



INFORMATIONAL MEMORANDUM

TO: Finance & Governance Committee

FROM: Vicky Carlsen, Finance Director

BY: Cindy Wilkins, Fiscal Specialist

CC: Mayor Ekberg

DATE: September 12, 2022

SUBJECT: 2022 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 1st, 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 2022 unclaimed property report year, reporting of abandoned or unclaimed property totals \$8,723.15 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 to claim their property.

RECOMMENDATION

The Council is being asked to approve the Resolution declaring the cancellation of unclaimed General Fund accounts payable claims and payroll checks, and municipal court checks and consider these items on the Consent Agenda at the September 19, 2022 Regular Council Meeting.

ATTACHMENTS

Proposed Draft Resolution
2022 Unclaimed Property Summary 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 2021, 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

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, 2021;

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 2022 Unclaimed Property Summary Detail Report.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this _____ day of _____, 2022.

ATTEST/AUTHENTICATED:

Christy O'Flaherty, MMC, City Clerk

Thomas McLeod, Council President

APPROVED AS TO FORM BY:

Office of the City Attorney

Filed with the City Clerk: _____

Passed by the City Council: _____

Resolution Number: _____

Attachment A: 2022 Unclaimed Property Summary Report (7/1/2020 – 6/30/2021)

Attachment A - 2022 Unclaimed Property Summary Report - Reporting Period 7/20/2020 - 6/30/2021												
Accounts Payable												
Check #	Date	Vendor	DESC	Dept	INV DATE	INVOICE	AMT	GL Code	PA			
384311	08/03/2020	003233 WAY BACK INN FOUNDATION	TRANSITNL HOUSING 4/1/20- 6/30/20	ADM	07/15/2020	8032017	2,951.06	000.04.557.201.41.00				
384720	10/19/2020	020602 HALEY J NORRIS	WITNESS FEE 9/30/20	CRT	09/30/2020	10192053	10.00	000.09.512.500.49.04				
384742	10/19/2020	020598 LI TINTING	WITNESS FEE 9/30/20	CRT	09/30/2020	10192052	10.00	000.09.512.500.49.04				
384939	1/23/2020	020652 MONESSERRAT ALTAMIRANO	WITNESS FEE 10/28/20	CRT	10/28/2020	6051740	10.00	000.09.512.500.49.04				
384962	1/23/2020	020650 ANA G MEDINA CRUZ	WITNESS FEE 10/28/20	CRT	10/28/2020	6051741	10.00	000.09.512.500.49.04				
384963	1/23/2020	020653 PETER J MENDIOLA	WITNESS FEE 10/28/20	CRT	10/28/2020	6051742	10.00	000.09.512.500.49.04				
385342	01/18/2021	018974 FELICIA EDMONSON KEMP	WITNESS FEE	CRT	11/25/2020	123120202	10.00	000.09.512.500.49.04				
385373	01/18/2021	014364 DARRYL KEMP	WITNESS FEE	CRT	11/25/2020	123120207	10.00	000.09.512.500.49.04				
385409	01/18/2021	020776 SYLVIA SALMERSON	WITNESS FEE	CRT	12/16/2020	123120208	10.00	000.09.512.500.49.04				
385625	03/01/2021	020799 HOPE D CASTANEDA	WITNESS FEE	CRT	01/27/2021	123120202	10.00	000.09.512.500.49.04				
385651	03/01/2021	020803 TEMWANI KATUNDU	WITNESS FEE	CRT	01/27/2021	123120203	10.00	000.09.512.500.49.04				
385668	03/01/2021	020800 ELIZABETH NAVARRO	WITNESS FEE	CRT	01/27/2021	123120204	10.00	000.09.512.500.49.04				
385793	03/22/2021	020840 AGAPITA BORJA	WITNESS FEE	CRT	02/24/2021	3222151	10.00	000.09.512.500.49.04				
385794	03/22/2021	020839 JOSE M BORJA	WITNESS FEE	CRT	02/24/2021	3222152	10.00	000.09.512.500.49.04				
385804	03/22/2021	020837 JALYNNE M FORSLUN	WITNESS FEE	CRT	02/24/2021	3222154	10.00	000.09.512.500.49.04				
385808	03/22/2021	020838 ANDREA B HERNANDEZ	WITNESS FEE	CRT	02/24/2021	3222155	10.00	000.09.512.500.49.04				
385829	03/22/2021	020841 RAYMOND J SABLAN	WITNESS FEE	CRT	02/24/2021	3222157	10.00	000.09.512.500.49.04				
385980	04/19/2021	020810 ELIZABETH RANIA RAMPERSAD	JUDGE PRO TEM 4/5/21	CRT	04/05/2021	4192110	480.00	000.09.512.500.41.01				
386058	05/03/2021	020803 TEMWANI KATUNDU	WITNESS FEE 4/1/21	CRT	04/01/2021	5032161	10.00	000.09.512.500.49.04				
386128	05/17/2021	020919 HASSAN YUSUF AHMED	WITNESS FEE 4/29/21	CRT	04/29/2021	5172140	10.00	000.09.512.500.49.04				
386175	05/17/2021	020918 CHOMROEUN MELL	WITNESS FEE 4/29/21	CRT	04/29/2021	5172141	10.00	000.09.512.500.49.04				
386176	05/17/2021	020921 ELIZABETH MICHEL	WITNESS FEE 4/29/21	CRT	04/29/2021	5172142	10.00	000.09.512.500.49.04				
386180	05/17/2021	020917 EDWIN HERNANDEZ MORENO	WITNESS FEE 4/29/21	CRT	04/29/2021	5172143	10.00	000.09.512.500.49.04				
386186	05/17/2021	020920 ULISES CENTENO PALOMINO	WITNESS FEE 4/29/21	CRT	04/29/2021	5172144	10.00	000.09.512.500.49.04				
386276	06/07/2021	009456 ANGELO ABELLA	INTERPRETER FEE 5/24	CRT	05/24/2021	61126	118.00	000.09.512.500.41.03				11000901.0000.001.
386373	06/21/2021	020948 TALILAGI IRENEO	WITNESS FEE 5/27/21	CRT	05/27/2021	6212162	10.00	000.09.512.500.49.04				
386382	06/21/2021	020947 ELIZABETH LAFAELE LAEPOI	WITNESS FEE 5/27/21	CRT	05/27/2021	6212163	10.00	000.09.512.500.49.04				
386390	06/21/2021	020952 SUDI M MOHAMEDNUR	WITNESS FEE 5/27/21	CRT	05/27/2021	6212164	10.00	000.09.512.500.49.04				
386394	06/21/2021	020951 SANH C NGUYEN	WITNESS FEE 5/27/21	CRT	05/27/2021	6212165	10.00	000.09.512.500.49.04				
386400	06/21/2021	020945 RAELA PATTERSON	WITNESS FEE 5/27/21	CRT	05/27/2021	6212166	10.00	000.09.512.500.49.04				
385830	03/22/2021	020714 SEATTLE METRO CHAMBER OF COM	GOLD MUNICIPAL MEMBERSHIP 20	MAY	04/01/2021	1019471	3,600.00	000.03.558.700.49.00				
384390	08/17/2020	003207 WA ST PATROL	BACKGROUND CHECKS - JUL 20	POL	08/05/2020	121000468	66.25	640.237.701				
385296	01/04/2021	003207 WA ST PATROL	BACKGROUND CHECKS	POL	08/05/2020	21000468	66.25	640.237.701				
385609	03/01/2021	002668 ROBERT ABBOTT	CDL RENEWAL	POL	02/10/2021	3012118	102.00	412.01.538.380.49.00				
386069	05/03/2021	020877 VADIM MAMCHICH	5314 S 140TH ST, WATER O/P	PWM	04/15/2021	UB 02-0697	111.97	640.237.000				
386375	06/21/2021	020962 RODNEY JEFFERS	11809 40TH AVE S, WATER O/P	PWM	06/15/2021	UB 17-0460	20.00	640.237.000				
						AP Total:	\$ 7,785.53					
Payroll												
Check #	Date	Payee Name	Pay Period Date				Amount					
536421	07/24/2020	AFLAC	7/1/2020-7/15/2020				234.85					
						Payroll Total	\$ 234.85					

Court	Case #	Date	Payee Name	Description	Amount
	9Z0623465	07/17/2019	HAMBERT, PACHARADA KLINPIBUL	OVERPAYMENT	16.00
					16.00
	CR0065365	09/11/2019	BAGADIONG, JOEL	RESTITUTION	3.02
	CR0066085	05/05/2020	CHIU, PEI WAI ROY	RESTITUTION	300.00
	CR0067078	08/21/2019	INC. H&M	RESTITUTION	40.75
	7Z0958407	09/24/2018	INC. H&M	RESTITUTION	343
					686.77
				Court Total:	\$ 702.77
				Total Unclaimed Property:	\$ 8,723.15