

**AGENDA
CITY OF HARTFORD
FINANCE & PERSONNEL COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, FEBRUARY 8, 2022
6:45 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of approving a Class A intoxicating liquor and fermented malt beverage license to Dobariyp, Inc., Downtown Beverage, for the period March 1, 2022 to June 30, 2022.
5. Discussion and consideration of adopting a resolution regarding the issuance of refunds for overpayments on various municipal fees of \$5.00 or less. (Executive Summary attached)
6. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

EXECUTIVE SUMMARY
RESOLUTION NO. 3618

TITLE

A RESOLUTION REGARDING REFUNDS FOR OVERPAYMENTS ON
VARIOUS MUNICIPAL FEES OF \$5.00 OR LESS

BACKGROUND

Every year the Finance Department issues numerous refund checks of \$5.00 or less for overpayments on various municipal fees. This process is time consuming and incurs more administrative cost than the actual amount of the refund owed. The majority of these refunds involve parking tickets of which over 40% are \$5.00 or less.

Based upon this information, the Finance Department is requesting any overpayments of \$5.00 or less be retained and accounted for in a miscellaneous revenue account in the General Fund unless such a refund is requested in writing within 30 days of the original receipt. This would not apply to payments that are made in-person at City Hall or any real or personal property tax payments.

FISCAL IMPACT

Unknown

RECOMMENDATION

Adoption of a resolution that does not require the Finance Department to issue refunds on overpayments of \$5.00 or less. Exceptions would include tax and in-person payments.

Prepared By:  1/31/22
Dawn Timm, Finance Director/Treasurer Date

Approved By:  1/31/22
Steve Volkert, City Administrator Date

Finance Committee: February 8, 2022
Common Council: February 8, 2022

RESOLUTION NO. 3618

A RESOLUTION REGARDING THE ISSUANCE OF REFUNDS FOR
OVERPAYMENTS ON VARIOUS MUNICIPAL FEES OF \$5.00 OR LESS

WHEREAS, the Finance Department is requesting that the City of Hartford retain overpayments of fees and licenses that are mailed or put in the drop box when the overpayment is \$5.00 or less, unless such a refund is requested in writing within 30 days of the original receipt. This does not apply to payments made in-person at City Hall or any real or personal property tax payments; and

WHEREAS, the Finance Department would account for the overpayments retained in a miscellaneous revenue account in the General Fund; and

NOW THEREFORE BE IT RESOLVED THAT that the City of Hartford may retain mailed and drop box overpayments of fees and licenses when the overpayment is \$5.00 or less.

Introduced: February 8, 2022

Adopted: February 8, 2022

Attest:

Lori Hetzel, City Clerk

Signed:

Timothy C. Michalak, Mayor