

 $3 \cdot /6 \cdot //$ (date)

Memorandum

To: George Delaney

Manager - Department of Public Works

From: Patricia Anderson

Career Service Authority

Date: March 16, 2011

Re: Classification Change Budget Increase

I understand that the changes to the Wastewater Management Television Operations classes will increase my budget in the amount of \$5,731.00 per year. Three employees will receive an increase that brings them up to the range minimum of the new pay grades.

Please sign and date and return to Patricia Anderson at the Webb Municipal Office Building at 201 W. Colfax Ave., Dept. 412 as soon as possible so that we can complete the classification change process.

_(signature)