



Memo

DATE: July 23, 2010

TO: Grayson Bottom, City Manager

FROM: Mary Smith, Personnel Office

RE: Retirement Lump Sum Request

OK
GB

Grayson,

William G. Forrest, who was employed at the Water Treatment Plant as an operator, requests a lump sum for his retirement, in order to transfer to the retirement Plan through Severn Trent. With your approval, I would like to request that this is placed on the agenda for the August 3rd, 2010 Council Meeting.

Thank You,
Mary Smith
Personnel Officer