

September 22, 2022

Housing Authority Board of Commissioners  
Clackamas County

Members of the Board:

Approval of a HACC Board Order #1971 to Write-off Uncollectible Debt for  
the First Quarter of Fiscal Year 2023.  
No County General Funds are involved.

<b>Purpose/Outcomes</b>	Approval of Board Order #1971 to write off uncollectible rents, late charges, and maintenance expenses for the first quarter of fiscal year 2023.
<b>Dollar Amount and Fiscal Impact</b>	\$4,888.76 in total collection losses.
<b>Funding Source</b>	N/A
<b>Duration</b>	July 1, 2022 – September 30, 2022
<b>Previous Board Action/Review</b>	9-20-22 – Item presented at Issues 6-16-22 – Write-off of fourth quarter of FY22 collection losses approved by the Housing Authority Board of Commissioners.
<b>Strategic Plan Alignment</b>	1. Efficient & effective services 2. Build Public Trust through good government
<b>Counsel Review</b>	N/A
<b>Procurement Review</b>	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.
<b>Contact Person</b>	Toni Karter, Interim Executive Director, Housing Authority 503-650-3139
<b>Contract Number</b>	HACC Board Order #1971

**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 #1971 to write off uncollectible rents, late charges, and maintenance expenses for the first quarter of fiscal year 2023 (July 1, 2022 – September 30, 2022).

Uncollectible amounts for the first quarter of fiscal year 2023 will be \$4,888.76 for Low Rent Public Housing. Of the total first quarter write offs, \$2,177.09 was for uncollected rents and \$2,711.67 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 for the first quarter of fiscal year 2023 will be \$4,888.76.

**RECOMMENDATION:**

Staff recommends the approval of HACC Board Order #1971 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, 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  
First Quarter of Fiscal Year 2023



Board Order # 1971  
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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 \$4,888.76 for Low Rent Public Housing in Accounts Receivable for the first quarter of fiscal year 2023; and

**Whereas**, of the total uncollectible debt, \$2,177.09 was for uncollected rent payments and \$2,711.67 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 first quarter of fiscal year 2023 will be \$4,888.76; and

**It further appearing that**, it is in the best interest of the Housing Authority of Clackamas County to transfer \$4,888.76 in uncollectible debts from Accounts Receivable to Collections Loss for the first quarter of fiscal year 2023.

**NOW, THEREFORE, IT IS HEREBY ORDERED** that the Housing Authority of Clackamas County approve the transfer of \$4,888.76 of uncollectible debt from Accounts Receivable to Collections Loss for the first quarter of fiscal year 2023.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022

**CLACKAMAS COUNTY  
HOUSING AUTHORITY BOARD**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

OCVM

Collection Loss for the period of

7/1/2022

to

9/30/2022

First Quarter of Fiscal Year 2023

Unit #	SS #	Name	Rent	Sundry	Total
			2,177.09	720.27	\$ 2,897.36
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Write-off</b>			<b>2,177.09</b>	<b>720.27</b>	<b>\$ 2,897.36</b>

*Sharon Hopper*  
 Accounting Specialist 1 - Sharon Hopper

*Angela Brink*  
 Interim Deputy Director of Finance - Angela Brink

*Toni Karter*  
 Interim Executive Director - Toni Karter

CLK Heights

Collection Loss for the period of

7/1/2022

to

9/30/2022

First Quarter of Fiscal Year 2023

Unit #	SS #	Name	Rent	Sundry	Total
[REDACTED]	[REDACTED]	[REDACTED]	-	1,991.40	\$ 1,991.40
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Write-off</b>			-	1,991.40	1,991.40

*Sharon Hopper*  
 Accounting Specialist 1 - Sharon Hopper

*Angela Brink*  
 Interim Deputy Director of Finance - Angela Brink

*Toni Karter*  
 Interim Executive Director - Toni Karter

## COVER SHEET

- New Agreement/Contract
- Amendment/Change/Extension to \_\_\_\_\_
- Other \_\_\_\_\_

Originating County Department: \_\_\_\_\_

Other party to contract/agreement: \_\_\_\_\_

Description:

After recording please return to: \_\_\_\_\_

County Admin

Procurement

If applicable, complete the following:

Board Agenda Date/Item Number: \_\_\_\_\_