



TO: City Council

COPY: Bob Harrison, City Manager

FROM: Steve Groom, Finance Director  
James Dean, Utilities Services Division Manager  
Glenn Denman, Code Administration Manager  
Tony Doan, Supervising Code Inspector

DATE: February 25, 2021

RE: Council Motion Regarding Data Collection and Billing

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At the February 16<sup>th</sup> Council Meeting a motion was made to discuss a possible study session regarding data collection on overdue accounts and uncollectible debt for parking citations, property maintenance, and animal control violations. This memo provides foundational information for potential further council discussion.

### **Animal Licensing**

For 2020 the fee amount billed for animal licensing was \$22,500.75 and the payment amount was \$21,544.23. This includes amounts collected thru the Yakima Humane Society.

In 2021 the utilities office will issue approximately 1,900 renewal notices for animal licenses. Animal license renewals range from a cost of \$12.00 to \$40.00 depending on if the animal is spayed or neutered. There is a discount for animal licenses renewed prior to April 1<sup>st</sup>. After April 1<sup>st</sup> a previously-licensed animal is treated as a new license. There is no additional penalty or fines assessed for not renewing an animal license.

### **Parking Enforcement**

In 2020 a total of \$41,340 was billed for 852 issued parking citations and \$19,896 was collected for 412 tickets. 87 citations were voided, 57 were appealed for a hearing, and 50 of the citations issued were warnings. There were 192 citations paid online, on which the processing vendor collects \$3.00 per citation.

### **Code Compliance and Animal Control Citations**

Code Compliance fines and fees are collected via liens certified through the County Assessor's office. The city has no direct participation in billing or collections for code compliance assessments, unless the subject party decides to pay prior to certification of the lien.

Liens resulting from code compliance cases for 2020 total \$18,074.87; \$7,013.65 of which was paid to the City of Yakima in 2020. The remaining \$11,061.22 does not qualify as uncollectable debt as these amounts are certified with the County Treasurer and will be collected through the tax lien process.

In 2020, Animal Control Officers wrote citations for 25 separate cases. Collection of these fines are handled by the City's Legal Department and Municipal Court. Fines are either collected, or in some cases, are administratively adjusted (reduced or waived) based on the merits of the case. Any uncollectable debts would be pursued by the City of Yakima Municipal Court.