



Public Housing Authority Commission Regular Meeting

June 23, 2025, 6:00 p.m.

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

Commission Members

Chair Kevin Hartke
Vice Chair Christine Ellis
Commissioner Angel Encinas
Commissioner Jane Poston
Commissioner Matt Orlando
Commissioner OD Harris
Commissioner Jennifer Hawkins
Commissioner Lisa Loring



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 23, 2025, 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. **Approval of Minutes**

Move Public Housing Authority Commission approve the Public Housing Authority Commission Regular Meeting minutes of March 24, 2025.

2. **Resolution No. HO188 Authorizing the Approval of Write-Offs of \$23,098.14 in Public Housing Tenant Accounts Receivable as Uncollectible**

Move Public Housing Authority Commission (PHAC) pass and adopt Resolution No. HO188 authorizing the approval of the write-off of \$23,098.14 in Public Housing Tenant Accounts Receivable as uncollectible.

Adjourn



Public Housing Authority Commission Memorandum City Clerk's Office
Memo No. N/A

Date: June 23, 2025
To: Public Housing Authority Commission
From: City Clerk's Office
Subject: Approval of Minutes

Proposed Motion:

Move Public Housing Authority Commission approve the Public Housing Authority Commission Regular Meeting minutes of March 24, 2025.

Attachments

Minutes of the Public Housing Authority Meeting held on March 24, 2025

Meeting Minutes

Public Housing Authority Commission

Regular Meeting

March 24, 2025, | 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 Hartke at 6:00 p.m.

Roll Call

Commissioner Attendance

Chairman Kevin Hartke
Vice Chair Christine Ellis
Commissioner Angel Encinas
Commissioner Jane Poston
Commissioner Matt Orlando
Commissioner OD Harris
Commissioner Jennifer Hawkins
Commissioner Lisa Loring

Appointee Attendance

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

Unscheduled Public Appearances

None.

Consent Agenda and Discussion

1. Approval of Minutes
Move the Public Housing Authority Commission approve the Public Housing Authority Commission Regular Meeting minutes of February 3, 2025.
2. Resolution No. HO186 Approving the Submission of the City of Chandler Housing and Redevelopment 2025-2030 Five-Year Strategic Plan for Public Housing and Housing Choice Voucher Programs, 2025 Annual Plan and Capital Fund for the Fiscal Year Beginning July 1, 2025, and Certifying Compliance with the Related Regulations

Move the Public Housing Authority Commission pass and adopt Resolution No. HO186, approving the submission of the City of Chandler Housing and Redevelopment 2025-2030 Five-Year Strategic Plan, 2025 Annual Plan and Capital Fund for the Fiscal Year beginning July 1, 2025, and certifying compliance with related regulations.

Consent Agenda Motion and Vote

Commissioner Orlando moved to approve the Consent Agenda of the March 24, 2025, Regular Public Housing Authority Commission Meeting; Seconded by Vice Chair Ellis.

Motion carried unanimously (8-0).

Adjourn

The meeting was adjourned at 6:03 p.m.

ATTEST: _____
City Clerk

Mayor



**Public Housing Authority Commission Memorandum Neighborhood
Resources Memo No. HD25-06**

Date: June 23, 2025
To: Public Housing Authority Commission
Thru: Joshua H. Wright, City Manager
Andy Bass, Assistant City Manager
Leah Powell, Neighborhood Resources Director
From: Amy Jacobson, Housing and Redevelopment Senior Manager
Subject: Resolution No. HO188 Authorizing the Approval of Write-Offs of \$23,098.14 in Public Housing Tenant Accounts Receivable as Uncollectible

Proposed Motion:

Move Public Housing Authority Commission (PHAC) pass and adopt Resolution No. HO188 authorizing the approval of the write-off of \$23,098.14 in Public Housing Tenant Accounts Receivable as uncollectible.

Background:

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

Discussion:

As Resolution No. HO188 indicates, the Housing and Redevelopment Division is requesting the write-off of \$23,098.14 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 balances that are designated for write off. Some families were evicted for negative behavior including criminal activity. Some families

vacated their housing units with substantial damage to the dwelling. In some cases, the level of labor and materials required to repair the units led to high maintenance charges.

Of the \$23,098.14 staff is requesting in write-offs, the amount is categorized as follows: \$11,838 for rent, \$11,087.14 for maintenance charges, and \$173 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 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 who is owed the funds.

Financial Implications:

The total amount of uncollectible accounts for this write-off is \$23,098.14. 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 more than the amount written off in 2024, which was \$15,678.19. Over the past ten years, the average annual amount written-off is \$14,507.16. All costs associated with the write off of uncollectible tenant debt are funded by HUD.

Attachments

Resolution No HO188_ Initialed

RESOLUTION NO. HO188

A RESOLUTION OF THE CHANDLER PUBLIC HOUSING AUTHORITY COMMISSION OF THE CITY OF CHANDLER, ARIZONA, AUTHORIZING THE WRITE OFF OF \$23,098.14 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-Offs

As of June 2025		
Customer Number	Address	Outstanding Amount
84166	660 S. Palm	\$389
81360	130 N. Hamilton	\$88.64
81461	130 N. Hamilton	\$937.50
830511	73 S. Hamilton	\$2797
84072	660 S. Palm Ln	\$461.14
	Total Family Sites (AMP 1)	\$5,473.28
87175	43 S. Hamilton	\$2130.21
86027	455 S. Dobson Rd	\$6127.78
86425	869 N. Alma School Rd	\$8063.78
86934	2617 E. Commonwealth	\$1303.09
	Total Family Sites (AMP 2)	\$17,624.86
	Grand Total	\$ 23,098.14

PASSED AND ADOPTED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, this ____ day of _____, 2025.

ATTEST:

CITY CLERK

KEVIN HARTKE, CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Resolution No. HO188 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 _____, 2025, and that a quorum was present thereat.

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

DMG