

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: December 1, 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 October 27, 2021. A copy of the write-off requests is attached along with the Collections Board of Review Findings report 102721.

LOS ANGELES HOUSING DEPARTMENT (LAHD)

LAHD submitted a report dated September 22, 2021 requesting the write-off of 15 invoices for 13 owners of 13 property accounts (APN's) with fees totaling \$433,417.09, each owner owing \$5000.00 or more. The Board unanimously recommends that the City Council approve the write-off of 15 uncollectible invoices (13 owners of 13 APN's) for fees totaling \$433,417.09, 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.

The Board recommends:

That the City Council, approve the Collections Board of Review's recommendations for the:

1. Los Angeles Housing Department to remove from its active account receivables 15 uncollectable invoices totaling \$433,417.09.

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Fiscal Impact Statement:

The proposed action will decrease the City's receivable base by \$433,417.09.

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