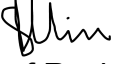


CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: June 13, 2022

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 27, 2022. A copy of the write-off requests is attached along with the Collections Board of Review Findings report 042722.

BOARD OF POLICE COMMISSIONERS (BOPC)

BOPC submitted a report dated March 1, 2022 requesting the write-off of 106 invoices for 11 accounts with fees totaling \$108,629.25, each account owing \$5,000.00 or more. The Board unanimously recommends that the City Council approve the write-off of 106 uncollectible invoices (11 accounts) for fees totaling \$108,629.25, each account owing \$5,000.00 or more. The Board agreed that all reasonable efforts have been exhausted in the collection of these accounts and additional efforts could be disproportionately costly in relation to the probable outcome.

LOS ANGELES BOARD OF PUBLIC WORKS (BPW)

BPW submitted a report dated March 16, 2022 requesting the write-off of 41 invoices for 41 customer accounts with fees totaling \$285,521.69, each account owing \$5,000.00 or more. The Board unanimously recommends that the City Council approve the write-off of 41 uncollectible invoices (41 customer accounts) for fees totaling \$285,521.69, each account owing \$5,000.00 or more. The Board agrees that all reasonable efforts have been

exhausted in the collection of these accounts and additional efforts could be disproportionately costly in relation to the probable outcome.

LOS ANGELES HOUSING DEPARTMENT (LAHD)

LAHD submitted a revision to the original report on April 25, 2022 requesting the write-off of 25 invoices for 19 owners of 19 property (APN's) accounts with fees totaling \$314,462.36, each account owing \$5,000.00 or more. The Board unanimously recommends that the City Council approve the write-off of 25 uncollectible invoices (19 owners of 19 APN's) for fees totaling \$314,462.36, each account owing \$5,000.00 or more. The Board agreed that all reasonable efforts have been exhausted in the collection of these accounts 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. Board of Police Commissioners to remove from its active account receivables, 106 uncollectible invoices totaling \$108,629.25;
2. Los Angeles Board of Public Works to remove from its active account receivables, 41 uncollectible invoices totaling \$285,521.69; and,
3. Los Angeles Housing Department to remove from its active account receivables, 27 uncollectible invoices totaling \$314,462.36.

Fiscal Impact Statement:

The proposed action will decrease the City's receivable base by \$708,613.30.

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

Attachments