


**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

**DATE:** June 14, 2019

**TO:** Honorable Members of the City Council  
c/o Office of the City Clerk

**FROM:** Shane Min, Chair   
Collections Board of Review

**SUBJECT: DELINQUENT ACCOUNTS RECEIVABLES \$5,000 AND OVER PER ACCOUNT**

The City of Los Angeles Administrative Code Sections 5.182 to 5.184 authorizes any board, commission, or head of any department to prepare a report to a Collections Board of Review (consisting of the Controller, City Administrative Officer and the Office of Finance) requesting authority to remove uncollectible accounts from the Department's active books. The Collections Board of Review ("Board") may upon unanimous recommendation approve removal of accounts of less than \$5,000. Accounts of \$5,000 or more may be removed by the City Council upon recommendation from the Board together with the findings of a board, commission, or head of a department.

This report informs the City Council of the results of the Board evaluations of the write off requests from the Board meeting held on April 24, 2019. A copy of the write off requests are attached along with the Collections Board of Review Findings report 042419.

**LOS ANGELES DEPARTMENT OF CITY PLANNING (PLANNING)**

PLANNING submitted a request dated March 18, 2019 to write off 6 uncollectible invoices (2 accounts) totaling \$13,018.21, each account owing \$5,000 or more. The Board unanimously recommends that the City Council approve the write off request from PLANNING to remove from its active accounts receivable, 6 invoices (2 accounts) totaling \$13,018.21. The Board agreed that all reasonable efforts have been exhausted in the collection of this account and additional efforts could be disproportionately costly in relation to the probable outcome.

**LOS ANGELES HOUSING + COMMUNITY INVESTMENT DEPARTMENT (HCIDLA)**

HCIDLA submitted a request dated March 19, 2019 to write off 255 uncollectable invoices (87 owners, 144 unique APNs) totaling \$1,220,276.90, each account owing \$5,000 or more. The Board unanimously recommends that the City Council approve the write off of the 255 invoices totaling \$1,220,276.90 each owner owing \$5,000 or more. The Board agreed that all reasonable efforts have been exhausted in the collection of this account and additional efforts could be disproportionately costly in relation to the probable outcome.

**The Board recommends:**

That the City Council, approve the Collections Board of Review's recommendations for the:

1. Department of Planning to remove from its active accounts receivables 6 invoices totaling \$13,018.21; and
2. Housing + Community Investment Department to remove from its active accounts receivables 255 uncollectible invoices totaling \$1,220,276.90.

**Fiscal Impact Statement:**

The proposed action will decrease the City's receivable base by \$1,233,295.11.

If you have questions and requests for additional information, please call me at 213-978-7256 or email me at [shane.min@lacity.org](mailto:shane.min@lacity.org).

Attachments