


**CITY OF LOS ANGELES**

## INTER-DEPARTMENTAL CORRESPONDENCE

**DATE:** February 6, 2023

**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 January 25, 2023. A copy of the write-off requests is attached along with the Collections Board of Review Findings report 012523.

**LOS ANGELES HOUSING DEPARTMENT (LAHD)**

LAHD submitted a report dated December 13, 2022 requesting the write-off of 74 invoices for 55 owners of 70 property (APN's) accounts with fees totaling \$3,729,451.16, each account owing \$5,000.00 or more. The Board unanimously recommends that the City Council approve the write-off of 74 uncollectible invoices (55 owners of 70 APN's) for fees totaling \$3,729,451.16, 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:**

The Board requests that City Council, approve the Collections Board of Review's recommendations for:

1. Los Angeles Housing Department to remove from its active account receivables, 74 uncollectible invoices totaling \$3,729,451.16.

Honorable Members of the City Council  
February 6, 2023  
Page 2

**Fiscal Impact Statement:**

The proposed action will decrease the City's receivable base by \$3,729,451.16.

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