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(ITEM) From the Director of Operations, Department of Administrative Services (DAS), requesting authorization to amend Section 15.17 of the Milwaukee County Code of General Ordinances related to consolidation and reduction of DAS imprest funds, by recommending adoption of the following:

A RESOLUTION/ORDINANCE

WHEREAS, Section 15.17 of the Milwaukee County Code of General Ordinances (Ordinances) provides for direct (cash) disbursements in certain cases; and

WHEREAS, authority for imprest funds is provided to various County departments with a maximum level available for disbursement at any given point in time; and

WHEREAS, the Ordinance is outdated as it relates to the Department of Administrative Services (DAS) and is no longer reflective of the new organizational structure and petty cash needs; and

WHEREAS, since the last modification to the Ordinance, the name of DAS and the names of various divisions within DAS have changed as well as the overall structure of DAS; and

WHEREAS, in addition, petty cash needs have changed for DAS; and

WHEREAS, the amount of authorized imprest fund balances is \$7,300 for all of DAS, however, only \$750 is being requested for the Departmental imprest fund due to the changes referenced above; and

WHEREAS, the Business Office Division, DAS, which was created in the 2015 Milwaukee County Adopted Budget, will be responsible for the oversight and administration of the imprest fund for the entire Department; and

WHEREAS, it is further requested that an administrative fund transfer be authorized to close the existing imprest funds and to reflect the imprest fund's new balance of \$750; and

WHEREAS, the Committee on Finance, Personnel, and Audit, at its meeting of May 14, 2015, recommended adoption of the Director of Operation's request (vote 8-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) authorizes the Department of Administrative Services (DAS) to execute an administrative fund transfer to close the existing imprest funds and to reflect DAS imprest fund's amended balance of \$750; and

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BE IT FURTHER RESOLVED, the County Board hereby amends Section 15.17 of the Milwaukee County Code of General Ordinances regarding the imprest fund for DAS as follows:

AN ORDINANCE

The Board of Supervisors of the County of Milwaukee does ordain as follows:

SECTION 1. Section 15.17 of the General Ordinances of Milwaukee County is amended as follows:

15.17. - Departmental Imprest fund.

- (1) Departmental Imprest funds may be created from time to time by resolution of the county board for the purpose of enabling county departments to make direct disbursements in cases where such disbursements cannot be handled in the regularly prescribed manner. Expenditures from such departmental Imprest funds shall be vouchered periodically by the respective department heads so that the Imprest fund will be reimbursed for disbursements made. The sum of the unreimbursed items and cash on hand or in bank shall at all times equal the authorized Imprest fund. It shall be the policy of the county to limit disbursements from the respective departmental Imprest funds to only those items that cannot be paid in the regularly prescribed manner as, for example, postage, express charges, emergency relief grants, etc., except as specified in section 46.03 for the Imprest fund of the department of health and human services.
- (2) The following is a schedule of authorized Imprest funds. Any part of such Imprest funds authorized to be deposited in a public depository as indicated in each subsection of this section, may be withdrawn by check signed by the highest ranking official of each department or by an incumbent of a position so designated by such departmental official.

			Amount	Bankable
(a)	1.	County board-travel	\$ 750	yes
	2.	County board-except travel	500	yes
(b)		County executive-general office	300	no
(c)		Corporation counsel	700	yes
(d)		Department of human resources	200	yes
(e)		DOA-procurement division	400	yes
(f)		DOA-fiscal affairs division	200	no
(g) (e)		Child support enforcement	8,000	yes

(h) <u>(f)</u>		Register in probate	200	yes
(i) <u>(g)</u>		Clerk of circuit court-Adm	700	yes
(j) <u>(h)</u>		Clerk of circuit court-Criminal	500	yes
(k) <u>(i)</u>		Clerk of circuit court-Civil	1,150	yes
(l) <u>(j)</u>		County treasurer	100	yes
(m) <u>(k)</u>		County clerk	200	yes
(n) <u>(l)</u>		Register of deeds	1,300	yes
(o) <u>(m)</u>		Medical examiner	100	yes
(p) <u>(n)</u>		Sheriff	5,000	yes
(q) <u>(o)</u>		House of correction	1,500	yes
(r) <u>(p)</u>		District attorney	4,000	yes
(s) <u>(q)</u>	1.	DOT-airport (general operations)	4,500	yes
	2.	DOT-airport (parking structure refunds)	2,500	yes
	3.	DOT-airport (change-making)	closed	yes
	4.	DOT-airport (employee parking refunds)	2,500	yes
(t) <u>(r)</u>	1.	DOT-support services	500	yes
	2.	DOT-highway maintenance	150	no
	3.(a)	DAS-facilities management (general)	1,000	yes
	—(b)	DAS-facilities management (change-making)	4,000	yes
	4.3.	DAS-institutions management support	1,000	yes
	5.4.	DOT-fleet maintenance	150	yes
(u) <u>(s)</u>		DHHS-Behavioral Health Division	7,000	yes
(v) <u>(t)</u>		Department on aging		
	1.	Petty cash	200	no
(w) <u>(u)</u>	1.	Human services (fund A-emergency grants)	3,500	yes
	2.	Human services (fund B-general operations)	1,000	yes
(x) <u>(v)</u>		Clerk of circuit court-Children	250	yes
(aa) <u>(w)</u>	1.	Park, recreation and culture (May—Oct.)	60,000	yes
	2.	Park, recreation and culture (Nov.—Apr.)	42,155	yes
(bb) <u>(x)</u>	1.	Zoological gardens (Apr.—Nov.)	75,000	yes
	2.	Zoological gardens (Dec.—Mar.)	32,000	yes
(cc) <u>(y)</u>		County extension service	70	no

(dd) <u>(z)</u>	DOA-Division of county health related programs	200	no
(ee) <u>(aa)</u>	Office of the Comptroller	100	no
(ff)	DOA-Information Management Services Division	200	no
(gg)	DHHS-Housing and Community Development Division	200	no
(hh) <u>(bb)</u>	Election Commission	50	no
(ii) <u>(cc)</u>	Department of Family Care (petty cash)	200	no
(jj)	Department of Administrative Services - Facilities Management Division, AE & ES	600	yes
<u>(dd)</u>	<u>Department of Administrative Services</u>	<u>750</u>	<u>no</u>

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SECTION 2. The provisions of this ordinance shall become effective upon passage and publication.

jmj
05/14/15
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