

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: March 25, 2015

TO: Marina Dimitrijevic, Chairwoman
Milwaukee County Board of Supervisors

FROM: Julie Esch, DAS – Director of Operations

SUBJECT: Amending Chapter 15.17 of the Milwaukee County Code of Ordinances

BACKGROUND

Chapter 15.17 of the Milwaukee County Code of Ordinances (Code) provides for direct (cash) disbursements in certain cases. Authority for Imprest funds is provided to various County Departments with a maximum level available for disbursement at any given point in time. The Code is outdated as related to the Department of Administrative Services (DAS) and is no longer reflective of the new organizational structure and petty cash needs.

REQUEST

Since the last modification to the Code, the name of the Department and various Divisions, within the Department, names have changed as well as the overall structure of the Department, in addition, petty cash needs have changed for the Department.

The amount of authorized Imprest fund balances is \$7,300 for all of DAS. Of this total, \$4,000 was used for the operation of the Sixth & State parking lot. Milwaukee County now contracts with a third party management company for Sixth & State and no longer needs an Imprest fund for this purpose. Also, DAS is using more purchasing cards and other methods that allow for improved tracking and security of all purchases. Therefore, funding authority of \$750 is being requested for a consolidated Imprest fund for the entire Department of Administrative Services.

The Business Office Division of the Department of Administrative Services, which was created in the 2015 Adopted Budget, will be responsible for the oversight and administration of the Imprest fund for the entire Department.

It is further requested that administrative fund transfers be authorized to reflect the newly created Imprest fund's new balance of \$750.

RECOMMENDATION

It is respectfully requested that the County Board approve the requested amendment to Chapter 15.17 of the Milwaukee County Code of Ordinances and the commensurate administrative fund transfers.



Julie A. Esch, Director of Operations
Department of Administrative Services