



Dane County Planning & Development Department

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MEMORANDUM

TO: Members of the Personnel & Finance Committee

FROM: Todd A. Violante, Director

DATE: June 7, 2023

RE: Request for an Exception to s. 20.08, Reporting Required, Dane County Code of Ordinances (i.e. 60-day Reporting Requirement)

CC: Assistant Zoning Administrator Rachel Holloway
Assistant Controller Meg Krohn

Chapter 28, *Expense Account Ordinance*, s. 20.08, *Reporting Required*, of the Dane County Code of Ordinances, requires employees to request reimbursement for expenses within 60 days of the expense(s) having been incurred, or they forgo the opportunity for reimbursement.

It is the established practice of the Planning and Development Department to pay for employees' professional membership dues. Assistant Zoning Administrator Rachel Holloway is a relatively new employee of the department, and was unaware of this policy until very recently. For her 2023 membership dues in the American Planning Association (APA)/American Institute of Certified Planners (AICP), Rachel set up a monthly payment plan to pay of her own accord.

I am respectfully requesting of the Personnel & Finance Committee to allow the department to reimburse Rachel for dues she personally paid for the months of January, February, and March of this year, before knowing of the department policy, totaling \$272.40.

Thank you very much for your consideration, and I would be happy to answer any questions you may have at either 608.266.4021, or violante@countyofdane.com.