

MEMORANDUM

DATE: February 17, 2026

TO: Personnel and Finance Committee

FROM: Devyn AJ Brown

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. Devyn AJ Brown – October 2025 Mileage.

In October 2025, I drove 274 miles during the course of performing my job duties. I completed and signed my mileage form on 1/14/2025. My mileage form was not submitted to my supervisor or the clerk on time, which resulted in missing the 60-day deadline. I apologize for the delay in submission, and I will complete the mileage claim forms in a timelier manner in the future.

As my mileage submission was outside of the 60-day window, I am respectfully requesting this committee to authorize payment (\$191.80) for the miles driven in October 2025. Thank you all for your consideration of this request.