


MANATEE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT	Refund to Wolf Camera	TYPE AGENDA ITEM	Consent
DATE REQUESTED	March 27, 2001	DATE SUBMITTED/REVISED	March 16, 2001
BRIEFINGS?/WHO?	N/A	CONSEQUENCES IF DEFERRED	Credit balance remains on unpostable account
DEPARTMENT/DIVISION	Financial Management Department Utilities Customer Service	AUTHORIZED BY TITLE	Jim Seuffert, Director Financial Management Department
CONTACT PERSON TELEPHONE/EXTENSION	Dinorah DiFonzo/Dan Schlandt Ext. 5409/3732	PRESENTER/TITLE TELEPHONE/EXTENSION	Jim Seuffert, Director Financial Management Department
ADMINISTRATIVE APPROVAL			

ACTION DESIRED

INDICATE WHETHER ¹REPORT or ²DISCUSSION, ³FORM OF MOTION, or ⁴OTHER ACTION REQUIRED:

Authorization to refund \$637.01 to Wolf Camera due to an overpayment.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)

Resolution R-01-24 established rates, fees and charges for potable water, reclaimed water and wastewater services to the Manatee County Public Works Department.

BACKGROUND/DISCUSSION

SEE PAGE 2

HAS COUNTY ATTORNEY REVIEW BEEN REQUESTED ? Indicate "NO" or "YES" @ right. (If "NO," proceed to 1) below; and if "YES," proceed to 2) below) No

1) IF "NO" TO ABOVE,

A) PLEASE EXPLAIN BELOW: (see also following section 1B) re: contract, agreement, lease, etc.:

County Attorney review not required. Procedure is adequately covered by R-01-24.

B) IF A CONTRACT, AGREEMENT, LEASE OR OTHER DOCUMENT WAS PREVIOUSLY APPROVED, STATE YEAR OF LAST USE @ RIGHT

APPROVED IN OPEN SESSION

MAR 27 2001

BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

2) IF "YES" TO FIRST QUESTION IN THIS SECTION,

A) HAS ENTIRE MATTER, OR ONLY A PORTION, BEEN REVIEWED? IF ONLY A PORTION, WHICH PORTION?

N/A

B) HAVE ALL COMMENTS/SUGGESTIONS RAISED BY COUNTY ATTORNEY BEEN ADDRESSED/INCORPORATED; IF NOT, PLEASE EXPLAIN. A COPY OF FINAL COUNTY ATTORNEY MEMO RE THIS MATTER **MUST BE ATTACHED** (If comments were verbal, so indicate.)

N/A

ATTACHMENTS: (List in order as attached)

1. Copy of Wolf Camera check in the amount of \$637.01

INSTRUCTIONS TO BOARD RECORDS:

Copy to Dinorah DiFonzo, Accounts Control Manager,
Financial Management Department, Utilities Customer Services

COST \$ 637.01

SOURCE (ACCT# & NAME) 4010000000-115000
Water/Sewer Accounts Receivable

COMMENTS None

AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT) N/A

BACKGROUND/DISCUSSION (Continued):

- **02/27/01 - The Utilities Customer Service Division of Financial Management received an unidentifiable payment through the lockbox service in the amount of \$637.01 which was posted to the "unpostable" utility account.**
- **Staff researched this payment and found this check was made payable to Northwest Natural Gas and should have not been deposited by the Department's lockbox service.**
- **Staff contacted the author of the check, Wolf Camera by telephone requesting assistance. Additionally, staff forwarded a letter to Wolf Camera providing a written explanation.**
- **The Department is requesting authorization to refund \$637.01 to Wolf Camera.**

3/28/01 copy of agenda memo to A. DeToro, FMD
ML

**WOLF
CAMERA**

4955 Marconi Drive, Alpharetta, Georgia 30005

FIRST UNION NATIONAL BANK OF GEORGIA

CHECK NO. 201093

44275
113

VENDOR NUMBER	CHECK NUMBER	CHECK DATE	PAY THIS AMOUNT
635596	201093	02/16/01	*****637.01

PAY Six hundred thirty seven and 01/100 Dollars

TO THE ORDER OF
NORTHWEST NATURAL GAS
P. O. BOX 8908
PORTLAND, OR 972660001

VOID AFTER 60 DAYS

⑆0201093⑆ ⑆061209756⑆ 207993000304⑆ ⑆000006370⑆

WOLF CAMERA
4955 Marconi Drive
Alpharetta, Georgia 30005

VENDOR #: 635596

DATE: 02/16/01

201093

INVOICE NO.	DESCRIPTION	INVOICE DATE	GROSS AMOUNT	DISCOUNT AMOUNT	AMOUNT PAID
00760-013101	504015-9	01/31/01	333.42		333.42
00767A013101	724901-4	01/31/01	72.85		72.85
00767B013101	724898-2	01/31/01	230.74		230.74
				TOTAL:	637.01

678-297-9653

2/28/01 12:00

Left voice msg.
(detailed)

Ⓢ

12:19

NAZ called back
Verified address
fax 678-297-7903

ATTN: NAZ.