

FINDINGS OF THE COLLECTIONS BOARD OF REVIEW
REPORT NO. 072722

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 virtually on July 27, 2022, via Zoom. The Board consists of the following members:

- Shane Min, Sr. Management Analyst II, representing the City Controller
- Andrew Kaplan, Revenue Manager, representing the Office of Finance
- David Choi, Administrative Analyst, 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 Fire Department and Los Angeles Housing Department. The Board may approve the write-off 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 Fire Department (LAFD)

LAFD submitted one (1) write-off request before the Board as follows:

- I. April 5, 2022 report requesting the write-off of 442 uncollectable accounts with fees totaling \$248,754.54, each account owing less than \$5,000.00

Discussion. A motion was presented to the Chair to postpone this item until the next regular meeting.

Board's Decision. The Board unanimously approved the motion to postpone definitely, LAFD write-off request of 442 uncollectable accounts with fees totaling \$248,754.54, each account owing less than or equal to \$5,000.00.

Los Angeles Housing Department (LAHD)

LAHD presented two (2) write-off requests before the Board as follows:

- I. June 24, 2022 report requesting the write-off of 393 uncollectible invoices for 247 owners of 248 property accounts (APNs) with fees totaling \$174,986.54, each owner owing less than \$5000.00

Discussion. These invoices include 11 different invoice categories, REAP prepaid inspections, RSO's, REAP Administrative Fees, and SCEP fees. These outstanding invoices are for services billed during the years 2005 through 2019. LAHD is submitting these invoices for write-off as they have been identified as uncollectible and all reasonable collection efforts have been exhausted.

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 approves the write-off request from LAHD to remove from its active account receivables, 393 invoices totaling \$337,199.24, each owner owing equal to \$5,000.00 or less.

II. June 27, 2022 report requesting the write-off of 20 uncollectible invoices for 18 owners of 19 property accounts (APNs) with fees totaling \$799,890.14, each owner owing \$5,000.00 or more.

Discussion. These invoices include 3 different invoice categories, REAP prepaid inspections, REAP Administrative Fees, and Foreclosure Registry fees. These outstanding invoices are for services billed during the years 2015 through 2019. LAHD is submitting these invoices for write-off as they have been identified as uncollectible and all reasonable collection efforts have been exhausted.

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 request from LAHD to remove from its active account receivables, 20 invoices totaling \$799,890.14, each owner owing equal to \$5,000.00 or more.