

MINUTES

CITY OF LOS ANGELES

BOARD OF REVIEW

Wednesday, July 25, 2012

9:00 A.M.

**200 North Main Street, Room 350C
Los Angeles, CA 90012**

MEMBERS PRESENT

**Shane Min, Chair
Jan Zatorski
Todd Bouey**

1) **Approval of the Minutes of June 6, 2012**

ACTION: The Board unanimously approved the Minutes of June 6, 2012.

2) **Los Angeles Fire Department (LAFD)**

June 20, 2012 report requesting write-off of 14,564 uncollectible accounts receivable totaling \$9,327,240.58, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write off request from LAFD to remove from its active accounts receivable, 14,564 invoices totaling \$9,327,240.58, representing invoice amounts less than \$5,000.

3) **Public Works Bureau of Sanitation (LABPW)**

June 11, 2012 report requesting write-off of 1,074 uncollectible accounts receivable totaling \$147,833.35, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write off request from LABPW, Sanitation to remove from its active accounts receivable the uncollectible amount of \$147,833.35, representing 1,074 accounts less than \$5,000. The Board also requests that the department:

- In future reports to the Board, provide the listing of accounts in electronic format;

Public Works Bureau of Sanitation (LABPW) - Continued

- Report on what methods/processes are in place to verify BTRC of permit holders;
- As requested by the IG, cross-check accounts presented for write-off against BTRC and identify findings, particularly for current businesses from whom the City is unable to collect IWMD debts;
- Check the aging formula and correct any calculation errors on the spreadsheet;
- If possible, in future reporting, provide reasons for non-collection of amounts presented for write-off.

4) **Department of Building and Safety (LADBS)**

July 3, 2012 report requesting write-off of 489 uncollectible accounts receivable totaling \$267,776.90 representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write-off request from LADBS to remove from its active accounts receivable the uncollectible amount of \$267,776.90, representing 489 accounts less than \$5,000. The Board also requests that the department:

- In future reports to the Board, provide the listing of accounts in electronic format;
- Report on methods/processes that are in place to verify BTRC of businesses;
- As requested by the IG, cross-check accounts (particularly Emergency Electrical) presented for write-off against BTRC and identify findings, especially for current businesses from which the City was unable to collect LADBS debts;
- If possible, in future reporting, provide breakdown of reasons for non collection of amounts presented to the Board for write off.

5) **Los Angeles Department of Transportation (LADOT)**

July 9, 2012 report requesting write-off of 105,556 uncollectible accounts receivable totaling \$11,715,206.51, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the request from the LADOT to remove from its active accounts receivable the uncollectible amount of \$11,715,206.51, representing 105,556 accounts less than \$5,000.

Los Angeles Department of Transportation (LADOT) – Continued

The Board also requests that the department:

- Provide the rationale on how the Department selects the time periods for uncollectable accounts presented to the Board for write-off;
- Provide supplemental information and/or arrange a meeting with the Office of Finance Revenue Manager and IG regarding current and potential remedies for repeat offenders;
- Break out figures in reports to Board to highlight write-offs attributable to repeat offenders;
- Provide the reason for non collection on the individual account listing either by sorting the list by reason of non collection or by adding a non collection code to each listing in future reports to the Board.

6) **Board Discussion**

Report back to Council regarding Board of Review and delinquent account write off.

ACTION: Item has been deferred to allow additional discussions with the Inspector General of Collections.

7) **Public Comments**

Fernando Campos, Inspector General of Collections – Office of the City Administrative Officer, commented on Agenda Items 3, 4, and 5.

8) **Next Regular Meeting**

Next scheduled meeting of the Board of Review will be held on Wednesday, October 31, 2013.

9) **Adjourned**

11:00 a.m.