

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.

2019 Budget Highlights

The 2019 Adopted Budget:

- Anticipates the Treasurer becoming a service within the Finance Department in July of 2019. The current Treasurer position will be reclassified to a Treasury and Revenue Manager that will oversee the service. This consolidation will result in increased efficiency in providing treasury and revenue services.
- Reflects the City's cost allocation model that was developed in 2018. The goal of this methodology is to accurately and consistently allocate central service costs to enterprise agencies receiving services. Charges associated with cost allocation are reflected in the inter-departmental charges & billing major expenditure categories shown in the Line Item Detail section of the agency's budget. Reference the Executive Summary for a full explanation of the methodology, the allocation basis, and summary of allocated costs.

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

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Revenue						
Treasurer	-	(11,000)	-	-	-	-
Total Revenue	\$ -	\$ (11,000)	\$ -	\$ -	\$ -	\$ -
Expense						
Treasurer	689,176	706,828	718,448	718,974	764,563	764,563
Total Expense	\$ 689,176	\$ 706,828	\$ 718,448	\$ 718,974	\$ 764,563	\$ 764,563
Net General Fund	\$ 689,176	\$ 695,828	\$ 718,448	\$ 718,974	\$ 764,563	\$ 764,563

Budget by Fund & Major

Fund: General

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Revenue						
Intergovernmental Revenues	-	(10,000)	-	-	-	-
Charges for Services	-	(1,000)	-	-	-	-
Total Revenue	\$ -	\$ (11,000)	\$ -	\$ -	\$ -	\$ -
Expense						
Salaries	225,244	206,854	226,765	217,171	427,931	427,931
Benefits	75,344	69,664	76,377	71,256	126,104	126,104
Supplies	65,338	66,350	67,752	66,350	66,350	66,350
Purchased Services	322,217	362,906	346,501	362,906	364,142	364,142
Inter Departmental Charges	1,033	1,054	1,054	1,291	1,291	1,291
Inter Departmental Billing	-	-	-	-	(221,255)	(221,255)
Total Expense	\$ 689,176	\$ 706,828	\$ 718,448	\$ 718,974	\$ 764,563	\$ 764,563
Net General Fund	\$ 689,176	\$ 695,828	\$ 718,448	\$ 718,974	\$ 764,563	\$ 764,563

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.

2019 Planned Activities

- Continue to review and refine service processes to reduce redundancy and improve efficiency as part of the consolidation with the Finance Department.

Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Revenue	-	(11,000)	-	-	-	-
Expense	689,176	706,828	718,448	718,974	764,563	764,563
Net Service Budget	\$ 689,176	\$ 695,828	\$ 718,448	\$ 718,974	\$ 764,563	\$ 764,563

Treasurer

Function: Administration

Line Item Detail

Agency Primary Fund: General

Intergovernmental Revenues

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Other Unit of Gov Rev Op	-	(10,000)	-	-	-	-
TOTAL	\$ -	\$ (10,000)	\$ -	\$ -	\$ -	\$ -

Charges for Service

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Reimbursement Of Expense	-	(1,000)	-	-	-	-
TOTAL	\$ -	\$ (1,000)	\$ -	\$ -	\$ -	\$ -

Salaries

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Permanent Wages	188,857	181,362	191,765	191,679	390,931	390,931
Compensated Absence	792	-	-	-	-	-
Hourly Wages	-	14,492	-	-	-	-
Overtime Wages Permanent	35,595	11,000	35,000	25,492	37,000	37,000
TOTAL	\$ 225,244	\$ 206,854	\$ 226,765	\$ 217,171	\$ 427,931	\$ 427,931

Benefits

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Health Insurance Benefit	39,238	39,814	41,121	39,814	66,007	66,007
Wage Insurance Benefit	884	811	852	831	1,827	1,827
WRS	15,308	12,155	14,764	12,842	25,606	25,606
FICA Medicare Benefits	16,707	13,692	16,462	14,577	29,368	29,368
Post Employment Health Plans	3,208	3,192	3,177	3,192	3,296	3,296
TOTAL	\$ 75,344	\$ 69,664	\$ 76,377	\$ 71,256	\$ 126,104	\$ 126,104

Supplies

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Office Supplies	1,765	3,500	1,745	3,500	3,500	3,500
Copy Printing Supplies	2,120	10,000	4,857	10,000	10,000	10,000
Postage	60,709	50,000	61,000	50,000	50,000	50,000
Books & Subscriptions	591	350	150	350	350	350
Work Supplies	153	2,500	-	2,500	2,500	2,500
TOTAL	\$ 65,338	\$ 66,350	\$ 67,752	\$ 66,350	\$ 66,350	\$ 66,350

Purchased Services

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
Telephone	889	1,923	1,000	1,923	1,923	1,923
Cellular Telephone	561	700	600	700	700	700
Custodial Bldg Use Charges	22,116	26,393	26,393	26,393	27,629	27,629
Equipment Mntc	173	1,200	335	1,200	1,200	1,200
System & Software Mntc	17,543	21,300	19,363	21,300	21,300	21,300
Conferences & Training	1,154	3,000	3,274	3,000	3,000	3,000
Memberships	-	1,000	-	1,000	1,000	1,000
Bank Services	126,269	135,000	128,000	135,000	135,000	135,000
Credit Card Services	116,385	120,000	118,000	120,000	120,000	120,000
Armored Car Services	7,971	6,200	6,922	6,200	6,200	6,200
Storage Services	634	800	373	800	800	800
Printing Services	28,263	42,990	42,090	42,990	42,990	42,990
Other Services & Expenses	260	2,400	153	2,400	2,400	2,400
TOTAL	\$ 322,217	\$ 362,906	\$ 346,501	\$ 362,906	\$ 364,142	\$ 364,142

Treasurer**Function: Administration***Line Item Detail***Agency Primary Fund: General****Inter-Departmental Charges**

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
ID Charge From Insurance	778	769	769	1,023	1,023	1,023
ID Charge From Workers Comp	255	285	285	268	268	268
TOTAL	\$ 1,033	\$ 1,054	\$ 1,054	\$ 1,291	\$ 1,291	\$ 1,291

Inter-Departmental Billings

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive	2019 Adopted
ID Billing To Landfill	-	-	-	-	(26)	(26)
ID Billing To Monona Terrace	-	-	-	-	(9,051)	(9,051)
ID Billing To Golf Courses	-	-	-	-	(446)	(446)
ID Billing To Parking	-	-	-	-	(125,124)	(125,124)
ID Billing To Sewer	-	-	-	-	(2,706)	(2,706)
ID Billing To Stormwater	-	-	-	-	(1,825)	(1,825)
ID Billing To Transit	-	-	-	-	(58,615)	(58,615)
ID Billing To Water	-	-	-	-	(23,462)	(23,462)
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ (221,255)	\$ (221,255)

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

	2018			Request		2019		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT CLERK	20	2.00	117,641	2.00	118,094	2.00	121,932	2.00	121,932
ADMIN CLERK	20	1.00	45,381	1.00	50,200	1.00	51,832	1.00	51,832
CITY TREASURER	21	1.00	110,872	1.00	113,525	1.00	117,214	1.00	117,214
CLERK	20	1.00	38,473	1.00	45,331	1.00	46,804	1.00	46,804
FIN OPER LDWKR	20	1.00	60,382	1.00	60,614	1.00	62,584	1.00	62,584
TOTAL		6.00	\$ 372,749	6.00	\$ 387,764	6.00	\$ 400,366	6.00	\$ 400,366

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.