

**FINDINGS OF THE COLLECTIONS BOARD OF REVIEW**  
**REPORT NO. 072821**

Pursuant to the provisions of Sections 5.182 through 5.184 of the Los Angeles Administrative Code, the Collections Board of Review (Board) held a hearing to review, authorize and/or recommend delinquent accounts for write-off. The meeting was held virtually on July 28, 2021, via Google Meets. The Board consists of the following members:

- Shane Min, Sr. Management Analyst II, representing the City Controller
- Andrew Kaplan, Revenue Manager, representing the Office of Finance
- Melissa Krance, Chief Administrative Analyst, representing the Office of the City Administrative Officer

The Board's agenda included consideration for removal of various uncollectible accounts receivable from the active accounts of the Los Angeles Department of Building and Safety and the Los Angeles Housing and Community Investment Department. The Board may approve the write-off of accounts less than \$5,000 each as authorized by the City Council (CF 09-1735). The Board may recommend the write-off of accounts \$5,000 or more for approval by the City Council. The results of the Board's review are summarized below.

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

LADBS presented one (1) write-off request before the Board as follows:

- I. April 21, 2021 report requesting the write-off of 27 uncollectible invoices for 9 customer accounts with fees totaling \$125,022.09, each account owing equal to or more than \$5,000.00.

**Discussion.** These invoices include a variety of invoices ranging from Code Violation inspection fees, Repair and Demolition fees, Non-Compliance fees, and Bad Check fees issued between April 2016 and March 2017. The four (4) year statute of limitation for collections has passed on these customer accounts and all reasonable collection efforts have been exhausted.

**Board's Decision.** The Board has reviewed the uncollectible accounts. The Board agrees that additional efforts to collect could be disproportionately costly in relation to the probable outcome. The Board unanimously recommends that the City Council approves the write-off request from LADBS to remove from its active account receivables, 27 invoices for fees totaling \$125,022.09, each account owing more than \$5,000.00.

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

HCIDLA presented two (2) write-off requests before the Board as follows:

- I. June 28, 2021 report requesting the write-off of 104 uncollectible invoices for 101

owners of 101 property (APNs) accounts with fees totaling \$2,137,868.30, each owner owing more than \$5,000.00

**Discussion.** These invoices include 9 different invoice categories ranging from REAP prepaid inspections, RSO's, Administrative Investigation fees, and SCEP fees. These invoices are for outstanding services billed during the years 2015 through 2019. HCIDLA is submitting these invoices for write-off as they have been identified as uncollectible and all reasonable collection efforts have been exhausted.

**Board's Decision.** The Board has reviewed the uncollectible accounts. The Board agrees that further efforts will be disproportionately costly in relation to the possible outcome. The Board unanimously recommends the City Council approve the write-off request from HCIDLA to remove from its active account receivables, 104 invoices totaling \$2,37,868.30, each owner owing equal to \$5,000.00 or more.

II. June 28, 2021 report requesting the write-off of 161 uncollectible invoices for 146 owners of 147 property (APNs) accounts with fees totaling \$165,888.08, each owner owing less than \$5,000.00.

**Discussion.** These invoices are 10 different invoice categories ranging from RSO, Complaint Inspection fees, Administrative Investigation fees and SCEP fees. These invoices have been submitted for write-off as they have been identified as uncollectible. HCIDLA has exhausted all reasonable collection efforts.

**Board's Decision.** The Board has reviewed the uncollectible accounts. The Board agrees that further efforts will be disproportionately costly in relation to the possible outcome. The Board unanimously approved the write-off request from HCIDLA to remove from its active account receivables, 161 invoices totaling \$165,888.08, each owner owing less than \$5,000.