



SHERIFF DAVID J. MAHONEY
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DATE: March 17, 2016
TO: Personnel and Finance Committee
FROM: Chief Deputy Jeff Hook
RE: Request for approval to purchase food items for annual awards ceremony

National Police Week occurs annually in May and is recognized throughout the country. The Sheriff's Office has an annual awards ceremony around this same week each May. We recognize employees whose actions directly contribute to the saving of a persons life as well as those that demonstrate outstanding service or bravery in the performance of their duties. The Sheriff's Citizen Award is awarded to members of the general public who demonstrate acts of bravery or have made significant life saving efforts as well as recognizing donations of services or resources leading to improved quality of law enforcement services to Dane County residents.

The annual ceremony is well attended by Dane County employees, their friends, families and the general public. Over the past many years we have offered cake and refreshments following the ceremony. Past expenses have been paid through personal contributions by DCSO employees.

We would like to provide cake, cookies, coffee, milk and juice. Estimated expenses: \$100

Detail:

Full sheet cake	\$50
Beverages, cookies and supplies (ex. forks, napkins, plates)	\$50

We respectfully request that an exception be made to Section 20.14 of the Expense Account Ordinance in order to permit us to purchase food and refreshments for our staff and the public at this event. This is an annual ceremony and we are requesting the exception be made for this beginning this year forward. We have identified funds in the Department's budget that can be used for this purpose.

Thank you very much for your consideration.