

**MINUTES**

**EMERGENCY MEETING**

**CITY OF LOS ANGELES**

**BOARD OF REVIEW**

**Wednesday May 25, 2011, 9:00 A.M.**

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

**MEMBERS: Shane Min, Chair  
Tiffany Liaw  
Jeffery Whitmore**

1) Approval of the Minutes of April 27, 2011

**ACTION:** The Board unanimously approved the Minutes of April 27, 2011.

2) Department of Building and Safety

a. May 16, 2011 report requesting write-off of 1,331 uncollectible accounts receivable totaling \$327,072.27 representing invoice amounts less than \$5,000.00.

**ACTION:** The Board unanimously approved the request from the Los Angeles Department of Building and Safety to remove from its active accounts receivable the uncollectible amount of \$315,052.43 representing 1,331 accounts less than \$5,000.00.

b. May 16, 2011 report requesting write-off of two (2) uncollectible accounts receivable totaling \$12,019.84 representing invoice amounts equal to \$5,000.00 or more.

**ACTION:** The Board unanimously recommends that the Los Department of Building and Safety seek write-off approval from City Council for two (2) uncollectible accounts receivable totaling \$12,019.84 representing invoice amounts equal to \$5,000.00 or more.

3) Los Angeles Police Department

May 17, 2011 report requesting write-off of 17,205 uncollectible accounts receivable totaling \$8,763,463.23 representing invoice amounts less than \$5,000.00.

**ACTION:** The Board unanimously approved the request from the Los Angeles Board of Police Commissioners to remove from its active accounts receivable the uncollectible amount of \$8,763,463.23 representing 17,205 accounts less than \$5,000.00.

4) Board of Public Works – Office of Accounting

- a. May 16, 2011 report requesting write-off of 97 uncollectible accounts receivable totaling \$2,951,666.92 representing invoice amounts equal to \$5,000.00 or more.

**ACTION:** The Board unanimously recommends that the Los Angeles Board of Public Works seek write-off approval from City Council for 97 uncollectible accounts receivable totaling \$2,951,666.92 representing invoice amounts equal to \$5,000.00 or more.

- b. May 16, 2011 report requesting write-off of 581 uncollectible accounts totaling \$746,179.22 representing invoice amounts less than \$5,000.00.

**ACTION:** The Board unanimously approved the request from the Los Angeles Board of Public Works to remove from its active accounts receivable the uncollectible amount of \$746,179.22 representing 581 accounts less than \$5,000.00.

- 5) Discuss write-off requests unresolved in City Council. CF 07-1617 and CF 09-0124.

**ACTION:** The Board will re-submit CF 07-1617 and CF 09-124 to City Council.

6) Public Comments

None

7) Next Meeting

Next scheduled meeting of the Board of Review will be held on Wednesday, July 27, 2011.

8) Adjourned

10:04 a.m.