



Office of the City Treasurer

Dave Gawenda, City Treasurer

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To: David Schmiedicke, Finance Director
From: David Gawenda, City Treasurer
Subject: 2019 Operating Budget Request

The 2019 proposed budget for the City Treasurer's Office is essentially unchanged from 2018. The single change is technical in nature. The funds for the budget item "hourly wages" (\$ 14,492.) have not been used, and, therefore, have been shifted to "Overtime Wages Permanent". This line has had actual expenses exceed the budgeted amount.

This budget proposal reflects the fact that the Office has a single service.

The proposal does have a single supplemental request. Due to my planned retirement in June, 2019, I am requesting that the position be double-filled for a three-month period. The Treasurer's Office is a small office. The lead worker is a seasoned and capable staff member, but is not familiar with many of the tasks that fall to the treasurer. Double-filling the position would allow me to work with my successor, training him or her in the varied responsibilities that run the gamut from payment processing to investing the one-half billion dollars of city reserves.

Agency: Treasurer

Proposed Budget

	Cost to Continue	Proposed	Change
Revenue	\$0	\$0	\$0
Expenditures	\$718,974	\$718,974	\$0
Net	\$718,974	\$718,974	\$0
	2018	Proposed	Change
FTEs	6	6	0

Request Analysis

2017 Budget

Overbudget	Yes
2017 Analysis	Overtime Costs

2018 Projection

Deficit	Yes
Projection Analysis	Overtime Costs. Treasurer's 2019 budget request made effort to realign budget to Overtime Costs by eliminating the Hourly Wages budget of \$14,492 and assigning it to the Overtime line item.

2019 Request

Budget Request Changes	Treasurer's 2019 budget request made effort to realign budget to cover annual Overtime Costs by eliminating the Hourly Wages budget of \$14,492 and assigning it to the Overtime line item.
Change in Service	No
Service Impact	
Staffing Levels & Payroll Allocations	N/A

Treasurer

Function: Administration

Position Summary

	2018 Budget			Request		2019 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT CLERK	20	2.00	117,641	2.00	118,094	-	-	-	-
ADMIN CLERK	20	1.00	45,381	1.00	50,200	-	-	-	-
CITY TREASURER	21	1.00	110,872	1.00	113,525	-	-	-	-
CLERK	20	1.00	38,473	1.00	45,331	-	-	-	-
FIN OPER LDWKR	20	1.00	60,382	1.00	60,614	-	-	-	-
TOTAL		6.00	\$ 372,749	6.00	\$ 387,764	-	\$ -	-	\$ -

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.

2019 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Treasurer

SELECT YOUR AGENCY'S SERVICE:

Treasurer

SERVICE DESCRIPTION:

This service processes over one million payments per year with more payments through electronic payment channels which requires development of new processes and procedures. The primary customers of this service are the general public and City agencies that rely on the service. The goals of this service are to enhance the ability of the taxpayer to avoid delinquency, while at the same time maximizing the collection of delinquent taxes by July 31st; and to meet or exceed the budget goal for interest earnings, while minimizing the end-of-the-year adjustment for city investments. The major initiatives planned for this service include the continue development and expansion of Electronic Bill Presentment and Payment.

SERVICE BUDGET - ALL FUNDS

	2017 Budget	2018 Budget	2019 Cost to Continue	2019 Request	Change
Revenue	-11,000	-11,000	0		0
Expense	550,941	706,828	718,974		-718,974
Net Budget	539,941	695,828	718,974	0	-718,974

2019 PROPOSAL

1. Explain the budgetary changes proposed from 2019 Cost to Continue to the 2019 Request.

Funds were moved from # 51210 (Hourly Wages) to # 51310 (Overtime Wages Permanent) to reflect actual practice. This change was budget neutral.

2. Explain the operational impact of the proposed changes from 2019 Cost to Continue to 2019 Request.

None.

SERVICE GOALS

1. Who is the recipient of this service?

The treasurer's office serves internal and external customers. Any agency that receives payments relies on the treasurer for the accounting of those revenues (internal). Citizens rely on the treasurer for the receipt and proper crediting of their payments to the city (external).

2. What activities are you responsible for providing under this service?

The treasurer's office oversees all payments to the City of Madison. In addition, it is responsible for the safekeeping and investing of these funds until needed by the city.

3. How do you define success within this service?

For citizens, success is providing multiple, consumer-friendly payment channels and timely accounting for their payments. For the city agencies served, success is the prompt and accurate accounting of their receipts.

4. What strategies are planned for 2019?

The plan for 2019 is additional refinements to existing processes with no new strategies to be introduced.

Supplemental Request

Agency:

Treasurer

Enter Your Agency's Service:

Treasurer

Supplement Title:

Double-fill of City Treasurer's position

Amount:

FTE:

- Expansion to Existing Service
- New Initiative

Provide an overview of the supplemental request.

With the planned retirement of the current city treasurer in June, 2019, this proposal would allow the hiring of a new city treasurer to work with the current treasurer for three months.

What is the desired outcome of the request?

The desired outcome is a smooth transition of the leadership of the agency. As a very small department, none of the incumbant personnel has the background or training to act as interim city treasurer.

How will the desired outcome be measured?

The outcome will be measured by adhering to the current benchmarks: payments should be processed in the same amout of time, reserves should be invested with similar returns as before the transition.