



MEMORANDUM – NEIGHBORHOOD RESOURCES- PHAC MEMO NO. HD13-07

DATE: MAY 9, 2013
TO: PUBLIC HOUSING AUTHORITY COMMISSION
THRU: RICH DLUGAS, CITY MANAGER *RD*
 JEFF CLARK, FIRE CHIEF *jc*
 JENNIFER MORRISON, NEIGHBORHOOD RESOURCES DIRECTOR *JM*
FROM: KURT KNUTSON, HOUSING AND REDEVELOPMENT MANAGER *KK*
SUBJECT: RESOLUTION NO. H0107 AUTHORIZING THE APPROVAL OF THE WRITE OFF OF \$18,188.53 IN PUBLIC HOUSING TENANT ACCOUNTS RECEIVABLE AS UNCOLLECTIBLE

RECOMMENDATION: Staff and the Housing and Human Services Commission recommend the approval of Resolution No. H0107 to the Public Housing Authority Commission, authorizing the write off of \$18,188.53 in Public Housing Tenant Accounts Receivable as uncollectible.

SUMMARY: The Department of Housing and Urban Development (HUD) requires Public Housing Authorities to write off as uncollectible, former public housing tenant’s outstanding debt that has not been collected within a reasonable time. The writing off of uncollectible tenant accounts is a recommended accounting practice.

BACKGROUND: As Resolution No. H0107 indicates, the Housing and Redevelopment Division is requesting the write off of 24 tenant accounts. These tenants have left the public housing program owing the City of Chandler varying amounts for back rent, maintenance, and miscellaneous charges. All of the accounts have had no activity for approximately six months after having been forwarded to a collection agency in hopes that the debts could be collected. To date, no payments have been received through the collection agency on these accounts. At this time, we are requesting that the accounts be written off as uncollectible.

The attachment indicates the balances that are designated for write off. Some families were evicted for negative behavior including criminal activity. Some families vacated their housing units with substantial damage to the dwelling. In some cases, the level of labor and materials required to repair the units led to a number of high maintenance charges.

Out of the \$18,188.53 staff is requesting in write-offs, the amount break downs as follows: \$5,899.43 for rent, \$12,241.10 for maintenance charges and \$48 for late and miscellaneous charges. Please note that in the case of each of these accounts, the debt information has been entered into a nationwide HUD Housing Authority network. Each housing agency in the country belongs to this network and checks all new applicants requesting housing assistance as a component of the program screening process. Should any of the parties on the list attempt to be housed on any federally subsidized housing program in the State of Arizona, or nation, their name and information will appear flagged and they should not be housed until the full debt is repaid to the housing agency who is owed the funds.

FINANCIAL IMPLICATIONS: The total amount of uncollectible accounts for this write off is \$18,188.53. The current Public Housing budget includes a line item for the write off of uncollectible accounts. The amount of this year's write off is \$9,453.03 more than the amount written off in 2012 and includes ten (10) more accounts than were written off in the previous year. Over the past ten years, the annual amount written off has ranged from \$6,000 to \$32,000. All costs associated with the write off of uncollectible tenant debt are funded by HUD.

PROPOSED MOTION: Move to approve Resolution No. H0107 authorizing the approval of the write off of \$18,188.53 in Public Housing tenant accounts receivable as uncollectible.

RESOLUTION NO. H0107

A RESOLUTION OF THE CHANDLER PUBLIC HOUSING AUTHORITY
COMMISSION OF THE CITY OF CHANDLER, ARIZONA, AUTHORIZING THE
APPROVAL OF THE WRITE OFF OF \$18,188.53 IN PUBLIC HOUSING TENANT
ACCOUNTS RECEIVABLE AS UNCOLLECTIBLE

WHEREAS, the Low Rent Accounting Handbook 7510.1, Chapter 3, Section 13 provides for write off of collections for tenant accounts receivables deemed uncollectible and;

WHEREAS, the accounts listed below are considered to be uncollectible;

NOW, THEREFORE, BE IT RESOLVED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, as follows:

Section 1. That the following accounts be charged to collection losses:

Accounts Receivable Write Off – March 2013

Customer Number	Address	Outstanding Amount
81088	130 N. Hamilton, Unit # 8	786.71
81128	130 N. Hamilton, Unit # 12	322.14
81138	130 N. Hamilton, Unit # 13	623.50
81188	130 N. Hamilton, Unit # 18	587.37
81240	130 N. Hamilton, Unit # 24	547.71
81241	130 N. Hamilton, Unit # 24	764.00
81257	130 N. Hamilton, Unit # 25	465.31
81332	130 N. Hamilton, Unit # 33	604.18
81548	130 N. Hamilton, Unit # 54	197.28
82228	210 N. McQueen, Unit # 22	4,612.59
82274	210 N. McQueen, Unit # 27	470.14
82359	210 N. McQueen, Unit # 35	740.64
83015	73 S. Hamilton, Unit # 1	186.30
83383	73 S. Hamilton, Unit # 38	61.46
84210	660 S. Palm Lane, Unit # 21	82.64
84307	660 S. Palm Lane, Unit # 30	381.21
84335	660 S. Palm Lane, Unit # 33	709.71
86211	2200 W. Butler Drive	851.28
86373	673 N. Sunset Drive	1,431.34
86657	714 E. Laredo Street	386.07
86691	223 S. 132nd Street	1,693.57
86703	1618 W. Boise Place	107.28
87072	741 S. Colorado Street	769.89
87193	328 S. Oregon Street	806.21
Grand Total		\$ 18,188.53

ADOPTED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, this ____ day of _____, 2013.

ATTEST:

CITY CLERK

JAY TIBSHRAENY, CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Resolution No. H0107 was duly passed and adopted by the Chandler Public Housing Authority Commission, Chandler, Arizona, at a regular meeting held on the _____ day of _____, 20____, and that a quorum was present thereat.

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY GAB