

2022



Legislative Reference Bureau

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TREASURER

2022 Proposed Plan and Executive Budget Review

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Budget Hearing: 11:00 am on Friday, October 1, 2021



\$3,796,037

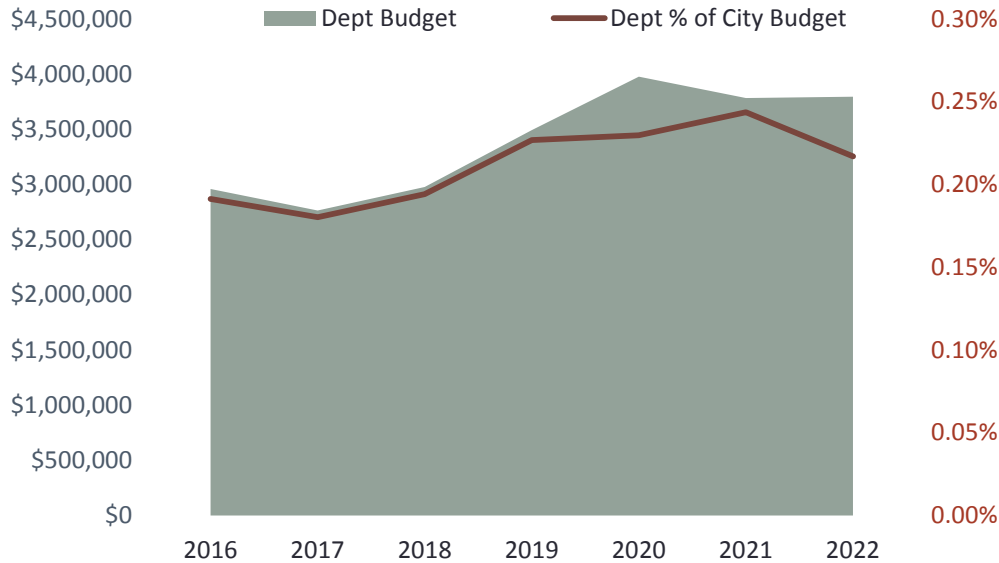
Proposed 2022 Budget

\$12,017

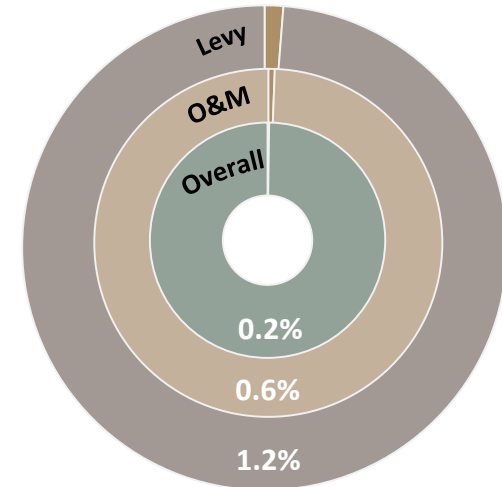
Change in Proposed Budget

0.3%

% Change in Proposed Budget



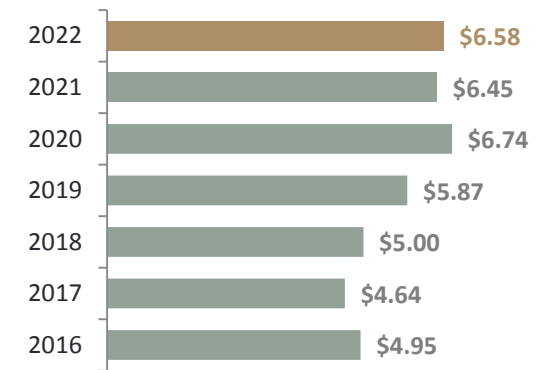
Departmental Budget Impact



Departmental Budget Appropriation Category



Budget per Capita



	Salaries/Wages	Fringe Benefits	Operations	Equipment	Special Funds
\$	\$1,678,460	\$772,092	\$641,275	\$2,855	\$701,355
%	44%	20%	17%	0%	18%
Δ	1.4%	1.4%	-3.7%	0.0%	0.0%

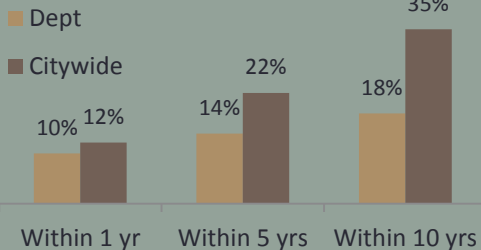
\$23,172

Increase in Salaries/Wages and Fringe Benefits, up 1.4% from the amount allocated in 2021.

0.6196%

Expected cost of property tax collection as a percentage of property taxes collected. This cost is up from a 2021 projected cost of 0.60%.

Retirement Eligible



0

Change in Positions

2

Current Vacancies

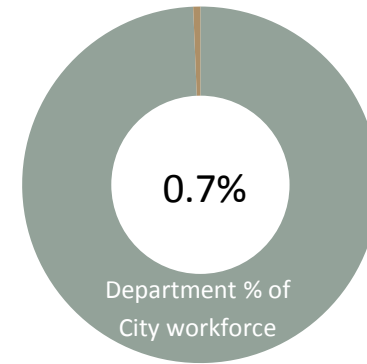
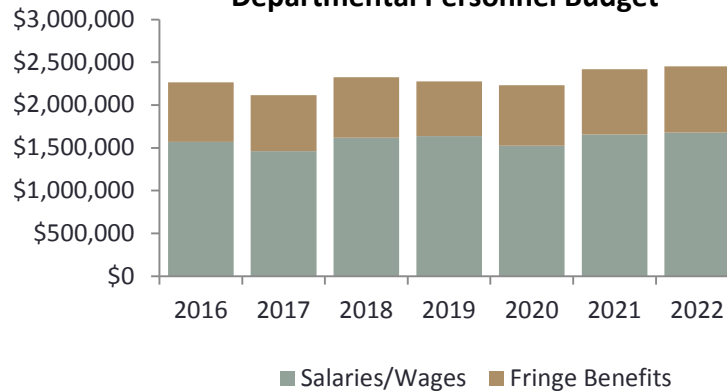
0.0%

% Change in Positions

3

Voluntary Separations

Departmental Personnel Budget



Staffing Vacancy

There are 2 staffing vacancies:

- Customer Service Representative III – waiting for eligible list from DER to begin interviews.
- Tax Enforcement Specialist – interviews are scheduled.

A newly-hired Program Assistant II will begin work on October 4, 2021.

Staffing Change

The total expenditure for 20 Temporary Customer Service Representatives I will grow to \$58,446 in 2022, an increase of \$27,686, or 90%. This is the equivalent of adding 0.64 full time equivalent positions. The increase will result from a re-opening of services to the public following the COVID-19 pandemic.



**Department Positions
2016-2022**

-\$24,755

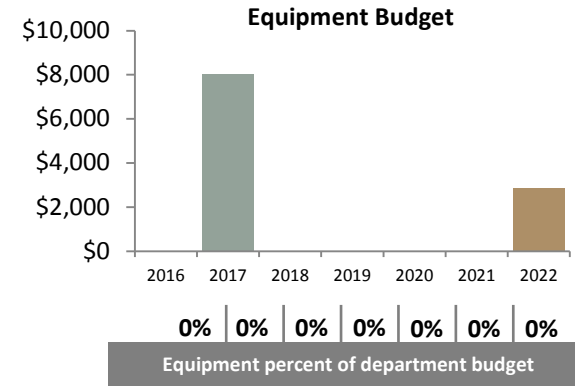
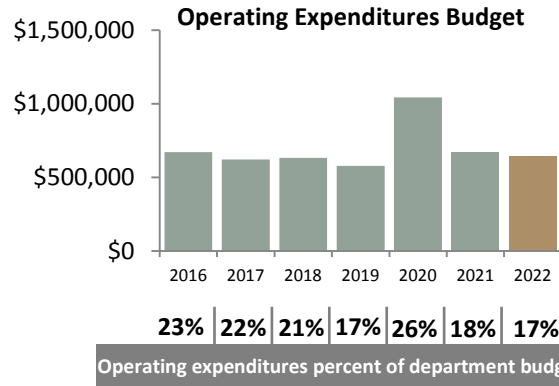
Decrease in Operations costs for the department, down 3.7% from the amount allocated in 2021.

\$155,000

Increase in department's revenue, attributable to interest on general fund investments.

\$790 million

Expected dollar amount of total property taxes to be collected in 2022, which is the same as 2021.



Revenue

Areas of revenues estimated for 2020:

- Licenses – Dog and Cat \$92,500
- Charges for Services \$119,200
- Miscellaneous – Interest on Investment \$783,300
- Total Department Revenues \$995,000**

**2022 revenues up \$155,000 or 18.4% from 2021*

Grants & Aids

This department receives no grant funding.

Capital Requests

There are no capital requests for this department.

Special Purpose Account

In 2020, the Treasurer's Office began using a \$1.25 million Citywide Collection Contract managed by the Department of Administration to cover the Treasurer's Office's legal costs. This had previously been funded at \$625,000 through a Special Purpose Account.

The Citywide Collection Contract will continue to be funded at \$1.25 million in 2022.

Special Funds

- Information Systems \$4,000
 - Decreased by \$2,600, or 43.3%, from 2021
- Property Tax Collection Forms \$15,635
 - Decreased by \$940, or 5.7%, from 2021
- Information Technology Services \$681,720
 - Increased by \$3,625, or 0.5%, from 2021

\$195,000

Planned 2022 total investment revenue realized on short-term pooled cash investments, a decrease of 16.7% from 2021.

Total balance of the cash investments is projected to be \$195 million, up 16.6% from 2021.

\$980,000

Planned 2022 total investment revenue realized on long-term pooled cash investments, an increase of 42.5% from 2021.

Total balance of the cash investments is projected to be \$40 million, down 41.8% from 2021.

20,218

Delinquent real estate tax accounts as of September 2021, down 1,259 or 5.9% from September 2020.

Munis Property Tax Collection System Update

The City Treasurer's Office implemented a new property tax collection system in December 2017. The service contract is with Tyler Technologies for Munis Tax Collection, which offers automated real estate and property tax billing and collections to allow taxpayers to make electronic payments year-round. Electronic billing and delinquency records are also provided through the system. Moreover, tellers do not need a hard-copy property tax bill from taxpayers and can instead retrieve electronic property tax information using Munis, while a search function allows taxpayers to submit their parcel ID or address to access tax information online. In 2022, the City will be in the final year of a five year contract with Tyler Technologies.

The City also runs System Innovator's iNovah application cashiering system in tandem with Munis. As of October 2021, an interface between Munis and the iNovah system is being tested but has not yet been activated. Once the interface is initiated, tellers' daily uploads between the systems will be eliminated and payments will be posted in real-time, which will boost efficiency.

In October 2020, the Comptroller's Office published an Audit of City Treasurer Cash Controls, examining procedures and controls for revenue collection, including vault and cash drawer access, cash counting and reconciliation, and cash transaction processing and posting. The report establishes that Treasurer's Office maintains strong controls over cashiering functions and notes that the interface between iNovah and Munis may affect future collection procedures. The audit recommends that the Treasurer's Office develop a schedule for reviewing policies and procedures and to update them as process changes occur, and to document the names of individuals who perform revisions along with the relevant dates.

Through an outside consultant, the Comptroller's Office is conducting an audit of the Munis system's application controls in 2021 and will release the results of the audit in early 2022.

Further Decreases in Operating Costs

In 2020, the department saved over \$375,000 in operations costs compared to the previous year. In July 2021, the City benefited from a state contract for all banking services excluding lock box contracts, which resulted in savings for the Treasurer's Office. In 2022, the department expects to save an additional \$24,755 in operations compared to 2021.

Changes in Treasurer Department Revenue, Pooled Cash Investment Revenue, and Pooled Cash Balances

Between 2020 and 2021, the Treasurer’s Office revenues decreased by \$1.18 million, and revenues from short- and long-term pooled cash investments decreased by \$672,205 and \$810,109, respectively. Because the Federal Reserve has set low interest rates between 0 and 25 basis points, the City expects low rates of return again in 2022. However, revenues from total pooled cash investments are expected to increase by 27.5% to \$1,175,000 in 2022. Due in part to low interest rates, Public Debt Amortization Fund revenue realized on pooled cash investments declined from \$801,314 in 2020 to \$307,210 in 2021, although that number is expected to bump up to \$391,667 in 2022. Under Wisconsin Statutes, one-third of all interest on pooled cash and investments is allocated to the Public Debt Amortization Fund.

Meanwhile, although the overall daily short-term pooled cash investment balance is expected to rise by 16.6% to \$195 million, the average overall daily long-term pooled cash investment balance is expected to decrease by 41.8% to \$40 million in 2022.

