

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.

- 1) Due to Covid-19, the number of residents requesting absentee ballots for elections has tripled compared to any year in the past 5 years.
- 2) Due to absentee ballot requests going up, our costs to conduct elections has gone from a former high of \$4,038.60 in 2016 to an estimated \$11,341 in 2020. When adding additional personnel costs, the 2020 number increases to over \$12,500. It is anticipated that absentee and early voting will continue to be high in the coming years after residents got a taste of it in 2020.

Absentee ballots

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
February	120	96	144	26	173
April	549	112	214	326	3412
August	154		244		1345
November	2357		1475		4000 *
Absentee ballots issued	3180	208	2077	352	8930
	3180	208	2077	352	8930
Postage	<u>\$1.10</u>	<u>\$1.10</u>	<u>\$1.10</u>	<u>\$1.10</u>	<u>\$1.10</u>
	\$3,498.00	\$228.80	\$2,284.70	\$387.20	\$9,823.00
	3180	208	2077	352	8930
Envelopes	<u>0.17</u>	<u>0.17</u>	<u>0.17</u>	<u>0.17</u>	<u>0.17</u>
	\$540.60	\$35.36	\$353.09	\$59.84	\$1,518.10

*Note November 2020 is an estimate.

With absentee voting becoming more popular the cost of the supplies alone has more than doubled.

GENERAL GOVERNMENT ~ City Clerk

2021 Department Detail Information

CITY CLERK ~ Revenue

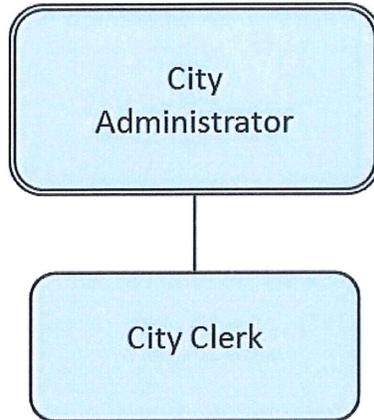
	2018 Actual	2019 Actual	2020 Budget	2021
441100.44110 Liquor and Malt Bev. Licenses	\$ 12,405	\$ 11,142	\$ 12,000	\$ 12,000
441200.44121 Operators Bartenders License	\$ 2,698	\$ 2,780	\$ 2,600	\$ 2,600
441500.44150 Picnic Licenses	\$ 210	\$ 380	\$ 300	\$ 300
441600.44160 Cigarette Licenses	\$ 990	\$ 1,027	\$ 935	\$ 990
442300.44230 Miscellaneous Licenses	\$ 1,298	\$ 513	\$ 500	\$ 600
460000.46190 Miscellaneous General Rev	\$ 138	\$ 286	\$ 175	\$ 175
46000.46191 Postage Revenue	\$ -	\$ -	\$ -	\$ -
460000.46192 Photocopy Revenue	\$ 235	\$ 86	\$ 50	\$ 50
461100.46111 Special Assessment Letters	\$ 30,620	\$ 28,780	\$ 31,500	\$ 30,000
461100.46112 Special Handling Fee Permi	\$ 26,228	\$ 24,089	\$ 24,500	\$ 24,500
461300.46130 License Publication Fees	\$ 870	\$ 810	\$ 750	\$ 750
474000.47401 Interfund Postage Revenue	\$ 6,270	\$ 5,996	\$ 7,500	\$ 4,500
474000.47402 Interfund Supplies Revenue	\$ 1,828	\$ 1,718	\$ 2,200	\$ 2,000
474000.47403 Interfund Photocopy Revenu	\$ -	\$ 360	\$ -	\$ -
TOTAL	\$ 83,790	\$ 77,967	\$ 83,010	\$ 78,465

GENERAL GOVERNMENT ~ City Clerk

2021 Department Detail Information

CITY CLERK ~ Summary

	2019 Actual	2020 Budget	2021	Gen. Fund	Water	Sewer	TIF
Labor	\$ 121,389	\$ 150,072	\$ 149,952	149,952	-	-	-
Operations And Maintenance	\$ 61,208	\$ 62,564	\$ 64,464	64,464	-	-	-
Election - Labor	\$ 17,095	\$ 26,530	\$ 26,519	26,519	-	-	-
Operations And Maintenance	\$ 6,546	\$ 5,450	\$ 7,390	7,390	-	-	-
Grand Total	\$ 206,238	\$ 244,616	\$ 248,325	248,325	-	-	-
Total Sal/FB	\$ 138,484	\$ 176,602	\$ 176,471	\$ 176,471	-	-	-
Total Other Exp	\$ 67,754	\$ 68,014	\$ 71,854	\$ 71,854	-	-	-
Grand Total	\$ 206,238	\$ 244,616	\$ 248,325	248,325	-	-	-



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

2021 Department Detail Information

PROPERTY LIABILITY INSURANCE ~ Revenue

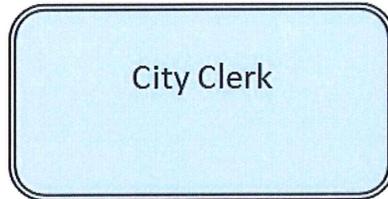
	2018 Actual	2019 Actual	2020 Budget	2021
474930.48110 Interest On Investments	\$ 5,119	\$ 10,631	\$ 5,000	\$ 5,000
474931.47416 Property	\$ 82,000	\$ 84,506	\$ 107,481	\$ 117,570
474932.47416 Boiler & Machinery Charges	\$ 2,821	\$ 2,698	\$ 2,767	\$ 5,760
474933.47416 Comp Gen Liability	\$ 17,798	\$ 27,702	\$ 26,619	\$ 28,257
474934.47416 Vehicle Insurances	\$ 24,457	\$ 33,145	\$ 32,828	\$ 36,070
474935.47416 Liability Reserve Fund	\$ 28,061	\$ 28,061	\$ 28,061	\$ 28,061
474936.47416 Money & Securities Ins.	\$ 1,192	\$ 1,164	\$ 1,372	\$ 1,120
474937.47416 Airport Liability	\$ 2,250	\$ 2,250	\$ 2,500	\$ 2,213
474938.47416 Interdepartmental Charges	\$ 19,512	\$ 19,512	\$ 19,512	\$ 19,512
474939.47416 Workers Comp	\$ 271,891	\$ 285,681	\$ 185,047	\$ 203,383
474941.47416 CGL Excess Ins.	\$ 1,920	\$ 1,785	\$ 2,936	\$ 3,358
474942.47416 Empl Practices Liability	\$ 14,368	\$ 11,825	\$ 11,415	\$ 11,890
474943.47416 Vol. Accident Ins.	\$ 2,140	\$ 1,368	\$ 1,365	\$ 1,238
492100.49997 Fund Balance Appropriated	\$ -	\$ -	\$ 21,177	\$ (8,948)
TOTAL	\$ 473,529	\$ 510,328	\$ 448,080	\$ 454,484

GENERAL GOVERNMENT ~ Property/Liability Insurance

2021 Department Detail Information

PROPERTY LIABILITY INSURANCE ~ Summary

	2019 Actual	2020 Budget	2021	Gen. Fund	Water	Sewer	Other
Labor	\$ 27,074	\$ 27,275	\$ 27,174	-	-	-	\$ 27,174
Operations And Maintenance	\$ 345,022	\$ 380,616	\$ 427,145	-	-	-	\$ 427,145
Transfers To Other Funds	\$ 40,199	\$ 40,189	\$ 165	-			\$ 165
Claims Expenses	\$ -						
Operations And Maintenance	\$ -						
Grand Total	\$ 412,295	\$ 448,080	\$ 454,484	-	-	-	\$ 454,484
Total Sal/FB	\$ 27,074	\$ 27,275	\$ 27,174	-	-	-	\$ 27,174
Total Other Exp	\$ 385,221	\$ 420,805	\$ 427,310	-	-	-	\$ 427,310
Grand Total	\$ 412,295	\$ 448,080	\$ 454,484	-	-	-	\$ 454,484



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

2021 Department Detail Information

PURCHASING AGENT ~ SUMMARY

	2019 Actual	2020 Budget	2021	Gen. Fund	Water	Sewer	Cable
Labor	\$ -						
Operations & Maintenance	\$ 2,793	\$ 2,849	\$ 2,849	2,849			
Grand Total	\$ 2,793	\$ 2,849	\$ 2,849	2,849			
Total Sal/FB	\$ -						
Total Other Exp	\$ 2,793	\$ 2,849	\$ 2,849	2,849			
Grand Total	\$ 2,793	\$ 2,849	\$ 2,849	2,849	-	-	-