

G.F. _____
M.M. _____
W.T. _____

APR 06 2017

MEMO:

TO: WALTERINE LANGFORD

FROM: JEFF RICHARDSON

RE: ANIMAL CONTROL DEPARTMENT WORK SCHEDULE

DATE APRIL 6, 2017

I respectfully request that we change the work schedule for the Animal Control Department. The current work hours are 7:00 am-5:00 pm. I would like to change the hours to 7:00 am.-4:00 pm.

If you have any questions or comments, please feel free to contact me.

Jeff Richardson