



July 30, 1987

Mr. Jerry Barshop, Director
Convention & Event Services
650 S. Griffin St.
Dallas, TX 75202

Dear Jerry:

Please find enclosed the proposed personnel reorganization structure for Reunion Arena. This is the result of many hours of working with the Personnel Department over the last 8 months.

Individuals within the Personnel Department who have assisted in this effort are Dr. Troy Coleman, Joe Tillotson, Albert Chew, Bill Underhill, Melinda Crayton, and especially Trip Reynolds.

At the outset the following goals were established.

- 1) Create a structure which fosters "depth in leadership" and delegation of responsibilities (as opposed to a "one man show" type organization). The effort here would ideally not leave the organization floundering in any of its important functions should any one individual decide to separate from Reunion Arena or be absent for any length of time.
- 2) Address specific recommendations as documented in the 1984-85 City Auditors report. . . . especially as it relates to financial accountability, proper procedures, cross checking of Supervisors actions, payroll monitoring, and initiating a sound preventative maintenance program.
- 3) Integrate the additional demands of maintaining the new Parking Center into the overall division of responsibilities.
- 4) Address known organizational weaknesses and vulnerabilities as it relates to personnel emergency responses and equipment malfunctions during events.
- 5) Actively pursue Affirmative Action goals.
- 6) Create a more cost effective use of available salaries.