

**MINUTES**

**CITY OF LOS ANGELES**

**COLLECTIONS BOARD OF REVIEW**

**Wednesday, April 26, 2017**

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

**MEMBERS PRESENT**

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

1) **Approval of the Minutes for January 25, 2017**

**ACTION:** The Board unanimously approved the minutes for January 25, 2017.

2) **Los Angeles Police Commission – LAPD**

a) January 10, 2017, report requesting write-off of 235 uncollectible accounts receivable totaling \$3,842.45, 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, 235 invoices totaling \$3,842.45.

b) January 10, 2017, report requesting write-off of 1,878 uncollectible accounts receivable totaling \$763,538.60, 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, the corrected number of 1,876 invoices totaling \$753,538.60.

3) **Los Angeles Fire Department – LAFD**

a) March 2, 2017, report requesting write-off of 17,436 uncollectible accounts receivable totaling \$17,138,022.63, 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, 17,436 invoices totaling \$17,138,022.63.

**Continued - Los Angeles Fire Department – LAFD**

- b) March 2, 2017, report requesting write-off of 609 uncollectible accounts receivable totaling \$286,641.88, 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, 609 invoices totaling \$286,641.88.

- c) March 2, 2017, report requesting write-off of 175 uncollectible accounts receivable totaling \$95,853.67, representing invoice amounts less than \$5,000.

**ACTION:** 1) The Board unanimously approved the write-off request from LAFD to remove from its active accounts receivable, 157 invoices totaling \$89,360.67.  
2) The Board unanimously recommends the City Council approve the write-off of 18 invoices belonging to one (1) accounting totaling \$6,493.

4) **City Planning Department**

- a) March 14, 2017, report requesting write-off of one (1) uncollectible account receivable totaling \$7,460.46, representing invoice amounts equal to or greater than \$5,000.

**ACTION:** The Board unanimously recommends the City Council approve the write-off request from Planning to remove from its active accounts receivable the uncollectible amount of \$7,460.46 representing one (1) account equal to or more than \$5,000.

- b) March 15, 2017, report requesting write-off of 150 uncollectible accounts receivable totaling \$99,495.19, representing invoice amounts less than \$5,000.

**ACTION:** 1) The Board unanimously approved the write-off request from LAFD to remove from its active accounts receivable, 147 accounts totaling \$79,436.06.  
2) The Board unanimously recommends the City Council to approve the write-off of three (3) accounts totaling \$20,059.13 each account owing more than \$5,000.

5. **Los Angeles Housing & Community Investment Department – LAHCID**

April 4, 2017, report requesting write-off of 2,580 uncollectible accounts receivable totaling \$7,798,542.27, representing invoice amounts equal to or greater than \$5,000.

**ACTION:** The Board unanimously recommends the City Council approve the write-off request from HCIDLA to remove from its active accounts receivable the uncollectible amount of \$7,798,542.27 representing 2,580 accounts equal to or more than \$5,000.

6. **Department of Public Works – Bureau of Sanitation**

April 17, 2017, report requesting write-off of 411 uncollectible accounts receivable totaling \$53,488.61, representing invoice amounts less than \$5,000.

**ACTION:** The Board unanimously approved the request from PW-BOS to remove from its active accounts receivable 411 uncollectible invoices totaling \$53,488.61 representing accounts less than \$5,000.

7. **Department of Transportation – LADOT**

April 20, 2017, report requesting write-off of 148,263 uncollectible accounts receivable totaling \$20,143,901.44, representing invoice amounts less than \$5,000.

**ACTION:** 1) The Board unanimously approved the request from the LADOT to remove from its active accounts receivable the uncollectible amount of \$20,134,346 representing 148,213 accounts less than \$5,000 per account.

2) The Board also recommends the City Council approve LADOT's request to remove 50 citations to one driver totaling \$9,555.44.

8. **Public Comment**

None

9. **Regular Meeting**

The next scheduled meeting of the Collections Board of Review will be held on Wednesday, July 26, 2017.

10. **Adjourned**

The meeting adjourned at 10:30 a.m.