

2023 Finance Department Goals:

1. Continue the set up and training process for Open Point which is a utility inventory/accounting tracking program for fixed assets. The electric portion is up and running and the water portion is expected to be up and running sometime in 2023.
 - This was a CIP project that was budgeted for in 2021
2. Continue cross-training so each position is covered during any staff absence.
 - No budget impact

Statistics from 2022:

Monthly utility bills generated 7,985

Monthly yellow 10-day disconnection notices sent 685

Monthly phone calls prior to disconnection 173

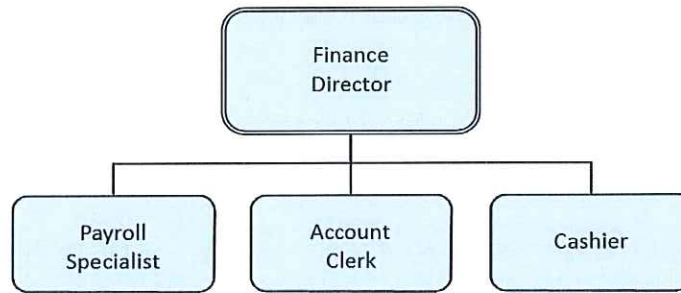
Monthly disconnections of electrical service 50

Note: Tax data listed below is from December 2021/January 2022 Tax Season

Number of tax bills mailed out 6,098

Total amount receipted \$19,011,923

GENERAL GOVERNMENT ~ Accounting



MISSION:

The City Finance Department's mission is to provide financial information useful for making economic decisions; to provide information useful for evaluating managerial and organizational fiscal performance; and to exercise stewardship and accountability over all resources belong to the City of Hartford.

COMMUNITY VISION:

Management of all accounting functions and audit supervision are managed through the General Accounting division, including payroll, accounts receivable, accounts payable, fixed assets, and financial reporting. Maintenance of utility accounts and records, as well as Community Development Authority financial transactions, are included within the sphere of general accounting activities.

GENERAL GOVERNMENT ~ Accounting

2023 Department Detail Information

GENERAL ACCOUNTING ~ Revenue

	2020 Actual	2021 Actual	2022 Budget	2023
410000.41500 Room Tax	\$ 6,975	\$ 10,000	\$ 10,000	\$ 10,000
412200.4122 Retained Sales Tax	\$ 84	\$ 124	\$ 100	\$ 100
418000.41810 Interest & Penalties On Tax	\$ 11,474	\$ 2,951	\$ 3,000	\$ 3,200
442200.44261 Dog Licenses	\$ 4,658	\$ 3,884	\$ 4,500	\$ 4,100
442200.44262 Cat Licenses	\$ 498	\$ 526	\$ 450	\$ 400
461200.46121 NSF Check Charge	\$ 435	\$ 360	\$ 350	\$ 100
480000.48110 Interest On Investments	\$ 161,025	\$ 5,377	\$ 85,000	\$ 85,000
480000.48111 Interest Revenues	\$ 550	\$ (20)	\$ 250	\$ -
480000.48121 Credit Card Cash Back	\$ 18,186	\$ 25,103	\$ 22,000	\$ 28,000
480100.48890 Other Misc. Revenues	\$ 12,124	\$ 4,185	\$ 500	\$ 500
TOTAL REVENUES	\$ 216,009	\$ 52,490	\$ 126,150	\$ 131,400

GENERAL GOVERNMENT ~ Accounting

2023 Department Detail Information

GENERAL ACCOUNTING ~ Summary

	2021 Actual	2022 Budget	2023 Budget	Gen. Fund	Water	Sewer	TIF
Labor	\$ 54,709	\$ 55,730	\$ 58,017	58,017	-	-	-
Operations And Maintenance	\$ 63,504	\$ 65,003	\$ 64,014	\$ 64,014	-	-	-
Treasury - Labor	\$ 20,388	\$ 20,753	\$ 23,633	\$ 23,633	-	-	-
Operations And Maintenance	\$ 33,172	\$ 29,259	\$ 23,649	\$ 23,649	-	-	-
Grand Total	\$ 171,773	\$ 170,745	\$ 169,313	169,313	-	-	-
Total Sal/FB	\$ 75,097	\$ 76,483	\$ 81,650	\$ 81,650	-	-	-
Total Other Exp.	\$ 96,676	\$ 94,262	\$ 87,663	\$ 87,663	-	-	-
Grand Total	\$ 171,773	\$ 170,745	\$ 169,313	169,313	-	-	-



MISSION:

The primary mission is to provide central data processing through the use of the City's mid-range network as well as other computer-based information system networks, to maintain efficient telecommunication service through an in-house PBX telephone system, and to accurately allocate information costs to users. The Information Systems Internal Service Fund accounts for two of the three Information Systems functions: data processing and telecommunications. The third function (Cable Television) appears in the Enterprise Fund section of the budget. A decentralized data processing environment with some centralized financial, appraisal, and clerical services, is managed by the division, with technical support provided to departments upon request. Mid-range computer system networking is accomplished through T-1 cabling shared with the City's personal computers. The City also operates a PBX telecommunications system. Both functions charge costs to user departments on the basis of usage and equipment cost.

- Install upgrades to computer systems as needed.
- Continue telecommunications updates as necessary.

GENERAL GOVERNMENT ~ Data Processing

2023 Department Detail Information

DATA PROCESSING ~ Revenue

	2020 Actual	2021 Actual	2022 Budget	2023
474000.47404 Interfund Telephone Revenue	\$ 58,298	\$ 58,298	\$ 58,298	\$ 58,298
474100.47417 D.P. Charges	\$ 97,024	\$ 97,024	\$ 97,024	\$ 97,024
474110.47417 D.P. Charges	\$ 26,600	\$ 26,600	\$ 26,600	\$ 26,600
474111.47417 D.P. Charges	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000
474120.47417 D.P. Charges	\$ 11,482	\$ 11,482	\$ 11,482	\$ 11,482
474130.47417 D.P. Charges	\$ 7,942	\$ 7,942	\$ 7,942	\$ 7,942
474131.47417 D.P. Charges	\$ 4,869	\$ 4,869	\$ 4,869	\$ 4,869
474140.47417 D.P. Charges	\$ 1,224	\$ 1,224	\$ 1,224	\$ 1,224
474150.47417 D.P. Charges	\$ 608	\$ 608	\$ 608	\$ 608
474155.47417 D.P. Charges	\$ 500	\$ 500	\$ 500	\$ 500
474160.47417 D.P. Charges	\$ 2,928	\$ 2,928	\$ 2,928	\$ 2,928
474167.47417 D.P. Charges	\$ 244	\$ 244	\$ 244	\$ 244
474168.47417 D.P. Charges	\$ 731	\$ 731	\$ 731	\$ 731
474199.47417 D.P. Charges	\$ 4,530	\$ 4,530	\$ 4,530	\$ 4,530
480000.48110 Interest On Investments	\$ 1,539	\$ 102	\$ 1,200	\$ 1,000
493000.49997 Fund Balance Appropriated	\$ -	\$ -	\$ 21,653	\$ 31,806
TOTAL	\$ 237,519	\$ 236,082	\$ 258,833	\$ 268,786

2023 Department Detail Information

DATA PROCESSING ~ Summary

	2021 Actual	2022 Budget	2023	Gen. Fund	Water	Sewer
Labor	\$ 95,928	\$ 97,780	\$ 106,207	106,207	-	-
Operations And Maintenance	\$ 111,207	\$ 107,253	\$ 91,740	91,740	-	-
Capital Outlays	\$ -	\$ -	\$ -	-	-	-
Transfers To Other Funds	\$ 5,739	\$ 5,000	\$ 4,999	4,999	-	-
Networking	\$ 4,680	\$ 4,700	\$ 44,640	44,640	-	-
Security	\$ 3,000	\$ 3,100	\$ 2,000	2,000	-	-
Operations And Maintenance	\$ 41,000	\$ 41,000	\$ 19,200	19,200	-	-
Grand Total	\$ 261,554	\$ 258,833	\$ 268,786	268,786	-	-
Total Sal/FB	\$ 95,928	\$ 97,780	\$ 106,207	106,207	-	-
Total Other Exp	\$ 165,626	\$ 161,053	\$ 162,579	162,579	-	-
Grand Total	\$ 261,554	\$ 258,833	\$ 268,786	268,786	-	-



MISSION:

The Property Assessment division's mission is to assess all real and personal property in the City of Hartford, and to compile and prepare the annual real and personal property tax rolls.

- Review and generate values of each parcel in the City.
- Measure and value new construction in the City.
- Discover, list, and value all personal property to update records.
- Maintain all records and files in both hard copy and computer.
- Introduction of systematic revaluations of non-manufacturing property.

COMMUNITY VISION:

The City of Hartford maintains the Office of the City Assessor through a contractual arrangement with a national assessment firm. The division is responsible for the valuation of all non-manufacturing real estate within the City, as well as the development of the annual assessment roll for the City. The division is also responsible for revaluation of all City parcels, currently conducted on a contractual basis with the same national assessment firm.

GENERAL GOVERNMENT ~ Property Assessment

2023 Department Detail Information

PROPERTY ASSESSMENT ~ Revenue

	2020 Actual	2021 Actual	2022 Budget	2023
443900.44390 Building Misc. Permits	\$ 17,465	\$ 21,897	\$ 20,000	\$ 20,000
TOTAL REVENUES	\$ 17,465	\$ 21,897	\$ 20,000	\$ 20,000

GENERAL GOVERNMENT ~ Property Assessment

2023 Department Detail Information

PROPERTY ASSESSMENT ~ Summary

	2021 Actual	2022 Budget	2023	Gen. Fund	Water	Sewer	TIF
Labor	\$ 2,514	\$ 2,555	\$ 3,203	3,203	-	-	-
Operations And Maintenance	\$ 79,624	\$ 81,624	\$ 81,924	81,924	-	-	-
Board of Review - Labor	\$ 163	\$ 163	\$ 163	163	-	-	-
Grand Total	\$ 82,301	\$ 84,342	\$ 85,290	85,290	-	-	-
Total Sal/FB	\$ 2,677	\$ 2,718	\$ 3,366	3,366	-	-	-
Total Other Exp.	\$ 79,624	\$ 81,624	\$ 81,924	81,924	-	-	-
Grand Total	\$ 82,301	\$ 84,342	\$ 85,290	85,290	-	-	-