



PHAC #4
MAY 09 2016 Chandler



MEMORANDUM – COMMUNITY & NEIGHBORHOOD SERVICES - PHAC MEMO NO. HD16-10

DATE: MAY 9, 2016
TO: PUBLIC HOUSING AUTHORITY COMMISSION
THRU: MARSHA REED, CITY MANAGER *MR*
NACHIE MARQUEZ, ASSISTANT CITY MANAGER *NM*
FROM: LEAH POWELL, ACTING HOUSING AND REDEVELOPMENT MANAGER *LP*
SUBJECT: RESOLUTION NO. H0127 AUTHORIZING THE APPROVAL OF THE WRITE OFF OF \$13,630.02 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. H0127 authorizing the write off of \$13,630.02 in Public Housing Tenant Accounts Receivable as uncollectible.

SUMMARY: The Department of Housing and Urban Development (HUD) requires Public Housing Authorities to write off former public housing tenant’s outstanding debt that have not been collected within a reasonable time. Writing off of uncollectable tenant accounts receivables is a recommended accounting process.

BACKGROUND: As Resolution No. H0127 indicates the Housing and Redevelopment Division is requesting to write off 21 tenant accounts. These tenants have left the public housing program owing the City of Chandler varying amounts for back rent, maintenance, and miscellaneous charges. The accounts selected for write off are those with no activity for approximately six months, which includes time with a collection agency. To date, no payments have been received through the collection agency on these accounts. At this time, we request 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, and others 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 \$13,630.02 staff is requesting in write-offs, the amounts break down as follows: \$2,150.40 for rent, \$11,404.62 for maintenance charges and \$75.00 for late and miscellaneous charges.

Please note, in the case of each of these accounts, the debt information has been entered into HUD's nationwide database. Each housing agency reports in this database and checks all new housing applicants against it as a component of the program screening process. Those owing debts to housing authorities will be denied future assistance until their debt is paid off to the applicable housing authority.

FINANCIAL IMPLICATIONS: Staff recommends the write off \$13,630.02 and the current Public Housing budget includes a line item for this purpose. This year's write off is \$2,538.94 more than the amount written off in 2015 and includes 21 accounts, one less than was 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 recommend approval of Resolution No. H0127 to the Public Housing Authority Commission authorizing the approval of the write off of \$13,630.02 in Public Housing tenant accounts receivable as uncollectible.

Attachment: Resolution No. H0127

RESOLUTION NO. H0127

A RESOLUTION OF THE CHANDLER PUBLIC HOUSING AUTHORITY
COMMISSION OF THE CITY OF CHANDLER, ARIZONA, AUTHORIZING THE
APPROVAL OF THE WRITE OFF OF \$13,730.02 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 2016

Customer Number	Address	Outstanding Amount
81289	130 N. Hamilton, Unit #28	\$ 963.14
81304	130. N Hamilton, Unit # 30	33.11
81384	130. N Hamilton, Unit, #38	691.14
81422	130. N Hamilton, Unit #42	66.14
81527	130. N Hamilton, Unit # 52	160.14
82172	210 N . McQueen, Unit 17	58.28
82239	210 N . McQueen, Unit 23	278.89
82331	210 N . McQueen, Unit 33	417.14
82398	210 N . McQueen, Unit 39	612.75
83114	73 S. Hamilton, Unit #11	598.03
83316	73 S. Hamilton, Unit #31	224.50
83400	73 S. Hamilton, Unit #40	528.14
84079	660 S Palm Lane, Unit # 7	683.85
84211	660 S Palm Lane, Unit # 21	25.00
84298	660 S Palm Lane, Unit # 29	25.00
	Total Family Site (AMP # 1)	5,365.25
86053	440 W. Harrison St	2,354.47
86104	797 W Monterey St	25.00
86141	110 S. 130th Pl.	244.35
86164	527 W. Monterey St	1,610.71
86453	1190 W. Oakland St.	330.78
86586	206 S. Oak St	1,038.21
86632	1990 N Iowa St	232.00
86776	1507 W. Comstock St	737.00
86785	3321 N Carriage Ln	25.00
87027	402 S. Colorado St.	1,767.25
	Total Kingston and Scattered Sites (AMP # 2)	8,364.77
	Grand Total	\$ 13,730.02

ADOPTED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, this _____ day of _____, 2016.

ATTEST:

CITY CLERK

JAY TIBSHRAENY, CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Resolution No. H0127 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 (KD)