

MINUTES

CITY OF LOS ANGELES

BOARD OF REVIEW

Wednesday, October 28, 2009, 9:00 A.M.

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

MEMBERS PRESENT: Louis J. Benjamin, Chair
Vicki Santiago
Jeffery Whitmore

1) Approval of the Minutes of July 29, 2009

ACTION: The Board unanimously approved the Minutes of July 29, 2009

2) Department of Transportation

April 28, 2009 report requesting write-off of 41 accounts receivable totaling \$13,481.47. Of this amount, 35 accounts totaling \$4,018.86 represent invoice amounts less than \$1,000.00 and the remaining six accounts totaling \$9,462.61, represent invoice amounts greater than or equal to \$1,000.00.

ACTION: The Board did not review the write-off, no representative from Department of Transportation was present.

3) Department of Building and Safety

July 13, 2009 report requesting write-off of 34 uncollectible accounts receivable totaling \$104,963.37 representing invoice amounts greater than or equal to \$1,000.00.

ACTION: The Board unanimously agreed to approve 26 of the 34 accounts, which represent invoice amounts less than \$5,000.00* for a total of \$53,018.76.

The Board unanimously agreed to send the remaining eight accounts, which represent invoice amounts equal to or greater than \$5,000.00* for a total of \$51,944.61, to the City Council for approval of the write-off.

4) Los Angeles Fire Department Board of Fire Commissioners

a. August 6, 2009 report requesting write-off of 13 uncollectible accounts receivable totaling \$5,572.87 representing invoice amounts less than \$1,000.00.

ACTION: The Board unanimously agreed to approve 13 uncollectible accounts, which represent invoice amounts less than \$5,000.00* for a total of \$5,572.87.

- b. August 6, 2009 report requesting write-off of five uncollectible accounts receivable totaling \$14,667.60 representing invoice amounts greater than or equal to \$1,000.00.

ACTION: The Board unanimously agreed to approve the request for write-off of four invoices totaling \$9,643.60 which represent invoice amounts less than \$5,000.00*.

Also, the Board unanimously agreed to send the remaining invoice which represents an invoice amount equal to or greater than \$5,000.00* for a total of \$5,024.00 to the City Council for approval of the write-off.

5) Public Comments

6) Next Meeting

Next scheduled meeting of the Board of Review will be held on Wednesday, January 27, 2009.

*On October 6, 2009, the Los Angeles City Council passed Ordinance No. 180910 amending Section 5.182 and Section 5.183 of Division 5, Chapter 11, Article 1, of the Los Angeles Administrative Code to increase the threshold of individual Board of Review Write-Off Approval from \$1,000 to \$5,000. Therefore, the Board can approve write-offs of individual invoices less than \$5,000.

Board agendas and minutes may be downloaded from the Controller's website at www.lacity.org/ctr. Copies of documents may also be obtained by contacting Louis Benjamin, Chair, at (213) 978-7321.