

## Revenue

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

The Department of Revenue consists of the Offices of the Assessor, Treasurer and Clerk. The Assessor annually assesses all taxable real and personal property at market value; the Treasurer invests all City revenues; and the Clerk supports the City Council, processes licenses, and conducts elections. The Department of Revenue 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>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 Projected</u>	<u>2006 Request</u>	<u>2006 Executive</u>	<u>2006 Adopted</u>
Assessor	\$ 1,777,154	\$ 1,866,628	\$ 1,676,710	\$ 1,848,802	\$ 1,801,975	\$ 0
Treasury	434,717	447,943	395,239	456,268	456,322	0
Clerk	1,141,328	902,541	782,190	1,087,080	1,178,535	0
<b>Agency Total</b>	<b>\$ 3,353,199</b>	<b>\$ 3,217,112</b>	<b>\$ 2,854,139</b>	<b>\$ 3,392,150</b>	<b>\$ 3,436,832</b>	<b>\$ 0</b>

### Adopted Budget Highlights

The Budget includes:

1. Dissolution of the Department of Revenue, and reorganization of the component services. The Assessor and Clerk/Treasury services will become two separate agencies. Several personnel changes are made, as follows:
  - 1a. The Director of Revenue position is eliminated;
  - 1b. A new position of "City Clerk-Treasurer" is created;
  - 1c. A new position of "City Assessor" is established;
  - 1d. A new position of "Treasury Operations Manager" is created;
  - 1e. The current position of Revenue Operations Manager is deleted; and
  - 1f. The Clerk's Office Operations Supervisor position is deleted, and replaced with a new position of "Clerk's Office Supervisor."

The net result of the above changes is an increase of one FTE.

Deletion of the existing Director of Revenue position will occur upon retirement of the incumbent. Deletion of the current Revenue Operations Manager position will occur upon the filling of the new Treasury Operations Manager position. Deletion of the existing Clerk's Office Operations Supervisor position will likewise take place upon the filling of the new Clerk's Office Supervisor position.

2. Additional funding of \$271,600 to accommodate a total of four elections in 2006 (see Clerk-Treasurer budget).
3. Restoration of funding for an Administrative Clerk 1 position, at a total cost of \$45,732 (see Clerk-Treasurer budget).

The agency submitted \$50,990 in supplemental budget requests, of which \$45,732 is included in the Adopted Budget (see Clerk-Treasurer budget).

## 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.

<b>Service Summary</b>			
	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2006 Adopted</b>
Total Expenditures	\$ 1,777,154	\$ 1,866,628	\$ 0
Less Inter-Agency Billings	0	0	0
Net Total	<u>\$ 1,777,154</u>	<u>\$ 1,866,628</u>	<u>\$ 0</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.

<b>Service Summary</b>			
	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2006 Adopted</b>
Total Expenditures	\$ 697,268	\$ 695,293	\$ 0
Less Inter-Agency Billings	262,551	247,350	0
Net Total	<u>\$ 434,717</u>	<u>\$ 447,943</u>	<u>\$ 0</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.

<b>Service Summary</b>			
	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2006 Adopted</b>
Total Expenditures	\$ 1,144,139	\$ 902,541	\$ 0
Less Inter-Agency Billings	2,811	0	0
<b>Net Total</b>	<b>\$ 1,141,328</b>	<b>\$ 902,541</b>	<b>\$ 0</b>

### Revenue Summary by Major Object of Expenditure

	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2005 Projected</b>	<b>2006 Request</b>	<b>2006 Executive</b>	<b>2006 Adopted</b>
Permanent Salaries	\$ 1,719,277	\$ 1,838,165	\$ 1,625,000	\$ 1,797,555	\$ 1,831,119	\$ 0
Hourly Employee Pay	37,583	25,270	22,000	20,550	20,550	0
Overtime Pay	30,563	7,910	7,500	7,910	7,910	0
Fringe Benefits	590,572	670,625	593,000	655,366	667,534	0
Purchased Services	936,817	686,395	694,088	911,162	910,112	0
Supplies	294,266	227,775	216,575	253,675	253,675	0
Inter-Departmental Charges	9,484	8,322	7,992	14,704	14,704	0
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 3,618,561</b>	<b>\$ 3,464,462</b>	<b>\$ 3,166,155</b>	<b>\$ 3,660,922</b>	<b>\$ 3,705,604</b>	<b>\$ 0</b>
Inter-Agency Billings	265,363	247,350	312,016	268,772	268,772	0
<b>Net Budget</b>	<b>\$ 3,353,199</b>	<b>\$ 3,217,112</b>	<b>\$ 2,854,139</b>	<b>\$ 3,392,150</b>	<b>\$ 3,436,832</b>	<b>\$ 0</b>