

MINUTES

CITY OF LOS ANGELES

COLLECTIONS BOARD OF REVIEW

Wednesday, January 27, 2016

**Office of Finance, Conference Rm 202
200 North Spring Street
Los Angeles, CA 90012**

MEMBERS PRESENT

**Shane Min, Chair
Wai Yee Lau
Melissa Krance**

1) **Approval of the Minutes for October 28, 2015**

ACTION: The Board unanimously approved the minutes for October 28, 2015.

2) **Los Angeles Fire Commission – LAFD**

November 19, 2015 report requesting write-off of 38,280 uncollectible accounts receivable totaling \$24,765,439.27, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously agreed to approve the request from LAFD to remove from its active accounts receivable the uncollectible amount of \$24,765,439.27, representing 38,280 accounts less than \$5,000.

3) **Housing and Community Investment Department (HCIDLA)**

December 11, 2015 report requesting write-off of 1,239 uncollectible accounts receivable totaling \$575,270.46, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously agreed to approve the request from HCIDLA to remove from its active accounts receivable the uncollectible amount of \$575,270.46, representing 1,239 accounts less than \$5,000. The Board requests that the Department send all accounts for secondary collection.

4) **Department of Transportation**

January 19, 2016 report requesting write-off of 249,990 uncollectible accounts receivable totaling \$31,546,494.10, representing invoice amounts less than \$5,000.

ACTION: The Department has withdrawn this request.

5) **Department of Public Works – Bureau of Sanitation**

January 25, 2016 report requesting write-off of 1,518 uncollectible accounts receivable totaling \$179,618.41, representing invoice amounts less than \$5,000. After the meeting, PW-BOS submitted corrected reports with 1,483 invoices under \$5,000 totaling \$160,748.47 and 2 accounts over \$5,000 with 30 invoices totaling \$18,514.94.

ACTION: The Board unanimously agreed to approve the request from PW-BOS to remove from its active accounts receivable the uncollectible amount of \$160,748.47 representing 1,483 accounts less than \$5,000.

ACTION: The Board unanimously agreed to request the City Council to approve the request from PW-BOS to remove from its active accounts receivable the uncollectible amount of \$18,514.94 representing two debtors, each owing more than \$5,000.

6) **Public Comment**

None

7) **Next Regular Meeting**

The next scheduled meeting of the Collections Board of Review will be held on Wednesday, April 27, 2016.

8) **Adjourned**

9:55 a.m.