

oldest and most trusted employees, died on December 27. He will be missed by his friends and fellow workers.

Two new employees will be starting in mid-January. They are William Eitel who will be the Assistant Gardener at Lux, and Howdy Lee who will be the Assistant Nurseryman at the Arboretum.

Several employees have been promoted as of January 1, 1974. They are Calvin Allen who is now the Senior Equipment Maintenance Man, Earl Breitbarth who is a Senior General Maintenance Man, and Bruce Dustman who filled the Tree Trimmer vacancy.

DESCANSO GARDENS

The Christmas Decorations show at Descanso was a great success, attracting over 22,000 people during its nine-day run. It was the largest show in 18 years of exhibiting.

The gardens are coloring up fast with the camellias coming on strong in many areas throughout the forest. Also, there are many winter annuals coming into bloom such as the beds of calendulas and ice-land poppies.

The annual rose-pruning demonstration will take place at Descanso this Saturday at 1 pm.

Jack Smith, the L. A. Times columnist, led a bird walk here December 9th. More than 300 people came out to see the gray grackle, the varied thrush, a long-eared owl - quite rare - and a flock of stellar blue jay.

Cold weather has hit Descanso; we have recorded a 27° , and a 32° morning. This is ideal weather for lilacs and tulips, so look for a good crop of flowers coming from these plants in late winter.

We are pleased to announce that Eric Brooks, As Needed Tour Guide at South Coast for the past two years, has been appointed to the full-time tour guide position recently vacated by the retirement of Henry Noerdlinger.

We are happy to report that Head Tour Guide Dave Fields, ill for three weeks with hepatitis (the non-infectious type), is expected back next Monday.

Invitation . . .

The Board of Trustees of the California Arboretum Foundation invites the staff to our open house at the remodeled gatehouse and the new Information Center Tuesday, January 22, from 3 to 5 pm.

ADMINISTRATIVE SERVICES DIVISION

Our Division would like to welcome its new Intermediate Steno, Barbara Litwin. Barbara is a former employee of DPSS Pasadena office and is replacing Jan Kohler who is now working in the Director's office.

The following is a list of holidays for 1974 which includes 2 election days for a total this year of 13 days:

January 1	New Year's Day
February 12	Lincoln's Birthday
February 18	Washington's Birthday
May 27	Memorial Day
June 4	Primary Election
July 4	Independence Day
September 2	Labor Day
September 9	Admissions Day
October 14	Columbus Day
November 5	General Election
November 11	Veterans' Day
November 28	Thanksgiving
December 25	Christmas

PUBLIC SERVICES DIVISION

In the past, our Department-wide public hours were 8 to 5 during periods of Standard Time and 8 to 5:30 during Daylight Saving Time. However, even though we are now operating on DST, we will continue our winter schedule of public hours - 8 to 5 pm. - until further notice.



1974. "Administrative Services division." *Newsletter Arboreta and Botanic Gardens* 1974:Jan.10, 2.

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