



October 24, 2024

TO: PERSONNEL & FINANCE COMMITTEE
FROM: TRACY HEROLD, DIRECTOR
DEPT: LIBRARY SERVICE
RE: MILEAGE EXCEPTION

I request an exception to Co. Ord. 20.08 60 Day Reporting Deadline for the following employees:
Ricardo Marroquin, Library Assistant – July mileage & parking
Yaritza Garcia, Summer Maker Intern – July mileage