



Public Housing Authority Commission Regular Meeting

June 20, 2022, 6:00 p.m.

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

Commission Members

Chair Kevin Hartke
Vice Chair Terry Roe
Commissioner René Lopez
Commissioner Christine Ellis
Commissioner OD Harris
Commissioner Mark Stewart
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, June 20, 2022, 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

Unscheduled Public Appearances

Consent Agenda

1. **May 2022 Public Housing Authority Commission Minutes**
Move to approve the Public Housing Authority Commission meeting minutes of the Regular Meeting of May 23, 2022.
2. **Resolution No. HO168 Authorizing the Approval of the Write-Off of \$13,430.80 in Public Housing Tenant Accounts Receivable as Uncollectible**
Move the Public Housing Authority Commission pass and adopt Resolution No. HO168 authorizing the approval of the write-off of \$13,430.80 in Public Housing Tenant Receivables as uncollectible.

3. **Resolution No. HO169 Authorizing the Submission of a Certification to the United States Department of Housing and Urban Development to Renew the Designation of Kingston Arms Apartments, 127 North Kingston Street, for Occupancy by Elderly or Near Elderly Families**

Move the Public Housing Authority Commission (PHAC) pass and adopt Resolution No. HO169, approving the submission of a certification to the United States Department of Housing and Urban Development (HUD) to renew the designation of Kingston Arms Apartments, 127 N. Kingston Street, for elderly or near elderly families.

Adjourn



Public Housing Authority Commission Memorandum City Clerk's Office
Memo No. NA

Date: June 20, 2022
To: Public Housing Authority Commission
From: City Clerk's Office
Subject: May 2022 Public Housing Authority Commission Minutes

Proposed Motion:

Move to approve the Public Housing Authority Commission meeting minutes of the Regular Meeting of May 23, 2022.

Attachments

Minutes of the Public Housing Authority Commission Regular Meeting of May 23, 2022

Meeting Minutes

Public Housing Authority Commission

Regular Meeting

May 23, 2022, | 6:00 p.m.
Chandler City Council Chambers
88 E. Chicago St., Chandler, AZ



Call to Order

The meeting was called to order by Chairman Kevin Hartke at 6:00 p.m.

Roll Call

Commissioner Attendance

Chairman Kevin Hartke
Vice Chairman Terry Roe
Commissioner Mark Stewart
Commissioner Rene Lopez
Commissioner Christine Ellis
Commissioner Matt Orlando

Appointee Attendance

Joshua Wright, City Manager
Rosemary Rosales, Sr. Assistant City Attorney
Dana DeLong, City Clerk

Absent

Commissioner OD Harris - excused

Scheduled/Unscheduled Public Appearances

None.

Consent Agenda and Discussion

1. April 2022 Public Housing Authority Commission Minutes
Move to approve the Public Housing Authority Commission meeting minutes of the Regular Meeting of April 11, 2022.
2. Resolution No. HO166, Approving the Ninth Amendment to the Lease Agreement Between the City of Chandler and Maricopa County Authorizing a Two-Year Lease Extension for Space in the Recreation Building at 130 N. Hamilton Street, Chandler, Arizona, for Use as a Head Start Facility

Move Public Housing Authority Commission pass and adopt Resolution No. HO166, Approving the Ninth Amendment to the Lease Agreement between the City of Chandler and Maricopa County authorizing a two-year Lease Extension for space in the Recreation Building at 130 N. Hamilton Street, Chandler, Arizona, for use as a Head Start Facility.

3. Resolution No. HO167, Approving the Tenth Amendment to the Lease Agreement between the City of Chandler and Maricopa County Authorizing a Two-Year Lease Extension for Space in the Recreation Building at 660 S. Palm Lane, Chandler, Arizona, for Use as a Head Start Facility

Move Public Housing Authority Commission pass and adopt Resolution No. HO167, approving the Tenth Amendment to the lease agreement between the City of Chandler and Maricopa County authorizing a two-year lease extension for space in the recreation building at 660 S. Palm Lane, Chandler, Arizona, for use as a Head Start Facility.

Consent Agenda Motion and Vote

Commissioner Lopez moved to approve the Consent Agenda of the May 23, 2022, Regular Public Housing Authority Commission Meeting; Seconded by Commissioner Ellis.

Motion carried unanimously (7-0).

Adjourn

The meeting was adjourned at 6:01 p.m.

ATTEST: _____
City Clerk

Mayor



**Public Housing Authority Commission Memorandum Neighborhood
Resources Memo No. HD22-08**

Date: June 20, 2022
To: Public Housing Authority Commission
Thru: Joshua H. Wright, City Manager
Tadd Wille, Assistant City Manager
Leah Powell, Neighborhood Resources Director
From: Amy Jacobson, Housing and Redevelopment Manager
Subject: Resolution No. HO168 Authorizing the Approval of the Write-Off of \$13,430.80
in Public Housing Tenant Accounts Receivable as Uncollectible

Proposed Motion:

Move the Public Housing Authority Commission pass and adopt Resolution No. HO168 authorizing the approval of the write-off of \$13,430.80 in Public Housing Tenant Receivables as uncollectible.

Background:

The City of Chandler Housing and Redevelopment Division (the Public Housing Agency, or PHA) owns 303 public housing units. As required by U.S. Department of Housing and Urban Development (HUD) regulations, the PHA must write off collections for tenant receivables deemed uncollectible.

Discussion:

The Housing and Redevelopment Division is requesting the write-off of \$13,430.80 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 the accounts have had no activity for approximately six months after having been forwarded to a collection agency in hopes 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 the accounts be written off as uncollectible.

The attachment indicates the balances that are designated for write-off. The

\$13,430.80 staff is requesting in write-offs is categorized as follows: \$2,848.14 for rent, \$10,557.66 for maintenance charges, and \$25.00 for late and miscellaneous charges. On an annual basis, the PHA receives approximately \$1 million in rental revenue, which makes the write-offs for rent less than 1% of the rental revenue received.

In the case of each account, 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 in 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 that is owed the funds.

Financial Implications:

The total amount of uncollectible accounts for this write-off is \$13,430.80. 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 slightly more than the amount written off in 2021, which was \$12,638.20. Over the past six years, the average annual amount written off is \$15,170. All costs associated with the write-off of uncollectible tenant debt are paid by HUD.

Attachments

Resolution HO168 Write Off

RESOLUTION NO. HO168

A RESOLUTION OF THE CHANDLER PUBLIC HOUSING AUTHORITY
COMMISSION OF THE CITY OF CHANDLER, ARIZONA, AUTHORIZING
THE WRITE OFF OF \$13,430.80 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 2022

Customer <u>Number</u>	<u>Address</u>	Outstanding <u>Amount</u>
81210	130 N Hamilton #21	\$1,500.64
82230	210 N. McQueen #23	\$3,235.75
82249	210 N. McQueen #24	\$207.14
82281	210 N. McQueen #28	\$600.14
83200	73 S Hamilton #20	\$10.00
83332	73 S Hamilton #33	\$324.00
84173	660 S. Palm Ln #17	\$1,951.99
83276	73 S. Hamilton #27	\$4,446.14
84280	660 S. Palm Ln #28	\$1,155
Total Family Sites (AMP 1)		\$ 13,430.80
Grand Total		\$ 13,430.80

PASSED AND ADOPTED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, this ____ day of _____, 2022.

ATTEST:

CITY CLERK

KEVIN HARTKE, CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Resolution No. HO168 was duly passed and adopted by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, at a regular meeting held on the _____ day of _____, 2022, and that a quorum was present thereat.

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY





**Public Housing Authority Commission Memorandum Neighborhood
Resources Memo No. HD22-09**

Date: June 20, 2022
To: Public Housing Authority Commission
Thru: Joshua H. Wright, City Manager
Tadd Wright, Assistant City Manager
Leah Powell, Neighborhood Resources Director
From: Amy Jacobson, Housing and Redevelopment Manager
Subject: Resolution No. HO169 Authorizing the Submission of a Certification to the United States Department of Housing and Urban Development to Renew the Designation of Kingston Arms Apartments, 127 North Kingston Street, for Occupancy by Elderly or Near Elderly Families

Proposed Motion:

Move the Public Housing Authority Commission (PHAC) pass and adopt Resolution No. HO169, approving the submission of a certification to the United States Department of Housing and Urban Development (HUD) to renew the designation of Kingston Arms Apartments, 127 N. Kingston Street, for elderly or near elderly families.

Background:

The City's Housing and Redevelopment Division, as the Public Housing Authority, assists 303 families in public housing. Since the inception of the City's Public Housing Authority in 1972, the Kingston Arms Apartments, located at 127 N. Kingston Street, have been designated for elderly and near elderly units. Elderly is defined by HUD as a person 62 years of age or older and near elderly is defined as a person 55 years of age or older. Staff is recommending the continuation of this designation.

Discussion:

City of Chandler Public Housing Authority recognizes that the elderly residents of Public Housing may need additional support services when they reach the age of 62 years or older. To assist with this need, Kingston Arms Apartments were envisioned and constructed in the early 1970's as apartments designated for the purpose of serving "elderly and near elderly" low income residents, whose income is less than 80% of the Area Median Income.

HUD published a Public Housing Information (PHI) Notice requiring Public Housing Authorities to renew for the designation of housing for specific populations every two years. As a part of the renewal request, the Public Housing Authority Commission must submit a certification requesting the renewal and address four criteria regarding the location. The Public Housing Authority must: 1) identify the project by name and location 2) the number of units and percentage of the project to be designated, 3) the total number of units in the affected project, and 4) the population served in the designated units. This information is outlined in the certifying resolution.

If HUD grants the request to continue the designation, the elderly designation continues for two (2) additional years and is subject to another renewal. The designation only applies to Kingston Arms Apartments.

Financial Implications:

HUD funds the costs associated with the Public Housing Program. This request is to continue operations as they have been since the inception of Chandler's Public Housing Program. No cost impacts are anticipated with this request.

Attachments

Resolution No. HO169 Kingston Designation

RESOLUTION NO. HO169

A RESOLUTION OF THE PUBLIC HOUSING AUTHORITY COMMISSION OF THE CITY OF CHANDLER, ARIZONA, AUTHORIZING THE SUBMISSION OF A CERTIFICATION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO RENEW THE DESIGNATION OF KINGSTON ARMS APARTMENTS, 127 NORTH KINGSTON STREET, CHANDLER, ARIZONA, FOR OCCUPANCY BY ELDERLY OR NEAR ELDERLY FAMILIES

WHEREAS, the Public Housing Authority Commission of the City of Chandler recognizes that the elderly residents of Public Housing have been served by the designation of the apartments at Kingston Arms as “Elderly” since they were constructed in 1972; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) has published a Notice requiring Public Housing Authorities to renew the designation by certifying that the statutory requirements of the original designation plan are being met and there are no unanticipated adverse impacts on the housing resources for the groups not being served due to the designation. The current designation is set to expire in August of 2022; and

WHEREAS, the City of Chandler’s Housing and Redevelopment Division clarifies the following:

1. Requests that the project known as Kingston Arms Apartments, 127 N. Kingston Street, Chandler, Arizona, remain designated for occupancy by elderly and near elderly families.
2. Specifies that 100%, or all 37 apartments, at this location have this elderly designation.
3. Specifies that Kingston Arms Apartments consists of 37 total apartments in this project, but represents 26% of AMP 2, known as Elderly/Family Scattered Sites.
4. Identifies the population served in this designated apartment complex as Elderly/Near Elderly.

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

Section 1. Authorizing the Chairman or his designee to sign and submit the necessary documents, agreements, contracts and certifications to HUD for the renewal of the designation of Kingston Arms Apartments, 127 N. Kingston Street, Chandler, Arizona, and if granted, sign any contracts or documents as necessary.

Section 2. Authorizing the City Manager or his designee to take all actions necessary to implement the designation plan.

PASSED AND ADOPTED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, this ____ day of _____, 2022.

ATTEST:

CITY CLERK

KEVIN HARTKE, CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Resolution No. HO169 was duly passed and adopted by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona at a regular meeting held on the ____ day of _____, 2022, and that a quorum was present thereat.

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

