



To: Board of Supervisors  
From: Joseph Villarreal, Housing Authority  
Date: February 13, 2018

Subject: COLLECTION LOSS WRITE-OFF FOR THE QUARTER ENDING JANUARY 31, 2018

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### **RECOMMENDATIONS**

ADOPT Resolution No. 5210 to approve collection loss write-offs in the public housing program in the amount of \$ 35,979.41 for the quarter ending January 31, 2018.

### **BACKGROUND**

The Housing Authority takes action to write off accounts that have been determined to be non-collectible.

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Action of Board On: **02/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

#### **VOTE OF COMMISSIONERS**

AYE: John Gioia, Commissioner  
Candace Andersen,  
Commissioner  
Diane Burgis,  
Commissioner  
Karen Mitchoff,  
Commissioner  
Federal D. Glover,  
Commissioner

ABSENT: Jannel George-Oden,  
Commissioner

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 13, 2018

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

## BACKGROUND (CONT'D)

For this quarter ending JANUARY 31, 2018 a breakdown of the recommended write-offs, by housing development, is provided in the following table:

CA011-001	Alhambra Terrace Martinez	\$
CA011-003	Bridgemont Antioch	\$0
CA011-004	Los Nogales Brentwood	\$566.00
CA011 005	El Pueblo Pittsburg	\$1,571.21
CA011-006	Las Deltas N. Richmond	\$0
CA11-008	Los Arboles Oakley	\$4,802.00
CA011-009A	Las Deltas N. Richmond	\$4,990.00
CA011-009B	Las Deltas N. Richmond	\$0
CA011-010	Bayo Vista Rodeo	\$15,905.35
CA011-011	Hacienda Martinez	\$0
CA011-012	Casa de Manana Oakley	\$0
CA011-013	Casa de Serena Bay Point	\$1,409.35
CA011-015	Elder Winds Antioch	\$0
CA011-4501	Vista del Camino San Pablo	\$6,735.50
CA011-4502	Kidd Manor	\$0
TOTAL		<b>\$35,979.41</b>

A total of 9 accounts are being recommended for write-off, representing an average of \$3,998.00 per account.

The following table illustrates the collection losses per quarter for the past four quarters.

### **Conventional Program**

THIS QUARTER 01/31/2018	\$35,979.41
09/31/17	\$193,229.09
03/31/16	\$5,836.41
12/31/15	\$18,823.43

Prior to submission of an account for write-offs, the staff makes every effort to collect money owed to HACCC. Once the account is written off, staff uploads debt amount to HUD's Debts Owed System, to further Housing Authorities efforts to collect monies owed. Past participants that owe Housing Agencies may be denied admission to public housing or housing choice voucher programs in the future unless debt is repaid

### **FISCAL IMPACT**

Uncollectable amounts impact the budget by reducing total rental income. The Housing Authority of the County of Contra Costa (HACCC) regularly writes off those accounts that have been determined to be uncollectable. Once an account is written off, it can be turned over to a collection agency. For the period ending January 31, 2018, the collection loss write-off total is \$35,979.41.

### **CONSEQUENCE OF NEGATIVE ACTION**

Should the Board of Commissioners elect not to adopt Resolution No. 5210, these accounts would inflate the total accounts receivable for HACCC and present and inaccurate financial picture.

### **CLERK'S ADDENDUM**

#### **ATTACHMENTS**

Write off Memo

Resolution Collection Write Off Jan 31, 18