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**MEMORANDUM – COMMUNITY & NEIGHBORHOOD SERVICES DEPARTMENT -
PHAC MEMO NO. HD15-06**

DATE: APRIL 28, 2015

TO: PUBLIC HOUSING AUTHORITY COMMISSION

THRU: RICH DLUGAS, CITY MANAGER *RD*
NACHIE MARQUEZ, ASSISTANT CITY MANAGER *NM*
JENNIFER MORRISON, COMMUNITY & NEIGHBORHOOD SERVICES
DIRECTOR *JM*

FROM: KURT KNUTSON, HOUSING AND REDEVELOPMENT MANAGER *KK*

SUBJECT: RESOLUTION NO. H0119 AUTHORIZING THE APPROVAL OF THE WRITE
OFF OF \$11,091.08 IN PUBLIC HOUSING TENANT ACCOUNTS
RECEIVABLE AS UNCOLLECTIBLE

RECOMMENDATION: Staff and the Housing and Human Services Commission recommend to the Public Housing Authority Commission the approval of Resolution No. H0119 authorizing the write off of \$11,091.08 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, the outstanding debt of former public housing residents that has not been collected within a reasonable time. The writing off of uncollectible tenant accounts receivables is a recommended accounting process.

BACKGROUND: As Resolution No. H0119 indicates, the Housing and Redevelopment Division is requesting the write off of 22 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, Housing staff is 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 \$11,091.08 staff is requesting in write-offs, the amount breaks down as follows: \$3188.64 for rent, \$7,807.44 for maintenance charges and \$95.00 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 all new housing applicants are checked for debts owing as part 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 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 \$11,091.08. 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 \$546.35 more than the amount written off in 2014 and includes 22 accounts, two less 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. H0119 authorizing the approval of the write off of \$11,091.08 in Public Housing tenant accounts receivable as uncollectible.

RESOLUTION NO. H0119

A RESOLUTION OF THE CHANDLER PUBLIC HOUSING AUTHORITY
COMMISSION OF THE CITY OF CHANDLER, ARIZONA, AUTHORIZING THE
APPROVAL OF THE WRITE OFF OF \$11,091.08 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 2015

Customer Number	Address	Outstanding Amount
81026	130 N. Hamilton, Unit # 2	\$ 744.64
81096	130 N. Hamilton, Unit # 9	1,374.21
81189	130 N. Hamilton, Unit # 18	474.14
81235	130 N. Hamilton, Unit # 23	83.46
81258	130 N. Hamilton, Unit # 25	245.21
82024	210 N. McQueen, Unit # 2	988.08
82037	210 N. McQueen, Unit # 3	714.21
82280	210 N. McQueen, Unit # 28	704.14
82324	210 N. McQueen, Unit # 32	642.96
82350	210 N. McQueen, Unit # 35	94.00
83016	73 S. Hamilton, Unit # 1	47.71
83026	73 S. Hamilton, Unit # 2	78.64
83337	73 S. Hamilton, Unit # 33	120.00
83408	73 S. Hamilton, Unit # 40	257.21
84067	660 S. Palm Lane, Unit # 6	863.70
84250	660 S. Palm Lane, Unit # 25	60.00
	Total Family Sites (AMP # 1)	7,492.31
85034	127 N. Kingston, Unit # 3	570.49
85338	127 N. Kingston, Unit # 33	112.91
85339	127 N. Kingston, Unit # 33	530.14
86130	1319 N. Dakota Street	743.14
86604	1218 W. Erie Street	1,579.84

87146	13 S. Hamilton Street	<u>62.25</u>
	Total Kingston and Scattered Sites (AMP # 2)	3,598.77
	Grand Total	<u><u>\$ 11,091.08</u></u>

ADOPTED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, this ____ day of _____, 2015.

ATTEST:

CITY CLERK

JAY TIBSHRAENY, CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Resolution No. H0119 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:

Theresa A. Buehler
CITY ATTORNEY *GAB*