

Revenue

Agency Number: **30**
Budget Function: **Administration**

The Department of Revenue consists of the Offices of the Assessor, Treasurer and Clerk. Its mission is to be widely recognized as a model operation with a reputation for satisfying customers with prompt, courteous and professional service. Programs will be administered in a manner that assures public confidence in accuracy, productivity, and fairness. The agency serves the informational needs of governing bodies and agencies, elected officials, news media, and the general public. Work will be performed in accordance with Wisconsin State Statutes, Madison General Ordinances, Department of Revenue mandates, and related case law.

<u>Major Service</u>	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 Projected</u>	<u>2004 Request</u>	<u>2004 Executive</u>	<u>2004 Adopted</u>
Assessor	\$ 1,732,109	\$ 1,827,111	\$ 1,827,111	\$ 1,782,607	\$ 1,809,375	\$ 1,840,782
Treasury	444,694	468,445	468,445	459,236	459,236	473,627
Clerk	801,672	867,815	867,815	1,073,057	1,073,057	1,102,439
Agency Total	<u>\$ 2,978,476</u>	<u>\$ 3,163,371</u>	<u>\$ 3,163,371</u>	<u>\$ 3,314,900</u>	<u>\$ 3,341,668</u>	<u>\$ 3,416,848</u>

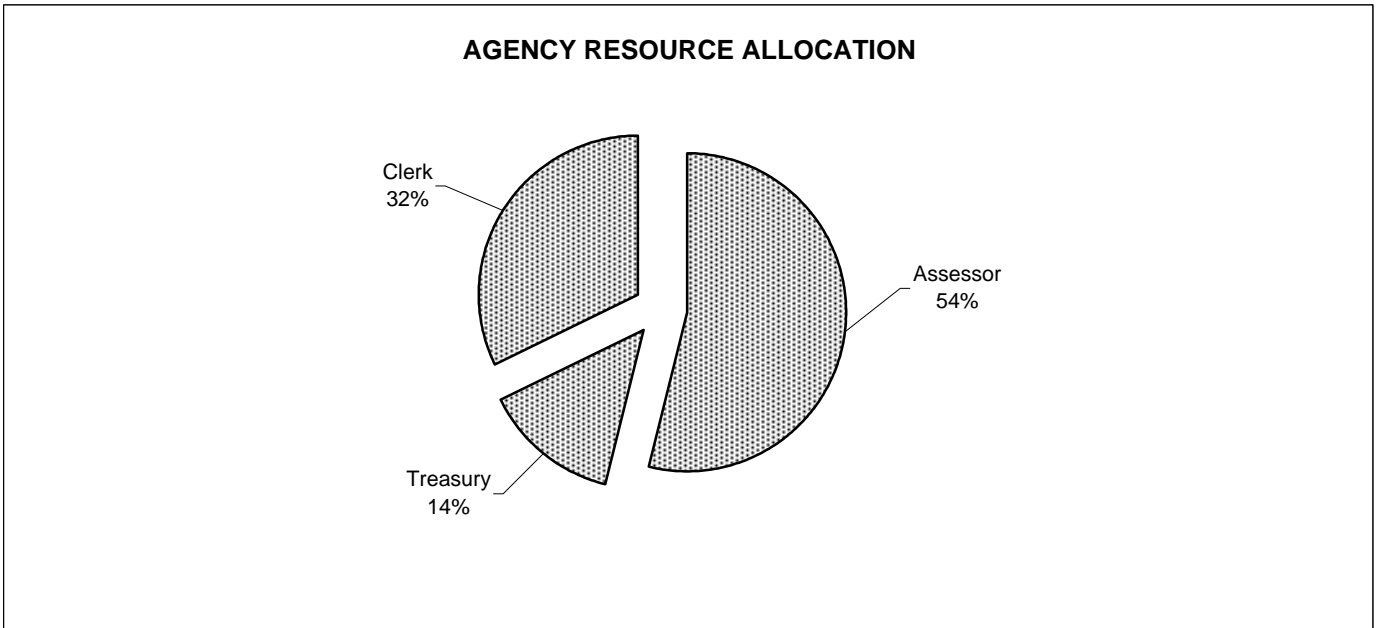
Adopted Budget Highlights

The Budget includes:

1. Funding for a total of four elections, which represents two more elections than were held in the Year 2003. Additional costs related to the extra elections total approximately \$214,850.
2. A total of \$26,768 to pay a new fee related to manufacturing property. This fee will be paid to the Wisconsin Department of Revenue, and is calculated by applying a special rate (.00007978703) to Madison's total current manufacturing property value (\$335,496,200).
3. In anticipation of Ordinance revisions to increase permit and license fees administered by the City Clerk and Treasurer, General Fund Revenues / Miscellaneous Licenses / Liquor Licenses have been increased by \$75,000.
4. The Mayor shall appoint a three-person task force to review Limited Liability Corporation (LLC) issues. This group shall consist of one Board of Estimates member, one City Attorney representative, and the Director of the Department of Revenue. A report, either interim or final, will be submitted to the Common Council by May 1, 2004.
5. Provision of an additional \$12,750 for the training of approximately 150 election Inspectors, in response to the Help America Vote Act of 2002.

The agency submitted no supplemental requests.

Revenue



Budget Service Descriptions:

Assessor

The mission of the City Assessor is to annually assess all taxable real and personal property at market value, and to maintain complete and accurate assessment rolls and property information/ownership records.

Service Summary			
	2002 Actual	2003 Budget	2004 Adopted
Total Expenditures	\$ 1,732,109	\$ 1,827,111	\$ 1,840,782
Less Inter-Agency Billings	0	0	0
Net Total	<u>\$ 1,732,109</u>	<u>\$ 1,827,111</u>	<u>\$ 1,840,782</u>

Treasury

The mission of the City Treasury is to promptly receipt, safeguard and invest all City revenues accurately and efficiently, and to maintain complete and accurate tax assessment/payment records.

Service Summary			
	2002 Actual	2003 Budget	2004 Adopted
Total Expenditures	\$ 615,457	\$ 652,702	\$ 696,126
Less Inter-Agency Billings	170,763	184,257	222,499
Net Total	<u>\$ 444,694</u>	<u>\$ 468,445</u>	<u>\$ 473,627</u>

Clerk

The mission of the City Clerk is to provide administrative support to the Madison Common Council, to process City licenses and permits, to conduct and coordinate elections, and to act as the custodian of all City records.

Service Summary			
	2002 Actual	2003 Budget	2004 Adopted
Total Expenditures	\$ 801,868	\$ 867,815	\$ 1,102,439
Less Inter-Agency Billings	196	0	0
Net Total	<u>\$ 801,672</u>	<u>\$ 867,815</u>	<u>\$ 1,102,439</u>

Revenue
Summary by Major Object of Expenditure

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 Projected</u>	<u>2004 Request</u>	<u>2004 Executive</u>	<u>2004 Adopted</u>
Permanent Salaries	\$ 1,722,113	\$ 1,801,236	\$ 1,801,236	\$ 1,781,873	\$ 1,781,873	\$ 1,799,690
Hourly Employee Pay	5,908	33,054	33,054	33,976	33,976	34,316
Overtime Pay	10,870	10,222	10,222	10,222	10,222	10,324
Fringe Benefits	520,133	621,753	621,753	615,239	615,239	628,549
Purchased Services	644,037	614,947	614,947	843,831	870,599	914,210
Supplies	235,640	257,175	257,175	242,775	242,775	242,775
Inter-Departmental Charges	10,735	9,241	9,241	9,483	9,483	9,483
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$ 3,149,435	\$ 3,347,628	\$ 3,347,628	\$ 3,537,399	\$ 3,564,167	\$ 3,639,347
Inter-Agency Billings	<u>170,959</u>	<u>184,257</u>	<u>184,257</u>	<u>222,499</u>	<u>222,499</u>	<u>222,499</u>
Net Budget	<u>\$ 2,978,476</u>	<u>\$ 3,163,371</u>	<u>\$ 3,163,371</u>	<u>\$ 3,314,900</u>	<u>\$ 3,341,668</u>	<u>\$ 3,416,848</u>