

MINUTES

CITY OF LOS ANGELES

BOARD OF REVIEW

**Wednesday, January 30, 2013
9:00 a.m.**

**200 North Main Street, Room 350C
Los Angeles, CA 90012**

MEMBERS PRESENT

**Shane Min, Chair
Jan Zatorski
Todd Bouey**

1) **Approval of the Minutes of October 31, 2012**

ACTION: The Board unanimously approved the Minutes of October 31, 2012.

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

- I. October 3, 2012 report requesting write-off of 18 uncollectible accounts receivable totaling \$223,903.41, representing invoice amounts \$5,000 or more.

ACTION: The Board unanimously recommends that the City Council approve the request from LADBS to remove from its active accounts receivable the uncollectible amount of \$223,903.41, representing 18 accounts equal to or more than \$5,000 per account.

- II. October 4, 2012 report requesting write-off of 45 uncollectible accounts receivable totaling \$8,844.56, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the request from the LADBS to remove from its active accounts receivable the uncollectible amount of \$8,423.75 representing 43 accounts (*two invoices included in the list are interdepartmental billings and will be removed from the list of receivables to be written off*) that are less than \$5,000 per account.

3) **Los Angeles Housing Department (LAHD)**

- I. January 11, 2013 report requesting write off of 1,222 uncollectible accounts receivable totaling \$502,306.79, representing amounts less than \$5,000.
- II. January 11, 2013 report requesting write off of seven (7) uncollectible accounts receivable totaling \$84,981.42, representing amounts \$5,000 or more.

ACTION: The Department has withdrawn this item.

4) **Los Angeles Board of Public Works (LABPW) – Bureau of Sanitation (BOS)**

- I. January 28, 2013 report requesting write-off of 721 uncollectible accounts totaling \$85,663.90, representing accounts less than \$5,000.

ACTION: The Board, unanimously approved the write off request from PW-BOS to remove from its active accounts receivable, 721 invoices totaling \$85,663.90.

- II. January 28, 2013 report requesting write-off of five (5) uncollectible accounts totaling \$34,023.89, representing invoice amounts \$5,000 or more.

ACTION: The Board unanimously agreed to recommend the City Council to approve the request from PW-BOS to remove from its active accounts receivable, five (5) invoices totaling \$34,023.89.

5) **Los Angeles Convention Center (LACC)**

- I. January 14, 2013 report requesting write-off of 16 uncollectible accounts receivable totaling \$14,906.81, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the request from LACC to remove from its active accounts receivable the uncollectible amount of \$14,906.81, representing 16 uncollectible accounts less than \$5,000 per account.

- II. January 14, 2013 report requesting write-off of two (2) uncollectible accounts receivable totaling \$19,629.80, representing invoice amounts \$5,000 or more.

ACTION: The Board unanimously agreed to recommend the City Council to approve the request from LACC to remove from its active accounts receivable, two (2) invoices totaling \$19,629.80.

6) **Los Angeles Department of Transportation (LADOT)**

- I. January 8, 2013 report requesting write-off of 190,552 uncollectible accounts receivable totaling \$21,100,652.17, representing invoice amounts less than \$5,000.

ACTION: The Department did not appear before the Board to present the requests; therefore, the items were deferred to the next Board of Review meeting.

7) **Los Angeles Fire Department (LAFD)**

- I. October 9, 2012 report requesting write-off of 13,443 uncollectible accounts receivable totaling \$10,625,778, 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, 13,443 invoices totaling \$10,625,778, representing invoice amounts less than \$5,000.

8) **Board Discussion**

The Board will consider the Public Works Office of Accounting request for write-off at the next meeting of the Board of Review.

9) **Public Comments**

None

10) **Next Regular Meeting**

The next scheduled meeting of the Board of Review will be held on Wednesday, April 24, 2013.

11) **Adjourned**

9:58 a.m.