

Public Housing Authority Commission Regular Meeting

Monday, August 9, 2021, 6:00 p.m.

Chandler City Council Chambers
88 E. Chicago St., Chandler, AZ

Commission Members

Chair Kevin Hartke
Vice Chair Mark Stewart
Commissioner René Lopez
Commissioner Christine Ellis
Commissioner OD Harris
Commissioner Terry Roe
Commissioner Matt Orlando
Commissioner Vanessa Dearmon



Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. 38-431.02, notice is hereby given to the members of the general public that the PUBLIC HOUSING AUTHORITY COMMISSION will hold a Regular Meeting open to the public on Monday, August 9, 2021, at 6:00 p.m., in the Chandler City Council Chambers, 88 E. Chicago Street, Chandler, Arizona. One or more members of the Commission may attend this meeting by telephone.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter by contacting the City Clerk's office at (480) 782-2181. Requests should be made as early as possible to allow time to arrange accommodation.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

Agenda

Call to Order/Roll Call

Scheduled/Unscheduled Public Appearances

Consent Agenda

- 1. May and July 2021, Public Housing Authority Commission Minutes**
Move to approve the Public Housing Authority Commission meeting minutes of the Regular Meeting of May 17, 2021, and the Work Session of July 12, 2021.
- 2. Resolution No. HO162, Authorizing the Approval of the Write-Off of \$12,638.20 in Public Housing Tenant Accounts Receivable as Uncollectible**
Move the Public Housing Authority Commission (PHAC) pass and adopt Resolution No. HO162, authorizing the write-off of \$12,638.20 in Public Housing Tenant Accounts Receivable as uncollectible.
- 3. Agreement No. HO0-918-4191, Amendment No. 1, with SWCA Inc., dba, SWCA Environmental Consultants, for Public Housing Environmental Review Consulting Services**
Move Public Housing Authority Commission (PHAC) approve Agreement No. HO0-918-4191, Amendment No. 1, with SWCA Inc., dba, SWCA Environmental Consultants, for public housing environmental review consulting services, in an amount not to exceed \$60,000, for a one-year term, July 6, 2021 through July 5, 2022.

Adjourn



City Council Memorandum City Clerk's Office Memo No.

Date: August 9, 2021
To: Public Housing Authority Commission
From: City Clerk's Office
Subject: May and July 2021, Public Housing Authority Commission Minutes

Proposed Motion:

Move to approve the Public Housing Authority Commission meeting minutes of the Regular Meeting of May 17, 2021, and the Work Session of July 12, 2021.

Attachments

Minutes of the Regular Meeting of May 17, 2021
Minutes of the Work Session of July 12, 2021

Meeting Minutes

Public Housing Authority Commission

Regular Meeting

May 17, 2021 | 5:00 p.m.
Council Chambers Conference Room
88 E. Chicago St., Chandler, AZ



Call to Order

The meeting was called to order by Mayor Kevin Hartke at 5:02 p.m.

Roll Call

Commissioner Attendance

Chairman Kevin Hartke
Vice Chairman Mark Stewart
*Commissioner OD Harris
Commissioner Terry Roe
Commissioner René Lopez
Commissioner Christine Ellis
Commissioner Matt Orlando
*Commissioner Vanessa Dearmon

Appointee Attendance

Joshua Wright, Acting City Manager
Kelly Schwab, City Attorney
Dana DeLong, City Clerk

*Commissioner Harris and Commissioner Dearmon attended the meeting telephonically.

Scheduled/Unscheduled Public Appearances

None

Consent Agenda and Discussion

1. May 2021 Public Housing Authority Commission Minutes
Move to approve the Public Housing Authority Commission meeting minutes of the Regular Meeting of May 10, 2021.
2. Resolution No. HO161 of the Public Housing Authority Commission Authorizing an Amendment to the Consolidated Annual Contributions Contract with the U.S. Department of Housing and Urban Development; Authorizing a Memorandum of Understanding with

Continuum of Care; and Authorizing the Housing and Redevelopment Division to Utilize Funding Associated with 28 Emergency Housing Vouchers
Move Public Housing Authority Commission Pass and Adopt Resolution No. HO161 of the Public Housing Authority Commission of the City Of Chandler, Arizona, Approving and Authorizing an Amendment to the Consolidated Annual Contributions Contract Between the U.S. Department of Housing and Urban Development and the Chandler Public Housing Authority and City of Chandler Housing and Redevelopment for the Emergency Housing Vouchers; Authorizing a Memorandum of Understanding with Continuum of Care; Authorizing the Housing and Redevelopment Division to Utilize Funding Associated with 28 Emergency Housing Vouchers as well as Additional Available Vouchers; and Authorizing the Acting City Manager or Designee to Sign Agreements and All Related Documents on Behalf of the City of Chandler.

LEAH POWELL, Neighborhood Resources Director, said they are able to get 28 emergency housing vouchers that came through ARPA. Ms. Powell said staff was only given 14 days to accept or deny the vouchers. Ms. Powell said they want to have the vouchers and there are guidelines on how people would be prioritized for these vouchers. Ms. Powell said they have other programs that will help create movement and assist those experiencing homelessness.

CHAIRMAN HARTKE asked how long the vouchers are for.

MS. POWELL said until 2030.

CHAIRMAN HARTKE asked if this is all federally funded.

MS. POWELL said yes. They would be using some of the other funds for case management to help support these families.

COMMISSIONER ROE asked if these were the same type as the standard program.

MS. POWELL said these can be a little bit higher rent, up to 120% market rent, and it is similar to a Section 8. Ms. Powell said they need to have all 28 units in Chandler for these vouchers.

COMMISSIONER ELLIS asked if staff was confident 28 units could be found.

MS. POWELL said it is difficult because of the market but they do want to increase the landlord incentive program. Ms. Powell said all cities are doing something similar to get more landlords. Ms. Powell said she could not guarantee 100% but staff would work very hard to get everyone housed.

COMMISSIONER ELLIS asked if they would take all of the vouchers.

MS. POWELL said staff would like to take all of them to maximize the opportunity.

VICE CHAIR STEWART asked if this was an additional 28 homes.

MS. POWELL said these are not public housing homes, these would be private landlords where there are vouchers like the Section 8 program.

VICE CHAIR STEWART asked how many the City typically has.

MS. POWELL said they have 486 vouchers and have been at that level for many years. Ms. Powell said there is 93% utilization on those, and this would add to our portfolio until 2030.

VICE CHAIR STEWART said if they cannot use what they already have why would they take more when another community could use them.

MS. POWELL said these could be paid at a higher rental rate and they believe that would allow a higher success rate. Ms. Powell said there is more administrative funds that come with these as well.

MAYOR HARTKE said this seems like a great option.

Consent Agenda Motion and Vote

Commissioner Orlando moved to approve the Consent Agenda of the May 17, 2021, Public Housing Authority Commission Meeting; Seconded by Councilmember Ellis.

Motion carried by majority (7-1), Vice Commissioner Stewart dissenting.

Adjourn

The meeting was adjourned at 5:11 p.m.

ATTEST: _____
City Clerk

Mayor

Meeting Minutes

Public Housing Authority Commission

Work Session

July 12, 2021 | 4:00 p.m.
Council Chambers Conference Room
88 E. Chicago St., Chandler, AZ



Call to Order

The meeting was called to order by Chairman Kevin Hartke at 4:00 p.m.

Roll Call

Commissioner Attendance

Chairman Kevin Hartke
Vice Chairman Mark Stewart
Commissioner OD Harris
Commissioner Terry Roe
Commissioner Rene Lopez
Commissioner Christine Ellis
Commissioner Matt Orlando
Commissioner Vanessa Dearmon

Appointee Attendance

Joshua Wright, Acting City Manager
Debra Stapleton, Assistant City Manager
Kelly Schwab, City Attorney
Dana DeLong, City Clerk

Staff in Attendance

Leah Powell, Neighborhood Resources Director
Amy Jacobson, Housing and Redevelopment Manager
Derek Horn, Development Services Director
Kevin Mayo, Planning Administrator
Cori Garcia, Mayor and Council Communications Manager
Micah Miranda, Economic Development Director
Neil Calfee, Calfee Development Advisors

Discussion

1. Presentation and discussion regarding Public Housing Redevelopment.

CHAIRMAN HARTKE called for a staff presentation.

JOSHUA WRIGHT, Acting City Manager, introduced the discussion item and said this conversation began about two years ago and staff is back to provide an update. Mr. Wright said they are looking to reimagine public housing as most public housing was built in the 70's. There is no specific development project as that would come later if there is a consensus among Council on the direction moving forward.

LEAH POWELL, Neighborhood Resources Director, presented the following presentation.

- Public Housing Redevelopment
- Agenda
 - Introductions
 - Public Housing at a Glance
 - Redevelopment Needs
 - Recap Progress
 - Developer Selection
 - Financing Redevelopment of Public Housing
 - Timeline
- Chandler Housing Mission Statement
 - Work together with our community partners to maintain safe, decent and affordable housing for low-income individuals and families within our community.
- Chandler Public Housing at a Glance
 - 4 Family Multi-family sites:
 - 163 units (one to five bedrooms)
 - 1 Senior Multi-family site:
 - 37 units (32 one- and 34 two-bedrooms)
 - Single-family scattered sites:
 - 103 homes (mix of two- to five-bedrooms)
- Proximity to Services and Amenities
 - Locations:
 - Site 1: 130 N. Hamilton
 - Site 2: 210 N. McQueen
 - Site 3: 73 S. Hamilton
 - Site 4: 660 S. Palm Ln
 - Site 5: 127 N. Kingston
 - Trails End: Vacant Land

AMY JACOBSON, Housing and Redevelopment Manager, continued the presentation.

- Defining the Problem
 - Infrastructure Challenges in Public Housing
 - Chandler's aging units - Built in 1972
 - Major Capital Needs \$22M in next 20 years
 - Significant Plumbing and Electrical Systems
 - Replacement Repair/Maintenance costs increasing
 - Properties are aging- reaching end of useful life
- Interior Unit

- Public Housing Capital Needs
 - Public Housing Capital Needs by Site
 - Site 1: 130 N. Hamilton
 - Short Term Needs \$2,061,229
 - Long Term Needs \$3,587,516
 - Site 2: 210 N. McQueen
 - Short Term Needs \$1,456,105
 - Long Term Needs \$2,442,284
 - Site 3: 73 S. Hamilton
 - Short Term Needs \$2,0108,044
 - Long Term Needs \$4,416,566
 - Site 4: 660 S. Palm Ln
 - Short Term Needs \$743,527
 - Long Term Needs \$2,286,382
 - Site 5: 127 N. Kingston
 - Short Term Needs \$1,044,625
 - Long Term Needs \$2,083,311
 - Chandler Housing (20-Year Estimate) \$22M Capital Needs*
 - Chandler Housing (20-Year Estimate) \$14M Capital Funds* (\$7.5M Deficit)
- Public Housing Financial Trend
 - HUD Revenue and Expenses
- Overall Portfolio Strategy
 - Improve physical conditions
 - Opportunities for Public/Private Development
 - Secure improved access to affordable housing
 - Reposition the portfolio for long term success
 - Leverage Current Land Inventory
 - Create Mixed-Use & Mixed-Income, Including Market Rate Housing
 - Increase Housing Choice
 - Earn Development Fees
 - Increase Senior Housing Inventory
- How Do We Meeting Out Objectives?
 - Reposition Public Housing Through Rental Assistance Demonstration (RAD)
 - Unit is taken out of the Federal Public Housing inventory and converted from Public Housing (Section 9) to Section 8 assistance
 - Preserve affordable housing availability, using a project-based unit or Housing Choice Voucher
- Benefits of Conversions
 - Avondale Public Housing Site Before
 - Avondale Public Housing Site After
- Recap of Progress
 - June 2019: RAD Consultant for Site Feasibility and Development Structure
 - Oct. 7, 2019: PHAC RAD Work Session

- June 2020: Completed Capital Needs Assessment (CNA)
- Oct. 2020: Submitted Public Housing Five-Year Plan
- Oct. & Dec. 2020: Conducted Public Housing Resident Initial Meetings
- Sept 2020: Issued RFQE
- Dec. 2020: Issued RFP for RAD Developer(s)

COMMISSIONER ORLANDO asked about a conversion and if it increased the number of families and if so, by how many.

MS. JACOBSON said yes, but she did not have the exact number. It was a single story on a large piece of land that was mixed income with some tax credits.

COMMISSIONER ORLANDO said the idea was to create a market rate and less than market rate.

MS. JACOBSON said yes, there is an opportunity to create some market rate and have some that are lower income.

COMMISSIONER ROE asked if all of Chandler's housing units are in play for these conversions.

MS. JACOBSON said they are looking at two development scenarios.

COMMISSIONER ROE asked if they would get rid of a number of homes to fund the project.

MS. JACOBSON said the way the RFP was written, that was not part of the discussion as these were able to be financed on their own without having to sell single family homes.

COMMISSIONER ROE asked if they are growing the program.

MS. JACOBSON said it is a one-to-one replacement as the families are moved to the new places then it is the same net number unless there are additional market rate units.

NIEL CALFEE, Calfee Development Advisors, continued the presentation.

- Request for Proposal
 - City-Owned Vacant Land Trails End
 - Located at 1032 E. Trails End
 - Vacant Land (3.48 acres)
 - New Construction
 - Family or Senior Housing
 - Resident Community Center
 - Amenities
- Request for Proposal
 - Public Housing Site 3
 - Located at 73 S. Hamilton

- Family and/or Senior Housing Project
 - Currently 40 units (one to five bedroom units)
 - 7.42 acres + additional land
 - Demo/New Construction or Rehab
 - Housing Youth Center
- Site Selection For Phase I
 - Benefits the City Trails End
 - Vacant City-Owned Land
 - Preferred Family Site as First Phase
 - Reduced Relocation Costs
 - Move Public Housing Residents onsite
 - Comply with General Plan and Area Plan
 - Create Synergy and Resident Involvement
- Gorman and Company
- About Gorman & Company
 - 35 years of Affordable Housing and Community Development Experience
 - 400+ people with a wide variety of experience
 - Vertically integrated: Development, Architecture, Construction, Asset/Property Management
 - Works closely with local governments and community groups to help communities meet their development, planning, economic and social goals
- Gracie's Village Tempe
- Lofts at McKinley Senior Housing Phoenix
- Madison Heights RAD Conversion Before and After
- Monroe Gardens RAD Conversion Before and After
- Heritage at Surprise RAD Conversion Before and After
- Escobedo at Verde Vista RAD Conversion Before and After
- River at Eastline Village RAD Conversion Before and After
- Affordable Housing Financial Components
 - Rental Assistance Demonstration (RAD)
 - Low Income Housing Tax Credit (LIHTC)
 - Layered Approach (public and private funds)
 - Long-Term Ground Lease
- Example of RAD Project Financing Soluna, Phoenix
 - Sources
 - First Mortgage \$5,500,000
 - Low Income Housing Tax Credit \$5,049,162
 - (LIHTC) Equity
 - Deferred Developer Fee \$231,557
 - Soft Funds \$4,500,000
 - Total \$15,280,719
 - Uses
 - Acquisition \$0
 - Hard Costs \$10,465,156

- Soft Costs \$4,378,133
- Reserves \$437,430
- Total \$15,280,719

COMMISSIONER ORLANDO asked how owned it.

MR. CALFEE said the developer owns it.

COMMISSIONER ORLANDO asked for how long.

MS. POWELL said the land stays in the City's name, the development agreement details how it works out and there are different formulas on how it is operated.

COMMISSIONER ORLANDO asked if the renter is given a voucher, how the operating costs are controlled. Commissioner Orlando said over the next 5-8 years there would be new items put in as the landlord and how the costs are mitigated.

MR. CALFEE said the rent coming in goes to maintenance to keep the buildings fresh. The private sector has to maintain those reserves.

COMMISSIONER ORLANDO asked how old the oldest RAD unit is in Phoenix.

MS. JACOBSON said 2013 to 2014.

COMMISSIONER ORLANDO said he would like to see how they are doing today and if the rents were raised.

MS. POWELL said the rules are similar to Section 8 and the rents are fixed by HUD. Market units could have change but for those that are subsidized they have to stay within the regulations.

COMMISSIONER ELLIS said they would lose that subsidy then.

MR. CALFEE said they have chosen this developer because they have a track record of doing these types of successful projects and know the business.

COMMISSIONER ORLANDO said he did not have a problem with the concept but wanted more information on the operating costs over the last eight years and the success of the program.

MS. POWELL said the rules are the same as Section 8 and are operated the same way. Ms. Powell said staff could get more information on the length of stays from other cities.

MR. CALFEE said the units have to be inspected and maintained so there are additional checks on maintenance compared to the private sector.

COMMISSIONER DEARMON asked about the hard costs and soft costs and asked how they came up with the numbers.

MR. CALFEE said these numbers came from the developer.

COMMISSIONER DEARMON asked about the \$4 million.

MR. CALFEE said this would be any other sources of funds since there are many programs out there.

MS. POWELL said this was an actual project.

MR. CALFEE said this was a simplified breakdown but they could get more information.

COMMISSIONER DEARMON said she would like the breakdown and verify the City is also eligible for those funds.

MS. POWELL said staff would be looking for all opportunities for funding available and the City does have capital that could be put towards the project. Ms. Powell said there has also been discussion regarding Kingston Arms.

COMMISSIONER LOPEZ said there was a myriad of solutions that could be thrown at this and asked what data provides the best set up for the families to have the best outcome and get off of assistance. Commissioner Lopez asked which type of project does this best.

MS. JACOBSON said RAD is just taking public housing and moving it to a Section 8 platform. Ms. Jacobson said the average length of stay in Section 8 is five years. In public housing the average stay is seven years. Ms. Jacobson said if they develop out of public housing and into Section 8 then hopefully that trend would continue.

COMMISSIONER LOPEZ asked if there was a better outcome with mixed income.

MS. JACOBSON said the financing is dictated on market rate and low income because of how the tax credits are calculated.

COMMISSIONER LOPEZ asked if we are in a housing bubble then the rents are able to be raised and would make up the revenue for the site.

MS. POWELL said HUD is pushing the RAD program because it is hard to afford the subsidized public housing and it does not pencil out anymore. Ms. Powell said they want to give residents better housing and there are limitations with the current housing sites. It is important to provide nice quality housing and that does help people being able to move up.

COMMISSIONER LOPEZ said it helps everyone and creates a sense of community. Commissioner Lopez said they need to find the best outcome for them and the best outcome financially.

CHAIRMAN HARTKE said they are just approving direction and staff would come back later with more information.

COMMISSIONER ROE said if we choose Gorman and Company, it becomes their program and asked how much the City is involved.

MS. POWELL said the City would always be the ones to manage the vouchers. Ms. Powell said it has not been determined who would manage the properties as that is still being negotiated.

COMMISSIONER HARRIS said within the internal structure of the program, the rent is going towards the maintenance, and it would not cost the City since this is built in. Commissioner Harris asked about labor costs.

MS. POWELL said this would be part of the decision as it could be either the City, the developer, or a non-profit. Ms. Powell said if the City was to do it, it would run like the public housing sites but either way it is covered by the rents paid.

COMMISSIONER ELLIS said she was familiar with the program, and this is where Chandler needs to be now. Commissioner Ellis said these projects are feasible and it has been done and the City can do it.

COMMISSIONER LOPEZ asked if there is a profitability cap for the private sector or if the profits feed into the low-income housing.

MS. JACOBSON said the developer's fee cannot be more than 12% on a project like this.

COMMISSIONER LOPEZ asked if that was per annum or just on the development of the project.

MS. JACOBSON said on the project. Ms. Jacobson said there is no debt service on these.

COMMISSIONER LOPEZ asked if there was a cap on annual profits.

MS. JACOBSON said there is usually not a lot of excess cash since the rents are so low.

MS. POWELL said there is a site that built in a funded staff member to do senior classes and recreation so there is opportunity to build services into the project.

COMMISSIONER ORLANDO said he liked the idea. Commissioner Orlando said he likes scattered sites because people are integrated into the community. Commissioner Orlando said he was concerned about the ratios and where it becomes more lucrative to have higher end products.

MS. POWELL said that would be a discussion with the developer. Ms. Powell said RAD is a one to one, and LIHTC guidelines would also come into play.

COMMISSIONER ORLANDO said he was also worried about sustainability and mixed income.

MS. POWELL said those details would be addressed when they have a project and the density.

CHAIRMAN HARTKE said it sounds like this is the direction HUD is going and the solution they are pushing for. Mayor Hartke asked if HUD would be less likely to provide funding if the City went a different direction.

MS. POWELL said HUD is pushing this to get the federal dollars out of this. Ms. Powell said if there was a major system failure HUD would not be providing dollars and that would have to come from the City. HUD is pushing to get federal dollars out of public housing and into a public private partnership.

CHAIRMAN HARTKE asked if this would be more self-directing in what the City could do in the future such as CDBG funds.

MS. POWELL said when the agreement is structured, the City would determine what resources to bring and what the formula would be for the project. Ms. Powell said this would be run just like Section 8 and staff would administer the vouchers and possibly maintenance. Ms. Powell said they would not use CDBG funds for this unless it was for programming.

CHAIRMAN HARTKE asked for the examples presented what the percentage is for subsidized versus market rate.

MS. JACOBSON said from the developer's perspective, this is Phase II project and has more market rate. Ms. Jacobson said Phase I had subsidized and Phase II had more market rate.

CHAIRMAN HARTKE asked if other cities use the low-income housing tax credit.

MR. CALFEE said a challenge is that to attract a market rate renter the first phase has to be done. This starts the trend and more could be done in the second phase. Each project is unique.

CHAIRMAN HARTKE asked if the soft funds are acquired by the City or the developer.

MS. POWELL said the City has looked at HOME dollars and some other options.

MR. CALFEE said the funds available can always change and be nimble to take advantage of opportunities.

COMMISSIONER HARRIS said he was concerned about increased police calls to denser site and if staff had any data regarding that. Commissioner Harris asked if the developer has information on these statistics for their projects.

MS. POWELL said staff selects the families and our own housing investigator. Ms. Powell said there are the same rules, inspections, and recertifications that the City oversees.

COMMISSIONER HARRIS asked if market rate tenants are analyzed the same way.

MS. JACOBSON said that would be through the property manager.

COMMISSIONER HARRIS said he wants to know what they do and their screening process.

MS. POWELL said the screening process could be negotiated with the property manager.

MS. POWELL continued the presentation.

- Additional Benefits Trails End
- Request for Direction
 - Submit Rental Assistance Demonstration Application to HUD
 - Negotiate a Development Agreement with Gorman & Company to develop proposed projects for Trails End and Site 3 sites
 - Pursue land assemblage for highest and best use
- RAD Conversion
- Next Steps in a RAD Conversion
 - Application
 - CHAP
 - PHA Significant Amendment
 - Financing Plan Submission
 - RAD Conversion Commitment
 - Construction
 - Closing
- Estimated Timeline
 - Trails End
 - Site 3

COMMISSIONER ORLANDO asked about the scattered housing sites and how the CHDO and Newtown and how they are impacted by this.

MS. POWELL said there is the rest of the portfolio once residents are moved to these new sites and there needs to be discussion on what would be done with those. Ms. Powell said there are options for the scattered sites such as home ownership opportunities and community land trusts.

COMMISSIONER ORLANDO asked what the time frame was.

MS. POWELL said the next step is to move forward with this and determine the soft costs that need to be covered. Ms. Powell said once the project is done then they could review the portfolio.

MAYOR HARTKE said there was consensus that Council was good with the direction.

COMMISSIONER ORLANDO asked how many sites there were at Newtown.

MS. POWELL said 69.

COMMISSIONER ORLANDO asked if those were sold to the residents.

MS. POWELL said yes. Ms. Powell said ARM does the rental piece.

COMMISSIONER ROE said he supported a project like this for seniors.

VICE CHAIR STEWART asked if PHAC was a recommending body to Council.

MS. POWELL said PHAC is the recommending authority to staff, and this does not have to go back to Council. Ms. Powell said there may be components of the development that has to go to PHAC and Council.

COMMISSIONER LOPEZ said he wanted to see the development agreement details.

MAYOR HARTKE said they are giving approval to move ahead and anything that involves money would come back. Mayor Hartke clarified they are giving direction for staff to move forward with the RAD application, work with the developer, and review the sites for the highest and best use.

VICE CHAIR STEWART said at a prior meeting they discussed keeping Trails End and not selling it.

Adjourn

The meeting was adjourned at 5:14 p.m.

ATTEST: _____
City Clerk

Mayor



Public Housing Authority Commission Memorandum
HD21-06

Neighborhood Resources Memo No.

Date: August 9, 2021
To: Public Housing Authority Commission
Thru: Josh Wright, Acting City Manager
Debra Stapleton, Assistant City Manager
Leah Powell, Neighborhood Resources Director
From: Amy Jacobson, Housing and Redevelopment Manager
Subject: Resolution No. HO162 Authorizing the Approval of the Write-Off of \$12,638.20 in Public Housing Tenant Accounts Receivable as Uncollectible.

Proposed Motion:

Move the Public Housing Authority Commission (PHAC) pass and adopt Resolution No. HO162, authorizing the write-off of \$12,638.20 in Public Housing Tenant Accounts Receivable as uncollectible.

Background:

The Department of Housing and Urban Development (HUD) requires Public Housing Authorities to write off as uncollectible the outstanding debt of former public housing residents that has not been collected within a reasonable time. The writing off of uncollectible tenant accounts receivables is a recommended accounting process.

Discussion:

The Housing and Redevelopment Division is requesting the write-off of \$12,638.20 in tenant accounts. These tenants have left the public housing program owing the City of Chandler varying amounts for back rent, maintenance, and miscellaneous charges. All of the accounts have had no activity for approximately six months after having been forwarded to a collection agency in hopes that the debts could be collected. To date, no payments have been received through the collection agency on these accounts. At this time, Housing staff is requesting that the accounts be written off as uncollectible. The attachment indicates the specific balances that are designated for write off.

The \$12,638.20 requested in write-offs is further categorized as follows: \$10,721.21 for rent, \$1,916.99 for maintenance charges, and \$0 for late and miscellaneous charges. Please note that in the case of each of these accounts, the debt information has been entered into a nationwide HUD Housing Authority network. Each housing agency in the country belongs to this network and all new housing applicants are checked for debts owing as part of the program screening process. Should any of the parties on the list attempt to be housed on any federally subsidized housing program in the nation, their name and information will appear flagged and they should not be housed until the full debt is repaid to the housing agency owed the funds.

Financial Implications:

The total amount of uncollectible accounts for this write-off is \$12,638.20. The current Public Housing budget includes a line item for the write-off of uncollectible accounts. The amount of this year's write-off is less than the amount written off in 2020, which was \$15,257.07. Over the past twelve years, the annual amount written off has ranged from \$6,000 to \$32,000. All costs associated with the write-off of uncollectible tenant debt are funded by HUD.

Attachments

Resolution HO162

RESOLUTION NO. HO162

A RESOLUTION OF THE CHANDLER PUBLIC HOUSING AUTHORITY COMMISSION OF THE CITY OF CHANDLER, ARIZONA, AUTHORIZING THE APPROVAL OF THE WRITE OFF OF \$12,638.20 IN PUBLIC HOUSING TENANT ACCOUNTS RECEIVABLE AS UNCOLLECTIBLE.

WHEREAS, the United States Department of Housing and Urban Development regulations provide for write off of collections for tenant accounts receivables deemed uncollectible and;

WHEREAS, the accounts listed below are considered to be uncollectible;

NOW, THEREFORE, BE IT RESOLVED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, as follows:

Section 1. That the following accounts be charged to collection losses:

Accounts Receivable Write Off

June 2021

Customer <u>Number</u>	<u>Address</u>	Outstanding <u>Amount</u>
833210	73 S. Hamilton #32	\$1,311.78
83332	73 S. Hamilton #33	\$774.00
	Total Family Sites (AMP 1)	\$ 2,085.78
87167	33 S. Hamilton St.	\$10,357.21
	Total Kingston & Scattered (AMP 2)	\$ 10,357.21
90100	146 N. Kingston St.	\$195.21
	Affordable Housing	\$ 195.21
	Grand Total	\$ 12,638.20

ADOPTED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, this ____ day of _____, 2021.

ATTEST:

CITY CLERK

KEVIN HARTKE, CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Resolution No. HO162 was duly passed and adopted by the Chandler Public Housing Authority Commission, Chandler, Arizona, at a regular meeting held on the _____ day of _____, 2021, and that a quorum was present thereat.

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

bm



Public Housing Authority Commission Memorandum Neighborhood Resources Memo No. N/A

Date: August 9, 2021
To: Public Housing Authority Commission
Thru: Joshua H. Wright, Acting City Manager
 Debra Stapleton, Assistant City Manager
 Leah Powell, Neighborhood Resources Director
From: Amy Jacobson, Housing and Redevelopment Manager
Subject: Agreement No. HO0-918-4191, Amendment No. 1, with SWCA Inc., dba, SWCA Environmental Consultants, for Public Housing Environmental Review Consulting Services

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Move Public Housing Authority Commission (PHAC) approve Agreement No. HO0-918-4191, Amendment No. 1, with SWCA Inc., dba, SWCA Environmental Consultants, for public housing environmental review consulting services, in an amount not to exceed \$60,000, for a one-year term, July 6, 2021 through July 5, 2022.

Background/Discussion:

The U.S. Department of Housing and Urban Development (HUD) requires the Housing & Redevelopment Division to perform an environmental review of each public housing project prior to expending federal funds through the Capital Fund Grant program and other HUD funds. This consultant contract will provide the necessary services to perform the environmental reviews. The consultant will also be able to provide environmental reviews for redevelopment projects, if necessary.

Evaluation:

On July 13, 2020, Public Housing Authority Commission approved an agreement with SWCA Inc., dba, SWCA Environmental Consultants for public housing environmental review consulting services, for a one-year term, with the option of up to four (4) additional one-year extensions. The Contractor has agreed to extend for one (1) year at the same terms, conditions, and pricing. Staff recommends extension of this agreement for the term of July 6, 2021 through July 5, 2022. This is the first extension of the original agreement.

Fiscal Impact

Account No.	Fund Name	Program Name	Dollar Amount	CIP	Funded Y/N
234.4650.5219.0.3CG020.0	Capital Fund	PHA Cap program Grant	60,000		N

Attachments

HO0-918-4191 Environmental Review Consulting Services Amendment One



City Clerk Document No. _____

Public Housing Authority Commission Meeting Date: July 12, 2021

**AMENDMENT TO CITY OF CHANDLER AGREEMENT
PUBLIC HOUSING ENVIRONMENTAL REVIEW CONSULTING SERVICES
CITY OF CHANDLER AGREEMENT NO. HO0-918-4191**

THIS AMENDMENT NO. 1 (Amendment No. 1) is made and entered into by and between the City of Chandler, an Arizona municipal corporation (City), and SWCA, Inc., dba SWCA Environmental Consultants, (Contractor), (City and Contractor may individually be referred to as Party and collectively referred to as Parties) and made _____, 2021 (Effective Date).

RECITALS

WHEREAS, the Parties entered into an agreement for environmental review consulting services (Agreement); and

WHEREAS, the term of the Agreement was July 6, 2020 through July 5, 2021, with the option of up to four one-year extensions; and

WHEREAS, the Parties wish to exercise the first option through this Amendment to extend the Agreement for one year.

AGREEMENT

NOW THEREFORE, the Parties agree as follows:

1. The recitals are accurate and are incorporated and made a part of the Agreement by this reference.
2. Section 4, Price is amended to read as follows: The City will pay the Contractor the per unit cost set forth in Exhibit B of the original Agreement, which is incorporated into and made a part of this Amendment No. 1 by this reference. Total payments made to the Contractor during the term of this Amendment No. 1 will not exceed \$60,000.
3. Section 5, Term is amended to read as follows: The Agreement is extended for a one-year period July 6, 2021 through July 5, 2022.

4. All other terms and conditions of the Agreement remain unchanged and in full force and effect. If a conflict or ambiguity arises between this Amendment No. 1 and the Agreement, the terms and conditions in this Amendment No. 1 prevail and control.

IN WITNESS WHEREOF, the Parties have entered into this Amendment on the Effective Date.

FOR THE CITY

By: _____

Its: Mayor

FOR THE CONTRACTOR

By: Jana Sterling

Vice President

Its: _____

APPROVED AS TO FORM:

By: _____
City Attorney 

ATTEST:

By: _____
City Clerk