

# MINUTES

## SPECIAL MEETING

### BOARD OF REVIEW

CITY OF LOS ANGELES  
Wednesday, December 17, 2008  
9:00 A.M.

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

**MEMBERS PRESENT:** Louis J. Benjamin, Chair  
Crista E. Binder  
Jeffery Whitmore

The following items were reconsidered due to a lack of quorum for meetings held on July 31, 2008 and October 29, 2008.

1. Approval of the Minutes of April 30, 2008

**ACTION:** Minutes approved.

2. Department of Building and Safety – Deferred from April 30, 2008

- October 22, 2007 report requesting write-off of uncollectible accounts receivables totaling \$32,081.75 representing invoice amounts less than \$1,000.00.

**ACTION:** The Board unanimously approved request for write-off.

- March 14, 1008 report requesting write-off of uncollectible delinquent accounts receivables totaling \$909.64 representing invoice amounts less than \$1,000.00.

**ACTION:** The Board unanimously approved request for write-off.

3. Los Angeles Convention Center

- March 14, 2008 report requesting write-off of one uncollectible account receivable totaling \$2,000.96, including a returned check fee of \$35.00.

**ACTION:** Recommendation for write-off was accepted. The Board unanimously agreed to send request to Council for write-off approval.

- March 29, 2008 report requesting write-off of 21 uncollectible accounts receivables totaling \$7,306.15, which includes interest of \$747.87 and returned check fees of \$210.00, representing invoice amounts less than \$1,000.00.

**ACTION:** The Board unanimously approved request for write-off.

- May 28, 2008 report requesting write-off of one uncollectible account receivable totaling \$1,067.00, including interest of \$237.00.

**ACTION:** Recommendation for write-off was accepted. The Board unanimously agreed to send request to Council for write-off approval.

- July 22, 2008 report requesting write-off of three uncollectible accounts receivable totaling \$17,610.59 representing invoice amounts greater than \$1,000.00.

**ACTION:** Recommendation for write-off was accepted except for an invoice for \$2,000.96, which was a duplicate request. The Board unanimously agreed to send request to Council for write-off approval of \$15,609.63.

#### 4. Department of General Services

- July 9, 2008 report requesting write-off of an uncollectible account receivable totaling \$4,358.76 representing an invoice amount greater than \$1,000.00.

**ACTION:** Recommendation for write-off was accepted. The Board approved the write off of 3 invoices totaling \$364.10. And the Board unanimously agreed to send request to Council for write-off approval of accounts \$1,000 and over.

- September 3, 2008 report requesting write-off of an uncollectible account receivable totaling \$2,894.00 representing an invoice amount greater than \$1,000.00.

**ACTION:** Recommendation for write-off was accepted. The Board unanimously agreed to send request to Council for write-off approval.

- September 15, 2008 report requesting write-off of an uncollectible account receivable totaling \$2,000.00 representing an invoice amount greater than \$1,000.00.

**ACTION:** The Board unanimously agreed to remove item from the agenda at the request of the department. Department representative stated invoice amount had been received.

6. Fire Department

- a. May 6, 2008 report requesting write-off of an uncollectible account receivable (services of Fire Safety Officers) totaling \$360.00 representing an invoice amount less than \$1,000.00.

**ACTION:** The Board unanimously approved request for write-off.

- b. May 6, 2008 report requesting write-off of two uncollectible accounts receivable (LAFD charges for Fire Safety Officers and CUPA for fiscal years 1998-2006) totaling \$2,638.50 representing invoice amounts greater than \$1,000.00.

**ACTION:** Recommendation for write-off was accepted. The Board unanimously agreed to send request to Council for write-off approval.

- c. May 9, 2008 report requesting write-off of an uncollectible account receivable (LAFD charges for Fire Service Restitution for fiscal year 1997) totaling \$105,272.00 representing an invoice amount greater than \$1,000.00.

**ACTION:** Recommendation for write-off was accepted. The Board unanimously agreed to send request to Council for write-off approval.

- d. September 16, 2008 report requesting write-off of four uncollectible accounts receivable (LAFD charges for services of Fire Safety Officers and High Rise Inspections) totaling \$5,482.51 representing invoice amounts greater than \$1,000.00 for fiscal years 2004-2006.

**ACTION:** Recommendation for write-off was accepted. The Board unanimously agreed to send request to Council for write-off approval.

- e. September 17, 2008 report requesting write-off of 126 uncollectible accounts receivable (for Inspection Services) totaling \$52,306.05 representing invoice amounts less than \$1,000.00.

**ACTION:** The Board unanimously approved request for write-off.

7. Board of Public Works

- a. February 13, 2008 report requesting write-off of 63 uncollectible accounts receivable (owed by Industrial Users) totaling \$138,193.24 representing invoice amounts greater than \$1,000.00.

**ACTION:** Recommendation for write-off was accepted. The Board unanimously agreed to send request to Council for write-off approval.

- b. February 13, 2008 report requesting write-off of 1,913 uncollectible accounts receivable (owed by Industrial Users) totaling \$192,861.00 representing invoice amounts less than \$1,000.00.

**ACTION:** The Board unanimously approved request for write-off.

8. Office of Finance

September 30, 2008 report requesting write-off of uncollectible accounts receivable from various departments totaling \$1,692,344.29 representing 864 invoice amounts over/under \$1,000.00:

<u>DEPARTMENT</u>	<u>NO OF ACCOUNTS</u>	<u>AMOUNT</u>
<b>Department of Building and Safety</b>		
Collection Judgments 2008 (OSI)	27	\$ 45,287.50
Collection Judgments 2008	<u>4</u>	<u>18,758.76</u>
<b>Total</b>	<b>31</b>	<b>\$ 64,046.26</b>
<b>Los Angeles Fire Department</b>		
Collection Judgments 2008 (OSI)	40	\$ 97,096.87
Collection Judgments 2008	<u>71</u>	<u>159,934.56</u>
<b>Total</b>	<b>111</b>	<b>\$257,031.43</b>
<b>Los Angeles Police Department</b>		
Collection Judgments 2008 (OSI)	139	\$ 128,153.30
Collection Judgments 2008	<u>209</u>	<u>210,523.30</u>
<b>Total</b>	<b>348</b>	<b>\$ 338,676.60</b>
<b>Department of Public Works</b>		
<b>Office of Accounting</b>		
Collection Judgments 2008	17	\$ 34,386.85
<b>Department of Public Works</b>		
<b>Bureau of Sanitation</b>		
Collection Judgments 2008 (OSI)	40	\$ 162,603.34
Collection Judgments 2008	<u>19</u>	<u>103,444.57</u>
<b>Total</b>	<b>59</b>	<b>\$266,047.91</b>

<u>DEPARTMENT</u>	<u>NO OF ACCOUNTS</u>	<u>AMOUNT</u>
<b>Department of Public Works</b>		
<b>Street Lighting</b>		
Collection Judgments 2008 (OSI)	63	\$ 99,856.65
Collection Judgments 2008	<u>90</u>	<u>136,217.33</u>
<b>Total</b>	<b>153</b>	<b>\$236,073.98</b>
<b>GrandTotal P/W</b>	<b><u>229</u></b>	<b><u>\$536,508.74</u></b>
<b>Department of Recreation and Parks</b>		
Collection Campaign - Judgments 2008 (OSI)	15	\$229,231.24
Collection Campaign – Judgments 2008	<u>27</u>	<u>10,341.00</u>
<b>Total</b>	<b>42</b>	<b>\$239,572.24</b>
<b>Department of Transportation</b>		
Collection Judgments 2008 (OSI)	44	\$121,774.13
Collection Judgments 2008	<u>59</u>	<u>134,735.02</u>
<b>Total</b>	<b>103</b>	<b>\$256,509.15</b>

**ACTION:** The request from the Department of Building and Safety totaling \$64,046.26 was withdrawn due to discrepancy between the Department of Building and Safety and the Office of Finance. The report from the Los Angeles Fire Department totaling \$257,031.43 was withdrawn pending LAFD's Board approval.

Recommendation for write-off of remaining accounts receivable totaling \$1,371,266.60 representing 722 invoice amounts over and under \$1,000.00 was accepted. Board agreed to send requests to Council for write-off approval.

9. Public Comments

N/A

10. Adjournment

9:58 a.m.

11. Next Meeting

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Next scheduled meeting of the Board of Review will be held on Wednesday,  
January 28, 2009 at 9:00 a.m.