

## MINUTES

### CITY OF LOS ANGELES COLLECTIONS BOARD OF REVIEW

Wednesday, October 25, 2017

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 April 26, 2017 and July 26, 2017**

**ACTION:** The Board Unanimously approved the minutes for April 26, 2017 and July 26, 2017.

2) **Board of Public Works – Bureau of Sanitation (BPW-SAN)**

August 18, 2017, report requesting write-off of 481 uncollectible accounts receivable totaling \$67,685.85, representing invoice amounts less than \$5,000.

**ACTION:** The Board unanimously approved the request from PW-BOS to remove from its active accounts receivable 481 uncollectible invoices totaling \$67,685.85 representing accounts less than \$5,000.

3) **Los Angeles Housing & Community Investment Department – LAHCID**

October 2, 2017, report requesting write-off of 2,364 uncollectible accounts receivable totaling \$1,172,699.64 representing invoice amounts less than \$5,000.

**ACTION:**

- 1) The Board unanimously approved the write off request from LAHCID to remove from its active accounts receivable, 2,338 invoices totaling \$1,123,432.11.
- 2) The Board unanimously recommends the City Council approve the write off of 26 invoices belonging to seven (7) accounts totaling \$49,267.53.

4) **Los Angeles Department of Building and Safety (LADBS)**

September 29, 2017, report requesting write-off of 440 uncollectible accounts receivable totaling \$454,215.72, representing invoice amounts less than \$5,000.

**ACTION:** The Board unanimously approves the write off request from LADBS to remove from its active accounts receivable, 440 invoices totaling \$454,215.72, each account owing less than \$5,000.

5) **Los Angeles Fire Department (LAFD)**

- a) October 3, 2017, report requesting write-off of 25,990 uncollectible accounts receivable totaling \$27,427,622.16, 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, 25,990 invoices totaling \$27,427,622.16.

- b) October 3, 2017, report requesting write-off of 159 uncollectible accounts receivable totaling \$42,020.64, 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, 159 invoices totaling \$42,020.64.

- c) October 3, 2017 report requesting write off of 360 uncollectible accounts totaling \$175,933.11 representing accounts less than \$5,000.

**ACTION:** The Board unanimously approved the write off request from LAFD to remove from its active accounts receivable, 360 invoices totaling \$175,933.11.

- d) October 3, 2017, report requesting write-off of five (5) uncollectible accounts receivable totaling \$5,685.81, representing invoice amounts greater than or equal to \$5,000.

**ACTION:** The Board unanimously requests that the City Council approve the write off request from LAFD to remove from its active accounts receivable, 5 invoices belonging to one (1) account totaling \$5,685.81.

6) **Submittal of Department Updates to the Board**

The Board requests the Department of Animal Services and Public Works Bureaus of Engineering and Street Services to submit updates on the accounts receivable collection status, policies and procedures at the next regular meeting of the Collections Board of Review.

7) **Public Comment**

None

8) **Next Regular Meeting**

The next scheduled meeting of the Collections Board of Review will be held on Wednesday, January 31, 2018.

9) **Adjourned**

The meeting adjourned at 10:10 a.m.