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.