

# MINUTES

## CITY OF LOS ANGELES

### COLLECTIONS BOARD OF REVIEW

Wednesday, January 31, 2018

Controller Conference Rm 350B  
200 North Main Street  
Los Angeles, CA 90012

#### MEMBERS PRESENT

Shane Min, Chair  
Melissa Krance  
Saul Romo

1) Approval of the Minutes of October 25, 2017

**ACTION:** The Board Unanimously approved the minutes for October 25, 2017.

2) Los Angeles Department of Transportation (LADOT)

- I. November 22, 2017, report requesting write-off of 236,075 uncollectible accounts receivable totaling \$32,542,029.84, representing invoice amounts less than \$5,000.

**ACTION:** The Board unanimously approved the request from LADOT to remove from its active accounts receivable 236,075 uncollectible invoices totaling \$32,542,029.84 representing accounts less than \$5,000.

- II. November 22, 2017, report requesting write-off of 375 uncollectible accounts receivable totaling \$48,379.33, representing invoice amounts equal to or more than \$5,000.

**ACTION:** The Board unanimously recommends that the City Council approve the request from LADOT to remove from its active accounts receivable 375 uncollectible parking citations totaling \$48,379.33, where each individual registered owner owes more than or equal to \$5,000.

3) Department of Building and Safety (LADBS)

December 19, 2017, report requesting write-off of 49 uncollectible accounts receivable totaling \$164,780.44, representing invoice amounts equal to or more than \$5,000.

**ACTION:** The Board unanimously recommends that the City Council approve the write off request of 49 uncollectable accounts receivables totaling \$164,780.44, representing accounts owing more than or equal to \$5,000.

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4) **Los Angeles Police Commission (LAPD)**

December 20, 2017, report requesting write-off of 3,733 uncollectible accounts receivable totaling \$1,142,104.25, representing invoice amounts less than \$5,000.

**ACTION:** The Board unanimously approved the write off request from LAPD to remove from its active accounts receivable, 3,728 invoices totaling \$1,142,104.25, representing accounts owing less than \$5,000.

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

January 3, 2018, report requesting write-off of 6,780 uncollectible accounts receivable totaling \$1,896,342.18, representing invoice amounts less than \$5,000.

**ACTION:**

- a. The Board unanimously approved the write off request from HCIDLA to remove from its active accounts receivable, 6,605 invoices (3,659 accounts) totaling \$1,777,541.13, each account under \$5,000.
- b. The Board unanimously recommends the City Council approve the write off of 175 invoices (20 accounts) totaling \$118,801.05, each account owing more than \$5,000.

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6) **Department of Public Works – Board of Public Works**

Presentation by Public Works' Office of Accounting and Bureau of Engineering regarding departmental accounts receivables and collections procedures and status of outstanding accounts receivables.

7) **Department of Public Works – Bureau of Street Lighting**

Presentation by Public Works' Bureau of Street Lighting regarding departmental accounts receivables and collections procedures and status of outstanding accounts receivables.

8) **Public Comments**

None

9) **Next Regular Meeting**

The next scheduled meeting of the Collections Board of Review will be held on Wednesday, April 25, 2018.

10) **Adjourned**#

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10:55 a.m.