



## **INFORMATIONAL MEMORANDUM**

**TO: Finance Committee**

**FROM: Vicky Carlsen, Finance Director**

**BY: Cindy Wilkins – Fiscal Specialist**

**CC: Mayor Ekberg**

**DATE: September 8, 2020**

**SUBJECT: 2020 Reporting of Abandoned Property to the Washington State Department of Revenue Unclaimed Property Section**

### **ISSUE**

Annual write-off of outstanding and unredeemed accounts payable and payroll claims.

### **BACKGROUND**

Each year by November 1<sup>st</sup>, the City of Tukwila reports abandoned or unclaimed property that is owed either to individuals or business vendors to the Washington State Department of Revenue Unclaimed Property Section and removes these items from the accounting records. All local governments are required to report unclaimed property except unclaimed restitution. Normal restitution is then reported each year by the County Treasurer to the State Treasurer.

Current Finance Department policy dictates that all abandoned or unclaimed property be reported annually to the Washington State Department of Revenue Unclaimed Property Section through the Council approved resolution process.

### **DISCUSSION**

For the 2020 unclaimed property report year, reporting of abandoned or unclaimed property totals \$16,678.88 comprised of General Fund Accounts, payable Claims checks and Payroll checks.

To the extent possible, those individuals and businesses with unclaimed accounts payable claims and payroll checks have been notified by the City through “good faith” effort of being mailed due diligence letters. These individuals and businesses have either not responded to the due diligence notifications and/or cannot be located in order to claim their property.

One of the largest contributors to Unclaimed Property are juror reimbursement checks. To help reduce unclaimed property, a member from Finance is reimbursing jurors from a petty cash fund in the courtroom prior to the start of the trial. Checks are no longer being issued for reimbursement.

### **RECOMMENDATION**

The Council is being asked to approve the Resolution declaring the cancellation of unclaimed General Fund accounts payable claims and consider these items on the Consent Agenda at the September 21, 2020 Regular Council Meeting.

### **ATTACHMENTS**

Proposed Draft Resolution  
2019 Unclaimed Property Summary Detail Report.



# DRAFT

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, AUTHORIZING THE CANCELLATION OF OUTSTANDING GENERAL FUND CLAIMS AND PAYROLL CHECKS.**

**WHEREAS**, the State of Washington, Department of Revenue Unclaimed Property Section, for the reporting on year 2020, requires a one-year dormancy period for outstanding claims and payroll checks issued from the General Government Fund; and

**WHEREAS**, the City of Tukwila Finance Department has made all reasonable attempts to resolve the outstanding, unredeemed General Fund claims; and

**WHEREAS**, the City Council of the City of Tukwila wishes to cancel all outstanding, unclaimed General Fund claims and payroll checks issued prior to July 1, 2019;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

The Tukwila City Council authorizes the cancellation of General Fund checks as detailed on Attachment A, the 2020 Unclaimed Property Summary Report.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Christy O'Flaherty, MMC, City Clerk

\_\_\_\_\_  
De'Sean Quinn, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: \_\_\_\_\_  
Passed by the City Council: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

\_\_\_\_\_  
Office of the City Attorney

Attachment A: 2020 Unclaimed Property Summary Report (01/20/2017 – 06/30/2019)

Reporting Period: 01/20/2017 - 06/30-2019

Attachment A, 2020 Unclaimed Property Summary Report

Accounts Payable

Check #	Date	Vendor #/Name	Description	GL Code	Invoice #	Inv. Date	Amount	Check Amt
1	381047	06/03/19	001005 MERIAM GEBREMICHAEL	000.03.512.500.41.00	6031901	05/22/19	88.00	88.00
2	379683	12/17/18	008001 WA ECONOMIC DEVELOPMENT ASSN	000.06.515.300.41.02	38-2018	12/05/18	13,500.00	13,500.00
3	380457	04/01/19	019550 DAVID L ALWERT	000.07.571.200.41.01	4011902	03/14/19	165.00	165.00
4	379323	11/05/18	019159 JANET SWEET	000.07.571.206.41.00	11051863	10/29/18	642.50	642.50
5	380840	05/06/19	007790 KEVIN LEE JOHNSON	000.07.571.206.41.00	5061917	04/25/19	420.00	420.00
6	378316	07/03/18	018371 JIM TOOLE	000.08.524.600.28.00	7031884	06/21/18	109.98	109.98
7	380767	04/22/19	008122 WA ST ASSN OF PERMIT TECH.	000.08.558.600.49.00	4221935	04/15/19	240.00	240.00
8	378684	08/20/18	012010 XAVIER MAIPI	000.09.512.500.41.03	28792	08/08/18	80.00	80.00
9	379332	11/05/18	019161 MARIA VALENCIA	000.09.512.500.41.03	11051873	09/26/18	11.86	11.86
10	380509	04/01/19	019497 TERESA JORDAN	000.09.512.500.49.01	4011945	03/07/19	13.02	13.02
11	378219	07/02/18	018920 JENNIFER CROSS	000.09.512.500.49.04	6051742	05/30/18	42.48	42.48
12	379240	11/05/18	019211 DAWN AUSTIN	000.09.512.500.49.04	11051870	10/24/18	11.53	11.53
13	379245	11/05/18	019209 SAMANTHA LOUISE BLEAKMORE	000.09.512.500.49.04	11051871	10/24/18	16.22	16.22
14	379673	12/17/18	019286 BRONWEN THOMAS	000.09.512.500.49.04	6051743	11/28/18	17.30	17.30
15	379761	01/07/19	019299 JERICHO BIRD	000.09.512.500.49.04	12301851	12/12/18	27.77	27.77
16	380148	02/19/19	019417 CHERYL GARCIA	000.09.512.500.49.04	2191911	01/30/19	10.93	10.93
17	380149	02/19/19	019416 JOHN GARCIA	000.09.512.500.49.04	2191912	01/30/19	10.93	10.93
18	380151	02/19/19	019415 ENAREZ GONZALES-BALTAZAR	000.09.512.500.49.04	2191913	01/30/19	10.93	10.93
19	380162	02/19/19	019418 PORSHA LESTER	000.09.512.500.49.04	2191914	01/30/19	14.99	14.99
20	380376	03/18/19	019471 LUIS HERNANDEZ	000.09.512.500.49.04	6051740	02/28/19	19.63	19.63
21	380465	04/01/19	019481 CHRIS BERTLEY	000.09.512.500.49.04	4011954	03/07/19	14.76	14.76
22	380504	04/01/19	019489 MERHAWI HUBTE	000.09.512.500.49.04	4011943	03/07/19	12.67	12.67
23	380543	04/01/19	019502 CHARLES PORTER	000.09.512.500.49.04	4011954	03/07/19	12.67	12.67
24	380558	04/01/19	018784 FAYE SRIPRANARATANAKUL	000.09.512.500.49.04	4011960	03/07/19	14.99	14.99
25	380573	04/01/19	019509 SOPHEAK VEN	000.09.512.500.49.04	4011964	03/07/19	12.90	12.90
26	380651	04/15/19	019556 ALEXIS PHAM	000.09.512.500.49.04	4051903	03/27/19	12.90	12.90
27	381140	06/17/19	019698 JAYLEN COLLINS	000.09.512.500.49.04	6051741	05/29/19	12.18	12.18
28	380072	02/04/19	002771 PHILIP P GLOVER	000.10.521.250.21.00	2041910	02/04/18	18.61	18.61
29	380257	03/04/19	019459 BRETT HARTMAN	000.213.100	FA-2214	02/21/19	200.00	200.00
30	380329	03/04/19	019458 OLA WILLIAM-OKES	000.237.10	8373	05/21/18	250.00	250.00
31	378302	07/02/18	018926 JULIE WILSON	000.237.104	FA-0845	08/02/18	10.00	10.00
32	378662	08/20/18	009492 TRACEY D. GRENSTEAD	000.237.104	FA-1418	08/16/18	190.00	190.00
33	378747	09/04/18	019108 ALAENA BLOUIN	000.237.104	INV#15732	08/23/18	100.00	100.00
34	378818	09/04/18	019088 CHASITY WATSON	000.237.104	FA-0968	09/06/18	100.00	100.00
35	378931	10/01/18	007469 LEATHA BAILEY	000.322.100.00.00	D18-0003	09/06/18	3,115.84	3,115.84
36	378938	10/01/18	019153 BKM TUKWILA 117 LLC	000.322.900.04.00	"	"	148.36	-
37	"	"	"	000.342.400.03.00	8201820	08/06/18	5.00	5.00
38	378628	08/20/18	019070 ABU-BAKR ISLAMIC CENTER	301.98.576.800.41.00	2(18-037)	07/21/18	5,550.00	5,550.00
39	378568	08/06/18	018352 CAROLYN LAW	412.01.538.380.43.00	5201932	03/27/19	29.12	29.12
40	380952	05/20/19	013140 WAIKOKULANI KALALAU	640.237.000	8201824	08/13/18	458.16	458.16
41	378652	08/20/18	019073 ENGIE INSIGHT/ToysR Us	640.237.000	UB 19-0760	03/29/19	2.80	2.80
42	380709	04/22/19	019570 ESTATE OF HARTSELL WOOD	"	"	"	\$ 16,212.78	\$ 16,212.78

Payroll

532929	01/20/17	Monson, Ryan	11/17-1/15/17	52.50	
533091	03/20/17	Miller, Kyle	3/11/17-3/15/17	26.64	
533130	04/05/17	Miller, Kyle	3/16/17-3/31/17	26.64	
533689	04/20/17	Miller, Kyle	4/11/17-4/15/17	90.06	
534057	09/20/17	Jimenez, Armando	9/1/17-9/15/17	72.49	
535075	02/05/18	Osman, Adnan	1/16/18-1/31/18	134.84	
535075	12/02/18	Bassinger, Jeannine	12/1/18-12/15/18	2.93	
534824	09/20/18	Tukwila Pantry	Donation	45.00	
534827	09/20/18	United Way	Donation	15.00	
				<b>Total:</b>	<b>16,678.88</b>

Total: 16,678.88