

#### BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: December 17, 2019

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 Procedure 22-75, for the quarter ending September 30, 2019.

#### Discussion:

For the quarter ending September 30, 2019, departments reported accounts receivable balances totaling \$15,910,220 or a 13% decrease from the quarter ending June 30, 2019. Total collections for the departments reporting this quarter were \$37,815,647 or a 4% decrease from the prior quarter. Of the total ending accounts receivable balances \$771,979 or 5% 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 September 30, 2019.

#### Fiscal Impact:

Board of Su	upervisor Distric	et:				
□ 1	□ 2	□ 3	□ 4	□ 5	☐ AII	
Department	: Finance and Ris	sk Management	Tel	epḩone:		
Contact:	Michelle Hamilto	on	Tel	ephone: 724-39	30	
Department Director Signature/Date: 7) Trofulli Chare /1-21-19						
Deputy County Administrator Signature/Date: 1/22/7019						
County Adm	inistrator Signatu	ıre/Date:	- Dulu	loung i	1/22/19	

#### Summary of Quarterly Department Reports on Receivable Collections, received for the Quarter Ending 9/30/19

Finance & Risk Management Department, Revenue Management Division

	Foot-	•				Amount	Corrections	Write- offs			
	note	A/R Beginning	Amount Billed		Amount	Txfr'd to	/Restate-	& Settle-	A/R Ending	D	elinquent
Department	Refs	Balance	this Period		Collected	Rev & Coll	ments	ments	Balance		Balance
Attractions & Tourism	(2)	\$ 119,785	\$ 191,595	\$	(230,404)				\$ 80,976		
Communications		8,167	2,270		(8,263)				2,174		
Constables		719	1,006		(774)	(440)	(16)		495	\$	83
Dept. of Environmental Quality		367,557	783,773		(779,016)				372,314	\$	11,800
Development Services		16,764	3,840		(4,180)			(50)	16,374	\$	16,374
Facilities Mgmt	(3)	1,019,466	1,429,673		(1,482,386)		(58,197)		908,556		
Finance & Risk Mgmt	(4)	2,766,809	9,578,218		(9,573,921)	(1,018)		(210)	2,769,878	\$	55,154
Fleet Services		11,744	26,775		(17,623)				20,896		
Information Technology	(1)	(144,563)	232,166		(214,822)				(127,219)		
Kino Sports Complex	(5)	253,952	565,190		(521,594)		(3,408)		294,140		
Library		411,618	19,345		(425,871)				5,092		
Medical Examiner		152,112	338,053		(303,888)				186,277	\$	6,900
Nat. Resources, Parks & Rec	(6)	218,236	597,383		(600,188)		(3,740)		211,691		
Pima Animal Care		1,155,573	1,285,087		(1,544,463)		30		896,227	\$	2,278
Public Health		4,133	2,466		(1,666)				4,933	\$	3,757
Regional Flood Control	(1)	3,677	16,946		(21,293)				(670)		
RWRD	(7)	425,294	145,004		(460,978)				109,320	\$	45,513
Revenue & Collections	(8)	551,711	8,580		(9,146)	3,315	(89)		554,371	\$	554,371
Sheriff	(9)	2,385,532	2,640,126		(2,447,395)				2,578,263		
Transportation		8,626,960	16,609,338	(	(18,308,879)	(1,857)			6,925,562	\$	62,309
Wireless Integrated Network	(1)	(87,578)	1,047,046		(858,897)				100,571	\$	13,440
Totals		\$ 18,267,667	\$ 35,523,880	\$ (	37,815,647)	\$ -	\$ (65,420)	\$ (260)	\$ 15,910,220	\$	771,979

#### Footnotes to Summary:

- (1) Credit beginning or ending balances are due to prepayments of rent or other services.
- (2) Includes rental properties, hotel/motel tax and a note receivable for Wildcat Golf Partners.
- (3) Includes parking garages, rental properties and a Note Rec. for Visit Tucson
- (4) Includes interest from the carryback note with American Indian, cable company fees, hotel/motel tax, January 8th Memorial, Risk Management claims and rental properties, Notary/Law Library fees and Payment in Lieu of Taxes.
- (5) Includes sports facilities use and hotel/motel tax.
- (6) Includes usage of parks and other facilities, rental properties and Starr Pass funds.
- (7) Includes septage hauling, rental properties and amounts owed for non-sufficient funds.
- (8) Includes court-ordered restitution accounts, judgments and delinquent accounts.
- (9) Includes a note receivable with the City of South Tucson.

Prepared by:

Carolyn Pataconi

Revenue & Collections Supervisor

Reviewed & Approved by:

Michelle Hamilton Division Manager

Department:	Attractions & Tourism (Combined)	Period Ending:		9/30/2019
				Amount
	e Beginning Balance		\$ \$	119,785.24 191,595.33
Amount Billed for thi Amount Collected do	- 1 - 1 - 1 - 1		\$	(230,404.80)
	to Revenue and Collections		\$	-
Corrections/Restate	ments		\$	_
Accounts Receivable	e Ending Balance		<u>\$</u>	80,975.77 *
Delinquent Balance			\$	-
Collection Rate				74%
Number of Accounts	at the End of the Period			2
Number of Delinque	nt Accounts			0
* The Accounts Reco	eivable Ending Balance consists of the follow			
	Hotel/Mote			
	Wildcat Golf Partners note recei			
		\$ 80,975.77		

Carelyn Pataconi
Department Director/Designee

10-28-19 Date

Department:	Communications	_ Period Ending:	<u>6</u>	9/30/2019
	Print Shop			
Accounts Possivehle F	Deminut. D. I			Amount
Accounts Receivable E Amount Billed for this F	Beginning Balance	\$	>	8,167.37
		\$	;	2,270.30
Amount Collected during Corrections/Restateme		\$	;	(8,263.85)
		_\$	;	
Accounts Receivable E	nding Balance	\$	;	2,173.82
Delinquent Balance		\$	!	-
Collection Rate				79%
Number of accounts at Number of delinquent a	the end of the quarter ccounts			2

Department Director/Designee

10/28/19 Date

Department:	Department: Constables Period Ending:		9/30/2019	
Accounts Receivable Begin Amount Billed for this Period Amount Collected during the Amount Transferred to Recours/Restatements Accounts Receivable Endir	od nis Period venue and Collections		\$ \$ \$ \$	Amount 718.80 1,006.20 (774.00) (439.60) (16.20) 495.20
Delinquent Balance			\$	83.20
Collection Rate				61%
Number of open accounts a Number of delinquent acco	•			13 3

Department Director/Designee

10-30-19

Department:	Dept. of Environmental Quality Period Ending:		9/30/2019
	(Combined)		
			Amount
Accounts Receivable	Beginning Balance		\$ 367,557.25
Amount Billed for this	Period		\$ 783,772.68
Amount Collected dur	ing this Period		\$ (779,016.43)
Amount Transferred to	o Revenue and Collections		\$ -
Corrections/Restatem	ents		\$ -
Accounts Receivable	Ending Balance		\$ 372,313.50 *
Delinquent Balance			\$ 11,800.00 **
Collection Rate			68%
Number of Accounts a	at the End of the Period		22
Number of Delinquent	Accounts		7
* The Accounts Recei	vable Ending Balance consists of the following:		
	Public Water Permits	\$ 3,400.00	
	Waste Hauler Permits	,	
	Tucson Airport Authority	•	
	Hazardous Waste Permits		
	Solid Waste	·	
	•	\$ 372,313.50	
** The Delinquent Bala	ance consists of the following:		
	Public Water Permits	\$ 2,200.00	
	Hazardous Waste Permits	\$ 9,600.00	

10/3///9 Date

\$ 11,800.00

Department:	nent: Development Services Period Ending:			9/30/2019			
	(Combined)						
					Amount		
Accounts Receivable B	seginning Balance			\$	16,764.00		
Amount Billed for this F				\$	3,840.00		
Amount Collected during	ng this Period			\$	(4,180.00)		
Amount Transferred to	Revenue and Collections			\$	-		
Write-offs of Account B	Salances			\$	(50.00)		
Accounts Receivable E	nding Balance			\$	16,374.00 *		
Delinquent Balance				\$	16,374.00 **		
Collection Rate					20%		
·	nts at the end of the quarter				10		
Number of delinquent a	accounts				10		
* The Accounts Receiva	able Ending Balance consists of the fo		-				
	Enforcemen		8,285.00				
	Non-Sufficient Fund		8,089.00				
		\$	16,374.00				
** The Delinquent Balar	nce consists of the following accounts	:					
	Enforcemen	t \$	8,285.00				
	Non-Sufficient Fund	ls_\$_	8,089.00 **	**			
		\$	16,374.00				

<sup>\*\*\*</sup> The NSF accounts have been transferred to the Pima County Attorney's Bad Check Program.

Department: Facilities Management **Period Ending:** 9/30/2019 (Combined) Amount Accounts Receivable Beginning Balance 1,019,465.81 Amount Billed for this Period 1,429,673.44 Amount Collected during this Period (1,482,385.62)Amount Transferred to Revenue and Collections Corrections/Restatements (58, 197.44)\* Accounts Receivable Ending Balance 908,556.19 Delinquent Balance \$ Collection Rate 62% Number of Accounts at the End of the Period 39 **Number of Delinquent Accounts** 0

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

Prepayments on building rental accounts	\$ (43,918.67)
Building rental accounts with a receivable balance	\$ 157,784.19
Note Receivable	\$ 784,895.58
Prepayments on parking accounts	\$ (765.00)
Parking accounts with a receivable balance	\$ 10,560.09
	\$ 908,556.19

Cacelyntataconi
Department Director/Designee

10-27-19 Date

<sup>\*</sup> The Corrections/Restatements amount consists of reductions to the Accelerate Diagnostics account for utility charges that were waived during contract negotiations.

Department:	Finance & Risk Ma	anagement	Period Ending:	9/30/2019
,	(Combined)			
				Amount
Accounts Receivable Begin	ning Balance			\$ 2,766,808.61
Amount Billed for this Perio	d			\$ 9,578,218.81
Amount Collected during thi	is Period			\$ (9,573,921.19)
Amount Transferred to Rev	enue and Collections			\$ (1,018.04)
Corrections/Restatements				\$ -
Risk Mgmt Write-offs up to	\$2,500 approved by [	Division Manager		\$ -
Risk Mgmt Settlement Agre	ements			\$ (209.81)
Accounts Receivable Endin	g Balance			\$ 2,769,878.38 *
Delinquent Balance				\$ 55,153.91 **
Collection Rate				78%
Number of open accounts a	t the end of the period	i		51
Number of Delinquent Accor				12
* The Accounts Receivable	Ending Balance cons	ists of the following:		
Vehicle license tax	\$ 1,305,238.40	Hotel/Motel tax	\$ 198,063.77	
Cable Company rents	\$ 777,957.26	Risk Management claims	\$ 87,892.34	
January 8th Memorial	\$ 366,133.32	Payment in lieu of taxes	\$ 34,593.29	
		•	\$ 2,769,878.38	

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

10-31-19 Date

Department:	Fleet Services	Period Ending:	 9/30/2019
	(Combined)		
			Amount
Accounts Receivable Be	ginning Balance		\$ 11,744.01
Amount Billed for this Pe	riod		\$ 26,775.39
Amount Collected during	this Period		\$ (17,623.39)
Corrections/Restatement	ts		\$ -
Accounts Receivable En	ding Balance		\$ 20,896.01
Delinquent Balance			\$ _
Collection Rate			46%
Number of Accounts at the	ne End of the Period		39
Number of Delinquent Ac	counts		0

Department Director/Designee

Data

Department:	Department: Information Technology			9/30/2019		
Accounts Receivable B Amount Billed for this F Amount Collected durin Accounts Receivable B	Period ag this Period		\$ \$ \$	Amount (144,562.53) 232,166.37 (214,822.72) (127,218.88) *		
Delinquent Balance			\$	-		
Collection Rate				97%		
Number of open account Number of delinquent a	nts at the end of the quarter occounts			9		
* The Accounts Receiv	able Ending Balance consists of the following:  Leases with a receivable balance  Prepayments - Leases  Overpayments - Leases	\$ 17,483.23 \$ (9,964.94) \$ (134,737.17) \$ (127,218.88)				

Department Director/Designee

Department: **Period Ending:** 9/30/2019 Kino Sports Complex (Combined) Amount 253,951.79 Accounts Receivable Beginning Balance Amount Billed for this Period 565,190.81 Amount Collected during this Period \$ (521,594.21) Amount Transferred to Revenue and Collections Corrections/Restatements (3,408.45) \* Accounts Receivable Ending Balance 294,139.94 \$ **Delinquent Balance** Collection Rate 64% Number of Accounts at the End of the Period 8 0 **Number of Delinquent Accounts** 

Sports customers \$ 169,956.58 Sports accounts with a credit balance (prepayments) \$ (10,500.00)Hotel/Motel Tax \$ 134,683.36 294,139.94

10 - 29 - 19 Date

<sup>\*</sup> The Corrections/Restatements amount reflects an increase in actual resources used by customers in the prior quarter compared to the estimates that were previously billed.

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

Department: Library	Period Ending:	9/30/2019
Accounts Receivable Beginning Balar Amount Billed for this Period Amount Collected during this Period Amount Transferred to Revenue and Corrections/Restatements Accounts Receivable Ending Balance	\$ \$ Collections \$ \$	Amount 411,617.81 19,345.30 (425,871.41) - 5,091.70
Delinquent Balance	\$	-
Collection Rate		99%
Number of Open Accounts at the End Number of Delinquent Accounts	of the Period	1 0

Forma Cordona

Department Director/Designee

10 /29 /19 Date

<sup>\*</sup> The Accounts Receivable Ending Balance consists of Utilities invoiced to the City of Tucson.

Department: Medical Examiner Period Endi		Period Ending:	 9/30/2019
			 Amount
Accounts Receivable Be	ginning Balance		\$ 152,112.10
Amount Billed for this Pe	eriod		\$ 338,053.25
Amount Collected during	this Period		\$ (303,888.75)
Accounts Receivable En	ding Balance		\$ 186,276.60
Delinquent Balance			\$ 6,900.00
Collection Rate			62%
Number of open accoun Number of delinquent ac	ts at the end of the quarter ecounts		71 1
*The Delinquent Balance Indian Health Hospital.	e amount consists of autopsy services p	rovided to Whiteriver	

Department Director/Designee

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Department:	NRPR (Combined)	Period Ending:		9/30/2019
Accounts Receivable Beginning Balance Amount Billed for this Period Amount Collected during this Period Amount Transferred to Revenue & Collections Corrections/Restatements Accounts Receivable Ending Balance			\$ \$ \$ \$ \$	Amount 218,235.77 597,383.33 (600,188.28) (3,740.00) * 211,690.83 **
Delinquent Balance Collection Rate			\$	- 74%
	t the End of the Period t Accounts			51 0

<sup>\*</sup> The Corrections/Restatements amount represents a credit memo that closed the remaining balance of a long-term lease that was terminated early.

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

Parks Facility Use	\$ 43,126.05
Starr Pass	\$ 117,658.80
Parks Real Property Rentals	\$ 60,229.98
Special Use Permits prepayments	\$ (9,154.00)
Annual Encroachment Fees prepayments	\$ (170.00)
	\$ 211,690.83

10 - 29 - 19 Date

Department:	Pima Animal Care Dept (Combined)	Period Ending:		9/30/2019	
Accounts Passivable	Poginning Polones		\$	Amount	
Accounts Receivable Amount Billed for this	3 3		\$ \$	1,155,572.65 1,285,086.98	
Amount Collected du	ring this Period		\$	(1,544,463.21)	
Corrections/Restaten	nents		\$	30.50 *	*
Accounts Receivable	Ending Balance		\$	896,226.92 *	**
Delinquent Balance			\$	2,278.00 *	***
Collection Rate				63%	
Number of Accounts Number of Delinquen	at the End of the Period t Accounts			21 15	

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

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

<sup>\*\*\*</sup> The Delinquent Balance amount consists of non-sufficient funds and fees.

Department Director/Designee

Department:	Public Health Dept	Period Ending:	 9/30/2019
			 Amount
Accounts Receivable B	eginning Balance		\$ 4,133.00
Amount Billed for this F	Period		\$ 2,466.00
Amount Collected during	ig this Period		\$ (1,666.00)
Accounts Receivable E	nding Balance		\$ 4,933.00
Delinquent Balance			\$ 3,757.00 *
Collection Rate			25%
Number of Accounts at	the End of the Period		12
Number of Delinquent A	Accounts		9

<sup>\*</sup>The Delinquent Balance amount consists of non-sufficient funds and fees.

Department Director/Designee

Department:	Regional Flood Control District	Period Ending:	9/30/2019
<del>-</del>	(Combined)		
			Amount
Accounts Receivable Be	eginning Balance		\$ 3,677.10
Amount Billed for this Pe	eriod		\$ 16,946.84
Amount Collected during	g this Period		\$ (21,293.94)
Amount Transferred to F	Revenue and Collections		\$ -
Corrections/Restatemen	its		\$ -
Write-Offs			\$ -
Accounts Receivable En	iding Balance		\$ (670.00)
Delinquent Balance			\$ -
Collection Rate			103%
Number of Accounts at t	he End of the Period		2
Number of Delinquent A	ccounts		0
* The Accounts Receival	ble Ending Balance consists of the following:		
	Enforcement	\$ 750.00	
	Rental Properties	\$ 625.00	
	Prepaid Rental Properties	\$ (1,725.00)	
	Prepaid License Agreements	\$ (320.00)	
		\$ (670.00)	

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Department: RWRD	Period I	Ending:	9/30/2019
(Combined)		-	
			Amount
Accounts Receivable Beginning Balance		\$	425,294.26
Amount Billed for this Period		\$	145,004.33
Amount Collected during this Period		\$	(460,978.59)
Amount Transferred to Revenue and Collections		\$	- -
Corrections/Restatements		\$_	-
Accounts Receivable Ending Balance		\$	109,320.00 *
Delinquent Balance		\$	45,512.67 **
Collection Rate			81%
Number of open accounts at the end of the period			15
Number of Delinquent Accounts			4
* The Accounts Receivable Ending Balance consists of the follo	wing:		
Septag	e Hauling \$ 100	,919.00	
Non-suffici	ent Funds \$ 8	,401.00	
	\$ 109	,320.00	
** The Delinquent Balance consists of the following:			
Septag	e Hauling \$ 37	,111.67	
Non-suffici	ent Funds \$ 8	401.00	
	\$ 45	512.67	

Department:	Revenue &	Collections	Period Ending:		9/30/2019
					Amount
Accounts Receivable Beginning Bal	ance			\$	551,710.86
Amount Billed for this Period				\$	8,580.47
Amount Collected during this Period	i			\$	(9,145.88)
Amount Transferred to Revenue & 0	Collections			\$	3,315.59 *
Corrections/Restatements				\$	(89.57) **
Accounts Receivable Ending Balance	ce			\$	554,371.47
Delinquent Balance				\$	554,371.47 ***
Collection Rate					2%
Number of Accounts at the End of the	ne Period				1,013
Number of Delinquent Accounts					1,013
* The Amount Transferred to Reven Transportation Constables	\$ 1,857.95	consists of accounts from Risk Management Total Transfers	\$ 1,018.04	ots:	
** The Corrections/Restatements an a credit memo for the prior period,	•	Prior period payment	\$ (9.00)	rted a	and a
		Prior period invoice Credit Memo			

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

Carelyn Pataconi 10-25-19
epartment Director/Designee Date

Department:	Sheriff's Dept.	Period Ending:	9/30/	2019
			Am	ount
Accounts Receivab	ole Beginning Balance		\$ 2,385	,532.29
Amount Billed for the	his Period		\$ 2,640	,126.21
Amount Collected	during this Period		\$(2,447	,395.77 <u>)</u>
Accounts Receivab	ole Ending Balance		\$ 2,578	,262.73
Delinquent Balance	<b>;</b>		\$	_
Collection Rate				49%
Number of open ac	counts at the end of the q	uarter		12
Number of delinque	ent accounts			0

Department Director/Designee

Data

Department:		Transport	ation		Period Ending:	9/30/2019
		(Combin	ned)			
						Amount
Accounts Receivable Begin	ninc	Balance				\$ 8,626,959.71
Amount Billed for this Period		,				16,609,338.09
Amount Collected during thi	s P	eriod				(18,308,877.97)
Amount Transferred to Reve	enu	e and Collection	ıs			\$ (1,857.95)
Corrections/Restatements						\$ -
Accounts Receivable Ending	g Ba	alance				\$ 6,925,561.88 *
Delinquent Balance						\$ 62,309.43 **
Collection Rate						73%
Number of Accounts at the I	End	of the Period				50
Number of Delinquent Accord	unts	;				15
* The Accounts Receivable	End	ing Balance cor	nsists of the following:			
Prepaid Rental Properties	\$	(495.00)	Non-Sufficient Funds	\$	6,450.00	
Rental Properties	\$	140.54	HURF/VLT/Aviation Funds	\$	4,798,959.45	
Damage Billings	\$	62,515.54	Prepaid License Agreements	\$	(660.00)	
Abandonment Fee	\$	35,800.00	Star Valley- Camino Verde	\$	1,543,674.30	
RTA	\$	79,684.00	Star Valley- Wade/Valencia	\$	99,881.27	
PAG/Misc IGA's	\$	299,611.78	-	\$	6,925,561.88	
** The Deller of Dell			,			
** The Delinquent Balance c	ons	ists of the follow	•	Φ.	00.050.40	
			Damage Billings		20,059.43	
			Abandonment Fee		35,800.00	
			Non-Sufficient Funds		6,450.00	
				\$	62,309.43	

Lorena Condova Department Director/Designee

Department:	Wireless Integrated Network (Combined)	Period Ending:		9/30/2019
Accounts Receivab Amount Billed for th Amount Collected d Corrections/Restate Accounts Receivable	uring this Period ements		\$ \$ \$	Amount (87,578.00) 1,047,046.22 * (858,897.00) ** 100,571.22
Delinquent Balance			\$	13,440.00 ***
Collection Rate				90%
Number of accounts Number of delinque	s at the end of the quarter nt accounts			41 4
*The Amount Billed	during this Period consists of: 1st Quarte 2nd Quarte	9		
**The Amount Colle	cted during this Period consists of: Collected for 1st Quarte Collected for 2nd Quarte	• , ,		

<sup>\*\*\*</sup>The Delinquent Balance amount consists of \$12,495.00 due from Bureau of Alcohol, Tobacco, Firearms and Explosives plus an additional \$945.00 due from other accounts.

Department Director/Designee