MINUTES
CITY OF LOS ANGELES
COLLECTIONS BOARD OF REVIEW

Wednesday, January 29, 2014
9:00 a.m.

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

MEMBERS PRESENT
Shane Min, Chair
Monique Earl
Fernando Campos

1) Approval of the Minutes for October 30, 2013

ACTION: The Board unanimously approved the Minutes of October 30, 2013

2) Department of Transportation (LADOT) – Deferred from October 30, 2013 CBOR Meeting

   a. October 1, 2013 report requesting write-off of 193,688 uncollectible accounts receivable totaling $24,206,938.18, representing invoice amounts less than $5,000.

ACTION: This item was deferred from the October 2013 BOR meeting. No further action needed as all items on this request are included in the January 22, 2014 report.

   b. January 22, 2014 report requesting write-off of 282,505 uncollectible accounts receivable totaling $38,071,881.41, representing invoice amounts less than $5,000.

ACTION: The Board unanimously approved the write off request from LADOT to remove from its active accounts receivable, 282,505 uncollectible accounts receivable totaling $38,071,881.41.

3) Department of City Planning – Deferred from October 30, 2013 CBOR Meeting

October 16, 2013 report requesting write-off of 24 uncollectible accounts receivable totaling $170,608.00, representing invoice amounts equal to or greater than $5,000.
ACTION: The Board unanimously recommends that the City Council approve the request from Planning to remove from its active accounts receivable, 18 uncollectible accounts receivable totaling $127,737.33.

4) **Housing and Community Investment Department of Los Angeles**

January 13, 2014 report requesting write-off of one (1) uncollectible account receivable totaling $6,393.60, representing an invoice amount equal to or greater than $5,000.

ACTION: The Board unanimously agreed to hold the invoice for further review by the Inspector General of Collections and Revenue and the Office of Finance.

5) **Los Angeles Police Department**

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 Department did not appear before the Board. The item is deferred to the next Board meeting.

6) **Los Angeles Fire Department**

December 4, 2013 report requesting write-off of 33,320 uncollectible accounts receivable totaling $35,939,632.29, representing invoice amounts less than $5,000.

ACTION: The Board unanimously approved the write off request from LAFD to remove from its active accounts receivable, invoices totaling $35,939,632.29.

7) **Board of Public Works – Office of Accounting**

a. January 22, 2014 report requesting write-off of one (1) uncollectible account receivable totaling $6,141.89, representing invoice amounts equal to or greater than $5,000.

ACTION: The Board unanimously recommends that the City Council approve the PW Office of Accounting request to remove from its active accounts receivable, one (1) uncollectable account receivable totaling $6,141.89.

b. January 22, 2014 report requesting write-off of 69 uncollectible accounts receivable totaling $67,305.38, representing invoice amounts less than $5,000.
ACTION: The Board unanimously approved the write off request from PW Accounting to remove from its active accounts receivable, invoices totaling $67,305.38.

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

January 6, 2014 report requesting write-off of 628 uncollectible accounts receivable totaling $69,063.58, representing invoice amounts less than $5,000.

**ACTION:** The Board unanimously approved the write-off request from PW Sanitation to remove from its active accounts receivable, 628 invoices totaling $69,063.58.

9) **Public Comment**

None

10) **Next Regular Meeting**

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

11) **Adjourned**