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.