

# Program of Services

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**Budget Detail**

City of Eau Claire  
Wisconsin

\*\*\*\*\*Finance Dept\*\*\*\*\*  
\*\*\*Permanent File Copy\*\*\*



# 2002 Program of Services

## Budget Detail

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# 2002 Program of Services

## Budget Detail

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<b>Overview of Revenues and Expenditures</b>
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	<b>2000 Actual</b>	<b>2001 Adopted</b>	<b>2001 6-Month Actual</b>	<b>2001 Projection</b>	<b>2002 Budget</b>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 16,128,708	\$ 17,471,900	\$ 9,456,178	\$ 17,516,400	\$ 19,351,700
Intergovernmental	14,144,016	12,727,500	2,244,445	13,267,600	13,079,700
Licenses & Permits	1,632,587	1,096,300	476,625	1,084,100	1,202,200
Fines & Forfeits	525,919	453,000	284,094	478,000	478,000
Charges for Services	858,717	915,400	691,726	1,184,400	973,000
Charges for Services -					
Intergovernmental	1,944,715	2,083,500	1,057,840	2,083,500	2,120,600
Miscellaneous	2,194,685	1,664,000	852,952	2,124,200	1,734,800
Other Financing Sources	<u>388,647</u>	<u>138,000</u>	<u>160,236</u>	<u>278,000</u>	<u>159,700</u>
Total Revenues and Other Financing Sources	<u>37,817,994</u>	<u>36,549,600</u>	<u>15,224,096</u>	<u>38,016,200</u>	<u>39,099,700</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	24,554,750	25,656,300	11,466,380	25,818,800	27,544,900
Contractual Services	4,297,729	4,748,300	2,232,235	5,346,700	4,883,500
Utilities	898,228	973,400	393,214	973,400	1,029,900
Fixed Charges	613,154	704,900	289,801	704,900	705,100
Materials & Supplies	1,300,538	1,279,300	661,337	1,375,000	1,300,300
Contributions & Other Payments	258,808	360,200	210,829	346,600	327,900
Capital Outlay	1,004,297	124,300	55,248	167,100	-
Other Financing Uses	<u>5,453,252</u>	<u>6,155,700</u>	<u>-</u>	<u>6,001,200</u>	<u>6,298,600</u>
Total Expenditures and Other Financing Uses	<u>38,380,756</u>	<u>40,002,400</u>	<u>15,309,044</u>	<u>40,733,700</u>	<u>42,090,200</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ (562,762)</u>	<u>\$ (3,452,800)</u>	<u>\$ (84,948)</u>	<u>\$ (2,717,500)</u>	<u>\$ (2,990,500)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 4,298,774	\$ 2,981,000		\$ 4,378,390	\$ 2,144,628
Changes in Available Balances:					
From operations	(562,762)	(3,452,800)		(2,717,500)	(2,990,500)
Principal repayment - leases & advances	450,888	368,400		368,738	386,300
Residual transfers in	450,000	400,000		400,000	790,000
Residual transfer to proprietary funds for capital projects/debt	<u>(258,510)</u>	<u>(285,000)</u>		<u>(285,000)</u>	<u>(322,400)</u>
Ending Balance	<u>\$ 4,378,390</u>	<u>\$ 11,600</u>		<u>\$ 2,144,628</u>	<u>\$ 8,028</u>

## REVENUE DETAIL

Revenue Classification	2000 Actual	2001 Adopted	2001 6-Month Actual	2001 Projection	2002 Budget
<b><u>TAXES</u></b>					
Real & personal property	\$ 14,206,369	\$15,750,800	\$8,702,566	\$15,750,800	\$17,511,800
Allowance for delinquent taxes	-	(253,000)	-	(253,000)	(200,000)
Special assessments	426,202	340,000	326,187	354,000	280,000
Payment in lieu of taxes	1,295,407	1,332,100	249,256	1,332,100	1,432,900
Other	200,730	302,000	178,168	332,500	327,000
Total taxes	16,128,708	17,471,900	9,456,178	17,516,400	19,351,700
<b><u>INTERGOVERNMENTAL REVENUES</u></b>					
Federal aid	269,245	-	52,060	369,800	-
State shared tax	8,816,341	8,375,600	-	8,338,000	8,440,800
State expenditure restraint program	716,146	754,700	-	754,700	728,500
State aids-streets	2,547,203	2,547,200	1,273,602	2,547,200	2,731,500
State aids-police, fire	627,745	635,000	641,810	734,200	738,000
Other	1,167,336	415,000	276,974	523,700	440,900
Total intergovernmental revenues	14,144,016	12,727,500	2,244,445	13,267,600	13,079,700
<b><u>LICENSES &amp; PERMITS</u></b>					
Television franchise	867,733	415,000	104,122	415,000	419,200
PEG Fees	105,858	153,000	38,627	153,000	164,000
Liquor licenses	56,483	57,000	55,208	58,000	69,200
Building permits	257,760	180,000	92,367	170,000	205,800
Construction permits	164,708	120,000	71,949	120,000	138,300
Occupational licenses	71,470	64,500	52,060	66,000	92,200
Other	108,576	106,800	62,292	102,100	113,500
Total licenses and permits	1,632,587	1,096,300	476,625	1,084,100	1,202,200
<b><u>FINES &amp; FORFEITS</u></b>					
Court penalties and costs	303,885	250,000	128,930	275,000	275,000
Parking violations	217,447	200,000	152,824	200,000	200,000
Other	4,588	3,000	2,340	3,000	3,000
Total fines & forfeits	525,919	453,000	284,094	478,000	478,000
<b><u>CHARGES FOR SERVICES</u></b>					
Police department fees	35,419	35,000	54,984	278,000	45,000
Ambulance service	463,239	600,000	435,923	600,000	600,000
Repairs to streets/sidewalks	4,491	10,100	4,940	3,300	3,600
Municipal softball	57,268	45,000	53,268	57,000	50,000
Instructional & athletic activity fees	170,235	158,500	85,618	160,000	166,900
Other	128,065	66,800	56,993	86,100	107,500
Total charges for services	\$ 858,717	\$ 915,400	\$ 691,726	\$ 1,184,400	\$ 973,000

## REVENUE DETAIL

Revenue Classification	2000 Actual	2001 Adopted	2001 6-Month Actual	2001 Projection	2002 Budget
<b><u>CHARGES FOR SERVICES- INTERGOVERNMENTAL</u></b>					
Communication center	827,850	906,800	491,164	906,800	940,500
Haz Mat "B" contract	34,000	34,000	-	34,000	34,000
Police liaison	86,520	88,100	45,060	88,100	94,500
Storm Water Mgmt service charge	251,796	265,000	132,498	265,000	260,900
Water Utility service charge	401,256	421,000	210,474	421,000	428,800
Sewer Utility service charge	299,532	314,800	157,398	314,800	317,300
Public Transit utility service charge	33,516	46,600	18,048	46,600	37,300
Service charge - other	10,245	7,200	3,198	7,200	7,300
Total charges for services- intergovernmental	<u>1,944,715</u>	<u>2,083,500</u>	<u>1,057,840</u>	<u>2,083,500</u>	<u>2,120,600</u>
<b><u>MISCELLANEOUS</u></b>					
Interest:					
Investments	1,431,972	1,000,000	721,191	1,000,000	1,100,000
Advance to other funds	585,076	558,400	-	558,400	533,700
Notes receivable	2,068	2,600	133	200	100
Special assessments	56,152	35,000	41,113	45,000	20,000
Rental	83,677	60,000	77,228	80,500	73,000
Other	35,741	8,000	13,286	440,100	8,000
Total miscellaneous	<u>2,194,685</u>	<u>1,664,000</u>	<u>852,952</u>	<u>2,124,200</u>	<u>1,734,800</u>
Total revenues	<u>37,429,347</u>	<u>36,411,600</u>	<u>15,063,860</u>	<u>37,738,200</u>	<u>38,940,000</u>
<b><u>OTHER FINANCING SOURCES</u></b>					
Transfer from other funds	147,889	128,000	68,921	178,000	149,700
Sale of capital assets	240,758	10,000	91,314	100,000	10,000
Total other financing sources	<u>388,647</u>	<u>138,000</u>	<u>160,236</u>	<u>278,000</u>	<u>159,700</u>
Total revenues and other financing sources	<u><u>37,817,994</u></u>	<u><u>36,549,600</u></u>	<u><u>15,224,096</u></u>	<u><u>38,016,200</u></u>	<u><u>39,099,700</u></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 103% of the equalized (market) value for 2002.

The 2002 property tax rate for city purposes is 6.070 mills, compared to the 2001 rate of 6.658 mills. The tax levy will increase by \$1,761,000 or 11.2% to \$17,511,800.

**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.

**Payments in Lieu of Taxes** are collected from the Water Utility, the Housing Authority, and certain private tax-exempt housing projects as reimbursement for Police, Fire, and PublicWorks services. This payment is computed annually and based is on the value of the property, multiplied by the current mill rate. This revenue is projected to increase by 7.6% in 2001 for a total \$1,432,900. The increase is primarily due to plant improvements in the Water Utility.

**Other Taxes** include delinquent personal property tax and mobile home fees. Other taxes comprise less than 1.7% of the total taxes collected.

## INTERGOVERNMENTAL REVENUE

**State Shared Revenue** makes up 64.5% of intergovernmental revenue, and 21.6% of total General fund revenue. Each biennium, the State Legislature appropriates a portion of State Tax collections and returns it to the municipalities. This appropriation is based on a formula that takes into effect the community's tax effort, the equalized value of the property in the community and the population. Between 1996 & 2001, State Shared Revenue decreased by 5% per year. The level of funding for 2002 will increase slightly over 2001 but will likely decrease by 5% in future years.

**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 increase by 7% to \$2.7 million.

## **INTERGOVERNMENTAL REVENUE (Continued)**

**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 2002 is \$90,000 and the estimate of the Payment for Municipal Services is \$648,000.

**Computer Tax Reimbursement** offsets the effect of the State's exemption of computers and other technology equipment from the personal property tax rolls. The 2002 payment is projected at \$225,000.

**Other Intergovernmental Revenues** consist primarily of State Aid for the Expenditure Restraint Program that 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. This category also includes state aid for utility taxes and underground tank inspections.

## **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 30 days following the end of each calendar quarter. The 2002 franchise payment is estimated at \$419,200.

**Public-Education-Government (PEG)** is a fee paid by cable subscribers to provide local programming for Public, Education and Government issues. The cable company collects \$.75 per month per subscriber and transmits the revenue to the City. The City, in turn, appropriates these funds to the Public Access Center. PEG revenue is estimated at \$164,000 in 2002.

**Other Revenues** in this classification include construction and building permits, cigarette, food, beverage, and occupational licenses. In the budget process, increases will be considered for all licenses, fees and permits not otherwise limited by statute.

## **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.

**Parking Violation** revenue is determined by the number of parking spaces available, enforcement effort, and follow-up collection of each ticket issued.

## **CHARGES FOR SERVICES**

**Ambulance Service** charges, which are 62% of the revenue in this category, result from emergency medical service provided by the Fire Department are estimated to be \$600,000 in 2002.

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

## **CHARGES FOR SERVICES-INTERGOVERNMENTAL**

**Utility Service Charges** are revenues paid to the General Fund by enterprise funds for general management, financial, engineering, and legal services. These fees total \$1,044,300 in 2002 and will increase based on annual wages increases.

**Communication Center Reimbursements** constitute 44% of the Charges for Services-Intergovernmental category. The Emergency Communication Center expenses are shared jointly with Eau Claire County and other municipalities which reimburse approximately 70% of the Center's costs through a long-term contract.

## **MISCELLANEOUS**

**Interest on Investments** has been projected at \$1,100,000 and is based on General Fund's share of the City's invested portfolio using a rate of 4%.

**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 have been set at prevailing municipal rates.

**Interest on Special Assessments** is 6% of the unpaid balance. Several repayment plans are available, but most special assessments are repaid over a period of 10 years. The majority of this interest is collected by the County and remitted to the City in the February tax settlement. Since 1995 new special assessments and interest are recorded in the debt service fund. Special assessments issued prior to 1995 should be paid in full by 2004.

## **OTHER FINANCING SOURCES**

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

**EXPENDITURES**

The City Council has historically appropriated operating expenditures by department which is in accordance with Section 65.90 of the Wisconsin State Statues. The purpose of this section is to convert the General fund expenditure budget to department responsibility areas for approval by the City Council.

	<b>2000 Actual</b>	<b>2001 Adopted</b>	<b>2001 6 Month Actual</b>	<b>2000 Projection</b>	<b>2002 Budget</b>
CITY COUNCIL	\$ 138,999	\$ 136,600	\$ 72,026	\$ 138,200	\$ 127,400
<b>ADMINISTRATIVE SERVICES</b>					
Administrative Services	338,259	358,400	165,492	361,600	384,300
Information Services	520,547	554,500	276,092	556,900	592,600
Total Administrative Ser.	858,806	912,900	441,584	918,500	976,900
CITY ATTORNEY	358,285	357,700	130,594	367,800	351,000
<b>FINANCE</b>					
Administration	230,447	238,800	114,570	241,700	250,900
Accounting Services	507,084	524,900	251,938	526,000	549,000
Assessing	452,397	487,300	201,676	475,100	481,300
Customer Services	697,704	731,700	364,615	763,200	817,700
Total Finance	1,887,631	1,982,700	932,800	2,006,000	2,098,900
<b>HUMAN RESOURCES</b>					
Personnel Administration	402,919	433,800	207,112	437,900	477,300
Purchasing	228,704	219,200	92,711	216,400	229,100
Total Human Resources	631,623	653,000	299,824	654,300	706,400
<b>COMMUNITY DEVELOPMENT</b>					
Planning	395,690	454,000	190,647	473,000	491,800
Inspections	536,342	582,800	276,997	583,000	614,500
Total Community Dev.	932,032	1,036,800	467,645	1,056,000	1,106,300

## EXPENDITURES

	<u>2000 Actual</u>	<u>2001 Adopted</u>	<u>2001 6 Month Actual</u>	<u>2000 Projection</u>	<u>2002 Budget</u>
<b>PUBLIC WORKS</b>					
Administration	277,968	286,500	138,633	291,400	301,000
Engineering	2,282,869	1,389,200	570,122	1,715,600	1,457,500
Operations	<u>5,120,288</u>	<u>5,420,800</u>	<u>2,545,395</u>	<u>5,457,800</u>	<u>5,686,200</u>
Total Public Works	<u>7,681,124</u>	<u>7,096,500</u>	<u>3,254,150</u>	<u>7,464,800</u>	<u>7,444,700</u>
<b>PARKS</b>					
Administration	268,744	294,600	148,630	298,700	315,000
Park Maintenance	1,968,653	2,131,500	1,008,120	2,158,000	2,251,000
Recreation	733,774	838,300	324,745	828,600	843,000
Forestry	<u>359,167</u>	<u>410,200</u>	<u>192,468</u>	<u>403,700</u>	<u>409,900</u>
Total Parks & Recreation	<u>3,330,339</u>	<u>3,674,600</u>	<u>1,673,963</u>	<u>3,689,000</u>	<u>3,818,900</u>
<b>POLICE</b>					
Administration	435,146	509,500	244,035	517,400	515,900
Administrative Services	1,067,857	1,149,000	629,902	1,400,700	1,224,500
Patrol Division	5,514,140	5,641,700	2,202,726	5,761,700	6,070,800
Detective Division	1,390,181	1,484,600	750,822	1,484,900	1,556,800
Communication Center	<u>1,029,726</u>	<u>1,132,500</u>	<u>503,511</u>	<u>1,119,700</u>	<u>1,183,500</u>
Total Police	<u>9,437,050</u>	<u>9,917,300</u>	<u>4,330,996</u>	<u>10,284,400</u>	<u>10,551,500</u>
<b>FIRE</b>					
Administration	446,934	509,500	200,360	498,000	520,600
Operations	6,148,874	6,334,100	2,916,559	6,405,400	6,781,700
Inspection	<u>274,061</u>	<u>299,900</u>	<u>137,736</u>	<u>302,900</u>	<u>314,500</u>
Total Fire	<u>6,869,868</u>	<u>7,143,500</u>	<u>3,254,654</u>	<u>7,206,300</u>	<u>7,616,800</u>
NON-DEPARTMENTAL	<u>6,254,998</u>	<u>7,090,800</u>	<u>450,809</u>	<u>6,948,400</u>	<u>7,291,400</u>
<b>TOTAL GENERAL FUND</b>	<u>\$ 38,380,756</u>	<u>\$ 40,002,400</u>	<u>\$ 15,309,044</u>	<u>\$ 40,733,700</u>	<u>\$ 42,090,200</u>

# 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 and five members 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 Chambers 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 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).

## 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.



<b>Overview of Revenues and Expenditures</b>
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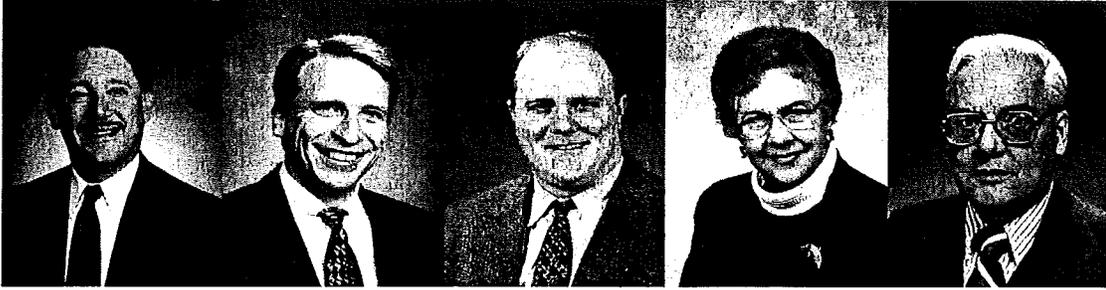
	2000 <u>Actual</u>	2001 Adopted <u>Budget</u>	2002 Proposed <u>Budget</u>	% Change
<b>Revenues</b>				
Gen. Purpose (tax) Rev.	138,999	136,600	127,400	-7%
<b>Total Revenues</b>	<b>\$ 138,999</b>	<b>\$ 136,600</b>	<b>\$ 127,400</b>	<b>-7%</b>
<b>Expenditures</b>				
Personal Services	\$ 48,007	\$ 44,900	\$ 42,800	-5%
Contractual Services	89,438	89,400	82,300	-8%
Utilities	206	200	200	0%
Fixed Charges	400	400	400	0%
Materials & Supplies	947	1,700	1,700	0%
<b>Total Expenditures</b>	<b>\$ 138,999</b>	<b>\$ 136,600</b>	<b>\$ 127,400</b>	<b>-7%</b>

<b>Staffing</b>
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**City Council**

	2000	2001	2002
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>	<b><u>11.00</u></b>	<b><u>11.00</u></b>	<b><u>11.00</u></b>

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



*Council  
President  
Howard  
White*

*Council  
Member  
District #1  
David J.  
Adler*

*Council  
Member  
District #2  
Toby  
Biegel*

*Council  
Member  
District #3  
Beverly  
Boettcher*

*Council  
Member  
At Large  
Dennis  
Jenson*



*Council  
Member  
District #5  
Berlye S.  
Middleton*

*Council  
Member  
At Large  
Neng  
Lee*

*Council  
Member  
At Large  
Terri  
Stanley*

*Council  
Member  
At Large  
Jane  
Tappen*

*Council  
Member  
At Large  
Randy L.  
Winsand*

*Council  
Member  
District #4  
Lynne  
Young*



# 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



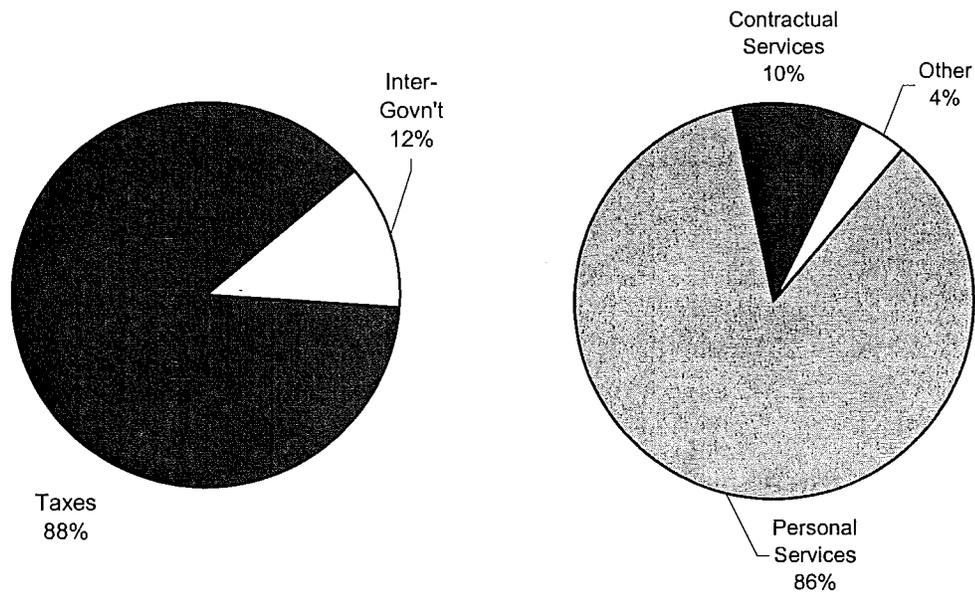
*City Hall is located at 203 South Farwell Street*

## 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

	2000 <u>Actual</u>	2001 <u>Adopted Budget</u>	2002 <u>Proposed Budget</u>	<u>% Change</u>
<b>Revenues</b>				
Intragovernmental Service	\$ 113,694	\$ 121,312	\$ 120,092	-1%
Gen. Purpose (tax) Rev.	<u>745,111</u>	<u>791,588</u>	<u>856,808</u>	8%
<b>Total Revenues</b>	<b><u>\$ 858,806</u></b>	<b><u>\$ 912,900</u></b>	<b><u>\$ 976,900</u></b>	<b>7%</b>
<b>Expenditures</b>				
Personal Services	\$ 730,586	\$ 769,200	\$ 836,200	9%
Contractual Services	82,303	100,400	101,800	1%
Utilities	4,619	6,600	6,200	-6%
Fixed Charges	3,300	3,300	3,300	0%
Materials & Supplies	34,254	29,400	29,400	0%
Capital Outlay	<u>3,744</u>	<u>4,000</u>	<u>-</u>	-100%
<b>Total Expenditures</b>	<b><u>\$ 858,806</u></b>	<b><u>\$ 912,900</u></b>	<b><u>\$ 976,900</u></b>	<b>7%</b>



Budget Overview

**EXPENDITURES**

**PERSONAL SERVICES**

Included in Administrative Services are salary expenses for the operations of the City Manager, City Clerk and Information Services.

**CONTRACTUAL SERVICES**

This category covers such expenses as postage, printing the *Community News* newsletter, computer service charges and training. Included in Information Services is the continuation of a \$25,000 training budget to insure the IS personnel are adequately trained on Oracle, Novell, GroupWise, Cisco and Visual Basic programming. Additional training will also be required in the area of e-commerce and disaster recovery.

**MATERIALS & SUPPLIES / EQUIPMENT AND CAPITAL PURCHASES**

Equipment for Information Services includes a fiber optic test set, a fluke net tool connectivity tester and racks and shelved for the computer room. Due to budget constraints, capital purchases for Administrative Services have been eliminated from the 2002 budget.

Expenditures by Division

**City Manager/City Clerk**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 302,051	\$ 310,100	\$ 148,589	\$ 313,300	\$ 336,000
Contractual Services	19,881	29,400	9,133	29,400	29,800
Utilities	2,058	2,100	619	2,100	2,000
Fixed Charges	1,400	1,400	700	1,400	1,400
Materials & Supplies	<u>12,869</u>	<u>15,400</u>	<u>6,451</u>	<u>15,400</u>	<u>15,100</u>
<b>Total Expenditures</b>	<b>\$ <u>338,259</u></b>	<b>\$ <u>358,400</u></b>	<b>\$ <u>165,492</u></b>	<b>\$ <u>361,600</u></b>	<b>\$ <u>384,300</u></b>

**Information Services**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 428,535	\$ 459,100	\$ 232,456	\$ 461,500	\$ 500,200
Contractual Services	62,423	71,000	35,065	71,000	72,000
Utilities	2560.67	4,500	3,324	4,500	4,200
Fixed Charges	1,900	1,900	950	1,900	1,900
Materials & Supplies	21,385	14,000	4,297	14,000	14,300
Capital Outlay	<u>3,744</u>	<u>4,000</u>	<u>-</u>	<u>4,000</u>	<u>-</u>
<b>Total Expenditures</b>	<b>\$ <u>520,547</u></b>	<b>\$ <u>554,500</u></b>	<b>\$ <u>276,092</u></b>	<b>\$ <u>556,900</u></b>	<b>\$ <u>592,600</u></b>

<b>Staffing</b>
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**City Manager/City Clerk**

	2000	2001	2002
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
	4.00	4.00	4.00
Total FTE Positions	4.00	4.00	4.00

**Information Services**

	2000	2001	2002
Information Services Manager	1.00	1.00	1.00
Information Services Technician 3	5.00	5.00	5.00
Information Services Technician 2	1.00	1.00	1.00
PC Coordinator	1.00	1.00	1.00
	8.00	8.00	8.00
Total FTE Positions	8.00	8.00	8.00

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

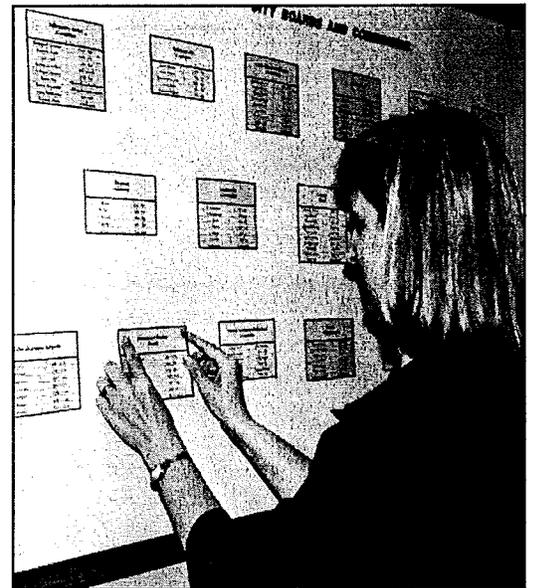
## City Manager/City Clerk Operation Highlights

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

### Activities

#### City Manager's Office

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

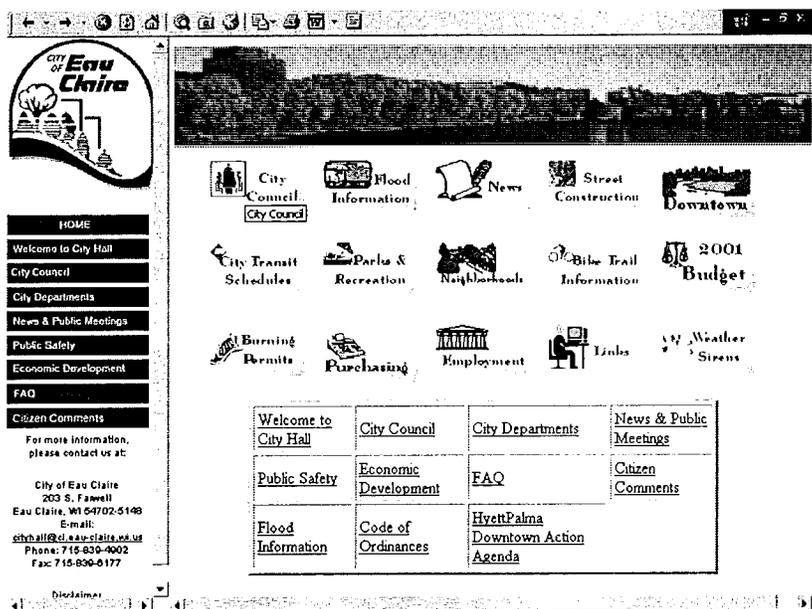
- ◆ Prepare and maintain official minutes for all City Council meetings
- ◆ Supervise municipal elections
- ◆ Maintain repository for all official City records
- ◆ Compile City Council agenda
- ◆ Post and publish all official minutes, agendas, and notices of City Council meetings in accordance with State Statutes
- ◆ Coordinate publication and distribution of City Council agendas and ordinances

# 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 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 system support for installation of networks.
- ◆ Provide assistance to departments in all areas of technology. Examples include Intranet/Internet E-mail and file/application storage. IS upgrades all PC software/hardware and printers.
- ◆ Configure, test, and install new computer hardware and software.
- ◆ Provide system administration support for Computer-Aided Mapping. This consists of aerial photos, city streets, utilities, and legal land descriptions. The information is used for land use planning, zoning, development, and street and utility maintenance.
- ◆ Continue support of mainframe systems

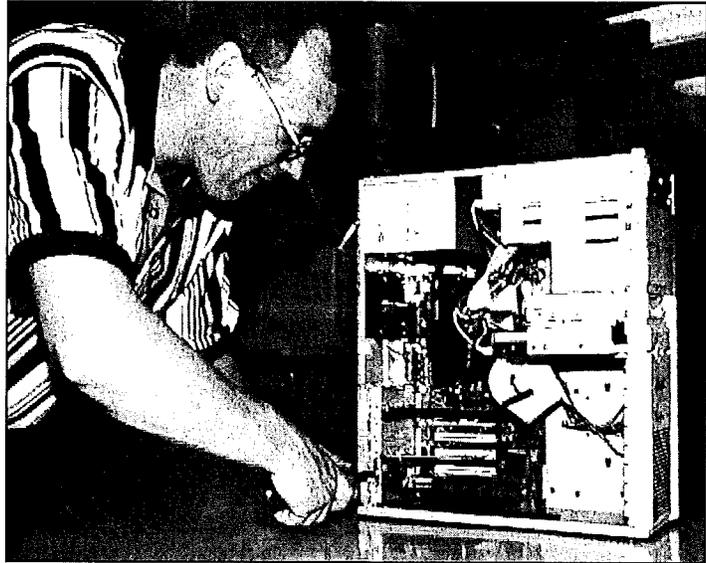


City Web Site

## **Areas of Employee Assignment**

The Information Services Division has 8 employees. Employees are trained to perform the following tasks:

- ◆ 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.
- ◆ Provide Web page administration for the City of Eau Claire Internet Web site and Intranet Web site.
- ◆ Support over 300 users.
- ◆ Over 300 City employees have Internet access.
- ◆ 285 internal/Internet e-mail users.
- ◆ 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.
- ◆ 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

Information Services maintains the following equipment that allow City departments to perform their job functions, share information and communicate with State and Federal Government Agencies:

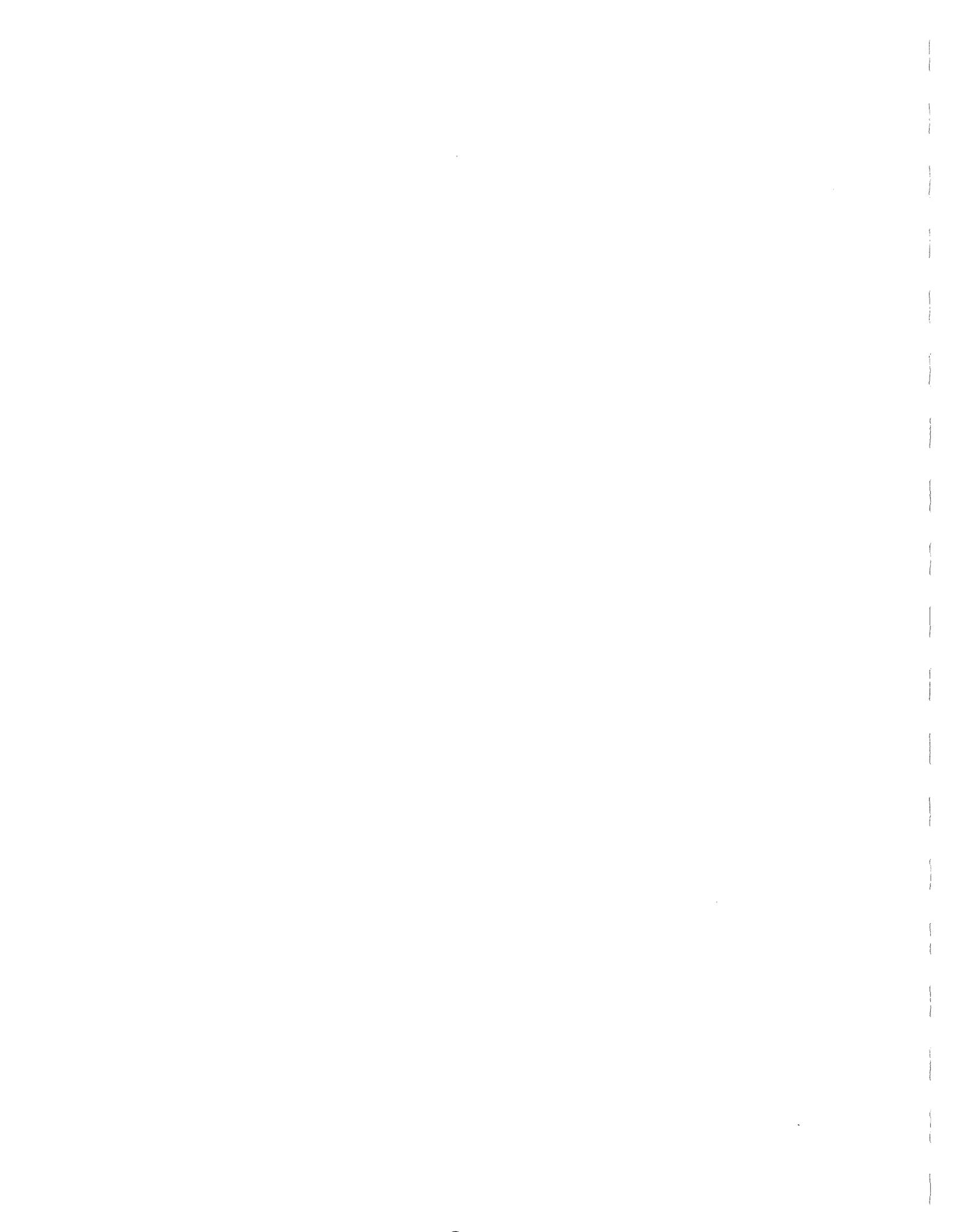
- ◆ 22 Servers
- ◆ 1 Hewlett Packard 3000 Mainframe Computer
- ◆ 300 Personal Computers
- ◆ 15 Routers
- ◆ 26 HUBs & Switches (connect file servers, personal computers, and printers together on the network)
- ◆ 42 Print Servers
- ◆ 40 Uninterrupted Power Supplies

### **GOALS**

- ◆ Improve the Wide Area Network bandwidth. ISDN connections to the City remote sites were replaced and the Water Plants and Fire Departments were added to the City WAN with T-1's or wireless connections in 2001. To meet the future network needs of the City, the City will need to build or lease a fiber network.
- ◆ 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.
- ◆ Maintain the 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.

## Future Outlook

- ◆ Increases in State aids are projected to be less than inflationary cost increases over the next five years. As a result, more of the operating cost burden will be shifted to the tax levy. Alternatives to tax levy funding will be finding other revenue sources or reducing City services.
- ◆ Employee health care costs are projected to increase at a much higher rate than inflation over the next five years. These cost increases are projected to place more of a burden on the tax levy.
- ◆ The limiting nature of the Expenditure Restraint Program may make it difficult to fund operations and transfer funds for capital projects and may cause the City to shift more of its capital costs from the operating budget to debt financing.
- ◆ Community growth will continue to put increased pressure on existing City service levels. Maintenance operations in both the Public Works and Parks and Recreation operations will require additional staff. We will continue to see increased pressure to add public safety personnel in Police, Fire, Emergency Medical Services and Telecommunications. Technical support in all areas will also need to be increased or we will begin to see declining service levels or service deficiencies in our support services for City operations.
- ◆ The update of the City's Subdivision Code began in 2001 and will be completed in 2002. The revision of the ordinances related to subdivisions will continue to be controversial and entail considerable staff resources to complete the rewriting of the ordinances and address issues brought forward by various community interest groups.
- ◆ Building a sound transportation system will continue to be the focus of the capital improvement program. On average, over \$40 million will be invested over the next five years to upgrade the street system and install utilities.
- ◆ To keep abreast of information technology advances, the City will need to continue to develop a strategy for constructing a high-speed, dependable telecommunications system to connect the City, County, and community educational facilities with high-speed data transmission capabilities. A key component of the strategy will be building a dedicated fiber optic cable system.
- ◆ Downtown revitalization will be a greater community priority. A potential catalyst for this redevelopment could be the City's willingness to support financially and administratively the creation of the Downtown Partnership recommended in the Eau Claire Downtown Action Agenda 2001. Critical also to downtown redevelopment will be the City's willingness to acquire sites and provide infrastructure improvements in the greater downtown area for riverfronts, parks, pedestrian trails, street improvements, parking, lighting, and other amenities.
- ◆ The City will continue its aggressive role in economic development by partnership with Eau Claire County, the Industrial Development Corporation, Gateway Development Corporation, and Xcel Energy to provide financial incentives to non-commercial development projects that provide quality jobs within the community.



# CITY ATTORNEY

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

*City Attorney  
Stephen Nick*



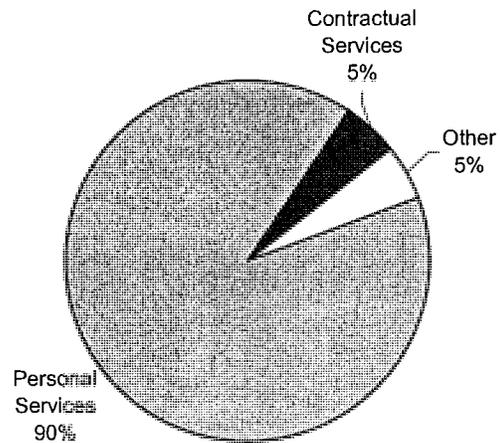
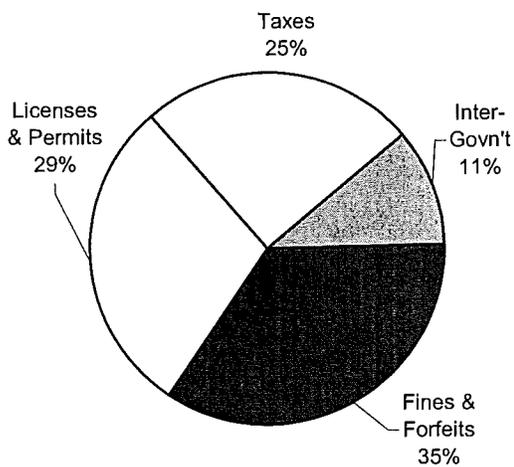
## Programs & Services

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

- ◆ Providing legal advice and opinions to the City Manager and staff, City Council and the public
- ◆ Representing the City in litigation
- ◆ Drafting legal documents
- ◆ Drafting legislation for the City Council and other City entities
- ◆ Processing over 2,000 municipal ordinance violations per year
- ◆ Reviewing personnel and labor grievance matters
- ◆ Responding to over 5,000 citizen contacts annually
- ◆ Serving as counsel to the library, health and housing boards, housing authority, and redevelopment authority
- ◆ Maintaining and bringing up to date the city code of ordinances

## Overview of Revenues and Expenditures

	2000 <u>Actual</u>	2001 <u>Adopted Budget</u>	2002 <u>Proposed Budget</u>	<u>% Change</u>
<b>Revenues</b>				
Licenses & Permits	\$ 91,529	\$ 91,650	\$ 102,550	12%
Fines & Forfeits	134,921	115,500	121,750	5%
Intragovernmental Service	35,624	38,120	37,666	-1%
Gen. Purpose (tax) Rev.	96,211	112,430	89,034	-21%
<b>Total Revenues</b>	<b>\$ 358,285</b>	<b>\$ 357,700</b>	<b>\$ 351,000</b>	<b>-2%</b>
<b>Expenditures</b>				
Personal Services	\$ 302,195	\$ 321,000	\$ 315,500	-2%
Contractual Services	38,718	19,200	17,900	-7%
Utilities	1,248	1,100	1,100	0%
Fixed Charges	1,400	1,400	1,400	0%
Materials & Supplies	14,724	15,000	15,100	1%
Capital Outlay	-	-	-	
<b>Total Expenditures</b>	<b>\$ 358,285</b>	<b>\$ 357,700</b>	<b>\$ 351,000</b>	<b>-2%</b>



## Budget Overview

### **PAYROLL – WAGES AND BENEFITS**

The resignation of a senior staff person has resulted in salary and benefit cost savings of \$5,500.

### **CONTRACTUAL SERVICES**

Marshfield Clinic filed a claim with the City on January 29, 2001 and could file suit on this matter at any time. Should a claim be brought, its defense will require retention of private litigation counsel. Both the cities of Mosinee and Madison have retained private counsel to defend claims by the Clinic and U.W. Hospital respectively. The estimate to defend the Clinic's claim against Mosinee is over \$35,000. The City anticipates asking the County and School District to share in any costs that may be incurred. The City Attorney's legal and professional account has not been increased so expenses incurred in 2002 will have to be appropriated from the contingency account.

### **OFFICE SUPPLIES**

This line item was increased by \$100 to cover an anticipated slight increase in the cost of supplies.

### **CAPITAL OUTLAY**

To minimize the tax levy increase, filing cabinets and conference room upgrades were eliminated from the budget.

## Expenditures by Division

### City Attorney

	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Budget</u>	<u>2001</u> <u>6 Month</u> <u>Actual</u>	<u>2001</u> <u>Projection</u>	<u>2002</u> <u>Budget</u>
Personal Services	\$ 302,195	\$ 321,000	\$ 116,964	\$ 300,400	\$ 315,500
Contractual Services	38,718	19,200	5,032	45,200	17,900
Utilities	1,248	1,100	486	1,100	1,100
Fixed Charges	1,400	1,400	700	1,400	1,400
Materials & Supplies	<u>14,724</u>	<u>15,000</u>	<u>7,412</u>	<u>19,700</u>	<u>15,100</u>
<b>Total Expenditures</b>	<b>\$ <u>358,285</u></b>	<b>\$ <u>357,700</u></b>	<b>\$ <u>130,594</u></b>	<b>\$ <u>367,800</u></b>	<b>\$ <u>351,000</u></b>

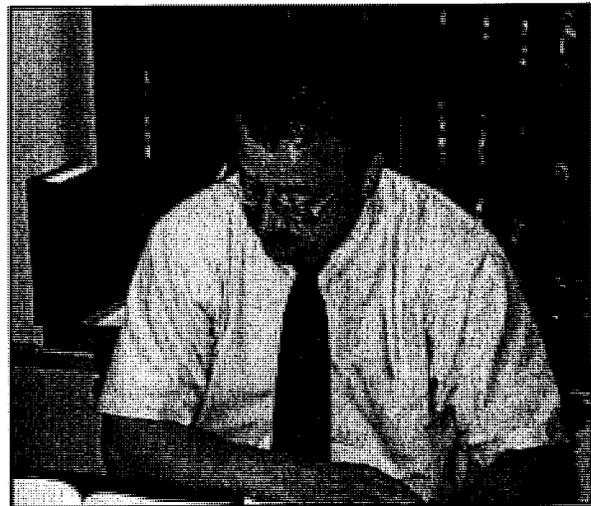
Staffing

City Attorney

	1999	2001	2002
City Attorney	1.00	1.00	1.00
Assistant City Attorney	2.00	2.00	2.00
Legal Secretary/Deputy City Clerk	<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.

*Assistant City Attorney Jeff Hansen*



*Legal Secretary Mary Burgess*

## Future Outlook

- ◆ Town/City relations, including annexations, boundary agreements, and pending litigation.
- ◆ Growth related issues, including extension of utilities, urban sprawl, subdivision update, and traditional neighborhood model ordinance.
- ◆ Extraterritorial authority, including subdivisions, official map, and zoning control.
- ◆ Tax exemption, excessive tax, and related property tax claims arising from the citywide reassessment.
- ◆ Truancy court and other municipal enforcement issues.

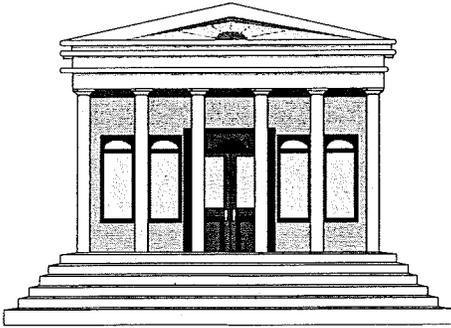


*Assistant City Attorney Lucie Usher  
conducting a pretrial*



# FINANCE DEPARTMENT

The Finance Department is responsible for administering and implementing the budgetary and financial policies of the City. The Department includes Administration, Accounting, Assessing and Customer Services Divisions. Accounting is responsible for preparing and distributing the annual financial audit, operating budgets and other financial reports. Assessing is responsible for maintaining fair and equitable assessments of real and personal property. Customer Services is responsible for generating City utility bills, collecting all payments to the City, and administering elections.



The City of Eau Claire Finance Department consists of 4 divisions:

- ◆ Finance Administration
- ◆ Accounting Services
- ◆ Assessing
- ◆ Customer Services

## Programs & Services

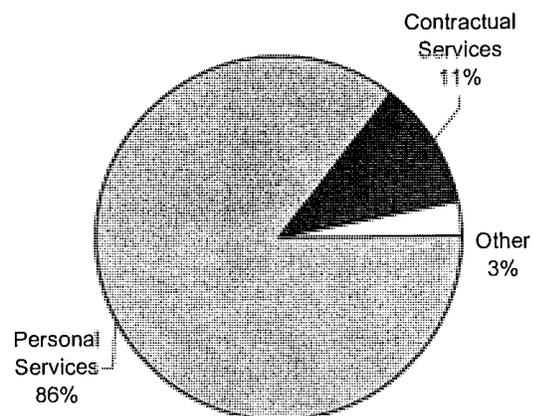
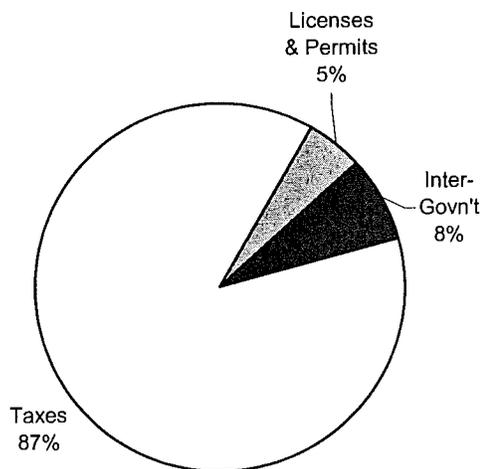
- ◆ Annual operating budget
- ◆ Capital Improvement Plan
- ◆ Annual audit
- ◆ Financial reporting
- ◆ Administer grants & contracts
- ◆ Administer debt service
- ◆ Accounts receivable
- ◆ Accounts payable
- ◆ Payroll
- ◆ Maintain real and personal property records
- ◆ Perform property assessments
- ◆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

	2000 <u>Actual</u>	2001 Adopted <u>Budget</u>	2002 Proposed <u>Budget</u>	% <u>Change</u>
<b>Revenues</b>				
Licenses & Permits	\$ 91,529	\$ 91,650	\$ 102,550	12%
Charges for Services	500	-	-	
Intragovernmental Service	164,262	160,508	159,248	-1%
Gen. Purpose (tax) Rev.	<u>1,631,340</u>	<u>1,730,542</u>	<u>1,837,102</u>	6%
<b>Total Revenues</b>	<b>\$ <u>1,887,631</u></b>	<b>\$ <u>1,982,700</u></b>	<b>\$ <u>2,098,900</u></b>	<b>6%</b>
<b>Expenditures</b>				
Personal Services	\$ 1,643,743	\$ 1,654,900	\$ 1,797,700	9%
Contractual Services	178,579	255,900	236,100	-8%
Utilities	9,273	8,700	8,700	0%
Fixed Charges	13,400	13,400	13,400	0%
Materials & Supplies	39,705	49,800	43,000	-14%
Capital Outlay	<u>2,931</u>	<u>-</u>	<u>-</u>	
<b>Total Expenditures</b>	<b>\$ <u>1,887,631</u></b>	<b>\$ <u>1,982,700</u></b>	<b>\$ <u>2,098,900</u></b>	<b>6%</b>



## Budget Overview

### **EXPENDITURES**

#### **PERSONAL SERVICES**

The 2002 budget includes additional hours for elections to serve the four scheduled elections, including the race for governor.

#### **CONTRACTUAL SERVICES**

Contractual services are projected to decrease in 2002, since the 2001 allocations for the reassessment and redesigning district boundaries are not required in 2002.

#### **FIXED CHARGES**

Included in fixed charges is the department's share of the City's self-insurance program. These costs are projected to remain constant.

#### **MATERIALS AND SUPPLIES**

The decrease in materials and supplies reflects the elimination of printers, file cabinets and office upgrades from the 2002 budget.

<b>Expenditures by Division</b>
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**Administration**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 218,278	\$ 222,300	\$ 107,506	\$ 225,200	\$ 235,300
Contractual Services	3,002	7,600	3,484	7,600	7,500
Utilities	1,253	900	322	900	1,000
Fixed Charges	1,000	1,000	500	1,000	1,000
Materials & Supplies	5,964	7,000	2,758	7,000	6,100
Capital Outlay	949	-	-	-	-
<b>Total Expenditures</b>	<b>\$ <u>230,447</u></b>	<b>\$ <u>238,800</u></b>	<b>\$ <u>114,570</u></b>	<b>\$ <u>241,700</u></b>	<b>\$ <u>250,900</u></b>

**Accounting Services**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 426,939	\$ 444,200	\$ 213,853	\$ 445,300	\$ 466,400
Contractual Services	60,374	64,400	31,707	64,400	66,200
Utilities	3,134	2,500	1,023	2,500	2,400
Fixed Charges	1,800	1,800	900	1,800	1,800
Materials & Supplies	14,837	12,000	4,456	12,000	12,200
<b>Total Expenditures</b>	<b>\$ <u>507,084</u></b>	<b>\$ <u>524,900</u></b>	<b>\$ <u>251,938</u></b>	<b>\$ <u>526,000</u></b>	<b>\$ <u>549,000</u></b>

**Assessing**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 415,991	\$ 434,000	\$ 192,240	\$ 421,800	\$ 446,300
Contractual Services	17,793	30,900	3,342	30,900	19,100
Utilities	1,873	2,000	611	2,000	1,800
Fixed Charges	7,800	7,800	3,900	7,800	7,800
Materials & Supplies	8,939	12,600	1,584	12,600	6,300
<b>Total Expenditures</b>	<b>\$ <u>452,397</u></b>	<b>\$ <u>487,300</u></b>	<b>\$ <u>201,676</u></b>	<b>\$ <u>475,100</u></b>	<b>\$ <u>481,300</u></b>

Expenditures by Division
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### Customer Services

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 582,534	\$ 554,400	\$ 280,705	\$ 585,900	\$ 649,700
Contractual Services	97,410	153,000	71,616	152,100	143,300
Utilities	3,013	3,300	962	3,300	3,500
Fixed Charges	2,800	2,800	1,400	2,800	2,800
Materials & Supplies	9,965	18,200	9,933	19,100	18,400
Capital Outlay	<u>1,982</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ 697,704</u>	<u>\$ 731,700</u>	<u>\$ 364,615</u>	<u>\$ 763,200</u>	<u>\$ 817,700</u>

<b>Staffing</b>
-----------------

**Finance Administration**

	2000	2001	2002
Director of Finance	1.00	1.00	1.00
Projects and Acquisitions Coordinator	1.00	1.00	1.00
Account Clerk II/Finance Secretary	1.00	1.00	1.00
	3.00	3.00	3.00
Total FTE Positions	3.00	3.00	3.00

**Accounting Services**

	2000	2001	2002
Manager of Accounting Services	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
Account Clerk I	4.50	5.00	5.00
	8.50	9.00	9.00
Total FTE Positions	8.50	9.00	9.00

**Assessing**

	2000	2001	2002
City Assessor	1.00	1.00	1.00
Property Assessor II	4.60	4.60	4.60
Assessing Technician	1.00	1.00	1.00
	6.60	6.60	6.60
Total FTE Positions	6.60	6.60	6.60

Staffing
----------

**Customer Services**

	<b>2000</b>	<b>2001</b>	<b>2002</b>
Customer Services Manager	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00
Election Clerk	0.75	0.75	0.75
Account Clerk II	2.50	2.25	2.25
Account Clerk I	<u>5.00</u>	<u>5.75</u>	<u>5.75</u>
 Total FTE Positions	 <u><u>10.25</u></u>	 <u><u>10.75</u></u>	 <u><u>10.75</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 is a division of the Finance Department that 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 25 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 and Standard and Poors, AA. The City prepares an official statement for each sale that provides investors with statistical information regarding outstanding debt, the tax base, the largest employers, and economic outlook.

#### **Tax Incremental Financing (TIF) Districts**

TIF Districts are created through a process that involves the preparation of a project plan, a public hearing, approval by a Joint Review Board consisting of representatives from each taxing district and adoption of the Project Plan by the Plan Commission. The City has four open TIF Districts with a combined equalized incremental valuation of \$93.7 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 park land. When the acquisition involves the purchase of occupied premises, a Relocation Plan is developed and submitted to the Department of Commerce for approval. Major acquisition projects in recent years include:

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



*Rainstorm of September 11, 2000  
Intersection of Kohlhepp Road and Preston Road*

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

## Accounting Services Operation Highlights

Accounting Services is one of four divisions of the Finance Department. 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
- Financial Reporting
- Fixed Assets
- Grant Reporting
- Payroll Administration
- Property Tax Settlement and Reporting
- Records Management
- Travel Policy Administration

### Activities

#### Accounts Payable

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



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

### **Accounts Receivable**

The City sends invoices for a wide range of services, including ambulance service, delinquent personal property tax, intergovernmental agreements and inter-departmental charges. City staff process approximately 1,400 invoices totaling about 2.5 million each year. Billing for ambulance services is contracted to a private company, which works under the direction of the Accounts Receivable clerk. Ambulance revenue is projected at \$600,000 in 2002.

### **Budget Management**

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

### **Cash and Investment Management**

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

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

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

In 2001 the Finance Department implemented the initial phases of a web-based financial system. This time intensive project required the redesign of the accounting system, revisions of all financial reports, and extensive changes to many services including cash receipting, utility billing, fixed assets, purchasing and accounts payable.

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 Accounting division. The published financial report is submitted to various state and federal agencies, and is used to determine compliance with grant programs and debt requirements.

### **Debt Management**

Long-term debt obligations of the City include over 47 issues with an outstanding balance of \$62.7 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 over \$8.6 million in 2001, 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.



*Cathy Thompson 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. At the end of 2000, approximately \$35 million of assets were recorded. Items classified as 'infrastructure', such as roads and sidewalks, which are unique to a municipal government, are excluded. A record is created when the asset is purchased, constructed or donated, complete with all supporting documentation. Physical inventories are taken periodically to maintain accurate records and assure proper care and utilization of the property. Asset records are maintained for the life of the asset.

### **Payroll Administration**

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

### **Property Tax Settlement and Reporting**

The property tax process begins mid-year with the preparation of the annual budgets and ends the following August with the final distribution of taxes collected. After passage of the budget by Council in November, the tax rates are calculated for the City and eleven other taxing jurisdictions, including counties, schools and TIF districts. Special assessments and other charges are also added. The tax bills are distributed in December and collections continue through July 31 of the following year. In December, the 'Statement of Taxes' is filed with the State. Tax settlements are made to other taxing jurisdictions in January, February, April and August. In 2000, the total tax collections within the City were approximately \$62 million.

### **Records Management**

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

### **Travel Policy Administration**

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

### **Grant Reporting**

The City receives a variety of federal, state and local grants, including funding for additional police and fire services, water quality management, street construction and economic development. Currently there are over 35 active grants for a total grant and local match amount of over \$12 million. Each grant has specific reporting requirements and many run more than a year. Accounting staff works with other departments to track costs and prepare periodic grant reports. They also assist in preparing an annual audit of all major grants by the City's independent auditor.

<h2>Assessing Operation Highlights</h2>
---

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>Property Valuations</b>	
<b>Statistics</b>	<u>2001 Budget</u>	<u>2002 Budget</u>
Residential Assessment	\$1,468,674,700	1,847,980,650
Commercial Assessment	746,582,200	872,022,400
Manufacturing Assessment	94,681,200	121,417,100
Agricultural Assessment	<u>16,800</u>	<u>430,100</u>
Total	2,309,954,900	2,841,850,250
Personal Property – City	99,819,000	117,363,100
Personal Property – Manufacturing	<u>19,798,700</u>	<u>22,480,900</u>
Total	119,617,700	139,844,000
Total value of property on tax roll	<u>\$2,429,572,600</u>	<u>\$2,981,694,250</u>
Total properties assessed		
Real Estate	21,556	21,853
Personal Property	2,756	2,179

## Activities

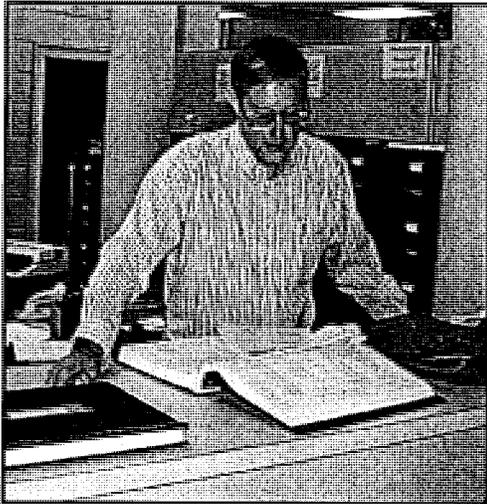
### Annual Assessment: Real & Personal Property

The Assessing division is responsible for the annual assessment of 21,800 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. The 2001 reassessment, for the 2002 budget, is based on records that were revised as a result of field inspections that took place during the summers of 1998 through 2000.

Other activities of the Assessing Division include:



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

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

# Customer Services Operation Highlights

Customer Services is one of four divisions in Finance. It provides the treasury, utility billing, elections, and licensing functions for the City. Customer Services staff also handles the public relations pertaining to utility service, business licenses, special assessments, voter registration, parking ticket collections, payment questions and other general information.

## Activities



*Treasury Staff include Tom Hoff, Peggy Frank, Cheryl Brunner, Denny Shea, Debbie Hams, and Cindy Anderson*

### 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, parking tickets and other City payments including the processing of ACH deposits. This office also develops and maintains the City's banking records, coordinates the collection of property tax payments, and issues and administers City and Health Department licenses and permits including alcohol and beverage licenses.

### Business License

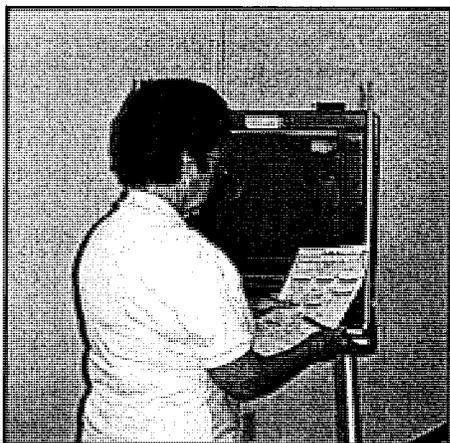
STATE OF WISCONSIN NON-TRANSFERABLE	<b>CITY OF EAU CLAIRE LICENSE</b>	THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE																												
Trade Name NORTHWOODS BREW PUB & GRILL 3560 OAKWOOD MALL DR EAU CLAIRE, WI 54701	License Type CIGARETTE CITY OF EC RESTAURANT CLASS A CABARET COMBINATION CLASS B HLTH REST-B > 1,000,000 WHOLESALE BEER	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Number</th> <th>Effective</th> <th>Expires</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>231</td> <td>7/01/2000</td> <td>6/30/2001</td> <td>100.00</td> </tr> <tr> <td>451</td> <td>7/01/2000</td> <td>8/30/2001</td> <td>80.00</td> </tr> <tr> <td>53</td> <td>7/01/2000</td> <td>6/30/2001</td> <td>150.00</td> </tr> <tr> <td>188</td> <td>7/01/2000</td> <td>8/30/2001</td> <td>550.00</td> </tr> <tr> <td>57</td> <td>7/01/2000</td> <td>6/30/2001</td> <td>310.00</td> </tr> <tr> <td>10</td> <td>7/01/1999</td> <td>9/30/2001</td> <td>25.00</td> </tr> </tbody> </table>	Number	Effective	Expires	Fee	231	7/01/2000	6/30/2001	100.00	451	7/01/2000	8/30/2001	80.00	53	7/01/2000	6/30/2001	150.00	188	7/01/2000	8/30/2001	550.00	57	7/01/2000	6/30/2001	310.00	10	7/01/1999	9/30/2001	25.00
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231	7/01/2000	6/30/2001	100.00																											
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57	7/01/2000	6/30/2001	310.00																											
10	7/01/1999	9/30/2001	25.00																											
NORTHWOODS BREWING CORP LLC 3560 OAKWOOD MALL DR EAU CLAIRE WI 54701		<small>Donna A. Avast City Clerk</small>																												
Total Paid: 1,215.00																														

## Elections

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



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



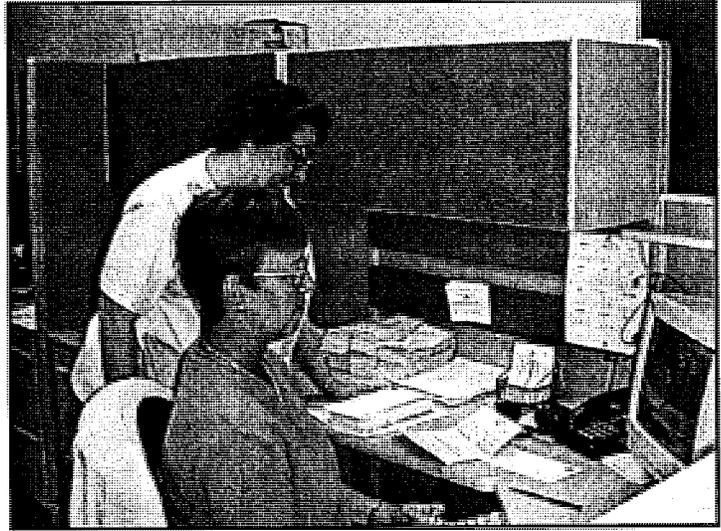
*A citizen votes by absentee ballot at City Hall prior to the election*

Preparation for an election includes:

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

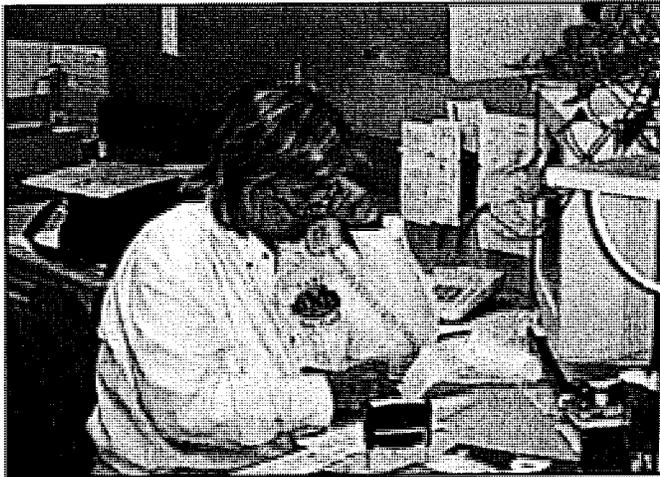
## **Utility Billing and Accounting**

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



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

As part of the second phase of the new financial package, the utility billing system is being converted to the integrated system.



*Darlene Prissel prepares a monthly billing cycle for the utilities*

## Future Outlook

- ◆ Continuing implementation of the Payroll and Human Resources software to utilize all features of the programs.
- ◆ Preparation for the implementation of the Governmental Accounting Standards Board (GASB) Statement 34, which requires major revisions in governmental reporting.
- ◆ Managing and accounting for the increased number of Federal and State Grants.
- ◆ Continuing implementation and development of the Integrated Financial System modules.
- ◆ Implementation of a new assessment system and providing Internet access to the assessment data.



# HUMAN RESOURCES

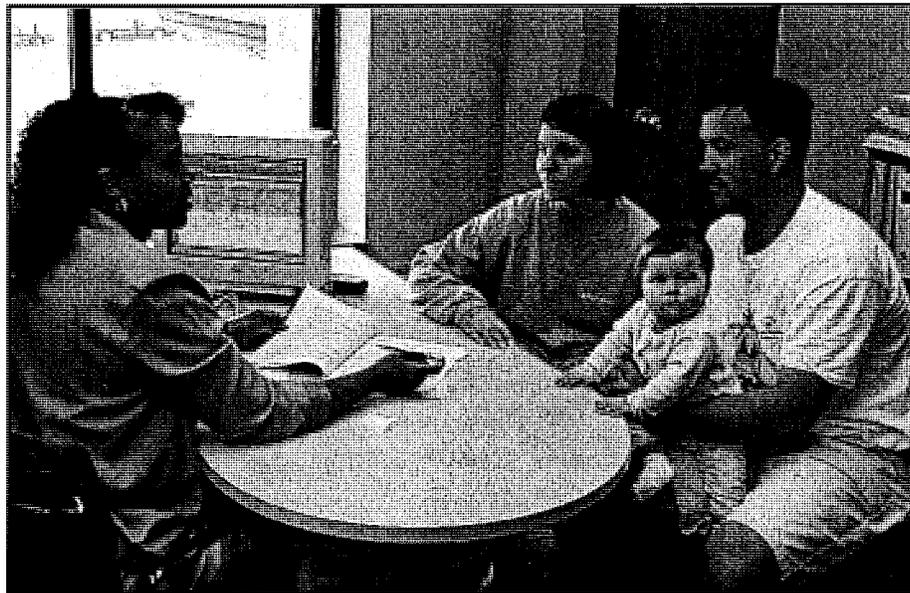
The Human Resources Department is responsible for administering the City's personnel policies, conducting labor negotiations, administering employee benefits and pay, recruiting employees, coordinating the City's risk management program and implementing the City's purchasing policies. Human Resources 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

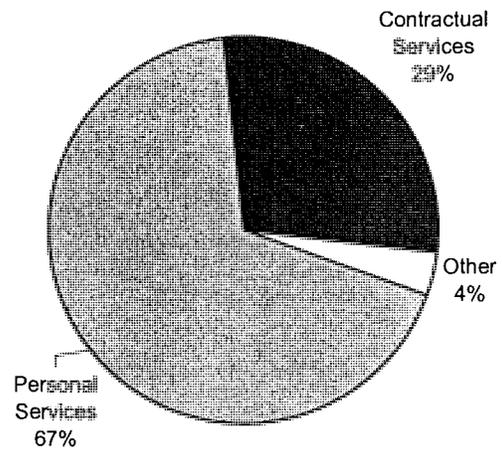
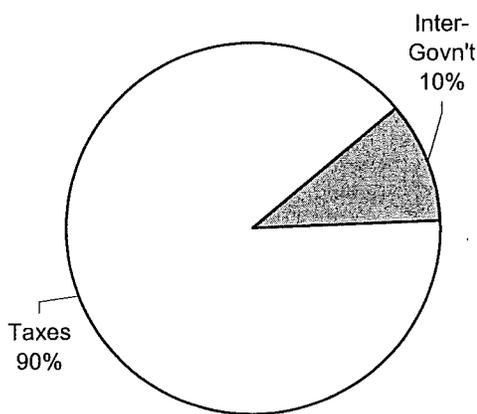
- ◆ Recruitment and pre-employment testing
- ◆ Labor Relations
- ◆ Administration of employee benefits and pay
- ◆ Purchasing and procurement



*Benefit assistance*

## Overview of Revenues and Expenditures

	2000 <u>Actual</u>	2001 Adopted <u>Budget</u>	2002 Proposed <u>Budget</u>	% Change
<b>Revenues</b>				
Intragovernmental Service	\$ 69,535	\$ 76,244	\$ 74,037	-3%
Gen. Purpose (tax) Rev.	<u>562,089</u>	<u>576,756</u>	<u>632,363</u>	10%
<b>Total Revenues</b>	<b><u>\$ 631,623</u></b>	<b><u>\$ 653,000</u></b>	<b><u>\$ 706,400</u></b>	<b>8%</b>
<b>Expenditures</b>				
Personal Services	\$ 400,276	\$ 438,600	\$ 478,900	9%
Contractual Services	194,579	183,900	201,600	10%
Utilities	4,410	3,000	2,800	-7%
Fixed Charges	2,200	2,200	2,200	0%
Materials & Supplies	20,658	23,300	20,900	-10%
Capital Outlay	<u>9,500</u>	<u>2,000</u>	<u>-</u>	-100%
<b>Total Expenditures</b>	<b><u>\$ 631,623</u></b>	<b><u>\$ 653,000</u></b>	<b><u>\$ 706,400</u></b>	<b>8%</b>



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

#### **CONTRACTUAL SERVICES**

An increase of \$3,400 in the advertising and marketing account of Human Resources is included in the 2002 budget. This increase is due to the tight labor market and increased cost of advertising.

Recruitment expense is increased by \$3,300 to reflect the increased cost of testing and other recruitment expenses.

The legal and professional services account is increased by \$10,000 to reflect the number of agreements that will need to be negotiated in 2002. Three of the five union labor contracts (Fire, Transit and Telecommunicators) and two of our bargaining group agreements (Police Command and CTSEA) will expire on June 30, 2002.

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

### Personnel Administration

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 212,217	\$ 251,100	\$ 108,863	\$ 255,200	\$ 277,700
Contractual Services	178,210	169,400	93,711	169,400	187,200
Utilities	1,991	1,500	737	1,500	1,400
Fixed Charges	1,400	1,400	700	1,400	1,400
Materials & Supplies	8,102	10,400	3,102	10,400	9,600
Capital Outlay	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ 402,919</u>	<u>\$ 433,800</u>	<u>\$ 207,112</u>	<u>\$ 437,900</u>	<u>\$ 477,300</u>

### Purchasing

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 188,059	\$ 187,500	\$ 82,613	\$ 184,700	\$ 201,200
Contractual Services	16,369	14,500	2,411	14,500	14,400
Utilities	2,420	1,500	384	1,500	1,400
Fixed Charges	800	800	400	800	800
Materials & Supplies	12,556	12,900	4,907	12,900	11,300
Capital Outlay	<u>8,500</u>	<u>2,000</u>	<u>1,997</u>	<u>2,000</u>	<u>-</u>
Total Expenditures	<u>\$ 228,704</u>	<u>\$ 219,200</u>	<u>\$ 92,711</u>	<u>\$ 216,400</u>	<u>\$ 229,100</u>

Staffing

**Personnel Administration**

	2000	2001	2002
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
	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>
Total FTE Positions	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>

**Purchasing**

	2000	2001	2002
Purchasing Manager	1.00	1.00	1.00
Buyer	1.00	1.00	1.00
Purchasing Technician	1.00	1.00	1.00
Mail and Duplicating Clerk	0.50	0.50	0.50
	<u>0.50</u>	<u>0.50</u>	<u>0.50</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:

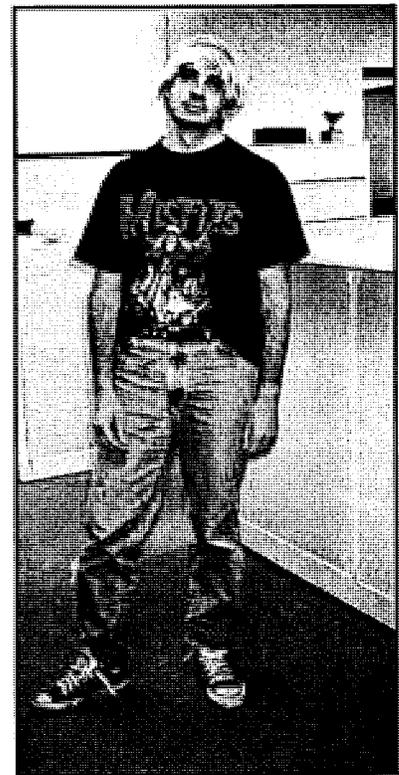
- 50% of Director of Human Resources/Risk Manager's position is charged to Risk Management.



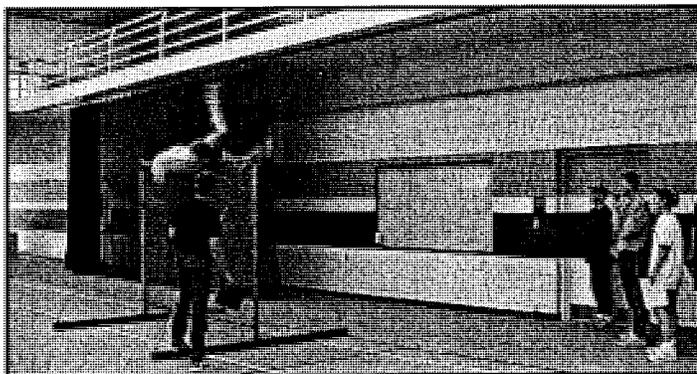
*Human Resource staff assisting new employee*

## Personnel Administration Operation Highlights

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



*Harassment Training*



*Physical Agility Testing*

## Purchasing Operation Highlights

### **Purchasing**

- ◆ Procurement of supplies and services for 70 to 80 projects annually for all funds in the amount of \$34.2 million
- ◆ Procurement for Capital Improvement Program at an average of \$15 million annually
- ◆ Process 5,000 purchase orders annually
- ◆ Administer annual auction of excess equipment

### **Mail and Duplicating**

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



*Bikes to be sold at City Auction*

## Future Outlook

- ◆ Federal and state laws, published court cases and government agency rules will continue to add complexity to the administration of employee benefits and human resources.
- ◆ Laws and court cases continue to increase the administrative burden on business and local government.
- ◆ New rules regarding safety, employee rights, health insurance benefits, mandated leaves (family sick, school conference, pet care), drug testing, hiring requirements and census reporting all promise to increase the administrative burden to the City of Eau Claire.
- ◆ Our challenge will be to understand and comply with these changes while improving the productivity of our workforce.



*Physical agility testing for police recruitment*

# COMMUNITY DEVELOPMENT

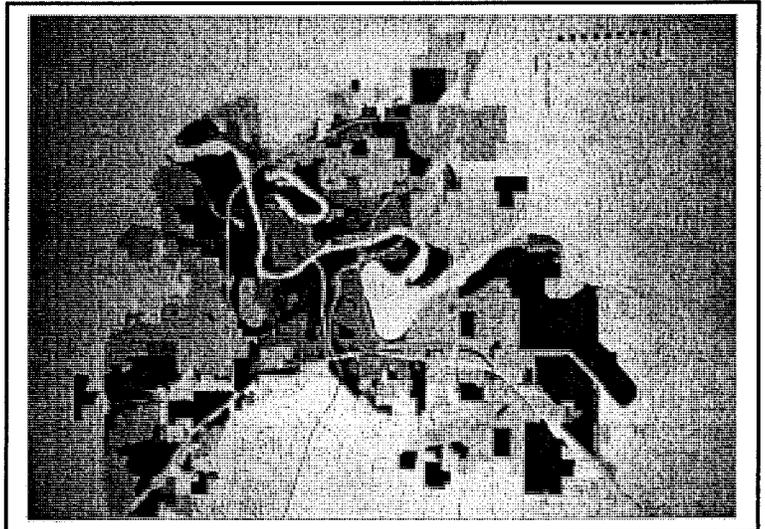
The Planning and Inspections Divisions are part of the Community Development Department and are located in City Hall, 203 S. Farwell Street. The Planning Division is responsible for community and neighborhood planning, zoning, development review, historic preservation, and annexations. The Inspections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

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

- ◆ Planning
- ◆ Inspections

## Programs & Services

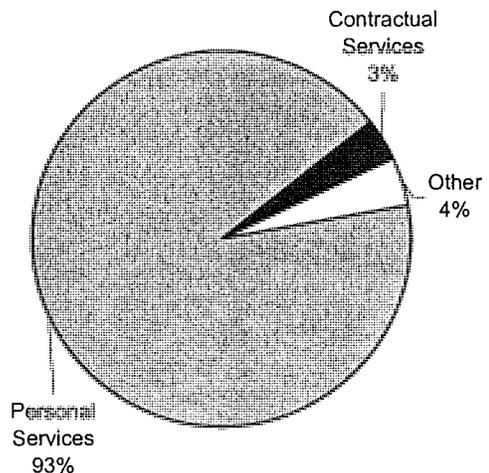
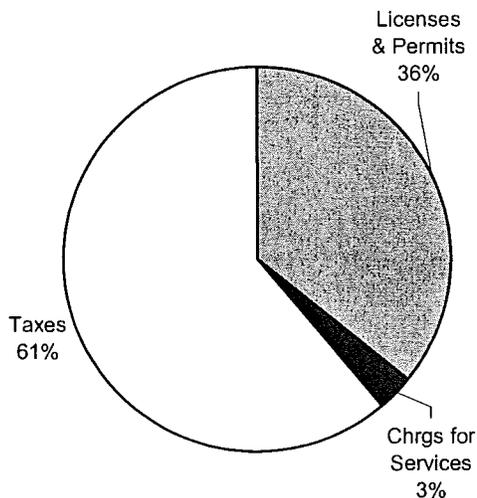
- ◆ Comprehensive Planning
- ◆ Development Codes
- ◆ Development Review
- ◆ Inspections
  - Building
  - Plumbing
  - Electrical
  - Heating
  - Others
- ◆ Code Enforcement
- ◆ Board and Associations
  - Staff Support



*Comprehensive Plan map*

## Overview of Revenues and Expenditures

	2000 <u>Actual</u>	2001 Adopted <u>Budget</u>	2002 Proposed <u>Budget</u>	% <u>Change</u>
<b>Revenues</b>				
Licenses & Permits	\$ 475,938	\$ 345,000	\$ 395,200	15%
Charges for Services	17,511	15,700	36,000	129%
Gen. Purpose (tax) Rev.	<u>438,582</u>	<u>676,100</u>	<u>675,100</u>	0%
<b>Total Revenues</b>	<b><u>\$ 932,032</u></b>	<b><u>\$ 1,036,800</u></b>	<b><u>\$ 1,106,300</u></b>	<b>7%</b>
<b>Expenditures</b>				
Personal Services	\$ 849,046	\$ 949,500	\$ 1,020,400	7%
Contractual Services	30,712	37,800	38,500	2%
Utilities	6,064	5,800	5,400	-7%
Fixed Charges	12,605	12,900	12,900	0%
Materials & Supplies	33,605	27,100	29,100	7%
Capital Outlay	<u>-</u>	<u>3,700</u>	<u>-</u>	-100%
<b>Total Expenditures</b>	<b><u>\$ 932,032</u></b>	<b><u>\$ 1,036,800</u></b>	<b><u>\$ 1,106,300</u></b>	<b>7%</b>



## Budget Overview

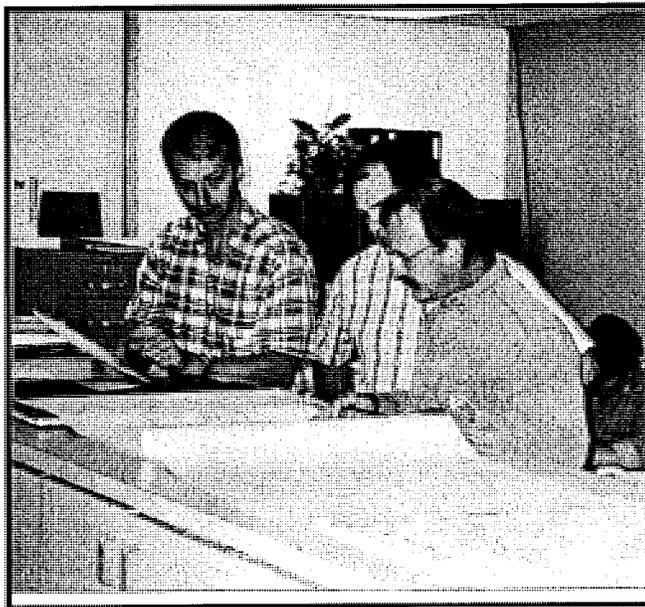
### **REVENUES**

There is an anticipated fee increase for inspections and development permits which should generate additional revenue of about \$50,000 and \$20,000 respectively. The last time these fees were increased was 1996.

### **EXPENDITURES**

#### **MATERIALS & SUPPLIES / EQUIPMENT & CAPITAL**

The Inspection Division is requesting an \$800 increase in Books/Periodicals for new codebooks and \$2,200 in Equipment Purchases for chairs, a table wall display and a pamphlet rack.



*Inspectors reviewing plans*

Expenditures by Division
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### Planning

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 353,416	\$ 421,600	\$ 177,105	\$ 435,100	\$ 461,200
Contractual Services	13,187	11,300	8,287	10,800	11,500
Utilities	1,931	1,700	516	1,700	1,600
Fixed Charges	1,600	1,600	800	1,600	1,600
Materials & Supplies	25,556	16,300	3,939	10,300	15,900
Capital Outlay	-	1,500	-	13,500	-
Total Expenditures	<u>\$ 395,690</u>	<u>\$ 454,000</u>	<u>\$ 190,647</u>	<u>\$ 473,000</u>	<u>\$ 491,800</u>

### Inspections

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 495,630	\$ 527,900	\$ 250,047	\$ 533,600	\$ 559,200
Contractual Services	17,525	26,500	16,382	23,500	27,000
Utilities	4,133	4,100	1,373	4,100	3,800
Fixed Charges	11,005	11,300	5,630	11,300	11,300
Materials & Supplies	8,050	10,800	3,564	9,800	13,200
Capital Outlay	-	2,200	-	700	-
Total Expenditures	<u>\$ 536,342</u>	<u>\$ 582,800</u>	<u>\$ 276,997</u>	<u>\$ 583,000</u>	<u>\$ 614,500</u>

<b>Staffing</b>
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**Planning Administration**

	2000	2001	2002
Director of Comm Dev/Asst. City Manager	1.00	1.00	1.00
Neighborhood Resources Coordinator	-	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
	1.00	1.00	1.00
<b>Total FTE Positions</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>

**Inspections**

	2000	2001	2002
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
	1.00	1.00	1.00
<b>Total FTE Positions</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

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

## Planning Operation Highlights

### **Boards and Associations**

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

#### ◆ **City Boards and Commissions**

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

#### ◆ **Neighborhood Associations**

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

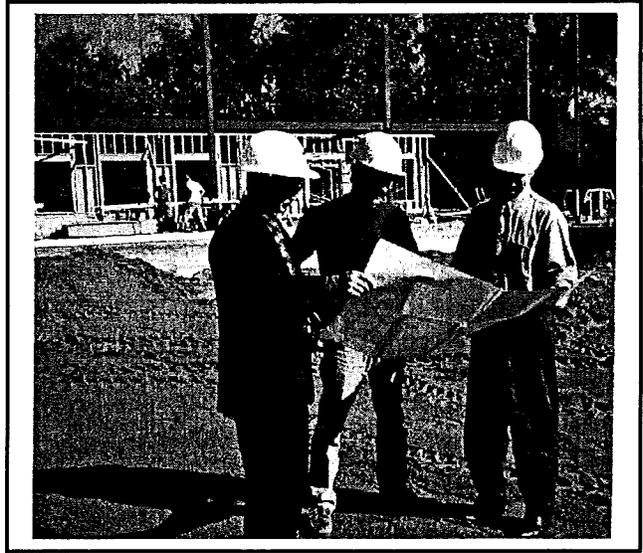
#### ◆ **Business Associations**

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

## Activities

### **Statutes and Codes**

- ◆ Wisconsin state statutes require a city to adopt a master plan for the overall growth and development of the community. Eau Claire's Comprehensive Plan is a continuous program of monitoring development activity and updating plans as needed.
- ◆ Various codes have been adopted by the City Council which regulate 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
  - City Center Plan
  - Parks and Waterways Plan
  - Carson Park Plan
  - Historic Preservation Plan
  - West Side Neighborhood Plan
  - North River Fronts Neighborhood Plan
  - North Side Hill Neighborhood Plan
  - Water Street Commercial District Plan
  - Third Ward Neighborhood Plan
- ◆ Provide assistance and information to citizens concerning development proposals, protest petitions, and community planning.
- ◆ Issue over 4,000 permits and conduct over 14,000 inspections annually.
- ◆ Complete over 800 inspections annually on municipal ordinance violations.
- ◆ Prepare the annual Development Map and Report and monthly Development Updates newsletter.
- ◆ Respond to 20,000 citizen requests for information annually.

Development Review Activity						
	Total	Rezoning	Conditional Use	Site Plan	Appeal	Plats
2001 (Aug)	103	18	31	37	9	8
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>2001 (July)</b>	2,561	856	544	470	564	127	8,630
<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
<b>1990</b>	3,327	846	618	698	934	122	9,981

**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:

2001 (as of 7/01)	\$227,431		
2000	\$485,541	1995	\$435,638
1999	\$397,439	1994	\$381,963
1998	\$438,467	1993	\$291,333
1997	\$366,513	1992	\$259,471
1996	\$366,658	1991	\$213,529

## Future Outlook

- ◆ Providing building code inspections on a timely basis given the physical growth of the community and the continued strong development trends will continue to be a service issue.
- ◆ Extensive training of all inspectors will be required in 2002 when the State of Wisconsin replaces the Wisconsin Building Code with the International Building code (IBC). The transition to the IBC will also require an expanded public awareness program concerning the changes.
- ◆ All building and development fees should be re-examined and adjusted if necessary to maintain comparability with the development fees of Eau Claire County and similar municipal jurisdictions.
- ◆ Anticipated completion of the update of the City's Subdivision Code in 2002 will continue to require significant staff resources to rewrite the ordinances and work with various community interest groups concerned about the changes.
- ◆ The update and revision of the City's Comprehensive Plan to comply with the provisions of the state's Smart Growth legislation will begin in 2002 with preparation of the tentative work program and recruitment and selection of a consulting firm. Based on the recent experiences of other cities, it is anticipated the Comprehensive Plan update will take approximately 24 months.
- ◆ The number of organized neighborhood associations is anticipated to increase over the next several years and will be accompanied by significant shifts in the character and extent of citizen participation by both organized groups such as neighborhood associations as well as ad hoc citizen participation efforts. Citizens will increasingly look to neighborhood associations as a common means for organizing and communicating their concerns and viewpoints.
- ◆ Antiquated building design characteristics of both wings of City Hall will continue to limit the availability and effectiveness of the existing structure for holding public meetings and forums.

# 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.

### 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

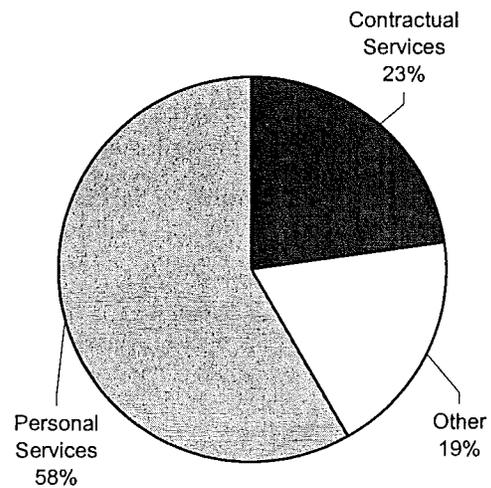
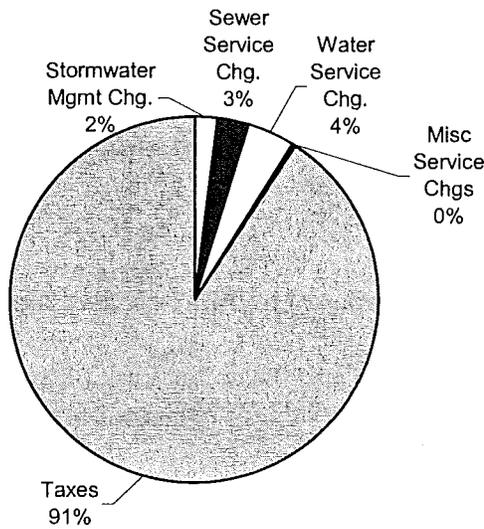
- ◆ Retain the value of City buildings and grounds through proper maintenance.
- ◆ Keep the availability and performance of building equipment at an optimum level.
- ◆ Supervise construction and remodeling projects.
- ◆ Maintain all streets, sidewalks, curbs and gutters.
- ◆ Provide an efficient program 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.

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

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

## Overview of Revenues and Expenditures

	2000 <u>Actual</u>	2001 <u>Adopted Budget</u>	2002 <u>Proposed Budget</u>	<u>% Change</u>
<b>Revenues</b>				
Stormwater Mgmt Chg.	\$ 141,006	\$ 148,400	\$ 146,104	-2%
Sewer Service Chg.	188,705	198,324	199,899	1%
Water Service Chg.	288,904	303,120	308,736	2%
Transit Admin. Chg.	10,055	13,980	11,190	-20%
Other Service Chg.	3,688	2,592	2,628	1%
Miscellaneous Charges	48,572	20,100	13,600	-32%
Gen. Purpose (tax) Rev.	<u>7,000,194</u>	<u>6,409,984</u>	<u>6,762,543</u>	6%
<b>Total Revenues</b>	<b>\$ <u>7,681,124</u></b>	<b>\$ <u>7,096,500</u></b>	<b>\$ <u>7,444,700</u></b>	<b>5%</b>
<b>Expenditures</b>				
Personal Services	\$ 4,001,227	\$ 4,060,500	\$ 4,347,900	7%
Contractual Services	1,571,912	1,655,800	1,689,400	2%
Utilities	629,819	715,700	746,700	4%
Fixed Charges	49,592	114,100	114,100	0%
Materials & Supplies	550,814	525,900	546,600	4%
Capital Outlay	<u>877,759</u>	<u>24,500</u>	<u>-</u>	-100%
<b>Total Expenditures</b>	<b>\$ <u>7,681,124</u></b>	<b>\$ <u>7,096,500</u></b>	<b>\$ <u>7,444,700</u></b>	<b>5%</b>



## Budget Overview

### **EXPENDITURES**

#### **PERSONAL SERVICES**

The budget for 2002 includes the addition of one (1) light equipment operator in the Street Division to support the increased level of maintenance including snow removal, sweeping and general repairs. The mileage of streets has increased by 39 miles since 1980 with no increase in personnel in the Street Division during the same time period. The bargained labor contract for Local 284 adds two pay steps for seasonal laborers as an incentive to return the following year. The budget includes additional funding for anticipated reclassifications of employees as part of the contract labor negotiations.

#### **CONTRACTUAL SERVICES**

Recruitment and hiring of professional engineering staff remains difficult. In 2001, contractual services were used to perform some of the design and traffic engineering needs of the Department. Depending on the ability to hire qualified staff in 2002, we may continue the use of Consulting Engineering services in order to complete the workload demands.

#### **UTILITIES**

The cost for natural gas service to heat public buildings and facilities increased significantly during the winter of 2000/2001. The 2002 budget has been increased to reflect the anticipated cost of natural gas.

#### **MATERIALS AND SUPPLIES**

The material and supply account in the Street Division has been increased by \$4,200 to reflect anticipated increases in petroleum costs to purchase the same amount of material that was used in 2001 to patch streets.

#### **CAPITAL OUTLAY**

Capital purchases and equipment outlays in the 2002 budget have been substantially reduced from 2001 funding levels. The only equipment proposed to be purchased is the replacement of handheld 2-way radios that can no longer be repaired and are critical to the daily communications of the department and replacement of obsolete engineering design software packages that are necessary in order to produce design drawings for construction.

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

**Administration**

	<b>2000 Actual</b>	<b>2001 Budget</b>	<b>2001 6 Month Actual</b>	<b>2001 Projection</b>	<b>2002 Budget</b>
Personal Services	\$ 260,122	\$ 254,500	\$ 121,508	\$ 259,400	\$ 271,700
Contractual Services	4,982	18,800	13,186	18,800	19,500
Utilities	3,341	3,200	1,076	3,200	3,000
Fixed Charges	1,100	1,100	550	1,100	1,100
Materials & Supplies	6,208	8,900	2,313	8,900	5,700
Capital Outlay	<u>2,215</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ 277,968</u>	<u>\$ 286,500</u>	<u>\$ 138,633</u>	<u>\$ 291,400</u>	<u>\$ 301,000</u>

**Engineering**

	<b>2000 Actual</b>	<b>2001 Budget</b>	<b>2001 6 Month Actual</b>	<b>2001 Projection</b>	<b>2002 Budget</b>
Personal Services	\$ 1,186,998	\$ 1,202,100	\$ 473,054	\$ 1,209,700	\$ 1,282,500
Contractual Services	153,553	100,700	63,665	419,500	108,400
Utilities	14,618	5,300	1,453	5,300	5,000
Fixed Charges	19,400	19,400	9,700	19,400	19,400
Materials & Supplies	37,419	46,200	17,250	46,200	42,200
Capital Outlay	<u>870,881</u>	<u>15,500</u>	<u>5,000</u>	<u>15,500</u>	<u>-</u>
Total Expenditures	<u>\$ 2,282,869</u>	<u>\$ 1,389,200</u>	<u>\$ 570,122</u>	<u>\$ 1,715,600</u>	<u>\$ 1,457,500</u>

**Operations**

	<b>2000 Actual</b>	<b>2001 Budget</b>	<b>2001 6 Month Actual</b>	<b>2001 Projection</b>	<b>2002 Budget</b>
Personal Services	\$ 2,554,108	\$ 2,603,900	\$ 1,358,777	\$ 2,593,100	\$ 2,793,700
Contractual Services	1,413,377	1,536,300	618,248	1,536,300	1,561,500
Utilities	611,860	707,200	282,513	707,200	738,700
Fixed Charges	29,092	93,600	27,775	93,600	93,600
Materials & Supplies	507,187	470,800	258,081	518,600	498,700
Capital Outlay	<u>4,663</u>	<u>9,000</u>	<u>-</u>	<u>9,000</u>	<u>-</u>
Total Expenditures	<u>\$ 5,120,288</u>	<u>\$ 5,420,800</u>	<u>\$ 2,545,395</u>	<u>\$ 5,457,800</u>	<u>\$ 5,686,200</u>

Staffing
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**Administration**

	2000	2001	2002
Public Works Director	1.00	1.00	1.00
Assistant to Director of Public Works	1.00	1.00	1.00
Public Works Secretary	1.00	1.00	1.00
Clerk II	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

**Engineering**

	2000	2001	2002
City Engineer	1.00	1.00	1.00
Project Engineer	2.00	2.00	2.00
Traffic Engineer	1.00	1.00	1.00
Engineering Services Manager	1.00	1.00	1.00
Survey Supervisor	1.00	1.00	1.00
Engineering Technician III	3.00	3.00	3.00
Engineering Technician II	2.00	2.00	2.00
Senior Technician - CADD	1.00	1.00	1.00
Engineering Technician/Administrative	1.00	1.00	1.00
Engineering Technician I	1.00	1.00	1.00
Clerk III	1.00	1.00	1.00
Engineering Aide II	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>

Staffing
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## Operations

	2000	2001	2002
Public Works Operations Administrator	1.00	1.00	1.00
Street Maintenance Manager	1.00	1.00	1.00
Building and Grounds Superintendent	1.00	1.00	1.00
Supervisor	3.00	3.00	3.00
Building Services Supervisor	1.00	1.00	1.00
Clerk III	0.50	1.00	1.00
Account Clerk I	1.00	-	-
Skilled Worker II	1.00	1.00	2.00
Heavy Equipment Operator	12.00	12.00	12.00
Skilled Worker I	3.00	3.00	3.00
Skilled Worker / Sign Shop	2.00	2.00	2.00
Skilled Worker / Sign Shop Painter	1.00	1.00	-
Custodian	8.00	8.00	8.00
Tandem Operator	4.00	4.00	4.00
Light Equipment Operator	11.00	11.00	12.00
Total FTE Positions	<u>50.50</u>	<u>50.00</u>	<u>51.00</u>

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

Cross-divisional charges include:

- 50% of 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 the Clerk II position assigned to Public Works Administration is charged to Engineering.
- Due to retirement, 50% of Account Clerk I position will go to make the Clerk III full-time and 50% will be transferred to Customer Services.
- 50% of a Clerk III position assigned to Transit is charged to Public Works Operations.
- Three custodians are charged out to the Library and one to Central Maintenance.

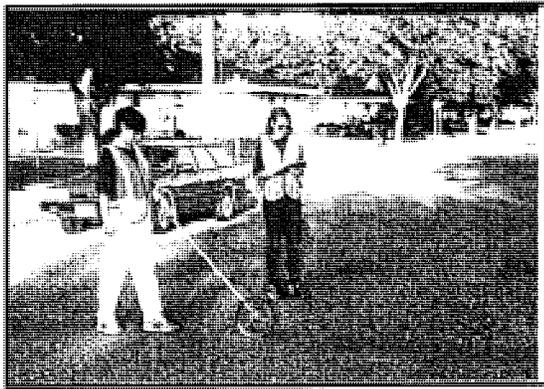
## Engineering Division Operation Highlights

### Primary Services

- ◆ 90 Projects designed, administered, monitored in 2000
- ◆ 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)  
-1/3 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.)

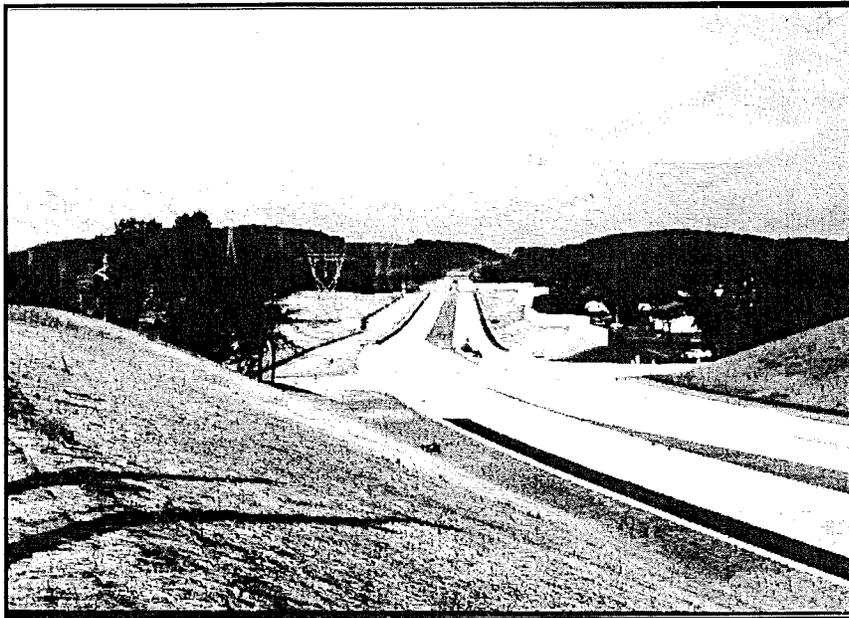
- ◆ 10 Intergraph/Microstation CADD Workstations
- ◆ 3 Geodimeter Total Station Survey Systems
- ◆ 2 Survey Vans
- ◆ 2 Full Size Plotters
- ◆ 1 Large Size Plain Paper Copier
- ◆ 1 Blueprint Copier
- ◆ 5 Survey Levels
- ◆ 1 Laser Level
- ◆ Miscellaneous Testing, Surveying, & Drafting Equipment



*Survey Crew with Geodimeter*

## Future Outlook

- ◆ Maintain and upgrade computer drafting, mapping, and survey equipment
- ◆ Make available staff training to keep employees up-to-date and efficient in use of new technology
- ◆ Monitor staffing levels and consultant services to assure that annual construction program can be delivered in a timely manner
- ◆ Initiate a program to improve retention of technical staff and recruitment of qualified professional employees
- ◆ Prepare and update 5-Year Street Reconstruction Program
- ◆ Storm water management issues including discharge permits
- ◆ Coordinate design and construction with Wis/DOT on Highway 53 freeway design
- ◆ Determine infrastructure needs to accommodate the construction and development anticipated as a result of the Highway 53 Freeway Project



*North Crossing Construction (1992)*

The Hwy. 53 Freeway Project coordination with Wis/DOT and surrounding municipalities will be a major responsibility of the Engineering Division over the next 6 years.

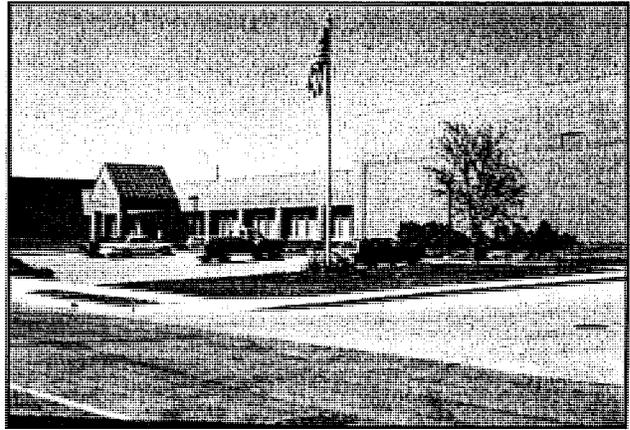
# Public Works Operations Highlights

## Buildings & Grounds

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



*Custodian  
mowing grass*



*Central Maintenance  
Facility*

## Facilities

### City Hall

(203 S. Farwell Street)

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

### L.E. Phillips Library

(400 Eau Claire Street)

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

### Parks & Recreation Community Center

(1300 First Avenue)

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

### Central Maintenance Facility

(910 Forest Street)

### Parks & Forestry Maintenance Building

(1040 Forest Street)

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

### Parking Lots and Ramps

- ◆ 12 Lots
- ◆ 2 Ramps

## Future Outlook

### City Hall

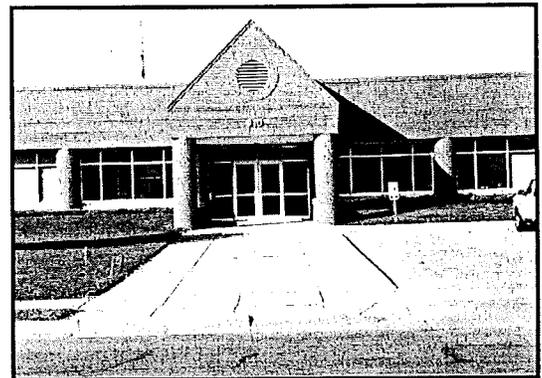
- ◆ Upgrade Council Chambers air handling and sound system
- ◆ Replace central air conditioning
- ◆ Update fluorescent lighting
- ◆ Remodel and renovate interior spaces of City Hall
- ◆ Enlarge meeting room space

### Parks & Recreation Building

- ◆ Tuck-pointing

### Central Maintenance Facility

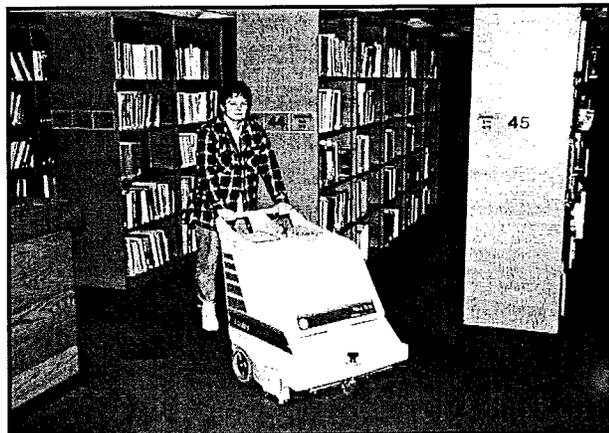
- ◆ Seal parking deck
- ◆ Long-term roof maintenance
- ◆ Landscape hillside at Parks Maintenance



*Central Maintenance Facility  
910 Forest Street*

### Library

- ◆ Renovations to accommodate technology upgrades
- ◆ Replace boilers
- ◆ Replace elevator machine
- ◆ Recoat urethane roof



*Library Custodian*

# Public Works Operations Highlights

## Street Maintenance Base of Operations

### Central Maintenance Facility (910 Forest Street)

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



*Sign Shop*

### Traffic & Street Lighting Facilities

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

## Activities

### Seal Coating

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

### Crack Sealing

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



*Crack Routing for Crack Sealing Program*

### Street Sweeping

- ◆ Spring clean-up of sand and debris from winter maintenance operations
- ◆ 2 Full cycles in spring
- ◆ Multiple shifts employed
- ◆ 3 Mechanical sweepers and 1 vacuum sweeper used
- ◆ Fall sweeping - 1 full cycle
- ◆ 12,000 cu. yd. waste annually



*Street Sweeper*



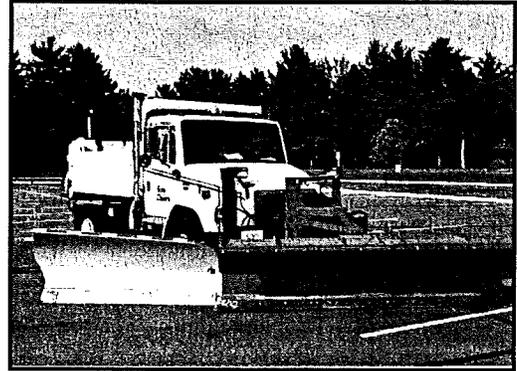
*Patching Crew*

### Street Patching

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

### **Snow and Ice Control**

- ◆ 10 Primary ice control routes - 75 miles
- ◆ Ice control begins with first evidence of slippery conditions
- ◆ 21 Primary snow plow routes - 76 miles
  - Arterial streets
  - Hills and collector streets
  - Continuous until snow stops
- ◆ 34 Secondary plow areas - 243 miles
  - Higher use streets plowed first
  - Two areas in each route, alternate starting location
  - Over 50 pieces of equipment used
- ◆ Haul snow from commercial areas and neighborhoods where sidewalk is directly adjacent to back of curb
- ◆ Remove snow from 15 bridges and overpasses
- ◆ Administer snow clearance from sidewalk ordinance
- ◆ Remove snow from 166 public sidewalk and step locations



*Snow plow with wing*

### **Weed Control & Turf Maintenance**

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



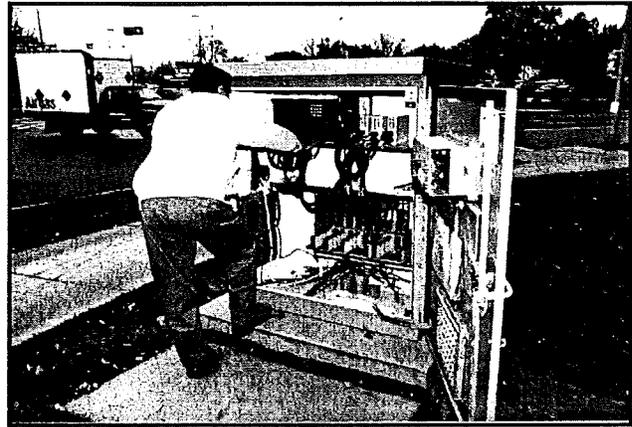
*Mowing grass*

### **Off-Street Maintenance**

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

### Street Lighting

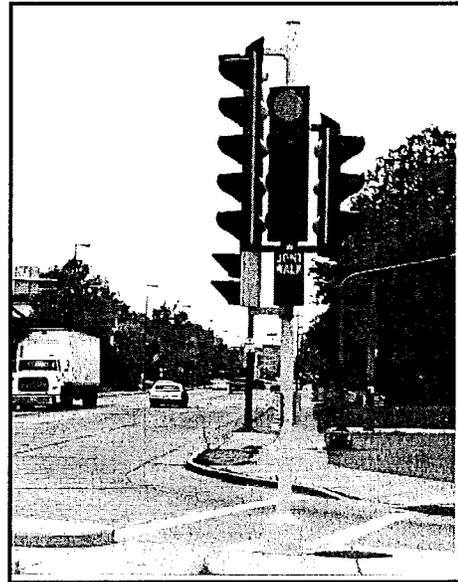
- ◆ 2,660 Street lights leased from NSP at \$25 per year plus electricity
- ◆ Residential lighting at intersections and 500 foot spacing
- ◆ 257 Decorative light poles
  - Downtown (City Center)
  - Water Street
  - Grand Avenue/First Avenue
  - Fifth Avenue/Bellinger Street
  - State Street
  - First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



*Traffic Engineer Programming Controller*

### Traffic Signals

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



*Traffic Signals at Farwell St. & Washington St.*

### Pavement Markings & Signs

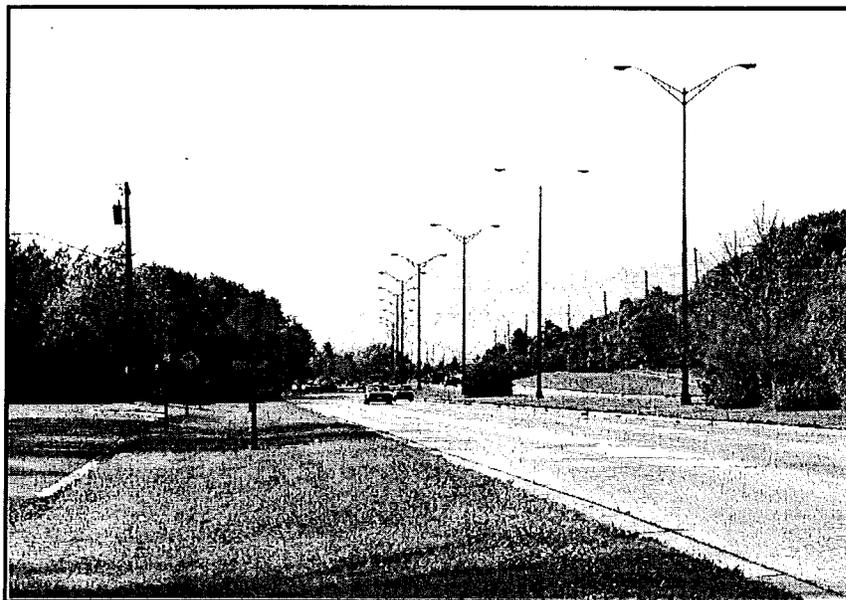
- ◆ Paint crosswalks and centerlines annually
- ◆ Maintain and replace damaged or deteriorated signs
- ◆ Sign temporary detour route for construction
- ◆ Install new signs where directed by Council action

*Crosswalk Painting*



## Future Outlook

- ◆ Expand storage yard facilities
- ◆ Adequate staffing for increased service demands and expanding areas
- ◆ Equipment needs are to be evaluated and the rolling fleet upgraded or modified to meet service requirements
- ◆ Develop alternative street sweeping debris disposal sites
- ◆ Evaluate and implement site alternatives for deposit of snow haul
- ◆ Meet the maintenance needs of aging street surfaces along with preventative maintenance practices on newer streets
- ◆ Replace street light poles on Clairemont Avenue, Hastings Way, and the City Center that are experiencing structural failure
- ◆ Monitor traffic volumes and accidents throughout the city and install additional traffic control devices as warranted
- ◆ Replace 15 aged traffic controllers with new computer components
- ◆ Electrical costs are anticipated to increase next year for street lighting and maintenance
- ◆ Work with the Convention and Tourism Task Force to implement a pathfinder and wayfinding signage system
- ◆ Upgrade school and pedestrian crossing signage and pavement markings



*Whiteway Lighting along Clairemont Avenue*



# 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

## Programs & Services

The Parks and Recreation 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.

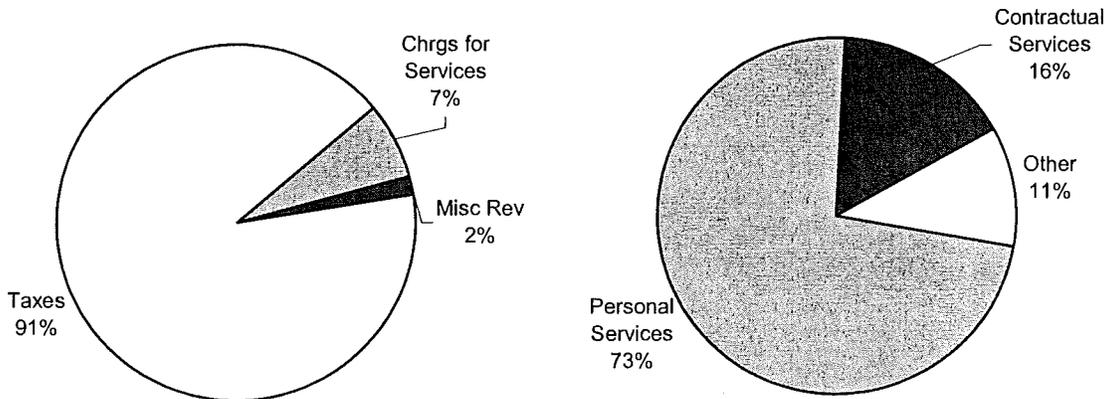
The Forestry Division is responsible for the upkeep of the urban forest. This includes all the trees in the City. However, the Forestry Division focuses a lot of effort on the boulevard street trees.



*Carson Park: The City's Largest Community Park*

## Overview of Revenues and Expenditures

	2000 <u>Actual</u>	2001 Adopted <u>Budget</u>	2002 Proposed <u>Budget</u>	<u>% Change</u>
<b>Revenues</b>				
Charges for Services:				
Pool Admission Fees	\$ 5,737	\$ 3,000	\$ 4,000	33%
Softball Fees	57,268	45,000	50,000	11%
Instructional Fees	170,235	158,500	166,900	5%
Park Reimbursements	26,971	15,000	15,000	0%
WPRA Ticket Sales	1,419	1,000	1,000	0%
Other Recreation Fees	46,384	10,000	25,000	150%
Miscellaneous Revenue	46,713	45,500	65,500	44%
Gen. Purpose (tax) Rev.	<u>2,975,614</u>	<u>3,396,600</u>	<u>3,491,500</u>	3%
<b>Total Revenues</b>	<b>\$ <u>3,330,339</u></b>	<b>\$ <u>3,674,600</u></b>	<b>\$ <u>3,818,900</u></b>	<b>4%</b>
<b>Expenditures</b>				
Personal Services	\$ 2,415,844	\$ 2,645,300	\$ 2,794,300	6%
Contractual Services	543,230	612,200	612,400	0%
Utilities	136,833	118,100	131,600	11%
Fixed Charges	35,133	56,300	56,300	0%
Materials & Supplies	185,434	221,000	224,300	1%
Capital Outlay	<u>13,865</u>	<u>21,700</u>	<u>-</u>	-100%
<b>Total Expenditures</b>	<b>\$ <u>3,330,339</u></b>	<b>\$ <u>3,674,600</u></b>	<b>\$ <u>3,818,900</u></b>	<b>4%</b>



## Budget Overview

### **EXPENDITURES**

#### **PERSONAL SERVICES**

The Parks and Recreation Department has 36 3/4 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, a maintenance agreement for some of the software that the department uses and the cost of the fireworks for the Fourth of July. We are also seeing a lower cost in laboratory account because most lifeguards are now coming to the job with immunization for Hepatitis B.

#### **UTILITIES**

The utility costs for watering the parks, ball fields and soccer park will increase in 2002.

#### **MATERIALS & SUPPLIES**

The majority of the cost in the administrative account for materials and supplies is to print and distribute the Recreation Division's program booklet. There are two booklets distributed each year, one for summer programs and one for all, winter and spring programs. In other areas of the budget, funds are included to improve the restroom flooring at the Carson Park Baseball Stadium, and at Mt. Simon to improve our ability to clean those areas. Also included in materials and supplies are the purchase of 4 automatic defibrillators for the pools, 4 chain saws, 3 string trimmers, 4 mowers, heater for paint shop, and aluminum scaffolding

#### **CAPITAL OUTLAY**

Major capital purchases have been deleted in order to keep the tax levy to a minimum. Projects that will not be done include an upgrade to the band shell electrical systems and tiling the restroom floors.

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

### Administration

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 188,151	\$ 203,400	\$ 95,374	\$ 207,500	\$ 221,500
Contractual Services	58,847	65,500	39,792	65,500	68,000
Utilities	7,060	4,800	2,376	4,800	6,500
Fixed Charges	1,000	1,000	500	1,000	1,000
Materials & Supplies	<u>13,687</u>	<u>19,900</u>	<u>10,589</u>	<u>19,900</u>	<u>18,000</u>
Total Expenditures	<u>\$ 268,744</u>	<u>\$ 294,600</u>	<u>\$ 148,630</u>	<u>\$ 298,700</u>	<u>\$ 315,000</u>

### Park Maintenance

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 1,438,618	\$ 1,562,000	\$ 722,541	\$ 1,583,500	\$ 1,683,900
Contractual Services	280,430	289,300	152,097	289,300	295,000
Utilities	123,671	108,500	44,786	108,500	120,700
Fixed Charges	15,078	34,500	7,960	34,500	34,500
Materials & Supplies	98,992	115,500	70,393	115,500	116,900
Capital Outlay	<u>11,865</u>	<u>21,700</u>	<u>10,344</u>	<u>26,700</u>	<u>-</u>
Total Expenditures	<u>\$ 1,968,653</u>	<u>\$ 2,131,500</u>	<u>\$ 1,008,120</u>	<u>\$ 2,158,000</u>	<u>\$ 2,251,000</u>

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

**Recreation Division**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 525,893	\$ 600,700	\$ 223,319	\$ 591,000	\$ 595,700
Contractual Services	125,965	146,600	50,053	146,800	152,200
Utilities	4,968	3,500	822	3,500	3,200
Fixed Charges	12,155	13,700	6,940	13,700	13,700
Materials & Supplies	<u>64,792</u>	<u>73,800</u>	<u>43,611</u>	<u>73,600</u>	<u>78,200</u>
Total Expenditures	<u>\$ 733,774</u>	<u>\$ 838,300</u>	<u>\$ 324,745</u>	<u>\$ 828,600</u>	<u>\$ 843,000</u>

**Forestry Division**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 263,181	\$ 279,200	\$ 137,364	\$ 272,700	\$ 293,200
Contractual Services	77,988	110,800	47,501	110,800	97,200
Utilities	1,134	1,300	300	1,300	1,200
Fixed Charges	6,901	7,100	3,550	7,100	7,100
Materials & Supplies	7,964	11,800	3,753	11,800	11,200
Capital Outlay	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ 359,167</u>	<u>\$ 410,200</u>	<u>\$ 192,468</u>	<u>\$ 403,700</u>	<u>\$ 409,900</u>

Staffing
----------

**Administration**

	2000	2001	2002
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
Clerk II	1.00	1.00	-
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

**Park Maintenance**

	2000	2001	2002
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	1.00	2.00	2.00
Mechanical Skilled Worker	1.00	-	-
Heavy Equipment Operator	1.00	1.00	1.00
Skilled Worker I	10.00	10.00	10.00
Stores Clerk	1.00	1.00	1.00
Semi-Skilled Worker	7.00	7.00	7.00
	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Total FTE Positions	<u>25.75</u>	<u>25.75</u>	<u>25.75</u>

**Recreation**

	2000	2001	2002
Superintendent of Recreation	1.00	1.00	1.00
Program Supervisor	2.00	2.00	2.00
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total FTE Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

<b>Staffing</b>
-----------------

**Forestry**

	2000	2001	2002
City Forester	1.00	1.00	1.00
Tree Trimmer II	1.00	1.00	1.00
Arborist	1.00	1.00	1.00
Arborist I	2.00	2.00	2.00
	5.00	5.00	5.00
Total FTE Positions	5.00	5.00	5.00

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

Cross-divisional charges include:

- 40% 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

- ◆ New playground equipment was purchased and installed at the community parks and two neighborhood parks. Included in this project was the installation of handicap accessible surfacing.
- ◆ A concession/restroom building was built at the Soccer Park with funds entirely provided by outside donations. The building was used for two major tournaments this year and the restrooms have been a welcome addition for the large number of teams using the facility every evening. The Soccer Park is heavily used beginning April through October.

### **Three major efforts by the community helped improve our parks in 2001:**

- ◆ Lutheran Brotherhood and Aid Association for Lutherans continues to help replant Fairfax Park. These groups purchased and planted hundreds of trees in the northern area of the park.
- ◆ Over 300 local students planted all the flowerbeds throughout the City. Over 10,000 plants were planted in three hours.
- ◆ The new pavilion on the bike trail along the West Side of the Chippewa River was built with funds from the Kiwanis in a joint effort with the Park Maintenance Division.

### **Two major tournaments were played at Carson Park this year:**

- ◆ Eau Claire hosted the NCAA III Women's Fast Pitch Tournament for a third time in six years.
- ◆ The World International Softball Tournament was held for the first time in Carson Park. This ten-day tournament was the largest and longest single event hosted by our department.

### **Irrigation Changes at Mt. Simon Babe Ruth Fields:**

- ◆ A new irrigation system has been installed at Mt. Simon Babe Ruth fields. Water pumped from Dells Pond will now water the fields.



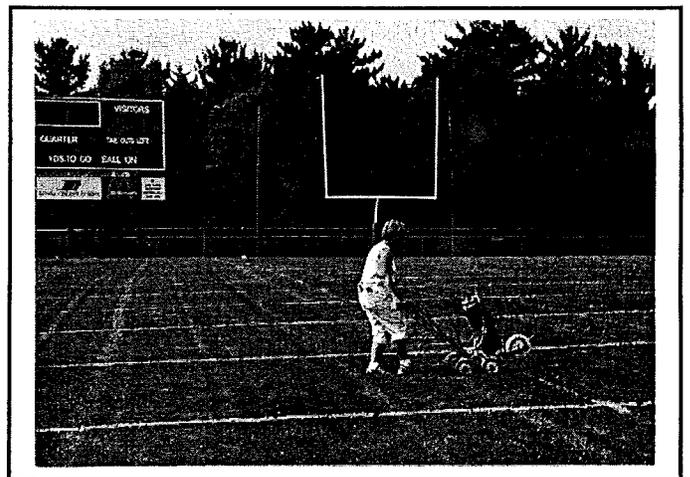
*Aaron Plaza at  
Carson Park  
Baseball Stadium*

## 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

- ◆ Park Maintenance Building
- ◆ 6 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)
- ◆ 4-8 maintenance personnel maintain athletic fields on a daily basis from April to November. One to two mowing crews are assigned on a daily basis from April to October.
- ◆ Ballfield maintenance including: dragging, marking and painting foul lines
- ◆ Establishment of football and soccer fields at 3 middle and high schools
- ◆ Flooding 20 ice rinks throughout the city
- ◆ 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 17 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 100 tons of weeds annually
- ◆ Support to community festivals

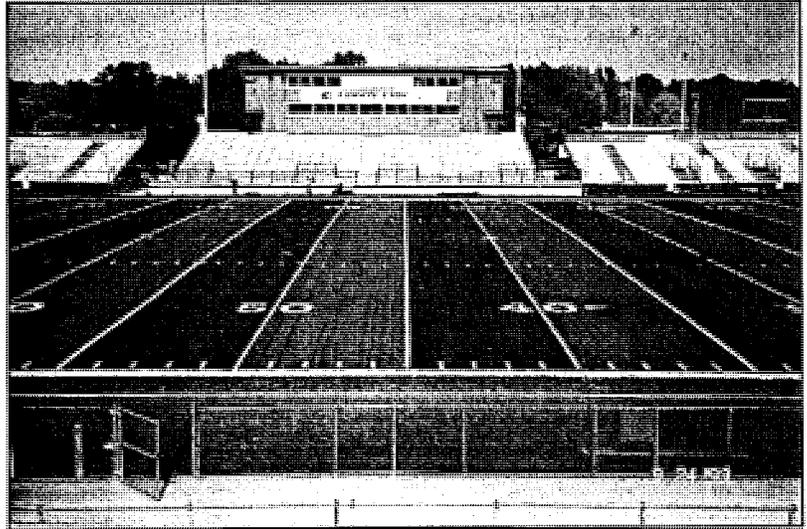


*Football stadium preparation*

*Staff planting flowers at Carson Park*

## Facilities

- ◆ Park Maintenance Building
- ◆ 10 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



*Carson Park Football Field before the Friday Game*

### Special Areas

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

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



*Kids at Carson Park Playground*

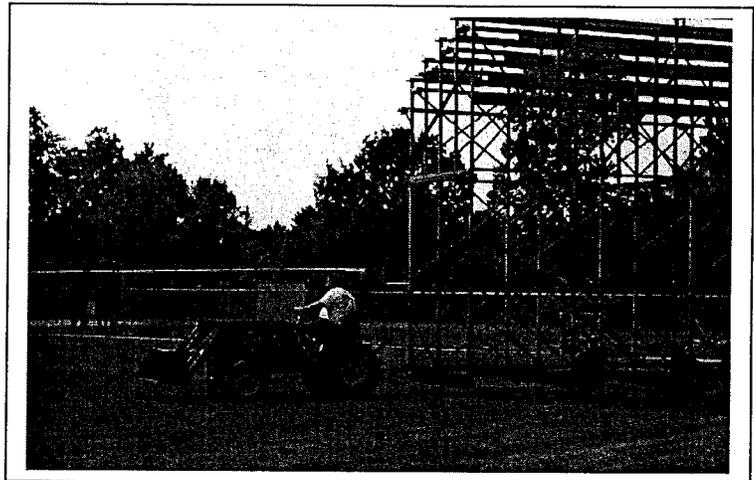
- ◆ 5 neighborhood playgrounds on elementary school sites at:
  - Locust Lane --- Manz --- Putnam Heights --- Roosevelt --- Sam Davey

### **Athletic & Sport Facilities**

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

### **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*

### **Equipment Replacement**

The following items will be purchased in 2002:

- ◆ Scaffolding
- ◆ 3 String Trimmers and (4) 21" Mowers
- ◆ Supplemental Heating for Paint Shop

## CIP Highlights

Scheduled improvements to various park areas in 2002 are the following:

### **Runway Avenue Playground**

- ◆ Construction of the new Runway Avenue neighborhood playground in the northwest side of Eau Claire began in 2001. Improvements include a playground, shelter house, parking lot and skating rink.

### **Bollinger Fields**

- ◆ A multi-purpose field and softball fields have been constructed by joint efforts between the City of Eau Claire and UWEC. Funds are provided with the help of a grant from Department of Natural Resources.

### **Boyd Park**

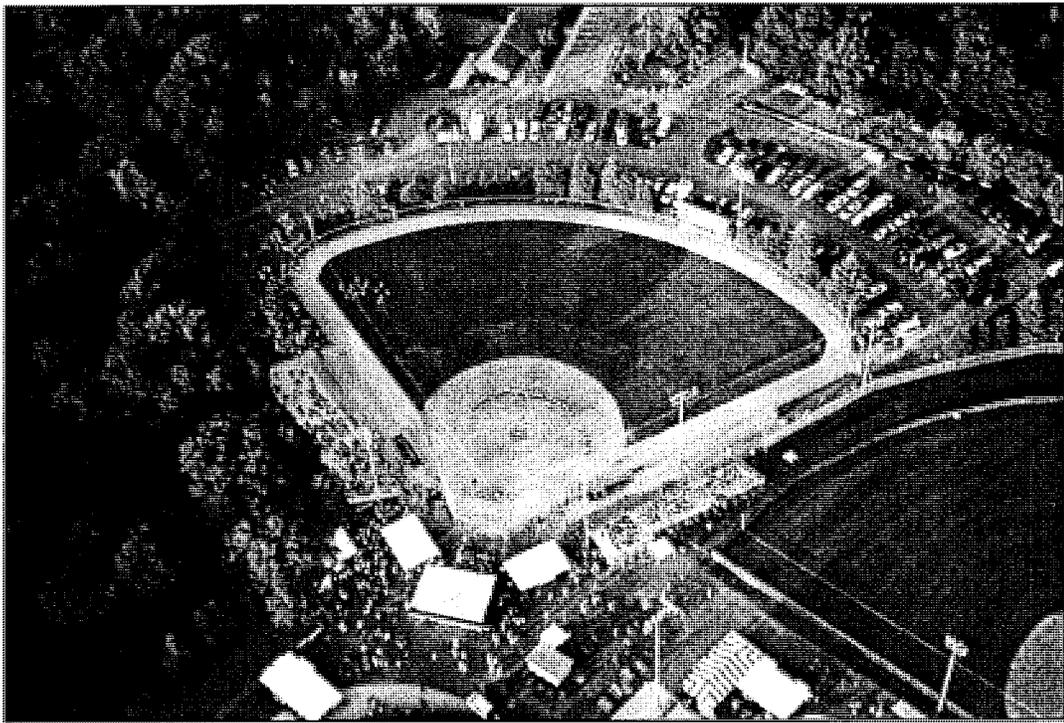
- ◆ Plans were finalized to redevelop Boyd Park in 2001. Neighborhood involvement has helped to determine facility needs for the park to serve the neighborhood and provide a connection to the recreation trail. Construction was started in the fall of 2001.

### **Irrigation System Improvements**

- ◆ The final soccer field at the Soccer Park will be irrigated in the fall of 2001. Funds for this project were provided by a donation from local soccer groups.
- ◆ Carson Park athletic fields will be watered by water from Half Moon Lake. An automatic irrigation system will be added to Gelein and Hobbs Softball fields.

## Future Outlook

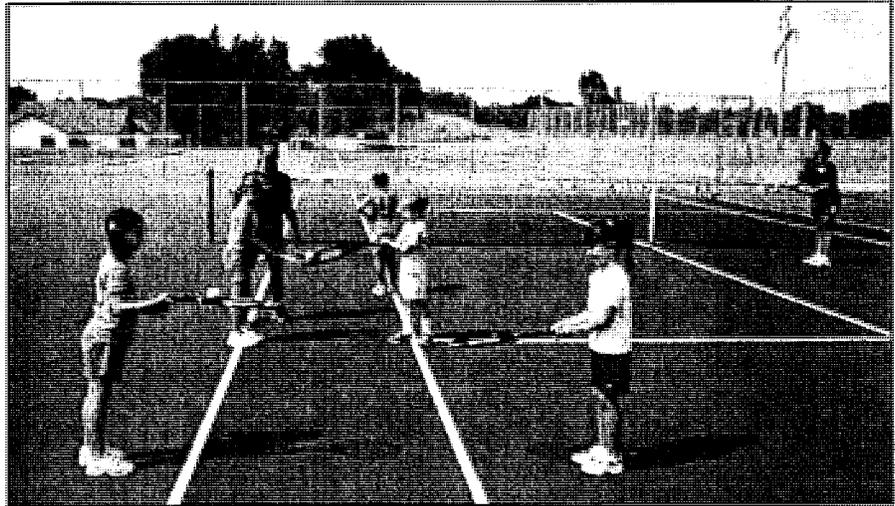
- ◆ Implement the design plans for the construction of the Phoenix Park/Forest Street redevelopment project.
- ◆ A new garbage truck and garbage carts are planned for 2002. The new garbage truck will be equipped with automatic cart tippers to improve garbage collection of over 250 pick-up sites.
- ◆ An extension of the Chippewa River Trail will be added from Eddy Lane to Melby Road.
- ◆ Two pedestrian bridges will be constructed on the Eau Claire River. The historic ‘S’ Bridge will be improved with decking, railing and lighting.



*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, with an additional distribution of 1,500+ to non-city residents.



*Tennis lessons*

## Activities

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

- ◆ A variety of activities will be offered to meet the needs of the community
- ◆ The program emphasis will be to encourage participation and to teach life-long skills
- ◆ Competition will be an element of both youth and adult sports, with an emphasis on sportsmanship and fair play
- ◆ Several activities will be planned to allow family participation
- ◆ Program fees will be set with consideration for individual and family budgets
- ◆ Several free programs will be included in program offerings

The Recreation Division accepts approximately 8,500 individual program registrations (does not include adult sport registrations). Three full-time employees and a half-time temporary assistant direct the programming for over 13,000 families. Some of the larger programs offered by the division include swimming lessons, softball, volleyball, soccer, baseball, hockey, and golf. Other programs include cooking, art, water aerobics, and theatre.

The recreation division is responsible for the operation of 22 different playground sites in the summer and 16 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.

2000 Enrollment Figures - (included 5,234 individuals in instructional programs, and 3,547 in athletic programs)

**Instruction**

Preschool Programs	141
Adult Golf	184
Youth Gymnastics	423
Youth Tennis	227
Youth Karate	94
Youth Golf	95
Youth Art	537
Hockey Clinic	222



*Youth golf instruction*

**Athletic Programs**

Men's Hockey	88
Men's Basketball	99
Adult Volleyball	1905
Youth Baseball	373
Youth Basketball	225
Youth Hockey	268
Youth Soccer	595



*T-Ball*

**Indoor Aquatics**

Youth Swim Lessons 2,759

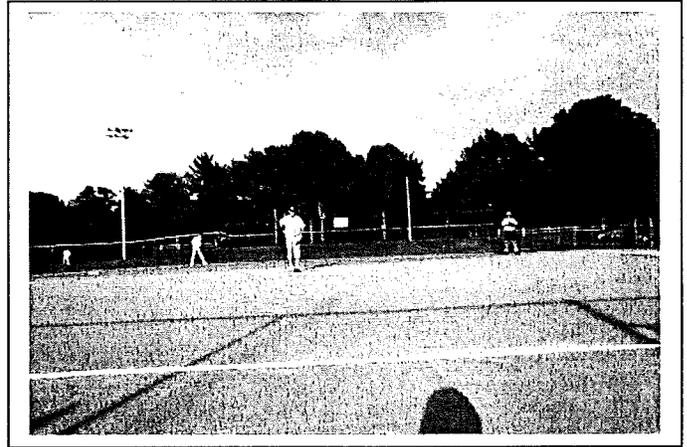
Adult Water Fitness 229

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

**Softball Programs**

Adult Softball 1,548

Girls Fastpitch 163



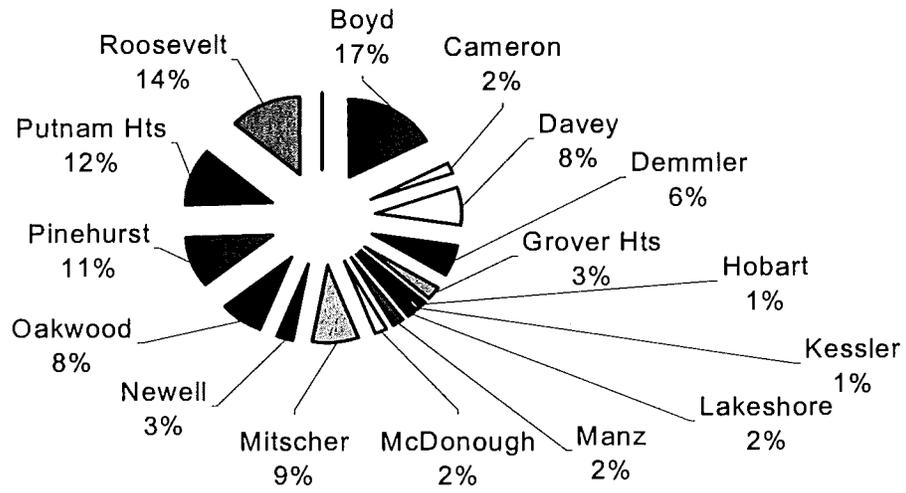
*Adult softball*

**Community Programs**

- ◆ Approximately 50 different organizations utilize the Community Center as a meeting site on a regular basis
- ◆ Approximately 1,350 meetings scheduled in 2000 at the Community Center by community groups
- ◆ Average weekly attendance at Par-te-Rec, a program for the cognitively and physically disabled is 100+
- ◆ The Community Center is also used by the Recreation Division for training and staff orientations. Some recreation programs, such as dance classes, art classes, baton classes are also held at the Community Center.
- ◆ Summer community programs in Owen Park include Municipal Band concerts and a free family movie series



### 2000-01 Skating Rink Attendance

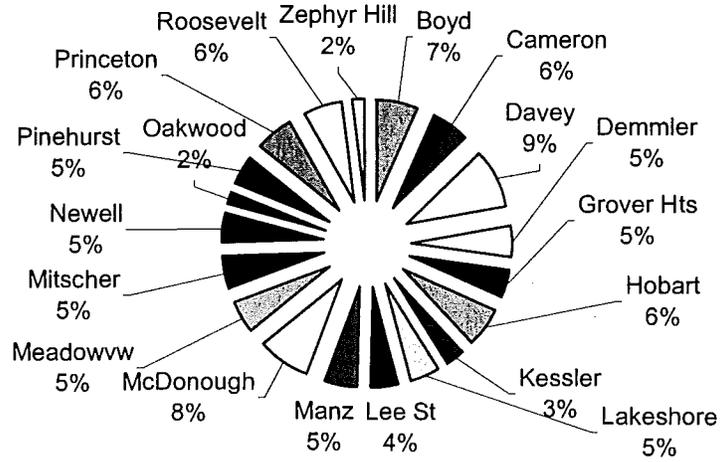


- ◆ Boyd- #1 site average 45 skaters per day
- ◆ Total attendance in 1999-00 was 13,867

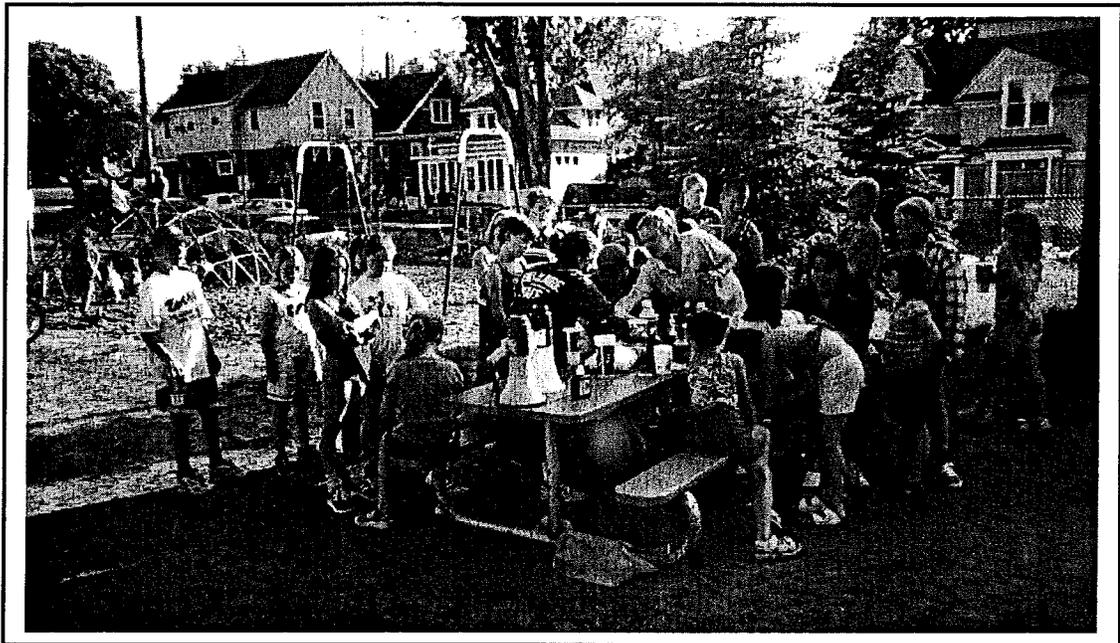


*Annual winter skating games*

2000-01 Neighborhood Playground Program



- ◆ Sam Davey #1, averaging 37 kids/day
- ◆ Total attendance in 2000 = 15,582



*Summer playground program at Boyd Playground*

## Facilities

- ◆ Hobbs Municipal Ice Center
- ◆ Fairfax Park Municipal Swimming Pool
- ◆ Parks and Recreation Community Center
- ◆ School Facilities (swimming pools, athletic fields, gyms)
- ◆ 22 neighborhood playgrounds (eight-to ten-week summer session); activities include games, arts and crafts, special events
- ◆ 16 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.

## Future Outlook

- ◆ Growth in programming especially in the area of family, pre-school and teen populations will be difficult without additional professional staff.
- ◆ The popularity of current programs being offered remains very high in the community.
- ◆ As a neighborhood association develops, there is, and will be, an increased interest in neighborhood based programming. This is particularly true with summer playgrounds and winter skating rinks.
- ◆ Recruiting enough part-time employees to adequately staff programs and facilities is becoming increasingly difficult. Therefore, a lot more time, energy, and money will need to be spent on recruiting.
- ◆ To remain competitive in the recruitment of part-time and seasonal staff, wage increases may be needed.
- ◆ There is a demand for internal services that will need to be addressed. This includes on-line registration, immediate access to sport schedules and standings, and program changes and cancellations.
- ◆ It has been necessary to hire younger part-time people for the recreation programs. They require additional training and supervision.
- ◆ We will see an increased demand for “at-risk” and after school programming. Our department is actively involved in the “Safe & Sound” project, which is currently running programs at three elementary schools. This program is expanding to the middle school level in the fall.
- ◆ Violence in youth sports is a growing trend that we will need to monitor to assure the safety of all participants, spectators, and officials.

## 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
- ◆ Rebates (150/year)
- ◆ Public Improvement Projects (750/year)
- ◆ Accident Replacement (10/year)

## Activities

### Service Area

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

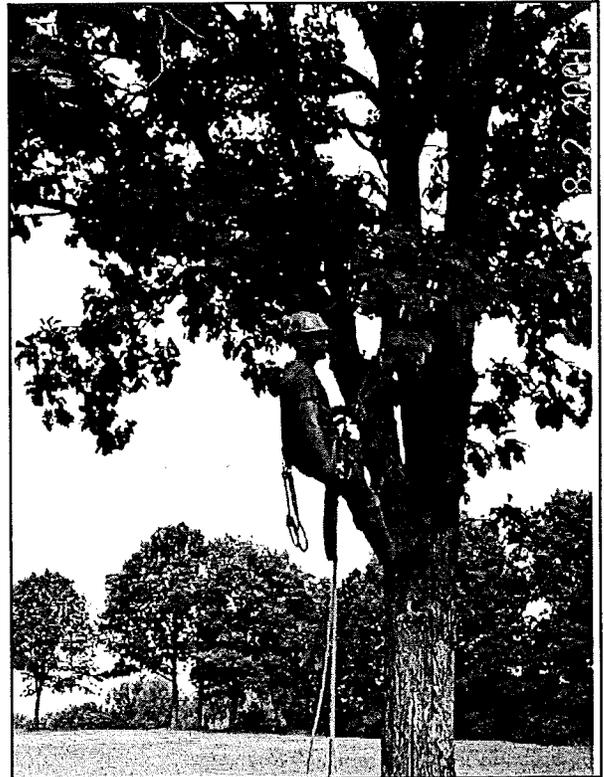
### Tree Maintenance on Public Property

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



*Tree trimming with Forestry's aerial truck*

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



*Forestry crew tree trimming with climbing equipment*

#### **Private Property Consultation with Residents**

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



*Brush removal along trail*

### Outside Organizations

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

USDA – Gypsy moth trapping; other insect and disease programs

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

UWEX – Disease and insect related problems; seminars

EC County – Brush disposal site; Christmas tree recycling

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

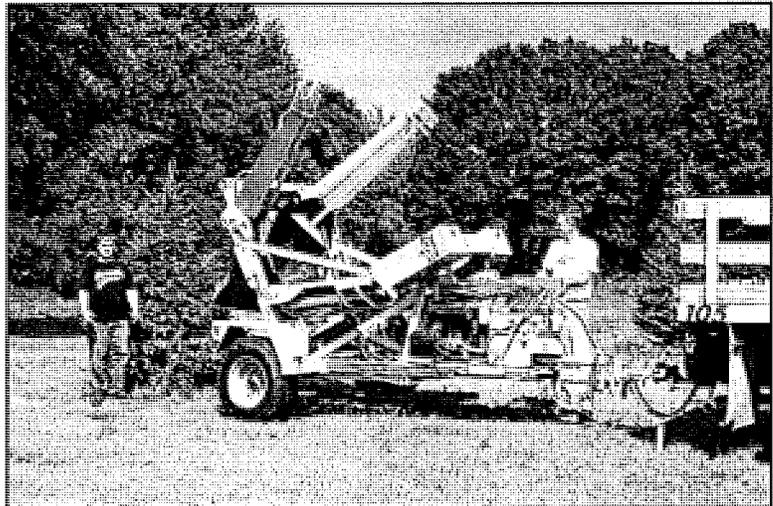
Schools – Arbor Day programs; nature trail planning, landscaping; plant material purchases

### Facilities

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

### Equipment

- ◆ 1 aerial basket (50')
- ◆ 1 tri-axle truck (w/Prentice Loader)
- ◆ 2 pick-up trucks
- ◆ 2 brush chippers
- ◆ 1 stump router
- ◆ Chain saws
- ◆ 1 Vermeer Tree Spade



*Transplanting tree with new tree spade*

### Equipment Replacement

Purchase of four chainsaws at a total cost of \$2,000

## Future Outlook

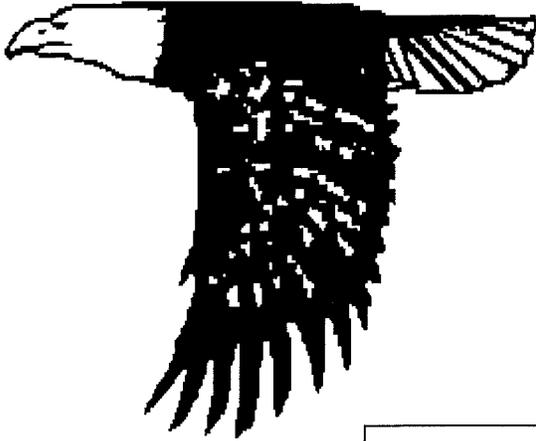
- ◆ The issue of handling boulevard trees on street construction projects continues to come to the forefront. Forestry staff members are spending more time each summer with on site supervision during street construction projects. The relatively small number of workers in the Forestry Division makes getting routine work accomplished more difficult.
- ◆ Although the Dutch Elm era is basically over, the Oak Wilt problem is increasing. Dealing with Oak Wilt, maintaining the trees that are planted on the boulevards, clean up from windstorms throughout the year and consultations with property owners has led to the need for additional workers.



*Recently purchased Forestry truck*

# POLICE DEPARTMENT

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



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

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

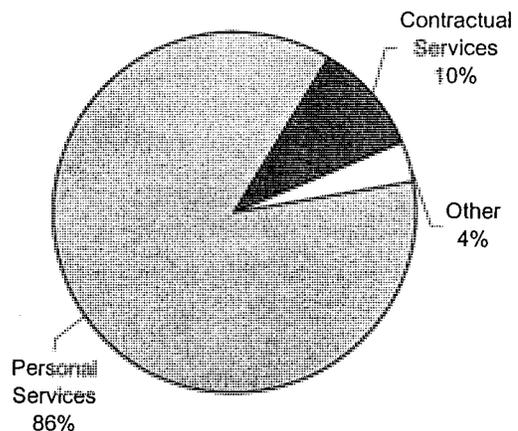
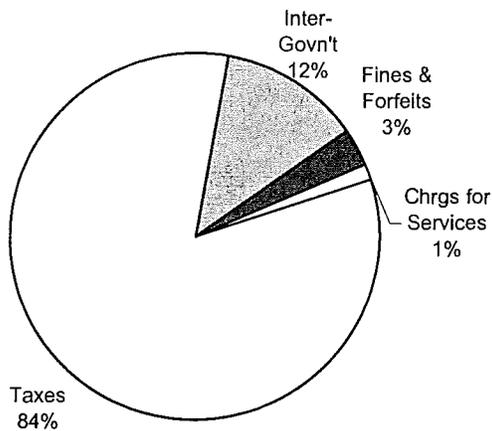
## Programs & Services

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

- ◆ The City of Eau Claire is patrolled 24-hours daily with emergency response.
- ◆ The City-County Joint Communication Center also provides 24-hour coverage.
- ◆ Community Policing is concentrated in districts with high demands for service, but is encouraged for officer participation throughout the city.
- ◆ The Department conducts extended investigations, including a regional polygraph service and participation in the West Central Drug Enforcement Group.
- ◆ The Special Services Bureau produces “Crime Line”, an award-winning program of crime prevention and community update for the area.
- ◆ The Department participates in and coordinates the Multi-Agency Response Team for Youth (MARTY) in cooperation with the Eau Claire County Department of Human Services.
- ◆ The Department works closely with the community through the Eau Claire Coalition for Youth and the Hmong Community Liaison Specialist.

## Overview of Revenues and Expenditures

	2000 <u>Actual</u>	2001 <u>Adopted Budget</u>	2002 <u>Proposed Budget</u>	<u>% Change</u>
<b>Revenues</b>				
Intergovernmental:				
Federal Aid-Other	\$ 269,245	\$ -	\$ -	
State Aid-Mun. Services	244,498	247,500	291,600	18%
Comm. Center Reimburse.	827,850	906,800	940,500	4%
Other Governmental Aid	20,689	-	-	
Fines & Forfeits:				
Court Penalties & Costs	227,914	187,500	206,250	10%
Parking Violations	163,085	150,000	150,000	0%
Charges for Services:				
Police Dept. Fees	35,419	35,000	45,000	29%
Liason Officer Reimburse.	86,520	88,100	94,500	7%
CDBG funding	74,589	82,500	84,200	2%
Gen. Purpose (tax) Rev.	<u>7,487,242</u>	<u>8,219,900</u>	<u>8,739,450</u>	6%
<b>Total Revenues</b>	<b>\$ <u>9,437,050</u></b>	<b>\$ <u>9,917,300</u></b>	<b>\$ <u>10,551,500</u></b>	<b>6%</b>
<b>Expenditures</b>				
Personal Services	\$ 8,095,546	\$ 8,465,000	\$ 9,124,100	8%
Contractual Services	839,798	1,022,600	1,034,400	1%
Utilities	47,716	54,200	57,500	6%
Fixed Charges	144,345	144,400	144,400	0%
Materials & Supplies	226,133	188,200	191,100	2%
Capital Outlay	<u>83,513</u>	<u>42,900</u>	<u>-</u>	-100%
<b>Total Expenditures</b>	<b>\$ <u>9,437,050</u></b>	<b>\$ <u>9,917,300</u></b>	<b>\$ <u>10,551,500</u></b>	<b>6%</b>



## Budget Overview

### **EXPENDITURES**

#### **PERSONAL SERVICES**

The addition of two part-time Community Service Officers (CSO) at a combined cost of \$22,000 provides for increased parking enforcement coverage on city streets and parking lots during business hours. Also included in the 2002 budget is an allowance for negotiated settlements and wage adjustments for the Police Patrol and Detective Divisions.

#### **UTILITIES**

An additional \$4,300 was requested in the Communication Center to provide for E911 support.

#### **MATERIALS & SUPPLIES**

Equipment purchases anticipated in the Police Department for 2002 include portable radios, body armor and shotguns.

#### **CAPITAL OUTLAY**

Funding for capital purchases has been deleted from the 2002 budget. Items not approved for funding include squad phones, shotgun forearm and ghost ring sites, shotgun barrel replacements, cell phones, tactical firearms, tranquilizer gun and miscellaneous furniture replacements. These items will need to be considered in future budgets.

Expenditures by Division
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### Administration

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 144,132	\$ 155,700	\$ 70,501	\$ 159,600	\$ 167,000
Contractual Services	255,168	303,400	137,735	303,400	307,500
Utilities	4,462	3,800	1,598	3,800	3,600
Fixed Charges	1,800	1,800	900	1,800	1,800
Materials & Supplies	25,462	37,800	31,205	43,000	36,000
Capital Outlay	4,121	7,000	2,095	5,800	-
<b>Total Expenditures</b>	<b>\$ <u>435,146</u></b>	<b>\$ <u>509,500</u></b>	<b>\$ <u>244,035</u></b>	<b>\$ <u>517,400</u></b>	<b>\$ <u>515,900</u></b>

### Administrative Services

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 970,311	\$ 1,048,100	\$ 478,772	\$ 1,063,300	\$ 1,123,000
Contractual Services	35,309	42,900	112,268	275,900	43,000
Utilities	7,901	7,800	3,339	7,800	7,700
Fixed Charges	11,500	11,500	5,750	11,500	11,500
Materials & Supplies	33,954	38,700	29,773	42,200	39,300
Capital Outlay	8,882	-	-	-	-
<b>Total Expenditures</b>	<b>\$ <u>1,067,857</u></b>	<b>\$ <u>1,149,000</u></b>	<b>\$ <u>629,902</u></b>	<b>\$ <u>1,400,700</u></b>	<b>\$ <u>1,224,500</u></b>

### Patrol Division

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 4,789,994	\$ 4,974,400	\$ 1,883,799	\$ 5,030,800	\$ 5,407,300
Contractual Services	414,650	460,300	217,197	460,300	469,400
Utilities	11,005	11,500	4,122	11,500	10,600
Fixed Charges	98,900	98,900	49,450	98,900	98,900
Materials & Supplies	136,681	75,700	25,060	104,700	84,600
Capital Outlay	62,911	20,900	23,098	55,500	-
<b>Total Expenditures</b>	<b>\$ <u>5,514,140</u></b>	<b>\$ <u>5,641,700</u></b>	<b>\$ <u>2,202,726</u></b>	<b>\$ <u>5,761,700</u></b>	<b>\$ <u>6,070,800</u></b>

<b>Expenditures by Division</b>
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**Detective Division**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 1,254,736	\$ 1,289,300	\$ 649,065	\$ 1,289,600	\$ 1,378,400
Contractual Services	73,130	120,000	54,104	119,500	122,200
Utilities	11,168	9,000	3,773	9,000	8,300
Fixed Charges	27,445	27,500	13,750	27,500	27,500
Materials & Supplies	23,703	23,800	19,922	31,300	20,400
Capital Outlay	-	15,000	10,208	8,000	-
<b>Total Expenditures</b>	<b>\$ <u>1,390,181</u></b>	<b>\$ <u>1,484,600</u></b>	<b>\$ <u>750,822</u></b>	<b>\$ <u>1,484,900</u></b>	<b>\$ <u>1,556,800</u></b>

**Communication Center**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 936,373	\$ 997,500	\$ 451,577	\$ 984,700	\$ 1,048,400
Contractual Services	61,541	96,000	39,262	96,000	92,300
Utilities	13,180	22,100	4,933	22,100	27,300
Fixed Charges	4,700	4,700	2,350	4,700	4,700
Materials & Supplies	6,333	12,200	5,389	12,200	10,800
Capital Outlay	7,600	-	-	-	-
<b>Total Expenditures</b>	<b>\$ <u>1,029,726</u></b>	<b>\$ <u>1,132,500</u></b>	<b>\$ <u>503,511</u></b>	<b>\$ <u>1,119,700</u></b>	<b>\$ <u>1,183,500</u></b>

Staffing
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**Administration**

	2000	2001	2002
Police Chief	1.00	1.00	1.00
Police Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total FTE Positions</b>	<b><u><u>2.00</u></u></b>	<b><u><u>2.00</u></u></b>	<b><u><u>2.00</u></u></b>

**Administrative Services**

	2000	2001	2002
Deputy Chief/Captain	1.00	1.00	1.00
Lieutenant	1.00	1.00	1.00
Investigator (Special Services)	3.00	3.00	3.00
Investigator (Court Officer)	1.00	1.00	1.00
Investigator (Property Officer)	1.00	1.00	1.00
Records Bureau Supervisor	1.00	1.00	1.00
Law Enforcement Support Assistant	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
<b>Total FTE Positions</b>	<b><u><u>17.00</u></u></b>	<b><u><u>17.00</u></u></b>	<b><u><u>17.00</u></u></b>

**Patrol Division**

	2000	2001	2002
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>59.00</u>	<u>59.00</u>
<b>Total FTE Positions</b>	<b><u><u>74.00</u></u></b>	<b><u><u>74.00</u></u></b>	<b><u><u>74.00</u></u></b>

Staffing
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**Detective Division**

	<b>2000</b>	<b>2001</b>	<b>2002</b>
Deputy Chief/Captain	1.00	1.00	1.00
Lieutenant	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00
Investigator	14.00	14.00	14.00
Total FTE Positions	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>

**Communication Center**

	<b>2000</b>	<b>2001</b>	<b>2002</b>
Law Enforcement Information System Manager	1.00	1.00	1.00
Communication Center Supervisor	3.00	3.00	3.00
Telecommunicator I	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>
Total FTE Positions	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>

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

## Administrative Services Operation Highlights

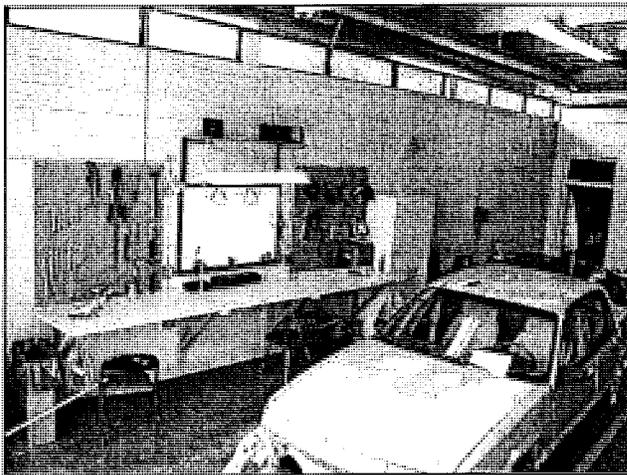
The Administrative Services Division provides logistical, technical and archival support for the rest of the department and other agencies. Employees of the Division maintain records, secure evidence, provide court services for initial appearances, mediate parking tickets and produce “Crime Line”, the department’s award-winning cable cast program. They also coordinate with the Purchasing Division to secure needed supplies and equipment and monitor the budget process.

### Activities

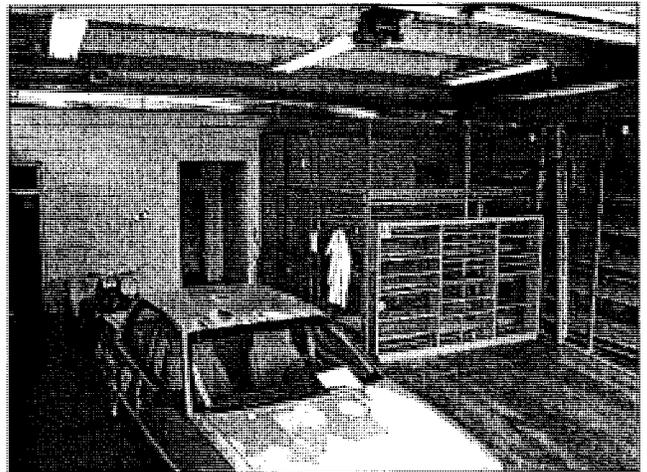
#### Property Control

Legal requirements for a clear “chain of custody” force secure storage of evidence with strictly limited access. For major cases, evidence may need to be maintained for many years. Currently, the department has three locations for such storage; a small area inside headquarters, former Fire Station 9 has been converted to provide some secure storage and a small garage area in the old City Shops building, which is being discontinued.

*Evidence processing area at old Station 9. Installation of security and fire alarms is scheduled.*



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



**Records Section**

Maintenance of all reports, photographs and documents collected or generated by the Police Department are handled through the Records Section. Longer reports are dictated and taped by both detectives and patrol officers and transcribed by Law Enforcement Support Assistants (LESAs), a very large volume of work. The LESAs are cross-trained and periodically they realign assignments. Seven of the nine LESAs rotate to the front counter assignment, a position at which they are the first contact for walk-in customers.



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

**LAW ENFORCEMENT SUPPORT ASSISTANT TASKS**

**DESK 1**  
 Enters all non-part one offenses (minor crimes) where there is an arrest  
 Enters all theft cases  
 Daily telephone contact with the public  
 Daily Detective and Patrol Division typing  
  
**FRONT COUNTER ROTATION**

**DESK 2**  
 Fingerprint cards  
 General offense coding  
 Daily telephone contact with the public  
 Daily Detective and Patrol Division typing  
  
**FRONT COUNTER ROTATION**

**DESK 3**  
 Fingerprint cards  
 Enters Ordinance Citations  
 Produces letters associated with traffic and ordinance citations  
 Oversees digital photo images and the electronic mugshot system  
 Daily telephone contact with the public  
 Daily Detective and Patrol Division typing  
**FRONT COUNTER ROTATION**

**DESK 4**  
 All court work, criminal histories, arrests  
 Pretrial conferences, subpoenas, etc.  
 Oversees document scanning and the document imaging system  
 Daily telephone contact with the public  
 Daily Detective and Patrol Division typing  
  
**FRONT COUNTER ROTATION**

**DESK 5**  
 Enters violent crimes and all other part one offenses (major crimes)  
 Detective Division briefing notes  
 Enters Field Contacts  
 Daily telephone contact with the public  
 Daily Detective and Patrol Division typing  
  
**FRONT COUNTER ROTATION**

**DESK 6**  
 Enters data on cases without reports  
 Answers all requests for copies received by mail  
 Enters traffic citations  
 Enters general coding cases  
 Daily telephone contact with the public  
 Daily Detective and Patrol Division typing  
  
**FRONT COUNTER ROTATION**

**DESK 7**  
 Sorts daily reports (routes to other desks)  
 Handles all requests for photographs  
 Oversees digital imaging  
 Enters theft cases  
 Daily telephone contact with the public  
 Daily Detective and Patrol Division typing  
  
**FRONT COUNTER ROTATION**

**DESK 8 (DETECTIVE DIVISION)**  
 All telephone calls directed to the Detective Division  
 Primary typist for Detective Division reports  
 Routes all Detective paperwork to the District Attorney, Juvenile Intake, Human Services and other agencies.  
 Updates case status and enters supplemental information for each case.

**DESK 9 (SPECIAL SERVICES BUREAU)**  
 All telephone calls directed to the Bureau  
 Enters all traffic crash reports  
 Enters all traffic warnings with case numbers  
 Handles all Citizen Report forms  
 Handles response to missing reports  
 Tabulates alarm responses for billing  
 Runs some background checks

### **Special Services Bureau**

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

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



*“A Night Out on Crime”*

*Reserve Lieutenant Peterson, Officer Kuehn, Community Police Officer Barton and Reserve Officer McAbee fingerprint children during the National “Night Out on Crime”.*

## 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 and as they are available at all hours, all year, patrol officers are routinely called upon for information and mediation services.



### Activities

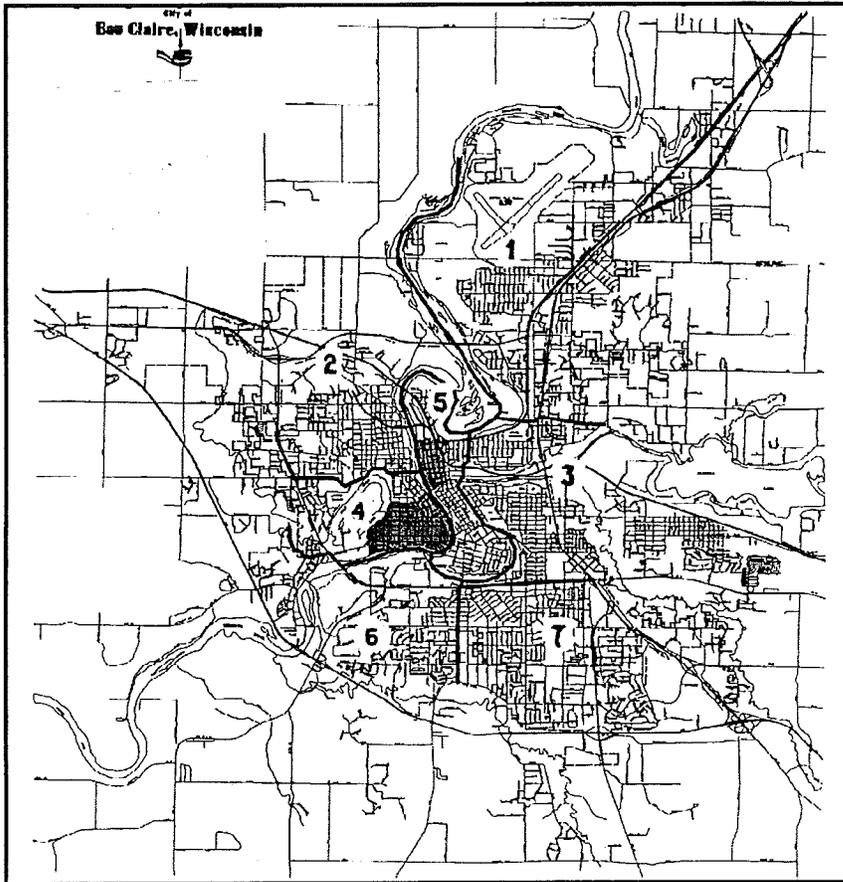
In order to provide 24-hour service, the Patrol Division is organized into four shift teams. The three main teams have about sixteen officers per team. Each team conducts two, fifteen-minute briefings before the shifts change at 7:00 a.m., 3:00 p.m. and 11:00 p.m. The two briefing system allows an overlap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

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

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 single vehicle crash on the North Crossing resulted in minor injuries. While Police Officers investigated, Fire Department personnel attended to the shaken occupants.*



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

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

*This picture is the train crew's view of a car crossing the train tracks. The driver ignored the railroad crossing and the approaching train and was cited by assisting officers. This picture was captured from videotape taken during the "Officer on the Train" program in April of 2001.*



**Community Oriented Policing**

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



*COP Barton at a North Riverfront meeting during the National Night out on Crime*



*COP Ruppert prepares for bicycle patrol around Owen Park*

**Multi-Agency Response Team for Youth (MARTY)**

MARTY is a coalition of the ECPD, Eau Claire County Sheriff's Department, and the Department of Human Services. Their mission is to contact and guide youths before they become involved in the Juvenile Justice System. By working with the youths and their families early, the goal is to prevent violations and make later, more costly interventions unnecessary.



*The MARTY team consists of two MARTY Officers, four Police-School Liaison Officers and their sergeant (all pictured above). Also included in the team are two Social Workers headquartered at the Job Center Building.*

### **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 and ordinance citations and 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.



### **K-9 Program**

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



## Detective Division Operation Highlights



*Detective Voelker captures a still photo from video tape. This is a simulation of a process used with security videos to obtain pictures of suspects.*

The Detective Division concentrates on criminal investigations usually initiated in the Patrol Division. They use techniques such as Polygraph examinations and coordination with the State Crime Laboratories and their Automated Fingerprint Identification System to identify suspects. They are also beginning to use digital photographic imaging and advanced video surveillance technology.

## Activities

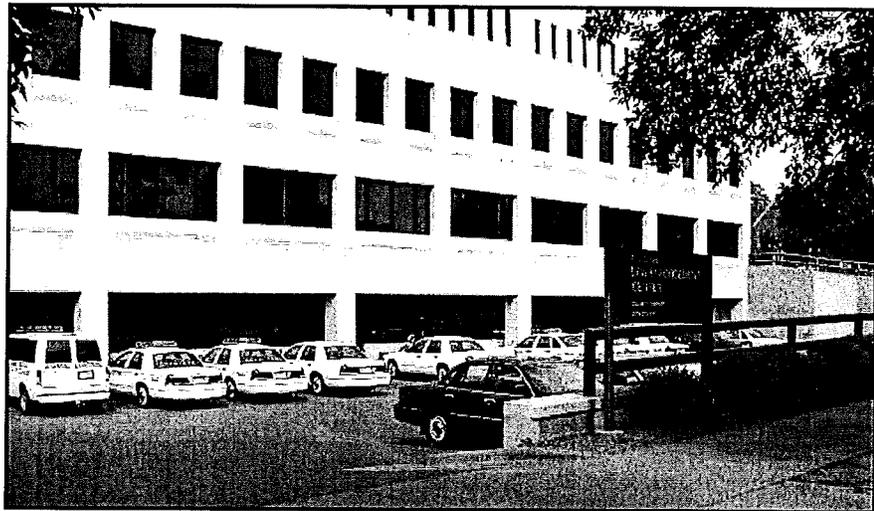
The Division is organized by specialties. The supervisors assign cases based on the type of crime involved and solvability factors.

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

## Facilities

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

*Police Headquarters  
740 Second Avenue*



## Equipment

- ◆ 14 Unmarked squad cars, equipped with radios, and equipment
- ◆ 21 Marked squad cars, equipped with Mobile Data Computers, radios and equipment
- ◆ 3 Animal control and parking enforcement vehicles
- ◆ 1 Tactical response vehicle
- ◆ 1 Evidence technician van
- ◆ 1 Special Services Bureau van
- ◆ Smith & Wesson model 1076 handguns, Remington 870 shotguns, other firearms

## Equipment Replacement

Vehicles are leased from the city and replaced on rotation or as needed. Uniforms, concealable body armor, and other equipment are replaced based on condition.



## CIP Highlights

- ◆ Construction of a Public Safety Facility in 2005
- ◆ Weapons replacement in 2002
  - Replace handguns
  - Purchase urban rifles

## Future Outlook

- ◆ Continue scheduled replacement of radios, Mobile Data Computers, and other equipment.
- ◆ Expand the Law Enforcement Space. Increased staff levels and operations during 20+ years in the leased space at the Law Enforcement Center have left the police facility crowded.
- ◆ Continue to seek the use of volunteers in order to maintain certain types of services without having to significantly increase the budget.
- ◆ Expand the department-wide use of digital cameras. Mug shots and some Detective Division photographs are already in a digital format. This would simplify the archiving of photographs.
- ◆ The transition to digital photography and Power Point presentations in the Special Services Bureau for training, safety presentations, and public relations is in progress.
- ◆ Explore voice recognition software to tape reports that now involve many hours of work and would greatly expedite this labor-intensive task.
- ◆ Maintain the department's training partnerships with local and area schools of higher education and develop relationships with other sources.
- ◆ Find additional storage for found property and unclaimed items that must be held for 30 days, and then stored for the annual auction.
- ◆ As the city grows, additional population, square miles of territory and miles of streets imply a need for additional response. Eventually, this will mean additional staff.
- ◆ Community-Oriented Policing has proven very popular within the existing COP districts. It has allowed us to address underlying issues that can lead to criminal activity if not resolved.
- ◆ If it proves necessary in the future, the department may realign the patrol areas.
- ◆ The K-9 program has proven to greatly enhance officer safety and assist drug enforcement. K-9 Arko will someday reach the end of his working career and we must be prepared to replace him at that time.

- ◆ The department has obtained some advanced surveillance equipment, and anticipates increased use.
- ◆ The detectives have recognized the benefits of computer networking with other public service agencies, but only with reliable security measures. Such information sharing will increase the effectiveness of the department.
- ◆ Investigators currently track pawnshop transactions manually. They are working toward automating the system. The Automated Pawn System (APS) will be instrumental in recovery of stolen property and identification of those involved in selling it.

## Communication Center Operation Highlights

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

### Activities

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

Telecommunicators have 12 phone lines and 22 radio frequencies at their consoles. They dispatch for 14 police, fire, and medical agencies in Eau Claire County. The Communications Center is a very busy area as evidenced by the following 2000 data.

<b>2000 Communication Center Data</b>		
Case numbers assigned	58,352	
Incidents tracked in CAD	68,602	
911 calls received	unavailable	*
Non-emergency calls	203,384	
Radio receives	1,325,721	
Radio transmissions	755,658	
* does not include cellular 9-1-1 calls		

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 the radio and telephone traffic.



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

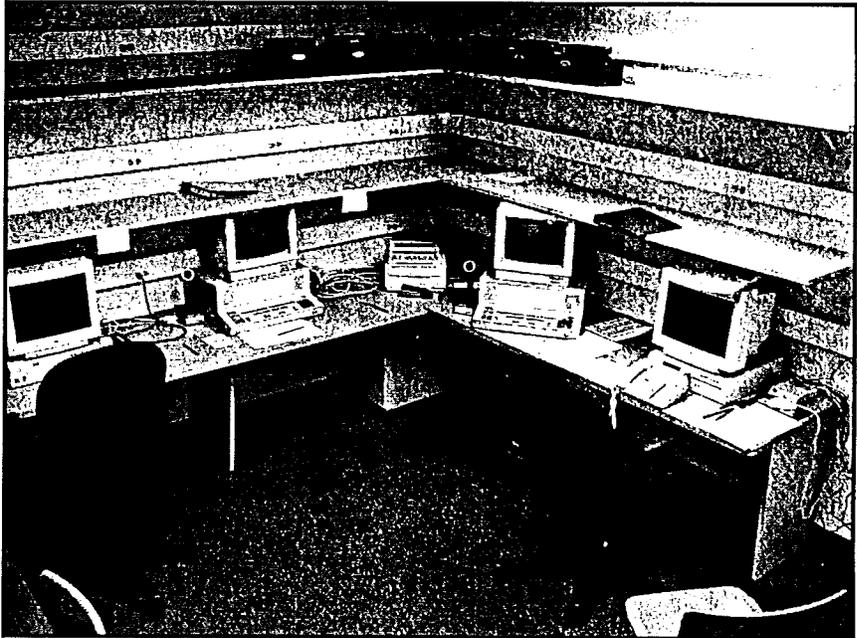
The current Communication Center is located in the Eau Claire County Courthouse. Remodeling was finished and occupancy taken on November 1, 1994. There are four console positions located in a large main handicapped accessible dispatch area. The Director's office, equipment room, a small locker room,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

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 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.

*Back-up Communication Center*

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.



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 made it difficult to provide service if one or more parts of the system fail. This is obvious by the preparations for "Y2K".

## 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.

## CIP Highlights

- ◆ Addition of two radio receivers at the Mt. Washington site in 2002
- ◆ Replacement of the Public Safety Software in 2002
- ◆ Call Reporter software in 2002
- ◆ Relocate mobile data computer hardware from the Courthouse to the tower at Mt. Tom
- ◆ Upgrade radio consoles from DOS-based operating system to Windows NT in 2005

## 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. The addition of a Public Safety Technician/Operations position may optimize the technological capabilities available to Center staff.
- ◆ The current facility does have room for an additional console position that will be needed when there is an increase in staff.
- ◆ Decrease line task assignments for Communications Center supervisors, freeing them for supervisory tasks.
- ◆ 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.



# 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 16-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 Inspection

## Programs & Services

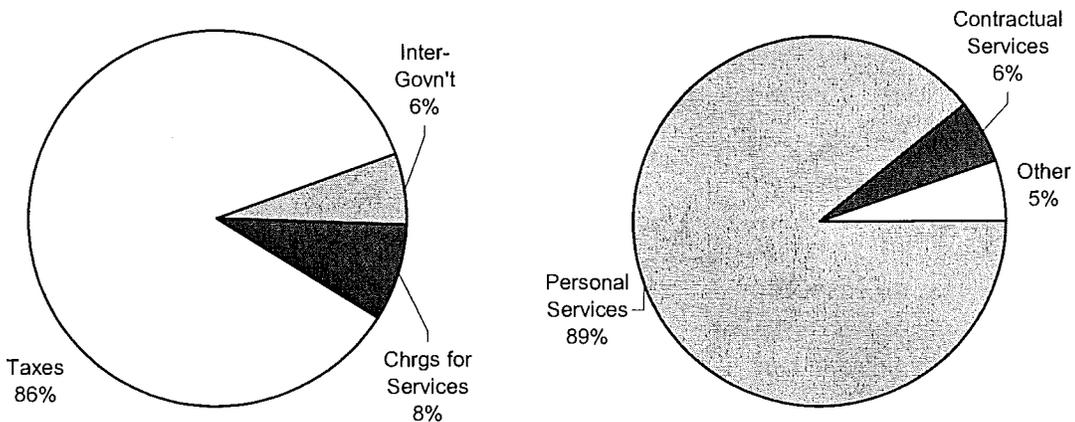
*(24 Hours per day, 365 days per year)*

- 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

	2000 <u>Actual</u>	2001 Adopted <u>Budget</u>	2002 Proposed <u>Budget</u>	% <u>Change</u>
<b>Revenues</b>				
Intergovernmental:				
State Aid-Fire Ins. Tax	\$ 84,417	\$ 85,000	\$ 90,000	6%
State Aid-Under. Tanks	11,216	15,000	10,000	-33%
State Aid-Mun. Services	298,830	302,500	356,400	18%
Charges for Services:				
Fees	13,263	12,100	12,100	0%
Ambulance Fees	463,239	600,000	600,000	0%
Haz-Mat B Response	34,000	34,000	34,000	0%
Gen. Purpose (tax) Rev.	<u>5,964,903</u>	<u>6,094,900</u>	<u>6,514,300</u>	7%
<b>Total Revenues</b>	<b>\$ <u>6,869,869</u></b>	<b>\$ <u>7,143,500</u></b>	<b>\$ <u>7,616,800</u></b>	<b>7%</b>
<b>Expenditures</b>				
Personal Services	\$ 6,066,588	\$ 6,307,400	\$ 6,787,100	8%
Contractual Services	410,092	424,800	432,800	2%
Utilities	58,040	60,000	69,700	16%
Fixed Charges	127,900	127,900	128,100	0%
Materials & Supplies	194,265	197,900	199,100	1%
Capital Outlay	<u>12,984</u>	<u>25,500</u>	-	-100%
<b>Total Expenditures</b>	<b>\$ <u>6,869,869</u></b>	<b>\$ <u>7,143,500</u></b>	<b>\$ <u>7,616,800</u></b>	<b>7%</b>



## Budget Overview

### REVENUE

#### Payment for Municipal Services

The State provides a payment in lieu of tax for police and fire services for state facilities in the City. The amount fluctuates on the ratio of the value of state buildings in Eau Claire to total facilities throughout the State.

#### Ambulance Fees

Annual rate increases based upon the cost of living were approved by Council effective in 1999. This revenue provides 9.76% of the fire department's operating budget.

### EXPENDITURES

#### PERSONAL SERVICES

The Fire Department submitted a request in 2001 to convert Station #10 on Birch Street from a combination company to full service status, which would require the addition of 6 personnel. The 2001 budget included the addition of 3 firefighters to begin the conversion. Beginning in 2002, \$75,000 is recommended for one firefighter position to be implemented at mid-year, with the balance of funding to be applied to overtime to insure full coverage. The remaining 2 positions will be added in future budget years.

#### CONTRACTUAL SERVICES

##### Payment for Prior Service Cost

This line provides pension funding for those employees who retired under a previous Wisconsin Retirement System plan. It is a variable cost, based on the number of retirees who are drawing on the system.

##### Repairs to Tools and Equipment

This line can be a very volatile line, depending on what equipment failures occur during the year. The department has a preventative maintenance schedule, which has helped reduce routine maintenance problems, but items such as radiator or fuel system failures and fire pump or ladder problems are very difficult to anticipate. This line has been adjusted over the years in an attempt to find the optimum funding level. Improved record keeping, along with better analysis of previous repairs, is helping us to stabilize this line.

##### Training/Meetings

The wide diversification of services that are provided by the fire department require a wide range of specialty training and continuing education. For example, each paramedic must complete 24 hours of continuing education that can be obtained in a variety of settings.

## **UTILITIES**

All utility lines were adjusted according to Xcel's recommendations, based on their rate prediction for the upcoming year.

## **EQUIPMENT/CAPITAL PURCHASES**

Due to budgetary constraints, the strategy for 2002 will be to maintain current equipment to the best of our ability, and use the equipment purchase line to replace equipment that may become damaged beyond repair or otherwise cease functioning during the year.

The department maintains an equipment replacement schedule, which is being modified to meet current budget needs. If there are monies available towards the end of 2002, the department will replace equipment that is scheduled for replacement to the best of our ability.

## **CAPITAL IMPROVEMENT PROGRAM**

### Ambulance Purchase

The replacement of the 1986 Ford ambulance, currently on reserve status, is scheduled for 2002. With the purchase of a new ambulance, one of the 1994 International ambulances will be placed on reserve status. We are finding that with the current volume of calls, our front-line ambulances have an approximate 7-year life expectancy before they are retired to reserve status.

### Brush Truck Replacement

In FY2001, the Federal Emergency Management Agency (FEMA) made financial assistance available directly to local fire departments on a competitive basis. The ECFD submitted an application to compete for a portion of \$10 million that was designated as grants for the purchase of firefighting vehicles. The department was notified in August 2001 that it was being awarded a \$61,600 grant in the third round of awards to help purchase a wildland firefighting vehicle equipped with the newest compressed air-foam mixing technology. The grant requires a local match of 30%, or \$26,400.



<b>Expenditures by Division</b>
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**Administration**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 207,280	\$ 235,600	\$ 85,742	\$ 224,100	\$ 250,400
Contractual Services	153,914	175,500	69,105	175,900	175,600
Utilities	58,040	60,000	31,716	60,000	69,700
Fixed Charges	3,200	3,200	1,600	3,200	3,200
Materials & Supplies	24,500	29,700	12,196	29,300	21,700
Capital Outlay	-	5,500	-	5,500	-
<b>Total Expenditures</b>	<b>\$ <u>446,934</u></b>	<b>\$ <u>509,500</u></b>	<b>\$ <u>200,360</u></b>	<b>\$ <u>498,000</u></b>	<b>\$ <u>520,600</u></b>

**Operations**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 5,604,235	\$ 5,792,700	\$ 2,654,146	\$ 5,860,200	\$ 6,242,000
Contractual Services	251,886	244,800	124,470	242,600	252,700
Fixed Charges	119,100	119,100	59,700	119,100	119,300
Materials & Supplies	160,669	158,700	76,874	162,600	167,700
Capital Outlay	12,984	18,800	1,368	20,900	-
<b>Total Expenditures</b>	<b>\$ <u>6,148,874</u></b>	<b>\$ <u>6,334,100</u></b>	<b>\$ <u>2,916,559</u></b>	<b>\$ <u>6,405,400</u></b>	<b>\$ <u>6,781,700</u></b>

**Inspection**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6 Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
Personal Services	\$ 255,072	\$ 279,100	\$ 129,640	\$ 282,100	\$ 294,700
Contractual Services	4,292	4,500	2,074	4,900	4,500
Fixed Charges	5,600	5,600	2,800	5,600	5,600
Materials & Supplies	9,096	9,500	2,084	10,300	9,700
Capital Outlay	-	1,200	1,138	-	-
<b>Total Expenditures</b>	<b>\$ <u>274,061</u></b>	<b>\$ <u>299,900</u></b>	<b>\$ <u>137,736</u></b>	<b>\$ <u>302,900</u></b>	<b>\$ <u>314,500</u></b>

<b>Staffing</b>
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**Administration**

	2000	2001	2002
Fire Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Fire Secretary	1.00	1.00	1.00
	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total FTE Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

**Operations**

	2000	2001	2002
Deputy Chief	1.00	1.00	1.00
Battalion Chief	4.00	4.00	4.00
Fire Captain	6.00	6.00	6.00
Fire Lieutenant	12.00	12.00	12.00
Fire Equipment Operator	21.00	21.00	21.00
Firefighter	43.00	46.00	47.00
	<u>87.00</u>	<u>90.00</u>	<u>91.00</u>
Total FTE Positions	<u>87.00</u>	<u>90.00</u>	<u>91.00</u>

**Inspection**

	2000	2001	2002
Deputy Chief	1.00	1.00	1.00
Fire Inspector	2.00	2.00	2.00
Clerk III	1.00	1.00	1.00
	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Total FTE Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

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

## Fire Administration Highlights



*(New Fire Chief, Bruce Fuerbringer)  
May 24, 2001*

## Activities

The Administration Division has numerous responsibilities, including

- **Annual budget preparation / justification**
  - ◆ Administer Capital Improvement and Working budget on a daily basis
- **Long and short range planning to insure continued high quality and efficient emergency service delivery**
  - ◆ Coordinate planning for training requirements
  - ◆ Expansion of services and/or improvement of 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
  - ◆ Administration of special grant projects, such as “Project Impact”, helps prepare the community for natural and man-made disasters

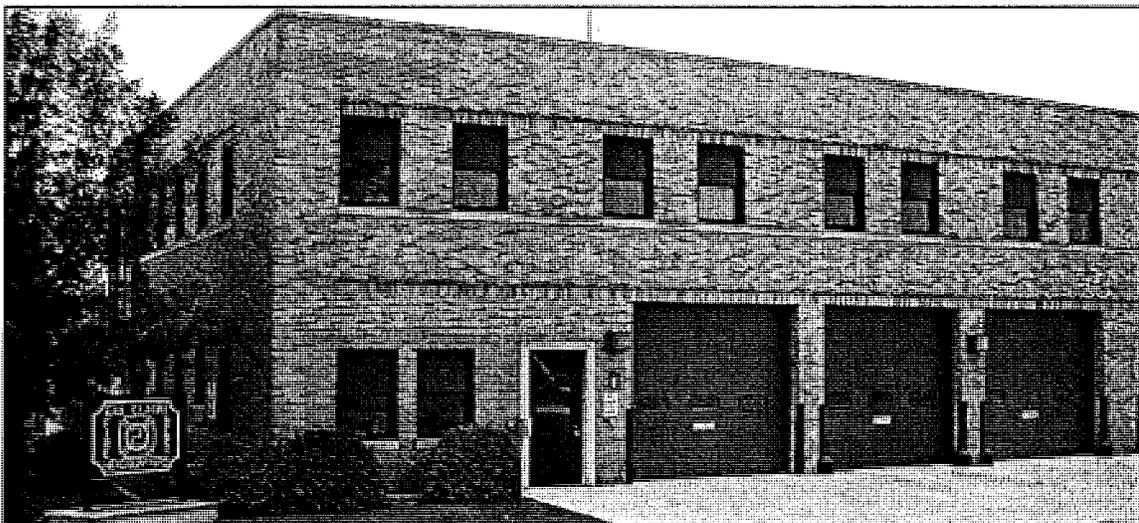
- **Fleet management**
  - ◆ Long range replacement and refurbishment needs
  - ◆ Routine maintenance scheduling
  - ◆ Emergency repairs
  - ◆ Upgrading apparatus to meet current safety standards
- **Facilities management**
  - ◆ Routine maintenance of facilities
  - ◆ Repairs to extend service life of facilities
  - ◆ Improve safety and living conditions for firefighters
- **Personnel management**
  - ◆ Coordinate and assist in development of department guidelines
  - ◆ Work with Human Resources Department to facilitate negotiations with firefighters bargaining unit
  - ◆ Recommend step increases and promotions to Police and Fire Commission
  - ◆ Enforce Department policies and contractual requirements
- **National/State/Local legislative initiatives**
  - ◆ Initiate and professionally participate in initiatives that promote fire prevention and suppression efforts in the best interest of the citizens
  - ◆ Initiate and professionally participate in initiatives that promote the development of, and good and welfare of, the fire service



- **Maintain compliance with national and state standards and codes**
  - ◆ State Department of Commerce regulates employee health and safety standards with which the Department must monitor and comply
  - ◆ Nationally recognized fire service standards require monitoring. Recommended improvements must be planned and budgeted.
  - ◆ Work with Department Safety Committee to insure safe and compliant working conditions, including firefighter personal protective equipment
- **Maintain positive working relationships and Mutual Aid agreements with surrounding departments**
  - ◆ Active participation with Eau Claire County Fire Chief's Association
  - ◆ Promote educational opportunities for all departments through this association
  - ◆ Review and update mutual aid agreements in the best interest of the citizens
  - ◆ Promote interdepartmental training opportunities
- **Internal information management**
  - ◆ Work with Information Services division to insure 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

## 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

Computer file servers and other hardware, as well as office-related equipment, such as a copy machine are 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. Computer replacements are done through the Information Service Division capital budget.

## CIP Highlights

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

Changes and improvements in radio communications necessitate the continuous monitoring of this technology, and upgrading as budget constraints allow. High-quality communication on the emergency scene is critical to the health and safety of the firefighter as well as the rapid and economical mitigation of the incident.



## Future Outlook

- ◆ Potential joint Law Enforcement / Fire Service facility west of the Eau Claire River
- ◆ Continued development of Staff Officer's responsibilities and involvement in specialized responsibilities in their administrative duties
- ◆ Continued involvement in national, state and local fire service issues to improve service delivery and enhance fire prevention and education efforts
- ◆ Potential purchase of land on the City's northeast sector for a future fire station
- ◆ Increased awareness and emergency response training to terrorist and violent crime-based incidents

**/// FIRE LINE - DO NOT CROSS /// FIRE LINE - DO NOT CROSS ///**

## Fire Operations Operation Highlights

### Portable Radio Upgrade Program

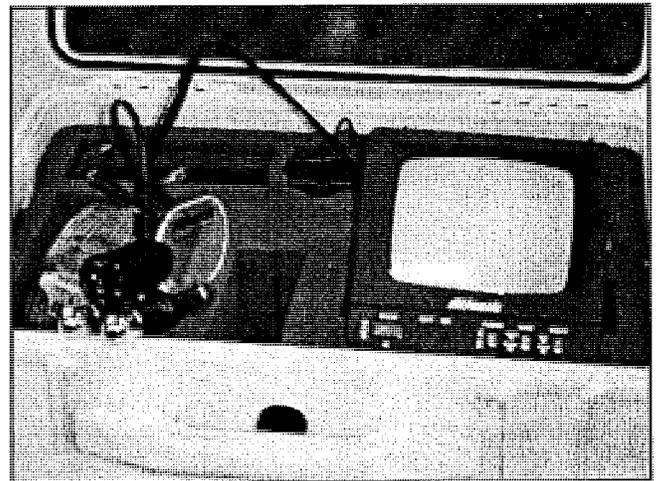
The department has nearly completed an aggressive portable two-way radio upgrade program. This multi-year program will ultimately replace all of our aged and failing portable radios with state-of-the-art, reliable, and cost effective radios that will last for many years. The radios can be field programmed, eliminating the high cost of frequency changes in the future.

### Equipment Replacement Schedule

The department has placed the final touches on a comprehensive equipment replacement program. The project identified all items within the organization that require scheduled replacement and placed them on charts categorizing equipment by year. This program projects fiscal requirements for equipment purchases for the next twenty years, aiding in the budget process.

### New Underwater Camera

The Fire Department purchased an Atlantis underwater camera in March of 2001. The device has a waterproof, underwater probe with two adjustable lead weights. The weights can be adjusted for a 30-degree downward, a 30-degree upward, or a horizontal “sweep”. The head has six (6) infrared LEDs that allow the operator to see up to 25’ ahead in total darkness (assuming clear water). A 100’ steel mesh cable attaches the probe to a 5.5” black and white television type monitor carried in the boat. The camera was recently put into service June 14-18 at a presumed drowning at Big Falls County Park.



*Infrared Underwater Camera*

### Upgrade of Fire Hose

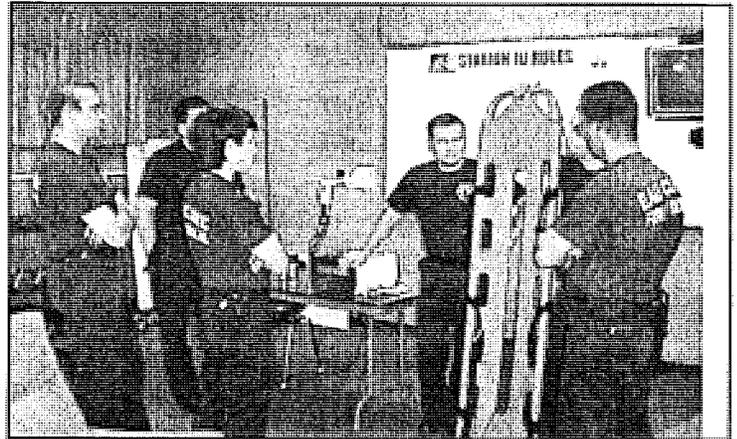
As of 2000, all the fire hose is now constructed of a synthetic fabric blend. This endeavor has been a multi-year project to replace the old style, cotton-jacketed fire hose. The many benefits include added longevity, durability and no requirement for a drying process.

### Safety Alarms for Firefighters

To meet new standards the department is in the process of upgrading the Personal Alert Devices used by members during firefighting operations. The Personal Alarms, worn by each firefighter while using breathing apparatus, are designed to alert fellow members if they become trapped or lay motionless for 20 seconds. The new mandated alarms automatically activate when the firefighter turns on the breathing apparatus and incorporate a redundant low air alarm.

### **Incident Safety Officer Training**

The department has recently completed the National Fire Academy's Incident Safety Officer program for all members of Eau Claire Fire Rescue. The training program is an intensive accredited program designed to heighten the safety awareness of personnel at emergency operations. The program also is designed to allow personnel to recognize the dangers of operations and identify unsafe situations.



*Training Class*

## **Activities**

### **Year 2000 Incidents**

#### **4,548 Total Incidents**

- 3,251 Medical Responses (71.5%)
- 978 Rescue Responses (21.5%)
- 170 Fire Responses (3.7%)
- 149 Hazardous Materials Responses (3.3%)

#### **Response Summation**

- 4.89 Minutes - Average Response Time
- 12,194 Personnel Hours Dedicated to Responses
- 35.6 Minutes - Average length of EMS Response
- 4.28 Personnel - Utilized on Average EMS Response
- 2.58 Personnel Hours - Spent on Average EMS Response
- 53.87 Minutes - Average Length of Fire Response
- 7.55 Personnel - Utilized on Average Fire Response
- 9.29 Personnel Hours - Spent on Average Fire Response



*Heavy Rescue 2 with Command Light in Operations*



*HazMat Chemical Assessment Vehicle*

Station	Responses	Average Response Time
E2	620	4.2 Minutes
E5	462	4.0 Minutes
E6	254	5.8 Minutes
E8	231	5.8 Minutes
E9	360	4.9 Minutes
E10	119	4.3 Minutes
R5	1,408	4.7 Minutes
R9	765	5.7 Minutes
R10	1,112	4.8 Minutes

**5,526 Fire Safety Building/Housing Inspections**

**7,818 Hours of Public Education**

**14,621 Hours of Personnel Training**



*Refurbished 2, 1997 Pierce Dash Pumpers in 2000*

## Facilities

**Station 2** - 216 South Dewey Street

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



**Station 5** - 2500 Patton Street

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

**Station 6** - 3020 Golf Road

- 3 Personnel per day
  - Fire Engine

**Station 8** - 3510 Starr Avenue

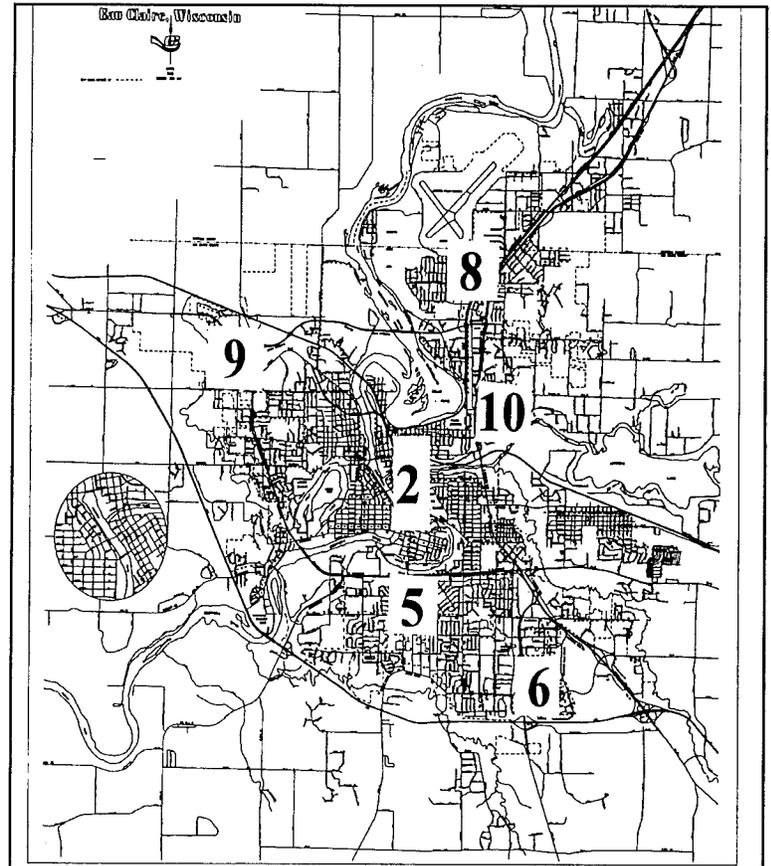
- 3 Personnel per day
  - Fire Engine
  - Water Rescue Boat

**Station 9** - 3611 Campus Road

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

**Station 10** - 559 North Hastings Way

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



*Average of 24 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

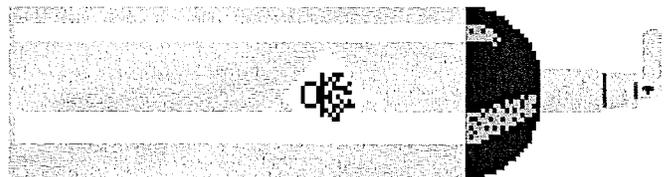
- 71.5 Percent of Fire Department Calls for Service
- 24 Certified Paramedics  
68 Certified Emergency Medical Technicians
- 3 Paramedic Ambulances in Service (2 Reserve Ambulances on Standby)
- Purchase and Inventory a large Volume of Medical Supplies and Drugs
- Over 70 Saves from Full Cardiac Arrest in the past 10 years
- Cardiac Defibrillators on each Fire Department Engine and Ambulance



*Mass Casualty Medical Trailer*

- 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

- Ongoing Commitment to Quality
  - Work with Hospital Medical Control Physicians for Program Quality Assurance (Dr. Wesley from Sacred Heart and Dr. Massey from Luther Hospital)
  - Foster Good Relations with Local Hospital Officials
  - Work with Eau Claire County Emergency Medical Services Council for Program Planning
  - Maintain Quality Relationships with other Regional Emergency Medical Service Providers



## 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



*Engine 6 – Ladder/Quint*

### Major Equipment

- Breathing Apparatus (\$3,500 per unit)
- Portable Radio (\$1,500 per unit)
- Ventilation Saw (\$1,200 per unit)
- Hose (\$500 per 100' of 5")
- Nozzles (\$250 per unit)
- Jaws of Life (\$5000 per set)
- Ambulance Cot (\$250 per unit)
- Defibrillator (\$4,000 per unit)
- Hazardous Materials Suit (\$600 per suit)

## Equipment Replacement



*Total Cost: \$2,500 per Firefighter*

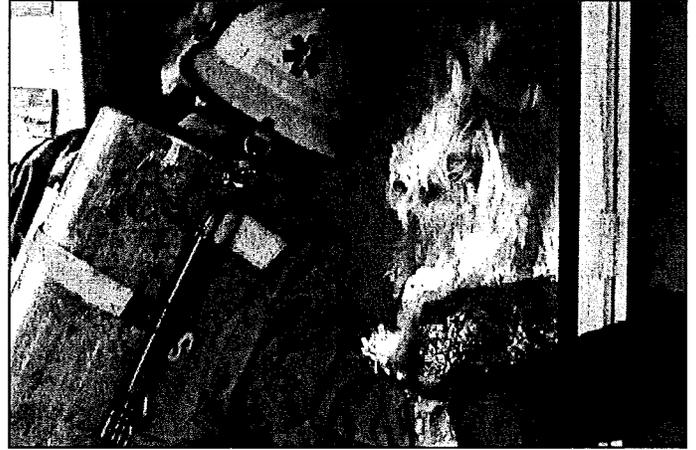
*(Yearly additional costs per firefighter include the required items of medical exams, training and uniform cost)*

### Personal Equipment

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

## Future Outlook

- Fire Station Relocation
  - Relocate Station 10 (Birch Street) to Accommodate Community Growth and Transportation Changes
  - Relocate Station 8 (Starr Avenue) to Accommodate Community Growth
  - Replace Station 2 (South Dewey Street) to Address Aging Facility and Accommodate Escalating Facility Requirements
- Additional clerical support for expanding administrative demands
- Additional Operations and Inspection division personnel
- Development of a financial plan for major equipment replacement
- Improvements to state and municipal fire / building codes
- Regionalization of emergency services
- Impact of HMOs and federal regulations on local emergency medical services
- Impact of volunteerism on mutual aid agreements
- Demand for services beyond political boundaries
- Consider the value/impact of automatic aid agreement with surrounding fire departments



## Fire Inspection Operation 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.

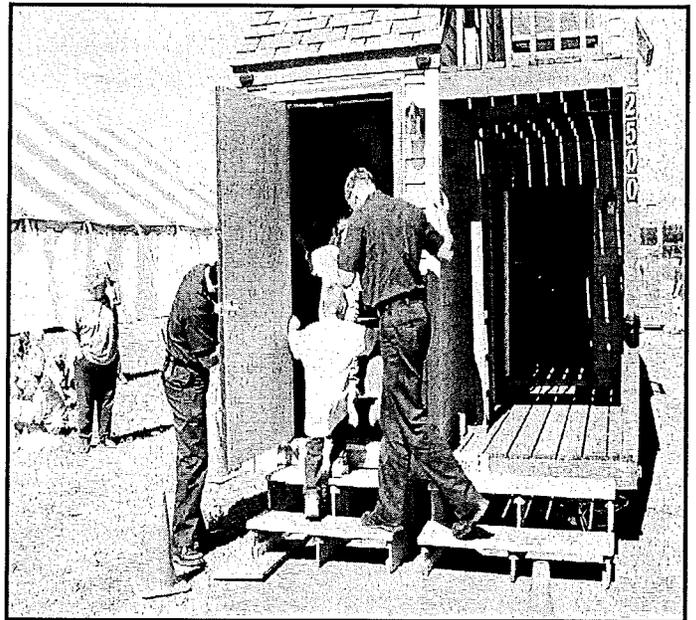
## Activities

### **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
- ◆ 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

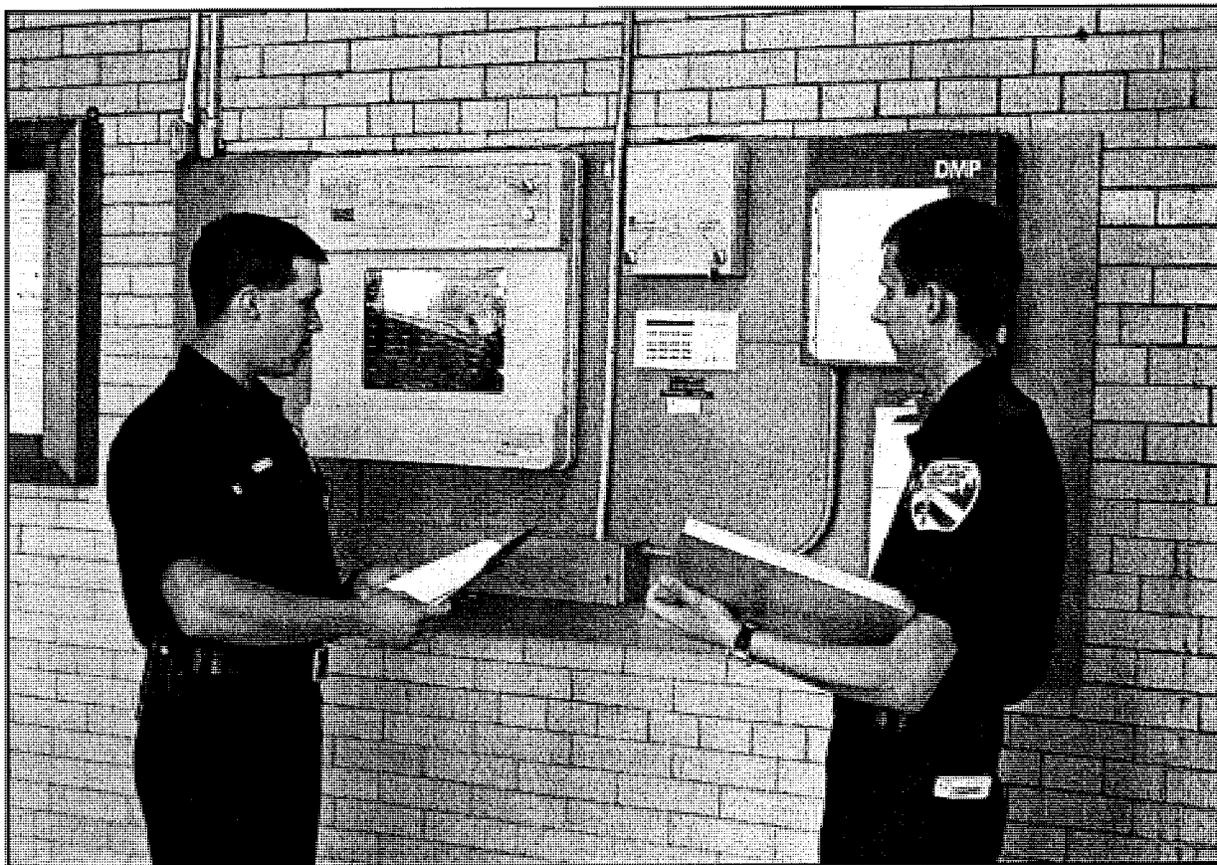
During 2000, the Eau Claire Fire Department delivered over 6,000 hours of public education.



*Fire Safety House Education 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. The Eau Claire Fire Department conducted more than 5,526 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 \$92,435 in 2001 for inspections conducted in 2000.



*Firefighters Conducting a Fire Safety Inspection*

## **Tank Inspection**

The UST/AST inspection program serves to enforce the groundwater protection requirements of Comm 10. This is accomplished through the review of plans prior to the installation of an underground or aboveground storage tank system. Existing underground storage tank systems are inspected annually for compliance with groundwater protection rules. The division's fire inspectors oversaw the inspection of 54 sites in 2000. The state contract provides annual revenue to the City in the \$10,000 to \$15,000 range.

### **Juvenile Firesetters Program**

Since the inception of the Juvenile Firesetter program in 1996, the Eau Claire Fire Department has dealt with an average of 14 children per year. These children come to the Fire Prevention office as referrals from juvenile intake or parents. In 2000, the division visited with 16 juveniles concerning fire starting. The increase is due in part to awareness by the court system, school system, and parents on what this program can offer children who are curious about fire. The education is based on the child's awareness of the appropriate use of fire and their needs. Some juveniles require additional meetings or referrals to outside agencies. To date, there has been no relapse by firesetter participants.

### **Fire Investigations**

In 2000, the Fire Prevention Division investigated 29 fires. Of these fires, 23 were structural related, and 6 were vehicle. The nature of origin of the fires were 13 accidental, 9 suspicious, 6 undetermined and 1 child. The five fires causing the largest monetary losses were:

1. 2714 4<sup>th</sup> Street                      \$100,000
2. 2804 Northland Dr.                \$ 52,000
3. 3338 Reno Dr.                        \$ 50,000
4. 1614 Badger Av.                     \$ 40,000
5. 620 W. Grand Av.                    \$ 40,000



*Fire Inspector Investigating a Fire Scene*

### **Preplanning Businesses**

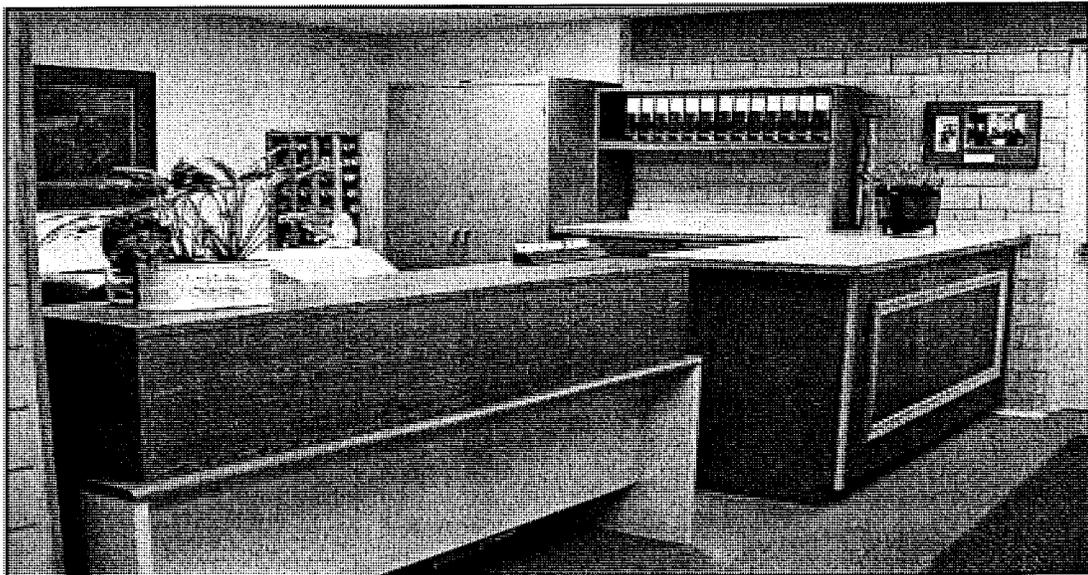
During semi-annual fire inspections, Eau Claire firefighters preplan business facilities in Eau Claire specifically identified as being a significant loss to the community and to the property owner should a fire occur. On a monthly basis, fire department units visit specific businesses and conduct a walk-through fire inspection of the properties. The inspection identifies elements like the locations of sprinklers, power and gas shutoff locations, the locations of hazardous materials and other potential hazards associated with the property. Specific information relating to the property is then recorded on a form and a map is created showing the fire concerns for the property. Eau Claire Firefighters conducted or updated over 100 preplans in 2000.

### **Legislative Initiatives**

In 2000, the Prevention personnel educated local business owners about city ordinance 16.32.050, which requires hardwire smoke detectors in commercial residential properties. Mailings, phone calls, personal contacts, and media releases advised these property owners of the requirements established in 1991. The department was heavily involved with Assembly Bill 203. This legislation will require the retrofit installation of fire sprinklers in the University of Wisconsin hi-rise dormitories. Any newly constructed dormitory will also be required to be fire sprinkled for student safety. A proposed City of Eau Claire ordinance requiring the installation of fire sprinklers in new construction over 5000 square feet and new additions over 5,000 square feet was brought to the City Council and was tabled indefinitely. This code enhancement would contribute to the protection of life and property in commercial properties.

## 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. Andy is in the process of being restored for his medical safety education routine.

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.



*Freddie the Fire Truck Children's Program*



# NON-DEPARTMENTAL

The Non-Departmental division includes several different programs that have citywide implications and are not identified with a particular department. The insurance program provides for the cost of liability and property insurance for general operations and health insurance for retired employees. This program also provides for mandatory payments of permanent disability due for work-related injuries.

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 Contributions and Other Payments program provides payments for several non-profit agencies in the form of direct payments, grants, and City services. The Non-Departmental division also accounts for payment of special assessments for street and utility work abutting city-owned property and for miscellaneous, non-recurring expenditures.

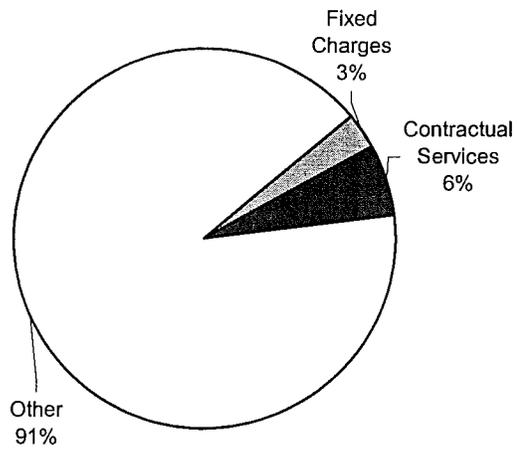
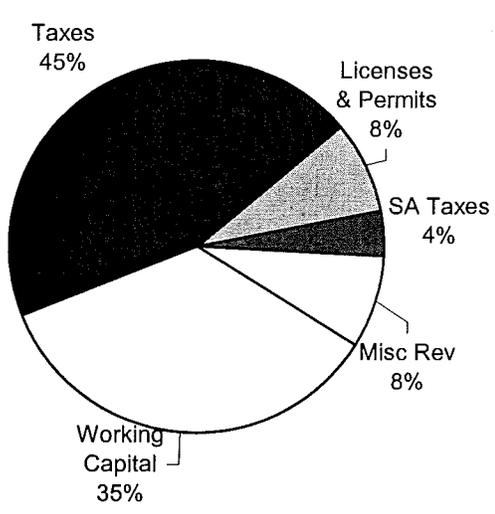
The General Fund makes operating and capital subsidies to various funds and to several enterprise funds that are not entirely self-supporting. General obligation debt requirements, supported by the tax levy, are included as a transfer to the Debt Service Fund. Transfers of available working capital to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

## Activities

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

## Overview of Revenues and Expenditures

	2000 <u>Actual</u>	2001 <u>Adopted Budget</u>	2002 <u>Proposed Budget</u>	% <u>Change</u>
<b>Revenues</b>				
Licenses & Permits	\$ 973,591	\$ 568,000	\$ 583,200	3%
Special Assess. Taxes	429,451	340,000	280,000	-18%
Miscellaneous Revenue	707,202	641,000	603,800	-6%
Working Capital	562,763	3,452,800	2,550,500	-26%
Gen. Purpose (tax) Rev.	<u>3,581,991</u>	<u>2,089,000</u>	<u>3,273,900</u>	57%
<b>Total Revenues</b>	<b>\$ <u>6,254,998</u></b>	<b>\$ <u>7,090,800</u></b>	<b>\$ <u>7,291,400</u></b>	<b>3%</b>
<b>Expenditures</b>				
Personal Services	\$ 1,693	\$ -	\$ -	
Contractual Services	318,367	346,300	436,300	26%
Utilities	-	-	-	
Fixed Charges	222,879	228,600	228,600	0%
Other	<u>5,712,060</u>	<u>6,515,900</u>	<u>6,626,500</u>	2%
<b>Total Expenditures</b>	<b>\$ <u>6,254,998</u></b>	<b>\$ <u>7,090,800</u></b>	<b>\$ <u>7,291,400</u></b>	<b>3%</b>



## Budget Overview

### REVENUES

#### LICENSES AND PERMITS

Public-Education-Government (PEG) is a fee paid by cable subscribers to provide local programming for Public, Education and Government issues. The cable company collects \$.75 per month per subscriber. PEG revenue is estimated at \$164,000 in 2002 and is fully allocated to the Public Access Television Center.

#### SPECIAL ASSESSMENT TAXES

Special assessment revenue dating from work prior to 1995 is used to offset debt service payments.

### EXPENDITURES

#### CONTRACTUAL SERVICES

Contractual Services includes disability payments, health insurance for retirees, and miscellaneous costs not properly charged to any one department such as legal fees and studies, the razing of buildings that have been condemned by the health and building inspectors, and administrative charges relating to the Flexben program.

#### OTHER

This category includes transfers to the Capital Improvement Plan totaling \$2,501,000, a transfer to debt service in the amount of \$2,113,500, 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 \$164,000 and tax levy support of \$102,700 for a total contribution of \$266,700.

*Public Access  
Center*



Expenditures by Division

**Non-Departmental**

	<u>2000</u> <u>Actual</u>		<u>2001</u> <u>Budget</u>		<u>2001</u> <u>6 Month</u> <u>Actual</u>		<u>2001</u> <u>Projection</u>		<u>2002</u> <u>Budget</u>
Personal Services	\$ 1,693	\$	-	\$	927	\$	-	\$	-
Contractual Services	318,367		346,300		159,305		372,000		436,300
Fixed Charges	222,879		228,600		79,747		228,600		228,600
Contrib/Other Payments	258,808		360,200		210,829		346,600		327,900
Other	5,453,252		6,155,700		-		6,001,200		6,298,600
<b>Total Expenditures</b>	<b>\$ 6,254,998</b>	<b>\$</b>	<b>7,090,800</b>	<b>\$</b>	<b>450,809</b>	<b>\$</b>	<b>6,948,400</b>	<b>\$</b>	<b>7,291,400</b>

**ORGANIZATIONAL SUPPORT**

Public Access Center	\$	102,700		Senior Central	\$	44,700
PAC - PEG Fees		164,000		Landmarks Commission		4,500
Total PAC		266,700		Neighborhood Assoc.		12,000

**TRANSFERS AND SUBSIDIES**

Debt Service	\$	2,113,500		Land, Bldg., Equipment	\$	1,188,100
Economic Development		150,000		Parks Capital Projects		176,000
Cemetery Fund		300,400		Transit Operations		717,700
Streets Capital Projects		1,136,900		Hobbs Operations		106,700
Bridge Capital Projects		-		Pool Operations		190,700

**RESIDUAL EQUITY TRANSFERS**

Parking Res Eq Tsf	\$	100,000		Hobbs Res Eq Tsf	\$	50,000
Transit Res Eq Tsf		12,400		Pool Res Eq Tsf		160,000

# ECONOMIC DEVELOPMENT

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

## Programs & Services

### Community Committees and Boards

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

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



<b>Overview of Revenues and Expenditures</b>
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	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Adopted</u>	<u>2001</u> <u>6-Month</u> <u>Actual</u>	<u>2001</u> <u>Projection</u>	<u>2002</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Miscellaneous	\$ 629,726	\$ 445,000	\$ 369,148	\$ 456,800	\$ 419,000
Non-Operating Revenue	795,659	170,000	158,817	164,500	251,200
Other Financing Sources	<u>150,000</u>	<u>150,000</u>	<u>-</u>	<u>150,000</u>	<u>150,000</u>
 Total Revenues and Other Financing Sources	 <u>1,575,385</u>	 <u>765,000</u>	 <u>527,965</u>	 <u>771,300</u>	 <u>820,200</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	128,796	129,600	68,538	129,000	130,900
Contractual Services	74,370	89,300	12,064	151,300	90,900
Utilities	26,103	22,700	10,562	22,700	23,000
Fixed Charges	1,328	1,400	728	1,400	1,400
Materials & Supplies	3,461	4,000	2,679	4,000	4,100
Contributions & Other Payments	208,500	212,300	134,967	212,300	156,700
Capital Purchases	-	-	-	883,000	-
Loans to Other Agencies	112,000	-	-	-	-
Other Financing Uses	<u>200,000</u>	<u>200,000</u>	<u>-</u>	<u>200,000</u>	<u>299,000</u>
 Total Expenditures and Other Financing Uses	 <u>754,558</u>	 <u>659,300</u>	 <u>229,539</u>	 <u>1,603,700</u>	 <u>706,000</u>
 Excess (Deficiency) of Funding Sources Over Uses	 <u>\$ 820,827</u>	 <u>\$ 105,700</u>	 <u>\$ 298,426</u>	 <u>\$ (832,400)</u>	 <u>\$ 114,200</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Changes in Available Balances:</b>					
From operations	820,827	105,700		(832,400)	114,200
Transfer (to)from reserve - Economic Development	<u>(820,827)</u>	<u>(105,700)</u>		<u>832,400</u>	<u>(114,200)</u>
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, professional services and training. The 2001 projected budget included a one-time appropriation for the downtown study done by HyettPalma.

#### **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. Funding for these organizations is unchanged from previous years.

#### **OTHER FINANCING USES**

The transfer to the Redevelopment Authority for capital projects is projected to remain at \$200,000.

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

**Economic Development**

Revenue Classification	2000 <u>Actual</u>	2001 <u>Budget</u>	2001 6-Month <u>Actual</u>	2001 <u>Projection</u>	2002 <u>Budget</u>
<b>MISCELLANEOUS</b>					
Interest income	\$ 434,070	\$ 275,000	\$ 212,810	\$ 275,000	\$ 275,000
Other interest	117,648	108,000	82,491	118,300	82,000
Building rental	72,878	62,000	52,353	62,000	62,000
Other rental	5,130	-	1,995	-	-
Gifts	-	-	19,500	-	-
Other miscellaneous	-	-	-	1,500	-
Total miscellaneous	<u>629,726</u>	<u>445,000</u>	<u>369,148</u>	<u>456,800</u>	<u>419,000</u>
<b>NON-OPERATING REVENUES</b>					
Principal payment on loans	<u>795,659</u>	<u>170,000</u>	<u>158,817</u>	<u>164,500</u>	<u>251,200</u>
<b>OTHER FINANCING SOURCES</b>					
Transfer from General fund	150,000	150,000	-	150,000	150,000
Transfer from BID #1	-	-	-	-	-
Total Other Financing Sources	<u>150,000</u>	<u>150,000</u>	<u>-</u>	<u>150,000</u>	<u>150,000</u>
Total revenues and other financing sources	\$ <u>1,575,385</u>	\$ <u>765,000</u>	\$ <u>527,965</u>	\$ <u>771,300</u>	\$ <u>820,200</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 below-market rates as part of an economic development program.

**OTHER FINANCING SOURCES**

**Transfer from other funds** is primarily an operating subsidy from General Fund as a contribution to the economic development loan program.

Staffing

Economic Development

	2000	2001	2002
Economic Development Administrator	1.00	1.00	1.00
Business Assistance Specialist	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u><u>2.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>

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



*Eau Claire Revolving Loan Fund Committee*

## 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
- ◆ Parking in the downtown
- ◆ Management of Sky Park Industrial Center

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

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

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.

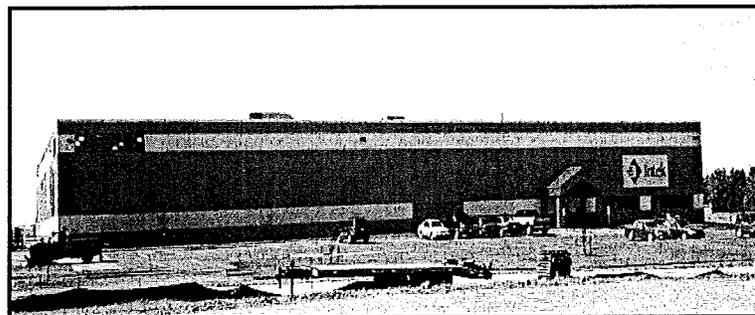
**RECENT SUCCESSFUL PROJECTS:**

- Nestlé USA
- 3M
- Silicon Logic Engineering
- Intek Plastics
- EBV-Brown Company

**CONTACT INFO:**  
City of Eau Claire—Michael R. St. John,  
Economic Development Administrator  
203 S. Farwell Street, P.O. Box 3170  
Eau Claire, WI 54601-3170  
(715) 836-3114 • Fax (715) 839-4373  
E-mail: [mstjohn@eau-claire.wi.us](mailto:mstjohn@eau-claire.wi.us)  
Website: [www.eau-claire.wi.us](http://www.eau-claire.wi.us)

City of Eau Claire

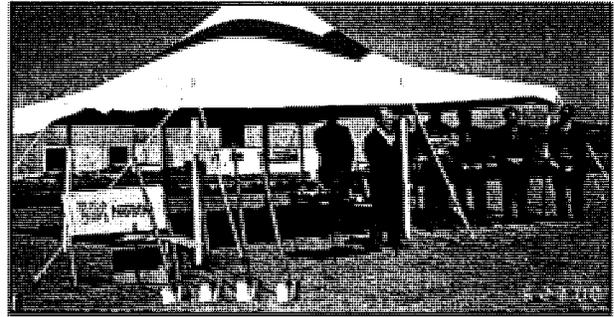
*Advertisement placed in local and national magazines*



*Intek Plastics Inc. constructed a 51,000 square foot facility in the Gateway Northwest Business Park*

### Business Retention and Expansion

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



*Nestle USA new facility  
groundbreaking*

### Marketing and Recruitment

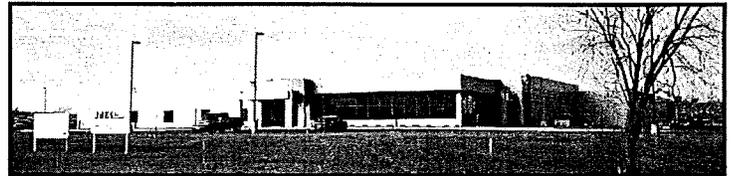
- ◆ Promotions
- ◆ Call trips
- ◆ Trade shows
- ◆ Proposals to prospects
- ◆ Presentations to community groups
- ◆ Site selection assistance
- ◆ Chippewa Valley Regional Airport Display Case



*Airport  
Display Case*

### Education

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



*Chippewa Valley Technical College  
Manufacturing Technology Center*

### Financing

- ◆ Economic Development Loan Fund (EDF)
    - # of loans = 45
    - \$ amount of loans = \$9,033,002
    - (Includes Gateway and Clearwater loans)
    - # of jobs created & saved = 1,100+
  - ◆ Revolving Loan Fund (RLF)
    - # of loans = 26
    - \$ amount of loans = \$1,114,100
    - # of jobs created & saved = 250
  - ◆ Development Zone Program
    - # of businesses certified = 39
    - \$ amount certified = \$1,956,500
    - # of jobs created & saved = 700+
  - ◆ Façade & Downtown Loan Pools\* (EDF)
    - # of loans = 21 (13 façade)
    - \$ amount of loans = \$616,767
    - (37,717 façade)
    - # of jobs created & saved = 78
- \*The Downtown Loan Pool Program is now inactive

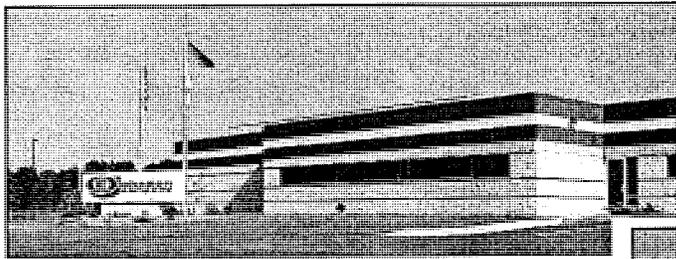
**City Funding for Development Organizations**

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

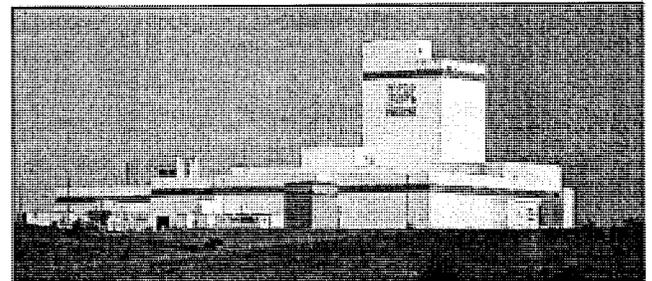
	<u>2001</u> <u>Support</u>	<u>2002</u> <u>Support</u>
Eau Claire Area Economic Development Corporation	\$115,000	\$115,000
Eau Claire Redevelopment Authority <sup>(1)</sup>	200,000	200,000
Downtown Partners	-0-	99,000
Eau Claire City Center Corporation	55,600	-0-
Momentum Chippewa Valley	26,700	26,700
Eau Claire Innovation Center <sup>(B)</sup>	15,000	15,000
Gateway Industrial Park Corporation <sup>(A)</sup>	-0-	-0-

<sup>(A)</sup> The City has made loans to Gateway

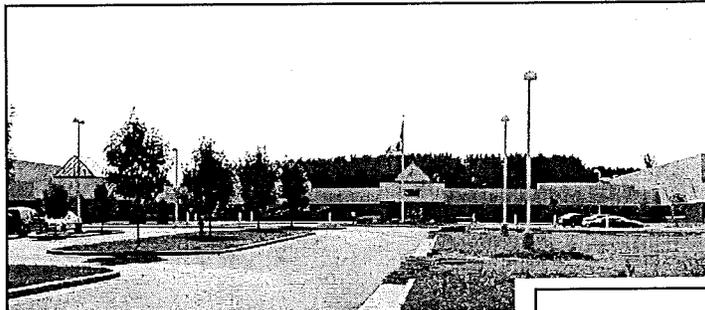
<sup>(B)</sup> The City provided \$365,000 of CDBG funds to construct the Innovation Center



*E.O. Johnson constructed a new 20,000 square foot facility on Prairie Lane.*



*Nestle USA expanded into a new 82,000 square foot facility in the Gateway Northwest Business Park.*



*3M (W.L. Gore & Associates<sup>1</sup>) expanded their facility by 97,000 square feet in the Gateway Northwest Business Park.*

*St. Charles Office Park expanded by adding an additional facility on Hastings Way.*



## Future Outlook

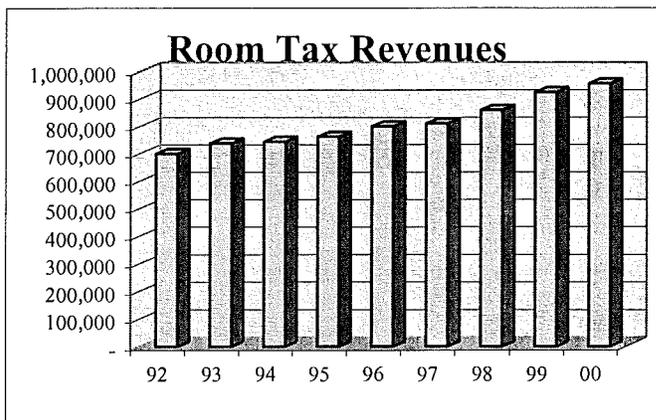
The future outlook and issues for budget year 2002 remain the same as in last year's budget.

- ◆ The supply of Industrial Park land as a whole is low. Most of the available acreage is in one park, Gateway Northwest, with half of the park not presently served by utilities or streets. The following issues will need to be addressed:
  - ◆ Acceleration of capital improvements in TIF #5 to provide roads, sewer and water in Gateway Northwest Business Park.
  - ◆ Purchase of additional industrial land.
  - ◆ The changing uses and mixes of tenants in Business Parks and how to categorize businesses such as software companies.
  - ◆ Lack of available sites with railroad access.
  - ◆ Shortage of locations for the small industrial, warehouse and distribution businesses and heavy industrial businesses.
  - ◆ The ability to provide utilities and water treatment plant capacity for companies with extensive water needs and metal discharge.
- ◆ Economic Development incentive programs are still competitive. However, our job credit policy may need to be reviewed to determine if credit should be given toward large capital investments for equipment. The Wisconsin Department of Commerce is also reviewing this policy change for the State's economic development incentive programs.
- ◆ Until recently, the availability of a strong labor force in Eau Claire was an area of concern for local businesses. However, due to the recent downturn in the nation economy, the issue for local economic development agencies has shifted to focus more on finding new jobs for laid-off employees.



# 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.



## REVENUES

1992	\$700,033
1993	737,778
1994	744,199
1995	761,871
1996	799,900
1997	810,639
1998	858,674
1999	924,104
2000	956,238

## 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*

<b>Overview of Revenues and Expenditures</b>
--

	<b>2000 Actual</b>	<b>2001 Adopted</b>	<b>2001 6-Month Actual</b>	<b>2001 Projection</b>	<b>2002 Budget</b>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 956,238	\$ 925,000	\$ 395,649	\$ 965,000	\$ 975,000
Miscellaneous	12,080	5,000	2,340	5,000	5,000
Non-Operating Revenue	-	-	833	3,300	5,000
	<u>968,318</u>	<u>930,000</u>	<u>398,823</u>	<u>973,300</u>	<u>985,000</u>
<b>Total Revenues and Other Financing Sources</b>					
<b>Expenditures and Other Financing Uses:</b>					
Contractual Services	510	1,900	1,570	1,900	1,900
Contributions & Other Payments	722,000	765,900	476,483	765,900	808,300
Other Financing Uses	228,300	146,600	-	146,600	215,500
	<u>950,810</u>	<u>914,400</u>	<u>478,053</u>	<u>914,400</u>	<u>1,025,700</u>
<b>Total Expenditures and Other Financing Uses</b>					
Excess (Deficiency) of Funding Sources Over Uses	\$ <u>17,508</u>	\$ <u>15,600</u>	\$ <u>(79,230)</u>	\$ <u>58,900</u>	\$ <u>(40,700)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 169,024	\$ 148,425		\$ 186,532	\$ 81,432
<b>Changes in Available Balances:</b>					
Res equity transfer out	-	(164,000)		(164,000)	(25,000)
From operations	<u>17,508</u>	<u>15,600</u>		<u>58,900</u>	<u>(40,700)</u>
Ending Balance	\$ <u>186,532</u>	\$ <u>25</u>		\$ <u>81,432</u>	\$ <u>15,732</u>

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 \$975,000 in 2002.

**EXPENDITURES****CONTRACTUAL SERVICES**

Included in this category is a \$400 appropriation for the audit and \$1,500 for the lease of computer software.

**CONTRIBUTIONS & OTHER PAYMENTS**

The following organizations and functions receive contributions from the Community Enhancement Fund:

◆ Regional Arts Council	\$ 100,800
◆ Chippewa Valley Symphony	3,600
◆ Chippewa Valley Theatre Guild	3,600
◆ Chippewa Valley Chamber Orchestra	3,600
◆ Chippewa Valley Museum	84,800
◆ Paul Bunyan Camp	24,500
◆ Children's Museum	25,000
◆ Convention & Visitors Bureau	535,400
◆ Sports Commission	25,000
◆ Community Beautification	2,000
◆ Wayfinder Sign Program	20,000
◆ Special Events –General Fund	45,500
◆ Residual Equity Transfer to Hobbs	25,000
◆ Transfer to Parks & Recreation CIP	<u>150,000</u>
Total	<u>\$1,048,800</u>

Revenue Detail
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**Community Enhancement**

<u>Revenue Classification</u>	2000 <u>Actual</u>	2001 <u>Budget</u>	2001 6-Month <u>Actual</u>	2001 <u>Projection</u>	2002 <u>Budget</u>
<b>TAXES</b>					
Room tax funds	\$ 956,238	\$ 925,000	\$ 395,649	\$ 965,000	\$ 975,000
<b>MISCELLANEOUS</b>					
Interest income	12,080	5,000	2,340	5,000	5,000
<b>NON-OPERATING REVENUE</b>					
Principal payment from loans	-	-	833	3,300	5,000
Total revenues	\$ 968,318	\$ 930,000	\$ 398,823	\$ 973,300	\$ 985,000

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 multimedia “object theater” Chippewa Valley Potluck. The Museum contributes directly to regional efforts to increase tourism as an economic sector. In 2000, 24,009 visitors came to the Museum, Schlegelmilch House or an off-site event.

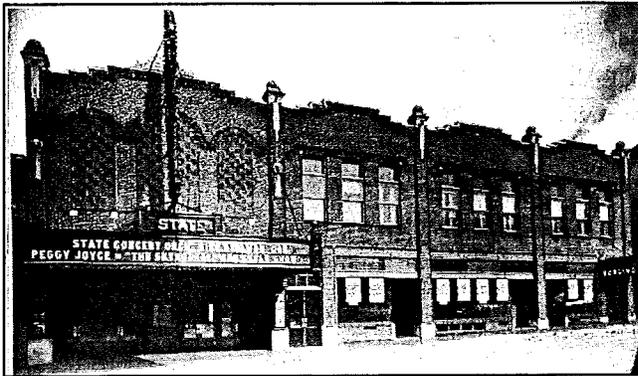


**Paul Bunyan Logging Camp**

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

Much of the development of the museum can be attributed to the late Henry O. (Hank) Strand who devoted most of his time and talent to this endeavor. Recent additions to the museum include the Tall Tales Room in the Interpretive Center, and an exhibit depicting the history of trees and forestry that is housed in a new 22’ x 26’ addition.



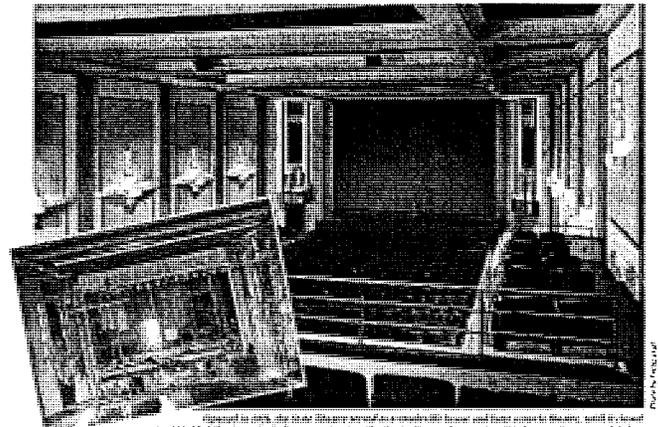


State Theatre Building 1926

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.

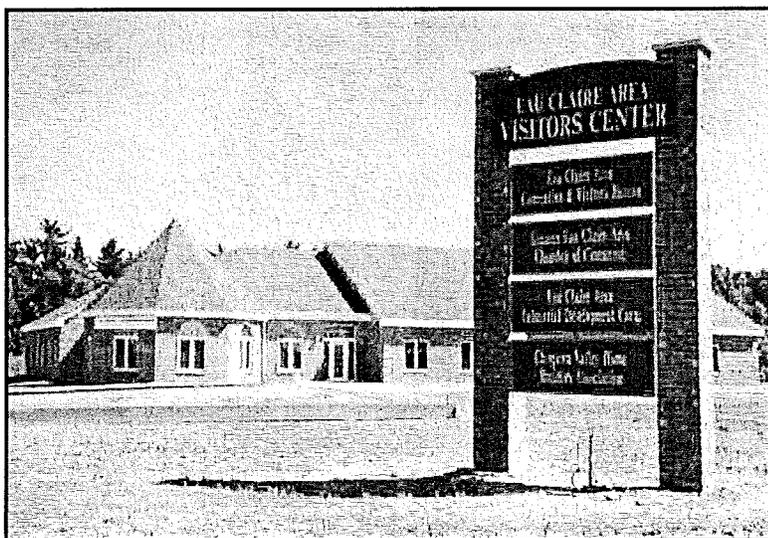
### Regional Arts Council

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 Funn!”

- Mission Statement -

# DOWNTOWN PARTNERS

The City of Eau Claire's Downtown Partners Division, has been established as a private, not-for-profit organization comprised of private- and public- sector representatives.

## Programs & Services

The purposes of the Downtown Partners will be to:

- ◆ Implement the Action Agenda in its entirety, and in a quality and timely manner;
- ◆ Bring together the private and public sectors to discuss issues and take decisive actions;
- ◆ Set timelines, garner commitments and resources, act, and stimulate quality actions by others;
- ◆ Increase communication, coordination, and cooperation among all entities involved in Downtown's enhancement;
- ◆ Provide, strong, visible leadership that is positive and highly respected; and
- ◆ Ensure ongoing public involvement and participation in downtown revitalization.

<b>Overview of Revenues and Expenditures</b>
--

	<u>2000 Actual</u>	<u>2001 Adopted</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ 124,000
Total Revenues and Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>124,000</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	-	-	-	-	79,000
Contractual Services	-	-	-	-	45,000
Total Expenditures and Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>124,000</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:					
Res equity transfer out	-	-	-	-	-
From operations	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Budget Overview

**REVENUES**

Downtown Partners fund revenues consist of a transfer of \$99,000 from Economic Development and a transfer of \$25,000 from the Downtown BID.

**EXPENDITURES**

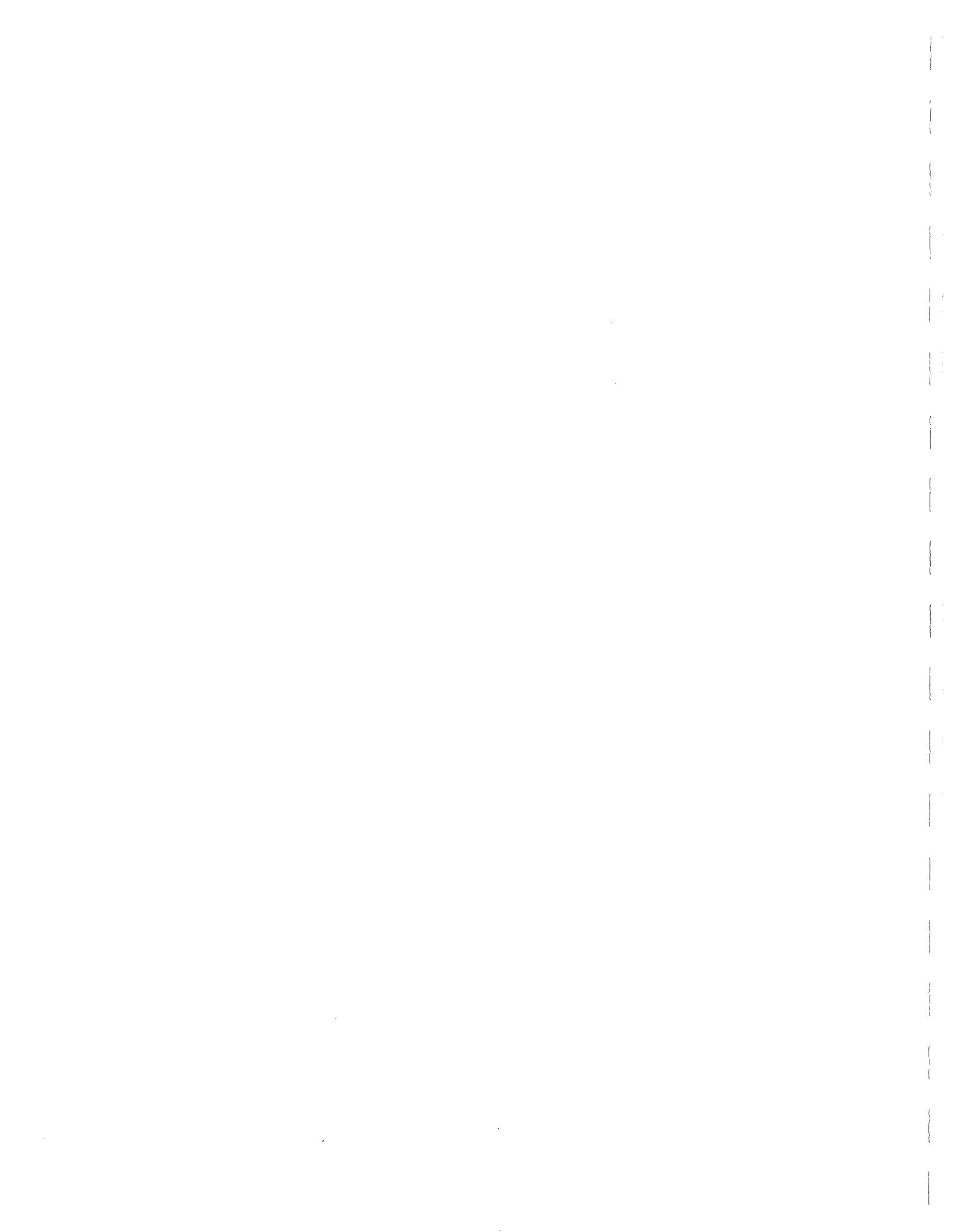
Expenses for the Downtown Partners include \$79,000 for two new positions and \$45,000 for operating expenses.

Staffing

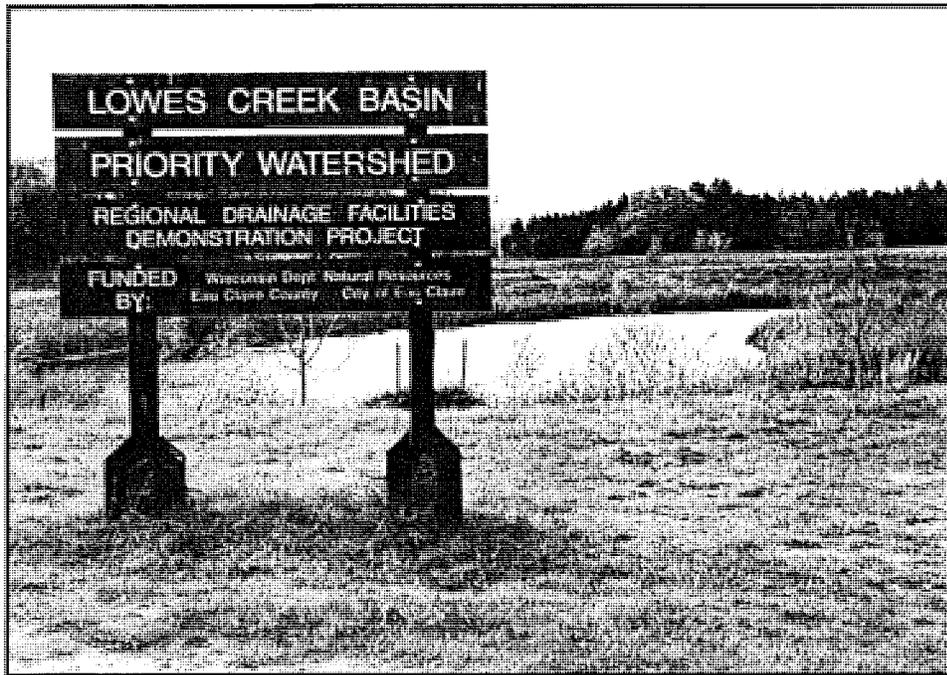
**Downtown Partners**

	2000	2001	2002
Business Assistance Specialist	-	-	1.00
Clerk III	-	-	1.00
	<hr/>	<hr/>	<hr/>
Total FTE Positions	-	-	2.00
	<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.



# 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

<b>Overview of Revenues and Expenditures</b>
--

	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Adopted</u>	<u>2001</u> <u>6-Month</u> <u>Actual</u>	<u>2001</u> <u>Projection</u>	<u>2002</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Charges for Services	\$ 1,182,865	\$ 1,394,000	\$ 473,729	\$ 1,394,000	\$ 1,556,400
Other Operating	16,050	10,000	8,347	10,000	10,000
Miscellaneous	<u>47,160</u>	<u>12,000</u>	<u>26,740</u>	<u>12,200</u>	<u>12,000</u>
Total Revenues	<u>1,246,074</u>	<u>1,416,000</u>	<u>508,816</u>	<u>1,416,200</u>	<u>1,578,400</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	209,958	361,500	53,608	350,000	361,500
Contractual Services	186,864	208,500	36,798	208,500	216,600
Utilities	256	500	112	500	500
Fixed Charges	256,396	269,600	134,798	269,600	265,500
Materials & Supplies	27,118	42,700	4,738	42,700	43,500
Other Financing Uses	<u>316,728</u>	<u>531,800</u>	<u>-</u>	<u>736,600</u>	<u>742,200</u>
Total Expenditures and Other Financing Uses	<u>997,320</u>	<u>1,414,600</u>	<u>230,053</u>	<u>1,607,900</u>	<u>1,629,800</u>
Excess (Deficiency) of Funding Sources Over Uses	\$ <u>248,755</u>	\$ <u>1,400</u>	\$ <u>278,763</u>	\$ <u>(191,700)</u>	\$ <u>(51,400)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 517,911	\$ 528,013		\$ 766,666	\$ 574,966
Changes in Available Balances:					
From operations	<u>248,755</u>	<u>1,400</u>		<u>(191,700)</u>	<u>(51,400)</u>
Ending Balance	<u>\$ 766,666</u>	<u>\$ 529,413</u>		<u>\$ 574,966</u>	<u>\$ 523,566</u>

## Budget Overview

### **REVENUES**

The revenue projections are based on 43,500 billable Equivalent Runoff Units (ERU). The proposed utility fee for the 2002 budget is \$36.00 per ERU. The \$3.00 increase is the result of an increase in the cost of operations and debt service related to the Flood Mitigation Program approved by the City Council in 2001. The rate structure was changed in 2001 to include three components including administration & water quality, operations and debt service.

The storm water utility rate was projected to increase to \$37 per ERU in 2002 to fund the flood mitigation as a result of the September 10/11, 2000 rainstorm. The Federal Grant for land acquisition together with the use of available fund balance has made it possible to keep the storm water charge rate below previous projections.

### **EXPENDITURES**

#### **PERSONAL SERVICES**

No changes in personnel are proposed as part of the 2001 budget. The City has had some difficulty in recruiting qualified candidates for positions in the storm water utility. Active recruitment continues and work needs are periodically being completed using consulting services on an as needed basis. The requirements of the Wis/DNR permit application are anticipated to increase over the next 12 to 18 months.

#### **CONTRACTUAL SERVICES**

Previous budgets included appropriation to continue legal services to represent the City in the Plainwell Tissue lawsuit. The lawsuit was dismissed in 2001, subsequent to the final ruling by the Public Service Commission (PSC) that the revised rate structure is reasonable. The 2002 budget does not include any additional funding to continue these services. This category also includes a line item for computer service charges.

#### **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 \$260,900 compensates the General Fund for those services, thereby reducing the tax levy.

#### **OTHER FINANCING USES**

Debt service is accounted for in the operating budget of the Storm Water Management Fund and is projected to increase by \$210,400 for a total appropriation of \$742,200.

Bond issues fund storm water improvements in the Capital Improvement Plan. Of the 2001 debt service increase, \$86,100 was added to facilitate the issuance of up to \$2 million in general obligation bonds for storm drainage problems in areas heavily impacted by the September 2000 storm. Debt service for up to another \$2 million in bonds was included in the 2001 General Fund.

Revenue Detail
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Revenue Classification	Storm Water Management				
	2000 Actual	2001 Budget	2001 6-Month Actual	2001 Projection	2002 Budget
<b>CHARGES FOR SERVICES</b>					
Stormwater - Residential	\$ 543,756	\$ 612,000	\$ 220,751	\$ 612,000	\$ 699,100
Stormwater - Nonresidential	<u>639,109</u>	<u>782,000</u>	<u>252,978</u>	<u>782,000</u>	<u>857,300</u>
Total charges for services	<u>1,182,865</u>	<u>1,394,000</u>	<u>473,729</u>	<u>1,394,000</u>	<u>1,556,400</u>
<b>MISCELLANEOUS</b>					
Interest income	47,160	12,000	26,740	12,000	12,000
Other miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>200</u>	<u>-</u>
Total miscellaneous	<u>47,160</u>	<u>12,000</u>	<u>26,740</u>	<u>12,200</u>	<u>12,000</u>
<b>OTHER OPERATING REVENUES</b>					
Forfeited discounts	<u>16,050</u>	<u>10,000</u>	<u>8,347</u>	<u>10,000</u>	<u>10,000</u>
Total revenues	\$ <u>1,246,074</u>	\$ <u>1,416,000</u>	\$ <u>508,816</u>	\$ <u>1,416,200</u>	\$ <u>1,578,400</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 ERUs assigned; however, credits are given to non-residential properties that construct and operate private storm water management facilities under criteria that have been established by the City Council.

Staffing

**Storm Water Management**

	2000	2001	2002
Project Engineer	1.00	1.00	1.00
Utility Chemist	1.00	1.00	1.00
Storm Water Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
 Total FTE Positions	 <u>3.00</u>	 <u>3.00</u>	 <u>3.00</u>

Authorized personnel are reported as the number of full-time equivalent (FTE) positions assigned to this fund at the beginning of the budget year. Additional employees charge time to the Storm Water Fund and the budget for personnel costs reflects the total hours to be paid for storm water activity.



*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.

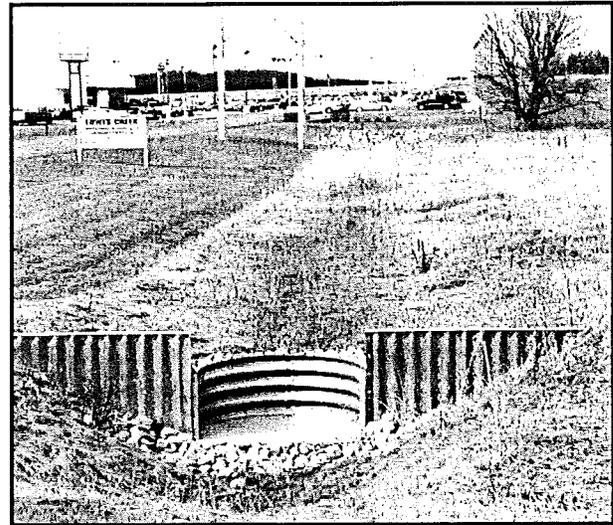
## Operation Highlights

- ◆ Fees Based on Equivalent Runoff Units (ERU)
- ◆ 3,000 Sq. Ft. of Impervious Area Equals 1 ERU
- ◆ 43,000 ERU's in the City
- ◆ Credits for Providing Storm Water Management

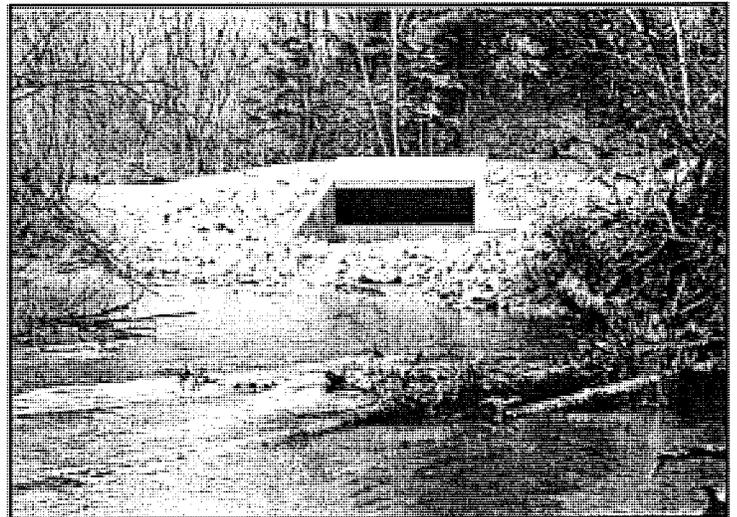
## Facilities

38 Square Mile Drainage Area

- ◆ 6 Major Drainage Basins
  - Upper Chippewa River
  - Lower Chippewa River
  - Sherman Creek
  - Eau Claire River
  - Otter Creek
  - Loves Creek (Priority Watershed)
- ◆ 148 Miles of Storm Sewer Pipe (10" to 72" Diameter)
- ◆ 25 Storm Water Detention Facilities
- ◆ 5,000 Catch Basins and Inlets
- ◆ 120 Storm Sewer Outfalls
  - Otter Creek at Eastwind
  - Loves Creek (Fairgrounds)
  - White Avenue (Airport)
  - North Crossing at Chippewa River
  - Sherman Creek (Menomonie St.)
  - Dells Pond (VFW)
  - Loves Creek (I-94)
  - Otter Creek (Storrs Ave.)
  - Otter Creek (Bauer St.)



*Storm Water Quality Grass Swale and Erosion Control Structure*



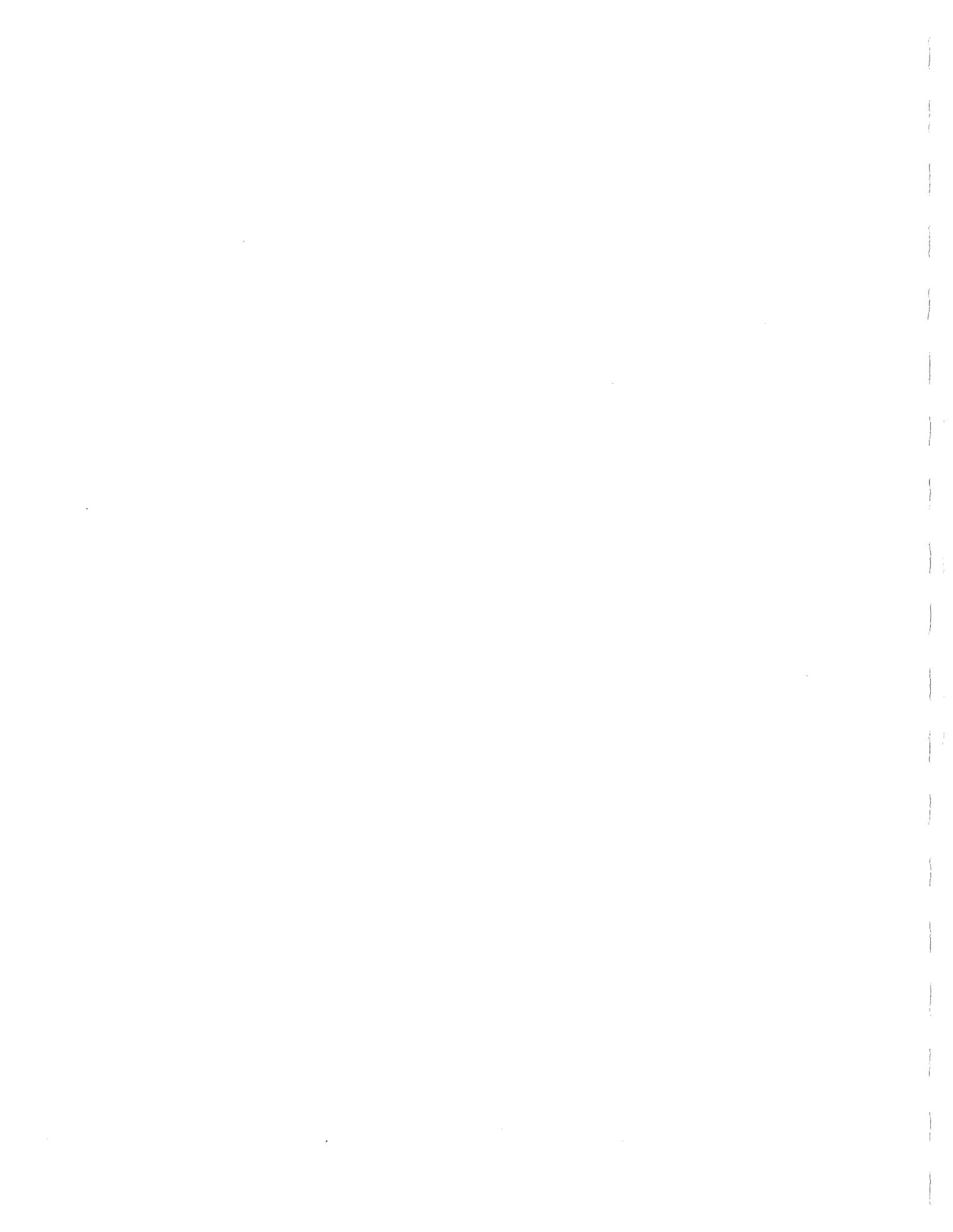
*Otter Creek & Gateway Drive Outfall Structure*

## Future Outlook

- ◆ The Wisconsin Department of Natural Resources (Wis/DNR) has reviewed and approved the City's preapplication for a municipal storm water discharge permit. Cooperative agreements with UWEC and the Department of Transportation are in the process of being negotiated. The inclusion by the Wis/DNR of the Town of Washington and City of Altoona in the permit process is being contested by these two municipalities with a final decision expected in late 2001. The final outcome of these protests may impact the schedule under which the City will be required to submit the final permit application.
- ◆ Coordinate the flood mitigation program approved by the City Council as a result of the September 2000 rainstorm.
- ◆ Continue the program of repairing aging infrastructure
- ◆ Increase conveyance capacity of the system with installation of larger pipes and storm water detention ponds as outlined in the Comprehensive Storm Water Management Plan.
- ◆ Incorporate Storm Water Management Best Management Practices (BMP's) into new developments.
- ◆ Develop a Land Disturbance and Storm Water Management Ordinance in compliance with Wisconsin Department of Natural Resources (Wis/DNR) requirements.
- ◆ Incorporate water quality measures into existing storm water drainage facilities.
- ◆ Major future projects outlined in the Capital Improvement Plan (CIP)
  - White Avenue/Melby Road Outfall
  - Sherman Creek Outfall (NW)
  - Kohlhepp Road Detention Basin
  - Princeton Valley & Hwy. 53 Freeway Drainage
  - Highland Avenue Relief Sewer
  - Westside Relief Sewer
- ◆ Plan for future growth issues with respect to drainage
  - West along the Sherman Creek Basin
  - Highway 53 Freeway Corridor and the Princeton Valley area.

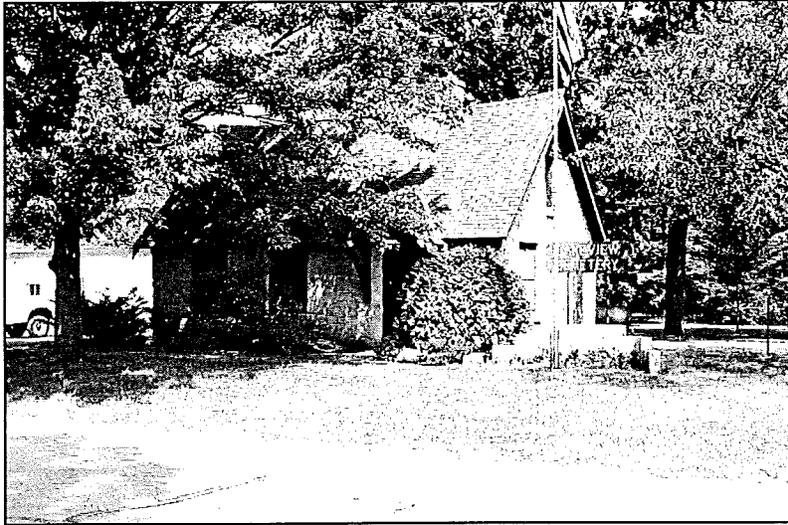


*Storm sewer stenciling*



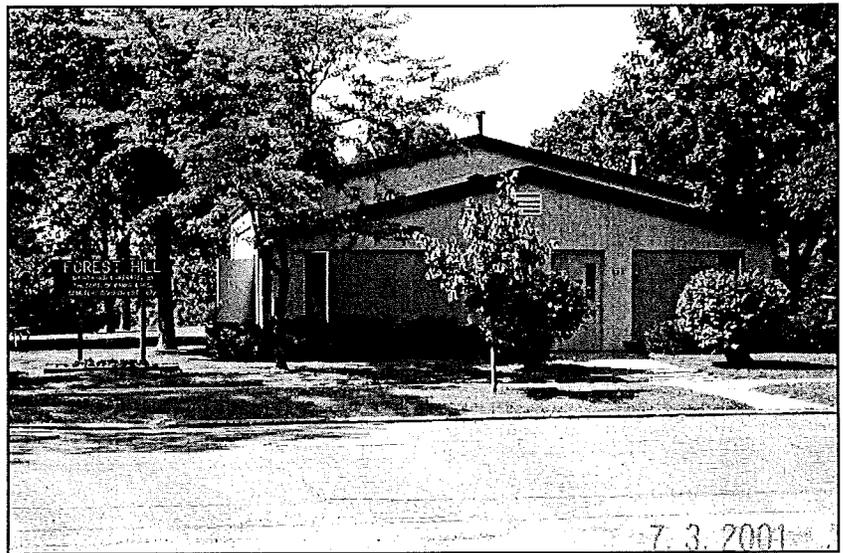
# CEMETERY MAINTENANCE

## 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*

<b>Overview of Revenues and Expenditures</b>
--

	<b>2000 <u>Actual</u></b>	<b>2001 <u>Adopted</u></b>	<b>2001 6-Month <u>Actual</u></b>	<b>2001 <u>Projection</u></b>	<b>2002 <u>Budget</u></b>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Licenses & Permits	\$ 71,951	\$ 85,000	\$ 47,510	\$ 75,000	\$ 70,000
Charges for Services	48,407	84,200	33,944	49,000	46,500
Miscellaneous	9,000	14,000	6,220	17,100	14,000
Other Financing Sources	<u>239,638</u>	<u>213,600</u>	<u>-</u>	<u>264,600</u>	<u>300,400</u>
Total Revenues and Other Financing Sources	<u>368,996</u>	<u>396,800</u>	<u>87,674</u>	<u>405,700</u>	<u>430,900</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	289,414	314,800	123,941	324,000	344,500
Contractual Services	43,087	39,400	30,396	39,500	43,500
Utilities	15,584	15,700	3,897	16,800	16,800
Fixed Charges	6,100	6,100	3,050	6,100	6,100
Materials & Supplies	14,810	20,800	14,508	19,300	20,000
Other Financing Uses	<u>11,000</u>	<u>105,000</u>	<u>-</u>	<u>105,000</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>379,996</u>	<u>501,800</u>	<u>175,792</u>	<u>510,700</u>	<u>430,900</u>
Excess (Deficiency) of Funding Sources Over Uses	\$ <u>(11,000)</u>	\$ <u>(105,000)</u>	\$ <u>(88,118)</u>	\$ <u>(105,000)</u>	\$ <u>-</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Changes in Available Balances:</b>					
From operations	(11,000)	(105,000)		(105,000)	-
Transfer from(to) reserves	<u>11,000</u>	<u>105,000</u>		<u>105,000</u>	<u>-</u>
Ending Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## Budget Overview

### **REVENUES**

Major sources of revenue for the Lakeview and Forest Hill Cemeteries include the sale of burial lots and charges for the opening and closing of graves. Other fees include permits for the setting of markers, charges for disinterments, and charges for chapel storage. In 1998, the first niches for cremains were sold in the new columbaria in each cemetery.

### **EXPENDITURES**

#### **PERSONNEL SERVICES**

The cemeteries are under the direction of the City Forester. Each cemetery is staffed with an Assistant Sexton, semi-skilled laborer, and three seasonals. Personnel costs for the cemeteries total \$341,700 and represent 80% of the total operating expenses.

#### **CONTRACTUAL SERVICES**

Equipment rental fees of \$38,400 for mowers, pugs, and pick-up trucks are the largest expense in this category.

#### **UTILITIES**

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

#### **MATERIALS & SUPPLIES**

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

Revenue Detail
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## Cemetery Maintenance

Revenue Classification	2000 <u>Actual</u>	2001 <u>Budget</u>	2001 6-Month <u>Actual</u>	2001 <u>Projection</u>	2002 <u>Budget</u>
<b>LICENSES &amp; PERMITS</b>					
Vault & burial permits	\$ 71,951	\$ 85,000	\$ 47,510	\$ 75,000	\$ 70,000
<b>CHARGES FOR SERVICES</b>					
Sale of lots	41,492	65,000	28,424	40,000	40,000
Columbarium Sales	2,020	15,000	3,815	6,000	4,000
Other cemetery charges	4,895	4,200	1,705	3,000	2,500
Total charges for services	<u>48,407</u>	<u>84,200</u>	<u>33,944</u>	<u>49,000</u>	<u>46,500</u>
<b>MISCELLANEOUS</b>					
Interest income	9,000	14,000	6,220	14,000	14,000
Other miscellaneous	-	-	-	3,100	-
Total miscellaneous	<u>9,000</u>	<u>14,000</u>	<u>6,220</u>	<u>17,100</u>	<u>14,000</u>
<b>OTHER FINANCING SOURCES</b>					
Transfer from General fund	<u>239,638</u>	<u>213,600</u>	<u>-</u>	<u>264,600</u>	<u>300,400</u>
Total revenues and other financing sources	<u>\$ 368,996</u>	<u>\$ 396,800</u>	<u>\$ 87,674</u>	<u>\$ 405,700</u>	<u>\$ 430,900</u>

**LICENSES & PERMITS**

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

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

**CHARGES FOR SERVICES**

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

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

**MISCELLANEOUS**

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

**OTHER FINANCING SOURCES**

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

Staffing

Cemetery Maintenance

	2000	2001	2002
Assistant Sexton	2.00	2.00	2.00
Semi-Skilled Worker	2.00	2.00	2.00
Total FTE Positions	4.00	4.00	4.00

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



Preparing a burial site

Cross divisional charges include:

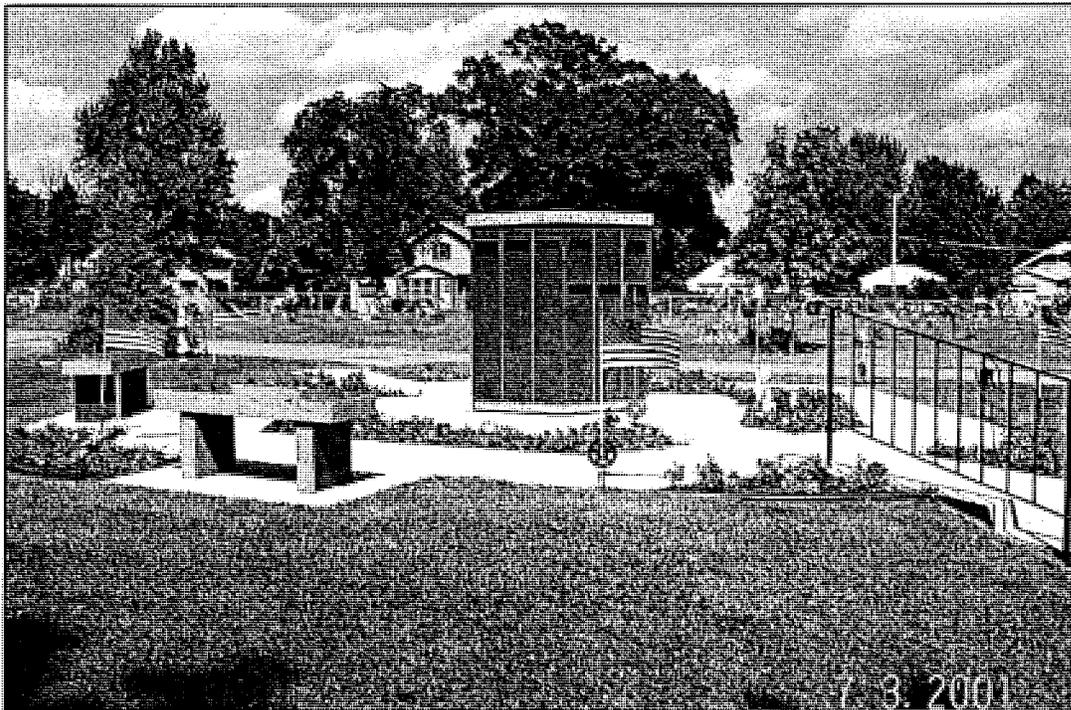
- 40% of the City Forester’s time is charged to the Cemetery Fund.

Operation Highlights

Development of an additional 4,000 gravesites at the Lakeview Cemetery will begin in the fall of 2001.



*Lakeview Cemetery*

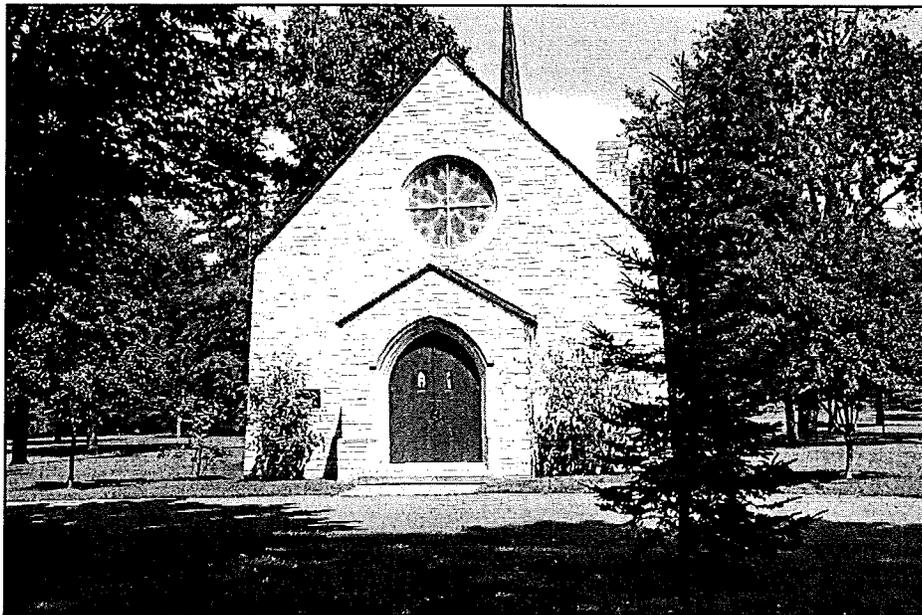


*Columbarium at Forest Hill Cemetery*

## Activities

Services provided by the Cemetery Division included the following:

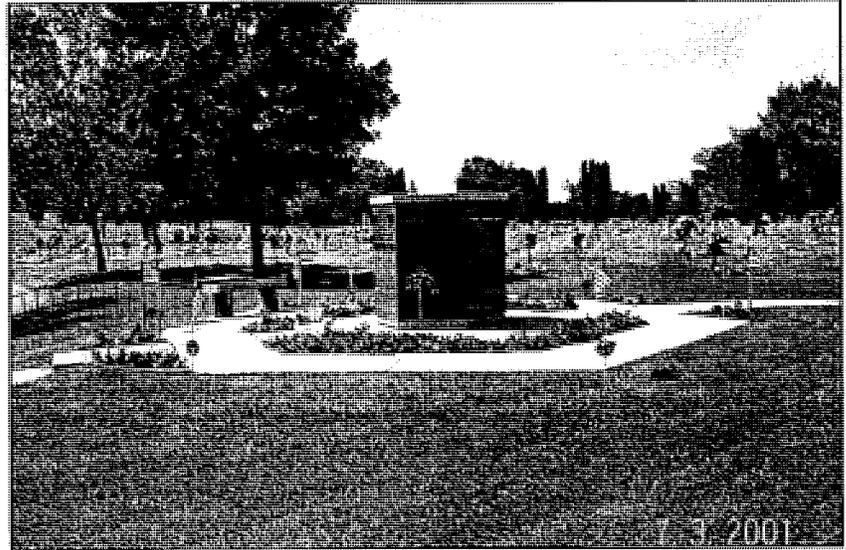
- ◆ Cemetery lot sales – average approximately 100/year
- ◆ Grave opening and closing, approximately 200/year
- ◆ Maintenance of cemetery records – currently in the process of computerizing all records
- ◆ Deed issuance
- ◆ Coordinating burials with funeral directors
- ◆ Coordinating monument companies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



*Chapel at Lakeview Cemetery*

## Facilities

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



*Columbarium at  
Forest Hill Cemetery*

## Equipment



*Maintenance Staff mowing  
Cemetery grounds*

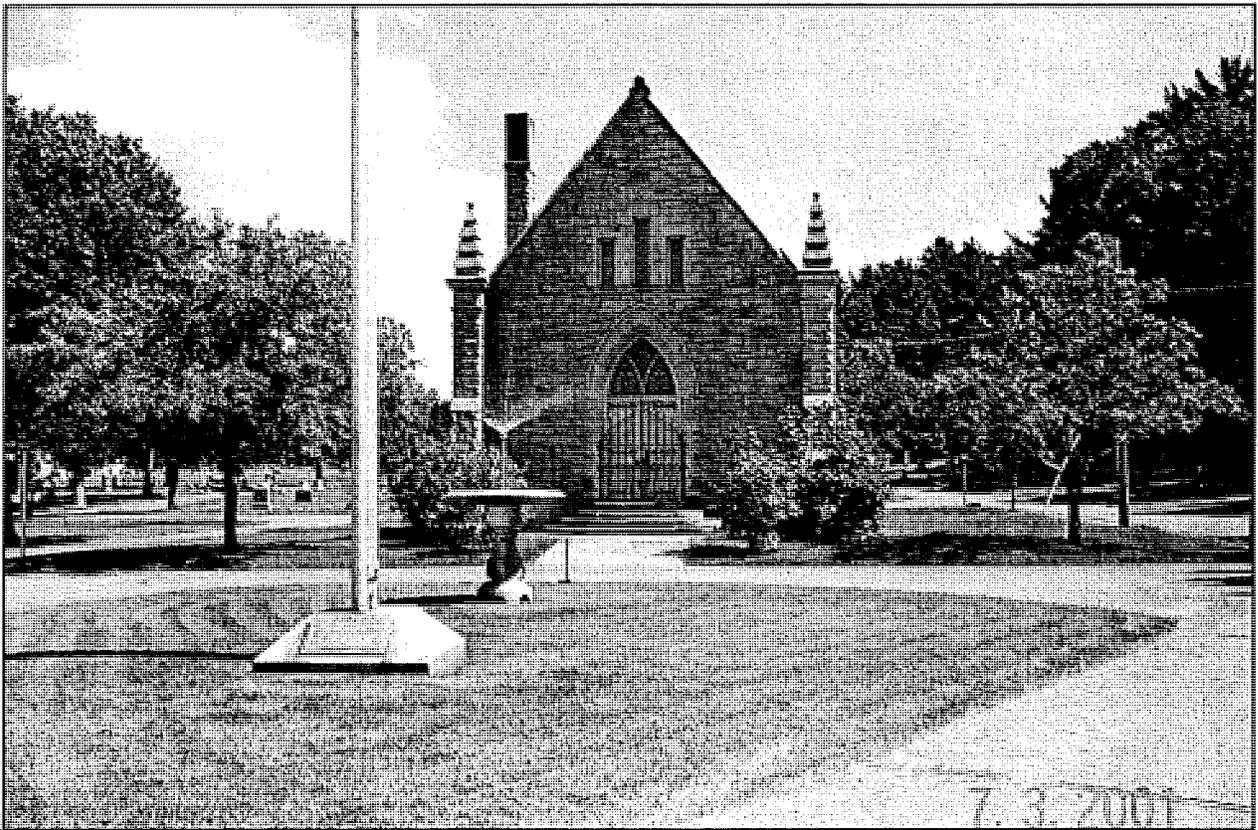
- ◆ 1 backhoe
- ◆ 6 50' mowers
- ◆ 2 pugs (all terrain vehicles)
- ◆ 2 pick-up trucks w/plows
- ◆ 2 Pesticide Sprayers (Trailer)

## CIP Highlights

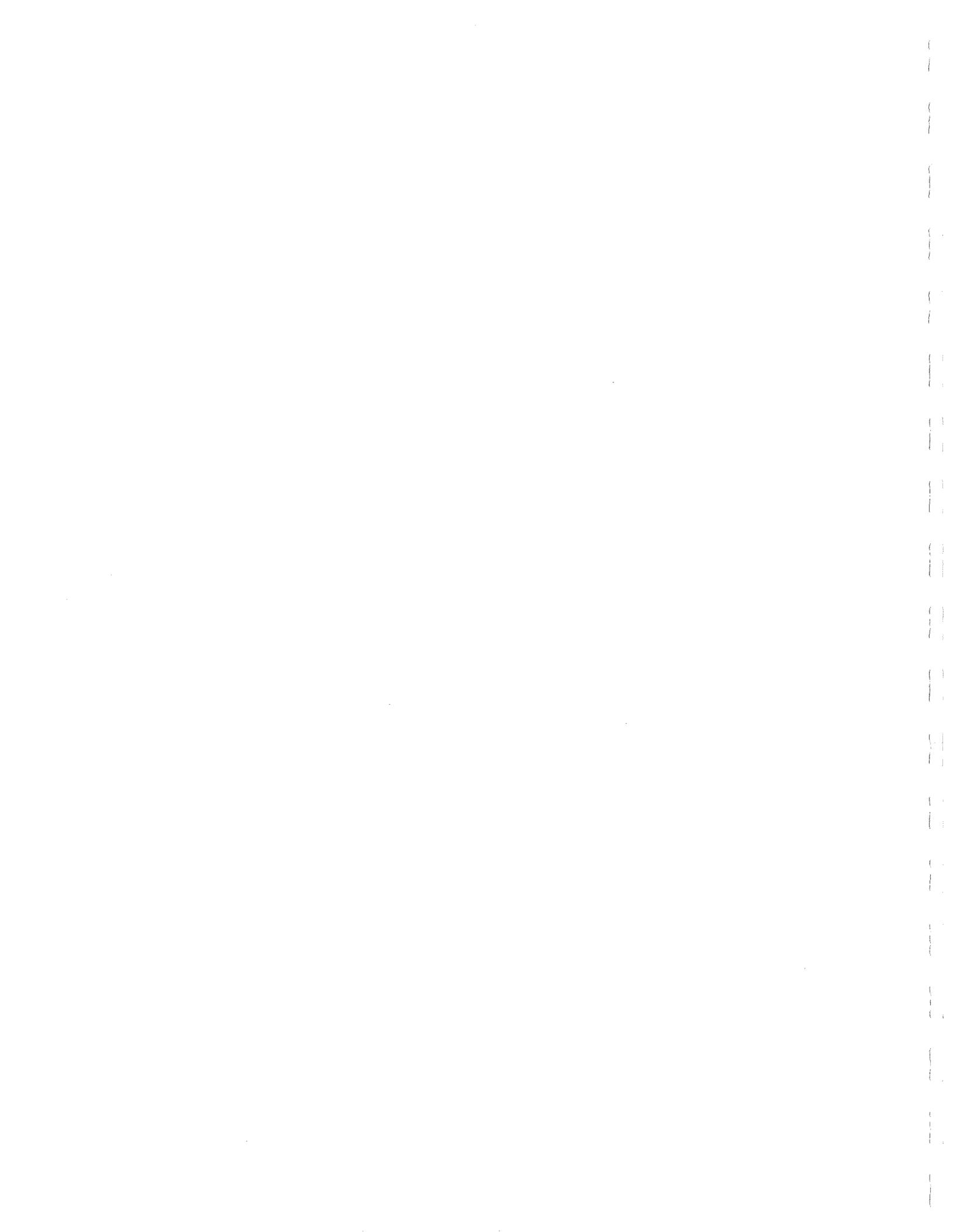
- ◆ Lakeview Cemetery has approximately 200 lots remaining for sale. It is imperative that we begin to develop new ground in Fall, 2001 to meet future demand.

## Future Outlook

- ◆ As the cemeteries continue to fill, a decision will need to be made concerning the future development of a third cemetery.
- ◆ A need for a new office/maintenance building at Lakeview is proposed in the CIP as a future year project.
- ◆ A realignment of Buffington Drive to reduce traffic numbers and speeds through Lakeview Cemetery are being considered by the City Engineer.



*Forest Hill Cemetery Chapel*



# HAZARDOUS MATERIALS RESPONSE



*Hazardous Materials Training 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 the Eau Claire Fire Rescue and Chippewa Falls Fire Department.

Overview of Revenues and Expenditures

	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Adopted</u>	<u>2001</u> <u>6-Month</u> <u>Actual</u>	<u>2001</u> <u>Projection</u>	<u>2002</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Intergovernmental	\$ 164,800	\$ 164,800	\$ 0	\$ 164,800	\$ 165,000
Charges for Services	6,745	8,000	586	8,000	8,000
Miscellaneous	<u>20,480</u>	<u>3,500</u>	<u>8,790</u>	<u>3,500</u>	<u>3,500</u>
Total Revenues and Other Financing Sources	<u>192,025</u>	<u>176,300</u>	<u>9,376</u>	<u>176,300</u>	<u>176,500</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	51,495	46,400	23,394	41,000	41,800
Contractual Services	10,656	26,400	4,425	29,400	29,800
Utilities	1,150	3,000	324	3,000	2,800
Fixed Charges	40	16,000	-	16,000	16,500
Materials & Supplies	38,263	54,000	6,083	51,000	54,500
Contributions & Other Payments	57,042	40,000	24,167	40,000	40,000
Capital Outlay	<u>21,265</u>	<u>30,000</u>	<u>3,470</u>	<u>30,000</u>	<u>27,000</u>
Total Expenditures and Other Financing Uses	<u>179,911</u>	<u>215,800</u>	<u>61,863</u>	<u>210,400</u>	<u>212,400</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 12,114</u>	<u>\$ (39,500)</u>	<u>\$ (52,487)</u>	<u>\$ (34,100)</u>	<u>\$ (35,900)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 315,398	\$ 242,799		\$ 327,512	\$ 293,412
Changes in Available Balances:					
From operations	<u>12,114</u>	<u>(39,500)</u>		<u>(34,100)</u>	<u>(35,900)</u>
Ending Balance	<u>\$ 327,512</u>	<u>\$ 203,299</u>		<u>\$ 293,412</u>	<u>\$ 257,512</u>

**Budget Overview**

**REVENUE**

The State contract for Regional Hazardous Materials response was extended on July 1, 2000 through June 30, 2002.

**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**

The State contract provides funding for equipment related to Hazardous A responses. The department plans to acquire an integrated pass and redundant alarm, a gas monitor, Dreger tube replacement, Dreger monitor, improvements to the exhaust extraction system, an inflatable decontamination shelter, portable radios, and a pipe sealing air bag system.

**Staffing**

40 Personnel are assigned to the Team

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

**Training Hours**

	<b>Eau Claire</b>	<b>Chippewa Falls</b>
<b>1996</b>	<b>544</b>	<b>256</b>
<b>1997</b>	<b>648</b>	<b>288</b>
<b>1998</b>	<b>580</b>	<b>280</b>
<b>1999</b>	<b><u>620</u></b>	<b><u>280</u></b>
<b>Totals</b>	<b>2,392</b>	<b>1,104</b>

Revenue Detail

**Hazardous Materials Response**

<u>Revenue Classification</u>	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>INTERGOVERNMENTAL REVENUES</b>					
State aid	\$ 164,800	\$ 164,800	\$ -	\$ 164,800	\$ 165,000
Total intergovernmental revenues	164,800	164,800	-	164,800	165,000
<b>CHARGES FOR SERVICES</b>					
Hazardous response charges	6,745	8,000	586	8,000	8,000
<b>MISCELLANEOUS</b>					
Interest income	20,080	3,500	8,790	3,500	3,500
Gifts and donations	400	-	-	-	-
Total revenues	\$ 192,025	\$ 176,300	\$ 9,376	\$ 176,300	\$ 176,500



**INTERGOVERNMENTAL REVENUES**

The City of Eau Claire and the City of Chippewa Falls have accepted a two-year grant from the State of Wisconsin to provide emergency response to a 14-county area in northwestern Wisconsin for hazardous material spills. 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 company or individual that was responsible for the accident. This account reflects reimbursements collected for those costs.

**MISCELLANEOUS**

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

## Equipment

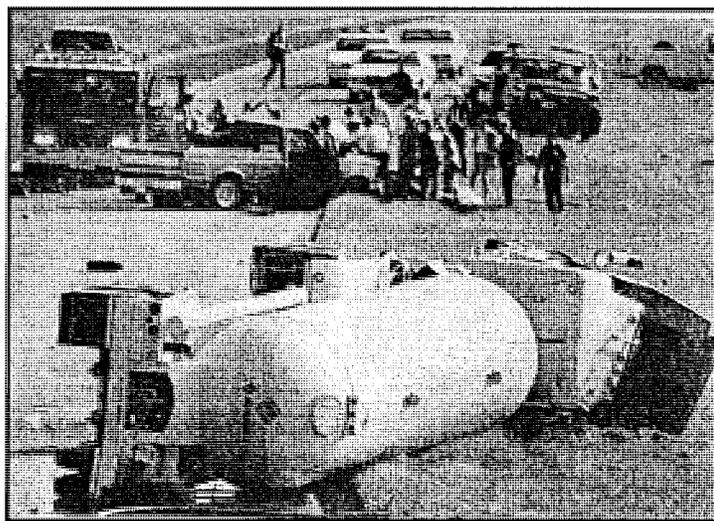
### **Response Team Equipment**

#### *Eau Claire*

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

#### *Chippewa Falls*

Hazardous Materials Vehicle  
Hazardous Material Equipment Trailer  
Command Vehicle



*Response team at scene of accident*

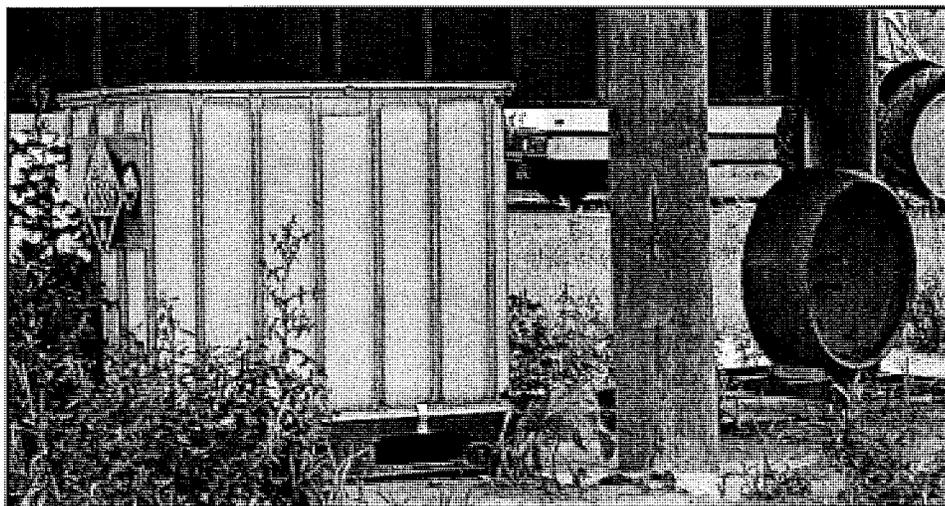
## Equipment Replacement

The following is a list of equipment planned for replacement in 2002:

- ◆ Gas Monitors
- ◆ Inflatable Decontamination Shelter with heater
- ◆ Portable Radios
- ◆ Pipe Sealing Air Bag System

### **Safety Alarms for Firefighters**

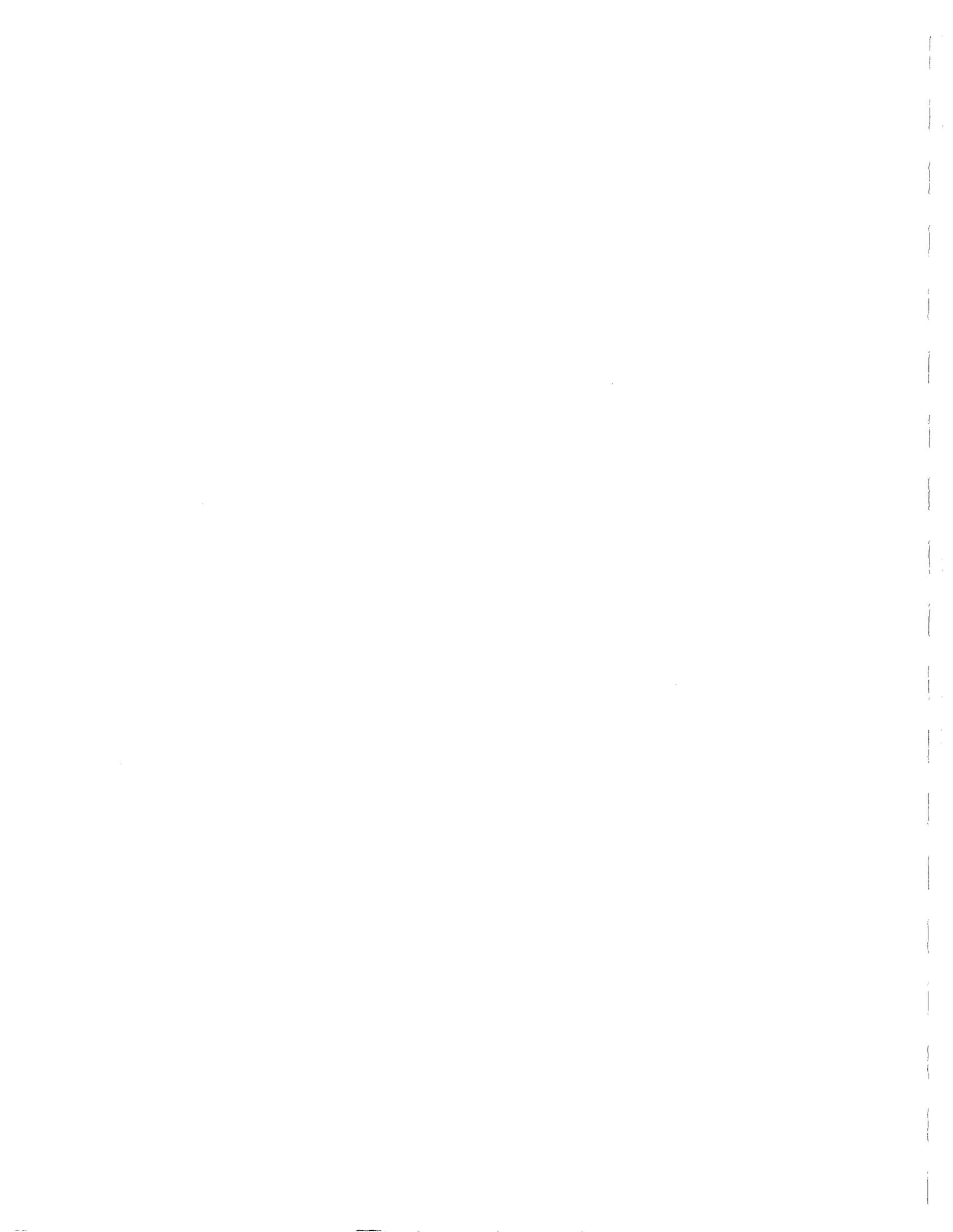
To meet new standards, the department is in the process of upgrading the Personal Alert Devices used by members during firefighting operations. The Personal Alarms, worn by each firefighter while using breathing apparatus, are designed to alert fellow members if they become trapped or lay motionless for 20 seconds. The new mandated alarms automatically activate when the firefighter turns on the breathing apparatus and incorporate a redundant low air alarm.



*Hazardous Materials Props*

## Future Outlook

- ◆ The City of Eau Claire has been under contract with the State of Wisconsin for emergency response to hazardous materials incidents since July 1995. The Eau Claire Fire and Rescue Department, in conjunction with the City of Chippewa Falls Fire and Rescue Department, make up one of eight regional contract teams strategically located throughout the state. All response equipment, training and team member compensation is funded through the contract. All equipment purchased with contract funds becomes the property of the City and can be used as needed on a daily basis for local emergency response activities.
- ◆ It is anticipated that the State will continue these contracts past July 2002; however the contract fee will need to be negotiated. This will likely occur in the spring of 2002. This contract agreement with the state has proven to be mutually beneficial to all parties involved.



# 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.

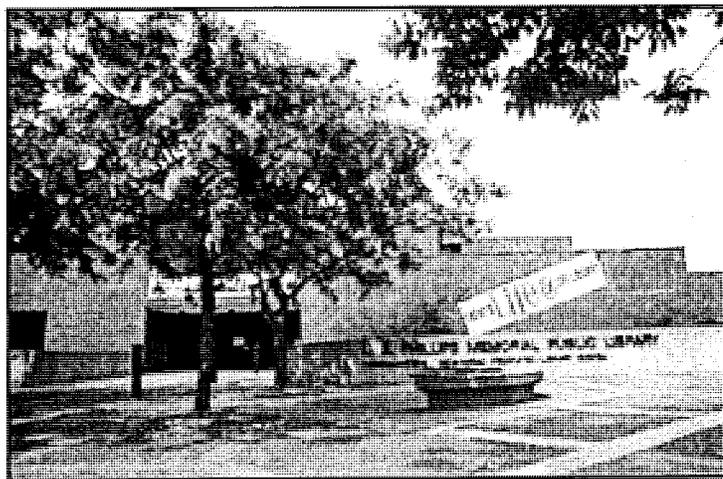
L.E. Phillips Memorial Public Library consists of 4 divisions:

- ◆ Library - Administration
- ◆ Children's – Circulation Services
- ◆ Information & AV Services
- ◆ Technical Services

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.

## 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.*

<b>Overview of Revenues and Expenditures</b>
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	<b>2000</b>	<b>2001</b>	<b>2001</b>	<b>2001</b>	<b>2002</b>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Actual</u>	<u>Projection</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 2,247,000	\$ 2,305,100	\$ 2,305,100	\$ 2,305,100	\$ 2,464,400
Intergovernmental	1,000	16,000	-	14,400	16,000
Fines & Forfeits	90,416	99,500	49,955	93,000	95,000
Charges for Services	7,983	32,900	4,039	31,200	31,300
Charges for Services-					
Intergovernmental	702,997	784,800	363,210	788,000	767,100
Miscellaneous	54,134	19,500	9,085	40,800	19,500
Other Financing Sources	<u>860</u>	<u>300</u>	<u>-</u>	<u>500</u>	<u>500</u>
 Total Revenues and Other Financing Sources	 <u>3,104,391</u>	 <u>3,258,100</u>	 <u>2,731,389</u>	 <u>3,273,000</u>	 <u>3,393,800</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	1,840,529	2,040,900	948,999	2,068,200	2,183,600
Contractual Services	298,063	398,000	147,011	367,300	367,700
Utilities	92,272	98,500	47,538	115,400	117,000
Fixed Charges	19,964	31,500	15,964	31,500	31,500
Materials & Supplies	437,871	459,100	188,113	471,500	495,300
Contributions & Other Payments	7,899	8,000	8,149	8,100	8,000
Capital Outlay	113,287	60,100	11,208	60,200	17,400
Other Financing Uses	<u>240,538</u>	<u>202,000</u>	<u>66,800</u>	<u>202,000</u>	<u>233,800</u>
Total Expenditures and Other Financing Uses	 <u>3,050,423</u>	 <u>3,298,100</u>	 <u>1,433,782</u>	 <u>3,324,200</u>	 <u>3,454,300</u>
 Excess (Deficiency) of Funding Sources Over Uses	 <u>\$ 53,967</u>	 <u>\$ (40,000)</u>	 <u>\$ 1,297,606</u>	 <u>\$ (51,200)</u>	 <u>\$ (60,500)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 79,647	\$ 80,847		\$ 129,025	\$ 77,825
<b>Changes in Available Balances:</b>					
Net revenue adjustment	-	-		-	-
From operations	53,967	(40,000)		(51,200)	(60,500)
From(To) designated reserves	<u>(4,589)</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	 <u>\$ 129,025</u>	 <u>\$ 40,847</u>		 <u>\$ 77,825</u>	 <u>\$ 17,325</u>

## Budget Overview

### **REVENUES**

Total revenues are up 4.1%. Due to a change in state statutes in 2000, Chippewa County will be reimbursing the library for services provided to rural Chippewa County residents,. The amount of the reimbursement from Chippewa County will be \$57,000, an increase of 18.5%.

### **TAXES**

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

The gross tax levy for the city for library purposes will rise 6.9%, from \$2,305,100 in 2001 to \$2,464,400.

#### **Estimated Property Tax Rate - City**

Due to the reassessment, the estimated property tax rate will decrease from \$0.974 per thousand to \$0.855.

### **CHARGES FOR SERVICES - INTERGOVERNMENTAL**

The charges for services to Eau Claire County will increase 0.5% to \$579,700. There is a contractual one-year delay in applying charges to Eau Claire County. As noted above, Chippewa County will pay \$57,000 for services to its rural residents.

### **EXPENDITURES**

The library's total budgeted expenditures will rise 4.1%, from \$3,298,100 in 2001 to \$3,433,800 in 2002.

### **PERSONAL SERVICES**

Personal services will increase 7% reflecting additional funding for custodial services, more hours for the desk clerk and pages, and health insurance increase. The current labor agreement with AFSCME Local 284A expires on December 31, 2003. A 3% cost of living increase has been estimated for the pay steps of all library staff.

### **CONTRACTUAL SERVICES**

Contractual services expenditures will be down 7.6%. Two factors in this decrease are the elimination of a contract with a courier service for emptying of drop boxes at area grocery stores, and the development of enhanced services by the Internet provider at no charge to the users.

### **UTILITIES**

The projected 18.8% increase in utility costs is due to increases in estimated use patterns and increased rates for electricity and natural gas.

### **OTHER FINANCING USES**

The Transfer to Library Capital Projects account transfers \$78,600 to the capital fund. Capital Project revenues are increased yearly to meet the equipment and technology replacement needs.

Revenue Detail
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## Public Library

Revenue Classification	2000 Actual	2001 Budget	2001 6-Month Actual	2001 Projection	2002 Budget
<b>TAXES</b>					
City	\$ 2,247,000	\$ 2,305,100	\$ 2,305,100	\$ 2,305,100	\$ 2,464,400
<b>INTERGOVERNMENTAL REVENUES</b>					
Federal aid	1,000	16,000	-	14,400	16,000
<b>FINES &amp; FORFEITS</b>					
Library fines	83,947	91,500	46,356	85,000	87,000
Miscellaneous	6,469	8,000	3,599	8,000	8,000
Total fines & forfeits	90,416	99,500	49,955	93,000	95,000
<b>CHARGES FOR SERVICES</b>					
Miscellaneous	7,983	32,900	4,039	31,200	31,300
<b>CHARGES FOR SERVICES-INTERGOVERNMENTAL</b>					
Eau Claire & Chippewa Counties	552,607	624,700	339,238	627,500	636,700
Indianhead Federated System	147,564	156,200	22,966	156,500	125,400
Miscellaneous	2,826	3,900	1,007	4,000	5,000
Total charges for services - intergovernmental	702,997	784,800	363,210	788,000	767,100
<b>MISCELLANEOUS</b>					
Grant revenue	2,500	-	1,600	1,600	-
Miscellaneous	51,634	19,500	7,485	39,200	19,500
Total miscellaneous	54,134	19,500	9,085	40,800	19,500
<b>OTHER FINANCING SOURCES</b>					
Sale of capital assets	860	300	-	500	500
Total revenues and other financing sources	\$ 3,104,391	\$ 3,258,100	\$ 2,731,389	\$ 3,273,000	\$ 3,393,800

## Revenue Detail

### **TAXES**

The L.E. Phillips Public Library is primarily supported through a City tax levy. The **2002 Tax Levy** is 72.6% of total revenues.

### **INTERGOVERNMENTAL REVENUES**

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

### **FINES & FORFEITS**

**Fines and Forfeitures** include overdue fines and reimbursements for lost items.

### **CHARGES FOR SERVICES**

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

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

**Intergovernmental** revenue is received from a contract for library services for municipalities of Eau Claire County, Chippewa County and a contract with the Indianhead Federated Library System (IFLS). In 2002, the Eau Claire County contract payment will represent 17.08% of the total revenues for the Library operations. Chippewa County support will increase 18.5% reflecting implementation of the Technology Plan. By statute, there is a two-year delay in the allocation of expenses to Chippewa County. The IFLS revenue funds the interlibrary loan program and reference services provided to all members of the library system, and accounts for 3.7% of revenues.

### **MISCELLANEOUS**

**Miscellaneous** revenue reflects reimbursements of budgeted expenditures, gifts, donations, and book bag sales.

### **OTHER FINANCING SOURCES**

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

Staffing
----------

## Public Library

	2000	2001	2002
Library Director	1.00	1.00	1.00
Associate Director	-	-	-
Librarian III	-	-	-
Librarian I	-	-	-
Professional 5	2.00	2.00	2.00
Professional 4	1.00	1.00	1.00
Professional 3	1.00	1.00	1.00
Professional 2	2.75	2.75	2.75
Professional 1	2.00	2.00	2.00
Library Associate II	7.26	7.39	7.39
Library Associate I	1.48	1.48	1.48
Library Assistant II	4.75	4.75	4.75
Library Assistant I	10.92	10.92	10.92
Desk Clerk	3.80	3.80	4.47
	<u>37.96</u>	<u>38.09</u>	<u>38.76</u>
Total FTE Positions	<u>37.96</u>	<u>38.09</u>	<u>38.76</u>

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

Cross-divisional charges include:

- Three custodians assigned in Public Works Operations are charged back to the Library.

# Operation Highlights

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



*Reference Desk*

- ◆ Answering questions in person, by phone or e-mail
- ◆ Borrowing materials from other libraries
- ◆ Delivering materials to the homebound
- ◆ Referrals to community agencies and services
- ◆ Access to the Internet and other electronic resources
- ◆ Reader's advisory service
- ◆ Meeting rooms
- ◆ Self-service reserves and renewals for library materials
- ◆ Web access to the library's online catalog, including access to your customer record

## 2000 ANNUAL STATISTICS

Total Circulation .....843,187

*Note: Circulation is partially estimated due to conversion to new library circulation software implemented mid-year*

Total Registered Borrowers in MORE consortium from:

City of Eau Claire .....29,619

Eau Claire County municipalities without libraries .....6,367

City of Altoona .....2,572

City of Augusta .....120

Village of Fall Creek .....225

Town and Village of Fairchild .....51

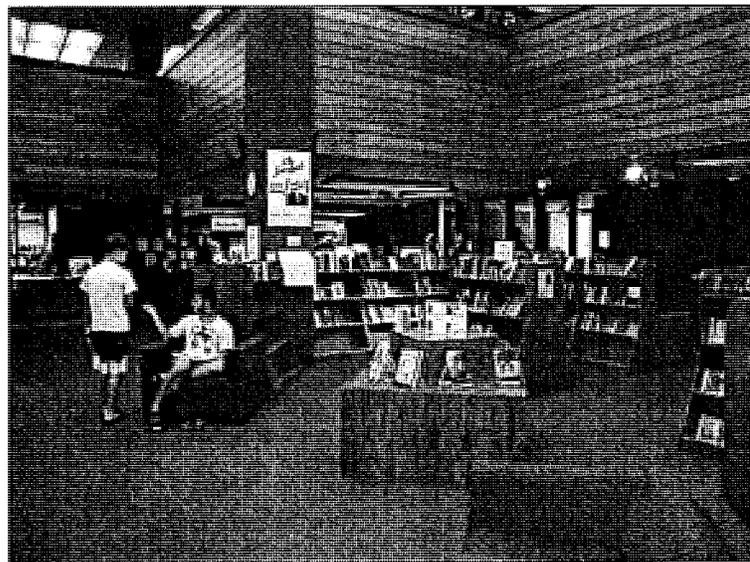
Registration as % of Population Served ..... 41.0%

Annual Library Visits .....375,245

Reference Questions Answered .....97,481

**At the end of 2000, the library collection included:**

Art Prints.....	100
Audiobooks - CD.....	82
Audiobooks – cassette.....	4,236
Books.....	223,208
CD Rom software.....	3
DVDs.....	158
Equipment.....	17
Kits.....	42
Large Print book.....	11,540
LP records.....	16
Magazines.....	45,118
Maps.....	186
Microforms.....	3,945
Music cassette.....	3,878
Music CD.....	8,169
Pamphlets.....	337
Videocassettes.....	<u>12,023</u>
TOTAL.....	<u>313,100</u>

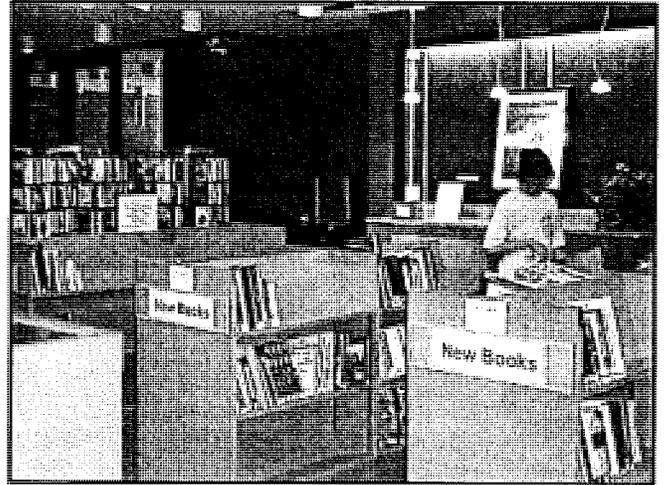


## Activities

### 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 compact discs
- ◆ Videos, books on cassette and compact disc and DVDs
- ◆ Word-processing computers and printers
- ◆ Young adult area with books and magazines
- ◆ Large print books
- ◆ Tax forms, telephone books and Wisconsin census records and information
- ◆ Electronic resources, including full-text magazine and newspaper articles and telephone and business listings, genealogy, law and reader's advisory.



*"New Books" shelves*



*Children's Program in Eau Claire Room*

## **Programs**

The library sponsors and coordinates a broad spectrum of programs for all ages. In 2000, participation in library programs increased overall—15,583 children attended programs at the library, while 5,179 adults and young adults attended programs. In 2000, over 1,100 children registered for the Summer Library Program and 283 adults registered for Club Read, a summer reading program for adults and young 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 and health programs
- ◆ Author visits and poetry readings
- ◆ Folk arts and history programs



*Talent Show*



*Author Reading*

- ◆ Writing workshops for young adults
- ◆ Genealogy workshops
- ◆ ArtsWest, a regional juried art show held annually
- ◆ Microlab classes on computers and the Internet
- ◆ Concerts and talent shows
- ◆ Home buying and selling seminars

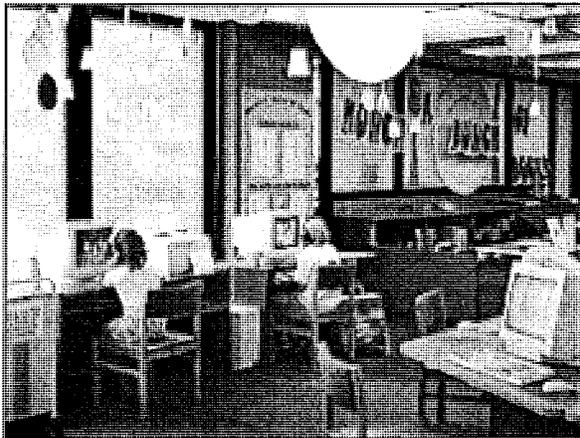
## Facilities

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.



*Children's Area*



## Equipment Replacement

Proposed Capital Purchases of replacement equipment include 12 microcomputers, 5 laser printers and 4 dot matrix printers.

## CIP Highlights

Proposed CIP expenditures include boiler replacements, signage, audiovisual equipment, stools, computer technology, and modifications to the electrical system to provide heat during power outages.



## Future Outlook

### ◆ Expansion of the Shared Automated Library System

The shared automated library system (named 'MORE'), which LEPMPL implemented in summer 2000 along with twenty other libraries in the region, is expected to expand over the next three years. One major advantage of a shared system for library customers is that all of the items owned by all of the participating libraries are listed in a single unified catalog.

**MORE**  
My On-Line Resource

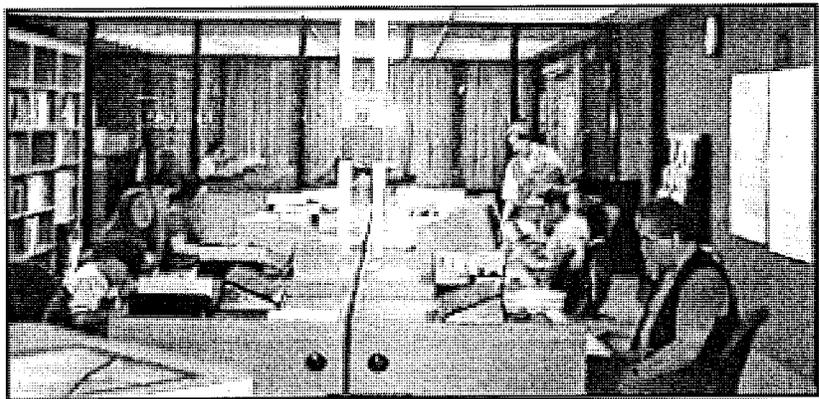
A customer at LEPMPL who is looking for a book on attention-deficit hyperactivity disorder (ADHD), for example, will see a single list of all the books and videos about ADHD that are owned by the participating libraries. The customer can see which items are checked out and which are available, and can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

electronic order for the desired items, no matter which library owns them. The electronic order will go, without any staff intervention, to those libraries that have the available items. Staff members will get the items from their shelves and send them to LEPMPL, where the customer originated the order. Since the average delivery time will be two or three days, the customer will essentially have access to a single, large library with twenty locations.

In 2001, L.E. Phillips Memorial Public Library started meeting with officials of McIntyre Library at UW-Eau Claire. The objective is to provide fast, easy access to the collection of both libraries for all of our customers. Daily delivery of ordered items to both of the libraries is being planned. Goals adopted by the Library Board also call for future L.E. Phillips Memorial Public Library planning with UW- Stout and UW-River Falls for fast, easy access to all three collections for all of our customers.

### ◆ Integration of Library Resources

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



*Internet Computers*

By mid-2000, the library had 42 computer workstations in place in support of this network, including 6 new workstations in an expanded audiovisual area of Youth Services and 8 in a new microlab adjacent to the Reference area of the library. The Youth Services workstations will offer educational and recreational software with the potential for access to all of the other electronic services of the library. The microlab includes workstations that can be used to provide instruction to groups such as seniors; young adults; people with a special interest in, for example, investments, small business, travel, or genealogy, and customers who want to learn more about using the library. Library staff is working with community members and groups to provide the highest level of expertise available for these educational sessions and, in addition to providing more personalized assistance with library resources day-to-day, will be developing specialized guides on topics of particular interest to library customers that will be available through the library web site as well as in print form.

◆ **Higher Profile in the Community**

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

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

The library has initiated a campaign of increased community outreach with a presence at area fairs, festivals, expositions and schools and special high interest inter-generational programs. Youth Services staff has expanded its outreach and programming efforts to



*Earth Day 2000*

include new audiences, such as pre-toddlers in a new lap sit program and has developed more programs year-around that focus on elementary and middle-school children.

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

◆ **Statewide Shared Reference Services: 24 Hours a Day, 7 Days a Week**

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

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

In the future, public libraries will be devising ways to provide needed assistance, at any time of day or night, to customers who are at home doing searches on the Internet. The Internet, in fact, has raised customers' expectations for availability of service. Many companies doing business on the Internet provide customer assistance 24 hours a day, 7 days a week.

While it would never be economically feasible for this or any public library to establish and operate its own reference service 24 hours a day, 7 days a week, discussions among Wisconsin libraries have already begun to determine how they can work together to develop a shared system of statewide reference service that is available 24 hours a day without an undue burden on any single library.

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

At the same time the library is expanding electronic connections with other libraries, the library will be evaluating new possibilities for improving the cultural, educational and recreational experiences that customers have when visiting the library. While library customers many times simply want information delivered in the fastest, simplest manner possible, those same customers are, at other times, looking for a more relaxed, inviting experience, when they can browse and sample the depth and richness of library resources.

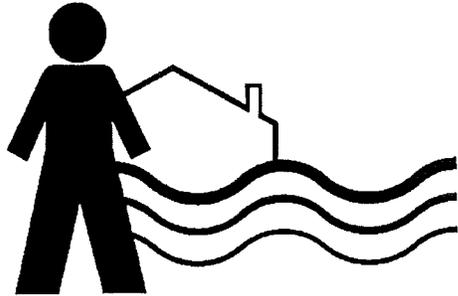


*Reference Area*

Following the re-carpeting project in November 1999, several library services were consolidated into an expanded Information & Reference Center for better and more efficient customer service. The library is investigating other ways to make the library's interior more attractive and hospitable for customers.

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

# CITY-COUNTY HEALTH DEPARTMENT



City-County Health Department  
consists of 4 divisions:

- Health - Administration
- Public Health Nursing
- Environmental Health
- Grants

## 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 City-County Health Department is a local governmental agency providing public health services for all people of Eau Claire City and County. Activities serve to assess the health of the community, promote a healthy environment, promote positive health practices, prevent disease or disability, and increase the capability of individuals and families to cope with health and illness problems.

### **Department Goals**

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

<b>Overview of Revenues and Expenditures</b>
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	<u>2000 Actual</u>	<u>2001 Adopted</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 1,219,100	\$ 1,268,400	\$ 1,268,400	\$ 1,268,400	\$ 1,291,300
Intergovernmental	612,053	659,300	326,490	729,200	570,400
Licenses & Permits	200,952	205,900	136,733	207,700	212,900
Charges for Services	146,305	147,700	44,972	164,600	168,400
Charges for Services- Intergovernmental	756,322	768,800	326,097	778,800	829,000
Miscellaneous	18,119	19,200	16,530	59,300	17,500
Other Financing Sources	<u>39,374</u>	<u>31,000</u>	<u>10,842</u>	<u>31,000</u>	<u>31,000</u>
Total Revenues and Other Financing Sources	<u>2,992,226</u>	<u>3,100,300</u>	<u>2,130,064</u>	<u>3,239,000</u>	<u>3,120,500</u>
<b>Expenditures and Other Financing Uses:</b>					
Personal Services	2,506,812	2,055,000	1,260,496	2,103,500	2,190,600
Contractual Services	290,437	154,100	134,169	156,400	157,600
Utilities	21,503	18,400	5,519	18,400	14,700
Fixed Charges	15,905	24,300	8,743	16,700	17,300
Materials & Supplies	140,475	835,100	58,137	919,300	787,500
Capital Outlay	<u>38,710</u>	<u>23,700</u>	<u>17,184</u>	<u>26,500</u>	<u>30,800</u>
Total Expenditures and Other Financing Uses	<u>3,013,841</u>	<u>3,110,600</u>	<u>1,484,248</u>	<u>3,240,800</u>	<u>3,198,500</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ (21,615)</u>	<u>\$ (10,300)</u>	<u>\$ 645,816</u>	<u>\$ (1,800)</u>	<u>\$ (78,000)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 172,239	\$ 172,239		\$ 150,624	\$ 148,824
Changes in Available Balances:					
From operations	(21,615)	(10,300)		(1,800)	(78,000)
Net revenue adjustment	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 150,624</u>	<u>\$ 161,939</u>		<u>\$ 148,824</u>	<u>\$ 70,824</u>

<h1>Budget Overview</h1>
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## REVENUES

### TAX LEVY

The gross tax levy for the city for health services increased 1.8% from \$1,268,400 to \$1,291,300.

### PROPERTY TAX RATE

The estimated property tax rate for Health Department purposes will be \$.448.

### CHARGES FOR SERVICES-INTERGOVERNMENTAL

Grant revenue is projected to decrease 13.5%. Grant expenditures will decrease by the same amount. Eau Claire County support increased \$60,200. Eau Claire County support is approximately 26% 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 2001 and will be reviewed again in 2002. The Board has reviewed fees for nursing services, fees for licenses and permits and included any changes expected at this time in the 2002 budget.

## EXPENDITURES

### PERSONAL SERVICES

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

Health Insurance - The department pays up to 95% of the lowest family policy offered, which has been Group Health Co-op for the last few years. Contracts with health insurance carriers are awarded each July. The increase to the Department-paid family policy starting 7/1/01 was approximately 29%. The increase had been projected at 10%, so there is a change in the estimated expense for 2001. The premiums as of 7/1/02 are projected to increase by 15%.

Office Associate – 4 hours/week – The Health Department is requesting to add 4 hours of Office Associate time to one of the current staff of the Health Department. In 2000 The Department began using a new program to collect data about our clients and nursing staff activity – the Kansas Integrated Public Health System (KIPHS). This program allows the Department to collect more data electronically than in the past, such as Adult Health Maintenance Clinic visits, TB testing, services to schools, community consultation activities. The information is useful, however it requires additional data entry. Additional staff time is needed to enter daily code sheets on a timely basis.

In 2000, the Department purchased a scanner to scan sanitary permit records and save them to CD as opposed to paper or microfilm copies of these records. The CD records allow environmental health staff to access the records more promptly for citizens. In 2000 a temporary employee was hired to scan in records from 1980 to 1998. Current staff are not able to keep up

with scanning records on a regular and timely basis. Over 200 sanitary permits are issued each year that have multiple pages. The permits for 1999, 2000 and 2001 are still being retrieved from paper copy, which is more time consuming for environmental health staff than electronically.

Recently, state regulations regarding patient confidentiality have changed requiring patient records that are being destroyed to be shredded **on-site**. In the past Department records were taken by County maintenance staff to Pope & Talbot for recycling. A shredder is available through the City police department however Department staff time is not available to shred clients records after they have been retained for the required 7 years. Documents are generated on a daily basis, containing patient information (drafts, hand written notes, etc.) that must also be shredded to protect patient's confidentiality.

These additional hours would also allow the Department to provide better customer service to citizens calling the Health Department and coming into the office. Current staff cover the front desk from 8 am – 5 pm, including the lunch hour. Many times staff are away from the front office performing duties in other sections of the department or working on typing projects at the front desk, which leaves only one person available to answer two incoming phone lines and greet walk-in customers. Additional hours will reduce the amount of time only one person is at the front desk.

The cost of this increase would be \$5,800 including salary and benefits.

Registered Dietitian/Nutrition Educator – To aid in implementing the recommendations of the nutrition needs assessment entitled “Needs Analysis: Defining Public Health Nutrition Opportunities for Eau Claire County” (Splett, 1997), to aid in meeting the demand for community nutrition services that was demonstrated during 2000 and 2001, and to address the nutrition area identified for action in the department's strategic plan, we propose a four hour per week increase in registered dietitian staff time. This will allow planning to better address two documented needs: (a) increased prevention-oriented nutrition programming targeted to Eau Claire City/County adults, and (b) expanded nutrition guidance and promotion to families during the perinatal period, infancy and early childhood. These activities will be accomplished through collaboration with the community health educator, public health nurses, and existing community collaborative groups. The additional time will also enable nutritionist participation in analysis of county health data and promote integration of the nutrition perspective into the department's general public health programming.

With 2 hours per week dietitian time during 2000 and 4 hours per week thus far in 2001, the following have been accomplished: 45 nutrition consultations for public health nurses and their non-WIC clients, 12 nutrition presentations to community groups, telephone consultations for citizens and community groups seeking nutrition assistance, multiple media contacts including monthly TV appearances on Live-At-Five, and nutrition expertise provided for a variety of community collaborative projects. Six presentation requests and a number of other opportunities were refused due to lack of time.

The cost of 4 additional hours per week in 2002 would be \$4,400.

### **CONTRACTUAL SERVICES**

Auto Allowance – For a number of years, staff have been reimbursed for mileage at 29¢/mile. Over the past two years the price of gas has increased, however we have not changed the reimbursement rate. It is necessary to bring our rate in line with gasoline prices. We are recommending to increase the reimbursement rate to 32.5¢/mile effective 1/1/2002. This 32.5¢/mile is the projected rate that the County will use for reimbursement of personal vehicle use. Auto allowance categories for all sections have been increased with this 12% increase.

Telephone – 20% decrease is expected based on changes in the County contract for telephone services.

Workers Compensation - The department changed insurance carriers in April of 1999. Following an audit of 1999 actual salaries and review of the Department's loss ratio, a 40% dividend or return of premium was given to our Department. We are projecting a similar dividend for 2001 and 2002.

### **MATERIALS & SUPPLIES**

Flu Vaccine – The cost of flu vaccine increased from \$4.58 per dose in 2000 to \$8.20 in 2001 and we are projecting another 3% increase for 2002. The charge will be set accordingly, however at this time we do not know what the reimbursement rate from Medicare will be in 2002. The Medicare rate in 2000 was \$8.43 per dose including administration fee.

Working Capital/Available Fund Balance - In 2002 fund balance will be used to purchase computer equipment -\$17,000 and lab equipment - \$32,800. Based on recommendations of the City and County finance directors during the 2000 budget review, we have applied \$78,000 of fund balance to the overall budget to reduce the tax levy.

Revenue Detail
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## City-County Health Department

Revenue Classification	2000 Actual	2001 Budget	2001 6-Month Actual	2001 Projection	2002 Budget
<b>TAXES</b>					
City	\$ 1,219,100	\$ 1,268,400	\$ 1,268,400	\$ 1,268,400	\$ 1,291,300
<b>INTERGOVERNMENTAL REVENUES</b>					
Federal aid	247,410	299,600	110,794	238,800	240,000
State aid	364,643	359,700	215,696	490,400	330,400
Total intergovernmental revenues	<u>612,053</u>	<u>659,300</u>	<u>326,490</u>	<u>729,200</u>	<u>570,400</u>
<b>LICENSES &amp; PERMITS</b>					
Hotel and restaurant	67,250	73,900	58,076	73,900	73,900
Other	133,702	132,000	78,657	133,800	139,000
Total licenses & permits	<u>200,952</u>	<u>205,900</u>	<u>136,733</u>	<u>207,700</u>	<u>212,900</u>
<b>CHARGES FOR SERVICES</b>					
Miscellaneous	<u>146,305</u>	<u>147,700</u>	<u>44,972</u>	<u>164,600</u>	<u>168,400</u>
<b>CHARGES FOR SERVICES-INTERGOVERNMENTAL</b>					
Property taxes-county	714,650	741,000	308,750	741,000	801,200
Miscellaneous	41,672	27,800	17,347	37,800	27,800
Total charges for services - intergovernmental	<u>756,322</u>	<u>768,800</u>	<u>326,097</u>	<u>778,800</u>	<u>829,000</u>
<b>MISCELLANEOUS REVENUES</b>					
Miscellaneous	<u>18,119</u>	<u>19,200</u>	<u>16,530</u>	<u>59,300</u>	<u>17,500</u>
<b>OTHER FINANCING SOURCES</b>					
Transfers from CDBG	<u>39,374</u>	<u>31,000</u>	<u>10,842</u>	<u>31,000</u>	<u>31,000</u>
Total revenues and other financing sources	<u>\$ 2,992,226</u>	<u>\$ 3,100,300</u>	<u>\$ 2,130,064</u>	<u>\$ 3,239,000</u>	<u>\$ 3,120,500</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 2002, taxes on City properties provide approximately 41% 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 18% of all revenues in 2002.

### **LICENSES AND PERMITS**

**Hotel and Restaurant Licenses** will account for 2.3% of revenue in 2002. 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 2002, **County Property Taxes** will account for 26% 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 transfers money to carry out a project of intensified inspections for code compliance within neighborhoods consisting predominantly of persons of low and moderate income.

Staffing
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**City-County Health Department**

	2000	2001	2002
Director	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00
Confidential Secretary	1.00	1.00	-
Front Office Associate	2.39	2.39	3.49
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
Public Health Aide	1.00	1.00	1.00
Bilingual Health Aide	1.40	1.40	1.40
Registered Dietician	0.05	0.10	0.20
Director of Environmental Health	1.00	1.00	1.00
Environmental Health Specialist	6.60	6.60	6.60
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
	34.49	34.54	34.74
Total FTE Positions	34.49	34.54	34.74
Grant Positions	11.47	12.38	12.30

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 six key areas:

1. Prevent epidemics and the spread of disease
2. Protect the public against environmental hazards
3. Prevent injuries
4. Promote and encourage healthy behaviors and mental health
5. Respond to disasters and assist communities in recovery
6. Make certain health services are of high quality and are accessible.

### 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. Promote access to primary and preventive health and dental services
8. Link people to needed health services
9. Maintain a diverse, adequate, and competent workforce to support the public health system
10. Evaluate effectiveness, accessibility, and quality of personal and population-based health services
11. Conduct research to seek new insights and innovative solutions to health problems
12. Foster the understanding and promotion of social and economic conditions that support good health.

\*Wisconsin's Public Health Improvement Plan 2000-2010 Working Draft 6/29/00

## Operation Highlights

During the past year, the Health Department worked toward meeting the following program goals:

- Our department worked collaboratively with the “Clear Air 2000” initiative to encourage the Eau Claire City Council to pass a smoke-free dining ordinance. The public health ordinance was passed by City Council in February. This truly was a community health effort by hundreds of interested citizens. One of the important roles of the Health Department was to establish that environmental tobacco smoke can cause serious health conditions. Staff also gave input to the City Attorney’s Office in drafting the proposed ordinance. Health Department staff had the responsibility of implementing the new City Council Ordinance within 90 days of passage.
- Health Department staff kept the Board of Health updated periodically on the progress of COMM 83. Staff revised the County Sanitary Code to comply with new COMM 83 requirements. The County Board in June passed the revised sanitary code. Staff received training on the new code and several changes were implemented to comply with the requirements of the new code.
- Beginning July 1, 2000, developers were required to submit information to the Health Department identifying potential groundwater contamination sources for new subdivisions. Staff initiated reviews and submitted reports on those reviews to the County Planning and Development Department.
- Staff was to develop and implement a teaching protocol for lead poisoning prevention to be used with at-risk families. A committee consisting of representatives from nursing, environmental health, and WIC was created. The committee revised the childhood blood lead poisoning follow-up protocol, developed a lead poisoning risk assessment tool and action plan including teaching protocol. The committee also met with local medical providers regarding childhood lead screening protocol. A childhood lead screening protocol was developed and was distributed to appropriate medical providers in 2001.
- Two public health nurses and the Department Director supported adding fluoride to Altoona’s municipal drinking water supply to improve the dental health of all citizens. Health Department staff testified several times to the Altoona City Council and at a public information session on the benefits of fluoride.
- The Director of Nursing provided a panel presentation at the domestic violence workshop and participated on the Coordinated Community Response to Domestic Violence and Sexual Assault Team. A public health nurse participated in activities of the Healthy Communities Family Violence Prevention Action Team.
- Public health nurses have continued to work with school districts in Eau Claire County to develop and implement policies that address the health care needs of medically fragile children enrolled in school.

## Public Health Nursing Operation Highlights

In 2000, the public health nursing staff and administration continued to fulfill responsibilities mandated by state statutes and administrative rules, while initiating new and exciting activities to address changing needs.

To address the many challenges of promoting and protecting the health of populations in our community, public health nurses:

- ▶ Launched a new program entitled FOCUS: A Program to Promote Healthy Family Living and created the new position of Family Living Aide to provide “hands-on” support for parenting and family management skills;
- ▶ Reviewed the department immunization program and implemented changes to improve immunization rates among Eau Claire County two-year-old children;
- ▶ Worked with Altoona Children’s Council and provided testimony about the dental health benefits of fluoridating Altoona’s municipal water supply;
- ▶ Collaborated with the WIC staff to initiate blood lead screening for children at risk who are enrolled in the WIC Program;
- ▶ Developed culturally and linguistically appropriate health education materials for the community’s growing Spanish-speaking population and added a Bilingual Spanish Interpreter on an “as needed” basis; and
- ▶ Collaborated with the Environmental Health staff to develop a Healthy Home Initiative including a safety inspection tool and guidelines for implementing the initiative in 2001.



*Public health nurses teach parents about caring for their children.*

To address additional populations in need and bring statewide initiatives to Eau Claire County, public health nursing received grant funding to enhance services for children with special health care needs and women served in the Wisconsin Well Women Program. Registered dietitians initiated a Community Nutrition Program, continued the successful activities of the Childhood Nutrition Coalition, and participated in Healthy Communities nutrition initiatives.

To determine unmet needs and actions needed, public health nurses collaborated with community partners to conduct community needs assessments of: (a) unmet needs for home care services; (b) unmet needs for family planning and reproductive health services; and (c) barriers to early pregnancy testing, early entry to perinatal care, and early entry to WIC nutrition services.

To address needs for data about public health nursing activities and clients served, nurses and administrative staff implemented a new nursing statistical data software program in January. Nursing continues to evaluate data needs and initiate data system updates and improvements.

To accomplish community-wide initiatives, public health nurses and administration collaborated with many community members in Healthy Communities Action Team activities:

- ▶ Brain Team members provided educational presentations to community groups about current early childhood brain research and the parenting implications;
- ▶ The Child Nutrition Subcommittee launched the “Rise and Shine - It’s Breakfast Time!” campaign;
- ▶ The Child Care Subcommittee advocated for community child care needs;
- ▶ The Excellence Subcommittee planned for community-wide child care provider education, parent education, and health services; and
- ▶ The Health Care Access Team worked on a school-based dental sealant pilot project for elementary-aged children.

In the coming year, public health nursing looks forward to continuing to develop innovative approaches and collaborative initiatives to address the health needs of populations in our 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

### **Adult Health Maintenance Clinics**

- ◆ Monitor blood pressures and blood sugars
- ◆ Promote positive health practices
- ◆ Teach about diagnosis, diet and nutrition

### **Adult Health Services**

- ◆ Nurses make home visits to teach patients about diet medication, disease process and lifestyle modifications for individuals with acute and chronic diseases



*Public health nurses provide prenatal assessment and education to women.*

### **Maternal and Child Health Services**

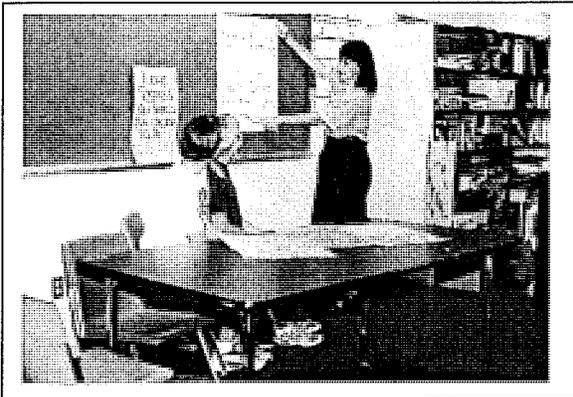
- ◆ Nurses make home visits to provide information about pregnancy, newborn care, breastfeeding, and child growth and development
- ◆ Case management services available for children with special health care needs
- ◆ Prenatal care coordination available for high-risk pregnancies

### Immunization Clinics

- ◆ Nurses administer immunizations through clinics to protect against these diseases:
  - Polio
  - HiB
  - Mumps
  - Tetanus
  - Rubella
  - Hepatitis B
  - Influenza
  - Measles
  - Whooping Cough
  - Diphtheria
  - Chicken Pox
  - Pneumococcal infections

### School Nursing

- ◆ All Eau Claire City and County schools are served by public health nurses
- ◆ School personnel consult with nurses about health concerns of students



*Students and school personnel consult with nurses about health-related issues.*

### FOCUS Program

- ◆ Education and support by public health nurses to families, building positive family management and parenting skills
- ◆ “Hands-on” parenting support and reinforcement by a Family Living Aide
- ◆ Referral to community resources and case management

### Family Planning Clinic

- ◆ A nurse practitioner provides information about breast self-exams, contraceptive methods and reproduction
- ◆ Physical exams are performed and contraceptives are available

### AIDS Counseling and Antibody Testing

- ◆ Nurses assess risk of infection and counsel patients about prevention and transmission of the AIDS virus
- ◆ Nurses take blood samples for AIDS antibody testing

### Communicable Disease Control

- ◆ Provide public protection by minimizing the spread of diseases such as:
  - Hepatitis
  - Tuberculosis
  - Chlamydia
  - Salmonella
  - Meningitis
  - Giardia
  - E Coli

### Sexually Transmitted Disease Clinics

- ◆ Testing, diagnosis and treatment of sexually transmitted diseases is available

### Community Nutrition Program

- ◆ Nutrition consultation for families and professionals by registered dietitians
- ◆ Community-wide nutrition education through the news media, displays and presentations
- ◆ Nutrition expertise utilized by community wellness groups

### **Birth to Three Program**

- ◆ Services to families with children from birth to three years of age who are significantly delayed in cognitive or physical development
- ◆ Provide identification and referral, screening and evaluation for children
- ◆ Provided nursing consultations to 146 children and service coordination for 81 children and families last year
- ◆ Provided nutrition consultations for nine children last year

### **WIC Program**

- ◆ Supplemental food and nutrition program offered for pregnant or breastfeeding women, infants and children under age five
- ◆ Nutrition education and consultation provided
- ◆ Program's goal is to ensure good health through good nutrition
- ◆ Services provided to more than 2,000 individuals each month
- ◆ WIC food drafts redeemed at grocery stores and pharmacies in Eau Claire County totaled \$1,056,169 in 2000

### **Wisconsin Well Woman Program**

- ◆ Program is designed to increase the number of women screened for breast and cervical cancers, depression, diabetes, domestic violence, heart disease, high blood pressure and osteoporosis
- ◆ Program focus is currently on women 35-64 who are at or below 250 percent of the poverty level and who are without adequate insurance coverage
- ◆ In 2000, 661 women were screened



*WIC staff provides nutrition education to clients.*

## Environmental Health Operation Highlights

State Statute Chapter 254 defines environmental health as the assessment, management, control and prevention of environmental factors that may adversely affect the health, safety or well-being of individuals. The following reflects some of the accomplishments of our highly trained environmental health and laboratory staff and highlights program changes during 2000.

Staff implemented the ordinance adopted by the City Council prohibiting smoking in restaurants, effective May 13, 2000. Informational letters explaining ordinance requirements were developed and sent to all licensed city restaurants. No smoking signs were also developed and distributed to all restaurants for posting. Of 202 licensed city restaurants, 38 received exemptions because more than 50% of their sales are alcohol, 17 received exemptions for their full service bar area and four received exemptions for a separate room serving private functions. Cooperation by restaurant operators to comply with this ordinance was excellent.

The microbiological section of our laboratory achieved an excellent certification evaluation from the Department of Agriculture, Trade and Consumer Protection for testing of water and food samples. In addition, safe drinking water certification was achieved by the chemistry section for testing volatile organic chemicals in water samples from public drinking water systems.

Staff participated with the University of Wisconsin-Eau Claire to plan and hold a symposium on "Environmental Health and Safety Risks for Children." National and state experts presented at this well-attended symposium.

The Eau Claire County Sanitary Code was revised to reflect changes made to the state rule, COMM 83, for private on-site wastewater treatment systems. These changes, which became effective July 1, allowed for several additional types of private on-site wastewater systems to be installed.

Environmental health staff developed protocol and initiated review of new subdivision proposals for potential groundwater contamination sources. In addition, the county sub-division rule was revised requiring soil tests on each lot in new sub-divisions be completed and submitted to the Health Department for review to assess whether complying sewage systems can be constructed on each designated lot.

The biannual rabies clinic, co-sponsored by the county veterinarians and the City-County Health Department, was held April 15 and 16. 1,405 animals (897 dogs, 496 cats and 12 ferrets) were vaccinated at the clinics held in Eau Claire, Fall Creek and Augusta.

Thirty-six applications were processed, approving \$107,655 to provide state grants to repair failed sewage systems. The total funding received by county residents since January 1991 to repair 327 failing sewage systems is \$950,817.

Environmental health staff provided September storm victims with information on clean up to minimize health hazards and assessments and recommendations on flooded wells and sewage systems.

The Director of Environmental Health was appointed by the Secretary of the Department of Agriculture, Trade and Consumer Protection (DATCP) to serve on the State Pesticide Database Advisory Committee. The purpose of this committee was to develop a proposal for a pesticide sales and use reporting system in Wisconsin to be presented by DATCP to the Joint Committee on Finance for review.



### **Solid Waste Management**

- ◆ Investigated approximately 300 human health hazards caused by improper storage or disposal of refuse each year
- ◆ Enforced city and county regulations regarding refuse handling, storage and disposal
- ◆ Enforced 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
- ◆ Planned and organized the first 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



*Environmental health staff monitor Eau Claire for violations of the city refuse regulation.*

### **Drinking Water and Ground Water Protections**

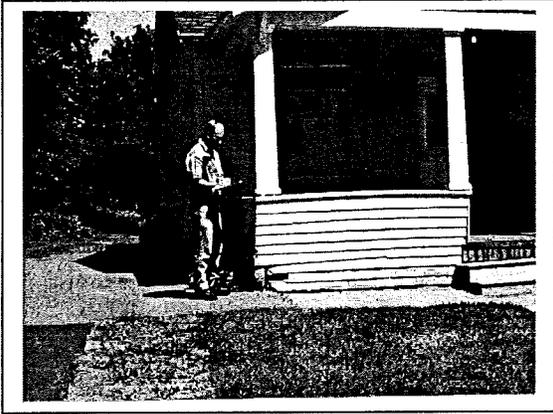
- ◆ Conducted inspections of 280 new sewage systems and enforced correction of malfunctioning sewage systems
- ◆ Inspected 226 public and private wells to assess their sanitary condition
- ◆ Required proper abandonment of approximately 31 wells that are no longer in use
- ◆ Provided consultation to approximately 205 citizens on drinking water quality problems

### **Occupational Health and Air Quality**

- ◆ Investigated odor and air pollution complaints
- ◆ Investigated indoor air quality problems, such as radon, formaldehyde and carbon monoxide, for approximately 40 citizen requests.

### **Recreational Sanitation**

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



*Environmental health specialists conduct housing inspections to identify health hazards and safety 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
- ◆ Conduct biannual rabies immunization clinics to vaccinate approximately 1,500 dogs and cats. Clinics will be held in April 2002

### **Food Protection**

- ◆ Staff 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 22 complaints of food borne illness involving 44 individuals

### **Housing Inspections and Surveys**

- ◆ Housing Maintenance and Occupancy Code used as an enforcement tool in annual inspections of 171 licensed rooming houses and 339 other properties on a complaint basis and for the Intensified Housing Code Compliance Program to improve the condition of housing units on a systematized basis
- ◆ Lead hazard inspections done for suspected lead poisoning cases
- ◆ Hotel 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

### **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



*Food safety is monitored in local restaurants.*

## **Laboratory Services**

### **Bacteria Testing**

- ◆ Conduct approximately 14,000 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

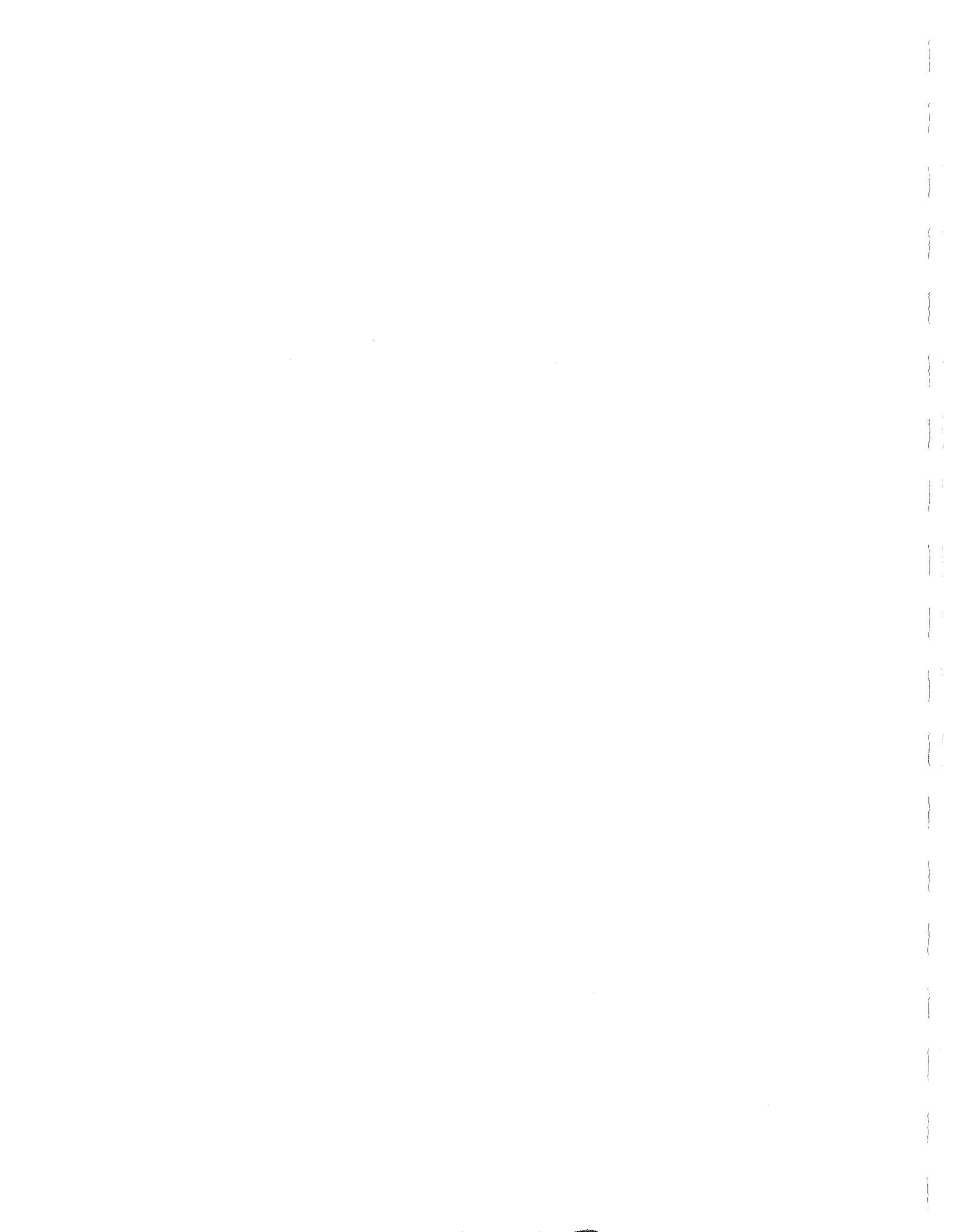
### **Chemical Testing**

- ◆ Conduct over 11,000 chemical analyses to test for contaminants in water, air, soil, paint, food and other environmental sources each year
- ◆ Test drinking water supplies for volatile 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

## Future Outlook

The Health Department may be challenged by several of these areas in the future:

- ◆ Implementing the Healthy Communities initiative over the next 10 years through communication, coalition building and collaborative practice.
- ◆ Expanding resources to assess the health needs of our service area, including collecting and analyzing community health data and participating in data sharing partnerships, which is also required to maintain our Level III classification as referenced by State Statute.
- ◆ Improving community health by innovatively promoting healthy lifestyle choices.
- ◆ Continuing to expand nutrition education/services to increase knowledge about healthful food choices among people of all ages.
- ◆ Maintaining resources for the continual development of tobacco reduction strategies and policies.
- ◆ Enhancing the continuum of parenting support and education services for families.
- ◆ Collaboratively meeting the health needs of an aging population .
- ◆ Advocating for health programs for the uninsured and underinsured.
- ◆ Implementing measures to promote safe and healthy home environments as well as to achieve acceptable maintenance of the city's aged housing.
- ◆ Enhancing laboratory capabilities to utilize new technology to test for specific disease agents and chemical contaminants in food, drinking water and surface water.
- ◆ Identifying mosquito breeding habitats in our area to prepare for when the West Nile virus spreads from the east coast to Wisconsin.
- ◆ Participating in emergency preparedness planning from a public health perspective.
- ◆ Protecting against emerging infectious diseases, monitoring national and global trends, conducting local surveillance and implementing recommended measures as warranted.
- ◆ Assessing the implications of the new ten-year state health plan, "Healthiest Wisconsin 2010," on our department.

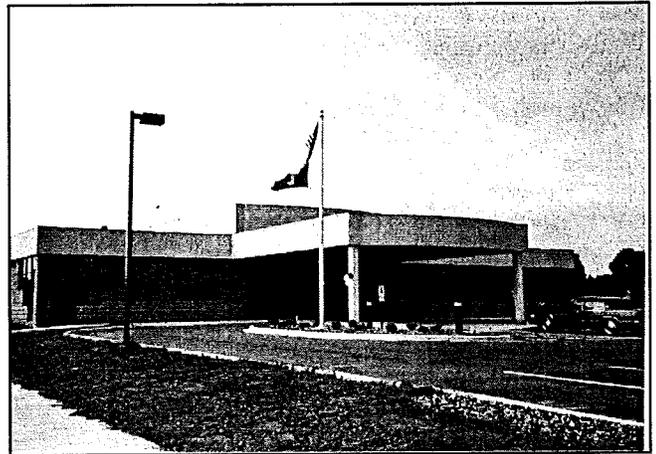


# COMMUNITY DEVELOPMENT BLOCK GRANT

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

The City of Eau Claire has been receiving an annual CDBG allocation since 1975. Funds may be used for a variety of activities, which include, but are not limited to:

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



*L.E. Phillips Senior Center*



*Housing Rehabilitation*

## 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

<b>Overview of Revenues and Expenditures</b>
--

	<b>2000 Actual</b>	<b>2001 Adopted</b>	<b>2001 6-Month Actual</b>	<b>2001 Projection</b>	<b>2002 Budget</b>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Intergovernmental	\$ 565,188	\$ 904,000	\$ 429,087	\$ 904,000	\$ 936,000
Miscellaneous	<u>314,984</u>	<u>260,000</u>	<u>187,999</u>	<u>260,000</u>	<u>235,000</u>
Total Revenues and Other Financing Sources	<u>880,172</u>	<u>1,164,000</u>	<u>617,086</u>	<u>1,164,000</u>	<u>1,171,000</u>
<b>Expenses and Other Financing Uses:</b>					
Personal Services	82,896	55,500	32,700	55,500	92,700
Contractual Services	102,946	95,200	34,747	95,200	87,000
Utilities	1,231	500	384	500	700
Fixed Charges	1,344	-	-	-	-
Materials & Supplies	14,539	3,300	4,156	3,300	6,100
Contributions & Other	131,672	425,500	46,294	425,500	147,400
Capital Outlay	12,274	49,500	297,884	49,500	6,500
Loans to Other Agencies	126,860	117,300	-	117,300	635,100
Other Financing Uses	<u>269,956</u>	<u>417,200</u>	<u>245,839</u>	<u>417,200</u>	<u>195,500</u>
Total Expenses and Other Financing Uses	<u>743,717</u>	<u>1,164,000</u>	<u>662,006</u>	<u>1,164,000</u>	<u>1,171,000</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 136,455</u>	<u>\$ -</u>	<u>\$ (44,920)</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Changes in Available Balances:					
From operations	136,455	-	-	-	-
From deferred revenue	<u>(136,455)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## Budget Overview

### **REVENUES**

The grant award for 2002 is \$936,000. Miscellaneous revenues consist of payment received on rehabilitation loans, which is estimated at \$235,000 in 2002.

### **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, Western Dairyland, and various neighborhood associations.

#### **OTHER FINANCING USES**

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

<b>Revenue Detail</b>
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**Community Development Block Grant**

<u>Revenue Classification</u>	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>INTERGOVERNMENTAL REVENUES</b>					
Block grant funds	\$ <u>565,188</u>	\$ <u>904,000</u>	\$ <u>429,087</u>	\$ <u>904,000</u>	\$ <u>936,000</u>
<b>MISCELLANEOUS</b>					
Program income	<u>314,984</u>	<u>260,000</u>	<u>187,999</u>	<u>260,000</u>	<u>235,000</u>
Total revenues	\$ <u>880,172</u>	\$ <u>1,164,000</u>	\$ <u>617,086</u>	\$ <u>1,164,000</u>	\$ <u>1,171,000</u>

**INTERGOVERNMENTAL REVENUES**

The City of Eau Claire receives an annual entitlement grant from the U.S. Department of Housing and Urban Development for Community Development Block Grant programs. The Community Development Block Grant Program was developed to give priority to activities that benefit low- and moderate-income persons or aid in the prevention or elimination of slums and blight. Activities under this program included primarily loans for housing rehabilitation. The grant for 2001 - 2002 is \$936,000.

**MISCELLANEOUS**

Loan repayments are estimated at:

Housing Rehab Installment Loan Repayments	\$180,500.00
Housing Rehab Deferred Loan Repayments	\$40,000.00
Economic Development and Other	<u>\$14,500.00</u>
Total Loan Repayments	<u>\$235,000.00</u>

The City of Eau Claire's CDBG grant year begins in August of each year and ends the following July. This year's grant and program income are estimated at \$1,171,000.

Staffing
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**Community Development Block Grant**

	2000	2001	2002
Administrator - Housing Division	0.50	0.50	0.50
Housing Rehabilitation Specialist	1.00	1.00	1.00
Assistant to Administrator - Housing	0.60	0.75	0.75
Office Associate	0.15	0.10	0.10
Program Specialist	0.60	0.70	0.70
Rental Technician	0.15	0.05	0.05
	3.00	3.10	3.10
Total FTE Positions	3.00	3.10	3.10

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 June 2001, the Eau Claire City Council approved the following CDBG projects totaling \$1,171,000:

Grant (8-1-01 to 7-31-02)	\$936,000
Estimated Program Inc.	<u>\$235,000</u>
<b>Total</b>	<b>\$1,171,000</b>

Public Services

Chippewa Valley Free Health Clinic	\$12,500
Community Table – Meal Center	\$12,000
Feed My People – Food Distribution	\$12,000
Bolton Refuge House – Vocational Advocate	\$12,500
Building Families – Child Abuse Prevention	\$12,500
Interfaith Hospitality – Homeless Assistance	\$12,500
Western Dairyland – Minority Business Asst.	\$10,000
Hmong Association – Housing Liaison	\$14,000
Police Department – Community Liaison	\$33,000
Police Department – Coalition for Youth	\$25,000
Salvation Army – Emergency Rent/Utility	\$12,500
West Riverside Neighborhood Association	\$800
Historic Randall Park Neigh. Association	\$600
Mt. Washington Neighborhood Association	\$2,500

Intensified Code Enforcement

City/County Health Department	\$31,500
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Acquisition, Relocation and Clearance

North Barstow St. Redevelopment	\$200,000
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Acquisition and Relocation

Flood Mitigation – Florence Avenue	\$96,000
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Public Facilities and Improvements

Runway Avenue Park: Park Improvements	\$62,000
McDonough Park: Picnic Tables	\$2,000
E. Madison Street Improvements	\$186,400
Runway Avenue Trees	\$20,000
Interfaith Homeless Shelter Rehab	\$6,500

Rehabilitation

Housing Rehabilitation	\$250,000
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Planning

Historic Randall Park Neighborhood Assoc.	\$3,000
West Riverside Neighborhood Association	\$3,000
Mt. Washington Neighborhood Association	\$2,000

Program Administration

Administration	\$132,000
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Contingency

To cover cost overruns	<u>\$4,200</u>
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CDBG Total	<u>\$1,171,000</u>
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## Housing Rehabilitation Operation Highlights

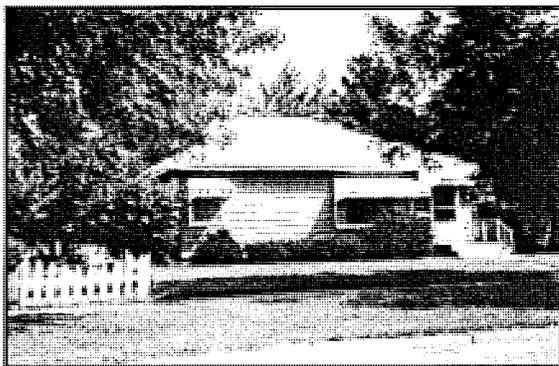
*Since 1977 the City of Eau Claire has invested over \$26,000,000 of CDBG funds in various community development and housing related activities.”*



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 **750** homes in the city of Eau Claire. Over \$5,000,000 has been loaned to homeowners and investors to correct code deficiencies and improve housing. The City Housing Division receives approximately \$180,500 per year from the repayment of these loans.

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



*BEFORE*



*AFTER*

## **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 \$2,000,000 has been allocated to area public service providers over the last 11 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



## **Homeownership**

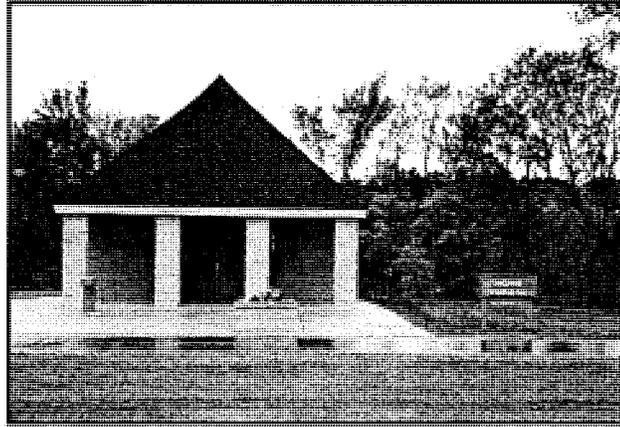
In 1991, 12 single-family homes were purchased for a lease-to-purchase homeownership program. Low- to moderate-income families rent these homes for five years, during which time a portion of the money they pay in rent will go toward reducing the final purchase price. Since 1991, these original homes have been sold to the residents.

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



## City Parks

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



*Lakeshore 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 \$120,000. Some of the streets that have received boulevard trees include:

Water Street  
Omaha Street  
Broadway Street  
Second Avenue  
Hudson Street



Fifth Avenue  
Niagara Street  
Bellinger Street  
E. Madison Street  
First Ave (Owen Park)

## Future Outlook

- ◆ The CDBG program has proven itself a good resource for providing federal funds for housing rehabilitation, public services, public facilities and parks, etc. It is anticipated that the City of Eau Claire will continue to receive CDBG funds from the federal government for many years to come. Since the program's inception, CDBG has been a Congressional favorite by which federal tax funds are returned directly to communities.
- ◆ The City of Eau Claire has received federal funds since 1975 with funding ranging from a low of \$555,000 in 1990 to a high of over \$900,000 in recent years. The last few years have seen allotments at the highest amounts in 25 years.
- ◆ The CDBG Housing Rehabilitation program is financially self-sufficient. Since the program's inception, funds have been provided to homeowners through installment or deferred loans. Annually, the Rehabilitation program receives approximately \$180,500 in loan repayments that HUD allows the City to retain when used for housing rehabilitation. With over 750 properties improved in Eau Claire, this program continues to be a good investment in the housing stock of our community. The program benefits the homeowner, neighborhoods, corrects code violations and improves the housing stock in Eau Claire.
- ◆ One of the largest challenges facing the Housing Rehabilitation program and other housing programs are the stricter requirements for meeting lead based paint remediation standards. The new requirements will add cost and time to each project because only certified contractors may be used for the lead remediation work.

# 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.

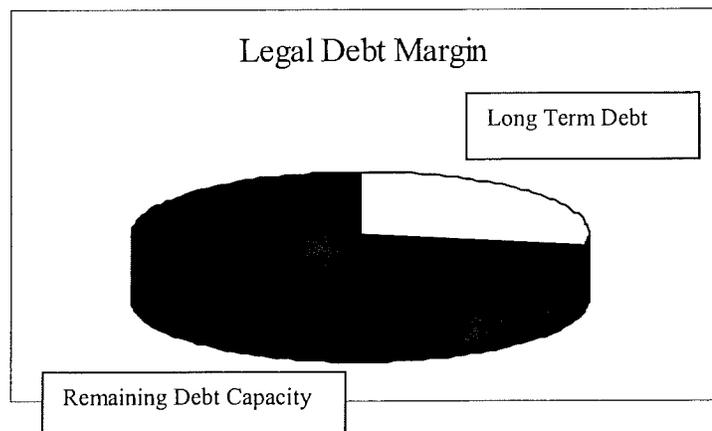
The City of Eau Claire has three types of debt issues:

- ◆ 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: 24
  - ◆ Total outstanding debt as of 12/31/01: \$37,128,350
  
- ◆ 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: 9
  - ◆ Total outstanding debt as of 12/31/01: \$11,220,000
  
- ◆ 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: 5 Water & 3 Sewer
  - ◆ Total outstanding debt as of 12/31/01:  
Water = \$10,290,000; Sewer = \$4,055,000

## 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 71% 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.



<b>Overview of Revenues and Expenditures</b>
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	<b>2000</b>	<b>2001</b>	<b>2001</b>	<b>2001</b>	<b>2002</b>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 2,936,346	\$ 2,550,000	\$ 2,277,718	\$ 2,442,600	\$ 2,880,000
Intergovernmental	45,036	45,000	56,949	56,900	62,300
Miscellaneous	543,157	425,000	393,738	425,000	452,000
Other Financing Sources	<u>2,042,810</u>	<u>2,670,200</u>	<u>-</u>	<u>2,329,800</u>	<u>2,990,400</u>
Total Revenues and Other Financing Sources	<u>5,567,350</u>	<u>5,690,200</u>	<u>2,728,405</u>	<u>5,254,300</u>	<u>6,384,700</u>
<b>Expenditures and Other Financing Uses:</b>					
Contractual Services	2,421	10,800	1,870	12,300	13,300
Principal - G.O. Bonds	835,000	965,000	760,000	965,000	2,325,000
Principal - S/A Bonds	1,425,000	1,685,000	1,685,000	1,685,000	1,800,000
Principal - Storm Water Bonds	125,000	160,000	160,000	160,000	265,000
Principal - Library Debt	110,000	115,000	115,000	115,000	120,000
Principal - Notes Payable	23,670	23,700	23,670	23,700	23,700
Interest - G.O. Bonds	1,006,586	1,187,200	548,369	1,187,200	1,294,500
Interest - S/A Bonds	469,197	468,000	260,155	468,000	499,700
Interest - Storm Water Bonds	191,728	371,700	147,178	371,700	477,200
Interest - Library Debt	27,738	20,200	11,425	20,200	14,700
Interest - Notes Payable	<u>12,045</u>	<u>10,300</u>	<u>10,296</u>	<u>10,300</u>	<u>17,600</u>
Total Expenditures and Other Financing Uses	<u>4,228,385</u>	<u>5,016,900</u>	<u>3,722,963</u>	<u>5,018,400</u>	<u>6,850,700</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 1,338,965</u>	<u>\$ 673,300</u>	<u>\$ (994,558)</u>	<u>\$ 235,900</u>	<u>\$ (466,000)</u>
<b>Available Fund Balance for Debt Service</b>					
Beginning Balance	\$ 4,231,927	\$ 4,592,027		\$ 5,570,892	\$ 5,806,792
Changes in Available Balances:					
From operations	1,338,965	673,300		235,900	(466,000)
Residual equity transfer in	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 5,570,892</u>	<u>\$ 5,265,327</u>		<u>\$ 5,806,792</u>	<u>\$ 5,340,792</u>

## Budget Overview

### **REVENUES**

#### **TAXES**

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

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

#### **MISCELLANEOUS**

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

#### **OTHER FINANCING SOURCES**

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

### **EXPENDITURES**

#### **DEBT PAYMENTS**

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

## REVENUE DETAIL

## Debt Service

Revenue Classification	2000 Actual	2001 Budget	2001 6-Month Actual	2001 Projection	2002 Budget
<b>TAXES</b>					
Incremental taxes-T.I.F. #4	1,298,959	1,600,000	959,671	1,492,600	1,700,000
Incremental taxes-T.I.F. #7	-	-	-	-	80,000
Current special assessments	918,409	800,000	999,840	800,000	950,000
Special assessments-advance payment	718,979	150,000	318,207	150,000	150,000
Total taxes	<u>2,936,346</u>	<u>2,550,000</u>	<u>2,277,718</u>	<u>2,442,600</u>	<u>2,880,000</u>
<b>INTERGOVERNMENTAL REVENUES</b>					
State aid -Computer Tax Exp	45,036	45,000	56,949	56,900	62,300
<b>MISCELLANEOUS</b>					
Interest income-debt service	370,513	275,000	288,348	275,000	300,000
Interest income-T.I.F. #4	172,644	150,000	105,390	150,000	150,000
Interest income-T.I.F. #7	-	-	-	-	2,000
Total miscellaneous	<u>543,157</u>	<u>425,000</u>	<u>393,738</u>	<u>425,000</u>	<u>452,000</u>
<b>OTHER FINANCING SOURCES</b>					
Transfers from other funds:					
General fund	1,588,345	1,998,000	-	1,758,000	2,113,500
Library	137,738	135,200	-	135,200	134,700
Other funds	316,728	537,000	-	436,600	742,200
Total other financing sources	<u>2,042,810</u>	<u>2,670,200</u>	<u>-</u>	<u>2,329,800</u>	<u>2,990,400</u>
Total revenues and other financing sources	<u>\$ 5,567,350</u>	<u>\$ 5,690,200</u>	<u>\$ 2,728,405</u>	<u>\$ 5,254,300</u>	<u>\$ 6,384,700</u>

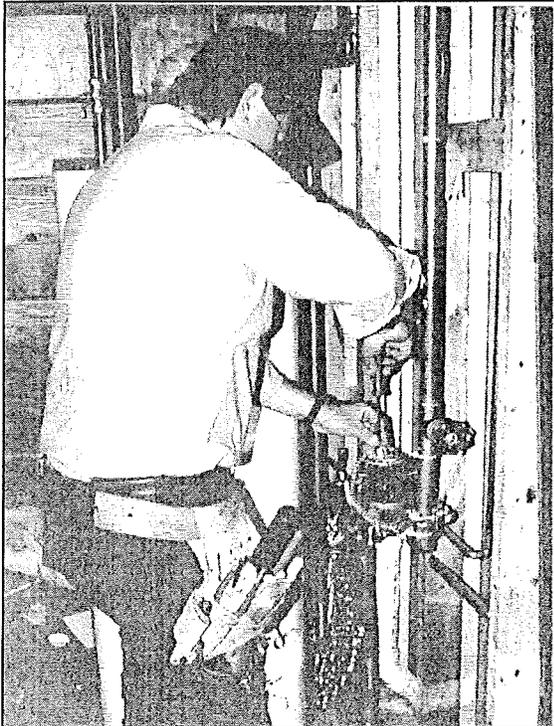
# WATER UTILITY

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 22,000 customers within city limits of City of Eau Claire--plus former Washington Heights Sanitary District customers south of city



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

<b>Overview of Revenues and Expenditures</b>
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	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Adopted</u>	<u>2001</u> <u>6-Month</u> <u>Actual</u>	<u>2001</u> <u>Projection</u>	<u>2002</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Charges for Services	\$ 5,929,140	\$ 6,199,000	\$ 2,840,519	\$ 6,199,000	\$ 6,287,000
Other Operating	157,843	159,000	216,101	159,000	168,000
Miscellaneous	343,781	445,000	23,633	465,600	435,000
Non-Operating	<u>18,449</u>	<u>10,000</u>	<u>806</u>	<u>10,000</u>	<u>15,000</u>
Total Revenues	<u>6,449,213</u>	<u>6,813,000</u>	<u>3,081,059</u>	<u>6,833,600</u>	<u>6,905,000</u>
<b>Expenses:</b>					
Personal Services	1,303,823	1,682,200	722,860	1,685,000	1,782,300
Contractual Services	451,467	293,100	144,181	293,100	297,200
Utilities	329,558	317,900	154,595	317,900	338,200
Fixed Charges	1,330,345	1,557,600	773,531	1,557,600	1,619,500
Materials & Supplies	263,497	179,300	98,801	179,300	206,400
Capital Outlay	-	9,000	5,110	9,000	-
Interest Expense-Proprietary Fund:	<u>935,052</u>	<u>994,000</u>	<u>449,003</u>	<u>994,000</u>	<u>896,000</u>
Total Expenses and Other Financing Uses	<u>4,613,742</u>	<u>5,033,100</u>	<u>2,348,081</u>	<u>5,035,900</u>	<u>5,139,600</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 1,835,471</u>	<u>\$ 1,779,900</u>	<u>\$ 732,979</u>	<u>\$ 1,797,700</u>	<u>\$ 1,765,400</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 2,037,040	\$ 868,040		\$ (142,933)	\$ 513,615
<b>Changes in Available Balances:</b>					
From operations	1,835,471	1,779,900		1,797,700	1,765,400
Contributed capital	137,476	151,000		151,000	146,000
Sewer reimbursement	68,270	70,000		70,000	75,000
Principal payment - debt	(688,419)	(756,200)		(727,400)	(722,300)
Transfer to capital projects/reserve	<u>(3,532,771)</u>	<u>(1,370,604)</u>		<u>(634,752)</u>	<u>(1,410,000)</u>
Ending Balance	<u>\$ (142,933)</u>	<u>\$ 742,136</u>		<u>\$ 513,615</u>	<u>\$ 367,715</u>

## Budget Overview

### REVENUES

#### CHARGES FOR SERVICES

##### Water Rates

Rate increases in the range of 4% to 5% per year are projected in the Water Utility. The Public Service Commission (PSC) determines these rate increases. Due to the length of time necessary to complete the rate application process, the increases are projected on a biennial basis. The last rate increase was 8% which was effective in January 2001.

##### 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 special 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 2002 budget.

#### UTILITIES

The cost for natural gas service to heat the water utility buildings and facilities increased significantly during the winter of 2000/2001. The 2002 budget has been increased by \$15,400 to reflect the anticipated cost of natural gas.

#### CAPITAL OUTLAY

Capital outlays and equipment purchases in the 2002 budget have been substantially reduced from the 2001 funding levels. The budget includes the purchase of five (5) laptop computers for use by the field crews to locate existing underground utilities to prevent damage from excavations.

Revenue Detail
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## Water Utility

Revenue Classification	2000 Actual	2001 Budget	2001 6-Month Actual	2001 Projection	2002 Budget
<b>OPERATING REVENUES</b>					
Charges for services:					
General customers:					
Residential	2,756,402	2,940,000	1,320,542	2,940,000	2,980,000
Commercial	1,118,822	1,183,000	538,493	1,183,000	1,200,000
Industrial	702,939	660,000	323,859	660,000	670,000
Public	258,030	256,000	109,336	256,000	260,000
Fire protection:					
Private	36,796	37,000	19,159	37,000	38,000
Public	994,826	1,065,000	528,207	1,065,000	1,080,000
Unmetered sales:					
Commercial	2,471	3,000	153	3,000	3,000
Public	58,852	55,000	-	55,000	56,000
Permits	-	-	770	-	-
Total charges for services	<u>5,929,140</u>	<u>6,199,000</u>	<u>2,840,519</u>	<u>6,199,000</u>	<u>6,287,000</u>
<b>OTHER OPERATING REVENUES</b>					
Service charges for sewer collection	68,270	70,000	183,900	70,000	75,000
Miscellaneous service revenue	32,586	35,000	16,128	35,000	35,000
Forfeited discounts	56,988	54,000	16,074	54,000	58,000
Total other operating revenues	<u>157,843</u>	<u>159,000</u>	<u>216,101</u>	<u>159,000</u>	<u>168,000</u>
<b>MISCELLANEOUS REVENUES</b>					
M & J Revenues	<u>18,449</u>	<u>10,000</u>	<u>806</u>	<u>10,000</u>	<u>15,000</u>
<b>NON-OPERATING REVENUES</b>					
Interest:					
Investments	322,211	225,000	23,250	225,000	210,000
Special assessments	21,571	15,000	383	15,000	15,000
Total interest	<u>343,781</u>	<u>240,000</u>	<u>23,633</u>	<u>240,000</u>	<u>225,000</u>
Payment for shared expenses	-	205,000	-	205,000	210,000
Refund of prior year expense	-	-	-	20,600	-
Total non-operating revenues	<u>343,781</u>	<u>445,000</u>	<u>23,633</u>	<u>465,600</u>	<u>435,000</u>
Total revenues	<u>\$ 6,449,213</u>	<u>\$ 6,813,000</u>	<u>\$ 3,081,059</u>	<u>\$ 6,833,600</u>	<u>\$ 6,905,000</u>

## OPERATING REVENUES

### Charges for Services

Water Utility rates are regulated by the Public Service Commission. The following rates are effective February 1, 2001. Rates are based on a declining scale depending on usage as follows:

Quarterly Service Charge 5/8" and 3/4" Meters: \$13.95

First 7,500 C.F. = \$1.17 per 100 C.F.

Next 742,000 C.F. = \$ 1.01 per 100 C.F.

Over 750,000 C.F. = \$ .67 per 100 C.F.

### Water Utility

#### Customers and Operating Revenues

	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>
Number of Customers (average)	21,597	22,029	22,468	22,913	23,350	23,900
Operating Revenue (000's)	\$5,122	\$5,614	\$5,911	\$6,105	\$6,358	\$6,455

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 2002 is currently estimated at \$52.38 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

	2000	2001	2002
Utilities Administrator	1.00	1.00	1.00
Water System Superintendent	1.00	1.00	1.00
Utilities Supervisor	1.00	1.00	1.00
Water Plant Supervisor	1.00	1.00	1.00
Clerk II	0.50	0.50	0.50
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
	<hr/>	<hr/>	<hr/>
Total FTE Positions	<u>28.50</u>	<u>28.50</u>	<u>28.50</u>

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

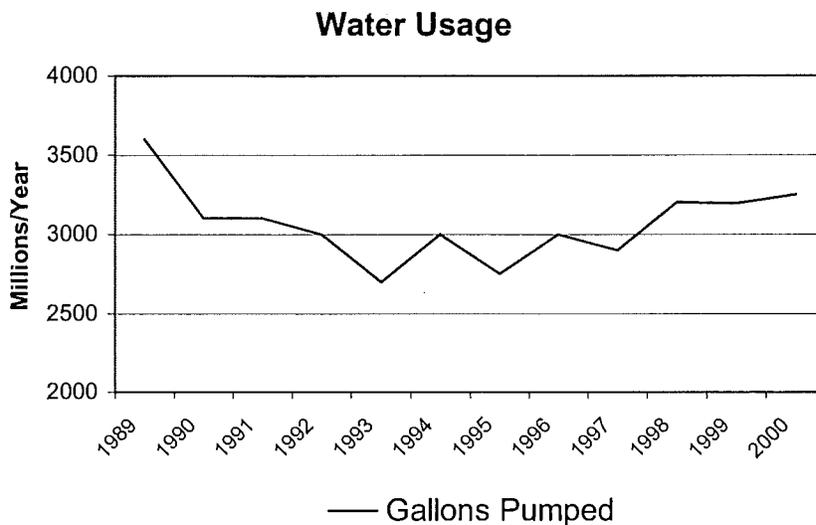
Cross-divisional charges include:

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

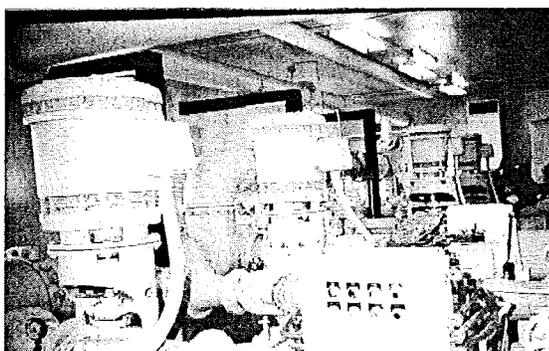
# Operation Highlights



*Oakwood Hills Water Tower*



	1990	1995	2000
Average Number of Water Customers	19,710	21,233	22,913
Total Gallons Pumped (in thousands)	3,080,597	2,844,950	3,250,349
Average Water Used Per Person Per Day	148	133	144
Miles of Water Main	288	305	335
Average Quarterly Residential Bill, 25 ccf	\$28.91	\$35.35	* \$41.02

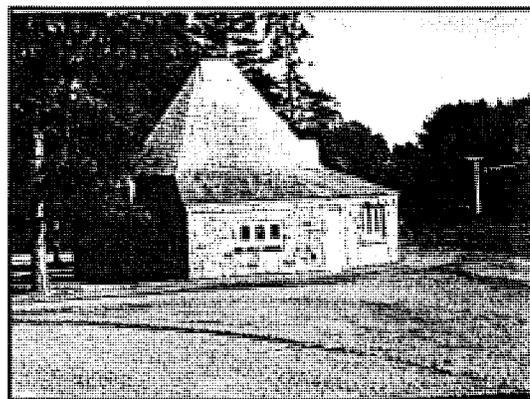


*Water treatment plant removes iron and manganese, disinfects and adds fluoride to water supply.*

*\* Includes Public Fire Protection Charge*

## Facilities

- ◆ Water Treatment Plant
- ◆ 15 Operating Wells
  - Average daily pumpage - 9.17 million gallons
  - Maximum daily pumpage - 22 million gallons
- ◆ 4 Water Booster Stations
- ◆ 335 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
- ◆ 3,195 Fire Hydrants
- ◆ Meter Repair Shop located at Central Maintenance Facility
- ◆ 22,913 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

## CIP Highlights

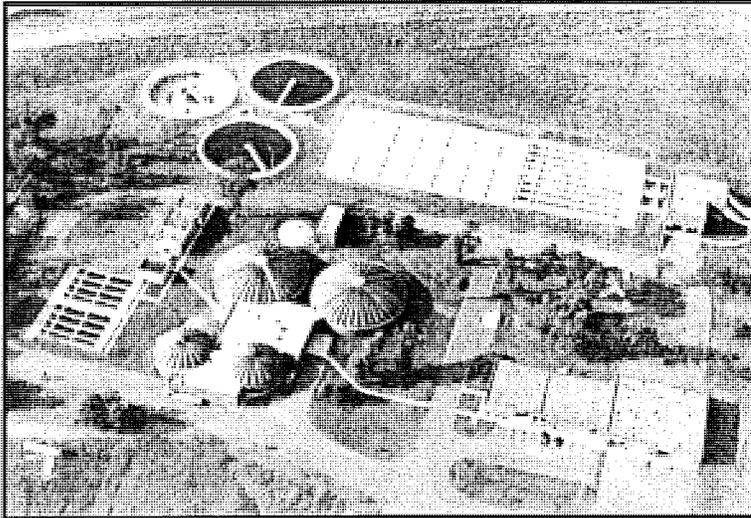
The Capital Improvement Plan (CIP) outlines major water system projects proposed to be undertaken over the next five years. The \$3.5 million renovation of the water plant was completed in the summer of 2000, which included the replacement of high-voltage electrical equipment, upgrading plant monitoring and control systems, new chemical feed systems, modifications to the pumping equipment, and building renovations. A considerable amount of plant personnel time was spent keeping the facility operational during the construction. The new equipment is now operational, and the staff will now be able to concentrate on maintenance and fine-tuning the plant operations.

## Future Outlook

- ◆ Monitor and assure that adequate water system infrastructure is provided to the projected growth in the northwest and southeastern areas of the community.
- ◆ Plan and coordinate necessary water system improvements in conjunction with the Hwy. 53 freeway project in the eastern area of the city.
- ◆ The level of volatile organic compounds (VOCs) in the water supply has steadily decreased as a result of the National Presto Industries (NPI) clean-up efforts. The City will need to evaluate the results of the volatile organic compound (VOC) treatment process and the need for long-term treatment of well water from the contamination area.
- ◆ Establish a long-term water meter replacement program.
- ◆ Average daily water usage has increased by 1.5 million gallons per day, since a low of 7.3 million gallons per day in 1993. Design of an additional well has been included in the Capital Improvement Plan (CIP) for construction tentatively planned for 2001.
- ◆ Initiate work on a well head protection program as part of new well construction.



# 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 22,000 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
- ◆ 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*

<b>Overview of Revenues and Expenditures</b>
--

	<b>2000</b>	<b>2001</b>	<b>2001</b>	<b>2001</b>	<b>2002</b>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Charges for Services	\$ 5,821,894	\$ 6,013,000	\$ 2,731,821	\$ 6,013,000	\$ 6,027,000
Other Operating	70,957	85,000	22,870	85,000	80,000
Miscellaneous	<u>807,302</u>	<u>320,000</u>	<u>117,397</u>	<u>339,300</u>	<u>320,000</u>
Total Revenues	<u>6,700,152</u>	<u>6,418,000</u>	<u>2,872,088</u>	<u>6,437,300</u>	<u>6,427,000</u>
<b>Expenses:</b>					
Personal Services	1,526,353	1,624,500	733,325	1,640,700	1,729,400
Contractual Services	905,116	698,700	353,751	696,700	712,600
Utilities	350,537	324,700	167,260	324,700	366,100
Fixed Charges	376,467	392,500	196,179	392,500	395,000
Materials & Supplies	332,884	403,500	178,665	403,500	423,600
Capital Outlay	-	13,500	14,450	15,500	-
Interest Expense-Proprietary Fund:	<u>316,193</u>	<u>300,900</u>	<u>148,634</u>	<u>300,900</u>	<u>283,600</u>
Total Expenses and Other Financing Uses	<u>3,807,550</u>	<u>3,758,300</u>	<u>1,792,265</u>	<u>3,774,500</u>	<u>3,910,300</u>
Excess (Deficiency) of Revenues Over Expenses	\$ <u>2,892,603</u>	\$ <u>2,659,700</u>	\$ <u>1,079,823</u>	\$ <u>2,662,800</u>	\$ <u>2,516,700</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 4,915,873	\$ 4,049,873		\$ 3,807,040	\$ 4,465,340
<b>Changes in Available Balances:</b>					
From operations	2,892,603	2,659,700		2,662,800	2,516,700
Contributed capital	393,663	185,000		185,000	185,000
Principal payments - debt	(357,200)	(334,500)		(334,500)	(351,300)
Residual equity transfer	(450,000)	(400,000)		(400,000)	(325,000)
Transfer from(to) capital/reserves	<u>(3,587,899)</u>	<u>(1,455,000)</u>		<u>(1,455,000)</u>	<u>(1,740,000)</u>
Ending Balance	\$ <u>3,807,040</u>	\$ <u>4,705,073</u>		\$ <u>4,465,340</u>	\$ <u>4,750,740</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 2002 to fund the operating budget. With increases in maintenance costs and the need to fund major equipment replacement, rate increases may be necessary within the next two years.

#### SPECIAL ASSESSMENTS

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

### EXPENDITURES

#### PERSONAL SERVICES

No changes in personnel in the Sewer Utility are proposed as part of the 2002 budget.

#### UTILITIES

The cost of natural gas service to heat the wastewater utility buildings and facilities increased significantly during the winter of 2000/2001. The 2002 budget has been increased by \$35,300 to reflect the anticipated cost of natural gas.

#### FIXED CHARGES

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

#### EQUIPMENT PURCHASES

The acquisition of sewer camera attachments to view sewer laterals, a crane for the maintenance of pumps and heavy equipment and a sand blaster have been included in the operating budget of the wastewater utility.

#### CAPITAL OUTLAY

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

Revenue Detail
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Revenue Classification	2000 Actual	2001 Budget	2001 6-Month Actual	2001 Projection	2002 Budget
<b>OPERATING REVENUES</b>					
Charges for services:					
Residential	2,651,291	2,695,000	1,321,449	2,695,000	2,735,000
Commercial	1,803,044	1,790,000	827,216	1,790,000	1,820,000
Industrial	555,745	642,000	311,856	642,000	605,000
Public	348,380	394,000	138,132	394,000	379,000
Industrial surcharge	226,968	240,000	93,327	240,000	240,000
Industrial pretreatment	33,183	40,000	-	40,000	38,000
Other sewer services	203,282	212,000	39,841	212,000	210,000
Total charges for services	<u>5,821,894</u>	<u>6,013,000</u>	<u>2,731,821</u>	<u>6,013,000</u>	<u>6,027,000</u>
<b>OTHER OPERATING REVENUES</b>					
Miscellaneous service revenues	18,002	25,000	7,979	25,000	20,000
Forfeited discounts	52,955	60,000	14,891	60,000	60,000
Total other operating revenues	<u>70,957</u>	<u>85,000</u>	<u>22,870</u>	<u>85,000</u>	<u>80,000</u>
<b>NON-OPERATING REVENUES</b>					
Interest:					
Investments	766,472	305,000	116,726	305,000	305,000
Special assessments	27,543	15,000	609	15,000	15,000
Miscellaneous	13,286	-	62	19,300	-
Total interest	<u>807,302</u>	<u>320,000</u>	<u>117,397</u>	<u>339,300</u>	<u>320,000</u>
Total non-operating revenues	<u>807,302</u>	<u>320,000</u>	<u>117,397</u>	<u>339,300</u>	<u>320,000</u>
Total revenues	<u>\$ 6,700,152</u>	<u>\$ 6,418,000</u>	<u>\$ 2,872,088</u>	<u>\$ 6,437,300</u>	<u>\$ 6,427,000</u>

## OPERATING REVENUES

### Charges for Services

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

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

### Sewer Utility

#### Customers, Sewer Rates and Operating Revenues

	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>
Number of Customers	20,964	21,362	21,774	22,196	22,600	23,000
User Rate Per 100 CF	\$1.98	\$2.04	\$2.04	\$2.04	\$2.04	\$2.04
Operating Revenue (000's)	\$5,302	\$5,765	\$5,869	\$5,906	\$6,098	\$6,107

The average residential customer's quarterly sewer bill for 2002 is currently estimated at \$51.00, based on 25 ccf.

## NON-OPERATING REVENUES

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

Staffing
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## Sewer Utility

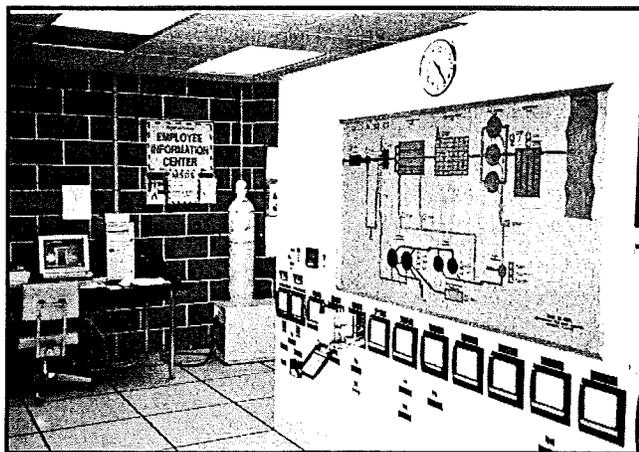
	2000	2001	2002
Utilities Chemist	1.00	1.00	1.00
Wastewater Collection Superintendent	1.00	1.00	1.00
Wastewater Plant Supervisor	1.00	1.00	1.00
Utilities Engineer	1.00	1.00	1.00
Assistant Chemist	1.00	1.00	1.00
Clerk II	0.50	0.50	0.50
Operator II	2.00	2.00	2.00
Serviceman II	1.00	1.00	1.00
Laboratory Technician	1.00	1.00	1.00
Operator I	10.00	10.00	10.00
Serviceman	7.00	7.00	7.00
	<u>26.50</u>	<u>26.50</u>	<u>26.50</u>
Total FTE Positions	<u>26.50</u>	<u>26.50</u>	<u>26.50</u>

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

Cross-divisional charges include:

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

# Operation Highlights



*Wastewater Treatment Plant Control Panel*

## Operating Statistics

	<u>1990</u>	<u>1995</u>	<u>2000</u>
Average number of Sewer Utility Customers	19,255	20,327	22,196
Total gallons treated (in thousands)	2,198,182	2,380,561	2,444,952
Average gallons treated per person per day	106	111	109
Miles of sewers	223	248	290
Average quarterly residential bill	33.81	42.78	46.92

## Effluent Quality (Discharge to Chippewa River)

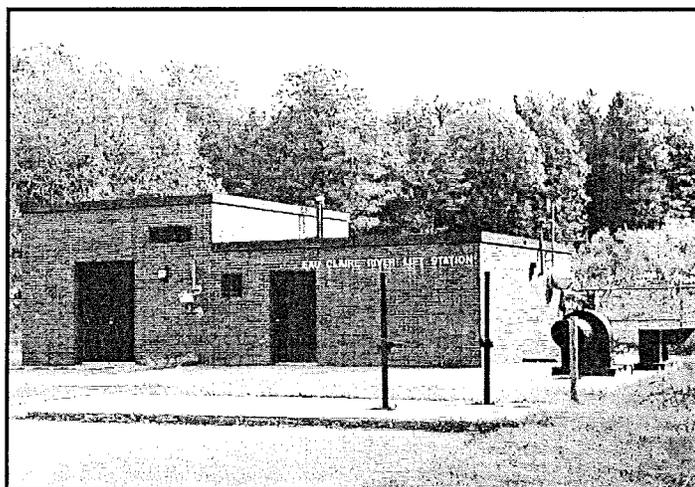
<u>Parameter</u>	<u>Permit Limits</u>	<u>2000 Average Discharge</u>
Oxygen Demand (BOD)	25 mg/l	14 mg/l
Suspended Solids (TSS)	30 mg/l	15 mg/l
pH	6-9	6.9
Phosphorous	1.0 mg/l	0.8 mg/l



*Clear Water in Chlorine Chamber*

## Facilities

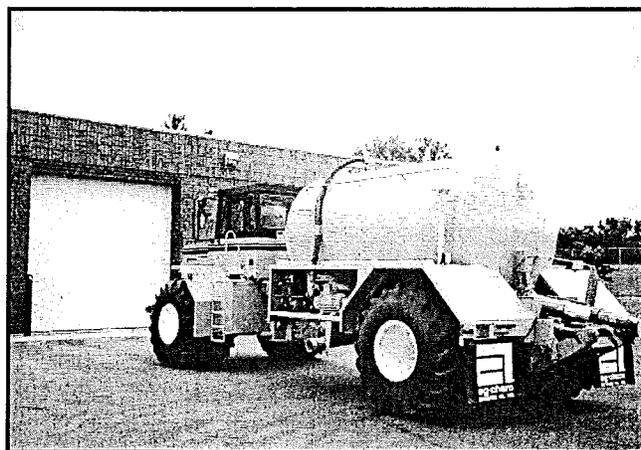
- ◆ Wastewater Treatment Plant
  - Capacity - 12 million gallons per day
  - Currently treating - 7.09 million gallons per day
- ◆ 21 Sewage Pump Stations - Various Locations
- ◆ 290 Miles of Sewer Main (8" to 48")
- ◆ Over 22,000 Customers and Connections to the Sewer System
- ◆ Testing Laboratory at 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

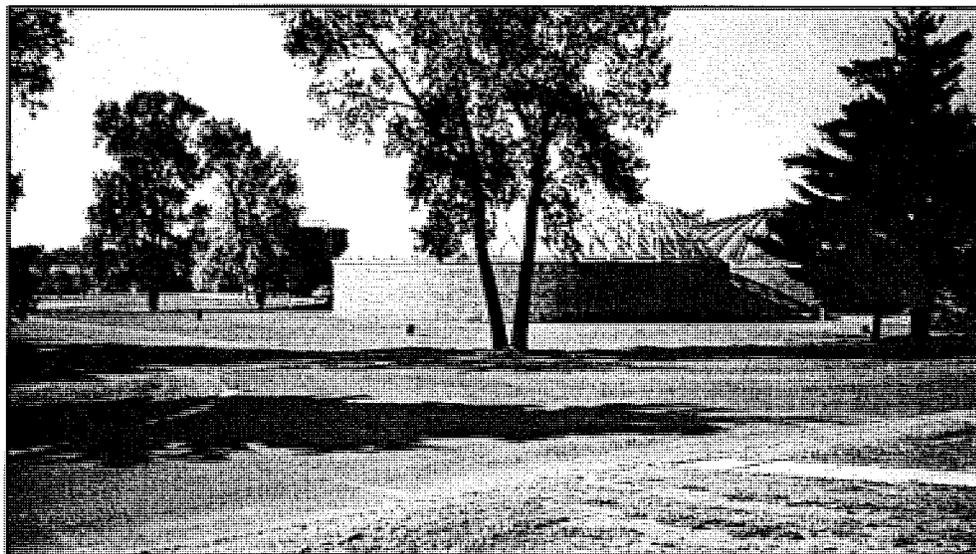
- ◆ 3 Pickup trucks
- ◆ 2 Vans
- ◆ 3 Sewer cleaning vehicles
- ◆ 2 Semi tankers
- ◆ 1 Biosolids injection vehicle
- ◆ 3 Emergency generators



*Vehicle for field injection of biosolids*

## Future Outlook

- ◆ Monitor and assure that adequate sewage system infrastructure is provided to the projected growth in the northwest and southeastern areas of the community.
- ◆ Plan and coordinate necessary sewage system improvements in conjunction with the Hwy. 53-freeway project in the eastern area of the City.
- ◆ The wastewater treatment facility has experienced an increase in flow of approximately 1.0 million gallons of wastewater per day since 1993. The recent growth in the City, including industrial development in the northwest area of the community, has contributed to the increased wastewater loading.
- ◆ The current wastewater treatment plant was placed into operation in 1982, and is reaching the end of the 20-year design life for many of the large mechanical components. It will be necessary to begin to plan for the systematic replacement of the mechanical treatment systems to ensure continued reliability of the facility.
- ◆ Planning for upgrading the treatment capacity should start so that new facilities can be in place within the next 5 to 10 years.
- ◆ Continue to work with the Wis/DNR on the permit requirements for toxicity reduction.

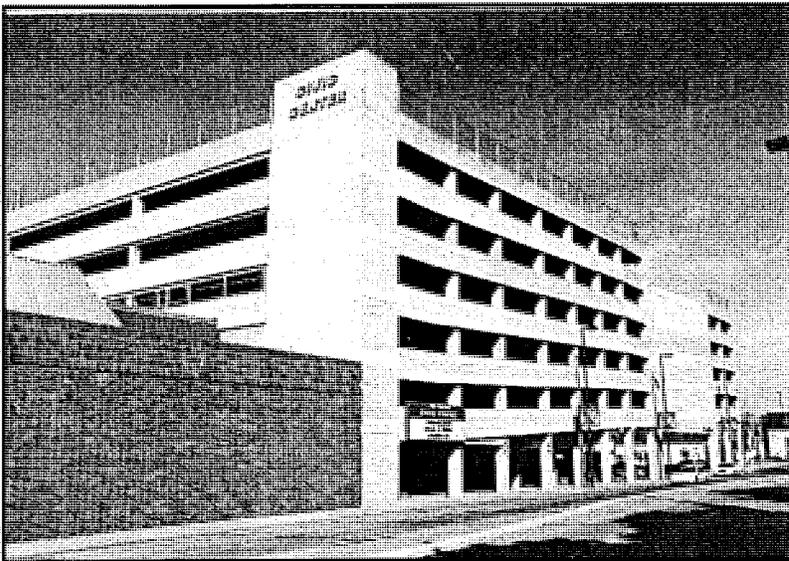


*Additional biosolids storage facilities will be required.*



# 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.  
(406 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)

<b>Overview of Revenues and Expenditures</b>
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	<u>2000 Actual</u>	<u>2001 Adopted</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Charges for Services	\$ <u>227,515</u>	\$ <u>244,900</u>	\$ <u>115,297</u>	\$ <u>238,300</u>	\$ <u>241,100</u>
Total Revenues	<u>227,515</u>	<u>244,900</u>	<u>115,297</u>	<u>238,300</u>	<u>241,100</u>
<b>Expenses:</b>					
Personal Services	117,472	133,600	55,981	117,400	121,400
Contractual Services	45,699	50,100	24,809	50,100	51,100
Utilities	39,911	43,700	14,990	43,800	44,700
Fixed Charges	9,406	40,200	13,755	29,400	22,400
Materials & Supplies	<u>2,943</u>	<u>9,300</u>	<u>5,077</u>	<u>9,200</u>	<u>9,300</u>
Total Expenses and Other Financing Uses	<u>215,431</u>	<u>276,900</u>	<u>114,613</u>	<u>249,900</u>	<u>248,900</u>
Excess (Deficiency) of Revenues Over Expenses	<u>\$ 12,084</u>	<u>\$ (32,000)</u>	<u>\$ 684</u>	<u>\$ (11,600)</u>	<u>\$ (7,800)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 174,664	\$ 155,965		\$ 174,664	\$ 98,064
Changes in Available Balances:					
From operations	12,084	(32,000)		(11,600)	(7,800)
Residual transfers in	12,916	-		-	-
Transfer to capital projects	<u>(25,000)</u>	<u>(65,000)</u>		<u>(65,000)</u>	<u>(25,000)</u>
Ending Balance	<u>\$ 174,664</u>	<u>\$ 58,965</u>		<u>\$ 98,064</u>	<u>\$ 65,264</u>

## Budget Overview

### **REVENUES**

#### **CHARGES FOR SERVICES**

The Parking Utility operates 2 parking structures (540 spaces) and 12 public surface parking lots (693 spaces). The utility is also responsible for the operation and maintenance of 444 parking meters and a number of leased stalls. Revenues from these sources are applied towards the maintenance and operating expenses of the utility.

Office closings and relocations from the Downtown have impacted the sale of monthly and quarterly parking permits at the municipal ramps and parking lots. Due to this, the overall parking revenue is projected to decrease by approximately 1% in 2002.

### **EXPENDITURES**

#### **PERSONAL SERVICES**

No changes in personnel are proposed as part of the 2002 budget.

#### **FIXED CHARGES**

The special assessment charges are projected to decrease by \$17,800 but will include an assessment of \$11,000 for the reconstruction of Gray Street that was completed in 2001.

#### **CAPITAL OUTLAY**

The parking ramp repair program is outlined in the Capital Improvement Plan (CIP) and includes replacing elevator lobby heaters, elevator lobby roof, and deteriorated stairwell and elevator lobby doors and frames. Both stairwell roofs were replaced and deck repairs were made to level E and a portion of level F in 2001.

Revenue Detail
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**Parking Utility**

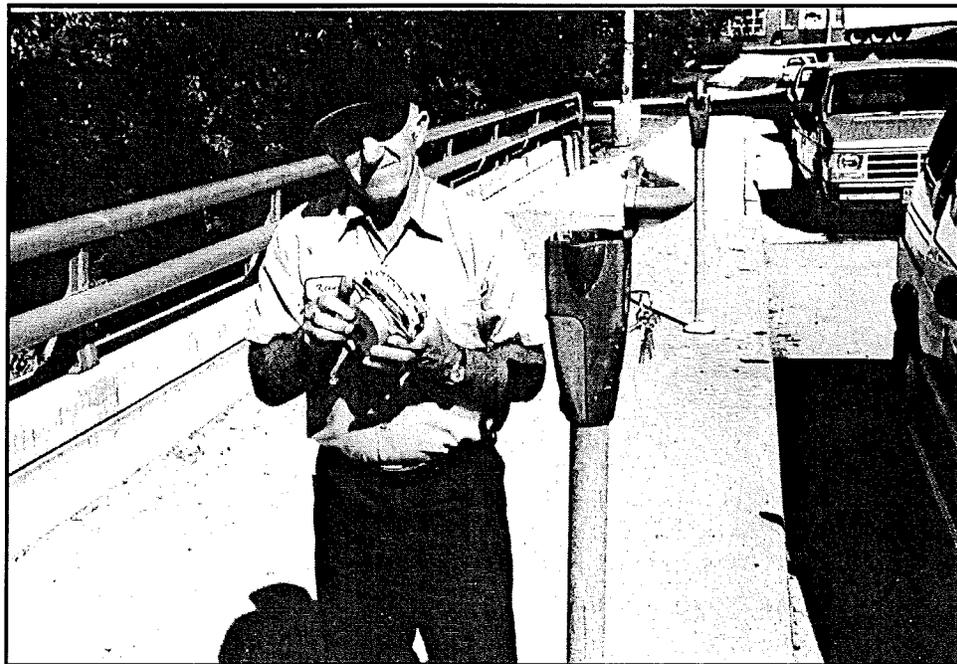
Revenue Classification	2000 <u>Actual</u>	2001 <u>Budget</u>	2001 6-Month <u>Actual</u>	2001 <u>Projection</u>	2002 <u>Budget</u>
<b>OPERATING REVENUES</b>					
Charges for services:					
On-street metered	\$ 18,073	\$ 18,000	\$ 7,876	\$ 16,500	\$ 16,500
Off-street metered	31,274	33,500	14,907	32,600	32,600
Off-street unmetered:					
Barstow & Grand Lot	732	800	503	800	800
Graham ramp	44,684	44,500	21,965	44,100	44,100
Farwell ramp	65,789	70,000	28,128	60,000	61,000
Riverview Lot	14,788	18,000	8,520	17,000	17,000
10-hour parking permits	52,184	60,000	33,393	66,000	69,000
Miscellaneous	(9)	100	5	1,300	100
Total charges for services	<u>227,515</u>	<u>244,900</u>	<u>115,297</u>	<u>238,300</u>	<u>241,100</u>
<b>OTHER FINANCING SOURCES</b>					
Transfer from General fund	12,916	-	-	-	-
Total revenues	<u>\$ 240,431</u>	<u>\$ 244,900</u>	<u>\$ 115,297</u>	<u>\$ 238,300</u>	<u>\$ 241,100</u>

Staffing
----------

**Parking Utility**

	2000	2001	2002
Parking Attendants	1.25	1.25	1.25
Skilled Worker I	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u><u>2.25</u></u>	<u><u>2.25</u></u>	<u><u>2.25</u></u>

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



*Parking Meter Repairs*

# Operation Highlights

## Parking Rates

On-street meters, Hourly	\$0.25
Off-street meters, Hourly	\$0.20 & \$0.25
Municipal Ramp, Hourly	\$0.50
Maximum, Daily	\$3.25
Municipal Permit, Quarterly	\$55.50*
Riverview Lot Permit, Quarterly	\$72.00*
Municipal Ramp, Monthly	\$30.00*
Riverside Deck-Upper Level, Quarterly Permit	\$90.00*
Riverside Deck-Lower Level, Quarterly (assigned stalls)	\$96.00*

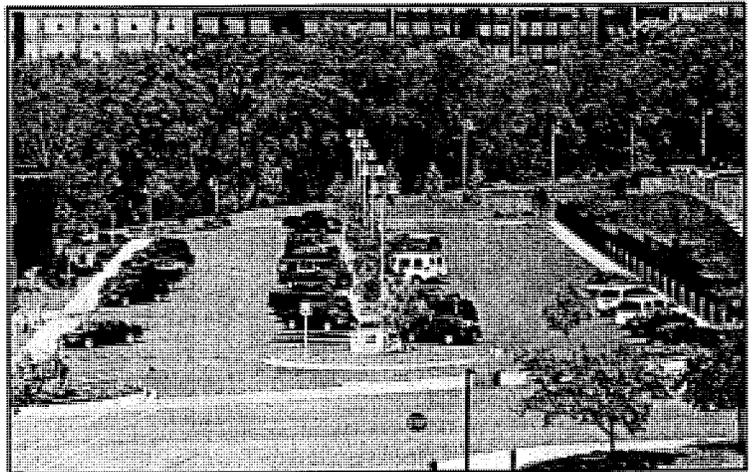


*Parking Ramp Fee Collections*

\*Plus 5.5% Sales Tax

# Facilities

Parking Structures	2
	540 Spaces
Surface Lots	12
	693 Spaces
On-street Meters	129
Off-street Meters	<u>315</u>
Total Meters	444



*Riverview Parking Lot*

- ◆ On-street Parking Meters  
    Operating Time  
    9:00 a.m. to 6:00 p.m.  
    Monday through Friday,  
    except holidays
- ◆ Monthly permits available for  
    ramps and surface lots
- ◆ Meters located Downtown  
    and in selected lots

PARKING LOTS - JULY 31, 2001

NUMBER	DESCRIPTION	RESERVED SPACES	PERMIT SPACES	METERED SPACES	HANDICAP SPACES	TOTAL SPACES
2.	<b>Hobart Street Lot</b> NE Corner of Wisconsin St. and Hobart Street Hours: 9 a.m. - 6 p.m. - M-F	-	-	15 (10-Hour) \$0.20/Hour	1	16
3.	<b>Railroad Street Lot</b> Between Farwell Street and Barstow Street Hours: 9 a.m. - 6 p.m. - M-F	-	-	72 (12-Hour) \$0.20/Hour	3	75
4.	<b>Haymarket Lot</b> NW Corner of Eau Claire Street and Graham Avenue Hours: 9 a.m. - 6 p.m. - M-F	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 Hours: 7 a.m. - 6 p.m. - M-F	- -	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 Hours: 9 a.m. - 6 p.m. - M-F	-	-	45 (4-Hour) \$0.25/Hour	2	47
7.	<b>Schlegelmilch-McDaniel Lot</b> SE Corner of Gray Street and Farwell St. Hours: 9 a.m. - 6 p.m. - M-F	9	148	-	-	157
8.	<b>Farwell Street Lot</b> NE Corner of Farwell Street and Main Street Hours: 7 a.m. - 6 p.m. - M-F	-	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 Hours: 9 a.m. - 6 p.m. - MON-SAT.	-	-	-	2	32
10.	<b>Library Parking Lot</b> NW Corner of Dewey Street and Eau Claire Street (During Library Hours)	-	-	22 (2-Hour) \$0.20/Hour	1	23
11.	<b>Water Street Lot</b> SE Corner of Water Street and Fifth Avenue Hours: 9 a.m. - 9 p.m. - MON-SAT	-	-	28 (2-Hour) \$0.25/Hour	2	30
12.	<b>Seaver Street Lot</b> NE Corner of Seaver Street and Barstow Street Hours: 7 a.m. - 6 p.m. - M-F	-	37	-	2	39
13.	<b>Civic Center Parking Ramp</b> Farwell Street and Gibson Street Hours: 8 a.m. - 6 p.m. - M-F	30	130 Varies	-	7	405
14.	<b>Chippewa Street Lot - 2 Hour Limit</b> SW Corner of Chippewa Street and Fourth Avenue Hours: 8 a.m. - 6 p.m. - MON-SAT	-	-	-	1	25
15.	<b>Riverview Lot</b> NE Corner of S. Dewey Street and Gibson Street Permit Hours: 7 a.m. - 6 p.m. - M-F Meter Hours: 9 a.m. - 6 p.m. - M-F	-	82	16 (4-Hour) \$0.25/Hour	5	103

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

## Future Outlook

- ◆ The number of parking permits issued downtown have decreased and will need to be continually monitored to determine if the trend started in 1998 continues. If declines in parking revenues continue, reduction in services or other means of providing the service will need to be considered in future budget years.
- ◆ Repair parts for the mechanical parking meters are becoming increasingly difficult to obtain. Replacement with new electronic/LED parking meters will need to be evaluated in the future.
- ◆ Ultimate development of the Schlegelmilch-McDaniel surface lot will require the need to create replacement of the lost parking stalls.
- ◆ Continuing annual maintenance and repairs to existing parking structures and surface lots.
- ◆ Coordination with developments in the downtown in accordance with the Downtown Action Plan and the Business Improvements Districts.



*CSO Chalking Tires*

# 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.

*Bus Transfer Center  
Downtown  
Farwell and Main Streets*

## Programs & Services

- ◆ Operate a public transportation system that provides an economical, safe, comfortable, and equitable transportation option for all citizens.
- ◆ Provide specialized transportation (paratransit) services to citizens who are not able to use regular bus service.
- ◆ Maintain a full staff of qualified bus operators.
- ◆ Effectively and efficiently maintain all transit vehicles in safe operating condition.

### Routes

The bus routes are referred to as a "hub" system with 11 routes originating and terminating at the Downtown Transfer Center. Routes 10 & 11 are new bus routes serving Sky Park and the West Gateway Industrial Park. Late night bus service for the University students was approved in the budget subject to negotiations with the Student Senate for meeting the local funding portion of the route costs.

1. Margaret & Malls
2. Mt. Washington/DeLong
3. North High
4. Locust Lane
5. Rudolph Rd./West MacArthur
6. Putnam Heights & Malls
7. West Clairemont/Altoona
8. Folsom & Vine/Memorial
9. University/Stein Blvd./Water St.
10. Alpine
11. South Loop

<b>Overview of Revenues and Expenditures</b>
--

	<b>2000</b>	<b>2001</b>	<b>2001</b>	<b>2001</b>	<b>2002</b>
	<u>Actual</u>	<u>Adopted</u>	<u>6-Month</u>	<u>Projection</u>	<u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ 68,400	\$ -
Charges for Services	387,658	391,000	235,136	383,300	442,500
Miscellaneous	15,768	12,000	8,350	39,500	20,000
Non-Operating	1,912,053	2,009,400	411,384	1,985,200	2,272,000
Other Financing Sources	<u>477,363</u>	<u>610,100</u>	<u>-</u>	<u>623,100</u>	<u>717,700</u>
<b>Total Revenues</b>	<u>2,792,843</u>	<u>3,022,500</u>	<u>654,870</u>	<u>3,099,500</u>	<u>3,452,200</u>
<b>Expenses:</b>					
Personal Services	1,723,763	1,880,500	825,143	1,899,100	2,054,800
Contractual Services	667,624	657,000	348,697	657,000	888,700
Utilities	5,380	7,300	1,985	7,300	7,400
Fixed Charges	121,541	146,800	59,759	146,800	148,000
Materials & Supplies	274,534	329,200	143,970	329,200	335,800
Capital Outlay	-	-	-	85,500	-
Interest Expense-Proprietary Fund:	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>17,500</u>
<b>Total Expenses and</b>					
<b>Other Financing Uses</b>	<u>2,792,843</u>	<u>3,030,800</u>	<u>1,379,553</u>	<u>3,124,900</u>	<u>3,452,200</u>
<b>Excess (Deficiency) of</b>					
<b>Revenues Over Expenses</b>	<u>\$ -</u>	<u>\$ (8,300)</u>	<u>\$ (724,683)</u>	<u>\$ (25,400)</u>	<u>\$ -</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 41,183	\$ 24,083		\$ 41,183	\$ 24,083
<b>Changes in Available Balances:</b>					
Principle payments from loans	-	8,300		8,300	-
From operations	-	(8,300)		(25,400)	-
Residual transfer in (out)	-	-		-	(20,800)
Investment in fixed assets	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
<b>Ending Balance</b>	<u>\$ 41,183</u>	<u>\$ 24,083</u>		<u>\$ 24,083</u>	<u>\$ 3,283</u>

## Budget Overview

### REVENUES

#### OPERATING ASSISTANCE

State and Federal funding are the primary revenue sources for Transit operations. It is anticipated that these revenues will account for approximately 58% of Transit revenues. Federal assistance is projected at \$683,500 and is reimbursed annually, after the federal fiscal year and completion of an audit of eligible expenses. State assistance is projected at \$1,319,100 for 2002 and is received quarterly. Public Transit also receives money from the City of Altoona and Eau Claire County for providing transit services.

#### CHARGES FOR SERVICES

Fares and contract charges account for 12.8% of revenue. The contract for University of Wisconsin- Eau Claire (UWEC) service is projected at \$172,000 in 2002, which is a \$13,000 increase over 2001. UWEC ridership has dramatically increased to the level that the University is purchasing additional "tripper" service for the 2001/2002 school year, which will require 3 buses to run the route during peak demand days and hours. Late night bus service for the University students was approved in the budget subject to negotiations with the Student Senate for meeting the local funding portion of the route estimated at \$45,900.

#### TRANSFER FROM GENERAL FUND

The City General Fund provides approximately 21% of the Transit operating budget. The General Fund subsidy is projected at \$717,700. The major portion of the increase includes a projected 25% increase in the cost of providing paratransit service. The contract for providing paratransit services will be rebid in the fourth quarter of 2001.

#### OTHER RECEIPTS

The projected 2001 advertising revenue increased by \$7,100 or 62.8% due to the sale of full bus "wrap" advertisements. Advertising revenues are projected to remain constant in 2002.

### EXPENDITURES

#### PERSONAL SERVICES

The budget includes the addition of one full-time Mechanic to meet the increased maintenance requirements due to the service level expansions since 1997. The budget also includes a reclassification of the Transit Specialist to a Driver Supervisor to provide improved administration coverage for the length of the operating hours of the system. The UWEC has requested late-night bus service on Friday and Saturday evenings. Implementation of this service would require an additional 4 FTEs positions. This additional service has been included in the proposed 2002 budget, subject to contract with UW-EC Student Senate.

#### CONTRACTUAL SERVICES

Contractual services includes budgeted expenses for repairs and maintenance, laundry and cleaning, postage and shipping, marketing and advertising, auditing, equipment and building

rental, training and meetings, and membership dues. The budget for printing costs has been established at \$10,000 to allow for the publication of new and updated route maps on a more timely basis, to assist in marketing of the transit system.

This category also includes “purchased transportation” in the special services account. The City of Eau Claire is the lead agency for paratransit services which is currently contracted with Eau Claire Special Transportation (ECST). Demand for paratransit services continue to soar, therefore a 25% increase in expenses for 2002 has been projected. The contract for providing paratransit services in 2002 will be bid the fourth quarter of 2001.

### **UTILITIES**

The costs budgeted under utilities include electricity, sewer service, water service, telephones, and storm water charges. The transit system is currently investigating in conjunction with the State of Wisconsin a conversion of the two-way radio system to a cellular phone/communication system. If this system is ultimately implemented an increase in telephone charges in 2003 may be required which will be offset by a reduction in long term capital expenditures.

### **MATERIALS & SUPPLIES**

This budget category includes office supplies, books, periodicals, diesel fuel, motor oil and lubricants, tires, uniforms and clothing, repair parts and maintenance supplies. No major changes in the 2002 budget are proposed.

### **CAPITAL OUTLAY**

No major capital purchases are proposed from the Transit operating budget in 2002.



*Bus Inspection*

Revenue Detail
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## Public Transit

Revenue Classification	2000 <u>Actual</u>	2001 <u>Budget</u>	2001 6-Month <u>Actual</u>	2001 <u>Projection</u>	2002 <u>Budget</u>
<b>INTERGOVERNMENTAL REVENUES</b>					
State aid	\$ -	\$ -	\$ -	\$ 68,400	\$ -
<b>OPERATING REVENUES</b>					
Charges for services:					
Passenger fares	\$ 387,658	\$ 391,000	\$ 235,136	\$ 383,300	\$ 442,500
<b>OTHER OPERATING REVENUES</b>					
Advertising	15,294	12,000	8,180	19,100	20,000
Miscellaneous	475	-	170	20,400	-
Total other operating revenues	<u>15,768</u>	<u>12,000</u>	<u>8,350</u>	<u>39,500</u>	<u>20,000</u>
<b>NON-OPERATING REVENUES</b>					
Operating subsidies:					
City of Eau Claire	477,363	610,100	-	623,100	717,700
Eau Claire County	183,955	209,000	103,744	209,000	251,900
City of Altoona	17,071	16,500	8,517	17,000	17,500
State operating assistance grant	1,137,707	1,189,300	299,123	1,113,400	1,319,100
Federal operating assistance grant	573,320	594,600	-	645,800	683,500
Total operating subsidies	<u>2,389,416</u>	<u>2,619,500</u>	<u>411,384</u>	<u>2,608,300</u>	<u>2,989,700</u>
Total revenues	\$ <u>2,792,843</u>	\$ <u>3,022,500</u>	\$ <u>654,870</u>	\$ <u>3,099,500</u>	\$ <u>3,452,200</u>

**OPERATING REVENUES**

Operating revenues consist primarily of **Passenger Fares**. Ridership is projected to remain constant during 2002. A fare increase is not proposed in 2002 budget year, but will need to be considered in future budget considerations.

**NON-OPERATING REVENUES**

Since the early 1970's, when the operations of transit systems countrywide were transferred from for-profit private enterprise to a public service, **State and Federal Operating Assistance** has been the major source of revenue for public transit. Public transit provides an economical minimum level of mobility for urban citizens who have no other means of transportation. The basic source of State and Federal funding is from the gas tax.

**LOCAL FUNDING**

As a service for local citizens, part of the cost of public transportation is paid for by local funds. The cities of Altoona and Eau Claire as well as Eau Claire County provide this service for their citizens.

Staffing
----------

## Public Transit

	2000	2001	2002
Transit Manager	1.00	1.00	1.00
Working Shop Supervisor	1.00	1.00	1.00
Driver Supervisor	1.00	1.00	2.00
Transit Specialist	0.50	1.00	-
Clerk III	1.00	1.00	1.00
Account Clerk I	1.00	1.00	1.00
Bus Mechanic I, II, III	2.00	2.00	3.00
Bus Operator	26.00	27.00	27.00
Combination Serviceman	2.00	2.00	2.00
Part-Time Operator	5.00	4.00	4.00
	<hr/>	<hr/>	<hr/>
Total FTE Positions	40.50	41.00	42.00
	<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.

Figures for 2002 do not include four FTEs proposed for the late night bus service to UWEC.

Cross-divisional charges include:

- 50% of Clerk III time is charged to Public Works Operations.
- 25% of the Public Works Operations Administrator's time is charge to Transit and another 25% to Central Maintenance.



*Passengers boarding the bus downtown*

## Operation Highlights

### Hours of Operation

- ◆ Monday - Friday, 6:00 a.m. - 10:30 p.m.
- ◆ Saturday, 8:00 a.m. - 6:00 p.m.

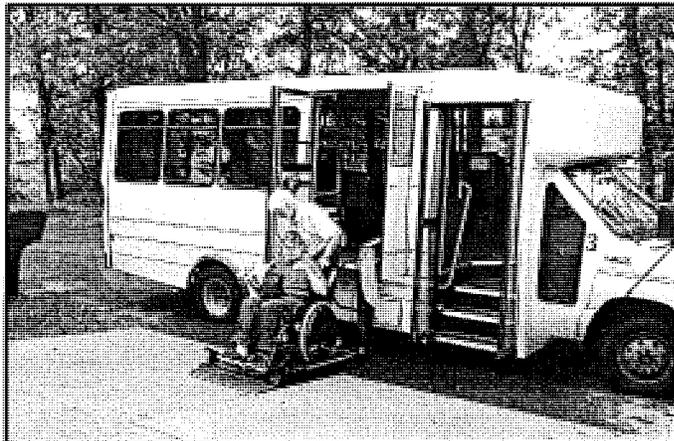
### Fare Structure

- ◆ Adult cash fare - \$.90, tokens 6/\$5.00
- ◆ Elderly/Disabled cash fare - \$.45, tickets 10/\$4.00
- ◆ Adult monthly pass - \$30.00
- ◆ Student MAX pass - \$20.00
- ◆ Elderly/Disabled pass - \$15.00



### Paratransit Services

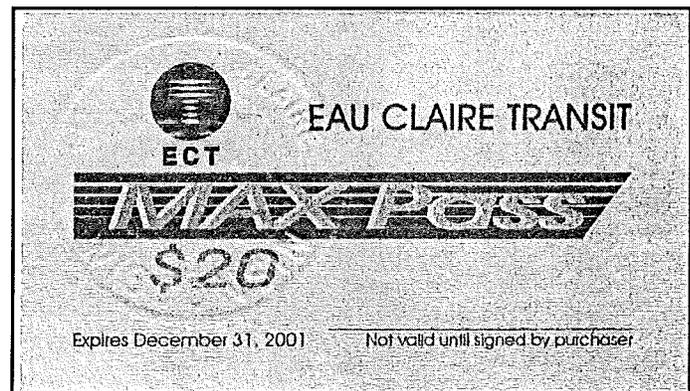
- ◆ City lead agency
- ◆ Current contract with Eau Claire Special Transportation, Inc.
- ◆ Available to seniors and/or disabled individuals who are not able to ride the regular bus routes
- ◆ Paratransit funding
  - Federal 20%
  - State 40%
  - Eau Claire County 23%
  - City of Eau Claire 17%



*Passenger is boarded on a specialized transportation bus.*

### Operational Funding

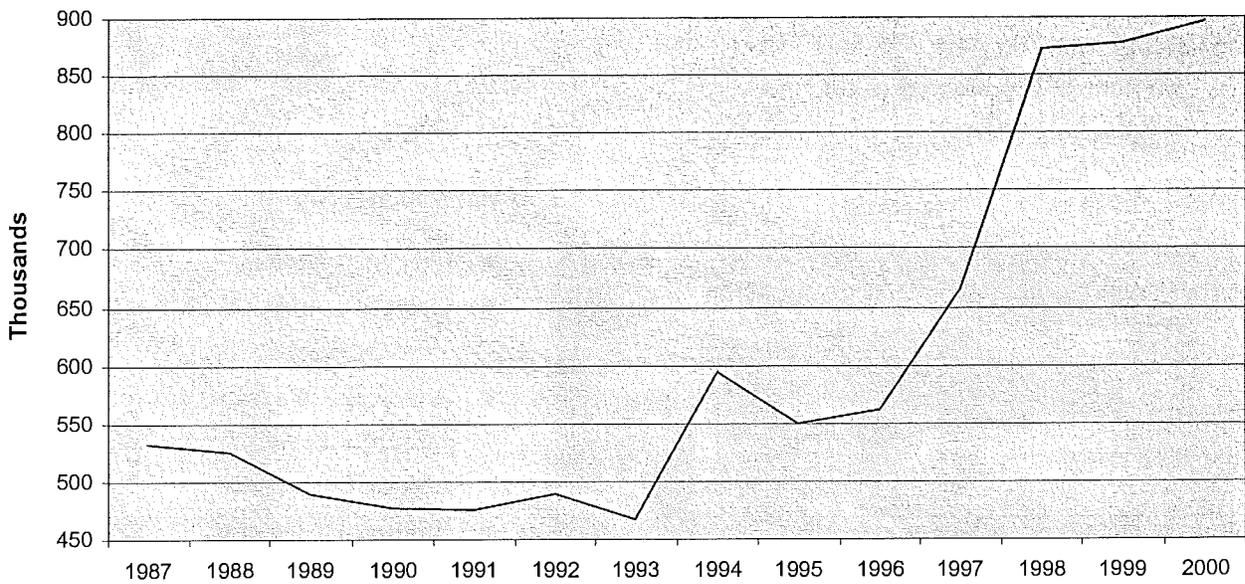
- ◆ Federal Subsidy - 20%
- ◆ State Subsidy - 38%
- ◆ General Fund - 21%
- ◆ Farebox and Contract Revenues - 13%
- ◆ County, Altoona & miscellaneous revenue - 8%



**Operating Statistics**

	1998	1999	2000	2001 est	2002 est
<b>Service Miles</b>	784,110	863,707	966,306	990,000	990,000
<b>Service Hours</b>	58,657	63,375	69,480	76,000	76,000
<b>Ridership</b>	872,116	877,984	896,873	1,000,000	1,000,000

**Ridership**



*2001 Gillig Bus*

## Facilities

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

- ◆ Indoor automatic bus wash
- ◆ Storage facility for approximately 30 buses
- ◆ Indoor fueling facility

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

- ◆ Waiting area for transferring passengers
- ◆ Staging area for 10 buses

### Bus Fleet

- ◆ 6 - 1976 Flxible's (40 passenger)
- ◆ 3 - 1989 Chance's (24 passenger)
- ◆ 8 - 1997 New Flyer's (25 passenger with two wheelchair spaces)
- ◆ 5 - 2001 Gillig's (25 passenger with two wheelchair spaces)

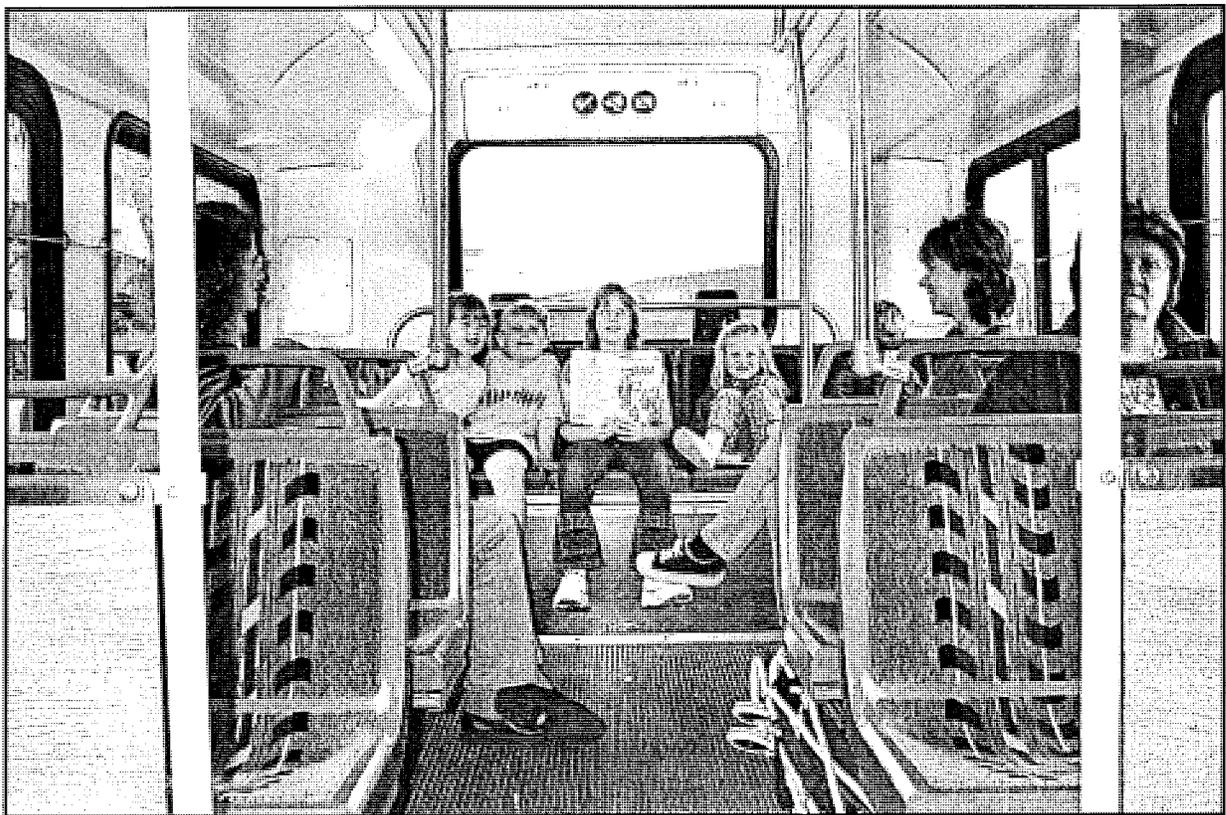
Fleet maintenance is provided by mechanics located at the Central Maintenance Facility on Forest Street.



*Shop area at the CMF*

## Future Outlook

- ◆ Efforts will focus on marketing and customer service to maintain current ridership and increase the number of users where possible.
- ◆ The procurement process for replacing buses is expected to be completed with the last delivery scheduled for April 2002.
- ◆ Working relationships and contractual arrangements with UWEC will continue with possible service expansions in 2002.
- ◆ Long-term location for the Downtown Transfer Center will be evaluated within the next 2 years.
- ◆ The contractual arrangements with Eau Claire County and Eau Claire Special Transportation to provide paratransit services will be reviewed on an annual basis.
- ◆ An update to the Long-Range Transportation Plan will be completed by 2003 in order to address population growth issues.
- ◆ Bus service between Eau Claire and Chippewa Falls will be pursued.



*Several families took advantage of a free-ride promotion to the library.*

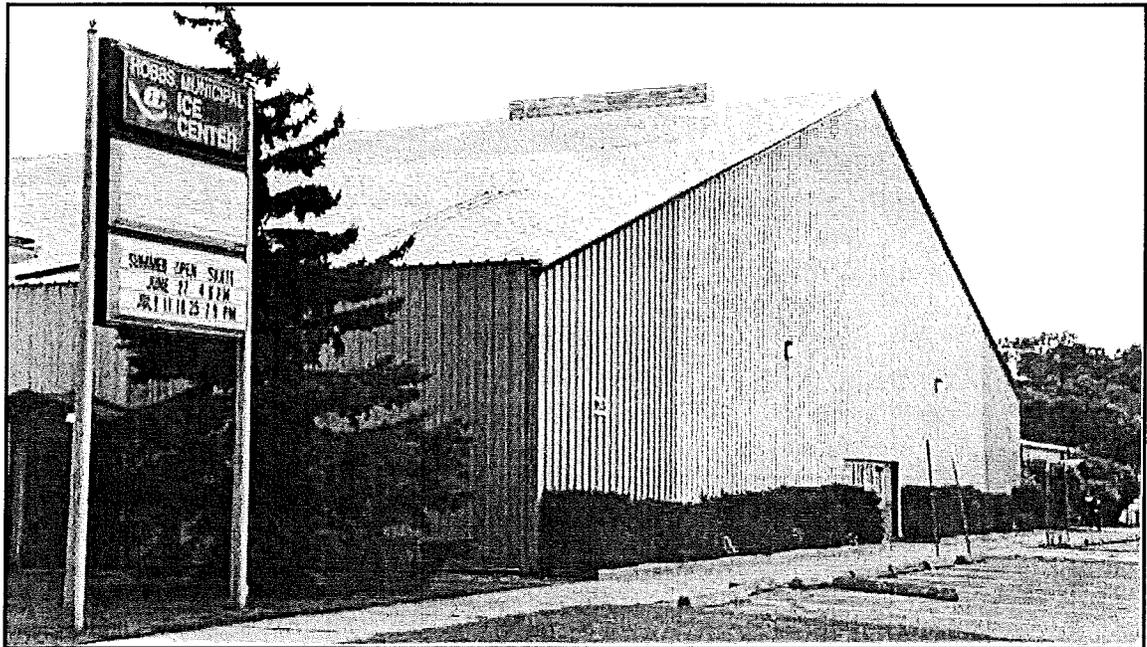
# HOBBS MUNICIPAL ICE CENTER

Hobbs Municipal Ice Center is in the Recreation Division of the Parks and Recreation Department and is located at 915 Menomonie Street.

## Programs & Services

### Major Users

- ◆ 4,825 total hours rented in 2000
- ◆ 2,925 total hours rented in 1995; a 65% increase in five years
- ◆ 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
- ◆ 2000 was the second year of operation for the Hughes Outdoor Rink



## Overview of Revenues and Expenditures

	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Adopted</u>	<u>2001</u> <u>6-Month</u> <u>Actual</u>	<u>2001</u> <u>Projection</u>	<u>2002</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Operating	\$ 361,112	\$ 334,000	\$ 135,652	\$ 302,600	\$ 345,000
Other Financing Sources	63,161	91,900	-	119,100	106,700
Total revenues	<u>424,273</u>	<u>425,900</u>	<u>135,652</u>	<u>421,700</u>	<u>451,700</u>
<b>Expenses:</b>					
Personal Services	199,706	206,700	108,584	207,800	232,200
Contractual Services	51,989	31,200	13,682	31,200	32,000
Utilities	150,930	159,700	79,875	154,400	162,900
Fixed Charges	8,500	9,100	4,250	9,100	9,100
Materials & Supplies	13,149	17,500	4,806	17,500	15,500
Capital Outlay	-	1,700	-	1,700	-
Total Expenses and Other Financing Uses	<u>424,274</u>	<u>425,900</u>	<u>211,197</u>	<u>421,700</u>	<u>451,700</u>
Excess (Deficiency) of Revenues Over Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (75,545)</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ -	\$ -		\$ -	\$ -
<b>Changes in Available Balances:</b>					
From operations	-	-		-	-
Residual transfers in	70,000	-		-	-
Transfer to capital projects	(70,000)	-		-	-
Transfer from reserves	-	-		-	-
Ending Balance	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>

## Budget Overview

### **REVENUES**

Each year, the City Council reviews the fees and charges for the ice center. Ice rental rates for 2001-2002 were raised \$3.00/hour from the previous year.

### **EXPENDITURES**

#### **PERSONNEL SERVICES**

The ice center has two full-time maintenance workers and several part-time seasonal workers who serve as skateguards, ticket takers, etc. A program supervisor in the Recreation Division manages the ice center. However, 25% of his responsibilities include organizing other programs in the division. The 2002 proposed budget includes the addition of a half-time clerk position.

#### **CONTRACTUAL SERVICES**

The largest contractual expense is the equipment rental that is paid to the Central Equipment Agency for the replacement of two ice-resurfacing machines. In addition, the facility itself is over 25 years old and repairs to the buildings and major equipment are becoming more costly.

#### **UTILITIES**

Utilities are our highest expense other than personnel. Both electricity and gas bills are running considerably ahead of last year's. A new gas boiler installed this year will be more energy efficient. Also, the refrigeration system was changed out in early 2001, which will also increase energy efficiencies.

#### **MATERIALS & SUPPLIES**

The materials and supplies account includes \$1,600 to purchase 20 pairs of adult size rental skates.

#### **CAPITAL OUTLAY**

The Hobbs Ice Center operating fund does not include any funding budgeted for capital purchases.

<b>Revenue Detail</b>
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**Hobbs Ice Center**

<u>Revenue Classification</u>	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>OPERATING REVENUES</b>					
Charges for services:					
Hobbs arena	\$ 346,870	\$ 330,000	\$ 130,134	\$ 285,000	\$ 340,000
Youth hockey concessions	<u>4,742</u>	<u>4,000</u>	<u>5,519</u>	<u>6,000</u>	<u>5,000</u>
Total charges for services	<u>351,612</u>	<u>334,000</u>	<u>135,652</u>	<u>291,000</u>	<u>345,000</u>
<b>OTHER OPERATING REVENUES</b>					
Miscellaneous	<u>9,500</u>	<u>-</u>	<u>-</u>	<u>11,600</u>	<u>-</u>
Total operating revenues	<u>361,112</u>	<u>334,000</u>	<u>135,652</u>	<u>302,600</u>	<u>345,000</u>
<b>OTHER FINANCING SOURCES</b>					
Transfer from General fund	58,161	91,900	-	119,100	106,700
Transfer from Community Enhanceme	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources	<u>63,161</u>	<u>91,900</u>	<u>-</u>	<u>119,100</u>	<u>106,700</u>
Total revenues	<u>\$ 424,273</u>	<u>\$ 425,900</u>	<u>\$ 135,652</u>	<u>\$ 421,700</u>	<u>\$ 451,700</u>

**OPERATING REVENUES**

**Charges for Services** is revenue that is generated from ice rental fees. Various groups and organizations, including UW-Eau Claire, Eau Claire School District, Youth Hockey Association, Eau Claire Figure Skating Club and the City Parks and Recreation Department rent ice time.

Rates for ice time are reviewed annually by the Parks and Recreation Department and approved by City Council.

**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**

<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001 Projected</u>	<u>2002 Projected</u>
\$49,546	\$69,785	\$68,483	\$76,610	\$35,240	\$63,161	\$91,900	106,700

Staffing

**Hobbs Ice Center**

	2000	2001	2002
Program Supervisor	1.00	1.00	1.00
Clerk II	-	-	0.50
Skilled Worker I	<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>3.50</u></u>

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

Cross-divisional charges include:

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



<b>Activities</b>
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The Ice Center is the home rink for North and Memorial High Schools, and the University Varsity Hockey teams (men's and women's), as well as the Eau Claire Youth Hockey Club, the Eau Claire Figure Skating Club, and the Parks and Recreation skating programs.

**Ice Center Annual Schedule - 5 Year History**  
**# of Weeks Open**

	1996	1997	1998	1999	2000
O'Brien	30	31	30	30	30
Akervik	30	40	38	37	38
Summer	11	13	11	11	10

- ◆ 4 hours/week of public skating offered September through April
- ◆ Drop-in hockey (adult) offered 1.5 hours/week, September through April
- ◆ Special open skate hours offered during school vacations and Christmas Holidays

**Hobbs Municipal Ice Center**  
**Six-Year History of Operations**

	1995	1996	1997	1998	1999	2000
Revenues	\$261,117	\$271,077	\$317,286	\$290,564	\$339,616	\$351,612
Expenses... without depreciation & interest expense	\$310,663	\$340,862	\$386,400	\$367,435	\$374,682	\$424,274
Net Income	(\$49,546)	(\$69,785)	(\$69,114)	(\$76,871)	(\$35,066)	(\$72,662)

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

<b>Hobbs Ice Center Open Skate Admissions</b>				
	<b>Winter Sept-Dec, 2000</b>	<b>Winter Jan-April, 2001</b>	<b>Summer 2000</b>	<b>Total 2000-01</b>
Youth	1,066	664	104	1,834
Youth w/ punch card	86	23	0	109
Adult	370	405	44	819
Adult w/ punch card	7	0	0	7
<b>Total</b>	<b>1,529</b>	<b>1,092</b>	<b>148</b>	<b>2,769</b>

### 2001-2002 FEES AND CHARGES

**Hourly Charges**

Ice Rental – Prime Time*	\$95.00
Ice Rental – Non Prime Time	\$85.00
Ice Rental – Non-Resident Rate	\$105.00
Dry Floor (In-Line Skate)	\$46.00
Outdoor Rink	\$30.00

\*Prime time hours are 7am to 11pm daily.

**Events**

Varsity Game	\$330.00
JV/Varsity Game	\$430.00

**Open Skating**

Adult	\$3.75
Youth	\$2.75
15 Skate Punch Card (Adult)	\$50.00
15 Skate Punch Card (Youth)	\$35.00
Skate Rental	\$1.00
Open Hockey – Adult	\$5.00

**Daily Charges**

Dry Floor (Special Event) **	\$200.00
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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. Other smaller pieces of equipment include such things as ice edgers, snow blowers, etc. The resurfacing machines are replaced on a rotating basis. Each machine is replaced approximately every 12 years, which means a new machine is purchased every six years.

## CIP Highlights

- ◆ Annual funding is included in the Capital Improvement Plan to address some of the improvements at the Ice Center. Included in 2002 is \$75,000; \$100,000 is proposed for years 2003-2006. Capital projects include a new roof, replacement of the dehumidification system, parking lot resurfacing and renovations to the shower rooms, storage room and office area. Due to the growing demand for quality indoor ice time, a third indoor rink is under consideration.

## Future Outlook

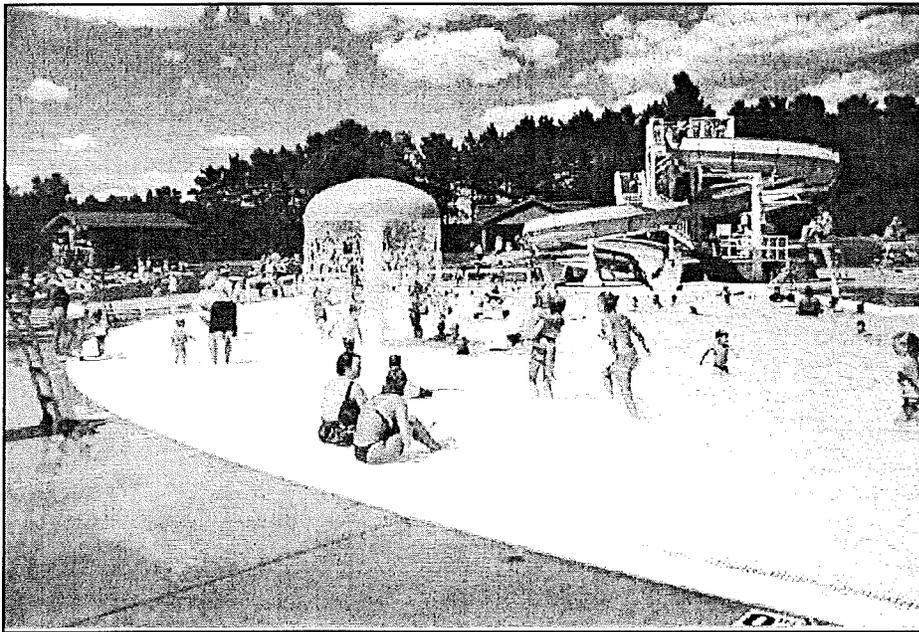
- ◆ The ice center has reached the maximum number of weeks that each rink can be operated. Increased revenue will depend on fee increases or more use of "non-prime" ice time.
- ◆ The main rink at the ice center opened in 1975. As the facility continues to age, the need for repair and/or renovation will increase.
- ◆ Due to the fact that skaters have become accustomed to quality indoor ice, the demand for a third sheet of indoor ice will continue to grow.
- ◆ Additional office and management staff are needed to handle day-to-day operations. The facility is open seven days per week; ice rentals have increased 65% in the last five years.



# 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 twelfth year in 2002. This is approximately one-third of the projected use.

## Programs & Services



### Annual Schedule

- ◆ 13-week season (approximately May 30-August 30)
- ◆ Public swim offered seven days per week
- ◆ Lap swim offered mornings and evenings
- ◆ Water aerobics classes offered weekday mornings
- ◆ Facility available for rent by private groups on Sunday evenings
- ◆ Home to the Chippewa Valley Swim, Inc. Summer Meet (2-day event) involving 500-700 swimmers
- ◆ Practice site for the YMCA I-94 Express Swim Team

<b>Overview of Revenues and Expenditures</b>
--

	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Adopted</u>	<u>2001</u> <u>6-Month</u> <u>Actual</u>	<u>2001</u> <u>Projection</u>	<u>2002</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Charges for Services	\$ 184,049	\$ 178,000	\$ 95,926	\$ 202,000	\$ 191,100
Other Financing Sources	<u>136,829</u>	<u>188,100</u>	<u>-</u>	<u>163,000</u>	<u>190,700</u>
Total revenues	<u>320,878</u>	<u>366,100</u>	<u>95,926</u>	<u>365,000</u>	<u>381,800</u>
<b>Expenses:</b>					
Personal Services	151,585	182,400	47,034	183,500	197,700
Contractual Services	16,640	19,300	6,301	19,400	19,500
Utilities	31,259	37,900	9,256	37,700	45,000
Fixed Charges	5,255	5,400	3,150	5,300	5,300
Materials & Supplies	38,854	45,600	17,055	43,600	49,400
Capital Outlay	-	2,500	1,924	2,500	-
Interest Expense-Proprietary Fund:	<u>77,285</u>	<u>73,000</u>	<u>-</u>	<u>73,000</u>	<u>64,900</u>
Total Expenses and Other Financing Uses	<u>320,878</u>	<u>366,100</u>	<u>84,719</u>	<u>365,000</u>	<u>381,800</u>
Excess (Deficiency) of Revenues Over Expenses	\$ <u>-</u>	\$ <u>-</u>	\$ <u>11,207</u>	\$ <u>-</u>	\$ <u>-</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 22,688	\$ 12,688		\$ 12,688	\$ 2,688
<b>Changes in Available Balances:</b>					
From operations	-	-		-	-
Residual transfer in	85,000	90,000		90,000	100,000
Principal payment - debt	(85,000)	(90,000)		(90,000)	(100,000)
Transfer to capital projects	<u>(10,000)</u>	<u>(10,000)</u>		<u>(10,000)</u>	<u>-</u>
Ending Balance	\$ <u>12,688</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 seven years, operating revenue has ranged from \$151,175 (1994) to \$184,049 (2000). Admission fees are reviewed annually by the City Council and adjusted periodically. A punch card and twilight fees have been initiated in order to give residents an option for admission charges.

### **EXPENDITURES**

#### **PERSONNEL SERVICES**

Staffing from the outdoor pool is made up mostly of seasonal part-time people. In addition, one full-time permanent employee from the park division is assigned as a maintenance worker for approximately five months of the year. The maintenance worker does have some additional responsibilities in Fairfax Park. A program supervisor from the Recreation Division has oversight responsibility for the operation of the pool, the concessions, and the admissions. No additional staff has been proposed for 2002. However, since the staffing of the pool is primarily seasonal high school and college students, any increase in the minimum wage does have a negative financial impact on the operation.

#### **CONTRACTUAL SERVICES**

Services in this area include any repairs or preventative maintenance that is contracted. A local plumbing firm has been under contract to help start the pool up in the spring and shut the pool down in the fall. It is not anticipated that these costs will increase significantly in 2002.

#### **UTILITIES**

Electricity and gas service are two of the major costs other than personnel. Through July 2001, utility costs are 20% ahead of 2000 expenditures. It is uncertain if utility costs will continue to rise in 2002.

#### **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**

We are proposing to paint the pool in 2002, replace the pool heaters in 2003, the play equipment in 2004, and the pool controllers in 2005, and paint the interior of the bathhouse in 2006.

Revenue Detail
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## Outdoor Pool

<u>Revenue Classification</u>	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>OPERATING REVENUES</b>					
Charges for services:					
Pool admissions	\$ 134,298	\$ 135,000	\$ 79,630	\$ 152,000	\$ 144,000
Pool concessions	37,507	35,000	10,530	39,000	36,000
Miscellaneous	<u>12,244</u>	<u>8,000</u>	<u>5,765</u>	<u>11,000</u>	<u>11,100</u>
Total charges for services	<u>184,049</u>	<u>178,000</u>	<u>95,926</u>	<u>202,000</u>	<u>191,100</u>
<b>OTHER OPERATING REVENUES</b>					
Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>600</u>	<u>-</u>
<b>NON-OPERATING REVENUES</b>					
Transfer from General fund	<u>136,829</u>	<u>188,100</u>	<u>-</u>	<u>162,400</u>	<u>190,700</u>
Total revenues	<u>\$ 320,878</u>	<u>\$ 366,100</u>	<u>\$ 95,926</u>	<u>\$ 365,000</u>	<u>\$ 381,800</u>

**OPERATING REVENUES**

**Charges for services** includes receipts from pool admission, rental for special events and concessions. Fees are reviewed annually and are set by the City Council.

**NON-OPERATING REVENUES**

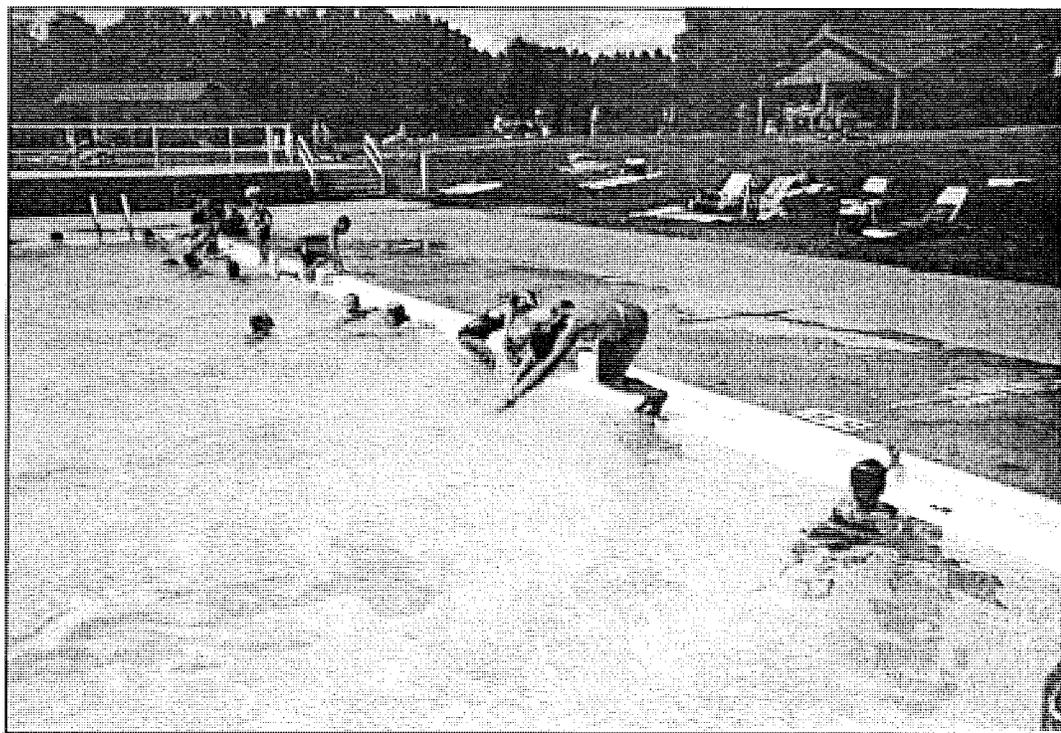
The Outdoor Pool was established as an enterprise fund in 1990. Since that time, a **General Fund Subsidy** has been required to meet the operational expenses and the annual debt payment.

**Summary of General Fund Subsidies**

<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>
\$141,515	\$148,976	\$132,889	\$143,782	\$126,339	\$136,829	\$188,100	190,700

## Staffing

- ◆ A Department Program Supervisor directs lifeguard and maintenance operations.
- ◆ The Superintendent of Recreation coordinates maintenance, concessions and administration of 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.
- ◆ 72 seasonal staff members were employed in 2001 as lifeguards and cashiers.
- ◆ A Program Supervisor assigned to General Fund Recreation charges 25% of his time to the Outdoor Pool.



Activities

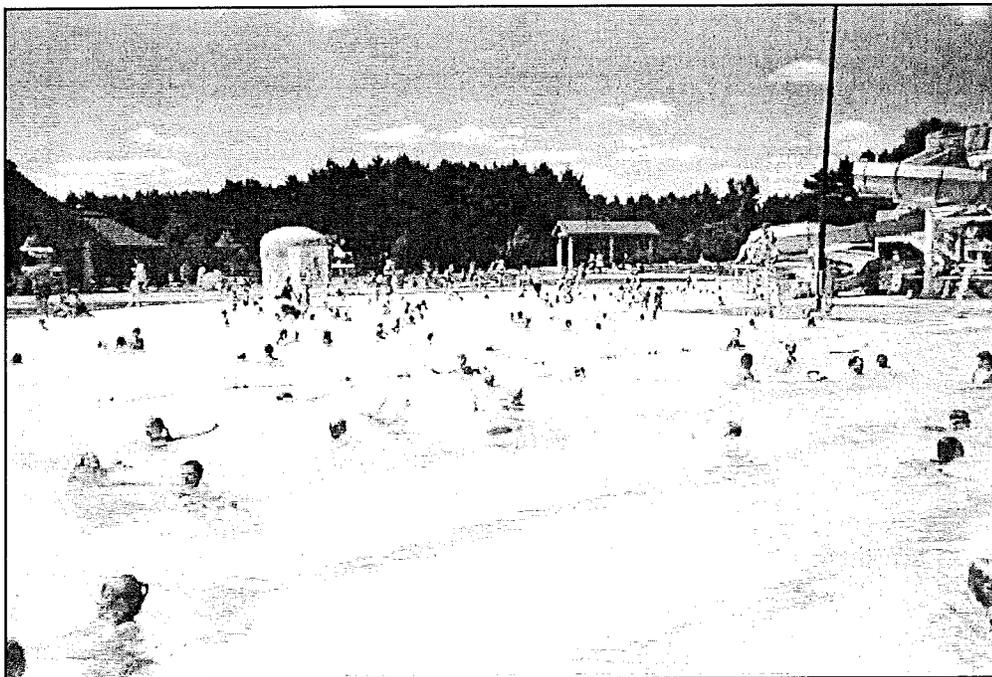
Attendance in 2000 was 60,442.

A small plastic slide was added to the amenities at the pool in 1999.

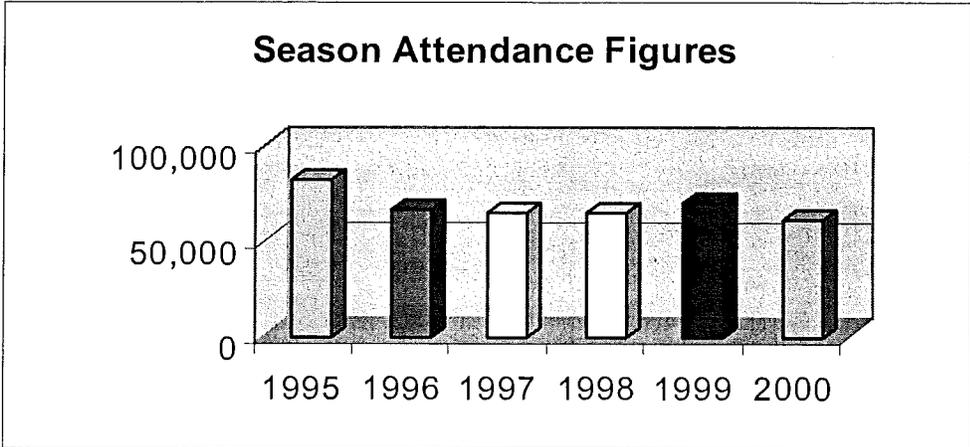
Shade features were added in 2000.

**SEVEN-YEAR HISTORY OF OPERATION**

	1994	1995	1996	1997	1998	1999	2000
Revenues	\$151,175	\$168,981	\$156,706	\$170,320	\$170,064	\$194,965	\$184,049
Expenses... wo depreciation & interest exp	\$232,947	\$204,960	\$204,423	\$210,813	\$226,327	\$235,943	\$243,593
Net Income	(\$81,772)	(\$35,979)	(\$47,717)	(\$40,493)	(\$56,263)	(\$40,978)	(\$59,544)



Activities



**2001 FEES AND CHARGES**

**Daily Admission**

Youth (under 3)	FREE
Youth (3-17 years)	\$2.25
Adult	\$3.25
Lap Swim	\$2.25
Water Aerobics	\$2.00
Twilight *	\$2.25

\*All admissions after 6:30 pm

**Season Pass Rates**

Resident Youth	\$35.00
Resident Adult	\$45.00
Resident Family of 3	\$75.00
Resident Family of 4	\$80.00
Resident Family of 5	\$85.00
Non-Resident Youth	\$55.00
Non-Resident Adult	\$65.00
Non-Resident Family of 3	\$115.00
Non-Resident Family of 4	\$120.00
Non-Resident Family of 5	\$125.00
Extra charge for each additional family member	\$ 5.00

**Punch Cards**

(10 swims for the price of 9)

Youth	\$20.25
Adult	\$29.25

## Facilities

### Main Pool

- ◆ 17,600 square feet
- ◆ 450,518 gallons of water
- ◆ 164 ft (50m) x 60 ft (18m)
- ◆ 3'6" to 5'6" deep
- ◆ Pool capacity – 1,173
- ◆ Waterslide – 153' long x 22' high
- ◆ Mini-slide – 8 ft ride

### Diving Pool

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

### Other Amenities

- ◆ Concession stand
- ◆ Juice & Sport Drink vending machines
- ◆ Children's playground
- ◆ Picnic pavilion
- ◆ Shade Features
- ◆ Sand volleyball court
- ◆ Free transportation provided for North and West Eau Claire Residents, two days/week



*Entrance to Fairfax Pool*

## Equipment

Equipment at the pool consists of items, such as cash registers and concession equipment, freezers, hot dogger, pretzel warmer, nacho warmer, etc. The pool does have some maintenance equipment assigned to it, including a riding lawn mower, a push mower, trimmers, etc. The pool also has major equipment, such as pumps, filters, and heaters.

## CIP Highlights

- ◆ Pool is scheduled to be repainted in 2002.
- ◆ It is proposed to replace the pool heaters in 2003.
- ◆ In 2004, it is proposed to replace the play equipment at the pool.
- ◆ It is proposed to replace the pool controllers in 2005.
- ◆ In 2006, we are proposing to paint the interior of the bathhouse.

## Future Outlook

- ◆ If the minimum wage rate is increased, it will have a financial impact on the operation of this facility.
- ◆ Attracting qualified employees to staff the pool continues to be a problem. Getting employees to work the entire season is also becoming more difficult.
- ◆ As the pool continues to age, it is anticipated that repair and renovation costs will start to increase.
- ◆ As maintenance demands increase, we may need to look at having a full-time maintenance person on duty during the summer months.
- ◆ We are getting more requests and more community interest in water play area for toddlers to be added as an amenity.



# 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 13 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

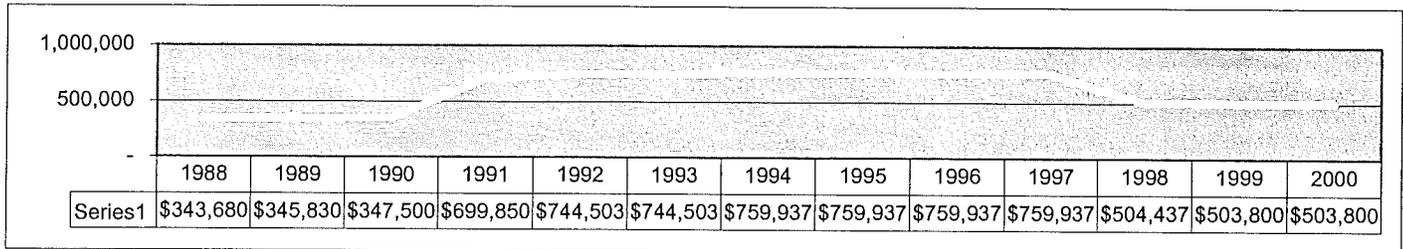
<b>Overview of Revenues and Expenditures</b>
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	<u>2000 Actual</u>	<u>2001 Adopted</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Other Operating	\$ 991,373	\$ 1,001,000	\$ 495,900	\$ 1,001,000	\$ 1,001,000
Intergovernmental	92,708	40,000	39,559	40,000	40,000
Miscellaneous	<u>571,841</u>	<u>426,000</u>	<u>323,870</u>	<u>426,000</u>	<u>426,000</u>
Total revenues	<u>1,655,922</u>	<u>1,467,000</u>	<u>859,329</u>	<u>1,467,000</u>	<u>1,467,000</u>
<b>Expenses:</b>					
Personal Services	96,475	104,400	47,356	104,900	110,400
Contractual Services	19,867	38,800	14,055	38,800	38,800
Utilities	1,668	4,000	421	4,000	3,600
Fixed Charges	785,859	1,177,500	400,863	1,177,500	1,193,400
Materials & Supplies	<u>4,978</u>	<u>5,100</u>	<u>1,835</u>	<u>5,100</u>	<u>5,100</u>
Total Expenses and Other Financing Uses	<u>908,846</u>	<u>1,329,800</u>	<u>464,531</u>	<u>1,330,300</u>	<u>1,351,300</u>
Excess (Deficiency) of Revenues Over Expenses	<u>\$ 747,076</u>	<u>\$ 137,200</u>	<u>\$ 394,798</u>	<u>\$ 136,700</u>	<u>\$ 115,700</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 132,700	\$ 87,800		\$ 588,300	\$ -
<b>Changes in Available Balances:</b>					
From operations	747,076	137,200		136,700	115,700
Transfer to capital projects	(225,000)	(225,000)		(725,000)	(655,000)
Residual equity tsf to general fund	-	-		-	(440,000)
Transfer (to)/from reserve	<u>(66,476)</u>	<u>-</u>		<u>-</u>	<u>979,300</u>
Ending Balance	<u>\$ 588,300</u>	<u>\$ -</u>		<u>\$ -</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.



*Charges to the General Fund*

Note\* In 1991, workers compensation charges previously charged directly to the departments were transferred to the Risk Management Fund.

**EXPENSES**

**CONTRACTUAL SERVICES**

The Special Services Account provides funding for the city’s 12 safety teams and the emergency preparedness team.

**UTILITIES**

The Risk Management Fund pays the initial cost of providing conference calls for the Landfill PRP Group. The expenses are reimbursed as miscellaneous revenue per the funding formula.

**FIXED COSTS**

Fixed costs to our insurance pools and other insurance companies continue to rise. Actuaries for our liability and workers compensation programs recommend funding levels each year based upon prior year’s loss history and our allocation exposure.

Revenue Detail
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## Risk Management

Revenue Classification	2000 <u>Actual</u>	2001 <u>Budget</u>	2001 6-Month <u>Actual</u>	2001 <u>Projection</u>	2002 <u>Budget</u>
<b>OPERATING REVENUES</b>					
Charges for services:					
General fund	\$ 503,800	\$ 503,800	\$ 251,900	\$ 503,800	\$ 503,800
Storm Water	4,600	4,600	2,300	4,600	4,600
Library	22,300	31,000	15,500	31,000	31,000
Cemetery maintenance	6,100	6,100	3,050	6,100	6,100
Sewer	77,700	77,700	38,850	77,700	77,700
Water	79,500	79,500	39,750	79,500	79,500
Hobbs	8,500	8,500	4,250	8,500	8,500
Municipal pool	4,200	4,200	2,100	4,200	4,200
Parking	8,100	8,100	4,050	8,100	8,100
Transit	105,200	105,200	52,600	105,200	105,200
Risk management	3,700	3,700	1,850	3,700	3,700
Central equipment	158,200	158,200	79,100	158,200	158,200
Economic development	1,200	1,200	600	1,200	1,200
Public housing	-	9,200	-	9,200	9,200
Other	8,273	-	-	-	-
Total charges for services	<u>991,373</u>	<u>1,001,000</u>	<u>495,900</u>	<u>1,001,000</u>	<u>1,001,000</u>
<b>OTHER OPERATING REVENUES</b>					
Repayment of claims	<u>92,708</u>	<u>40,000</u>	<u>39,559</u>	<u>40,000</u>	<u>40,000</u>
<b>NON-OPERATING REVENUES</b>					
Miscellaneous	120,767	119,000	117,493	119,000	119,000
Interest income	451,074	307,000	206,378	307,000	307,000
	<u>571,841</u>	<u>426,000</u>	<u>323,870</u>	<u>426,000</u>	<u>426,000</u>
Total revenues	<u>\$ 1,655,922</u>	<u>\$ 1,467,000</u>	<u>\$ 859,329</u>	<u>\$ 1,467,000</u>	<u>\$ 1,467,000</u>

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

Revenues for the Risk Management funds are derived from a service charge assessed all funds which participate in the City's self-insurance program. Charges for 2002 to the General Fund comprise 50% of the total service charge, 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

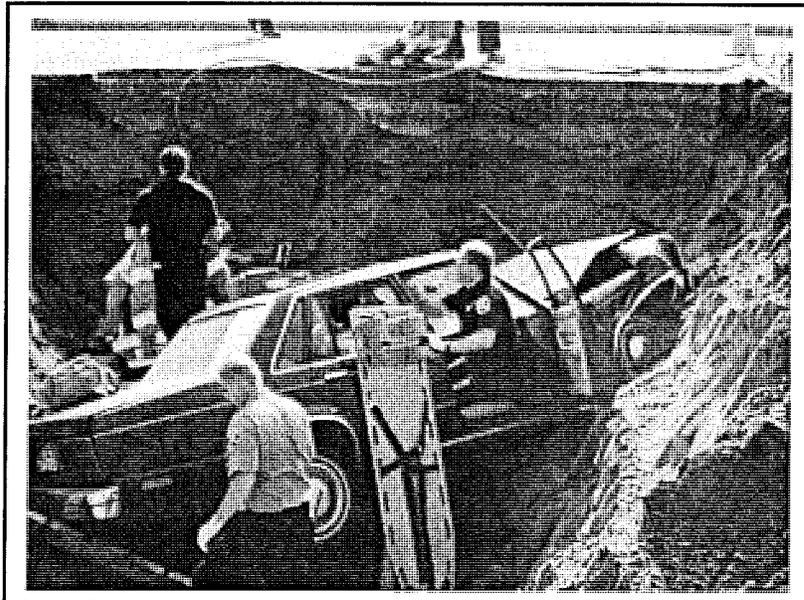
	2000	2001	2002
Risk Management Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total FTE Positions	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

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

Cross-divisional charges include:

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

*Construction zone safety issues*



## Operation Highlights

### Areas of Operation

Insurance coverage includes all City owned properties and operations. Certain coverages are also provided to the Library, Health Department and Housing Authority.

### WMMIC Participants

- ◆ City of Madison
- ◆ Waukesha County
- ◆ Brown County
- ◆ Outagamie County
- ◆ Dane County
- ◆ Manitowoc County
- ◆ Kenosha County
- ◆ City of Eau Claire
- ◆ Chippewa County
- ◆ Dodge County
- ◆ LaCrosse County
- ◆ St. Croix County
- ◆ Marathon County
- ◆ Eau Claire County



*Flood related sinkhole*

### Principal Sources of Revenue

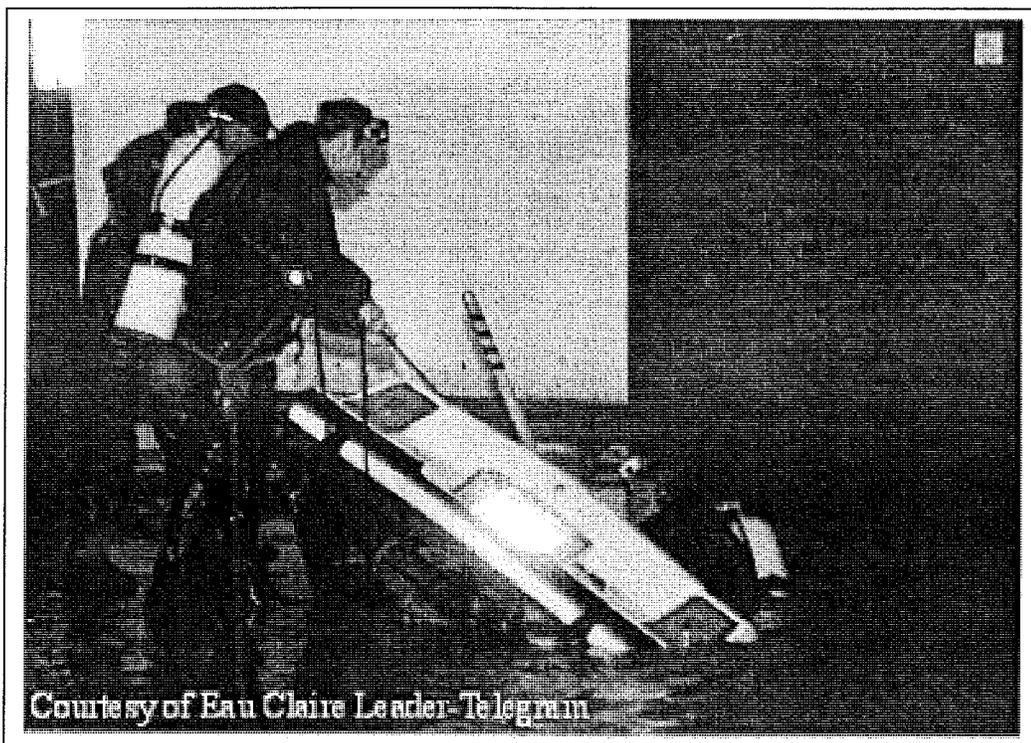
- ◆ General Fund
- ◆ Interest Income
- ◆ Central Equipment
- ◆ Transit
- ◆ Other City Funds
- ◆ Water Utility
- ◆ Sewer Utility
- ◆ Repayment of Claims



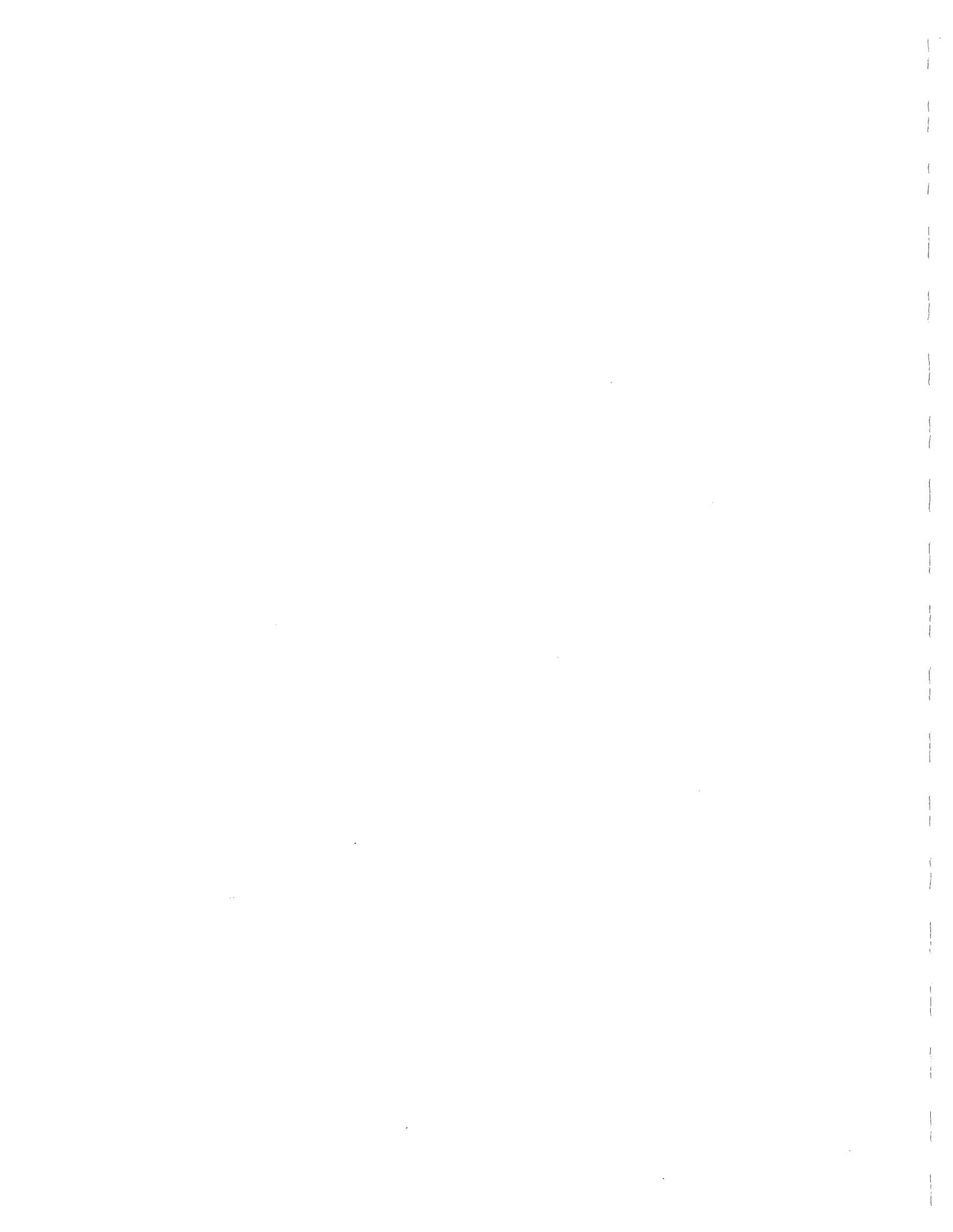
*Rescue from flood related sinkhole*

## Future Outlook

- ◆ The primary costs of the risk management fund include medical expenses, fixed insurance charges and the expenses related to claims adjusting. Each of these costs is rising faster than the rate of inflation.
- ◆ The goal of the risk management fund is to provide stable risk charges and excellent coverage and services to the users of the Fund.
- ◆ The challenge will be to continue our history of stable charges to the departments while underlying expenses continue to rise.



*Retrieval of vehicle from sinkhole*



# CENTRAL EQUIPMENT



*Central Maintenance Facility  
910 Forest Street*

The Central Equipment and Stores Agency (CESA) is in the Operations Division of the Public Works Department. The division maintains a parts and supply inventory along with responsibility for maintenance and repair of vehicles and equipment used by the Police, Fire, Parks, and Public Works Department. Staff from the division also provide clerical and customer service support to other divisions within the Public Works Department.

## Programs & Services

- ◆ Maintain City-owned vehicles and equipment in good working condition.
- ◆ Provide a management information system that will identify costs, equipment usage, fuel usage and maintenance history.
- ◆ Provide safety, training, and preventative maintenance programs to reduce down time, maximize vehicle safety, and reduce accidents.
- ◆ Provide a perpetual inventory of automotive parts and other municipal supplies.

<b>Overview of Revenues and Expenditures</b>
--

	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Adopted</u>	<u>2001</u> <u>6-Month</u> <u>Actual</u>	<u>2001</u> <u>Projection</u>	<u>2002</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Intergovernmental	\$ 2,399,496	\$ 2,515,200	\$ 1,328,173	\$ 2,515,200	\$ 2,639,400
Miscellaneous	154,679	137,100	77,209	158,700	155,000
Other Financing Sources	<u>24,246</u>	<u>10,000</u>	<u>6,945</u>	<u>10,000</u>	<u>10,000</u>
Total revenues	<u>2,578,421</u>	<u>2,662,300</u>	<u>1,412,326</u>	<u>2,683,900</u>	<u>2,804,400</u>
<b>Expenses:</b>					
Personal Services	456,787	508,700	251,283	491,600	530,800
Contractual Services	347,490	329,300	260,272	330,700	367,100
Utilities	113,986	112,600	71,117	166,900	166,900
Fixed Charges	150,133	158,400	55,642	158,400	158,400
Materials & Supplies	524,440	653,000	275,591	654,400	664,500
Capital Outlay	<u>-</u>	<u>16,000</u>	<u>12,944</u>	<u>16,000</u>	<u>5,000</u>
Total Expenses and Other Financing Uses	<u>1,592,836</u>	<u>1,778,000</u>	<u>926,848</u>	<u>1,818,000</u>	<u>1,892,700</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 985,585</u>	<u>\$ 884,300</u>	<u>\$ 485,478</u>	<u>\$ 865,900</u>	<u>\$ 911,700</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Changes in Available Balances:					
From operations	985,585	884,300		865,900	911,700
Principal repayment-advances	-	30,000		-	-
Transfer to capital projects	-	(1,471,600)		(1,471,600)	(1,924,500)
Transfer (to)/from reserves - equipment/building replacement	<u>(985,585)</u>	<u>557,300</u>		<u>605,700</u>	<u>1,012,800</u>
Ending Balance	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>

## Budget Overview

### REVENUES

#### CHARGES FOR SERVICES - INTERGOVERNMENTAL

##### Equipment Rental

The Central Equipment operation is funded from revenues derived from rental charges paid by the City Departments for use of the rolling fleet and equipment. Vehicles and equipment are purchased by the City and maintained at the Central Maintenance Facility (CMF) located on 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

#### PERSONAL SERVICES

The Central Equipment Shop operations have undertaken maintenance and repair to Fire Department apparatus. The Division has several ASE certified heavy equipment and auto mechanics. The 2002 budget includes a reclassification and increase in salary for Mechanics to assist in the recruitment and retention of quality certified mechanics.

#### CONTRACTUAL SERVICES

The fleet maintenance and management system now operates through a software program on the Internet in lieu of stand-alone computer hardware located at the Central Maintenance Facility (CMF). The yearly charges are included in the operating budget and have resulted in the reduction of capital costs by not purchasing a new computer server along with associated in-house computer system maintenance costs.

#### UTILITIES

The cost of natural gas and electrical service has been increased in the 2002 budget to reflect actual costs of heating and providing electrical service that was experienced in 2001.

#### CAPITAL OUTLAY

Major capital equipment replacements and new equipment purchases are outlined in the Capital Improvement Plan (CIP). Capital and equipment purchases from the operating budget have been reduced by 70% from the 2001 level.

<b>Revenue Detail</b>
-----------------------

### Central Equipment

Revenue Classification	2000 <u>Actual</u>	2001 <u>Budget</u>	2001 6-Month <u>Actual</u>	2001 <u>Projection</u>	2002 <u>Budget</u>
<b>OPERATING REVENUES</b>					
Equipment Rental - General fund	\$ 1,889,400	\$ 2,015,300	\$ 1,038,261	\$ 2,015,300	\$ 2,102,500
Service Charge - Stormwater Mgmt	67,695	-	13,308	73,000	74,500
Service charge - Cemetery Maint.	37,637	-	19,858	37,600	38,400
Service charge -Water utility	111,163	96,100	54,102	96,100	98,100
Service charge - Sewer utility	238,726	233,700	140,493	233,700	238,300
Service charge - Parking utility	16,472	14,500	7,937	14,500	14,800
Service charge - Transit	-	-	-	500	500
Service charge- Hobbs Ice Arena	13,736	-	6,387	16,000	16,300
Service charge - Municipal Pool	3,287	-	1,475	5,000	5,000
Service charge - Central Equipment	21,049	23,500	10,841	23,500	21,000
Service charge - Other	332	132,100	35,511	-	30,000
	<u>2,399,496</u>	<u>2,515,200</u>	<u>1,328,173</u>	<u>2,515,200</u>	<u>2,639,400</u>
<b>OTHER OPERATING REVENUES</b>					
Interest on advances to other funds	1,479	1,500	-	-	-
Miscellaneous	7,151	3,000	1,962	8,300	3,000
Building rental	146,050	132,600	75,247	150,400	152,000
	<u>154,679</u>	<u>137,100</u>	<u>77,209</u>	<u>158,700</u>	<u>155,000</u>
<b>NON-OPERATING REVENUES</b>					
Sale of capital assets	24,246	10,000	6,945	10,000	10,000
	<u>24,246</u>	<u>10,000</u>	<u>6,945</u>	<u>10,000</u>	<u>10,000</u>
Total revenues	<u>\$ 2,578,421</u>	<u>\$ 2,662,300</u>	<u>\$ 1,412,326</u>	<u>\$ 2,683,900</u>	<u>\$ 2,804,400</u>

## OPERATING REVENUES

### Charges for Services

Revenues to operate Central Equipment are derived from rental charges paid by various City departments for use of rolling fleet equipment. Vehicles are purchased by the City and maintained at the shop. The rental rate charges for each piece of equipment takes into account direct costs (labor, parts, gasoline, etc.) and indirect cost (overhead and depreciation). The depreciation charges are funded each year for the replacement of the fleet vehicles. Rental rates are reviewed on an annual basis.

**Building Rental** is charged to other departments which have office and operating space in the Central Maintenance facility.

Staffing

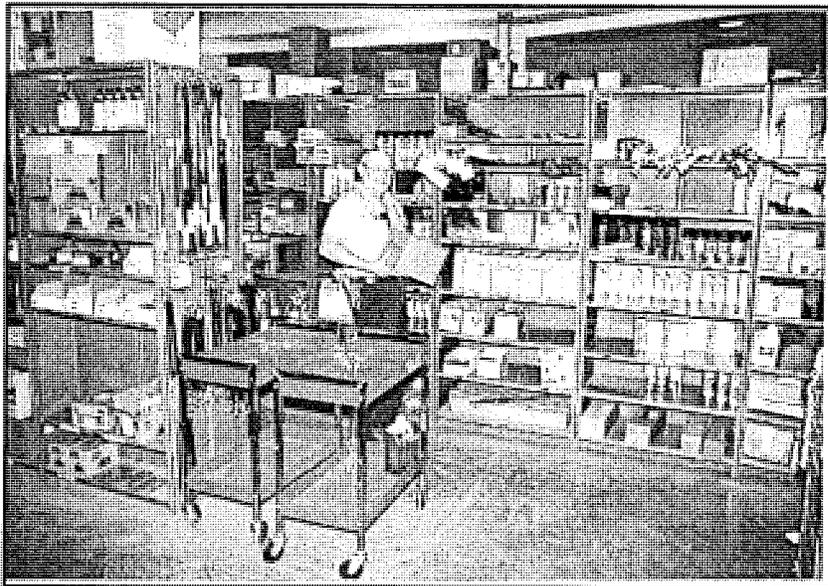
**Central Equipment**

	2000	2001	2002
Equipment Maintenance Superintendent	1.00	1.00	1.00
Mechanic III	5.00	5.00	5.00
Stores Clerk	1.00	1.00	1.00
 Total FTE Positions	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>

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

Cross-divisional charges include:

- One Custodian assigned to Public Works is charged out to Central Equipment.
- 25% of the Public Works Operations Administrator's time is charged to Central Equipment.

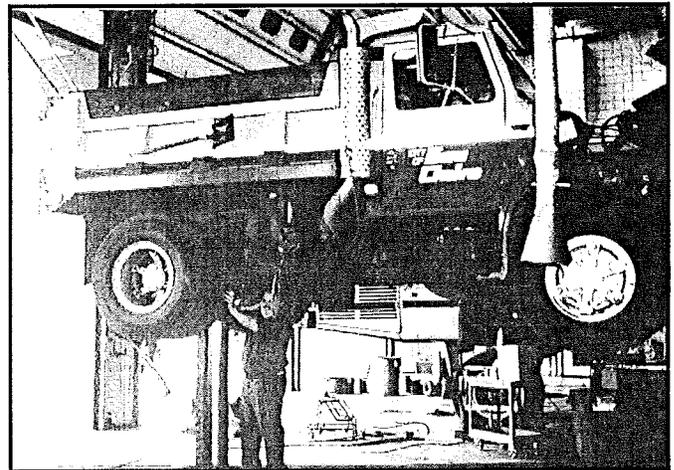


*Supply Storage Area*

## Facilities

### Central Maintenance Facility (910 Forest Street)

- ◆ Equipment and Vehicle Storage
- ◆ Central Stores Agency
- ◆ Reception Counter & 4 Clerical Work Stations
- ◆ Two Channel Radio System
- ◆ Shop Maintenance Area
  - 7 Vehicle Service Bays
  - 3 Two Post Lifts
  - 2 Car Lifts
  - 2 Steam Rooms
  - 10 Ton Bridge Crane
  - 2 Ton Monorail
  - Lubrication Dispensing System
- ◆ Bus Wash
- ◆ Supply Storage Area
- ◆ Automated Fueling System  
(36,000-Gallon Storage Capacity)
- ◆ Diggers Hotline Computer
- ◆ Wheel Balancer, Brake Lathe,  
and Various Tools
- ◆ Equipment Management System  
Fleet Anywhere Computer  
System



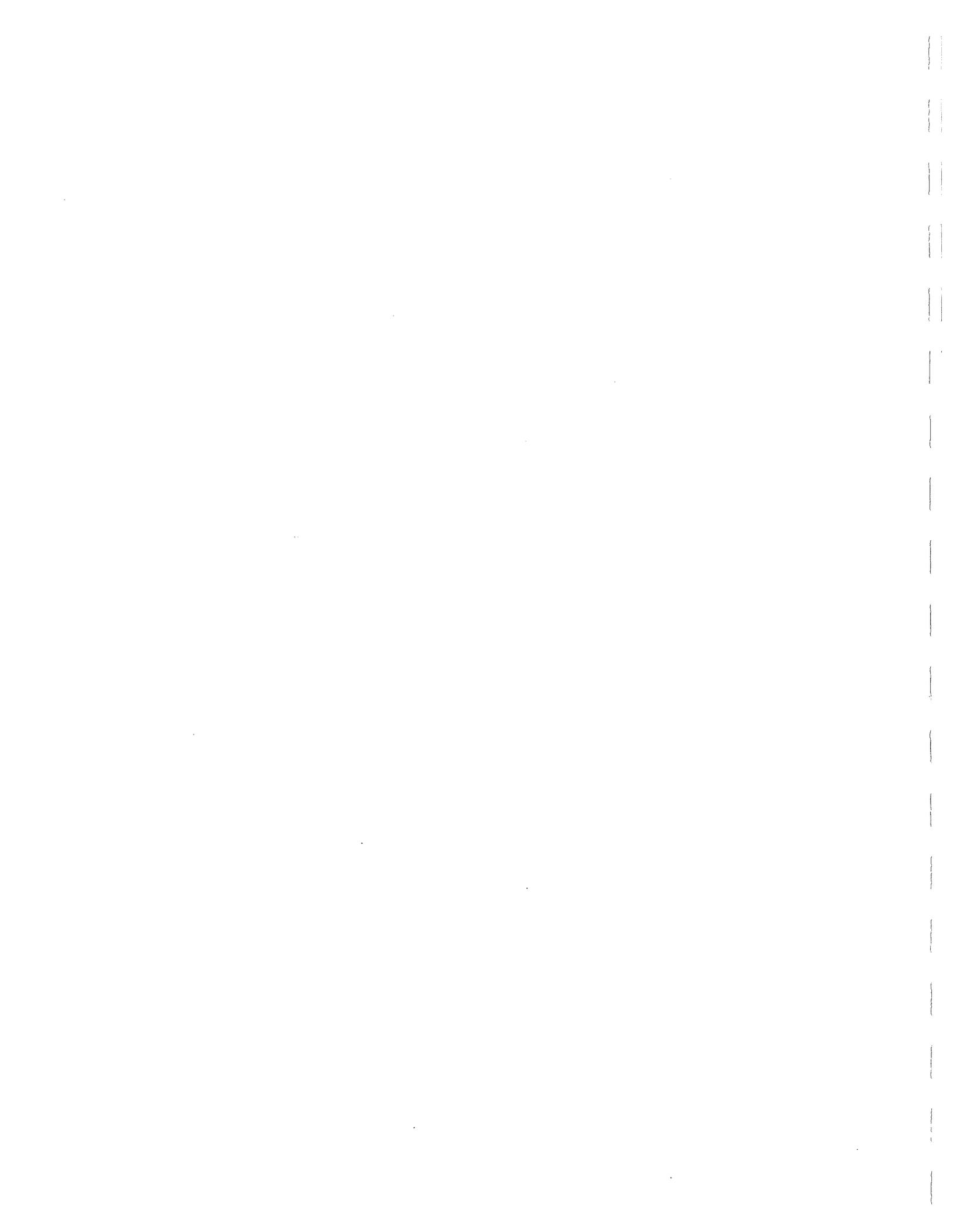
*Vehicle on hoist*

## Equipment

- ◆ Rolling Fleet
  - 28 Fire Vehicles
  - 41 Police Vehicles
  - 164 Public Works Vehicles
    - ◆ Trucks
    - ◆ Motor Graders
    - ◆ Front End Loaders
    - ◆ Sweepers
  - 25 Transit Vehicles
- ◆ Average Age
  - Service Vehicles 7 years
  - Transit Vehicles 11 years
- ◆ 199 Pieces of Miscellaneous  
Equipment for maintaining  
parks, cemeteries, streets,  
parking lots, and public areas
- ◆ Fleet Value \$10,000,000

## Future Outlook

- ◆ Continue monitoring equipment rental rates to assure that replacement, overhead, maintenance and operating expenses are recovered.
- ◆ Replace equipment and vehicles on a scheduled program.
- ◆ Monitor and upgrade the fueling system to meet Underground Storage Tank (UST) and storm water discharge requirements. This may require the installation of a canopy over the fueling islands at the CMF in the next 8 years.
- ◆ Evaluate the equipment and rolling fleet used for the purpose of street sweeping.



# LANDFILL REMEDIATION

The Landfill Remediation Fund was authorized by Council in late 1993 and accounts for transactions associated with the activities of the Potentially Responsible Parties (PRP) Group to address contamination issues at the City's former landfill.

## Programs & Services

### Areas of Operation

Expendable Trust Account for the former City Landfill – Town of Union

### Operating Policy

The City of Eau Claire acts as the administrator for the PRP Group. The PRP Group has been established to respond to environmental concerns associated with the landfill site. Responsibilities include the hiring of agencies and other consultants, correction of well contamination issues and identifying other PRPs.



*Environmental cleanup*

## Overview of Revenues and Expenditures

	<u>2000 Actual</u>	<u>2001 Adopted</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Charges for Services	\$ <u>89,908</u>	\$ <u>500,000</u>	\$ <u>27,523</u>	\$ <u>500,000</u>	\$ <u>150,000</u>
Total Revenues and Other Financing Sources	<u>89,908</u>	<u>500,000</u>	<u>27,523</u>	<u>500,000</u>	<u>150,000</u>
<b>Expenditures and Other Financing Uses:</b>					
Materials & Supplies	<u>89,908</u>	<u>500,000</u>	<u>44,455</u>	<u>500,000</u>	<u>150,000</u>
Total Expenditures and Other Financing Uses	<u>89,908</u>	<u>500,000</u>	<u>44,455</u>	<u>500,000</u>	<u>150,000</u>
Excess (Deficiency) of Funding Sources Over Uses	\$ <u>-</u>	\$ <u>-</u>	\$ <u>(16,932)</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**

**Landfill Remediation**

<u>Revenue Classification</u>	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>CHARGES FOR SERVICES</b>					
Environment remediation	\$ 89,908	\$ 500,000	\$ 27,523	\$ 500,000	\$ 150,000
Total revenues	<u>\$ 89,908</u>	<u>\$ 500,000</u>	<u>\$ 27,523</u>	<u>\$ 500,000</u>	<u>\$ 150,000</u>

**CHARGES FOR SERVICES**

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

Our required work at the landfill is shifting from remedial construction to monitoring, testing and operation of the pump/treat system. The current budget of \$500,000 per year is being reduced by \$350,000 to \$150,000. This budget is funded at 50% by the City and 50% by the other potentially responsible parties (PRPs).



*Former Landfill*

## Operation Highlights

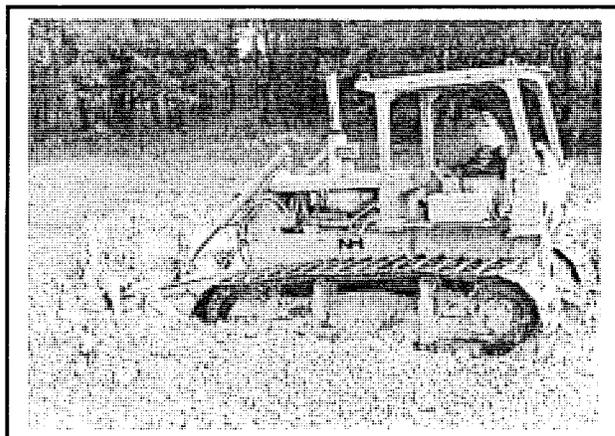
In September 1965, the City of Eau Claire opened a municipal landfill in the Town of Union. The site is approximately three miles west of the City on Crescent Road. The 100-acre fill area stopped accepting all wastes in 1978 and the site was officially closed in 1982.

Subsequent to closure, routine monitoring of on-site monitoring wells and private water supply wells in the area revealed the presence of volatile organic compounds (VOCs) in the ground water.

The City is actively working with other parties that contributed waste to the site. Together, the Potentially Responsible Parties (PRPs) and the City are sharing the work and funding required to address the problems related to the landfill site.

Expenditures from this fund are divided into several areas:

- ◆ Private well supply protection – Provide protection (or alternate water supplies) to private well owners in close proximity to the landfill.
- ◆ Operate interim remedial measures to provide protection to private well owners located in close proximity to the landfill.
- ◆ Conduct routine monitoring of the wells in and around the landfill.
- ◆ Conduct routine maintenance and operation of remedial testing and equipment.



*Clay cap at former landfill*

## Future Outlook

- ◆ The landfill will be an ongoing expense for many years to come.
- ◆ The challenge will be to continue to deal with this situation in a cost effective and practical manner.

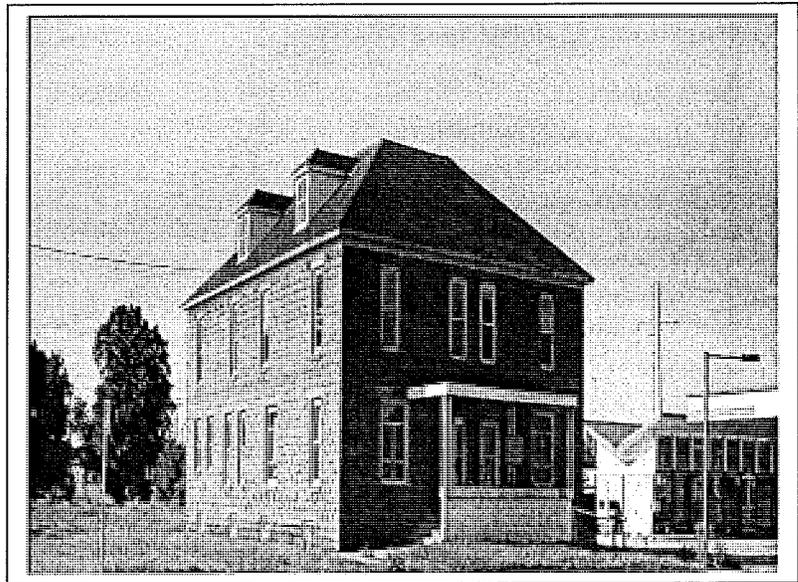
# REDEVELOPMENT AUTHORITY

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



*The RDA recently acquired the property located at 217 E. Madison Street. All tenants have been relocated and the building will be demolished this fall.*

<b>Overview of Revenues and Expenditures</b>
--

	<u>2000 Actual</u>	<u>2001 Adopted</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>Operating Budget</b>					
<b>Revenues:</b>					
Miscellaneous	\$ 9,273	\$ 9,900	\$ 4,608	\$ 9,900	\$ 9,400
Other Financing Sources	<u>186,551</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources	<u>195,824</u>	<u>9,900</u>	<u>4,608</u>	<u>9,900</u>	<u>9,400</u>
<b>Expenses:</b>					
Contractual Services	440	7,400	700	7,400	7,500
Utilities	102	500	45	500	500
Fixed Charges	-	1,000	-	1,000	1,000
Materials & Supplies	<u>10</u>	<u>200</u>	<u>-</u>	<u>200</u>	<u>200</u>
Total Expenses and Other Financing Uses	<u>552</u>	<u>9,100</u>	<u>745</u>	<u>9,100</u>	<u>9,200</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ 195,273</u>	<u>\$ 800</u>	<u>\$ 3,863</u>	<u>\$ 800</u>	<u>\$ 200</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 64,788	\$ 64,033		\$ 104,234	\$ 27,977
<b>Changes in Available Balances:</b>					
From operations	195,273	800		800	200
Proceeds from long-term debt	11,240	-		-	-
Principal from loans	5,375	-		6,300	6,800
Purchase of assets	(172,442)	-		-	-
Transfer from(to) CIP	-	-		(83,357)	-
Investment in fixed assets	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>
Ending Balance	<u>\$ 104,234</u>	<u>\$ 64,833</u>		<u>\$ 27,977</u>	<u>\$ 34,977</u>

## Budget Overview

### **REVENUES**

#### **OTHER FINANCING SOURCES**

The Redevelopment Authority receives principal and interest payments from two loans made to developers for the sale of land. Revenue from principal and interest, resulting from the sale, is estimated at \$16,200 for 2002.

2002 capital projects in the Redevelopment Authority will be funded by \$200,000 transfers from both the Community Development Block Grant program and the Economic Development Fund.

### **EXPENDITURES**

#### **CONTRACTUAL SERVICES**

Included in Contractual Services are postage and shipping, computer service charges, auditing, legal and professional services, and travel and training. In 2002, \$5,100 is budgeted for legal and professional services in anticipation of a development project in the North Barstow Redevelopment District.

#### **UTILITIES**

The Redevelopment Authority is responsible for storm water charges on all impervious area owned by the RDA.

#### **FIXED CHARGES**

Insurance claims are budgeted each year under fixed charges.

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

**Redevelopment Authority**

<u>Revenue Classification</u>	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>MISCELLANEOUS</b>					
Miscellaneous	\$ 9,273	\$ 9,900	\$ 4,608	\$ 9,900	\$ 9,400
<b>OTHER FINANCING SOURCES</b>					
Sale of capital assets	63,169	-	-	-	-
Total other financing sources	63,169	-	-	-	-
Total revenues and other financing sources	\$ 72,442	\$ 9,900	\$ 4,608	\$ 9,900	\$ 9,400

## Redevelopment Projects

### Half Moon Lake Redevelopment Area

- ◆ Created in 1994
- ◆ 9.3 acre redevelopment area
- ◆ The City, Redevelopment Authority and School District acquired 11 residential properties, two commercial properties and two vacant lots.
- ◆ Relocated residents in homes and commercial businesses.
- ◆ Demolished all buildings within the designated area due to signs of physical deterioration and blight.
- ◆ The land was transferred to the Eau Claire Board of Education for the public use of a recreational trail and a public elementary school.

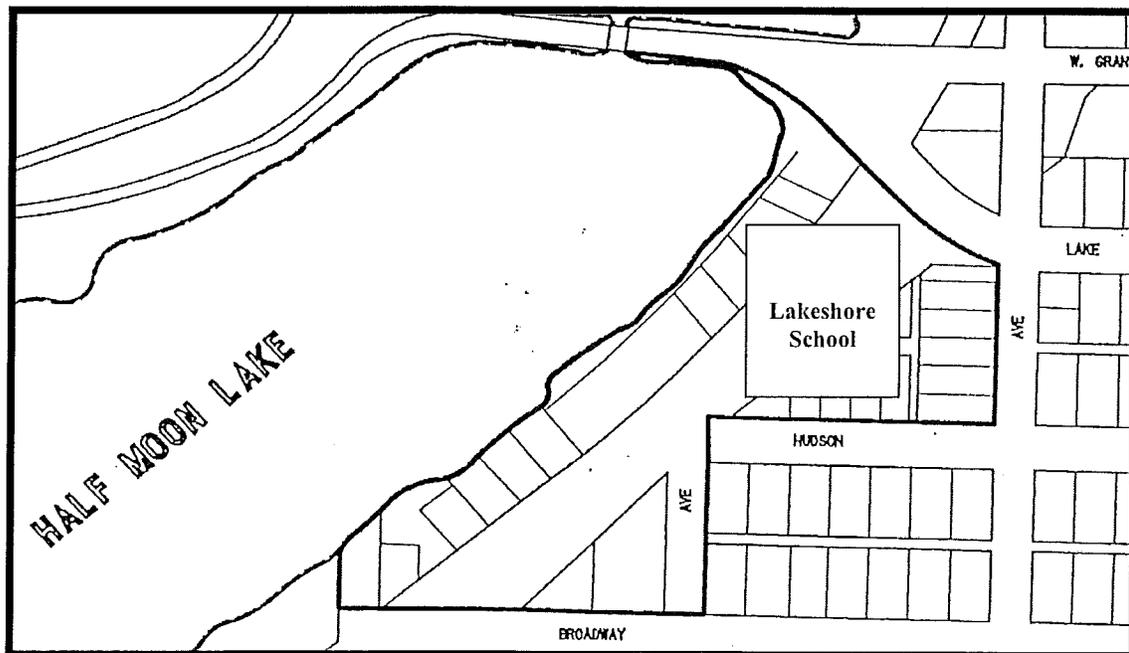


*Lakeshore Elementary School*

◆ Cost: \$929,750

◆ Funding:

CDBG:	\$400,000
DNR Grant	75,750
School	<u>454,000</u>
	\$929,750

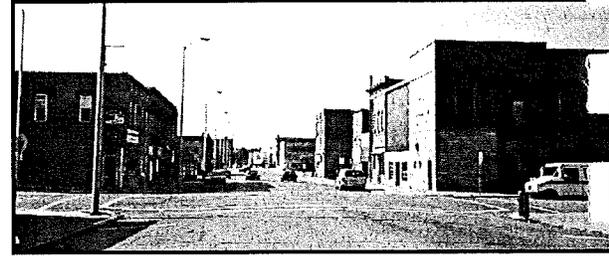


### North Barstow Street Redevelopment Area

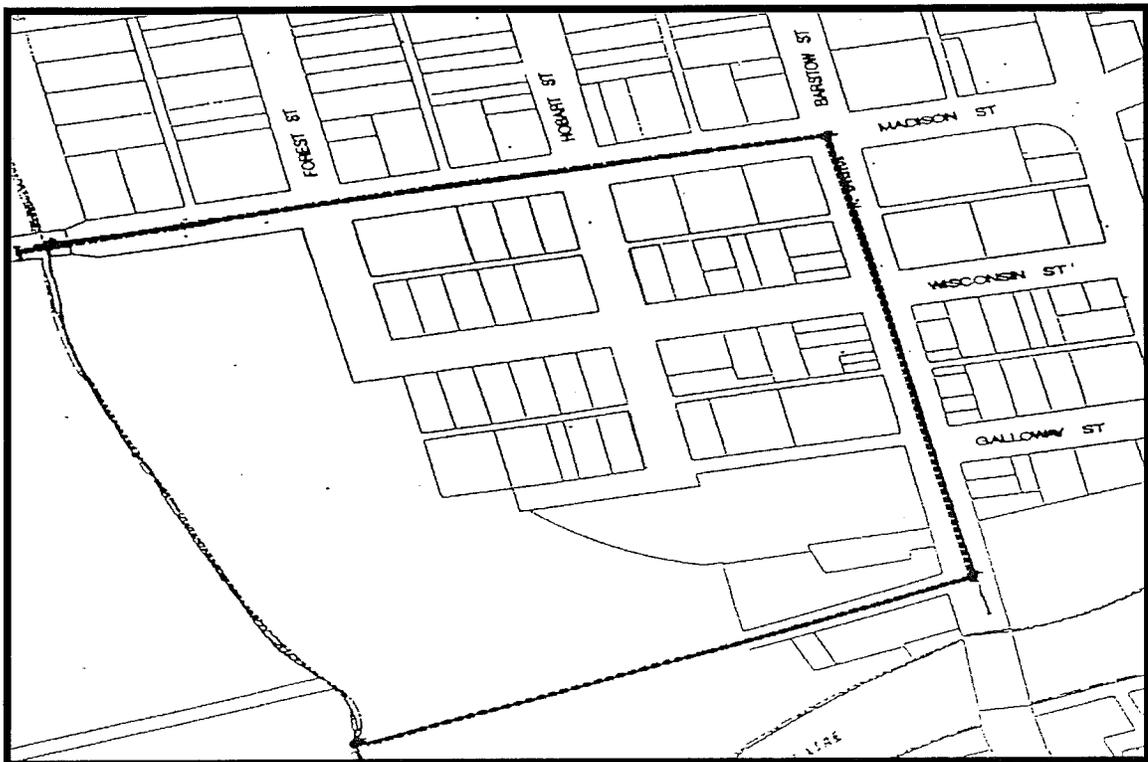
- ◆ Created in 1995 (still active).
- ◆ 23-acre redevelopment area (includes the 5-acre Phoenix Steel property).
- ◆ Began with 18 residential (3 of which were multi-dwelling) properties and 24 commercial and industrial properties.
- ◆ To date, 13 residential properties, one commercial property and four vacant lots have been acquired.
- ◆ All of the acquired properties have been demolished due to physical deterioration and blight, except the recently acquired rooming house on 217 E. Madison Street.
- ◆ Cost: \$1,217,287
- ◆ Funding:
  - CDBG: \$1,250,400
  - EDF: \$ 280,200



*Phoenix Steel Site*



*North Barstow Street*

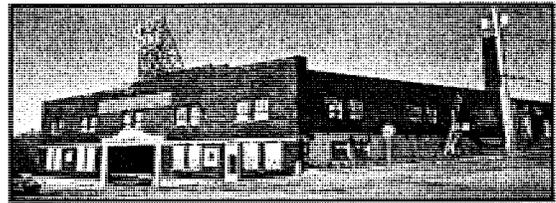


**Soo Line Depot Redevelopment Area**

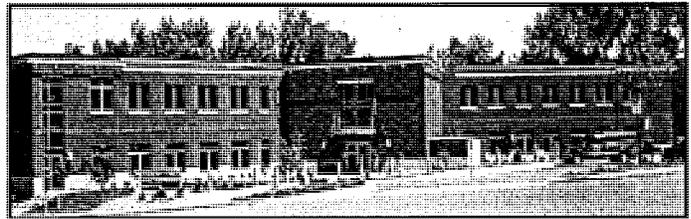
- ◆ Created in 1997
- ◆ Approximately a 9.25 acre area
- ◆ Part of the TIF District #7
- ◆ Included in the area were three residential properties, one commercial property and four publicly owned properties.
- ◆ The RDA received \$167,670 from the sale of the land to PMSI. The developer constructed two office buildings on the site. A municipal parking lot was built and the recreation trail was extended along the Eau Claire River.
- ◆ Tax base generated since 1997 is \$2,298,200.
- ◆ Acquisition Cost: \$375,000
- ◆ Funding for Acquisition:
 

General Fund	\$236,500
TIF District	<u>138,500</u>
	\$375,000

*Before*



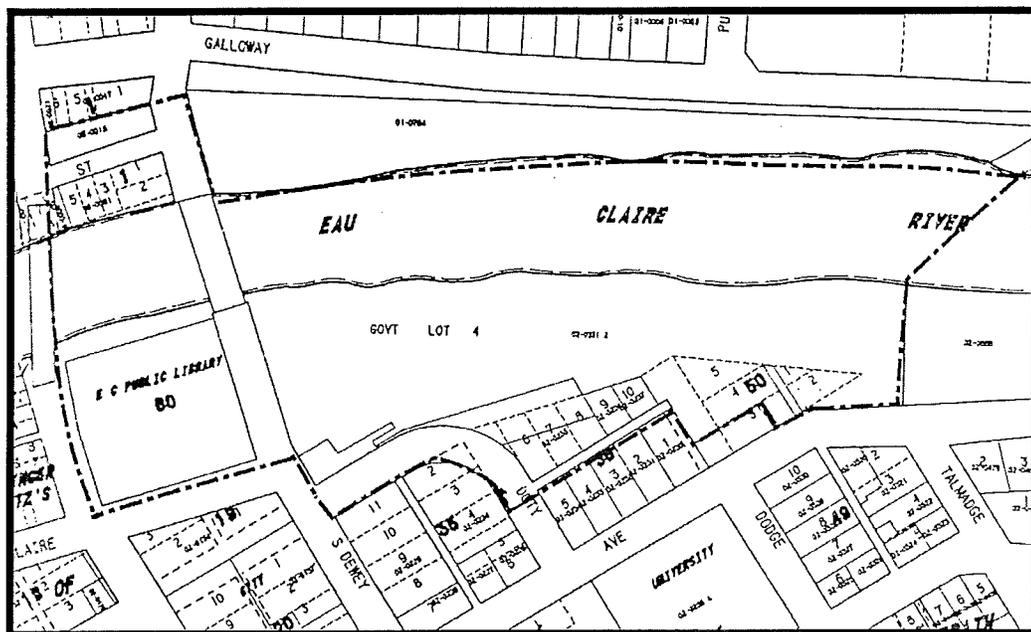
*After*



*Riverview Plaza Office Building*

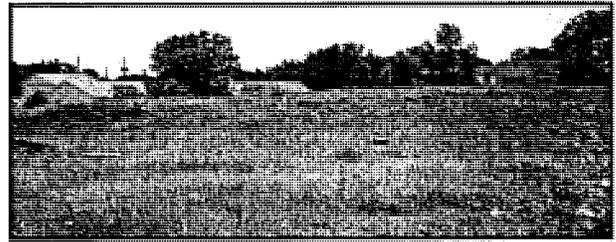


*State of WI Department of Health & Family Services*



**West Madison Street Redevelopment Area**

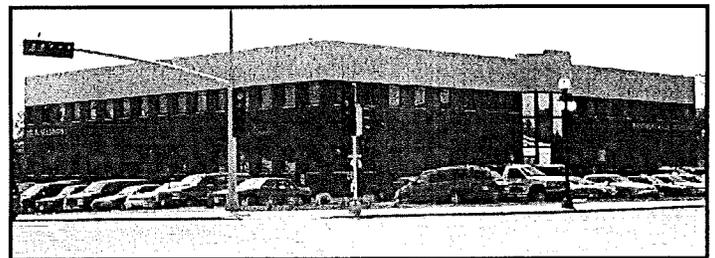
- ◆ Created in 1999.
- ◆ 2.6-acre area.
- ◆ Included in the area were six residential properties, vacant commercial land and vacant public owned land.
- ◆ The RDA received \$63,350 from the sale of a portion of the land to Riverside LLP. The developer constructed a 55,000 square foot office building to house the new job center consortium and other tenants.



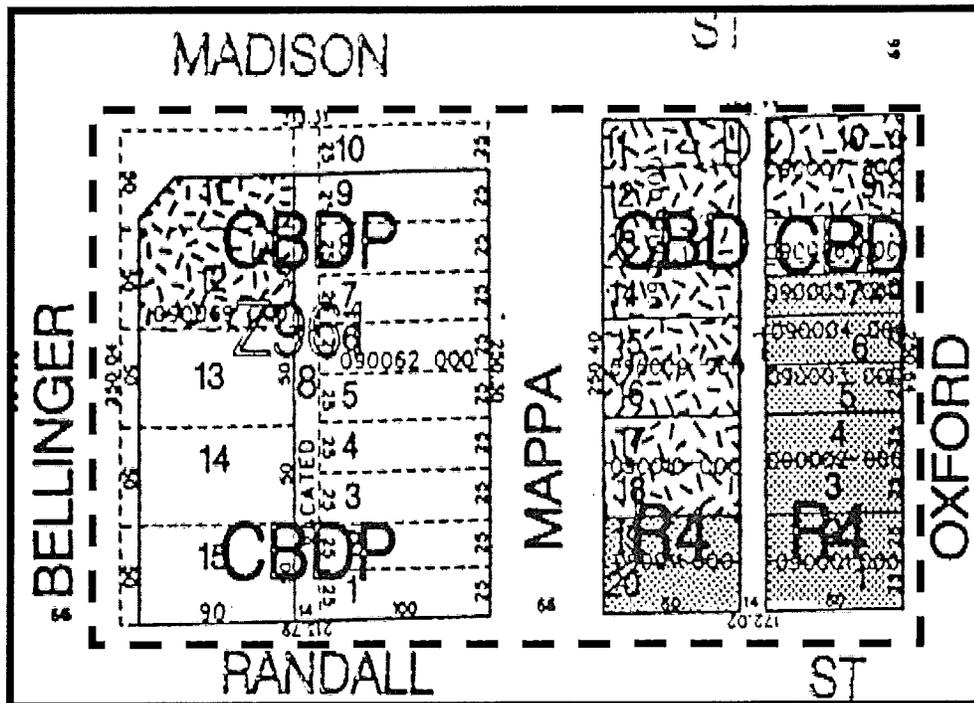
*Before  
Redevelopment Area  
After*

- ◆ The current assessed value is \$3,600,000.
- ◆ Acquisition Cost: \$452,000
- ◆ Funding:

EDF	\$320,000
General Fund	<u>132,000</u>
	\$452,000



*West Riverside Office Building*



## Future Outlook

- ◆ The Downtown is a major emphasis of our redevelopment activities. There is a need to create additional sites for redevelopment purposes. Vacant land in the downtown for development purposes is almost non-existent. To address this, the Redevelopment Authority will need additional funding. A TIF district could be created to help pay for public improvements in the Redevelopment Area including streets, utilities, and park amenities.
- ◆ There is a need to replenish the Clearwater Loan Pool to continue to make loans in the downtown area or to create a similar loan pool that replaces Clearwater.
- ◆ There is also a continual need for adjacent parking to serve existing buildings and new redevelopment sites in the Downtown. The feasibility of public parking ramps should be addressed for all large projects.



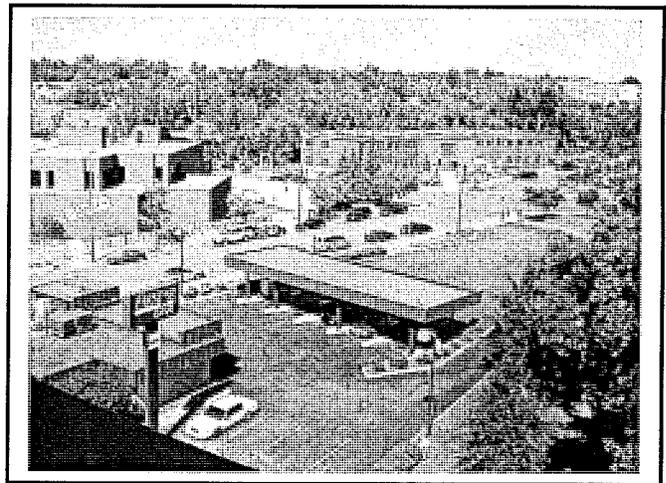
# DOWNTOWN BUSINESS DISTRICT

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.

## Programs & Services

To assure a continuing and successful downtown development and promotional effort, the Downtown Business Improvement District has adopted the following goals, which are designed to create a positive image of downtown Eau Claire:

- ◆ Encourage and promote the development and vitality of the downtown.
- ◆ Encourage convenient access to downtown via the interstate highway, state highways, urban arterials and public transit.
- ◆ Promote an efficient system of public and private, on- and off-street parking in the downtown.
- ◆ Ensure that future downtown development achieves a high standard of environmental quality and urban design.
- ◆ Provide and encourage development of entertainment, cultural, and civic activities and facilities in downtown.
- ◆ Encourage appropriate governmental agencies to locate their offices in downtown.
- ◆ Encourage high-density residential development in downtown.
- ◆ Enhance downtown's position as an employment center and work to ensure a proper mix of office, retail, financial, health and professional service.
- ◆ Actively market downtown as an attractive setting and convention site for visitors and convention delegates.



<b>Overview of Revenues and Expenditures</b>
--

	<u>2000 Actual</u>	<u>2001 Adopted</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Miscellaneous	<u>3,070</u>	<u>2,000</u>	<u>1,700</u>	<u>2,000</u>	<u>3,000</u>
Total Revenues and Other Financing Sources	<u>58,070</u>	<u>57,000</u>	<u>56,700</u>	<u>57,000</u>	<u>58,000</u>
<b>Expenditures and Other Financing Uses:</b>					
Contractual Services	53,207	44,000	22,101	44,000	32,500
Materials & Supplies	7,166	11,000	1,864	11,000	6,500
Tsf to Downtown Partners	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,000</u>
Total Expenditures and Other Financing Uses	<u>60,373</u>	<u>55,000</u>	<u>23,965</u>	<u>55,000</u>	<u>64,000</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ (2,303)</u>	<u>\$ 2,000</u>	<u>\$ 32,735</u>	<u>\$ 2,000</u>	<u>\$ (6,000)</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 24,592	\$ 26,593		\$ 22,289	\$ 24,289
Changes in Available Balances:					
From operations	<u>(2,303)</u>	<u>2,000</u>		<u>2,000</u>	<u>(6,000)</u>
Ending Balance	<u>\$ 22,289</u>	<u>\$ 28,593</u>		<u>\$ 24,289</u>	<u>\$ 18,289</u>

## Budget Overview

### **REVENUES**

#### **TAXES**

A lapsing budget is established each year, funded entirely by special assessments paid by commercial and industrial property owners in the district. The City collects the funds through the tax roll and maintains separate accounting records for all receipts and disbursements.

#### **MISCELLANEOUS**

All available funds for the district are invested in accordance with the City's investment policy. Interest Income is used for improvements within the district.

### **EXPENDITURES**

#### **CONTRACTUAL SERVICES**

This account includes costs for auditing, advertising/marketing, activity promotion, street maintenance and funding for the Downtown Partnership.

#### **MATERIALS AND SUPPLIES**

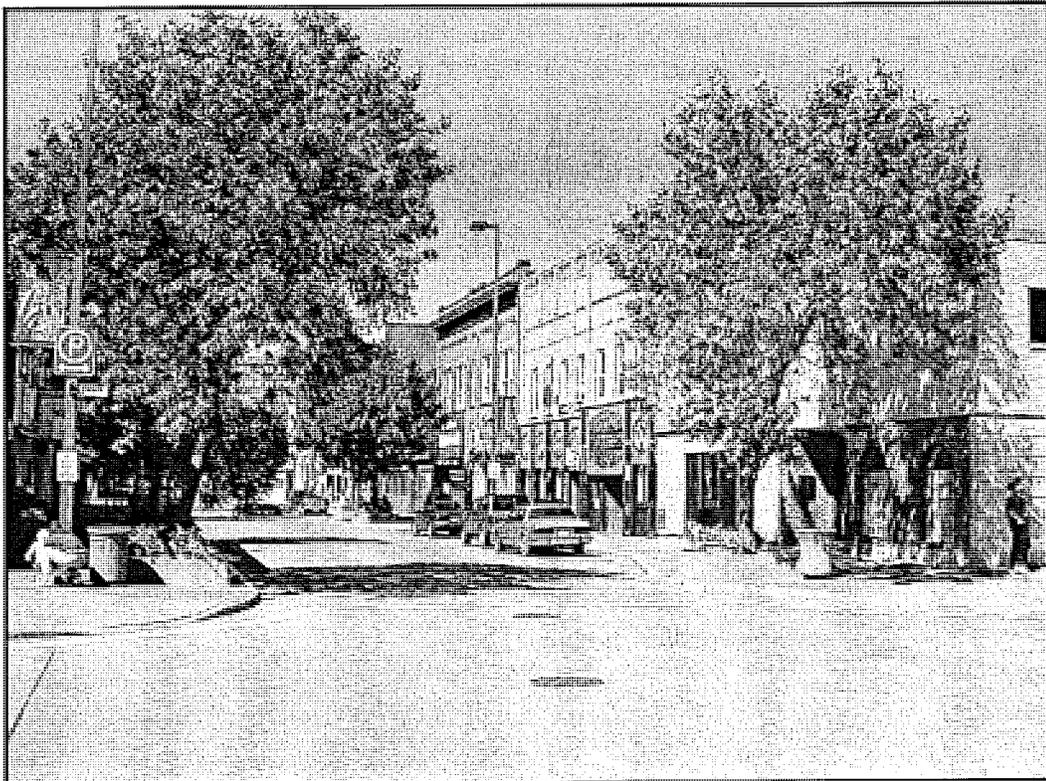
Included in this account is funding for office supplies, newsletter, lighting maintenance and banner maintenance.

## 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 Partners and organizations that facilitate redevelopment and manage downtown activities.
- ◆ Purchase and install the banner program in downtown.
- ◆ Enhance the downtown with flower plantings in the large concrete pots and provide hanging flower baskets.
- ◆ Fund pedestrian amenities such as benches, kiosks, and pedestrian shelters.
- ◆ Vacuum sidewalk in the downtown area and install trash urns.
- ◆ Support the State Regional Arts Center.

The Downtown BID is bounded by Chippewa River on the west, Railroad Street on the north, Emery Street on the south and South Dewey Street on the east.



*Barstow Street*

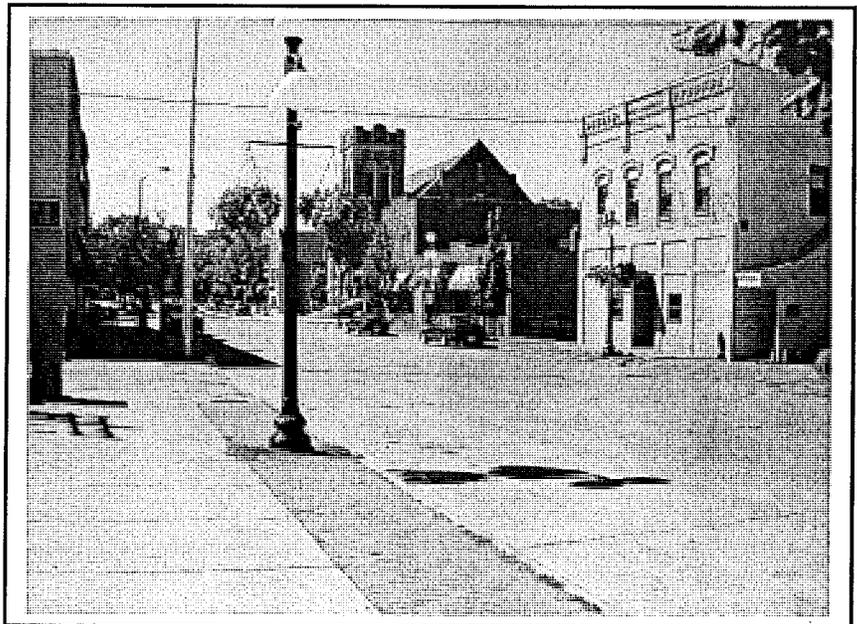
# WEST GRAND BUSINESS DISTRICT

The West Grand Avenue Business District was created in 1987 to allow business and property owners in the West Grand Avenue business community to develop, manage, and promote their business district and to establish an assessment method to fund these activities.

## 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*

<b>Overview of Revenues and Expenditures</b>
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	<u>2000 Actual</u>	<u>2001 Adopted</u>	<u>2001 6-Month Actual</u>	<u>2001 Projection</u>	<u>2002 Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 9,750	\$ 9,750	\$ 9,750	\$ 9,750	\$ 9,800
Miscellaneous	<u>800</u>	<u>500</u>	<u>390</u>	<u>500</u>	<u>500</u>
Total Revenues and Other Financing Sources	<u>10,550</u>	<u>10,250</u>	<u>10,140</u>	<u>10,250</u>	<u>10,300</u>
<b>Expenditures and Other Financing Uses:</b>					
Contractual Services	12,332	9,300	2,739	9,300	9,800
Contributions & Other Payments	<u>500</u>	<u>500</u>	<u>-</u>	<u>500</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>12,832</u>	<u>9,800</u>	<u>2,739</u>	<u>9,800</u>	<u>9,800</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ (2,282)</u>	<u>\$ 450</u>	<u>\$ 7,401</u>	<u>\$ 450</u>	<u>\$ 500</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 9,523	\$ 9,924		\$ 7,241	\$ 7,691
Changes in Available Balances:					
From operations	<u>(2,282)</u>	<u>450</u>		<u>450</u>	<u>500</u>
Ending Balance	<u>\$ 7,241</u>	<u>\$ 10,374</u>		<u>\$ 7,691</u>	<u>\$ 8,191</u>

## Budget Overview

### **REVENUES**

#### **TAXES**

A lapsing budget is established each year, funded entirely by special assessments paid by commercial property owners in the district. The City collects the funds through the tax roll and maintains separate accounting records for all receipts and disbursements.

#### **MISCELLANEOUS**

All available funds for the district are invested in accordance with the City's investment policy. Interest Income is used for improvements within the district.

### **EXPENDITURES**

#### **CONTRACTUAL SERVICES**

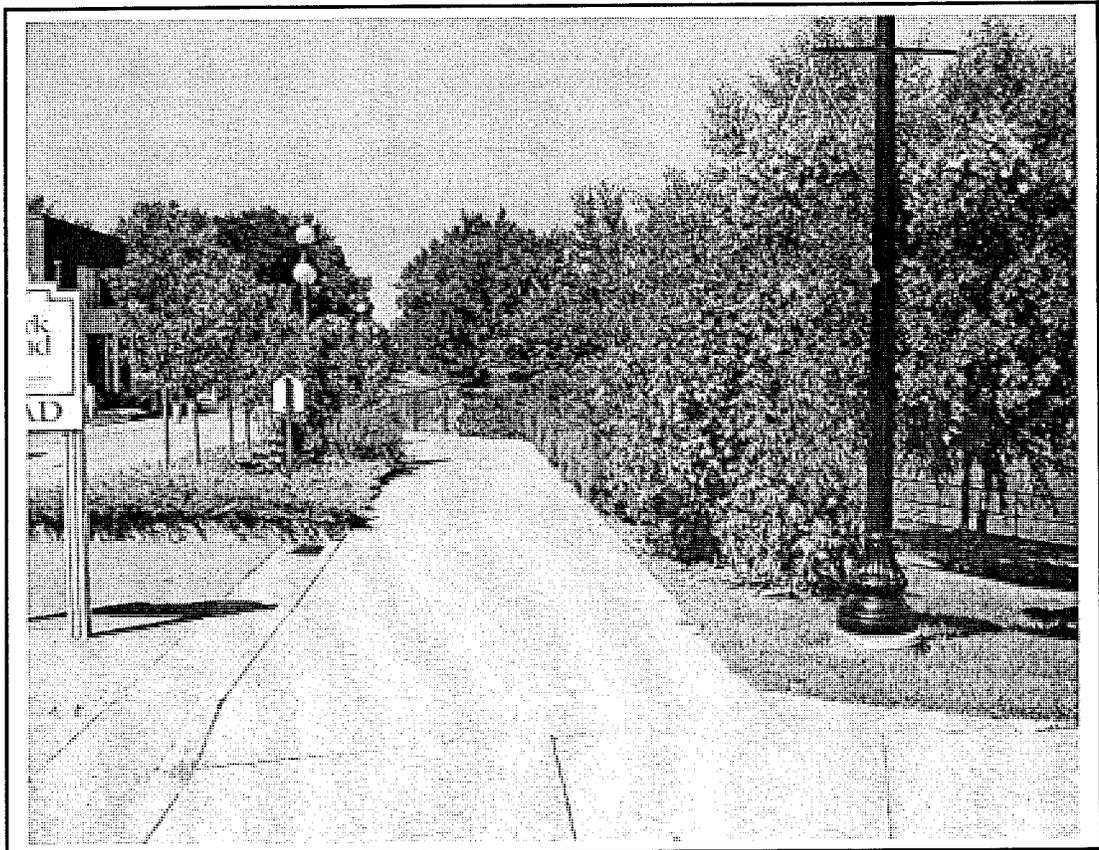
This account includes costs for auditing, repairs, maintenance, snow and ice removal, sidewalk cleaning and weed removal for the district.

## Operation Highlights

The City Council appointed a five-member board to set policies for the BID district and to prepare an annual operating budget for projects and activities in the West Grand Avenue commercial area. Past projects of the BID District include:

- ◆ Purchase and installation of pedestrian level lighting within the district and along First Avenue south to Lake Street.
- ◆ Purchase of hanging flower planters and holiday season decorations for the utility poles within the district and First Avenue.
- ◆ Established a zero interest loan program for commercial properties within the district for façade improvements.
- ◆ Support for the annual activities of the Lakeshore Elementary School and Boy Scouts.

The West Grand Avenue BID consists of commercial properties in the 100 block of West Grand Avenue and the adjoining commercial properties in the 700 and 800 blocks of First Avenue.



*Bike/Pedestrian Trail along First Avenue*

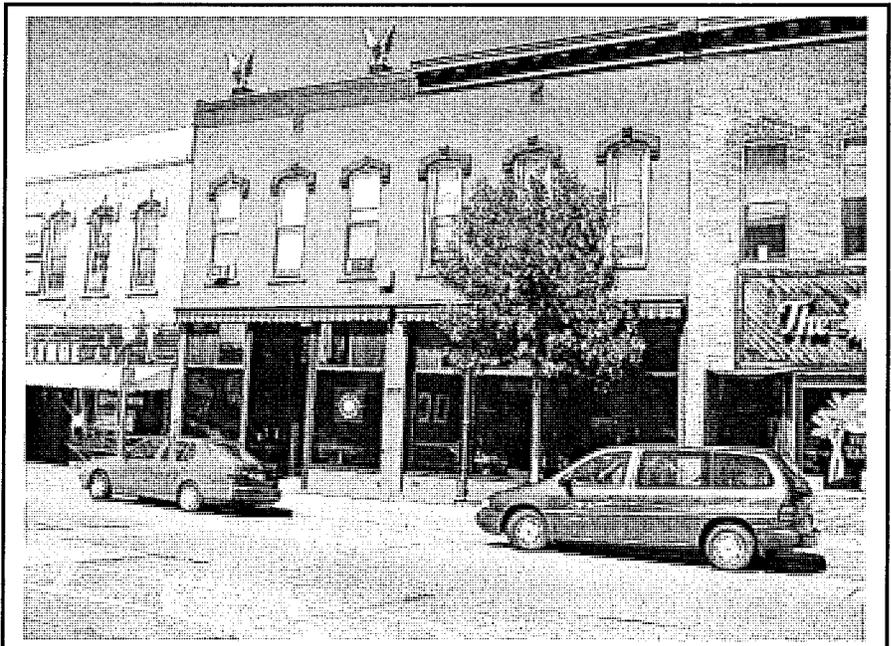
# WATER STREET BUSINESS DISTRICT

The Water Street Business District was formed in 1990 to allow business and property owners in the Water Street business community to develop, manage, and promote their business district and to establish an assessment method to fund these activities.

## Programs & Services

To assure a continuing and successful development and promotional effort, the Water Street Business Improvement District operates under the following goals:

- ◆ Provide complete neighborhood/community shopping and service area with a pleasant pedestrian atmosphere.
- ◆ Encourage and promote the development and vitality of the district.
- ◆ Promote an efficient system of public and private, on- and off-street parking.
- ◆ Actively market Water Street as an attractive, desirable place to live, work, shop and be entertained.
- ◆ Promote development which achieves a high standard of environmental quality and urban design.
- ◆ Promote improvements to the riverfront and to use this resource to the benefit of both the Water Street District and the community.
- ◆ Promote physical rehabilitation of the district which incorporates elements of its history, contemporary design and environmental aesthetics.
- ◆ Encourage activities and developments which promote Water Street as a destination for visitors.



*Water Street*

<b>Overview of Revenues and Expenditures</b>
--

	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Adopted</u>	<u>2001</u> <u>6-Month</u> <u>Actual</u>	<u>2001</u> <u>Projection</u>	<u>2002</u> <u>Budget</u>
<b>Operating Budget</b>					
<b>Revenues and Other Financing Sources:</b>					
Taxes	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Miscellaneous	<u>2,420</u>	<u>1,500</u>	<u>1,090</u>	<u>1,500</u>	<u>1,500</u>
Total Revenues and Other Financing Sources	<u>11,920</u>	<u>11,000</u>	<u>10,590</u>	<u>11,000</u>	<u>11,000</u>
<b>Expenditures and Other Financing Uses:</b>					
Contractual Services	7,485	7,300	5,789	7,900	7,300
Other Financing Uses	<u>4,861</u>	<u>2,200</u>	<u>-</u>	<u>1,600</u>	<u>2,200</u>
Total Expenditures and Other Financing Uses	<u>12,347</u>	<u>9,500</u>	<u>5,789</u>	<u>9,500</u>	<u>9,500</u>
Excess (Deficiency) of Funding Sources Over Uses	<u>\$ (427)</u>	<u>\$ 1,500</u>	<u>\$ 4,801</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>
<b>Working Capital/Available Fund Balance</b>					
Beginning Balance	\$ 33,208	\$ 34,208		\$ 32,781	\$ 34,281
Changes in Available Balances:					
From operations	<u>(427)</u>	<u>1,500</u>		<u>1,500</u>	<u>1,500</u>
Ending Balance	<u>\$ 32,781</u>	<u>\$ 35,708</u>		<u>\$ 34,281</u>	<u>\$ 35,781</u>

## Budget Overview

### **REVENUES**

#### **TAXES**

A lapsing budget is established each year, funded entirely by special assessments paid by commercial property owners in the district. The City collects the funds through the tax roll and maintains separate accounting records for all receipts and disbursements.

#### **MISCELLANEOUS**

All available funds for the district are invested in accordance with the City's investment policy. Interest Income is used for improvements within the district.

### **EXPENDITURES**

#### **CONTRACTUAL SERVICES**

This account includes costs for auditing, rent and repairs to the Community Police building, maintenance and promotions.

#### **MATERIALS AND SUPPLIES**

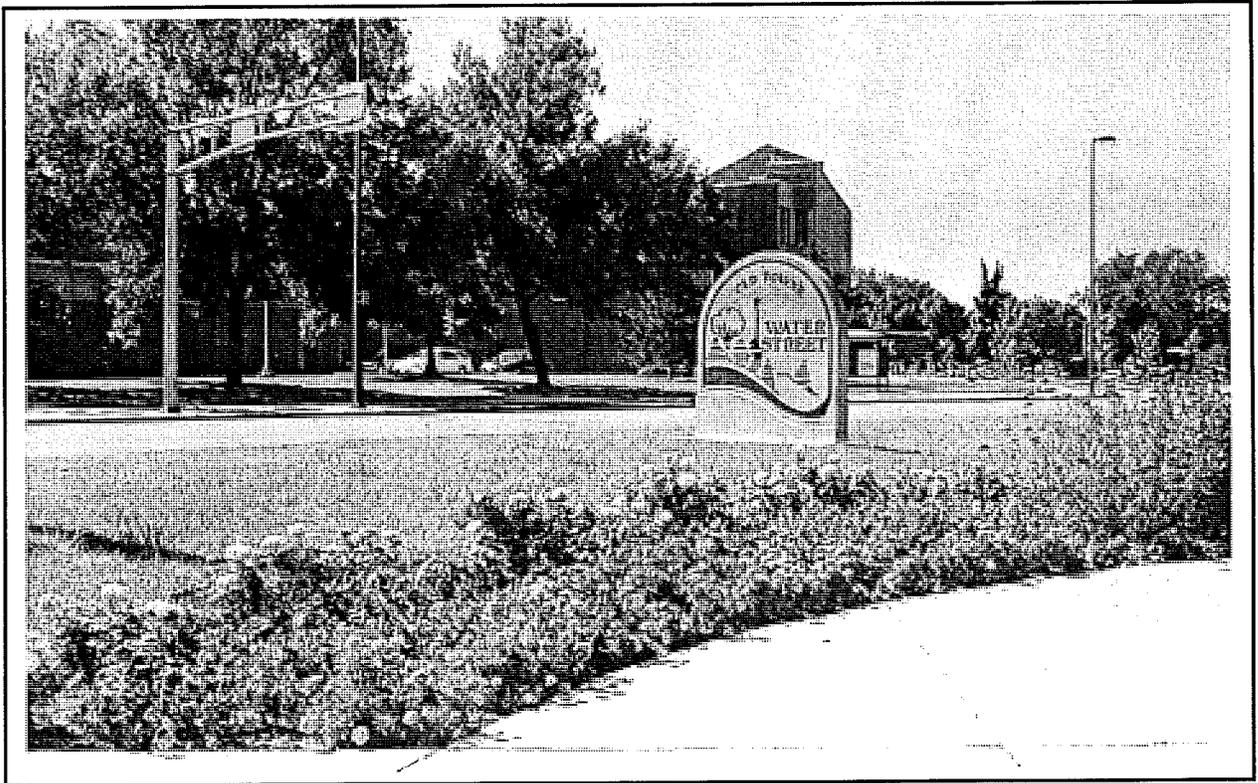
Included in this account are funds for office supplies and fixtures for the district.

## Operation Highlights

The City Council appointed an eleven-member board to set policies for the BID district and to prepare an annual operating budget for projects and activities in the Water Street commercial area. Past projects of the Water Street BID include:

- ◆ Purchase and installation of a monument sign on the corner of Water Street and First Avenue.
- ◆ A second monument sign was installed at the west end of Water Street at Tenth Avenue.
- ◆ Purchase and maintain large ceramic trash containers 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*