

January 26, 2016

Board of Public Works and Safety;

Dear Board;

I am submitting this letter as my notice that I am going to retire effective February 16, 2016 .

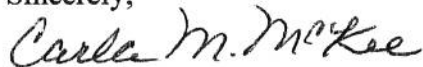
I will be using my two personal days January 11 and January 12.

I have 15 vacation days for 2016 and 5 days that were held back when I first started employment in February 2001. I would like to be paid in a lump sum for those days.

I also have 48 accumulated sick days and I understand that the city will buy back 1/2 of those days.

The only pending matter would be health insurance.

Sincerely,



Carla M. McKee
Director of Senior Citizens Services