

2006

Program  
of  
Services

Budget Detail

City of Eau Claire  
Wisconsin

\*\*FINANCE DEPARTMENT\*  
\*\*\*PERMANENT FILE\*\*\*

# 2005 Program of Services

## Budget Detail

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# 2005 Program of Services

## Budget Detail

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Overview of Revenues and Expenditures
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## GENERAL FUND BUDGET SUMMARY

	2005				
	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Adopted</u>	<u>6-Month</u> <u>Actual</u>	<u>2005</u> <u>Projection</u>	<u>2006</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 21,597,994	\$ 22,608,500	\$ 12,823,532	\$ 22,623,600	\$ 23,633,600
Intergovernmental	12,666,295	12,335,700	2,486,053	12,505,500	12,442,700
Licenses & Permits	1,550,063	1,500,000	587,989	1,377,700	1,446,300
Fines & Forfeits	858,854	755,000	385,391	662,000	710,000
Charges for Services	1,776,775	1,916,800	815,055	1,889,100	1,909,900
Charges for Services -					
Intragovernmental	2,298,766	2,482,500	1,235,892	2,482,500	2,553,500
Miscellaneous	909,203	958,600	552,016	1,288,200	1,279,700
Other Financing Sources	720,042	394,800	65,232	414,800	375,900
Principal Payments on Advances	441,168	473,300	-	473,300	488,400
Total Revenues and Other Financing Sources	<u>42,819,160</u>	<u>43,425,200</u>	<u>18,951,160</u>	<u>43,716,700</u>	<u>44,840,000</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	29,527,744	31,093,500	14,326,117	31,440,400	32,466,000
Contractual Services	4,687,333	4,979,500	2,210,534	4,926,500	5,125,500
Utilities	993,054	1,093,500	416,713	1,093,500	1,151,500
Fixed Charges	503,135	924,600	326,555	744,200	679,400
Materials & Supplies	1,061,333	1,330,000	580,312	1,494,500	1,296,600
Contributions & Other Payments	293,466	310,400	202,214	318,700	307,700
Capital Purchases	5,715	-	-	5,300	-
Other Financing Uses	3,397,216	4,385,900	-	4,372,200	4,695,600
Total Expenditures and Other Financing Uses	<u>40,468,997</u>	<u>44,117,400</u>	<u>18,062,445</u>	<u>44,395,300</u>	<u>45,722,300</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 2,350,163</u>	<u>\$ (692,200)</u>	<u>\$ 888,714</u>	<u>\$ (678,600)</u>	<u>\$ (882,300)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 5,905,934	\$ 3,008,535		\$ 5,601,604	\$ 2,606,400
Changes in Available Balances:					
Applied to Capital Projects	(2,196,609)	(2,300,500)		(2,300,500)	(2,206,400)
Less Reserve for Implementation	-	-		-	(400,000)
Less Prepayments	(457,884)	-		(16,104)	-
From (to) operations	2,350,163	(692,200)		(678,600)	(882,300)
Ending Balance	<u>\$ 5,601,604</u>	<u>\$ 15,835</u>		<u>\$ 2,606,400</u>	<u>\$ (882,300)</u>

## REVENUE DETAIL

Revenue Classification	2004 Actual	2005 Adopted	2005		2006 Budget
			6-Month Actual	2005 Projection	
<b><u>TAXES</u></b>					
Real & personal property	\$ 19,565,139	\$ 21,081,000	\$ 12,152,461	\$ 21,081,000	\$ 21,805,000
Allowance for delinquent taxes	-	(200,000)	-	(200,000)	(200,000)
Tax increase for debt service	-	-	-	-	171,000
Special assessments	164,704	65,000	74,666	65,000	65,000
Payment in lieu of taxes	1,447,506	1,331,500	296,675	1,346,600	1,461,600
Other	420,645	331,000	299,730	331,000	331,000
Total taxes	21,597,994	22,608,500	12,823,532	22,623,600	23,633,600
<b><u>INTERGOVERNMENTAL REVENUES</u></b>					
Federal aid	102,258	-	79,952	105,400	-
State shared tax	7,270,560	7,475,000	-	7,483,200	7,483,200
State expenditure restraint program	901,067	906,500	-	856,800	901,900
State aids-streets	2,803,981	2,800,000	1,361,718	2,723,300	2,800,000
State aids-police, fire	803,615	720,000	770,458	769,600	720,000
Other	784,814	434,200	273,925	567,200	537,600
Total intergovernmental revenues	12,666,295	12,335,700	2,486,053	12,505,500	12,442,700
<b><u>LICENSES &amp; PERMITS</u></b>					
Television franchise	538,795	500,000	137,293	500,000	525,000
PEG Fees	168,956	173,000	42,751	173,000	179,000
Liquor licenses	84,474	80,000	64,362	80,000	80,000
Building permits	312,134	300,000	114,222	250,000	260,000
Construction permits	231,148	210,000	77,384	165,000	195,000
Occupational licenses	92,656	89,700	70,373	92,400	90,000
Other	121,900	147,300	81,604	117,300	117,300
Total licenses and permits	1,550,063	1,500,000	587,989	1,377,700	1,446,300
<b><u>FINES &amp; FORFEITS</u></b>					
Court penalties and costs	339,980	300,000	171,726	300,000	300,000
Parking violations	509,568	450,000	207,445	350,000	400,000
Other	9,306	5,000	6,220	12,000	10,000
Total fines & forfeits	858,854	755,000	385,391	662,000	710,000
<b><u>CHARGES FOR SERVICES</u></b>					
Planning & Development fees	31,555	27,500	20,640	25,000	28,000
Weights & measures fees	-	22,000	-	22,000	22,000
Public Works revenue	68,544	139,000	17,899	145,200	141,000
Landfill fees	106,234	60,000	32,122	72,000	72,000
Recreational charges	403,530	434,800	199,228	420,600	421,600
Artificial turf	67,250	73,000	6,250	64,500	71,400
Police department fees	115,675	105,000	30,109	105,000	120,400
Ambulance & Fire department fees	970,627	1,049,500	504,472	1,029,500	1,029,500
Other	13,360	6,000	4,335	5,300	4,000
Total charges for services	\$ 1,776,775	\$ 1,916,800	\$ 815,055	\$ 1,889,100	\$ 1,909,900

## REVENUE DETAIL

Revenue Classification	2004 Actual	2005 Adopted	2005 6-Month Actual	2005 Projection	2006 Budget
<b><u>CHARGES FOR SERVICES-</u></b>					
<b><u>INTRAGOVERNMENTAL</u></b>					
Communication center	\$ 965,681	\$ 1,019,400	\$ 528,284	\$ 1,019,400	\$ 1,031,000
Haz Mat "B" contract	34,000	34,000	-	34,000	34,000
Police liaison	148,064	159,600	75,466	159,600	168,200
Storm Water Mgmt service charge	286,260	361,900	180,924	361,900	376,500
Water Utility service charge	467,820	488,300	244,158	488,300	507,400
Sewer Utility service charge	349,176	372,600	186,324	372,600	387,700
Public Transit utility service charge	41,112	39,700	19,824	39,700	41,700
Service charge - other	6,653	7,000	912	7,000	7,000
Total charges for services- intragovernmental	<u>2,298,766</u>	<u>2,482,500</u>	<u>1,235,892</u>	<u>2,482,500</u>	<u>2,553,500</u>
<b><u>MISCELLANEOUS</u></b>					
Interest:					
Investments	378,471	500,000	406,160	800,000	850,000
Advance to other funds	450,146	424,600	-	424,600	395,700
Other Interest	-	-	77,000	-	-
Special assessments	16,732	-	4,564	-	-
Rental	9,506	26,000	24,719	26,000	26,000
Other	54,348	8,000	39,573	37,600	8,000
Total miscellaneous	<u>909,203</u>	<u>958,600</u>	<u>552,016</u>	<u>1,288,200</u>	<u>1,279,700</u>
Total revenues	<u>41,657,950</u>	<u>42,557,100</u>	<u>18,885,928</u>	<u>42,828,600</u>	<u>43,975,700</u>
<b><u>OTHER FINANCING SOURCES</u></b>					
Transfer from other funds	388,172	384,800	39,492	384,800	361,200
Sale of capital assets	331,870	10,000	25,740	30,000	14,700
Principal payments for advances	441,168	473,300	-	473,300	488,400
Total other financing sources	<u>1,161,210</u>	<u>868,100</u>	<u>65,232</u>	<u>888,100</u>	<u>864,300</u>
Total revenues and other financing sources	<u>\$ 42,819,161</u>	<u>\$ 43,425,200</u>	<u>\$ 18,951,160</u>	<u>\$ 43,716,700</u>	<u>\$ 44,840,000</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 estimated at 99.5% of the equalized (market) value in 2006. Assessed values grew 3%.

The 2006 tax levy will increase 4% to \$21,976,000 reflecting the growth in the tax base. The 2006 property tax rate for City purposes is \$5.987 per thousand of valuation, compared to the 2005 rate of \$5.902.

**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. The General Fund special assessment revenue is generated by charges for whiteway lighting.

**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 is equal to the value of the property multiplied by the current mill rate. This revenue is projected at \$1,461,600.

**Other Taxes** include delinquent personal property taxes and mobile home fees.

## INTERGOVERNMENTAL REVENUE

**State Shared Revenue** makes up 60.1% of intergovernmental revenue, and 16.7% 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. Since 1996 the State shared revenue has decreased \$3.3 million. The 2006 revenue estimate is \$7,483,200.

**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 2006 estimated payment is \$901,900.

## INTERGOVERNMENTAL REVENUE (Continued)

**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.

**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 2006 is \$120,000. The Payment for Municipal Services is estimated at \$600,000 based on the ratio of Eau Claire's State facilities to those of other cities.

**Other Intergovernmental Revenues** consist primarily of the computer tax reimbursement and the utility tax. Utility tax aid of \$248,200 reimburses the City for services provided to utility facilities.

Computer taxes are a state reimbursement that offsets the effect of the State's exemption of computers and other technology equipment from the personal property tax rolls. The 2006 payment is projected at \$200,000, reflecting the addition of the valuation of TIF#4 computers to the general tax revenues, since TIF #4 is now closed.

## 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 2006 franchise payment is estimated at \$525,000.

**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 \$.85 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 \$179,000 in 2006.

**Other Revenues** in this classification include construction and building permits and 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.

The total License and Permits fees are projected at \$1.446 million in 2006.



## 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. For 2006 the revenue is budgeted at \$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 2006 revenue estimate is \$400,000.

## CHARGES FOR SERVICES

**Planning and Development Fees** include application fees and site plan review fees and are estimated at \$28,000.

**Weights and Measures Fees** recover the cost to the City of testing various scales and meters that measure consumer products and are estimated at \$22,000. The consumer protection testing is done by the State and billed to the City.

**Public Works Revenue** includes repairs to streets and sidewalks and signing estimated at \$16,000, and an agreement with the State for the maintenance of sections of Highway 53 in the amount of \$125,000.

**The Landfill Fee** is a surcharge payment by the landfill owners to the City, County and Town of Seymour as part of a negotiated agreement for the vertical expansion of the landfill. The 2006 estimated revenue is \$72,000.

**Recreational Charges** include pavilion rentals, use of the soccer fields and football and baseball stadiums, program fees, instructional fees, and dog park fees. Recreational charges are expected to total 422,300 in 2006.

**Artificial Turf Charges** represent payments from the UW-Eau Claire Foundation, the Eau Claire School District, and soft-drink pouring rights that have been designated to offset the cost of the artificial turf at the football stadium. The 2006 revenue is estimated at \$71,400.

**Police Department Fees** include charges for pawnshops, excessive false alarms and the cost of copies. The estimated 2006 revenue is \$120,400

**Ambulance and Fire Department Fees** are generated by emergency medical service provided by the Fire Department. Ambulance fees are estimated to be \$1,000,000 in 2006. The Fire Department also receives \$29,500 as reimbursement for the cost of medical response supervision.

In total, charges for services are expected to decrease 0.4% from the 2005 adopted budget.

## CHARGES FOR SERVICES-INTERGOVERNMENTAL

**Communication Center Reimbursements** constitute 40% of the Charges for Services-Intergovernmental category. The Emergency Communication Center expenses are shared jointly with Eau Claire County and other municipalities that reimburse approximately 70% of the Center's costs through a long-term contract. The 2006 reimbursement is estimated at \$1,031,000.

**Police Liaison** charges of \$168,200 are reimbursements from the Eau Claire School District for ½ of the cost of assigning four police officers to the schools.

**Utility Service Charges** are revenues paid to the General Fund by enterprise funds for general management, financial, engineering, and legal services. These fees total \$1,313,300 in 2006.

## MISCELLANEOUS

**Interest on Investments** has been projected at \$850,000, reflecting the General Fund's share of the City's invested portfolio using a blended estimate rate in the range of 2.5% to 3%.

**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.

**Rental Income** is received from property leased to cellular phone companies. In prior years the City also received rent from the Dells Dam. However, the dam was sold to Xcel Energy at the end of 2003.

## OTHER FINANCING SOURCES

**Other Financing Sources** consists of transfers from other funds. The transfers include a \$35,000 transfer from the Community Enhancement fund for special community promotions. The Storm Water Management Utility is phasing in responsibility for street sweeping costs over six years. In 2006 the Utility is supporting 50% of the street sweeping costs. In addition the Sewer Utility is contributing \$75,000 to the General Fund as a return on the City's investment in the Sewer Utility. The total amount is being amortized over 18 years and 2006 will be year 12 of the amortization schedule. The Community Development Block Grant partially supports the salaries of the Coalition for Youth Project Coordinator and Hmong Community Liaison. The estimated CDBG revenue in 2006 is \$50,000.

# 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](http://www.ci.eau-claire.wi.us).

## *Members of the Eau Claire City Council*

*Front Row from left Dave Adler,  
Terri Stanley*

*Second Row: Kerry Kincaid,  
Thomas Vue, Berlye Middleton, Ray  
Hughes*

*Third Row: Dallas Neville, Toby  
Biegel, Bob Von Haden, David  
Duax, Hal Davis*



<b>Overview of Revenues and Expenditures</b>
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	2004 <u>Actual</u>	2005 Adopted <u>Budget</u>	2006 Proposed <u>Budget</u>	<u>% Change</u>
<b>Revenues</b>				
Gen. Purpose (tax) Rev.	\$ 106,445	\$ 126,500	\$ 127,900	1%
<b>Total Revenues</b>	<u>\$ 106,445</u>	<u>\$ 126,500</u>	<u>\$ 127,900</u>	1%
<b>Expenditures</b>				
Personal Services	\$ 42,712	\$ 43,100	\$ 43,100	0%
Contractual Services	62,370	81,100	82,500	2%
Utilities	224	200	200	0%
Fixed Charges	400	400	400	0%
Materials & Supplies	<u>739</u>	<u>1,700</u>	<u>1,700</u>	0%
<b>Total Expenditures</b>	<u>\$ 106,445</u>	<u>\$ 126,500</u>	<u>\$ 127,900</u>	1%

**City Council**

City Council President	1.00	1.00	1.00	
City Council Members	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	
<b>Total FTE Positions</b>	<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

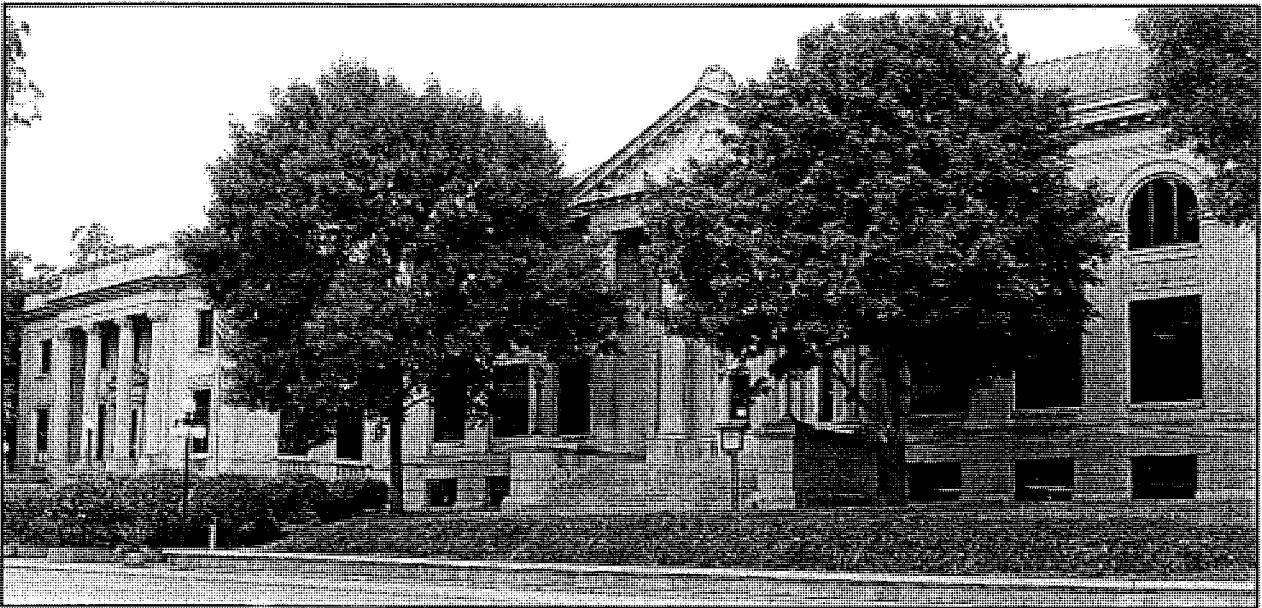
- ◆ Public Safety – provide a safe and secure environment for the community through the provision of protective emergency services.
- ◆ Finance – Provide financial integrity and efficient, effective management of fiscal resources.
- ◆ Social and Cultural Services – Provide cultural and recreational activities 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



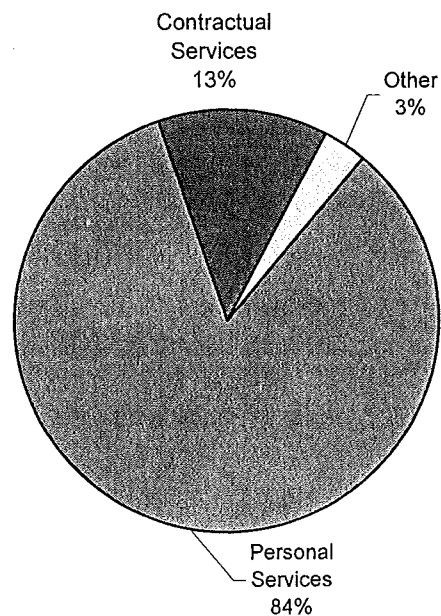
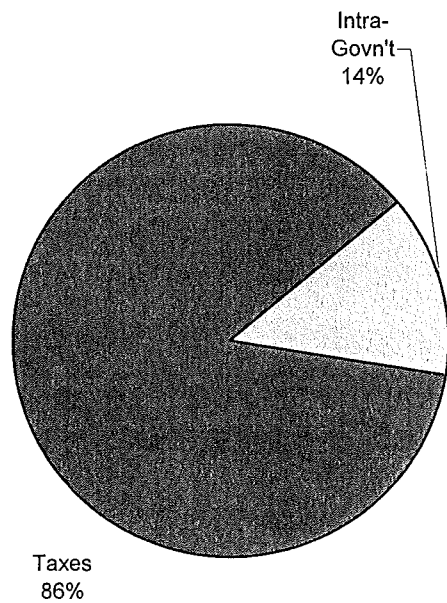
*City Hall is located at 203 South Farwell Street*

## 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

	2004 <u>Actual</u>	2005 Adopted <u>Budget</u>	2006 Proposed <u>Budget</u>	%
				<u>Change</u>
<b>Revenues</b>				
Intragovernmental Service	\$ 131,706	\$ 148,032	\$ 154,028	4%
Gen. Purpose (tax) Rev.	<u>911,190</u>	<u>939,568</u>	<u>973,072</u>	4%
<b>Total Revenues</b>	<b><u>\$ 1,042,896</u></b>	<b><u>\$ 1,087,600</u></b>	<b><u>\$ 1,127,100</u></b>	4%
<b>Expenditures</b>				
Personal Services	\$ 894,652	\$ 905,900	\$ 942,400	4%
Contractual Services	105,682	144,000	146,400	2%
Utilities	6,152	7,100	7,200	1%
Fixed Charges	3,300	3,300	3,300	0%
Materials & Supplies	<u>33,110</u>	<u>27,300</u>	<u>27,800</u>	2%
<b>Total Expenditures</b>	<b><u>\$ 1,042,896</u></b>	<b><u>\$ 1,087,600</u></b>	<b><u>\$ 1,127,100</u></b>	4%



Budget Overview

**EXPENDITURES**

**CONTRACTUAL SERVICES**

This category covers such expenses as postage, printing the *Community News* newsletter, Internet access changes and security, payroll systems maintenance, Digger's Hotline charges, network services and training.

Expenditures by Division

**City Manager/City Clerk**

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 359,786	\$ 375,900	\$ 176,663	\$ 375,900	\$ 389,300
Contractual Services	19,315	23,500	9,695	23,500	23,800
Utilities	1,807	2,300	732	2,300	2,300
Fixed Charges	1,400	1,400	700	1,400	1,400
Materials & Supplies	10,549	15,700	5,571	15,700	16,000
<b>Total Expenditures</b>	<b>\$ <u>392,858</u></b>	<b>\$ <u>418,800</u></b>	<b>\$ <u>193,361</u></b>	<b>\$ <u>418,800</u></b>	<b>\$ <u>432,800</u></b>

**Information Services**

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 534,866	\$ 530,000	\$ 281,838	\$ 598,800	\$ 553,100
Contractual Services	86,367	120,500	57,661	120,500	122,600
Utilities	4,345	4,800	1,732	4,800	4,900
Fixed Charges	1,900	1,900	950	1,900	1,900
Materials & Supplies	22,560	11,600	10,340	11,600	11,800
<b>Total Expenditures</b>	<b>\$ <u>650,038</u></b>	<b>\$ <u>668,800</u></b>	<b>\$ <u>352,521</u></b>	<b>\$ <u>737,600</u></b>	<b>\$ <u>694,300</u></b>



Staffing
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**City Manager/City Clerk**

	2004	2005	2006
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
	<hr/>	<hr/>	<hr/>
Total FTE Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

**Information Services**

	2004	2005	2006
Information Services Manager	1.00	1.00	1.00
Information Services Technician III	5.00	5.00	5.00
PC Coordinator	1.00	1.00	1.00
	<hr/>	<hr/>	<hr/>
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.

## 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 OF EAU CLAIRE**

**Citizen Resource Bank Form**

The City Council has created a Citizen Resource Bank made up of citizens of Eau Claire (individuals must reside within city limits) whose primary qualification is their interest in participating in City government. When vacancies occur on boards, commissions and committees, the City Council draws upon this Bank for appointments. Special committees are also appointed for the purpose of working on specific projects.

If you reside in the city and would be willing to have your name included in the Citizen Resource Bank, please fill in the following information and return this form to:

City Manager's Office  
P.O. Box 5148  
Eau Claire, WI 54602-5148

Name: <i>A. Resident</i>	
Home Address: <i>Eau Claire</i>	Home Phone:
E-Mail Address:	
Business Name:	
Business Address:	Business Phone:

Which Boards, Commissions and/or Committees interest you?  
*Administrative Review Board, Affirmative Action Committee, Building Code Committee, City/County Board of Health, Housing Inspectors and Appeals Board, Housing Authority Board, Housing Authority, Landmarks Commission, Library Board, Plan Commission, Police and Fire Commission, Redevelopment Authority, Retirement System Board, Senior Center Board, Special Assistant Committee, Transit Commission, Utility Appeals Board, Waterways and Parks Commission, Zoning Board of Appeals*

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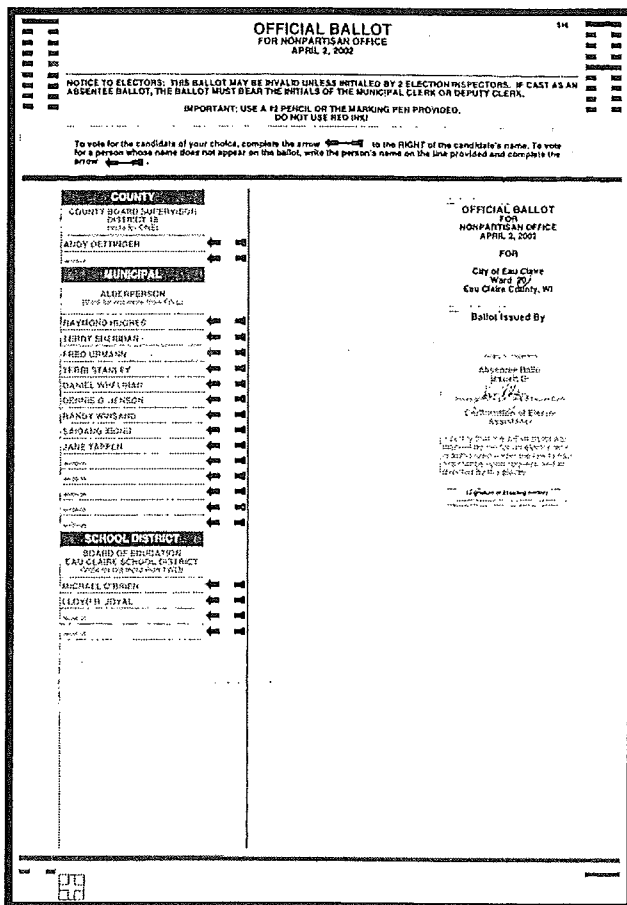
Over 125 residents currently serve on City Boards, Commissions and Committees. A debt of gratitude is owed to each and every person who volunteers to serve our community in this capacity. As the City Council and staff work to address the issues and challenges facing the City, a broad spectrum of citizen involvement is crucial.

#### 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

**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



**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

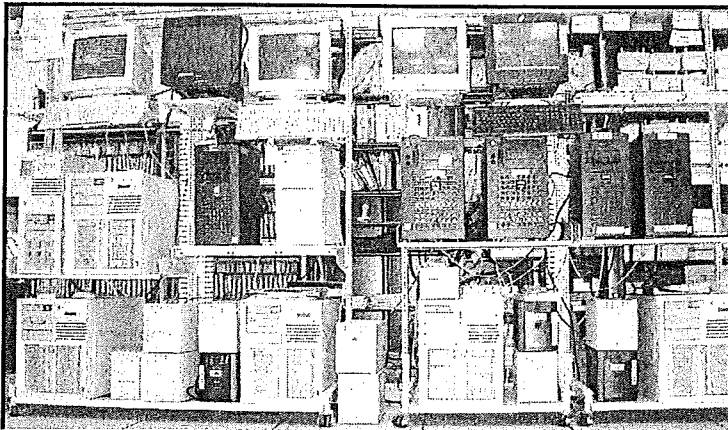


City Web Site

## Areas of Employee Assignment

The Information Services Division has 7 employees. 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 375 users.
  - ◆ Over 285 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.

- ◆ 18 Servers
- ◆ 1 Hewlett Packard 3000 Mainframe Computer
- ◆ 300 Personal Computers
- ◆ 1 AS400
- ◆ 19 Routers
- ◆ 35 Switches (connects file servers, personal computers, and printers together on the network)
- ◆ Over 50 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*

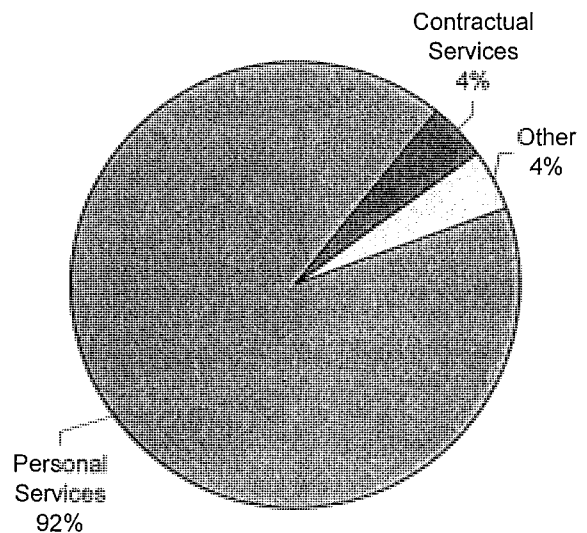
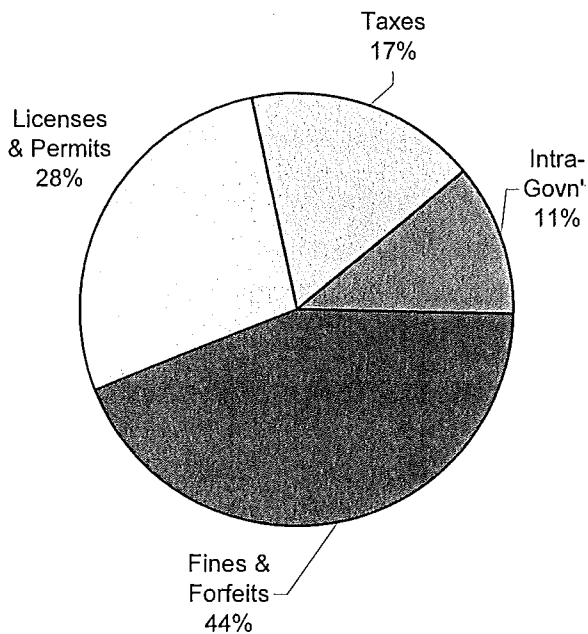
## Programs & Services

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, including responding to over 5,000 citizen contacts annually.
- ◆ Representing the City in litigation on matters such as annexation, contracts, collections, constitutionality, employee discipline, zoning, and many other matters.
- ◆ Drafting legal documents, including deeds, leases, contracts and purchase agreements.
- ◆ Drafting legislation and resolutions 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 & Eau Claire County to operate a successful Truancy Court.
- ◆ Pursuing unpaid personal property taxes, forfeitures, and other collection matters.
- ◆ Assisting Human Resources in labor matters, including serving as negotiator with several of the City's unions and unrepresented groups.
- ◆ 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.
- ◆ Serving as counsel to the RDA, PFC, the City's various boards and commissions, and providing legal assistance as available to the Library, Housing Authority, and DECI.

## Overview of Revenues and Expenditures

	2004 <u>Actual</u>	2005 Adopted <u>Budget</u>	2006 Proposed <u>Budget</u>	%
				<u>Change</u>
<b>Revenues</b>				
Licenses & Permits	\$ 124,141	\$ 113,800	\$ 117,150	3%
Fines & Forfeits	221,693	192,500	185,000	-4%
Intragovernmental Service	41,290	46,304	48,180	4%
Gen. Purpose (tax) Rev.	(3,704)	60,096	73,170	22%
<b>Total Revenues</b>	<b>\$ 383,420</b>	<b>\$ 412,700</b>	<b>\$ 423,500</b>	<b>3%</b>
<b>Expenditures</b>				
Personal Services	\$ 346,857	\$ 376,200	\$ 386,500	3%
Contractual Services	20,944	18,300	18,500	1%
Utilities	1,056	1,200	1,200	0%
Fixed Charges	1,400	1,400	1,400	0%
Materials & Supplies	13,163	15,600	15,900	2%
<b>Total Expenditures</b>	<b>\$ 383,420</b>	<b>\$ 412,700</b>	<b>\$ 423,500</b>	<b>3%</b>





Expenditures by Division
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**City Attorney**

	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Budget</u>	<u>2005</u> <u>6 Month</u> <u>Actual</u>	<u>2005</u> <u>Projection</u>	<u>2006</u> <u>Budget</u>
Personal Services	\$ 346,857	\$ 376,200	\$ 161,598	\$ 376,200	\$ 386,500
Contractual Services	20,944	18,300	5,265	18,300	18,500
Utilities	1,056	1,200	437	1,200	1,200
Fixed Charges	1,400	1,400	700	1,400	1,400
Materials & Supplies	13,162	15,600	4,939	15,600	15,900
Total Expenditures	<u>\$ 383,418</u>	<u>\$ 412,700</u>	<u>\$ 172,938</u>	<u>\$ 412,700</u>	<u>\$ 423,500</u>

**Staffing**

**City Attorney**

	2004	2005	2006
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
<b>Total FTE Positions</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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

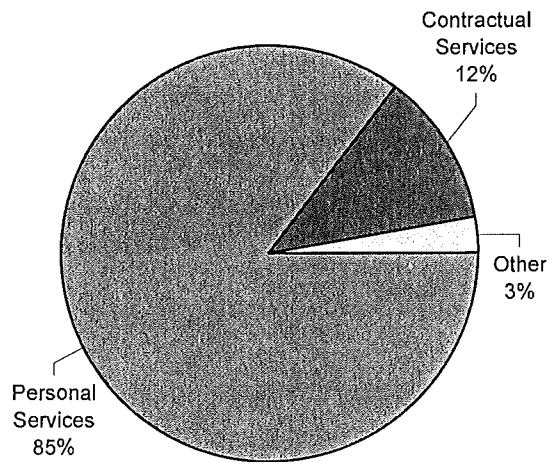
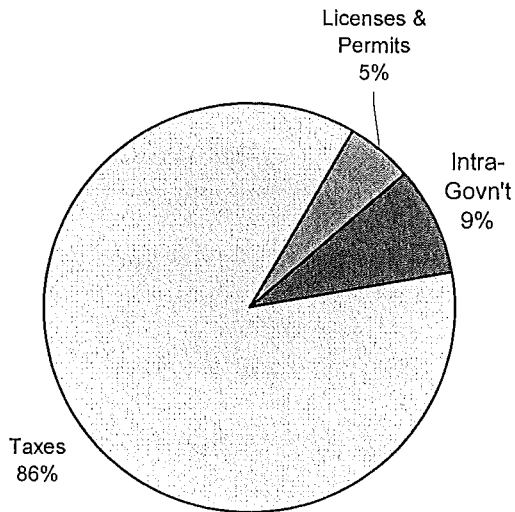
- ◆ Annual operating budget
- ◆ Capital Improvement Plan
- ◆ Annual audit
- ◆ Financial reporting
- ◆ Administer grants & contracts
- ◆ Administer debt service
- ◆ Accounts receivable
- ◆ Accounts payable
- ◆ Payroll
- ◆ Maintain real and personal property records
- ◆ Perform property assessments
- ◆ 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

	2004 <u>Actual</u>	2005 Adopted <u>Budget</u>	2006 Proposed <u>Budget</u>	<u>% Change</u>
<b>Revenues</b>				
Licenses & Permits	\$ 127,302	\$ 116,400	\$ 120,150	3%
Intragovernmental Service	199,256	191,546	198,794	4%
Gen. Purpose (tax) Rev.	<u>1,718,656</u>	<u>1,892,854</u>	<u>1,993,856</u>	5%
<b>Total Revenues</b>	<b>\$ <u>2,045,214</u></b>	<b>\$ <u>2,200,800</u></b>	<b>\$ <u>2,312,800</u></b>	<b>5%</b>
<b>Expenditures</b>				
Personal Services	\$ 1,779,797	\$ 1,863,400	\$ 1,969,200	6%
Contractual Services	210,275	276,200	281,100	2%
Utilities	9,932	10,200	10,900	7%
Fixed Charges	13,400	13,400	13,400	0%
Materials & Supplies	<u>31,810</u>	<u>37,600</u>	<u>38,200</u>	2%
<b>Total Expenditures</b>	<b>\$ <u>2,045,214</u></b>	<b>\$ <u>2,200,800</u></b>	<b>\$ <u>2,312,800</u></b>	<b>5%</b>



**Budget Overview**

**EXPENDITURES**

**PERSONAL SERVICES**

The 2006 Personal Services includes \$66,500 in temporary wages to cover the gubernatorial election year.

**CONTRACTUAL SERVICES & MATERIALS AND SUPPLIES**

An additional \$24,000 has been included in Elections for postage, printing, and computer costs for 2006 due to the increased number of elections and greater turnout in a gubernatorial election year.

Expenditures by Division
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### Administration

		<u>2004</u> <u>Actual</u>		<u>2005</u> <u>Budget</u>		<u>2005</u> <u>6 Month</u> <u>Actual</u>		<u>2005</u> <u>Projection</u>		<u>2006</u> <u>Budget</u>
Personal Services	\$	245,138	\$	256,400	\$	104,648	\$	256,400	\$	258,700
Contractual Services		5,527		7,300		3,477		7,300		7,400
Utilities		1,365		1,100		549		1,100		1,100
Fixed Charges		1,000		1,000		500		1,000		1,000
Materials & Supplies		4,747		6,300		2,284		6,300		6,400
<b>Total Expenditures</b>	<b>\$</b>	<b><u>257,777</u></b>	<b>\$</b>	<b><u>272,100</u></b>	<b>\$</b>	<b><u>111,458</u></b>	<b>\$</b>	<b><u>272,100</u></b>	<b>\$</b>	<b><u>274,600</u></b>

### Financial Services - Accounting

		<u>2004</u> <u>Actual</u>		<u>2005</u> <u>Budget</u>		<u>2005</u> <u>6 Month</u> <u>Actual</u>		<u>2005</u> <u>Projection</u>		<u>2006</u> <u>Budget</u>
Personal Services	\$	451,573	\$	484,600	\$	217,374	\$	484,600	\$	472,600
Contractual Services		56,620		69,200		37,540		69,200		70,200
Utilities		3,242		3,200		1,298		3,200		3,600
Fixed Charges		1,800		1,800		900		1,800		1,800
Materials & Supplies		5,475		11,200		1,397		11,200		11,400
<b>Total Expenditures</b>	<b>\$</b>	<b><u>518,710</u></b>	<b>\$</b>	<b><u>570,000</u></b>	<b>\$</b>	<b><u>258,509</u></b>	<b>\$</b>	<b><u>570,000</u></b>	<b>\$</b>	<b><u>559,600</u></b>

### Assessing

		<u>2004</u> <u>Actual</u>		<u>2005</u> <u>Budget</u>		<u>2005</u> <u>6 Month</u> <u>Actual</u>		<u>2005</u> <u>Projection</u>		<u>2006</u> <u>Budget</u>
Personal Services	\$	437,957	\$	508,500	\$	228,028	\$	508,500	\$	532,500
Contractual Services		35,061		55,500		5,087		55,500		56,400
Utilities		2,475		2,100		992		2,100		2,100
Fixed Charges		7,800		7,800		3,900		7,800		7,800
Materials & Supplies		8,683		6,500		2,390		6,500		6,600
<b>Total Expenditures</b>	<b>\$</b>	<b><u>491,976</u></b>	<b>\$</b>	<b><u>580,400</u></b>	<b>\$</b>	<b><u>240,397</u></b>	<b>\$</b>	<b><u>580,400</u></b>	<b>\$</b>	<b><u>605,400</u></b>

Expenditures by Division

**Financial Services - Customer Service**

	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Budget</u>	<u>2005</u> <u>6 Month</u> <u>Actual</u>	<u>2005</u> <u>Projection</u>	<u>2006</u> <u>Budget</u>
Personal Services	\$ 645,129	\$ 613,900	\$ 280,432	\$ 613,900	\$ 705,400
Contractual Services	113,067	144,200	61,412	141,200	147,100
Utilities	2,850	3,800	1,126	3,800	4,100
Fixed Charges	2,800	2,800	1,400	2,800	2,800
Materials & Supplies	12,905	13,600	6,344	16,600	13,800
Total Expenditures	\$ <u>776,751</u>	\$ <u>778,300</u>	\$ <u>350,714</u>	\$ <u>778,300</u>	\$ <u>873,200</u>

Staffing
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**Finance Administration**

	2004	2005	2006
Director of Finance	1.00	1.00	1.00
Projects and Acquisitions Coordinator	1.00	1.00	1.00
Account Clerk II/Finance Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u><u>3.00</u></u>	<u><u>3.00</u></u>	<u><u>3.00</u></u>

**Financial Services - Accounting**

	2004	2005	2006
Accounting Supervisor	1.00	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
Accounting Technician	3.00	3.00	3.00
Account Clerk I	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u><u>8.00</u></u>	<u><u>8.00</u></u>	<u><u>8.00</u></u>



<b>Staffing</b>
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**Financial Services - Customer Service**

	<b>2004</b>	<b>2005</b>	<b>2006</b>
Financial Services Manager	1.00	1.00	1.00
Election Clerk	0.75	0.75	0.75
Accountant I	1.00	1.00	1.00
Account Clerk II	2.25	2.25	2.25
Accounting Technician	1.00	1.00	1.00
Account Clerk I	3.75	3.75	3.75
	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>
<b>Total FTE Positions</b>	<u><u>9.75</u></u>	<u><u>9.75</u></u>	<u><u>9.75</u></u>

**Assessing**

	<b>2004</b>	<b>2005</b>	<b>2006</b>
City Assessor	1.00	1.00	1.00
Property Assessor II	4.60	4.00	4.00
Assessing Technician	1.00	-	-
Property Assessment Aide	-	2.00	2.00
	<u>-</u>	<u>2.00</u>	<u>2.00</u>
<b>Total FTE Positions</b>	<u><u>6.60</u></u>	<u><u>7.00</u></u>	<u><u>7.00</u></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 rating agencies upgraded MBIA insured bond issues to Aaa & AAA respectively. 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 \$46.5 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.
- ◆ Purchase of 110 acres for the Northwest Community Park & 67 acres for the Southeast Community Park.
- ◆ Purchase of the Stokes-Mundt Funeral Chapel for trail right-of-way.
- ◆ Purchase of 34 properties and 7.26 acres of vacant land for flood mitigation.
- ◆ Acquisition of the Xcel Energy Property in the North Barstow Redevelopment District.
- ◆ Acquired, demolished and resold the former Mt. Washington School for redevelopment.
- ◆ Acquired 3.8 acres on Golf Road to incorporate into Fairfax Park.
- ◆ Acquired 52 acres south of County Line Road and West of Jeffers Road from Gateway Development for park purposes.
- ◆ Acquired a one-acre parcel on Mercury Avenue as a potential site for a future fire station.
- ◆ Acquired and are demolishing former Walters Brewery site for future development.

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 150 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 \$4 million each year. Billing for ambulance services is contracted to a private company, which works under the direction of the Accounts Receivable clerk.

### **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 balances range between \$7 - \$29 million and are fully collateralized. Investment balances range from \$52 - \$72 million. All funds are invested under guidelines from the City Council contained in the Investment Policy.

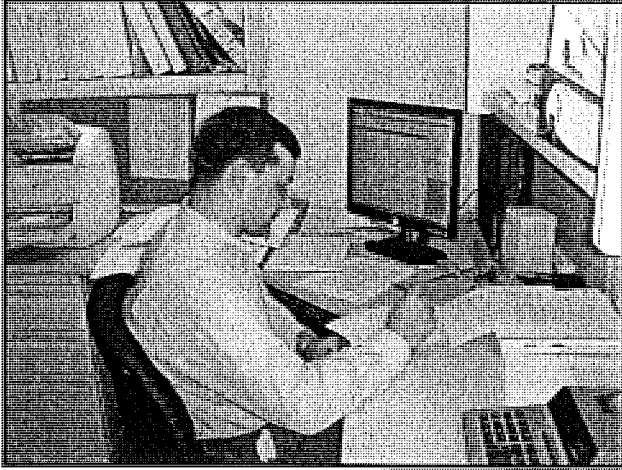
### **Chart of Accounts and General Ledger Maintenance**

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 6,200 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 almost 56 issues with an outstanding balance of \$72 million. The debt will be retired by future property tax levies accumulated in the debt service



fund, by tax increments generated by the TID districts and by utility user fees. Debt payments, which are projected to total \$8.7 million in 2006, 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.

*Victor Drost calculating debt service requirement*

## 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. 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.

At the end of 2004, approximately \$147 million of assets were recorded, which is a 250% increase over 2002. This significant increase is a direct result of accounting changes required by GASB Statement No. 34. GASB is a private sector organization formed in 1984 to establish financial accounting and reporting standards for state and local governments. Statement No. 34 was developed to make financial reports easier to understand and more useful for oversight bodies, investors and citizens. Governments 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 \$31 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 ten 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. Total tax collections within the city for 2004 taxes collectible in 2005 were approximately \$87 million.

### **Records Management**

The various processes in the Accounting Division create many paper and electronic records that, by State Records Law, must be retained for 3, 7, 15 years or for life. 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 37 active grants for a total grant and local match amount of over \$13 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.



*Customer Service/Treasury  
Department Staff*

**Business License**

STATE OF WISCONSIN NON-TRANSFERRABLE		<b>CITY OF EAU CLAIRE LICENSE</b>		THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE	
<i>Trade Name:</i> NORTHWOODS BREW PUB & GRILL 3550 OAKWOOD MALL DR EAU CLAIRE, WI 54701	<b>License Type</b>	<b>Number</b>	<b>Effective</b>	<b>Expires</b>	<b>Fee</b>
	CIGARETTE	231	7/01/2000	6/30/2001	100.00
	CITY OF EG RESTAURANT	451	7/01/2000	6/30/2001	80.00
	CLASS A CABARET	63	7/01/2000	6/30/2001	160.00
	COMBINATION CLASS B	168	7/01/2000	6/30/2001	550.00
	HLTH REST-D > 1,000,000	57	7/01/2000	6/30/2001	310.00
	WHOLESALE BEER	10	7/01/1999	6/30/2001	25.00
NORTHWOODS BREWING CORP LLC 3560 OAKWOOD MALL DR EAU CLAIRE WI 54701		<b>Total Paid: 1,215.00</b>			
					<i>Donna A. Arusted</i> Donna A. Arusted, 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 250 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 more than 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 200-250 poll workers will assist over 32,000 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*



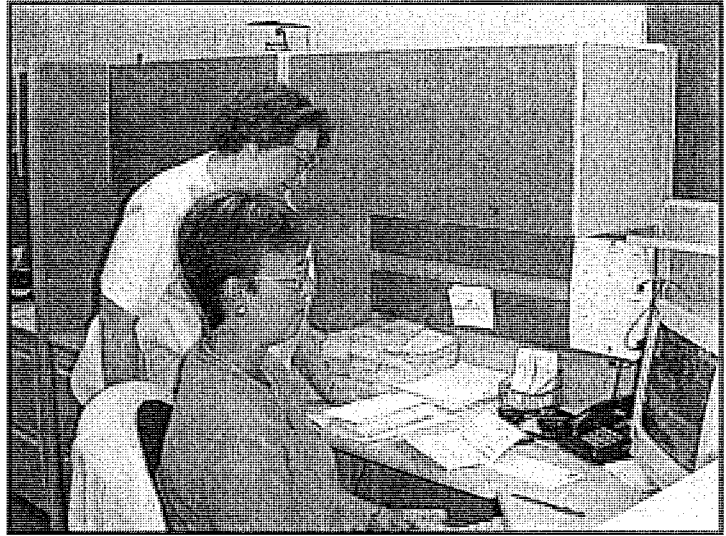
*A citizen votes by absentee ballot at City Hall prior to the election*

Preparation for an election includes:

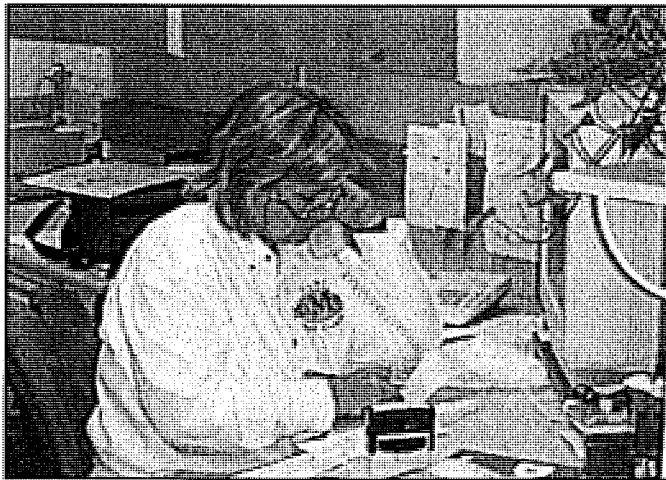
- ◆ Preparing ballot information
- ◆ Training, scheduling and supervising election officials
- ◆ Registering new voters, updating the voter registration list
- ◆ Providing election information and identifying voting and aldermanic districts
- ◆ Administering the absentee ballot system
- ◆ Accumulating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

<b>Assessing Operation Highlights</b>
---------------------------------------

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.

<b>Statistics</b>	<b>Property Valuations</b>	
	<b>2005 Budget</b>	<b>2006 Budget (estimated)</b>
<b>Real Estate</b>		
Residential	\$ 2,250,778,600	\$ 2,318,342,400
Commercial	1,095,829,400	1,132,142,800
Manufacturing	130,984,100	138,200,000
Agricultural	2,710,400	37,800
Total	\$ 3,480,302,500	\$ 3,588,723,000
<b>Personal Property</b>		
City	\$ 117,644,900	\$ 113,792,300
Manufacturing	17,585,000	16,100,000
Total	\$ 135,229,900	\$ 129,892,300
<b>Total Value</b>	<b>\$ 3,615,532,400</b>	<b>\$ 3,718,615,300</b>
<b>Total Properties</b>		
Real Estate	22,492	22,674
Personal Property	2,178	2,203

## Activities

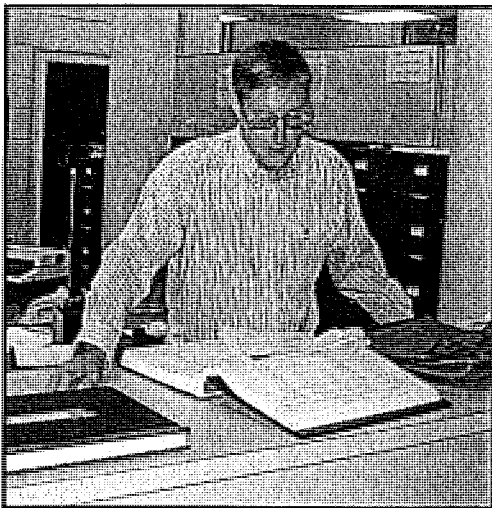
### Annual Assessment: Real & Personal Property

The Assessing division is responsible for the annual assessment of approximately 22,700 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.
- ◆ Review exemption requests to determine compliance with state statutes.
- ◆ 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

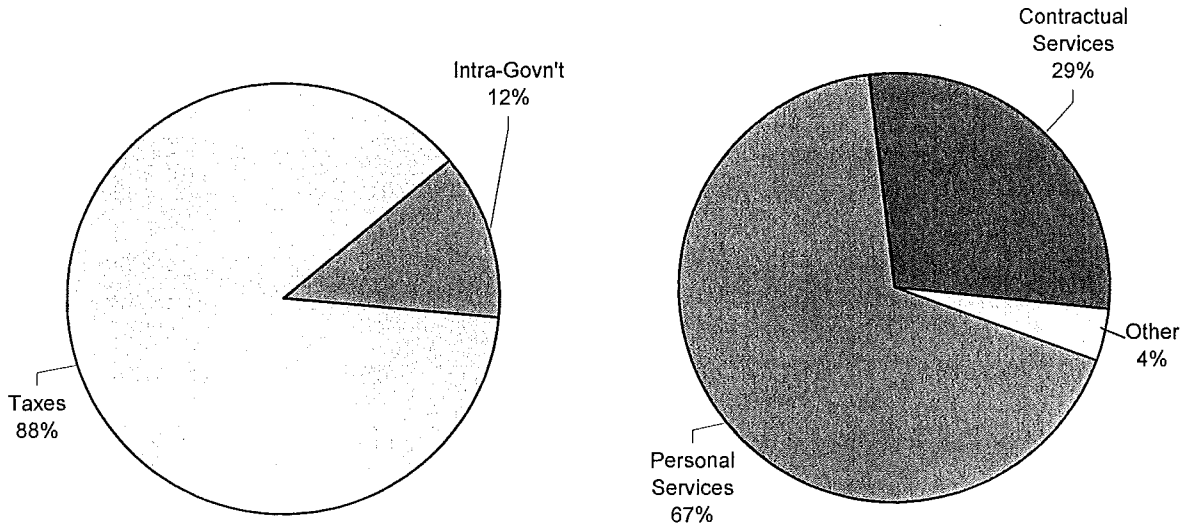
- ◆ Recruitment and pre-employment testing
- ◆ Labor Relations
- ◆ Administration of employee benefits and pay
- ◆ Purchasing and procurement



*Benefit assistance*

## Overview of Revenues and Expenditures

	2004 <u>Actual</u>	2005 Adopted <u>Budget</u>	2006 Proposed <u>Budget</u>	% <u>Change</u>
<b>Revenues</b>				
Intragovernmental Service	\$ 81,199	\$ 88,210	\$ 91,849	4%
Gen. Purpose (tax) Rev.	<u>581,751</u>	<u>609,790</u>	<u>645,951</u>	6%
<b>Total Revenues</b>	<b><u>\$ 662,951</u></b>	<b><u>\$ 698,000</u></b>	<b><u>\$ 737,800</u></b>	<b>6%</b>
<b>Expenditures</b>				
Personal Services	\$ 430,679	\$ 464,000	\$ 498,100	7%
Contractual Services	209,436	206,900	212,000	2%
Utilities	4,172	3,200	3,400	6%
Fixed Charges	2,200	2,200	2,200	0%
Materials & Supplies	<u>16,464</u>	<u>21,700</u>	<u>22,100</u>	2%
<b>Total Expenditures</b>	<b><u>\$ 662,951</u></b>	<b><u>\$ 698,000</u></b>	<b><u>\$ 737,800</u></b>	<b>6%</b>



Budget Overview
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**EXPENDITURES****CONTRACTUAL SERVICES**

Advertising, lab/medical expense & recruiting expense are an integral component of the employee selection & retention process.

Expenditures by Division
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**Personnel Administration**

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 296,765	\$ 322,800	\$ 158,034	\$ 322,800	\$ 344,900
Contractual Services	171,458	161,500	60,431	161,500	163,400
Utilities	2,815	1,700	1,116	1,700	1,700
Fixed Charges	1,400	1,400	700	1,400	1,400
Materials & Supplies	<u>6,857</u>	<u>10,000</u>	<u>4,962</u>	<u>10,000</u>	<u>10,200</u>
Total Expenditures	<u>\$ 479,295</u>	<u>\$ 497,400</u>	<u>\$ 225,244</u>	<u>\$ 497,400</u>	<u>\$ 521,600</u>

**Purchasing**

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 133,914	\$ 141,200	\$ 66,097	\$ 141,200	\$ 153,200
Contractual Services	37,978	45,400	6,651	45,400	48,600
Utilities	1,357	1,500	551	1,500	1,700
Fixed Charges	800	800	400	800	800
Materials & Supplies	<u>9,607</u>	<u>11,700</u>	<u>(92)</u>	<u>11,700</u>	<u>11,900</u>
Total Expenditures	<u>\$ 183,656</u>	<u>\$ 200,600</u>	<u>\$ 73,607</u>	<u>\$ 200,600</u>	<u>\$ 216,200</u>

Staffing
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### Personnel Administration

	2004	2005	2006
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>1.00</u>	<u>1.00</u>	<u>1.00</u>
 Total FTE Positions	 <u>5.00</u>	 <u>5.00</u>	 <u>5.00</u>

### Purchasing

	2004	2005	2006
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>0.50</u>	<u>0.50</u>	<u>0.50</u>
 Total FTE Positions	 <u>2.50</u>	 <u>2.50</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.

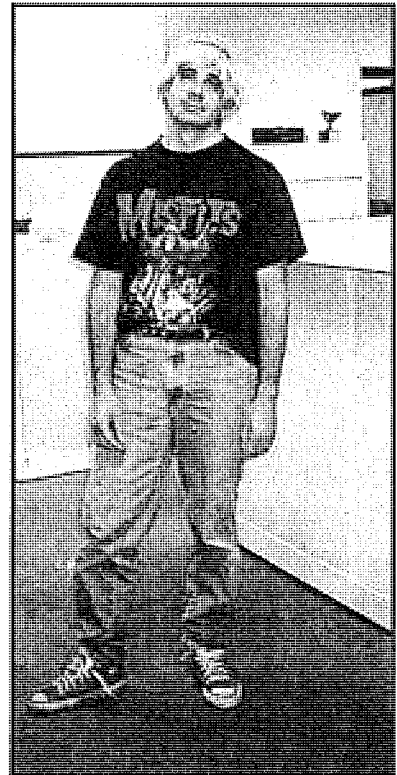
Cross-divisional charges include:

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

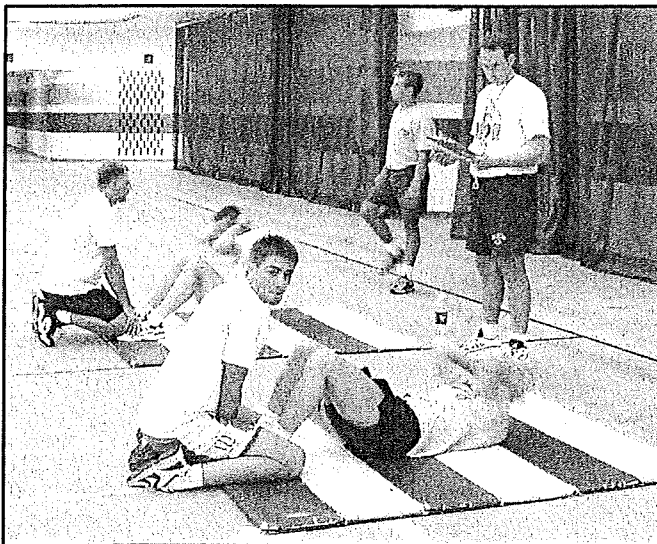


## Personnel Administration Operation Highlights

- ◆ Provide administrative support for the Police and Fire Commission and Affirmative Action Committee
- ◆ Process over 2,500 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*



*Police Physical Agility Testing*

## Purchasing Operation Highlights

### **Purchasing**

- ◆ Procurement of supplies and services for 70 to 80 major projects annually in excess of \$30 million
- ◆ Procurement for Capital Improvement Program at an average of \$15 million annually
- ◆ Process 2,500 purchase orders annually
- ◆ Administer annual auction of excess equipment

### **Mail and Duplicating**

- ◆ Provide postal and shipping services
- ◆ Process 130,000 pieces of mail annually
- ◆ Duplicate 1,600,000 copies
- ◆ Maintain paper inventories
- ◆ Administer office supply contract valued at \$45,000



*Photo courtesy of Leader-Telegram*

*Bikes to be sold at City Auction*

# COMMUNITY DEVELOPMENT

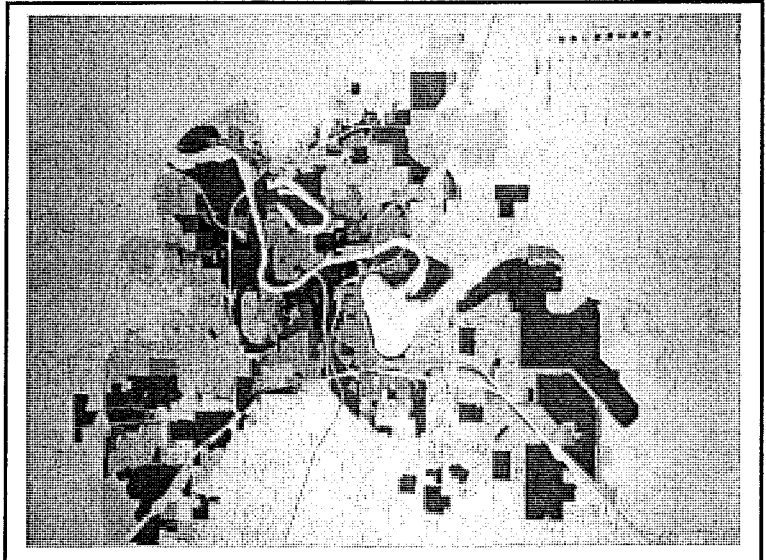
The Planning and Inspections Divisions are part of the Community Development Department and are located in City Hall, 203 S. Farwell Street. The Planning Division is responsible for community and neighborhood planning, zoning, development review, historic preservation, and annexations. The Inspections 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 4 divisions:

- ◆ Planning
- ◆ Inspections
- ◆ Economic Development
- ◆ Housing

## Programs & Services

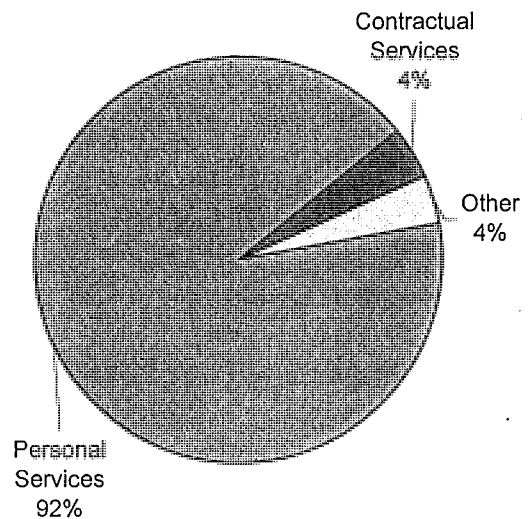
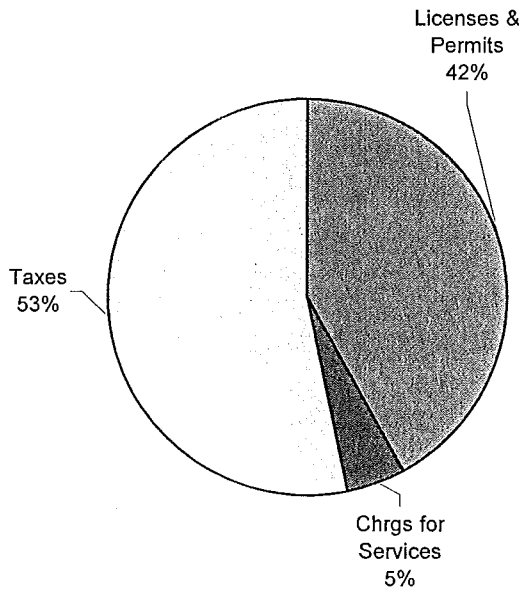
- ◆ Comprehensive Planning
- ◆ Development Codes
- ◆ Development Review
- ◆ Inspections
  - Building
  - Plumbing
  - Electrical
  - Heating
  - Signs
  - Zoning Ordinance
  - Others
- ◆ Code Enforcement
- ◆ Board and Associations
- Staff Support



*Comprehensive Plan map*

## Overview of Revenues and Expenditures

	2004 <u>Actual</u>	2005 Adopted <u>Budget</u>	2006 Proposed <u>Budget</u>	% <u>Change</u>
<b>Revenues</b>				
Licenses & Permits	\$ 582,968	\$ 590,300	\$ 497,500	-16%
Charges for Services	28,700	55,500	54,000	-3%
Gen. Purpose (tax) Rev.	<u>476,675</u>	<u>518,600</u>	<u>630,700</u>	22%
<b>Total Revenues</b>	<b><u>\$ 1,088,343</u></b>	<b><u>\$ 1,164,400</u></b>	<b><u>\$ 1,182,200</u></b>	2%
<b>Expenditures</b>				
Personal Services	\$ 1,010,754	\$ 1,072,000	\$ 1,088,400	2%
Contractual Services	37,841	46,300	47,100	2%
Utilities	6,271	6,200	6,300	2%
Fixed Charges	12,871	12,900	12,900	0%
Materials & Supplies	<u>20,606</u>	<u>27,000</u>	<u>27,500</u>	2%
<b>Total Expenditures</b>	<b><u>\$ 1,088,343</u></b>	<b><u>\$ 1,164,400</u></b>	<b><u>\$ 1,182,200</u></b>	2%



<b>Budget Overview</b>
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**REVENUES****CHARGES FOR SERVICES**

Licenses & Permits revenues include fees for permit approvals and associated inspections for development activity. The site plan review fees are estimated to rise 33% to \$10,000.

**EXPENDITURES****CONTRACTUAL SERVICES**

The Wisconsin Department of Agriculture, Trade and Consumer Protection charges the City for Weights and Measures services. The 2006 budget includes this for testing fee. This expenditure for Weights and Measures is offset by charges to the user.

<b>Expenditures by Division</b>
---------------------------------

**Planning**

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 443,277	\$ 457,800	\$ 214,368	\$ 457,800	\$ 460,200
Contractual Services	10,972	12,000	7,261	12,000	12,200
Utilities	2,451	1,900	966	1,900	1,900
Fixed Charges	1,600	1,600	800	1,600	1,600
Materials & Supplies	12,908	16,400	7,335	16,400	16,700
<b>Total Expenditures</b>	<u>\$ 471,208</u>	<u>\$ 489,700</u>	<u>\$ 230,730</u>	<u>\$ 489,700</u>	<u>\$ 492,600</u>

**Inspections**

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 567,477	\$ 614,200	\$ 271,659	\$ 614,200	\$ 628,200
Contractual Services	26,869	34,300	22,024	34,300	34,900
Utilities	3,820	4,300	1,588	4,300	4,400
Fixed Charges	11,271	11,300	5,690	11,300	11,300
Materials & Supplies	7,698	10,600	3,842	10,600	10,800
<b>Total Expenditures</b>	<u>\$ 617,135</u>	<u>\$ 674,700</u>	<u>\$ 304,803</u>	<u>\$ 674,700</u>	<u>\$ 689,600</u>

Staffing
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### Planning Administration

	2004	2005	2006
Director of Comm Dev/Asst. City Manager	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
	<hr/>	<hr/>	<hr/>
Total FTE Positions	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

### Inspections

	2004	2005	2006
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
	<hr/>	<hr/>	<hr/>
Total FTE Positions	<u>8.00</u>	<u>8.00</u>	<u>8.00</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**

- |                                   |                                |
|-----------------------------------|--------------------------------|
| ▪ Airport Neighborhood            | ▪ Buffington Neighborhood      |
| ▪ East Hamilton Neighborhood      | ▪ East Hill Neighborhood       |
| ▪ Historic Randall Park           | ▪ Mt. Washington Neighborhood  |
| ▪ North River Fronts Neighborhood | ▪ North Side Hill Neighborhood |
| ▪ Old Wells Road Neighborhood     | ▪ Otter Creek Neighborhood     |
| ▪ Runway Avenue Neighborhood      | ▪ Third Ward Neighborhood      |
| ▪ Upper Westside Neighborhood     | ▪ Westridge Neighborhood       |
| ▪ West Riverside Neighborhood     |                                |

#### ◆ **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 4,500 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	Appe	Plats
2005 (June)	82	20	16	28	9	9
2004	145	28	35	64	9	9
2003	168	58	36	58	4	12
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:

<b>Permits Issued</b>							
	<b>Total Permits</b>	<b>Building</b>	<b>Electrical</b>	<b>Plumbing</b>	<b>Heating</b>	<b>Others</b>	<b>Est. Insp.</b>
<b>2005 (as of 6/30)</b>	1,732	564	389	304	394	81	5,200
<b>2004</b>	4,547	1,375	959	936	1,130	147	13,700
<b>2003</b>	4,708	1,510	981	950	1,134	184	14,124
<b>2002</b>	4,346	1,340	920	840	1,051	190	13,038
<b>2001</b>	4,774	1,443	1,014	1,014	1,102	201	14,322
<b>2000</b>	5,012	1,479	1,207	964	1,155	207	14,700
<b>1999</b>	4,591	1,431	991	834	1,157	174	14,000
<b>1998</b>	4,796	1,516	1,062	888	1,117	213	14,388
<b>1997</b>	4,607	1,441	944	891	1,111	272	13,821
<b>1996</b>	4,491	1,472	953	790	1,064	212	13,473
<b>1995</b>	4,427	1,321	924	820	1,144	218	13,281
<b>1994</b>	4,216	1,341	860	732	1,092	191	12,648
<b>1993</b>	4,065	1,121	862	833	1,080	169	12,195
<b>1992</b>	3,702	996	809	749	965	183	11,106
<b>1991</b>	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:

2005 (as of 6/30)	\$219,952	1997	\$366,513
2004	\$605,952	1996	\$366,658
2003	\$592,388	1995	\$435,638
2002	\$562,247	1994	\$381,963
2001	\$425,608	1993	\$291,333
2000	\$485,541	1992	\$259,471
1999	\$397,439	1991	\$213,529
1998	\$438,467		

# 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

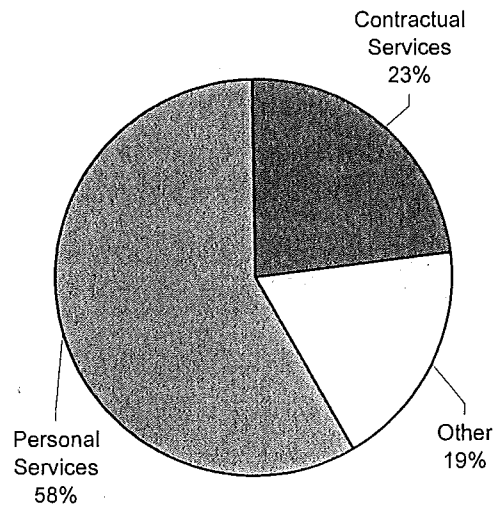
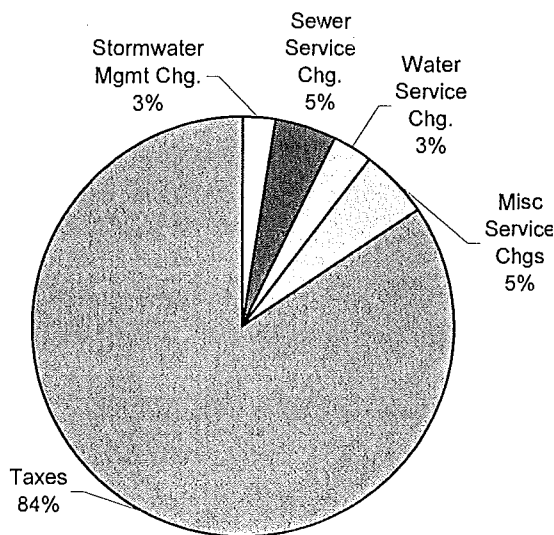
- ◆ Plan, design, inspect, and administer construction projects performed by and for the City.
- ◆ Record, compute, and coordinate the special assessment program.
- ◆ Update and maintain maps and records using the geographic information and computer mapping system.
- ◆ Provide planning assistance for 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

	2004 <u>Actual</u>	2005 Adopted <u>Budget</u>	2006 Proposed <u>Budget</u>	% <u>Change</u>
<b>Revenues</b>				
Stormwater Mgmt Chg.	\$ 160,306	\$ 202,664	\$ 210,840	4%
Sewer Service Chg.	336,830	351,576	365,328	4%
Water Service Chg.	219,981	234,738	244,251	4%
Transit Admin. Chg.	12,334	11,910	12,510	5%
Other Service Chg.	108,628	62,520	74,520	19%
Miscellaneous Charges	16,000	340,200	342,200	1%
Gen. Purpose (tax) Rev.	<u>6,284,719</u>	<u>6,538,292</u>	<u>6,756,551</u>	3%
<b>Total Revenues</b>	<b><u>\$ 7,138,798</u></b>	<b><u>\$ 7,741,900</u></b>	<b><u>\$ 8,006,200</u></b>	<b>3%</b>
<b>Expenditures</b>				
Personal Services	\$ 4,204,927	\$ 4,481,700	\$ 4,644,800	4%
Contractual Services	1,752,678	1,809,300	1,863,100	3%
Utilities	688,337	773,200	813,300	5%
Fixed Charges	60,571	114,100	114,100	0%
Materials & Supplies	426,570	563,600	570,900	1%
Capital Purchases	<u>5,715</u>	<u>-</u>	<u>-</u>	
<b>Total Expenditures</b>	<b><u>\$ 7,138,798</u></b>	<b><u>\$ 7,741,900</u></b>	<b><u>\$ 8,006,200</u></b>	<b>3%</b>



**Budget Overview**

**REVENUES**

**MISCELLANEOUS CHARGES**

The miscellaneous revenue increase represents \$125,000 in State Aid maintenance of Highway 53 and \$201,200 transfer from the Stormwater Utility for street sweeping costs.

**EXPENDITURES**

**CONTRACTUAL SERVICES**

The contractual services section of the Public Works Operations budget includes the annual seal coat program. Approximately 8 miles of streets will be seal coated in 2006 to extend the life of the asphalt pavement.

**UTILITIES**

The Public Works utility budget appropriates funding for the following areas. The first consists of the expenses to support the City's facilities including electricity, gas, telephone, water, sewer and garbage, budgeted in total at \$177,000. The second is for tipping fees of \$110,400 for the City's street cleaning debris. The third is electricity in the amount of \$39,000 for traffic signals. The final major expense is \$486,900 for electricity for the City's streetlights.

**MATERIALS AND SUPPLIES**

The major expenses in this category include sign materials totaling \$59,500, sand, salt and calcium chloride for snow and ice control totaling \$178,000 and bituminous material for street maintenance totaling \$113,700.

Expenditures by Division
--------------------------

### Administration

		<u>2004</u> <u>Actual</u>		<u>2005</u> <u>Budget</u>		<u>2005</u> <u>6 Month</u> <u>Actual</u>		<u>2005</u> <u>Projection</u>		<u>2006</u> <u>Budget</u>
Personal Services	\$	253,574	\$	195,200	\$	123,515	\$	276,600	\$	197,100
Contractual Services		14,367		19,400		8,657		19,400		19,400
Utilities		4,184		3,700		1,705		3,700		3,800
Fixed Charges		1,100		1,100		550		1,100		1,100
Materials & Supplies		3,466		5,800		2,111		5,800		5,900
<b>Total Expenditures</b>	<b>\$</b>	<b><u>276,691</u></b>	<b>\$</b>	<b><u>225,200</u></b>	<b>\$</b>	<b><u>136,538</u></b>	<b>\$</b>	<b><u>306,600</u></b>	<b>\$</b>	<b><u>227,300</u></b>

### Engineering

		<u>2004</u> <u>Actual</u>		<u>2005</u> <u>Budget</u>		<u>2005</u> <u>6 Month</u> <u>Actual</u>		<u>2005</u> <u>Projection</u>		<u>2006</u> <u>Budget</u>
Personal Services	\$	1,176,686	\$	1,402,300	\$	493,340	\$	1,402,300	\$	1,460,700
Contractual Services		128,101		111,200		49,209		131,200		113,400
Utilities		6,099		5,700		2,197		5,700		5,800
Fixed Charges		19,400		19,400		9,700		19,400		19,400
Materials & Supplies		25,571		42,100		6,237		42,100		39,500
<b>Total Expenditures</b>	<b>\$</b>	<b><u>1,355,857</u></b>	<b>\$</b>	<b><u>1,580,700</u></b>	<b>\$</b>	<b><u>560,683</u></b>	<b>\$</b>	<b><u>1,600,700</u></b>	<b>\$</b>	<b><u>1,638,800</u></b>

### Operations

		<u>2004</u> <u>Actual</u>		<u>2005</u> <u>Budget</u>		<u>2005</u> <u>6 Month</u> <u>Actual</u>		<u>2005</u> <u>Projection</u>		<u>2006</u> <u>Budget</u>
Personal Services	\$	2,774,667	\$	2,884,200	\$	1,425,687	\$	2,972,300	\$	2,987,000
Contractual Services		1,610,210		1,678,700		743,929		1,578,700		1,730,300
Utilities		678,054		763,800		291,494		763,800		803,700
Fixed Charges		40,071		93,600		21,284		93,600		93,600
Materials & Supplies		397,533		515,700		220,729		645,700		525,500
Capital Purchases		5,715		-		-		-		-
<b>Total Expenditures</b>	<b>\$</b>	<b><u>5,506,250</u></b>	<b>\$</b>	<b><u>5,936,000</u></b>	<b>\$</b>	<b><u>2,703,123</u></b>	<b>\$</b>	<b><u>6,054,100</u></b>	<b>\$</b>	<b><u>6,140,100</u></b>

Staffing
----------

**Administration**

	2004	2005	2006
Public Works Director	1.00	1.00	1.00
Public Works Secretary	1.00	1.00	1.00
Total FTE Positions	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

**Engineering**

	2004	2005	2006
Deputy Director of Drainage & Development	1.00	1.00	1.00
Deputy Director of Engineering	1.00	1.00	1.00
Project Engineer	1.00	1.00	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	1.00	1.00	1.00
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
Total FTE Positions	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>

Staffing
----------

## Operations

	2004	2005	2006
Public Works Operations Administrator	1.00	1.00	1.00
Street Maintenance Manager	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
Skilled Worker II	1.00	1.00	1.00
Heavy Equipment Operator	12.00	12.00	12.00
Skilled Worker I	2.00	2.00	2.00
Skilled Worker / Sign Shop	2.00	2.00	2.00
Skilled Worker / Sign Shop Painter	1.00	1.00	1.00
Custodian	7.00	7.00	7.00
Tandem Operator	4.00	4.00	4.00
Light Equipment Operator	10.00	9.00	9.00
Total FTE Positions	<u>46.00</u>	<u>45.00</u>	<u>45.00</u>

Cross-divisional charges include:

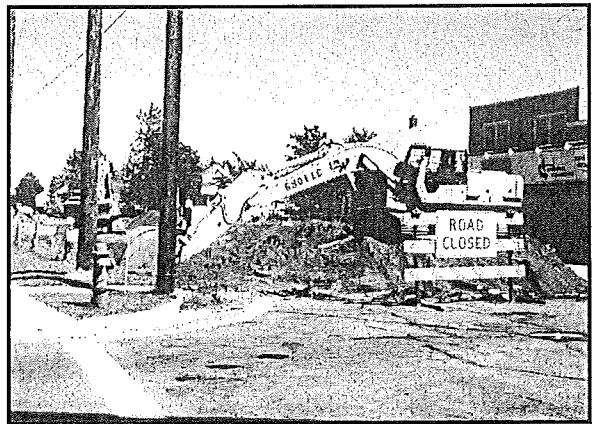
- 50% of Storm Water Engineer's time is charged to Public Works Engineering.
- 25% of the Public Works Operations Administrator's position is charged to Transit and another 25% to Central Maintenance.
- 50% of a Clerk III position assigned to Transit is charged to Public Works Operations.
- 2.5 custodians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



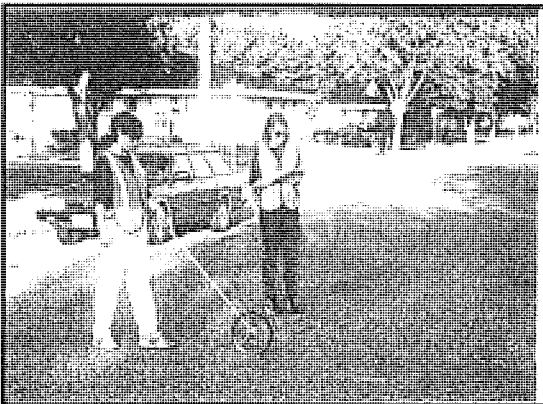
## Engineering Division Operation Highlights

### Primary Services

- ◆ 40 Projects designed, administered, monitored in 2004
- ◆ 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

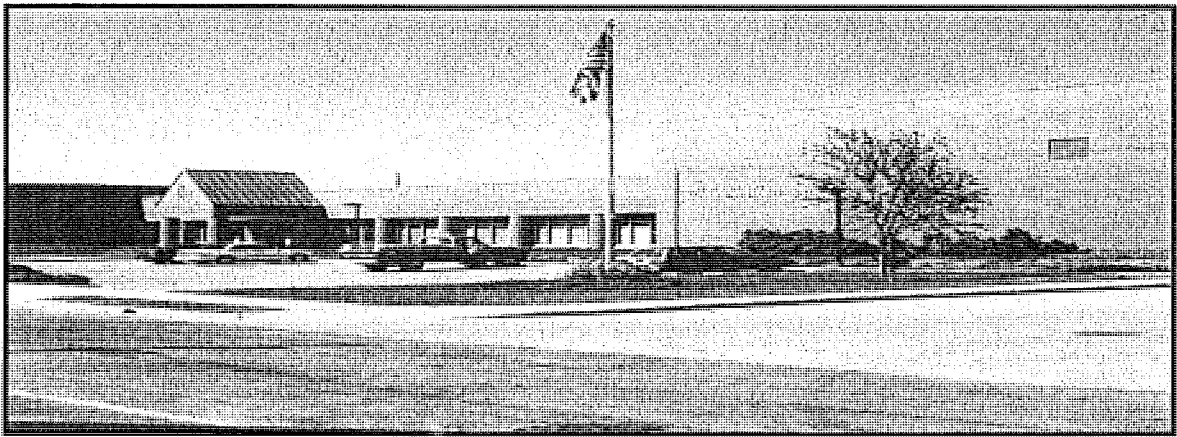


*Survey Crew with Geodimeter*

## 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



*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

- ◆ 11 Lots
- ◆ 2 Ramps

## Public Works Operations Highlights

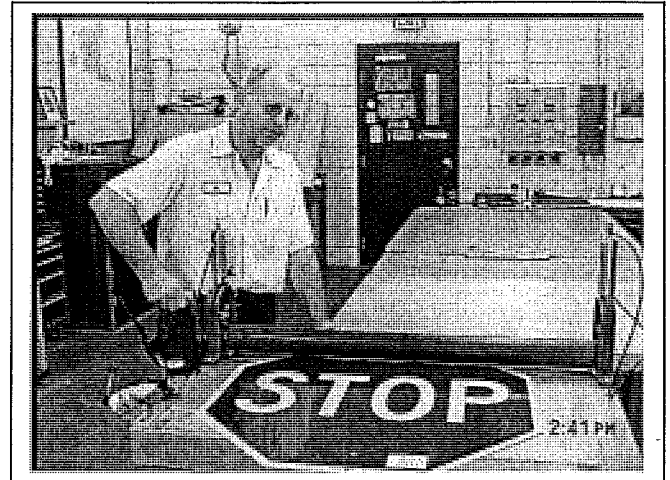
### Street Maintenance Base of Operations

#### Central Maintenance Facility (910 Forest Street)

- ◆ Sign Shop
- ◆ Carpentry Shop
- ◆ Salt Storage Dome (2,000 tons)
- ◆ Storage yard for road maintenance materials and equipment

#### Traffic & Street Lighting Facilities

- ◆ 36 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



*Sign shop*

## Activities

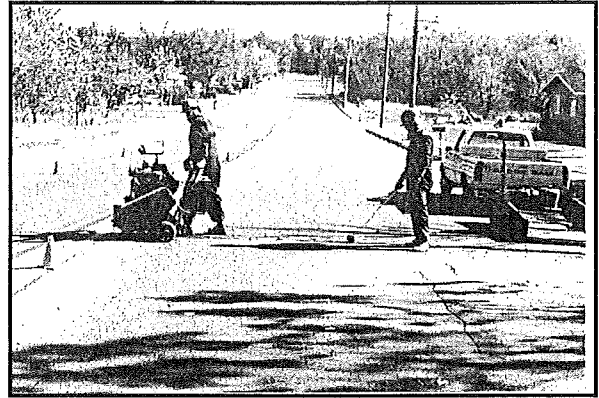
#### Seal Coating

- ◆ Extend life expectancy of street surface
- ◆ 7-10 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
- ◆ 2 Mechanical sweepers and 3 vacuum sweepers used
- ◆ Fall sweeping - 1 full cycle
- ◆ 10,000 cu. yd. waste annually



*Street Sweeper*



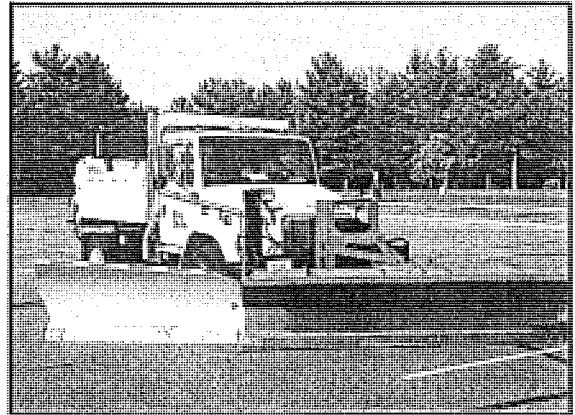
*Patching Crew*

### 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

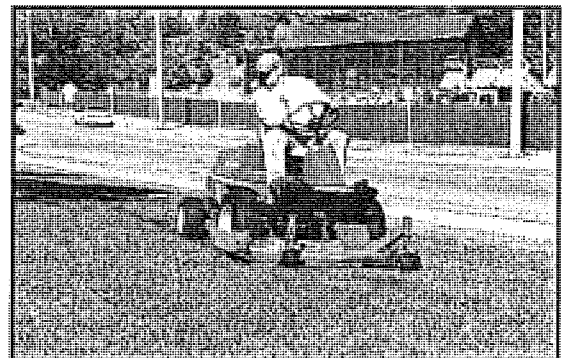
- ◆ 10 Ice Control routes - 71 miles
- ◆ Ice control begins with first evidence of slippery conditions
- ◆ 16 Primary plow routes - 74 miles
  - Arterial streets
  - Hills and collector streets
  - Continuous until snow stops
- ◆ 29 Residential plow areas - 252 miles
  - Higher use streets plowed first
  - 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 17 bridges and overpasses
- ◆ Administer snow clearance from sidewalk ordinance
- ◆ Remove snow from designated 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



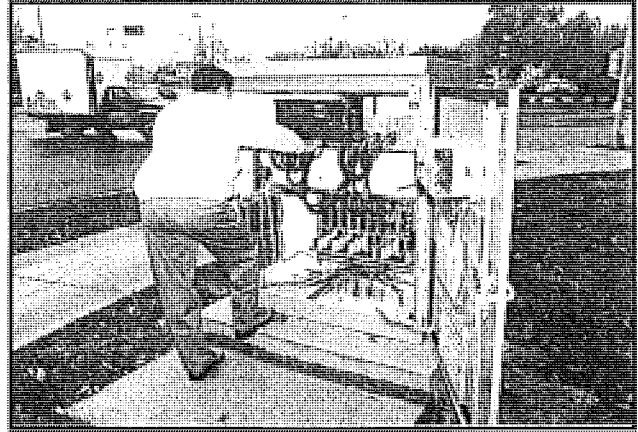
*Mowing grass*

### Off-Street Maintenance

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

### Street Lighting

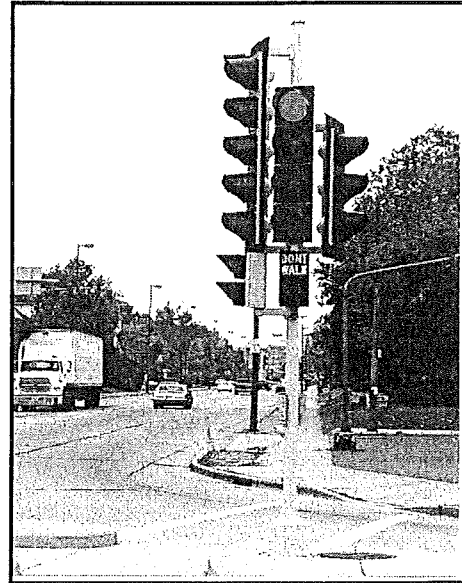
- ◆ 2,660 Street lights leased from Xcel Energy at \$25 per year plus electricity
- ◆ Residential lighting at intersections and 500 foot spacing
- ◆ 257 Decorative light poles
  - Downtown (City Center)
  - Water Street
  - Grand Avenue/First Avenue
  - Fifth Avenue/Bellinger Street
  - State Street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



*Traffic Engineer Programming Controller*

### Traffic Signals

- ◆ 36 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:

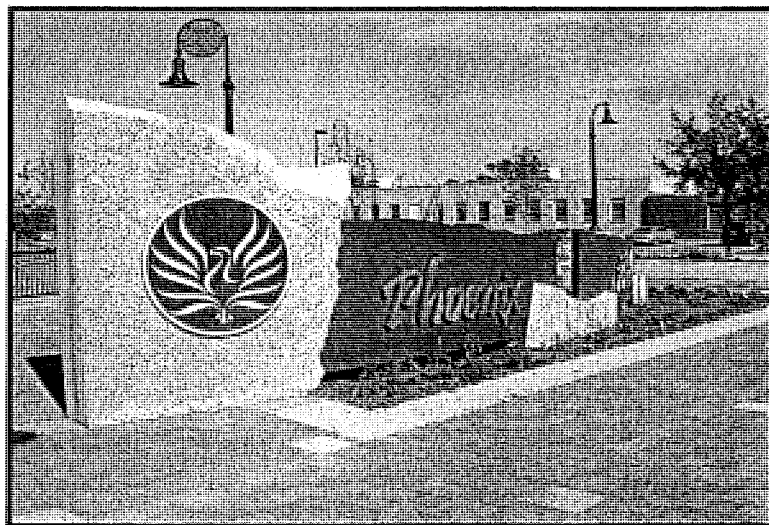
- ◆ Administration
- ◆ Park Maintenance
- ◆ Recreation
- ◆ Forestry & Cemeteries

## Programs & Services

The Parks Maintenance Division is responsible for the maintenance and upkeep of all the community parks, neighborhood parks, neighborhood 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, as well as operating recreational facilities, such as Hobbs Ice Center and Fairfax Pool.

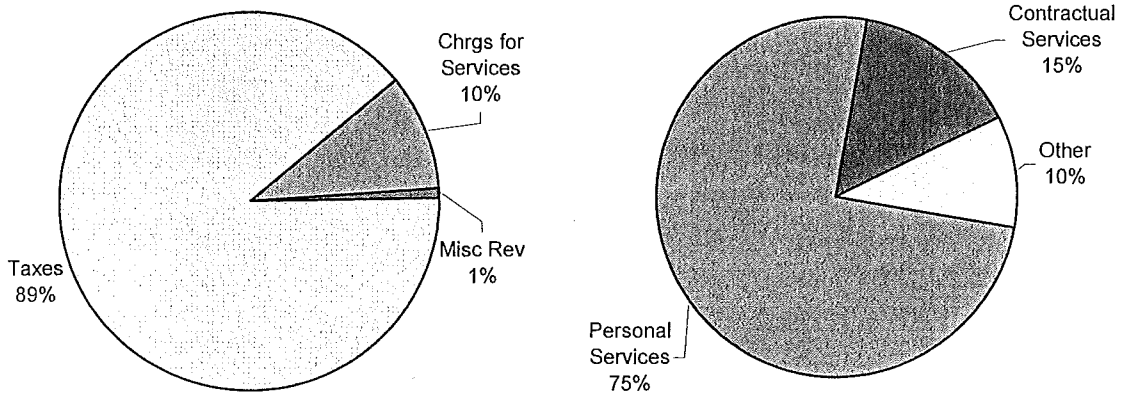
The Forestry Division is responsible for the upkeep of the urban forest. This includes all the trees in the City. However, the Forestry Division focuses most on the 40,000 boulevard street trees. Cemetery operation falls under the responsibility of the Forestry Division.



*Phoenix Park Entrance*

## Overview of Revenues and Expenditures

	2004 <u>Actual</u>	2005 <u>Adopted Budget</u>	2006 <u>Proposed Budget</u>	<u>% Change</u>
<b>Revenues</b>				
Charges for Services:				
Pool Admission Fees	\$ 5,918	\$ 4,000	\$ 5,000	25%
Softball Fees	62,579	60,000	60,000	0%
Instructional Fees	239,739	242,600	242,600	0%
Park Reimbursements	50,131	72,000	70,000	-3%
WPRA Ticket Sales	764	1,000	700	-30%
Other Recreation Fees	44,399	55,200	43,300	-22%
Miscellaneous Revenue	63,205	33,600	35,000	4%
Gen. Purpose (tax) Rev.	<u>3,399,000</u>	<u>3,625,500</u>	<u>3,751,000</u>	3%
<b>Total Revenues</b>	<b><u>\$ 3,865,735</u></b>	<b><u>\$ 4,093,900</u></b>	<b><u>\$ 4,207,600</u></b>	<b>3%</b>
<b>Expenditures</b>				
Personal Services	\$ 2,869,654	\$ 3,038,200	\$ 3,152,900	4%
Contractual Services	616,396	617,600	630,000	2%
Utilities	153,524	143,900	142,000	-1%
Fixed Charges	45,487	56,300	56,300	0%
Materials & Supplies	<u>180,674</u>	<u>237,900</u>	<u>226,400</u>	-5%
<b>Total Expenditures</b>	<b><u>\$ 3,865,735</u></b>	<b><u>\$ 4,093,900</u></b>	<b><u>\$ 4,207,600</u></b>	<b>3%</b>





<h2>Budget Overview</h2>
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### **REVENUE**

#### **PARK REIMBURSEMENT**

Rental agreements for the football and baseball stadiums will generate approximately \$45,000 in 2006.

#### **MISCELLANEOUS REVENUE**

The Community Enhancement Fund makes a contribution to the General Fund in support of special events. The 2006 funds will be \$35,000.

### **EXPENDITURES**

#### **PERSONAL SERVICES**

In 2005, the Parks and Recreation Department had 35.75 authorized full-time equivalent positions in the General Fund. The majority of these people work in the Parks Maintenance area. In addition to this, 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 Registration software program and the annual cost for the July 4th fireworks. In Park Maintenance, the 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 consist mostly of other rental of facilities for the recreation programs.

#### **UTILITIES**

Park maintenance watering cost at the new Phoenix Park will decrease in 2006.

#### **MATERIALS & SUPPLIES**

Cost for materials and supplies are anticipated to decrease \$11,500. Budgeted purchases of replacement equipment are set to 2005 levels and include annual replacement of chain saws, trimmers, and small mowers.

Expenditures by Division
--------------------------

### Administration

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 219,142	\$ 238,500	\$ 109,394	\$ 238,500	\$ 245,800
Contractual Services	43,331	69,200	23,096	69,200	70,400
Utilities	4,946	7,200	2,354	7,200	7,300
Fixed Charges	1,000	1,000	500	1,000	1,000
Materials & Supplies	15,211	19,700	8,899	19,700	20,100
Total Expenditures	<u>\$ 283,630</u>	<u>\$ 335,600</u>	<u>\$ 144,243</u>	<u>\$ 335,600</u>	<u>\$ 344,600</u>

### Park Maintenance

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 1,773,558	\$ 1,831,600	\$ 778,393	\$ 1,831,600	\$ 1,918,800
Contractual Services	326,230	285,900	162,881	285,900	291,500
Utilities	140,662	131,400	39,082	131,400	129,300
Fixed Charges	23,733	34,500	17,220	34,500	34,500
Materials & Supplies	104,841	129,500	71,123	129,500	120,100
Total Expenditures	<u>\$ 2,369,024</u>	<u>\$ 2,412,900</u>	<u>\$ 1,068,699</u>	<u>\$ 2,412,900</u>	<u>\$ 2,494,200</u>

Expenditures by Division
--------------------------

### Recreation Division

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 554,392	\$ 633,100	\$ 245,056	\$ 633,100	\$ 657,200
Contractual Services	132,612	166,700	67,955	166,700	170,400
Utilities	6,278	4,000	2,054	4,000	4,100
Fixed Charges	13,654	13,700	7,023	13,700	13,700
Materials & Supplies	54,418	76,800	36,555	76,800	76,700
Total Expenditures	\$ <u>761,354</u>	\$ <u>894,300</u>	\$ <u>358,643</u>	\$ <u>894,300</u>	\$ <u>922,100</u>

### Forestry Division

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 322,562	\$ 335,000	\$ 113,813	\$ 335,000	\$ 331,100
Contractual Services	114,223	95,800	52,207	95,800	97,700
Utilities	1,638	1,300	609	1,300	1,300
Fixed Charges	7,100	7,100	3,375	7,100	7,100
Materials & Supplies	6,204	11,900	4,585	11,900	9,500
Total Expenditures	\$ <u>451,727</u>	\$ <u>451,100</u>	\$ <u>174,589</u>	\$ <u>451,100</u>	\$ <u>446,700</u>

Staffing
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**Administration**

	2004	2005	2006
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
Total FTE Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

**Park Maintenance**

	2004	2005	2006
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
Skilled Worker-Pool Operator	-	-	1.00
Heavy Equipment Operator	1.00	1.00	1.00
Skilled Worker I	10.00	10.00	9.00
Stores Clerk	1.00	1.00	1.00
Semi-Skilled Worker	5.00	5.00	5.00
Landscape Technician	-	1.00	1.00
Total FTE Positions	<u>23.75</u>	<u>24.75</u>	<u>24.75</u>

Staffing
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### Recreation

	2004	2005	2006
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

	2004	2005	2006
City Forester	1.00	1.00	1.00
Tree Trimmer II	1.00	1.00	1.00
Arborist	1.00	1.00	-
Arborist I	<u>2.00</u>	<u>2.00</u>	<u>3.00</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

- Set-up for the Eau Claire Express to operate out of the Baseball Stadium.
- Increased clean up of the Baseball Stadium due to greater use by the Express and the increased number of games played at the Stadium.
- Increased clean up at the Football Stadium due to increased use by various groups.
- Added water to the Off Lease Recreation Area (funded by donations and the Community Park Association).
- Set up and staffed the ISC World Softball Tournament.
- Charter Communication brought cable access into Carson Park. Provides for televising direct from Carson Park without special remote equipment.
- Two additional vacancies left the Park Maintenance Division understaffed by five employees. All vacancies were filled by August 2005.

### **Community Involvement**

- Continued to get 10+ groups requesting to volunteer in Community Parks, primarily in the spring.
- Worked with and developed community support for Art-In-Phoenix Park program.
- Developed the content for the Heritage Walk in Phoenix Park.

### **Major Events**

- 20 Major Community events in Carson Park in 2005 in addition to regularly scheduled activities.
- 51 total Special Events scheduled or completed in 2005.



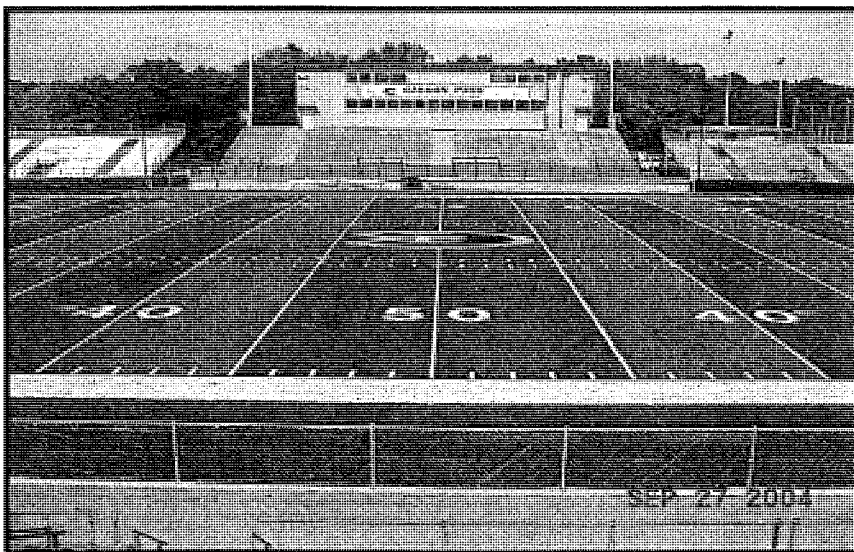
*Staff Planting flowers at Carson Park*

## 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**

- ◆ 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
- ◆ Ball field maintenance including: dragging, marking and painting foul lines
- ◆ Establishment of football and soccer fields at 3 middle and high schools
- ◆ Flooding 8 ice rinks throughout the city
- ◆ 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 1000 cubic yards of weeds annually



*Carson Park  
Football stadium*

**Facilities**

◆ **13 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
- SE Community Park
- NW Community Park

**Special Areas**

- Mt. Tom
- Half Moon Beach
- Bayview Park
- Archery Park
- Upper Mt Simon

◆ 8 miles of cross-country ski trails at:

- Carson Park
- City Wells
- Fairfax Park

**Enterprise Recreational Facilities**

◆ Fairfax Municipal Outdoor Pool



*Carson Park  
Playground*

**Neighborhood facilities**

◆ 17 neighborhood playgrounds, including:

- Beverly Hills
- Boyd
- Buffington
- Cameron
- Demmler
- Grover Heights
- North River Fronts Neighborhood Park  
(replaces Hobart Park)
- Kessler
- Lakeshore
- Lee Street
- McDonough
- Mitscher
- Newell
- Oakwood Hills
- Pinehurst
- Sundet
- Zephyr Hill

◆ 5 neighborhood playgrounds on elementary school sites at:

- Locust Lane --- Manz --- Putnam Heights --- Roosevelt --- Sam Davey.
- Presently, two sites have shelters that are not utilized: Locust Lane and Hyline.

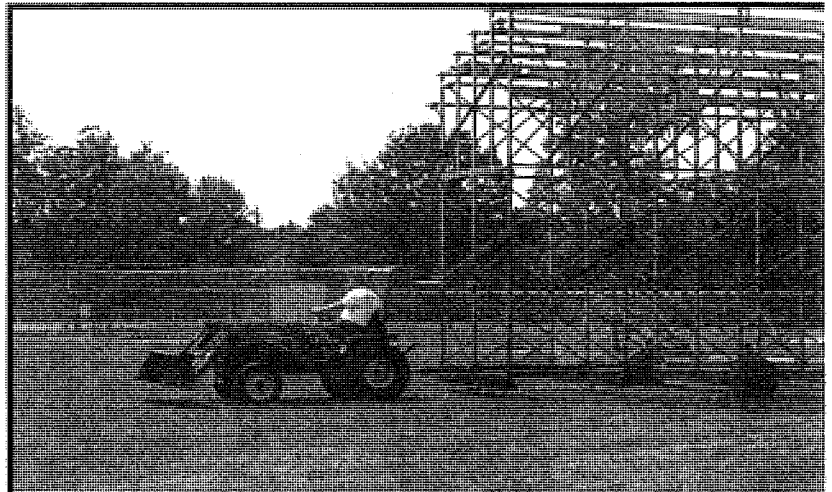


**Athletic & Sport Facilities**

- ◆ Softball fields (8 City fields, 6 school fields)
- ◆ 3 baseball fields; 6 little league baseball fields; 2 Babe Ruth baseball fields, 2 school 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)
- ◆ 12 miles of bike trail with 3 shelters
- ◆ 20 ice rinks
- ◆ 7 tennis courts
- ◆ 10 reservable pavilions, 1 non-reservable
- ◆ 2 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*

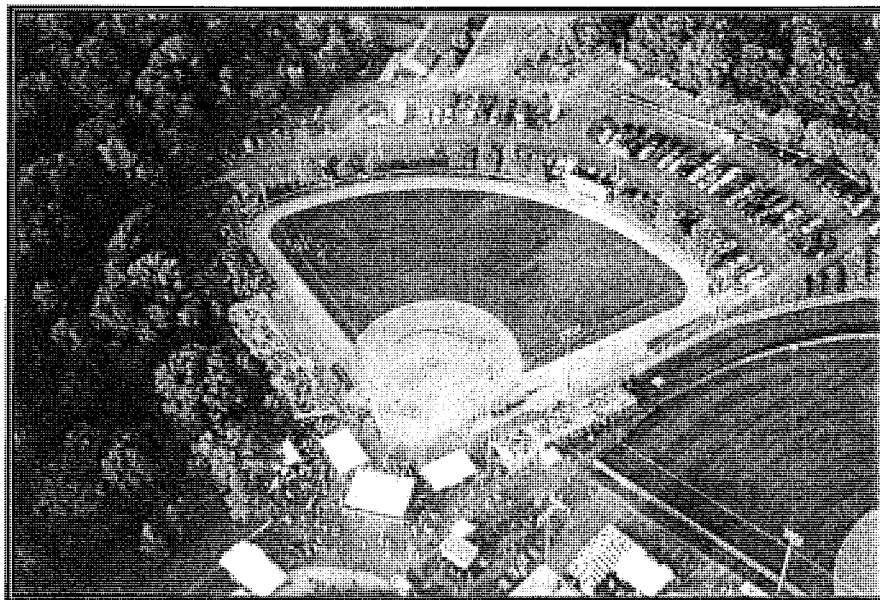
## CIP Highlights

### Completed or in-progress for 2005

- Completed construction of Phoenix Park.
- Re-lighted Carson Park Football Stadium improving light from 15 footcandles to 80 footcandles.
- Constructed two basketball courts, one at North River Fronts Park and one at Mitscher Park.
- Purchased and assembled 17 sets of new bleachers to bring our portable bleacher into compliance with current safety standard and ADA.
- Repainted Owen Tennis Courts.
- Repainted Basketball Courts.

### CIP Projects Scheduled for 2006

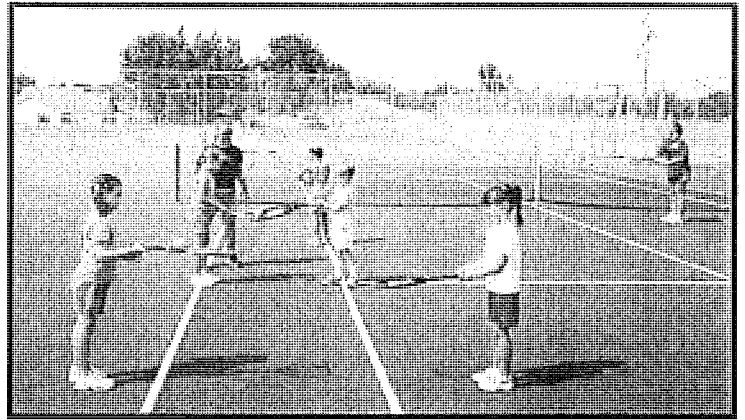
- Carson Park Baseball Stadium – Re-roof.
- Riverview Park – replace pedestrian bridge.
- Carson Park – Message center on Menomonie Street entrance.



*Opening ceremonies for 2001 ISC Fast Pitch Tournament at Gelein Field*

## 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.



*Tennis lessons*

## Activities

### **BENEFITS OF COMMUNITY RECREATION:**

The purpose of the Recreation Division will be to create a sense of community, enhance neighborhoods, strengthen families, and promote healthy lifestyles.

- **VARIETY** - A diverse selection of activities will be offered to meet the needs of our citizens
- **INCLUSION** - Accommodations will be made to include all participants in activities, regardless of age, ability, or income
- **LIFE-LONG LEISURE** - Activities will promote wellness and life time pursuits
- **COMPETITION** - Program emphasis will be on participation, sportsmanship, and fair play
- **ARTS** - An appreciation for music, dance, theatre, and art will be promoted
- **EXCELLENCE** - The Recreation Division is committed to offering quality programming and to maintaining facilities to the highest community standards

**PARKS & RECREATION - THE BENEFITS ARE ENDLESS...**

The recreation division is responsible for the operation of 18 different playground sites in the summer and 8 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.

2004 Enrollment Figures - for some of our most popular programs

**Instruction**

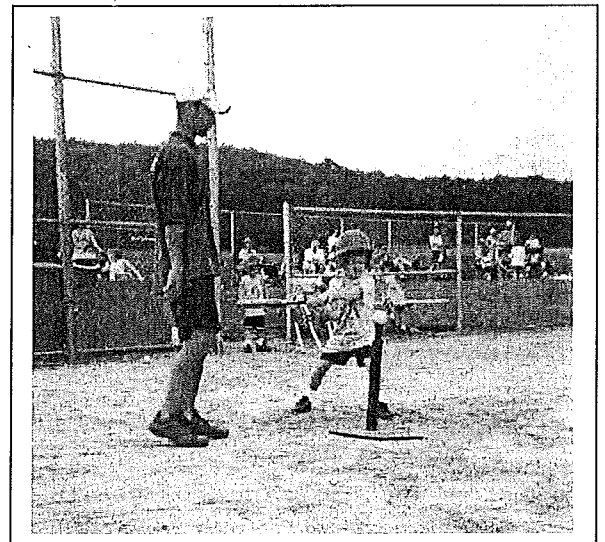
Discover Junction Preschool Program	103
Adult Golf	116
Youth Gymnastics	409
Youth Tennis	265
Youth Golf	77
Youth Art	414
Hockey Clinic	157
Adult Dance	273



*Youth golf instruction*

**Athletic Programs (2004-2005 season)**

Men's Hockey	210
Men's Basketball	81
Adult Volleyball	1169
Youth Baseball	397
Youth Basketball	241
Youth Hockey	291
Youth Soccer	480

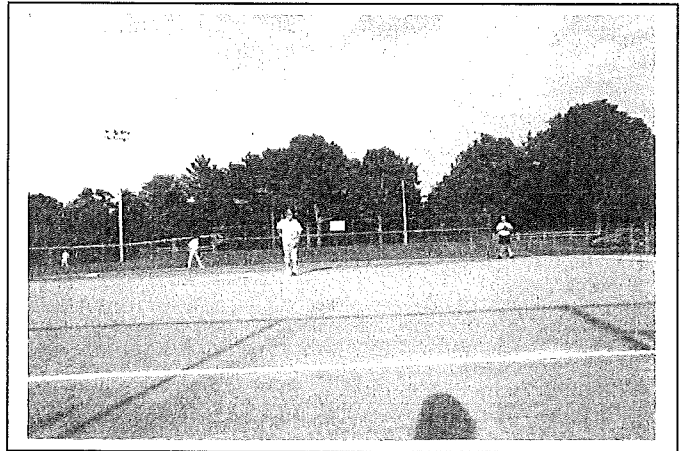


*T-Ball*

**Indoor Aquatics**

Youth Swim Lessons	2,747
Adult Water Fitness	313

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



*Adult softball*

**Softball Programs**

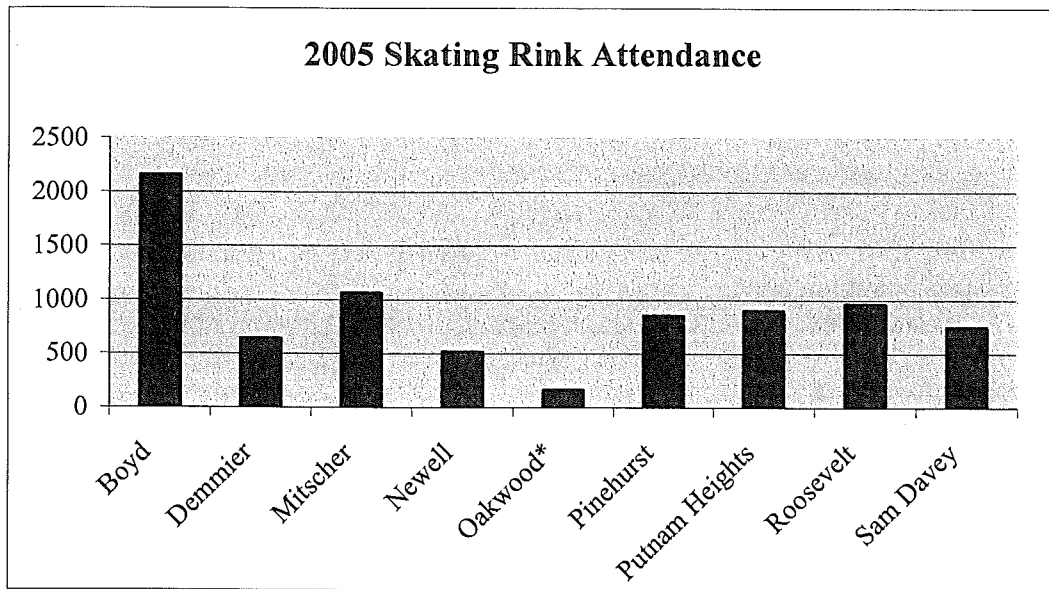
Adult Softball	1,517
Girls Fastpitch	77

**Community Programs**

- ◆ Approximately 50 different organizations utilize the Community Center as a meeting site on a regular basis. 2004 total building attendance was 35,863.
- ◆ 1,065 meetings were scheduled in 2004 at the Community Center by community groups
- ◆ Average weekly attendance at Par-te-Rec, a program for the cognitively and physically disabled is 100+; total annual attendance in 2004 was 2,567.
- ◆ 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.
- ◆ The Community Center is home to the “Community Table” serving daily hot meals to low income and people in need.
- ◆ Summer community programs in Owen Park include Municipal Band concerts and a free family movie series.

**2004-05 NEIGHBORHOOD SKATING RINK PROGRAM  
ATTENDANCE OVERVIEW**

	Rank	Week 2	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Total
<b>Boyd</b>	1	335	239	216	239	21	23	113	238	96	<b>1,520</b>
<b>Demmier</b>	7	104	108	74	169	10	5	0	0	0	<b>470</b>
<b>Mitscher</b>	2	180	108	105	169	67	15	46	75	41	<b>806</b>
<b>Newell</b>	8	96	60	65	86	11	0	12	54	6	<b>390</b>
<b>Oakwood*</b>	9	40	9	27	0	0	0	0	0	0	<b>76</b>
<b>Pinehurst</b>	5	240	69	111	195	71	41	0	0	0	<b>727</b>
<b>Putnam Heights</b>	4	171	113	105	225	82	8	0	0	0	<b>704</b>
<b>Roosevelt</b>	3	188	114	124	158	66	30	0	0	0	<b>680</b>
<b>Sam Davey</b>	6	186	47	42	101	16	15	25	83	37	<b>552</b>
*Oakwood's attendance just sledders		<b>TOTAL SEASON ATTENDANCE</b>									<b>5,925</b>

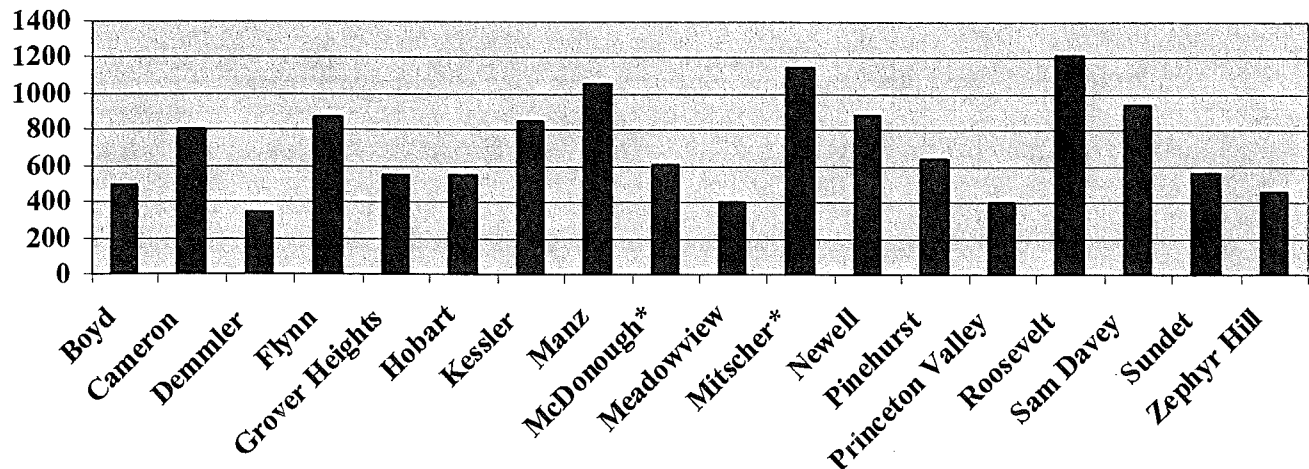


**NEIGHBORHOOD PLAYGROUND PROGRAM  
ATTENDANCE TOTALS**

PLAYGROUND	2004 AVERAGE	2005 RANKING	2005 ATTENDANCE
Boyd	13	14	490
Cameron	21	8	802
Demmler	9	18	345
Flynn	23	6	877
Grover Heights	15	12	553
Hobart	14	13	547
Kessler	22	7	853
Manz	28	3	1,055
McDonough*	14	10	611
Meadowview	11	16	405
Mitscher*	27	2	1,145
Newell	23	5	878
Pinehurst	17	9	640
Princeton Valley	11	17	403
Roosevelt	32	1	1,217
Sam Davey	22	4	939
Sundet	15	11	557
Zephyr Hill	12	15	457
<b>TOTAL ATTENDANCE</b>			<b>12,774</b>

\* 10 week programs - All others are 8 weeks

**2005 SUMMER PLAYGROUND ATTENDANCE**



## 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.

## Equipment Replacement

Replacement of major equipment at the pool and/or the ice center is outlined in specific areas of these brochures. Other than that, the recreation division does not have any major equipment replacement planned.

## 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.



## 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 Project/Inspections
- ◆ Tree Replacements due to accidents (10/year)

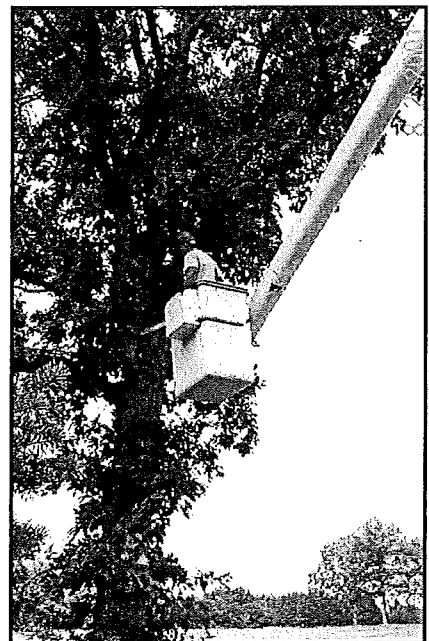
## Activities

### Service Area

- ◆ Boulevard (400 miles of streets)
- ◆ Residential lots
- ◆ Commercial Properties
- ◆ Parks
- ◆ Riverbanks
- ◆ Bike Trail
- ◆ Parking lots
- ◆ Wood lots
- ◆ Miscellaneous wooded areas
- ◆ Trees on detention ponds

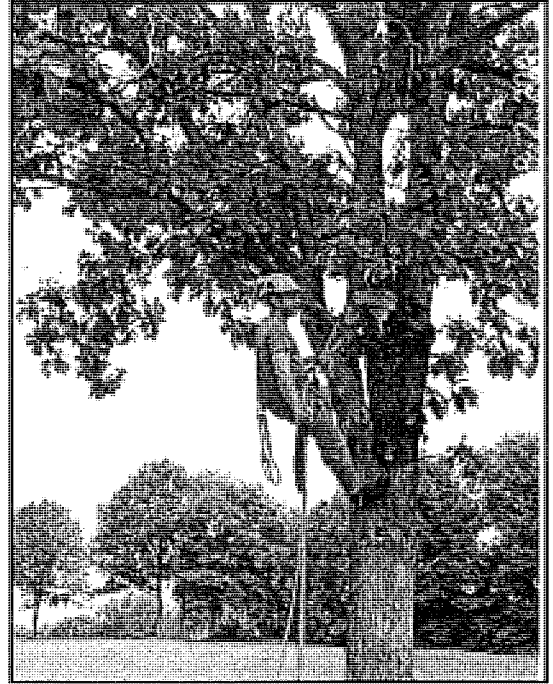
### Tree Maintenance on Public Property

- ◆ Tree removals (200/year)
- ◆ Pruning of trees (1,000-4,000/year) Hazard Abatement (300/year)
- ◆ Tree planting (750/year)



*Tree trimming with Forestry's aerial truck*

- ◆ 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**

Wisconsin Department of Natural Resources – Annual in-City deer hunt; grant programs, Tree City USA; seminars

United States Department of Agriculture – Gypsy moth trapping; other insect and disease programs

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

University of Wisconsin Extension – Disease and insect related problems; seminars

Eau Claire County – Brush disposal site; Christmas tree recycling

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

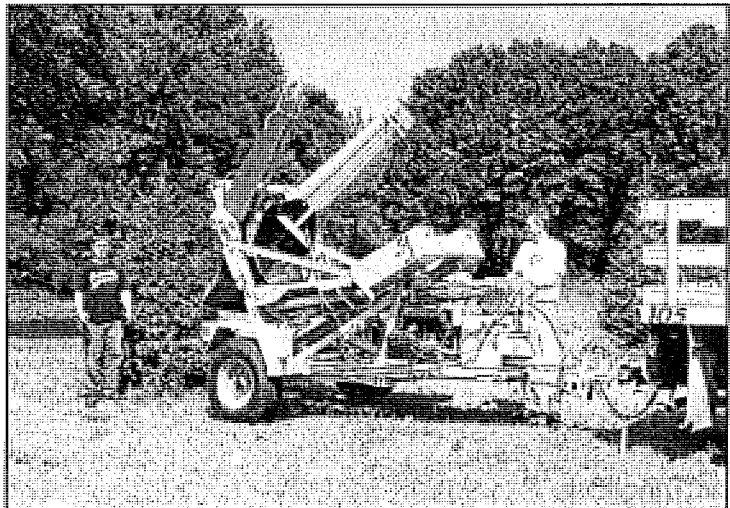
Schools – Arbor Day programs; nature trail planning, landscaping; plant material purchases

## Facilities

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

## Equipment

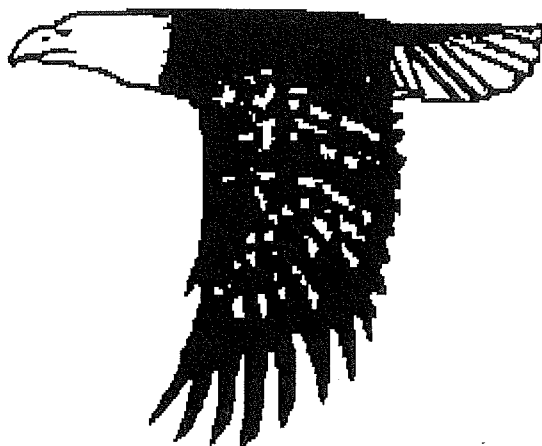
- ◆ 1 aerial basket (60')
- ◆ 1 tri-axle truck (w/Prentice Loader)
- ◆ 2 pick-up trucks
- ◆ 1 brush chipper
- ◆ 1 stump router
- ◆ Chain saws
- ◆ 1 Vermeer Tree Spade



*Transplanting tree with new 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 4 divisions:

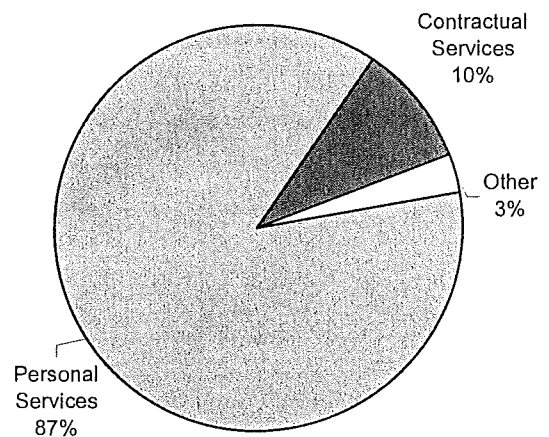
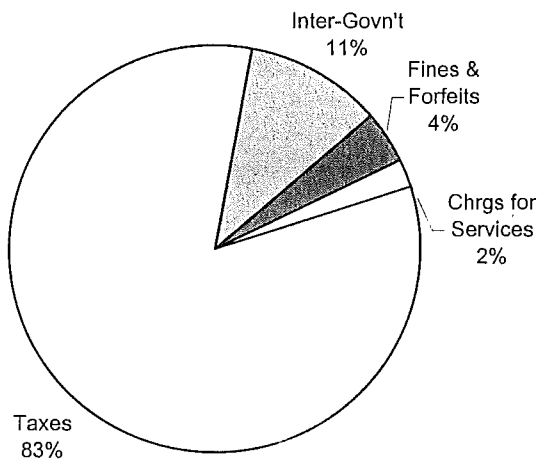
- ◆ Administrative Services
- ◆ Patrol Division
- ◆ Detective Division
- ◆ Communication Center

## Programs & Services

The Police Department provides service to the community through both traditional and innovative approaches. Responding to calls for service is only one aspect of what the department does. In an attempt to improve the quality of life in the community and prevent crime and disorder, the department tries to identify substantive social problems with the goal to eliminate or reduce the underlying circumstances which contribute to those problems. The strategies used are comprehensive in nature and address more than just the traditional approach of enforcement. The Police Department is also continuing to share responsibility with others in the community because we find this is the most effective approach in battling the challenges we face today.

## Overview of Revenues and Expenditures

	2004 <u>Actual</u>	2005 <u>Adopted Budget</u>	2006 <u>Proposed Budget</u>	<u>% Change</u>
<b>Revenues</b>				
Intergovernmental:				
Federal Aid-Other	\$ 102,258	\$ -	\$ -	n/a
State Aid-Mun. Services	303,001	270,000	291,400	8%
Comm. Center Reimburse.	965,681	1,019,400	1,046,400	3%
Licenses & Permits	7,902	6,500	7,500	15%
Fines & Forfeits:				
Court Penalties & Costs	254,985	225,000	225,000	0%
Parking Violations	382,176	337,500	300,000	-11%
Charges for Services:				
Police Dept. Fees	115,674	105,000	105,000	0%
Liason Officer Reimburse.	148,064	159,600	168,200	5%
CDBG funding	50,473	50,000	50,000	0%
Gen. Purpose (tax) Rev.	<u>9,296,565</u>	<u>10,053,000</u>	<u>10,491,100</u>	4%
<b>Total Revenues</b>	<b>\$ <u>11,626,779</u></b>	<b>\$ <u>12,226,000</u></b>	<b>\$ <u>12,684,600</u></b>	4%
<b>Expenditures</b>				
Personal Services	\$ 10,128,616	\$ 10,652,800	\$ 11,052,800	4%
Contractual Services	1,124,363	1,185,100	1,232,600	4%
Utilities	60,087	76,500	93,600	22%
Fixed Charges	139,857	144,400	144,400	0%
Materials & Supplies	<u>173,856</u>	<u>167,200</u>	<u>161,200</u>	-4%
<b>Total Expenditures</b>	<b>\$ <u>11,626,779</u></b>	<b>\$ <u>12,226,000</u></b>	<b>\$ <u>12,684,600</u></b>	4%



## Budget Overview

### **REVENUE**

#### **INTERGOVERNMENTAL**

Federal Aid-Other represents federal grants that are budgeted at the time the grants are awarded. Previous federal grants include funds for Project Impact, protective vests, mobile data computers, Safe Neighborhood and the Hmong Liaison programs.

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 anticipated to increase 8%.

### **EXPENDITURES**

#### **PERSONAL SERVICES**

The 2006 Patrol Division includes an increase of \$30,000 in overtime to reflect actual expenditures. An additional \$6,500 was approved in the Community Service Officer (CSO) program for additional hours in Phoenix Park.

#### **CONTRACTUAL SERVICES**

This category includes equipment rental payments totaling \$563,300, building rent of \$214,800, payment for prior-year services totaling \$61,500 (a reduction of \$34,400), board of animals totaling \$32,900, a contract with Professional Account Management to handle parking tickets estimated at \$70,600.

#### **UTILITIES**

The primary utility expense is for telephone service charges to the Communication Center and cellular phone use in the Police Patrol Division.

Expenditures by Division
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### Administration

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 161,354	\$ 185,300	\$ 75,087	\$ 185,300	\$ 192,400
Contractual Services	290,301	314,000	167,751	312,900	319,500
Utilities	5,474	4,300	2,227	4,300	4,400
Fixed Charges	1,800	1,800	900	1,800	1,800
Materials & Supplies	13,196	15,600	6,317	11,000	15,900
Total Expenditures	\$ <u>472,125</u>	\$ <u>521,000</u>	\$ <u>252,282</u>	\$ <u>515,300</u>	\$ <u>534,000</u>

### Administrative Services

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 1,151,171	\$ 1,320,800	\$ 595,999	\$ 1,328,700	\$ 1,269,200
Contractual Services	90,806	43,100	33,933	64,400	64,600
Utilities	7,967	8,600	3,705	8,600	8,800
Fixed Charges	11,500	11,500	5,750	11,500	11,500
Materials & Supplies	40,099	40,700	35,777	46,900	47,500
Total Expenditures	\$ <u>1,301,543</u>	\$ <u>1,424,700</u>	\$ <u>675,164</u>	\$ <u>1,460,100</u>	\$ <u>1,401,600</u>

### Patrol Division

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 6,071,652	\$ 6,243,400	\$ 3,163,775	\$ 6,333,000	\$ 6,610,600
Contractual Services	514,292	549,200	220,431	552,600	564,200
Utilities	10,043	17,700	7,238	17,700	18,100
Fixed Charges	98,673	98,900	49,450	98,900	98,900
Materials & Supplies	100,678	81,000	51,169	110,900	67,500
Total Expenditures	\$ <u>6,795,338</u>	\$ <u>6,990,200</u>	\$ <u>3,492,063</u>	\$ <u>7,113,100</u>	\$ <u>7,359,300</u>

Expenditures by Division
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### Detective Division

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 1,574,713	\$ 1,654,000	\$ 827,687	\$ 1,665,100	\$ 1,681,700
Contractual Services	136,092	174,800	53,450	179,800	178,300
Utilities	9,816	9,300	6,043	9,300	24,900
Fixed Charges	27,500	27,500	12,769	27,500	27,500
Materials & Supplies	<u>15,551</u>	<u>21,200</u>	<u>7,051</u>	<u>21,200</u>	<u>21,600</u>
Total Expenditures	<u>\$ 1,763,672</u>	<u>\$ 1,886,800</u>	<u>\$ 907,000</u>	<u>\$ 1,902,900</u>	<u>\$ 1,934,000</u>

### Communication Center

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 1,169,726	\$ 1,249,300	\$ 545,115	\$ 1,249,300	\$ 1,298,900
Contractual Services	92,872	104,000	61,364	104,000	106,000
Utilities	26,787	36,600	18,719	36,600	37,400
Fixed Charges	384	4,700	2,350	4,700	4,700
Materials & Supplies	<u>4,332</u>	<u>8,700</u>	<u>2,453</u>	<u>8,700</u>	<u>8,700</u>
Total Expenditures	<u>\$ 1,294,101</u>	<u>\$ 1,403,300</u>	<u>\$ 630,001</u>	<u>\$ 1,403,300</u>	<u>\$ 1,455,700</u>



Staffing
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**Administration**

	2004	2005	2006
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**

	2004	2005	2006
Deputy Chief/Captain	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
PD Administrative Division Manager	-	-	1.00
Records Bureau Supervisor	1.00	1.00	-
Records Bureau Technician	-	-	1.00
Law Enforcement Support Assistant	<u>9.00</u>	<u>9.00</u>	<u>8.00</u>
Total FTE Positions	<u><u>17.00</u></u>	<u><u>17.00</u></u>	<u><u>16.00</u></u>

**Patrol Division**

	2004	2005	2006
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	<u>59.00</u>	<u>57.00</u>	<u>58.00</u>
Total FTE Positions	<u><u>74.00</u></u>	<u><u>72.00</u></u>	<u><u>73.00</u></u>

Staffing
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**Detective Division**

	2004	2005	2006
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**

	2004	2005	2006
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 is comprised of the Director of Administration, the Records Section, Special Services Bureau, Court Services and the Property/Evidence Section. The functions of these units are as follows:

The Director of Administration's primary duties are to prepare, manage and allocate the police department's \$12 million budget as well as apply for and manage any grant dollars that become allocated to our department for projects and/or personnel; and to supervise the records section, court services and property/evidence section of the department.

### Activities

#### **Property Officer**

The Property Officer is responsible for the secure storage of property that is turned in to, or seized by the police department. Property includes lost and found items, evidence from criminal cases, and any vehicles of evidentiary value towed by the department. On average, 5,400 individual pieces of property/evidence are handled by the property officer each year.

As a police department, we are legally required to maintain the security of these different types of property and evidence for the following time periods:

- Safekeeping – 30 days
- Found Abandoned – 90 days
- Evidence/Contraband – After final disposition of case and time of appeal
- Appeals – 20 days after final judgment
- Unsolved Cases – Statute of Limitations, 3 years for misdemeanors, 6 years for felonies, sexual assault evidence we can be required to hold for 20 plus years depending upon age of the victim, and homicide evidence has no statute of limitation making that evidence non-disposable after any time period
- Biological evidence – Criminal conviction using biological evidence means we must keep the evidence until every person involved in the crime is in custody or the convicted person has reached his/her jail/prison discharge date (which could be many years)

Presently there are four storage facilities in the City of Eau Claire where property is held. Legal requirements for a clear "chain of custody" necessitate secure storage of evidence with strictly limited access. The property officer works closely with the department's evidence technicians, the District Attorney's Office, and Crime Laboratories to ensure evidence is processed, secured, and when ready, returned to its rightful owner.

### **Court Officer**

The Court Officer serves numerous essential functions. He is a liaison between the police department and offices of the Eau Claire County District Attorney, Juvenile Intake, Corporation Counsel, Clerk of Courts, City Attorney, State Lab of Hygiene, and area law enforcement agencies. He is the representative for the police department with citizens having questions or concerns with citations they have received, and/or procedures that must be followed to properly dispose of their citations.

The Court Officer assists the City Attorneys' office by coordinating all initial appearances in traffic/ordinance court, appearing each Tuesday and Wednesday in the Court Commissioner's hearing room. In addition, he prepares files for and he assists the attorneys in pre-trial conferences and coordinates witnesses for trials in the court. On average the police department writes a total of 10,500 traffic and ordinance citations that are initially processed through this position.

As there are constantly changing state laws and local ordinances, the Court Officer is also responsible for advising all police department personnel affected by specific revisions to keep us current with required procedures.

### **Records Section**

The Records Section of the Police Department consists of one full-time Records Coordinator, eight full-time Law Enforcement Support Assistants (LESA's), and two part-time typists.

The above personnel are responsible for maintaining any and all incident reports and narratives, photographs, arrest records, juvenile referrals, ordinance and traffic citations, fingerprints, mug shots, accident reports and written warnings generated by the department. These types of contacts generate over 100,000 separate records that must be entered into the records management system, currently HTE, by the records section personnel.



Responsibilities for LESA's also include knowledge for maintaining and using several other types of computer hardware and software programs which provide for document imaging to store and retrieve police department incident reports, digital mug shots and incident photographs, Live Scan fingerprinting, software for on-line purchasing of select accident reports and an on-line parking ticket program.

LESA's also respond to public record requests both in person and by telephone, provide front counter service to the public during regular business hours, and assist officers within the department regularly with their records needs.

All LESA's are cross-trained on a regular basis in order to fulfill the above-listed job duties as well as being able to process court work for arrestees, doing detective division and patrol division incident report typing, and handling public records requests in person, by telephone or via mail.

The Records Coordinator is additionally responsible for coordinating workflow and personnel within the Records Section, works closely with the Director of Administration on records and department wide issues, and also reviews public open records requests in accordance with state statutes.

### **Special Services Bureau**

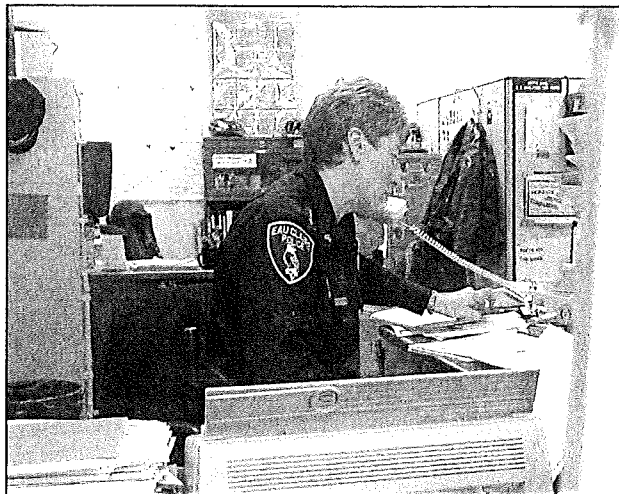
The Special Services Bureau is comprised of one lieutenant, three officers, one LESA employee and two grant-funded community outreach positions. Officers in the Special Services Bureau are assigned as the Community Relations Officer, School/Child Safety Officer, and Training Officer. These officers are responsible for child safety seat training and installation, the crossing guard program, travel arrangements department wide, equipment accountability and maintenance, the annual report, research, photography, video and photographic editing, home and business security surveys, major crime employee training, training coordination and record keeping, coordination of the Police Reserve Program, and the two community outreach programs. Even this is not all encompassing. The following is a closer look at each position.

The Community Relations Officer is primarily responsible for maintaining and presenting programs to the public on safety and crime prevention programs. Some of the most requested programs are personal safety, drug awareness, workplace violence, fraud against the elderly, traffic safety, home security, domestic violence, sexual assault, identity theft, and home and business security surveys. This position has been involved in writing and administering all of our traffic safety grants.



The School/Child Safety Officer develops and presents programs to the schools and school children. These topics deal with educating children and parents on topics of safety, including traffic safety, stranger encounters, at home safety, personal safety, and many others. The school crossing guard program is operated and monitored daily by this officer as well. Other activities include working with Boy and Girl Scouts, Boy's and Girl's Clubs, bike safety programs, and many other groups.

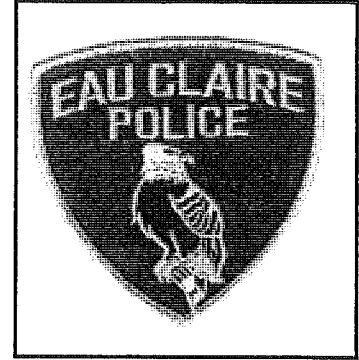
The Training Officer is heavily involved in the hiring process, including after hiring orientation, training, and equipment assignment. This officer also handles all departmental training whether specialized or the yearly required in-service training. This includes budgeting training dollars, making all travel arrangements, and documenting all training over an officer's career. The Police Reserve Program is also administered by this officer, not only as a liaison, but to document their training as well. Many departmental



training videos are produced and distributed through this officer. All internship programs are completely administered through the Training Officer. This includes selection, training, and scheduling.

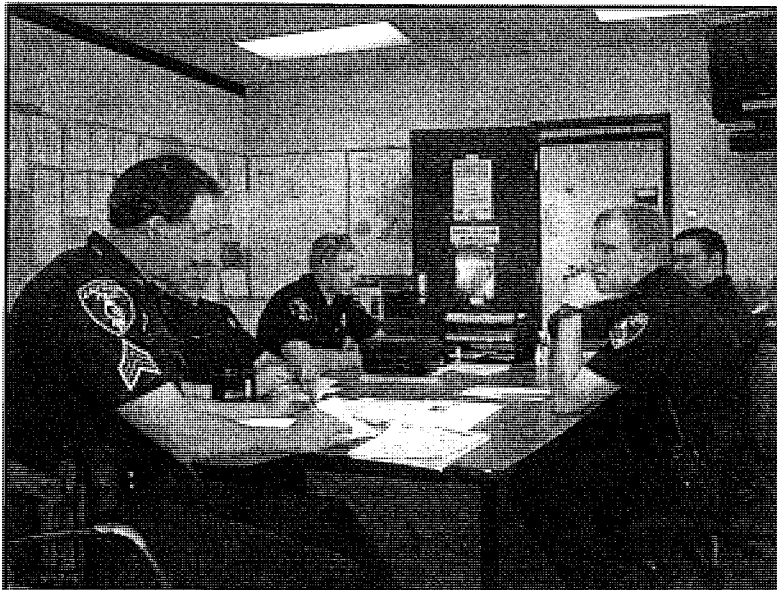
## Patrol Division Operation Highlights

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

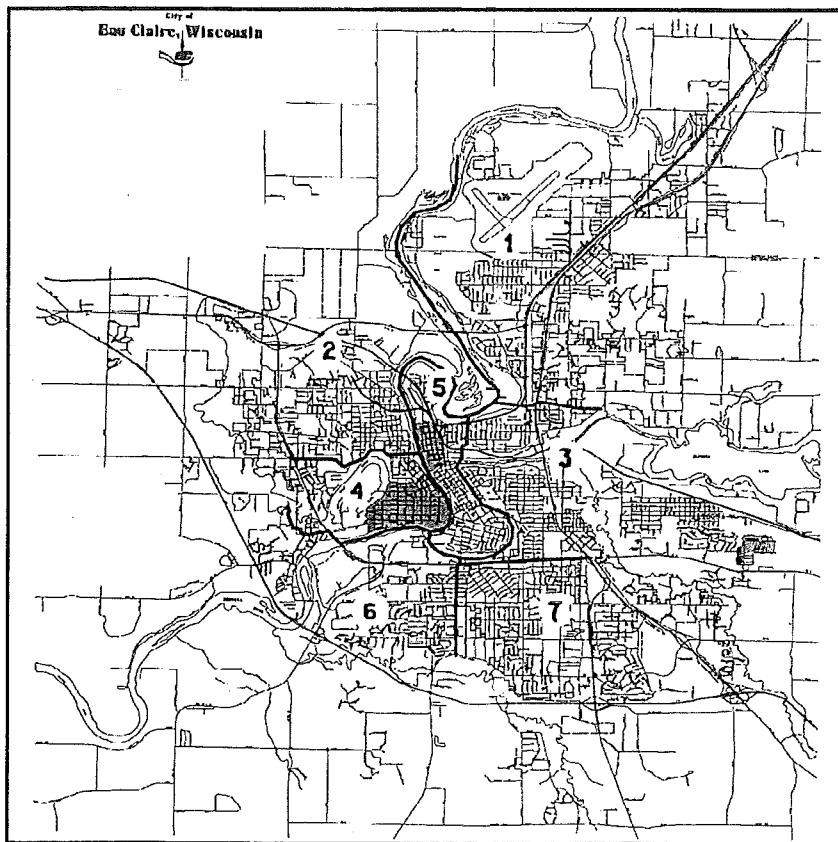
In order to provide 24-hour service, the Patrol Division is organized into five teams. The three main teams have about 15 officers per team. Each team conducts two, fifteen-minute briefings before the shifts change at 7:00 a.m., 3:00 p.m., and 11:00 p.m. This two-briefing system allows coverage between 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 (five 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 fifth team is our Special Operations Section. This team of about seven officers, including a supervisor, is utilized as a directed patrol resource. Their schedule is flexible as needed to address community issues or events. Special events and unanticipated emergencies require that officers be called in for overtime.



*Officer briefing - from left to right - Sergeant Travis Quella, Officers Curfman, Lewis, Dahlgren, and Weber.*

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 fifteen officers on the day shift, ten are on duty. Vacations, training, and leaves 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.*

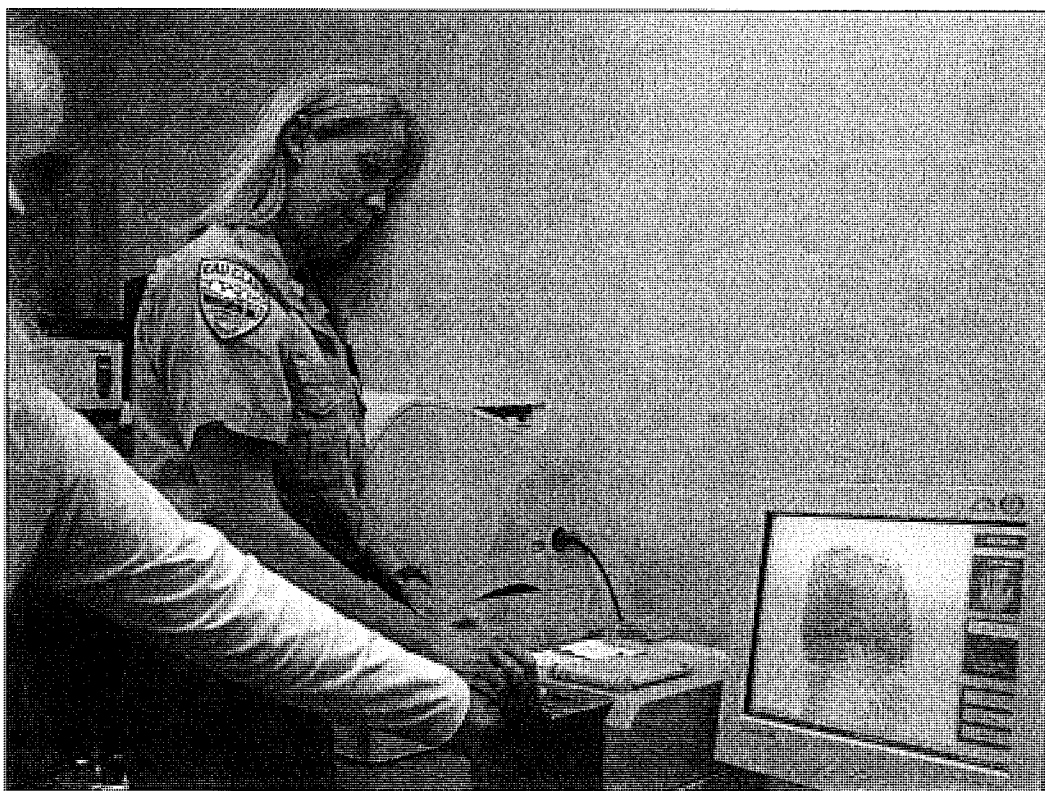
Patrol officers provide the initial response and investigation to any kind of criminal, traffic, or civil case. The officers are selected and trained for both independent action and coordinated response. Each officer is considered the Incident Commander for his call unless relieved; additional officers responding must integrate their actions with those of the primary officer. Increasing traffic pressure in the city will impact 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 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.

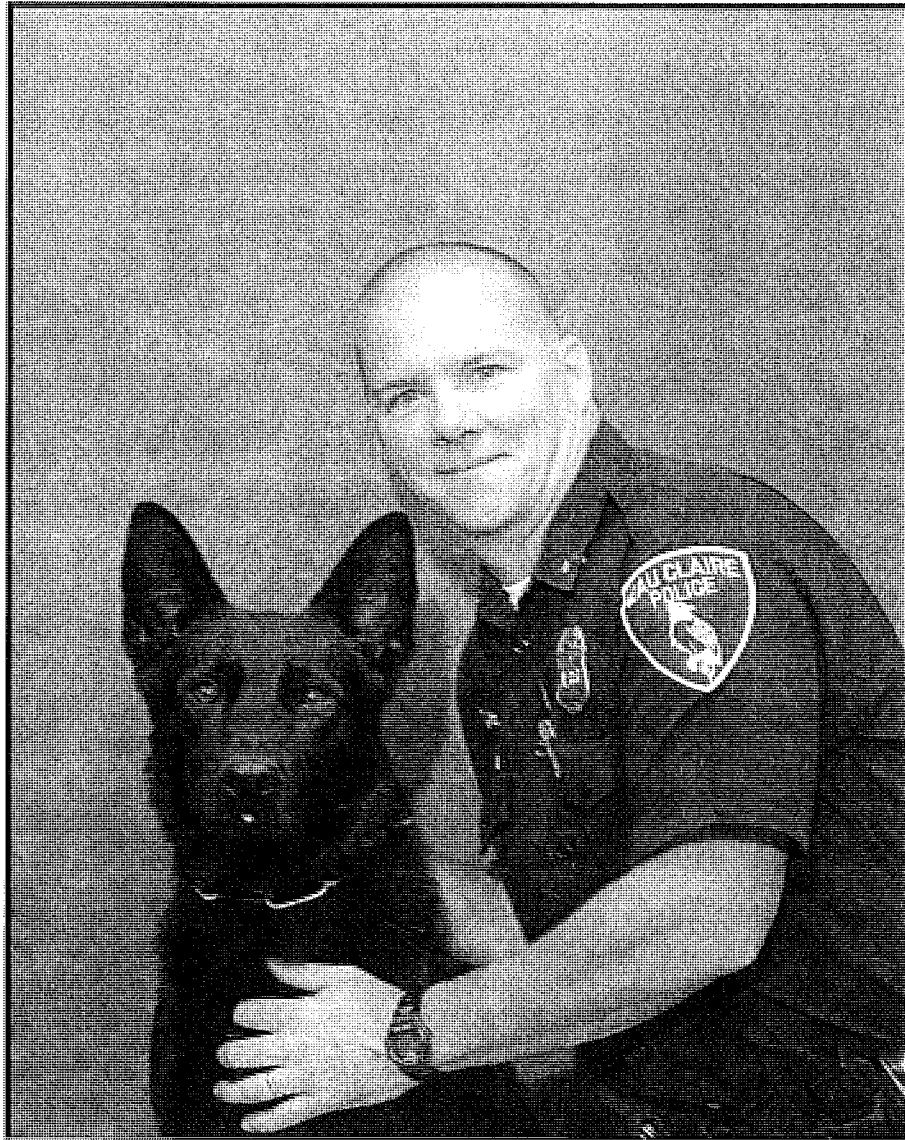
Parking tickets are printed with handheld electronic (auto cite) units. The units are then linked to a computer, which downloads the records of the tickets and forwards them to Professional Parking Solutions in Milwaukee. This company manages the collection of fee, and follow-up letters to delinquent violators.



*Community Service Officer Bonnie Mayer using the live-scan finger printer that electronically captures fingerprints from suspects and applicants for routing to the state and federal Automated Fingerprint Identification Systems.*

**K-9 Program**

The Eau Claire Police Department has had a K-9 program since 1990. The dog functions as a drug detection, and patrol dog. The K-9 unit assists 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.



*Pictured above is K-9 Handler, Officer Bill Wisener, with Franko.*

## Detective Division Operation Highlights

The Detective Division concentrates on criminal investigations usually initiated in the Patrol Division. Cases are assigned to the detectives by supervisors for follow-up based on priority and solvability factors. Detectives interact regularly with other law enforcement and governmental agencies. Information sharing between detectives and other agencies is instrumental in the successful conclusion to most assigned cases. Preparing a case for successful prosecution requires not only good investigative skills, but also the ability to document the facts of the case thoroughly. Approximately 3,000+ cases are assigned to the detectives annually. With advances in technology, there has been an explosion of computer-generated crimes. Also, there has been a surge in violent crimes, which coincides with a dramatic increase in Methamphetamine related cases. These types of crime require more staff time and can become very complex. Officers assigned to the Detective Division have to possess excellent time management skills, prioritizing their caseload on a continuing basis.



*Detective Chad Stedl using surveillance equipment*

## 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 and 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

- Police Headquarters, 740 Second Avenue
- Secure storage, 2010 Sixth Street
- Garage space, 559 N. Hastings Way (*Fire Station 10*)
- Blue Valley Range and Training Facility (6833 Crescent 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



*The interior of a squad car is equipped with a mobile data computer, radio, and other equipment.*

## 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

There were over 58,000 case numbers assigned to law enforcement, fire, or EMS units in 2004. The Eau Claire Police Department accounted for 31,717 of the documented cases, and Eau Claire Fire and Rescue for 5,037 cases.

Telecommunicators answered approximately 215,000 emergency and non-emergency telephone calls; approximately 15,000 of those calls were landline 9-1-1 calls. They were also responsible for countless radio transmissions, as well as walk-in public safety traffic and data entry.

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. There is a minimum of three people on duty at all times, and sometimes there are four on duty.

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.

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

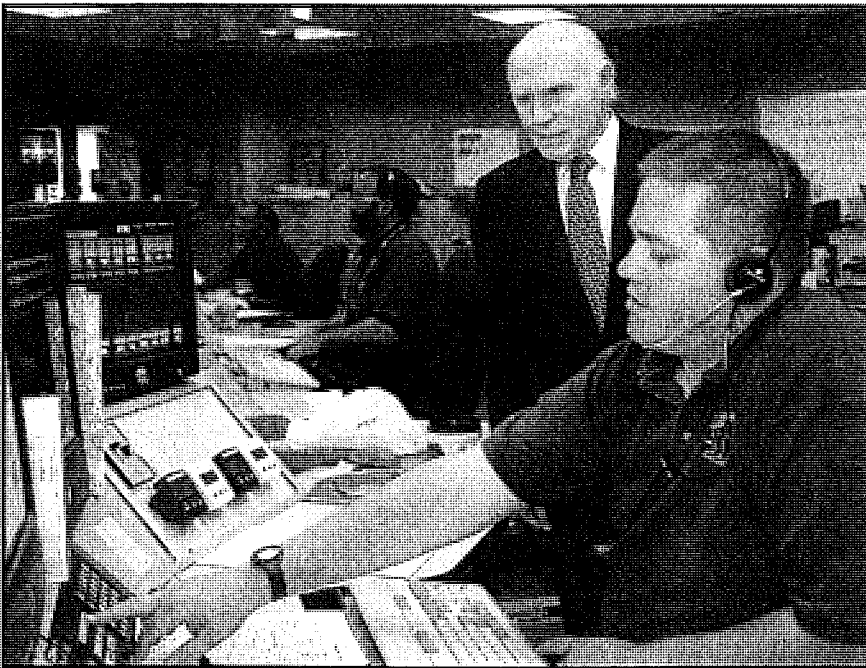
- Maintains/monitors 20-minute timer
- Provides weather watch and warning functions (includes county wide siren activation)
- Emergency government link
- Public and agency resource center
- Central TIME system computers provide driver status, vehicle registration, probation/parole status, and criminal history
- Maintains sex offender files, warrant files, runaway files, and stolen files, and more.

**Eau Claire Communication Center: Agencies Served**

<b>POLICE</b>	<b>FIRE</b>	<b>EMS/Ambulance</b>
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

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 of the radio and telephone traffic. The current Communication Center is located in the Eau Claire County Courthouse.

*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.*

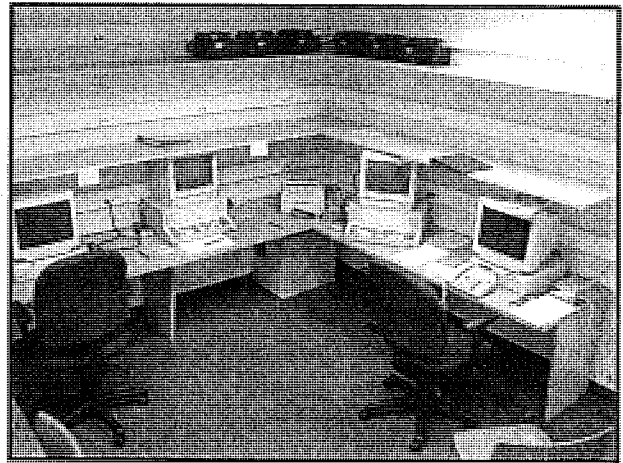


*Senator Herb Kohl looks on while Telecommunicator Jason Knecht handles a call.*

*Photo courtesy of Leader-Telegram*

Enhanced 9-1-1 was implemented countywide in July of 1999. 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, changing departmental needs, and a more complex radio environment will necessitate assessment and planning to guide us in the future development of the countywide radio infrastructure. The same is true for data access and information sharing and its infrastructures.



## Equipment Replacement

An equipment replacement account was established in the Land, Building, and Equipment Fund of the Capital Improvement Plan to replace computers, file servers, printers, headsets, and other miscellaneous equipment related to the operations of the Communication Center. This program is funded by annual contributions of \$35,000 for the City and County at a 30% / 70% ratio.

## Future Outlook

- The Eau Claire Communication Center will receive more requests for services as the Chippewa Valley continues to grow. This growth will require an increase in line staff in the Communication Center, as well as a change in supervisory duties.
- The current facility does have room for an additional console position that will be needed when there is an increase in staff.
- Technological advances, changing departmental needs and a more complex radio environment will necessitate assessment and planning to guide us in the future development of the countywide radio system.
- September 11, 2001 raised unprecedented concerns about large-scale, area-wide disasters. Communication Center personnel, as well as other emergency workers, have been involved in numerous meetings and discussions about equipment and technological advances and means to coordinate medical and hazardous materials response to unforeseen events. These meetings continue today and will continue into the future.

As the Chippewa Valley continues to grow, so does the demand for the services the Eau Claire Communication Center provides. Requests for service increase proportionately as our population increases. As financial times worsen, more people find themselves in need of public safety assistance. People are increasingly looking for help and/or guidance. Those requests often times enter the system via the Communication Center. Staffing issues continue to be a major concern for us presently and as we move into the future.

Over the next year, the Eau Claire Communication Center will be implementing wireless 9-1-1 technology. The county will receive longitude and latitude information that telecommunicators will use along with the help of a mapping program and centerline maps to locate the caller.

# 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

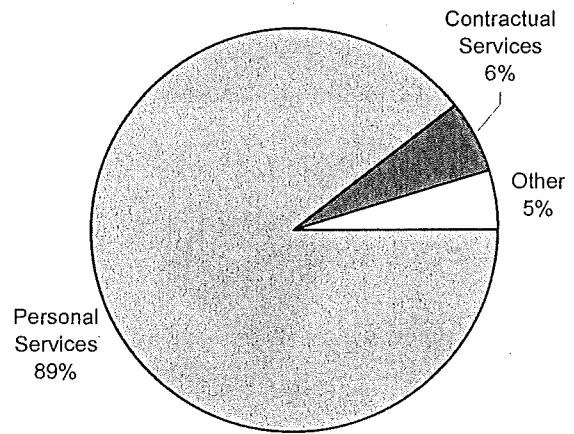
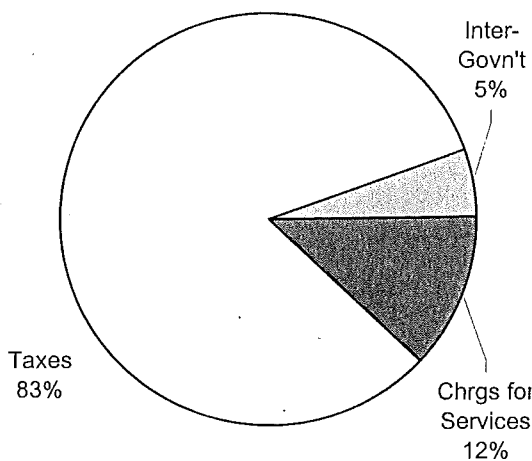
*(24 Hours per day, 365 days per year)*

- 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

	2004 <u>Actual</u>	2005 <u>Adopted Budget</u>	2006 <u>Proposed Budget</u>	<u>% Change</u>
<b>Revenues</b>				
Intergovernmental:				
State Aid-Fire Ins. Tax	\$ 130,279	\$ 120,000	\$ 120,000	0%
State Aid-Under. Tanks	10,162	13,500	10,000	-26%
State Aid-Mun. Services	370,335	330,000	330,000	0%
State Aid-Ambulance Services	212,700	-	-	
Charges for Services:				
Fees	9,377	29,500	29,500	0%
Ambulance Fees	961,250	1,020,000	1,000,000	-2%
Haz-Mat B Response	34,000	34,000	34,000	0%
Gen. Purpose (tax) Rev.	<u>6,412,965</u>	<u>6,973,500</u>	<u>7,139,200</u>	2%
<b>Total Revenues</b>	<b>\$ <u>8,141,068</u></b>	<b>\$ <u>8,520,500</u></b>	<b>\$ <u>8,662,700</u></b>	2%
<b>Expenditures</b>				
Personal Services	\$ 7,305,433	\$ 7,593,400	\$ 7,739,200	2%
Contractual Services	486,378	496,800	517,100	4%
Utilities	63,297	71,800	73,400	2%
Fixed Charges	121,616	128,100	128,100	0%
Materials & Supplies	<u>164,345</u>	<u>230,400</u>	<u>204,900</u>	-11%
<b>Total Expenditures</b>	<b>\$ <u>8,141,068</u></b>	<b>\$ <u>8,520,500</u></b>	<b>\$ <u>8,662,700</u></b>	2%



## 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 remain the same in 2006.

#### CHARGES FOR SERVICES

Ambulance fees were aggressively estimated in 2005; 2005 & 2006 projections have been adjusted to reflect 2005 actuals to date.

### EXPENDITURES

#### PERSONNEL SERVICES

The 2006 Fire and Rescue Division includes an increase of \$6,400 in overtime to more closely reflect actual expenditures.

#### CONTRACTUAL SERVICES

Major expenses include equipment rental at \$162,300 ambulance billing services at \$92,400, repairs to equipment at \$76,800, and payment for prior-year services at \$82,000.

#### MATERIALS & SUPPLIES

Medical supplies for ambulance and rescue are budgeted at \$61,200. This expense is offset by revenue from ambulance fees.



Expenditures by Division
--------------------------

### Administration

		<u>2004</u> <u>Actual</u>		<u>2005</u> <u>Budget</u>		<u>2005</u> <u>6 Month</u> <u>Actual</u>		<u>2005</u> <u>Projection</u>		<u>2006</u> <u>Budget</u>
Personal Services	\$	276,567	\$	281,000	\$	130,570	\$	281,000	\$	287,400
Contractual Services		121,861		139,600		47,883		128,600		140,600
Utilities		63,297		71,800		28,095		71,800		73,400
Fixed Charges		3,200		3,200		1,600		3,200		3,200
Materials & Supplies		19,185		24,500		10,215		24,500		24,100
<b>Total Expenditures</b>	<b>\$</b>	<u>484,111</u>	<b>\$</b>	<u>520,100</u>	<b>\$</b>	<u>218,364</u>	<b>\$</b>	<u>509,100</u>	<b>\$</b>	<u>528,700</u>

### Operations

		<u>2004</u> <u>Actual</u>		<u>2005</u> <u>Budget</u>		<u>2005</u> <u>6 Month</u> <u>Actual</u>		<u>2005</u> <u>Projection</u>		<u>2006</u> <u>Budget</u>
Personal Services	\$	6,748,189	\$	6,989,800	\$	3,154,504	\$	6,989,800	\$	7,122,900
Contractual Services		362,261		352,300		165,246		363,300		371,600
Fixed Charges		112,816		119,300		58,841		119,300		119,300
Materials & Supplies		139,807		195,200		66,050		195,200		170,900
Capital Purchases		-		-		-		5,300		-
<b>Total Expenditures</b>	<b>\$</b>	<u>7,363,074</u>	<b>\$</b>	<u>7,656,600</u>	<b>\$</b>	<u>3,444,641</u>	<b>\$</b>	<u>7,672,900</u>	<b>\$</b>	<u>7,784,700</u>

### Inspection

		<u>2004</u> <u>Actual</u>		<u>2005</u> <u>Budget</u>		<u>2005</u> <u>6 Month</u> <u>Actual</u>		<u>2005</u> <u>Projection</u>		<u>2006</u> <u>Budget</u>
Personal Services	\$	280,676	\$	322,600	\$	110,490	\$	322,600	\$	328,900
Contractual Services		2,255		4,900		1,212		4,900		4,900
Fixed Charges		5,600		5,600		2,800		5,600		5,600
Materials & Supplies		5,352		10,700		1,128		10,700		9,900
<b>Total Expenditures</b>	<b>\$</b>	<u>293,884</u>	<b>\$</b>	<u>343,800</u>	<b>\$</b>	<u>115,630</u>	<b>\$</b>	<u>343,800</u>	<b>\$</b>	<u>349,300</u>

Staffing
----------

**Administration**

	2004	2005	2006
Fire Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Fire Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u><u>3.00</u></u>	<u><u>3.00</u></u>	<u><u>3.00</u></u>

**Operations**

	2004	2005	2006
Deputy Chief	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00
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	<u>44.00</u>	<u>44.00</u>	<u>44.00</u>
Total FTE Positions	<u><u>87.00</u></u>	<u><u>87.00</u></u>	<u><u>87.00</u></u>

**Inspection**

	2004	2005	2006
Deputy Chief	1.00	1.00	1.00
Fire Inspector	2.00	2.00	2.00
Clerk III	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u><u>4.00</u></u>	<u><u>4.00</u></u>	<u><u>4.00</u></u>

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

## Fire Administration Highlights



*Reception area of the Administration Office*

## Activities

The Administration Division has numerous responsibilities, including

- Annual budget preparation / justification
  - ◆ Administer capital improvement and operating 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

- 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 good 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



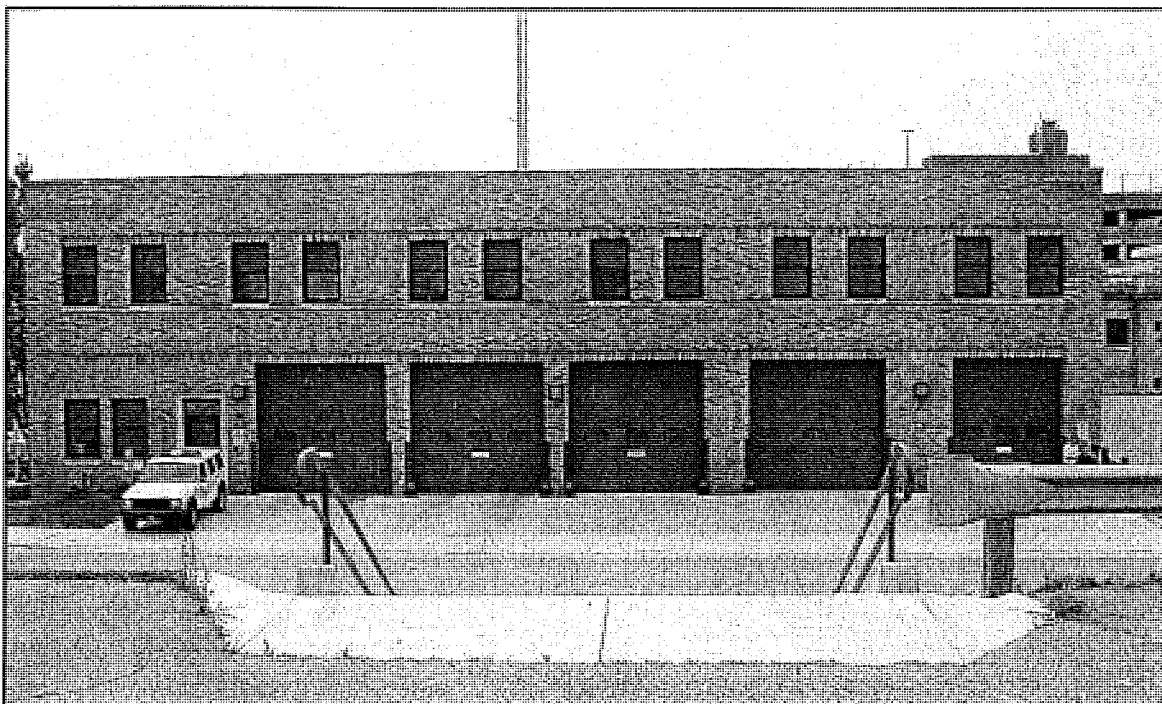
*Battalion Chief's Command Vehicle*



## 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*

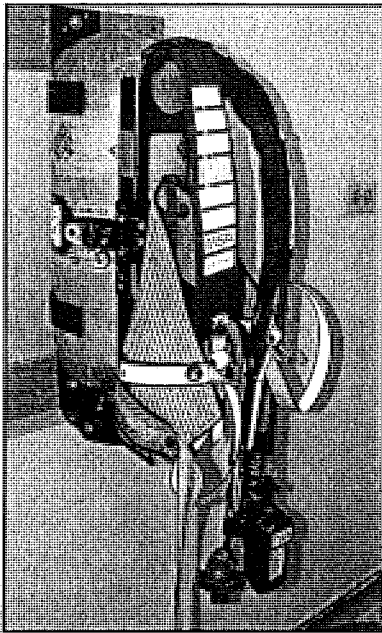
## CIP Highlights

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.

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

### Equipment Grants



A number of Homeland Security grants have been forthcoming from the Federal Government, administered by the State. The State provides agencies with lists of equipment that qualify for purchase under the guidelines of the grant.

The department was notified in December 2004 that it was awarded a FIRE Act grant in the amount of approximately \$114,000 for the replacement of our firefighting turnout gear worn by our members. This federal grant will require a local match of approximately \$34,000, which will come from our CIP budget. Overall, this grant will provide a significant savings to our CIP budget. This is the third time the ECFD has been successful in obtaining a FIRE Act grant. The department worked through a lengthy turnout gear evaluation program to assess the needs of the department now and in the future with the various vendors. A detailed specification was written for the new clothing, and the procurement was approved in the first quarter of 2005. Each department member was custom-sized for the

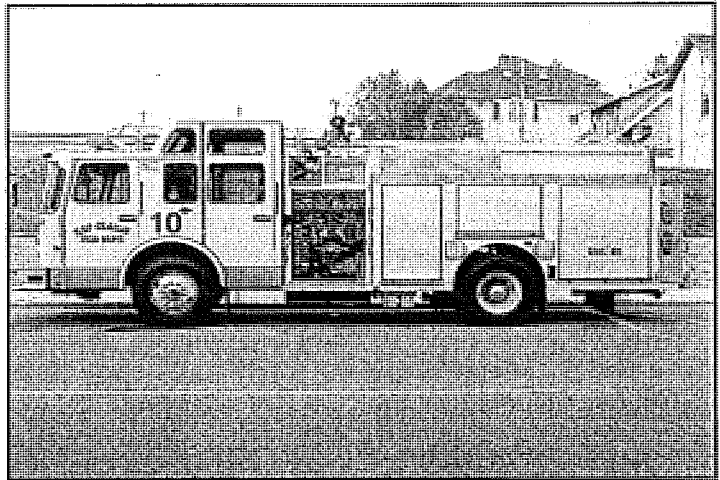
replacement firefighting coat, pants, gloves, boots, and hood. The new gear was placed in service in June of 2005 and has an eight-year life expectancy.

The department also was notified in December of 2004 that it was awarded an Office of Justice Assistance (Homeland Security) grant in the amount of approximately \$241,000 for procurement of equipment for the development of a collapse rescue team. This federal grant will require no local match, as all funding for the program comes from the grant. This intense project will allow the department to expand the delivery capabilities to response to collapse rescue scenarios and related incidents. This equipment and upcoming training will increase the technical rescue resources available to our community. Besides the vast equipment cache provided with this grant, there is grant and contract funding to replace our heavy rescue vehicle. This vehicle will replace our existing special rescue truck and greatly enhance our heavy rescue and technical rescue capabilities.

The department is constantly pursuing grant options that may offset existing and future budget requirements. Our latest submission will strive to replace our aging extrication equipment.

### **Equipment Replacement Schedule**

The department continues to utilize the equipment replacement schedule that was developed. This long-range planning tool reflects the expected life span of equipment, along with the anticipated replacement date and cost. In July 2005, the department submitted a procurement order for the replacement heavy rescue vehicle as noted above. Again, all funding will come from grant and contract funds.



### **Bio-Terrorism Preparedness Committee**

City/County Health Department Director Jim Ryder and Fire Chief Fuerbringer were invited to attend the Governor's Conference on Emergency Management in April of 2005 to present the Eau Claire County Bio-Terrorism Response Plan. The breakout session was the best attended of the conference, with over 100 attendees interested in the plan.

The department also worked closely with the United States Postal Service to help ready their emergency response plan for their anthrax detection system that went online June 1, 2005. A postal inspector from Chicago, Illinois, attended a committee meeting to explain the system and how the emergency response, medical clinic, and hospital community could be involved should anthrax or another protein agent be detected by postal equipment.

### **Communications Interoperability Project**

In 2004, Assistant Fire Chief Kassing participated in a State of Wisconsin expert panel on communications interoperability analysis for the State. The goal of the panel was to study existing infrastructure and emerging technologies and make a recommendation to the Office of Justice Assistance to be forwarded to the governor's office. The study would address the direction the State should take in achieving the goal of seamless communications by emergency response personnel throughout the state.

The first phase was a survey and study of communications currently in place in the state with a recommendation of a technical specification for the program. The second phase involves the hiring of consultants to develop a planning document to analyze each county's existing infrastructure and its unique requirements, along with assisting in developing a request for proposal (RFP) that will follow the State's specifications for that county. The third phase will allow each county to apply for federal grants to carry out the phase two infrastructure replacement/development required to meet the State plan. This portion of the project will take several years to complete.

Currently, Eau Claire County completed the phase two process of hiring the consultant with associated analysis and is developing an RFP to address our needs. Preliminary approval of the plan from the State has been made with actual dollars forthcoming.

### **Homeland Security Training**

Beginning January 1, 2005, the department's training officer position was eliminated because of budgetary restrictions. The battalion chief who had been in charge of these responsibilities has been reassigned to a line shift position vacancy created by a retirement. The deputy chief of operations has been assigned to these additional department training duties. The following training in the area of homeland security response occurred in the first six months of 2005:

- Metering training for department personnel and members of the West Central Wisconsin Regional Response Team (WCWRRT).
- Two personnel attended a Radiological Technician Course in Bechtel, Nevada. This training provided advanced radiological information and covered threat situations in relationship to Weapons of Mass Destruction situations.
- The department sent five personnel to the Wisconsin Association of Hazardous Material Responders (WAHMR) conference in Wisconsin Dells. The students were able to attend numerous training sessions covering a wide range of hazardous material topics.
- One employee attended a Computer-Aided Management of Emergency Operations (CAMEO) course in February. This course teaches responders how to plan for emergencies.

### **Two Paramedic Students**

In July 2005, three department members completed their studies in the Chippewa Valley Technical College's paramedic curriculum. They will now become part of the department's fire-based EMS system. The department will have a total of 35 trained paramedics and 58 emergency medical technicians.



*New Rescue 10 Ambulance  
Placed in Service in October  
2003*

**EMS Council and Medical Control**

The Eau Claire County EMS Council continues to develop under its new organizational structure. Currently, the County has no medical director for the 911 communications center, the County CPR Project, or the AEDs used by the sheriff's department. Chief Fuerbringer worked with Communications Center and Emergency Management personnel to revise the job description and Request for Proposal in an effort to attract a physician to the position.

The EMS Council also is working to clearly define the impact of the current County EMS system in an effort to identify potential improvements. The Council anticipates giving presentations to the Judiciary and Law Enforcement Committee and the County Board in the upcoming months to explain the current system.

**EMS / ALS Communications Repeater**

The ALS 400 paramedic radio frequency is down to half strength. This frequency provides the infrastructure for the ambulances and the hospitals. The cost to replace is \$42,000. Eau Claire County is paying \$22,000 of the cost and will provide maintenance of the equipment. Both local hospitals will split the remaining cost. This equipment is expected to last 10 to 15 years.

## Activities

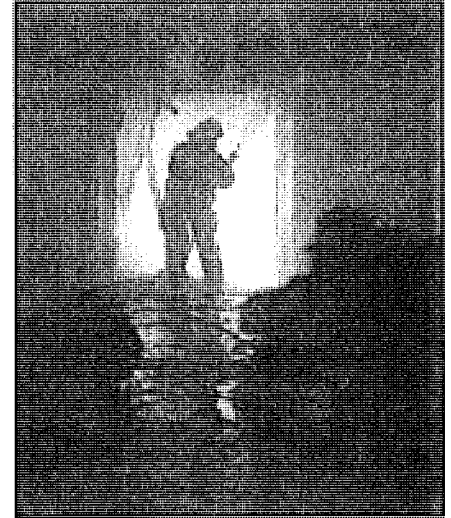
### 2004 Incidents

#### 5,317 Total Incidents

- 4,191 Medical Responses (78.8%)
- 182 Fire/Rescue Responses (3.4%)
- 511 Automatic Alarm Responses (9.6%)
- 161 Hazardous Condition Responses (3.0%)
- 125 Service Call Responses (2.4%)
- 128 Good Intent Responses (2.4%)
- 19 Special Request Responses (0.4%)

#### Response Summation

- 4.4 Personnel – for Average Response
- 41.09 Minutes - Average length of EMS Response
- 4.08 Personnel - Utilized on Average EMS Response
- 52.22 Minutes - Average Length of Fire Response
- 8.8 Personnel - Utilized on Average Fire/Rescue Response



#### Incidents with loss \$50,000 or greater were:

- 3925 N. Hastings Way – Manufacturing, processing (\$650,000)
- 3226 Oak Knoll Drive – multi-family dwelling (\$130,000)
- 1308 Rust Street – single family home (\$80,000)
- 4618 Puttor Drive - single family home (\$80,000)
- 621 ½ Water Street – 2-family apartment (\$70,000)
- 1441 Golf Road – 2-family apartment (\$50,000)
- 519 Vine Street – 2-family apartment (\$50,000)
- 420 Summit Avenue – multi-family dwelling (\$50,000)
- 3024 7<sup>th</sup> Street – single family home (\$50,000)

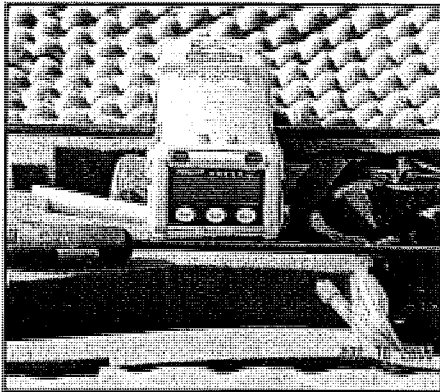
Total Fire Loss for the year: \$1,779,900.00



*Hazardous Materials Chemical Assessment Vehicle*

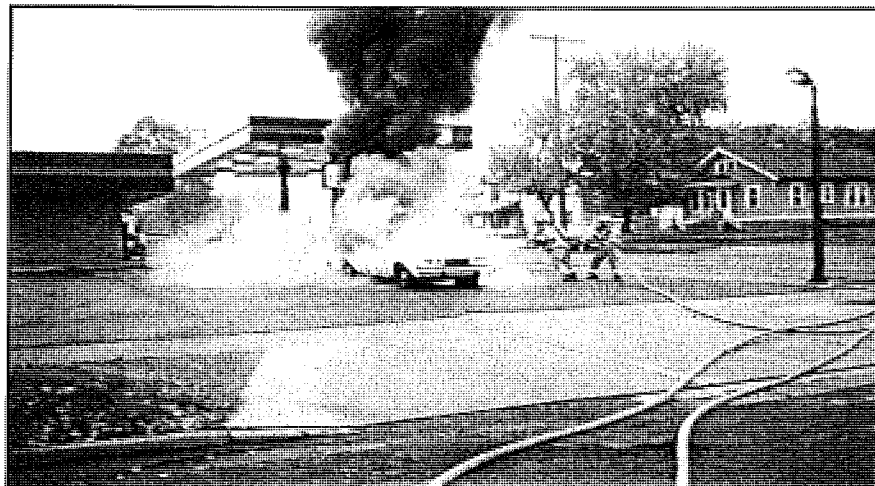


Engine 5



4-Gas Detection Meter

Station	Responses	Average Response Time
E2	1,100	3.44 Minutes
E5	1,045	3.17 Minutes
E6	667	4.33 Minutes
E8	448	4.56 Minutes
E9	671	4.42 Minutes
E10	682	4.11 Minutes
R5	1,841	4.05 Minutes
R9	1,136	5.02 Minutes
R10	1,334	4.14 Minutes
<b>Average:</b>		4.16 Minutes

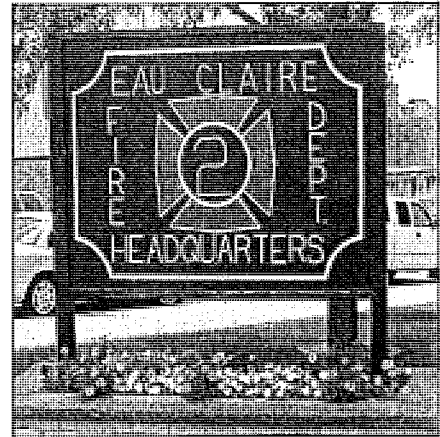




## Facilities

**Station 2** - 216 South Dewey Street

- 4 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

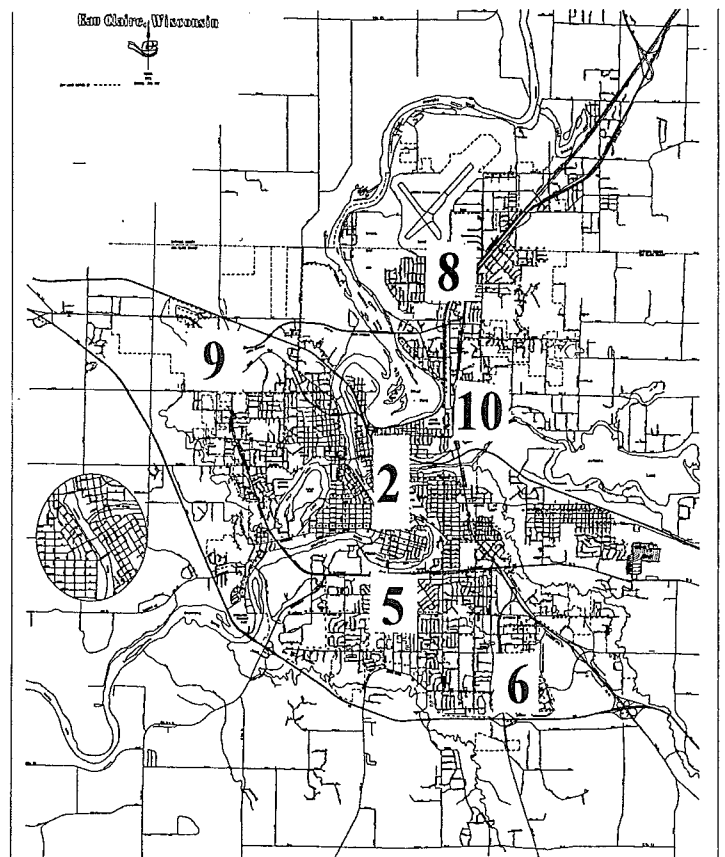
- 3 Personnel per day
  - Fire Engine
  - Water Rescue Boat

**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*

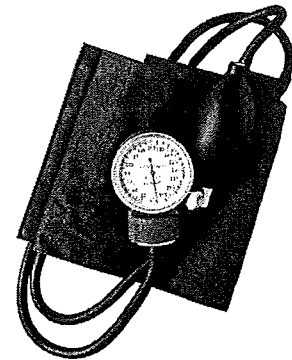
*(Cleaning and light maintenance of Stations are performed by assigned personnel)*

## Emergency Medical Services

- 77 Percent of Fire Department Calls for Service
- 35 Certified Paramedics  
58 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 Medical Control Physician for Program Quality Assurance
  - 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 (\$3,500 per unit)
- Portable Radio (\$1,000 per unit)
- Ventilation Saw (\$1,700 per unit)
- Hose (\$500 per 100' of 5")
- Nozzles (\$350 per unit)
- Jaws of Life (\$8,000 per set)
- Ambulance Cot (\$3,600 per unit)
- Defibrillator (\$21,800 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, exam 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 2004, the Eau Claire Fire Department delivered over 6,500 hours of public education.



*"Keep the Wreath Green" Holiday Fire Prevention Campaign*

### **Safety Town**

In June 2004, the fire department participated in Safety Town. This program is geared to teaching children ages 4 to 6 years about being safe while playing. Topics covered were: stop, drop, and roll; calling 911; crawling low under smoke; and getting out to a safe meeting place and staying out. There were 40 participants in the program. Each child received a bicycle safety helmet for taking part.



*Safety Town Participants*

### **School Prevention Programs**

In September and October, the department conducts its fire prevention education programs for both public and private schools. The prevention programs consist of six separate programs for Pre-K and K through 5<sup>th</sup> grade. The programs are presented to one school per day. The 1-½ hour programs were split into a morning session and an afternoon session to accommodate staffing. Each program has a time frame and a message that is specific to a particular age. In 2004, we administered these programs to approximately 5,000 students.

### **Keep the Wreath Green**

The 2004 holiday season (Thanksgiving Day through New Year's Day) ended with eight structure fires being recorded for this annual awareness program. This is an increase of two from the previous year and is higher than the ten-year average of 5.5 structure fires.

### **3<sup>rd</sup> Grade Poster Contest**

The theme for 2004's fire prevention poster contest followed the theme for Fire Prevention Week, which was "Test Your Smoke Alarms". For the contest, students draw a poster incorporating that specific prevention theme. Two winners – one boy and one girl – were chosen.

### **Tours/Public Events**

In 2004, the department received over 140 requests for services. These requests vary from giving tours of our facilities to staffing health fairs at local businesses. Tours varied from groups of 4 to over 50.

### **Fire Safety Education for Businesses**

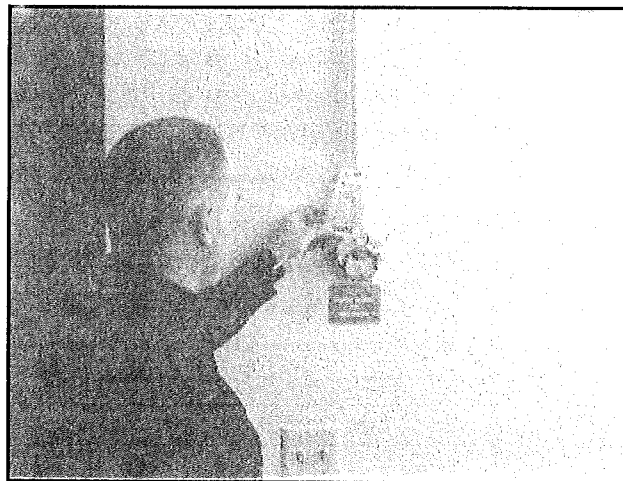
In 2004, the Fire Prevention Bureau trained over 35 area businesses in fire safety procedures including evacuation drills and fire extinguisher use. The number of employees at these businesses varied from 10 to 500. The training focused on the individual business's evacuation policy.

### **Career Valley Expo**

In May 2004, the Prevention Division participated in an all-day event that exposed high school students to different careers. The Division partnered with the Chippewa Valley Technical College – Fire Science Program to bring a taste of firefighting to these young adults. Approximately 3,000 high school students throughout the Chippewa Valley took part in this program.

### **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 2004, the Eau Claire Fire Department conducted more than 5,900 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 received \$130,279 in 2004 for inspections conducted in 2003.



*Firefighter Conducting a Fire Safety Inspection*

### **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.

### **Tank Inspections**

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 2004, the Fire Inspection Division oversaw the installation of 20 tanks, the removal of 15 tanks, and the permit inspection of tanks at 80 sites. The State contract provides annual revenue to the City in the \$10,000 to \$15,000 range.

In May, the department's underground/aboveground storage tank program was audited by the State of Wisconsin. The department passed the audit.

### **Juvenile Fire Setters 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 their parents. In 2004, the department received 11 referrals from Juvenile Intake, and there were 5 requests from parents for intervention. 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 to outside agencies.

## **Fire Investigations**

There were 52 fire investigations completed by Prevention Division staff during 2004. On-scene fire investigations or follow-up investigations are done anytime the cause and origin cannot be determined or explained; there is personal injury or death involved; a juvenile is suspected of starting the fire; or when arson or other suspicious circumstances exist. These 52 investigations resulted in 4 arrests. Eighteen cases remain open.

The total fire loss for 2004 was \$1,779,700. Incidents with a loss of \$50,000 or greater were:

- 3925 N. Hastings Way – manufacturing/processing business (\$650,000)
- 3226 Oak Knoll Drive – multi-family dwelling (\$130,000)
- 1308 Rust Street – single family home (\$80,000)
- 4618 Puttor Drive – single family home (\$80,000)
- 621 ½ Water Street – two-family apartment (\$70,000)
- 1441 Golf Road – two-family apartment (\$50,000)
- 519 Vine Street – two-family apartment (\$50,000)
- 420 Summit Avenue – multi-family dwelling (\$50,000)
- 3024 7<sup>th</sup> Street – single family home (\$50,000)

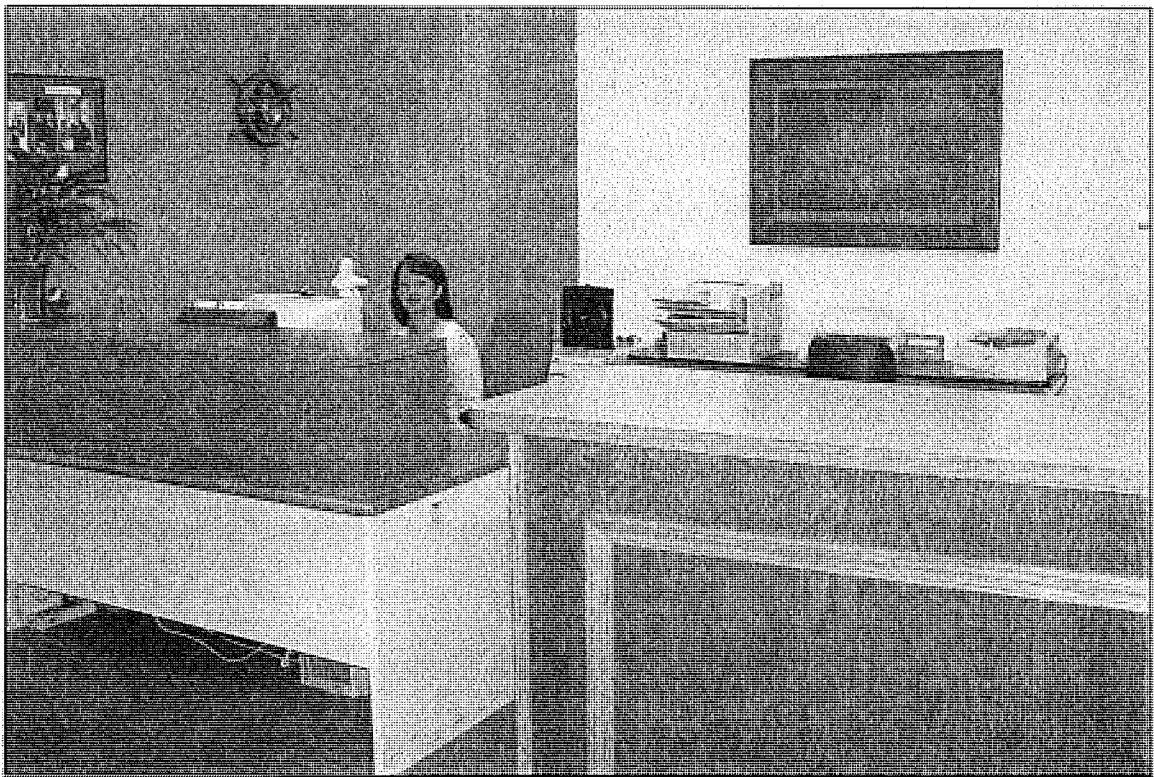


*Fire Inspector Investigating a Fire Scene*



## 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*

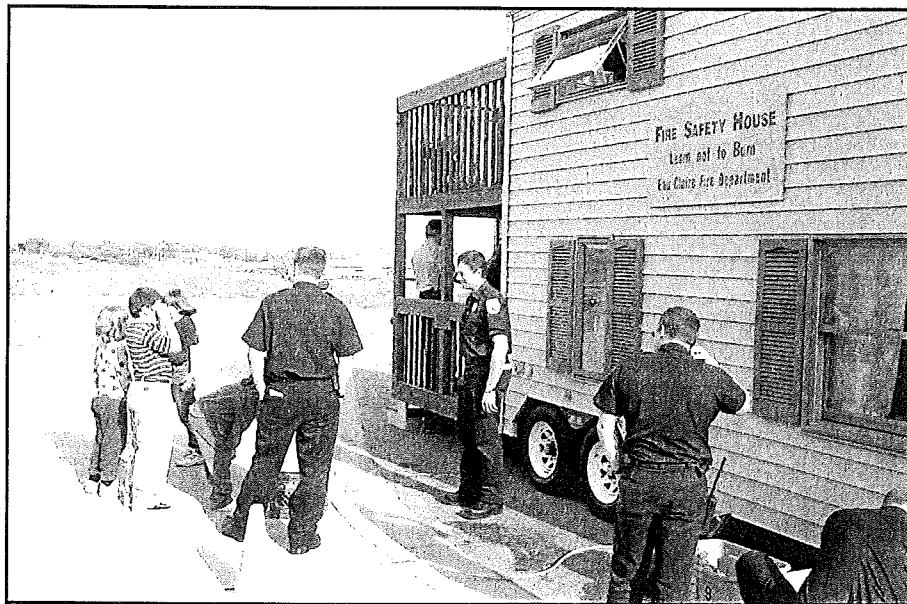
## Equipment

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.

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.

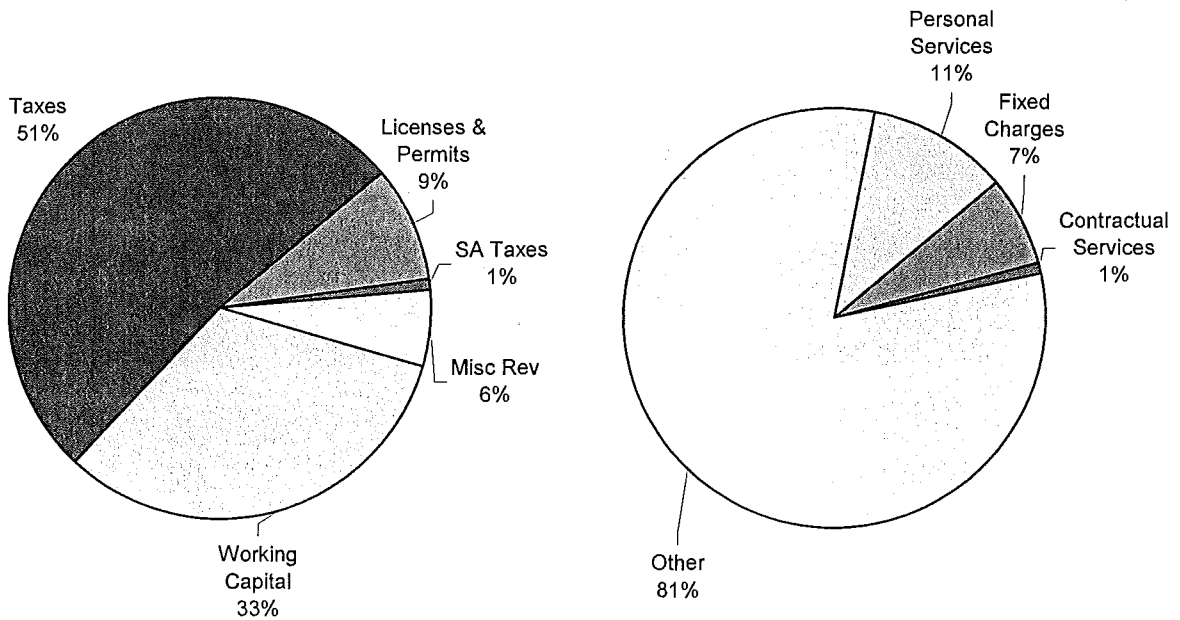
The General Fund makes operating and capital subsidies to various funds and to several enterprise funds that are not entirely self-supporting. General obligation debt requirements, supported by the tax levy, are included as a transfer to the Debt Service Fund. Transfers of available working capital to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

## Activities

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

## Overview of Revenues and Expenditures

	2004 <u>Actual</u>	2005 Adopted <u>Budget</u>	2006 Proposed <u>Budget</u>	%
				<u>Change</u>
<b>Revenues</b>				
Licenses & Permits	\$ 707,751	\$ 673,000	\$ 704,000	5%
Special Assess. Taxes	164,703	65,000	65,000	0%
Miscellaneous Revenue	553,897	497,600	467,100	-6%
Working Capital	304,330	2,992,700	2,606,400	-13%
Gen. Purpose (tax) Rev.	<u>4,833,276</u>	<u>3,917,300</u>	<u>4,131,500</u>	5%
<b>Total Revenues</b>	<b><u>\$ 6,563,957</u></b>	<b><u>\$ 8,145,600</u></b>	<b><u>\$ 7,974,000</u></b>	<b>-2%</b>
<b>Expenditures</b>				
Personal Services	\$ 513,662	\$ 602,800	\$ 948,600	57%
Contractual Services	60,970	97,900	95,100	-3%
Fixed Charges	102,034	448,100	602,900	35%
Contributions & Other Payments	293,466	310,400	307,700	-1%
Other Financing Uses	<u>5,593,825</u>	<u>6,686,400</u>	<u>6,902,000</u>	3%
<b>Total Expenditures</b>	<b><u>\$ 6,563,957</u></b>	<b><u>\$ 8,145,600</u></b>	<b><u>\$ 8,856,300</u></b>	<b>9%</b>



## Budget Overview

### REVENUES

#### LICENSES AND PERMITS

Television Franchise fees compensate the City for the use of City Streets, alleys, and other public rights of way for the operation off a cable television system. Per contract, Charter Communications pays 5% of gross revenue. The 2006 franchise fee is estimated at \$525,000. Public-Education-Government (PEG) revenue is estimated at \$179,000 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.

### EXPENDITURES

#### PERSONAL SERVICES AND CONTRACTUAL SERVICES

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

#### FIXED CHARGES

Fixed Services includes property and liability insurance, disability payments, special assessments and a provision for interim payments for positions eliminated in the 2004 Budget Blueprint. Under the new health insurance policy, the city is no longer required to budget for employee health insurance deductibles

#### OTHER

This category includes transfers to the Capital Improvement Plan totaling \$2,206,400, a transfer to debt service in the amount of \$2,896,000, 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 \$179,000 and tax levy support of \$82,700 for a total contribution of \$261,700.

<b>Expenditures by Division</b>
---------------------------------

**Non-Departmental**

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6 Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
Personal Services	\$ 513,662	\$ 602,800	\$ 255,228	\$ 602,800	\$ 948,600
Contractual Services	60,970	97,900	29,808	97,900	95,100
Fixed Charges	102,034	448,100	115,603	267,700	602,900
Contrib/Other Payments	293,466	310,400	202,214	318,700	307,700
Other Uses	3,397,216	4,385,900	-	4,372,200	4,695,600
Transfers to CIP Programs	<u>2,196,609</u>	<u>2,300,500</u>	<u>-</u>	<u>2,300,500</u>	<u>2,206,400</u>
Total Expenditures	<u>\$ 6,563,957</u>	<u>\$ 8,145,600</u>	<u>\$ 602,853</u>	<u>\$ 7,959,800</u>	<u>\$ 8,856,300</u>

**ORGANIZATIONAL SUPPORT**

Public Access Center	\$ 82,700	Senior Central	\$	40,200
PAC - PEG Fees	<u>179,000</u>	Landmarks Commission		4,500
Total PAC	<u>\$ 261,700</u>	Annexation Rebate		1,300

**TRANSFERS AND SUBSIDIES**

Debt Service	\$ 2,896,000	Bridge Capital Projects	\$	100,000
Cemetery Fund	255,800	Transit Operations		914,000
Streets Capital Projects	900,000	Transit Capital Projects		1,500
Parking Operating	30,500	Hobbs Ice Center Operations		85,300
Parking Capital Projects	100,000	Hobbs Ice Center Capital		50,000
Land, Bldg., Equipment	859,900	Fairfax Pool Operations		249,500
Parks Capital Projects	150,000	Fairfax Pool Capital		45,000

# ECONOMIC DEVELOPMENT

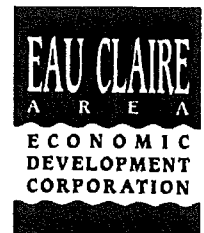
The City of Eau Claire's Economic Development Division, located at 203 S. Farwell Street, implements the City's Economic Development Strategy. The Division is involved in development and redevelopment for industrial, commercial and downtown activity. Major areas of emphasis include: industrial, warehouse 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 Recruitment Committee
  - Business Retention Committee
- ◆ Eau Claire Redevelopment Authority
- ◆ Clearwater Development Corporation
  - Board of Directors
  - Executive Committee
- ◆ Momentum Chippewa Valley
- ◆ Development Zone Board
- ◆ Revolving Loan Fund Board
- ◆ Eau Claire Area Chamber of Commerce
  - Downtown Revitalization Committee
- ◆ Economic Policy Advisory Committee
- ◆ Downtown Eau Claire, Inc.
  - Board of Directors
  - Executive Committee
  - Seven associated committees



Overview of Revenues and Expenditures
---------------------------------------

	<u>2004 Actual</u>	<u>2005 Adopted</u>	<u>2005 6-Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Miscellaneous	\$ 182,293	\$ 198,600	\$ 139,038	\$ 190,200	\$ 189,500
Non-Operating Revenue	342,148	171,300	72,717	97,800	140,400
Other Financing Sources	181,046	-	-	-	-
Total Revenues and Other Financing Sources	<u>705,487</u>	<u>369,900</u>	<u>211,755</u>	<u>288,000</u>	<u>329,900</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	131,924	148,400	65,281	148,400	151,600
Contractual Services	25,846	75,000	20,140	75,000	74,300
Utilities	20,215	24,400	15,715	24,400	25,000
Fixed Charges	1,200	1,400	600	1,400	1,400
Materials & Supplies	3,591	2,600	672	2,600	2,600
Contributions & Other Payments	169,200	136,530	93,405	136,530	136,500
Capital Outlay	381,800	-	10,000	1,122,600	-
Other Financing Uses	284,700	287,700	43,850	287,700	87,700
Total Expenditures and Other Financing Uses	<u>1,018,476</u>	<u>676,030</u>	<u>249,663</u>	<u>1,798,630</u>	<u>479,100</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ (312,989)</u>	<u>\$ (306,130)</u>	<u>\$ (37,908)</u>	<u>\$ (1,510,630)</u>	<u>\$ (149,200)</u>
<b>Applied Reserve:</b>					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Changes in Available Balances:</b>					
From operations	(312,989)	(306,130)	-	(1,510,630)	(149,200)
Transfer (to) from reserve - Economic Development	312,989	306,130	-	1,510,630	149,200
Ending Balance	<u>\$ -</u>	<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.

### **EXPENDITURES**

#### **CONTRACTUAL SERVICES**

Included in contractual services are charges relating to postage, computer service charges, advertising and marketing, 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, and Momentum Chippewa Valley. In accordance with the level of support outlined in the 2005 Budget Blueprint, the 2006 contributions will be equal to the 2005 contributions.

#### **OTHER FINANCING USES**

Included in Other Financing Uses is support of \$87,700 for Downtown Eau Claire, Inc.

Revenue Detail
----------------

Revenue Classification	<b>Economic Development</b>				
	2004	2005	2005	2005	2006
	<u>Actual</u>	<u>Budget</u>	6-Month <u>Actual</u>	<u>Projection</u>	<u>Budget</u>
<b>MISCELLANEOUS</b>					
Interest income	\$ 58,690	\$ 75,000	\$ 62,380	\$ 75,000	\$ 75,000
Other interest- notes receivable	43,863	45,000	30,511	36,600	35,900
Building rental	74,240	78,600	46,147	78,600	78,600
Gifts & donations	5,500	-	-	-	-
Total miscellaneous	<u>182,293</u>	<u>198,600</u>	<u>139,038</u>	<u>190,200</u>	<u>189,500</u>
<b>NON-OPERATING REVENUES</b>					
Principal payment on loans	<u>342,148</u>	<u>171,300</u>	<u>72,717</u>	<u>97,800</u>	<u>140,400</u>
<b>OTHER FINANCING SOURCES</b>					
Transfer from General fund	105,735	-	-	-	-
Sale of capital assets	75,311	-	-	-	-
Total other financing sources	<u>181,046</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues and other financing sources	<u>\$ 705,487</u>	<u>\$ 369,900</u>	<u>\$ 211,755</u>	<u>\$ 288,000</u>	<u>\$ 329,900</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**

	2004	2005	2006
Economic Development Administrator	1.00	1.00	1.00
Total FTE Positions	1.00	1.00	1.00

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

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 President
D'Arcy Becker	University of Wisconsin Eau Claire
Margot Bouchard	SBC/Ameritech
Jerry Chasteen	West Central 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 Resource
Michael Cohen	Attorney
Ray Hughes	City Council Representative
Ed Losby	Imagineering
Bob Schraufnagel	Barcode Technology Solutions

# 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

Expanding?...Relocating?... Just getting started?

**EAU CLAIRE, WISCONSIN**  
is your **ONE STOP SHOP**

FOR ALL OF YOUR BUSINESS EXPANSION, START-UP AND RELOCATION NEEDS!

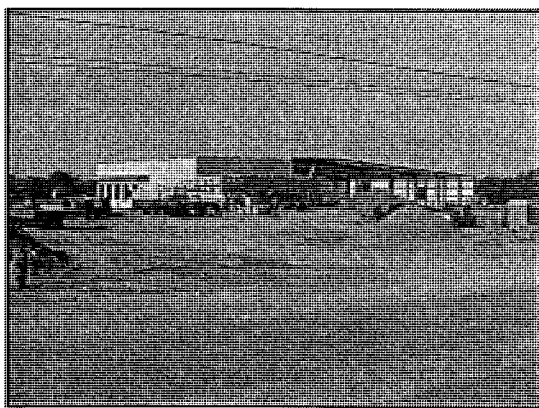
The City of Eau Claire's Economic Development Division will lead and support you during the development process and cut through red tape by providing direction through the permit process, assistance with site location, financing, labor force and training. We are happy to customize an economic development proposal and up to date information that addresses your needs. We will be your local champion for your expansion, start-up or relocation project.

**CONTACT INFO:**  
City of Eau Claire—Michael R. Schetz,  
Economic Development Administrator  
203 S. Farwell Street, P.O. Box 5148  
Eau Claire, WI 54602-5148  
(715) 836-8614 • Fax (715) 836-8200  
E-mail: mschetz@ci.eau-claire.wi.us  
Website: www.ci.eau-claire.wi.us

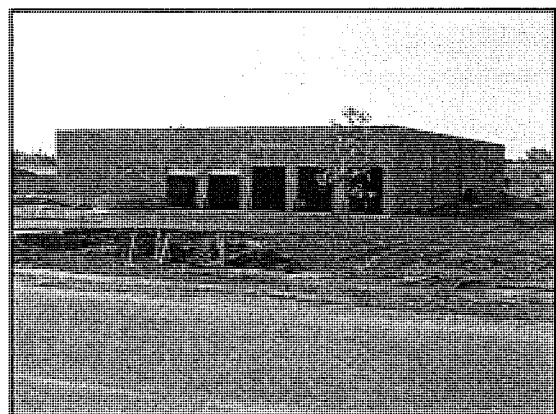
Recent Successful Projects:  
• Nestle USA  
• SM  
• Silicon Logic Engineering  
• Intelk Plastics  
• EBV-Brown Company

City of Eau Claire

*Advertisement placed in local and regional magazines*



*New Fed Ex facility in Gateway Ind. Park:  
25,250 square feet*



*New AirGas facility in Gateway Ind. Park:  
21,800 square feet*

**Business Retention and Expansion**

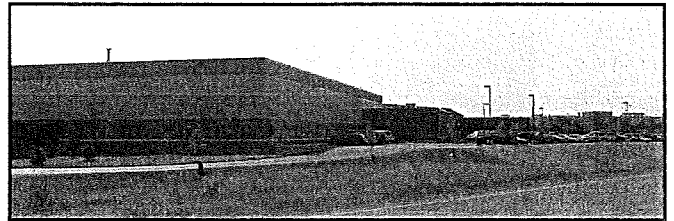
- ◆ Liaison to the business community
- ◆ Problem solving
- ◆ Business call program
- ◆ Financial assistance
- ◆ Project coordination
- ◆ Entrepreneur start-up assistance



*Phillips Plastics: expanded magnesium molding operations to 2930 Mondovi Road (55,000 sq. ft.)*

**Marketing and Recruitment**

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



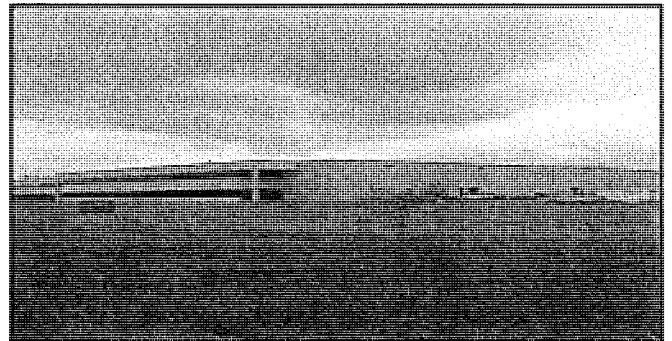
*Silver Spring Gardens: 100,000 square foot addition in Gateway Industrial Park*

**Education**

- ◆ Coordinate with local educational institutions
- ◆ Internships
- ◆ Retention of college graduates

**Financing**

- ◆ Economic Development Loan Fund (EDF)
  - 50 loans in the amount of \$9.43 m
  - (Includes Gateway and Clearwater loans)
  - 1,100 jobs created & saved
- ◆ Revolving Loan Fund (RLF)
  - 28 loans in the amount of \$1,139,100
  - 503 jobs created & saved
- ◆ Development Zone Program
  - Businesses certified in the amount of \$1,956,500
  - 700+ jobs created & saved



*Hutchinson Technology: finished off 250,000 square feet to be used for production*

- ◆ Façade & Downtown Loan Pools (EDF)
  - 8 loans in the amount of \$579,050
  - 14 façade loans in the amount of \$39,717
  - 78 jobs created & saved

### **City Funding for Development Organizations**

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

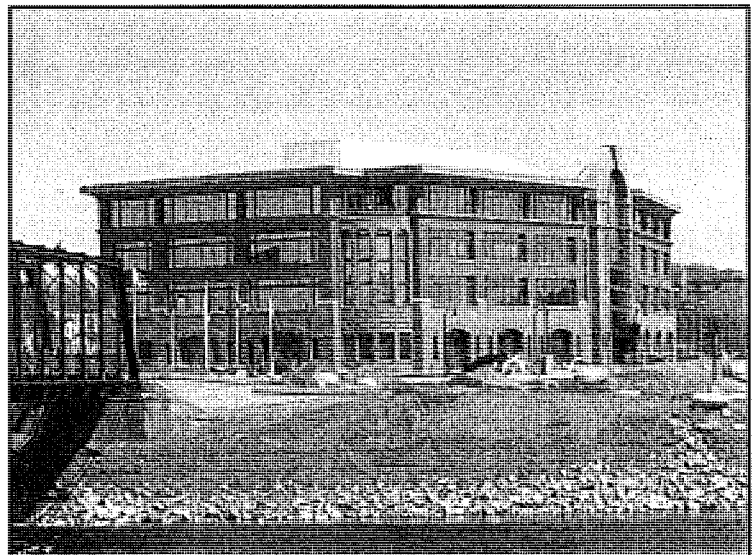
	<b><u>2005</u></b> <b><u>Support</u></b>	<b><u>2006</u></b> <b><u>Support</u></b>
Eau Claire Area Economic Development Corporation	\$103,500	\$103,500
Downtown Partners	87,700	87,700
Momentum Chippewa Valley	19,530	19,500
Eau Claire Innovation Center <sup>(A)</sup>	13,500	13,500

<sup>(A)</sup> The City provided \$365,000 of CDBG funds to construct the Innovation Center



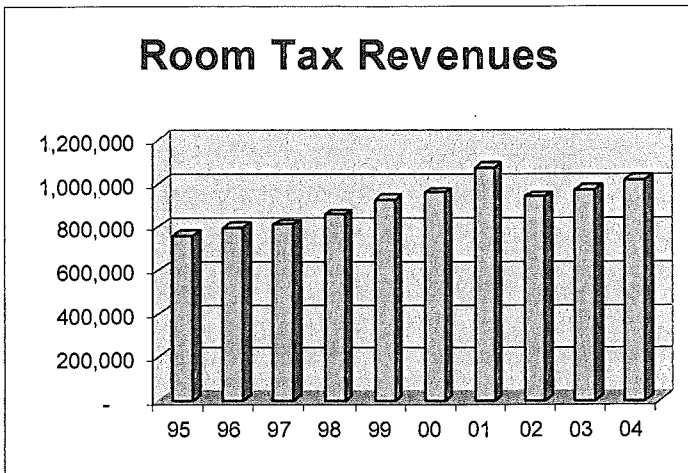
*The Shoppes at Oakwood:  
new commercial development*

*Royal Credit Union  
Corporate Center:  
new office development*



# 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.



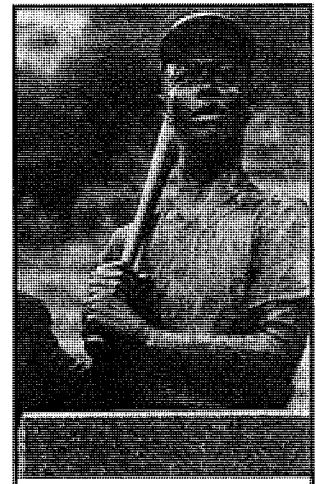
## ROOM TAX REVENUES

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
2003	971,468
2004	1,018,783

\*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
---------------------------------------

## COMMUNITY ENHANCEMENT BUDGET SUMMARY

	<u>2004 Actual</u>	<u>2005 Adopted</u>	<u>2005 6-Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 1,018,783	\$ 980,000	\$ 331,005	\$ 1,010,000	\$ 1,020,000
Miscellaneous	-	-	84	-	-
Non-Operating Revenue	5,000	5,000	2,500	5,000	5,000
Total Revenues and Other Financing Sources	1,023,783	985,000	333,589	1,015,000	1,025,000
<b>Expenditures and Other Financing Uses:</b>					
Contractual Services	2,039	3,100	1,143	3,100	3,100
Contributions & Other Payments	726,200	735,100	433,475	735,100	771,600
Other Financing Uses	281,300	245,600	-	245,600	235,000
Total Expenditures and Other Financing Uses	1,009,539	983,800	434,618	983,800	1,009,700
Excess (Deficiency) of Funding Sources Over Uses	\$ 14,244	\$ 1,200	\$ (101,029)	\$ 31,200	\$ 15,300
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 21	\$ 21		\$ 14,265	\$ 45,465
Changes in Available Balances:					
From operations	14,244	1,200		31,200	15,300
Ending Balance	\$ 14,265	\$ 1,221		\$ 45,465	\$ 60,765



Budget Overview
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**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 \$1,020,000 in 2006. 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 \$700 appropriation for the audit and \$2,400 for the lease of computer software.

**CONTRIBUTIONS & OTHER PAYMENTS**

An agreement with the Convention and Visitors Bureau allocates 54.4% of estimated room tax revenues to the Bureau.

◆ Regional Arts Council	\$ 100,800
◆ Chippewa Valley Symphony	2,800
◆ Chippewa Valley Theatre Guild	1,500
◆ Chippewa Valley Chamber Orchestra	2,800
◆ Chippewa Valley Museum	53,800
◆ Paul Bunyan Camp	36,200
◆ Convention & Visitors Bureau	571,200
◆ Eau Claire Children's Museum	2,500
◆ Audit / Computer Charges	3,100
◆ Transfer to Hobbs	50,000
◆ Transfer to General Fund	35,000
◆ Transfer to Parks & Recreation CIP	<u>150,000</u>
Total	<u>\$1,009,700</u>

Revenue Detail
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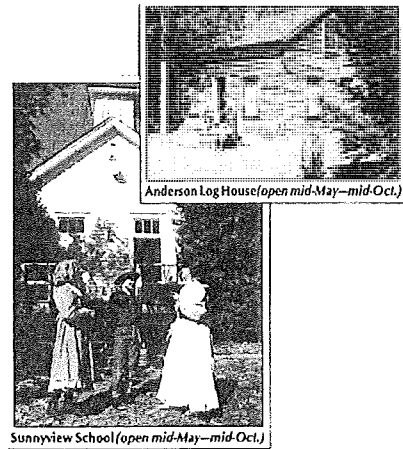
Revenue Classification	Community Enhancement				
	2004 Actual	2005 Budget	2005 6-Month Actual	2005 Projection	2006 Budget
<b>TAXES</b>					
Room tax funds	\$ 1,018,783	\$ 980,000	\$ 331,005	\$ 1,010,000	\$ 1,020,000
<b>MISCELLANEOUS</b>					
Interest income & misc. reimbursements	-	-	84	-	-
<b>NON-OPERATING REVENUE</b>					
Principal payment from loans	5,000	5,000	2,500	5,000	5,000
Total revenues	\$ 1,023,783	\$ 985,000	\$ 333,589	\$ 1,015,000	\$ 1,025,000

Organizations



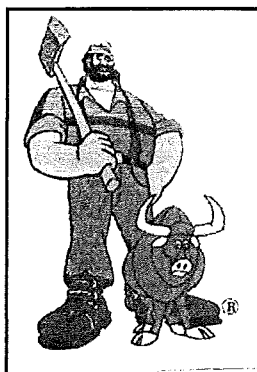
**Chippewa Valley Museum**

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 multi-media “object theater” Chippewa Valley Potluck. The Museum contributes directly to regional efforts to increase tourism as an economic sector.



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

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

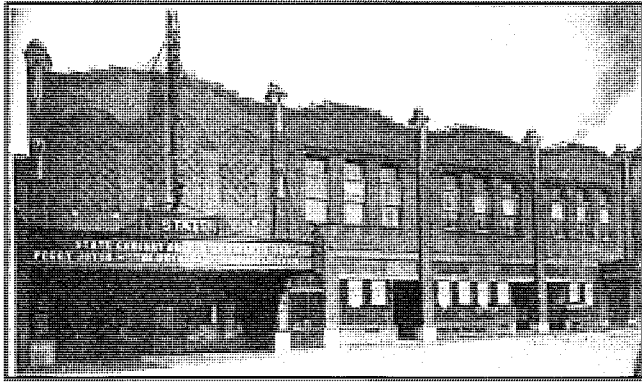


**Paul Bunyan Logging Camp**

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 number of 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 / bunkhouse.





*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.

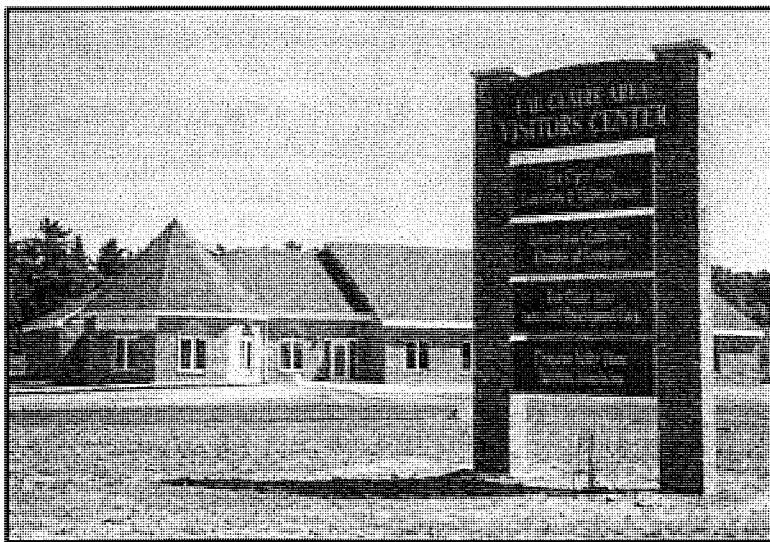
**Regional Arts Council**

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 nineteen members and is staffed by 1.5 City of Eau Claire employees who report to the City's Economic Development Administrator. The Economic Development Administrator serves as the Executive Director of DECI.

In March 2005, the board identified four strategic issues for 2005. They include:

- Keep Lehman Drug downtown
- Keep the YMCA downtown
- Keep the Post Office downtown
- Retain existing downtown businesses

### Programs & Services

#### **Community Committees**

Downtown Eau Claire, Inc. consists of four active committees, which receive technical and staffing assistance from the Communications and Promotions Coordinator and the Business Assistance Specialist. These committees are made up of various members of the community and focus on specific aspects and downtown issues. The active committees are:

- Business Committee
- Marketing, Promotions, and Festivals Committee
- Arts, Entertainment, and Museums Committee
- Retail/Restaurant Promotions Subcommittee

In addition, the Executive Committee reviews and set agendas for the meetings and makes recommendations to the Board of Directors.

There are three committees that are active only as projects warrant:

- Housing Development Committee
- Design Committee
- Community Involvement

Overview of Revenues and Expenditures
---------------------------------------

## DOWNTOWN FUND BUDGET SUMMARY

	2004 <u>Actual</u>	2005 <u>Adopted</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Non-Operating Revenue	\$ 109,700	\$ 112,700	\$ 56,350	\$ 122,700	\$ 112,700
Total Revenues and Other Financing Sources	<u>109,700</u>	<u>112,700</u>	<u>56,350</u>	<u>122,700</u>	<u>112,700</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	65,438	85,900	35,521	85,900	88,900
Contractual Services	12,446	35,500	7,034	45,500	36,200
Utilities	136	200	54	200	200
Fixed Charges	2,247	2,100	2,516	2,100	2,100
Materials & Supplies	<u>1,650</u>	<u>4,200</u>	<u>894</u>	<u>4,200</u>	<u>4,300</u>
Total Expenditures and Other Financing Uses	<u>81,917</u>	<u>127,900</u>	<u>46,019</u>	<u>137,900</u>	<u>131,700</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 27,783</u>	<u>\$ (15,200)</u>	<u>\$ 10,331</u>	<u>\$ (15,200)</u>	<u>\$ (19,000)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 34,722	\$ 16,222		\$ 62,505	\$ 47,305
Changes in Available Balances:					
From operations	<u>27,783</u>	<u>(15,200)</u>		<u>(15,200)</u>	<u>(19,000)</u>
Ending Balance	<u>\$ 62,505</u>	<u>\$ 1,022</u>		<u>\$ 47,305</u>	<u>\$ 28,305</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 staff, promotional activities, postage, computer service charges, and professional services.

In 2006, the Downtown Fund support is \$87,700 from the Economic Development Fund, \$25,000 from the Downtown Business Improvement District and \$19,000 from fund balance.

*Flaten Retirement Specialists, Inc.,  
located at 610 S Farwell Street,  
celebrated its opening in January 2005.*



*RCU Corporate Center, located at 200  
Riverfront Terrace, celebrated its opening in  
June 2005.*

*The Wellness Shack, located at 515 S Barstow  
St, celebrated its opening in May 2005.*



Revenue Detail
----------------

Revenue Classification	Downtown Fund				
	2004 Actual	2005 Budget	2005 6-Month Actual	2005 Projection	2006 Budget
<b>MISCELLANEOUS</b>					
Gifts and donations	\$ -	\$ -	\$ -	\$ 10,000	\$ -
<b>OTHER FINANCING SOURCES</b>					
Transfer from Economic Development	84,700	87,700	43,850	87,700	87,700
Transfer from BID 1	25,000	25,000	12,500	25,000	25,000
Total revenues	\$ 109,700	\$ 112,700	\$ 56,350	\$ 122,700	\$ 112,700

Staffing
----------

	2004	2005	2006
Business Assistance Specialist	-	1.00	1.00
Development Specialist	1.00	-	-
Communications & Promotions Coordinator	1.00	1.00	1.00
Total FTE Positions	2.00	2.00	2.00

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

Cross-divisional charges included one-half the cost of the Business Assistance Specialist and is charged to the Economic Development Fund.



**Downtown Eau Claire, Inc. Board of  
Directors**

<b>Name</b>	<b>Representing</b>
David Adler	Eau Claire City Council
Marlene Arntson	Randall Park Neighborhood
Toby Biegel	Eau Claire City Council
Stan Carpenter	Third Ward Neighborhood
John Dickey	Luther/Midelfort
Marty Fisher-Blakeley	West Grand Ave BID
Debbie Foster	Downtown BID
Bill Gray	DiscoverNet
Charlie Grossklaus	Royal Credit Union
Robert Hood	Redevelopment Authority
Mike Huggins	City of Eau Claire
Dennis Jenson	Eau Claire County
Robert Krause	Corporate Technologies
Teresa O'Halloran	Ruder Ware LLSC
Jen Roth	Eau Claire Regional Arts Council
Paula Stolp	Third Ward Neighborhood
Bernie Trettin	North River Fronts Neighborhood
Ken Van Es	Eau Claire YMCA

## 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

### Business Retention and Expansion

- ◆ Liaison to the downtown business community
- ◆ Problem solving
- ◆ Downtown business call program
- ◆ Financial assistance
- ◆ Project coordination
- ◆ Entrepreneur start-up assistance
- ◆ "Jump-Start" Downtown business competition
- ◆ Adopt-A-Recruit program

### 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



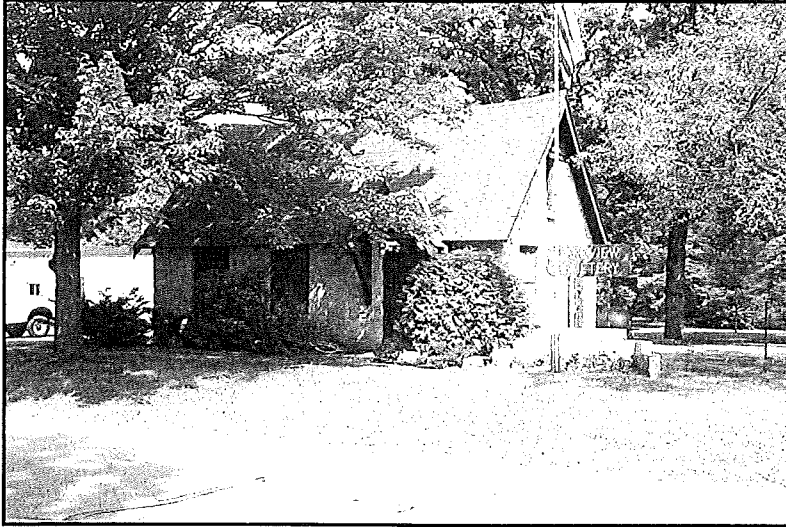
*Summerfest, a two-day celebration, is coordinated by DECI and held in July.*



*International Fall Festival is held in September and coordinated by DECI.*

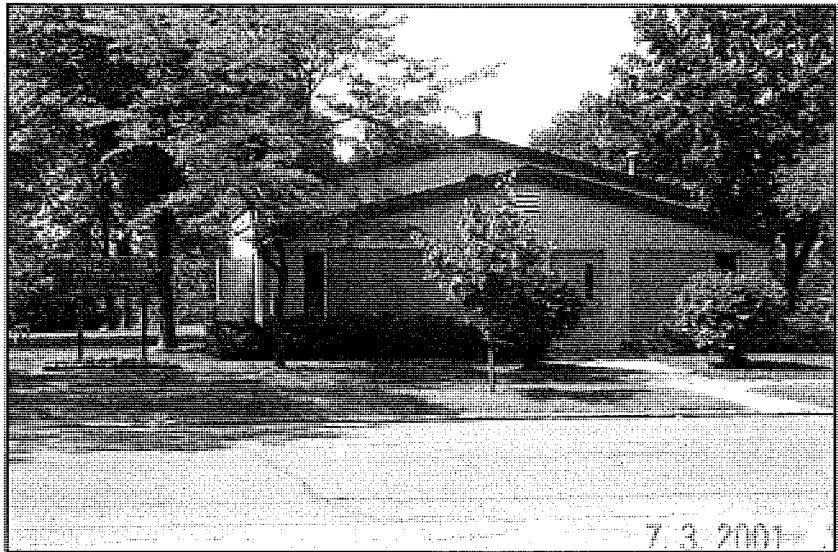
# CEMETERY MAINTENANCE

## 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*

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

	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Adopted</u>	<u>2005</u> <u>6-Month</u> <u>Actual</u>	<u>2005</u> <u>Projection</u>	<u>2006</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Licenses & Permits	\$ 95,576	\$ 96,600	\$ 55,512	\$ 96,600	\$ 98,600
Charges for Services	74,852	62,400	34,080	62,400	69,400
Miscellaneous	450	-	-	-	-
Other Financing Sources	<u>236,288</u>	<u>260,800</u>	<u>-</u>	<u>260,800</u>	<u>255,800</u>
Total Revenues and Other Financing Sources	<u>407,166</u>	<u>419,800</u>	<u>89,592</u>	<u>419,800</u>	<u>423,800</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	319,643	317,300	135,801	317,300	322,600
Contractual Services	51,308	58,000	34,307	58,000	59,100
Utilities	16,285	17,100	4,423	17,100	17,400
Fixed Charges	6,100	6,100	3,050	6,100	6,100
Materials & Supplies	<u>13,830</u>	<u>21,300</u>	<u>7,959</u>	<u>21,300</u>	<u>18,600</u>
Total Expenditures and Other Financing Uses	<u>407,166</u>	<u>419,800</u>	<u>185,540</u>	<u>419,800</u>	<u>423,800</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (95,948)</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ -	\$ -		\$ -	\$ -
Changes in Available Balances:					
From operations	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	<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 were added in the 2005 budget to reduce the General fund subsidy for cemetery operations. The 2006 General Fund subsidy for Cemetery Operations is estimated at \$255,800.

### **EXPENDITURES**

#### **PERSONNEL SERVICES**

The cemeteries are under the direction of the City Forester. This division is staffed with two assistant sextons, a semi-skilled laborer, and six seasonal laborers.

#### **CONTRACTUAL SERVICES**

An equipment rental fee of \$40,000 for mowers, pugs, and pick-up trucks is the largest expense in this category.

#### **UTILITIES**

Water service to maintain the lawn in the cemeteries is budgeted at \$9,800 and remains the largest of the utility costs. This appropriation continues to increase 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	2004 <u>Actual</u>	2005 <u>Budget</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>LICENSES &amp; PERMITS</b>					
Vault & burial permits	\$ 95,576	\$ 96,600	\$ 55,512	\$ 96,600	\$ 98,600
<b>CHARGES FOR SERVICES</b>					
Sale of lots	63,500	53,000	24,600	47,200	55,000
Columbarium sales	3,150	5,100	5,250	8,600	8,000
Reconveyance of lots	660	-	240	600	-
Other cemetery charges	7,542	4,300	3,990	6,000	6,400
Total charges for services	74,852	62,400	34,080	62,400	69,400
<b>MISCELLANEOUS</b>					
Interest income	450	-	-	-	-
<b>OTHER FINANCING SOURCES</b>					
Transfer from General fund	236,288	260,800	-	260,800	255,800
Total revenues and other financing sources	\$ 407,166	\$ 419,800	\$ 89,592	\$ 419,800	\$ 423,800

**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.

**OTHER FINANCING SOURCES**

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

**Staffing**

**Cemetery Maintenance**

	2004	2005	2006
Assistant Sexton	2.00	2.00	2.00
Semi-Skilled Worker	1.00	1.00	1.00
<b>Total FTE Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

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 City Forester's time is charged to the Cemetery Fund.



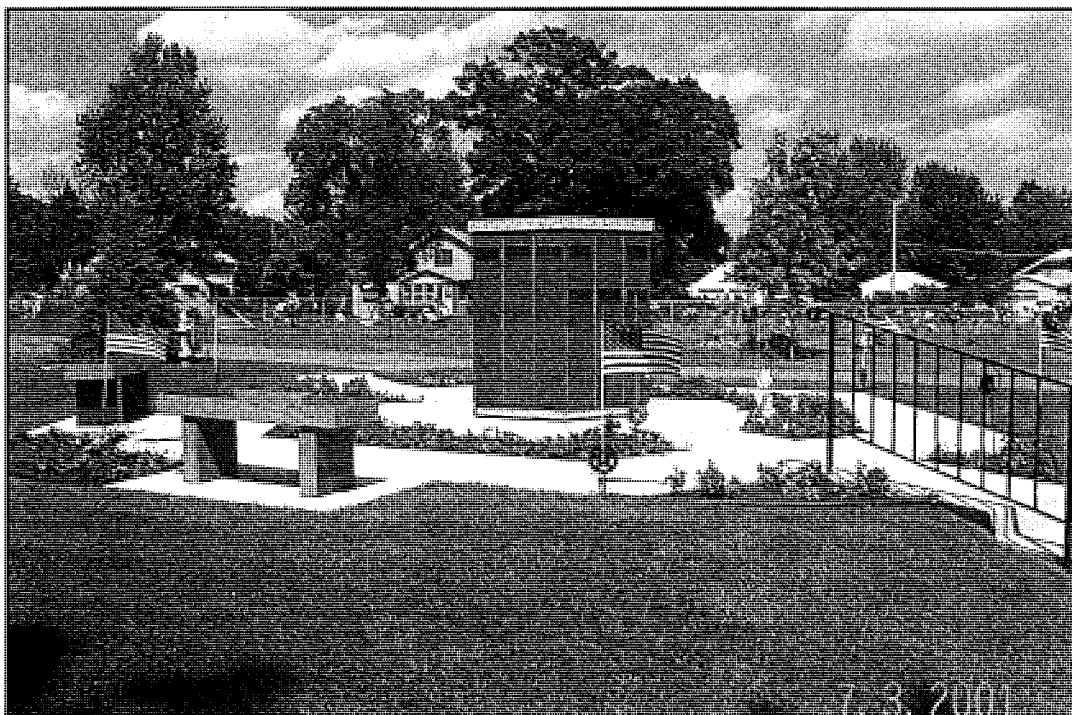
*Preparing a burial site*

Operation Highlights

4,000 new gravesites at Lakeview Cemetery are open for sale.



*Lakeview Cemetery*



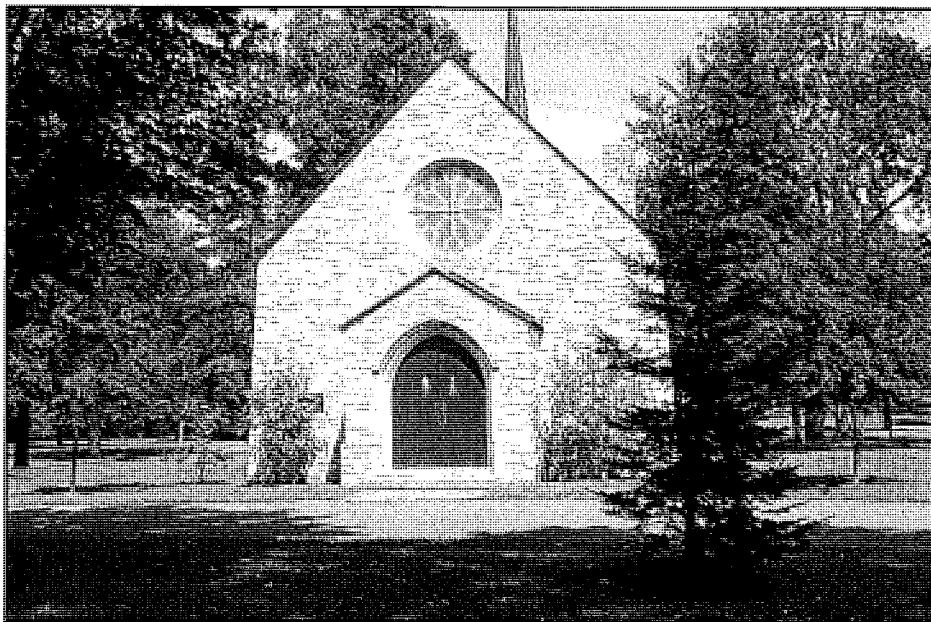
*Columbarium at Forest Hill Cemetery*



## Activities

Services provided by the Cemetery Division included the following:

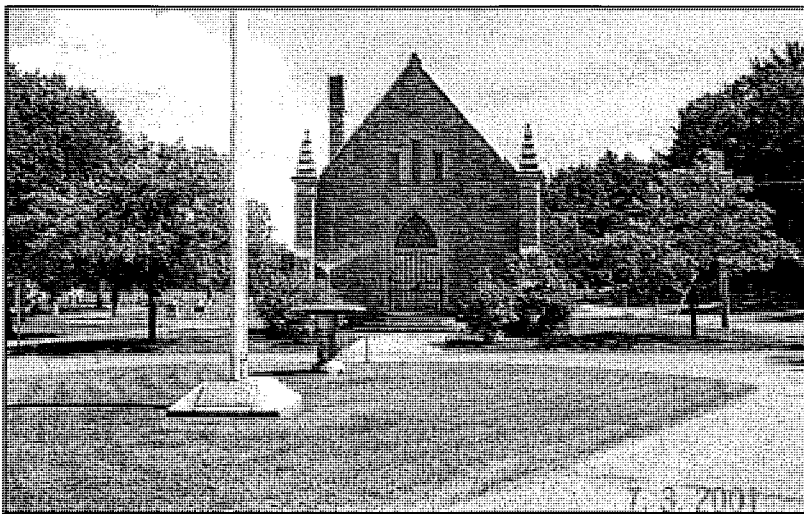
- ◆ Cemetery lot sales – average approximately 100/year
- ◆ Grave opening and closing, approximately 200/year
- ◆ Maintenance of cemetery records – currently in the process of computerizing all records
- ◆ Coordinating burials with funeral directors
- ◆ Providing information to and working with the family 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
- ◆ Removing trash



*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 columbaria – one in each cemetery
- ◆ Lakeview consists of 56.6 acres
- ◆ Forest Hill consists of 48.5 acres



*Hoover Chapel 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
- ◆ 2 20" mower (push-type)

# 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 and River Falls Fire Department for their departments to serve as designated CATs (Chemical Assessment Team) as adjuncts of the regional hazardous materials team.

Overview of Revenues and Expenditures

		2004	2005	2005		2006
		<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Actual</u>	<u>2005</u>
					<u>Projection</u>	<u>Budget</u>
<b>Operating Budget</b>						
<b>Revenues and Other Financing Sources:</b>						
Intergovernmental	\$	196,455	\$ 180,100	\$ -	\$ 180,100	\$ 180,100
Charges for Services		847	3,000	2,388	3,000	3,000
Miscellaneous		3,190	3,500	3,360	3,500	1,000
Total Revenues and Other Financing Sources		200,492	186,600	5,748	186,600	184,100
<b>Expenditures and Other Financing Uses:</b>						
Personal Services		51,441	43,200	28,062	43,200	43,500
Contractual Services		16,678	27,300	13,501	27,300	25,800
Utilities		715	2,000	427	2,000	1,500
Fixed Charges		-	16,100	-	16,100	10,000
Materials & Supplies		28,821	32,200	5,932	32,200	32,900
Contributions & Other Payments		60,634	74,500	39,412	74,500	76,000
Capital Outlay		6,300	47,000	-	47,000	-
Other Financing Uses		-	200,000	-	200,000	-
Total Expenditures and Other Financing Uses		164,589	442,300	87,334	442,300	189,700
Excess (Deficiency) of Funding Sources Over Uses	\$	35,903	(255,700)	(81,586)	(255,700)	(5,600)
<b>Working Capital/Available Fund Balance</b>						
Beginning Balance	\$	307,392	\$ 267,492		\$ 343,295	\$ 87,595
<b>Changes in Available Balances:</b>						
From operations		35,903	(255,700)		(255,700)	(5,600)
Ending Balance	\$	343,295	11,792		87,595	81,995

## Budget Overview

### **REVENUE**

The current state contract for Regional Hazardous Materials response is good through June 30, 2007. The contract will remain stable for the next two years.

### **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**

Using grant money obtained from Wisconsin Emergency Management, upgraded hazardous materials communications equipment was purchased in 2005. The communication equipment fits into the overall interoperability plan for our region. The team's goal is to allow for seamless communications for responders in all of our 14 counties served by the response team.

To augment our communications capability, a satellite receiver was installed on Squad One that will provide a vital link to other regional teams and resources. While some of the response area has spotty cell phone coverage, the satellite system provides access to the Internet and a communication link in virtually any location throughout the state. The funding for this system and the service came from a grant that the State Lab of Hygiene wrote to enable infrared spectral scans to be sent to the lab for further analysis, as well as providing a vital communication link to regional teams operating in the field.

Additional equipment purchased with 2005 grant funds includes replacement decon and level A entry suits, Drager tubes, meter sensors, and miscellaneous equipment for maintenance of equipment and services.

In 2005, HazMat Level "A" funding of \$200,000 was transferred to Central Equipment to replace the HazMat truck. Along with Homeland Security Grant funds, a replacement heavy and special rescue vehicle will be specified and purchased in 2005. This specialized vehicle will allow for much greater capabilities and equipment transfer.

Staffing

40 Personnel are assigned to the Team

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

Revenue Detail

**Hazardous Materials Response**

Revenue Classification	2004 <u>Actual</u>	2005 <u>Budget</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>INTERGOVERNMENTAL REVENUES</b>					
Federal aid	\$ 12,094	\$ -	\$ -	\$ -	\$ -
State aid	180,069	180,100	-	180,100	180,100
EC County- Other	4,292	-	-	-	-
Total intergovernmental revenues	196,455	180,100	-	180,100	180,100
<b>CHARGES FOR SERVICES</b>					
Hazardous response charges	847	3,000	2,388	3,000	3,000
<b>MISCELLANEOUS</b>					
Interest income	3,190	3,500	3,360	3,500	1,000
Total revenues	\$ 200,492	\$ 186,600	\$ 5,748	\$ 186,600	\$ 184,100

**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  
Special Rescue Utility Gator



*APD-2000 Chemical Detection Monitor*

### Equipment Purchased with WMD Grant Funds

- Area RAE meters
- Sampling Equipment – Wisconsin Emergency Management (WEM) provided the funds for the State Lab of Hygiene to issue each team specialized vacuum sampling containers and sampling supplies.
- Satellite communications system



*PassPort Gas Detection Monitor*

Within the hazardous materials response system, there is a degree of redundancy in response equipment, so in the event the Regional Response Team is activated on a response, the cities of Eau Claire and Chippewa Falls are not left unprotected. Both fire departments serve as their respective county's designated haz mat team. Therefore, we are equipped to handle two haz mat incidents at the same time, in addition to having the option to activate additional regional teams should the need arise.

The world of hazardous materials response is rapidly changing. Advancements in metering technology and the threat of Weapons of Mass Destruction (WMD) releases have driven most of these changes. 2006 will no doubt bring about additional equipment and procedural changes to the response team. We are committed to meeting these challenges and will strive to remain one of the best-trained and equipped response teams in the State of Wisconsin.



*Chemical Assessment Team (C.A.T.) Response Vehicle*



# 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.

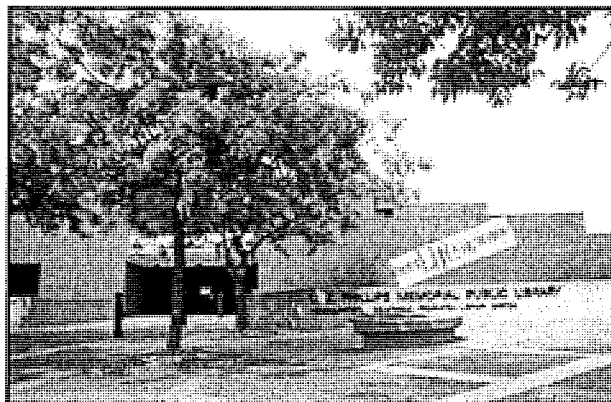
The library's policies and operations are overseen by the City of Eau Claire and governed by a ten-member library board that is appointed by the City Council and includes two representatives from Eau Claire County.

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

### PUBLIC LIBRARY BUDGET SUMMARY

	2004 <u>Actual</u>	2005 <u>Adopted</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 2,636,700	\$ 2,694,300	\$ 2,694,300	\$ 2,694,300	\$ 2,767,500
Intergovernmental	3,727	16,000	-	16,000	16,000
Fines & Forfeits	121,008	114,500	66,023	125,300	128,000
Charges for Services	7,074	30,700	3,814	8,200	32,600
Charges for Services-					
Intergovernmental	683,567	651,600	273,017	650,000	638,300
Other Operating Revenue	78,130	88,700	88,956	89,000	102,300
Miscellaneous	47,206	30,900	38,247	33,300	36,700
Other Financing Sources	404	200	-	200	200
Total Revenues and Other Financing Sources	<u>3,577,815</u>	<u>3,626,900</u>	<u>3,164,357</u>	<u>3,616,300</u>	<u>3,721,600</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	2,218,915	2,407,900	1,032,822	2,421,100	2,515,100
Contractual Services	340,904	451,100	154,320	404,700	433,500
Utilities	86,581	99,700	45,354	93,600	100,200
Fixed Charges	31,464	31,500	15,964	28,100	31,500
Materials & Supplies	537,243	533,200	218,031	537,300	541,800
Contributions & Other Payments	11,345	12,100	12,570	12,600	12,100
Capital Outlay	25,054	6,000	17,759	6,000	6,000
Other Financing Uses	235,855	145,900	145,900	145,900	308,700
Total Expenditures and Other Financing Uses	<u>3,487,363</u>	<u>3,687,400</u>	<u>1,642,720</u>	<u>3,649,300</u>	<u>3,948,900</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 90,453</u>	<u>\$ (60,500)</u>	<u>\$ 1,521,637</u>	<u>\$ (33,000)</u>	<u>\$ (227,300)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 196,931	\$ 150,331		\$ 284,999	\$ 255,999
<b>Changes in Available Balances:</b>					
From operations	90,453	(60,500)		(33,000)	(227,300)
From (to) designated reserves	(2,385)	-		4,000	162,800
Ending Balance	<u>\$ 284,999</u>	<u>\$ 89,831</u>		<u>\$ 255,999</u>	<u>\$ 191,499</u>

## Budget Overview

### **REVENUES**

Total revenues are up 2.6%. Due to a change in state statutes, this will be the sixth year in which the counties will reimburse the library for services provided to rural residents. The amount of the reimbursement under Act 150 will be \$102,300, an increase of 15.3%.

### **TAXES**

#### **Gross Tax Levy - City**

The gross tax levy for the city for library purposes will rise 2.7%, from \$2,694,300 in 2005 to \$2,767,500.

#### **Estimated Property Tax Rate – City**

The estimated property tax rate in the city for library purposes will increase .1% from \$0.753 to \$0.754.

### **CHARGES - INTERGOVERNMENTAL**

The charges for services to Eau Claire County will decrease 1.9% to \$511,400. Activity through the MORE system has reduced the number of county residents visiting the library.

### **FINES & FORFEITS**

Includes overdue fines, lost card replacement fees, and collection agency fee recovery.

### **CHARGES FOR SERVICES**

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

### **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 7.1%, from \$3,687,4000 in 2005 to \$3,948,900 in 2006. The increase is actually 2.7% after adjustment for extraordinary capital items.

### **PERSONAL SERVICES**

This account reflects an increase of 4.5%. The current labor agreement with AFSCME Local 284A expires on December 31, 2006. A 3% cost of living increase has been estimated for the pay steps of all library staff. The library's health insurance expense reflects a change in carrier to Medica and reactivation of deductibles.

### **CONTRACTUAL SERVICES**

Contractual services expenditures will decrease 3.9%. A major factor in this decrease is saved postage expense from the library's email notification system.

**UTILITIES**

The projected .5% increase in utility costs is substantially due to anticipated electric rate increases.

**FIXED CHARGES**

In the 2006 budget, it is estimated that the insurance and special assessments will remain constant.

**MATERIALS & SUPPLIES**

This category includes all supply accounts, as well as most library materials purchased for the collection. Collection material amounts are maintained at the same level as 2005. The supplies account was increased for printer toner.

**CONTRIBUTION AND OTHER PAYMENTS**

The category includes refund of surplus funds under terms of the Agreement for Countywide Library Services.

**CAPITAL PURCHASES**

Capital Purchases includes purchase of new and replacement equipment.

**OTHER FINANCING USES**

The Other Financing Uses group increased substantially, due to application of fund balance to the Capital Improvement Program, through the operating budget. Without this extraordinary item, the account remains the same as the previous year. The 2006 transfer to the capital fund is \$145,900, plus \$162,800 from reserve accounts.

Revenue Detail
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Revenue Classification	Public Library				
	2004 Actual	2005 Budget	2005 6-Month Actual	2005 Projection	2006 Budget
<b>TAXES</b>					
City	\$ 2,636,700	\$ 2,694,300	\$ 2,694,300	\$ 2,694,300	\$ 2,767,500
<b>INTERGOVERNMENTAL REVENUES</b>					
Federal aid	3,727	16,000	-	16,000	16,000
<b>FINES &amp; FORFEITS</b>					
Library fines & penalties	121,008	114,500	66,023	125,300	128,000
<b>CHARGES FOR SERVICES</b>					
Miscellaneous	7,074	30,700	3,814	8,200	32,600
<b>CHARGES FOR SERVICES-INTERGOVERNMENTAL</b>					
Eau Claire County	555,337	521,500	260,012	519,900	511,400
Indianhead Federated System	125,611	128,400	12,575	128,400	125,400
Service charges - other	2,619	1,700	430	1,700	1,500
Total charges for services - intergovernmental	683,568	651,600	273,017	650,000	638,300
<b>OTHER OPERATING REVENUES</b>	78,130	88,700	88,956	89,000	102,300
<b>MISCELLANEOUS</b>					
Grant revenue	2,480	-	75	100	-
Miscellaneous	44,726	30,900	38,173	33,200	36,700
Total miscellaneous	47,206	30,900	38,247	33,300	36,700
<b>OTHER FINANCING SOURCES</b>					
Sale of capital assets	404	200	-	200	200
Total revenues and other financing sources	\$ 3,577,816	\$ 3,626,900	\$ 3,164,357	\$ 3,616,300	\$ 3,721,600

<h2>Revenue Detail</h2>
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### **TAXES**

The L.E. Phillips Memorial Public Library is primarily supported through a City tax levy. The **2006 Tax Levy** is approximately 74.4% 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, replacement fees for lost cards, and collection agency fee recovery.

### **CHARGES FOR SERVICES**

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

### **CHARGES FOR SERVICES – INTERGOVERNMENTAL**

**Intergovernmental** revenue is received for library services to residents of Eau Claire County, Chippewa, Barron, Pierce, Polk, Price, and St Croix Counties, and a contract with the Indianhead Federated Library System (IFLS). In 2006, the Eau Claire County contract payment will represent 13.7% of the total revenues for the Library operations. The IFLS revenue funds the interlibrary loan program and reference services provided to all members of the library system, and accounts for 3.4% of revenues. Revenue of \$1,500 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, book bag sales, and other miscellaneous revenues.

### **OTHER FINANCING SOURCES**

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

Staffing
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**Public Library**

	2004	2005	2006
Library Director	1.00	1.00	1.00
Professional 5	1.00	1.00	1.00
Professional 4	1.00	1.00	1.00
Professional 3	1.00	1.00	1.00
Professional 2	6.00	6.00	6.00
Professional 1	2.00	2.00	2.00
Library Associate II	3.94	4.03	4.60
Library Associate I	1.68	1.68	1.68
Library Assistant II	5.25	5.25	4.75
Library Assistant I	8.715	8.740	9.120
Desk Clerk	4.175	4.800	5.120
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Total FTE Positions	<u>35.76</u>	<u>36.50</u>	<u>37.27</u>

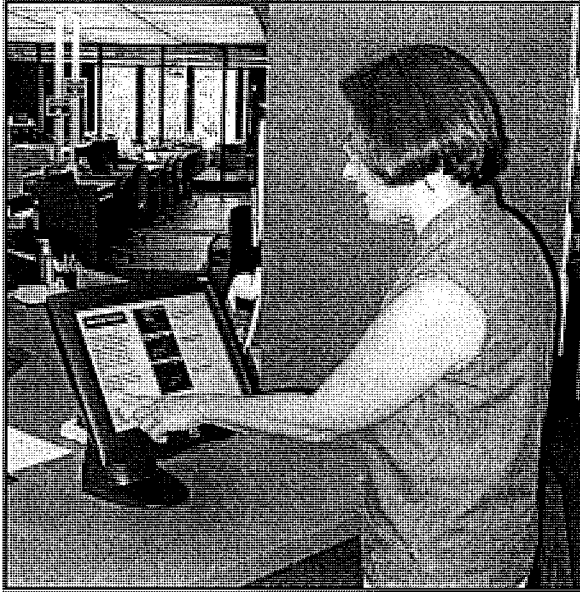
Authorized personnel are reported as the number of full-time equivalent (FTE) positions at the beginning of the budget year.

Cross-divisional charges include:

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

# Operation Highlights

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



*Information Kiosk*

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

## 2004 ANNUAL STATISTICS

Circulation (including renewals, not including interlibrary loan) .....	1,132,991
Interlibrary loans provided to other MORE member libraries.....	71,438
Interlibrary loans provided to libraries not members of MORE.....	8,142
Interlibrary loan items borrowed from other MORE member libraries.....	67,445
Interlibrary loan items borrowed from libraries not members of MORE.....	5,749
<b>TOTAL LOAN ACTIVITY .....</b>	<b>1,285,765</b>

Adjusted daily number of library visits in building.....	1,249
Annual library visits.....	428,330
Number of users of electronic resources.....	123,221
Reference transactions .....	74,529

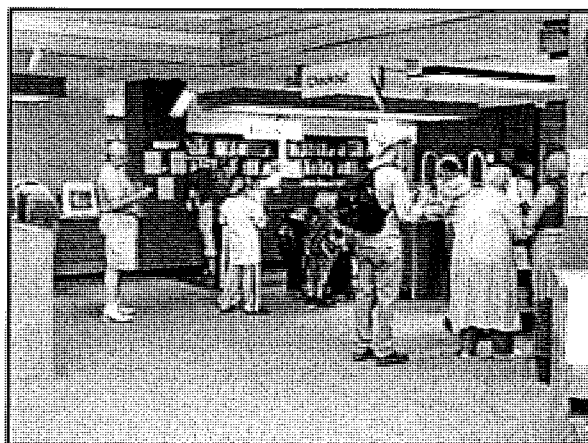
Unique visitors to library website – month of Dec. 2004 only (New statistic) .....	10,548
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Volunteer hours.....	1,610
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**At the end of 2004, the library collection included:**

Art Prints .....	103
Audiobooks - CD .....	1,095
Audiobooks – cassette.....	4,890
Books .....	192,298
Browsing paperbacks .....	18,959
Large Print books .....	10,995
CD Rom software .....	512
DVDs .....	3,974
Magazines .....	16,947
Microfilm/fiche .....	4,219
Music cassettes.....	2,849
Music CDs .....	11,450
Videocassettes.....	15,450
Other materials.....	<u>1,558</u>
TOTAL .....	285,299



*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



*New Materials Area*

## **Programs**

The library sponsors and coordinates a broad spectrum of programs for all ages. In 2004, 18,284 children and 2,881 adults and young adults attended library programs. Also during that year, 1,968 children and 382 teenagers registered for the Summer Library Program and 167 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*



*An Outdoor Concert*

- ◆ Writing workshops for adults and young adults.
- ◆ Genealogy workshops.
- ◆ ArtsWest, a regional juried art show held annually, now in its 27<sup>th</sup> year.
- ◆ Storytimes for preschoolers and toddlers.
- ◆ Concerts and talent shows.

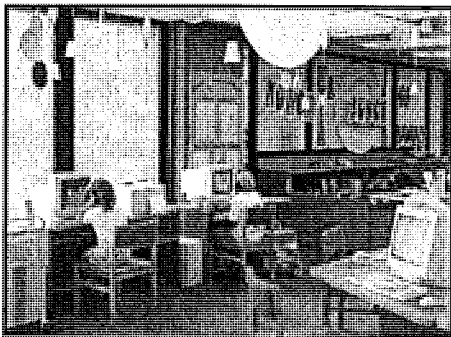
## Facilities

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*



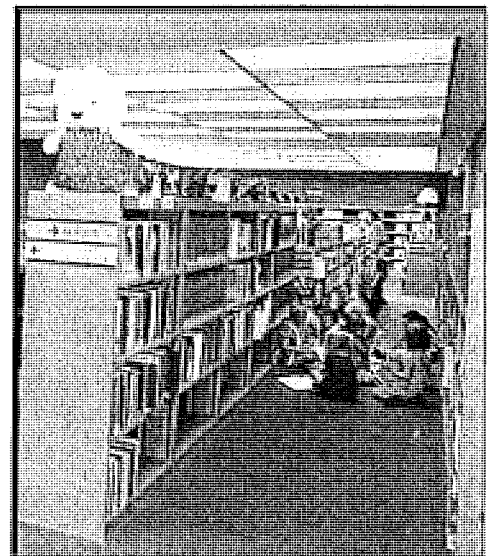
*Computers for Kids*

## Equipment Replacement

Proposed capital purchases of replacement equipment include 26 microcomputers, 5 laser printers, 4 dot matrix or receipt printers, 1 ink jet printer, 5 barcode scanners, 1 desktop scanner, 1 server, several book trucks, 1 floor lectern, and 1 change maker.

## CIP Highlights

Proposed CIP expenditures for 2006 include architectural services, new containers and grates for tree areas, and the replacement of: audiovisual equipment, elevator motors, computer equipment, security system equipment, and fencing.



*Looking at Picture Books*

### **Integration of Library Resources**

The continued development of the 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 subscription databases can be easily and quickly accessed by our customers wherever they may be.

### **Continued Expansion of the MORE Shared Automated System**

The shared automated library system (named MORE), which LEPMPL implemented in the summer of 2000 along with twenty other libraries, expanded to 33 libraries in 2005. One major advantage of the 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. Customers can directly place an electronic order for desired items, no matter which library owns them.

This service has been enormously popular with library customers. In 2001 our customers borrowed 23,000 items from other MORE libraries (LEPMPL lent 30,000 items to other MORE libraries in the same period). By 2004 this activity had risen to 67,000 items borrowed by our customers from other MORE libraries (LEPMPL lent 71,000 items to other MORE libraries in the same period).

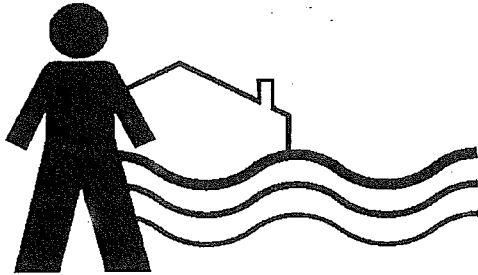


We expect the shared system membership to expand to 40 libraries over the next few years, and we expect the volume of traffic to continue increasing as more and more customers become aware of this service.

### **Building Space Planning**

Library staff and the Library Board have been working carefully with architects and engineers for many months on a plan for meeting the library's space needs. The library hopes to have a completed draft plan ready by early 2006.

# 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 in the county to help improve the health, safety and quality of life of the residents.
- Prevent disease and disability for all county residents.
- Promote positive health practices for all county residents.
- Provide efficient and effective public health services with sensitivity to the needs of diverse community groups and changing community needs.
- Increase the capacity of special needs populations to reach their full health potential.
- Monitor the health status of Eau Claire County citizens.
- Promote public health awareness in the community.

Overview of Revenues and Expenditures

CITY-COUNTY HEALTH DEPARTMENT BUDGET SUMMARY

	2004	2005	2005	2005	2006
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
			<u>Actual</u>		
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 1,452,800	\$ 1,507,900	\$ 1,507,900	\$ 1,507,900	\$ 1,544,900
Intergovernmental	966,021	767,800	451,307	764,700	758,400
Licenses & Permits	276,464	285,300	200,983	285,800	310,500
Charges for Services	106,268	119,600	38,211	114,500	115,100
Charges for Services-					
Intergovernmental	1,049,088	1,046,300	561,290	1,049,400	1,077,800
Miscellaneous	790	2,500	8,670	9,300	1,000
Other Financing Sources	70,866	58,000	22,976	58,000	51,000
Total Revenues and Other Financing Sources	<u>3,922,297</u>	<u>3,787,400</u>	<u>2,791,337</u>	<u>3,789,600</u>	<u>3,858,700</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	3,146,323	2,586,300	1,469,606	2,563,200	2,670,800
Contractual Services	370,114	169,700	98,279	166,000	178,700
Utilities	21,359	15,000	4,054	15,000	15,300
Fixed Charges	4,319	7,800	5,931	6,600	7,800
Materials & Supplies	222,830	1,127,300	90,984	1,282,800	1,046,000
Capital Outlay	-	68,800	59,889	60,000	-
Total Expenditures and Other Financing Uses	<u>3,764,945</u>	<u>3,974,900</u>	<u>1,728,743</u>	<u>4,093,600</u>	<u>3,918,600</u>
Excess (Deficiency) of Funding Sources Over Uses	\$ <u>157,352</u>	\$ <u>(187,500)</u>	\$ <u>1,062,594</u>	\$ <u>(304,000)</u>	\$ <u>(59,900)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 429,267	\$ 417,467		\$ 586,619	\$ 282,619
Changes in Available Balances:					
From operations	<u>157,352</u>	<u>(187,500)</u>		<u>(304,000)</u>	<u>(59,900)</u>
Ending Balance	\$ <u>586,619</u>	\$ <u>229,967</u>		\$ <u>282,619</u>	\$ <u>222,719</u>

## Budget Overview

### REVENUES

#### TAX LEVY AND PROPERTY TAX RATE

The gross tax levy for the city for the health department increased \$37,000 from \$1,507,900 to \$1,544,900. Last year the tax levy for the city increased 3.8% (\$55,100). The estimated property tax rate for Health Department purposes will increase from .753 to .754 in 2006.

#### CHARGES FOR SERVICES-INTERGOVERNMENTAL

State/federal/local grant revenues decreased \$9,400. Eau Claire County support increased \$27,700. 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 2005 and will be reviewed again in 2006. 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 2006 budget.

### EXPENDITURES

#### PERSONNEL SERVICES

Salary accounts include all appropriate merit steps expected during the year plus an adjustment to base salary structure of 2.75%.

Wisconsin Retirement Fund – The contribution rate increased from 11.1% in 2005 to 11.3% in 2006.

Health Insurance - The department pays up to 95% of the lowest family policy offered. Contracts with health insurance carriers are awarded each July. The City-County Health Department offers the same plans as the City of Eau Claire.

#### CONTRACTUAL SERVICES

Most expense accounts remained the same or included a 2-3% increase.

#### MATERIALS & SUPPLIES

Most expense accounts remained the same or included a 2-3% increase.



Revenue Detail

**City-County Health Department**

Revenue Classification	2004 <u>Actual</u>	2005 <u>Budget</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>TAXES</b>					
City	\$ 1,452,800	\$ 1,507,900	\$ 1,507,900	\$ 1,507,900	\$ 1,544,900
<b>INTERGOVERNMENTAL REVENUES</b>					
Federal aid	269,530	267,300	122,241	267,300	267,300
State aid	696,491	500,500	329,066	497,400	491,100
Total intergovernmental revenues	<u>966,021</u>	<u>767,800</u>	<u>451,307</u>	<u>764,700</u>	<u>758,400</u>
<b>LICENSES &amp; PERMITS</b>					
Hotel and restaurant	102,358	107,700	85,474	107,700	117,000
Other	174,106	177,600	115,509	178,100	193,500
Total licenses & permits	<u>276,464</u>	<u>285,300</u>	<u>200,983</u>	<u>285,800</u>	<u>310,500</u>
<b>CHARGES FOR SERVICES</b>					
Miscellaneous	<u>106,268</u>	<u>119,600</u>	<u>38,211</u>	<u>114,500</u>	<u>115,100</u>
<b>CHARGES FOR SERVICES-INTERGOVERNMENTAL</b>					
Property taxes-county	867,642	912,400	456,200	912,400	940,100
Miscellaneous	181,446	133,900	105,090	137,000	137,700
Total charges for services - intergovernmental	<u>1,049,088</u>	<u>1,046,300</u>	<u>561,290</u>	<u>1,049,400</u>	<u>1,077,800</u>
<b>MISCELLANEOUS REVENUES</b>					
Miscellaneous	<u>790</u>	<u>2,500</u>	<u>8,670</u>	<u>9,300</u>	<u>1,000</u>
<b>OTHER FINANCING SOURCES</b>					
Transfers from CDBG	<u>70,866</u>	<u>58,000</u>	<u>22,976</u>	<u>58,000</u>	<u>51,000</u>
Total revenues and other financing sources	<u>\$ 3,922,297</u>	<u>\$ 3,787,400</u>	<u>\$ 2,791,337</u>	<u>\$ 3,789,600</u>	<u>\$ 3,858,700</u>

## 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 2006, taxes on City properties 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 as Maternal Child Health, Reproductive Health, Radon Information, Lead Poisoning Prevention, and Tobacco Control/Prevention.

Grants are estimated to provide 20% of all revenues in 2006, which is approximately \$758,400.

### LICENSES AND PERMITS

**Hotel and Restaurant Licenses** will account for 3% of revenue in 2006. Other licenses and permits include retail food licenses, rooming house licenses and sanitary system permits.

### CHARGES FOR SERVICES

Charges for services include taxes levied by Eau Claire County. In 2006, **County Property Taxes** will account for 24% of revenue.

**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 of the City of Eau Claire transfers money to carry out a project of intensified housing inspections for code compliance within neighborhoods in the City consisting predominantly of persons of low and moderate income. For 2006, the funding from CDBG will be \$51,000.

Staffing
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**City-County Health Department**

	2004	2005	2006
Director	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00
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	0.10
Public Health Aide	0.45	0.45	0.45
Bilingual Health Aide	1.70	0.75	0.75
Registered Dietician	0.40	0.40	0.40
Director of Environmental Health	1.00	1.00	1.00
Environmental Health Specialist	6.50	6.50	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
	<u>34.55</u>	<u>33.60</u>	<u>33.60</u>
Total FTE Positions			
	<u>34.55</u>	<u>33.60</u>	<u>33.60</u>
Grant Positions	13.70	14.12	15.02

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.

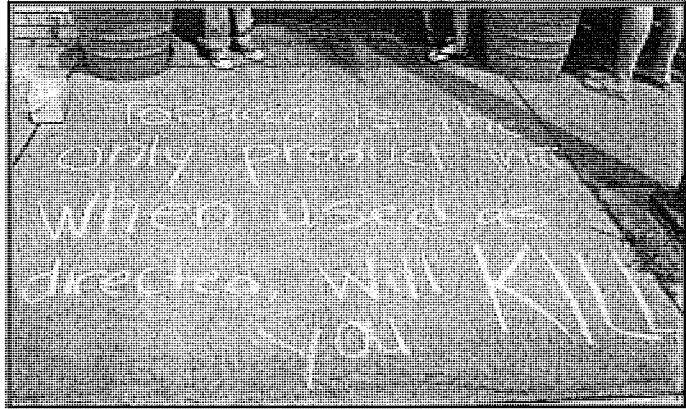
\*Healthiest Wisconsin 2010: A Partnership Plan to Improve the Health of the Public

## Operation Highlights

Administration and community health education highlights of current activities are listed below:

- Working with local partners and the Western Region Partnership for Public Health Preparedness (WRPPHP), the following has been accomplished in 2004:
  - Local monthly Bioterrorism Preparedness Committee Meetings – staff records minutes with about 20-30 attendees each meeting.
  - Definite increase of health department staff in learning multiple facets of Public Health Emergency Preparedness.
  - Developed a local Risk Communication Plan and formulating a risk communication team and public information officer.
  - Finalized a signed ANNEX H with Emergency Management Coordinator and County Administrator after Board of Health approval.
  - Improved Public Health Lab preparedness in case of specimen preparation to send to State Lab of Hygiene.
  - Signed agreement with Eau Claire Area School District (ECASD) for mass vaccination clinic plan at three schools.
  - Continue to work with local community stakeholders in improving the Public Health Emergency Preparedness Plan.
  - Participated with WRPPHP on 24/7 Response Plan.
  - Coordinated with ECASD a Strategic National Stockpile receiving site around Eau Claire in collaboration with Joe Cordova, SNS State Coordinator for DPH.
  - Worked with Corporation Counsel to share isolation/quarantine protocols with local judges in case this needs to be implemented (i.e. SARS or bird influenza).
  - Eau Claire City-County Health Department has been an active team player with the WRPPHP staff and health officers of our 9 County Consortium.
- Health Department staff contributed data to the United Way of Greater Eau Claire's *A Summary of Community Assets and Needs 2005 Update*. Several health department staff worked with the Health and Environmental Health Subcommittees to assist in updating their health related data to complete the United Way Community Assessment. The Health Director also participated in the United Way of Greater Eau Claire's Town Hall meeting on November 15.
- The Consortium for Substance Abuse Prevention in Eau Claire County continues to work toward its established goals and objectives aimed at reducing and preventing alcohol use among youth ages 12-17. In 2004, over 400 youth participated in *All Stars*, a research-based program designed to delay or prevent high-risk behaviors in youth, offered in various middle schools and community programs. Over 45 parents of middle and high school students have participated in *Guiding Good Choices* and *Parents Who Care*, research-based programs providing the knowledge and skills needed to guide their children through adolescence. In addition, *Reality Check 21 – Chippewa Valley Communities Mobilizing for Change on Alcohol* was launched. This strategy is also research-based and is designed to change community policies and practices in ways that reduce access to alcohol by teenagers. The Consortium formed in 2002 and is a collaborative effort of 12 Eau Claire County agencies.

- Accomplishments of the Tobacco-Free Partnership of Eau Claire County in its fourth year include the following highlights: assisting one worksite and two municipalities (Village of Fall Creek and Eau Claire County) in adopting clean indoor air policies for their buildings and grounds; obtaining two mini-grants to increase the number of smoke-free homes in the Hmong community and involve more Hmong youth in the FACT (Fighting Against Corporate Tobacco) Youth Coalition; hosting the annual B-Free From Tobacco middle school dance to over 500 youth; conducting ongoing compliance checks of retailers selling tobacco products to minors; enrolling pregnant WIC participants in the FAX to Quit Program; offering professional development workshops to local health care providers on tobacco cessation; and distributing the updated "Smoking Cessation Resource Guide for Eau Claire County." Several new members actively joined the Partnership in 2004, strengthening tobacco prevention and control efforts in Eau Claire County.



- Energize Eau Claire County was established as a partnership to improve our community's well-being by promoting and supporting healthy living for people of all ages, with a focus on regular physical activity, good nutrition and healthier weights. The Community Health Educator and Public Health Nutritionist have taken lead roles in planning and facilitating monthly meetings and campaign implementation. The first campaign, *Move & Win*, was held this past fall to encourage residents to be more physically active. Over 53% of the 5300 people registered reached the 800-minute goal. A total of over six million minutes was logged in eight weeks by all participants, ages 5-94 years old. Luther Midelfort, Marshfield Clinic, Sacred Heart Hospital and the Eau Claire City-County Health Department provided support for this initial campaign. Collaboration between schools, health care, business, faith-based organizations and other community organizations made this countywide campaign a success.



## Public Health Nursing Operation Highlights

statutes and administrative rules, while initiating innovative activities to address public health needs. Highlights include the following:

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

- participated in emergency preparedness and bioterrorism response planning, including developing a Mass Vaccination Clinic Plan;
- provided health screening and education for 20 Hmong refugee families resettling from Thailand;
- continued to expand strategies to address domestic violence issues in families and provided poster presentations to professionals;
- provided training and implemented revised school medication administration protocols;
- developed and distributed updates to the Health Resource Guide for Child Care Providers;
- developed, coordinated and presented a Health Resource Workshop attended by 62 child care providers;
- continued a Healthy Home Initiative, conducting 26 home safety assessments and providing safety supplies/education;
- applied for and received a renewal grant to continue Community Child Care Initiatives Grant projects;
- worked with child care centers and schools to promote timely childhood immunizations;
- provided 19 early childhood brain development presentations to 285 parents and caregivers to promote positive parenting;
- worked with Eau Claire and Chippewa County organizations to develop a proposal for a Chippewa Valley Aging and Disability Resource Center;
- conducted 37 home lead exposure risk assessments and prevention education for at-risk families;
- used grant funds to provide enhanced case management for 15 children with special health care needs and their families; and
- conducted epidemiologic investigation and follow-up on 599 cases of communicable disease reported to the department (a 36% increase compared with 442 cases in 2003).



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

- taught 27 classes, wrote 11 articles, and provided 28 media interviews and 17 live TV appearances;
- conducted the “Walk, Dance, and Play...Be Active Every Day!” campaign;
- provided nutrition education through publishing a newsletter and other activities of the Childhood Nutrition Coalition;

- co-chaired the Chippewa Valley Breastfeeding Task Force and initiated its Mothertime Breastfeeding Support Group;
- consulted on adult and juvenile menus for the County Jail; and
- worked with partners on implementing the Energize Eau Claire County initiative.

To determine unmet needs of populations in the community and interventions to address those needs, nurses collaborated with department staff and community partners to collect, analyze and share data regarding children's access to dental care following dental sealant screening; collect and analyze data on immunization status of Eau Claire County children; and conduct a community needs assessment of the unique needs of the local maternal-child health population in the event of a public health emergency.

To accomplish communitywide initiatives, nurses collaborated on Healthy Communities activities, such as co-chairing the "Connect for Children Council" to (a) administer a \$567,000 federal grant to eight collaborating providers promoting early learning and effective parenting, and (b) facilitate collaborative planning for grant proposals. Additional examples include the following:

- Serving on the Board of Directors and Finance Committee of the Family Resource Center for Eau Claire County.
- Announcing the results of three years of breakfast survey data at a press conference.
- Providing education and "Brain Night" for families during Brain Awareness Week.
- Offering a Western Wisconsin Brain Conference attended by 60 area professionals and citizens.
- Providing 30 BRAIN Team educational sessions attended by 645 people.
- Receiving the "Giraffe Award" from the Wisconsin Council on Children and Families' in recognition of "sticking your necks out" to improve the lives of children.
- Initiating the Eau Claire 4 Tomorrow early learning program for four-year-olds.
- Providing a school-based dental sealant project for children.
- Hosting a community presentation of the "Success by Six" initiative with discussion on the possibilities of replicating the model in Eau Claire County.



In the coming year, public health nursing looks forward to continuing to develop effective strategies and collaborative initiatives to address the health needs of 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 1300 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 171 women with high-risk pregnancies
- ◆ Conduct community initiatives to assess and improve the health status of children and families
- ◆ Conduct 26 home safety and 37 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, a school-based dental sealant program, and advocacy

### **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 182 children and service coordination for 122 children and families
- ◆ Provide 10 nutrition consultations and 57 follow-up contacts

### **Communicable Disease Control**

- ◆ Protect the public by minimizing the spread of diseases such as:
  - Chlamydia
  - E Coli
  - Hepatitis
  - Pertussis
  - Salmonella
  - Tuberculosis
- ◆ Conduct investigations and intervention on 600 reported cases of communicable disease
- ◆ Provide communicable disease education, over 1000 phone consultations and TB skin testing for 560 individuals
- ◆ Assure that disease control measures are instituted in the community

### **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



### **Immunization Clinics**

Administer more than 3500 immunizations through clinics to protect against these diseases:

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

### **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 140 individuals

### **Sexually Transmitted Disease Clinics**

Prevent and control sexually transmitted disease in the community –  
Provide screening, treatment, contact interviews and follow-up for approximately 675 individuals

### **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

### **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 performing medical procedures such as tube feeding or blood sugar checks for diabetics

### **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

### **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 more than 3,500 pregnant or breastfeeding women, infants and children under age five
- ◆ Serve more than 2,100 individuals each month
- ◆ WIC food drafts redeemed at grocery stores and pharmacies in Eau Claire County totaled \$1,399,056 in 2004



### **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

## 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. This department's environmental health and laboratory staff are highly trained in environmental, public health and laboratory science to carry out these responsibilities.

The following reflects some of the highlights for staff accomplishments during 2004.

Microbiology and Chemistry staff were audited by the DNR and the DATCP, for complying with the Federal Safe Drinking Water Act Testing requirements. Microbiology staff were also audited by the DATCP for food testing done in our laboratory. The laboratory received excellent reviews with no deficiencies noted.

Ten restaurants were recognized by the Health Department for having no critical violations on two consecutive inspections by being awarded a "Certificate of Achievement."

A survey of the exterior condition of 6,800 residential properties in selective areas in the City of Eau Claire was completed. The data from this assessment is used to establish inspection priorities for the Intensified Housing Code Compliance Program and to measure changes in community housing conditions. The data is also used by other city departments such as the Housing Authority. Community Development Block Grant money supported staffing to complete this survey. The previous housing survey of this area of the City of Eau Claire was completed in 1998.

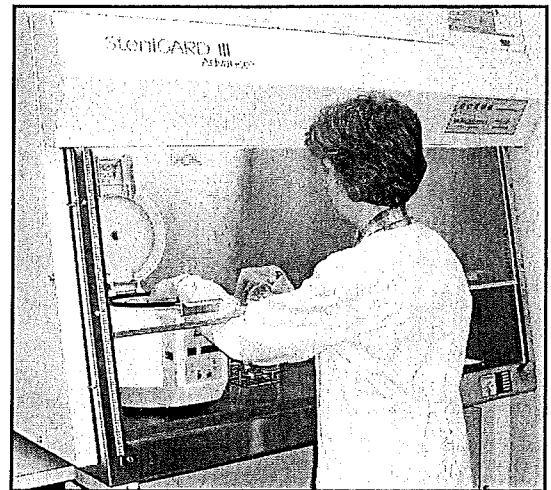
A collaborative effort by the Beaver Creek Citizen Science Center, County Groundwater Advisory Committee and the Health Department was initiated to assess groundwater quality in selective subdivisions. Two subdivisions were selected with sixty-nine property owners agreeing to participate to have their wells sampled and tested. The test results have provided information to assess groundwater quality as well as useful information for each participant on their drinking water.

A \$4,500 environmental health mini grant was approved by the Department of Health and Family Services to map and provide spatial analysis of selected environmental health data. GIS maps were completed for nitrate results from approximately 2000 Eau Claire County private well samples tested in the Health Department Laboratory over the last four years. In addition, GIS mapping was completed for radon data.

Funding for a West Nile Virus (WNV) grant of \$13,296 has been utilized to conduct WNV surveillance and to provide the public information on reducing their risk of WNV infection. No human cases of WNV were reported. However, testing of birds indicated that WNV is present and that there is a potential for human cases. The following is a summary of some of the activities for 2004:

1. Established 21 locations for trapping adult mosquitoes and submitting collected mosquitoes for WNV testing. Ninety-nine pools of mosquitoes were collected and identified with all testing negative for WNV.
2. Developed the capability in the Health Department Laboratory to test corvids (crows, blue jays, and ravens) for WNV. Seventeen of twenty-eight crows tested were found to have WNV.
3. Conducted surveillance of potential mosquito breeding sites and collected mosquito larva for identification. Significant breeding sites created by old tires were ordered corrected.

A biosafety cabinet was purchased and installed in The Health Department Laboratory in October. This equipment was purchased by utilizing money from the Public Health Laboratory Emergency Preparedness and Bioterrorism Grants. The biosafety cabinet provides a safe work area for lab staff when working with potentially hazardous microbiological specimens, cultures or materials. This safety cabinet meets part of our strategy to be better prepared to provide laboratory support in a public health emergency.



The Fourth Annual "Don't Dump It, Donate It" project was held May 21<sup>st</sup> and May 28<sup>th</sup>. Approximately one and a half semi trailers full of useable items were donated. Participation by volunteer from UW-EC student senate, UW-EC Environmental and Public Health Club and the Apartment Owners Association were key reasons for another successful event.

The biannual rabies vaccination clinic, which is co-sponsored by the County Veterinarians and City-County Health Department, was held on April 24<sup>th</sup> and 25<sup>th</sup>. Thirteen Hundred animals (822 dogs and 428 cats) were vaccinated at the clinics held in Eau Claire and Augusta. Over 50 volunteers helped at the clinics to fill syringes and complete vaccination certificates.

The Seven-Mile Land Negotiating committee, which the Director of Environmental Health is a member, completed its negotiations with Onyx and approved a Final Negotiated Agreement. The Negotiated Agreement will now need to be approved by the Seymour Town Board, Eau Claire City Council and Eau Claire County Board for it to be final.

### **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 40 citizen requests
- ◆ Conducted ambient air sampling and testing to assess community air quality

### **Food Protection**

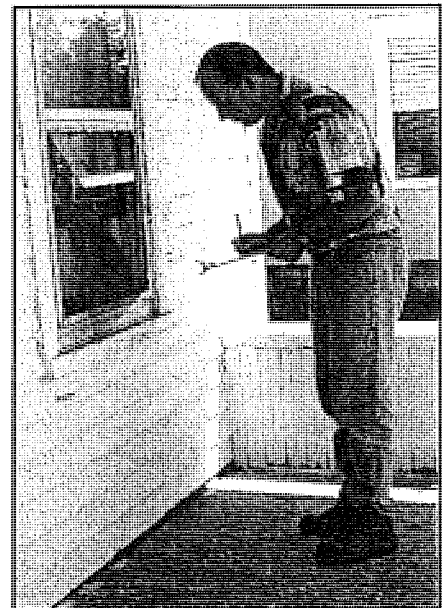
- ◆ Inspect approximately 700 facilities each year such as restaurants, public and private schools, taverns, bakeries, grocery stores, vending machines and temporary food stands to assess their sanitary conditions
- ◆ Investigated a total of 26 complaints of food borne illness

### **Recreational Sanitation**

- ◆ License and inspect 56 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 159 licensed rooming houses and 430 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 assessments 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 244 new sewage systems and enforced correction of malfunctioning sewage systems
- ◆ Inspected 285 public and private wells to assess their sanitary condition
- ◆ Required proper abandonment of approximately 30 wells that are no longer in use
- ◆ Provided consultation to approximately 200 citizens on drinking water quality problems
- ◆ Conduct investigations sampling and testing to identify drinking water contamination problems

### **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
- ◆ Investigate insect and rodent infestation problems and provide consultation on control

### **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

### **West Nile Virus (WNV)**

- ◆ A community wide surveillance system was developed to monitor for WNV activity in birds and mosquitoes. Seventeen crows tested positive for WNV. City and County residents were informed on measures to reduce mosquito breeding sites in their yard.



## **Laboratory Services**

### **Bacteria Testing**

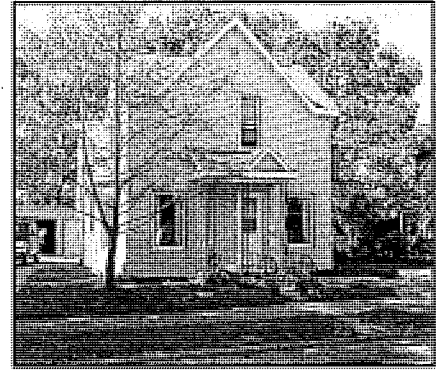
- ◆ Conduct approximately 13,000 microbiological examinations annually to test the safety of water, milk and food samples
- ◆ Test water samples from public and private drinking water systems, swimming pools and beaches
- ◆ Collect milk and food samples from restaurants, retail food establishments and schools

### **Chemical Testing**

- ◆ Conduct over 10,000 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, primarily for low- and moderate-income persons.

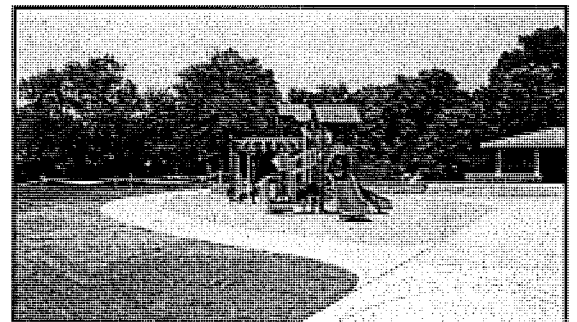


The City of Eau Claire has been receiving an annual CDBG allocation since the mid-1970's. Funds may be used for a variety of activities, which include, but are not limited to:



*Housing Rehabilitation*

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



*North Riverfronts  
Neighborhood Playground Equipment*

## 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>2004</u> <u>Actual</u>	<u>2005</u> <u>Adopted</u>	<u>2005</u> <u>6-Month</u> <u>Actual</u>	<u>2005</u> <u>Projection</u>	<u>2006</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Intergovernmental	\$ 1,003,573	\$ 771,000	\$ 183,571	\$ 771,000	\$ 730,200
Miscellaneous & Program Income	310,416	279,000	170,890	279,000	253,800
<b>Total Revenues and Other Financing Sources</b>	<b>1,313,989</b>	<b>1,050,000</b>	<b>354,461</b>	<b>1,050,000</b>	<b>984,000</b>
<b>Expenses and Other Financing Uses:</b>					
Personal Services	81,272	123,400	44,265	123,400	150,200
Contractual Services	71,245	97,400	33,590	97,400	73,900
Utilities	810	1,200	321	1,200	1,000
Materials & Supplies	11,832	4,600	6,425	4,600	4,400
Contributions & Other	550,094	112,800	41,379	112,800	198,000
Capital Outlay	65,192	260,500	55,930	260,500	328,900
Loans to Other Agencies	259,624	229,600	188,860	229,600	7,100
Other Financing Uses	161,882	220,500	204,377	220,500	220,500
<b>Total Expenses and Other Financing Uses</b>	<b>1,201,951</b>	<b>1,050,000</b>	<b>575,147</b>	<b>1,050,000</b>	<b>984,000</b>
Excess (Deficiency) of Funding Sources Over Uses	\$ 112,037	\$ -	\$ (220,686)	\$ -	\$ -
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Changes in Available Balances:</b>					
From operations	112,037	-	-	-	-
To/From deferred revenue	(112,037)	-	-	-	-
<b>Ending Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## Budget Overview

### **REVENUES**

The grant award for 2006 is \$730,200. Miscellaneous revenues estimated at \$253,800, consist of payments received on rehabilitation loans.

### **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, a housing rehabilitation loan program that helps income-eligible homeowners improve their property, correct code violations and weatherize homes.

Revenue Detail
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## Community Development Block Grant

Revenue Classification	2004 <u>Actual</u>	2005 <u>Budget</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>INTERGOVERNMENTAL REVENUES</b>					
Block grant funds	\$ 1,003,573	\$ 771,000	\$ 183,571	\$ 771,000	\$ 730,200
<b>MISCELLANEOUS</b>					
Program income	310,416	279,000	170,890	279,000	253,800
Total revenues	<u>\$ 1,313,989</u>	<u>\$ 1,050,000</u>	<u>\$ 354,461</u>	<u>\$ 1,050,000</u>	<u>\$ 984,000</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 include loans for housing rehabilitation. The grant for 2005 - 2006 is \$730,200.

**MISCELLANEOUS**

Loan repayments are estimated as follows:

Housing Rehab Installment Loan Repayments	\$145,300
Housing Rehab Deferred Loan Repayments	94,000
Economic Development and Other	<u>14,500</u>
Total Loan Repayments	<u>\$253,800</u>

The City of Eau Claire's CDBG grant year begins in August of each year and ends the following July. This year's total grant and program income is estimated at \$984,000.

Staffing

Community Development Block Grant

	2004	2005	2006
Administrator - Housing Division	0.50	0.50	0.50
Housing Rehabilitation Specialist	1.00	1.00	1.00
Office Associate	0.10	0.10	0.10
Senior Program Specialist - CDBG	0.90	0.90	0.90
Program Specialist - CDBG & HOME	0.50	0.50	0.50
Rental Specialist	0.10	0.10	0.10
Total FTE Positions	<u>3.10</u>	<u>3.10</u>	<u>3.10</u>

These positions are funded entirely by Federal grants and are not included in the Position Control Summary in the Support Information Section.

# 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 May 2005, the Eau Claire City Council approved the following CDBG projects totaling \$984,000:

Grant	\$730,200
(8-1-05 to 7-31-06)	
Estimated Program Inc.	253,800
Total	<u>\$984,000</u>
<u>Public Services</u>	
Chippewa Valley Free Health Clinic	\$11,000
Community Table – Meal Center	11,000
Feed My People – Food Distribution	11,000
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
Western Dairyland – Homeless Havens	4,500
<u>Intensified Code Enforcement</u>	
City/County Health Department	\$51,000

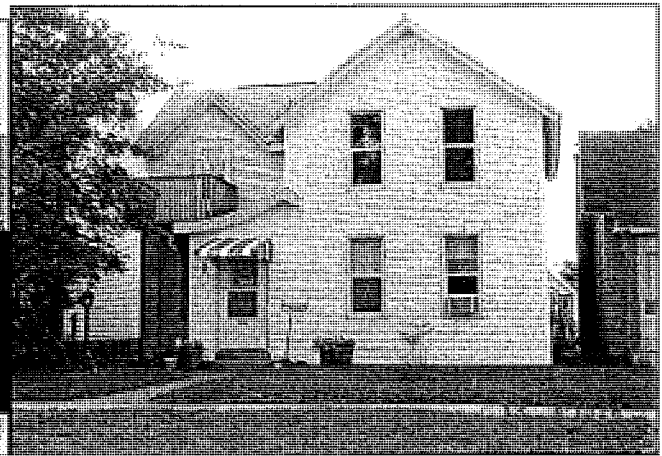
<u>Acquisition, Relocation and Clearance</u>	
North Barstow St. Redevelopment	\$200,000
<u>Public Facilities and Improvements</u>	
Lakeshore Elementary School	\$2,300
(play equipment)	
<u>Homeownership</u>	
Eau Claire Housing Division	\$73,000
<u>Rehabilitation</u>	
Housing Rehabilitation	\$306,000
Lead Based Paint Rehabilitation	18,500
<u>Planning</u>	
North Riverfronts Neighborhood Association	\$600
Comprehensive Plan	35,100
<u>Program Administration</u>	
Administration	\$144,000
<u>Contingency</u>	
To cover cost overruns	\$7,100
CDBG Total	<u>\$984,000</u>

## Housing Rehabilitation Operation Highlights

*Since 1977 the City of Eau Claire has invested \$28,900,000 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 850 homes in the city of Eau Claire. Over \$6,000,000 has been loaned to homeowners and investors to correct code deficiencies and improve housing. The City Housing Division receives approximately \$250,000 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 \$2.8 million has been allocated to area public service providers over the last 18 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
- Western Dairyland – Operating expenses for Homeless Haven Shelters
- City of Eau Claire Hmong Resettlement – Counseling and translation needs for Hmong refugees



## **Homeownership**

In 1991, thirteen 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, 1999 and 2005 fourteen additional homes were purchased for this program from the proceeds of the sales of the original homes and new CDBG funding.

It is planned that the Homeownership Program will continue with the use of repayment money from the sale of the properties to the new families.



### City Parks

Several City parks have benefited from CDBG funded improvements. Over \$1,137,000 has been invested in the following community parks: Veteran's Park, Randall Park, McDonough Park, Kessler Park, Owen Park, Hobart Park, Lakeshore Park, Sundet Park and the future North Riverfront Neighborhood Park. 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.

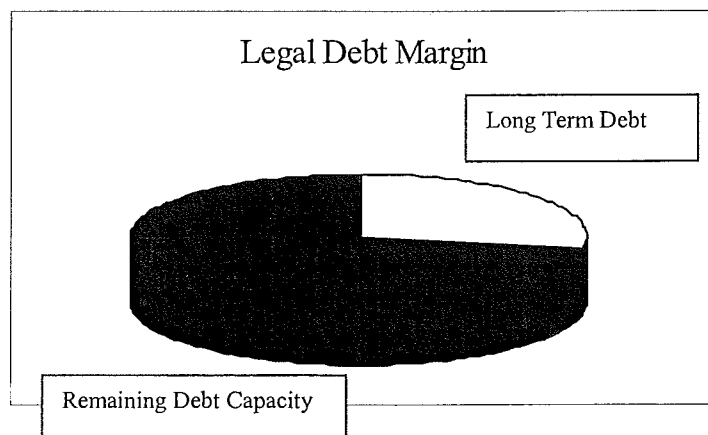
The City of Eau Claire has three types of debt issues:

- ◆ 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: 15
  - ◆ Total outstanding debt as of 12/31/05: \$44,760,838
- ◆ 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: 15
  - ◆ Total outstanding debt as of 12/31/05: \$17,755,000
- ◆ 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 12/31/05:  
Water = \$9,105,000; Sewer = \$1,490,000

## 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
---------------------------------------

	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Adopted</u>	<u>2005</u> <u>6-Month</u> <u>Actual</u>	<u>2005</u> <u>Projection</u>	<u>2006</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 2,401,379	\$ 1,501,000	\$ 1,781,932	\$ 2,026,000	\$ 1,621,000
Intergovernmental	4,008	4,000	2,479	2,500	1,000
Miscellaneous	603,290	446,800	470,960	522,300	380,500
Other Financing Sources	2,466,683	2,725,000	-	2,725,000	2,896,000
Total Revenues and Other Financing Sources	<u>5,475,360</u>	<u>4,676,800</u>	<u>2,255,371</u>	<u>5,275,800</u>	<u>4,898,500</u>
<b>Expenditures and Other Financing Uses:</b>					
Contractual Services	5,764	14,500	2,213	14,500	15,900
Principal - G.O. Bonds	1,360,000	1,530,000	3,575,000	3,575,000	1,515,000
Principal - S/A Bonds	1,810,000	1,980,000	1,980,000	1,980,000	1,895,000
Principal - Library Debt	130,000	-	-	-	-
Principal - Notes Payable	23,670	81,500	81,502	81,500	34,400
Interest - G.O. Bonds	1,077,085	1,134,500	560,219	1,134,500	1,127,400
Interest - S/A Bonds	402,606	430,700	213,599	430,700	419,800
Interest - Library Debt	3,055	-	-	-	-
Interest - Notes Payable	5,162	9,900	9,449	9,900	5,900
Arbitrage - Rebates	-	10,000	-	10,000	10,000
Total Expenditures and Other Financing Uses	<u>4,817,342</u>	<u>5,191,100</u>	<u>6,421,982</u>	<u>7,236,100</u>	<u>5,023,400</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 658,018</u>	<u>\$ (514,300)</u>	<u>\$ (4,166,611)</u>	<u>\$ (1,960,300)</u>	<u>\$ (124,900)</u>
<b>Available Fund Balance for Debt Service</b>					
Beginning Balance	\$ 8,907,958	\$ 9,091,558		\$ 9,565,976	\$ 7,605,676
<b>Changes in Available Balances:</b>					
From operations	658,018	(514,300)		(1,960,300)	(124,900)
Use of Fund Balance	-	-		-	-
Ending Balance	<u>\$ 9,565,976</u>	<u>\$ 8,577,258</u>		<u>\$ 7,605,676</u>	<u>\$ 7,480,776</u>

Budget Overview

**REVENUES**

**TAXES**

By far the largest figure, the tax category includes special assessments levied for street capital projects that are applied to pay debt service on the special assessment notes that have been recorded in the Debt Service Fund.

This category also includes segregated property taxes resulting from the growth within Tax Incremental Districts (TID) that are used to repay TID debt. TID #6 is the only TID in this category in 2006.

TID #4 was closed by the City Council in 2003. Debt service will continue to be paid from this fund from accumulated tax increments until the bonds can be called.

**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	<b>Debt Service</b>				
	2004 <u>Actual</u>	2005 <u>Budget</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>TAXES</b>					
Incremental taxes-T.I.F. #4	\$ 35,322	\$ -	\$ -	\$ -	\$ -
Incremental taxes-T.I.F. #6	189,860	190,000	136,527	190,000	210,000
Current special assessments	1,335,971	1,111,000	1,313,395	1,316,000	1,111,000
Special assessments-advance payment	840,225	200,000	332,010	520,000	300,000
Total taxes	<u>2,401,379</u>	<u>1,501,000</u>	<u>1,781,932</u>	<u>2,026,000</u>	<u>1,621,000</u>
<b>INTERGOVERNMENTAL REVENUES</b>					
State aid -Computer Tax Exp	<u>4,008</u>	<u>4,000</u>	<u>2,479</u>	<u>2,500</u>	<u>1,000</u>
<b>MISCELLANEOUS</b>					
Interest income & Misc. reimbursements	433,736	390,000	415,670	462,000	340,000
Interest income-T.I.F. #4	159,052	49,000	44,248	49,000	30,000
Interest income-T.I.F. #6	10,502	7,800	11,042	11,300	10,500
Total miscellaneous	<u>603,290</u>	<u>446,800</u>	<u>470,960</u>	<u>522,300</u>	<u>380,500</u>
<b>OTHER FINANCING SOURCES</b>					
Transfers from other funds:					
General fund	2,333,628	2,725,000	-	2,725,000	2,896,000
Library	133,055	-	-	-	-
Total other financing sources	<u>2,466,683</u>	<u>2,725,000</u>	<u>-</u>	<u>2,725,000</u>	<u>2,896,000</u>
Total revenues and other financing sources	<u>\$ 5,475,360</u>	<u>\$ 4,676,800</u>	<u>\$ 2,255,371</u>	<u>\$ 5,275,800</u>	<u>\$ 4,898,500</u>

# 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

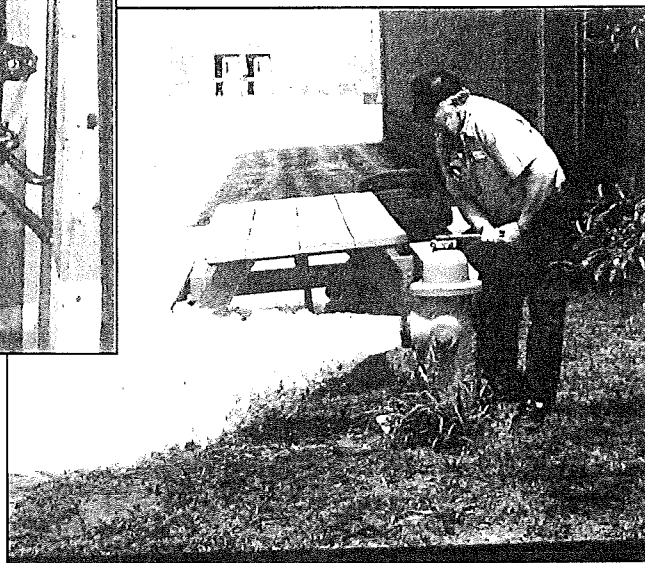
- ◆ Water Treatment Plant Operations
- ◆ Maintenance of Treatment Plant
- ◆ Valve and Hydrant Maintenance
- ◆ Meter Reading/all meters read twice a year
- ◆ Water Meter Repair Shop



*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 in southeast part of city



*Left: Hydrants are flushed to assure clean water lines.*

<h2 style="margin: 0;">Overview of Revenues and Expenditures</h2>
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### WATER UTILITY BUDGET SUMMARY

	2004 <u>Actual</u>	2005 <u>Adopted</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Charges for Services	\$ 6,641,431	\$ 6,860,800	\$ 3,124,945	\$ 6,897,000	\$ 6,911,000
Other Operating	181,043	173,000	214,086	173,000	180,000
Miscellaneous	9,147	15,000	5,261	15,000	10,000
Non-Operating	110,407	175,000	37,078	175,000	175,000
Other Budgeted Receipts	-	351,000	4,015	210,000	210,000
<b>Total Revenues</b>	<u>6,942,028</u>	<u>7,574,800</u>	<u>3,385,385</u>	<u>7,470,000</u>	<u>7,486,000</u>
<b>Expenses:</b>					
Personal Services	1,629,995	2,076,100	938,400	2,076,100	2,159,400
Contractual Services	443,413	283,700	102,012	283,700	274,400
Utilities	318,794	388,100	142,143	388,100	407,300
Fixed Charges	1,502,756	1,626,700	816,211	1,626,700	1,765,900
Materials & Supplies	248,072	274,400	58,136	274,400	291,100
Non-Operating -Proprietary Funds	799,157	810,400	388,387	810,400	742,200
<b>Total Expenses and Other Financing Uses</b>	<u>4,942,187</u>	<u>5,459,400</u>	<u>2,445,289</u>	<u>5,459,400</u>	<u>5,640,300</u>
<b>Excess (Deficiency) of Funding Sources Over Uses</b>	<u>\$ 1,999,841</u>	<u>\$ 2,115,400</u>	<u>\$ 940,096</u>	<u>\$ 2,010,600</u>	<u>\$ 1,845,700</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 2,132,585	\$ 1,278,885		\$ 1,059,080	\$ 427,980
<b>Changes in Available Balances:</b>					
From operations	1,999,841	2,115,400		2,010,600	1,845,700
Contributed capital	35,800	141,000		141,000	114,000
Principal payment - debt	(875,389)	(937,700)		(937,700)	(940,000)
Tsf to capital projects/reserves	(2,233,757)	(924,000)		(1,845,000)	(980,000)
<b>Ending Balance</b>	<u>\$ 1,059,080</u>	<u>\$ 1,673,585</u>		<u>\$ 427,980</u>	<u>\$ 467,680</u>

<h2>Budget Overview</h2>
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### 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.

##### 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 2006 budget.

#### FIXED CHARGES

The Water Utility makes a payment-in-lieu of taxes to the General Fund and reimburses the General Fund for engineering and administrative services. The 2006 payment-in-lieu of taxes is estimated at \$1,170,000.

#### CAPITAL OUTLAY & EQUIPMENT PURCHASES

The Capital Improvement Program (CIP) outlines major water system projects proposed in the next five years. Future years will require funding to replace deteriorated, worn and outdated equipment needed to maintain operations in the water utility.

Revenue Detail
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Revenue Classification	Water Utility				
	2004 <u>Actual</u>	2005 <u>Budget</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>OPERATING REVENUES</b>					
Plumbing permits	\$ -	\$ 2,000	\$ 345	\$ 2,000	\$ 2,000
Charges for services:					
General customers:					
Residential	3,213,672	3,270,000	1,493,368	3,270,000	3,275,000
Commercial	1,221,946	1,268,000	574,135	1,295,000	1,298,000
Industrial	633,153	672,500	324,638	678,000	678,000
Public	268,784	298,700	106,493	278,000	278,000
Fire protection:					
Private	44,000	40,000	22,327	40,000	45,000
Public	1,198,831	1,245,600	603,621	1,215,000	1,216,000
Unmetered sales:					
Commercial	939	3,000	18	3,000	3,000
Public	60,106	61,000	-	116,000	116,000
Total charges for services	<u>6,641,431</u>	<u>6,860,800</u>	<u>3,124,945</u>	<u>6,897,000</u>	<u>6,911,000</u>
<b>OTHER OPERATING REVENUES</b>					
Forfeited discounts	60,394	61,000	18,434	61,000	61,000
Service charges for sewer collection	82,190	76,000	180,600	76,000	83,000
Miscellaneous service revenue	38,459	36,000	15,052	36,000	36,000
Total other operating revenues	<u>181,043</u>	<u>173,000</u>	<u>214,086</u>	<u>173,000</u>	<u>180,000</u>
<b>MISCELLANEOUS REVENUES</b>					
M & J Revenues	<u>9,147</u>	<u>15,000</u>	<u>5,261</u>	<u>15,000</u>	<u>10,000</u>
<b>NON-OPERATING REVENUES</b>					
Interest:					
Investments	67,072	125,000	37,006	125,000	125,000
Int.- Installment S/A	43,048	50,000	72	50,000	50,000
Payment for shared expenses	-	210,000	-	210,000	210,000
S/A & Developer Contrib. - Proprietary	-	141,000	4,015	-	-
Sale of capital assets	287	-	-	-	-
Total non-operating revenues	<u>110,407</u>	<u>526,000</u>	<u>41,093</u>	<u>385,000</u>	<u>385,000</u>
Total revenues	<u>\$ 6,942,028</u>	<u>\$ 7,574,800</u>	<u>\$ 3,385,385</u>	<u>\$ 7,470,000</u>	<u>\$ 7,486,000</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>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006 Est</u>
Number of Customers	23,349	23,836	24,270	24,675	25,000	25,400
Operating Revenue (000's)	\$6,460	\$6,519	\$6,986	\$6,846	\$7,031	\$7,226

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 2005 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
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## Water Utility

	2004	2005	2006
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	1.00 *	1.00	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
	<u>29.00</u>	<u>29.00</u>	<u>29.00</u>
Total FTE Positions	<u>29.00</u>	<u>29.00</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.

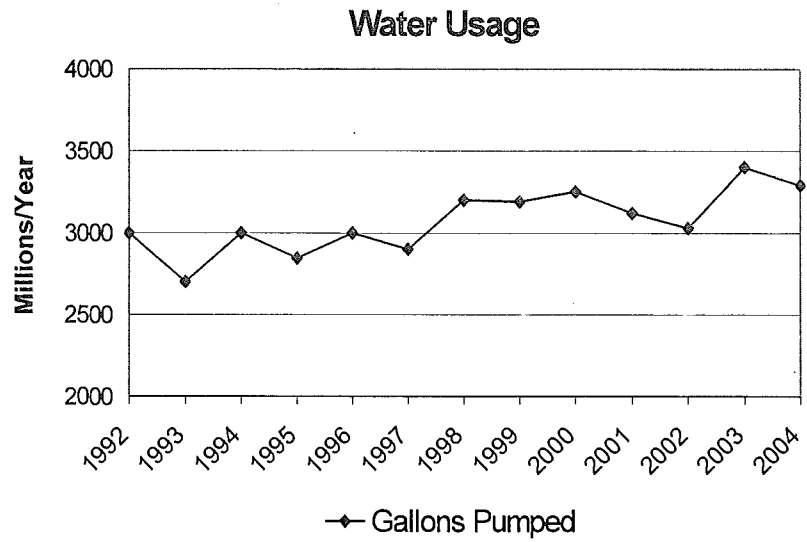
Cross-divisional charges include:

- 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.

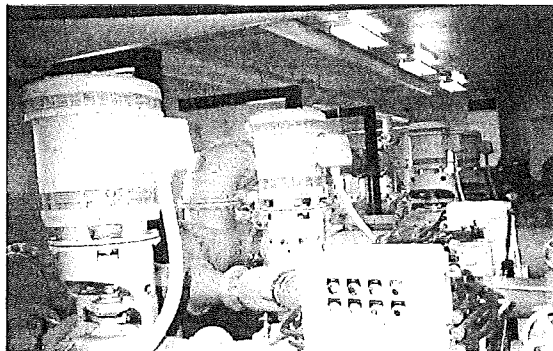
## Operation Highlights



*Oakwood Hills Water Tower*



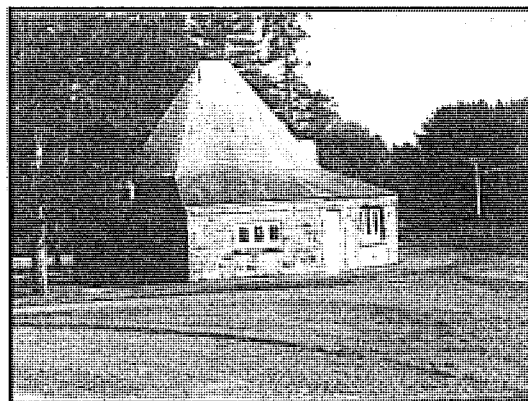
	1995	2000	2004
Average Number of Water Customers	21,233	22,732	24,675
Total Gallons Pumped (in thousands)	2,844,950	3,250,349	3,292,365
Average Water Used Per Person Per Day	133	144	141
Miles of Water Main	305	334	350
Average Quarterly Residential Bill, 25 ccf	\$35.35	\$37.44	\$42.20



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

## Facilities

- ◆ Water Treatment Plant
- ◆ 15 Operating Wells
  - Average daily pumpage - 9.32 million gallons
  - Maximum daily pumpage - 18 million gallons
- ◆ 5 Water Booster Stations
- ◆ 350 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
- ◆ 3,390 Fire Hydrants
- ◆ Meter Repair Shop located at Central Maintenance Facility
- ◆ 24,675 Customers and Water Service Connections



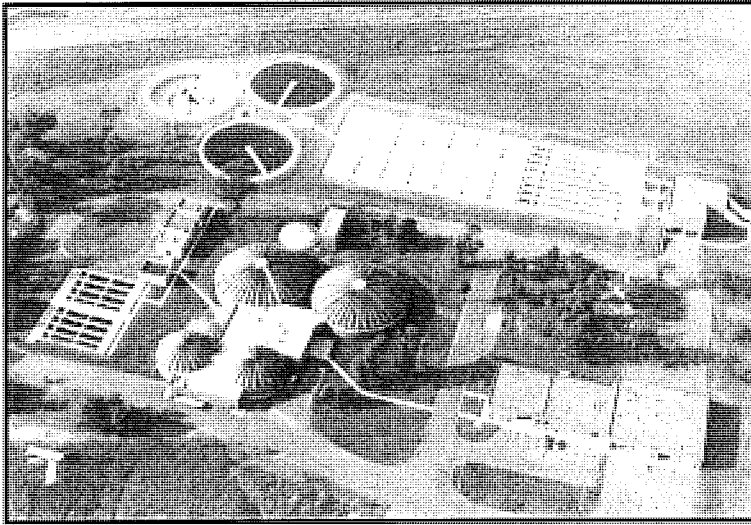
*Fifteen city wells are located off Riverview Drive.*

## 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
---------------------------------------

## SEWER UTILITY BUDGET SUMMARY

	2004 <u>Actual</u>	2005 <u>Adopted</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Charges for Services	\$ 5,760,606	\$ 6,205,000	\$ 2,815,416	\$ 6,177,200	\$ 6,213,300
Other Operating	70,193	80,500	21,985	80,500	80,500
Non-Operating	146,641	220,000	60,917	220,000	220,000
<b>Total Revenues</b>	<u>5,977,440</u>	<u>6,505,500</u>	<u>2,898,318</u>	<u>6,477,700</u>	<u>6,513,800</u>
<b>Expenses:</b>					
Personal Services	1,765,776	1,993,900	824,276	1,993,900	2,043,000
Contractual Services	952,030	738,500	407,839	738,500	750,700
Utilities	337,521	380,600	110,004	380,600	401,300
Fixed Charges	426,078	457,200	225,174	457,200	472,400
Materials & Supplies	365,170	439,400	174,383	439,400	473,200
Non-Operating -Proprietary Funds	172,709	125,700	59,230	125,700	108,900
Other Financing Uses	175,000	100,000	-	100,000	75,000
<b>Total Expenses and Other Financing Uses</b>	<u>4,194,284</u>	<u>4,235,300</u>	<u>1,800,906</u>	<u>4,235,300</u>	<u>4,324,500</u>
Excess (Deficiency) of Revenues Over Expenses	<u>\$ 1,783,156</u>	<u>\$ 2,270,200</u>	<u>\$ 1,097,412</u>	<u>\$ 2,242,400</u>	<u>\$ 2,189,300</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 3,143,144	\$ 3,170,544		\$ 3,120,421	\$ 3,120,421
<b>Changes in Available Balances:</b>					
From operations	1,783,156	2,270,200		2,242,400	2,189,300
Contributed capital	47,671	170,000		170,000	127,000
Principal payments - debt	(485,165)	(502,400)		(502,400)	(519,700)
Transfer to capital/reserves	(1,368,385)	(1,910,000)		(1,910,000)	(1,050,000)
<b>Ending Balance</b>	<u>\$ 3,120,421</u>	<u>\$ 3,198,344</u>		<u>\$ 3,120,421</u>	<u>\$ 3,867,021</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 2006. 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, development agreements and Tax Increment Financing (TIF) District revenues are used to finance construction of new sewer lines and systems. The cost for replacing or upgrading existing sewer lines is funded from revenues of the sewer utility and is not assessed to the abutting property owner.

### **EXPENDITURES**

#### **PERSONAL SERVICES**

No changes in personnel in the Sewer Utility are proposed as part of the 2006 budget.

#### **FIXED CHARGES**

Administrative charges and insurance are included in the fixed charges category. Administrative charges reimburse the General fund for engineering and administrative services.

#### **CAPITAL OUTLAY**

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

Revenue Detail
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Revenue Classification	Sewer Utility				
	2004 <u>Actual</u>	2005 <u>Budget</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>OPERATING REVENUES</b>					
Charges for services:					
Residential	\$ 2,682,445	\$ 2,750,000	\$ 1,371,363	\$ 2,750,000	\$ 2,750,000
Commercial	1,610,529	1,800,000	816,255	1,750,000	1,750,000
Industrial	604,100	720,000	323,380	720,000	755,000
Public	306,695	359,200	151,774	354,200	360,000
Industrial surcharge	355,831	332,000	152,644	375,000	375,000
Industrial pretreatment	38,504	38,800	-	38,800	38,800
Other sewer services	162,502	205,000	-	189,200	184,500
Total charges for services	<u>5,760,606</u>	<u>6,205,000</u>	<u>2,815,416</u>	<u>6,177,200</u>	<u>6,213,300</u>
<b>OTHER OPERATING REVENUES</b>					
Miscellaneous service revenues	19,532	25,500	2,803	25,500	25,500
Forfeited discounts	50,661	55,000	19,182	55,000	55,000
Total other operating revenues	<u>70,193</u>	<u>80,500</u>	<u>21,985</u>	<u>80,500</u>	<u>80,500</u>
Total operating revenues	<u>5,830,799</u>	<u>6,285,500</u>	<u>2,837,401</u>	<u>6,257,700</u>	<u>6,293,800</u>
<b>NON-OPERATING REVENUES</b>					
Interest:					
Investments	91,311	154,700	60,683	154,700	154,700
Interest - Installment S/A	53,417	65,300	124	65,300	65,300
Miscellaneous	1,914	-	110	-	-
Total non-operating revenues	<u>146,642</u>	<u>220,000</u>	<u>60,917</u>	<u>220,000</u>	<u>220,000</u>
Total revenues	<u>\$ 5,977,441</u>	<u>\$ 6,505,500</u>	<u>\$ 2,898,318</u>	<u>\$ 6,477,700</u>	<u>\$ 6,513,800</u>

# REVENUE DETAIL

## Sewer Utility

Revenue Classification	2004 Actual	2005 Budget	2005 6-Month Actual	2005 Projection	2006 Budget
<b>OPERATING REVENUES</b>					
Charges for services:					
Residential	\$ 2,682,445	\$ 2,750,000	\$ 1,371,363	\$ 2,750,000	\$ 2,750,000
Commercial	1,610,529	1,800,000	816,255	1,750,000	1,750,000
Industrial	604,100	720,000	323,380	720,000	755,000
Public	306,695	359,200	151,774	354,200	360,000
Industrial surcharge	355,831	332,000	152,644	375,000	375,000
Industrial pretreatment	38,504	38,800	-	38,800	38,800
Other sewer services	162,502	205,000	-	189,200	184,500
Total charges for services	<u>5,760,606</u>	<u>6,205,000</u>	<u>2,815,416</u>	<u>6,177,200</u>	<u>6,213,300</u>
<b>OTHER OPERATING REVENUES</b>					
Miscellaneous service revenues	19,532	25,500	2,803	25,500	25,500
Forfeited discounts	50,661	55,000	19,182	55,000	55,000
Total other operating revenues	<u>70,193</u>	<u>80,500</u>	<u>21,985</u>	<u>80,500</u>	<u>80,500</u>
Total operating revenues	<u>5,830,799</u>	<u>6,285,500</u>	<u>2,837,401</u>	<u>6,257,700</u>	<u>6,293,800</u>
<b>NON-OPERATING REVENUES</b>					
Interest:					
Investments	91,311	154,700	60,683	154,700	154,700
Interest - Installment S/A	53,417	65,300	124	65,300	65,300
Miscellaneous	1,913	-	110	-	-
Total non-operating revenues	<u>146,641</u>	<u>220,000</u>	<u>60,917</u>	<u>220,000</u>	<u>220,000</u>
Total revenues	<u>\$ 5,977,440</u>	<u>\$ 6,505,500</u>	<u>\$ 2,898,318</u>	<u>\$ 6,477,700</u>	<u>\$ 6,513,800</u>



Staffing
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## Sewer Utility

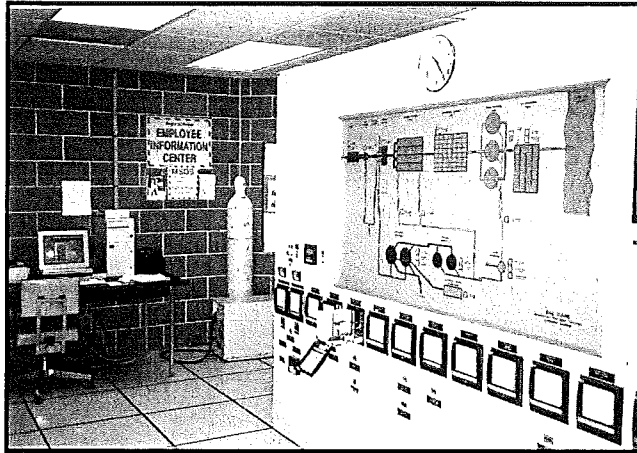
	2004	2005	2006
Utilities Chemist	1.00	1.00	1.00
Wastewater Collection Superintendent	1.00	1.00	1.00
Wastewater Plant Supervisor	1.00	1.00	1.00
Utilities Engineer	1.00	1.00	1.00
Assistant Chemist	1.00	1.00	1.00
Clerk II	0.50	0.50	0.50
Operator II	2.00	2.00	2.00
Serviceman II	1.00	1.00	1.00
Laboratory Technician	1.00	1.00	1.00
Operator I	10.00	10.00	10.00
Serviceman	7.00	7.00	7.00
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Total FTE Positions	26.50	26.50	26.50
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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



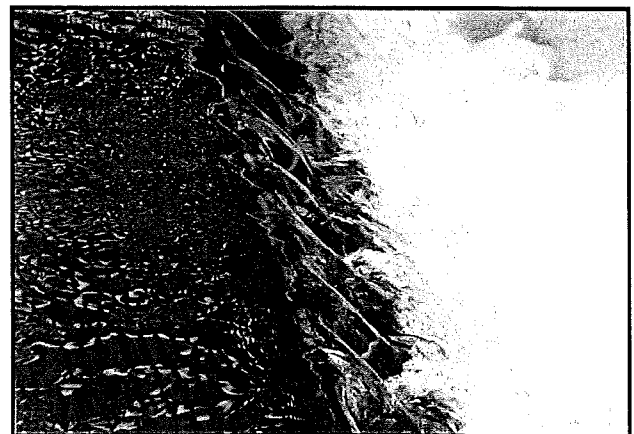
*Wastewater Treatment Plant Control Panel*

**Operating Statistics**

	<u>1995</u>	<u>2000</u>	<u>2004</u>
Average number of Sewer Utility Customers	20,326	22,196	23,847
Total gallons treated (in thousands)	2,380,561	2,444,952	2,212,630
Average gallons treated per person per day	111	108	95
Miles of sewers	248	287	309
Average quarterly residential bill	\$46.50	\$46.92	\$46.92

**Effluent Quality**  
(Discharge to Chippewa River)

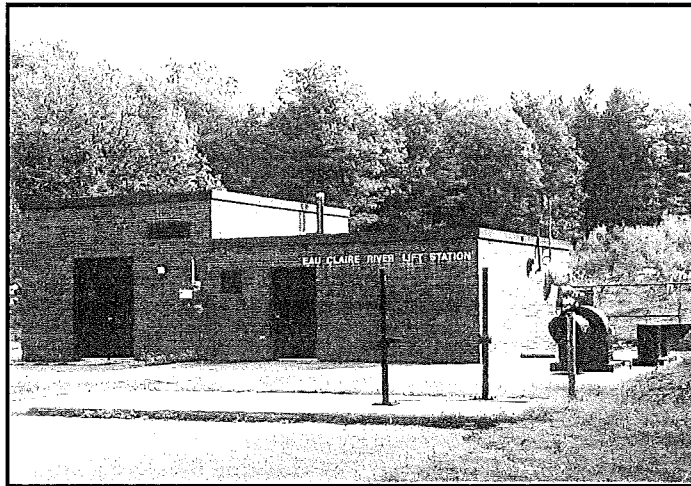
<u>Parameter</u>	<u>Permit Limits</u>	<u>2004 Average Discharge</u>
Oxygen Demand (BOD)	25 mg/l	13 mg/l
Suspended Solids (TSS)	30 mg/l	13 mg/l
pH	6-9	7.2
Phosphorous	1.0 mg/l	0.83 mg/l



*Clear Water in Chlorine Chamber*

## Facilities

- ◆ Wastewater Treatment Plant
  - Capacity - 12 million gallons per day
  - Currently treating - 6.78 million gallons per day
- ◆ 23 Sewage Pump Stations - Various Locations
- ◆ 309 Miles of Sewer Main (8" to 60")
- ◆ 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
- ◆ 1 Set of bucket machines
- ◆ 1 One-ton dump truck



*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
- ◆ Review and approve site plans, approve grading and drainage plans in new development

Overview of Revenues and Expenditures
---------------------------------------

## STORM WATER MANAGEMENT BUDGET SUMMARY

	<u>2004</u>	<u>2005</u>	<u>2005</u>	<u>2005</u>	<u>2006</u>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
			<u>Actual</u>		
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Charges for Services	\$ 1,920,220	\$ 2,115,000	\$ 1,004,001	\$ 2,115,000	\$ 2,365,000
Other Operating	15,062	10,000	4,939	10,000	15,000
Miscellaneous	19,300	12,000	21,286	12,000	12,000
Total Revenues	<u>1,954,582</u>	<u>2,137,000</u>	<u>1,030,226</u>	<u>2,137,000</u>	<u>2,392,000</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	197,947	385,900	106,054	385,900	393,400
Contractual Services	61,105	229,200	44,854	229,200	234,000
Utilities	320	1,000	459	1,000	61,000
Fixed Charges	300,553	366,500	183,908	366,500	381,100
Materials & Supplies	12,228	42,600	1,379	42,600	43,400
Non-Operating -Proprietary Funds	529,074	600,800	276,934	600,800	630,300
Other Financing Uses	99,800	201,200	-	201,200	201,200
Total Expenditures and Other Financing Uses	<u>1,201,027</u>	<u>1,827,200</u>	<u>613,588</u>	<u>1,827,200</u>	<u>1,944,400</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 753,556</u>	<u>\$ 309,800</u>	<u>\$ 416,638</u>	<u>\$ 309,800</u>	<u>\$ 447,600</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 1,449,870	\$ 1,415,170		\$ 1,289,989	\$ 1,114,789
<b>Changes in Available Balances:</b>					
From operations	753,556	309,800		309,800	447,600
Contributed Capital	1,250	-		-	-
Principal payments - debt	(410,000)	(485,000)		(485,000)	(540,000)
Tsf to capital projects/reserves	<u>(504,687)</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 1,289,989</u>	<u>\$ 1,239,970</u>		<u>\$ 1,114,789</u>	<u>\$ 1,022,389</u>

## Budget Overview

### **REVENUES**

The revenue projections are based on 45,300 billable Equivalent Runoff Units (ERU). The proposed utility fee for the 2006 budget is \$52.00 per ERU. The number of ERU's has increased from 40,833 in 1998, which is an 11% increase since initial establishment of the storm water utility. The \$5.00 increase is required due to higher cost of operations, debt service payments, 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 cover expenses of three components: administration and water quality, operations, and debt service.

### **EXPENDITURES**

#### **PERSONAL SERVICES**

No changes in full-time personnel are proposed as part of the 2006 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 \$376,500 compensate 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 \$84,500 for a total appropriation of \$1,169,500.

The 2006 storm water budget includes a transfer of \$201,200 to the General Fund to pay for 31% of the street sweeping costs associated with maintaining and improving quality of surface water in the community. The budget also includes a payment of \$10,000 for the storm water discharge permit issued by the Wisconsin Department of Natural Resources. This fee was doubled from \$5,000 in 2004.

Revenue Detail
----------------

Revenue Classification	Storm Water Management				
	2004 Actual	2005 Budget	2005 6-Month Actual	2005 Projection	2006 Budget
<b>CHARGES FOR SERVICES</b>					
Stormwater - Residential	\$ 870,828	\$ 952,000	\$ 471,300	\$ 952,000	\$ 1,065,000
Stormwater - Nonresidential	1,049,392	1,163,000	532,701	1,163,000	1,300,000
Total charges for services	<u>1,920,220</u>	<u>2,115,000</u>	<u>1,004,001</u>	<u>2,115,000</u>	<u>2,365,000</u>
<b>OTHER OPERATING REVENUES</b>					
Forfeited discounts	<u>15,062</u>	<u>10,000</u>	<u>4,939</u>	<u>10,000</u>	<u>15,000</u>
<b>MISCELLANEOUS</b>					
Interest income	<u>19,300</u>	<u>12,000</u>	<u>21,286</u>	<u>12,000</u>	<u>12,000</u>
Total revenues	<u>\$ 1,954,582</u>	<u>\$ 2,137,000</u>	<u>\$ 1,030,226</u>	<u>\$ 2,137,000</u>	<u>\$ 2,392,000</u>

**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 ERU's 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

	2004	2005	2006
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	3.00	3.00	3.00

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.



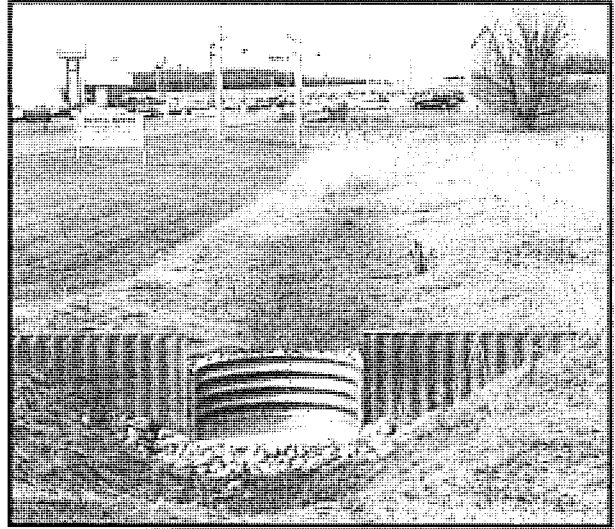
## Operation Highlights

- ◆ Fees Based on Equivalent Runoff Units (ERU)
- ◆ 3,000 Sq. Ft. of Impervious Area Equals 1 ERU
- ◆ 45,300 ERU's in the City
- ◆ Credits for Providing Storm Water Management

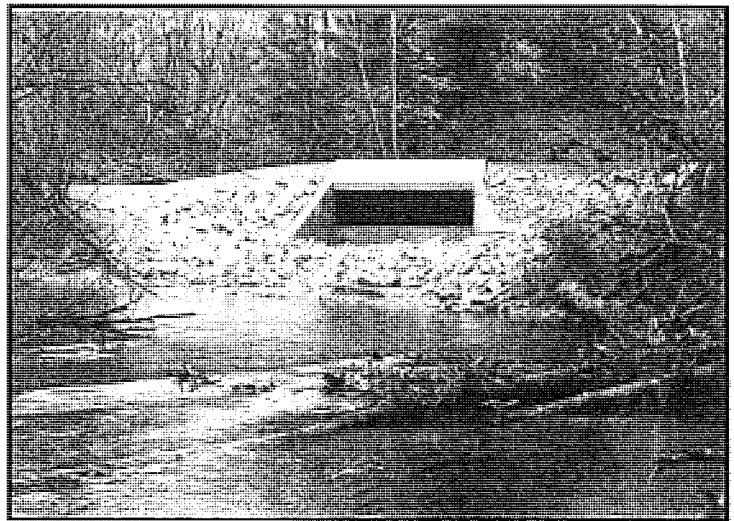
## Facilities

38 Square Mile Drainage Area

- ◆ 6 Major Drainage Basins
  - Upper Chippewa River
  - Lower Chippewa River
  - Sherman Creek
  - Eau Claire River
  - Otter Creek
  - Lows Creek (Priority Watershed)
- ◆ 256 Miles of Storm Sewer Pipe (10" to 72" Diameter)
- ◆ 45 Storm Water Detention Facilities
- ◆ 7,769 Catch Basins and Inlets
- ◆ 142 Storm Sewer Outfalls
  - Otter Creek at Eastwind
  - Lows Creek (Fairgrounds)
  - White Avenue (Airport)
  - North Crossing at Chippewa River
  - Sherman Creek (Menomonie St.)
  - Dells Pond (VFW)
  - Lows Creek (I-94)
  - Otter Creek (Storrs Ave.)
  - Otter Creek (Bauer St.)



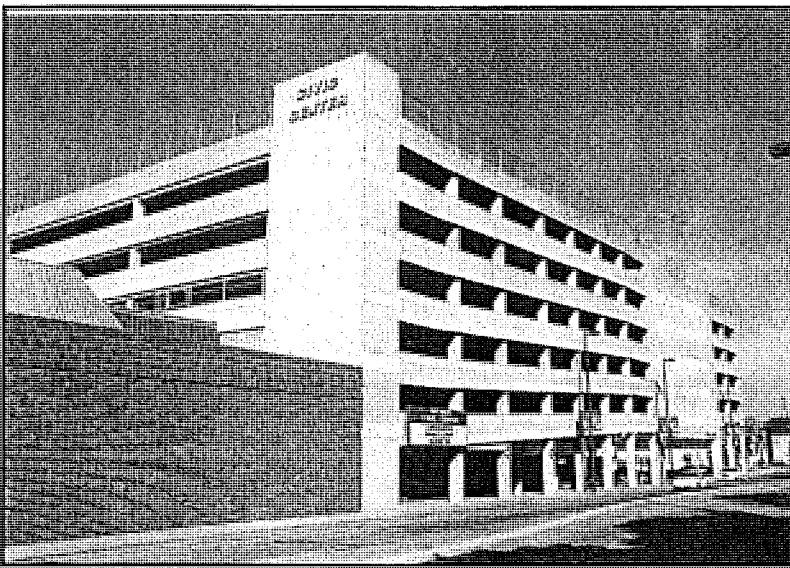
*Storm Water Quality Grass Swale and Erosion Control Structure*



*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

**PARKING UTILITY BUDGET SUMMARY**

	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Adopted</u>	<u>2005</u> <u>6-Month</u> <u>Actual</u>	<u>2005</u> <u>Projection</u>	<u>2006</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Charges for Services	\$ 218,569	\$ 233,900	\$ 107,066	\$ 215,000	\$ 220,200
Other Financing Sources	-	-	-	-	30,500
<b>Total Revenues</b>	<u>218,569</u>	<u>233,900</u>	<u>107,066</u>	<u>215,000</u>	<u>250,700</u>
<b>Expenses:</b>					
Personal Services	112,072	136,100	59,731	136,100	148,500
Contractual Services	48,471	56,400	27,916	56,400	57,200
Utilities	36,550	41,500	17,454	41,500	42,300
Fixed Charges	30,147	8,100	5,113	8,100	8,100
Materials & Supplies	12,387	9,700	925	9,700	9,600
<b>Total Expenses and</b>					
Other Financing Uses	<u>239,627</u>	<u>251,800</u>	<u>111,139</u>	<u>251,800</u>	<u>265,700</u>
<b>Excess (Deficiency) of</b>					
Revenues Over Expenses	<u>(21,058)</u>	<u>(17,900)</u>	<u>(4,073)</u>	<u>(36,800)</u>	<u>(15,000)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 70,047	\$ 19,447		\$ 56,689	\$ 19,889
<b>Changes in Available Balances:</b>					
From operations	(21,058)	(17,900)		(36,800)	(15,000)
Transfer from capital projects	<u>7,700</u>	<u>-</u>		<u>-</u>	<u>-</u>
<b>Ending Balance</b>	<u>\$ 56,689</u>	<u>\$ 1,547</u>		<u>\$ 19,889</u>	<u>\$ 4,889</u>

## Budget Overview

### REVENUES

#### CHARGES FOR SERVICES

The Parking Utility operates 2 parking structures (539 spaces) and 11 public surface parking lots (682 spaces). The utility is also responsible for the operation and maintenance of 430 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 municipal parking permits. A reduction in the number of trade shows at the Convention Center has decreased the hourly cash revenue at the municipal ramp. The overall parking revenue is projected to decrease by approximately 6% in 2006.

### EXPENDITURES

#### PERSONAL SERVICES

No changes in full-time personnel are proposed as part of the 2006 budget.

#### 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 may be done in 2006.

Revenue Detail

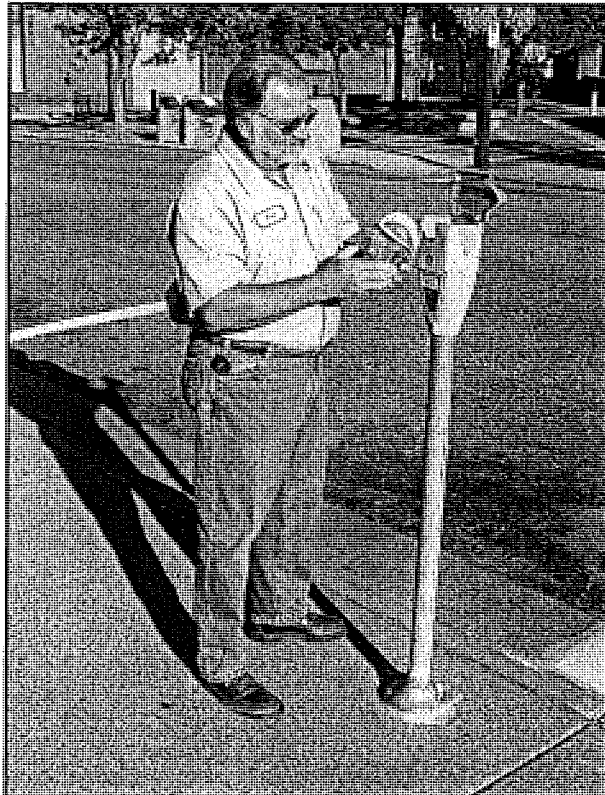
Revenue Classification	Parking Utility				
	2004 <u>Actual</u>	2005 <u>Budget</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>OPERATING REVENUES</b>					
Charges for services:					
On-street metered	\$ 20,228	\$ 19,000	\$ 10,457	\$ 19,000	\$ 20,000
Off-street metered	35,204	34,400	15,712	33,200	34,700
Off-street unmetered:					
Barstow & Grand Lot	622	400	62	300	300
Graham ramp	45,557	45,900	25,663	45,900	50,000
Farwell ramp	57,699	56,000	25,257	52,000	54,000
Riverview Lot	13,888	13,000	9,834	14,000	15,000
10-hour parking permits	43,957	65,000	19,806	50,000	46,000
Miscellaneous	1,414	200	275	600	200
Total charges for services	<u>218,569</u>	<u>233,900</u>	<u>107,066</u>	<u>215,000</u>	<u>220,200</u>
<b>NON-OPERATING REVENUES</b>					
Transfer from General fund	-	-	-	-	30,500
Total non-operating revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,500</u>
<b>Total revenues</b>	<u>\$ 218,569</u>	<u>\$ 233,900</u>	<u>\$ 107,066</u>	<u>\$ 215,000</u>	<u>\$ 250,700</u>

Staffing

Parking Utility

	2004	2005	2006
Parking Attendants	1.25	1.25	1.25
Skilled Worker I	1.00	1.00	1.00
Total FTE Positions	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>

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

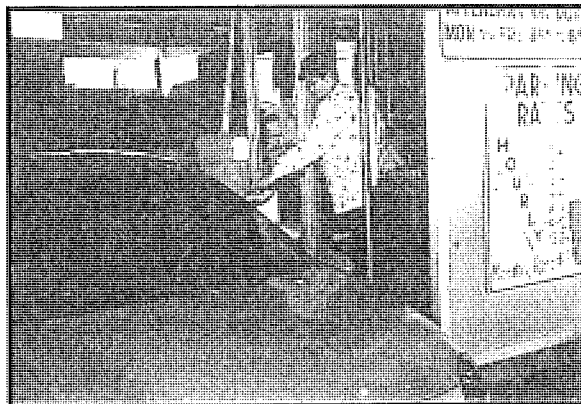


*Parking Meter Repairs*

# 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	\$60.00*
Riverview Lot Permit, Quarterly	\$75.00*
Municipal Ramp, Monthly	\$32.00*
Riverside Deck-Upper Level, Quarterly Permit	\$96.00*
Riverside Deck-Lower Level, Quarterly (assigned stalls)	\$102.00*

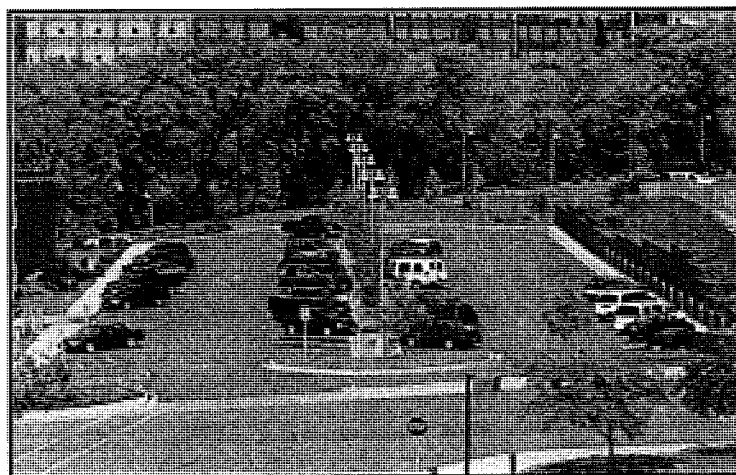


*Parking Ramp Fee Collections*

\*Plus 5.5% Sales Tax

# Facilities

Parking Structures	2
	539 Spaces
Surface Lots	11
	682 Spaces
On-street Meters	130
Off-street Meters	<u>300</u>
Total Meters	430



*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

**PARKING LOTS - FEBRUARY 9, 2005**

NUMBER	DESCRIPTION	RESERVED SPACES	PERMIT SPACES	METERED SPACES	HANDICAP SPACES	TOTAL SPACES
3.	<b>Railroad Street Lot</b> Between Farwell Street and Barstow Street <b>Hours: 9 a.m. - 6 p.m. - M-F</b>	-	-	72 (12-Hour) \$0.20/Hour	3	75
4.	<b>Haymarket Lot</b> NW Corner of Eau Claire Street and Graham Avenue <b>Hours: 9 a.m. - 6 p.m. - M-F</b>	1  Bike Rack	-	95 Total (20-2 Hour) (75-10 Hour) \$0.25/Hour	5	101
5.	<b>Riverside Parking Deck-Upper Level</b> <b>Riverside Parking Deck-Lower Level</b> Graham Avenue at Gray Street <b>Permit Hours: 7 a.m. - 5 p.m. - M-F</b> <b>Meter Hours: 9 a.m. - 6 p.m. - M-F</b>	- -	50 69	13 0 (4-Hour) \$0.25/Hour	2 -	65 69
6.	<b>Transfer Center Lot</b> SW Corner of Main Street & Farwell Street <b>Hours: 9 a.m. - 6 p.m. - M-F</b>	-	-	45 (4-Hour) \$0.25/Hour	2	47
7.	<b>Schlegelmilch-McDaniel Lot</b> SE Corner of Gray Street and Farwell St. <b>Hours: 9 a.m. - 6 p.m. - M-F</b>	9	147	-	6	162
8.	<b>Farwell Street Lot</b> NE Corner of Farwell Street and Main Street <b>Permit Hours: 7 a.m. - 6 p.m. - M-F</b> <b>Meter Hours: 9 a.m. - 6 p.m. - M-F</b>	-	34	9 (Total) (6-10 Hour) (3-2 Hour) \$0.25/Hour	2	45
9.	<b>Barstow Street (Four Corners) Lot - 2 Hour Limit</b> NE Corner of Barstow Street and Grand Avenue <b>Hours: 9 a.m. - 6 p.m. - M-F</b>	-	-	-	2	32
10.	<b>Library Parking Lot</b> NW Corner of Dewey Street and Eau Claire Street <b>(During Library Hours)</b>	-	-	22 (2-Hour) \$0.25/Hour	1	23
11.	<b>Water Street Lot</b> SE Corner of Water Street and Fifth Avenue <b>Hours: 9 a.m. - 9 p.m. - MON-SAT</b>	-	-	28 (2-Hour) \$0.25/Hour	2	30
12.	<b>Seaver Street Lot</b> NE Corner of Seaver Street and Barstow Street <b>Hours: 7 a.m. - 5 p.m. - M-F</b>	-	37	-	2	39
13.	<b>Civic Center Parking Ramp</b> Farwell Street and Gibson Street <b>Hours: 8 a.m. - 6 p.m. - M-F</b>	30	130 Varies	-	7	405
14.	<b>Chippewa Street Lot - 2 Hour Limit</b> SW Corner of Chippewa Street and Fourth Avenue <b>Hours: 8 a.m. - 6 p.m. - MON-SAT</b>	-	-	-	1	25
15.	<b>Riverview Lot</b> NE Corner of S. Dewey Street and Gibson Street <b>Permit Hours: 7 a.m. - 6 p.m. - M-F</b> <b>Meter Hours: 9 a.m. - 6 p.m. - M-F</b>	-	82	16 (4-Hour) \$0.25/Hour	5	103

ON-STREET METERS OPERATING TIME: 9 A.M. - 6 P.M. - M-F EXCEPT HOLIDAYS



# 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.



*Students—middle school, high school and post-secondary, comprise the largest group of Eau Claire Transit passengers.*

## 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 due to disabilities and frailties.
- ◆ Maintain a full staff of skilled bus operators and effectively and efficiently maintain all transit vehicles.

### Routes

The bus routes are referred to as a "hub" system with 15 regular routes originating and terminating at the Downtown Transfer Center. All routes have either half-hour or hour headways. ECT also operates four school "tripper" routes to meet the heavy demand for transportation during the school year.

1. Margaret & Mall
2. Mt. Washington
3. North High
4. Locust Lane
5. Rudolph Road
6. Putnam Heights & Mall
7. West Clairemont
8. Folsom & Vine
9. University/Stein Blvd./Water St.
10. Delong
11. West MacArthur
12. Altoona
13. Memorial
14. Westridge Center
15. Shopko Plaza

Overview of Revenues and Expenditures
---------------------------------------

## PUBLIC TRANSIT BUDGET SUMMARY

	2004 <u>Actual</u>	2005 <u>Adopted</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	4,800	\$ -
Charges for Services	604,428	483,300	343,766	597,300	609,500
Miscellaneous	27,621	24,000	12,091	26,800	20,000
Non-Operating	2,909,296	3,268,800	445,033	3,294,200	3,473,700
<b>Total Revenues</b>	<u>3,541,345</u>	<u>3,776,100</u>	<u>800,890</u>	<u>3,923,100</u>	<u>4,103,200</u>
<b>Expenses:</b>					
Personal Services	2,043,168	2,197,200	971,466	2,197,200	2,325,000
Contractual Services	1,037,602	996,100	482,866	1,135,800	1,187,600
Utilities	7,165	8,500	3,605	8,500	8,700
Fixed Charges	153,337	156,400	78,487	156,400	158,500
Materials & Supplies	284,970	372,800	169,808	380,100	379,400
Interest Expense -Proprietary Funds	14,103	22,300	6,870	22,300	12,300
<b>Total Expenses and Other Financing Uses</b>	<u>3,540,345</u>	<u>3,753,300</u>	<u>1,713,102</u>	<u>3,900,300</u>	<u>4,071,500</u>
Excess (Deficiency) of Revenues Over Expenses	\$ <u>1,000</u>	\$ <u>22,800</u>	\$ <u>(912,212)</u>	\$ <u>22,800</u>	\$ <u>31,700</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 14,697	\$ 15,697		\$ 14,697	\$ 14,697
<b>Changes in Available Balances:</b>					
From operations	1,000	22,800		22,800	31,700
Transfer to gift reserve	(1,000)	-		-	-
Principal - Notes Payable	-	(22,800)		(22,800)	(31,700)
<b>Ending Balance</b>	<u>\$ 14,697</u>	<u>\$ 15,697</u>		<u>\$ 14,697</u>	<u>\$ 14,697</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 57% of Transit revenues. Federal assistance is projected at \$1,217,800 and is reimbursed annually, after the federal fiscal year and completion of an audit of eligible expenses. State assistance is projected at \$1,136,600 for 2006 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

Contract charges account for 5% of revenue. The contract for University of Wisconsin-Eau Claire (UWEC) transit service is projected at \$188,000 in 2006. UWEC ridership has increased to the level that the University now requires three buses to run the route during peak demand days and hours. We are in the second year of a five-year contract with the University.

#### TRANSFER FROM GENERAL FUND

The City General Fund provides approximately 22% of the Transit operating budget. The General Fund subsidy is projected at \$914,000.

#### FAREBOX REVENUE

The recently adopted Transit Development Plan (TDP) does not call for a fare increase until 2008. Farebox returns are projected to comprise 10% of all revenues in 2006.

### EXPENDITURES

#### PERSONNEL SERVICES

There are no proposed changes to staffing levels.

#### 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.

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 contracted with Abby-Vans, Inc. Demand for paratransit services continues to grow. 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%. In October 2004, we began contracting with the L.E. Phillips Senior Center to provide in-person paratransit certifications. These in-person assessments have helped

slow the growth of paratransit service, which is very costly to operate, by ensuring that only those individuals unable to access and/or navigate the fixed-route system are certified for paratransit. For the first time in the 10-year history of the program, ridership is decreasing on the paratransit program (3.7% YTD) rather than the usual 8 – 10% annual growth. The City and County currently pay Abby-Vans \$11.20 per trip. The price for 2006 will be \$11.30 per ride.

**UTILITIES**

The costs budgeted under utilities include electricity, sewer service, water service, telephones, and storm water charges. No major changes are anticipated.

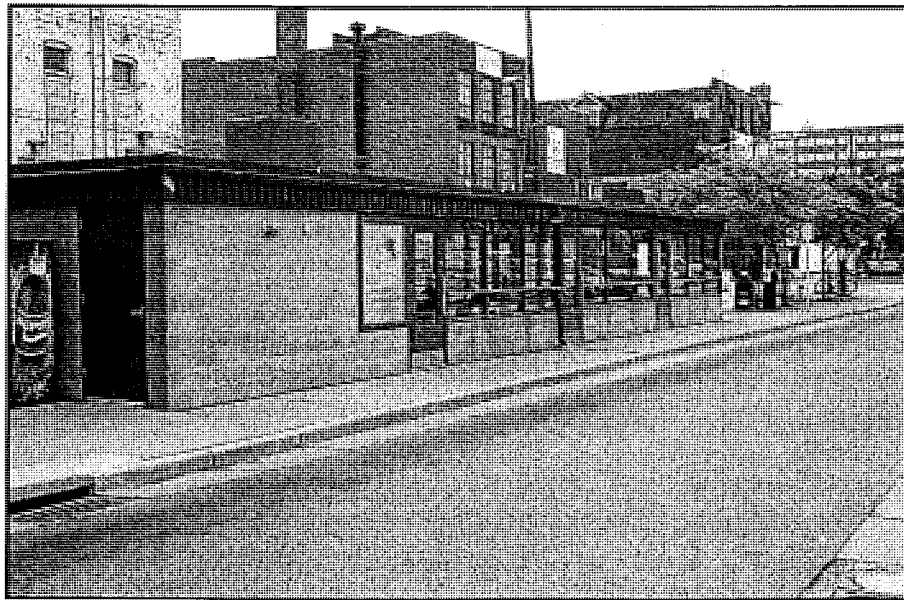
**MATERIALS & SUPPLIES**

This budget category includes office supplies, books, periodicals, diesel fuel, motor oil and lubricants, tires, uniforms and clothing, repair parts and maintenance supplies. The diesel fuel budget was significantly increased last year, so we have been able to stay within budget on fuel costs.

**CAPITAL OUTLAY**

Design and analysis of the construction of a new Transfer Center are to begin later this year. The current Transfer Center, located at 410 South Farwell Street, was built as a temporary structure in 1985 and is rapidly deteriorating. Contingent upon a federal transit capital assistance grant, land acquisition in downtown Eau Claire will begin in 2006.

Per the Transportation Development Plan, Transit will begin installing bus stop signs later this year to transition from a flag stop to a designated bus stop system.



*Transfer Center located on Farwell Street between Main and Gray.*

Revenue Detail
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Revenue Classification	2004 <u>Actual</u>	2005 <u>Budget</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>INTERGOVERNMENTAL REVENUES</b>					
State aid	\$ -	\$ -	\$ -	\$ 4,800	\$ -
<b>OPERATING REVENUES</b>					
Charges for services:					
Passenger fares	604,428	483,300	343,766	597,300	609,500
<b>OTHER OPERATING REVENUES</b>					
Advertising	22,367	23,000	8,230	23,000	20,000
Miscellaneous	5,254	1,000	3,861	3,800	-
Total other operating revenues	27,621	24,000	12,091	26,800	20,000
<b>NON-OPERATING REVENUES</b>					
Operating subsidies:					
City of Eau Claire	620,245	820,400	-	820,400	914,000
Eau Claire County	146,405	219,400	153,912	183,000	177,000
City of Altoona	26,900	27,700	-	27,700	28,300
State operating assistance grant	1,089,630	1,119,300	291,121	1,164,500	1,136,600
Federal operating assistance grant	1,026,115	1,082,000	-	1,098,600	1,217,800
Total operating subsidies	2,909,296	3,268,800	445,033	3,294,200	3,473,700
Total revenues	\$ 3,541,345	\$ 3,776,100	\$ 800,890	\$ 3,923,100	\$ 4,103,200

**OPERATING REVENUES**

Operating revenues consist primarily of **Passenger Fares**. Ridership is projected to increase slightly. The payment for regular route and special tripper bus service from UWEC in the amount of \$188,000 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 high quality mobility for urban citizens who have no other means of transportation, and it is an economical choice of alternative transportation for those with other mobility options. 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

	2004	2005	2006
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	2.00	2.00
Bus Operator	24.00	24.00	24.00
Combination Serviceman	2.00	2.50	2.50
Part-Time Operator	3.00	3.00	3.00
	<hr/>	<hr/>	<hr/>
Total FTE Positions	<u>38.00</u>	<u>37.50</u>	<u>37.50</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 Clerk III time is charged to Public Works Operations.
- 50% of the Working Shop Supervisor's time is charged to Central Maintenance.
- 25% of the Public Works Operations Administrator's time is charged to Transit and another 25% to Central Maintenance.
- 50% of the Equipment Maintenance Superintendent's time is charged to Transit.



*Eau Claire Transit participates in International Festival, held downtown, each year.*

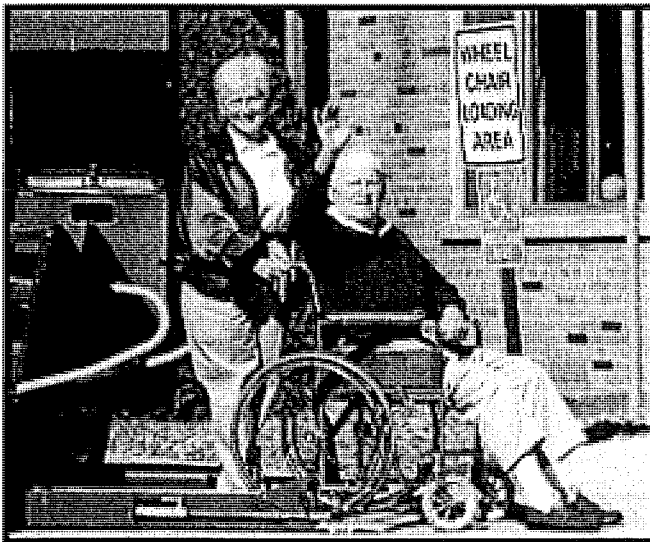
## Operation Highlights

### 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 Freedom pass - \$20.00
- ◆ Elderly/Disabled pass - \$17.00



*An Abby-Vans driver unloads a passenger.*

### 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%

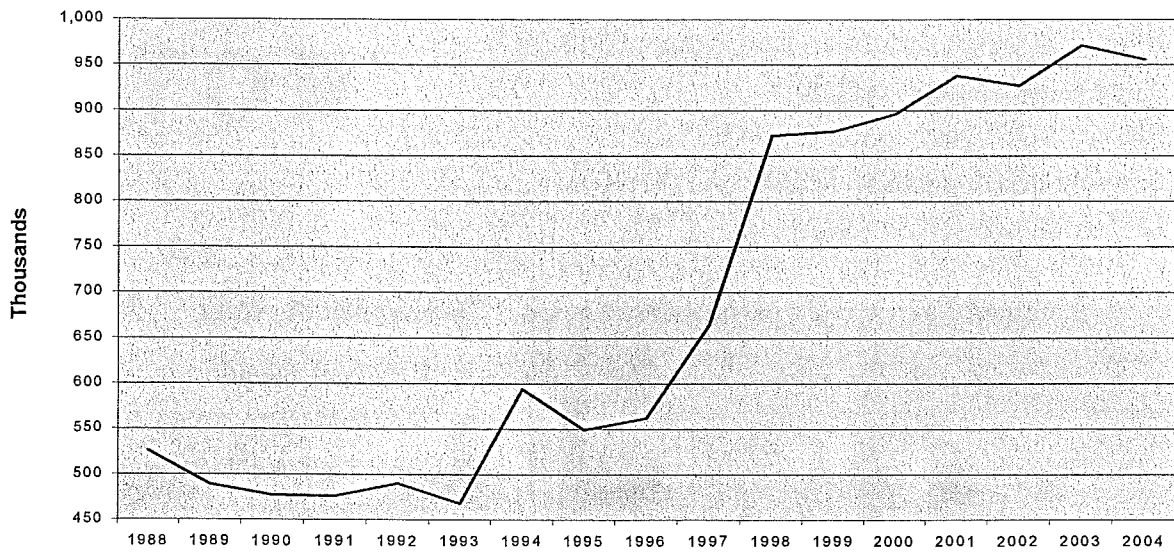
### Operational Funding

- ◆ Federal Subsidy - 30%
- ◆ State Subsidy - 28%
- ◆ General Fund - 22%
- ◆ Farebox and Contract Revenues - 15%
- ◆ County, Altoona & miscellaneous revenue - 5%

Operating Statistics

(Includes Paratransit)	2002	2003	2004	2005 est	2006 est
<b>Service Miles</b>	1,023,548	1,113,066	1,010,582	1,008,000	1,008,000
<b>Service Hours</b>	72,461	74,426	67,640	67,500	67,500
<b>Ridership</b>	927,129	971,414	956,610	960,000	965,000

**Ridership**



*The bike racks have been a very popular and well-used addition to the buses.*



## Facilities

### Central Maintenance & Storage Facility @ 910 Forest Street

- ◆ Indoor automatic bus wash
- ◆ Storage facility for approximately 22 buses
- ◆ Indoor fueling facility

### Downtown Transfer Center @ Intersection of Farwell St. & Main St.

- ◆ Waiting area for transferring passengers
- ◆ Staging area for 8 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.



*Transit uses two of the seven bays in the Central Maintenance Facility*

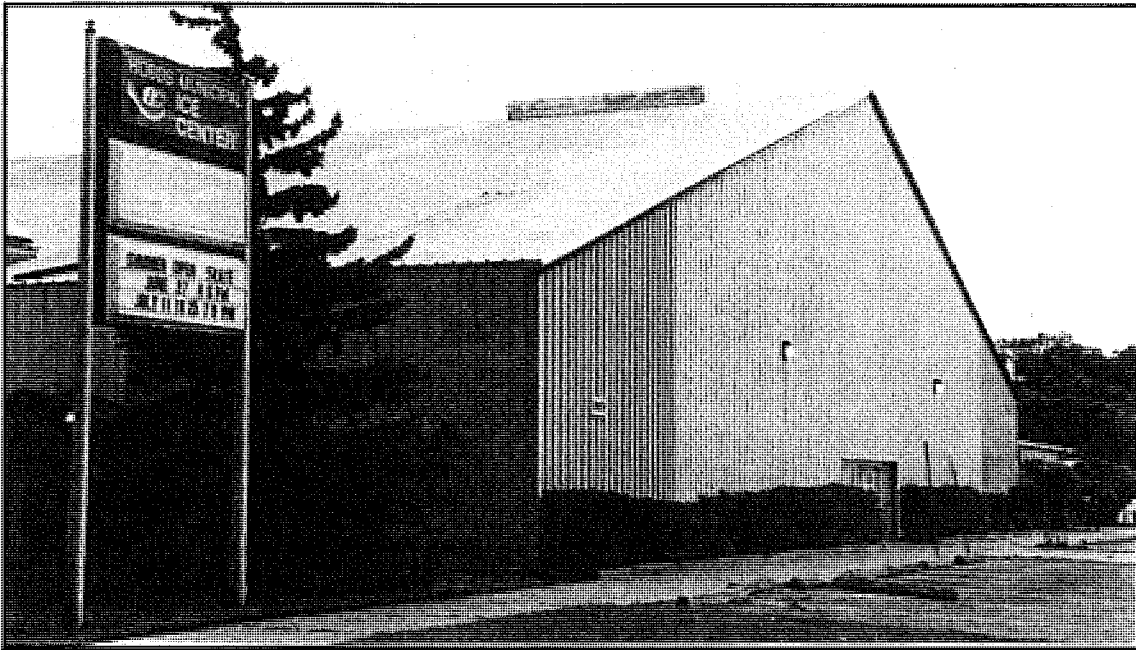
# HOBBS MUNICIPAL ICE CENTER

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

- 3,952 total hours rented in 2004
- 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
- 2004 was the sixth year of operation for the Hughes Outdoor Rink



Overview of Revenues and Expenditures
---------------------------------------

	<u>2004 Actual</u>	<u>2005 Adopted</u>	<u>2005 6-Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Operating	\$ 394,472	\$ 520,500	\$ 211,146	\$ 520,500	\$ 444,800
Non-operating revenues	19,580	-	5,603	-	15,000
Other Financing Sources	27,115	77,200	-	77,200	85,300
Total Revenues	<u>441,167</u>	<u>597,700</u>	<u>216,749</u>	<u>597,700</u>	<u>545,100</u>
<b>Expenses:</b>					
Personal Services	244,841	302,400	120,014	301,800	289,700
Contractual Services	28,476	41,300	14,023	41,900	42,600
Utilities	136,182	165,600	62,973	165,600	155,200
Fixed Charges	8,929	8,500	4,623	8,500	9,000
Materials & Supplies	27,834	79,900	20,414	79,900	48,600
Total Expenses and Other Financing Uses	<u>446,262</u>	<u>597,700</u>	<u>222,047</u>	<u>597,700</u>	<u>545,100</u>
Excess (Deficiency) of Revenues Over Expenses	<u>\$ (5,096)</u>	<u>\$ -</u>	<u>\$ (5,298)</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 8,125	\$ 8,125		\$ 8,125	\$ 8,125
Transfer from CIP to Operating	5,096				
Changes in Available Balances:					
From operations	<u>(5,096)</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 8,125</u>	<u>\$ 8,125</u>		<u>\$ 8,125</u>	<u>\$ 8,125</u>

## Budget Overview

### **REVENUES**

The City took over the operation of the Hobbs Ice Center concession stand in 2005. The gross revenues for 2006 are estimated at \$70,000. Hobbs will receive about \$17,000 in commissions from the Coca Cola pouring rights contract. The General fund subsidy increase of 10% is due primarily to an adjusted estimate of concession revenues.

### **EXPENDITURES**

#### **PERSONNEL SERVICES**

Mid 2004, the ice center assumed operation of the concession area. The 2006 budget includes a reduction in temporary labor to operate the concession stand.

#### **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, and \$11,500 for the maintenance contract on the new chiller system.

#### **UTILITIES**

Electric and gas service total \$141,000 and are the major expenses in this category.

#### **CAPITAL OUTLAY**

The ice center is currently 30 years old. A facilities improvement program funded, at \$100,000 per year, has been established in the Capital Improvement Plan to fund major maintenance projects. The facility was re-roofed in 2003, the parking lot repaved and lighting installed in 2004. The 2005 projects include replacing the door to the O'Brien rink and replacing compressors.

The 2006 projects include replacing floors and ceilings in the Akervik rink, constructing a skate change area at the Hughes rink and design work on an office/entry/lobby area at the O'Brien rink.

Revenue Detail

<u>Revenue Classification</u>	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 6-Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
<b>OPERATING REVENUES</b>					
Charges for services:					
Hobbs arena	\$ 367,882	\$ 402,700	\$ 169,815	\$ 402,700	\$ 374,800
Concessions	26,590	117,800	41,331	117,800	70,000
Total charges for services	394,472	520,500	211,146	520,500	444,800
<b>MISCELLANEOUS REVENUES</b>					
Miscellaneous	19,580	-	5,603	-	15,000
Total revenues	414,052	520,500	216,749	520,500	459,800
<b>OTHER FINANCING SOURCES</b>					
Transfer from General fund	27,115	77,200	-	77,200	85,300
Total revenues	\$ 441,167	\$ 597,700	\$ 216,749	\$ 597,700	\$ 545,100

**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.

Mid 2004, the ice center took over the operations of selling concessions. The 2005 budget reflects a full year of gross revenue from concession operations and vending pouring rights.

**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**

1999	2000	2001	2002	2003	2004	2005 Projected	2006 Proposed
\$35,240	\$58,161	\$114,534	\$56,233	\$90,130	\$27,115	\$77,200	\$85,300

Staffing

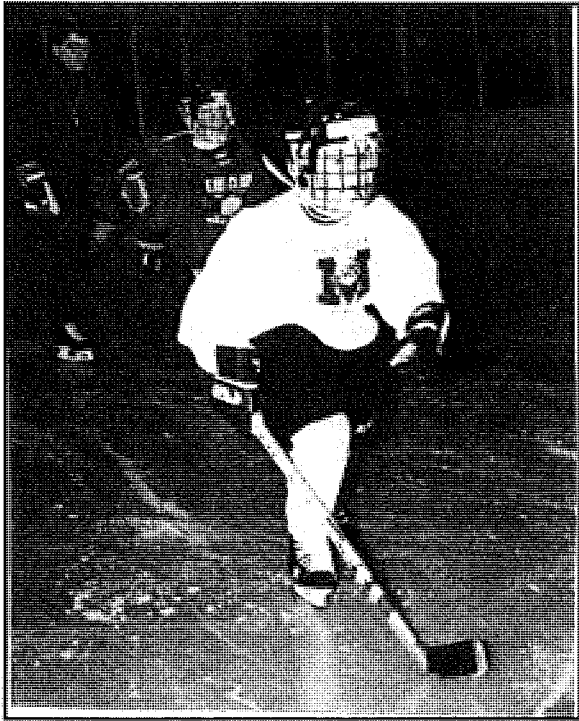
Hobbs Ice Center

	2004	2005	2006
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>3.50</u>	<u>3.50</u>	<u>3.50</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:

- 25% of Program Supervisor’s time is charged out to Parks & Recreation – Recreation Division.



Activities
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The Ice Center is the home rink for North and Memorial High Schools, the University Men's and Women's Varsity Hockey teams, 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**

	2000	2001	2002	2003	2004
<b>O'Brien</b>	30	28	29	27	28
<b>Akervik</b>	38	32	37	37	37
<b>Summer</b>	10	9	10	10	10
<b>Hughes</b>	10	8	6	8	7

- 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**  
**Five-Year History of Operations**

	2000	2001	2002	2003	2004
<b>Revenues</b>	\$ 361,112	\$ 322,827	\$ 353,223	\$ 340,527	\$ 414,052
<b>Expenses W/o depreciation</b>	424,273	437,361	409,456	430,657	446,262
<b>Net Income</b>	\$ (63,161)	\$ (114,534)	\$ (56,233)	\$ (90,130)	\$ (32,210)

Activities

<b>Hobbs Ice Center Open Skate Admissions</b>				
	<b>Winter <u>Oct-Dec, 2004</u></b>	<b>Winter <u>Jan-March, 2005</u></b>	<b>Summer <u>2004</u></b>	<b>Total <u>2004-05</u></b>
Youth Paid	1,445	691	183	2,319
Youth w/ punch card	86	85	0	171
Adult Paid	511	327	82	920
Adult w/ punch card	8	17	0	25
Total	<b>2,050</b>	<b>1,120</b>	<b>265</b>	<b>3,435</b>

**2005-2006 FEES AND CHARGES**

**Hourly Charges**

Ice Rental - Prime Time*	\$ 110.00
Ice Rental - Non-Prime Time	\$ 100.00
Outdoor Rink	\$ 40.00

\*Prime time hours are 7am - 11pm daily

**Events**

Varsity Game	\$ 400.00
JV/Varsity Game	\$ 500.00
O'Brien Rm Rental - Food Event	\$ 100.00

**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)**	\$ 300.00
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\*\*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. Smaller pieces 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. The last resurfacer was replaced in 2002.

## CIP Highlights

- The Ice Center roof was completed in 2003.
- The parking lot was resurfaced and striped in 2004. The parking lot lighting was also installed.
- In 2005 the compressors and steel doors were replaced.
- The 2006 CIP projects include replacing the flooring and ceiling of the Akervik rink, constructing a change area, and construction of an office, entry and lobby.
- Projects proposed for future years include: new flooring for the O'Brien rink, a dehumidification system & replacing scoreboards at both rinks.

# 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 sixteenth year in 2006.

## Programs & Services



### Annual Schedule

- ◆ 13-14 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 & evenings
- ◆ Facility available for rent by private groups on Saturdays and Sunday evenings
- ◆ Pavilion available for rent during open swim for birthday parties
- ◆ Practice site for the YMCA Swim Team

<h2 style="margin: 0;">Overview of Revenues and Expenditures</h2>
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	<u>2004 Actual</u>	<u>2005 Adopted</u>	<u>2005 6-Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Charges for Services	\$ 184,253	\$ 206,200	\$ 127,561	\$ 206,200	\$ 207,800
Other Financing Sources	184,634	241,500	4,330	241,500	253,000
Total revenues	<u>368,887</u>	<u>447,700</u>	<u>131,891</u>	<u>447,700</u>	<u>460,800</u>
<b>Expenses:</b>					
Personal Services	147,167	199,000	57,939	199,000	206,300
Contractual Services	16,217	19,500	3,855	19,500	18,400
Utilities	40,104	43,300	4,167	43,300	43,100
Fixed Charges	2,177	5,400	3,191	5,400	5,400
Materials & Supplies	42,899	45,600	12,028	45,600	47,200
Non-Operating -Proprietary Funds	23,523	19,900	9,416	19,900	15,400
Total Expenses and Other Financing Uses	<u>272,087</u>	<u>332,700</u>	<u>90,596</u>	<u>332,700</u>	<u>335,800</u>
Excess (Deficiency) of Revenues Over Expenses	<u>\$ 96,800</u>	<u>\$ 115,000</u>	<u>\$ 41,295</u>	<u>\$ 115,000</u>	<u>\$ 125,000</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 2,688	\$ 2,688		\$ 2,688	\$ 2,688
<b>Changes in Available Balances:</b>					
From operations	96,800	115,000		115,000	125,000
Principal payment - debt	<u>(96,800)</u>	<u>(115,000)</u>		<u>(115,000)</u>	<u>(125,000)</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 six years, operating revenue has ranged from a low of \$184,049 (2000) to a high of \$223,982 (2002). Admission fees are reviewed annually by the City Council and adjusted periodically. 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 to maintenance 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 Supt. of Recreation. The 2006 budget request does include an increase to temporary salaries, due to the increase in the minimum wage rate.

#### **CONTRACTUAL SERVICES**

Services in this area include any contracted repairs or preventative maintenance. 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 2006.

#### **UTILITIES**

Electricity and gas service are two of the major costs in this category. We are not anticipating any major increases in utility expenses for 2006.

#### **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**

The 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 and refurbished the diving boards in 2003. The pool heaters were replaced in 2004. The pool has five main pumps; one was replaced in 2005 because it failed. The other four pumps are all original equipment and have exceeded their projected lifespan. They should be replaced as soon as possible.

Revenue Detail
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Revenue Classification	Outdoor Pool				
	2004 <u>Actual</u>	2005 <u>Budget</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>OPERATING REVENUES</b>					
Charges for services:					
Pool admissions	\$ 140,887	\$ 153,000	\$ 98,335	\$ 153,000	\$ 153,000
Pool concessions	32,377	43,700	19,291	43,700	44,100
Miscellaneous	10,989	9,500	9,935	9,500	10,700
Total charges for services	<u>184,253</u>	<u>206,200</u>	<u>127,561</u>	<u>206,200</u>	<u>207,800</u>
<b>OTHER OPERATING REVENUES</b>					
Miscellaneous	<u>4,695</u>	<u>3,500</u>	<u>4,330</u>	<u>3,500</u>	<u>3,500</u>
<b>NON-OPERATING REVENUES</b>					
Transfer from General fund	<u>179,939</u>	<u>238,000</u>	<u>-</u>	<u>238,000</u>	<u>249,500</u>
Total revenues	<u>\$ 368,887</u>	<u>\$ 447,700</u>	<u>\$ 131,891</u>	<u>\$ 447,700</u>	<u>\$ 460,800</u>

**OPERATING REVENUES**

**Charges for Services** include receipts from pool admission, sale of season passes, rental for special events and vending commission, and concessions. Fees are reviewed annually and are set by the City Council.

**NON-OPERATING REVENUES**

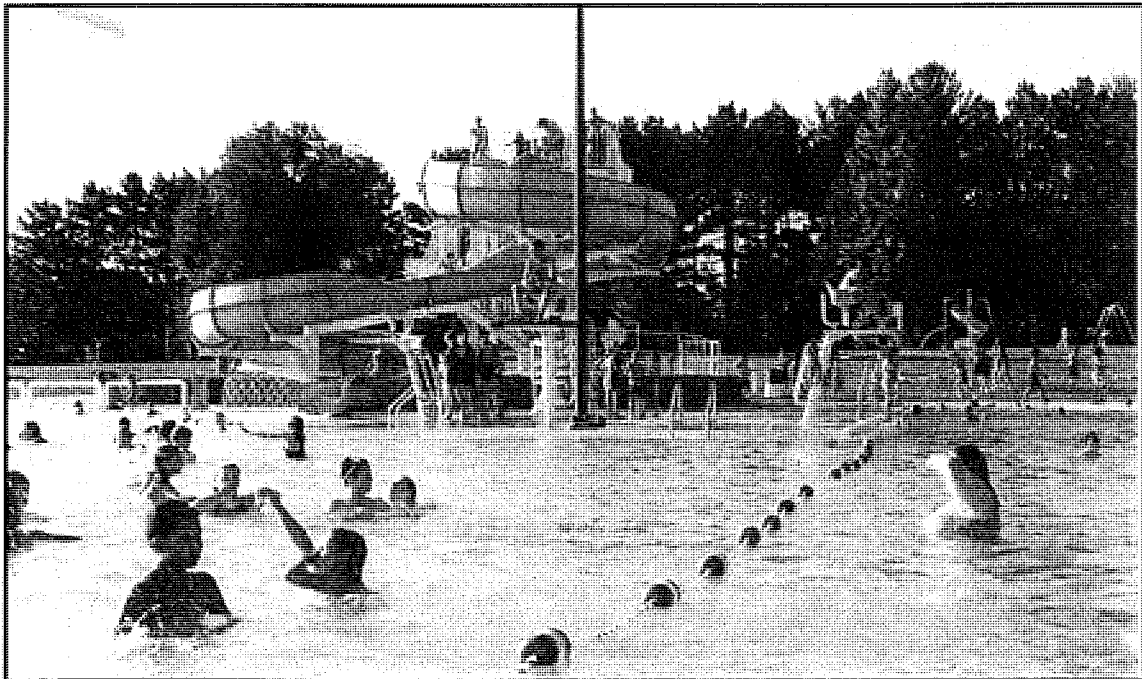
The Outdoor Pool was established as an enterprise fund in 1990. Since that time, a **General Fund Subsidy** has been required to meet the operational expenses and the annual debt payment.

**Summary of General Fund Subsidies**

	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	2005 <u>Projected</u>	2006 <u>Proposed</u>
Operating Subsidy	\$ 136,829	\$ 145,120	\$ 165,485	\$ 104,881	\$ 79,939	\$ 123,000	\$ 124,500
Debt Payment	\$ 85,000	\$ 90,000	\$ 100,000	\$ 105,000	\$ 100,000	\$ 115,000	\$ 125,000

## 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 each year as lifeguards, cashiers, and facility supervisors.
- ◆ A Program Supervisor assigned to General Fund Recreation charges 25% of his time to the Outdoor Pool.



Activities
------------

**Five Year History of Attendance**

<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
60,442	71,192	62,101	60,141	45,961

**FIVE YEAR HISTORY OF OPERATION**

	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Revenues	\$ 184,049	\$ 211,651	\$ 223,982	\$ 215,947	\$ 188,948
Expenses					
W/o depreciation & interest expense	243,593	285,393	324,575	290,988	248,564
Net Income	<u>\$ (59,544)</u>	<u>\$ (73,742)</u>	<u>\$ (100,593)</u>	<u>\$ (75,041)</u>	<u>\$ (59,616)</u>

**2005 FEES AND CHARGES**

**Season Pass Rates**

Resident Youth	\$ 35.00
Resident Adult	\$ 45.00
Resident Family of 3	\$ 95.00
Resident Family of 4	\$ 100.00
Resident Family of 5	\$ 105.00
Non-Resident Youth	\$ 55.00
Non-Resident Adult	\$ 65.00
Non-Resident Family of 3	\$ 145.00
Non-Resident Family of 4	\$ 150.00
Non-Resident Family of 5	\$ 155.00
Extra charge/each additional family membe	\$ 5.00

**Daily Admission**

Youth (under 3)	FREE
Youth (3-17 years)	\$ 3.00
Adult	\$ 3.00
Lap Swim	\$ 3.00
Water Aerobics	\$ 3.00



## 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

### Diving Pool

- ◆ 1 meter & 3 meter diving boards
- ◆ 13' deep
- ◆ 42 ft (13m) x 45 ft (14m)
- ◆ 148,300 gallons of water
- ◆ 1,890 square feet

### Other Amenities

- ◆ Concession stand
- ◆ Juice & Sport Drink vending machines
- ◆ 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 pool vacuum, mower, a push mower, trimmers, etc. The pool also has major equipment, such as pumps, filters, and heaters.

## CIP Highlights

A facility improvement program was established to fund pool improvements. Projects are supported by an annual General Fund transfer of \$45,000. Donations and outside contributions will be required to support some projects. The following have been identified in the 2006-2010 Capital Improvement Plan:

- ◆ Remodel concession stand & bath house
- ◆ Replace pool pumps & motors
- ◆ The pool needs to be repainted every 5-7 years. The next scheduled painting should be in 2008
- ◆ Installation of an automated irrigation system
- ◆ Add a sand/water play area and a splash pad

# 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 17 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

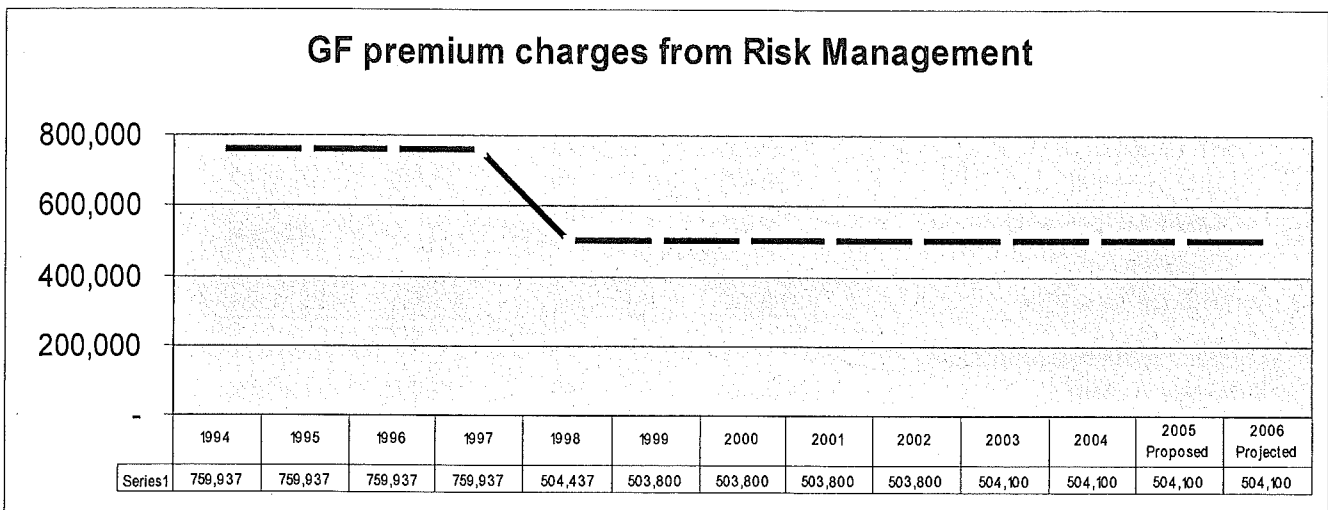
**RISK MANAGEMENT BUDGET SUMMARY**

	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Adopted</u>	<u>2005</u> <u>6-Month</u> <u>Actual</u>	<u>2005</u> <u>Projection</u>	<u>2006</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Charges for services	\$ 1,269,872	\$ 1,013,800	\$ 502,300	\$ 1,873,800	\$ 2,504,000
Other operating	88,644	40,800	32,120	40,800	40,800
Miscellaneous	173,924	213,400	74,889	213,400	213,400
Total revenues	<u>1,532,440</u>	<u>1,268,000</u>	<u>609,309</u>	<u>2,128,000</u>	<u>2,758,200</u>
<b>Expenses:</b>					
Personal Services	119,753	128,900	59,656	128,900	127,400
Contractual Services	26,557	38,600	11,700	45,200	58,000
Utilities	1,418	1,500	398	1,500	1,500
Fixed Charges	1,139,352	1,271,900	555,105	2,125,300	2,763,200
Materials & Supplies	2,448	4,300	1,302	4,300	4,400
Other Financing Uses	395,600	271,900	-	271,900	337,100
Total Expenses and Other Financing Uses	<u>1,685,128</u>	<u>1,717,100</u>	<u>628,161</u>	<u>2,577,100</u>	<u>3,291,600</u>
Excess (Deficiency) of Revenues Over Expenses	<u>\$ (152,688)</u>	<u>\$ (449,100)</u>	<u>\$ (18,852)</u>	<u>\$ (449,100)</u>	<u>\$ (533,400)</u>
<b>Applied Reserve:</b>					
Beginning Balance	\$ 1,135,188	\$ 449,100		\$ 982,500	\$ 533,400
Changes in Available Balances:					
From operations	<u>(152,688)</u>	<u>(449,100)</u>		<u>(449,100)</u>	<u>(533,400)</u>
Ending Balance	<u>\$ 982,500</u>	<u>\$ -</u>		<u>\$ 533,400</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.



**EXPENSES**

**CONTRACTUAL SERVICES**

This category includes postage, shipping, training and professional services.

**FIXED COSTS**

Major expenses include payments to Insurance pools and companies for property damage, liability, and costs associated with Workers Compensation coverage. Along with funding self-insured losses, the fund also carries the risk related funding for the Section 105 High Deductible Health Insurance Plan.

Revenue Detail
----------------

## Risk Management

Revenue Classification	2004 Actual	2005 Budget	2005 6-Month Actual	2005 Projection	2006 Budget
<b>OPERATING REVENUES</b>					
Charges for services:					
General fund	\$ 504,100	\$ 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
Water	81,100	81,100	40,550	81,100	81,100
Sewer	77,700	77,700	38,850	77,700	77,700
Storm Water	4,600	4,600	2,300	4,600	4,600
Parking	8,100	8,100	4,050	8,100	8,100
Transit	116,100	116,100	58,050	116,100	116,100
Hobbs	8,500	8,500	4,250	8,500	8,500
Municipal pool	4,200	4,200	2,100	4,200	4,200
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	-	9,200	9,200
Hlth Ins Deduction Reimbursement	265,272	-	-	860,000	1,471,600
Administration fee	-	-	-	-	18,600
Total charges for services	<u>1,269,872</u>	<u>1,013,800</u>	<u>502,300</u>	<u>1,873,800</u>	<u>2,504,000</u>
<b>OTHER OPERATING REVENUES</b>					
Repayment of claims	<u>88,644</u>	<u>40,800</u>	<u>32,120</u>	<u>40,800</u>	<u>40,800</u>
<b>NON-OPERATING REVENUES</b>					
Miscellaneous	101,279	121,400	-	121,400	121,400
Interest income	<u>72,645</u>	<u>92,000</u>	<u>74,889</u>	<u>92,000</u>	<u>92,000</u>
	<u>173,924</u>	<u>213,400</u>	<u>74,889</u>	<u>213,400</u>	<u>213,400</u>
Total revenues	<u>\$ 1,532,440</u>	<u>\$ 1,268,000</u>	<u>\$ 609,309</u>	<u>\$ 2,128,000</u>	<u>\$ 2,758,200</u>

**OPERATING REVENUES****Charges for Services**

Revenues for the Risk Management funds are derived from a service charge assessed to all funds that participate in the City's self-insurance program. Charges for 2006 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.

**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

	2004	2005	2006
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.

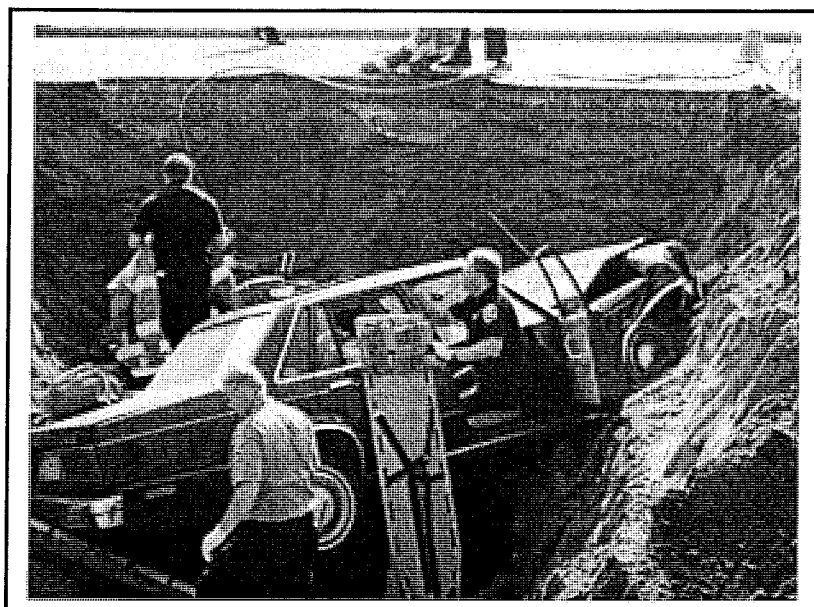
Cross-divisional charges include:

- 50% of the Human Resource Director/Risk Manager's time is charged to Risk Management.

Intergovernmental Cooperation

- The City and County share the services and funding of a full-time safety coordinator, with the City funding 50% of this county employee's position.

*Construction zone safety issues*



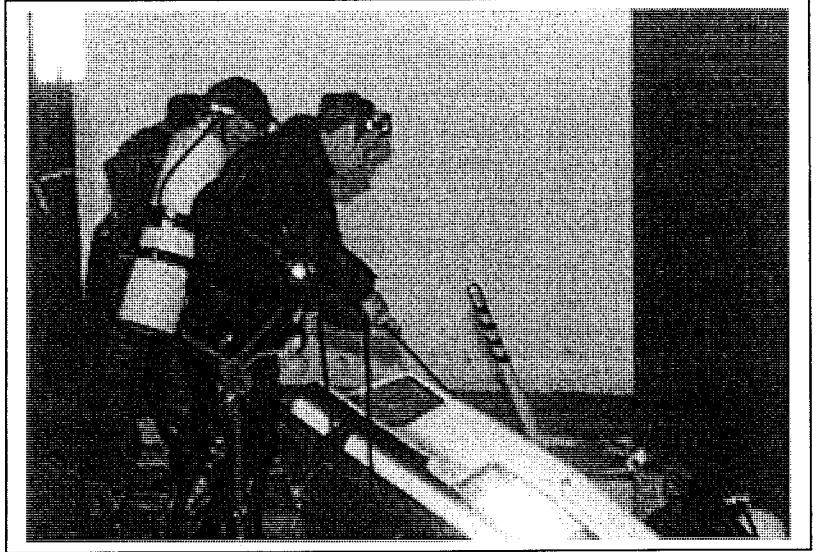
## Operation Highlights

### 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



*Retrieval of vehicle from sinkhole*

### Principal Sources of Revenue

- ◆ General Fund
- ◆ Interest Income
- ◆ Central Equipment
- ◆ Transit
- ◆ Health Ins. Deductible Reimbursement
- ◆ Water Utility
- ◆ Sewer Utility
- ◆ Repayment of Claims



*Flood related sinkhole*



# CENTRAL EQUIPMENT



*Central Maintenance Facility  
910 Forest Street*

The Central Equipment and Stores Agency (CESA) are 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
---------------------------------------

## CENTRAL EQUIPMENT BUDGET SUMMARY

	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Adopted</u>	<u>2005</u> <u>6-Month</u> <u>Actual</u>	<u>2005</u> <u>Projection</u>	<u>2006</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Intergovernmental	\$ 2,524,110	\$ 2,510,500	\$ 1,299,566	\$ 2,509,500	\$ 2,590,100
Miscellaneous	185,938	163,000	95,053	163,000	163,000
Other Financing Sources	-	10,000	5,744	10,000	10,000
Total revenues	<u>2,710,048</u>	<u>2,683,500</u>	<u>1,400,363</u>	<u>2,682,500</u>	<u>2,763,100</u>
<b>Expenses:</b>					
Personal Services	561,258	621,900	278,689	621,900	630,400
Contractual Services	216,360	321,900	125,483	321,900	325,300
Utilities	140,589	162,600	57,844	162,600	170,500
Fixed Charges	142,962	158,400	60,729	158,400	158,400
Materials & Supplies	571,834	797,100	333,726	797,100	813,100
Total Expenses and Other Financing Uses	<u>1,633,003</u>	<u>2,061,900</u>	<u>856,471</u>	<u>2,061,900</u>	<u>2,097,700</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 1,077,045</u>	<u>\$ 621,600</u>	<u>\$ 543,892</u>	<u>\$ 620,600</u>	<u>\$ 665,400</u>
<b>Applied Reserve:</b>					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Changes in Available Balances:</b>					
From operations	1,077,045	621,600		620,600	665,400
Transfer to capital projects	(181,900)	(1,074,200)		(1,074,200)	(1,604,500)
Loss on disposal of Fixed Assets	(22,005)	-		-	-
Transfer (to)/from reserves - equipment/building replacement	<u>(873,140)</u>	<u>452,600</u>		<u>453,600</u>	<u>939,100</u>
Ending Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## Budget Overview

### REVENUES

#### CHARGES FOR SERVICES - INTRAGOVERNMENTAL

##### 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.

#### SUPPLIES

There are no significant changes anticipated in 2006.

#### 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				
	2004 Actual	2005 Budget	2005 6-Month Actual	2005 Projection	2006 Budget
<b>OPERATING REVENUES</b>					
Equipment rental - General fund	\$ 1,953,050	\$ 1,971,800	\$ 1,032,419	\$ 1,970,800	\$ 2,041,200
Service charge - Stormwater Mgmt	25,319	45,000	14,560	45,000	45,900
Service charge - Cemetery Maint.	37,703	39,200	19,442	39,200	40,000
Service charge - Library	90	-	-	-	-
Service charge - Water utility	124,442	100,000	48,092	100,000	102,000
Service charge - Sewer utility	278,200	243,000	128,472	243,000	247,800
Service charge - Parking utility	14,949	16,600	8,510	16,600	17,000
Service charge - Transit	2,094	500	628	500	500
Service charge - Hobbs Ice Arena	13,250	14,500	7,143	14,500	14,800
Service charge - Municipal Pool	2,750	3,500	1,323	3,500	3,600
Service charge - Central Equipment	22,875	45,800	10,932	45,800	46,700
Service charge - Other	49,388	30,600	28,044	30,600	30,600
Total charges for services	<u>2,524,110</u>	<u>2,510,500</u>	<u>1,299,565</u>	<u>2,509,500</u>	<u>2,590,100</u>
<b>OTHER OPERATING REVENUES</b>					
Miscellaneous	11,390	3,000	2,647	3,000	3,000
Building rental	174,548	160,000	92,406	160,000	160,000
Total miscellaneous revenues	<u>185,938</u>	<u>163,000</u>	<u>95,053</u>	<u>163,000</u>	<u>163,000</u>
<b>NON-OPERATING REVENUES</b>					
Sale of capital assets	-	10,000	5,744	10,000	10,000
Total revenues	<u>\$ 2,710,048</u>	<u>\$ 2,683,500</u>	<u>\$ 1,400,362</u>	<u>\$ 2,682,500</u>	<u>\$ 2,763,100</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 that have office and operating space in the Central Maintenance facility.

Staffing

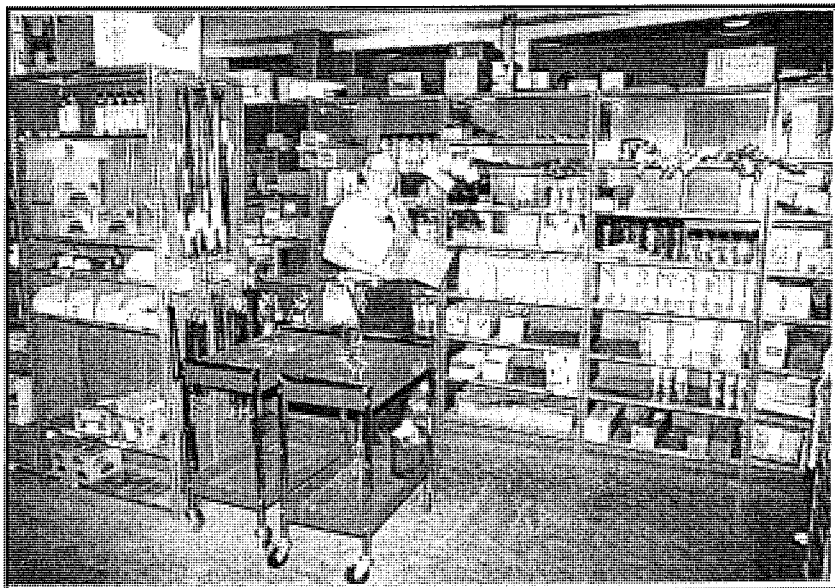
**Central Equipment**

	2004	2005	2006
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
 Total FTE Positions	 7.00	 7.00	 7.00

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.

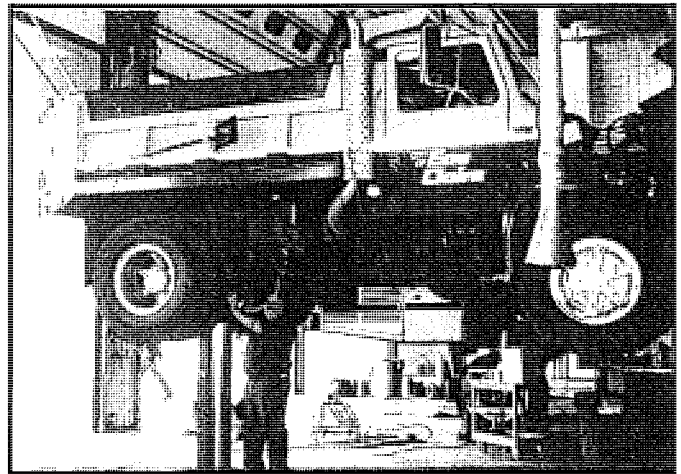


*Supply Storage Area*

## 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
  - 27 Fire Vehicles
  - 41 Police Vehicles
  - 127 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

**LANDFILL REMEDIATION BUDGET SUMMARY**

	<u>2004</u>	<u>2005</u>	<u>2005</u>	<u>2005</u>	<u>2006</u>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
			<u>Actual</u>		
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Charges for Services	\$ 71,263	\$ 150,000	\$ 36,566	\$ 150,000	\$ 150,000
Total Revenues and Other Financing Sources	<u>71,263</u>	<u>150,000</u>	<u>36,566</u>	<u>150,000</u>	<u>150,000</u>
<b>Expenditures and Other Financing Uses:</b>					
Materials & Supplies	<u>71,263</u>	<u>150,000</u>	<u>36,566</u>	<u>150,000</u>	<u>150,000</u>
Total Expenditures and Other Financing Uses	<u>71,263</u>	<u>150,000</u>	<u>36,566</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>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ -	\$ -		\$ -	\$ -
Changes in Available Balances:					
From operations	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>



Revenue Detail

<u>Revenue Classification</u>	<b>Landfill Remediation</b>				
	2004 <u>Actual</u>	2005 <u>Budget</u>	2005 6-Month <u>Actual</u>	2005 <u>Projection</u>	2006 <u>Budget</u>
<b>CHARGES FOR SERVICES</b>					
Environment remediation	\$ 71,263	\$ 150,000	\$ 36,566	\$ 150,000	\$ 150,000
Total revenues	<u>\$ 71,263</u>	<u>\$ 150,000</u>	<u>\$ 36,566</u>	<u>\$ 150,000</u>	<u>\$ 150,000</u>

**CHARGES FOR SERVICES**

Contributions from PRPs are the proposed source of funds for the remedial investigation and clean up.

The 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).



*1970's Dumping at 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.

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*

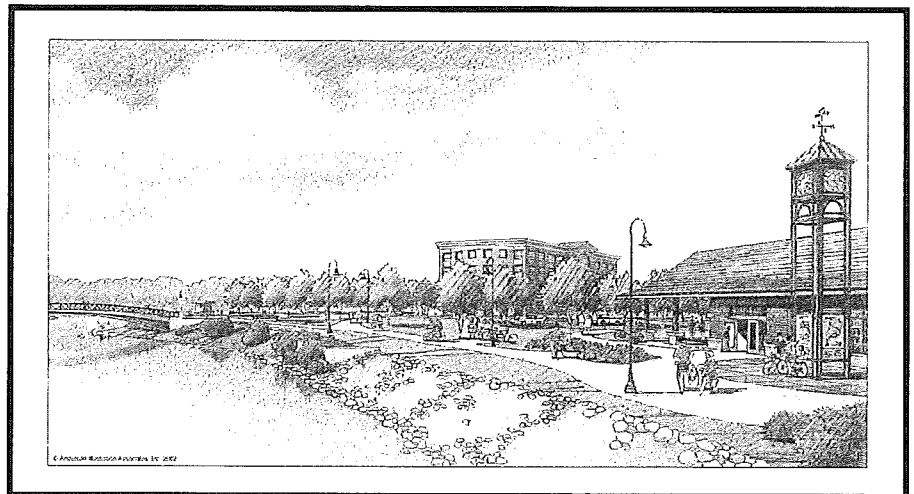
# REDEVELOPMENT AUTHORITY

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
- ◆ Redevelopment



*Concept Plan for the  
development of the North  
Barstow Redevelopment  
District*

Overview of Revenues and Expenditures
---------------------------------------

## REDEVELOPMENT AUTHORITY BUDGET SUMMARY

	<u>2004</u>	<u>2005</u>	<u>2005</u>	<u>2005</u>	<u>2006</u>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
			<u>Actual</u>		
<b>Operating Budget</b>					
<b>Revenues:</b>					
Miscellaneous	\$ 7,931	\$ 1,500	\$ 1,461	\$ 2,500	\$ -
Total Revenues and Other Financing Sources	<u>7,931</u>	<u>1,500</u>	<u>1,461</u>	<u>2,500</u>	<u>-</u>
<b>Expenses:</b>					
Contractual Services	2,804	6,800	1,531	6,800	6,800
Utilities	85	200	46	200	500
Fixed Charges	-	500	-	500	500
Materials & Supplies	13	200	-	200	200
Total Expenses and Other Financing Uses	<u>2,902</u>	<u>7,700</u>	<u>1,577</u>	<u>7,700</u>	<u>8,000</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 5,029</u>	<u>\$ (6,200)</u>	<u>\$ (117)</u>	<u>\$ (5,200)</u>	<u>\$ (8,000)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 68,463	\$ 49,581		\$ 219,349	\$ 214,149
<b>Changes in Available Balances:</b>					
Reduction in Refundable Deposits	(1,021)				
From operations	5,029	(6,200)		(5,200)	(8,000)
Transfer to Fixed Assets	(20,646)	-		-	-
Principal payments on loans	178,764	7,800		-	-
Loan payoff - CDBG	(11,240)	-		-	-
Transfer to CIP	-	-		-	(150,000)
Ending Balance	<u>\$ 219,349</u>	<u>\$ 51,181</u>		<u>\$ 214,149</u>	<u>\$ 56,149</u>

**Budget Overview**

**REVENUES**

**OTHER FINANCING SOURCES**

In prior years, the Redevelopment Authority received principal and interest payments from a loan made to a developer for the sale of land. That note has been paid.

**EXPENDITURES**

**CONTRACTUAL SERVICES**

Included in Contractual Services are postage and shipping, computer service charges, auditing, legal and professional services, and travel and training. In 2006, \$3,000 is budgeted for professional services in anticipation of development projects 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**

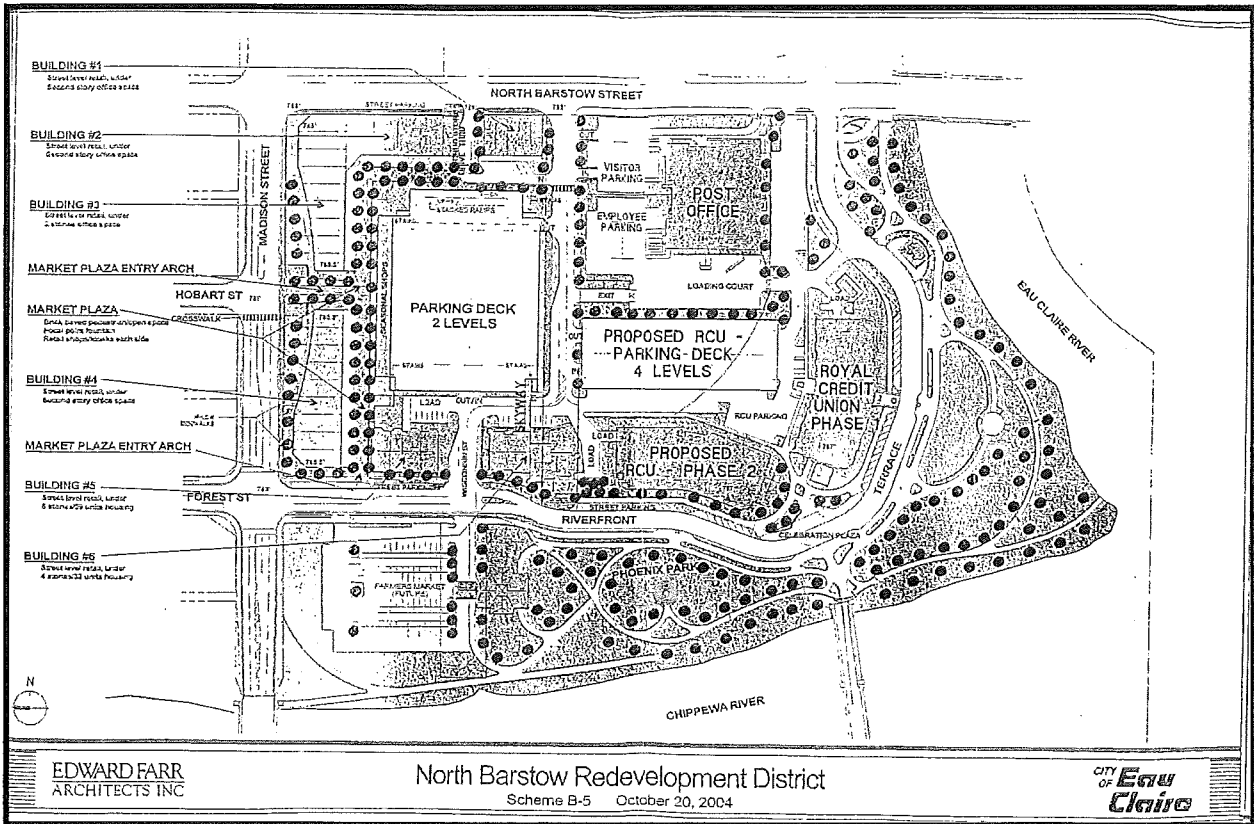
**Downtown Development Area – TIF #8**

The Redevelopment Authority will play a major roll in the redevelopment of the downtown. The RDA Board contracted with Edward Farr Architects to prepare an analysis of development and a conceptual design for the North Barstow District. The mixed-use development may include living, shopping, recreational and commercial spaces all within walking distance of each other. This plan will be used as a tool to market available development pads. The following key components to the redevelopment of the district will continue in 2006: acquisition and clearance of properties between Madison Street and the Eau Claire River, and completion of Phases I & II of Phoenix Park / Riverfront Terrace public projects along the river.

# Revenue Detail

## Redevelopment Authority

Revenue Classification	2004 Actual	2005 Budget	2005 6-Month Actual	2005 Projection	2006 Budget
<b>MISCELLANEOUS</b>					
Miscellaneous	\$ 7,931	\$ 1,500	\$ 1,461	\$ 2,500	\$ -
<b>Total revenues</b>	<b>\$ 7,931</b>	<b>\$ 1,500</b>	<b>\$ 1,461</b>	<b>\$ 2,500</b>	<b>\$ -</b>



EDWARD FARR ARCHITECTS INC

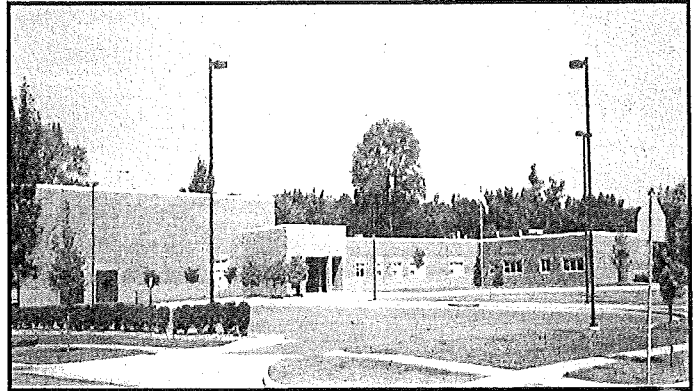
North Barstow Redevelopment District  
Schemes B-5 October 20, 2004

CITY OF Eau Claire

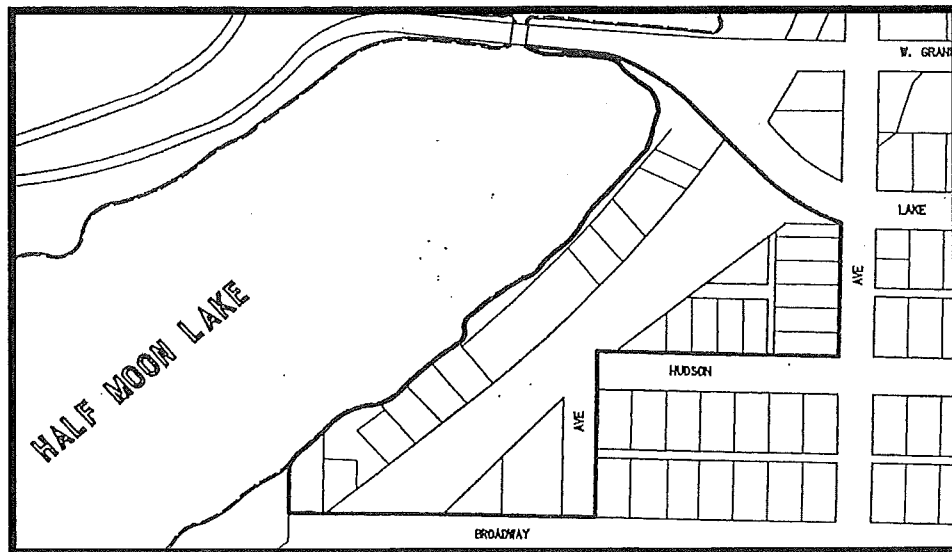
# Redevelopment Projects

## Half Moon Lake Redevelopment Area

- ◆ Created in 1994 – Closed in 1996
- ◆ 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.



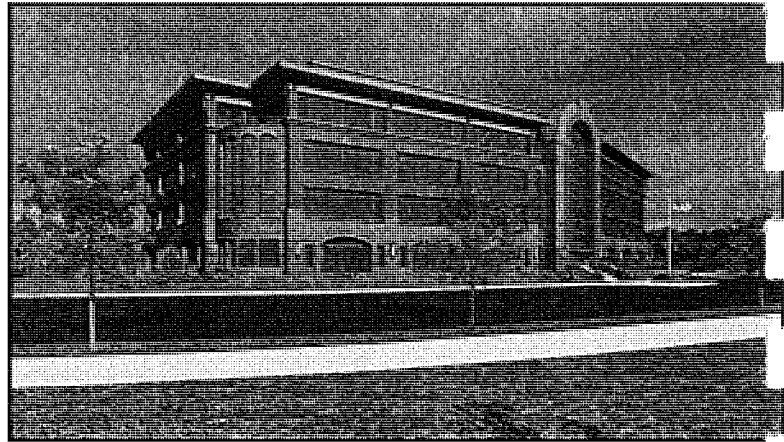
*Lakeshore Elementary School*



*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.
- ◆ The City acquired the former Xcel Energy property in December 2002.
- ◆ Royal Credit Union made the decision to construct its \$12M corporate headquarters within the redevelopment district.



*Conceptual Design of RCU Corporate Headquarters*



*Soo Line site before development project*

### Soo Line Depot Redevelopment Area

- ◆ Created in 1997 – Closed in 1999
- ◆ 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: \$4,135,000

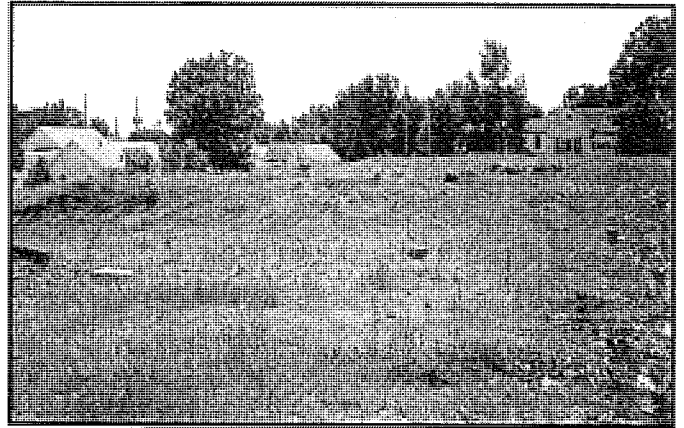


*Riverview Plaza Office Building  
After redevelopment program*



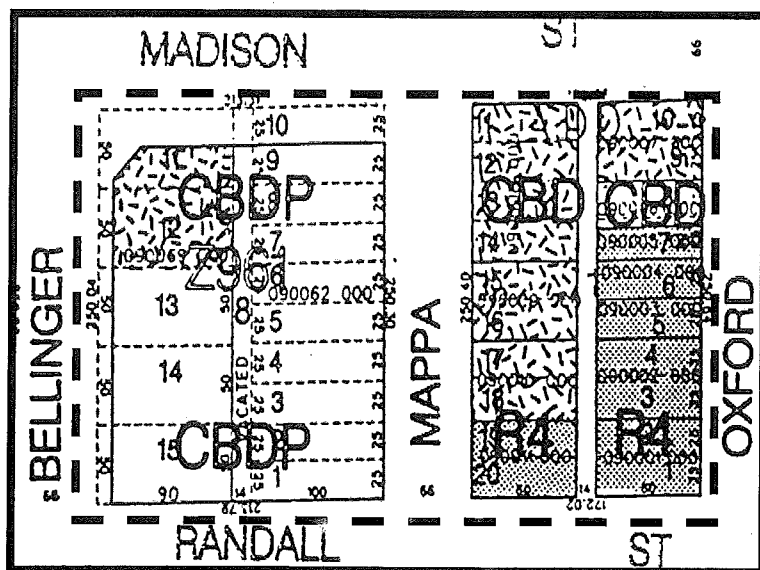
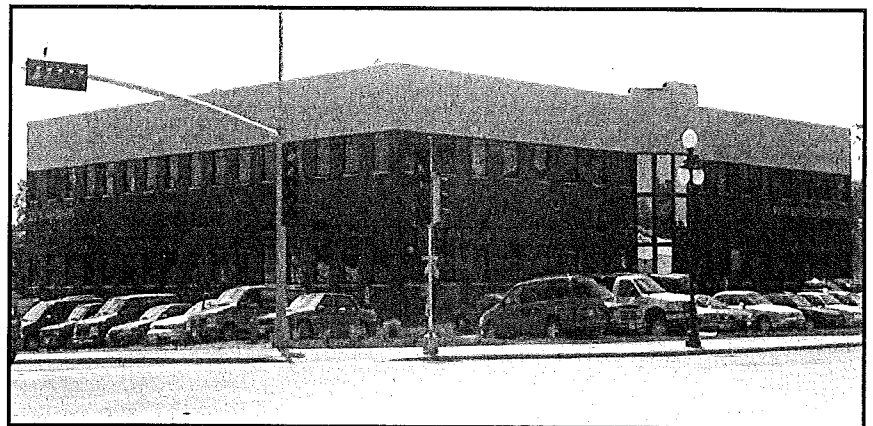
### West Madison Street Redevelopment Area

- ◆ Created in 1999 – Closed in 2000.
- ◆ 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 \$4,200,000.



*Before*

*After*



*Project Boundary Map*

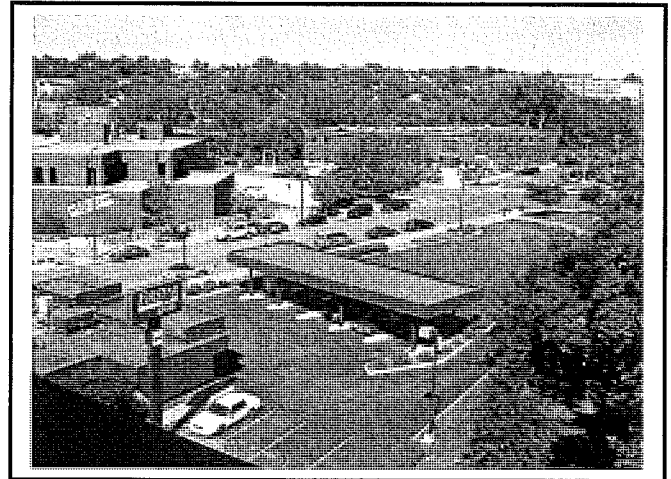
# DOWNTOWN BUSINESS DISTRICT

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 services.
- ◆ Actively market downtown as an attractive setting and convention site for visitors and convention delegates.



<h2 style="margin: 0;">Overview of Revenues and Expenditures</h2>
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	<u>2004 Actual</u>	<u>2005 Adopted</u>	<u>2005 6-Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 71,000	\$ 71,000	\$ 71,000	\$ 71,000	\$ 71,000
Miscellaneous	1,539	100	792	100	100
<b>Total Revenues and Other Financing Sources</b>	<u>72,539</u>	<u>71,100</u>	<u>71,792</u>	<u>71,100</u>	<u>71,100</u>
<b>Expenditures and Other Financing Uses:</b>					
Contractual Services	23,434	34,500	12,186	34,500	34,500
Materials & Supplies	16,843	15,500	12,073	15,500	15,500
Other Financing Uses	25,000	25,000	12,500	25,000	25,000
<b>Total Expenditures and Other Financing Uses</b>	<u>65,277</u>	<u>75,000</u>	<u>36,759</u>	<u>75,000</u>	<u>75,000</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 7,262</u>	<u>\$ (3,900)</u>	<u>\$ 35,033</u>	<u>\$ (3,900)</u>	<u>\$ (3,900)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 8,412	\$ 5,512		\$ 15,674	\$ 11,774
Changes in Available Balances:					
From operations	<u>7,262</u>	<u>(3,900)</u>		<u>(3,900)</u>	<u>(3,900)</u>
Ending Balance	<u>\$ 15,674</u>	<u>\$ 1,612</u>		<u>\$ 11,774</u>	<u>\$ 7,874</u>

<h1>Budget Overview</h1>
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**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.
- ◆ Support downtown events, such as Summer fest and Fall Festival.

The Downtown BID is bounded by Chippewa River on the west, Railroad Street on the north, Seaver 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
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## WEST GRAND BUSINESS DISTRICT BUDGET SUMMARY

	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Adopted</u>	<u>2005</u> <u>6-Month</u> <u>Actual</u>	<u>2005</u> <u>Projection</u>	<u>2006</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 10,500	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
Miscellaneous	100	100	130	100	100
Non-operating Revenue	1,461	-	674	-	-
<b>Total Revenues and Other Financing Sources</b>	<u>12,061</u>	<u>11,100</u>	<u>11,804</u>	<u>11,100</u>	<u>11,100</u>
<b>Expenditures and Other Financing Uses:</b>					
Contractual Services	12,907	11,000	3,420	11,000	11,000
<b>Total Expenditures and Other Financing Uses</b>	<u>12,907</u>	<u>11,000</u>	<u>3,420</u>	<u>11,000</u>	<u>11,000</u>
<b>Excess (Deficiency) of Funding Sources Over Uses</b>	<u>\$ (846)</u>	<u>\$ 100</u>	<u>\$ 8,384</u>	<u>\$ 100</u>	<u>\$ 100</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 5,716	\$ 5,716		\$ 4,870	\$ 4,970
<b>Changes in Available Balances:</b>					
From operations	(846)	100		100	100
<b>Ending Balance</b>	<u>\$ 4,870</u>	<u>\$ 5,816</u>		<u>\$ 4,970</u>	<u>\$ 5,070</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, hanging flower baskets and weed removal for the district.

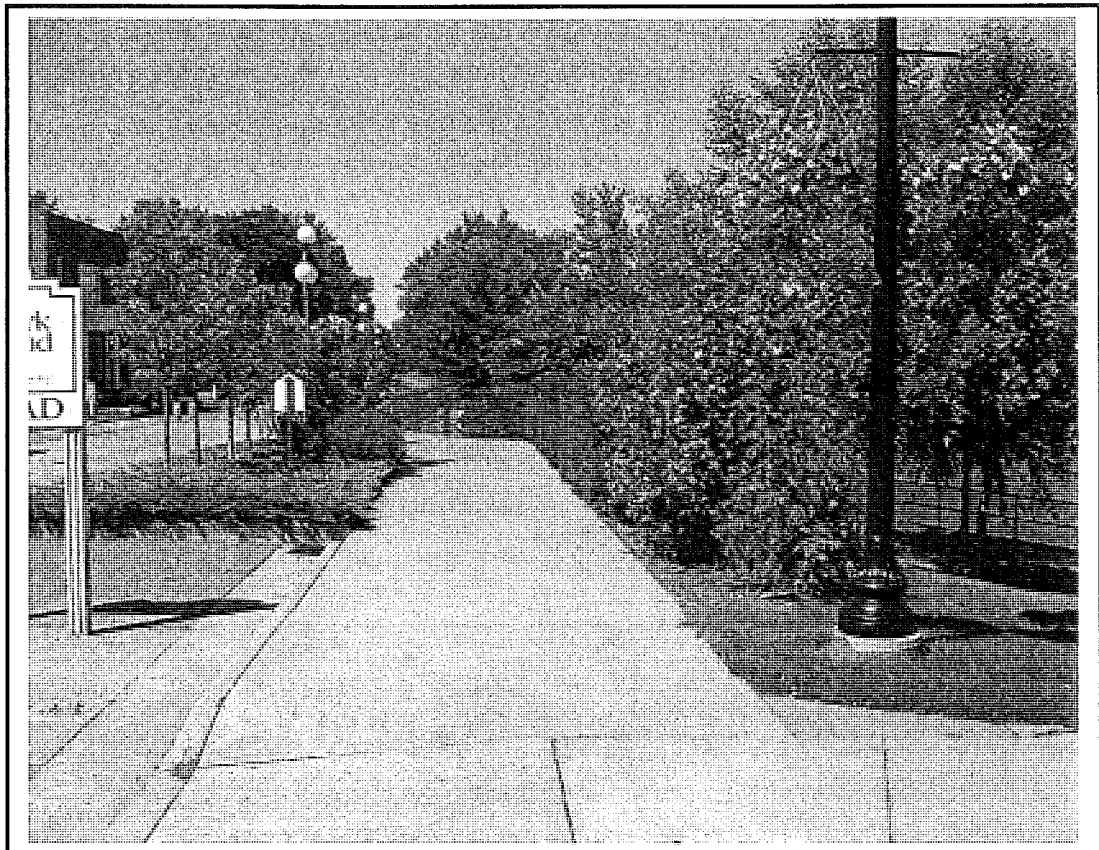


## Operation Highlights

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 use this resource to the benefit of both the Water Street District and the community.
- ◆ Promote physical rehabilitation of the district that incorporates elements of its history, contemporary design and environmental aesthetics.
- ◆ Encourage activities and developments that promote Water Street as a destination for visitors.



*Water Street*

Overview of Revenues and Expenditures
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## WATER STREET BUSINESS DISTRICT BUDGET SUMMARY

	<u>2004</u>		<u>2005</u>		<u>2005</u>		<u>2006</u>
	<u>Actual</u>		<u>Adopted</u>		<u>6-Month</u>		<u>2005</u>
					<u>Actual</u>		<u>Projection</u>
							<u>Budget</u>
<b>Operating Budget</b>							
<b>Revenues and Other Financing Sources:</b>							
Taxes	\$ 9,500	\$	9,500	\$	9,500	\$	9,500
Miscellaneous	250		500		320		500
Total Revenues and Other Financing Sources	<u>9,750</u>		<u>10,000</u>		<u>9,820</u>		<u>10,000</u>
<b>Expenditures and Other Financing Uses:</b>							
Contractual Services	6,733		7,900		3,696		7,900
Materials & Supplies	1,105		1,600		347		1,600
Total Expenditures and Other Financing Uses	<u>7,838</u>		<u>9,500</u>		<u>4,043</u>		<u>9,500</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 1,912</u>	\$	<u>500</u>	\$	<u>5,777</u>	\$	<u>500</u>
<b>Working Capital/Available Fund Balance</b>							
Beginning Balance	\$ 20,972	\$	21,472			\$	22,884
Changes in Available Balances:							
From operations	<u>1,912</u>		<u>500</u>				<u>500</u>
Ending Balance	<u>\$ 22,884</u>	\$	<u>21,972</u>			\$	<u>23,384</u>
							<u>23,884</u>

<h2>Budget Overview</h2>
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**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**

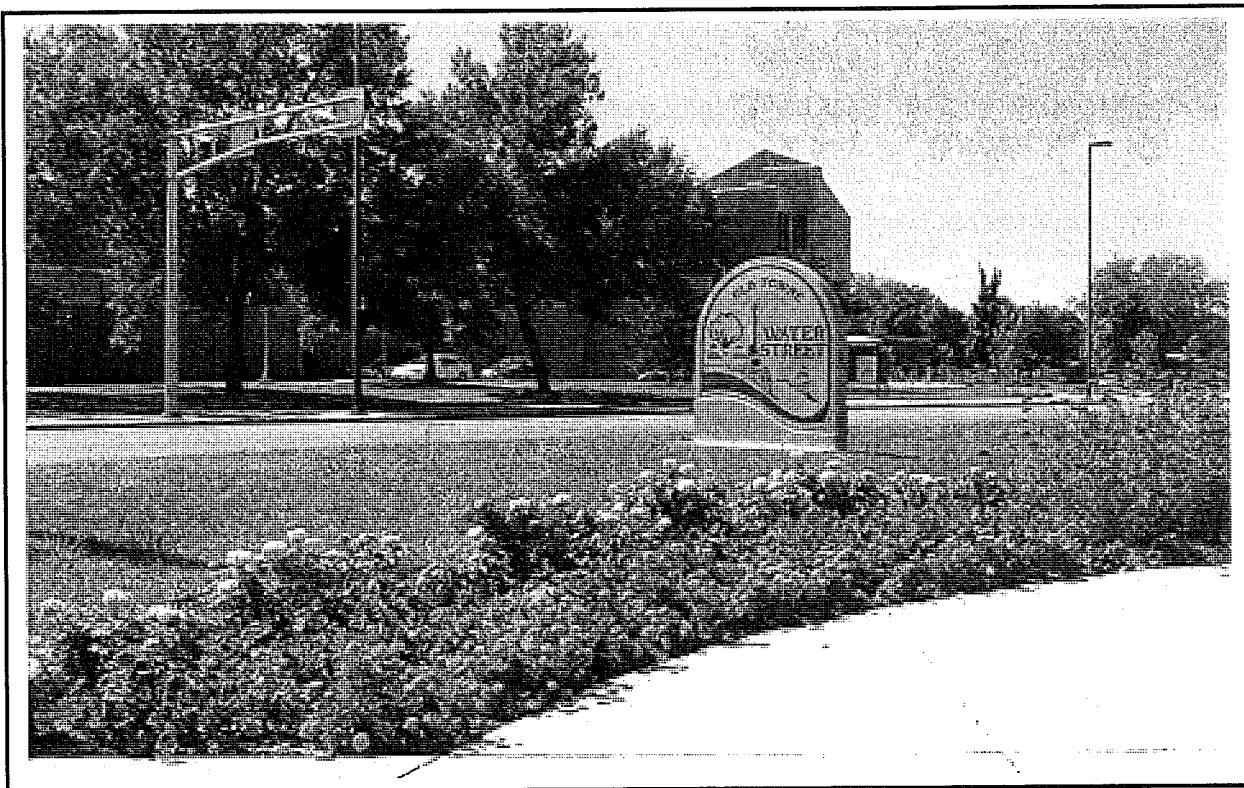
Included in this account are funds for office supplies and fixtures for the district.

## 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 sign 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*

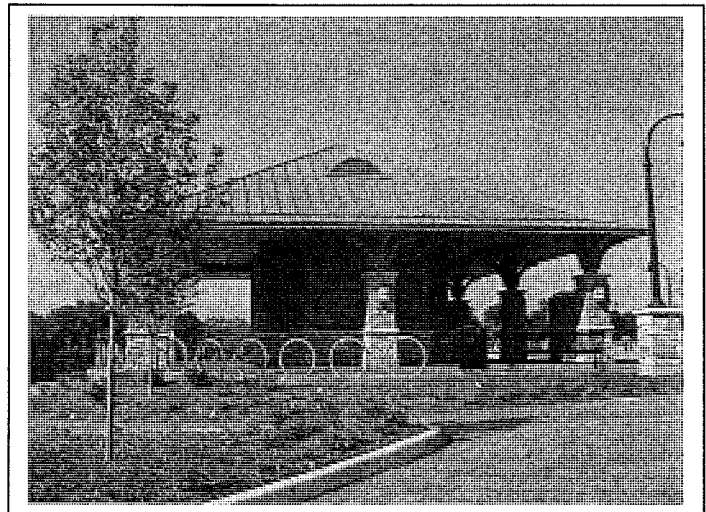
## NORTH BARSTOW/MEDICAL BUSINESS DISTRICT

The North Barstow/Medical Business Improvement District was formed in 2005 to allow business and property owners in the North Barstow and Medical districts of downtown to develop, manage and promote their respective districts and to establish an assessment method to fund these activities.

### Programs & Services

To assure a continuing and successful development and promotional effort, the North Barstow/Medical Business Improvement District operates under the following goals:

- To encourage property owners to make improvements to their existing properties.
- To promote and encourage the creation of distinctive and visually appealing entryways to downtown via Cameron, Madison and Galloway Streets.
- To ensure and promote the feeling of safety in the area.
- To provide and encourage the clean up and maintenance of the riverbanks.
- To enhance the beautification and clean up of this area of downtown and to make it attractive to visitors.
- To encourage the maintenance of upgrade of the streets and parking areas in the district.
- To provide and encourage development of housing, entertainment, cultural and civic activities and facilities in downtown.
- To promote this part of downtown as an attractive, desirable place to live, work, shop and be entertained.



*Trailhead facility in Phoenix Park*

Overview of Revenues and Expenditures
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	<u>2004 Actual</u>	<u>2005 Adopted</u>	<u>2005 6-Month Actual</u>	<u>2005 Projection</u>	<u>2006 Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	48,200
Miscellaneous	-	-	-	-	-
Total Revenues and Other Financing Sources	-	-	-	-	48,200
<b>Expenditures and Other Financing Uses:</b>					
Contractual Services	-	-	-	-	6,100
Fixed Charges	-	-	-	-	5,300
Materials and Supplies	-	-	-	-	36,800
Total Expenditures and Other Financing Uses	-	-	-	-	48,200
Excess (Deficiency) of Funding Sources Over Uses	\$ -	\$ -	\$ -	\$ -	-
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	-
<b>Changes in Available Balances:</b>					
From operations	-	-	-	-	-
Transfer (to)/from reserves -	-	-	-	-	-
Ending Balance	\$ -	\$ -	\$ -	\$ -	-

## Budget Overview

### REVENUES

#### TAXES

A lapsing budget will be 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.

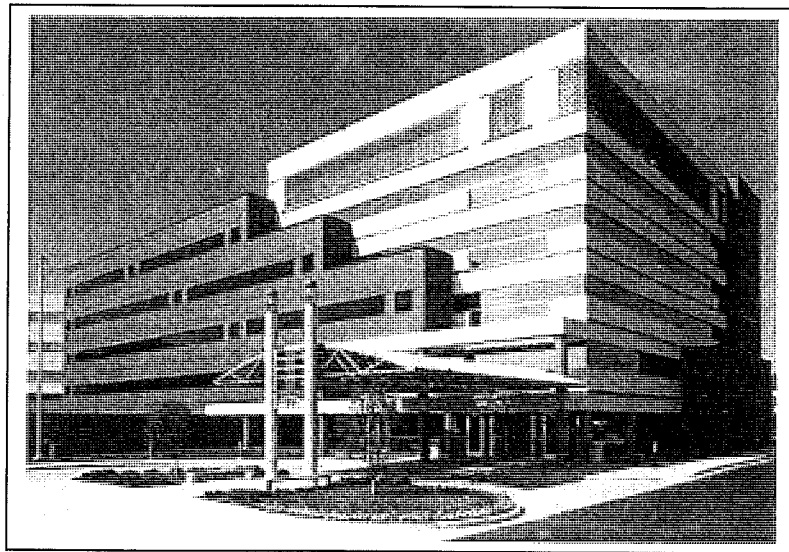
### EXPENDITURES

#### MATERIALS AND SUPPLIES

This account includes costs for clean up of riverbanks, beautification efforts and promotions.

#### IMPROVEMENTS TO EXISITING PROPERTIES

Included in this account are funds to use as incentives for property owners to make improvements to properties within the district.



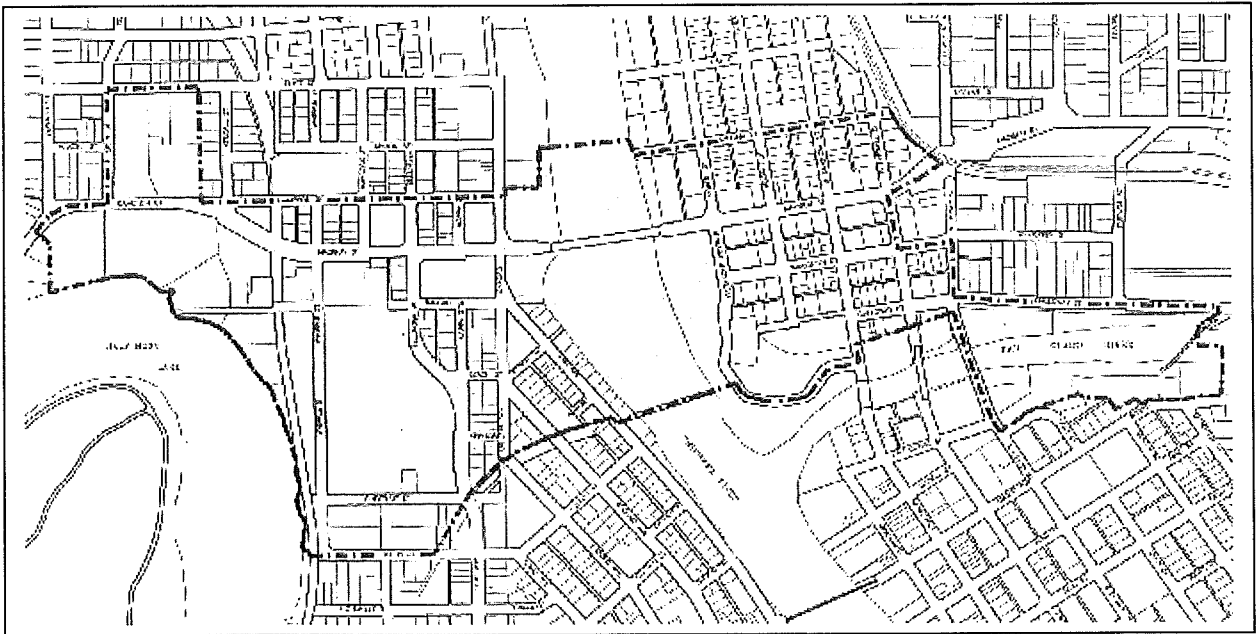
*Luther/Midelfort Mayo Health System*



## Operation Highlights

The City Council will appoint a Board of Directors to set policies for the BID district and to prepare an annual operating budget for project and activities in the North Barstow and Medical commercial areas.

The North Barstow/Medical BID consists of commercial properties in the North Barstow and Medical districts of downtown, as defined by the HyettPalma report (2001).



*District boundaries*