



## **INFORMATIONAL MEMORANDUM**

**TO: Finance Committee**

**FROM: Vicky Carlsen, Finance Director**

**BY: Cindy Wilkins – Fiscal Specialist**

**CC: Mayor Ekberg**

**DATE: September 27, 2021**

**SUBJECT: 2021 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 2021 unclaimed property report year, reporting of abandoned or unclaimed property totals \$5,713.77 comprised of General Fund Accounts, payable Claims checks, Payroll checks and Court 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 October 4, 2021 Regular Council Meeting.

### **ATTACHMENTS**

Proposed Draft Resolution  
2020 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 AND MUNICIPAL COURT 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 a two-year dormancy period for Municipal Court checks; and

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

**WHEREAS**, the City Council of the City of Tukwila wishes to cancel all outstanding, unclaimed General Fund claims and payroll checks and Municipal Court checks issued prior to July 1, 2020, and Municipal Court 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 and payroll checks and Municipal Court checks as detailed on Attachment A, the 2021 Unclaimed Property Summary Report.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at  
a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST/AUTHENTICATED:

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

\_\_\_\_\_  
Kate Kruller, 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: 2021 Unclaimed Property Summary Report (07/20/2019 – 06/30/2020)

**Attachment A - 2021 Unclaimed Property Summary Report** Reporting Period: 07/20/2019 - 6/30/2020

**Accounts Payable**

Check #	Date	Vendor	Description	DEPT	GL CODE	Invoice	Inv. Date	Amount Paid
382873	01/06/2020	006921 COMPLETE OFFICE	OFFICE SUPPLIES	FIN	000.05.514.230.35.00	1916769-0	12/26/2019	610.19
380767	04/22/2019	008122 WA ST ASSN OF PERMIT	REG FEE	DCD	000.08.558.600.49.00	4221935	04/15/2019	240.00
382815	12/23/2019	020072 LUN PIEPER	INTERPRETER FEE	CRT	000.09.512.500.41.03	12231906	11/13/2019	37.50
383479	03/16/2020	020328 JENNIFER P OLSON	WITNESS FEE	CRT	000.09.512.500.41.03	3062008	02/26/2020	18.63
381749	08/19/2019	019856 SAINI SAHIL	WITNESS FEE	CRT	000.09.512.500.49.00	8191967	07/24/2019	12.55
382044	09/23/2019	019952 SYLVIA SALMERON	WITNESS FEE	CRT	000.09.512.500.49.04	9231928	08/28/2019	11.16
382231	10/21/2019	020029 DEBORAH GIVENS	WITNESS FEE	CRT	000.09.512.500.49.04	6051741	09/25/2019	22.53
382441	11/18/2019	020079 ADRIANA V CRUZ	WITNESS FEE	CRT	000.09.512.500.49.04	11181902	10/30/2019	13.13
382871	01/06/2020	020201 CHRISTOPHER KEVIN CL	WITNESS FEE	CRT	000.09.512.500.49.04	12311940	12/18/2019	11.74
382096	10/07/2019	019459 BRETT HARTMAN	REFUND-SECURITY DEPOSIT	TCC	000.213.100	FA-1861	09/19/2019	600.00
381573	08/05/2019	019837 KELLY FRANCIS	REFUND CAMP TUKWILLY	TCC	000.213.100	PYMT31411	07/23/2019	175.00
381700	08/19/2019	019772 ANGIE HERNANDEZ-BAQ	REFUND - TCC CLASS	TCC	000.213.100	PYMT33911	06/24/2019	100.00
381843	09/03/2019	019934 MCDONALDS	REFUND-SECURITY DEPOSIT	TCC	000.213.100	17975	08/16/2019	100.00
381881	09/03/2019	019941 CANDACE TINIFU	REFUND-SECURITY DEPOSIT	TCC	000.213.100	FA-3271	08/27/2019	10.00
381892	09/03/2019	019947 DEVINA WEAVER	REFUND-SECURITY DEPOSIT	TCC	000.213.100	FA-3182	08/26/2019	100.00
382672	12/16/2019	020135 PAIGE JONES	REFUND-SECURITY DEPOSIT	TCC	000.213.100	FA-3210	12/10/2019	200.00
383182	02/03/2020	020224 JULIANA REYES	REFUND-SECURITY DEPOSIT	TCC	000.213.100	FA-3974	01/10/2020	500.00
383185	02/03/2020	020223 RV WANG CHRISTIAN CH	REFUND-SECURITY DEPOSIT	TCC	000.213.100	FA-0808	01/10/2020	200.00
383284	02/18/2020	020276 RUDY OLSON	REFUND-CASINO TRIP	TCC	000.213.100	INV35676	02/06/2020	40.00
383569	04/06/2020	020392 MARIAM ALI	REFUND - CLASS	TCC	000.213.100	PYMT51036	03/13/2020	48.88
383735	05/04/2020	020400 LATEIKA DALE	REFUND - CLASS	TCC	000.213.100	PYMT-52106	04/10/2020	37.50
383744	05/04/2020	020412 RAYMOND GUZMAN	REFUND - CLASS	TCC	000.213.100	PYMT-51985	04/10/2020	37.50
384059	06/22/2020	020492 TALON SWANSON	REFUND - RENTAL FEE	TCC	000.213.100	FA-3775	06/12/2020	160.00

**Attachment A - 2021 Unclaimed Property Summary Report**

**Reporting Period: 07/20/2019 - 6/30/2020**

382742	12/17/2019	016070 ALLIED RESIDENTIAL	REFUND-SECURITY DEPOSIT	TCC	000,237.104	5833	11/29/2017	200.00
381469	07/22/2019	019778 TSEHAY HAILE	REFUND SURFACE WATER	PWM	400,257.100	Ref000909547	07/12/2019	602.46
381494	07/22/2019	019777 JOSE & MANDEE MONTE	REFUND SURFACE WATER	PWM	400,257.100	Ref000909546	07/12/2019	619.30
381527	07/22/2019	019793 UNITED SOURCE LLC	REFUND SURFACE WATER	PWM	400,257.100	Ref000909562	07/12/2019	173.27
381537	07/22/2019	019799 STEVE & LINN WEDE	REFUND SURFACE WATER	PWM	400,257.100	Ref000909568	07/12/2019	100.00
381946	09/16/2019	019964 STEPHEN KOURI	REFUND SURFACE WATER	PWM	400,257.100	Ref000921833	09/05/2019	99.82
381958	09/16/2019	019972 DUNG NGUYEN	REFUND SURFACE WATER	PWM	400,257.100	Ref000921841	09/06/2019	88.17
381977	09/16/2019	019986 THONGCHAIRAWEEWAT	REFUND SURFACE WATER	PWM	400,257.100	Ref000921855	09/06/2019	87.19
382140	10/07/2019	020027 TERRY PLUMB	STORM O/P	PWM	412,361,400.00.00	00-4000-0680	09/27/2019	6.49
							<b>AP Total: \$</b>	<b>5,263.01</b>

Attachment A - 2021 Unclaimed Property Summary Report				Reporting Period: 07/20/2019 - 6/30/2020	
Payroll					
Check #	Date	Paid to	Pay Period Dates	Amount	
535942	09/20/2019	KALNASY, REBECCA	09/01/19 - 09/15/19	14.02	
535945	09/20/2019	MOELLER, CHRISTINA	09/01/19 - 09/15/19	50.81	
535953	09/20/2019	BORDEN, JOHN	09/01/19 - 09/15/19	69.90	
536161	12/20/2019	STEPHENSON, ARTHUR	12/01/19 - 12/15/19	2.37	
536185	01/03/2020	KAUFFMAN, SCOTT	12/16/19 - 12/31/19	59.56	
536299	03/05/2020	BASKIN, TOMAZ	02/16/20 - 02/29/20	54.00	
				<b>Payroll Total: \$</b>	<b>250.66</b>
<b>Court</b>					
Type	Date	Payee Name	Amount		
Bail Refund	04/04/2019	Pena, Luis David	150.00		
Misc Trust	11/30/2018	Payor Unknown	0.10		
Misc Trust	01/30/2019	Clukey, Ethan	50.00		
			<b>Court Total: \$</b>	<b>200.10</b>	
			<b>Unclaimed Property Total:</b>	<b>5,713.77</b>	