

# MINUTES

## CITY OF LOS ANGELES

### BOARD OF REVIEW

Wednesday, April 27, 2011, 9:00 A.M.

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

**MEMBERS:** Shane Min, Chair  
Crista Binder  
Jeffery Whitmore

1) Approval of the Minutes of January 26, 2011

**ACTION:** The Board unanimously approved the Minutes of January 26, 2011.

2) Los Angeles Convention Center (LACC)

- a. January 21, 2011 report requesting write-off of 19 uncollectible accounts receivable totaling \$7,355.64 representing invoice amounts less than \$5,000.00.

**ACTION:** The Board unanimously approves the request from the LACC to remove from its active accounts receivable the uncollectible amount of \$7,355.64 representing 19 accounts less than \$5,000.00.

- b. January 21, 2011 report requesting write-off of one (1) uncollectible account receivable totaling \$12,678.85 representing invoice amounts equal to or more than \$5,000.00.

**ACTION:** The Board unanimously recommends that the City Council approve the write-off request from the LACC to remove from its active accounts receivable, one account totaling \$12,678.85.

3) City Planning Department

March 31, 2011 report requesting write-off of 34 uncollectible accounts receivable totaling 28,415.52 representing invoice amounts less than \$5,000.00.

**ACTION:** The Board unanimously approved the request from City Planning to remove from its active accounts receivable the uncollectible amount of \$28,415.52 representing 34 accounts less than \$5,000.00.

4) Department of Building and Safety (LADBS)

February 28, 2011 report requesting write-off of 2,031 uncollectible accounts receivable totaling \$291,395.18 representing invoice amounts less than \$5,000.00.

**ACTION:** The Board unanimously approved the request from LADBS to remove from its active accounts receivable the uncollectible amount of \$291,395.18 representing 2,031 accounts less than \$5,000.00 per account.

5) Public Works – Bureau of Sanitation (LABPW)

April 8, 2011 report requesting write-off of 1,298 uncollectible accounts receivable totaling \$165,997.81 representing invoice amounts less than \$5,000.00.

**ACTION:** The Board unanimously approved the request from LABPW to remove from its active accounts receivable the amount of \$165,997.81 representing 1,298 accounts less than \$5,000.00 per account.

6) Board of Public Works (LABPW)

a. March 14, 2011 report requesting write-off of 27 uncollectible accounts receivable totaling \$207,847.40 representing invoice amounts equal to \$5,000.00 or more.

**ACTION:** The Board unanimously recommends that the City Council approve the write-off request from LABPW to remove from its active accounts receivable, 27 accounts totaling \$207,847.40.

b. March 14, 2011 report requesting write-off of 3,154 uncollectible accounts receivable totaling \$3,193,654.47 representing invoice amounts less than \$5,000.00.

**ACTION:** The Board unanimously approved the request from the LABPW to remove from its active accounts receivable the uncollectible amount of \$3,193,654.47 representing 3,154 accounts less than \$5,000.00 per account.

7) Discussion Items

a. Increase threshold for Board of Review write-off authority

**ACTION:** Office of Finance will discuss with the City Administrative Officer. Further review is needed.

- b. Consideration to schedule an emergency Board of Review meeting before the FMS conversion.

**ACTION:** Emergency meeting scheduled for May 25, 2011.

8) Public Comments

No public comments

9) Next Meeting

Next scheduled meeting of the Board of Review will be held on Wednesday, July 27, 2011.

10) Adjournment

10:15 a.m.

Board agendas and minutes may be downloaded from the Controller's website at [www.lacity.org/ctr](http://www.lacity.org/ctr). Copies of documents may also be obtained by contacting Shane Min, Chair at (213) 978-7256.