

MINUTES

CITY OF LOS ANGELES

COLLECTIONS BOARD OF REVIEW

Wednesday, October 26, 2016
Office of the Controller Conference Rm 350B
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 26, 2016

ACTION: The Board unanimously approved the minutes for October 26, 2016.

2. Department of Building and Safety (LADBS)

October 21, 2016 report requesting write-off of 84 uncollectible accounts receivable totaling \$104,331.21, representing invoice amounts less than \$5,000.

ACTION: The Board reviewed the request and noticed several invoices for the same account that in total would exceed \$5,000 for one account. The Board requested that LADBS revise the request to include debtor name and to remove accounts with multiple invoices belonging to the same debtor totaling more than \$5,000. The Board unanimously agreed to defer the request to allow LADBS to make the revisions and resubmit their request.

3. Los Angeles Fire Department (LAFD)

a. October 4, 2106 report requesting write-off of 364 uncollectible accounts receivable totaling \$25,008.78, 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, 364 invoices totaling \$25,008.78.

b. October 4, 2016 report requesting write-off of 23,826 uncollectible accounts receivable totaling \$23,848,540.11, 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, 23,826 invoices totaling \$23,848,540.11.

- c. October 4, 2016 report requesting write-off of 146 uncollectible accounts receivable totaling \$74,981.53, 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, 146 invoices totaling \$74,981.53.

4. **Los Angeles Housing and Community Investment Department (HCIDLA)**

October 2, 2016 report requesting write-off of 12,568 uncollectible accounts receivable totaling \$3,356,757.77, representing invoice amounts less than \$5,000.

ACTION: The Board removed invoices belonging to debtors that owed more than \$5,000 in total, and unanimously approved the remaining write-off request from HCIDLA to remove from its active accounts receivable the uncollectible amount of \$3,253,802.34, representing 12,487 accounts less than \$5,000. The Board also recommends that the HCIDLA resubmit the request for the removed invoices for consideration in the next Collections Board of Review meeting.

5. **Los Angeles Department of Transportation (LADOT)**

October 19, 2016 report requesting write-off of 80,349 uncollectible accounts receivable totaling \$11,199,296.67, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write-off request to remove from its active accounts receivable the uncollectible amount of \$11,199,296.67, representing 80,349 accounts less than \$5,000.

6. **Los Angeles Police Department (LAPD)**

June 21, 2016 report requesting write-off of 1,167 uncollectible accounts receivable totaling \$356,150.19, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the corrected write-off request to remove from its active accounts receivable 1,174 invoices totaling \$355,347.19.

7. **Public Comment**

None

8. **Next Regular Meeting**

The next scheduled meeting of the Collections Board of Review will be held on Wednesday, January 25, 2017.