

MEMORANDUM

DATE: July 11, 2025

TO: Personnel and Finance Committee

FROM: Brandon Macomber

SUBJECT: **Request for Exception to Ch. 20 (Employee expenses claimed outside of the 60-day window)**

Personnel and Finance – Request for Exception to Co. ordinance 20.08 60-Day Reporting Deadline – Public Health. Brandon Macomber – March 2025.

I transitioned into a new position as environmental health services supervisor in April and neglected to submit my final mileage report as a sanitarian/lead worker for March 2025. When I realized it was never submitted, I completed the form but missed the 60-day window. There was not a delay on anyone else's part except my own and this issue will not recur.

I am submitting this memo to submit my reimbursement past the 60-day window to receive reimbursement for March 2025 mileage expenses.

Sincerely,



Brandon Macomber

Environmental Health Services Supervisor