

September 29, 2016

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

**In the Matter of Writing off Uncollectible Accounts for the
First Quarter of Fiscal Year 2017**

Purpose/Outcomes	Approval to write off uncollectible rents, late charges and maintenance expenses for the first quarter of fiscal year 2017.
Dollar Amount and Fiscal Impact	\$17,813.20 in total collection losses.
Funding Source	N/A
Safety Impact	N/A
Duration	(July 1, 2016 – September 30, 2016)
Previous Board Action	First, Second, Third, and Fourth quarter collection losses were approved by the Housing Authority Board of Commissioners.
Strategic Plan Alignment	1. Efficient & effective services 2. Build Public Trust through good government
Contact Person	Chuck Robbins, Executive Director, Housing Authority 503-650-5666
Contract No.	N/A

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, requests the approval to write off uncollectible rents, late charges and maintenance expenses for the first quarter of fiscal year 2017 (July 1, 2016 – September 30, 2016). The uncollectible amounts are detailed on the attached worksheets.

Uncollectible amounts for the first quarter of fiscal year 2017 will be \$16,189.90 for Low Rent Public Housing, \$788.85 for Jannsen Road Apartments and \$834.45 for Clackamas Apartments. Of the total first quarter write offs, \$5,806.87 was for uncollected rents and \$12,006.33 was for maintenance repairs charged to tenants for repairs required to units before HACC could lease them to a new tenant.

As a business practice, the HACC writes off debts after 90 days of collection efforts. Former residents in Public Housing that have debts that are written off continue to be tracked and are reported to a Federal Government database that prohibits their participation in any other Public Housing program nationally until such debt is paid.

The total amount proposed for transfer from Accounts Receivable to Collection Loss for the first quarter of fiscal year 2017 will be \$17,813.20.

RECOMMENDATION:

HACC recommends the approval to write off uncollectible rents, late charges and maintenance expenses and for the Executive Director to be authorized to approve the transfer of these accounts from Accounts Receivable to Collection Loss.

Respectfully submitted,

Richard Swift, Director
Health, Housing & Human Services