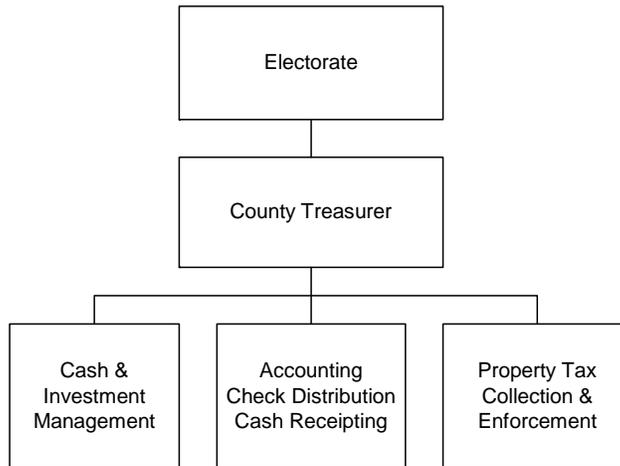


COUNTY TREASURER (3090)



MISSION

The Milwaukee County Treasurer's Office will provide prompt, high-quality services to sustain the overall operation of County government for the benefit of its citizens by efficiently carrying out the functions of cash receipt and disbursement, property tax services and investment.

Budget Summary		
	2012	2011/2012 Change
Expenditures	1,560,597	(86,028)
Revenue	3,205,250	216,827
Levy	(1,644,653)	(302,855)
FTE's	8.5	0.0
<p>Major Programmatic Changes</p> <ul style="list-style-type: none"> Intensify property tax collection efforts 		

OBJECTIVES

- Improve on-line tax payment capability; increase tax enforcement and collection efforts in order to increase delinquent property tax payments to the Treasurer's office.
- Implement efficiencies in the County banking services – through increases in both the number of employees using direct deposit or debit cards and the number of vendors using direct deposits, increase the utilization of E-Checks and credit cards by Milwaukee County in order to reduce paper handling costs.

DEPARTMENTAL PROGRAM DESCRIPTION

The Milwaukee County Treasurer's Office is comprised of three operational divisions: (1) Cash & Investment Management, (2) Accounting, Check Distribution & Cash Receipting (3) Property Tax Collection & Enforcement.

The **Cash & Investment Management Division** is responsible for the safekeeping and growth of operating funds not needed for immediate use. These funds are managed by independent contracted investment advisors who use Milwaukee County's Investment Policy to manage these funds. The main goal is to safeguard the principal while maximizing investment revenues in order to reduce the tax burden on the County's residents.

ADOPTED 2012 BUDGET

DEPT: County Treasurer

UNIT NO. 3090
FUND: General - 0001

The **Accounting, Check Distribution & Cash Receipting Division** is responsible for the banking functions of the County. As the County's bank, the Treasurer's Office provides banking services to all County departments with respect to their banking needs and supplies. Other responsibilities of this department are replacing lost, stolen or stale dates checks; certifying and distributing daily processing of accounts payable checks; bank account and money management; fraud prevention, and the reconciling of Bank to Book entries.

The **Property Tax Collection & Enforcement Division** is responsible for the collection of delinquent property taxes for 18 of the County's 19 municipalities. The County purchases these delinquent tax receivables from the municipalities, attempts to collect the outstanding balances, and administers foreclosure proceedings on uncollectible tax delinquent properties. During this collection process, this office also tracks and monitors bankruptcy filings and court mandated payments.

2012 BUDGET

Approach and Priorities

- Improve overall efficiency in banking operations
- Intensify delinquent tax collections as called for by the continuing high number of delinquencies.
- Contain administrative costs

Programmatic Impacts

- The amount of delinquent taxes turned over to Milwaukee County by area municipalities increased by 13 percent last year, and is expected to continue at similar levels in 2012. Intensified tax enforcement (increased collections efforts, tax-intercept program, fine-tuning foreclosure processes, and managing escalating numbers of bankruptcy filings) will be continued in 2012. These actions were taken in response to a growing gap in property tax payments brought on by the economic decline in this region.
- In an effort to reach out to at-risk homeowners, this office provides (in all collections communications), information about access to reverse mortgages, the State Homestead Assistance Program, and mortgage and financial counseling, as well as the availability of delinquent tax payment plans through the Treasurer's office.

Budget Highlights

Elimination of Step Increases for 2012 for Employees in Certain Pay Grades (\$4,976)

This budget includes an expenditure reduction of \$4,976 based on the elimination of step increases for 2012, as provided for in Chapter 17 of the Milwaukee County General Ordinances, for employees in certain pay grades. (See Appendix B for pay grades affected.)

Delinquent Tax Revenues (\$216,827)

Based on recent trends due to the economic downturn, and based on increased focus on collections by the Treasurer, delinquent tax revenues are increased by \$216,827 over the 2011 Adopted Budget to \$3,200,000. The recommended staff restructuring (noted below) is required to achieve this level of revenue. Without the staff restructuring noted below, the Treasurer estimates a revenue deficit of approximately \$500,000.

Reduction in Services (\$59,160)

Based on recent trends and partially due to the cyclical nature of unclaimed funds, services are reduced from the 2011 Adopted Budget level of \$317,537 by \$59,160 or 19 percent to \$258,377. This amount represents an increase of \$42,529, or 20 percent, over 2010 actual service expenditures, therefore providing sufficient flexibility.

Specific reductions from the 2011 Adopted Budget include advertising (\$40,000), printing and stationery (\$17,500), and postage (\$5,000). Expenditures for banking fees remain unchanged from the 2011 Adopted Budget at \$110,000, because the County has achieved a more favorable fee structure, identical to that provided

ADOPTED 2012 BUDGET

DEPT: County Treasurer

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to the State, from its banking partners. As a result, the County will not face an increase in banking service fees despite an increase in online and credit card payment and banking services provided by the County.

Unpaid Personal Property Taxes **(\$45,000)**

Expenditures for unpaid personal property taxes decrease \$45,000 from \$450,000 to \$405,000. When municipalities grant appeals for personal property taxes, the municipalities charge Milwaukee County back for the County portion. Increasing numbers of property owners have challenged and have been successful in appealing portions of their property tax bills. The 2012 Budget reflects the continuation of this trend.

Staff Restructuring **\$22,694**

In order to provide additional capacity for critical statutory banking and accounting functions, including daily cash reporting, verification of account activity and source documents for daily entries, processing receipts of funds and booking to county departments, daily cash flow forecasting and funds transfers, electronic funds transfers, preparing journal vouchers and accruals, and resolving departmental and county-wide banking problems, 1.0 FTE Accountant IV is created with an active salary and fringe benefit cost of \$75,728, offset by the abolishment of 1.0 FTE vacant Fiscal Assistant II position, at an active salary and fringe benefit savings of \$53,034. The net increased cost of \$22,694 is offset by the increase in delinquent tax revenues described above.

This restructuring will enable other fiscal staff to refocus on core duties, especially delinquent tax revenues, while providing increased capacity for cash management, which will also have a positive impact on the Treasurer's ability to maximize investment earnings.

BUDGET SUMMARY				
Account Summary	2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Personal Services (w/o EFB)	\$ 433,776	\$ 405,462	\$ 435,184	\$ 29,722
Employee Fringe Benefits (EFB)	336,821	328,664	339,400	10,736
Services	215,848	317,537	258,377	(59,160)
Commodities	6,388	9,700	9,950	250
Other Charges	308,594	451,500	406,500	(45,000)
Debt & Depreciation	0	0	0	0
Capital Outlay	2,124	0	0	0
Capital Contra	0	0	0	0
County Service Charges	147,795	133,762	111,186	(22,576)
Abatements	0	0	0	0
Total Expenditures	\$ 1,451,346	\$ 1,646,625	\$ 1,560,597	\$ (86,028)
Direct Revenue	4,050,303	2,988,423	3,205,250	216,827
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 4,050,303	\$ 2,988,423	\$ 3,205,250	\$ 216,827
Direct Total Tax Levy	(2,598,957)	(1,341,798)	(1,644,653)	(302,855)

ADOPTED 2012 BUDGET

DEPT: County Treasurer

UNIT NO. 3090
FUND: General - 0001

PERSONNEL SUMMARY				
	2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Position Equivalent (Funded)*	9.5	8.5	8.5	0.0
% of Gross Wages Funded*	100.0	100.0	100.0	0.0
Overtime (Dollars)	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

* For 2010 Actuals, the Position Equivalent is the budgeted amount.

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Accountant 4- Tres Svcs (NR)	00004355	Create	1	1.00	County Treasurer	\$ 48,792
Fiscal Assistant 2	00004041	Unfund	(1)	(1.00)	County Treasurer	(30,416)
					TOTAL	\$ 18,376

ACTIVITY AND STATISTICAL SUMMARY			
	2010 Actual	2011 Budget	2012 Budget
Checks Issued	95,226	150,000	150,000
Lost Checks and Forgeries Processed	443	600	600
Receipts Issued: Property Taxes	6,940	6,000	6,000
Delinquent Tax Notices Processed	8,301	8,000	8,000
Unpaid Property Taxes			
Submitted to Treasurer (# of parcels)	4,069	6,000	6,000
Number of Parcels with Bankruptcy Claims,			
Petitions for Foreclosure	1,087	1,500	1,500
Forms Furnished to Municipalities	839,263	800,000	800,000

All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."