

## Clerk-Treasurer

Agency Number: **36**  
Budget Function: **Administration**

The Clerk-Treasurer consists of the Offices of the Clerk and Treasurer. The Clerk supports the City Council, processes licenses, and conducts elections. The Office of Clerk-Treasurer's 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>
Clerk	0	0	0	0	0	1,159,083
Treasury	0	0	0	0	0	439,205
<b>Agency Total</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,598,288</u>

### **Adopted Budget Highlights**

The Budget includes:

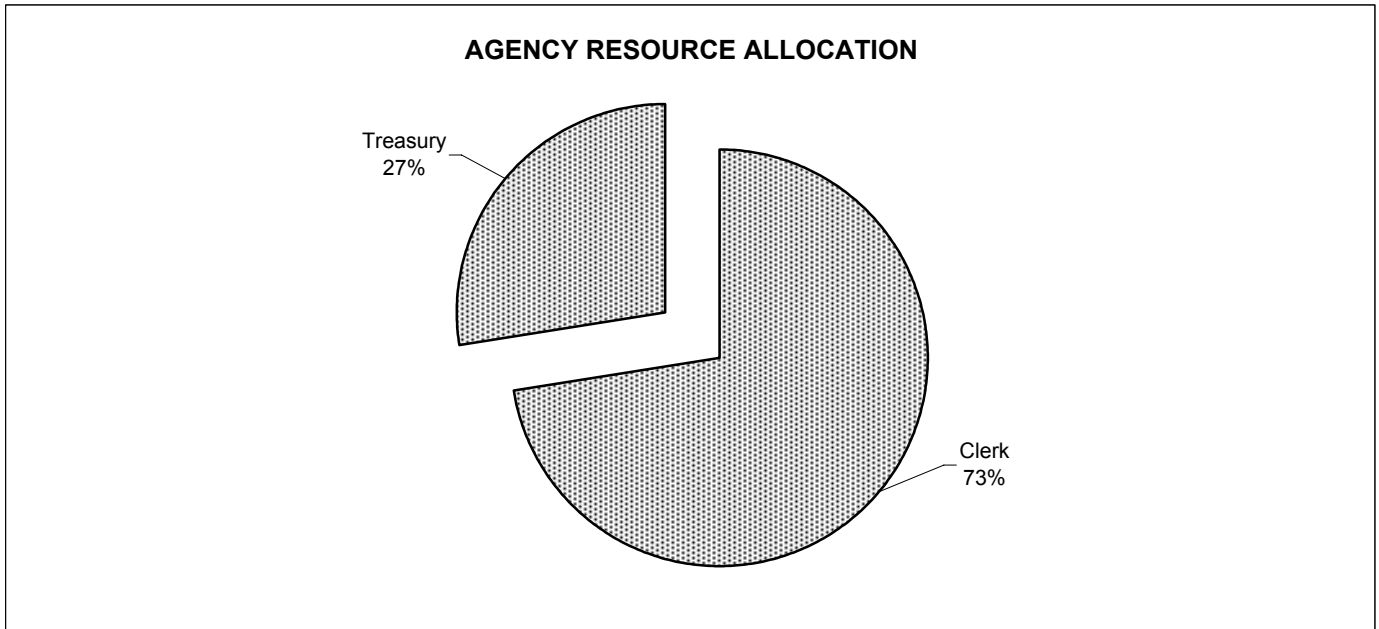
1. Dissolution of the Department of Revenue, and reorganization of the component services. The Assessor and Clerk-Treasurer services will become stand alone agencies. Several personnel changes will affect the new Clerk-Treasurer agency, as follows:

- 1a. The Director of Revenue position is eliminated;
- 1b. A new position of "City Clerk" is created;
- 1c. A new position of "Treasury Operations Manager" is created;
- 1d. The current position of Revenue Operations Manager is deleted; and
- 1e. The Clerk's Office Operations Supervisor position is deleted, and replaced with a new position of "Clerk's Office Supervisor."

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.
3. Restoration of funding for an Administrative Clerk 1 position, at a total cost of \$45,732.

## Clerk-Treasurer



### **Budget Service Descriptions:**

#### **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	\$ 0	\$ 0	\$ 1,159,083
Less Inter-Agency Billings	0	0	0
<b>Net Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,159,083</b>

#### **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	\$ 0	\$ 0	\$ 707,977
Less Inter-Agency Billings	0	0	268,772
<b>Net Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 439,205</b>

