



The City of Edmonton  
Mobile Equipment Services Department

10535 - 96 Street  
Edmonton, Alberta  
Canada.  
T5H 2H6

Phone 425-5997

March 11, 1974

Refer to File No. \_\_\_\_\_

11216-84 Street  
Edmonton, Alberta

Dear J. Lahola;-

This is to advise you that effective March 30, 1974, Mobile Equipment Services Department will be officially formed. As Superintendent, I would like to welcome you to this Department.

You will find little change in the work environment immediately as the transfer date of March 30, 1974 will mainly be used to ensure the City Accounting, Personnel and Payroll records are properly updated. Our present facilities dictate that operations continue on as before for the immediate future. Any future changes in your work area will be discussed with you by your Supervisor well in advance of the implementation.

As you are aware, the development of this Department has been at a slower rate than originally anticipated and it is a credit to the employees that morale has remained high. I hope this remains the situation and that you make your comments and concerns known to Management and your Union so that problems can be resolved early before they have an adverse effect on our operations.

Once again, it is my pleasure to welcome you to the Mobile Equipment Services Department.

Yours truly,

H.J. Mayhew,  
Superintendent

HJM/sh