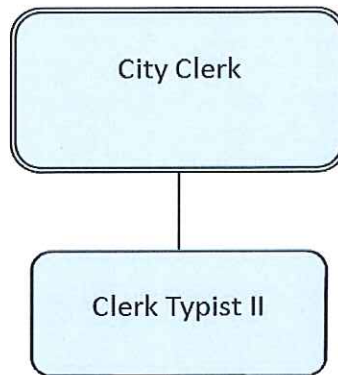


Clerical Administration 2023 Goals

- Succession planning and training
- Reorganizing files in vault after purge
- Enter minutes into munimetrix
- Purge old obsolete voter registration forms
- Scan old worker compensation files



MISSION:

The primary mission of the City Clerk's Office is to assist the Common Council in providing prompt and efficient clerical support and assist the citizenry in defining applicable City ordinances/state laws, open records requests. The City Clerk's Office is responsible for providing staff support to the Common Council, including the recording of public records and minutes of all public sessions of deliberative bodies. The Clerk conducts elections within the City of Hartford within existing statutes and ordinances, and promptly reports and records election results. The City Clerk is also responsible for the licensing of various professions and activities within the City.

- Provide prompt record and transcription of all Common Council and standing committee meetings.
- Prepare all professional and other license applications for immediate submission to the Finance and Personnel Committee for review.
- Assist in the preparation of ordinances and resolutions and provide for the codification of same.
- Conduct scheduled elections, test voting machines, register voters, recruit, select and train officials, and process absentee ballots.
- Maintain accurate and comprehensive voter registration listing in statewide voter registration system.
- Review and certify nomination papers for validity and sufficiency.

GENERAL GOVERNMENT ~ City Clerk

2023 Department Detail Information

CITY CLERK ~ Revenue

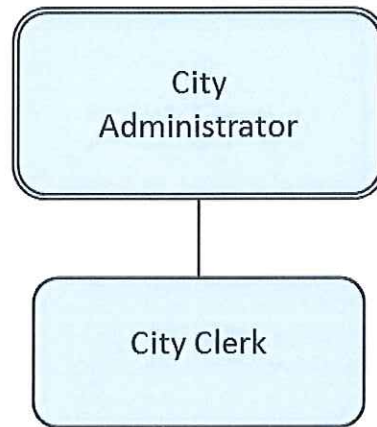
	2020 Actual	2021 Actual	2022 Budget	2023
441100.44110 Liquor and Malt Bev. Licenses	\$ 10,739	\$ 15,976	\$ 15,000	\$ 15,800
441200.44121 Operators Bartenders License	\$ 2,130	\$ 4,830	\$ 4,250	\$ 4,250
441500.44150 Picnic Licenses	\$ 360	\$ 410	\$ 390	\$ 330
441600.44160 Cigarette Licenses	\$ 1,046	\$ 979	\$ 979	\$ 1,100
442300.44230 Miscellaneous Licenses	\$ 854	\$ 969	\$ 700	\$ 700
460000.46190 Miscellaneous General Rev	\$ 70	\$ 78	\$ 70	\$ 70
46000.46191 Postage Revenue	\$ 48	\$ -	\$ -	\$ -
460000.46192 Photocopy Revenue	\$ 11	\$ 20	\$ 15	\$ 15
461100.46111 Special Assessment Letters	\$ 32,540	\$ 33,945	\$ 31,000	\$ 29,000
461100.46112 Special Handling Fee Permi	\$ 26,618	\$ 31,248	\$ 26,000	\$ 27,000
461300.46130 License Publication Fees	\$ 810	\$ 2,190	\$ 1,000	\$ 1,400
474000.47401 Interfund Postage Revenue	\$ 4,801	\$ 3,802	\$ 4,500	\$ 4,500
474000.47402 Interfund Supplies Revenue	\$ 1,915	\$ 1,805	\$ 2,000	\$ 2,000
474000.47403 Interfund Photocopy Revenu	\$ -	\$ -	\$ -	\$ -
480100.48220 Rental-Buildings	\$ -	\$ -	\$ -	\$ 240
TOTAL	\$ 81,942	\$ 96,252	\$ 85,904	\$ 86,405

GENERAL GOVERNMENT ~ City Clerk

2023 Department Detail Information

CITY CLERK ~ Summary

	2021 Actual	2022 Budget	2023	Gen. Fund	Water	Sewer	TIF
Labor	\$ 123,464	\$ 108,611	\$ 133,377	133,377	-	-	-
Operations And Maintenance	\$ 60,188	\$ 61,114	\$ 62,024	62,024	-	-	-
Election - Labor	\$ 18,939	\$ 52,590	\$ 58,181	58,181	-	-	-
Operations And Maintenance	\$ 5,523	\$ 7,755	\$ 7,665	7,665	-	-	-
Grand Total	\$ 208,114	\$ 230,070	\$ 261,247	261,247	-	-	-
Total Sal/FB	\$ 142,403	\$ 161,201	\$ 191,558	\$ 191,558	-	-	-
Total Other Exp	\$ 65,711	\$ 68,869	\$ 69,689	\$ 69,689	-	-	-
Grand Total	\$ 208,114	\$ 230,070	\$ 261,247	261,247	-	-	-



MISSION:

The primary mission of the Property and Liability Insurance division is to contribute to an effective risk control program by developing and implementing job safety and training programs for the City of Hartford. Provide property, casualty, and worker's compensation insurance for all City risks. The City is a member of Cities and Villages Mutual Insurance Company (CVMIC), a joint venture with other Wisconsin municipalities. CVMIC offers a coordinated liability insurance and claims management program to members, each of whom holds an equity position in the company. CVMIC also provides and manages the City's workers' compensation coverage. The City obtains property insurance through Municipal Property Insurance Company (MPIC) created in 2016. Insurance costs are controlled through a risk management program and a safety program under the direction of the City Clerk, with insurance as safety program costs charged to individual departments, divisions, and programs based upon underwriting criteria. The program also maintains a retained earnings balance available for self-insured needs, coverage deductibles, and in-house training activities.

- Demonstrate improved Risk Assessment scores from CVMIC.
- Provide for facility inspections of all City departments to ensure that City is in compliance with OSHA and DOC regulations.
- Continue coordination of in-house training and development of employee safety.

GENERAL GOVERNMENT ~ Property/Liability Insurance

2023 Department Detail Information

PROPERTY LIABILITY INSURANCE ~ Revenue

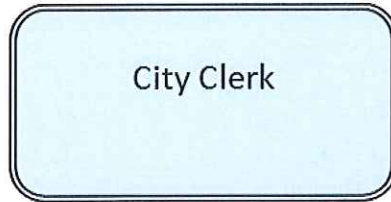
	2020 Actual	2021 Actual	2022 Budget	2023
474930.48110 Interest On Investments	\$ 5,966	\$ 242	\$ 2,500	\$ 2,500
474931.47416 Property	\$ 107,481	\$ 117,569	\$ 117,570	\$ 129,000
474932.47416 Boiler & Machinery Charges	\$ 2,767	\$ 5,760	\$ 6,915	\$ 7,212
474933.47416 Comp Gen Liability	\$ 26,619	\$ 28,258	\$ 29,000	\$ 28,511
474934.47416 Vehicle Insurances	\$ 32,325	\$ 35,432	\$ 37,000	\$ 45,105
474935.47416 Liability Reserve Fund	\$ 28,061	\$ 28,061	\$ 28,061	\$ 28,061
474936.47416 Money & Securities Ins.	\$ 1,372	\$ 1,120	\$ 1,012	\$ 1,358
474937.47416 Airport Liability	\$ 2,500	\$ 2,213	\$ 2,213	\$ 2,550
474938.47416 Interdepartmental Charges	\$ 19,512	\$ 19,512	\$ 19,512	\$ 19,512
474939.47416 Workers Comp	\$ 241,954	\$ 238,445	\$ 236,360	\$ 234,742
474941.47416 CGL Excess Ins.	\$ 2,936	\$ 3,372	\$ 5,429	\$ 7,280
474942.47416 Empl Practices Liability	\$ 11,415	\$ 11,892	\$ 13,097	\$ 13,857
474943.47416 Vol. Accident Ins.	\$ 1,365	\$ 1,237	\$ 1,238	\$ 803
492100.49997 Fund Balance Appropriated	\$ -	\$ -	\$ (8,108)	\$ (712)
TOTAL	\$ 484,273	\$ 493,113	\$ 491,799	\$ 519,779

GENERAL GOVERNMENT ~ Property/Liability Insurance

2023 Department Detail Information

PROPERTY LIABILITY INSURANCE ~ Summary

	2021 Actual	2022 Budget	2023	Gen. Fund	Water	Sewer	Other
Labor	\$ 27,174	\$ 25,914	\$ 26,298	-	-	-	\$ 26,298
Operations And Maintenance	\$ 427,145	\$ 465,885	\$ 493,481	-	-	-	\$ 493,481
Transfers To Other Funds	\$ 165	\$ -	\$ -	-	-	-	\$ -
Claims Expenses	\$ -						
Operations And Maintenance	\$ -						
Grand Total	\$ 454,484	\$ 491,799	\$ 519,779	-	-	-	\$ 519,779
Total Sal/FB	\$ 27,174	\$ 25,914	\$ 26,298	-	-	-	\$ 26,298
Total Other Exp	\$ 427,310	\$ 465,885	\$ 493,481	-	-	-	\$ 493,481
Grand Total	\$ 454,484	\$ 491,799	\$ 519,779	-	-	-	\$ 519,779



MISSION:

The Purchasing division is responsible for coordinating a decentralized purchasing system and assisting departments in obtaining needed goods and services. The division monitors procurement authorizations and maintains a central store of office supplies. The division provides a computer-based purchasing system that allows individual departments the opportunity to maintain responsibility for their departmental purchasing needs subject to specific purchasing requirements and approval practices.

- Ensure that all purchasing policies established by the Common Council and the City Administrator are being complied with uniformly and consistently by all municipal departments and employees.

GENERAL GOVERNMENT ~ Purchasing

2023 Department Detail Information

PURCHASING AGENT ~ SUMMARY

	2021 Actual	2022 Budget	2023	Gen. Fund	Water	Sewer	Cable
Labor	\$ -	\$ -	\$ -				
Operations & Maintenance	\$ 2,849	\$ 2,849	\$ 2,849	2,849			
Grand Total	\$ 2,849	\$ 2,849	\$ 2,849	2,849			
Total Sal/FB	\$ -						
Total Other Exp	\$ 2,849	\$ 2,849	\$ 2,849	2,849			
Grand Total	\$ 2,849	\$ 2,849	\$ 2,849	2,849	-	-	-