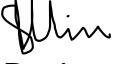


CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: September 27, 2021

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 July 28, 2021. A copy of the write-off requests is attached along with the Collections Board of Review Findings report 072821.

LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY (LADBS)

LADBS submitted a report dated April 21, 2021 requesting the write-off of 27 invoices for 9 customer accounts with fees totaling \$125,022.09, each account owing \$5000.00 or more. The Board unanimously recommends that the City Council approve the write-off of 27 uncollectible invoices (9 customer accounts) for fees totaling \$125,022.09, each owner owing \$5000.00 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 HOUSING + COMMUNITY INVESTMENT DEPARTMENT (HCIDLA)

HCIDLA submitted a report dated June 28, 2021 requesting the write-off of 104 invoices for 101 owners of 101 property (APN's) accounts with fees totaling \$2,137,868.30, each owner owing \$5000.00 or more. The Board unanimously recommends that the City Council approve the write-off of 104 uncollectible invoices (101 owners of 101 APN's) for fees totaling \$2,137,868.30, each owner owing \$5000.00 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. Los Angeles Department of Building and Safety to remove from its active account receivables, 27 uncollectible invoices totaling \$125,022.09; and
2. Los Angeles Housing and Community Investment Department to remove from its active account receivables 104 uncollectible invoices totaling \$2,137,868.30.

Fiscal Impact Statement:

The proposed action will decrease the City's receivable base by \$2,262,890.39.

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