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From the Director, Office of Emergency Management (OEM), requesting authorization to amend Section 15.17 of the Milwaukee County Code of General Ordinances, regarding the departmental imprest fund for OEM, by recommending adoption of the following:

A REVISED RESOLUTION

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

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

WHEREAS, the Code is no longer reflective of the petty cash needs as related to the Office of Emergency Management (OEM); and

WHEREAS, since the last modification to the Code, OEM has relocated within the same building as the Central Business Office of the Department of Administrative Services (DAS), and petty cash needs have changed for the department; and

WHEREAS, the amount of authorized imprest fund balance is \$200 for the OEM, however, the department will utilize the imprest fund of DAS as necessary; and

WHEREAS, it is requested that the OEM imprest fund be closed; and

WHEREAS, it is further requested that an administrative fund transfer be authorized to effectuate the closing of the existing imprest fund; and

WHEREAS, the Committee on Finance and Audit, at its meeting of December 6, 2018, recommended adoption of File No. 18-877 (vote 7-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby authorizes the Director, Office of Emergency Management (OEM), to amend Section 15.17 of the Milwaukee County Code of General Ordinances, regarding the departmental imprest fund for OEM; and

BE IT FURTHER RESOLVED, the County Board authorizes OEM to execute an administrative fund transfer to close the existing imprest fund, by adopting the following:

43 **AN AMENDED ORDINANCE**

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

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

47 **15.17** Departmental imprest fund.

- 48 (1) Departmental imprest funds may be created from time to time by resolution of the
49 county board for the purpose of enabling county departments to make direct
50 disbursements in cases where such disbursements cannot be handled in the
51 regularly prescribed manner. Expenditures from such departmental imprest funds
52 shall be vouchered periodically by the respective department heads so that the
53 imprest fund will be reimbursed for disbursements made. The sum of the
54 unreimbursed items and cash on hand or in bank shall at all times equal the
55 authorized imprest fund. It shall be the policy of the county to limit disbursements
56 from the respective departmental imprest funds to only those items that cannot
57 be paid in the regularly prescribed manner as, for example, postage, express
58 charges, emergency relief grants, etc., except as specified in section 46.03 for
59 the imprest fund of the department of health and human services.
- 60 (2) The following is a schedule of authorized imprest funds. Any part of such imprest
61 funds authorized to be deposited in a public depository as indicated in each
62 subsection of this section, may be withdrawn by check signed by the highest
63 ranking official of each department or by an incumbent of a position so
64 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)		Child support enforcement	8,000	yes
(f)		Register in probate	200	yes
(g)		Clerk of circuit court—Adm	700	yes
(h)		Clerk of circuit court—Criminal	500	yes
(i)		Clerk of circuit court—Civil	1,150	yes
(j)		County treasurer	100	yes
(k)		County clerk	200	yes

(l)		Register of deeds	1,300	yes
(m)		Medical examiner	100	yes
(n)		Sheriff	5,000	yes
(o)		House of correction	1,500	yes
(p)		District attorney	4,000	yes
(q)	1.	DOT—Airport (general operations)	4,500	yes
	2.	DOT—Airport (parking structure refunds)	2,500	yes
	3.	DOT—Airport (employee parking refunds)	2,500	yes
(r)	1.	DOT—Support services	500	yes
	2.	DOT—Highway maintenance	150	no
	3.	DOT—Fleet maintenance	150	yes
(s)		Behavioral health division	7,000	yes
(t)		Department on aging		
	1.	Petty cash	200	no
(u)	1.	Health and human services		
	2.	Human services (general operations)	1,000	yes
	3.	Human services (GO Pass program)	1,000	yes
(v)		Clerk of circuit court—Children	250	yes
(w)	1.	Park, recreation and culture (Apr.—Nov.)	75,000	yes
	2.	Park, recreation and culture (Dec.—Mar.)	42,155	yes
(x)	1.	Zoological gardens (Apr.—Nov.)	75,000	yes
	2.	Zoological gardens (Dec.—Mar.)	32,000	yes
(y)		Office of Emergency Management	200	no
(z) (y)		Office of the comptroller	100	no
(aa) (z)		Election commission	50	no
(bb) (aa)		Department of administrative services	750	no

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

srb
12/06/18

