



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

Administration • Land Conservation • Parks • Water Resource Engineering

Date: December 2, 2022

To: Personnel & Finance Committee

From: Laura Hicklin

RE: Request for Exception to County Ordinance 20.08: 60 Day Reporting Deadline
Jess Starks, May 2022

The Land & Water Resources department did not submit mileage reimbursement claims for Jess Starks to the Department of Administration within the 60 day window required for payment. I apologize for this mistake and assure the committee that it will not be a common practice.

I respectfully request that the following payments be authorized for Jess Starks:

- May, 2022 for \$271.44