



Legislation Details (With Text)

**File #:** 38026      **Version:** 2      **Name:** Creation of a new 1.0 FTE LTE Clerk Typist 2 position (#TBD) in the Treasurer's budget, to be underfilled as a Clerk Typist 1 and shared between the Treasurer and Assessor's offices.

**Type:** Resolution      **Status:** Passed

**File created:** 4/13/2015      **In control:** BOARD OF ESTIMATES (ended 4/2017)

**On agenda:** 5/19/2015      **Final action:** 5/19/2015

**Enactment date:** 5/21/2015      **Enactment #:** RES-15-00437

**Title:** SUBSTITUTE - Amending the 2015 Operating Budget for the City Treasurer and City Assessor by the appropriation of \$39,486 from the Contingent Reserve for a LTE clerk/typist I, funded 70% in the city treasurer's budget and 30% in the city assessor's budget.

**Sponsors:** Paul R. Soglin

**Indexes:**

**Code sections:**

**Attachments:** 1. BOE Memo Clerk TypistTreasurer.pdf, 2. Shared Admin Clerk.pdf, 3. Treasurer LTE.pdf, 4. 38026 Version 1.pdf

Date	Ver.	Action By	Action	Result
5/19/2015	2	COMMON COUNCIL	Adopt - 15 Votes Required	Pass
5/11/2015	2	BOARD OF ESTIMATES (ended 4/2017)	RECOMMEND TO COUNCIL TO ADOPT (15 VOTES REQUIRED) - REPORT OF OFFICER	Pass
4/21/2015	1	COMMON COUNCIL	Referred	
4/13/2015	1	Human Resources Department	Referred for Introduction	

**Fiscal Note**

This resolution would add funding to the Treasurer and Assessor Offices by appropriation of \$39,486 from the Contingent Reserve. The amendment needed would be as follows:

Treasurer's Office: Addition of \$27,468, as follows:  
21100-51110-00000 Permanent salaries: \$24,000,  
21100-52610-00000 FICA: \$1,836,  
21100-52510-00000 WRS \$1,632.

Assessors Office: Addition of \$12,018, as follows:  
10100-51110-00000 Permanent salaries: \$10,500,  
10100-52610-00000 FICA: \$804,  
10100-52510-00000 WRS: \$714.

Contingent Reserve: Reduction of (\$39,486):  
110020-56620-00000 General Fund Contingent Reserve: (39,486).

The available balance of the Contingent Reserve currently stands at approximately \$882,867.

**Title**  
SUBSTITUTE - Amending the 2015 Operating Budget for the City Treasurer and City Assessor by the

appropriation of \$39,486 from the Contingent Reserve for a LTE clerk/typist I, funded 70% in the city treasurer's budget and 30% in the city assessor's budget.

Body

WHEREAS the City Treasurer is responsible for processing all payments to the city; and

WHEREAS the recent implementation of Tyler Technology's cashiering system and ERP system (MUNIS) has meant additional responsibilities for the city treasurer's office in providing assistance to other city departments learning the system; and

WHEREAS since the beginning of the monthly billing cycle for the Madison Municipal Services bill, the treasurer's has seen a fivefold increase in the number of these bills processed each month; and

WHEREAS the first year of collecting property taxes in four installments has required additional staff time to develop new processes for handling 50,000 additional tax payments in 2015; and

WHEREAS the City Assessor's office has a need for additional help during their busy times of the year:

NOW THEREFORE BE IT RESOLVED that the 2015 Operating Budget be amended to transfer \$ 24,000 to the Treasurer's budget 21100-51110 (Permanent salaries), \$ 1,836. to 21100-52610 (FICA), and \$ 1,632 to 21100-52510 (WRS) from the City's Contingent Reserve;

AND BE IT FURTHER RESOLVED that the 2015 Operating Budget be amended to transfer \$ 10,500 to the Assessor's budget 10100-51110 (Permanent Salaries), \$ 804. to 10100-52610 (FICA), and \$ 714 to 10100-52510 (WRS) from the City's Contingent Reserve; said transfers into the Treasurer's and Assessor's budgets totaling \$ 39,486.

AND BE IT FINALLY RESOLVED that the permanent salary detail of the 2015 Operating Budget is amended as appropriate.