



United States Department of the Interior

NATIONAL PARK SERVICE

OCMULGEE NATIONAL MONUMENT

1207 Emery Highway

Macon, Georgia 31201

IN REPLY REFER TO:

H2621
A 2621

February 15, 1985

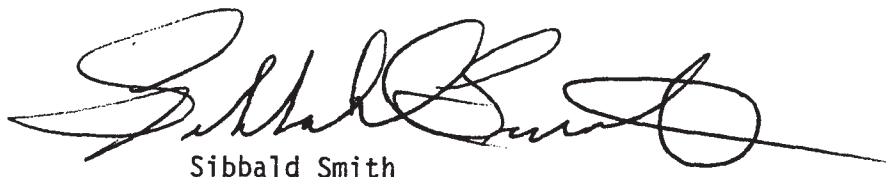
Memorandum

To: Regional Director, Southeast Region

From: Superintendent, Ocmulgee National Monument

Subject: Superintendent's Annual Report for 1984

Attached is the Calendar Year 1984 Annual Report from the
Superintendent of Ocmulgee National Monument.



Sibbald Smith

Enclosure

Mailed to Regional Historian per attached memo

Ocmulgee National Monument

Macon Georgia



SUPERINTENDENT'S ANNUAL REPORT

~~1985~~
1984

Ocmulgee National Monument
SUPERINTENDENT'S ANNUAL REPORT
1984

ADMINISTRATION:

Personnel actions for 1984 were as follows:

<u>Month</u>	<u>Employee</u>	<u>Type of Action</u>
January	Chester Guy Paul Tipton	Within-grade Increase Within-grade Increase
February	Sylvia Flowers James Smith, Jr.	Termination - Exp. of Appt New Hire
March	Sylvia Flowers Wendy Haney	Exc. Appt NTE 3/20/85 New Hire
April	Ellen Foppes Jerome Walker	New Hire Within-grade Increase
May	Sylvia Flowers Ellen Foppes Wendy Haney Wayne Owens Sibbald Smith Linda Stevens Paul Tipton Stephanie Brittain Chester Guy Frank James Charles Lanier	Pay Adjustment Pay Adjustment Pay Adjustment Reassignment Pay Adjustment Pay Adjustment Pay Adjustment Termination - Exp. of Appt Pay Adjustment Summer Appt NTE Removal
June	Jerome Walker John Whitlock James Smith, Jr. Jane Joseph Miriam King	Promotion NTE 9/30/84 Promotion Resignation Summer Appt NTE 9/15/84 Summer Appt NTE 9/15/84
July	Ellen Foppes Wendy Haney John Whitlock Chester Guy	Reassignment Reassignment Reassignment Reassignment
September	Ellen Foppes Julius Vincent Julius Vincent Jerome Walker Miriam King Jane Joseph Frank James	Within-grade Increase Reassignment Promotion Change to Lower Grade Termination - Exp. of Appt Termination - Exp. of Appt Termination - Exp. of Appt

<u>Month</u>	<u>Employee</u>	<u>Type of Action</u>
October	Martha Champman	New Hire
	Sylvia Flowers	Conv to Temp Appt-PER
	Chester Guy	Change in Tenure Group
November	Homer Leslie	Pay Adjustment
	Wayne Owens	Within-grade Increase
	Hayward Robinson	Pay Adjustment
	Julius Vincent	Pay Adjustment
	Jerome Walker	Pay Adjustment
December	Julius Vincent	Placement in Nonpay Status

TRAINING:

<u>Division</u>	<u>Course</u>	<u>Hours</u>
Superintendent	A-76 Workshop	40
Superintendent	Intro. to IBM-PC for Managers	24
Administration	EEO Workshop	16
Administration	Small Purchases	40
Administration	Intro. to IBM-PC	40
Administration	Personnel Procedures Workshop	40
Administration	PAY/PERS Workshop	8
Administration	Quarters Mgmt Program	40
I&RM	CFR 36 Training (5 employees)	8
I&RM (Whitlock)	Basic Land Mgmt L.E.-FLETC	360
I&RM (Haney)	Basic Land Mgmt L.E.-FLETC	360
I&RM	Fire Command School	16
I&RM	EEO Workshop	16
I&RM	Interpretive Skills	40
I&RM	In-Service L.E. Refresher	40
I&RM	Chief Rangers Workshop	40
I&RM	Curatorial Housekeeping	40
I&RM	American Sign Language	16
Maintenance	A-76 Workshop	40
Maintenance	Chief of Maintenance Workshop	40
Maintenance	Pest Control	8
Maintenance	Basic Maint. Trades & Skills	40

BUDGET AND FINANCE:

ONPS - \$387,000.00
 Cyclic - \$21,100.00
 Quarters - \$5,900.00

SPECIAL PROJECTS:

Discovery Lab: A continuation of the "Think Tank" meeting held in October 1983 regarding community needs in the areas of communications and interpretation in the fields of the Park's themes has showed positive progress. A design for the room and its furnishings has been completed. During the summer of 1985, Bibb County school teachers and Ocmulgee National Monument staff will hold an 80-hour workshop to develop curricula for use in the Discovery Lab which will be compatible with public school studies.

Public Lands Day Pilot Project: A Public Lands Awareness Day was held in the Park. This effort was organized by the local Clean Community Commission under the auspices of Keep America Beautiful. This pilot project has been sanctioned by the Department of the Interior and is to result in the establishment of a National Public Lands Day. Numerous meetings have been held between the Clean Community Commission and Park staff. That organization will attempt to solve problems in the Park through development of committees to tackle concerns in the fields of education, environment, safety and transportation (exotic plant control, erosion, feral animals, unsafe front entrance to Park, access road to Lamar Unit, etc.). OCMU staff feels very positive about this program which will provide solutions to problem areas through the community resources and efforts at no expense to the taxpayers.

Other Organizations: The Superintendent is still a working member of the Macon-Bibb County Convention Bureau, Middle Georgia Historical Society "Group" and the Clean Community Commission. Through efforts of Macon-Bibb County publicity, other increased media coverage and word-of-mouth, the Park showed a visitation increase of 34% during 1984 over 1983.

Water and Sewer System Replacement: In 1984 a contract to replace the complete water and sewer system throughout the Park was completed with little, if any, adverse affects on the resources (the only cultural remains detected during the work was a cache of conch shells which were excavated and are presently being studied at SEAC).

Other Projects:

- Completed design of Park's Gifts Catalog which is ready for printing.
- Davis Homes Community Cleanup Day participation.
- Designed plan for highway directional signs for submission to State Department of Transportation.
- Designed and installed locking glass doors on Library rare book storage shelves.
- YCC recruitment conducted at local high schools.
- Designed and constructed Visitor Register.
- Study made of Historic Railroad Underpass renovation needs.
- Cooperated with National Forest Service on Gypsy Moth monitoring.

- State Capitol Fair exhibit developed (including slide program).
- Continued writing of interpretive notebook series on crafts, resources, etc.
- Conducted special demonstrations and exhibits during week of Macon's Cherry Blossom Festival.
- Purchased IBM-PC computer system and began development of programs for Park
- Developed a donation box and maintained appropriate records.
- Presented 8 off-site programs.
- Updated Statement for Interpretation.
- Updated Cultural and Natural Resources Management Plans.
- Completed Pesticide Use Logs for 1984.
- Submitted Pesticide Use Proposals for 1985 with assistance from Georgia Forestry Commission on Kudzu eradication plans.
- Hosted three special Traveling Exhibits.
- Submitted Curatorial Management Report.
- Museum received cleanup and repair work on several exhibits. Work is continuing to correct misspelled and incorrect narratives, photo locations, letter and construction problems.
- Established fire extinguisher plan and upgraded building fire control by installing proper extinguishers to meet combustible material standards.
- Held four Children's Summer Workshops.
- Developed and manned State Fair exhibit for 8 days in October.
- Developed and maintained audio/visual maintenance history and use logs.
- Established a locked curatorial area.
- Conducted a summer YCC program; maintained payroll and records, oversaw projects, documented activities and submitted final annual report.
- Completed 1984 Hazardous and Diseased Tree Removal Plan (14 trees).
- Completed Interpretation and Visitor Services Report.
- Continue to update slide files and add new slides to the collection.
- Edited narrative for new Park brochure now ready for printing.
- Updated and reorganized NPS site files.

- Special Achievement Awards presented to four employees.
- Began development of a Systematic Maintenance Management System, placed Maintenance Division budget on TAP and Maintenance workload on an annual Calendar.

VOLUNTEERS IN PARKS (VIP) PROGRAM:

- Research by Intern on Administrative History of the Park.
- Developing a VIP Orientation Day.
- 78 volunteers donated 1,497.5 hours. This represents a savings of \$9,928.42. Time devoted to Interpretation and Visitor Services, clerical, maintenance.

SPECIAL POPULATIONS:

- Visitor Center is designed for full handicapped access.
- Printed material is available for the hearing impaired (film scripts, etc.).
- Information sheets in 16 languages provided for foreign visitors.
- Wheel chair is available for use by handicapped visitors.
- Provided sign language interpretation for visitors (one Ranger attended American Sign Language classes on her own time).
- Informational material and film scripts are available in Braille.

COOPERATING ASSOCIATION:

- The Park's Association funded a 54-event Calendar of activities for 1984 and Park has planned a 1985 Calendar of Events with 60 activities which will be Association funded.
- A membership drive was held in July.
- Hired non-NPS personnel to manage and develop Ocmulgee Coop. Association Museum Shop. New manager was bried by NPS employees.
- Monument Association budget put on TAP sheets similar to Park budget system.
- Association by-laws were revised, approved and enacted.

EQUAL EMPLOYMENT OPPORTUNITY:

- No complaints were filed in 1984.
- Developed and presented a program recognizing Hispanic Heritage Week.

- Participated in Career Day at local colleges and universities.

- Recruited at local high schools for YCC program.

Permanent Staff: 1 Native American male, 5 white males, 4 white females, 2 black males, 1 handicapped black female.

Seasonals: Two white females

YCC: 2 black females, 1 black male, 1 white male.

VISITATION:

148,769 visitors in the Park during 1984 (compared to 111,014 in 1983).

SAFETY:

- Buildings, grounds, roads and trails safety inspections conducted periodically.

- Provided 11 safety talks/movies at monthly Staff Meetings.

RESOURCE AND VISITOR PROTECTION:

- Replaced obsolete alarm system in Visitor Center and Earthlodge.

- Installed fire and burglar alarm system in two park residences (one-historic Dunlap House)

- Intercom installed for better monitoring of Earthlodge.

- Developed Superintendent's Compendium.

- Increased Lamar Unit patrols.

- Suggestions submitted to WASO for improvements to 36 CFR, Part 4.

- Responded to call for suggestions/improvements to NPS-53.

- Two Rangers commissioned.

VANDALISM:

- This continues to be a concern. Damages occurred to Earthlodge Donation Box, museum interpretive sign, trail bridges and signs; erosion from vehicle and foot traffic in unauthorized areas (road shoulders, mound slopes, embankments, etc.)

- In early Spring 1984, a fire of unknown origin burned approximately 35 acres of grass field before being brought under control. There were no extreme damages to the resources.

GROUNDS:

- Utilized YCC Program to perform work on Prehistoric Ditches in an attempt to stabilize them.
- Aerated, fertilized and seeded 28 acres under newly established landscaping program.
- In cooperation with Georgia Forestry Commission, began Kudzu Program to help control this exotic species in the Park by using Roundup herbicide.
- Cleared and marked boundary of Park.
- Edged road shoulders in Park to keep grass from growing onto asphalt.
- Removed hazardous pine trees.
- Worked on fire ant control using steam and hot water.
- Pruned trees on Emery Highway and Main Street to improve visibility.
- Readied Park for Cherry Blossom Festival and kept grounds clear during and after each special event.
- Worked with city on drainage problems into Park.
- Sandbagged top of drain pipe to keep dogs from coming under Boundary Fence.
- Installed grass block in front of Interpretive Shed at Museum and seeded to keep down erosion.
- Placed riprap rock at walkway behind Earthlodge to help control erosion.
- Poured gravel at culvert next to Lesser Temple Mound to control erosion.
- Layed fill dirt and gravel on eroded bank in front of Maintenance Building.
- Spread fill dirt and gravel at each end of McDougal Trail Bridge to halt erosion.

PAINTING AND REPAIRS:

- Repaired and repainted bridge on trail to Earthlodge.
- Replaced damaged boundary fence (auto accident).
- Painted Association office area.
- Painted exterior of Quarters #1 (cyclic) the historic Dunlap House.
- Reroofed and replaced deteriorated wood at Quarters #1 (cyclic) historic Dunlap House.
- Rebuilt patio at Quarters #1.

- Painted Museum Gift Shop.
- Rebuilt solar system Rankine Engine because of defective equipment.
- Painted facial board on Maintenance Storage Building.
- Repaired bridge behind Great Temple Mound (approximately 30 feet of handrail damaged by vandals).
- Touched up paint in restrooms, hallways and Break Room in Visitor Center.
- Painted solar panel structure to reduce maintenance costs.
- Removed gutters from Quarters #1 historic Dunlap House.

INSTALLATIONS AND EQUIPMENT REPLACEMENTS:

- Replaced heating and air conditioning at Quarters #1 because old unit did not meet safety and health standards due to age.
- Built bookshelves for Gift Shop.
- Installed carpet in Gift Shop.
- Installed carpet in Discovery Lab.
- Installed burglar and fire alarms at Quarters #1 and #2.
- Replaced metal trash cans with 90-gallon plastic trash cans to cut down on maintenance.
- Added 10 picnic tables in picnic area because of increased use.
- Contracted installation of new water and sewer lines in the Park.
- Replaced vehicle counter and relocated it from Museum to front exit gate to secure more accurate visitor count.
- Replaced electric stove in Quarters #2.
- Installed new drapes in Quarters #1.
- Relocated Information Desk in Visitor Center to improve entrance to expanded Gift Shop area.
- Installed special faucet levers in Visitor Center Restrooms for handicapped use.

CONSERVATION:

- Set thermostat on air-conditioning to 75°, heating thermostat to 68°.
- Changed 150 watt light bulbs in theater area to 60 watt - saving 90 watts per bulb.

- Cut mileage of Dodge truck in half during 1984 by using electric and gas scooters.
- Lowered ceiling in Gift Shop from 12 to 8 ft., saving heating and air-conditioning.
- Transferred two electric scooters from Andersonville surplus to help save on energy at Ocmulgee.
- Picked up blower from surplus at Andersonville to keep roads, parking lots, etc. clean, saving manpower (4 hours per week).

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ADMINISTRATION

Personnel actions (continued):

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