

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

APR 04 2017

MEMO:

TO: WALTERINE LANGFORD

FROM: JEFF RICHARDSON

RE: TRAFFIC DEPARTMENT WORK SCHEDULE

DATE APRIL 4, 2017

I respectfully request that we change the work schedule for the Traffic Department. The current work hours are 4:00 am-12:00 pm. This was due to the amount of road striping that the department did. The Traffic Department doesn't have the personnel or the equipment to strip anymore. I would like to change the hours to 6:00 am.-2:30 pm.

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

A handwritten signature in black ink, appearing to read 'Jeff Richardson', with a large, stylized flourish extending to the right.

Jeff Richardson