

**FINDINGS OF THE COLLECTIONS BOARD OF REVIEW**  
**REPORT NO. 013019**

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 on January 30, 2019, in the Controller Conference Room 350B at City Hall East, Los Angeles, California. The Board consists of the following members:

- Shane Min, Sr. Management Analyst II, representing the City Controller
- Edwin Avanesian, Revenue Manager, representing the Office of Finance
- Melissa Krance, Inspector General of Revenue and Collections, 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 Departments of Fire, Police, Housing and Community Investment, Building and Safety and Public Works – Bureau of Sanitation. The Board may approve the write offs 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 Housing and Community Investment Department (HCIDLA)**

HCIDLA presented two write off requests before the Board as follows:

- I. December 24, 2018 report requesting the write off of 2,669 uncollectible invoices (1,496 owners, 1,519 unique APNs) totaling \$1,599,899.77, each account owing less than \$5,000.

**Discussion.** These invoices are 16 different invoice categories ranging from REAP inspection, legal case 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 accounts receivable, 2,669 invoices totaling \$1,599,899.77, each account under \$5,000.

- II. December 24, 2018 report requesting the write off of 158 uncollectible invoices (22 owners, 35 unique APNs) totaling \$149,957.00, each account owing equal to or more than \$5,000.

**Discussion.** These invoices are 11 different invoice categories – Complaint Inspection, RSO, CM Inspections, Legal Case Preparation, SCEP fees etc. 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 recommends the City Council approve the write off of 158 invoices totaling \$149,957.00, each account owing more than \$5,000.

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

LADBS presented one write off request before the Board as follows:

- I. December 28, 2018 report requesting the write off of 54 uncollectible accounts totaling \$423,498.36, each account owing more than \$5,000.

**Discussion.** These invoices are all past statute of limitations. LADBS has exhausted all reasonable collection efforts. The invoices are for inspection fees for pressure vessel inspection, elevators, fire sprinklers, non-compliance fees, and demolition fees.

**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 of 54 accounts totaling \$423,498.36, each account owing more than \$5,000.