



Eric Garcetti, Mayor
Ann Sewill, General Manager

INTER-DEPARTMENTAL MEMORANDUM

TO: COLLECTIONS BOARD OF REVIEW
ATTN: SHANE MIN, CONTROLLER'S OFFICE

FROM: LUZ SANTIAGO, ASSISTANT GENERAL MANAGER
LOS ANGELES HOUSING + COMMUNITY INVESTMENT DEPARTMENT

DATE: JUNE 28, 2021

REGARDING: WRITE-OFF REQUEST – QUARTER ENDING JUNE 30, 2021
ACCOUNTS \$5,000 AND OVER

for:

Digitally signed by
Lyndon Salvador
Date: 2021.06.28
10:42:16 -07'00'

In accordance with the Los Angeles Administrative Code, Section 5.182 and as the designated head of Los Angeles Housing and Community Investment Department (HCIDLA) Administration Bureau, I hereby submit for your consideration this report on accounts that are recommended to be written off for the quarter ending, June 30, 2021 based on the following criteria:

- The amount is uncollectible;
- The write-off will not prejudice the position of the City;
- All reasonable collection efforts have been exhausted;
- The debtor cannot be located or discharge of bankruptcy has occurred; and
- The applicable statute of limitations for collection of debt has expired.

The total amount requested to be written off is **\$ 2,137,868.30** consisting of 104 invoices covering 101 owners of 101 property accounts (APNs). Enclosed is the list of the accounts receivable for write off with amounts \$5,000 and over.

If you have any question about this request, please contact Wedmay Lao of my staff at wedmay.lao@lacity.org.

cc: Avo Davidian, Sr. Mgmt. Analyst II, Office of Finance
Melissa Krance, Revenue Manager/IG, CAO
Lyndon Salvador, Director of Accounting, HCIDLA

Attachment: Summary and Detail Schedule of Accounts

Los Angeles Housing + Community Investment Department

Summary Report of Account to be Written Off for Quarter Ending 06/30/2021

\$5K AND OVER PER OWNER, PER PROPERTY

I. BY TYPE/ NATURE

Type / Description	Count of Invoice ID	Sum of Current Balance
REAP Administrative fees	96	2,056,748.69
RSO	3	12,965.12
SCEP	4	67,449.24
SCEP Inspection	1	705.25
Grand Total	104	2,137,868.30

II. BY SERVICE YEARS

Service Dates	Count of Invoice ID	Sum of Current Balance
2015	29	463,171.87
2016	25	999,728.65
2017	35	488,813.24
2018	14	176,020.45
2019	1	10,134.09
Grand Total	104	2,137,868.30