

**MINUTES**  
**CITY OF LOS ANGELES**  
**COLLECTIONS BOARD OF REVIEW**  
**Wednesday, January 25, 2023**  
**Via Webinar**

**MEMBERS PRESENT**

**Shane Min, Chair**  
**Melissa Krance**  
**Andrew Kaplan**

1) **Approval of the Minutes of October 26, 2022**

The Board unanimously approved the October 26, 2022 minutes.

2) **Los Angeles Fire Department (LAFD)**

October 4, 2022 report requesting to write-off of 28,331 uncollectible accounts with fees totaling \$39,168,304.13, each account owing less than \$5,000.00.

**ACTION:** The Board unanimously approved the write-off request from LAFD to remove from its active accounts receivable 28,331 uncollectible accounts with fees totaling \$39,168,304.13.

3) **Los Angeles Housing Department (LAHD)**

December 13, 2022 report requesting the write-off of 40 uncollectible invoices (31 owners of 33 APNs) for fees totaling \$30,232.31, each account owing less than \$5000.00

**ACTION:** The Board unanimously approved the write-off request from LAHD to remove from its active account receivables, 33 uncollectible invoices (31 owners of 33 APNs) for fees totaling \$30,232.31.

December 13, 2022 report requesting the write-off of 74 uncollectible invoices (55 owners of 70 APNs) for fees totaling \$3,729,451.16 each account owing \$5000.00 or more.

**ACTION:** The Board unanimously recommends that City Council approve the write-off request from LAHD to remove from its active account receivables, 74 uncollectible invoices (55 owners, 70 APNs) for fees totaling \$3,729,451.16.

4) **Public Comments**

None

5) **Next Regular Meeting**

The next scheduled meeting of the Collections Board of Review will be held on Wednesday, April 26, 2023.

- 6) **Adjourned**  
9:14 a.m.