



Contra  
Costa  
County

To: Board of Supervisors  
From: Joseph E. Canciamilla, Clerk-Recorder  
Date: June 14, 2016

Subject: Discharge from Accountability for Uncollected Account for Clerk-Recorder

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**RECOMMENDATION(S):**

AUTHORIZE the discharge from accountability for the account of Gina Guisande totaling \$1,299, which is not collectible due to one or more of the following reasons: the accounts are being discharged in bankruptcy; the debtors are deceased; the statute of limitations for pursuing recovery of the debt has expired; the cost of recovery is excessive; and/or the debtor no longer resides in the state, as recommended by the Clerk Recorder.

**FISCAL IMPACT:**

The account to be discharged totals \$1,299. This past due amount is for services the County Clerk-Recorder provided during 2012. 100% General Fund.

**BACKGROUND:**

The department attempted to collect this account multiple times, but is now unable to reach the responsible party. During the most recent department audit, the County Auditor-Controller recommended that the department request a discharge from accountability.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/14/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 14, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Mary Whatford  
925-335-7917

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Clerk-Recorder Department will continue to carry the uncollectible account on the books, thereby overstating the receivables.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

Guisande