

**Regular Meeting Minutes
City of Los Angeles
Write – Off
Board of Review**

**Thursday, November 17, 2005
3:00 p.m.**

**City Hall East, Room 351
200 North Main Street
Los Angeles, CA 90012**

(1) Department of General Services

a) October 18, 2005 report regarding resubmission of a write-off request originally submitted to the Board of Review prior to re-organization.

- Resubmitting items (3/93-12/03)
- Items include: Rental Agreements, Receivables, L.A. Mall, Residential
- Entered City Clerk's Collections
- All items to Bankruptcy, Statute of Limitations expired
- \$113,130.46

ACTION: *Written off*

b) October 18, 2005 report recommending write-off of delinquent accounts.

- New submission of \$43,000
- Met with Office of Finance on receivables who only have records of 1995 to present in their database
- Unable to process due to Statute of Limitations

ACTION: *Written off items under \$1000 and remaining*

(2) Board of Public Works

a) July 6, 2005 report recommending write-off of uncollectible accounts receivable over \$1000.

- Street Lighting (damage claims for street maintenance) Since 1995
- \$770,000 (1985-1986 through 2002-2003)
- Usually Office of Finance/City Attorney handles these claims
- Bulk of claims are general categories (B Permits, Filming Permits, Vacation Permits)
- Office of Finance did recommend Write-Off

ACTION: Send to Committee/Council for review

b) July 6, 2005 report recommending write-off of uncollectible accounts receivable under \$1000.

- \$27,000
- Street Service, B. Permits, etc.
- On 55 days of non-payment, it goes to Collections

ACTION: Written Off

c) May 24, 2004 report recommending write-off of uncollectible damage claims over \$1000.

- \$726,454.21
- Example: Repairs to damaged street lights (in which a Police Report is taken and responsible parties are tracked
- May 2004: Board of Public Works adopted request

ACTION: Send to Committee/Council for review

d) May 24, 2004 report recommending write-off of uncollectible damage claims under \$1000.

- \$108,000 for 206 accounts

ACTION: Written Off

(3) Request City Attorney to review Board of Review Protocols and Procedures in light of CAO report on ambulance billings.

(4) Public Comment

(5) Adjournment