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.
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.

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**

#

10:55 a.m.