



Memo

To: Matt Veldran, Chair, Dane County Personnel and Finance Committee

From: Olivia Parry, Sr. Planner, Dane County Planning

Date: 12/1/25

Supervisor Veldran,

I am reaching out to request approval from the Personnel and Finance Committee to raise funds for the salary increment of \$12,401 per year for three years, that was not covered in the Dane County budget per ZLR-O-01 Amd. Please see attached.

I identified the funds in total from three organizations – American Family Foundation (\$10,000), Madison Area Builders Association (\$2,401), and Madison Community Foundation (\$4,800). I would like to proceed with invoicing and formally receiving the funds so we can begin the process of hiring in January for the RHS 3-Year Project Position.

I will reach out today for a formal letter of commitment from each of those organizations, and can provide Personnel and Finance with a copy if you would like to see them. I will make the letters of commitment available to Chuck Hicklin in the controller's office.

Please let me know if you have any questions, or need further information. Thanks, Olivia