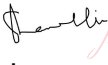


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: December 17, 2025

TO: Honorable Members of the City Council
c/o Office of the City Clerk

FROM: Shane Min, Chair  Digitally signed by
Shane Min
Date: 2025.12.17
11:46:00 -08'00'

Collections Board of Review

SUBJECT: DELINQUENT ACCOUNTS RECEIVABLES \$5,000 AND OVER PER ACCOUNT

Sections 5.182 to 5.184 of the Los Angeles Administrative Code authorize any board, commission, or head of a department to prepare a report to the Collections Board of Review—consisting of the Controller, the 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 the removal of accounts with balances under \$5,000. Accounts of \$5,000 or more may be removed by the City Council upon recommendation from the Board, accompanied by the findings of a board, commission, or department head.

This report informs the City Council of the results of the Board's evaluation of the write-off request discussed at the Board meeting held on October 29, 2025. A copy of the write-off request is attached, along with the Collections Board of Review Findings Report No. 102925.

LOS ANGELES HOUSING DEPARTMENT (LAHD)

- I. LAHD submitted a report dated October 2, 2025, requesting the write-off of 11 uncollectible invoices for 6 owners of 6 property accounts (APNs), with fees totaling \$125,238.48. Each account has a balance of \$5,000.00 or more. The Board unanimously recommends that the City Council approve the write-off of these 11 uncollectible invoices for 6 property accounts, with fees totaling \$125,238.48, each individual account owing \$5000.00 or more. The Board agreed that all reasonable collection efforts have been exhausted and that additional efforts would 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 accounts receivable 11 uncollectible invoices totaling \$125,238.48.

Fiscal Impact Statement:

The proposed action will decrease the City's receivable base by \$125,238.48.

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