



INFORMATIONAL MEMORANDUM

TO: **Finance and Governance Committee**

FROM: **Trish Kinlow, Judicial Branch Administrator**

BY: **Valerie Marino, Deputy Judicial Branch Administrator**

CC: **Thomas McLeod**

DATE: **November 6, 2025**

SUBJECT: **Change in Change Fund Level**

ISSUE

Since the beginning of 2025, the court has experienced a significant increase in case filings, which has led to higher volume of cash payments. Many customers are paying with \$100 bills, depleting the court's change funds more quickly than in previous years.

BACKGROUND

The court currently maintains two change cash tills, containing \$150, for a total of \$300.

ANALYSIS

Due to the increased need for change, staff must make multiple trips to the bank each week to replenish the tills. This creates operational inefficiencies and additional workload.

FINANCIAL IMPACT

An increase of \$300 to the existing change cash fund.

RECOMMENDATION

The court recommends increasing the total change cash fund \$300 to \$600. Each till would be increased from \$150 to \$300.

We request the Committee forward this item to the December 1, 2025, Regular Council Meeting Consent Agenda

ATTACHMENTS

Draft Change Fund Level Resolution

DRAFT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, INCREASING CHANGE FUNDS TO REFLECT CHANGING CITY OPERATIONS AND IMPROVE OPERATIONAL EFFICENCIES; AND REPEALING RESOLUTION NO. 2094.

WHEREAS, the Tukwila City Council previously established Change Fund and Petty Cash Fund levels for various City departments by Resolution No. 2094, passed on May 6, 2024; and

WHEREAS, there is now a need to increase the Change Fund level for the Tukwila Municipal Court to reflect changes in court processes to improve operational efficiencies;

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

Section 1. The Change Fund levels are hereby set as follows:

Finance Department	Water Fund	401	\$ 400.00
Municipal Court	General Fund	000	3 \$600.00
Parks and Recreation	General Fund	000	\$350.00
Parks and Recreation (Golf Course)	Foster Golf Course Fund	411	\$200.00
Police Department	General Fund	000	\$500.00 (or less as needed)

Section 2. The Petty Cash Fund levels are hereby set as follows:

Finance Department	General Fund	000	\$ 300.00
Finance Dept. Witness/Juror Fees	General Fund	000	\$1,000.00
Police Investigation/Tukwila	General Fund	000	\$10,000.00
Parks and Recreation	General Fund	000	\$100.00

Section 3. Resolution No. 2094 is hereby repealed.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a
Regular Meeting thereof this _____ day of _____, 2025.

ATTEST/AUTHENTICATED:

Andy Youn-Barnett, CMC, City Clerk

Tosh Sharp, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: _____

Passed by the City Council: _____

Resolution Number: _____

Office of the City Attorney