

MEMORANDUM

DATE: July 26, 2011
TO: Metropolitan Planning Commission
FROM: Dee Anne Reynolds, Finance Manager *Dee Anne Reynolds*
SUBJECT: Ann Bennett retirement payment over \$10,000

This to request approval to pay Ann Bennett, retiring September 2, 2011, her estimated 394 accrued annual leave hours totaling about \$11,000 in accordance with the MPC Employee Handbook. MPC finance procedures require commission to approve any payment over \$10,000, which is not budgeted on a specific line item.

Staff Recommendation: Staff recommends approval .

MPC Executive Committee Review: The Executive Committee will review this request on Tuesday, August 9, 2011 at the MPC Agenda Review meeting and then be placed in Other Business for consent vote on the August 11, 2011 MPC agenda.