

June 16, 2022

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

Approval of Board Order #1966 to write off uncollectible rents, late charges, and maintenance expenses accrued and unpaid during the third quarter of fiscal year 2022.
No County General Funds are involved.

Purpose/Outcomes	Approval of Board Order #1966 to write off uncollectible rents, late charges, and maintenance expenses accrued and unpaid during the third quarter of fiscal year 2022.
Dollar Amount and Fiscal Impact	\$21,652.43 in total collection losses.
Funding Source	N/A
Duration	Accrued January 1, 2022 – March 30, 2022; Paid in 4 th quarter of FY22
Previous Board Action/Review	6-14-22 - Item presented at Issues 3-17-22 – Write-off of Third quarter of FY22 collection losses approved by the Housing Authority Board of Commissioners.
Strategic Plan Alignment	1. Efficient & effective services 2. Build Public Trust through good government
Counsel Review	N/A
Procurement Review	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. This item is a write-off of uncollectable debt.
Contact Person	Toni Karter, Interim Executive Director, Housing Authority 503-650-3139
Contract Number	HACC Board Order #1966

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, requests the approval of HACC Board Order #1966 to write off uncollectible rents, late charges, and maintenance expenses accrued January 1, 2022 – March 30, 2022; to be paid in the fourth quarter of fiscal year 2022 (April 1, 2022 – June 30, 2022).

Uncollectible amounts will be \$2,291.08 for Low Rent Public Housing, \$158.21 for Local Project Fund, and \$19,203.14 for Clackamas Apartments. Of the total write offs for this period, \$2,015.56 was for uncollected rents and \$19,636.87 was for maintenance

repairs charged to tenants for repairs required to units before HACC could lease them to a new tenant. The uncollectible amounts are detailed on the attached worksheets. 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 accrued and unpaid in the third quarter for fourth quarter write off of fiscal year 2022 will be \$21,652.43.

RECOMMENDATION:

Staff recommends the approval of HACC Board Order #1966 to write-off uncollectible rents, late charges, and maintenance expenses and to authorize the transfer of these accounts from Accounts Receivable to Collection Loss.

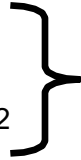
Respectfully submitted,

Rodney A. Cook

Rodney A. Cook, Director
Health, Housing and Human Services

**BEFORE THE CLACKAMAS COUNTY
HOUSING AUTHORITY BOARD
CLACKAMAS COUNTY, OREGON**

In the Matter of Writing off
Uncollectible Accounts for the
Fourth Quarter of Fiscal Year 2022



Board Order # 1966
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This matter coming regularly before the Housing Authority Board of Clackamas County, and it appearing that; as a best practice, the Housing Authority of Clackamas County writes off debts after 90 days of collection efforts; and

Whereas, there are uncollectible amounts of \$2,291.08 for Low Rent Public Housing, \$158.21 for Local Project Fund and \$19,203.14 for Clackamas Apartments in Accounts Receivable for the fourth quarter of fiscal year 2022 and

Whereas, of the total uncollectible debt, \$2,015.56 was for uncollected rent payments and \$19,636.87 was for unit maintenance repairs charged to tenants; and

Whereas, former residents in Public Housing that have had 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; and

Whereas, the full amount of uncollectible debt for the Housing Authority in the fourth quarter of fiscal year 2022 will be \$21,652.43; and

It further appearing that, it is in the best interest of the Housing Authority of Clackamas County to transfer \$21,652.43 in uncollectible debts from Accounts Receivable to Collections Loss for the fourth quarter of fiscal year 2022.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Housing Authority of Clackamas County to approve the transfer of \$21,652.43 of uncollectible debt from Accounts Receivable to Collections Loss for the fourth quarter of fiscal year 2022.

DATED this _____ day of _____, 2022

**CLACKAMAS COUNTY
HOUSING AUTHORITY BOARD**

Chair

Recording Secretary

LRPH

Collection Loss for the period of

4/1/2022

to

6/30/2022

Fourth Quarter of Fiscal Year 2022

Unit #	SS #	Name	Rent	Sundry	Total
█	█	█	589.17	53.43	\$ 642.60
			552.30	365.69	\$ 917.99
			199.84	530.65	\$ 730.49
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Write-off			1,341.31	949.77	2,291.08


 Accounting Specialist 1 - Betty McKee


 Interim Deputy Director of Finance - Angela Brink


 Interim Executive Director - Toni Karter

