



Laura M. Hicklin, Director  
Joe Parisi, Dane County Executive

Administration • Land Conservation • Parks • Water Resource Engineering

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DATE: May 11, 2021

TO: Personnel & Finance Committee

FROM: Laura Hicklin *Laura Hicklin*

RE: Request approval to rent and purchase supplies for LWRD staff appreciation and retirement event

The Land & Water Resources Department requests approval to rent tables, chairs, chafing dishes and to purchase related items for a combined staff appreciation and retirement celebration. An event will be held in June and it will be the first time in approximately two years that all staff from LWRD are able to meet in person (our 2020 event was scheduled for March of 2020 and was canceled).

Food for the event will be donated. The purpose of renting and purchasing items is to provide a space to eat that meets social distancing guidelines and to avoid having staff set up and take down for an event that is intended to show appreciation for their service.

The Land & Water Resources Department respectfully requests an exception to Chapter 20, Expense Account Ordinance, for this event. Costs will not exceed \$900 and the Department has identified available funding for this purpose.

Thank you for your consideration.