

# CLERK / TREASURER 1560

## SUMMARY INFORMATION

**DEPARTMENT MANAGER:**

Tom Neill, City Clerk / Treasurer

**LINKAGE TO STRATEGIC PLAN GOALS: Goal 2 & 3**

**PROGRAM DESCRIPTION:**

The City Treasurer is responsible for collection and deposit of cash, accurate accounting of receipts, preparation of annual tax roll and settlement of collections with taxing districts, investment of idle funds as prescribed by State Statutes and provision of related information as requested.

The City Clerk is responsible for maintaining the City's official records, preparing minutes for the Common Council meetings and various Boards, issuing licenses, acting as secretary for the Board of Review, providing reception service and mail processing for City Hall.

**ACTIVITY MEASURES:**

ACTIVITY	2007	2008	2009	2010	2011
Tax Bills Issued	23,170	21,604	23,639	23,591	23,569
Tax Refunds Issued	450	505	556	847	891
Licenses Issued (exclude dog & cat)	925	732	804	804	828

**Budget Note:**

In 2008, multiple tax bills to the same address were mailed in one envelope. In previous years, these bills were sent in individual mailings.

**BUDGET SUMMARY:**

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	\$466,525	\$523,075	\$506,125	\$561,857	7.41%
Contractual Services	\$33,575	\$27,606	\$30,606	\$25,669	-7.02%
Supplies & Expenses	\$54,392	\$58,451	\$58,577	\$46,941	-19.69%
Total	\$554,492	\$609,132	\$595,308	\$634,467	4.16%

## Clerk/Treasurer's Office Personnel

### STAFFING:

#### Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
City Clerk/Treasurer (Appointed)	1.00	1.00	1.00
Deputy Clerk/Treasurer	1.00	1.00	1.00
Clerk Typist III	2.00	3.00	3.00
Account Clerk III	1.00	1.00	1.00
Account Clerk II	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total	6.00	7.00	7.00