

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: August 26, 2015
TO: Supervisor Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors
FROM: Christine Westrich, Director, Office of Emergency Management
SUBJECT: Amending Chapter 15.17 of the Milwaukee County Code of Ordinances

Background

Chapter 15.17 of the Milwaukee County Code of General 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 The Code is outdated as it relates to the Office of Emergency Management (OEM), which was created in the 2015 Adopted Budget, and does not reflect the current organizational structure and petty cash needs of the office.

Request

OEM includes the following divisions: Emergency Management and Communications & Dispatch, formerly part of the Sheriff's Department; Emergency Medical Services (EMS), formerly part of the Department of Health and Human Services; and Radio Communications, formerly part of the Information Management Services Division of the Department of Administrative Services. Of the four divisions within OEM, only EMS has a dedicated Imprest fund. Previously, petty cash needs for the other three divisions were provided by the Departments that they were part of. Furthermore, the EMS Imprest fund is referred to in the Code as "DOA-Division of county health related programs." County health related programs was transferred to the Department of Health and Human Services many years ago. OEM is requesting to update the Code so that this Imprest fund can serve the petty cash needs of the entire office.

It is further requested that the necessary administrative fund transfers be authorized to reflect the requested Code changes.

Recommendation

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

 8.27.2015

Christine Westrich, Director
Office of Emergency Management

cc: Chris Abele, County Executive
Chairman Theodore Lipscomb, Sr., County Board of Supervisors
Supervisor Willie Johnson, Jr., Chair, Finance, Personnel and Audit Committee
Finance, Personnel and Audit Committee Members
Raisa Koltun, Chief of Staff, Office of the County Executive
Kelly Bablitch, Chief of Staff, County Board of Supervisors
Teig Whaley-Smith, Director, Department of Administrative Services
Steve Kreklow, Policy, Strategy and Budget (PSB) Administrator, DAS
Julie Esch, Director of Operations, Department of Administrative Services
Stephen Cady, Research & Policy Director, Office of the Comptroller
Janelle Jansen, Committee Clerk, Finance and Audit Committee