

**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.

**City Clerk**  
**10 Things Our Elected Officials Should Know**

1. The Clerk's office handles alcohol license, bartender's license, cigarette license, and weights and measures license. In 2017, 2018 and 2019 the following were issued.

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Alcohol	26	25	23
Bartender	140	153	116
Weight & Measures	17	17	17
Cigarette	17	17	15

2. When requested, the Clerk's office issues special assessment letters for properties being sold in the City of Hartford. In 2018 we issued 338 special assessment letters.
3. The Clerk's office handles all elections. One year there are 2 elections and the following year there are 4 elections. All election workers are trained by the clerk's office. We currently have 96 election officials.
4. The Clerk's office maintains all voter records for the City of Hartford. Everything is recorded in WisVote. We currently have 8,392 active voter registrations.
5. For the 2018 presidential election the Clerk's office processed over 914 new voter registrations.
6. The Clerk's office is responsible for creating agendas, recording minutes, filing and saving of minutes, the publication of minutes and updating the municipal code.
7. The Clerk's office handles the insurance needs for the City of Hartford. This includes property insurance, liability insurance, workers compensation, employment practice liability, auto physical damage, equipment breakdown, crime, volunteer, cyber insurance and airport insurance.
8. CVMIC is the City's insurance company, CVMIC provides 6 – 8 in house safety trainings each year. These trainings are free of charge.
9. Up until December 31, 2008 the clerk's office had 2.5 full time employees. Since that date there have been 2 full time employees in the clerk's office. Those 2 employees have over 81 years of combined experience in the public sector.
10. Looking for a parade permit, or a street closure permit. Contact the City Clerk's office. To file an open records request, contact the City Clerk's office.

## 2019 Department Detail Information

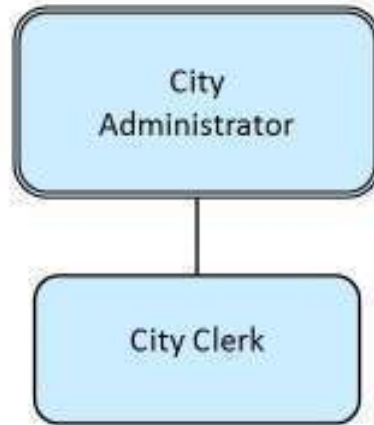
## CITY CLERK ~ Revenue

	2016 Actual	2017 Actual	2018 Budget	2019
441100.44110 Liquor and Malt Bev. Licenses	\$ 12,010	\$ 10,575	\$ 11,380	\$ 12,000
441200.44121 Operators Bartenders License	\$ 2,200	\$ 2,295	\$ 2,300	\$ 2,500
441500.44150 Picnic Licenses	\$ 160	\$ 150	\$ 150	\$ 170
441600.44160 Cigarette Licenses	\$ 1,176	\$ 932	\$ 877	\$ 935
442300.44230 Miscellaneous Licenses	\$ 144	\$ 1,395	\$ 150	\$ 500
460000.46190 Miscellaneous General Rev	\$ 428	\$ 6,115	\$ 300	\$ 150
46000.46191 Postage Revenue	\$ 777	\$ (4,906)	\$ 30	\$ -
460000.46192 Photocopy Revenue	\$ 25	\$ 5	\$ 25	\$ -
461100.46111 Special Assessment Letters	\$ 29,370	\$ 36,547	\$ 31,000	\$ 31,000
461100.46112 Special Handling Fee Permi	\$ 25,420	\$ 26,365	\$ 23,000	\$ 24,000
461300.46130 License Publication Fees	\$ 787	\$ 690	\$ 690	\$ 700
474000.47401 Interfund Postage Revenue	\$ 8,155	\$ 7,839	\$ 8,300	\$ 8,300
474000.47402 Interfund Supplies Revenue	\$ 2,349	\$ 2,123	\$ 2,200	\$ 2,200
474000.47403 Interfund Photocopy Revenu	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 83,001</b>	<b>\$ 90,125</b>	<b>\$ 80,402</b>	<b>\$ 82,455</b>

2019 Department Detail Information

CITY CLERK ~ Summary

	2017 Actual	2018 Budget	2019	Gen. Fund	Water	Sewer	TIF	Cable
Labor	\$ 113,475	\$ 129,344	\$148,988	148,988	-	-	-	-
Operations And Maintenance	\$ 65,932	\$ 61,069	\$ 61,306	61,306	-	-	-	-
Election - Labor	\$ 21,662	\$ 26,861	\$ 26,410	26,410	-	-	-	-
Operations And Maintenance	\$ 4,807	\$ 7,307	\$ 5,745	5,745	-	-	-	-
<b>Grand Total</b>	<b>\$ 205,876</b>	<b>\$ 224,581</b>	<b>\$242,449</b>	<b>242,449</b>	-	-	-	-
Total Sal/FB	\$ 135,137	\$ 156,205	\$175,398	\$ 175,398	-	-	-	-
Total Other Exp	\$ 70,739	\$ 68,376	\$ 67,051	\$ 67,051	-	-	-	-
<b>Grand Total</b>	<b>\$ 205,876</b>	<b>\$ 224,581</b>	<b>\$242,449</b>	<b>242,449</b>	-	-	-	-



**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**

**2019 Department Detail Information**

**PROPERTY LIABILITY INSURANCE ~ Revenue**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019</b>
474930.48110 Interest On Investments	\$ 529	\$ 1,000	\$ 500	\$ 500
474931.47416 Insurance Charges - Property	\$ 78,007	\$ 80,347	\$ 82,000	\$ 84,506
474932.47416 Insurance Charges - Boiler & Machin	\$ 2,388	\$ 2,474	\$ 2,821	\$ 2,698
474933.47416 Insurance Charges - Comp Gen Liabili	\$ 19,329	\$ 18,773	\$ 17,797	\$ 27,702
474934.47416 Insurance Charges - Vehicle Insuranc	\$ 26,239	\$ 27,368	\$ 24,808	\$ 33,685
474935.47416 Insurance Charges - Liability Reserve	\$ 28,061	\$ 28,061	\$ 28,061	\$ 28,061
474936.47416 Insurance Charges - Money & Securi	\$ 1,043	\$ 1,025	\$ 1,192	\$ 1,164
474937.47416 Insurance Charges - Airport Liability	\$ 3,700	\$ 3,633	\$ 2,250	\$ 2,250
474938.47416 Insurance Charges - P/L Ins. Interdep	\$ 19,512	\$ 19,512	\$ 19,512	\$ 19,512
474939.47416 Insurance Charges - Workers Comp	\$ 256,321	\$ 216,872	\$ 178,771	\$ 172,017
474941.47416 Insurance Charges - CGL Excess Ins.	\$ 2,028	\$ 1,986	\$ 1,919	\$ 1,785
474942.47416 Insurance Charges - Empl Practices L	\$ 14,281	\$ 14,684	\$ 14,367	\$ 11,825
474943.47416 Insurance Charges - Vol. Accident Ins	\$ 3,265	\$ 3,246	\$ 2,140	\$ 1,368
492100.49997 Fund Balance Appropriated	\$ -	\$ 21,817	\$ 27,194	\$ 25,222
<b>TOTAL</b>	<b>\$ 454,703</b>	<b>\$ 440,798</b>	<b>\$ 403,332</b>	<b>\$ 412,295</b>

**GENERAL GOVERNMENT ~ Property/Liability Insurance**

**2019 Department Detail Information**

**PROPERTY LIABILITY INSURANCE ~ Summary**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019</b>	<b>Gen. Fund</b>	<b>Water</b>	<b>Sewer</b>	<b>Other</b>
<b>Labor</b>	\$ 23,295	\$ 25,201	\$ 27,074	-	-	-	\$ 27,074
<b>Operations And Maintenance</b>	\$ 377,321	\$ 337,957	\$ 345,022	-	-	-	\$ 345,022
<b>Transfers To Other Funds</b>	\$ 40,182	\$ 40,174	\$ 40,199	-			\$ 40,199
<b>Claims Expenses</b>	\$ -						
<b>Operations And Maintenance</b>	\$ -						
<b>Grand Total</b>	<b>\$ 440,798</b>	<b>\$ 403,332</b>	<b>\$ 412,295</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 412,295</b>
<b>Total Sal/FB</b>	\$ 23,295	\$ 25,201	\$ 27,074	-	-	-	\$ 27,074
<b>Total Other Exp</b>	\$ 417,503	\$ 378,131	\$ 385,221	-	-	-	\$ 385,221
<b>Grand Total</b>	<b>\$ 440,798</b>	<b>\$ 403,332</b>	<b>\$ 412,295</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 412,295</b>



**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.



2019 Department Detail Information

PURCHASING AGENT ~ SUMMARY

	2017 Actual	2018 Budget	2019	Gen. Fund	Water	Sewer	Cable
Labor	\$ -						
Operations & Maintenance	\$ 2,712	\$ 2,793	\$ 2,793	2,793			
<b>Grand Total</b>	<b>\$ 2,712</b>	<b>\$ 2,793</b>	<b>\$ 2,793</b>	<b>2,793</b>			
Total Sal/FB	\$ -						
Total Other Exp	\$ 2,712	\$ 2,793	\$ 2,793	2,793			
<b>Grand Total</b>	<b>\$ 2,712</b>	<b>\$ 2,793</b>	<b>\$ 2,793</b>	<b>2,793</b>	-	-	-