



Agenda Item

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**File #:** 21-1120

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**Requested Agenda Date:**

10/5/2021

**Requested Agenda Title:**

Returned Check Adjustments

**Requested Agenda Item Description:** A returned check has been received from the District Attorney's Office as uncollectible. They have advised us that no other legal collection attempts are appropriate and that the file should be closed, and the item removed from the Treasurer's records.

**Requested Action:** Consent

**Presenter(s) (with titles):** Carrie Brown, Accounting Director

**Time Needed:** Less than 5 MINS

**Is this Item Time-Sensitive and/or Requesting a Time-Certain?** No

**Requesting Staff Member:** Lisa Daniels, Admin Asst

**Are Supporting Documents Needed for this Agenda Item Request?** Yes

Please attach supporting documentation, including presentations, to the Legistar file.

Agenda item requests must be complete and submitted via Legistar Approval Sequence to the Council Administrative & Communications Coordinator by the Wednesday before the upcoming Tuesday meeting at 3:00 PM. Please note that some offices have earlier, internal Approval Sequence deadlines.

Items without necessary supporting documentation may be withheld from consideration for the desired meeting date.