

# **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

Requested Board Meeting Date: 6/21/2022

\*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".
*Title:
Transmittal of Department Quarterly Reports on Receivable Collections
*Introduction/Background:
Transmitted herewith are the Department Quarterly Reports on Receivable Collections and Summary, as delineated in Pima County Administrative Procedures 22-75, for the quarter ending March 31, 2022.
*Discussion:
For the quarter ending March 31, 2022, departments reported account receivable balances totaling \$28,685,255 or a 19% increase from the previously reported quarter ending December 31, 2021. The \$4,612,095 increase has two primary sources: 1) American Indian Association Note Receivable in the amount of \$1,514,796 2) DOT CIP Utilities Reimbursement for the City of Tucson's Houghton Road project in the amount of \$3,216,245.94. Total collections for the departments reporting this quarter were \$41,074,170. Of the total ending accounts receivable balance, \$928,726, or 3.2%, was considered delinquent.
*Conclusion:
For detail, please see the attached Summary and reports from the departments.
*Recommendation:
Recommend that the Board accept the Department Quarterly Reports on Receivable Collections for the period ending March 31, 2022.
*Fiscal Impact:
N/A
*Board of Supervisor District:
□ 1 □ 2 □ 3 □ 4 □ 5 <b>▼</b> All
Department: Finance and Risk Management Telephone: 724-3126
Contact: Meridith Litton Telephone: 724-8517
Department Director Signature: Muchelle Carres Date: 6/7/2022

Deputy County Administrator Signature:

County Administrator Signature:

# Summary of Quarterly Department Reports on Receivable Collections, received for the Quarter Ending 3/31/22

Finance & Risk Management Department, Revenue Management Division

	Foot- note	A/R Beginning	Amount Billed	Amount	Amount Txfr'd to Rev	Corrections /Restate-	Write- offs & Settle-	A/R Ending		Delinquent
Department	Refs	Balance	this Period	Collected	& Coll	ments	ments	Balance	•	Balance
Attractions & Tourism	(1)	\$ 47,373	\$ 476,193	\$ (394,010)			·· · · · · · · · · · · · · · · · · · ·	\$ 129,556	_	Balance
Communications		32	282	(202)				112		
Constables		14,966	121,112	(114,893)		(16,542)		4,643		
Dept. of Environmental Quality		945,363	409,404	(938,490)		, , ,		416,278		
Development Services		338			(190)			148		
Facilities Mgmt	(2)	(162,003)	1,491,646	(1,545,517)				(215,874)		
Finance & Risk Mgmt	(3)	9,193,107	12,764,919	(10,886,883)	(1,796)	(2,126)	(6,717)	11,060,504	ŝ	13,763
Fleet Services		58,874	67,280	(62,960)			,	63,194	Ś	•
Information Technology	(4)	(2,280)	159,505	(164,275)		(2)		(7,052)	,	-,
Kino Sports Complex	(5)	13,965	1,349,818	(1,035,844)		(149)		327,791	Ś	15,445
Library	(4)	3,292	22,313	(71,555)				(45,950)		,
Medical Examiner		214,070	429,500	(506,324)		(800)		136,446		
Nat. Resources, Parks & Rec	(6)	134,663	341,917	(306,314)				170,266	Ś	15,134
Office of Sustainability & Conservation		58,539	115,783	(136,943)				37,380	•	,
Pima Animal Care		1,528,235	1,618,309	(1,624,697)				1,521,847		
Public Health		3,161	1,070	(1,005)				3,226	\$	3,161
Regiona' Flood Control District	(4)	(2,036)	20,054	(22,837)				(4,819)	·	•
RWRD	(7)	122,404	824,249	(443,262)		(1,466)		501,925	\$	44,128
Revenue & Collections	(8)	741,560	13,296	(20,542)	3,973			738,288	\$	738,288
Sheriff	(9)	1,811,179	1,824,431	(1,725,516)		(918)		1,909,176	•	,
Transportation	(10)	8,961,867	22,984,783	(20,164,577)	(1,988)	, ,		11,780,085	\$	94,645
Wireless Integrated Network		386,491	679,119	(907,525)	• • •			158,085		,
Totals		\$ 24,073,160	\$ 45,714,985	\$ (41,074,170)	\$ -	\$ (22,003)	\$ (6,717) \$		, \$	928,726

#### Footnotes to Summary:

- (1) Includes rental properties and hotel/motel tax.
- (2) Includes parking garages, rental properties, and prepayments of rent.
- (3) Includes notes for the City of South Tucson, American Indian Assoc. and UofA Mineral Museum, VLT, hotel/motel tax, cable company rents, Risk Management claims and insurance premiums.
- (4) Credit beginning or ending ba ances are due to prepayments of rent or other services.
- (5) Includes sports facilities use and hote./motel tax.
- (6) Includes usage of parks and other NRPR facilities, rental properties and Starr Pass funds.
- (7) Includes biogas, septage hauling, rental prepayments, misc. sewer revenues and amounts owed for non-sufficient funds.
- (8) Includes court-ordered restitution accounts, judgments and delinquent accounts' transferred from other Courty Departments.
- (9) Includes a note receivable with the City of South Tucson.

(10) Includes prepaid rental properties, Regional Trans. Auth. sales tax, Pima Assoc. of Gov't, CIP Utility reimbursements, HURF/ULT/Aviation Funds,

Star Vly. notes receivable and damage billings.

Prepared by:

Revenue & Collections Supervisor

Reviewed & Approved by:

Division Manager

Department: Attractions & Tourism Period E  (Combined)		Period Ending:		3/31/2022
Amount Billed for the Amount Collected de	uring this Period to Revenue and Collections ments		\$ \$ \$ \$ \$	Amount 47,373.03 476,193.36 (394,010.41)
Delinquent Balance			s	-
Collection Rate				75%
Number of Accounts Number of Delinque	at the End of the Period nt Accounts			1 0

\* The Accounts Receivable Ending Balance consists of the following:

Prepaid Rent \$ (13,121.97) Hotel/Motel Tax \$ 142,677.95 \$ 129,555.98

Hosera Condova

Department Director/Designee

Department:	Communications	Period Ending:	3	/31/2022
	Print Shop			
				Amount
Accounts Receivable Be	ginning Balance		\$	31.59
Amount Billed for this Pe	riod		\$	282.46
Amount Collected during	this Period		\$	(202.05)
Corrections/Restatement	ts		\$	- '
Accounts Receivable En	ding Balance		\$	112.00
Delinquent Balance			\$	-
Collection Rate				64%
Number of accounts at the Number of delinquent ac	•			2

Losdova
Department Director/Designee

4/21/22 Date

Department:	Constables	Period Ending:	 3/31/2022
			 Amount
	e Beginning Balance	•	\$ 14,966.00
Amount Billed for th			\$ 121,111.72
Amount Collected d			\$ (114,893.44)
Amount Transferred	I to Revenue and Co	flections	\$ -
Corrections/Restate	ments		\$ (16,541.60) *
Accounts Receivable	e Ending Balance		\$ 4,642.68
Delinquent Balance			\$ -
Collection Rate			96%
	ounts at the end of t	he quarter	233
Number of delinque	nt accounts		0

<sup>\*</sup>The Corrections/Restatements amount consists of prior quarter adjustments.

Department Director/Designee

4/29/22 Date

Department:	Dept of Environmental Quality	Pe	riod Ending:	g: 3/31/2022			
	(Combined)				<del>, -</del>		
					Amount		
Accounts Receive	able Beginning Balance			\$	945,363.43		
Amount Billed for	this Period			\$	409,404.04		
Amount Collected	d during this Period			\$	(938,489.52)		
Amount Transfer	red to Revenue and Collections			\$	-		
Corrections/Rest	atements			_\$_	-		
Accounts Receive	able Ending Balance			_\$_	416,277.95 *		
Delinquent Balan	ce			\$	-		
Collection Rate					69%		
	ints at the End of the Period				21		
Number of Delino	uent Accounts				0		
* The Accounts R	eceivable Ending Balance consists of th	ne fo	ollowing:				
	Air Quality Permits	\$	58,745.16				
	Waste Hauler Permits(Prepays)	\$	(215.50)				
	RCRA Permits	\$	3,790.00				
	Waste Tire	\$	353,958.29				
		\$	416,277.95				

RONLA CON dova

Department Director/Designee

5/4/22\_ Date

Department:	Development Services (Combined)	Period Ending:	3/	/31/2022
			/	Amount
Accounts Receivab	le Beginning Balance		\$	338.00
Amount Billed for th	ris Period		\$	-
Amount Collected d	luring this Period		\$	-
Amount Transferred	d to Revenue and Collections		\$	(190.00)
Write-offs of Accous	nt Balances		\$	-
Accounts Receivab	le Ending Balance		\$	148.00 *
Delinquent Balance			\$	-
Collection Rate				0%
Number of Account	s at the End of the Period			1
Number of Delinque	ent Accounts			0

<sup>\*</sup> The Accounts Receivable Ending Balance consists of a non-sufficient funds account.

Lorenz Cordona

Department Director/Designee

4/25/22 Date

Department:	Facilities Management	Period Ending:	 3/31/2022
	(Combined)		
			Amount
Accounts Receiva	ble Beginning Balance		\$ (162,003.08)
Amount Billed for	this Period		\$ 1,491,645.98
Amount Collected	during this Period		\$ (1,545,516.59)
Amount Transferre	ed to Revenue and Collections		\$ -
Corrections/Resta	tements		\$ 
Accounts Receiva	ble Ending Balance		\$ (215,873.69)
Delinquent Balanc	e		\$ -
Collection Rate			116%
Number of Accour	nts at the End of the Period uent Accounts		30 0

<sup>\*</sup> The Accounts Receivable Ending Balance consists of the following:

Prepayments on Building rental accounts \$ (293,788.07)

Building rental accounts \$ 71,720.85 ‡

Prepayments on Parking accounts \$ (14,285.00)

Parking accounts \$ 20,478.53

\$ (215,873.69)

Department Director/Designee

 $\frac{4/28/22}{\text{Date}}$ 

<sup>#</sup> Balance includes deferred rent as offered by the County due to the COVID-19 pandemic.

Department:	Finance & Risk Management	Period Ending:		3/31/2022	
	(Combined)				-
				Amount	
Accounts Receivable Begin	ning Balance		\$	9,193,107.17	•
Amount Billed for this Period	1		\$	12,764,918.62	
Amount Collected during this	s Period		\$(	10,886,883.21)	
Amount Transferred to Reve	enue and Collections		\$	(1,795.81)	
Corrections/Restatements	•		\$	(2,125.92)	*
Risk Mgmt Settlement Agree	ements \$1,000 or Less		\$	(75.00)	
Risk Mgmt Settlement Agree	ements \$1,000 - \$10,000		\$	(6,641.50)	
Accounts Receivable Ending	g Balance		\$	11,060,504.35	**
					-
Delinquent Balance			\$	13,763.01	***
Collection Rate				50%	
Number of open accounts at	the end of the period			32	
Number of Delinquent Accou	unts			9	
* The Corrections/Restatement	ents amount consists of a credit for an invoice re	eported in a prior quarter.			

<sup>\*\*</sup> The Accounts Receivable Ending Balance consists of the following:

Vehicle license tax	\$ 2	2,002,514.95	American Indian Association Note	\$ 1,514,796.00	‡
Cable Company rents	\$	827.592.67	City of South Tucson Note	\$ 1,015,070.58	
Hotel/Motel tax	\$	445,868.57	U of A Mineral Museum Note	\$ 5,220,181.12	
Risk Management claims	\$	27,697.20	Risk Management Insurance Premiums	\$ 6,783.26	
				\$ 11,060,504.35	=

<sup>‡</sup> Principal payments for the American Indian note began 2/1/22 per the agreement. Principal and interest will be paid monthly. The principal amount was posted this quarter and is reflected in the balance.

Hone Condova
Department Director/Designee

<sup>\*\*\*</sup> The Delinquent Balance reflects uncollected accounts that have been in the Risk Management subrogation process for more than 90 days.

Department:	Fleet Services	Period Ending:		3/31/2022
	(Combined)			-Amount
Accounts Receivable Be Amount Billed for this Pe Amount Collected during Corrections/Restatement Accounts Receivable En	this Period ts		\$ \$ \$ \$	58,874.27 67,279.71 (62,960.21) 
Delinquent Balance			\$	4,161.76 *
Collection Rate				50%
Number of accounts at the Number of delinquent ac	•			46 2

<sup>\*</sup> The Delinquent Balance amount consists of Sheriff Off Duty Vehicles and Fuel services.

Department Director/Designee

Department:	Information Technology	Period Ending:		3/31/2022
Accounts Receivable B Amount Billed for this P Amount Collected durin Corrections/Restateme Accounts Receivable E	eriod g this Period nts		\$ \$ \$ \$	Amount (2,279.79) 159,504.94 (164,275.16) (2.28) * (7,052.29) **
Delinquent Balance			\$	-
Collection Rate				104%
Number of open accour Number of delinquent a	nts at the end of the quarter ccounts			2 0
* The Corrections/Res	tatements amount consists of prior billing	adjustments.		
** The Accounts Recei	vable Ending Balance consists of the follo Leases with a receivable bal Prepayments - Le Overpayments - Le	lance \$ 27,531.33 eases \$ (15,884.72)		

Department Director/Designee

Department: Kino Sports Complex Period Endin (Combined)		Period Ending:	3/31/2022
			 Amount
Accounts Receivable	e Beginning Balance		\$ 13,965.19
Amount Billed for th	is Period		\$ 1,349,818.36
Amount Collected d	uring this Period		\$ (1,035,843.62)
Amount Transferred	to Revenue and Collections		\$ -
Corrections/Restate	ments		\$ (149.00) *
Accounts Receivabl	e Ending Balance		\$ 327,790.93 **
Delinquent Balance			\$ 15,445.05 ***
Collection Rate			76%
Number of Accounts Number of Delinque	s at the End of the Period int Accounts		<b>4</b> 1

<sup>\*</sup> The Corrections/Restatements amount includes a prior quarter adjustment and a refund for a decrease in actual resources used.

Lights of the World \$ 15,445.05
Accounts with balances \$ 72,894.11
Prepayments on accounts \$ (63,738.85)
Hotel/Motel Tax \$ 303,190.62
\$ 327,790.93

Department Director/Designee

5/4/22

<sup>\*\*</sup> The Accounts Receivable Ending Balance is comprised of the following:

<sup>\*\*\*</sup> The Delinquent Balance amount consists of the balance due from the Lights of the World.

Department: Library	Period Ending:	3/31/2022		
		<u></u>	Amount	
Accounts Receivable Beginning Balance		\$	3,292.11	
Amount Billed for this Period		\$	22,312.89	
Amount Collected during this Period		\$	(71,555.00)	
Amount Transferred to Revenue and Collections		\$	-	
Corrections/Restatements		\$		
Accounts Receivable Ending Balance		\$	(45,950.00) *	
Delinquent Balance		\$	-	
Collection Rate			279%	
Number of Open Accounts at the End of the Period Number of Delinquent Accounts			0	

<sup>\*</sup> The Accounts Receivable Ending Balance consists of Marana School District prepaid annual rent.

Losena Coldova

Department Director/Designee

Data

Department:	Medical Examiner	Period Ending:	 3/31/2022
			Amount
Accounts Receivable Be	ginning Balance		\$ 214,069.60
Amount Billed for this Pe	eriod		\$ 429,499.98
Amount Collected during	this Period		\$ (506,323.88)
Corrections/Restatemen	ts		\$ (800.00)
Accounts Receivable En	ding Balance		\$ 136,445.70
Delinquent Balance			\$ -
Collection Rate			79%
Number of open accoun Number of delinquent ac	ts at the end of the quarter counts		7 <b>4</b> 0

<sup>\*</sup> The Corrections/Restatements amount consists of prior billing adjustments.

Department Director/Designee

Department:	NRPR		Period Endi	ng:	3	/31/2022
	(Combined)					
						Amount
Accounts Receivable					\$	134,662.52
Amount Billed for thi	s Period				\$	341,917.06
Amount Collected du	_			9	\$	(306,313.89)
Corrections/Restater					\$ \$ \$	
Accounts Receivable	Ending Balance				\$	170,265.69 *
Delinquent Balance					\$	15,133.96 **
Collection Rate						64%
Number of Accounts	at the End of the Period					76
Number of Delinquer						18
* The Accounts Recei	ivable Ending Balance cor	_				
		Parks Facility Use	•			
		Starr Pass				
		Real Property	-			
		Special Use Permits				
		Non Sufficient Funds	<del></del>	<del></del>		
		=	\$ 170,265.6	<u>59</u>		

<sup>\*\*</sup> The Delinquent Balance Amount consists of Park activities and Special Use Permit customers.

Department Director/Designed

Department:	Office of Sustainability & Conservation CIP IGA	Period Ending:	3/31/20	
Amount Billed for to Amount Collected Amount Transferre Corrections/Resta	during this Period ed to Revenue and Collections	9	\$ \$ \$ \$ \$ \$	Amount 58,539.32 115,783.16 (136,942.64)
Delinquent Balanc	e		\$	-
Collection Rate				79%
Number of Open A Number of Delinqu	Accounts at the End of the Period uent Accounts			1 0

Department Director/Designee

4/21/22 Date

Department:	Pima Animal Care Dept (Combined)	Period Ending:		3/31/2022
Accounts Receivable Amount Billed for this Amount Collected duri Corrections/Restatement Accounts Receivable 1	Period ng this Period ents		\$ \$ \$ \$ \$	Amount 1,528,235.00 1,618,309.00 (1,624,697.00) - 1,521,847.00 *
Delinquent Balance			\$	_
Collection Rate				52%
Number of Accounts a Number of Delinquent	t the End of the Period Accounts			10 0

<sup>\*</sup> The Accounts Receivable Ending Balance consists of the following:

 Pima Animal Care Center
 \$ 1,521,545.00

 Pima Animal Care Operations
 \$ 302.00

 \$ 1,521,847.00

Department Director/Designee

Data

Department:	Public Health Dept	Period Ending:	;	3/31/2022
				Amount
Accounts Receivable Beg	ginning Balance		\$	3,161.00
Amount Billed for this Pe	riod		\$	1,070.00
Amount Collected during	this Period		\$	(1,005.00)
Corrections / Restatement	nts		\$	<u> </u>
Accounts Receivable End	ding Balance		\$	3,226.00
Delinquent Balance			\$	3,161.00
Collection Rate				24%
Number of open account	s at the end of the quarter			13
Number of delinquent ac	counts			12
* The Delinquent Balance	e amount consists of non-sufficient f	unds and fees.		

Department Director/Designee

Department: Regional Flood Control District		Per	iod Ending:	3/31/2022		
	(Combined)					
					Amount	
Accounts Receivab	le Beginning Balance			\$	(2,035.60)	
Amount Billed for th	nis Period			\$	20,054.00	
Amount Collected d	luring this Period			\$	(22,837.40)	
Amount Transferred	d to Revenue and Collections			\$	-	
Corrections/Restate	ements			\$	-	
Accounts Receivab	le Ending Balance			\$	(4,819.00) *	
Delinquent Balance				\$	-	
Collection Rate					127%	
	s at the End of the Period				1	
Number of Delinque	ent Accounts				0	
* The Accounts Rec	ceivable Ending Balance consists of the fo	ollowir	ng:			
	Rental Properties	\$	1,250.00			
	Prepaid Rental Properties	\$	(6,069.00)			
		\$	(4,819.00)			

Lorena Cosdova

Department Director/Designee

5/2/22 Date

Department:	Regional Wastewater Reclamation Department	Period Ending:	3/31/2022	
	(Combined)			······································
				Amount
Accounts Receivable	le Beginning Balance		\$	122,404.13
Amount Billed for th	is Period		\$	824,249.00
Amount Collected d	uring this Period		\$	(443,261.86)
Amount Transferred	to Revenue and Collections		\$	-
Corrections/Restate	ements		\$	(1,465.83) *
Accounts Receivabl	e Ending Balance		\$	501,925.44 **
Delinquent Balance			\$	44,128.39 ***
Collection Rate				47%
	counts at the end of the period			11
Number of Delinque	nt Accounts			3

<sup>\*</sup> The Corrections/Restatements amount consists of the reversal of an invoice reported in a prior quarter.

<sup>\*\*</sup> The Accounts Receivable Ending Balance consists of the following:

Rental Prepayments	\$ (2,409.95)	
Non-sufficient Funds	\$ 8,401.00	
Biogas Sales	\$ 381,063.35	‡
Septage Hauling	\$ 112,455.04	‡
Miscellaneous Sewer Revenue	\$ 2,416.00	‡
	\$ 501,925.44	

<sup>‡</sup> In this quarter, miscellanous sewer revenue was split from the Septage Hauling total. This is also the first quarter the department is reporting Biogas Sales.

Losdova

Department Director/Designee

5/3/22

<sup>\*\*\*</sup> The Delinquent Balance consists of Septage Hauling accounts.

Department: Revenue & Collections Period Ending:		3/31/2022				
					Amount	
Accounts Receivable Beginning	Balance			\$	741,559.55	•
Amount Billed for this Period				\$	13,296.36	
Amount Collected during this Per	riod			\$	(20,541.55)	
Amount Transferred to Revenue	& Collections			\$	3,973.39	*
Corrections/Restatements				\$	-	
Accounts Receivable Ending Bala	ance			\$	738,287.75	-
Delinquent Balance				\$	738,287.75	**
Collection Rate					3%	
Number of Accounts at the End of	of the Period				1,131	
Number of Delinquent Accounts					1,131	
* The Amount Transferred to Rev Development Services		onsists of accou Risk Manageme		depts	<b>3</b> :	

Transportation \$

1,987.58 3,973.39

Department Director/Designee

<sup>\*\*</sup> The entire Accounts Receivable Ending Balance is delinquent. The Delinquent Balance consists of accounts that have been transferred to Revenue & Collections, by departments, after they have become past-due; court-ordered restitution accounts and judgments.

Department:	Sheriff's Dept.	Period Ending:	3/31/2022			
			Amou	nt		
Accounts Receiva	ble Beginning Balance		\$ 1,811,1	78.74		
Amount Billed for	this Period		\$ 1,824,4	31.32		
Amount Collected	during this Period		\$(1,725,5	15.83)		
Corrections/Resta	tements			18.33)		
Accounts Receiva	ble Ending Balance		\$ 1,909,1	75.90		
Delinquent Balanc	ce ·		\$	-		
Collection Rate				47%		
•	ccounts at the end of the	quarter		10		
Number of delinqu	ient accounts			0		
*The Corrections/f	Restatements amount con	sist of prior billing adjustr	ments.			
		, ,				
		<u></u>	4/28/2022	2		
Department Direct	or/Designee		Date			

Department:	Department: Transportation Period Ending:		3/31/2022			
	(Combine	ed)				
				Amount		
Accounts Receivable Beginning Balance				s	8,961,867.25	•
Amount Billed for this Period			\$	22,984,782.65		
Amount Collected during this Period					(20,164,577.47)	
Amount Transferred to Revenue and Collections					(1,987.58)	
Corrections/Restatements					-	
Write-Offs of account balances				\$		<b>-</b> .
Accounts Receivable Ending I	Balance			<u>\$</u>	11,780,084.85	* =
Delinquent Balance				\$	94,645.12	**
Collection Rate					63%	
Number of Accounts at the End of the Period					39	
Number of Delinquent Accounts					11	
* The Accounts Receivable Er			Ф 0.004.044.04			
Prepaid Rental Properties	,	HURF/VLT/Aviation Funds	. , ,			
Damage Billings RTA		Prepaid License Agreements Star Valley- Camino Verde				
PAG/Misc IGA's	\$ 84,401.36	Star Valley- Wade/Valencia	\$ 87,760.74			
CIP Utilities Reimbursement	\$ 3,370,430.16	-	\$ 11,780,084.85			

<sup>\*\*</sup> The Delinquent Balance consists of Damage Billings.

Department:	Wireless Integrated Network (Combined)	Period Ending:		3/31/2022
Accounts Receivable Beg Amount Billed for this Per Amount Collected during Corrections/Restatement Accounts Receivable End	ginning Balance riod this Period s		\$ \$ \$ S	Amount 386,490.70 679,119.17 * (907,524.90) **  158,084.97
Delinquent Balance			\$	-
Collection Rate				85%
Number of accounts at the Number of delinquent acc	· ·			27 0
* The Amount Billed during	ng this period consists of: 3rd Quarter Bil 4th Quarter Bil	•		
** The Amount Collected	during this period consists of: Collected for 3rd Quarter Bil Collected for 4th Quarter Bil			

Department Director Designee