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MEMORANDUM

DATE: January 12, 2026

TO: Personell and Finance Committee

FROM: Jesse Ramirez

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. Jesse Ramirez – August and September 2025 - reimbursement

The Environmental Health Division of our Public Health Dept went thru supervisory personnel transitions. My lab unit was one that had a change in supervisor. The news came abruptly in mid-August that part of our lab services was to be stopped and there would be change coming between supervisors by October and splitting coverage through December. During this transition all lab staff focus was on closing certain services and cleaning up & closing programs out. During that bit of chaotic period mileage reports were neglected. After new supervisor was newly transitioned over was able to submit mileage reports as an environmental health technician for 2025 August \$295.40 and 2025 September \$25.20 in turn though missed the 60-day window. As of January 1, our supervisor is fully transitioned over, and we will not have any further issue getting our mileage reports submitted in a timely fashion.

Sincerely,

Jesse Ramirez
Environmental Health Technician

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