

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: June 8, 2023

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 request from the Board meeting held on April 26, 2023. A copy of the write-off request is attached along with the Collections Board of Review Findings report 042623.

LOS ANGELES HOUSING DEPARTMENT (LAHD)

LAHD submitted a report dated March 13, 2023 requesting the write-off of 57 invoices for 53 owners of 56 property (APN's) accounts with fees totaling \$2,049,423.23, each account owing \$5,000.00 or more. The Board unanimously recommends that the City Council approve the write-off of 57 uncollectible invoices (53 owners of 56 APN's) for fees totaling \$2,049,423.23, each account owing \$5,000.00 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:

The Board requests that City Council, approve the Collections Board of Review's recommendations for:

1. Los Angeles Housing Department to remove from its active account receivables, 57 uncollectible invoices totaling \$2,049,423.23.

Fiscal Impact Statement:

The proposed action will decrease the City's receivable base by \$2,049,423.23.

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