

## MINUTES

### CITY OF LOS ANGELES

#### COLLECTIONS BOARD OF REVIEW

Wednesday, April 30, 2014  
9:00 a.m.

200 N Spring St, Office of Finance, Conf Room 202  
Los Angeles, CA 90012

#### MEMBERS PRESENT

Shane Min, Chair  
Monique Earl  
Fernando Campos

1) **Approval of the Minutes for January 29, 2014**

**ACTION:** The Board unanimously approved the Minutes for January 29, 2014.

2) **Consideration of the changes to the Collections Board of Review Protocols and Procedures proposed by the Inspector General of Collections and Revenue**

**ACTION:** The Board decided that the changes suggested by the Inspector General of Collections and Revenue to the Protocols and Procedures for the Collections Board of Review would be better served incorporated into the collections guidelines to departments issued by the Office of Finance.

3) **Los Angeles Police Department (LAPD)**

a. January 22, 2014 report requesting write-off of 952 uncollectible accounts receivable totaling \$398,943.20, representing invoice amounts less than \$5,000.

**ACTION:** The Board unanimously approved the request from LAPD to remove from its active accounts receivable the uncollectible amount of \$380,012.20 representing 1,216 accounts less than \$5,000 per account.

b. April 14, 2014 report requesting write-off of 1,172 uncollectible accounts receivable totaling \$380,247.74, representing invoice amounts less than \$5,000.

**ACTION:** The Board unanimously approved the request from LAPD to remove from its active accounts receivable the uncollectible amount of \$374,308.74 representing 1,161 accounts less than \$5,000 per account.

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

April 17, 2014 report requesting write-off of 80,683 uncollectible accounts receivable totaling \$9,572,143.92, 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 \$9,572,143.92 representing 80,683 uncollectible parking citations less than \$5,000 per account.

5) **Los Angeles Housing & Community Investment Department**

April 14, 2014 report requesting write-off of 3,751 uncollectible accounts receivable totaling \$754,066.81, representing invoice amounts less \$5,000.

**ACTION:** The Board requests that HCIDLA provide additional details on the 48 that have either been returned or in process of secondary collection but still within the statute of limitation. The Board requests that the HCIDLA review these accounts to determine if any further efforts can be made to collect. For the remaining items that are past the statute of limitations, the Board agrees that further efforts will be disproportionately costly in relation to the possible outcome and unanimously approved the request from HCIDLA to remove from its active accounts receivable the uncollectible amount of \$725,117.24 representing 3,703 accounts each less than \$5,000.

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

February 11, 2014 report requesting write-off of 14,896 uncollectible accounts receivable totaling \$16,085,046.05, representing invoice amounts less \$5,000.

**ACTION:** The Board has reviewed the accounts and has unanimously approved the write off request from LAFD to remove from its active accounts receivable, 14,896 invoices totaling \$16,085,046.05. Further, the Board requests that LAFD send the accounts that are still within the statute of limitation for further collection efforts to a third collection agency and report back to the Board regarding the results of this additional effort.

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

April 24, 2014 report requesting write-off of 918 uncollectible accounts receivable totaling \$98,240.08, 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, 918 invoices totaling \$98,240.08.

8) **Public Comment**

None

9) **Next Regular Meeting**

The next scheduled meeting of the Collections Board of Review will be held on Wednesday, July 30, 2014.

10) **Adjourned**