

June 21, 2018

Housing Authority Board of Commissioners  
Clackamas County

Members of the Board:

In the Matter of Writing off Uncollectible Accounts for the  
Fourth Quarter of Fiscal Year 2018

<b>Purpose/Outcomes</b>	Approval to write off uncollectible rents, late charges and maintenance expenses for the fourth quarter of fiscal year 2018
<b>Dollar Amount and Fiscal Impact</b>	\$41,812.81 in total collection losses.
<b>Funding Source</b>	N/A
<b>Safety Impact</b>	N/A
<b>Duration</b>	April 1, 2018 – June 30, 2018
<b>Previous Board Action</b>	First, second and third quarter collection losses were 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>Contact Person</b>	Chuck Robbins, Executive Director, Housing Authority 503-650-5666
<b>Contract No.</b>	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 fourth quarter of fiscal year 2018 (April 1, 2018 – June 30, 2018). The uncollectible amounts are detailed on the attached worksheets.

Uncollectible amounts for the fourth quarter of fiscal year 2018 will be \$35,815.81 for Low Rent Public Housing, \$1,016.39 for Clackamas Apartments and \$4,980.61 for Local Project Fund. Of the total fourth quarter write offs, \$11,882.00 was for uncollected rents and \$29,930.81 was for maintenance repairs charged to tenants for repairs required to units before HACC could lease them to a new tenant.

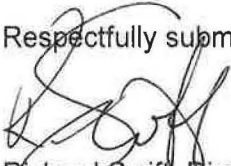
As a business practice, HACC writes off debts after 90 days of collection efforts. Former residents in Public Housing that have debts that are written off continue to be tracked and are reported to a Federal Government database that prohibits their participation in any other Public Housing program nationally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

The total amount proposed for transfer from Accounts Receivable to Collection Loss for the fourth quarter of fiscal year 2018 will be \$41,812.81.

**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,

A handwritten signature in black ink, appearing to read 'Richard Swift', written over the text 'Respectfully submitted,'.

Richard Swift, Director  
Health, Housing & Human Services

LRPH

Collection Loss for the period of

4/1/2018


to

6/30/2018

Fourth Quarter of Fiscal Year 2018

Unit #	SS #	Name	Rent	Sundry	Total
			(45.42)	1,219.08	\$ 1,173.66
			-	2,722.07	\$ 2,722.07
			922.74	673.91	\$ 1,596.65
			144.05	10,075.70	\$ 10,219.75
			9,406.33	10,697.35	\$ 20,103.68
					\$ -
					\$ -
<b>Total Write-off</b>			<b>10,427.70</b>	<b>25,388.11</b>	<b>35,815.81</b>

  
Accounting Specialist 1 - Betty McKee

  
Deputy Director of Finance - Jason Kirkpatrick

  
Executive Director - Chuck Robbins



