



COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION
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GREG BROCKMEYER
Director of Administration

February 19, 2018

To: Personnel and Finance Committee

From: Greg Brockmeyer
Director of Administration

Subject: Desk Donation

County Ordinance 7.14(10) requires the Personnel and Finance Committee to record proposed in-kind contributions valued at over \$300. The Department of Administration, Facilities Management requests that the committee record and approve a donation of eight (8) standard executive desks and two (2) L-shaped executive desks from Godfrey & Kahn valued at \$2,000.

Godfrey & Kahn is renovating its Madison office and those renovations include furniture upgrades. Facilities Management would use the donated desks to upgrade older, metal desks in various departments in the City-County Building. Facilities Management will move the desks from Godfrey & Kahn's offices on One East Main Street to the City-County Building.