

World Federation to Be Discussed

The Possible Amending of the U. N. Charter as a Means Toward World Federation will be the topic for the Ruth Shain Inter-Relations class when it meets Tuesday, May 4.

A great discussion is going on among perturbed citizens as to whether or not the U. N. can show strength and resolution against sovereignties of its 62 members. Is world federation a partial answer and is it within the range of practical politics they ask.

A resume will be given of the

recent talk of Norman Cousins, editor of the Saturday Review of literature and author of "Modern Man is Obsolete". Cousins is also president of the World Federalist movement.

Annual Breakfast

Mrs. Shain has announced the 24th annual reunion breakfast of the International Relations classes from 1920-48 will be held at 9:00 a.m., May 25.

Mrs. Hal Lehman, author of the best seller "Russia's Europe", will be the main speaker.

Two ranking members of the Romanian anti-communist group, now in exile, will present "The Cause of Freedom" in their country.

Reservation cards will soon be out, but former members desire

WITH THE COLLEGIANS

Recently pledged to Delta Phi Delta, national honorary art fraternity at Ohio Wesleyan University, Delaware, Ohio, is Miss Sally Kreidler, daughter of Mr. and Mrs. Charles A. Kreidler, daughter of Mr. and Mrs. Charles Kreidler, 1536 Dorchester.

Miss Kreidler is also a member of the Women's Student Government association board, the World Student Service Fund committee, and Kappa Alpha Theta sorority.

Serving as a panel reporter at the students' model Republican convention held last week at the Principia Upper School, St. Louis, Mo., was Miss Janet Campbell. She is the daughter of Mr. and Mrs. Treuman Campbell, 275 Bates street.

Dorothy Fisher Seatt, daughter of Mr. and Mrs. W. Carleton Scott 1072 Wimbleson, will be graduated from the University of Vermont this June. She is an English major and is affiliated with Pi Beta Phi sorority.

As a member of the Porpoise Club at the University of Colorado, Marty Fox will be taking part in the Aquacade week end at the Broadmoor Hotel in Colorado Springs May 1 and 2.

Home from Michigan State College for the week end, were Miss Anne Moore, daughter of Dr. and Mrs. Henry Moore, Bingham road, and her fiancé, Warren Finkeiner.

Miss Barbara Purton, 1020 Chesterfield road has been initiated into Delta Gamma sorority at Michigan State College.

Students Take Part in Music Festival

Many young Birminghamites participated in the Michigan Federation of Music Clubs' south eastern district of the Junior Music Festival which was held at McGregor Library in Highland Park.

Among the piano division entries were Carol and Helen Black, Martha McDonald, Angela Shiner, Suzy Verahue, Alice and Mary Richards, Jan Kindley, Carol Faulner, Beverly Watkins and Dick Dedo.

The children who received superior ratings will enter the final festival at Baldwin Hall in Detroit on May 8.

Serving as chairman for the festival was Mrs. D. L. Tate. She was assisted by Mrs. M. E. Snyder, Mrs. C. B. Black and Mrs. Edward Batty.

Progress Report Concerning City Departmental Survey Is Submitted by Hall-Liles

Hall and Liles, Detroit management consultants, this week prepared an up-to-date progress report concerning the results of the survey being conducted of the various city departments and property.

In presenting the report to the city commission Monday evening, Ed Squires of Hall and Liles stated, "While this is by no means an exhaustive report, it does give a good resume of what we have accomplished and what we have recommended for the city."

(See additional story on Page One Part One.)

The following is a complete text of the report:

This will review the results of the survey from its beginning to the present.

Organization

Originally, City Manager directed personally all activities of major, minor and interrelated departments. His first step was to outline an organization which would produce a line of authority with clearly segregated duties.

The purpose was to relieve the Manager and purely routine and operating decisions at a low level, and allow him sufficient time to approach his job from an objective viewpoint.

The City at large, as well as the Commission, must look to the Manager as an administrator who will recommend and carry out policies and decisions designed to promote the general welfare of the City of Birmingham as of now, and insure the continued desirability of Birmingham as a place to live.

No Manager can approach this aspect if he is required to bog himself down with minor details. His responsibility and effectiveness lie in selecting the proper personnel and then proper direction. The benefits of a City Manager from a government will be nil unless the City Commission insists upon performance along these lines. It is equally important that the Manager be the sole focal point, and that the Commission in no way attempt direction of subordinates except through the Manager channel. (See definition of the City Manager's functions and responsibilities.)

Department heads presently reporting directly to the Manager are:

Chief Fire, Verne Griffith
 Chief Police, John Hackett
 City Attorney, Forbes Hissell
 Director Public Works, Leland Gunn

Reporting to the Manager but with dual responsibility to the Commission:

Treasurer, Russell Berger
 Clerk, Irene Hanley
 Health Officer, Dr. Lloyd Kemp
 City Assessor, Elmer Haack.

It is suggested that charter change be considered to eliminate any dual responsibility.

Director of Public Works

All operating departments were grouped and put under Leland Gunn (previously without specific assignment), as the Director of

Public Works, to correlate and integrate their activities as a unit rather than independent agencies. The purpose was to avoid obvious overlapping of activities and furnish a clear point to make certain that all projects be done with the least possible lost effort.

Departments reporting to Leland Gunn:

Sewage Treatment, R. Grinnell
 Water
 Safety and Inspection, Scott Hersey
 Engineering
 Temporary Project of City Records, Harold Corson
 Public Works, Marx Fall
 Parks, Recreation, Forestry, John Johnson

Sewage Treatment

Sewage Treatment plant personnel are being trained. It is apparently sufficient and adequate, and will remain so until expansion of facilities are made to meet present need.

Water Department

There are only two direct functions in this department: billing and service. Pumping and maintenance are handled by the Fire Department and the Department of Public Works.

The service function under Grant Capping is reasonably done. It is anticipated, however, that the facility be moved out of the cramped and insufficient space in the Department of Public Works where more desirable quarters can be arranged. Principle need is for stock space and control. Parking meter repair will be added to this department.

The billing function hangs to a large degree in this air. It is an accounting problem without collection. Much of the Water Department clerical requirements are presently filled by the Treasurer's Department. As a consequence, the billing phase will be moved under the Treasurer and eliminated from Public Works. Such a move will eliminate one or two people as soon as equipment can be made available. (See comments on Treasurer's Department.)

Safety and Inspection Department

The Safety and Inspection Department has been moved to the office formerly occupied by H. Corson. This move consolidates activities closely related to Engineering. It establishes a continuous phase contact with the public through the Engineering clerk, Mrs. Fawcett. An additional person must be recruited to fill an anticipated gap to be caused by retirement of Scott Hersey.

Engineering Department

Rebuilding of the Engineering Department has begun. Paper work is being studied with a view toward simplification and standardization of procedure. One engineer has been released. New candidates are being interviewed, one employed.

Records Department

H. Corson has taken over the Records Department. Fred Aldred and A. Carrier have been assigned as assistants and reasonable pro-

gress is being made in the beginning phases.

Department of Public Works

In the Department of Public Works, a rebuilding program is under way. One new supervisor has been appointed to replace Aldred. Payroll and record procedure have been simplified to save sufficient time for clerical assistance in definite scheduling of action. Stock and inventory controls are being set up. Progress is not as rapid as could be hoped, but necessary spring demands are being given priority.

Parks, Recreation, Forestry

In the Forestry section recommendations are being groomed for definite long range program. Details will be forthcoming for Commission consideration. Personnel is being changed and trained for more effective performance.

One stenographer has been taken on from the Treasurer's office, (not replaced), and assigned to handle phone calls and typing for the Health Department as well as for Leland Gunn. Former clerk in Health Department has been released.

Mechanical maintenance

of auto and heavy equipment has been moved into the jurisdiction of the Department of Public Works. Mechanics will be assigned to other departments with the exception of Fire.

Police and Health Department

Parking meter collection has been turned over to the Police Department as is normal in most cities. Weights and measures have been taken over by the Sanitation Inspector. While not a health problem, inspection and covered will be served completely by one man.

Treasurer

A male assistant has been employed to serve in the Treasurer Department. His projected duties are outlined in detail, but in general he will be charged with properly allocating costs of operation and expenses, and reporting to the Commission through the Manager the current progress of plans and expenditures, in a simple concise manner.

Plans for producing day to day accounting and reporting are projected. This will eliminate much clerical work and produce current information. Necessary equipment is an accounting machine mentioned under the Water Department. It is anticipated that one operator will handle Water Department billing and accounting, as well as produce payrolls and reports by requisitioning materials and expenditures for all functions.

Equipment is being studied. Definite recommendations will be forthcoming in a few days. No changes in clerical procedures will be made by the transfer of equipment delivered. The time for delivery seems to be from 60 days to 1 year away, depending on the manufacturer. Some producers have promised substitute or loaned equipment available within 30 to 60 days.

General

A change in the manner of preparing the budget has been made. Copies of instructions and forms outlined to supervisors are attached. Plans of preparation is to plan for the coming year on a realistic program of things to be done, rather than dollars to be spent. At the same time, the Commission is given a standard by which to gauge performance of each City function according to program adopted.

It is suggested that the budget resolution cover blanket amounts assignable to specific cost incurring departments with supporting resolution accepting detailed analysis, or supporting allotments. This will serve to eliminate to a minimum the transfer of amounts caused by minor budget deficiency appropriations required by Charter.

Wage Survey

In setting up the factors for arriving at the relative worth of jobs, analysis found that general job descriptions would be suffice. Each job, even to minor posts, has been studied in detail to align its functions without duplicating effort. Many detail changes have been made as a result.

Descriptions of duties for all jobs are nearly complete. These were fundamental in arriving at proper factors to be used in determining worth. Original drafts approved by the various department heads are available on all those completed. It is intended that each Commission member have a complete set for his own use, as well as the Manager. Department heads will have copies pertaining to their departments. Each employee will have a copy of his job description.

A rather general adjustment in rates appears inevitable, but they will not be the same in degree. The evaluation finally, because it is based on jobs, rather than persons, will eliminate inequities.

The practice of automatic "length of service" increases would be discontinued. Pay adjustments, within the limits of pay ranges, will be based on merit, and definite standards of performance for judgment.

Public Relations

A program to keep the citizens of Birmingham informed as to the functions of City Hall is in progress. It is not intended to censor any news, but rather to acquaint the citizens with the problems of furnishing adequate service now and in the future. It is intended to serve the best interests of the whole group, and to prevent the programs approved by the Commission in a manner to minimize the effect of special pressure groups.

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Have You Met . . .

Mr. and Mrs. David Burnett? Well, their three children, David, William and Robert, they are now residing at 949 Chesterfield. Mr. Burnett is a manufacturing chemist with Durr Laboratories. They are from Detroit.