

To: Henry Andrews

Feb 11, 1972

From: Edith T. Upchurch

Subject: Increase in hours for Mrs. Sarah Hamilton

I would appreciate it if you would give this request to the Personnel Committee:

Change Mrs. Sarah Hamilton's hours from 16 to 20 hours per week.

Justification: Mrs. Sue Boatwright is the pianist for the Golden Age Club and for Richardson Terrace. She is working 20 hours per week. (The recent personnel listing showed her hours as 40 but this was a typographical error, which we did not catch until after the listings were distributed to Board members)

Mrs. Hamilton helps with programming at both centers (Golden Age and Richardson Terrace).

They serve as "floaters". When one is needed in a specific Center, the other takes her place at the other center. If their hours were the same, we could more adequately cover both areas.

The formula for both centers is the same:

Dir	40 hours
asst	40
aide	20

Mrs. Hamilton's pay rate is \$1.52.

*Edith T. Upchurch*

TO : Mrs. Jean Campbell  
FROM : Matt J. Wendling, Maintenance Supervisor  
SUBJECT : James Dees

James Dees has been with Parks and Recreation Department since June, 1966 and is rated as a Labor Foreman # 1.

Mr. Dees is one of the most versatile foreman working under my supervision. I never call on him for any job that he isn't willing and ready to do. He always does good, neat work. Some of the duties he performs are seeing after the cleaning of parks and playgrounds, especially before and after weekends. He can lay concrete drain pipe. Has a good knowledge of road work and knows how to remedy drainage problems. He has done considerable landscaping and planting. He takes care of all table hauling, sets up all bar-b-q's at centers that are sponsored by the Recreation Department and many other duties to numerous to mention.

I recommend that this man be elevated to Labor Foreman # 2.

March 30, 1972

TO : Mrs. Jean Campbell  
FROM : Matt J. Wendling, Maintenance Supervisor  
SUBJECT : Leo Litaker

Being this man's supervisor puts me in a position of knowing the abilities and attitude toward the work he preforms for this department. He has been with the Recreation Department for ten years. He has a Labor Foreman # 1 rating.

His job consist of keeping grass cut on all city parks, boulevards, ball parks and fields and playgrounds. He keeps records of all work done by his crews. In the winter he does any job assigned to him, including landscaping, planting, cleaning out ditches under brush on new areas. Mr. Litaker works as many as 12 or 14 men at times and does a very good job of supervising them.

I think Mr. Litaker is in need of more money. I highly recommend that this man be elevated to Labor Foreman # 2.

March 30, 1972

January 10, 1972

Mr. Emmett Eaton  
Executive Director  
Commission on Aging  
740 Madison Avenue  
Montgomery, Alabama

Dear Mr. Eaton:

This letter is in regard to the conference held this morning with you and Mr. William F. Elliott, concerning the Montgomery Senior Service Project.

As we agreed, an immediate personnel change in the Project is indicated. The following changes will be made and will become effective January 21, 1972:

Mrs. Mary Lee Henderson, Project Director, will be transferred to the Golden Age Center and will replace Mrs. Margaret Bishop.

Mrs. Bishop will assume the position of Center Director at Richardson Terrace which is now held by Mrs. Mary McMaster.

Mrs. McMaster will become the new Project Director. There will be no salary changes.

We share your opinion, that Mrs. McMaster is well qualified for the position of Project Director and that Mrs. Henderson is better suited to fill the position at the Golden Age Center which is less demanding.

These changes will give the Project stronger and more positive leadership and should prevent further lapses in communication, eliminate the confusion that now exists, and enable the Project to fulfill it's objectives.

We appreciate the time you have given to us and your willingness to help us work out these problems. We will keep you informed of the results of these changes.

Sincerely,

Mrs. Joe Upchurch

JU/mob

MONTGOMERY



## PARKS & RECREATION DEPARTMENT

1010 FOREST AVENUE • MONTGOMERY, ALABAMA 36106 • (205) 262-4421

August 4, 1972

TO: Parks and Recreation Board  
FROM: Bud Jackson  
SUBJECT: Personnel Changes

I wish at this time to propose for your consideration the following personnel changes.

Mr. James Dees, now Labor Foreman I, should be reclassified as Labor Foreman II. He has always done an excellent job carrying out his assigned duties. There had been some question about his co-operation, but this problem has been resolved and he, if anything, has worked harder and more conscientiously than before.

Mr. Leo Litaker, now Labor Foreman I, should be reclassified as Labor Foreman II. He has had long service with the department and has done an exceptional job considering the condition of the equipment at his disposal.

Mr. Thomas Boone, now Labor Foreman I, should also be reclassified as Labor Foreman II. He is a most versatile employee and has leadership ability. He can do almost anything required of him in the building trades. We can expect to lose him to private enterprise if we cannot help him in this way.

Mr. David Hill, now Carpenter I, should be reclassified as Carpenter II. He also is exceptional on all tasks assigned him in the building trades. In addition he is an excellent brick mason and does fine stone work. He is a definite asset to the department.

Because of the expansion program in which this department is now involved and with plans for future expansion, I consider it a necessity that we add to our classified personnel openings:

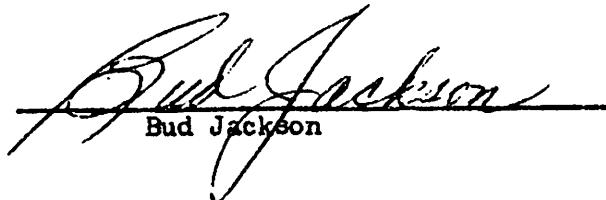
Electrician II  
Plumber  
Labor Foreman I (Painter)  
Heavy Equipment Operator II

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With these people employed in our department, we could expedite our work with increased efficiency. Much of this work now has to be bid to private enterprise at increased cost to us. Many times we have to borrow men in these positions from other city departments, which does slow us down in many instances because of their previous commitments to their own schedules.

I do sincerely feel that with these changes and additions, our entire department would benefit in untold ways.

Increased efficiency at reduced cost is, I believe, our primary goal.



Bud Jackson  
Bud Jackson

BJ:DG