

## **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

Requested Board Meeting Date: 10/19/2021

\*= 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 June 30, 2021.

### \*Discussion:

For the quarter ending June 30, 2021, departments reported accounts receivable balances totaling \$25,370,866 or a 4% decrease from the previously reported quarter ending March 31, 2021. Total collections for the departments reporting this quarter were \$41,372,627. Of the total ending accounts receivable balances \$836,103 or 3% 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 June 30, 2021.

\*Fiscal Impact:

### N/A

\*Board of Supervisor District:

Department: Finance and Risk Management

amiltan

Telephone: 724-3126

Contact: Michelle Hamilton

Telephone: 724-3930

Department Director Signature: Muchille CH, M	Date:
Deputy County Administrator Signature:	Date: 924 24
County Administrator Signature: C. Rulehaun	Date: 9/24/21

#### Summary of Quarterly Department Reports on Receivable Collections, received for the Quarter Ending 6/30/21

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	п	elinquent
Department	Refs	Balance	this Period	Collected	& Coli	ments	ments	Balance		Balance
Attractions & Tourism	(1)	\$ 45,459	\$ 408,267	\$ (337,461)				\$ 116,265		
Communications		-						-		
Constables		428	698	(430)	(72)	(221)		402		
Dept. of Environmental Quality		436,002	411,866	(519,197)			(3,140)	325,531	\$	2,170
Development Services		758		(40)			(340)	378		
Elections		-						-		
Facilities Mgmt	(2)	869,970	1,469,993	(1,462,717)		(523,643)		353,603		
Finance & Risk Mgmt	(3)	12,217,106	11,028,124	(12,826,064)	(132,099)		(4,767)	10,282,301	\$	26,975
Fleet Services		33,574	98,658	(99,704)				32,528		
Information Technology	(4)	(28,393)	331,350	(325,310)				(22,352)		
Kino Sports Complex	(5)	78,682	1,096,815	(991,259)		300		184,538		
Library		258,086	468,424	(310,519)		(5,368)		410,623		
Medical Examiner		208,438	455,341	(382,911)				280,867		
Nat. Resources, Parks & Rec	(6)	362,009	398,825	(582,010)			(65)	178,760		
Offic of Sustainability & Conservation		238,331	683,937	(496,477)				425,791		
Pima Animal Care		855,177	1,310,931	(873,944)			(872)	1,291,292		
Public Health		2,452	930	(266)				3,116	\$	1,936
Regional Flood Control	(4)	(4,969)	23,373	(14,627)	(750)			3,027		
RWRD	(7)	80,736	505,024	(126,633)				459,127	\$	44,331
Revenue & Collections	(8)	589,355	9,519	(14,971)	146,783		(23,548)	707,139	\$	707,139
Sheriff	(9)	1,734,513	1,682,516	(1,731,984)				1,685,045		
Transportation		8,416,586	20,425,052	(20,068,576)	(13,862)		(22,970)	8,736,229	\$	53,552
Wireless Integrated Network	(4)	63,314	60,869	(207,528)				(83,344)		
Totals		\$ 26,457,614	\$_40,870,512	\$ (41,372,627)	\$ 0	\$ (528,932)	\$ (55,701)	\$ <u>25,370,866</u>	\$	836,103

Footnotes to Summary:

(1) Includes hotel/motel tax.

(2) Includes parking garages and rental properties.

(3) Includes notes for the City of South Tucson and UofA Mineral Museum, VLT, hotel/motel tax, cable company rents,

January 8th Memorial donation and Risk Management claims.

(4) Credit beginning or ending balances are due to prepayments of rent or other services.

(5) Includes sports facilities use and hotel/motel tax.

(6) Includes usage of parks and other NRPR facilities, rental properties and Starr Pass funds.

(7) Includes septage hauling, prepaid rent, contractor billing and amounts owed for non-sufficient funds.

(8) Includes court-ordered restitution accounts, judgments and delinquent accounts' transferred from other County Departments.

(9) Includes a note receivable with the City of South Tucson.

Prepared by:

Ted Garza

Revenue & Collections Supervisor

Reviewed & Approved by:

Michell **Michelle Hamilton** 

Division Manager

Department:	Attractions & Tourism (Combined)	Period Ending:		6/30/2021
Accounts Receivable E Amount Billed for this I Amount Collected durin Amount Transferred to Corrections/Restateme Accounts Receivable E	Period ng this Period Revenue and Collections ents		\$ \$ \$ \$ \$	Amount 45,458.81 408,267.09 (337,461.26) - - 116,264.64 *
Delinquent Balance			\$	-
Collection Rate				74%
Number of Accounts a Number of Delinquent				1 0

\* The Accounts Receivable Ending Balance consists of Hotel/Motel tax.

<u>Lorna</u> Cordwa Department Director/Designee

8/3/ Date [2]

Department: Constables	Period Ending:	6/	30/2021
			Amount
Accounts Receivable Beginning Balance	•	\$	427.60
Amount Billed for this Period		\$	697.80
Amount Collected during this Period		\$	(430.40)
Amount Transferred to Revenue and Co	llections	\$	(72.00)
Corrections/Restatements		\$	(220.60) *
Accounts Receivable Ending Balance		\$	402.40
Delinquent Balance		\$	-
Collection Rate			52%
Number of open accounts at the end of t	the quarter		7
Number of delinquent accounts			0

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

Department Director/Designee

Date

Department:	Dept. of Environmental Quality (Combined)	Period Ending:		6/30/2021
				Amount
Accounts Receivable E	Beginning Balance		\$	436,002.02
Amount Billed for this F	Period		\$	411,865.68
Amount Collected during this Period				(519,197.02)
Amount Transferred to Revenue and Collections				-
Corrections/Restateme	ents		\$	-
Write-offs of account b	alances		\$	(3,140.00)
Accounts Receivable E	Inding Balance	-	\$	325,530.68 *
Delinquent Balance			\$	2,170.00 **
Collection Rate				61%
Number of Accounts at				16
Number of Delinquent	Accounts			2

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

Air Quality Permits	\$ 2,170.00
Hazardous Waste Permit Prepayments	\$ (21,970.00)
Public Water Permit Prepayments	\$ (21,900.00)
Waste Hauler Permits	\$ 40,322.00
✓ Solid Waste	\$ 326,908.68
	\$ 325,530.68

\*\*The Delinquent Balance consists of the Air Quality Permits.

Lorena Cordova

Department Director/Designee

21 Date

Department:	Development Services (Combined)	Period Ending:	6	/30/2021
	(Combined)			
				Amount
Accounts Receivable Be	eginning Balance		\$	758.00
Amount Billed for this P	eriod		\$	-
Amount Collected durin	g this Period		\$	(40.00)
Corrections/Restatement	nts		\$	-
Write-offs of Account Ba	alances		\$	(340.00)
Accounts Receivable E	nding Balance		\$	378.00 *
Delinquent Balance			\$	-
Collection Rate				10%
Number of Accounts at	the End of the Period			2
Number of Delinquent A	Accounts			0

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

Enforcement	\$ 230.00
Non-Sufficient Funds	\$ 148.00
	\$ 378.00

<u>Forena</u> Cordova Department Director/Designee

8 30 21 Date

Department: Facilities Management (Combined)	Period Ending:	 6/30/2021
		Amount
Accounts Receivable Beginning Balance		\$ 869,969.94
Amount Billed for this Period		\$ 1,469,992.98
Amount Collected during this Period		\$ (1,462,716.98)
Amount Transferred to Revenue and Collections		\$ -
Corrections/Restatements		\$ (523,642.78) *
Accounts Receivable Ending Balance		\$ 353,603.16 **
Delinquent Balance		\$ 
Collection Rate		81%
Number of Accounts at the End of the Period		27
Number of Delinquent Accounts		0

\* The Corrections/Restatements amount consists of prior quarter invoice adjustments.

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

Prepayments on Building rental accounts	\$ (132,775.62)
Building rental accounts	\$ 503,156.54 ‡
Prepayments on Parking accounts	\$ (21,206.26)
Parking accounts	\$ 4,428.50
	\$ 353,603.16

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

Roreita Cordova Department Director/Designee

9/2/21 Date

Department:	Finance & Risk Management	Period Ending:	 6/30/2021	
	(Combined)		Amount	
Accounts Receivable Beg	pinning Balance		\$ 12,217,106.25	
Amount Billed for this Per	riod		\$ 11,028,124.01	
Amount Collected during	this Period		\$ (12,826,063.75)	
Amount Transferred to Re	evenue and Collections		\$ (132,098.79)	
Corrections/Restatement	S		\$ -	
Risk Mgmt Settlement Ag	reements \$1,000 or Less		\$ (807.57)	
Risk Mgmt Settlement Ag	reements \$1,000 - \$10,000		\$ (3,958.98)	
Accounts Receivable End	ling Balance		\$ 10,282,301.17 *	
Delinquent Balance			\$ 26,975.32 **	
Collection Rate			. 56%	
Number of open accounts	at the end of the period		38	
Number of Delinquent Ac	counts		10	

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

	467,303.51	Risk Management claims	\$ 109,134.69
Cable Company rents \$	814,360.06	City of South Tucson Note	\$ 1,058,265.64
January 8th Memorial \$	56,200.00 L	J of A Mineral Museum Note	\$ 6,413,710.24
Hotel/Motel tax \$	363,327.03		\$ 10,282,301.17

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

Lorena Cordora Department Director/Designee

8/3//2) Date

Department:	Fleet Services (Combined)	Period Ending:	. <u> </u>	6/30/2021
				Amount
Accounts Receivable Beg	jinning Balance		\$	33,573.96
Amount Billed for this Per	iod		\$	98,657.65
Amount Collected during	this Period		\$	(99,703.57)
Corrections/Restatements	S		\$	-
Accounts Receivable Enc	ling Balance		\$	32,528.04
Delinquent Balance			\$	-
Collection Rate				75%
Number of accounts at th Number of delinquent acc	•			34 0

0

Department Director/Designee

8/30/21 Date

Department:	Information Technology	Period Ending:	<del></del>	6/30/2021
Accounts Receivable E Amount Billed for this F Amount Collected durir Corrections/Restateme Accounts Receivable E	Period ng this Period ents		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Amount (28,392.87) 331,350.09 (325,309.63) - (22,352.41) *
Delinquent Balance			\$	-
Collection Rate				107%
Number of open accou Number of delinquent a	nts at the end of the quarter accounts			4 0

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

Prepayments - Leases	¢	(2 652 50)
Overpayments - Leases	\$	(18,698.91)
		(22.352.41)

Department Director/Designee l

Department:	Kino Sports Complex (Combined)	Period Ending:	 6/30/2021	
			Amount	
Accounts Receivable	e Beginning Balance		\$ 78,681.90	
Amount Billed for thi	s Period		\$ 1,096,815.19	
Amount Collected du	uring this Period		\$ (991,259.03)	
Amount Transferred	to Revenue and Collections		\$ -	
Corrections/Restate	ments		\$ 300.02 *	
Accounts Receivable	e Ending Balance		\$ 184,538.08 **	ł
Delinquent Balance			\$ -	
Collection Rate			84%	
Number of Accounts Number of Delinquer	at the End of the Period nt Accounts		4 0	
* The Corrections/Re	estatements includes a refund adjust	tment and overpayments.		
** The Accounts Rec	eivable Ending Balance is comprise	d of the following:		

Lights of the World	\$	20,445.05 <del>†</del>			
Kino Baseball League	\$	8,917.84			
College Soccer Experience	\$	1,126.25			
Prepayments on accounts	\$	(93,013.42)			
Hotel/Motel Tax	\$	247,062.36			
	\$	184,538.08			

 Although the amount for Lights of the World has remained unpaid since January 2020, the balance is not considered to be delinquent because they have entered into a Payment Plan Agreement.

8/3

<u>8/31/21</u> Date

Bepartment Director/Designee

Department:	Library	Period Ending:		6/30/2021
Accounts Receivable Amount Billed for this Amount Collected du Amount Transferred Corrections/Restater Accounts Receivable	s Period uring this Period to Revenue and Collections ments		\$\$ \$\$ \$\$ \$\$ \$\$	Amount 258,085.72 468,423.72 (310,518.50) - (5,367.74) 410,623.20
Delinquent Balance			\$	-
Collection Rate				43%
Number of Open Acc Number of Delinquer	counts at the End of the Period nt Accounts			2 0

\* The Corrections/Restatements amount consists of an adjustment made on a prior quarter invoice.

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

City of Tucson Utilities	\$ 8,729.08
Universal Service Administrative Co (E-Rate Funding)	\$ 401,894.12
	\$ 410,623.20

Zorena Cordova Department Director/Designee

8/30/21

Date

Department:	Medical Examiner	Period Ending:	6/30/2021	
				Amount
Accounts Receivable Be	eginning Balance		\$	208,437.60
Amount Billed for this Pe	eriod		\$	455,340.50
Amount Collected during	g this Period		\$	(382,911.25)
Corrections/Restatemer	nts		\$	-
Accounts Receivable Er	nding Balance		\$	280,866.85
Delinquent Balance			\$	
Collection Rate				58%
•	ts at the end of the quarter			60
Number of delinquent ac	ccounts			0

Department Director/Designee

Department:	NRPR (Combined)	Period Ending:		6/30/2021
Accounts Receivable B Amount Billed for this Amount Collected duri Write-Offs under \$500 Corrections/Restateme Accounts Receivable E	Period ng this Period approved by Revenue Management Supervisor ents		\$ \$ \$ \$ \$ \$ \$	Amount 362,009.29 398,825.37 (582,010.10) (65.00) - 178,759.56 *
Delinquent Balance			\$	-
Collection Rate				77%
Number of Accounts a Number of Delinquent	t the End of the Period Accounts			45 0

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

Parks Facility Use	\$ 25,642.60
Starr Pass	\$ 103,491.87
Real Property	\$ 35,093.71
Special Use Permits	\$ 14,241.38
Non Sufficient Funds	\$ 290.00
	\$ 178,759.56

Department Director/Designee

57,

Date

Department:	Office of Sustainability & Conservation	_Period Ending:	 6/30/2021
	CIP IGA		
			Amount
Accounts Receivable	e Beginning Balance	,	\$ 238,330.83
Amount Billed for this	s Period		\$ 683,936.89
Amount Collected du	rring this Period		\$ (496,477.03)
Amount Transferred	to Revenue and Collections		\$ -
Corrections/Restater	nents		\$ -
Accounts Receivable	e Ending Balance		\$ 425,790.69 *
Delinquent Balance			\$ -
Collection Rate			54%
Number of Open Acc Number of Delinquer	counts at the End of the Period nt Accounts		1 0

\* The Accounts Receivable Ending Balance consists of two outstanding City of Tucson payments due to year end accruals.

Fordena Condena Department Director/Designee

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8/26/21 Date

Department: Pima Animal Care Dept (Combined)	Period Ending:		6/30/2021
Accounts Receivable Beginning Balance			Amount 855,176.50
Amount Billed for this Period		\$	1,310,931.00
Amount Collected during this Period Corrections/Restatements		\$ \$	(873,943.50) -
Write-offs under \$500 approved by Revenue Mgmt Supervis Write-offs of \$500 - \$2,500 approved by Revenue Mgmt Divi		\$ \$	(137.00) (735.00)
Accounts Receivable Ending Balance		\$	1,291,292.00
Delinquent Balance		\$	-
Collection Rate			40%
Number of Accounts at the End of the Period Number of Delinquent Accounts			11 0

Department Director/Designee

8/25/21 Date

Department:	Public Health Dept	_ Period Ending:	6/30/2021	
				Amount
Accounts Receivable B	eginning Balance		\$	2,452.00
Amount Billed for this P	eriod		\$	930.00
Amount Collected durin	g this Period		\$	(266.00)
Corrections / Restatem	ents		\$	-
Accounts Receivable E	nding Balance		\$	3,116.00
Delinquent Balance			\$	1,936.00 *
Collection Rate				8%
Number of open accour Number of delinquent a	nts at the end of the quarter ccounts			11 7

\* The Delinquent Balance amount consists of non-sufficient funds and fees.

Department Director/Designe

2/19

Department: _	Regional Flood Control District (Combined)	Period Ending:	6/30/2021	
				Amount
Accounts Receivable	e Beginning Balance		\$	(4,969.00)
Amount Billed for this	s Period		\$	23,373.42
Amount Collected du	ring this Period		\$	(14,627.00)
Amount Transferred	to Revenue and Collections		\$	(750.00)
Corrections/Restater	nents		\$	-
Write-Offs			\$	-
Accounts Receivable	e Ending Balance		\$	3,027.42 *
Delinquent Balance			\$	-
Collection Rate				83%
Number of Accounts	at the End of the Period			3
Number of Delinquer	nt Accounts			0

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

\$ 5,189.74
\$ 1,366.68
\$ (3,529.00)
\$ 3,027.42
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Lorona Condouce

8 30 21

Date

Department:	Regional Wastewater Reclamation Department	Period Ending:		6/30/2021
	(Combined)			
				Amount
Accounts Receivable E	Beginning Balance		\$	80,736.00
Amount Billed for this I	Period		\$	505,024.47
Amount Collected duri	ng this Period		\$	(126,633.33)
Amount Transferred to	Revenue and Collections		\$	-
Corrections/Restateme	ents		\$	
Accounts Receivable E	Ending Balance		\$	459,127.14 *
Delinquent Balance			\$	44,331.07 **
Collection Rate				22%
Number of open accou	ints at the end of the period			17
Number of Delinquent	Accounts			4
* The Accounts Receiv	able Ending Balance consists of the following:			
	Septage Hauling	\$ 437,839.46		
	Prepayment Rental			
	Contractor Billing	• •		
	Non-sufficient Funds	•		
	-	\$ 459,127.14		
** The Delinquent Bala	nce consists of the following:			
•	-	\$ 35,930.07		
	Non-sufficient Funds	\$ 8,401.00	***	
	-	\$ 44,331.07		

\*\*\* Account has been transferred to the County Attorney's Bad Check Program.

Bepartment Director/Designee

8/2.7/21 Date

Department:	Department: Revenue & Collections Period Ending:		6/30/2021		
				Amount	
Accounts Receivable Beginning Ba	alance		\$	589,355.30	
Amount Billed for this Period		\$	9,519.37		
Amount Collected during this Peric	d		\$	(14,971.01)	
Amount Transferred to Revenue &	Collections		\$	146,783.30 *	
Corrections/Restatements			\$	-	
Write-offs of account balances		_	\$	(23,547.72)	
Accounts Receivable Ending Balar	nce	-	\$	707,139.24	
Delinquent Balance			\$	707,139.24 **	
Collection Rate				2%	
Number of Accounts at the End of	the Period			801	
Number of Delinquent Accounts				801	

\* The Amount Transferred to Revenue & Collections consists of accounts from the following depts:

Constables	\$ 72.00
Regional Flood Control	\$ 750.00
Transportation	\$ 13,862.51
Risk Management	\$ 132,098.79
	\$ 146,783.30

\*\* 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 Director/Designee

Date

Department:	Sheriff's Dept.	Period Ending:	6/30	)/2021
Accounts Receival Amount Billed for t Amount Collected Accounts Receival	during this Period		\$ 1,73 \$ 1,68 \$(1,73	nount 4,513.19 2,515.58 1,984.00) 5,044.77
Delinquent Balance	e		\$	-
Collection Rate				51%
Number of open ac Number of delinque	ccounts at the end of the ent accounts	quarter		12 0

Department Director/Designee

*8/27/21* Date

Department:	Transportation (Combined)	Period Ending:		6/30/2021
				Amount
Accounts Receivable Beginnin	g Balance		\$	8,416,585.80
Amount Billed for this Period			\$	20,425,052.25
Amount Collected during this F	eriod	· ·	\$ (	(20,068,576.43)
Amount Transferred to Revenu	e and Collections		\$	(13,862.51)
Corrections/Restatements			\$	-
Settlement Agreements greate	r than \$10,000		\$	(1,829.02)
Write-Offs of account balances	i		\$	(21,140.73)
Accounts Receivable Ending B	alance		\$	8,736,229.36 *
Delinquent Balance			\$	53,551.75 **
Collection Rate				70%
Number of Accounts at the End	l of the Period			45
Number of Delinquent Account	S			11

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

Prepaid Rental Properties	\$ (3,207.70)	HURF/VLT/Aviation Funds	\$ 5,514,283.99
Damage Billings	\$ 123,147.63	License Agreements	\$ (220.00)
RTA	\$ 304,475.86	Star Valley- Camino Verde	\$ 1,593,653.37
PAG/Misc IGA's	\$ 612,388,34	Star Valley- Wade/Valencia	\$ 87,760.74
CIP Utilities Reimbursement	\$ 503,947.13		\$ 8,736,229.36

\*\* The Delinquent Balance consists of Damage Billing accounts.

Porte Conditional Department Director/Designee

9/1/21

Date

Department:	Wireless Integrated Network (Combined)	Period Ending:	<u></u>	6/30/2021
Accounts Receivable Beg Amount Billed for this Per Amount Collected during Corrections/Restatements Accounts Receivable End	iod this Period s		\$\$ \$\$ \$ <del>\$</del> \$	Amount 63,313.90 60,869.48 (207,527.69) * - (83,344.31) **
Delinquent Balance			\$	-
Collection Rate				167% ***
Number of accounts at th Number of delinquent acc	•			41 0
*The Amount Collected d	uring this period consists of: Collected for 4th Quarter Bil Collected for 1st Quarter Bil			
**The Accounts Receivab	le Ending Balance consists of: Prepayme Accounts with a receivable bala			

\*\*\*The Collection Rate exceeds 100% due to prepayments.

Department Director/Designee