

MINUTES
CITY OF LOS ANGELES
COLLECTIONS BOARD OF REVIEW

Wednesday, January 29, 2014
9:00 a.m.

200 N Spring St, Office of Finance, Room 202
Los Angeles, CA 90012

MEMBERS PRESENT

Shane Min, Chair
Monique Earl
Fernando Campos

1) **Approval of the Minutes for October 30, 2013**

ACTION: The Board unanimously approved the Minutes of October 30, 2013

2) **Department of Transportation (LADOT) – Deferred from October 30, 2013 CBOR Meeting**

- a. October 1, 2013 report requesting write-off of 193,688 uncollectible accounts receivable totaling \$24,206,938.18, representing invoice amounts less than \$5,000.

ACTION: This item was deferred from the October 2013 BOR meeting. No further action needed as all items on this request are included in the January 22, 2014 report.

- b. January 22, 2014 report requesting write-off of 282,505 uncollectible accounts receivable totaling \$38,071,881.41, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write off request from LADOT to remove from its active accounts receivable, 282,505 uncollectible accounts receivable totaling \$38,071,881.41.

3) **Department of City Planning – Deferred from October 30, 2013 CBOR Meeting**

October 16, 2013 report requesting write-off of 24 uncollectible accounts receivable totaling \$170,608.00, representing invoice amounts equal to or greater than \$5,000.

ACTION: The Board unanimously recommends that the City Council approve the request from Planning to remove from its active accounts receivable, 18 uncollectible accounts receivable totaling \$127,737.33.

4) **Housing and Community Investment Department of Los Angeles**

January 13, 2014 report requesting write-off of one (1) uncollectible account receivable totaling \$6,393.60, representing an invoice amount equal to or greater than \$5,000.

ACTION: The Board unanimously agreed to hold the invoice for further review by the Inspector General of Collections and Revenue and the Office of Finance.

5) **Los Angeles Police Department**

January 22, 2014 report requesting write-off of 952 uncollectible accounts receivable totaling \$398,943.20, representing invoice amounts less than \$5,000.

ACTION: The Department did not appear before the Board. The item is deferred to the next Board meeting.

6) **Los Angeles Fire Department**

December 4, 2013 report requesting write-off of 33,320 uncollectible accounts receivable totaling \$35,939,632.29, 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, invoices totaling \$35,939,632.29.

7) **Board of Public Works – Office of Accounting**

a. January 22, 2014 report requesting write-off of one (1) uncollectible account receivable totaling \$6,141.89, representing invoice amounts equal to or greater than \$5,000.

ACTION: The Board unanimously recommends that the City Council approve the PW Office of Accounting request to remove from its active accounts receivable, one (1) uncollectible account receivable totaling \$6,141.89.

b. January 22, 2014 report requesting write-off of 69 uncollectible accounts receivable totaling \$67,305.38, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write off request from PW Accounting to remove from its active accounts receivable, invoices totaling \$67,305.38.

8) **Board of Public Works – Bureau of Sanitation**

January 6, 2014 report requesting write-off of 628 uncollectible accounts receivable totaling \$69,063.58, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write-off request from PW Sanitation to remove from its active accounts receivable, 628 invoices totaling \$69,063.58.

9) **Public Comment**

None

10) **Next Regular Meeting**

The next scheduled meeting of the Board of Review will be held on Wednesday, April 30, 2014.

11) **Adjourned**