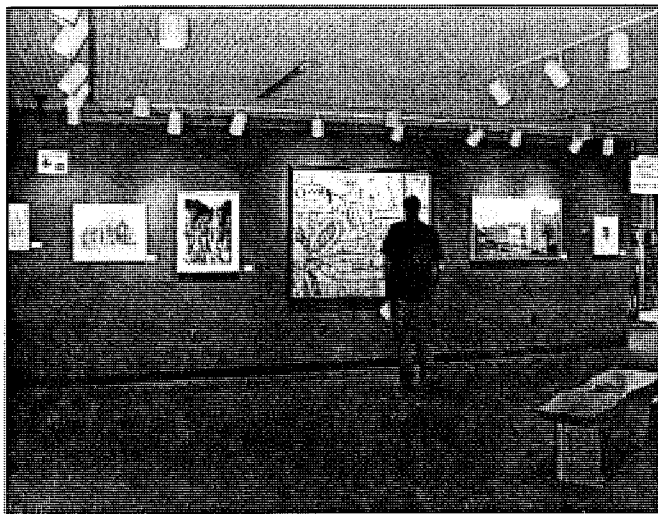
Programs

The library sponsors and coordinates a broad spectrum of programs for all ages. In 2002, library programs were attended by 13,610 children and 3,572 adults and young adults. Also during that year, 1,959 children and teenagers registered for the Summer Library Program and 155 adults registered for Club Read, a summer reading program for adults. Each year, thousands of library visitors view the library's art exhibits, which feature the work of local and regional artists, as well as many displays of interest to children and adults. Other programs include:

- ◆ Book discussion groups
- ◆ Cooking, gardening and health programs
- ◆ Author visits and poetry readings
- ◆ Art, music and history programs



A Hands-on Children's Program



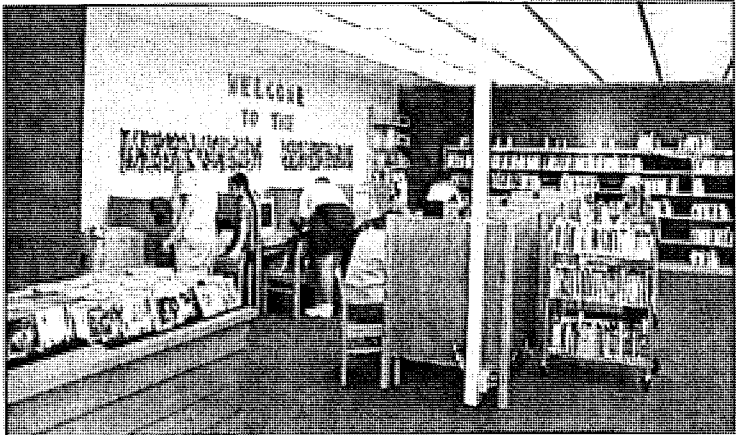
Art Gallery

- ◆ Writing workshops for adults and young adults
- ◆ Genealogy workshops
- ◆ ArtsWest, a regional juried art show held annually
- ◆ Classes on computers and the Internet
- ◆ Concerts and talent shows

Facilities

The library building has a total of 41,154 square feet of space, excluding service and utility areas, on three floors. It is fully handicapped accessible, with elevator service between all floors.

The library is open 63 hours per week, seven days a week, from September through May. The library is not open on Sundays in the summer.



Youth Services Area



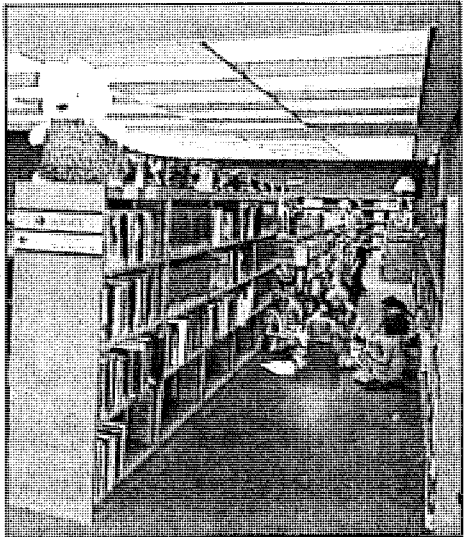
Computers for Kids

Equipment Replacement

Proposed Capital Purchases of replacement equipment include 26 microcomputers, 5 laser printers, 4 dot matrix or receipt printers, 5 bar code scanners and 1 server.

CIP Highlights

Proposed CIP expenditures for 2004 include security system replacements, audiovisual equipment and renovation in the library lower level to provide space for the flow of Interlibrary Loan and MORE materials.



◆ **Expansion of the Shared Automated Library System**

The shared automated library system (named 'MORE'), which LEPMPL implemented in the summer of 2000 along with twenty other libraries in the region, expanded to 31 libraries in 2002. Fall Creek Public Library and Spring Valley Public Library will be joining in 2004. We will be inviting the nine public libraries of Barron and Rusk counties to join also when they need to migrate to a new, shared system in 2006. One major advantage of a shared system for library customers is that all of the items owned by all of the participating libraries are listed in a single unified catalog.



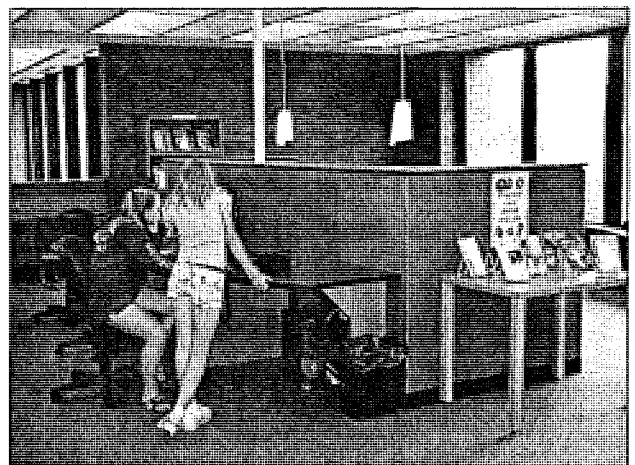
A customer at LEPMPL who is looking for a book on attention-deficit hyperactivity disorder (ADHD), for example, sees a single list of all the books and videos about ADHD that are owned by the participating libraries. The customer can see which items are checked out and which are available, and can directly place an

electronic order for the desired items, no matter which library owns them. The electronic orders go, without any staff intervention, to those libraries that have the available items. Staff members there get the items from their shelves and send them to LEPMPL, where the customer originated the order. Since the average delivery time is just a few days, the customer essentially has access to a single, large library with thirty-one locations.

L.E. Phillips Memorial Public Library has had exploratory meetings with officials of McIntyre Library at UW-Eau Claire. The objective is to provide fast, easy access to the collection of both libraries for all of our customers. Daily delivery of ordered items to both of the libraries has been implemented. Goals adopted by the Library Board also call for future LEPMPL planning with U.W.-Stout and U.W.-River Falls for fast, easy access to all three collections for all of our customers.

◆ **Integration of Library Resources**

The introduction of a shared automated system is a key component of the library's plan to provide its customers with electronic access to an expanding universe of resources. As this network develops, the aim is to integrate these resources so that information from the shared system, the Internet and a host of subscription databases can be easily and quickly accessed by our customers wherever they may be.



Young Adult Lounge Computers

In 2003, the library received grants from the Bill and Melinda Gates Foundation to replace some public computer workstations, add public computer workstations and enhance the projection equipment in the micro lab. Eight Youth Services workstations offer educational and recreational software with the potential for access to all of the other digital services of the library. The computer lab, which is adjacent to the Reference area, is equipped with ten workstations that are used to provide instruction to small groups of library customers. Seniors, young adults and people interested in such topics as investments, small business, travel and genealogy, as well as customers who want to learn more about using the library, take advantage of this classroom setting. Library staff members are working with community individuals and groups to provide the highest level of expertise available for these educational sessions and, in addition to providing more personalized assistance with library resources day-to-day, have developed specialized guides on topics of particular interest to library customers that are available through the library web site as well as in print form.

◆ **Higher Profile in the Community**

The library became a presence on the World Wide Web in mid-1999 with the introduction of its own web site, located at www.eau Claire.lib.wi.us. In addition to providing access to the library's online catalog, the library is using the web site to inform the public about library services, materials and events. As the web site has evolved, it has also become a clearinghouse for community information--including area events--and information on local businesses, organizations, educational institutions and government agencies.

The library is placing more emphasis on raising its profile within the community. New ideas such as colorful banners outside the building to announce special events and make the library more inviting are being implemented. Staff presentations to area groups and cooperative publicity and information sharing with other organizations are also part of this effort.

The library has initiated a campaign of increased community outreach with a presence at area fairs, festivals, expositions, schools, and special high interest intergenerational programs. Youth Services staff has expanded its outreach and programming efforts to include new audiences, such as pre-toddlers in a lapsit program, and has developed more programs year-around that focus on elementary and middle-school children.

The library will continue to investigate ways to make itself more visible within the community and to make residents more aware of its rich resources.



Children's Summer Program

◆ **Shared Reference Services Network**

The library's print and digital information sources are arranged to make self-service as easy as possible, whether the customer is searching in the library or at home. Customers may need help from librarians, however, because of inexperience with searching, the complexity of the information sources or, as in the case of the Internet, inefficiently organized information.

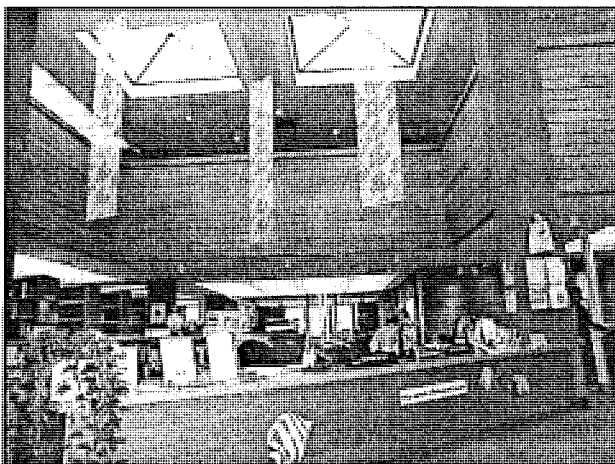
The expertise that librarians provide is their knowledge of information sources and their ability to search the information sources efficiently and productively. Customers find the information they are searching for and save a great deal of time with the assistance of librarians.

The library joined with U.W.-Eau Claire's McIntyre Library, eleven other U.W. libraries, two Wisconsin public libraries and five Wisconsin library agencies to collaborate with the Library of Congress on a pilot project in 2003 designed to introduce digital reference service to Wisconsin libraries. As the pilot project develops, it will:

- Allow customers to submit questions around the clock, even when the library is closed.
- Allow the library to refer submitted questions to other participating libraries based on the availability and expertise of these libraries.
- Allow the library to work with the participating libraries in building and accessing shared knowledge bases of completed questions.
- Allow the library to use tools such as e-mail, web forms, chat and page sharing to answer reference questions from customers on the web.
- Allow customers integrated access to online reference services.

◆ **Enhancing Cultural, Educational and Recreational Experiences at the Library**

At the same time the library is expanding electronic connections with other libraries, the library is continuing to evaluate new possibilities for improving the cultural, educational and recreational experiences that customers have when visiting the library. While library



customers many times simply want information delivered in the fastest, simplest manner possible, those same customers are, at other times, looking for a more relaxed, inviting experience, when they can browse and sample the depth and richness of library resources.

Library Main Lobby

Library Legislation and Funding Task Force

The State Superintendent of Public Instruction appointed a Task Force in early 2002 to look at possible state legislative changes relating to libraries and their funding. The Task Force has nearly completed its work, which included the following recommendations that, if implemented by the Legislature, would improve public library services in Fairchild and would require Fairchild to reimburse the L.E. Phillips Memorial Public Library for services provided to Fairchild residents:

1. Require that as a condition of library system membership (our library system is the Indianhead Federated Library System), a public library pay the certified head librarian for a minimum of 10 regularly scheduled hours per week of work in the library building, during the time that the library is open to the public.
2. Require that as a condition of library system membership a public library annually spend at least \$3,333 for purchase of collection materials by the year 2006.
3. Allow county library service plans to require reimbursement for crossover library use in order for a library to exempt itself from the county levy. If adopted by Eau Claire County, this would require Fairchild to reimburse the L.E. Phillips Memorial Public Library for services provided to Fairchild residents, or lose their exemption from the county library charge (under which charge Eau Claire County would collect the needed money and reimburse the L.E. Phillips Memorial Public Library for services to Fairchild residents).
4. Allow a public library system board (locally, this would be the Board of Trustees of the Indianhead Federated Library System) to adopt a plan requiring participating public libraries to compensate other participating public libraries for crossover library use. If adopted by the system board, this would require Fairchild to reimburse the L.E. Phillips Memorial Public Library for services provided to residents of Fairchild

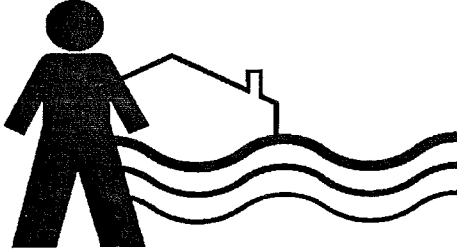
The Division for Libraries, Technology and Community Learning of the Wisconsin Department of Public Instruction has indicated its support for the legislative recommendation of the Task Force. The Division plans to ask legislators to introduce this legislation sometime during the 2005 - 2006 time period.

Measures of Electronic Use

The library is participating with several other Wisconsin public libraries, the Wisconsin Department of Public Instruction, the Federal Institute of Museums and Library Services and Florida State University in a national pilot project on the collection of measures of use of electronic library resources. In 2004, we hope to assist with the adoption of nationally agreed-upon standards for the collection of these measures.

As an innovative and forward-looking organization, the library will continue to look for ways to blend technology with print and human resources to anticipate our community's changing needs and expectations.

CITY-COUNTY HEALTH DEPARTMENT



City-County Health Department
consists of 3 sections:

- Administration
- Public Health Nursing
- Environmental Health

Programs & Services

Vision Statement

The Department will strengthen the health of the community by:

- Providing public health leadership;
- Fostering excellence in public health services;
- Encouraging and participating in collaborative partnerships; and
- Anticipating and responding to changes influencing public health.

Mission Statement

The mission of the City-County Health Department is to protect and promote the health of all people in the community by assuring a safe and healthy environment, preventing disease and disability, and promoting positive health practices.

Department Goals

- Ensure a healthy environment to help improve the health, safety and quality of life for city and county residents.
- Ensure safe drinking water for city and county residents.
- Promote positive health practices to prevent disease and disability for all city and county residents.
- Monitor the health of Eau Claire City and County citizens.
- Provide efficient and effective public health services with sensitivity to community concerns.
- Promote public health awareness in the community.
- Increase the capability of individuals and families in Eau Claire City and County to cope with health and illness problems.

Overview of Revenues and Expenditures

	<u>2002</u>	<u>2003</u>	<u>2003</u>	<u>2003</u>	<u>2004</u>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Taxes	\$ 1,291,300	\$ 1,379,500	\$ 1,379,500	\$ 1,379,500	\$ 1,452,800
Intergovernmental	708,837	618,300	402,672	760,800	766,400
Licenses & Permits	254,459	243,600	185,061	245,300	268,400
Charges for Services	141,982	127,400	44,768	107,000	110,000
Charges for Services- Intergovernmental	836,354	881,400	382,824	906,700	931,100
Miscellaneous	10,764	2,500	540	2,500	2,500
Other Financing Sources	30,483	55,000	22,172	55,000	62,000
	<u>3,274,180</u>	<u>3,307,700</u>	<u>2,417,536</u>	<u>3,456,800</u>	<u>3,593,200</u>
Total Revenues and Other Financing Sources					
Expenditures and Other Financing Uses:					
Personal Services	2,768,795	2,336,900	1,392,056	2,871,300	2,454,500
Contractual Services	251,149	161,400	68,108	254,400	177,400
Utilities	15,332	14,700	6,399	19,400	14,700
Fixed Charges	6,038	11,800	5,934	11,800	11,800
Materials & Supplies	190,124	824,800	75,302	308,000	964,300
Capital Outlay	24,923	-	-	-	-
	<u>3,256,362</u>	<u>3,349,600</u>	<u>1,547,799</u>	<u>3,464,900</u>	<u>3,622,700</u>
Total Expenditures and Other Financing Uses					
Excess (Deficiency) of Funding Sources Over Uses	\$ <u>17,818</u>	\$ <u>(41,900)</u>	\$ <u>869,738</u>	\$ <u>(8,100)</u>	\$ <u>(29,500)</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 238,360	\$ 181,960		\$ 256,178	\$ 248,078
Changes in Available Balances:					
From operations	<u>17,818</u>	<u>(41,900)</u>		<u>(8,100)</u>	<u>(29,500)</u>
Ending Balance	<u>\$ 256,178</u>	<u>\$ 140,060</u>		<u>\$ 248,078</u>	<u>\$ 218,578</u>

Budget Overview

REVENUES

TAX LEVY AND PROPERTY TAX RATE

The gross tax levy for the city for the health department increased \$73,300 from \$1,379,500 to \$1,452,800. Last year the tax levy for the city increased 6.83% (\$88,200). The estimated property tax rate for Health Department purposes will be \$.469.

CHARGES FOR SERVICES-INTERGOVERNMENTAL

State/federal/local grant revenues increased \$148,100. Eau Claire County support increased \$24,700. Eau Claire County support is approximately 24% of revenues.

LICENSES & PERMITS / CHARGES FOR SERVICES

Annually, the Board of Health reviews fees charged by the Department. Fees for licensed establishments were increased in 2003 and will be reviewed again in 2004. The Board has reviewed fees for nursing services, fees for environmental health licenses and permits and included any changes expected at this time in the 2004 budget.

EXPENDITURES

PERSONNEL SERVICES

Salary accounts include all appropriate merit steps expected during the year plus an adjustment to base salary structure of 3.0%.

Wisconsin Retirement Fund – The contribution rate increased from 10.3% in 2003 to 10.7% in 2004.

Health Insurance - The department pays up to 95% of the lowest family policy offered. Contracts with health insurance carriers are awarded each July. The contracts beginning July 2003 included \$1,000 deductible for a single and \$2,000 deductible for a family. The Department will pay for the deductible. Adding the deductible reduced the premium that the Department pays for family coverage by 2.4%.

CONTRACTUAL SERVICES

Most expense accounts remained the same.

MATERIALS & SUPPLIES

Most expense accounts remained the same.

Revenue Detail

City-County Health Department

Revenue Classification	2002 Actual	2003 Budget	2003 6-Month Actual	2003 Projection	2004 Budget
TAXES					
City	\$ 1,291,300	\$ 1,379,500	\$ 1,379,500	\$ 1,379,500	\$ 1,452,800
INTERGOVERNMENTAL REVENUES					
Federal aid	248,070	249,900	116,191	249,900	249,900
State aid	460,767	368,400	286,481	510,900	516,500
Total intergovernmental revenues	708,837	618,300	402,672	760,800	766,400
LICENSES & PERMITS					
Hotel and restaurant	85,713	82,900	67,002	82,900	94,500
Other	168,746	160,700	118,059	162,400	173,900
Total licenses & permits	254,459	243,600	185,061	245,300	268,400
CHARGES FOR SERVICES					
Miscellaneous	141,982	127,400	44,768	107,000	110,000
CHARGES FOR SERVICES- INTERGOVERNMENTAL					
Property taxes-county	801,204	844,000	351,667	844,000	868,700
Miscellaneous	35,150	37,400	31,157	62,700	62,400
Total charges for services - intergovernmental	836,354	881,400	382,824	906,700	931,100
MISCELLANEOUS REVENUES					
Miscellaneous	10,764	2,500	540	2,500	2,500
OTHER FINANCING SOURCES					
Transfers from CDBG	30,483	55,000	22,172	55,000	62,000
Total revenues and other financing sources	\$ 3,274,180	\$ 3,307,700	\$ 2,417,536	\$ 3,456,800	\$ 3,593,200

Revenue Detail

TAXES

The City-County Health Department is supported in part by a tax levy on property in the City of Eau Claire. In 2004, taxes on City properties will provide 40% of total revenues.

INTERGOVERNMENTAL REVENUES

The City-County Health Department receives **Federal Aid** to support the Woman-Infant-Child (WIC) Nutrition Program.

State Aid grants are actively sought to help provide programs not supported by local property taxes, such Maternal Child Health, Reproductive Health, Radon Information, Lead Poisoning Prevention, and Tobacco Control/Prevention.

Grants are estimated to provide 21.3% of all revenues in 2004.

LICENSES AND PERMITS

Hotel and Restaurant Licenses will account for 2.7% of revenue in 2004. Other licenses and permits include retail food licenses, rooming house licenses and sanitary system permits.

CHARGES FOR SERVICES

Miscellaneous charges for services include fees for services such as water testing, sewer and well evaluations, and flu shots.

OTHER FINANCING SOURCES

The City-County Health Department receives **Transfers from Other Funds**. The Community Development Block Grant Fund transfers money to carry out a project of intensified housing inspections for code compliance within neighborhoods consisting predominantly of persons of low and moderate income. For 2004, the funding from CDBG will be \$62,000.

Staffing

City-County Health Department

	2002	2003	2004
Director	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00
Confidential Secretary	-	-	-
Front Office Associate	3.35	3.35	3.35
PC Applications Specialist	0.60	0.60	0.60
Community Health Educator	1.00	1.00	1.00
Director of Nursing	1.00	1.00	1.00
Nursing Supervisor	1.00	1.00	1.00
Public Health Nurse	11.42	11.42	11.42
Health Benefits Specialist	-	0.10	0.10
Public Health Aide	1.00	0.45	0.45
Bilingual Health Aide	1.40	1.70	1.70
Registered Dietician	0.20	0.40	0.40
Director of Environmental Health	1.00	1.00	1.00
Environmental Health Specialist	6.60	6.25	6.50
Laboratory Chemist	1.00	1.00	1.00
Microbiology Coordinator	1.00	1.00	1.00
Laboratory Technician	0.80	0.80	0.80
Environmental Health Technician	1.00	1.00	1.00
Environmental Health Aid	0.23	0.23	0.23
Total FTE Positions	<u>34.60</u>	<u>34.30</u>	<u>34.55</u>
Grant Positions	12.30	13.95	13.70

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Activities

Board of Health

The Board of Health conducts monthly meetings and makes policy decisions on public health matters in a timely manner. Board of Health members serve five-year terms. State Statute specifies in Chapter 251.04 that a local Board of Health shall (6)(a) Assess public health needs and advocate for the provision of reasonable and necessary public health services; (b) Develop policy and provide leadership that fosters local involvement and commitment, that emphasizes public health needs and that advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs; and (7) Assure that measures are taken to provide an environment in which individuals can be healthy.

What is Public Health?*

Public health is defined as a system, a social enterprise whose focus is on the population as a whole. A public health system seeks to extend the benefits of current knowledge in ways that will have maximum impact on the health status of an entire population in several key areas (Public Health Functions Committee, 1994):

1. Prevent injury, illness and the spread of disease
2. Create a healthful environment and protect against environmental hazards
3. Promote and engage healthy behaviors and promote mental health.
4. Respond to disasters and assist communities in recovery
5. Promote accessible, high quality health services.

12 Essential Services

The Public Health Core Functions (assessment, policy development, and assurance) are set forth in state statute, detailing what is legally required of state and local public health departments. The work of the public health system – all the partners around the state – builds from these functions to encompass 12 Essential Services:

1. Monitor health status to identify community health problems
2. Identify, investigate, control, and prevent health problems and environmental health hazards in the community
3. Educate the public about current and emerging health issues
4. Promote community partnerships to identify and solve health problems
5. Create policies and plans that support individual and community health efforts
6. Enforce laws and regulations that protect health and ensure safety
7. Link people to needed health services
8. Assure a diverse, adequate and competent workforce to support the public health system
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services
10. Conduct research to seek new insights and innovative solutions to health problems
11. Assure access to primary health care for all
12. Foster the understanding and promotion of social and economic conditions that support good health.

*Healthiest Wisconsin 2010: A Partnership Plan to Improve the Health of the Public

Operation Highlights

Administration and community health education highlights for the past year include the following:

- The Board of Health received an initial Bioterrorism Preparedness Grant in April from the State Division of Public Health via Centers for Disease Control and Prevention. Allowable uses for these funds include:
 - Bioterrorism response planning within the health department
 - Participation in bio-terrorism response planning at the local level
 - Developing bioterrorism response planning consortia
 - Participation in regional training
 - Participation in state level bioterrorism response planning

The Eau Claire County Bioterrorism Preparedness Committee has been meeting monthly since March to collaborate on these issues. There are about 30 persons currently involved with this process. The committee "walked-through" a table top exercise of a pneumonic plague outbreak scenario in September.



At the regional level, a nine county consortium was formed in December, entitled Western Region Partnership for Public Health Preparedness. The counties in the consortium are Polk, Barron, Rusk, St. Croix, Dunn, Chippewa, Pierce, Pepin and Eau Claire. Polk County Health Department is the fiscal agent with the State Division of Public Health.

- A state incentive grant was awarded to the City-County Health Department as the lead agency for a consortium of organizations, including the Department of Human Services, Eau Claire Area School District, Eau Claire Coalition for Youth, Lutheran Social Services, Big Brothers/Big Sisters, Professional Services Group, Hmong Mutual Assistance Association, Triniteam, Family Resource Center, and the Eau Claire Police Department. Funding will be used to identify and fill gaps in prevention services targeted to reduce substance use among youth ages 12-17 in Eau Claire County.

- Four Eau Claire elementary schools participated in the International Walk To School Day, October 2nd. The City-County Health Department and the Eau Claire Neighborhood Association Coalition cosponsored this event to encourage a more walkable world – one step at a time. This community-wide effort promoted the health benefits of walking as well as safe walking environments for families.
- A four-week pilot cardiovascular health program was offered to 24 Eau Claire County Courthouse employees to track how much they move in a day using a step counter. The goal of the "Every Step Counts" program was to experience the benefits of increased activity and to gain support and insight for healthy lifelong change. Eighty-nine percent (89%) of participants felt the use of a step counter helped increase the amount of physical activity they will do in the future.
- The Tobacco-Free Partnership of Eau Claire County completed its second year of tobacco control and prevention efforts. NOT (Not-On-Tobacco), a smoking cessation program for youth, was implemented in the Eau Claire Area School District middle and high schools. In the fall of 2002, smoking areas near both high schools were eliminated. A brochure, "Youth , Schools, and Tobacco" was developed and distributed to convey tobacco policy, violation consequences and available cessation resources.
- The Wisconsin Wins Program was implemented in Eau Claire County to continue periodic compliance checks. These checks provide positive reinforcement in the form of recognition for clerks and retailers in Eau Claire County who do the right thing by not selling tobacco to minors. Access to tobacco products by minors was investigated throughout the county.
- FACT (Fighting Against Corporate Tobacco) members wrote and obtained a \$1300 grant to develop a "lounge" to informally convey messages to their peers in middle and high school about the tactics of the tobacco industry. The B-Free From Tobacco Dance attracted over 380 middle school students from 12 schools in Eau Claire and neighboring communities.



Public Health Nursing Operation Highlights

During 2003, the public health nursing staff and administration continued to fulfill responsibilities mandated by state statutes and administrative rules, while initiating innovative activities to address changing public health needs. Highlights include the following:

To promote and protect the health of populations in our community, public health nursing –

- participated in emergency preparedness and bioterrorism response planning,
- participated in Chippewa Valley Safe Kids Coalition activities, including car seat checks and a community child safety fair,
- continued a domestic violence project, expanding strategies to effectively address domestic violence issues in families participating in Health Department clinic and home visiting programs, and sharing the project plan statewide,
- worked with the School Health Committee to review and revise medication administration protocols and provided staff training in several schools,
- continued a Healthy Home Initiative including conducting home safety assessments and providing safety supplies and education to families in need,
- implemented a "Safe Kids at Home" grant project that extended culturally sensitive home safety checks, supplies and education to the Hmong community,
- launched Community Child Care initiatives Grant projects building upon the child care health education activities begun with 2001 Centers of Excellence grant funds,
- worked with a local medical provider and Child Care Centers on a grant funded project to promote timely childhood immunizations,
- provided nutrition education through publishing the "Eat Well – Play Hard" newsletter and other activities of the Childhood Nutrition Coalition,
- conducted lead exposure risk assessments and provided preventive teaching for families with children at risk for exposure,
- utilized grant funds to provide enhanced case management services for children with special health care needs,
- conducted epidemiologic investigation and follow-up on 483 cases of communicable disease reported to the department, and
- working with department staff, the health benefits specialist provided community education about early pregnancy testing, early prenatal care, and how to access services.

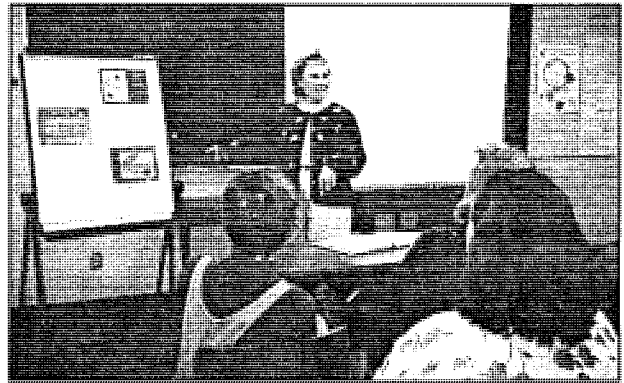


To address unmet needs for nutrition education in the community, registered dietitians –

- expanded the Community Nutrition Program,
- implemented education encouraging WIC participants to make low fat milk choices when appropriate, and
- worked with the Chippewa Valley Breastfeeding Task Force and WIC to enhance community breastfeeding support.

To determine unmet needs of populations in Eau Claire County and interventions that may be effective in addressing those needs, public health nurses collaborated with agency staff and community partners to collect, analyze and share data regarding family planning/reproductive health services, children in poverty, children's access to dental care, childhood obesity prevention, and needs and service gaps of children with special health care needs and their families.

To accomplish community-wide initiatives, public health nurses collaborated with others on Healthy Communities activities: Examples include: a legislative breakfast, a community forum and educational activities for National Brain Awareness Week; 37 Brain Team presentations about how children grow and learn; establishing a "Connect for Children Council" with the Eau Claire Coalition for Youth to promote successful children's initiative grants; conducting a breakfast promotion campaign pilot; hosting an Early Childhood Brain Day for 300 parents and child care providers; hosting a community forum about developing four-year-old programming in the community; and obtaining initial funding to maintain a Healthy Communities website.



In the coming year, public health nursing looks forward to continuing to develop effective approaches and collaborative initiatives to address the health needs in our community.



Maternal and Child Health Services

Work with individuals, families and community groups to assess and improve the health status of children, families, and vulnerable population groups in the community –

- ◆ Provide family health visits for more than 1460 individuals; teach about pregnancy, newborn care, breastfeeding, and child growth and development
- ◆ Provide case management services for children with special health needs
- ◆ Provide prenatal care coordination for women with high-risk pregnancies
- ◆ Conduct community initiatives to assess and improve the health status of children and families
- ◆ Conduct home safety and lead exposure risk assessments and education
- ◆ Provide education and consultation to more than 200 licensed and certified child care providers about children's health care issues
- ◆ Promote access to health care for uninsured and underinsured children and families through health benefits counseling, referral to resources and advocacy

Clinics

- ◆ Childhood and adult immunizations
- ◆ Sexually transmitted disease testing and treatment
- ◆ AIDS counseling and antibody testing
- ◆ Family Planning
- ◆ Adult health maintenance and counseling
- ◆ Women, infants and children nutrition (WIC)
- ◆ Annual fall influenza clinics



Adult Health Services

Provide interventions directed toward improving the health of vulnerable individuals and population groups in the community -

- ◆ Health visits and phone consultations to approximately 1400 individuals at risk due to health and safety issues
- ◆ Referrals to community resources
- ◆ Health education through presentations, collaborative initiatives and the media
- ◆ Enrollment of uninsured and underinsured women in need in the Wisconsin Well Woman Program for breast and cervical cancer and other covered health screenings from participating medical providers

Immunization Clinics

Administer more than 4500 immunizations through clinics to protect against these diseases:

- Chicken Pox
- Diphtheria
- Hepatitis B
- HiB
- Influenza
- Measles
- Mumps
- Pneumococcal infections
- Polio
- Rubella
- Tetanus
- Whooping Cough

Family Planning Clinic

Provide reproductive health services for uninsured and underinsured women who would not otherwise have access to this preventive service -

- ◆ A nurse practitioner provides assessment through health history, physical examination and routine laboratory tests; teaching about breast self-exam, reproductive anatomy and physiology; and contraceptive methods for more than 900 women
- ◆ Fees are based on ability to pay

AIDS Counseling and Antibody Testing

- ◆ Assess risk of infection and counsel patients about prevention and transmission of the AIDS virus
- ◆ Take blood samples for AIDS antibody testing for approximately 200 individuals

Communicable Disease Control

- ◆ Protect the public by minimizing the spread of diseases such as:
 - Chlamydia
 - E Coli
 - Hepatitis
 - Meningitis
 - Salmonella
 - Tuberculosis
- ◆ Conduct investigations and follow-up on more than 480 reported cases of communicable disease
- ◆ Provide communicable disease education and consultation and TB skin testing
- ◆ Assure that disease control measures are instituted in the community

Sexually Transmitted Disease Clinics

Prevent and control sexually transmitted disease in the community –

- ◆ Provide screening, treatment, contact interviews and follow-up for approximately 770 individuals

School Health

- ◆ Serve approximately 16,000 students enrolled in 42 City-County schools
- ◆ Institute health policies, practices and screening programs
- ◆ Consult with school personnel, students and parents about health concerns of students
- ◆ Provide training and oversight to school staff members conducting medical procedures such as tube feeding or bladder catheterization

Community Nutrition Program

- ◆ Nutrition education and consultation for families and professionals by registered dietitians
- ◆ Community-wide nutrition education through the news media, displays and presentations
- ◆ Work with community groups to address nutrition components in wellness initiatives

Birth to Three Program

Serve families with children who are ages birth to three years and have a cognitive delay or disability –

- ◆ Work with the Department of Human Services to identify, refer and evaluate potentially eligible children
- ◆ Provide nursing consultations for 200 children and service coordination for more than 120 children and families
- ◆ Provide approximately 20 nutrition consultations

WIC Program

This program serves as an adjunct to health care during critical times of growth and development, providing nutritious supplemental foods, nutrition assessment and education, and referrals to area physicians and community resources –

- ◆ Provide supplemental food and nutrition program for approximately 3400 pregnant or breastfeeding women, infants and children under age five
- ◆ Serve approximately 2000 individuals each month
- ◆ WIC food drafts redeemed at grocery stores and pharmacies in Eau Claire County totaled \$1,155,873 in 2002



Environmental Health Operation Highlights

State Statute Chapter 254 defines environmental health as the assessment, management, control and prevention of environmental factors that may adversely affect the health, safety or well-being of individuals. The following reflects some of the accomplishments of our highly trained environmental health and laboratory staff and highlights program changes during 2002:

Environmental health staff implemented a surveillance system to determine if West Nile Virus (WNV) was present in the wild bird population in Eau Claire County. Ninety-six (96) dead crows and 16 dead blue jays were reported to the Health Department. Eleven crows and four blue jays were submitted to the State Lab for WNV testing. After three crows tested positive for WNV, testing of any additional bird specimens was discontinued. Two horses were determined to be positive for WNV in Eau Claire County. Although the virus was found in birds and horses, no human WNV cases were reported. A grant of \$9,435 was received from the Department of Health and Family Services for staff training, mosquito breeding site assessment as well as community education on WNV, and mosquito control measures that can be done on an individual's property.

A high volume and a PM 10 air sampler to collect particulates were installed on the roof of Longfellow School to assess if odors impacting this area have any significant level of hazardous air contaminants. A PUF sampler used for collecting air samples to test for semi-volatile organic chemicals (SOVs) was also installed on the roof. One hundred (100) samples were tested for particulates, 24 for heavy metals and five for SOVs by the City-County Health Department Laboratory. An environmental health mini-grant of \$4,500 was obtained from the Wisconsin Department of Health and Family Services to purchase equipment and glassware to test for SOVs. Although the test data indicated a higher level of air contaminants occurred when the wind was from the direction of the suspected odor source, no specific contaminants were above health standards or could be directly related to any specific source.

The Environmental Health Director provided an assessment of environmental concerns from the production of ethanol to the Mayor of Augusta. Issues reviewed and commented on were the potential for odors, air and noise pollution. Recommendations on ways to minimize these pollutants and their potential for impacting the community were also provided.

The biannual rabies vaccination clinic, which is co-sponsored by the county veterinarians and City-County Health Department, was held April 20 and 21. A total of 1,304 animals (862 dogs and 442 cats) were vaccinated at the clinics held in Eau Claire, Fall Creek, and Augusta.

The existing Board of Health regulations were rewritten into a new "Food Establishment Regulation," adopted March 27, 2002. Several other initiatives are being implemented to enhance our effectiveness to better assure that safe food handling is occurring in regulated facilities.

Our Retail Food Program was audited by the Department of Agriculture Trade and Consumer Protection to better assure appropriate and uniform enforcement of the food code. Program

policies and inspection records were reviewed and staff conducting inspections were evaluated. Although the audit went well, a written report has not yet been received.

The microbiology section of our public health laboratory was audited for continued certification by the Department of Agriculture Trade and Consumer Protection. Our laboratory had excellent evaluation results and was in compliance with USEPA drinking water and FDA milk and food testing requirements.

A new method to test for fecal bacteria contamination in beaches was initiated. The new method requires less staff time per test and has a higher level of accuracy to detect fecal coliform and enterococci. These bacteria are used to determine acceptability of water quality around beaches for swimming.



The "Don't Dump It - Donate It" Project to reduce the amount of refuse that is discarded during the annual spring move out was expanded to two days. Two semi-trailers from Goodwill were filled with usable furniture, clothes and household items. Interfaith Hospitality and Lutheran Social Services obtained beds, TVs and microwave ovens for some of their families. Approximately 250 pounds of food was donated to a local food pantry. In addition, Chippewa Valley Technical College obtained a significant quantity of unusable furniture for their fire service training practice burns.

After one full year of administering the new private sewage system regulations, the first program audit was conducted by the state to assess if counties are complying with their requirements and the state code. A positive report for our countywide program was received from the Department of Commerce. Recommendations for improvements were minimal and easy to correct.

The consortium of Eau Claire, Dunn, and Chippewa Counties developed and promoted free collection of products containing mercury. The collection was directed toward residents, medical and dental facilities, as well as schools. The cost of recycling the collected mercury products was paid for through a DNR grant, administered by Midwest Recycling Association.

Environmental health staff investigated an outbreak caused by contaminated food served at a private wedding party. The suspected agent was a Norwalk-like virus with an infected food handler as the most likely source. There were approximately 25 persons with vomiting, diarrhea, and weakness symptoms.



Solid Waste Management

- ◆ Investigate approximately 300 human health hazards caused by improper storage or disposal of refuse each year
- ◆ Enforce city and county regulations regarding refuse handling, storage and disposal
- ◆ Enforce revised city regulations regarding removal of recycling totes from curbside, storage of refuse containers behind dwelling front setbacks, and screening containers from view at dwellings with more than two apartments
- ◆ Plan and organize the annual "Don't Dump It – Donate It" project to provide an opportunity for student renters to donate their furniture and other useable items during the spring move-out

Occupational Health and Air Quality

- ◆ Investigated odor and air pollution complaints
- ◆ Investigated indoor air quality problems, such as from mold, carbon monoxide and poor air circulation for approximately 60 citizen requests
- ◆ Conducted ambient air sampling and testing to assess community air quality.

Food Protection

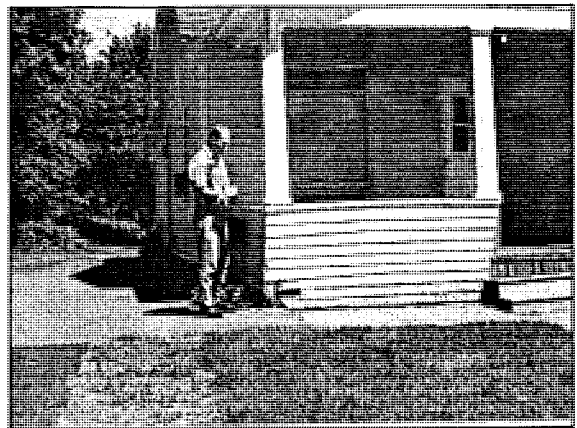
- ◆ Inspect approximately 700 facilities each year such as restaurants, public and private schools, taverns, bakeries, grocery stores, vending machines and temporary food stands to assess their sanitary conditions
- ◆ Investigated a total of 18 complaints of food borne illness involving 44 individuals

Recreational Sanitation

- ◆ License and inspect over 50 public swimming pools
- ◆ Routinely sample all public beaches and swimming pools for water quality
- ◆ Annually inspect campgrounds and parks

Housing Inspections and Surveys

- ◆ Housing Maintenance and Occupancy Code used as an enforcement tool in annual inspections of 166 licensed rooming houses and 318 other properties on a complaint basis and for the Intensified Housing Code Compliance Program to improve the condition of housing units on a systemized basis
- ◆ Lead hazard inspections done for suspected lead poisoning cases and for families with young children to provide guidance on preventing lead hazards
- ◆ Hotels and motels licensed and inspected on a routine basis to maintain health standards
- ◆ Mobile home parks inspected annually to assess compliance with local and state regulations



Drinking Water and Ground Water Protections

- ◆ Conducted inspections of 291 new sewage systems and enforced correction of malfunctioning sewage systems
- ◆ Inspected 273 public and private wells to assess their sanitary condition
- ◆ Required proper abandonment of approximately 32 wells that are no longer in use

Rodent and Vector/Rabies Control

- ◆ Follow-up is done each year for approximately 200 reported bites to humans, requiring a 10-day quarantine of the animal and laboratory testing to rule out rabies infections
- ◆ Traps are available for catching nuisance animals

- ◆ Provided consultation to approximately 200 citizens on drinking water quality problems

Radiation Protection

- ◆ Radon Information Center provided consultation on radon testing and control
- ◆ Radon test kits available
- ◆ Emergency response team prepared to respond to radiological emergencies
- ◆ Investigate insect and rodent infestation problems and provide consultation on control
- ◆ Conduct biannual rabies immunization clinics to vaccinate approximately 1,500 dogs and cats. Clinics will be held in April 2004

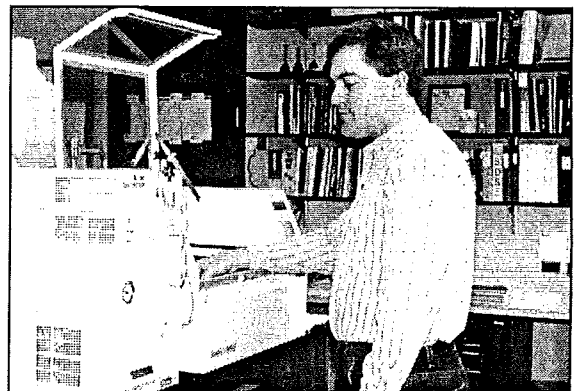
Laboratory Services

Bacteria Testing

- ◆ Conduct approximately 12,000 microbiological examinations annually to test the safety of water, milk and food samples
- ◆ Test water samples from public and private drinking water systems, swimming pools and beaches
- ◆ Collect milk and food samples from restaurants, retail food establishments and schools

Chemical Testing

- ◆ Conduct over 9,000 chemical analyses to test for contaminants in water, air, soil, paint, food and other environmental sources each year
- ◆ Test drinking water supplies for volatile and semi volatile organic compounds, fluoride, nitrates, and metals such as lead, copper, chromium, and arsenic
- ◆ Test paint, air, food and soil for lead and other chemical contaminants





COMMUNITY DEVELOPMENT BLOCK GRANT

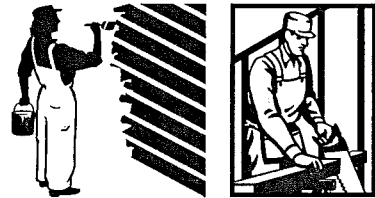
The Community Development Block Grant (CDBG) program is funded by the U.S. Department of Housing and Urban Development. The program provides annual funding to entitlement cities and communities to develop viable communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.



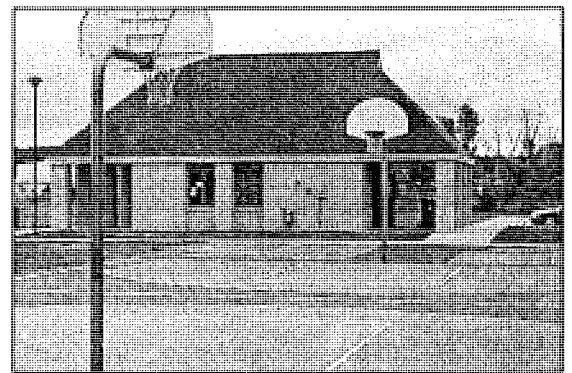
Lakeshore Park Pavilion

The City of Eau Claire has been receiving an annual CDBG allocation since the mid-1970's. Funds may be used for a variety of activities, which include, but are not limited to:

- ◆ Acquisition of real property
- ◆ Relocation and property clearance
- ◆ Rehabilitation of structures
- ◆ Public services
- ◆ Activities relating to energy conservation
- ◆ Public facilities and improvements
- ◆ Removal of deteriorated structures
- ◆ Handicap accessibility



Housing Rehabilitation



*Sundet Neighborhood Park
Runway Avenue*

PURPOSE OF PROGRAM

- ◆ Housing code compliance
- ◆ Conservation and expansion of the City's housing stock
- ◆ Expansion and improvement of community services essential for sound community development
- ◆ Restoration and the preservation of properties with special or historical values
- ◆ Elimination of slums and blight
- ◆ Spatial deconcentration of low-income housing

Overview of Revenues and Expenditures

	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2003 6-Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Intergovernmental	\$ 1,177,953	\$ 919,000	\$ 295,640	\$ 919,000	\$ 788,000
Miscellaneous	<u>375,466</u>	<u>260,000</u>	<u>149,990</u>	<u>260,000</u>	<u>260,000</u>
Total Revenues and Other Financing Sources	<u>1,553,419</u>	<u>1,179,000</u>	<u>445,630</u>	<u>1,179,000</u>	<u>1,048,000</u>
Expenses and Other Financing Uses:					
Personal Services	88,717	77,600	30,829	77,600	105,800
Contractual Services	80,686	89,000	31,210	89,000	91,800
Utilities	420	1,200	364	1,200	1,200
Materials & Supplies	32,264	5,200	7,279	5,200	4,600
Contributions & Other	188,365	173,400	68,593	173,400	141,500
Capital Outlay	30,540	35,000	19,500	35,000	17,500
Loans to Other Agencies	834,922	557,100	158,968	557,100	465,100
Other Financing Uses	<u>283,472</u>	<u>240,500</u>	<u>76,600</u>	<u>240,500</u>	<u>220,500</u>
Total Expenses and Other Financing Uses	<u>1,539,384</u>	<u>1,179,000</u>	<u>393,344</u>	<u>1,179,000</u>	<u>1,048,000</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 14,034</u>	<u>\$ -</u>	<u>\$ 52,286</u>	<u>\$ -</u>	<u>\$ -</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Changes in Available Balances:					
From operations	14,034	-	-	-	-
From deferred revenue	<u>(14,034)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Budget Overview

REVENUES

The grant award for 2004 is \$788,000. Miscellaneous revenues consist of payments received on rehabilitation loans, which are estimated at \$260,000 in 2004.

EXPENDITURES

CONTRIBUTIONS AND OTHER

CDBG funds are allocated to various organizations that provide services to low and moderate-income persons. These include such groups as the Chippewa Valley Free Health Clinic, Community Table, Interfaith Hospitality Network, Western Dairyland, and various neighborhood associations.

OTHER FINANCING USES

This category includes park improvements, playground equipment, an allocation for the Comprehensive Plan, and acquisition, relocation and clearance funds for the North Barstow Street Redevelopment Area.

Revenue Detail

Community Development Block Grant

<u>Revenue Classification</u>	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6-Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
INTERGOVERNMENTAL REVENUES					
Block grant funds	\$ <u>1,177,953</u>	\$ <u>919,000</u>	\$ <u>295,640</u>	\$ <u>919,000</u>	\$ <u>788,000</u>
MISCELLANEOUS					
Program income	<u>375,466</u>	<u>260,000</u>	<u>149,990</u>	<u>260,000</u>	<u>260,000</u>
Total revenues	\$ <u>1,553,419</u>	\$ <u>1,179,000</u>	\$ <u>445,630</u>	\$ <u>1,179,000</u>	\$ <u>1,048,000</u>

INTERGOVERNMENTAL REVENUES

The City of Eau Claire receives an annual entitlement grant from the U.S. Department of Housing and Urban Development for Community Development Block Grant programs. The Community Development Block Grant Program was developed to give priority to activities that benefit low- and moderate-income persons or aid in the prevention or elimination of slums and blight. Activities under this program included primarily loans for housing rehabilitation. The grant for 2003 - 2004 is \$788,000.

MISCELLANEOUS

Loan repayments are estimated at:

Housing Rehab Installment Loan Repayments	\$170,500
Housing Rehab Deferred Loan Repayments	\$75,000
Economic Development and Other	<u>\$14,500</u>
Total Loan Repayments	<u>\$260,000</u>

The City of Eau Claire's CDBG grant year begins in August of each year and ends the following July. This year's grant and program income are estimated at \$1,048,000.

Operation Highlights

The fundamental objective of the Community Development Block Grant program is the development of viable communities by providing decent housing and a suitable living environment and expanding economic opportunities, primarily for low and moderate income persons. This program is an operating fund with a non-lapsing budget. Funding for this program comes from the U.S. Department of Housing and Urban Development. No City tax dollars are used for these activities. The annual Community Development Block Grant is awarded in August each year.



Activities

In June 2003, the Eau Claire City Council approved the following CDBG projects totaling \$1,048,000:

Grant	\$788,000
(8-1-03 to 7-31-04)	
Estimated Program Inc.	260,000
Total	<u>\$1,048,000</u>
<u>Public Services</u>	
Chippewa Valley Free Health Clinic	\$11,000
Community Table – Meal Center	10,600
Feed My People – Food Distribution	10,600
Bolton Refuge House – Vocational Advocate	11,000
Building Families – Child Abuse Prevention	11,000
Interfaith Hospitality – Homeless Assistance	11,000
Western Dairyland – Minority Business Asst.	8,400
Hmong Association – Housing Liaison	16,300
Police Department – Community Liaison	25,600
Police Department – Coalition for Youth	25,600
Salvation Army – Emergency Services	11,000
Catholic Charities – Emergency Services	2,000
Northside Hill Neighborhood Assoc.	1,500
Runway Avenue Neighborhood Assoc.	800
North Riverfronts Neighborhood Assoc.	800

<u>Intensified Code Enforcement</u>	
City/County Health Department	\$62,000

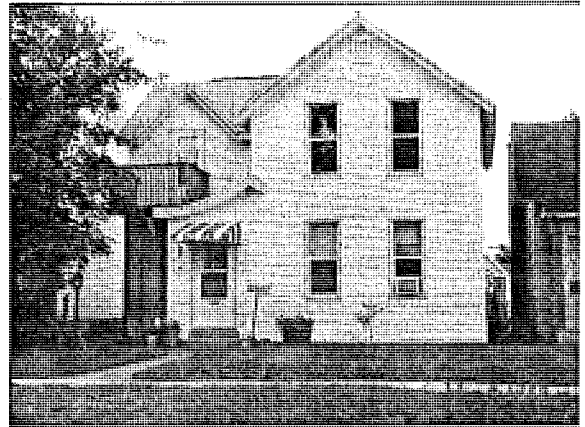
<u>Acquisition, Relocation and Clearance</u>	
North Barstow St. Redevelopment	\$200,000
<u>Public Facilities and Improvements</u>	
Forest Street Park: Improvements	\$100,000
<u>Rehabilitation</u>	
Housing Rehabilitation	\$306,000
Historic Residential Rehabilitation	17,500
<u>Planning</u>	
Historic Randall Park Neighborhood Assoc.	\$3,900
West Riverside Neighborhood Association	3,000
Northside Hill Neighborhood Association	3,000
Comprehensive Plan	50,000
<u>Program Administration</u>	
Administration	\$138,300
<u>Contingency</u>	
To cover cost overruns	<u>\$7,100</u>
CDBG Total	<u>\$1,048,000</u>

Housing Rehabilitation Operation Highlights

Since 1977 the City of Eau Claire has invested over \$26,000,000 of CDBG funds in various community development and housing related activities."



Before



After

The City of Eau Claire Housing Division's Housing Rehabilitation Loan Program has been operating since 1975. The program is available to low income homeowners and investors who agree to rent to low-income tenants.

Since its inception, the Loan Program has assisted with the rehabilitation of approximately 800 homes in the city of Eau Claire. Over \$5,000,000 has been loaned to homeowners and investors to correct code deficiencies and improve housing. The City Housing Division receives approximately \$235,000 per year from the repayment of these loans.

These repayments are sufficient to continue this program without additional funds from future CDBG grants.

Other Information

The City of Eau Claire Housing Division closely monitors the CDBG funded programs to verify that the funds are used as directed and that the CDBG money goes to low-income beneficiaries.

Public Services

A maximum of fifteen percent of the City's annual CDBG allocation may go for public services that benefit low-income persons. Approximately \$2.2 million has been allocated to area public service providers over the last 12 years to increase and improve social service programs for the City's low-income population. Examples of programs which have been funded include:

- Feed My People – Local food bank
- Bolton Refuge House – Vocational advocacy program
- Building Families – Program to prevent child abuse
- Interfaith Hospitality – Emergency shelter for homeless families
- Chippewa Valley Free Clinic – Primary health care services
- Western Dairyland – Assistance for homeless families and minority business start-up assistance
- Salvation Army – Emergency shelter services for homeless
- Hmong Association – Hmong Housing Liaison
- Community Table – Administration and Rehabilitation of new soup kitchen location
- Catholic Charities – Eviction Prevention and Prescription Assistance



Homeownership

In 1991, 13 single-family homes were purchased for a lease-to-purchase homeownership program. Low- to moderate-income families rent these homes for five years, during which time a portion of the money they pay in rent will go toward reducing the final purchase price. Since 1991, these original homes have been sold to the residents.

In 1996, 1998 and 1999, thirteen additional homes were purchased for this program from the proceeds of the sales of the original homes and new CDBG funding.



City Parks

Several City parks have benefited from CDBG funded improvements. Over \$850,000 has been invested in the following community parks: Veteran's Park, Randall Park, McDonough Park, Kessler Park, Owen Park, Hobart Park, Lakeshore Park and the future Forest Street and Sundet Neighborhood Parks. Parks receiving CDBG funds must be located in low- to moderate-income neighborhoods.



Sundet Road Neighborhood Park Warming House

Tree Planting

Trees have been planted in several of Eau Claire's low- to moderate-income neighborhoods using CDBG funds totaling over \$140,000. Some of the streets that have received boulevard trees include:

Water Street
Omaha Street
Broadway Street
Second Avenue
Hudson Street
Menomonie Street
Northside Hill
Neighborhood



Fifth Avenue
Niagara Street
Bellinger Street
E. Madison Street
Owen Park
Runway Avenue

DEBT SERVICE

The Debt Service fund accounts for the payment of principal and interest on the current portion of general obligation long-term debt, and the accumulation of resources for future payments.

The City of Eau Claire has three types of debt issues:

- ◆ General obligation bonds and notes are issued for capital construction projects and are backed by the full faith and credit of the City.
 - ◆ Number of debt issues: 13
 - ◆ Total outstanding debt as of 12/31/03: \$41,306,010

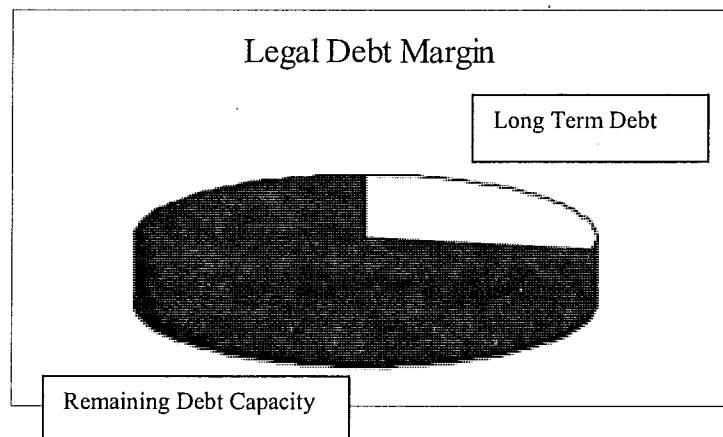
- ◆ Tax incremental bonds are issued to finance TIF district improvements in the TIF project plans. Tax incremental bonds are paid by segregated property taxes, but are ultimately backed by the full faith and credit of the City if incremental taxes are inadequate to meet payments.
 - ◆ Number of debt issues: 11
 - ◆ Total outstanding debt as of 12/31/03: \$15,810,000

- ◆ Revenue bonds are issued by the Water and Sewer Utilities for capital construction projects and are backed by user fees generated from operations in the enterprise funds. **These issues are recorded in the applicable fund and are not shown in the Debt Service Fund.**
 - ◆ Number of debt issues: 4 Water & 1 Sewer
 - ◆ Total outstanding debt as of 12/31/03:
Water = \$10,325,000; Sewer = \$2,415,000

Debt Administration

According to Section 67.03 (1) of the Wisconsin Statutes, the total amount of indebtedness for any municipality shall not exceed 5% of the equalized valuation (market value) of the taxable property in the municipality. The City has approximately 70% of the total debt capacity remaining.

The City of Eau Claire's bonds generally carry an Aa2 rating from Moody's Investor Services and a AA rating from Standard and Poor's. Some issues are rated Aaa / AAA reflecting an insurance enhancement.



Overview of Revenues and Expenditures
--

	2002	2003	2003	2003	2004
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Taxes	\$ 3,630,375	\$ 3,026,600	\$ 2,593,399	\$ 3,465,800	\$ 1,489,600
Intergovernmental	43,948	49,600	70,281	70,300	1,900
Miscellaneous	467,581	371,000	380,759	430,000	393,300
Other Financing Sources	<u>6,953,262</u>	<u>2,277,200</u>	<u>-</u>	<u>2,345,000</u>	<u>2,564,100</u>
Total Revenues and Other Financing Sources	<u>11,095,165</u>	<u>5,724,400</u>	<u>3,044,438</u>	<u>6,311,100</u>	<u>4,448,900</u>
Expenditures and Other Financing Uses:					
Contractual Services	14,159	126,100	3,146	13,800	14,700
Principal - G.O. Bonds	2,260,000	950,500	1,155,000	1,155,000	1,250,000
Principal - S/A Bonds	1,800,000	1,775,000	1,630,000	1,630,000	1,810,000
Principal - Storm Water Bonds	265,000	-	-	-	-
Principal - Library Debt	120,000	125,000	125,000	125,000	130,000
Principal - Notes Payable	23,670	125,600	23,670	23,700	23,700
Interest - G.O. Bonds	1,177,949	1,071,100	525,520	991,400	1,131,600
Interest - S/A Bonds	447,174	558,400	230,134	558,400	510,700
Interest - Storm Water Bonds	444,202	-	-	-	-
Interest - Library Debt	14,713	9,000	5,961	9,000	3,100
Interest - Notes Payable	8,580	60,500	6,864	6,900	5,200
Arbitrage - Rebates	42,331	33,000	-	33,000	10,000
Tsf to Escrow Agent	<u>4,095,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>10,712,778</u>	<u>4,834,200</u>	<u>3,705,296</u>	<u>4,546,200</u>	<u>4,889,000</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 382,388</u>	<u>\$ 890,200</u>	<u>\$ (660,857)</u>	<u>\$ 1,764,900</u>	<u>\$ (440,100)</u>
Available Fund Balance for Debt Service					
Beginning Balance	\$ 7,207,857	\$ 7,244,557		\$ 7,590,245	\$ 9,355,145
Changes in Available Balances:					
From operations	<u>382,388</u>	<u>890,200</u>		<u>1,764,900</u>	<u>(440,100)</u>
Ending Balance	<u>\$ 7,590,245</u>	<u>\$ 8,134,757</u>		<u>\$ 9,355,145</u>	<u>\$ 8,915,045</u>

Budget Overview

REVENUES

TAXES

This category includes segregated property taxes resulting from the growth within Tax Incremental Districts (TID) that are used to repay TID debt.

TID #4 was closed by the City Council in 2003. The accumulated tax increments will be used to pay the debt service until the bonds can be called.

The tax category also includes special assessments levied for street capital projects that are applied to pay debt service on the special assessment notes which have been recorded in the Debt Service Fund.

MISCELLANEOUS

Interest income is earned by investing available funds in accordance with the City investment policy.

OTHER FINANCING SOURCES

General obligation bond issues are backed by the full faith and credit of the City and are repaid through resources of the particular fund. Transfers from the General Fund, the Library, and the Storm Water Utility are recorded under "Other" financing sources. Funding is derived from property tax collections.

EXPENDITURES

DEBT PAYMENTS

The debt service includes current principal and interest payments for all general obligation bonds and notes.

Revenue Detail

Revenue Classification	Debt Service				
	2002 Actual	2003 Budget	2003 6-Month Actual	2003 Projection	2004 Budget
TAXES					
Incremental taxes-T.I.F. #4	\$ 1,675,994	\$ 1,692,300	\$ 1,138,519	\$ 1,757,400	\$ -
Incremental taxes-T.I.F. #6	-	-	-	-	189,500
Incremental taxes-T.I.F. #7	-	84,300	-	-	-
Current special assessments	1,036,761	1,050,000	1,158,394	1,158,400	1,100,100
Special assessments-advance payment	914,947	200,000	296,485	550,000	200,000
Deferred special assessments-Hardship	2,673	-	-	-	-
Total taxes	3,630,375	3,026,600	2,593,399	3,465,800	1,489,600
INTERGOVERNMENTAL REVENUES					
State aid -Computer Tax Exp	43,948	49,600	70,281	70,300	1,900
MISCELLANEOUS					
Interest income-debt service	380,880	350,000	348,695	375,000	340,000
Interest income-T.I.F. #4	86,701	20,000	32,063	55,000	50,000
Interest income-T.I.F. #6	-	-	-	-	3,300
Interest income-T.I.F. #7	-	1,000	-	-	-
Total miscellaneous	467,581	371,000	380,759	430,000	393,300
OTHER FINANCING SOURCES					
Transfers from other funds:					
General fund	1,985,308	2,143,200	-	2,211,000	2,431,000
Stormwater	709,202	-	-	-	-
Library	134,713	134,000	-	134,000	133,100
Proceeds from the sale of bonds	4,124,039	-	-	-	-
Total other financing sources	6,953,262	2,277,200	-	2,345,000	2,564,100
Total revenues and other financing sources	\$ 11,095,165	\$ 5,724,400	\$ 3,044,438	\$ 6,311,100	\$ 4,448,900

WATER UTILITY

The Water Treatment Plant and Water Main Distribution System operate under the Direction of the Public Works Department. The Water Treatment Plant is located at 2117 Riverview Drive.

Programs & Services

Major Operations

- ◆ Water Treatment Plant Operations
- ◆ Maintenance of Treatment Plant
- ◆ Valve and Hydrant Maintenance
- ◆ Meter Reading/all meters read twice a year
- ◆ Water Meter Repair Shop



Above: Installing a meter

Services

- ◆ 24 hour per day operation of Water Treatment Facility
- ◆ Responding to citizen calls and emergencies
- ◆ Laboratory testing of water supply on continual basis
- ◆ Repairing and cleaning water mains
- ◆ Reading, installing and maintaining water meters
- ◆ Flushing fire hydrants
- ◆ Reservoir and tower maintenance
- ◆ Valve and hydrant maintenance
- ◆ Over 24,000 customers within city limits of City of Eau Claire--plus former Washington Heights Sanitary District customers south of city



Left: Hydrants are flushed to assure clean water lines.

Overview of Revenues and Expenditures

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues:					
Charges for Services	\$ 6,327,261	\$ 6,512,500	\$ 2,977,316	\$ 6,547,500	\$ 6,564,000
Other Operating	171,705	170,000	198,388	170,000	173,000
Miscellaneous	18,721	15,000	873	15,000	15,000
Non-Operating	174,317	225,000	36,207	225,000	231,000
Other Budgeted Receipts	-	210,000	17,893	210,000	268,000
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Total Revenues	6,692,005	7,132,500	3,230,676	7,167,500	7,251,000
Expenses:					
Personal Services	1,376,961	1,878,000	745,615	1,878,000	1,977,100
Contractual Services	412,637	297,200	124,046	250,400	278,700
Utilities	338,362	338,200	146,643	347,400	381,100
Fixed Charges	1,400,703	1,680,300	840,795	1,680,300	1,711,900
Materials & Supplies	275,419	191,400	68,279	229,000	260,200
Non-Operating -Proprietary Funds	866,685	856,400	425,766	856,400	841,300
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Total Expenses and Other Financing Uses	4,670,767	5,241,500	2,351,144	5,241,500	5,450,300
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 2,021,238</u>	<u>\$ 1,891,000</u>	<u>\$ 879,532</u>	<u>\$ 1,926,000</u>	<u>\$ 1,800,700</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 723,940	\$ 637,540		\$ 776,246	\$ 1,395,281
Changes in Available Balances:					
From operations	2,021,238	1,891,000		1,926,000	1,800,700
Contributed capital	318,683	146,000		146,000	146,000
Principal payment - debt	(722,218)	(763,300)		(763,300)	(875,400)
Tsf to capital projects/reserves	(1,565,397)	(712,216)		(689,665)	(1,925,000)
	<hr/>	<hr/>		<hr/>	<hr/>
Ending Balance	<u>\$ 776,246</u>	<u>\$ 1,199,024</u>		<u>\$ 1,395,281</u>	<u>\$ 541,581</u>

Budget Overview

REVENUES

CHARGES FOR SERVICES

Water Rates

The Public Service Commission (PSC) regulates water rates and established a 3% rate increase to the water utility in 2003. The new rates were adopted by the City Council in August 2003. A 3% water rate increase in 2004 is anticipated.

Special Assessments

Special assessments together with development agreements and Tax Increment Financing (TIF) District revenues are used to finance construction of new water lines and systems. The cost for replacement or upgrading of existing mains is not assessed to the abutting property owners and is funded from revenues of the water utility.

EXPENDITURES

PERSONAL SERVICES

No changes in personnel in the Water Utility are proposed as part of the 2004 budget.

CAPITAL OUTLAY & EQUIPMENT PURCHASES

The 2004 budget has no funding allocated for capital outlays and equipment purchases. Future years will require funding for equipment to replace deteriorated, worn and outdated equipment needed to maintain operations in the water utility.

CHEMICAL COSTS

The cost of water treatment chemicals has increased. An increase of \$41,600 to cover the additional chemical costs has been included in the 2004 operating budget.

Revenue Detail

Revenue Classification	Water Utility				
	2002 <u>Actual</u>	2003 <u>Budget</u>	2003 6-Month <u>Actual</u>	2003 <u>Projection</u>	2004 <u>Budget</u>
OPERATING REVENUES					
Charges for services:					
Licenses & permits	\$ -	\$ -	\$ 1,200	\$ -	\$ -
General customers:					
Residential	2,967,815	3,133,000	1,440,765	3,133,000	3,135,000
Commercial	1,190,090	1,227,000	543,107	1,227,000	1,230,000
Industrial	683,512	665,000	290,654	665,000	653,000
Public	260,283	255,000	115,311	290,000	290,000
Fire protection:					
Private	39,817	39,000	20,313	39,000	39,000
Public	1,123,029	1,130,000	565,663	1,130,000	1,153,000
Unmetered sales:					
Commercial	2,667	3,500	303	3,500	3,000
Public	60,049	60,000	-	60,000	61,000
Total charges for services	<u>6,327,261</u>	<u>6,512,500</u>	<u>2,977,316</u>	<u>6,547,500</u>	<u>6,564,000</u>
OTHER OPERATING REVENUES					
Forfeited discounts	63,978	60,000	17,506	60,000	61,000
Service charges for sewer collection	72,132	75,000	162,000	75,000	76,000
Miscellaneous service revenue	35,595	35,000	18,882	35,000	36,000
Total other operating revenues	<u>171,705</u>	<u>170,000</u>	<u>198,388</u>	<u>170,000</u>	<u>173,000</u>
MISCELLANEOUS REVENUES					
M & J Revenues	<u>18,721</u>	<u>15,000</u>	<u>873</u>	<u>15,000</u>	<u>15,000</u>
NON-OPERATING REVENUES					
Interest:					
Investments	124,769	210,000	34,155	210,000	181,000
Int.- Special assessments	49,548	15,000	336	15,000	50,000
Misc. reimbursements & refunds	-	-	1,716	-	-
Other budgeted receipts	-	210,000	17,893	210,000	268,000
Total non-operating revenues	<u>174,317</u>	<u>435,000</u>	<u>54,100</u>	<u>435,000</u>	<u>499,000</u>
Total revenues	\$ <u>6,692,005</u>	\$ <u>7,132,500</u>	\$ <u>3,230,676</u>	\$ <u>7,167,500</u>	\$ <u>7,251,000</u>

OPERATING REVENUES

Charges for Services

Water Utility rates are regulated by the Public Service Commission. The following rates are effective August 1, 2003. Rates are based on a declining scale depending on usage as follows:

Quarterly Service Charge 5/8" and 3/4" Meters: \$14.37

First 7,500 C.F. = \$1.21 per 100 C.F.

Next 742,000 C.F. = \$1.04 per 100 C.F.

Over 750,000 C.F. = \$0.69 per 100 C.F.

Water Utility

Customers and Operating Revenues

	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004 Est</u>
Number of Customers (average)	22,468	22,913	23,349	23,836	24,350	24,850
Operating Revenue (000's)	\$5,911	\$6,105	\$6,459	\$6,519	\$6,732	\$6,752

Since July 1, 1995, the Water Utility has collected **Public Fire Protection** (PFP) charges directly from utility customers. The PFP charge is billed quarterly and based on meter size. The PFP charge provides revenue to cover the expense of production, storage, transmission, sale and delivery of water for Public Fire Protection purposes as defined in Wis. Statutes S.196.03(3)b.

A **Service Charge** is assessed the Sewer Utility for processing sewer bills. It includes reimbursements to the Water Utility for meter reading, clerical staff operations and billing responsibilities.

The average residential customer's quarterly water bill for 2004 is estimated to be \$44.62 based on 25 ccf.

NON-OPERATING REVENUES

Interest Income is earned by investing available cash for operations and capital projects in accordance with the City's investment policy.

Staffing

Water Utility

	2002	2003	2004
Utilities Administrator	1.00	1.00	1.00
Water System Superintendent	1.00	1.00	1.00
Utilities Supervisor	1.00	1.00	1.00
Water Plant Supervisor	1.00	1.00	1.00
Clerk II	0.50	0.50	1.00 *
Operator II	1.00	1.00	1.00
Serviceman II	2.00	2.00	2.00
Operator I	8.00	8.00	8.00
Serviceman I	10.00	10.00	10.00
Serviceman	3.00	3.00	3.00
Total FTE Positions	<u>28.50</u>	<u>28.50</u>	<u>29.00</u>

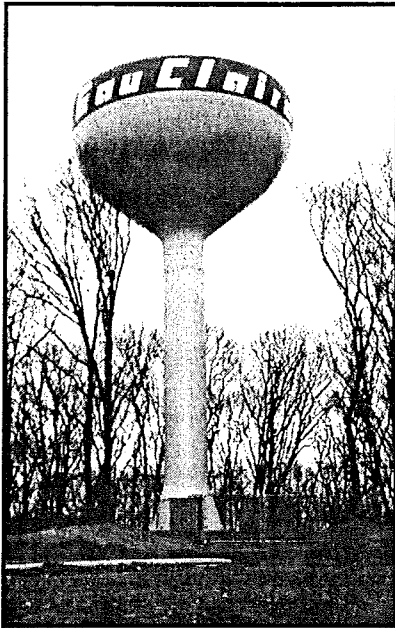
Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

* A .5 position was transferred from the General Fund.

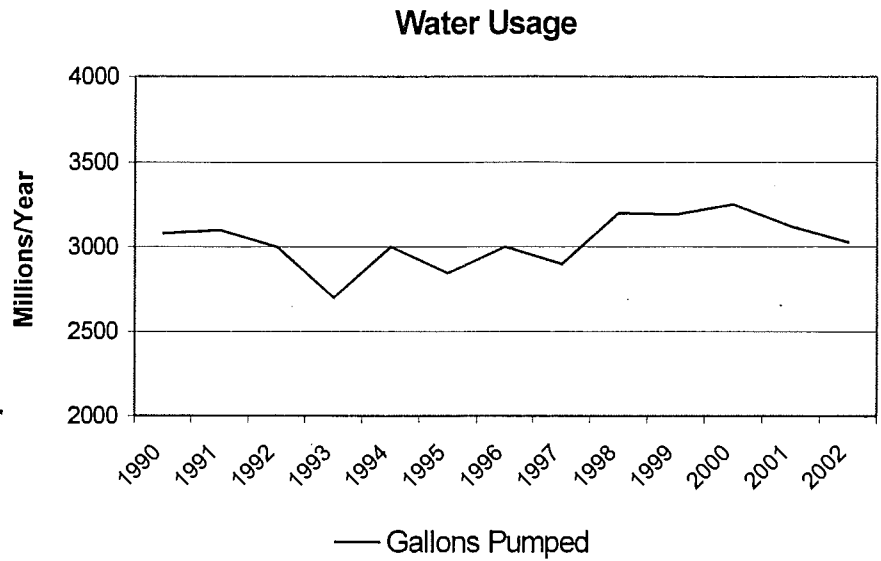
Cross-divisional charges include:

- 50% of the Utilities Administrator's time is charged out to Sewer.
- 40% of the Utilities Chemist's time assigned to Sewer is charged back to Water.
- 40% of the Assistant Chemist's time assigned to Sewer is charged back to Water.
- 30% of the Utility Engineer's time assigned to Sewer is charged back to Water.
- 25% of the Storm Water Chemist's time is charged to Water and another 25% to Sewer.

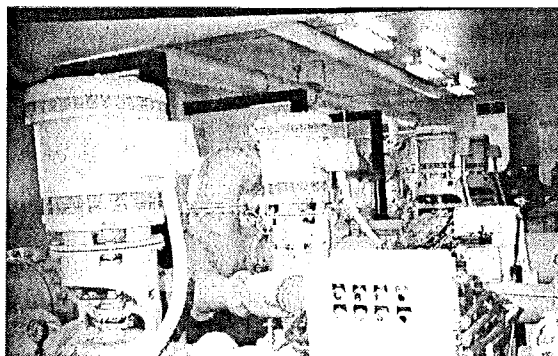
Operation Highlights



Oakwood Hills Water Tower



	1990	1995	2002
Average Number of Water Customers	19,710	21,233	23,836
Total Gallons Pumped (in thousands)	3,080,597	2,844,950	3,028,641
Average Water Used Per Person Per Day	148	133	131
Miles of Water Main	288	305	340
Average Quarterly Residential Bill, 25 ccf	\$28.91	\$35.35	* \$54.08

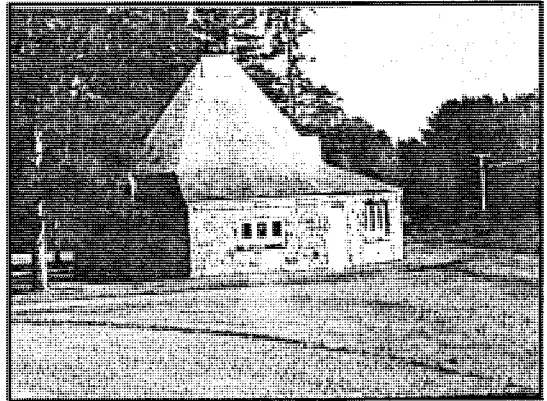


** Includes Public Fire Protection Charge*

Water treatment plant removes iron and manganese, disinfects and adds fluoride to water supply.

Facilities

- ◆ Water Treatment Plant
- ◆ 15 Operating Wells
 - Average daily pumpage - 8.298 million gallons
 - Maximum daily pumpage - 18 million gallons
- ◆ 5 Water Booster Stations
- ◆ 340 Miles of Water Main (2" thru 30")
- ◆ Water Towers and Reservoirs -
 - Total storage capacity = 15.5 million gallons
 - Oakwood Hills Tower - .5 million gallons
 - Damon Street Reservoir - 5 million gallons
 - Mt. Tom Reservoir - 3 million gallons
 - Mt. Washington Reservoir - 4 million gallons
 - Abbe Hill Reservoir - 1 million gallons
 - Folsom Street Tower - 2 million gallons
- ◆ 3,277 Fire Hydrants
- ◆ Meter Repair Shop located at Central Maintenance Facility
- ◆ 24,350 Customers and Water Service Connections



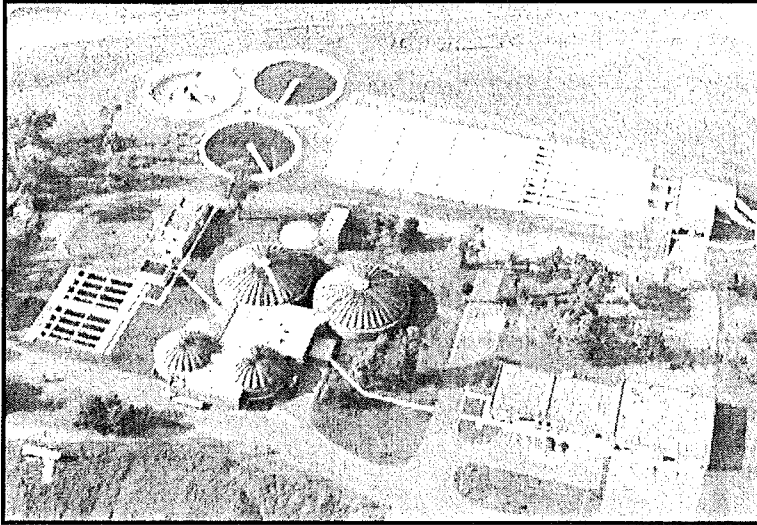
Fifteen city wells are located off Riverview Drive.

Equipment

Part of central equipment fund/replacement is funded by reserve

- ◆ 9 pickup trucks
- ◆ 3 customer service vans
- ◆ 1 hoist truck used to maintain hydrants and valves

SEWER UTILITY



*Wastewater Treatment
Plant
1000 Ferry Street*

The Wastewater Treatment Plant and Sanitary Sewer Collection System are in the Utilities Division of the Public Works Department. The employees are under the supervision of the Utilities Administrator and are responsible for Wastewater Utility Services.

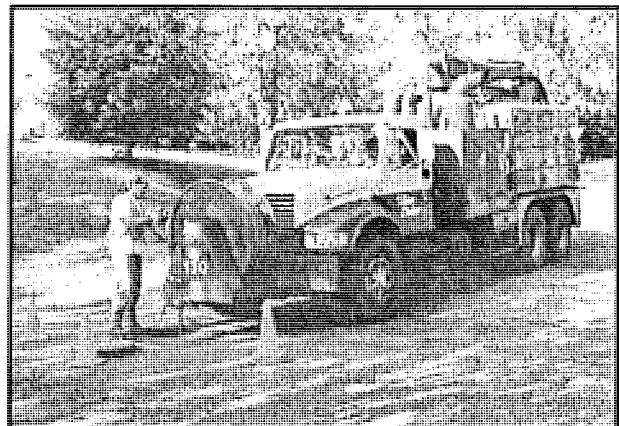
Programs & Services

Services Provided by Employees

- ◆ Over 23,000 customers in Eau Claire and the Town of Washington
- ◆ Wastewater Treatment provided for the City of Altoona
- ◆ 24-Hour per day operation of the Wastewater Treatment Plant
- ◆ Response to sewer emergencies and service requests
- ◆ Laboratory testing to meet state and federal requirements
- ◆ Repair and maintenance of sewer mains
- ◆ Flushing and jet cleaning of sanitary sewer pipes
- ◆ Administer industrial pretreatment program

Areas of Employee Assignment

- ◆ Wastewater Treatment Plant operation and maintenance
- ◆ Laboratory
- ◆ Sewer system maintenance
- ◆ Sewer pump station maintenance



Sanitary Sewer Pipe Cleaning

Overview of Revenues and Expenditures

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Charges for Services	\$ 5,730,722	\$ 5,892,000	\$ 2,854,485	\$ 5,967,000	\$ 6,033,000
Other Operating	83,145	80,000	21,316	80,000	80,500
Non-Operating	<u>286,994</u>	<u>320,000</u>	<u>59,568</u>	<u>320,000</u>	<u>328,300</u>
Total Revenues	<u>6,100,861</u>	<u>6,292,000</u>	<u>2,935,369</u>	<u>6,367,000</u>	<u>6,441,800</u>
Expenses:					
Personal Services	1,624,322	1,850,400	737,010	1,850,400	1,906,600
Contractual Services	846,917	712,600	403,614	712,600	727,000
Utilities	369,615	366,100	153,744	366,100	373,300
Fixed Charges	396,889	427,100	210,210	427,100	433,700
Materials & Supplies	390,741	423,600	158,469	423,600	419,900
Non-Operating -Proprietary Funds	258,810	145,900	72,405	145,900	136,400
Other Financing Uses	<u>325,000</u>	<u>250,000</u>	<u>-</u>	<u>250,000</u>	<u>175,000</u>
Total Expenses and Other Financing Uses	<u>4,212,293</u>	<u>4,175,700</u>	<u>1,735,453</u>	<u>4,175,700</u>	<u>4,171,900</u>
Excess (Deficiency) of Revenues Over Expenses	<u>\$ 1,888,567</u>	<u>\$ 2,116,300</u>	<u>\$ 1,199,917</u>	<u>\$ 2,191,300</u>	<u>\$ 2,269,900</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 4,028,895	\$ 3,131,295		\$ 3,109,308	\$ 3,097,408
Changes in Available Balances:					
From operations	1,888,567	2,116,300		2,191,300	2,269,900
Contributed capital	319,205	185,000		170,000	170,000
Principal payments - debt	(351,225)	(458,200)		(458,200)	(485,200)
Transfer from (to) capital/reserves	<u>(2,776,134)</u>	<u>(1,899,877)</u>		<u>(1,915,000)</u>	<u>(1,890,000)</u>
Ending Balance	<u>\$ 3,109,308</u>	<u>\$ 3,074,518</u>		<u>\$ 3,097,408</u>	<u>\$ 3,162,108</u>

Budget Overview

REVENUES

SEWER RATES

The Sewer Utility has been on a pay-as-you-go basis since 1995. The last rate increase was in January 1998. No rate increase is projected in 2004 to fund the operating budget. With increases in maintenance costs and the need to fund major equipment replacement, rate increases may be necessary within the next two years.

SPECIAL ASSESSMENTS

Special assessments, together with development agreements and Tax Increment Financing (TIF) District revenues, are used to finance construction of new sewer lines and systems. The cost for replacement and upgrading of existing sewer lines is not assessed to the abutting property owners and is funded from revenues of the sewer utility.

EXPENDITURES

PERSONAL SERVICES

No changes in personnel in the Sewer Utility are proposed as part of the 2004 budget.

FIXED CHARGES

Administrative charges and insurance are included in the fixed charges category. Administrative charges recover from the utility overhead costs from other departments including Public Works, Finance, City Attorney, and Human Resources.

CAPITAL OUTLAY

The Capital Improvement Program (CIP) outlines major sewer system projects proposed to be undertaken in the next five years.

Revenue Detail

Revenue Classification	Sewer Utility				
	2002 Actual	2003 Budget	2003 6-Month Actual	2003 Projection	2004 Budget
OPERATING REVENUES					
Charges for services:					
Residential	\$ 2,602,739	\$ 2,700,000	\$ 1,355,030	\$ 2,700,000	\$ 2,750,000
Commercial	1,691,399	1,770,000	802,392	1,770,000	1,800,000
Industrial	666,100	620,000	261,526	620,000	620,000
Public	330,728	354,000	174,536	354,000	359,200
Industrial surcharge	215,613	200,000	207,304	265,000	240,000
Industrial pretreatment	30,355	38,000	-	38,000	38,800
Other sewer services	193,787	210,000	53,698	220,000	225,000
Total charges for services	<u>5,730,722</u>	<u>5,892,000</u>	<u>2,854,485</u>	<u>5,967,000</u>	<u>6,033,000</u>
OTHER OPERATING REVENUES					
Miscellaneous service revenues	24,864	25,000	3,630	25,000	25,500
Forfeited discounts	58,217	55,000	17,686	55,000	55,000
Other Financing Sources	64	-	-	-	-
Total other operating revenues	<u>83,145</u>	<u>80,000</u>	<u>21,316</u>	<u>80,000</u>	<u>80,500</u>
NON-OPERATING REVENUES					
Interest:					
Investments	220,637	305,000	56,964	305,000	263,000
Interest - Installment S/A	66,337	15,000	278	15,000	65,300
Miscellaneous	21	-	2,327	-	-
Total non-operating revenues	<u>286,994</u>	<u>320,000</u>	<u>59,568</u>	<u>320,000</u>	<u>328,300</u>
Total revenues	<u>\$ 6,100,861</u>	<u>\$ 6,292,000</u>	<u>\$ 2,935,369</u>	<u>\$ 6,367,000</u>	<u>\$ 6,441,800</u>

OPERATING REVENUES

Charges for Services

Sewer User Fees are established by the City Council and are based on the amount of water used by a customer. The sewer charge rate effective January 1, 1998 is \$2.04 per 100 cubic feet of water used. Due to lawn and garden watering in the summer, sewer usage for residential customers is based on the winter quarter or current quarter, whichever is less. Usage for commercial and industrial customers and public authorities are computed on actual water consumption.

Effective January 1, 1986, the Sewer Utility implemented an industrial surcharge. The DNR established an acceptable limit of suspended solids and biochemical oxygen demand. Any industry whose concentrations of waste material is in excess of the approved limits is subject to this surcharge.

Sewer Utility

Customers, Sewer Rates and Operating Revenues

	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004 Est</u>
Number of Customers	21,774	22,196	22,607	23,012	23,400	24,000
User Rate Per 100 CF	\$2.04	\$2.04	\$2.04	\$2.04	\$2.04	\$2.04
Operating Revenue (000's)	\$5,869	\$5,906	\$5,721	\$5,814	\$6,049	\$6,114

The average residential customer's quarterly sewer bill for 2003 is currently estimated at \$51.00, based on 25 ccf.

NON-OPERATING REVENUES

Interest Income is earned by investing available cash for operations and capital projects in accordance with the City's investment policy.

Staffing

Sewer Utility

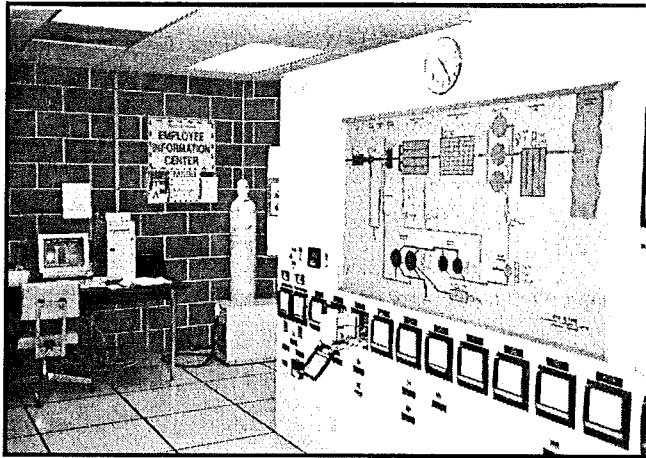
	2002	2003	2004
Utilities Chemist	1.00	1.00	1.00
Wastewater Collection Superintendent	1.00	1.00	1.00
Wastewater Plant Supervisor	1.00	1.00	1.00
Utilities Engineer	1.00	1.00	1.00
Assistant Chemist	1.00	1.00	1.00
Clerk II	0.50	0.50	0.50
Operator II	2.00	2.00	2.00
Serviceman II	1.00	1.00	1.00
Laboratory Technician	1.00	1.00	1.00
Operator I	10.00	10.00	10.00
Serviceman	7.00	7.00	7.00
	<hr/>	<hr/>	<hr/>
Total FTE Positions	<u>26.50</u>	<u>26.50</u>	<u>26.50</u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Cross-divisional charges include:

- 50% of the Utilities Administrator who is assigned to the Water Utility is charged to the Sewer Utility
- 40% of the Utilities Chemist's time is charged to Water.
- 40% of the Assistant Chemist's time is charged to Water.
- 30% of the Utilities Engineer's time is charged to Water.
- 25% of the Storm Water Chemist is charged to Sewer and another 25% to Water.

Operation Highlights



*Wastewater Treatment
Plant Control Panel*

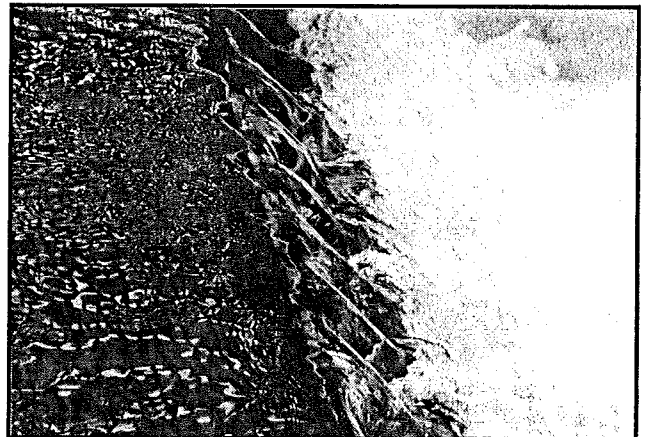
Operating Statistics

	<u>1990</u>	<u>1995</u>	<u>2002</u>
Average number of Sewer Utility Customers	19,255	20,327	23,012
Total gallons treated (in thousands)	2,198,182	2,380,561	2,473,788
Average gallons treated per person per day	106	111	107
Miles of sewers	223	248	298
Average quarterly residential bill	36.75	46.50	51.00

Effluent Quality

(Discharge to Chippewa River)

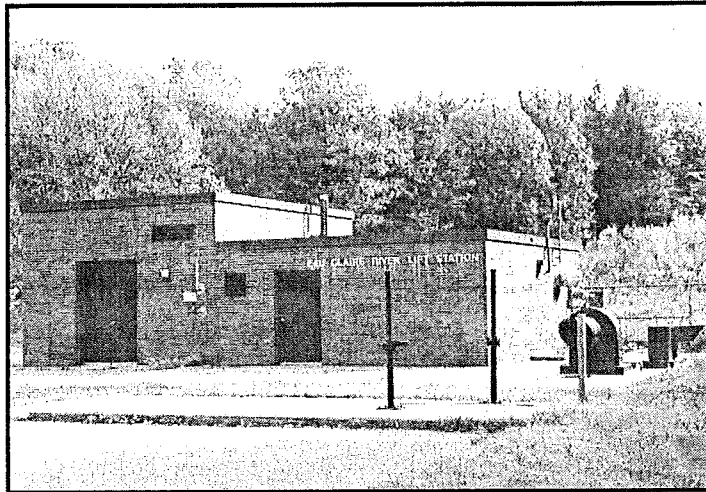
<u>Parameter</u>	<u>Permit Limits</u>	<u>2002 Average Discharge</u>
Oxygen Demand (BOD)	25 mg/l	10 mg/l
Suspended Solids (TSS)	30 mg/l	12 mg/l
pH	6-9	7.1
Phosphorous	1.0 mg/l	0.70 mg/l



Clear Water in Chlorine Chamber

Facilities

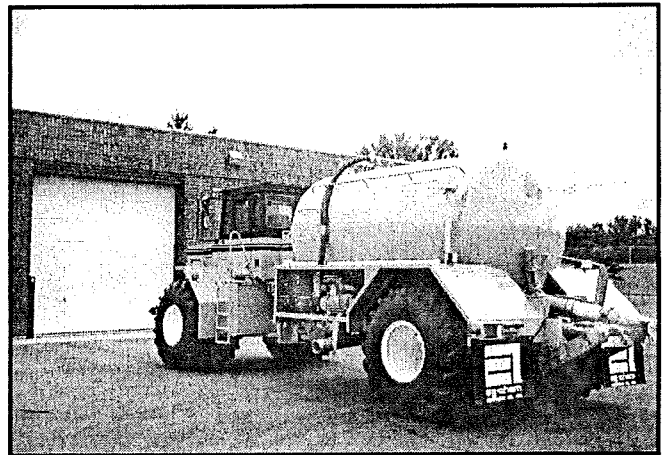
- ◆ Wastewater Treatment Plant
 - Capacity - 12 million gallons per day
 - Currently treating - 6.78 million gallons per day
- ◆ 21 Sewage Pump Stations - Various Locations
- ◆ 298 Miles of Sewer Main (8" to 48")
- ◆ Over 23,000 Customers and Connections to the Sewer System
- ◆ Testing Laboratory at the Wastewater Treatment Plant
- ◆ Sewer Maintenance Equipment and Staff are housed at the Central Maintenance Facility - 910 Forest Street



Eau Claire River Lift Station

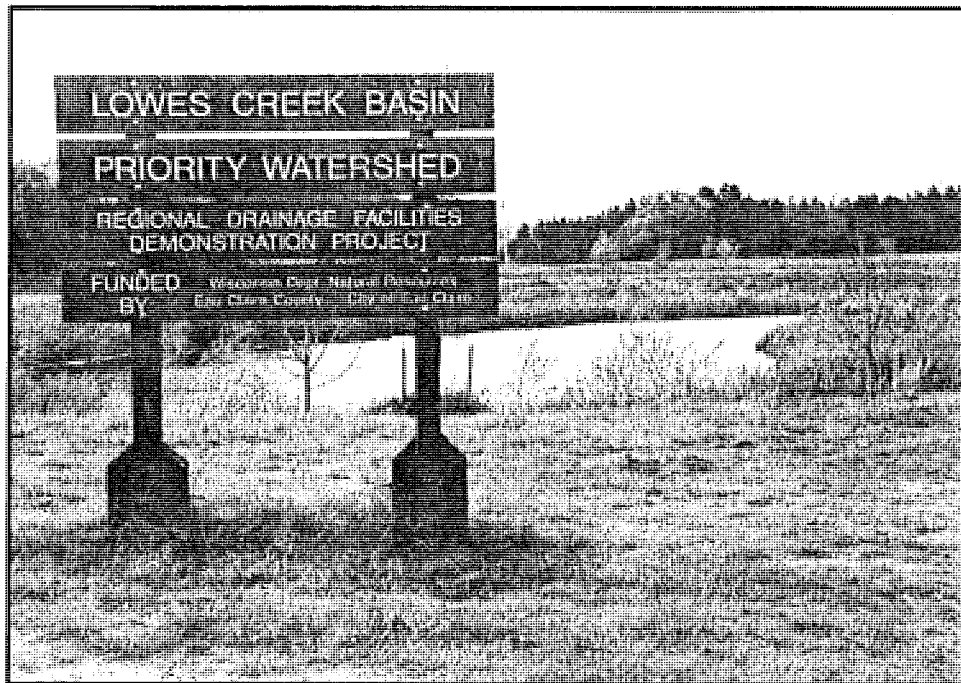
Equipment

- ◆ 4 Pickup trucks
- ◆ 1 Sewer Television Inspection Van
- ◆ 2 Vans
- ◆ 4 Sewer cleaning vehicles
- ◆ 2 Semi tankers
- ◆ 1 Biosolids injection vehicle
- ◆ 3 Emergency generators



Vehicle for field injection of biosolids

STORM WATER MANAGEMENT



Lowes Creek Detention Basin

Storm Water Management is performed as a utility operation of the Public Works Department. Maintenance is undertaken by various divisions, depending on the work required. Construction of conveyance facilities and review of new developments are completed under the supervision and review of the Engineering Division. The Customer Services Division of the Finance Department is responsible for storm water utility billing.

Programs & Services

- ◆ Keep catch basins and storm sewers free of debris and obstructions.
- ◆ Acquire and maintain storm water detention basins
- ◆ Make necessary repairs to catch basins, catch basin leads, storm sewer pipes, and outfall structures
- ◆ Comply with DNR storm water discharge permit regulations

Overview of Revenues and Expenditures
--

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Intergovernmental	\$ 14,257	\$ -	\$ -	\$ -	\$ -
Charges for Services	1,620,523	1,654,900	847,205	1,654,900	1,904,700
Other Operating	9,141	10,000	4,265	10,000	10,000
Miscellaneous	70,821	12,000	18,758	12,000	12,000
Total Revenues	<u>1,714,742</u>	<u>1,676,900</u>	<u>870,229</u>	<u>1,676,900</u>	<u>1,926,700</u>
Expenditures and Other Financing Uses:					
Personal Services	269,254	380,300	133,136	380,300	378,800
Contractual Services	253,691	217,100	52,324	186,100	221,400
Utilities	223	500	164	1,000	1,000
Fixed Charges	265,492	286,200	196,806	317,200	290,900
Materials & Supplies	31,909	43,000	10,736	42,500	43,300
Non-Operating -Proprietary Funds	444,202	462,200	252,817	462,200	516,200
Other Financing Uses	-	-	-	-	99,800
Total Expenditures and Other Financing Uses	<u>1,264,770</u>	<u>1,389,300</u>	<u>645,984</u>	<u>1,389,300</u>	<u>1,551,400</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 449,972</u>	<u>\$ 287,600</u>	<u>\$ 224,245</u>	<u>\$ 287,600</u>	<u>\$ 375,300</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 718,384	\$ 666,984		\$ 903,356	\$ 840,856
Changes in Available Balances:					
From operations	449,972	287,600		287,600	375,300
Principal payments - debt	(265,000)	(350,100)		(350,100)	(410,000)
Ending Balance	<u>\$ 903,356</u>	<u>\$ 604,484</u>		<u>\$ 840,856</u>	<u>\$ 806,156</u>

<h2>Budget Overview</h2>

REVENUES

The revenue projections are based on 45,200 billable Equivalent Runoff Units (ERU). The proposed utility fee for the 2004 budget is \$43.00 per ERU. The \$4.00 increase is the result of an increase in the cost of operations and debt service and the transfer of a portion of the street sweeping costs from the General Fund to Storm Water Fund. The rate structure was changed in 2001 to include three components including administration and water quality, operations and debt service.

EXPENDITURES

PERSONAL SERVICES

No changes in personnel are proposed as part of the 2004 budget.

CONTRACTUAL SERVICES

This category includes computer charges, equipment rental, maintenance and construction contracts.

FIXED CHARGES

The Storm Water Management Fund receives administrative and technical support from the General Fund, in much the same manner as the water and sewer utilities. The administrative charges totaling \$286,300 compensates the General Fund for those services, thereby reducing the tax levy.

OTHER FINANCING USES

Debt service is accounted for in the operating budget of the Storm Water Management Fund and is projected to increase by \$113,900 for a total appropriation of \$926,200.

The storm water budget in 2004 includes a transfer of \$99,800 to the General Fund to pay for a portion of the street sweeping costs associated with maintaining and improving quality of surface water in the community.

Bond issues fund storm water improvements in the Capital Improvement Plan.

Revenue Detail

Revenue Classification	Storm Water Management				
	2002 Actual	2003 Budget	2003 6-Month Actual	2003 Projection	2004 Budget
INTERGOVERNMENTAL REVENUES					
State aid	\$ 14,257	\$ -	\$ -	\$ -	\$ -
CHARGES FOR SERVICES					
Stormwater - Residential	720,070	\$749,100	386,224	749,100	842,800
Stormwater - Nonresidential	900,453	905,800	460,981	905,800	1,061,900
Total charges for services	1,620,523	1,654,900	847,205	1,654,900	1,904,700
OTHER OPERATING REVENUES					
Forfeited discounts	9,141	10,000	4,265	10,000	10,000
MISCELLANEOUS					
Interest income	70,821	12,000	18,758	12,000	12,000
Total revenues	\$ 1,714,742	\$ 1,676,900	\$ 870,229	\$ 1,676,900	\$ 1,926,700

CHARGES FOR SERVICES

Storm water runoff is measured in equivalent runoff units (ERU). Each developed residential property is assessed one ERU. The non-residential properties are assessed 1 ERU for every 3,000 square feet of impervious surface area. All properties within the City limits pay a quarterly rate based on the number of ERUs assigned; however, credits are given to non-residential properties that construct and operate private storm water management facilities under criteria that have been established by the City Council.

Staffing

Storm Water Management

	2002	2003	2004
Project Engineer	1.00	1.00	1.00
Utility Chemist	1.00	1.00	1.00
Engineering Technician I	1.00	1.00	1.00
Total FTE Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.



Storm Sewer Pipe Cleaning

Cross-divisional charges include:

- 50% of Storm Water Engineer is charged to Public Works Engineering.
- 25% of Storm Water Chemist is charged to Water Utility and another 25% is charged to Sewer Utility.

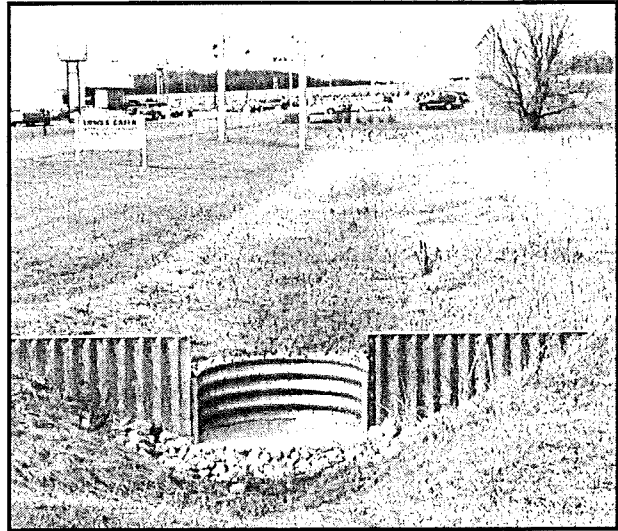
Operation Highlights

- ◆ Fees Based on Equivalent Runoff Units (ERU)
- ◆ 3,000 Sq. Ft. of Impervious Area Equals 1 ERU
- ◆ 45,200 ERU's in the City
- ◆ Credits for Providing Storm Water Management

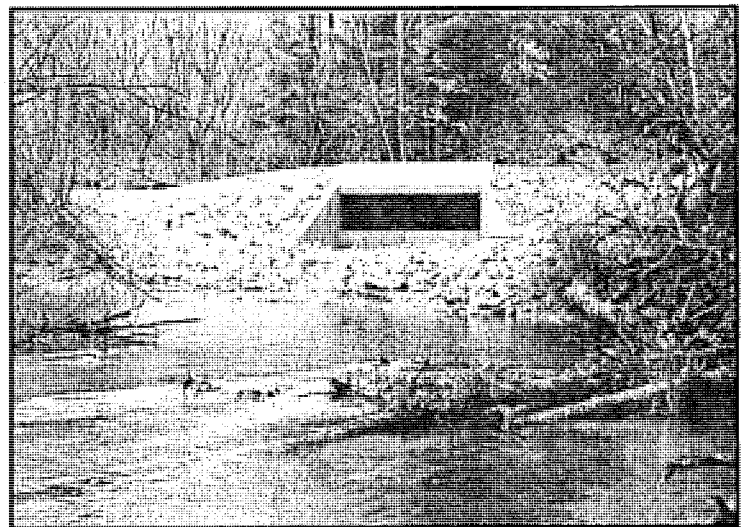
Facilities

38 Square Mile Drainage Area

- ◆ 6 Major Drainage Basins
 - Upper Chippewa River
 - Lower Chippewa River
 - Sherman Creek
 - Eau Claire River
 - Otter Creek
 - Loves Creek (Priority Watershed)
- ◆ 150 Miles of Storm Sewer Pipe (10" to 72" Diameter)
- ◆ 33 Storm Water Detention Facilities
- ◆ 5,000 Catch Basins and Inlets
- ◆ 120 Storm Sewer Outfalls
 - Otter Creek at Eastwind
 - Loves Creek (Fairgrounds)
 - White Avenue (Airport)
 - North Crossing at Chippewa River
 - Sherman Creek (Menomonie St.)
 - Dells Pond (VFW)
 - Loves Creek (I-94)
 - Otter Creek (Storrs Ave.)
 - Otter Creek (Bauer St.)



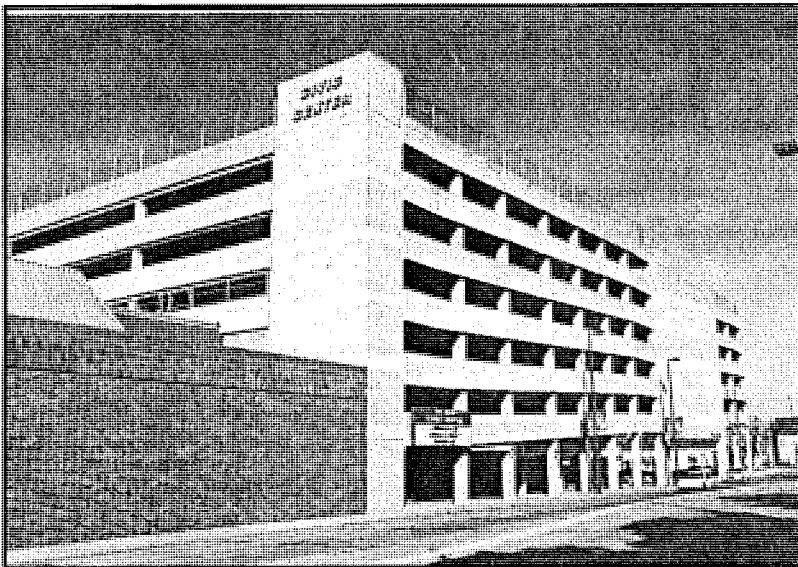
Storm Water Quality Grass Swale and Erosion Control Structure



Otter Creek & Gateway Drive Outfall Structure

PARKING UTILITY

The Parking Utility provides for the operation and maintenance of Downtown Parking Ramps, City-owned parking lots, and on-street parking meters. Enforcement of parking regulations is provided by the Police Department and is not accounted for in the Parking Utility budget.



*Civic Center Parking
Ramp
Farwell St. & Gibson St.
(405 Spaces)*

Programs & Services

- ◆ Operate and maintain City-owned parking ramps and public parking lots
- ◆ Plan and develop parking facilities in response to changing needs
- ◆ Parking meter operation and repair
- ◆ Collect revenue from ramps and on-street parking meters
- ◆ Parking Enforcement by the Police Department Community Service Officers (CSO)

Overview of Revenues and Expenditures

	<u>2002</u>	<u>2003</u>	<u>2003</u>	<u>2003</u>	<u>2004</u>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
Operating Budget					
Revenues:					
Charges for Services	\$ 242,785	\$ 231,800	\$ 100,199	\$ 236,800	\$ 238,600
Total Revenues	<u>242,785</u>	<u>231,800</u>	<u>100,199</u>	<u>236,800</u>	<u>238,600</u>
Expenses:					
Personal Services	125,734	132,900	56,656	132,900	132,200
Contractual Services	46,782	54,500	26,372	54,500	55,500
Utilities	32,548	44,700	18,549	38,900	40,700
Fixed Charges	23,258	20,800	5,391	10,400	34,400
Materials & Supplies	<u>7,753</u>	<u>9,300</u>	<u>5,404</u>	<u>9,300</u>	<u>9,600</u>
Total Expenses and Other Financing Uses	<u>236,075</u>	<u>262,200</u>	<u>112,371</u>	<u>246,000</u>	<u>272,400</u>
Excess (Deficiency) of Revenues Over Expenses	<u>\$ 6,709</u>	<u>\$ (30,400)</u>	<u>\$ (12,173)</u>	<u>\$ (9,200)</u>	<u>\$ (33,800)</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 115,394	\$ 71,194		\$ 97,103	\$ 62,903
Changes in Available Balances:					
From operations	6,709	(30,400)		(9,200)	(33,800)
Transfer to capital projects	(25,000)	(25,000)		(25,000)	(25,000)
Non cash loss on equipment	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 97,103</u>	<u>\$ 15,794</u>		<u>\$ 62,903</u>	<u>\$ 4,103</u>

Budget Overview

REVENUES

CHARGES FOR SERVICES

The Parking Utility operates 2 parking structures (539 spaces) and 12 public surface parking lots (698 spaces). The utility is also responsible for the operation and maintenance of 444 parking meters along with a number of leased stalls. Revenues from these sources are used to fund the maintenance and operating expenses of the utility.

Office closings and relocations from the Downtown have impacted the sale of monthly parking permits at the municipal ramp. The overall parking revenue is projected to increase by approximately 3% in 2004.

EXPENDITURES

PERSONAL SERVICES

No changes in full-time personnel are proposed as part of the 2004 budget. Custodial responsibilities have been added to the Skilled Worker's job duties for the Parking Utility reflecting the reduction of one Public Works custodial position.

CAPITAL OUTLAY

The parking ramp repair program is outlined in the Capital Improvement Plan (CIP) and includes replacing elevator lobby climate controllers, elevator lobby roof, directional signage, and deteriorated stairwell and elevator lobby doors and frames. An engineering analysis of the parking deck on Graham Avenue is also included in the CIP.

Revenue Detail

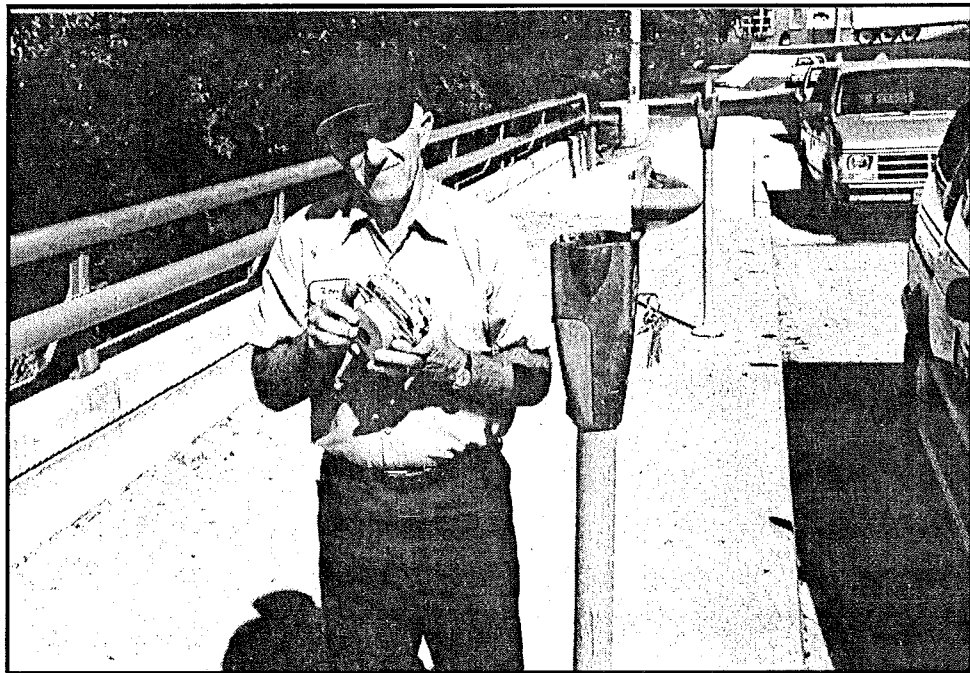
<u>Revenue Classification</u>	Parking Utility				
	2002	2003	2003	2003	2004
	<u>Actual</u>	<u>Budget</u>	<u>6-Month Actual</u>	<u>Projection</u>	<u>Budget</u>
OPERATING REVENUES					
Charges for services:					
On-street metered	\$ 19,905	\$ 18,000	\$ 9,352	\$ 18,000	\$ 18,500
Off-street metered	33,650	33,000	17,265	33,000	34,300
Off-street unmetered:					
Barstow & Grand Lot	400	800	2,111	800	800
Graham ramp	45,075	45,900	15,578	45,900	45,900
Farwell ramp	65,764	60,000	25,722	58,000	58,000
Riverview Lot	15,947	16,000	6,572	16,000	16,000
10-hour parking permits	61,867	58,000	23,513	65,000	65,000
Miscellaneous	177	100	86	100	100
Total charges for services	242,785	231,800	100,199	236,800	238,600
Total revenues	\$ 242,785	\$ 231,800	\$ 100,199	\$ 236,800	\$ 238,600

Staffing

Parking Utility

	2002	2003	2004
Parking Attendants	1.25	1.25	1.25
Skilled Worker I	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u><u>2.25</u></u>	<u><u>2.25</u></u>	<u><u>2.25</u></u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

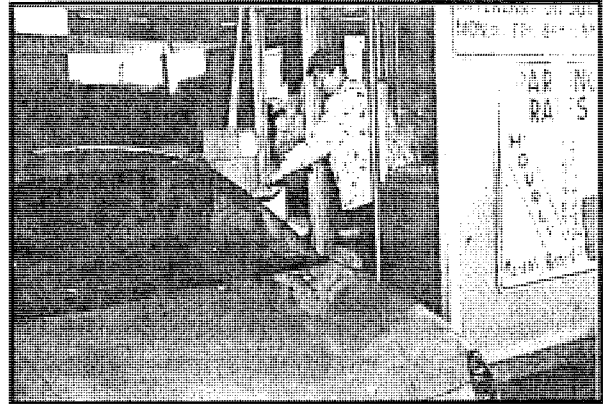


Parking Meter Repairs

Operation Highlights

Parking Rates

On-street meters, Hourly	\$0.25
Off-street meters, Hourly	\$0.20 & \$0.25
Municipal Ramp, Hourly	\$0.50
Maximum, Daily	\$3.25
Municipal Permit, Quarterly	\$55.50*
Riverview Lot Permit, Quarterly	\$72.00*
Municipal Ramp, Monthly	\$30.00*
Riverside Deck-Upper Level, Quarterly Permit	\$90.00*
Riverside Deck-Lower Level, Quarterly (assigned stalls)	\$96.00*

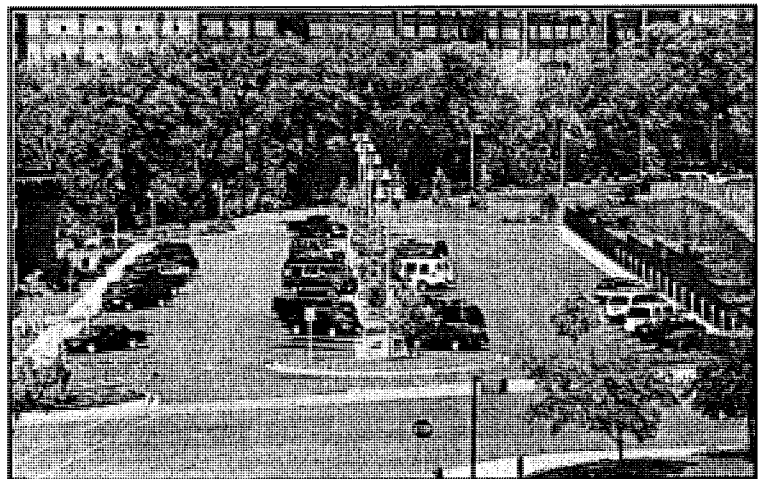


Parking Ramp Fee Collections

*Plus 5.5% Sales Tax

Facilities

Parking Structures	2
	539 Spaces
Surface Lots	12
	701 Spaces
On-street Meters	129
Off-street Meters	<u>315</u>
Total Meters	444



Riverview Parking Lot

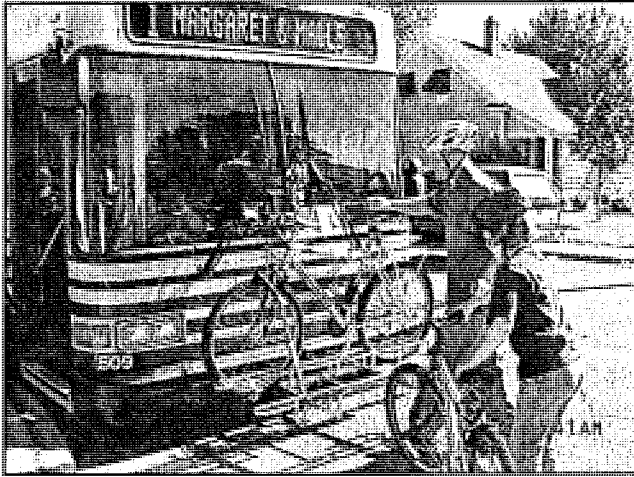
- ◆ On-street Parking Meters
 - Operating Time
 - 9:00 a.m. to 6:00 p.m.
 - Monday through Friday,
 - except holidays

- ◆ Monthly permits available for ramps and surface lots

- ◆ Meters located Downtown and in selected lots

PUBLIC TRANSIT

Public Transportation Services are provided by the Transit Division of the Public Works Department. The Division is responsible for the bus system under the direction of the Eau Claire Transit Commission, which was created for the purpose of establishing and monitoring a comprehensive unified local transportation system.



All Eau Claire Transit buses now feature bicycle racks. Each rack can accommodate two bicycles.

*All Eau Claire Transit buses
now feature bicycle racks.
Each rack can accommodate
two bicycles.*

Programs & Services

- ◆ Operate a public transportation system that provides an economical, safe, comfortable, and equitable transportation option for all citizens.
- ◆ Provide specialized transportation (paratransit) services to citizens who are not able to use regular bus service.
- ◆ Maintain a full staff of qualified bus operators.
- ◆ Effectively and efficiently maintain all transit vehicles in safe operating condition.

Routes

The bus routes are referred to as a "hub" system with 11 regular routes originating and terminating at the Downtown Transfer Center. All routes have either half-hour or hour headways. ECT also operates four (4) school "tripper" routes to meet the heavy demand for transportation during the school year.

1. Margaret & Malls
2. Mt. Washington/DeLong
3. North High
4. Locust Lane
5. Rudolph Rd./West MacArthur
6. Putnam Heights & Malls
7. West Clairemont/Altoona
8. Folsom & Vine/Memorial
9. University/Stein Blvd./Water St.
10. Alpine
11. South Loop

Overview of Revenues and Expenditures
--

	<u>2002</u>	<u>2003</u>	<u>2003</u>	<u>2003</u>	<u>2004</u>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
Operating Budget					
Revenues:					
Intergovernmental	\$ 39,690	\$ -	\$ -	\$ 9,100	\$ -
Charges for Services	430,140	432,600	275,526	451,500	477,500
Miscellaneous	23,416	21,000	13,447	21,500	16,000
Non-Operating	2,674,195	3,149,900	426,558	3,101,400	3,047,400
Other Financing Sources	6,177	-	-	-	-
Total Revenues	<u>3,173,618</u>	<u>3,603,500</u>	<u>715,531</u>	<u>3,583,500</u>	<u>3,540,900</u>
Expenses:					
Personal Services	2,059,318	2,298,100	969,240	2,298,100	2,167,400
Contractual Services	730,633	772,300	351,959	787,700	902,800
Utilities	4,887	7,400	3,253	7,400	7,700
Fixed Charges	129,084	150,900	71,972	155,800	157,700
Materials & Supplies	243,520	334,300	133,279	333,200	291,200
Capital Outlay	-	-	8,250	11,400	-
Interest Expense -Proprietary Funds	68,485	16,000	-	4,700	14,100
Total Expenses and Other Financing Uses	<u>3,235,927</u>	<u>3,579,000</u>	<u>1,537,954</u>	<u>3,598,300</u>	<u>3,540,900</u>
Excess (Deficiency) of Revenues Over Expenses	\$ <u>(62,308)</u>	\$ <u>24,500</u>	\$ <u>(822,422)</u>	\$ <u>(14,800)</u>	\$ <u>-</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 40,814	\$ 2,914		\$ (23,422)	\$ -
Changes in Available Balances:					
From operations	(62,308)	24,500		(14,800)	-
Grant-funded project	(49,613)	-		-	-
Non-cash loss on disposal of equip.	68,485	-		-	-
Principal payment - debt	-	(24,500)		-	-
Reserve - prior period adjustment	-	-		38,222	-
Residual Eq. Transfer to CIP	(20,800)	-		-	-
Ending Balance	<u>\$ (23,422)</u>	<u>\$ 2,914</u>		<u>\$ -</u>	<u>\$ -</u>

Budget Overview

REVENUES

OPERATING ASSISTANCE

State and Federal funding are the primary revenue sources for Transit operations. It is anticipated that these revenues will account for approximately 58% of Transit revenues. Federal assistance is projected at \$1,058,000 and is reimbursed annually, after the federal fiscal year and completion of an audit of eligible expenses. State assistance is projected at \$987,500 for 2004 and is received quarterly. Public Transit also receives reimbursement from the City of Altoona and Eau Claire County for providing fixed-route and paratransit services.

CHARGES FOR SERVICES

Fares and contract charges account for 13% of revenue. The contract for University of Wisconsin-Eau Claire (UWEC) service is projected at \$184,300 in 2004. UWEC ridership has increased to the level that the University now requires three buses to run the route during peak demand days and hours. The five-year contract with UWEC expires May 31, 2004. UWEC has indicated they wish to enter into an agreement for another five years of service.

TRANSFER FROM GENERAL FUND

The City General Fund provides approximately 22% of the Transit operating budget. The General Fund subsidy is projected at \$763,000.

FAREBOX REVENUE

The Transit Commission increased fares effective August 1, 2002. It is estimated that farebox revenue will increase 13.1% in 2004.

EXPENDITURES

PERSONNEL SERVICES

The budget includes wages and benefits for all transit employees. The City Manager's budget cut proposal calls for changes and reductions in services, which may result in the elimination of 4.0 FTE Bus Operator positions.

CONTRACTUAL SERVICES

Contractual services include budgeted expenses for repairs and maintenance, laundry and cleaning, postage and shipping, marketing and advertising, auditing, equipment, building rental, training and meetings, membership dues and printing costs. Due to personnel cuts in Public Works, Transit has lost snow removal service at the Transfer Center. Transit will add snow removal service to the janitorial contract with the Career Development Center in 2004, increasing Miscellaneous Contractual Services by 49%.

Per the federally mandated Transit Development Plan (TDP), Marketing and Advertising has been increased to \$20,000. One of the recommendations by the consultants working on the TDP is that Transit spend closer to the industry standard on marketing and advertising—1.8 to 2.2% of the system's total gross budget.

This category also includes "purchased transportation" in the special services account. The City of Eau Claire is the lead agency for ADA mandated paratransit services, which is currently contracted with Abby-Vans, Inc. Demand for paratransit services continues to escalate rapidly. Eau Claire County Human Services is a partner in providing special transportation services and is responsible for 70% of the cost of paratransit services after state and federal aids have been applied, and the City is accountable for 30%. The City Manager has proposed contracting with a medical professional in 2004 to certify new paratransit clients. These in-person assessments will help slow the growth of paratransit service, which is very costly to operate. Each trip on the city bus costs about \$3.00, while the 2003 cost per Abby-Van ride is \$10.59. The Abby-Van contract needs to be re-negotiated for the next one to three years. Since Abby-Van has experienced unusually large increases with their insurance premiums, we anticipate that the cost per trip may also increase accordingly.

UTILITIES

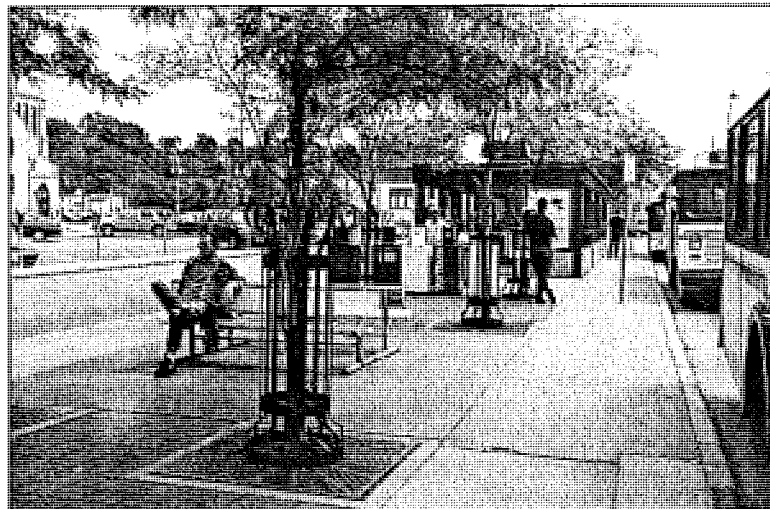
The costs budgeted under utilities include electricity, sewer service, water service, telephones, and storm water charges. No major changes are anticipated in 2004.

MATERIALS & SUPPLIES

This budget category includes office supplies, books, periodicals, diesel fuel, motor oil and lubricants, tires, uniforms and clothing, repair parts and maintenance supplies. No major changes in the 2004 budget are proposed.

CAPITAL OUTLAY

Design and analysis of the construction of a new Transfer Center are to begin in 2004, contingent upon receiving a federal transit grant. The current Transfer Center, located at 410 South Farwell Street, was built as a temporary structure in 1985 and is rapidly deteriorating. The new Transfer Center is scheduled to be built in 2006.



Transfer Center located on Farwell Street between Main and Gray.

Revenue Detail

Revenue Classification	Public Transit				
	2002 Actual	2003 Budget	2003 6-Month Actual	2003 Projection	2004 Budget
INTERGOVERNMENTAL REVENUES					
State aid	39,690	-	-	9,100	-
OPERATING REVENUES					
Charges for services:					
Passenger fares	430,140	432,600	275,526	451,500	477,500
OTHER OPERATING REVENUES					
Advertising	21,315	21,000	11,227	19,000	16,000
Miscellaneous	2,101	-	2,220	2,500	-
Total other operating revenues	23,416	21,000	13,447	21,500	16,000
NON-OPERATING REVENUES					
Operating subsidiaries:					
City of Eau Claire	570,347	833,000	-	781,600	763,000
Eau Claire County	163,887	156,000	145,000	180,000	211,400
City of Altoona	18,737	23,000	-	25,000	27,500
State operating assistance grant	1,030,221	1,247,100	281,558	1,105,500	987,500
Federal operating assistance grant	891,003	890,800	-	1,009,300	1,058,000
Total operating subsidiaries	2,674,195	3,149,900	426,558	3,101,400	3,047,400
OTHER FINANCING SOURCES					
Sale of capital assets	6,177	-	-	-	-
Total revenues	\$ 3,173,618	\$ 3,603,500	\$ 715,531	\$ 3,583,500	\$ 3,540,900

OPERATING REVENUES

Operating revenues consist primarily of **Passenger Fares**. Ridership is projected to remain constant, despite route cuts. The payment for regular route and special tripper bus service from UWEC in the amount of \$184,300 is included in operating revenue.

NON-OPERATING REVENUES

Since the early 1970's, when the operations of transit systems countrywide were transferred from for-profit private enterprise to a public service, **State and Federal Operating Assistance** has been the major source of revenue for public transit. Public transit provides an economical minimum level of mobility for urban citizens who have no other means of transportation. The basic source of State and Federal funding is from the gas tax.

LOCAL FUNDING

As a service for local citizens, part of the cost of public transportation is paid for by local funds. The cities of Altoona and Eau Claire as well as Eau Claire County provide this service for their citizens.

Staffing

Public Transit

	2002	2003	2004
Transit Manager	1.00	1.00	1.00
Working Shop Supervisor	1.00	1.00	1.00
Driver Supervisor	2.00	2.00	2.00
Clerk III	1.00	1.00	1.00
Account Clerk I	1.00	1.00	1.00
Bus Mechanic I, II, III	3.00	3.00	3.00
Bus Operator	28.00	28.00	28.00
Combination Serviceman	2.00	2.00	2.00
Part-Time Operator	3.00	3.00	3.00
Recommended Budget Blueprint Reductions	-	-	(4.00)
Total FTE Positions	<u>42.00</u>	<u>42.00</u>	<u>38.00</u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Cross-divisional charges include:

- 50% of Clerk III time is charged to Public Works Operations.
- 25% of the Public Works Operations Administrator's time is charged to Transit and another 25% to Central Maintenance.



All ECT buses are now 100% accessible.

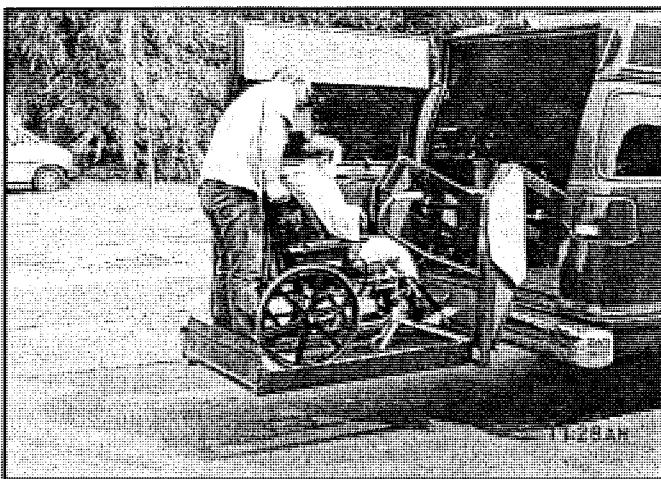
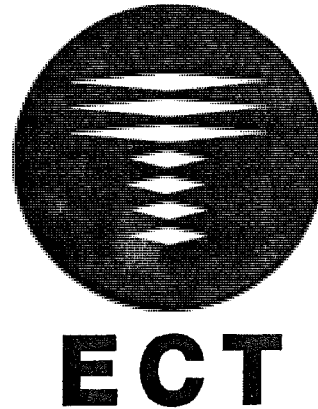
Operation Highlights

Hours of Operation

- ◆ Monday - Friday, 6:00 a.m. - 10:30 p.m.
- ◆ Saturday, 8:00 a.m. - 6:30 p.m.

Fare Structure

- ◆ Adult cash fare - \$1.00, tokens 6/\$5.00
- ◆ Elderly/Disabled cash fare - \$.50, tickets 10/\$4.00
- ◆ Adult monthly pass - \$34.00
- ◆ Student MAX pass - \$30.00
- ◆ Summer FUN Pass - \$20.00
- ◆ Elderly/Disabled pass - \$17.00



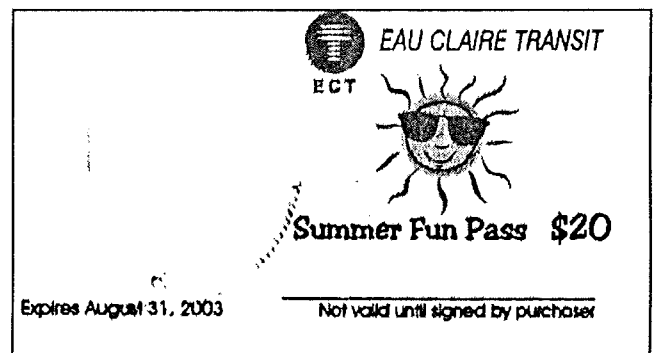
Passenger is boarded on a paratransit van.

Paratransit Services

- ◆ City lead agency
- ◆ Current contract with Abby-Vans, Inc.
- ◆ Available to seniors and/or disabled individuals who are not able to ride the regular bus routes
- ◆ Paratransit funding
 - Federal 30%
 - State 28%
 - Eau Claire County 29%
 - City of Eau Claire 13%

Operational Funding

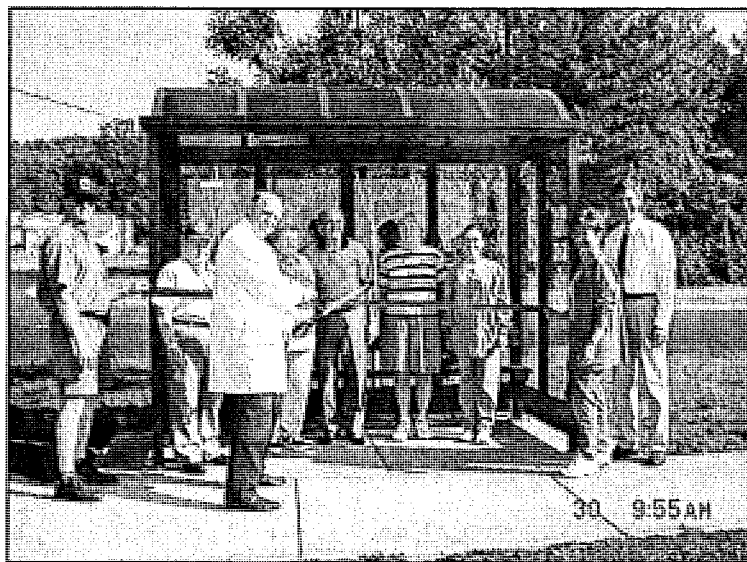
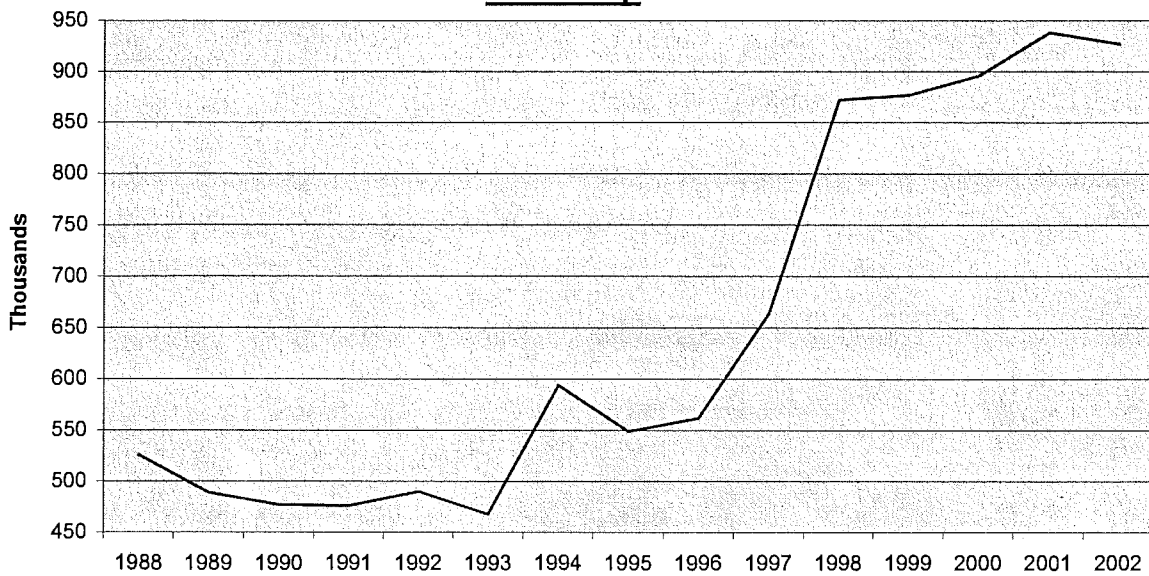
- ◆ Federal Subsidy - 30%
- ◆ State Subsidy - 28%
- ◆ General Fund - 22%
- ◆ Farebox and Contract Revenues - 13%
- ◆ County, Altoona & miscellaneous revenue - 7%



Operating Statistics

	2000	2001	2002	2003 est	2004 est
Service Miles	966,306	1,055,167	1,023,548	1,025,000	1,000,000
Service Hours	69,480	75,278	72,461	72,500	65,000
Ridership	896,873	938,718	927,129	990,000	990,000

Ridership



Chippewa Valley Eye Clinic staff and customers dedicate a new bus shelter on Damon Street built by the Clinic.

Central Maintenance & Storage Facility @ 910 Forest Street

- ◆ Indoor automatic bus wash
- ◆ Storage facility for approximately 25 buses
- ◆ Indoor fueling facility

Downtown Transfer Center @ Intersection of Farwell St. & Main St.

- ◆ Waiting area for transferring passengers
- ◆ Staging area for 10 buses

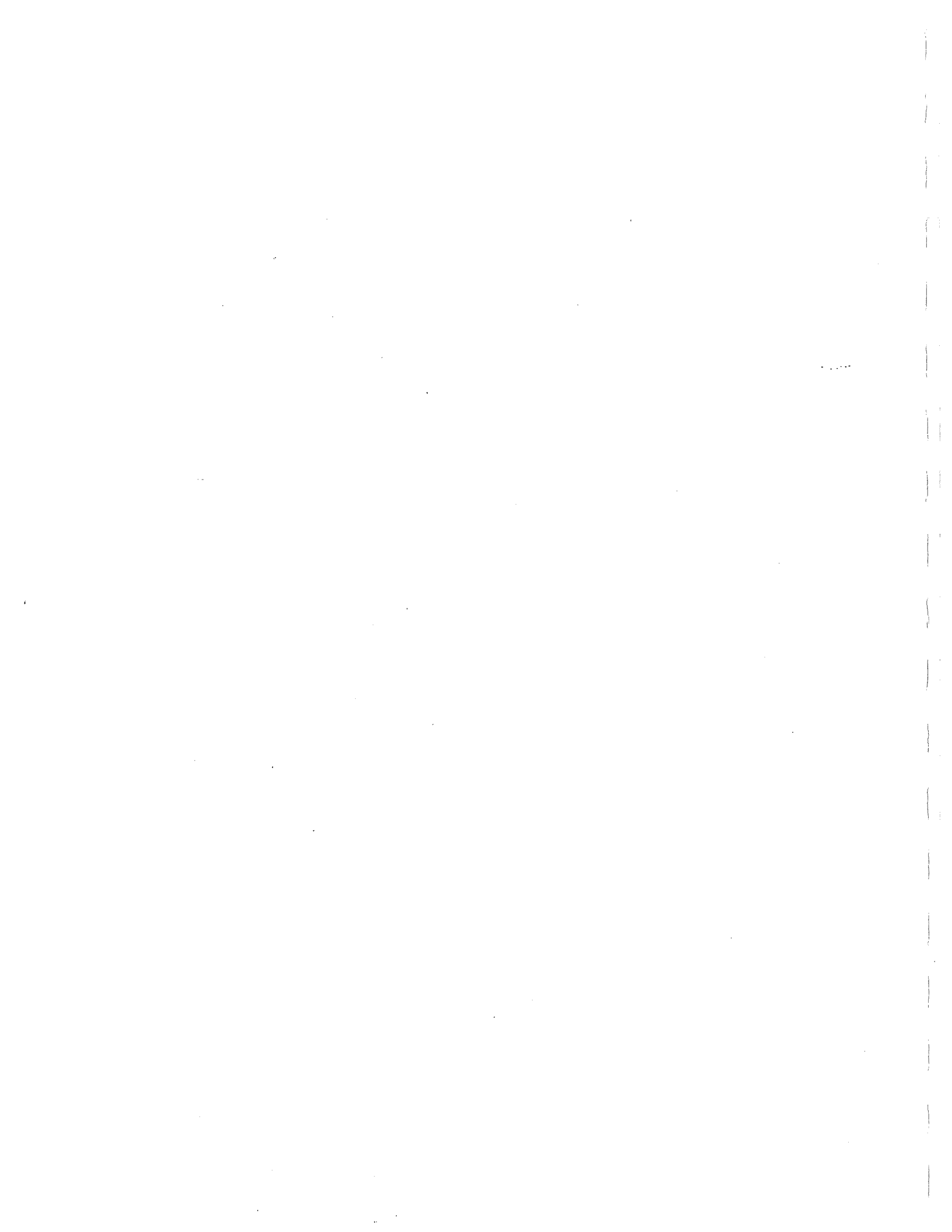
Bus Fleet

- ◆ 6 - 2002 Gillig's (40 passenger with two wheelchair spaces)
- ◆ 8 - 1997 New Flyer's (25 passenger with two wheelchair spaces)
- ◆ 8 - 2001/2002 Gillig's (25 passenger with two wheelchair spaces)

Fleet maintenance is provided by mechanics located at the Central Maintenance Facility on Forest Street.



Bus Inspection at City Shops



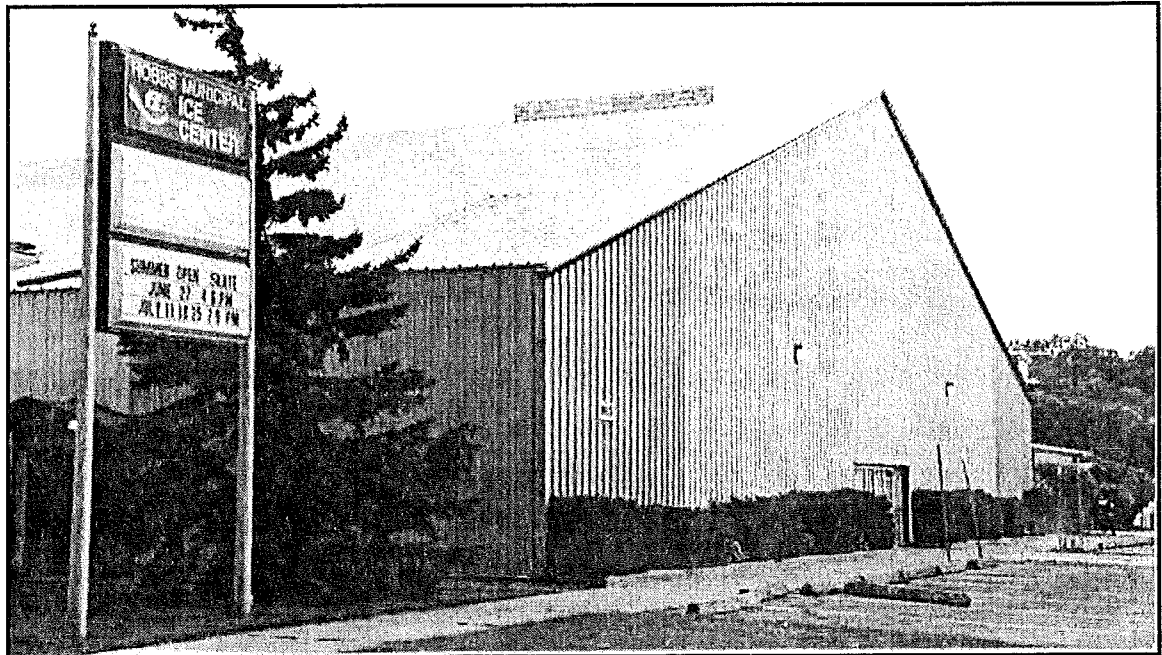
HOBBS MUNICIPAL ICE CENTER

Hobbs Municipal Ice Center is in the Recreation Division of the Parks and Recreation Department and is located at 915 Menomonie Street.

Programs & Services

Major Users

- 4,631 total hours rented in 2002
- Home rink for Varsity Hockey Teams – UWEC, North & Memorial High Schools
- Home rink for the Eau Claire Figure Skating Club
- Home rink for Eau Claire Youth Hockey Association
- 2002 was the fourth year of operation for the Hughes Outdoor Rink



Overview of Revenues and Expenditures

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues:					
Operating	\$ 353,156	\$ 362,000	\$ 133,124	\$ 372,200	\$ 409,700
Non-operating revenues	67	-	123	-	-
Other Financing Sources	<u>56,233</u>	<u>111,500</u>	<u>-</u>	<u>101,300</u>	<u>70,500</u>
Total Revenues	<u>409,456</u>	<u>473,500</u>	<u>133,247</u>	<u>473,500</u>	<u>480,200</u>
Expenses:					
Personal Services	220,573	254,000	108,481	254,000	258,000
Contractual Services	24,508	30,400	10,296	30,400	31,100
Utilities	147,787	164,300	77,065	164,300	167,500
Fixed Charges	8,500	8,500	4,250	8,500	8,500
Materials & Supplies	<u>8,089</u>	<u>16,300</u>	<u>3,475</u>	<u>16,300</u>	<u>15,100</u>
Total Expenses and					
Other Financing Uses	<u>409,456</u>	<u>473,500</u>	<u>203,567</u>	<u>473,500</u>	<u>480,200</u>
Excess (Deficiency) of					
Revenues Over Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (70,321)</u>	<u>\$ -</u>	<u>\$ -</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 8,125	\$ -		\$ 8,125	\$ 8,125
Changes in Available Balances:					
From operations	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 8,125</u>	<u>\$ -</u>		<u>\$ 8,125</u>	<u>\$ 8,125</u>

Budget Overview

REVENUES

Each year, the City Council reviews the fees and charges for the ice center. Ice rental rates for the 2002-2003 skating season were \$97.00/hour. The Ice Center was closed for an eight-week period in 2001 so that we could replace our refrigeration system. This resulted in an estimated loss of \$40,000 in revenue.

EXPENDITURES

PERSONNEL SERVICES

The ice center has two full-time maintenance workers and several part-time seasonal workers who serve as skateguards, cashiers, etc. A program supervisor in the Recreation Division manages the ice center. However, 25% of his responsibilities include organizing other programs in the division. A .5 FTE Clerk II position at the Ice Center was approved for 2002, but was never filled due to budget concerns. Some administrative assistance is provided by the Parks and Recreation Department Secretary, as workload allows.

CONTRACTUAL SERVICES

The largest contractual expense is the equipment rental that is paid to the Central Equipment Agency for the replacement of two ice-resurfacing machines. In addition, the facility itself is approaching its thirtieth anniversary and repairs to the buildings and major equipment are becoming more costly.

UTILITIES

Utilities are our highest expense other than personnel. Both electricity and gas bills are within budget projections for 2003. A new gas boiler installed in 2000 is more energy efficient. Also, the refrigeration system was changed out in early 2001, which has also increased energy efficiencies. A project to repair the roof on the O'Brien Rink will also add insulation values to that rink to further improve upon the efficiency of the facility.

CAPITAL OUTLAY

The ice center is currently 28 years old and repairs and renovations are needed. The facility will be re-roofed in 2003. Future projects include resurfacing and lighting of the parking lot, replacing the sound system, and replacing the flooring in the Akervik Rink.

Revenue Detail

Revenue Classification	2002 <u>Actual</u>	2003 <u>Budget</u>	2003 6-Month <u>Actual</u>	2003 <u>Projection</u>	2004 <u>Budget</u>
OPERATING REVENUES					
Charges for services:					
Hobbs arena	\$ 349,975	\$ 357,000	\$ 129,500	\$ 368,000	\$ 405,200
Youth hockey concessions	<u>3,181</u>	<u>5,000</u>	<u>3,624</u>	<u>4,200</u>	<u>4,500</u>
Total charges for services	<u>353,156</u>	<u>362,000</u>	<u>133,124</u>	<u>372,200</u>	<u>409,700</u>
MISCELLANEOUS REVENUES					
Miscellaneous	<u>67</u>	<u>-</u>	<u>123</u>	<u>-</u>	<u>-</u>
Total revenues	<u>353,223</u>	<u>362,000</u>	<u>133,247</u>	<u>372,200</u>	<u>409,700</u>
OTHER FINANCING SOURCES					
Transfer from General fund	<u>56,233</u>	<u>111,500</u>	<u>-</u>	<u>101,300</u>	<u>70,500</u>
Total revenues	<u>\$ 409,456</u>	<u>\$ 473,500</u>	<u>\$ 133,247</u>	<u>\$ 473,500</u>	<u>\$ 480,200</u>

OPERATING REVENUES

Charges for Services is revenue that is generated from ice rental fees. Various groups and organizations, including UW-Eau Claire, Eau Claire School District, Youth Hockey Association, Eau Claire Figure Skating Club and the City Parks and Recreation Department rent ice time.

Rates for ice time are reviewed annually by the Parks and Recreation Department and approved by City Council. 93% of revenue generated comes from ice rental fees.

NON-OPERATING REVENUES

Hobbs Ice Center was established as an enterprise fund January 1, 1979. Since that time, a **General Fund Subsidy** has been required to meet the operational expenses.

Summary of General Fund Subsidies

1997	1998	1999	2000	2001	2002 Actual	2003 Projected	2004 Proposed
\$68,483	\$76,610	\$35,240	\$58,161	\$114,534	\$56,233	\$101,300	\$76,100

Staffing

Hobbs Ice Center

	2002	2003	2004
Program Supervisor	1.00	1.00	1.00
Clerk II	0.50	0.50	0.50
Skilled Worker I	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total FTE Positions	<u><u>3.50</u></u>	<u><u>3.50</u></u>	<u><u>3.50</u></u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Cross-divisional charges include:

- 25% of Program Supervisor's time is charged out to Parks & Recreation – Recreation Division.



Activities

The Ice Center is the home rink for North and Memorial High Schools, and the University Varsity Hockey teams (men's and women's), as well as the Eau Claire Youth Hockey Club, the Eau Claire Figure Skating Club, and the Parks and Recreation skating programs.

Ice Center Annual Schedule - 5 Year History
of Weeks Open

	1997	1998	1999	2000	2001	2002
O'Brien	31	30	30	30	28	29
Akervik	40	38	37	38	32	37
Summer	13	11	11	10	9	10
Hughes Rink	0	0	9	10	8	6

- 4 hours/week of public skating offered September through April, 2 hours/week, June -August
- Drop-in hockey (adult) offered 1.5 hours/week, September through April
- Special open skate hours offered during school vacations and Christmas Holidays

Hobbs Municipal Ice Center
Six-Year History of Operations

	1997	1998	1999	2000	2001	2002
Revenues	\$317,286	\$290,564	\$339,616	\$351,612	\$322,827	\$353,156
Expenses... w/o depreciation & interest expense	\$386,400	\$367,435	\$374,682	\$424,274	\$437,361	\$409,456
Net Income	(\$69,114)	(\$76,871)	(\$35,066)	(\$72,662)	(\$114,534)	(\$56,300)

Activities

Hobbs Ice Center Open Skate Admissions				
	Winter Oct-Dec, 2002	Winter Jan-March, 2003	Summer 2002	Total 2002-03
Youth	1,613	1,143	183	2,939
Youth w/ punch card	114	39	2	155
Adult	630	397	50	1,077
Adult w/ punch card	20	4	0	24
Total	2,377	1,583	235	4,195

2003-2004 FEES AND CHARGES

Hourly Charges

Ice Rental – Prime Time*	\$105.00
Ice Rental – Non Prime Time	\$95.00
Dry Floor (In-Line Skate)	\$50.00
Outdoor Rink	\$35.00

*Prime time hours are 7am to 11pm daily.

Events

Varsity Game	\$350.00
JV/Varsity Game	\$450.00

Open Skating

Adult	\$4.00
Youth	\$3.00
15 Skate Punch Card (Adult)	\$50.00
15 Skate Punch Card (Youth)	\$35.00
Skate Rental	\$1.50
Open Hockey – Adult	\$5.00

Daily Charges

Dry Floor (Special Event) **	\$250.00
------------------------------	----------

**Groups renting the facility for dry floor events must also pay any custodial overtime related to their event.

Facilities



O'Brien Rink - constructed in 1975

- Regulation size rink, 85'x200'
- 6" concrete floor
- Artificial Ice
- Heated facility
- Seating capacity for 1,000
- Four locker rooms, restrooms
- Concession stand

Akervik Rink – constructed in 1978, covered in 1985

- Regulation size rink, 85' x 200'
- 6" concrete floor
- Artificial ice
- Heated facility
- Seating capacity for 300
- Four team rooms (no showers),
restrooms

Hughes Rink – constructed in 1998

- Practice size rink, 65" x 150'
- Natural ice
- Outdoor facility

O'Brien Room

- Meeting room – approximate capacity is
75 persons
- TV/VCR available for
coaches/referee/player training

Equipment

The ice center's major pieces of equipment consist of two ice resurfacers. Other smaller pieces of equipment include such things as ice edgers, snow blowers, etc. The resurfacing machines are replaced on a rotating basis. Each machine is replaced approximately every 12 years, which means a new machine is purchased every six years. One machine was replaced in 2002.

CIP Highlights

- The Ice Center roof replacement will be completed in 2003.
- The parking lot is scheduled to be resurfaced and striped in 2004, with additional lighting added to the lot. Also in 2004, the O'Brien rink door is scheduled to be replaced.
- We hope to replace the sound system in 2005 along with replacing the flooring in the Akervik Rink and constructing a skate change area for the Hughes Rink.



FAIRFAX PARK OUTDOOR POOL

Fairfax Park Outdoor Pool is in the Recreation Division of the Parks and Recreation Department and is located at 4200 Fairfax Street. The pool opened to the public in June 1991. The pool will be entering its fourteenth year in 2004.

Programs & Services



Annual Schedule

- ◆ 13-week season (approximately June 1-September 1)
- ◆ Public swim offered seven days per week
- ◆ Lap swim offered mornings and evenings
- ◆ Water aerobics classes offered weekday mornings
- ◆ Facility available for rent by private groups on Saturdays and Sunday evenings
- ◆ Practice site for the YMCA Swim Team

Overview of Revenues and Expenditures

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues:					
Charges for Services	\$ 223,982	\$ 201,000	\$ 112,334	\$ 209,000	\$ 204,500
Other Financing Sources	<u>165,485</u>	<u>257,000</u>	<u>3,495</u>	<u>249,000</u>	<u>239,200</u>
 Total revenues	 <u>389,467</u>	 <u>458,000</u>	 <u>115,829</u>	 <u>458,000</u>	 <u>443,700</u>
Expenses:					
Personal Services	175,032	207,600	42,146	207,600	209,700
Contractual Services	16,802	19,500	4,338	20,400	19,300
Utilities	36,379	45,000	3,860	44,100	42,600
Fixed Charges	5,330	5,400	2,879	5,400	5,400
Materials & Supplies	91,031	47,200	15,172	47,200	44,700
Non-Operating -Proprietary Funds	<u>64,893</u>	<u>28,300</u>	<u>-</u>	<u>28,300</u>	<u>22,000</u>
 Total Expenses and Other Financing Uses	 <u>389,467</u>	 <u>353,000</u>	 <u>68,394</u>	 <u>353,000</u>	 <u>343,700</u>
 Excess (Deficiency) of Revenues Over Expenses	 \$ <u>-</u>	 \$ <u>105,000</u>	 \$ <u>47,435</u>	 \$ <u>105,000</u>	 \$ <u>100,000</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 2,688	\$ 2,688		\$ 2,688	\$ 2,688
Changes in Available Balances:					
From operations	-	105,000		105,000	100,000
Transfer in from General Fund	100,000				
Principal payment - debt	(100,000)	(105,000)		(105,000)	(100,000)
Transfer to capital projects	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 2,688</u>	<u>\$ 2,688</u>		<u>\$ 2,688</u>	<u>\$ 2,688</u>

Budget Overview

REVENUES

Revenues at the pool are mostly weather dependent. Over the past five years, operating revenue has ranged from \$170,064 (1998) to \$223,982 (2002). Admission fees are reviewed annually by the City Council and adjusted periodically. A punch card and twilight fees have been initiated in order to give residents an option for admission charges. Season passes are also available.

EXPENDITURES

PERSONNEL SERVICES

The outdoor pool is primarily staffed with seasonal part-time employees. In addition, one full-time permanent employee from the park division is assigned as a maintenance worker for approximately five months of the year. The maintenance worker does have some additional responsibilities in Fairfax Park. A Program Supervisor in the Recreation Division has oversight responsibility for lifeguard and maintenance operations of the pool. Concessions and Admissions are under the direction of the Superintendent of Recreation. No additional staff has been proposed for 2004. However, since the staffing of the pool is primarily seasonal high school and college students, any increase in the minimum wage does have a negative financial impact on the operation.

CONTRACTUAL SERVICES

Services in this area include any repairs or preventative maintenance that is contracted. A local plumbing firm has been under contract to help start the pool up in the spring and shut the pool down in the fall. It is not anticipated that these costs will increase significantly in 2004.

UTILITIES

Electricity and gas service are two of the major costs other than personnel. We are not anticipating any major increases in utility expenses for 2004.

MATERIALS & SUPPLIES

This area includes expenditures for janitorial supplies, food and beverage supplies, and chemicals, among other items. Staff members purchase their own uniforms.

CAPITAL OUTLAY

Both pools, the waterslide tower and all lifeguard stands were painted in 2002. The bathhouse floor was painted in 2003. We also replaced our pool controllers in 2003, and refurbished the diving boards. The pool heaters are scheduled to be replaced in 2004, and the playground equipment will be replaced in 2005.

Revenue Detail

Revenue Classification	Outdoor Pool				
	2002 Actual	2003 Budget	2003 6-Month Actual	2003 Projection	2004 Budget
OPERATING REVENUES					
Charges for services:					
Pool admissions	\$ 167,965	\$ 151,000	\$ 95,381	\$ 156,000	\$ 153,000
Pool concessions	42,289	40,000	13,276	42,000	42,000
Miscellaneous	13,728	10,000	3,676	11,000	9,500
Total charges for services	<u>223,982</u>	<u>201,000</u>	<u>112,334</u>	<u>209,000</u>	<u>204,500</u>
OTHER OPERATING REVENUES					
Miscellaneous	-	-	3,495	3,500	3,500
NON-OPERATING REVENUES					
Transfer from General fund	<u>165,485</u>	<u>257,000</u>	<u>-</u>	<u>245,500</u>	<u>235,700</u>
Total revenues	<u>\$ 389,467</u>	<u>\$ 458,000</u>	<u>\$ 115,829</u>	<u>\$ 458,000</u>	<u>\$ 443,700</u>

OPERATING REVENUES

Charges for services includes receipts from pool admission, rental for special events and concessions. Fees are reviewed annually and are set by the City Council.

NON-OPERATING REVENUES

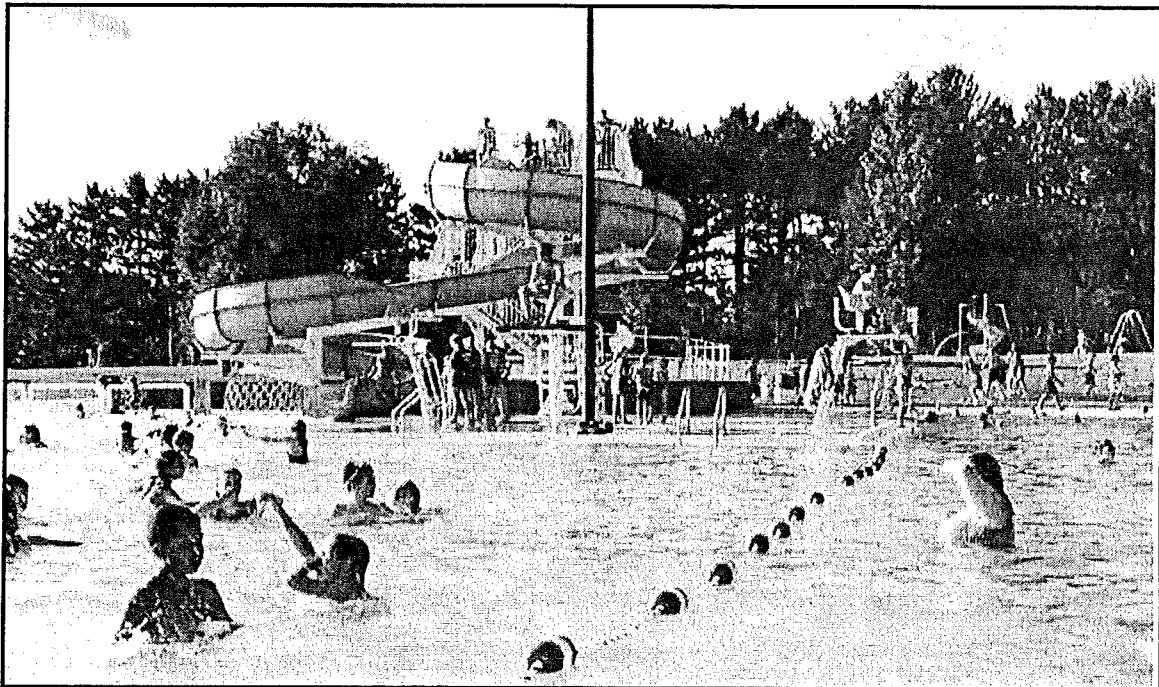
The Outdoor Pool was established as an enterprise fund in 1990. Since that time, a **General Fund Subsidy** has been required to meet the operational expenses and the annual debt payment.

Summary of General Fund Subsidies

	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u> Projected	<u>2004</u> Proposed
Subsidy	\$143,782	\$126,339	\$136,829	\$145,120	\$165,485	\$140,500	\$135,700
Debt Payment	\$75,000	\$75,000	\$85,000	\$90,000	\$100,000	\$105,000	100,0000

Staffing

- ◆ A Department Program Supervisor directs lifeguard and maintenance operations.
- ◆ The Superintendent of Recreation coordinates concessions and front desk operations at the Outdoor Pool.
- ◆ A Parks Maintenance employee is assigned to the pool part-time during the season.
- ◆ No full time staff is assigned exclusively to the Outdoor Pool.
- ◆ Approximately 80 seasonal staff members are employed in 2003 as lifeguards, cashiers, and facility supervisors.
- ◆ A Program Supervisor assigned to General Fund Recreation charges 25% of his time to the Outdoor Pool.



Activities

SEVEN-YEAR HISTORY OF ATTENDANCE

<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
64,894	63,166	69,227	60,782	71,192	62,101	60,141

SEVEN-YEAR HISTORY OF OPERATION

	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>
Revenues	\$156,706	\$170,320	\$170,064	\$194,965	\$184,049	\$211,651	\$223,982
Expenses... w/o deprec. & interest exp	\$204,423	\$210,813	\$226,327	\$235,943	\$243,593	\$285,393	\$324,575
Net Income	(\$47,717)	(\$40,493)	(\$56,263)	(\$40,978)	(\$59,544)	(\$73,742)	(\$100,593)

2003 FEES AND CHARGES**Daily Admission**

Youth (under 3)	FREE
Youth (3-17 years)	\$2.75
Adult	\$4.00
Lap Swim	\$2.00
Water Aerobics	\$2.50
Twilight *	\$2.00
Family Day - Saturday	\$2.00

*All admissions after 6:00 pm

Season Pass Rates

Resident Youth	\$35.00
Resident Adult	\$45.00
Resident Family of 3	\$90.00
Resident Family of 4	\$95.00
Resident Family of 5	\$100.00
Non-Resident Youth	\$55.00
Non-Resident Adult	\$65.00
Non-Resident Family of 3	\$135.00
Non-Resident Family of 4	\$140.00
Non-Resident Family of 5	\$145.00
Extra charge for each additional family member	\$5.00

Punch Cards

(10 swims for the price of 8)

Youth	\$22.00
Adult	\$32.00

Facilities

Main Pool

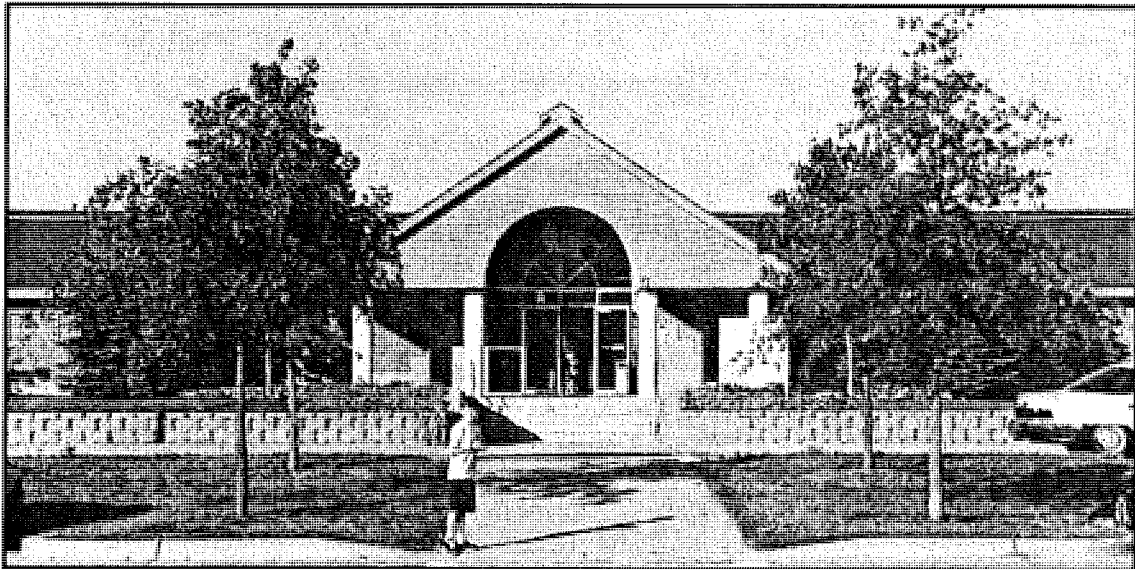
- ◆ 17,600 square feet
- ◆ 450,518 gallons of water
- ◆ 164 ft (50m) x 60 ft (18m)
- ◆ 3'6" to 5'6" deep
- ◆ Pool capacity – 1,173
- ◆ Waterslide – 153' long x 22' high
- ◆ Mini-slide – 8 ft ride

Diving Pool

- ◆ 1,890 square feet
- ◆ 1 meter & 3 meter diving boards
- ◆ 13' deep
- ◆ 42 ft (13m) x 45 ft (14m)
- ◆ 148,300 gallons of water

Other Amenities

- ◆ Concession stand
- ◆ Juice & Sport Drink vending machines
- ◆ Children's playground
- ◆ Picnic pavilion
- ◆ Shade Features
- ◆ Sand volleyball court
- ◆ Free transportation provided for North and West Eau Claire Residents, two days/week



Entrance to Fairfax Pool

Equipment

Equipment at the pool consists of items, such as cash registers and concession equipment, freezers, hot dogger, pretzel warmer, nacho warmer, etc. The pool does have some maintenance equipment assigned to it, including a riding lawn mower, a push mower, trimmers, etc. The pool also has major equipment, such as pumps, filters, and heaters.

CIP Highlights

- ◆ It is proposed to replace the pool heaters in 2004.
- ◆ New play equipment and mini golf are scheduled for 2005.
- ◆ In 2006, we are proposing to remodel the concession stand and build a first aid station.
- ◆ It is proposed to paint the interior of the bathhouse (metal work and staining in 2007).
- ◆ The pool is scheduled to be repainted in 2008.

RISK MANAGEMENT

The Risk Management Fund was formed in 1988 to stabilize the City's insurance and risk management related costs. Premiums previously paid to insurance companies were placed in the fund. Coverage for catastrophic losses was purchased through "pooled" insurance companies formed with other Wisconsin municipalities and traditional coverage. Smaller, predictable losses are self-insured. The resulting savings have allowed the general fund and other departments to enjoy stable or declining insurance rates for the past 14 years. The City's Risk Management fund handles all claims and related matters for the City of Eau Claire and L.E. Phillips Memorial Library. Certain coverage is also provided for the City-County Health Department and Housing Authority.



Safety meeting

Programs & Services



Mailbox Damage

- ◆ Funding for losses
- ◆ Safety Training and education
- ◆ Environmental clean ups
- ◆ Stable charges to Departments
- ◆ Emergency Preparedness and disaster response
- ◆ Retention limits

Liability \$200,000 each loss

Workers Compensation

\$250,000 each loss

Overview of Revenues and Expenditures

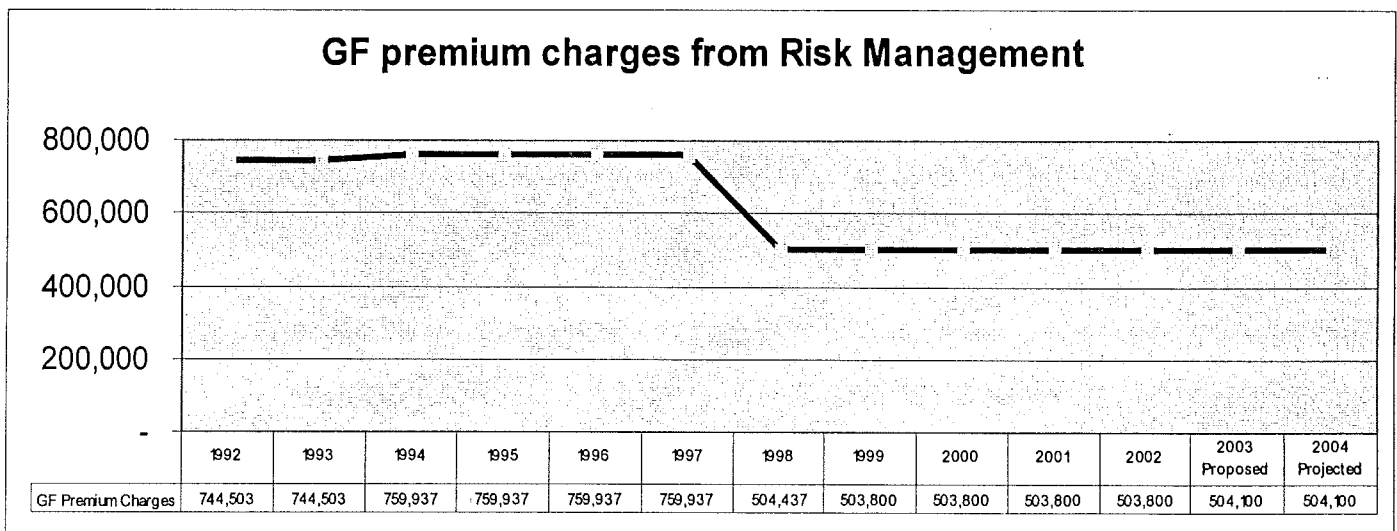
	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2003 6-Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Operating Budget					
Revenues:					
Other Operating	\$ 991,800	\$ 1,007,800	\$ 505,357	\$ 1,677,200	\$ 1,832,900
Intergovernmental	105,203	40,000	17,778	40,000	40,800
Miscellaneous	424,469	286,000	43,553	211,000	213,400
	<u>1,521,472</u>	<u>1,333,800</u>	<u>566,688</u>	<u>1,928,200</u>	<u>2,087,100</u>
Expenses:					
Personal Services	107,614	115,800	49,349	115,800	123,100
Contractual Services	13,713	38,800	4,377	48,200	56,300
Utilities	608	3,600	445	3,600	3,800
Fixed Charges	694,410	1,193,400	448,551	1,853,400	2,035,300
Materials & Supplies	2,490	5,100	1,601	5,100	5,200
Other Financing Uses	-	255,000	-	255,000	395,600
	<u>818,836</u>	<u>1,611,700</u>	<u>504,323</u>	<u>2,281,100</u>	<u>2,619,300</u>
Total Expenses and Other Financing Uses					
Excess (Deficiency) of Revenues Over Expenses	<u>\$ 702,636</u>	<u>\$ (277,900)</u>	<u>\$ 62,365</u>	<u>\$ (352,900)</u>	<u>\$ (532,200)</u>
Applied Reserve:					
Beginning Balance	\$ 182,464	\$ 277,900		\$ 885,100	\$ 532,200
Changes in Available Balances:					
From operations	702,636	(277,900)		(352,900)	(532,200)
Transfer (to)/from reserve	-	-		-	-
Ending Balance	<u>\$ 885,100</u>	<u>\$ -</u>		<u>\$ 532,200</u>	<u>\$ -</u>

Budget Overview

REVENUES

Each year, the Risk Management fund charges all other funds an “insurance” charge. These revenues to the Risk Management Fund are used to cover the costs of operating the Fund, pay losses and establish reserves to cover large deductible expenses and catastrophic losses. Traditionally, the cost of business insurance can swing dramatically up or down from year to year and generally rises faster than the rate of inflation. The Risk Management Fund has been able to provide stable or decreasing charges for most years of operation.

Also included in the Risk Management revenues is reimbursement from the other funds for the Section 105 High Deductible Health Insurance Plan



EXPENSES

CONTRACTUAL SERVICES

The Miscellaneous Contractual Services budget includes \$18,500 to pay for the administrative expenses for the new Section 105 High Deductible Health Insurance Plan.

FIXED COSTS

Funding for the new Section 105 High Deductible Health Insurance Plan is included as a fixed expense in the Risk Management Fund. Safety Services also increased in the 2004 budget, which are services purchased from Eau Claire County and reflect ½ of the actual wages and expenses for the Safety Coordinator position.

Revenue Detail

Risk Management

Revenue Classification	2002 <u>Actual</u>	2003 <u>Budget</u>	2003 6-Month <u>Actual</u>	2003 <u>Projection</u>	2004 <u>Budget</u>
OPERATING REVENUES					
Charges for services:					
General fund	\$ 503,800	\$ 504,100	\$ 252,050	\$ 504,100	\$ 504,100
Economic development	1,200	1,200	600	1,200	1,200
Cemetery maintenance	6,100	6,100	3,050	6,100	6,100
Library	31,000	31,000	15,500	31,000	31,000
Sewer	77,700	77,700	38,850	77,700	77,700
Water	79,500	81,100	40,550	81,100	81,100
Storm Water	4,600	4,600	2,300	4,600	4,600
Hobbs	8,500	8,500	4,250	8,500	8,500
Municipal pool	4,200	4,200	2,100	4,200	4,200
Parking	8,100	8,100	4,050	8,100	8,100
Transit	105,200	110,100	52,600	110,100	116,100
Risk management	3,700	3,700	1,850	3,700	3,700
Central equipment	158,200	158,200	79,100	158,200	158,200
Public housing	-	9,200	8,507	9,200	9,200
Hlth Ins Deduction Reimbursement	-	-	-	669,400	819,100
Total charges for services	991,800	1,007,800	505,357	1,677,200	1,832,900
OTHER OPERATING REVENUES					
Repayment of claims	105,203	40,000	17,778	40,000	40,800
NON-OPERATING REVENUES					
Miscellaneous	248,332	119,000	131	119,000	121,400
Interest income	176,137	167,000	43,422	92,000	92,000
	424,469	286,000	43,553	211,000	213,400
Total revenues	\$ 1,521,472	\$ 1,333,800	\$ 566,688	\$ 1,928,200	\$ 2,087,100

OPERATING REVENUES**Charges for Services**

Revenues for the Risk Management funds are derived from a service charge assessed all funds, which participate in the City's self-insurance program. Charges for 2004 to the General Fund comprise 50% of the insurance charges, followed by Central Equipment 16%, Transit 11%, Water 8% and Sewer 8%. The remaining funds comprise 7% of the total. Also included as charges for services are the new Section 105 High Deductible Health Insurance Plan reimbursements from the other funds.

Repayment of Claims includes reimbursements from insurance companies and individuals for damages covered by the self-insurance program.

NON-OPERATING REVENUES

Interest income is earned by investing available cash in the Risk Management fund in accordance with the City's investment policy.

Staffing

Risk Management

	2002	2003	2004
Risk Management Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Cross-divisional charges include:

- 50% of the Human Resource Director/Risk Manager's time is charged to Risk Management.

Construction zone safety issues



Operation Highlights

Areas of Operation

Insurance coverage includes all City owned properties and operations. Certain coverages are also provided to the Library, Health Department and Housing Authority.

WMMIC Participants

- ◆ City of Madison
- ◆ Waukesha County
- ◆ Brown County
- ◆ Outagamie County
- ◆ Dane County
- ◆ Manitowoc County
- ◆ Kenosha County
- ◆ City of Eau Claire
- ◆ Chippewa County
- ◆ Dodge County
- ◆ LaCrosse County
- ◆ St. Croix County
- ◆ Marathon County
- ◆ Eau Claire County



Flood related sinkhole

Principal Sources of Revenue

- ◆ General Fund
- ◆ Interest Income
- ◆ Central Equipment
- ◆ Transit
- ◆ Other City Funds
- ◆ Water Utility
- ◆ Sewer Utility
- ◆ Repayment of Claims



Rescue from flood related sinkhole

CENTRAL EQUIPMENT



*Central Maintenance Facility
910 Forest Street*

The Central Equipment and Stores Agency (CESA) is in the Operations Division of the Public Works Department. The division maintains a parts and supply inventory along with responsibility for maintenance and repair of vehicles and equipment used by the Police, Fire, Parks, and Public Works Department. Staff from the division also provide clerical and customer service support to other divisions within the Public Works Department.

Programs & Services

- ◆ Maintain City-owned vehicles and equipment in good working condition.
- ◆ Provide a management information system that will identify costs, equipment usage, fuel usage and maintenance history.
- ◆ Provide safety, training, and preventative maintenance programs to reduce down time, maximize vehicle safety, and reduce accidents.
- ◆ Provide a perpetual inventory of automotive parts and other municipal supplies.

Overview of Revenues and Expenditures

	<u>2002</u>	<u>2003</u>	<u>2003</u>	<u>2003</u>	<u>2004</u>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
			<u>Actual</u>		
Operating Budget					
Revenues:					
Intergovernmental	\$ 2,591,446	\$ 2,639,400	\$ 1,401,540	\$ 2,639,400	\$ 2,441,200
Miscellaneous	162,047	155,000	82,756	155,000	158,000
Other Financing Sources	(1,426)	10,000	8,557	10,000	10,000
	<u>2,752,067</u>	<u>2,804,400</u>	<u>1,492,853</u>	<u>2,804,400</u>	<u>2,609,200</u>
Expenses:					
Personal Services	514,766	571,900	251,255	571,900	600,900
Contractual Services	351,521	367,400	170,492	374,200	317,000
Utilities	108,339	166,900	69,063	166,900	170,400
Fixed Charges	134,130	158,400	60,150	158,400	158,400
Materials & Supplies	597,641	664,100	251,737	657,300	670,600
Capital Outlay	4,604	5,000	-	5,000	-
Non-Operating	-	-	23,513	-	-
	<u>1,711,002</u>	<u>1,933,700</u>	<u>826,210</u>	<u>1,933,700</u>	<u>1,917,300</u>
Other Financing Uses	<u>1,711,002</u>	<u>1,933,700</u>	<u>826,210</u>	<u>1,933,700</u>	<u>1,917,300</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 1,041,065</u>	<u>\$ 870,700</u>	<u>\$ 666,643</u>	<u>\$ 870,700</u>	<u>\$ 691,900</u>
Applied Reserve:					
Beginning Balance	\$ -	\$ -		\$ -	\$ -
Changes in Available Balances:					
From operations	1,041,065	870,700		870,700	691,900
Transfer to capital projects	(1,949,532)	(1,464,500)		(1,464,500)	(181,900)
Transfer (to)/from reserves - equipment/building replacement	908,467	593,800		593,800	(510,000)
Ending Balance	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>

Budget Overview

REVENUES

CHARGES FOR SERVICES - INTERGOVERNMENTAL

Equipment Rental

The Central Equipment operation is funded from revenues derived from rental charges paid by the City Departments for use of the rolling fleet and equipment. Vehicles and equipment are purchased by the City and maintained at the Central Maintenance Facility (CMF) located at 910 Forest Street. The rental rate for each piece of equipment includes the direct costs for mechanic labor, parts and fuel, together with indirect costs for overhead and depreciation. The depreciation charges are funded each year for the replacement of fleet vehicles. Rental rates are reviewed on an annual basis.

Building Rental

Building rental is charged to other departments such as the Transit and Utility Divisions, which have office and operating space in the Central Maintenance Facility on Forest Street.

MISCELLANEOUS REVENUES

Other miscellaneous revenue includes the sale and auction of vehicles, equipment, and other fixed assets.

EXPENDITURES

CONTRACTUAL SERVICES

Many repairs and parts are purchased from outside shops. Computer service charges and equipment rental charges are also in this category.

UTILITIES

Utilities have been budgeted at a 2% increase. A severe winter or increases in utility charges may impact the actual expenditures.

CAPITAL OUTLAY

Major capital equipment replacements and new equipment purchases are outlined in the 5-year Capital Improvement Plan (CIP).

Revenue Detail

Revenue Classification	Central Equipment				
	2002 Actual	2003 Budget	2003 6-Month Actual	2003 Projection	2004 Budget
OPERATING REVENUES					
Equipment rental - General fund	\$ 1,983,271	\$ 2,102,400	\$ 1,091,479	\$ 2,102,400	\$ 1,926,100
Service charge - Stormwater Mgmt	39,114	74,500	22,717	74,500	45,000
Service charge - Cemetery Maint.	40,823	38,400	19,074	38,400	39,200
Service charge - Water utility	120,583	98,100	68,351	98,100	100,000
Service charge - Sewer utility	278,951	238,300	138,080	238,300	243,000
Service charge - Parking utility	16,874	16,200	7,579	16,200	16,600
Service charge - Transit	-	500	361	500	500
Service charge- Hobbs Ice Arena	13,811	15,000	6,418	15,000	15,300
Service charge - Municipal Pool	2,876	5,000	1,723	5,000	3,500
Service charge - Central Equipment	22,818	21,000	11,313	21,000	21,400
Service charge - Other	72,326	30,000	34,445	30,000	30,600
Total charges for services	<u>2,591,446</u>	<u>2,639,400</u>	<u>1,401,540</u>	<u>2,639,400</u>	<u>2,441,200</u>
OTHER OPERATING REVENUES					
Miscellaneous	6,429	3,000	2,083	3,000	3,000
Building rental	155,618	152,000	80,673	152,000	155,000
Total miscellaneous revenues	<u>162,047</u>	<u>155,000</u>	<u>82,756</u>	<u>155,000</u>	<u>158,000</u>
NON-OPERATING REVENUES					
Sale of capital assets	<u>(1,426)</u>	<u>10,000</u>	<u>8,557</u>	<u>10,000</u>	<u>10,000</u>
Total revenues	<u>\$ 2,752,067</u>	<u>\$ 2,804,400</u>	<u>\$ 1,492,853</u>	<u>\$ 2,804,400</u>	<u>\$ 2,609,200</u>

OPERATING REVENUES**Charges for Services**

Revenues to operate Central Equipment are derived from rental charges paid by various City departments for use of rolling fleet equipment. Vehicles are purchased by the City and maintained at the shop. The rental rate charges for each piece of equipment takes into account direct costs (labor, parts, gasoline, etc.) and indirect cost (overhead and depreciation). The depreciation charges are funded each year for the replacement of the fleet vehicles. Rental rates are reviewed on an annual basis.

Building Rental is charged to other departments which have office and operating space in the Central Maintenance facility.

Staffing

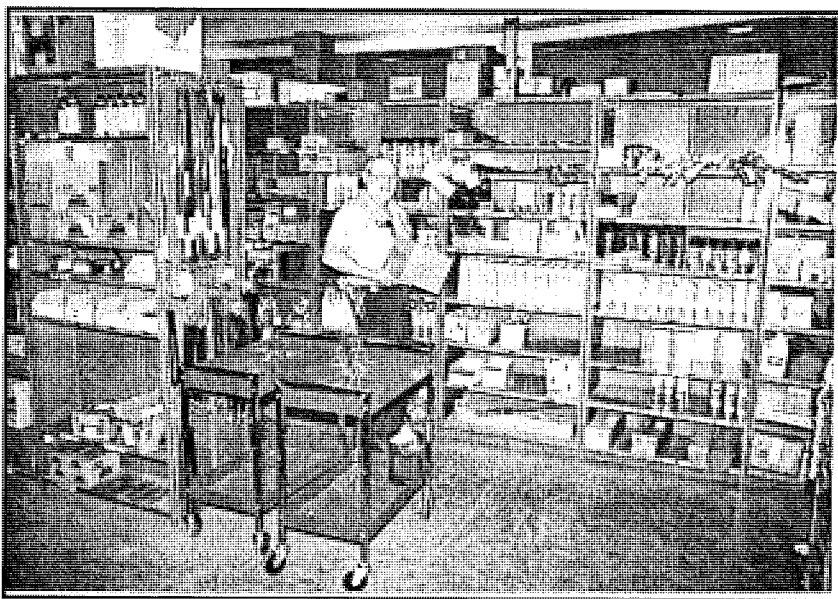
Central Equipment

	2002	2003	2004
Equipment Maintenance Superintendent	1.00	1.00	1.00
Mechanic I, III	5.00	5.00	5.00
Stores Clerk	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
 Total FTE Positions	 <u>7.00</u>	 <u>7.00</u>	 <u>7.00</u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Cross-divisional charges include:

- One Custodian assigned to Public Works is charged out to Central Equipment.
- 25% of the Public Works Operations Administrator's time is charged to Central Equipment.

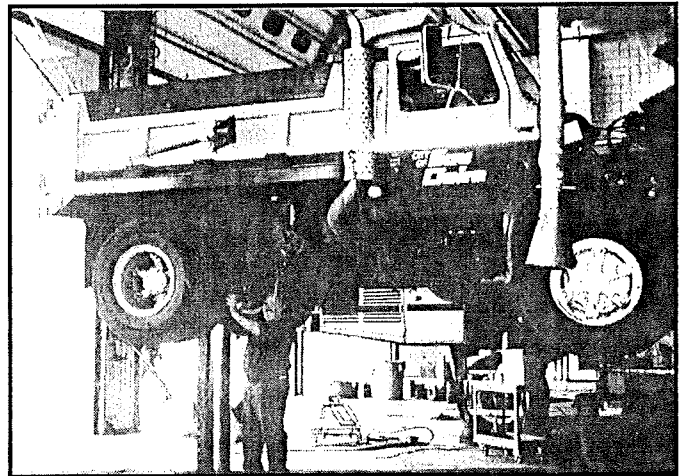


Supply Storage Area

Facilities

Central Maintenance Facility (910 Forest Street)

- ◆ Equipment and Vehicle Storage
- ◆ Central Stores Agency
- ◆ Reception Counter & 4 Clerical Work Stations
- ◆ Two Channel Radio System
- ◆ Shop Maintenance Area
 - 7 Vehicle Service Bays
 - 3 Two Post Lifts
 - 2 Car Lifts
 - 2 Steam Rooms
 - 10 Ton Bridge Crane
 - 2 Ton Monorail
 - Lubrication Dispensing System
- ◆ Bus Wash
- ◆ Supply Storage Area
- ◆ Automated Fueling System
(36,000-Gallon Storage Capacity)
- ◆ Diggers Hotline Computer
- ◆ Wheel Balancer, Brake Lathe,
and Various Tools
- ◆ Equipment Management System
Fleet Management Computer
System



Vehicle on hoist

Equipment

- ◆ Rolling Fleet
 - 26 Fire Vehicles
 - 41 Police Vehicles
 - 126 Public Works Vehicles
 - ◆ Trucks
 - ◆ Motor Graders
 - ◆ Front End Loaders
 - ◆ Sweepers
 - 23 Transit Vehicles
 - 66 Parks & Forestry Vehicles
- ◆ 169 Pieces of Miscellaneous
Equipment and attachments for
maintaining parks, cemeteries,
streets, parking lots, and public
areas

LANDFILL REMEDIATION

The Landfill Remediation Fund was authorized by Council in late 1993 and accounts for transactions associated with the activities of the Potentially Responsible Parties (PRP) Group to address contamination issues at the City's former landfill.

Programs & Services

Areas of Operation

Expendable Trust Account for the former City Landfill – Town of Union

Operating Policy

The City of Eau Claire acts as the administrator for the PRP Group. The PRP Group has been established to respond to environmental concerns associated with the landfill site. Responsibilities include the hiring of agencies and other consultants, correction of well contamination issues and identifying other PRPs.



Environmental cleanup

Overview of Revenues and Expenditures

	<u>2002 Actual</u>	<u>2003 Adopted</u>	<u>2003 6-Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Charges for Services	\$ 133,131	\$ 150,000	\$ 19,122	\$ 150,000	\$ 150,000
Total Revenues and Other Financing Sources	<u>133,131</u>	<u>150,000</u>	<u>19,122</u>	<u>150,000</u>	<u>150,000</u>
Expenditures and Other Financing Uses:					
Materials & Supplies	74,611	150,000	19,122	150,000	150,000
Other Financing Uses	<u>58,521</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>133,131</u>	<u>150,000</u>	<u>19,122</u>	<u>150,000</u>	<u>150,000</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Changes in Available Balances:					
From operations	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

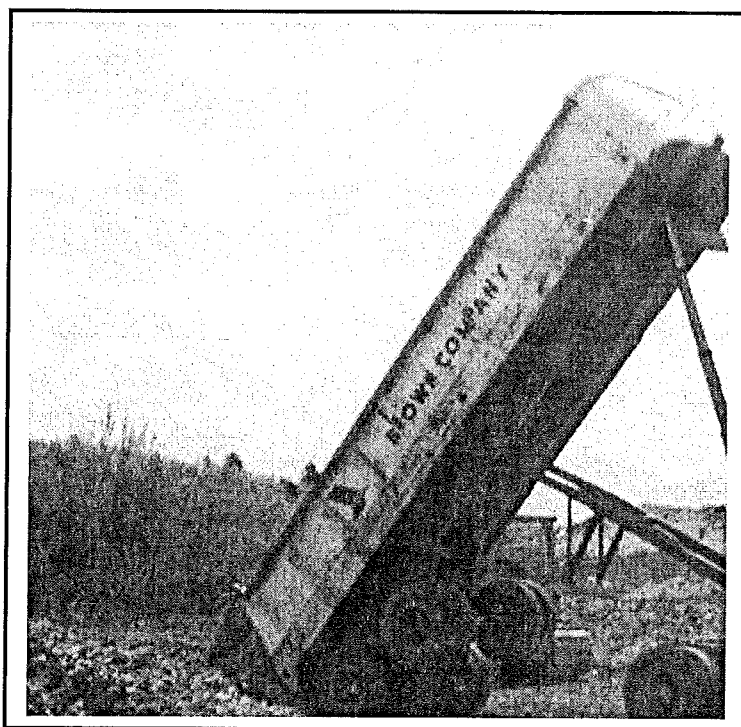
Revenue Detail

<u>Revenue Classification</u>	Landfill Remediation				
	2002 <u>Actual</u>	2003 <u>Budget</u>	2003 6-Month <u>Actual</u>	2003 <u>Projection</u>	2004 <u>Budget</u>
CHARGES FOR SERVICES					
Environment remediation	\$ 133,131	\$ 150,000	\$ 19,122	\$ 150,000	\$ 150,000
Total revenues	\$ 133,131	\$ 150,000	\$ 19,122	\$ 150,000	\$ 150,000

CHARGES FOR SERVICES

Contributions from PRPs are the proposed source of funds for the remedial investigation and clean up.

Our required work at the landfill is shifting from remedial construction to monitoring, testing and operation of the pump/treat system. This budget is funded at 50% by the City and 50% by the other potentially responsible parties (PRPs).



Former Landfill

Operation Highlights

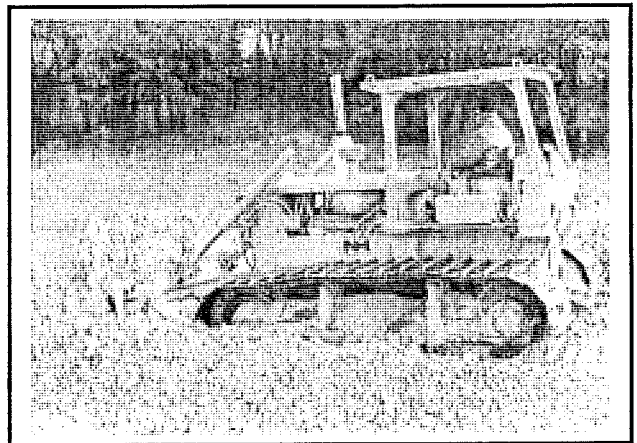
In September 1965, the City of Eau Claire opened a municipal landfill in the Town of Union. The site is approximately three miles west of the City on Crescent Road. The 100-acre fill area stopped accepting all wastes in 1978 and the site was officially closed in 1982.

Subsequent to closure, routine monitoring of on-site monitoring wells and private water supply wells in the area revealed the presence of volatile organic compounds (VOCs) in the ground water.

The City is actively working with other parties that contributed waste to the site. Together, the Potentially Responsible Parties (PRPs) and the City are sharing the work and funding required to address the problems related to the landfill site.

Expenditures from this fund are divided into several areas:

- ◆ Private well supply protection – Provide protection (or alternate water supplies) to private well owners in close proximity to the landfill.
- ◆ Operate interim remedial measures to provide protection to private well owners located in close proximity to the landfill.
- ◆ Conduct routine monitoring of the wells in and around the landfill.
- ◆ Conduct routine maintenance and operation of remedial testing and equipment.



Clay cap at former landfill

REDEVELOPMENT AUTHORITY

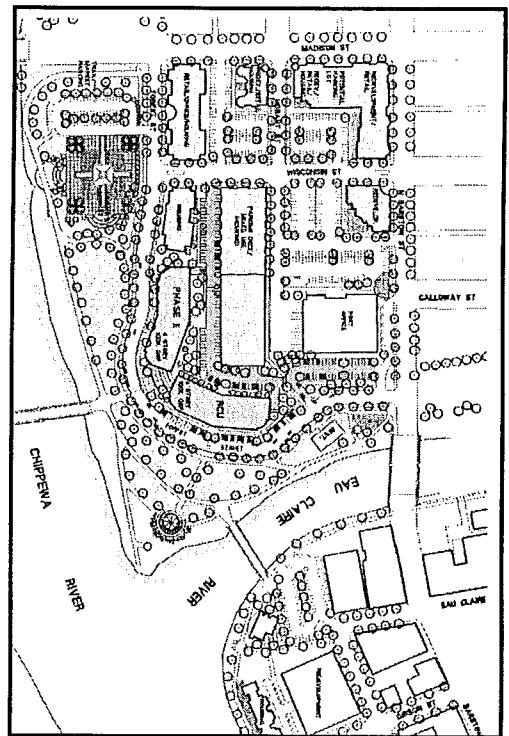
The Eau Claire Redevelopment Authority (RDA), located at 203 S. Farwell Street, is the lead organization in development projects within designated areas of the City of Eau Claire. Created in 1991, the purpose of the RDA includes the elimination and prevention of substandard, deteriorated, slum and blighted areas or properties and encouragement of urban renewal programs. The RDA is governed by a board consisting of seven commissioners and staffed by an executive director.

Major areas of emphasis in the past include four areas: ▪ the Half Moon Lake area, ▪ the North Barstow Street area, ▪ the Soo Line Depot area, and ▪ the West Madison Street area.

Programs & Services

- ◆ Acquisition
- ◆ Demolition
- ◆ Relocation
- ◆ Bonding
- ◆ Project Management
- ◆ Partnering

*Concept Plan for the
development of the North
Barstow Redevelopment
District*



Overview of Revenues and Expenditures

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues:					
Miscellaneous	\$ 10,520	\$ 9,000	\$ 4,623	\$ 9,000	\$ 5,800
Total Revenues and Other Financing Sources	10,520	9,000	4,623	9,000	5,800
Expenses:					
Contractual Services	1,477	7,500	2,243	7,500	5,600
Utilities	72	500	39	500	-
Fixed Charges	152	1,000	-	1,000	1,000
Materials & Supplies	14	200	-	200	200
Total Expenses and Other Financing Uses	1,715	9,200	2,282	9,200	6,800
Excess (Deficiency) of Funding Sources Over Uses	\$ 8,806	\$ (200)	\$ 2,341	\$ (200)	\$ (1,000)
Working Capital/Available Fund Balance					
Beginning Balance	\$ 26,986	\$ 27,186		\$ 42,581	\$ 49,581
Changes in Available Balances:					
From operations	8,806	(200)		(200)	(1,000)
Principal payments on loans	6,789	7,200		7,200	7,800
Ending Balance	\$ 42,581	\$ 34,186		\$ 49,581	\$ 56,381

Budget Overview

REVENUES

OTHER FINANCING SOURCES

The Redevelopment Authority receives principal and interest payments from two loans made to developers for the sale of land. Revenue from interest is estimated at \$5,800 and revenue from principal is estimated at \$7,800 for 2004.

EXPENDITURES

CONTRACTUAL SERVICES

Included in Contractual Services are postage and shipping, computer service charges, auditing, legal and professional services, and travel and training. In 2004, \$3,200 is budgeted for legal and professional services in anticipation of a development project in the North Barstow Redevelopment District.

UTILITIES

The Redevelopment Authority is responsible for storm water charges on all impervious area owned by the RDA.

FIXED CHARGES

Insurance claims are budgeted each year under fixed charges.

Activities

Downtown Development Area – TIF #8

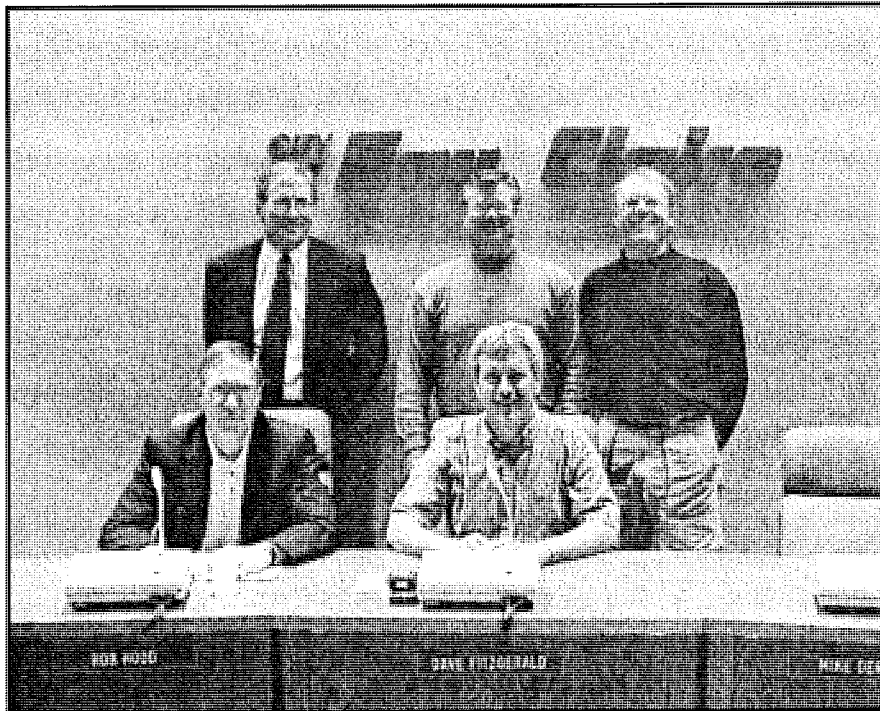
The Redevelopment Authority will play a major roll in the redevelopment of the downtown. The North Barstow Redevelopment District was amended in 2002 and was included within the Tax Incremental Financing District #8 – Downtown Development Area. Acquisition and clearance of property will be accelerated in years 2004-2005 in conjunction with the proposed redevelopment of the area. The Xcel Energy property was acquired in 2002 with funding from the Economic Development Fund, the buildings were demolished and the property subdivided to provide parkland and a redevelopment site for Royal Credit Union.

Council approved a park design for Phoenix Park. The goal of the plan is to develop a riverfront park facility that will enhance the Downtown and be enjoyed by the neighborhood and the community. The park development project is estimated to cost \$3.9 million and will include development of the point, extension of the pedestrian/bike trail, a new pedestrian bridge over the Eau Claire River, parking lots, play areas and shelters, special events space, lighting and landscaping. A trailhead facility and farmers market will also be located within the park.

Revenue Detail

Redevelopment Authority

<u>Revenue Classification</u>	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 6-Month Actual</u>	<u>2003 Projection</u>	<u>2004 Budget</u>
MISCELLANEOUS					
Miscellaneous	\$ 10,520	\$ 9,000	\$ 4,623	\$ 9,000	\$ 5,800
Total revenues	<u>\$ 10,520</u>	<u>\$ 9,000</u>	<u>\$ 4,623</u>	<u>\$ 9,000</u>	<u>\$ 5,800</u>



REDEVELOPMENT AUTHORITY BOARD MEMBERS
Seated: Rob Hood and David FitzGerald
Standing: Don Norrell, Ray Hughes and Edward Barr
Absent: Mike DeRosa and Brian Larson

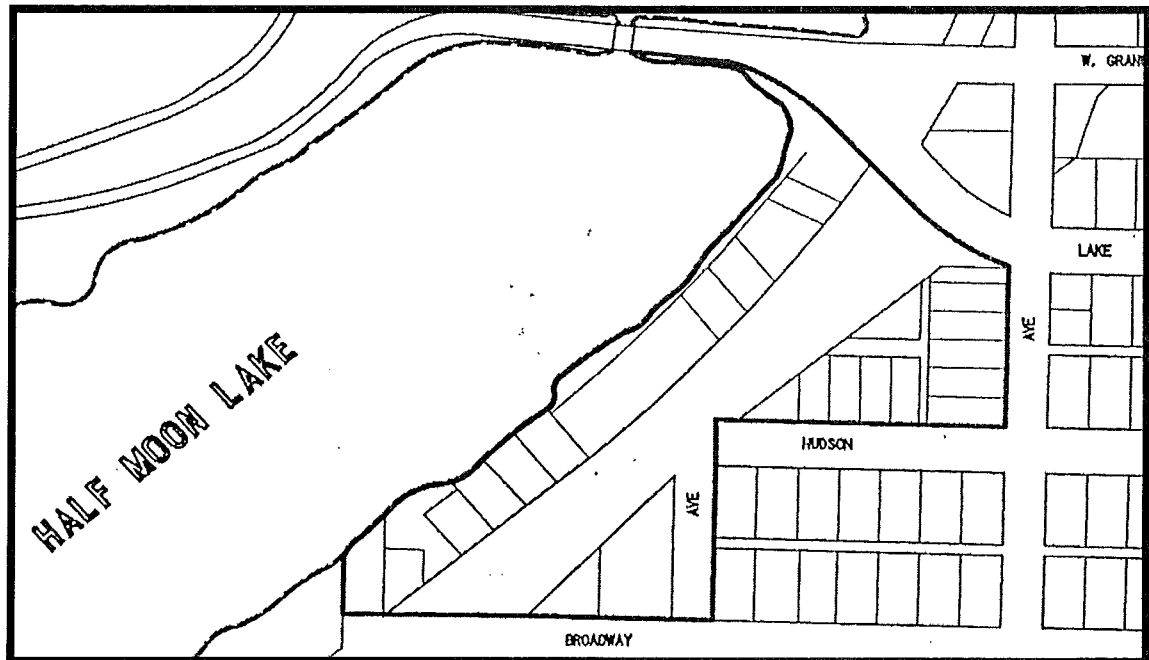
Redevelopment Projects

Half Moon Lake Redevelopment Area

- ◆ Created in 1994
- ◆ 9.3 acre redevelopment area
- ◆ The City, Redevelopment Authority and School District acquired 11 residential properties, two commercial properties and two vacant lots.
- ◆ Relocated residents in homes and commercial businesses.
- ◆ Demolished all buildings within the designated area due to signs of physical deterioration and blight.
- ◆ The land was transferred to the Eau Claire Board of Education for the public use of a recreational trail and a public elementary school.



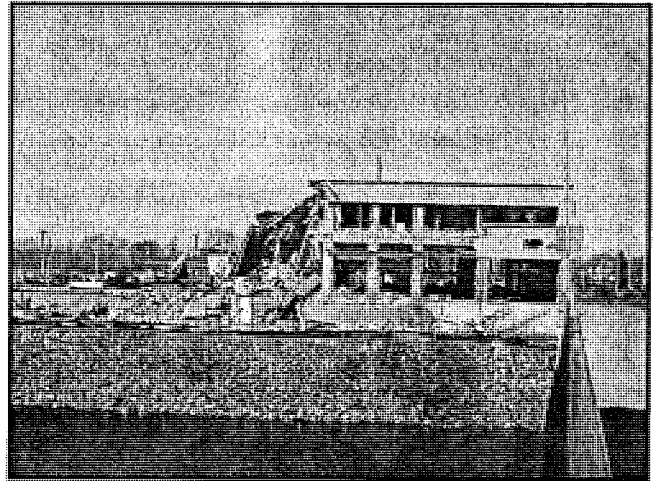
Lakeshore Elementary School



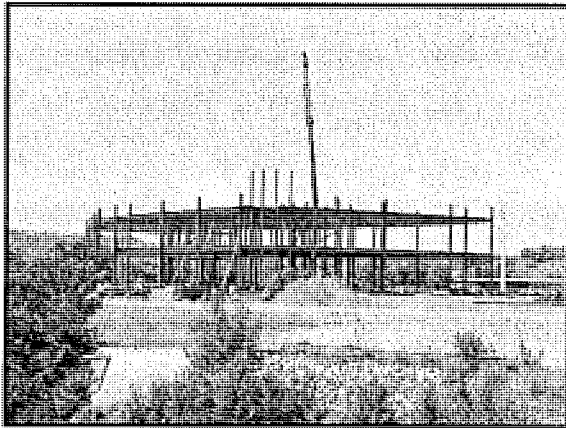
Project Boundary Map

North Barstow Street Redevelopment Area

- ◆ Created in 1995 (still active).
- ◆ Began with 18 residential (3 of which were multi-dwelling) properties and 24 commercial and industrial properties. The expanded site includes 23 additional residential properties and 40 commercial and industrial sites.
- ◆ To date, 17 residential properties, six commercial properties and four vacant lots have been acquired.
- ◆ The City acquired the former Xcel Energy property in December 2002 at a purchase price of \$1,100,000.
- ◆ Royal Credit Union made the decision to construct its \$12M corporate headquarters within the redevelopment district.



Demolition – Xcel Energy Buildings



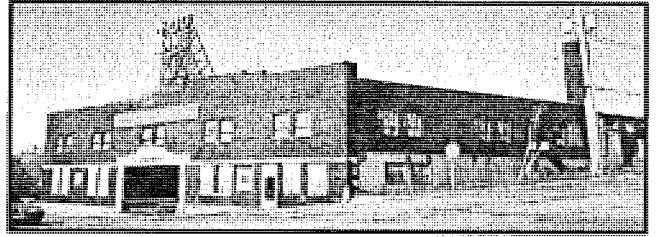
Construction – RCU Corporate Headquarters



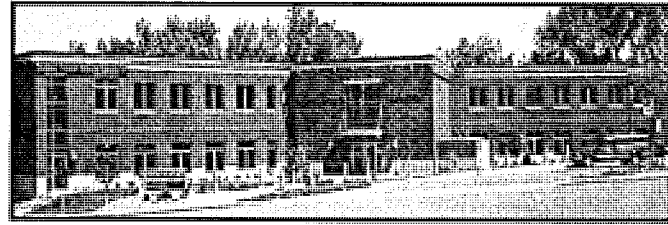
Scene from 1929 – former gas plant

Soo Line Depot Redevelopment Area

- ◆ Created in 1997
- ◆ Approximately a 9.25 acre area
- ◆ Part of the TIF District #7
- ◆ Included in the area were three residential properties, one commercial property and four publicly owned properties.
- ◆ The RDA received \$167,670 from the sale of the land to PMSI. The developer constructed two office buildings on the site. A municipal parking lot was built and the recreation trail was extended along the Eau Claire River.
- ◆ The current assessed value is: \$3,300,000.

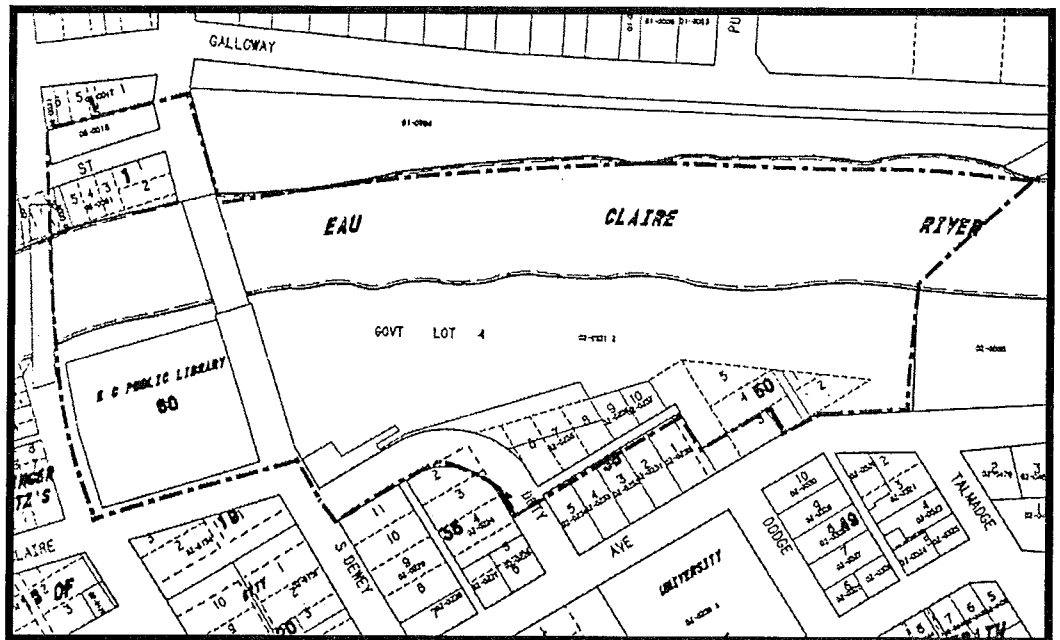


Soo Line site before development project



*Riverview Plaza Office Building
After redevelopment program*

Project Boundary Map

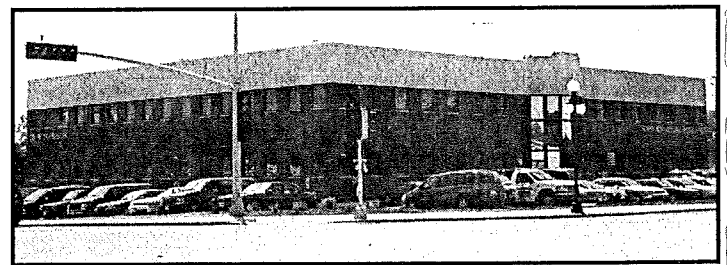


West Madison Street Redevelopment Area

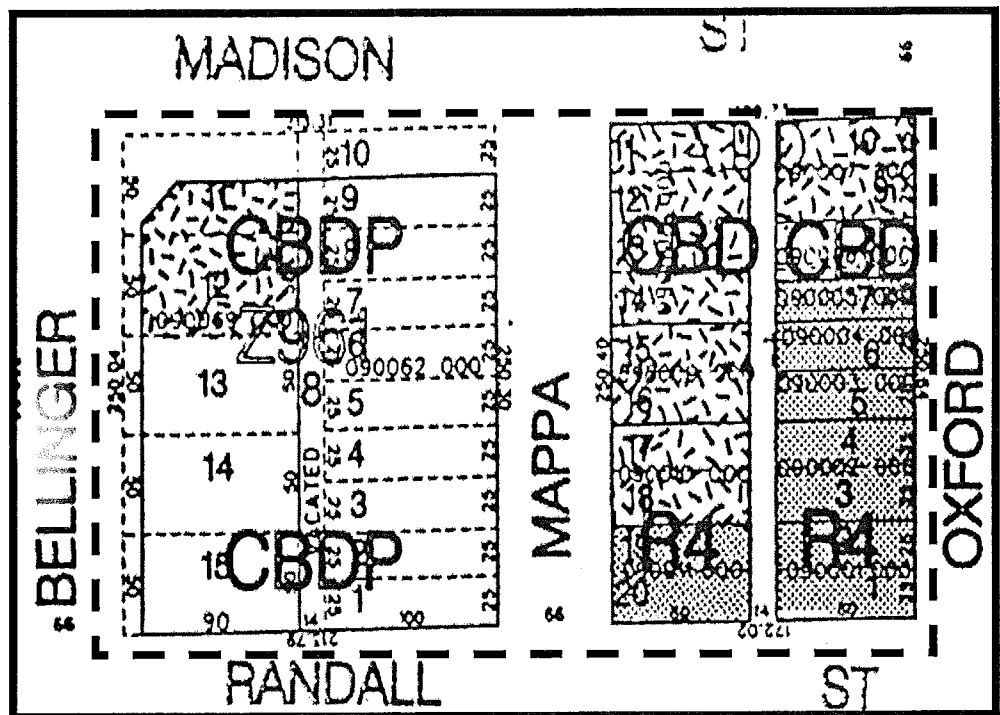
- ◆ Created in 1999.
- ◆ 2.6-acre area.
- ◆ Included in the area were six residential properties, vacant commercial land and vacant public owned land.
- ◆ The RDA received \$63,350 from the sale of a portion of the land to Riverside LLP. The developer constructed a 55,000 square foot office building to house the new job center consortium and other tenants.
- ◆ The current assessed value is \$4,050,000.



*Before
Redevelopment Area
After*



*Project Boundary
Map*



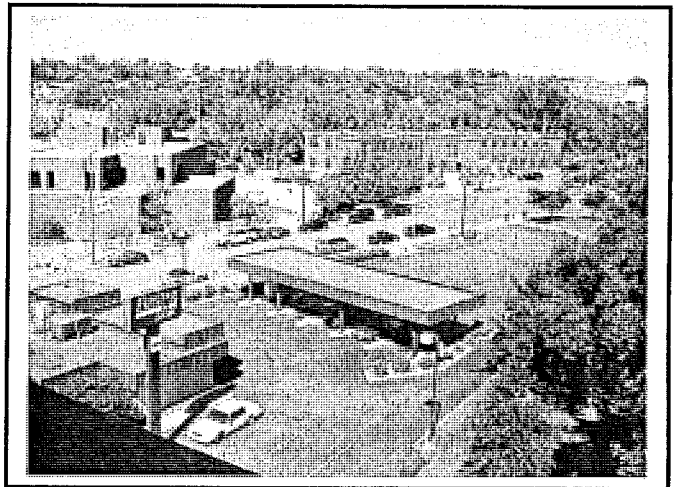
DOWNTOWN BUSINESS DISTRICT

The Downtown Business District was created in 1984 to allow business and property owners in the downtown to develop, manage, and promote downtown Eau Claire and to establish an assessment method to fund these activities. The Downtown BID is bounded on the west by the Chippewa River, on the north by Railroad Street, Seaver Street on the south and Dewey and Doty Streets on the east.

Programs & Services

To assure a continuing and successful downtown development and promotional effort, the Downtown Business Improvement District has adopted the following goals, which are designed to create a positive image of downtown Eau Claire:

- ◆ Encourage and promote the development and vitality of the downtown.
- ◆ Encourage convenient access to downtown via the interstate highway, state highways, urban arterials and public transit.
- ◆ Promote an efficient system of public and private, on- and off-street parking in the downtown.
- ◆ Ensure that future downtown development achieves a high standard of environmental quality and urban design.
- ◆ Provide and encourage development of entertainment, cultural, and civic activities and facilities in downtown.
- ◆ Encourage appropriate governmental agencies to locate their offices in downtown.
- ◆ Encourage high-density residential development in downtown.
- ◆ Enhance downtown's position as an employment center and work to ensure a proper mix of office, retail, financial, health and professional service.
- ◆ Actively market downtown as an attractive setting and convention site for visitors and convention delegates.



Overview of Revenues and Expenditures

	<u>2002</u>		<u>2003</u>		<u>2003</u>		<u>2003</u>		<u>2004</u>
	<u>Actual</u>		<u>Adopted</u>		<u>6-Month</u>		<u>Projection</u>		<u>Budget</u>
Operating Budget									
Revenues and Other Financing Sources:									
Taxes	\$ 55,000	\$	55,000	\$	55,000	\$	55,000	\$	60,000
Miscellaneous	<u>2,490</u>		<u>700</u>		<u>270</u>		<u>700</u>		<u>500</u>
Total Revenues and Other Financing Sources	<u>57,490</u>		<u>55,700</u>		<u>55,270</u>		<u>55,700</u>		<u>60,500</u>
Expenditures and Other Financing Uses:									
Contractual Services	41,579		23,500		11,102		23,500		23,500
Materials & Supplies	2,895		10,500		6,845		10,500		10,600
Tsf to Downtown Fund	<u>25,000</u>		<u>25,000</u>		<u>12,500</u>		<u>25,000</u>		<u>25,000</u>
Total Expenditures and Other Financing Uses	<u>69,473</u>		<u>59,000</u>		<u>30,446</u>		<u>59,000</u>		<u>59,100</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ (11,983)</u>	\$	<u>(3,300)</u>	\$	<u>24,824</u>	\$	<u>(3,300)</u>	\$	<u>1,400</u>
Working Capital/Available Fund Balance									
Beginning Balance	\$ 24,394	\$	18,394			\$	12,411	\$	9,111
Changes in Available Balances:									
From operations	<u>(11,983)</u>		<u>(3,300)</u>				<u>(3,300)</u>		<u>1,400</u>
Ending Balance	<u>\$ 12,411</u>	\$	<u>15,094</u>			\$	<u>9,111</u>	\$	<u>10,511</u>

Budget Overview

REVENUES

TAXES

A lapsing budget is established each year, funded entirely by special assessments paid by commercial and industrial property owners in the district. The City collects the funds through the tax roll and maintains separate accounting records for all receipts and disbursements.

MISCELLANEOUS

All available funds for the district are invested in accordance with the City's investment policy. Interest income is used for improvements within the district.

EXPENDITURES

CONTRACTUAL SERVICES

This account includes costs for auditing, advertising/marketing, activity promotion, street maintenance and beautification projects.

MATERIALS AND SUPPLIES

Included in this account is funding for office supplies, sidewalk music, lighting maintenance and banner maintenance.

OTHER FINANCING USES

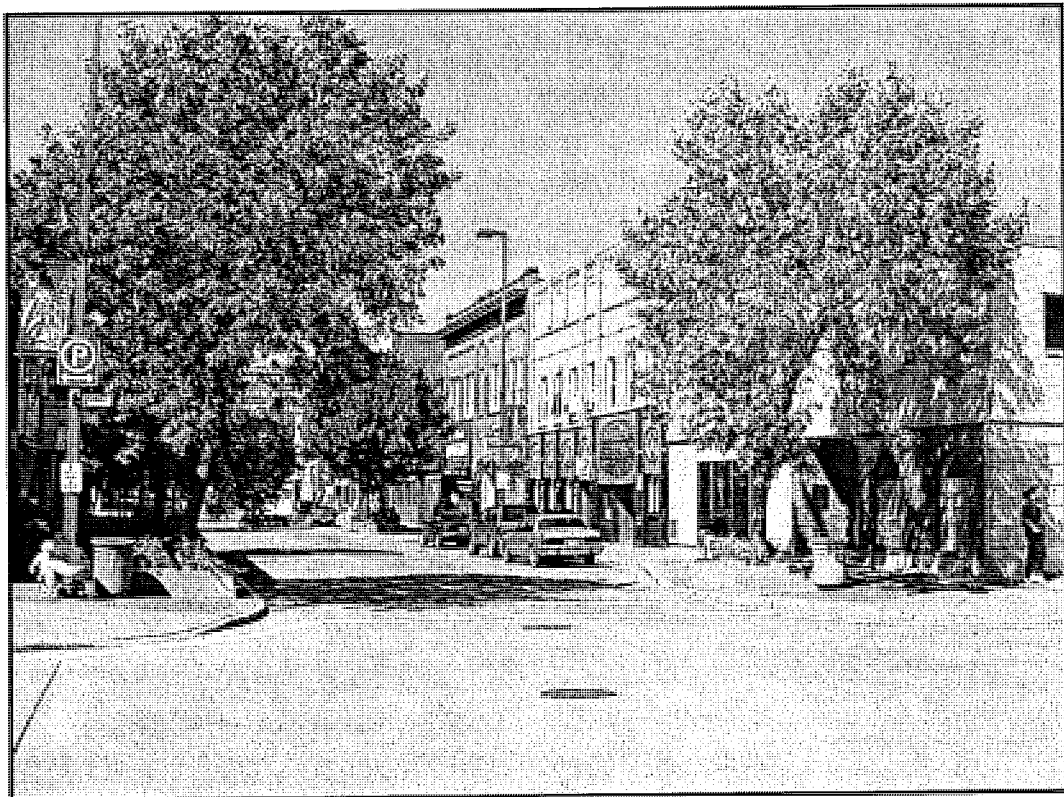
The Downtown BID provides \$25,000 for the support of Downtown Eau Claire, Inc. (DECI).

Operation Highlights

The City Council appointed a 15-member board to set policies for the BID and to prepare an annual operating budget for projects and activities in the downtown commercial area. Projects of the Downtown BID include:

- ◆ Support for the Downtown Eau Claire, Inc. and organizations that facilitate redevelopment and manage downtown activities.
- ◆ Purchase and install the banner program in downtown.
- ◆ Enhance the downtown with flower plantings in the large concrete pots and provide hanging flower baskets.
- ◆ Fund pedestrian amenities such as benches, kiosks, and pedestrian shelters.
- ◆ Vacuum sidewalk in the downtown area and install trash urns.
- ◆ Support the State Regional Arts Center.

The Downtown BID is bounded by Chippewa River on the west, Railroad Street on the north, Emery Street on the south and South Dewey Street on the east.



Barstow Street

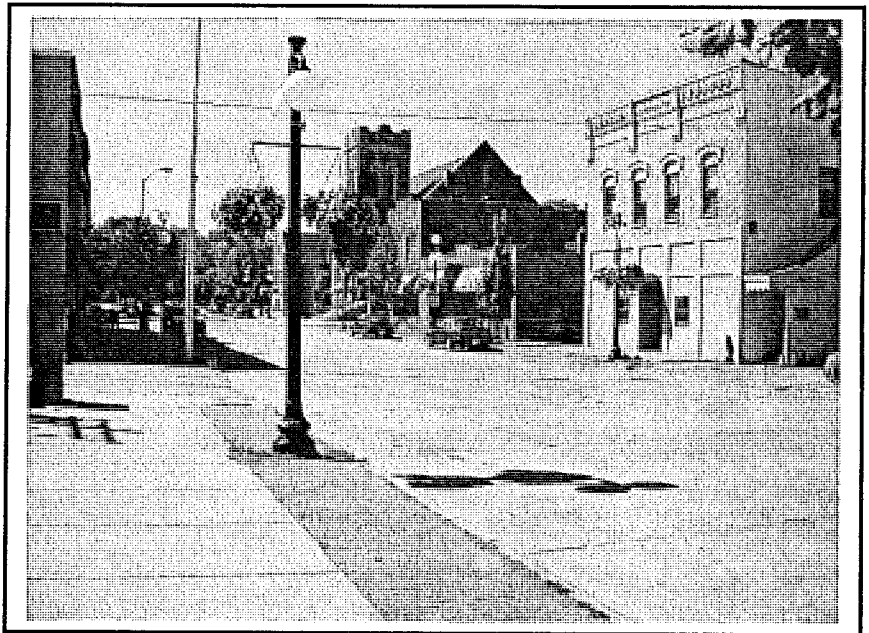
WEST GRAND BUSINESS DISTRICT

The West Grand Avenue Business District was created in 1987 to allow business and property owners in the West Grand Avenue business community to develop, manage, and promote their business district and to establish an assessment method to fund these activities. The West Grand Avenue BID comprises the commercial area on the west bank of the Chippewa River from First Avenue to Second Avenue.

Programs & Services

To assure a continuing and successful development and promotional effort, the West Grand Business Improvement District operates under the following goals, which are designed to create a positive image of this area of Eau Claire:

- ◆ Maintain convenient access to West Grand Avenue and First Avenue via existing urban arterials and public transit.
- ◆ Encourage and promote the development and vitality of the district.
- ◆ Promote an efficient system of public and private, on- and off-street parking.
- ◆ Actively market the district as an attractive, desirable place to live, work, shop and be entertained.
- ◆ Ensure that future development achieves a high standard of environmental quality and urban design.
- ◆ Provide and encourage development in the business district.
- ◆ Work in harmony with other business districts and neighborhood associations on the west side.



West Grand Avenue

Overview of Revenues and Expenditures

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Taxes	\$ 9,800	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,500
Miscellaneous	220	100	70	100	100
Non-operating Revenue	<u>674</u>	<u>-</u>	<u>449</u>	<u>-</u>	<u>-</u>
 Total Revenues and Other Financing Sources	 <u>10,694</u>	 <u>10,100</u>	 <u>10,519</u>	 <u>10,100</u>	 <u>10,600</u>
Expenditures and Other Financing Uses:					
Contractual Services	9,603	10,000	2,170	10,000	10,500
Contributions & Other Payments	<u>4,045</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 Total Expenditures and Other Financing Uses	 <u>13,648</u>	 <u>10,000</u>	 <u>2,170</u>	 <u>10,000</u>	 <u>10,500</u>
 Excess (Deficiency) of Funding Sources Over Uses	 <u>\$ (2,954)</u>	 <u>\$ 100</u>	 <u>\$ 8,349</u>	 <u>\$ 100</u>	 <u>\$ 100</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 7,464	\$ 7,963		\$ 4,510	\$ 4,610
Changes in Available Balances:					
From operations	<u>(2,954)</u>	<u>100</u>		<u>100</u>	<u>100</u>
Ending Balance	<u>\$ 4,510</u>	<u>\$ 8,063</u>		<u>\$ 4,610</u>	<u>\$ 4,710</u>

Budget Overview

REVENUES

TAXES

A lapsing budget is established each year, funded entirely by special assessments paid by commercial property owners in the district. The City collects the funds through the tax roll and maintains separate accounting records for all receipts and disbursements.

MISCELLANEOUS

All available funds for the district are invested in accordance with the City's investment policy. Interest income is used for improvements within the district.

EXPENDITURES

CONTRACTUAL SERVICES

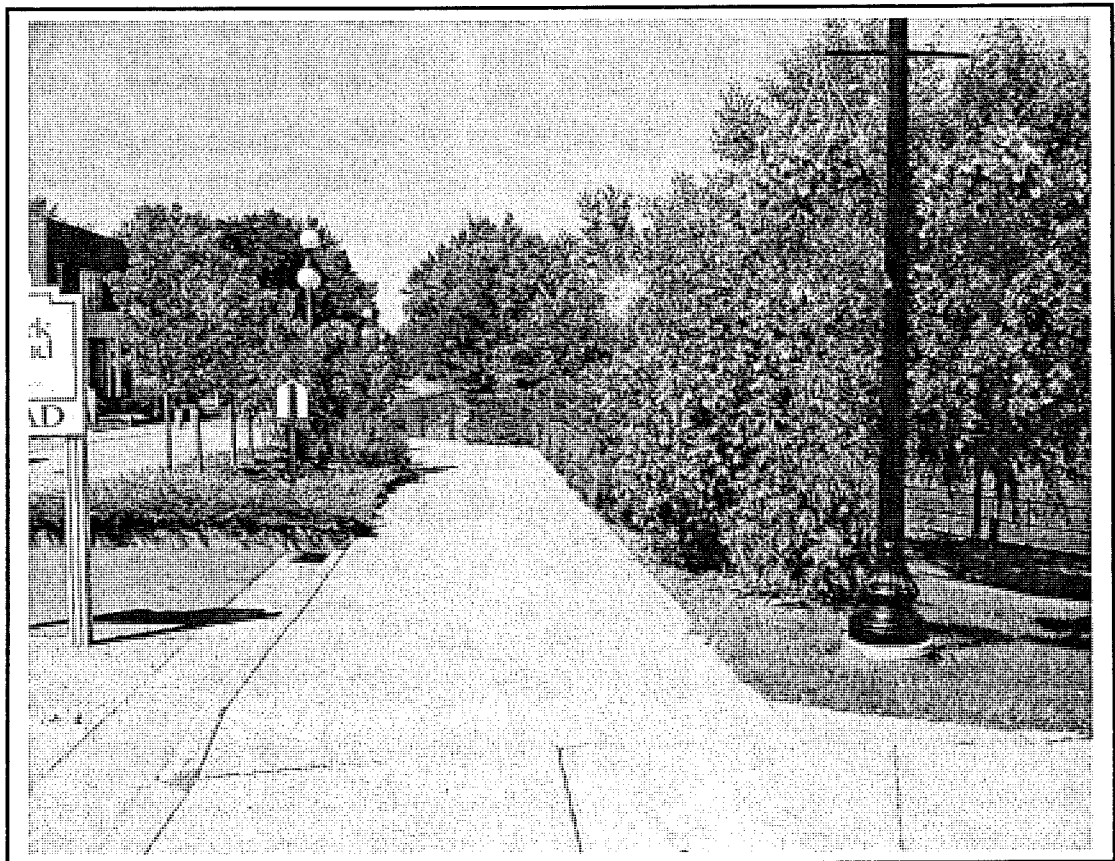
This account includes costs for auditing, repairs, maintenance, snow and ice removal, sidewalk cleaning and weed removal for the district.

Operation Highlights

The City Council appointed a five-member board to set policies for the BID district and to prepare an annual operating budget for projects and activities in the West Grand Avenue commercial area. Past projects of the BID District include:

- ◆ Purchase and installation of pedestrian level lighting within the district and along First Avenue south to Lake Street.
- ◆ Purchase of hanging flower planters and holiday season decorations for the utility poles within the district and First Avenue.
- ◆ Established a zero interest loan program for commercial properties within the district for façade improvements.
- ◆ Support for the annual activities of the Lakeshore Elementary School and Boy Scouts.

The West Grand Avenue BID consists of commercial properties in the 100 block of West Grand Avenue and the adjoining commercial properties in the 700 and 800 blocks of First Avenue.



Bike/Pedestrian Trail along First Avenue

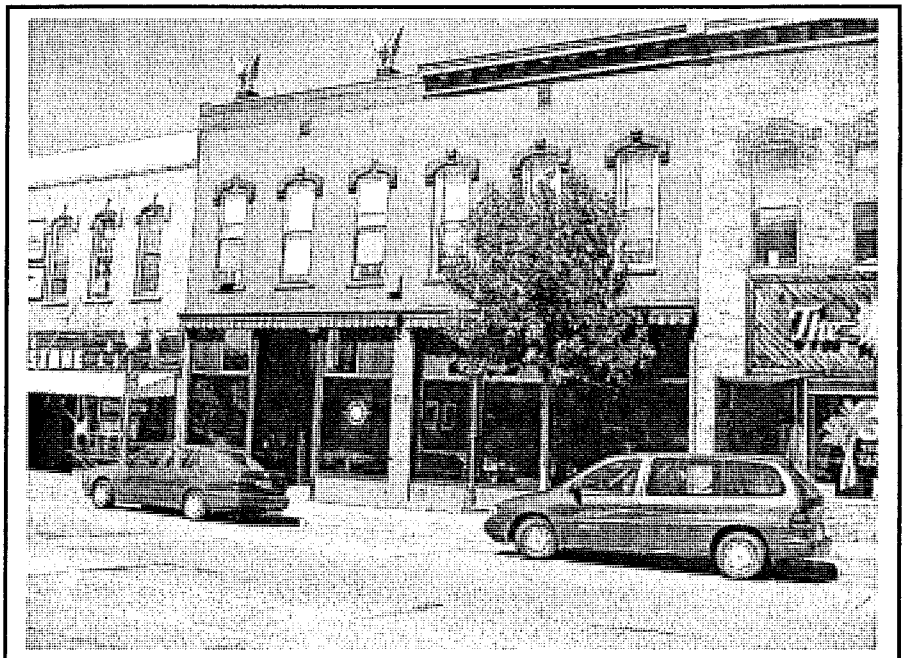
WATER STREET BUSINESS DISTRICT

The Water Street Business District was formed in 1990 to allow business and property owners in the Water Street business community to develop, manage, and promote their business district and to establish an assessment method to fund these activities. The Water Street BID stretches along both sides of Water Street from the Chippewa River west to Seventh Avenue.

Programs & Services

To assure a continuing and successful development and promotional effort, the Water Street Business Improvement District operates under the following goals:

- ◆ Provide complete neighborhood/community shopping and service area with a pleasant pedestrian atmosphere.
- ◆ Encourage and promote the development and vitality of the district.
- ◆ Promote an efficient system of public and private, on- and off-street parking.
- ◆ Actively market Water Street as an attractive, desirable place to live, work, shop and be entertained.
- ◆ Promote development which achieves a high standard of environmental quality and urban design.
- ◆ Promote improvements to the riverfront and to use this resource to the benefit of both the Water Street District and the community.
- ◆ Promote physical rehabilitation of the district which incorporates elements of its history, contemporary design and environmental aesthetics.
- ◆ Encourage activities and developments which promote Water Street as a destination for visitors.



Water Street

Overview of Revenues and Expenditures

	<u>2002</u> <u>Actual</u>	<u>2003</u> <u>Adopted</u>	<u>2003</u> <u>6-Month</u> <u>Actual</u>	<u>2003</u> <u>Projection</u>	<u>2004</u> <u>Budget</u>
Operating Budget					
Revenues and Other Financing Sources:					
Taxes	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Miscellaneous	<u>7,310</u>	<u>400</u>	<u>280</u>	<u>400</u>	<u>500</u>
 Total Revenues and Other Financing Sources	 <u>16,810</u>	 <u>9,900</u>	 <u>9,780</u>	 <u>9,900</u>	 <u>10,000</u>
Expenditures and Other Financing Uses:					
Contractual Services	11,608	7,900	1,751	7,900	7,900
Other Financing Uses	<u>324</u>	<u>1,600</u>	<u>342</u>	<u>22,600</u>	<u>1,600</u>
 Total Expenditures and Other Financing Uses	 <u>11,932</u>	 <u>9,500</u>	 <u>2,093</u>	 <u>30,500</u>	 <u>9,500</u>
 Excess (Deficiency) of Funding Sources Over Uses	 <u>\$ 4,878</u>	 <u>\$ 400</u>	 <u>\$ 7,687</u>	 <u>\$ (20,600)</u>	 <u>\$ 500</u>
Working Capital/Available Fund Balance					
Beginning Balance	\$ 33,529	\$ 35,029		\$ 38,407	\$ 17,807
Changes in Available Balances:					
From operations	4,878	400		(20,600)	500
Transfer (to)/from reserves -	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 38,407</u>	<u>\$ 35,429</u>		<u>\$ 17,807</u>	<u>\$ 18,307</u>

Budget Overview

REVENUES

TAXES

A lapsing budget is established each year, funded entirely by special assessments paid by commercial property owners in the district. The City collects the funds through the tax roll and maintains separate accounting records for all receipts and disbursements.

MISCELLANEOUS

All available funds for the district are invested in accordance with the City's investment policy. Interest income is used for improvements within the district.

EXPENDITURES

CONTRACTUAL SERVICES

This account includes costs for auditing, rent and repairs to the Community Police building, maintenance and promotions.

MATERIALS AND SUPPLIES

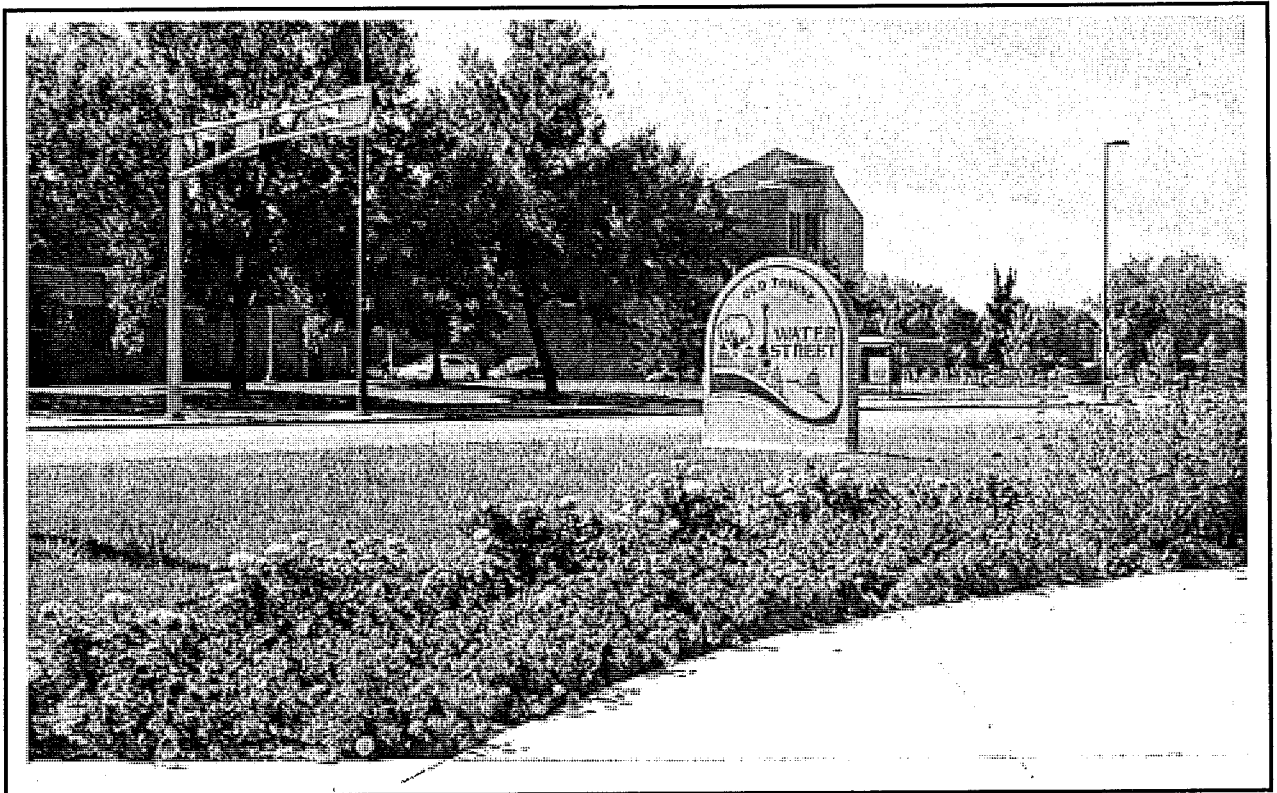
Included in this account are funds for office supplies and fixtures for the district.

Operation Highlights

The City Council appointed an eleven-member board to set policies for the BID district and to prepare an annual operating budget for projects and activities in the Water Street commercial area. Past projects of the Water Street BID include:

- ◆ Purchase and installation of a monument signs on Water Street at First Avenue and Tenth Avenue.
- ◆ Purchase and maintain new trash containers and public benches distributed along Water Street.
- ◆ Established a maintenance budget for trash removal and other repair costs throughout the year.
- ◆ Support to the Water Street Merchants Association for activities such as the annual Doll and Pet parade, street festivals and Christmas promotions.
- ◆ Street decorations during the holiday season and other promotions.
- ◆ Funding for the rental of the neighborhood police facility located on Water Street.

The Water Street BID consists of commercial properties between First Avenue and Tenth Avenue from Water Street to the Chippewa River.



Old Towne Water Street sign at the corner of Water Street and First Avenue

NORTH BARSTOW BUSINESS DISTRICT

In 2001, the Eau Claire City Council adopted the HyettPalma Action Agenda as a general guideline for downtown. Within this plan, HyettPalma encourages downtown business organizations to plan for the future of downtown and pursue infrastructure, public space and building improvements.

The creation of a North Barstow BID was also recommended by HyettPalma. The creation of this BID will provide a means, both financially and organizationally, to carry out the improvements necessary to make this area of downtown a destination. The district will provide a central voice for the North Barstow area through the district's governing board to comment on issues affecting downtown Eau Claire.

Programs & Services

To assure a continuing and successful downtown development and promotional effort, the North Barstow Business Improvement District will adopt the following goals, which are designed to create a positive image of downtown Eau Claire:

- ◆ To encourage and promote the development and vitality of the downtown.
- ◆ To encourage convenient access to downtown via the interstate highway, state highways, urban arterials, and public transit.
- ◆ To promote an efficient system of public and private, on- and off-street parking in the downtown.
- ◆ To ensure that future downtown development achieves a high standard of environmental quality and urban design.
- ◆ To provide and encourage development of entertainment, cultural, and civic activities and facilities in downtown.
- ◆ To enhance and develop the riverfront park and trail system in the downtown.
- ◆ Enhance downtown's position as an employment center and work to ensure a proper mix of office, retail, financial, health, and professional services.
- ◆ To actively market downtown as an attractive, desirable place to live, work, shop, and be entertained.
- ◆ To make downtown an attractive setting for visitors.
- ◆ To actively recruit businesses that accomplish these goals.

Operation Highlights

The City Council will determine whether to approve the North Barstow BID on November 11, 2003. If approved a 7-member board will set policies for the BID and prepare an annual operating budget for projects and activities in the downtown commercial area. Projects of the North Barstow BID include:

- ◆ Support organizations that facilitate redevelopment and manage downtown activities.
- ◆ Provide visual access to the rivers by cleaning and maintaining the riverbanks within the district.
- ◆ Research and implement a security program to ensure the safety of people in the district and make the area more inviting for people to want to visit the area.
- ◆ To provide an incentive for businesses and property owners to clean-up and enhance their property and keep it well maintained.

The North Barstow BID is bounded by Chippewa River on the west from the pedestrian Bridge north to William Street, East on William Street and along the Union Pacific Railroad Line to the end of Banbury Place, west on Galloway Street, south to the suspension bridge along the Eau Claire River, south on the S Bridge to Grand Avenue, west taking in the Riverside Plaza properties, north to Railroad Street, and west to the boundary of the Chippewa River.

