

Treasurer

Agency Overview

Agency Mission

The mission of the City Treasurer's Office is to receipt, safeguard and invest all City revenues, and to maintain tax assessment and payment records.

Agency Overview

The Agency is responsible for the receipt and investment of all City revenues. The agency's goals are to provide a user friendly process for taxpayers to avoid the likelihood of delinquency, and to maximize the City's investment earnings.

2018 Budget Highlights

The 2018 Adopted Budget includes funding for:

- Increased bank and credit card service fees to align with prior year trends (\$138,000).
- Increased overtime expenses based on prior year trends (\$11,000).

Treasurer**Function: Administration***Budget Overview***Budget by Service (All Funds)**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue						
Treasurer	(10,009)	(11,000)	-	(11,000)	(11,000)	(11,000)
Total Revenue	\$ (10,009)	\$ (11,000)	\$ -	\$ (11,000)	\$ (11,000)	\$ (11,000)
Expense						
Treasurer	625,923	550,941	715,468	575,521	706,828	706,828
Total Expense	\$ 625,923	\$ 550,941	\$ 715,468	\$ 575,521	\$ 706,828	\$ 706,828
Net General Fund	\$ 615,914	\$ 539,941	\$ 715,468	\$ 564,521	\$ 695,828	\$ 695,828

Budget by Fund & Major

Fund: General

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue						
Intergovernmental Revenues	-	(10,000)	-	(10,000)	(10,000)	(10,000)
Charges for Services	(10,009)	(1,000)	-	(1,000)	(1,000)	(1,000)
Total Revenue	\$ (10,009)	\$ (11,000)	\$ -	\$ (11,000)	\$ (11,000)	\$ (11,000)
Expense						
Salaries	217,343	194,660	214,897	206,854	206,854	206,854
Benefits	72,669	69,199	72,370	69,396	69,664	69,664
Supplies	40,503	123,850	75,893	66,350	66,350	66,350
Purchased Services	294,297	185,388	351,275	231,888	362,906	362,906
Inter Departmental Charges	1,111	1,033	1,033	1,033	1,054	1,054
Inter Departmental Billing	-	(23,189)	-	-	-	-
Total Expense	\$ 625,923	\$ 550,941	\$ 715,468	\$ 575,521	\$ 706,828	\$ 706,828
Net General Fund	\$ 615,914	\$ 539,941	\$ 715,468	\$ 564,521	\$ 695,828	\$ 695,828

Treasurer

Function: Administration

Service Overview

Service: Treasurer

Service Description

This service processes over one million payments annually through both physical and electronic payment channels. The service seeks to continue to utilize new forms of technology to improve efficiency for City taxpayers.

2018 Planned Activities

- Develop and expand Electronic Bill Payment & Presentment (EBPP) functions to enhance service of payments via internet, pay by phone, and other electronic methods.

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Revenue	(10,009)	(11,000)	-	(11,000)	(11,000)	(11,000)
Expense	625,923	550,941	715,468	575,521	706,828	706,828
Net Service Budget	\$ 615,914	\$ 539,941	\$ 715,468	\$ 564,521	\$ 695,828	\$ 695,828

Treasurer

Function: Administration

Line Item Detail

Agency Primary Fund: General

Intergovernmental Revenues

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Other Unit of Gov Rev Op	-	(10,000)	-	(10,000)	(10,000)	(10,000)
TOTAL	\$ -	\$ (10,000)	\$ -	\$ (10,000)	\$ (10,000)	\$ (10,000)

Charges for Service

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Misc Charges for Service	(10,009)	-	-	-	-	-
Reimbursement Of Expense	-	(1,000)	-	(1,000)	(1,000)	(1,000)
TOTAL	\$ (10,009)	\$ (1,000)	\$ -	\$ (1,000)	\$ (1,000)	\$ (1,000)

Salaries

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Permanent Wages	178,778	180,168	177,150	181,362	181,362	181,362
Compensated Absence	710	-	-	-	-	-
Hourly Wages	-	14,492	-	14,492	14,492	14,492
Overtime Wages Permanent	37,856	-	37,747	11,000	11,000	11,000
TOTAL	\$ 217,343	\$ 194,660	\$ 214,897	\$ 206,854	\$ 206,854	\$ 206,854

Benefits

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Health Insurance Benefit	41,699	39,430	37,587	39,281	39,814	39,814
Wage Insurance Benefit	909	837	831	811	811	811
WRS	14,362	12,253	14,826	12,332	12,155	12,155
FICA Medicare Benefits	15,699	13,424	15,981	13,780	13,692	13,692
Post Employment Health Plans	-	3,255	3,145	3,192	3,192	3,192
TOTAL	\$ 72,669	\$ 69,199	\$ 72,370	\$ 69,396	\$ 69,664	\$ 69,664

Supplies

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Office Supplies	2,262	4,000	928	3,500	3,500	3,500
Copy Printing Supplies	4,287	24,000	1,349	10,000	10,000	10,000
Postage	33,773	93,000	73,465	50,000	50,000	50,000
Books & Subscriptions	180	350	150	350	350	350
Work Supplies	-	2,500	-	2,500	2,500	2,500
TOTAL	\$ 40,503	\$ 123,850	\$ 75,893	\$ 66,350	\$ 66,350	\$ 66,350

Purchased Services

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Telephone	885	1,923	2,094	1,923	1,923	1,923
Cellular Telephone	548	700	548	700	700	700
Facility Rental	-	12,075	-	-	-	-
Custodial Bldg Use Charges	10,415	-	16,935	12,075	26,393	26,393
Comm Device Mntc	-	21,340	-	-	-	-
Equipment Mntc	-	1,200	346	1,200	1,200	1,200
System & Software Mntc	16,976	-	17,543	21,300	21,300	21,300
Conferences & Training	2,214	3,000	1,212	3,000	3,000	3,000
Memberships	55	1,000	-	1,000	1,000	1,000
Bank Services	135,123	94,000	132,873	94,000	135,000	135,000
Credit Card Services	111,974	44,300	120,000	44,300	120,000	120,000
Armored Car Services	6,201	2,450	4,421	6,200	6,200	6,200
Storage Services	656	1,000	781	800	800	800
Printing Services	8,259	-	54,226	42,990	42,990	42,990
Other Services & Expenses	991	2,400	297	2,400	2,400	2,400
TOTAL	\$ 294,297	\$ 185,388	\$ 351,275	\$ 231,888	\$ 362,906	\$ 362,906

Treasurer

Function: Administration

Line Item Detail

Agency Primary Fund: General

Inter-Departmental Charges

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
ID Charge From Insurance	856	778	778	778	769	769
ID Charge From Workers Comp	255	255	255	255	285	285
TOTAL	\$ 1,111	\$ 1,033	\$ 1,033	\$ 1,033	\$ 1,054	\$ 1,054

Inter-Departmental Billings

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
ID Billing To Treasurer	-	(23,189)	-	-	-	-
TOTAL	\$ -	\$ (23,189)	\$ -	\$ -	\$ -	\$ -

Treasurer**Function: Administration***Position Summary*

	2017			Request		2018		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT CLERK	20	2.00	115,352	2.00	117,641	2.00	117,641	2.00	117,641
ADMIN ASST	20	1.00	45,803	1.00	45,381	1.00	45,381	1.00	45,381
CITY TREASURER	21	1.00	110,710	1.00	110,872	1.00	110,872	1.00	110,872
CLERK	20	1.00	38,173	1.00	38,473	1.00	38,473	1.00	38,473
FIN OPER LDWKR	20	1.00	59,206	1.00	60,382	1.00	60,382	1.00	60,382
TOTAL		6.00	\$ 369,244	6.00	\$ 372,749	6.00	\$ 372,749	6.00	\$ 372,749

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.