

Central Collection Unit (CCU)
Stakeholder Communication
January 2013 Update

Completed Activities

- Meeting held with Human Resources (HR) to discuss CCU position descriptions (PDs) and job requirements. Revised PDs returned to HR to post; Projected posting date 2/15/13.
- OCIO and OFT revised and reviewed draft RFP for technical solution. Draft submitted to OMA for initial review on 2/8/13.
- Received final confirmation from legal counsel that UDC's current contract(s) must be assumed by the CCU immediately and are not exempt from the legislation. With this confirm, the release of the collections RFP was paused in order to add the collection requirements of both UDC and UMC.
- Draft amendment to the Delinquent Debt Act reviewed and approved allowing collection of UMC's receivables by the CCU but returning the collected funds to UMC. Patricia Gracyalny to take this forward to appropriate Council members to approve and support.
- CCU assumed the collections contract of UMC and began receiving the actual collected debts and invoices.
- Meeting held with DMV management to establish OFT's assumption of the DMV payment plans through OFT's Traffic Adjudication cashiering site. DMV management is reviewing the proposed procedures with the DMV Director for approval.
- OTR offset meetings held to discuss and establish procedures to capture tax refunds to pay DMV delinquent debts.
- CCU assumed processing of checks for employee overpayments from the Office of Pay and Retirement Services.
- Reviewed OFOS' analysis of debts by agency. Discovered per CAFR definition that not all District debts are recorded as receivables. This dynamic modifies bad debt definitions and sources of data.

Planned Activities

- Seek support from Council members - Mary Cheh and Jack Evans on the proposed UMC amendment
- Issue procedure to agencies concerning the transfer of delinquent debt to the CCU, the required meetings, processes and data – February 15, 2013
- Work with OMA to finalize RFP for technical solution. Sent initial draft to procurement on 2-8-13.
- Update statement of work (SOW) with UMC and UDC collection requirements and return it to procurement (OMA) to secure collections vendors – March 1, 2013
- Begin staffing the CCU organization – March 15, 2013
- Complete meetings with all agencies regarding current treatment of delinquent debt – March 31, 2013
- Develop and post informational internal webpage of CCU mission and contacts – February 28, 2013
- Finalize plan for CCU full processing of DMV payment plans at expiration of MOU- March 31, 2013
- Work with OFOS to draft District-wide procedures to transfer delinquent accounts receivable and other District debts to the CCU. – March 31, 2013
- Agency uncollectable (3 years or older) delinquent debt to be transferred to CCU as part of March interim close to begin agency general ledger clean-up. OFOS to include procedures in mid-year close package.

Collections to Date

FY13 Year to Date through December (3 months)

Agency	Revenue	Expenses
DMV	\$4,836,257	\$584,674
MPD	\$3,117,017	\$504,688
UMC	\$19,425	\$4,645
Office of Pay and Retirement Services	\$4,012	\$0
TOTAL	\$7,976,711	\$1,094,007

DMV Payment Plans Fiscal YTD (4 months)

Insurance Payment Plans	82
Ticket Payment Plans	1698

Risks/Issues

- Availability of delinquent debt data in acceptable electronic format varies greatly by agency
- Accounting practices for delinquent debt vary significantly by agency
- Long lead time for Procurement processing of RFPs