

MINUTES

CITY OF LOS ANGELES

BOARD OF REVIEW

Wednesday, October 31, 2012

**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 July 25, 2012**

ACTION: The Board unanimously approved the Minutes of July 25, 2012.

2) **Los Angeles Housing Department**

October 5, 2012 report requesting write-off of nine (9) uncollectible accounts receivable totaling \$64,267.20, representing invoice amounts \$5,000 or more.

ACTION: The Board unanimously recommends that the City Council approve the request from the LAHD to remove from its active accounts receivable the uncollectible amount of \$64,267.20 representing 9 accounts equal to or more than \$5,000 per account.

October 5, 2012 report requesting write-off 2,630 uncollectible accounts receivable totaling \$721,997.68, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the request from the LAHD to remove from its active accounts receivable the uncollectible amount of \$721,997.68 representing 2,630 accounts that are less than \$5,000 per account.

3) **Department of Building and Safety**

October 3, 2012 report requesting write-off of 18 uncollectible accounts receivable totaling \$223,903.41, representing invoice amounts \$5,000 or more.

ACTION: The Department did not appear before the Board to present the requests; therefore, the items were deferred to the next Board of Review meeting.

4) **Department of Building and Safety - Continued**

October 4, 2012 report requesting write-off of 45 uncollectible accounts receivable totaling \$8,844.56, representing invoice amounts less than \$5,000.

ACTION: The Department did not appear before the Board to present the requests; therefore, the items were deferred to the next Board of Review meeting.

5) **Department of City Planning**

September 25, 2012 report requesting write-off of six (6) uncollectible accounts receivable totaling \$42,870.67, representing invoice amounts \$5,000 or more.

ACTION: The Board unanimously agreed to recommend the City Council to approve the request from Planning to remove from its active accounts receivable the uncollectible amount of \$ 42,870.67 representing 6 accounts equal to or more than \$5,000 per account.

September 25, 2012 report requesting write-off of 126 uncollectible accounts receivable totaling \$178,186.60, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the request from Planning to remove from its active accounts receivable the uncollectible amount of \$178,186.60 representing 126 accounts less than \$5,000 per account.

6) **Department of Public Works – Office of Accounting**

October 5, 2012 report requesting write-off of 52 uncollectible accounts receivable totaling \$844,518.11, representing invoice amounts \$5,000 or more.

ACTION: The Board agreed with the IG to refer the accounts listed in this request to the IG and Finance for additional review and possible collection attempts. The department was requested to provide information and supporting materials to assist the IG and Finance.

October 5, 2012 report requesting write-off of 288 uncollectible accounts receivable totaling \$254,459.47, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write off request from LABPW to remove from its active accounts receivable, 288 invoices totaling \$254,459.47, representing invoice amounts less than \$5,000.

7) **Department of Public Works – Bureau of Sanitation**

October 3, 2012 report requesting write-off of four (4) uncollectible accounts receivable totaling \$54,474.52, representing invoice amounts \$5,000 or more.

Department of Public Works – Bureau of Sanitation – Continued

ACTION: The Board unanimously agreed to recommend the City Council to approve the request from LABPW to remove from its active accounts receivable, 4 invoices totaling \$54,474.52.

October 3, 2012 report requesting write-off of 521 uncollectible accounts receivable totaling \$64,336.05, representing invoice amounts less than \$5,000.

ACTION: The Board Unanimously approved the write off request from PW-BOS to remove from its active accounts receivable, 521 invoices totaling \$64,336.05.

October 3, 2012 report requesting write-off of 295 uncollectible accounts receivable totaling \$35,491.10, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write off request from PW-BOS to remove from its active accounts receivable, 288 invoices totaling \$34,371.05. This amends the write off invoice quantity and amount from the report received from LABPW. Seven (7) invoices totaling \$1,120.05 were removed as they are duplicate invoices included erroneously.

8) **Department of Public Works – Bureau of Street Services**

October 2012 report requesting write-off of 2,924 uncollectible accounts receivable totaling \$864,386.04, (total corrected from the original amount) representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the request from LABPW to remove from its active accounts receivable the uncollectible amount of \$864,386.04 representing 2,924 accounts less than \$5,000 per account.

9) **Los Angeles Fire Department**

October 3, 2012 report requesting write-off of 13,758 uncollectible accounts receivable totaling \$9,394,661.60, 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, 13,758 invoices totaling \$9,394,661.60, representing invoice amounts less than \$5,000.

October 3, 2012 report requesting write-off of 63 uncollectible accounts receivable totaling \$29,058.10, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approves the write off request from LAFD to **Los Angeles Fire Department - Continued**

remove from its active accounts receivables, 63 invoices totaling \$29,058.10, representing invoice amounts less than \$5,000.

10) **Public Comments**

Fernando Campos, Inspector General of Collections – Office of the City Administrative Officer, commented on Agenda Items 3, 4, 5, 6, 7 & 8.

11) **Next Regular Meeting**

Next scheduled meeting of the Board of Review will be held on Wednesday, January 30, 2013.

12) **Adjourned**

11:00 a.m.