

AUDITOR-CONTROLLER

COURT COLLECTIONS 2010

MEREDITH FORD, Auditor-Controller

AUDITOR-CONTROLLER'S BUDGET UNITS

[Court Collections](#) 2010
[AB 233 Program](#) 2012

PROGRAM DISCUSSION

Programs: The Collections Department under the Administration of the County, administers the Enhanced Collections Program for the collection, billing, monitoring, and enforcement of Court orders relating to delinquent or installment plans for fines, fees, penalties, and restitution. The department operates and recovers costs under the Enhanced Collections Program authorized by Penal Code 1463.007. In addition, the department collects fees to reimburse costs incurred by various governmental agencies including the Probation department, Public Defender, and Superior Court.

It is the aim of the Collections Department: to be increasingly effective in the collection of court ordered fines, fees, and restitution; to assist clients in payment plans, debt consolidation, and create an action plan with the client to satisfy the debt; to generate a higher debt recovery rate; and, provide various payment or debt satisfaction options; to recover costs incurred by the Probation Department for services provided to Adult Probationers such as supervision fees, drug testing fees, pre-sentence investigation reports, work furlough and electronic monitoring fees; to recover costs in delinquent Juvenile Hall fines and fees due from the juvenile's guardian; to recover costs incurred by the Superior Court, County of Mendocino, for services provided to Drug Court participants; and to review and report the participant's payment history thereby assisting the Court in keeping the participant on track to graduate the Drug Court program.

Public Trust: Offer a variety of payment options for debtors, provide accurate account information, ease of accessibility for account inquiries, and courteous service to the public.

Practices: Provide a thorough examination of accounts to inform debtors of their options and convey this information in a knowledgeable, informative, and courteous manner.

People: Develop highly capable, knowledgeable and professional staff to offer the most efficient and complete services to the public. Cultivate and sustain a productive work environment while encouraging a team atmosphere.

MAJOR ACCOMPLISHMENTS IN F/Y 2008-09

Programs: Examined the Department's primarily manual collection process to refine and enhance current collection methods. The examination resulted in changing practices, enhancing technologies and shortening the timeline for first contact to delinquent debtors.

Public Trust: Developing efficiencies in process and technologies results in increased revenue and decreased workload to achieve the best use of a collector's valuable time.

Practices: The workflow changes and new strategies were adapted to meet the growing demands on the staff's time.

People: The staff is the driving force of the entire collections process. The staff has embraced the new collections strategies, given valuable feedback and assisted in refining these procedures and practices.

GOALS/OBJECTIVES FOR F/Y 2009-10

Programs: Utilize Global Connect predictive dialer services for interactive and voice messaging system to contact debtors for delinquent payment reminders.

Public Trust: The use of a predictive dialer and automated messaging system allows more rapid and regular notification to debtors of late payments. Call campaigns allow debtors to select an attendant on duty to discuss their account. Reduces staff workload and eliminates time spent on calling unanswered, busy, invalid, or unconnected calls, permitting staff to concentrate on other collection efforts.

Practices: To increase productivity and enhance efficiencies using fast, easy, and cost-effective means.

People: Improves public service through enhanced communication. Alleviate Department workload permitting staff to focus on other collection efforts in order to increase revenue owed to victims and public agencies.

Programs: Reduce reliance on outside collection agencies.

Public Trust: Through further communication with debtors via client calling; collection notices; and, full examination of debtor's financial position, offer realistic payment solutions that take the debtor's financial status and/or limitations into consideration.

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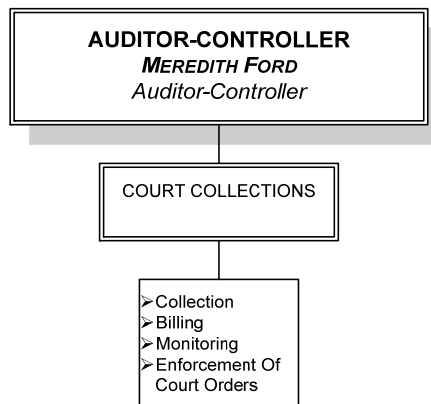
COURT COLLECTIONS 2010

MEREDITH FORD, Auditor-Controller

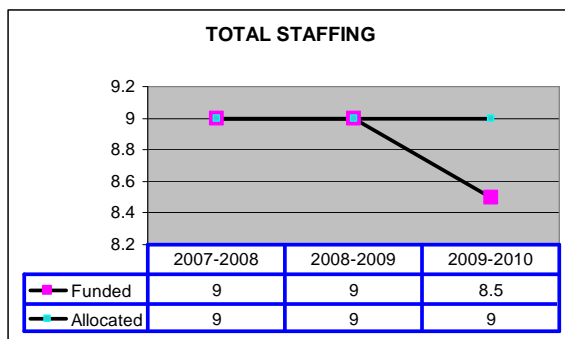
Practices: Allow the debtor to meet Court requirements while satisfying payment obligation.

People: Encourage staff to continue to pursue payment solutions with delinquent debtors, and to examine and exhaust all payment options or debt satisfaction opportunities before referring to an outside agency.

PROGRAM CHART



STAFFING CHART



SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ◇ Acct. 1011 Provides for 8.5 collections employee. Acct Spec III vacant .5 FTE. Decrease of \$(40,546) over prior year.

Services & Supplies

- ◇ Acct. 2196 Provides for payments to private collection agency (GC Services and Wiggins Adjustments, Ltd.) for the collection of delinquent fines, fees, restitution, and civil assessments.
- ◇ Acct. 2239 Provides for credit and debit card transaction fees, and reference materials.

Other Charges

- ◇ Acct. 3113 Provides for payment to the Franchise Tax Board Court Ordered Debt Program and Tax Intercept program for the collection of fines, fees, civil assessments, and restitution.

Revenues

- ◇ Acct. 5490 Provides for 10% rebate returned to the County, by the State, for restitution payments received and remitted to the State.
- ◇ Acct. 6380 Provides for retention of base fine revenue to cover collection expenses as authorized under Penal Code section 1463.007. Increase of \$28,653 over prior year.
- ◇ Acct. 7700 Provides for fees charged for authorizing time payments on court ordered debt.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department. This budget provides funding for 8.5 positions.

AUDITOR-CONTROLLER

COURT COLLECTIONS 2010

MEREDITH FORD, Auditor-Controller

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2009-10

County Budget Form
Schedule 9

Classification:

Function: 2 Public Protection

Budget Unit: 2010 Court Collections

Activity: 201 Public Protection - Judicial

Fund: 1100 County General

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Salaries & Employee Benefits

861011 Regular Employees	407,677	399,209	396,641	328,374	429,290	429,290	
861012 Extra Help	0	3,057	0	0	0	0	
861021 Co Cont Retirement	64,225	56,332	56,677	49,562	57,184	57,184	
861022 Co Cont OASDI	23,998	23,515	23,793	19,088	25,319	25,319	
861023 Co Cont Medicare	5,613	5,544	5,565	4,464	5,921	5,921	
861024 Co Cont Retire Incr	26,933	22,730	24,075	21,052	20,980	20,980	
861030 Co Cont Health Ins	62,792	59,124	58,360	53,470	72,601	72,601	
861031 Co Cont Unemp Ins	526	526	347	347	347	479	
861035 Co Cont Workers Comp	1,814	1,814	8,196	8,196	8,196	2,426	
Total Salaries & Employee Benefit	593,578	571,852	573,654	484,552	619,838	614,200	0

Services & Supplies

862060 Communications	5,640	4,756	5,460	3,719	6,732	6,732	
862101 Insurance - General	812	812	2,102	2,102	2,102	1,835	
862110 Jury & Witness Expense	0	0	0	1,119	0	0	
862120 Maint Equip	420	270	0	0	0	0	
862150 Memberships	75	75	75	75	75	75	
862170 Office Expense	41,796	45,042	37,633	40,888	46,460	46,460	
862182 Data Processing Services	7,025	5,240	8,400	8,110	9,100	9,100	
862187 Education & Training	450	450	450	375	450	450	
862189 Prof/Spec Svcs - Other	0	0	0	0	3,494	3,494	
862196 Coll Exp Fines	4,493	12,661	15,329	5,366	6,618	6,618	
862197 Coll Exp Assmts	7,226	394	0	45	0	0	
862200 Rent/Lease - Equip	852	704	0	0	0	0	
862239 Spec Dept Expense	2,290	2,581	2,898	2,148	2,106	2,106	
862250 Trans/Travel	0	132	0	128	0	0	
862253 Travel Out of County	1,260	744	2,210	2,207	1,560	1,560	
Total Services & Supplies	72,339	73,861	74,557	66,282	78,697	78,430	0

Other Charges

863113 Pmt Other Gov Agency	227,901	206,627	221,498	129,273	190,692	196,597	
Total Other Charges	227,901	206,627	221,498	129,273	190,692	196,597	0

Expend Transfer & Reimb

865380 Intrafund Transfer	(2,719)	(3,361)	(3,378)	(729)	0	0	
Total Expend Transfer & Reimb	(2,719)	(3,361)	(3,378)	(729)	0	0	0

Total Net Appropriations

	891,099	848,979	866,331	679,378	889,227	889,227	0
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AUDITOR-CONTROLLER

COURT COLLECTIONS 2010

MEREDITH FORD, Auditor-Controller

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
as of 5/31/09							
Less: Revenues							
825490 State Other	14,976	14,326	13,333	(774)	9,195	9,195	
826163 Legal Svcs Reimb	17,850	14,503	15,550	9,404	11,043	11,043	
826221 Fee Judicial District	0	0	0	0	0	0	
826380 Collection Fee	772,390	714,316	729,955	565,027	758,608	758,608	
827700 Other	85,883	105,834	107,493	86,686	110,381	110,381	
Total Revenues	<u>891,099</u>	<u>848,979</u>	<u>866,331</u>	<u>660,343</u>	<u>889,227</u>	<u>889,227</u>	<u>0</u>
 Total Net County Cost	 <u>0</u>	 <u>0</u>	 <u>0</u>	 <u>19,035</u>	 <u>0</u>	 <u>0</u>	 <u>0</u>

AUDITOR-CONTROLLER

AB 233 PROGRAM2012

MEREDITH FORD, Auditor-Controller

PROGRAM DISCUSSION

Programs: This budget unit contains revenues and expenditures under the control of the County, but are generally related to Court ordered debt. Under Government Code 77003 and California Rule of Court 810, certain programs are not allowed as Court expenditures and are thus found in this General Fund Budget Unit. Other expenditures are payments to the State for their portion of fine collections required by Government Code section 77201.3. Under the Trial Court Funding Act of 1997, certain fees were not identified as County or Court revenue and, as such, are undesignated fees. AB 139, effective July 1, 2005, required counties to remit to the State an undesignated fee payment. This obligation expires in fiscal year 2009-10. The bill also redirected civil assessment revenue from counties to the State and provided for a reduction to the County Maintenance of Effort (MOE) payment based on fiscal year 2003-2004 civil assessment revenue. AB 145, effective January 1, 2006, establishes a uniform civil filing fee schedule for Courts and identifies previously undesignated revenue as State

revenue. This bill also provides for a reduction to the County's MOE payment.

Revenue in this budget unit is largely comprised of revenue from court fines. This revenue offsets the MOE payment obligation to the State. Other non-court programs, supported by the County, such as Court Appointed Special Advocate (CASA) and Mendo-Lake Alternative Services (MLAS) are included in this budget.

Public Trust: Maintain compliance with relevant laws regarding court-ordered debt collection, payment application and distributions.

Practices: Keep up to date on changing legislation and the impacts to the department.

People: Update staff regarding changing legislation, interpretation of such legislation and the application of these changes to the work product. Ensure that staff has knowledge of legislation changes and can make informed decisions and convey this knowledge to the public.

SUMMARY OF MAJOR BUDGET ACCOUNTS

Services & Supplies

- ✧ Acct. 2110 Provides for jury parking.
- ✧ Acct. 2189 Provides for Alternative Services Program and Small Claims Advisory Service.

Other Charges

- ✧ Acct. 3113 Provides for \$50,000 for CASA. Balance of account is the payment to the State for fine collections.

Revenue

- ✧ Acct. 6261 Provides for revenue for recording fees.
- ✧ Acct. 6505 Provides for revenue for traffic school fines and fees. Decrease of \$(59,708) from prior year.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department.

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AB 233 PROGRAM2012

MEREDITH FORD, Auditor-Controller

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
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Recommended Budget for Fiscal Year 2009-10

County Budget Form
Schedule 9

Classification:

Function: 2 Public Protection

Budget Unit: 2012 AB233 Program

Activity: 201 Public Protection - Judicial

Fund: 1100 County General

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Services & Supplies							
862110 Jury & Witness Expense	6,700	6,909	7,300	4,934	6,796	6,796	
862189 Prof/Spec Svcs - Other	54,400	55,280	54,400	52,057	54,400	54,400	
Total Services & Supplies	61,100	62,189	61,700	56,991	61,196	61,196	0
Other Charges							
863113 Pmt Other Gov Agency	1,021,115	1,061,197	1,105,667	1,087,186	1,042,571	1,036,666	
Total Other Charges	1,021,115	1,061,197	1,105,667	1,087,186	1,042,571	1,036,666	0
Total Net Appropriations	1,082,215	1,123,386	1,167,367	1,144,177	1,103,767	1,097,862	0
Less: Revenues							
823100 Vehicle Code Fine	502,177	484,635	504,679	447,753	503,817	503,817	
823101 25% Extra Fine	232,323	244,006	258,617	222,875	260,249	260,249	
823102 Co 50% City VC Fine	1,586	1,395	1,614	1,134	1,674	1,674	
823103 Co Parking Surcharge	5,764	6,770	6,269	6,194	8,211	8,211	
823202 Fine Co Clerk Sup Ct	0	37	0	0	0	0	
823203 Co Comm on City Fine	12,225	13,747	14,512	10,768	13,303	13,303	
823204 Misc Court Fine	652	26	0	241	0	0	
823210 Fines Judicial District	12,044	10,976	11,219	11,802	13,985	13,985	
823211 Co 50% City Crim Fine	0	0	0	0	0	0	
823300 Forfeiture & Penalty	7,000	515	0	19,488	7,500	7,500	
826117 PTR Screening Fee	7,354	9,767	9,908	14,900	16,239	16,239	
826118 Cite Processing Fee	1,954	2,388	2,634	2,522	2,983	2,983	
826163 Legal Svcs Reimb	0	0	0	(802)	0	0	
826221 Fee Judicial District	0	21	0	0	0	0	
826261 Recording Fee	83,957	58,556	60,441	40,367	53,305	53,305	
826262 Clerks Court Fee	0	0	0	0	0	0	
826380 Collection Fee	2,018	2,558	2,485	2,051	2,597	2,597	
826404 Returned Check Charge	687	977	760	1,011	1,139	1,139	
826504 Co 30% State PA	316,254	326,761	348,246	303,113	346,739	346,739	
826505 Traffic School Fee	641,724	812,049	853,261	644,111	793,553	793,553	
826506 Traffic School \$24	136,497	122,204	128,292	97,089	114,742	114,742	
827700 Other	89,273	78,137	83,351	72,469	82,652	82,652	
827711 Civil Assmt PC 1214.1	0	0	0	0	0	0	
Total Revenues	2,053,489	2,175,526	2,286,288	1,897,085	2,222,688	2,222,688	0
Total Net County Cost	(971,274)	(1,052,140)	(1,118,921)	(752,908)	(1,118,921)	(1,124,826)	0