

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: April 9, 2019



Contra
Costa
County

Subject: COLLECTION LOSS WRITE-OFF FOR THE QUARTER ENDING MARCH 31, 2019

RECOMMENDATIONS

ADOPT Resolution No. 5222 to approve collection loss write-offs in the public housing program in the amount of \$ 106,729.09 for the quarter ending March 31, 2019.

BACKGROUND

The Housing Authority takes action to write off accounts that have been determined to be non-collectible. For this quarter ending MARCH 31, 2019 a breakdown of the recommended write-offs, by housing development, is provided in the table on the following page.

Action of Board On: **04/09/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: John Gioia, District I
 Supervisor
 Candace Andersen,
 District II Supervisor
 Diane Burgis, District III
 Supervisor
 Karen Mitchoff, District
 IV Supervisor
 Federal D. Glover,
 District V Supervisor

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: April 9, 2019

Joseph Villarreal, Executive Director

By: Stephanie Mello, Deputy

Contact: 925-957-8028

cc:

BACKGROUND (CONT'D)

CA011-001	Alhambra Terrace, Martinez	\$0.00
CA011-003	Bridgemont, Antioch	\$0.00
CA011-004	Los Nogales, Brentwood	\$0.00
CA011 005	El Pueblo, Pittsburg	\$5,528.75
CA011-006	Las Deltas, N. Richmond	\$0.00
CA11-008	Los Arboles, Oakley	\$0.00
CA011-009A	Las Deltas, N. Richmond	\$10,126.80
CA011-009B	Las Deltas, N. Richmond	\$0.00
CA011-010	Bayo Vista, Rodeo	\$73,470.36
CA011-011	Hacienda, Martinez	\$3,438.87
CA011-012	Casa de Manana, Oakley	\$0.00
CA011-013	Casa de Serena, Bay Point	\$3,290.56
CA011-015	Elder Winds, Antioch	\$0.00
CA011-4501	Vista del Camino, San Pablo	\$10,501.00
CA011-4502	Kidd Manor	\$372.75
TOTAL		\$106,729.09

A total of 26 accounts are being recommended for write-off, representing an average of \$4,104.96 per account.

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

Conventional Program

THIS QUARTER 03/30/2019	\$106,729.09
09/30/2018	\$81,583.56
03/31/18	\$50,381.06

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 March 31, 2019, the collection loss write-off total is \$106,729.09.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No.5222, these accounts would inflate the total accounts receivable for HACCC and present an inaccurate financial picture.

ATTACHMENTS

Writeoff Memo

Resolution 5222 Collection Write Off