

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, by and between the Atlanta Urban Corps of the City of Atlanta (hereinafter referred to as the Urban Corps) and the Southern Regional Education Board (hereinafter referred to as the SREB).

WHEREAS, the Urban Corps Program for the period September 29, 1969, through December 19, 1969, is a cooperative effort of the Urban Corps and the SREB; and

WHEREAS, the parties are desiring delineating their respective obligations resultant therefrom;

NOW, THEREFORE, the parties do hereby provide and agree as follows:

1.

SREB will appoint in cooperation with the Urban Corps approximately 60 interns under the internship program supported by a grant from the Economic Development Administration. The majority of these internships will be on a part-time basis and will be eligible for college work study support. Said interns, for the purposes of this agreement are designated "Urban Corps Interns."

2.

SREB will pay Urban Corps interns directly from its project funds at rates agreed upon between the Urban Corps and SREB and reflected in intern appointments.

3.

The Urban Corps will enter into agreements with cooperating colleges and other organizations providing for financial support of Urban Corps internships. All funds collected under these agreements will be transferred to SREB to assist in offsetting the costs of the internships.

4.

In addition, the City will pay a lump sum of \$ 5,094.00 to SREB for 21 interns assigned to its departments.

5.

The Urban Corps will service the internships and administer the program with technical advice and assistance from SREB.

6.

To supplement the staff of the Urban Corps, SREB has appointed an education counselor to work full-time on the educational dimensions of the program and on relations with area colleges.

7.

Neither the SREB nor the Urban Corps will incur responsibility for incidental costs to the agencies to which the interns are assigned for utilization of consumable supplies with regard to the duties of the interns or preparation of reports of internship except where such agencies are agencies of the City of Atlanta.

IN WITNESS WHEREOF, the parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

FOR THE CITY OF ATLANTA:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
IVAN ALLEN, JR., MAYOR

\_\_\_\_\_  
Witness

FOR THE SOUTHERN REGIONAL EDUCATIONAL BOARD:

\_\_\_\_\_  
Witness

APPROVED AS TO FORM:

\_\_\_\_\_  
Witness

APPROVED:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Ken Millwood, Director  
Atlanta Urban Corps

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FOR THE CITY OF ATLANTA:

\_\_\_\_\_  
IVAN ALLEN, JR., MAYOR

\_\_\_\_\_  
Witness

FOR THE SOUTHERN REGIONAL  
EDUCATIONAL BOARD:

BY-LAWS  
OF  
ATLANTA URBAN CORPS, INC.  
(April 17, 1969)

ARTICLE I  
PURPOSE AND FUNCTIONS

A non-profit corporation organized to solicit funds from individuals, foundations, businesses and government to provide an internship program to employ university students who will work in various phases of local and municipal government, thus giving students an opportunity to contribute constructively to the Atlanta area by aiding in the improvement of all phases of urban life.

ARTICLE II

Membership in the Atlanta Urban Corps, Inc., shall be composed of all employees, interns and friends of the Atlanta Urban Corps, Inc.

ARTICLE III

BOARD OF TRUSTEES

Section 1. Trustees.

(a) Number of Trustees. The control of this corporation shall be vested in a Board of Trustees which shall consist of leading members of the community, local college presidents and student representatives.

(b) Duties. The Board of Trustees shall make appointments and decisions necessary to carry out the purpose and functions of the corporation and shall be responsible for the administration of monies held by the corporation.

(c) Meetings. The Board of Trustees shall meet with three days notice given by any member of the Board of Trustees or any member of the Executive Board or any administrative officer of the corporation.

Section 2. Term. The term of regular members of the Board of Trustees shall be for one year beginning on April 1 of each year.

Section 3. Election. Members of the Board of Trustees shall be nominated and elected by the membership of the corporation.

Section 4. Vacancies. Vacancies shall be filled by the Board of Trustees. Trustees so chosen shall hold office for the unexpired portion of the term of their predecessors.

## ARTICLE IV

### EXECUTIVE BOARD

Section 1. Members and Duties. The Board of Trustees shall elect an Executive Board consisting of not less than six or more than twelve members which shall administer those funds budgeted and appropriated by the Board of Trustees and shall further handle all administrative tasks normally handled by the Board unless otherwise directed. The Executive Board shall be chosen as follows: There shall be an equal number of students and non-student representatives, with the students being chosen from nominees designated by the College Relations Board, an organization made up of representatives of the major participating colleges. Two of the members of the Executive Board shall be the Student Director of the corporation and the Staff Director.

Section 2. Meetings. The Executive Board may meet upon one day's notice given by any member of the Board without formal notice. A majority of the Board shall be a quorum and a majority of those in attendance shall be sufficient to act.

## ARTICLE V

### POWERS

Section 1. Grants or Gifts. The corporation shall be empowered to receive grants and gifts, by will or in any other manner, in any form of property, in trust or otherwise, wherever situated, to carry out any of its purposes. All of such grants and gifts shall be faithfully administered in accordance with the terms on which they are made.

Section 2. Use of Assets. All property and income of the corporation shall be used exclusively for the purposes set out in the Charter, and no part thereof shall be used for the benefit of any person whomsoever except in a manner consistent with such purposes.

Section 3. General Powers. The corporation shall have the power to retain all grants and gifts in the original form in which they were received unless otherwise required by the terms thereof; to buy, sell, exchange or otherwise deal in stocks, bonds, securities, real estate and any other form of property at public or private sale; to invest and reinvest any of its funds or property belonging to it at any time in such securities and other property, real or personal, regardless of whether such investments are legal investments for trust funds under the laws of Georgia or any other State and to borrow money and secure the payment thereof by mortgage, pledge, deed or other instrument or lien upon all or any part of the property of the corporation. All of the foregoing powers may be exercised without order of court or other authority.

Section 4. Statutory Powers. The corporation shall be vested with all of the rights, powers, and privileges which may be necessary or proper to achieve the purposes in the charter subject to the provisions hereof; and the corporation shall have all of the powers and privileges enumerated in #22-1827 and

22-1828 of the Georgia Code, as amended, together with such other powers and privileges as may now or hereafter be given to corporations by law.

## ARTICLE VI

### MEETINGS

Section 1. Annual Meeting. The corporation may hold meetings at any time with three (3) days' notice, oral or written, without any minimum requirement as to number of meetings.

Section 2. Other Meetings. Other meetings shall be called at the discretion of the Board of Trustees, Executive Board or administrative heads.

Section 3. Quorum. A quorum at any meeting of the corporation shall consist of a majority of those in attendance.

## ARTICLE VII

### LIQUIDATION OR DISSOLUTION

On liquidation or dissolution, the assets of the corporation shall be dedicated to a charitable #501 c (3) organization as designated under the provisions of the Internal Revenue Code.

## ARTICLE VIII

### AMENDMENT TO BY-LAWS

The Board of Trustees shall have the power to amend these By-Laws by a majority vote of those in attendance at any properly-called meeting.

## ARTICLE IX.

### OFFICERS

Section 1. The Board of Trustees and/or the Executive Board shall have the power to designate any officers they deem necessary. All officers they might choose shall be members in good standing of the Atlanta Urban Corps.

Section 2. The administrative authority of the corporation shall be vested in two officers to be chosen by the Executive Board with the advice and consent of the Board of Trustees. One officer shall be the Student Director who shall have general responsibilities for all student interns including their recruitment within the program. The other prime administrative officer shall be the Staff Director who will be a full-time professional in charge of all non-student aspects of the program including fiscal matters and other administrative duties not directly involved with student participation.

Section 3. Officers shall serve for one year and be elected by the Executive Board with student officers being chosen from nominees designated by the College

Relations Board. Vacancies will be filled for unexpired terms by the Executive Board. As mentioned previously, those offices to be filled will be designated by the Board of Trustees.

NOTE: These By-Laws were tentatively approved at the first meeting of the Trustees April 17, 1969. A Committee was appointed by the Trustees to thoroughly study these By-Laws and make recommendations at the next Trustees meeting. The Committee consisted of Mr. Norm Shavin, Dr. Walter Bloom, and Miss Dusty Kenyon.



This agreement is made and entered into this 29th day of September, 1969, by and between the Atlanta Urban Corps of the City of Atlanta (hereinafter referred to as the Urban Corps) and the Southern Regional Education Board (hereinafter referred to as the SREB).

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IN WITNESS WHEREOF, the parties have hereunto set their hands this 17th day of November, 19 69.

[Signature]  
Witness

George Berry  
Witness

Edwin O. Godbee  
Witness

Allen C. Connell  
Witness

APPROVED:  
Ken Millwood  
Ken Millwood, Director  
Atlanta Urban Corps

FOR THE CITY OF ATLANTA:

[Signature]  
IVAN ALLEN, JR., MAYOR

FOR THE SOUTHERN REGIONAL EDUCATIONAL BOARD:

[Signature]  
Winfred L. Godwin, Director

APPROVED AS TO FORM:

[Signature]  
City Attorney

Urban Corps

# CITY OF ATLANTA

DEPARTMENT OF FINANCE  
501 CITY HALL  
ATLANTA, GEORGIA 30303



December 8, 1969

CHARLES L. DAVIS  
DIRECTOR OF FINANCE  
EDGAR A. VAUGHN, JR.  
DEPUTY DIRECTOR OF FINANCE

W. ROY SMITH  
DEPUTY DIRECTOR OF FINANCE  
JAMES R. FOUNTAIN, JR.  
DEPUTY DIRECTOR OF FINANCE

Mr. George J. Berry  
Deputy Chief Administrative Officer  
Mayor's Office  
City of Atlanta  
Atlanta, Georgia 30303

Dear George:

This is to acknowledge your letter of November 25, 1969, which relates to my letter of November 24 regarding certain contracts that have been entered into by the City of Atlanta Urban Corps and various agencies, commissions, educational institutions and a comment I made in my letter of November 24 regarding the holding of payments for certain funds of the Urban Corps. The next to the last paragraph of my letter contains a mis-statement I would like to correct; that is to delete the wording "for income". This paragraph should have read: "In a review of my files, I do not have filed with this office an agreement relating to the number of interns the City is to receive and the consideration the City is to pay for these interns. By a copy of this letter, I am asking the Accounts Payable Auditor not to process any payments of these funds allocated for the Urban Corps until this agreement is received."

The letter to Mr. Ken Millwood was dictated on Saturday, November 22, and signed that day by me for delivery to Mr. Millwood on November 24. Your transmittal of the agreement was stamped received by this office on Monday, November 24 which is the day I was in New York.

In your letter of November 25, you state: "Notwithstanding the fact you had this contract in hand before your letter was written, your threat to cut off the Urban Corp's funds is highly improper". As I explained to you over the telephone on Tuesday, November 25, the agreement was not in my hands prior to dictating my letter of November 24, and I do not consider it improper to say that I am cutting off funds of the Urban Corps. As a matter of fact, I could make no payments to the Urban Corps under the contract until the contract was thoroughly executed and received in this office.

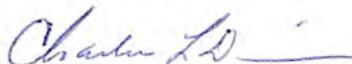
If your statement had reference to positions that are established by Ordinances and on the payroll of the City, I can see your concern but this was certainly not the intent of my letter of November 24.

Mr. George J. Berry  
Page Two  
December 8, 1969

George, since our correspondence, we have received from your office the signed executed agreement on the Urban Corps, and we have also received a requisition for payment to the Urban Corps for the sums due them. This payment is has been processed and is in the hands of the Urban Corps at this time.

I trust that this concludes this subject.

Sincerely,



Charles L. Davis  
Director of Finance

CLD:lek

g. r. b.

Southern Regional Education Board

November 20, 1969

M E M O R A N D U M

TO: Members of the Atlanta Service-Learning Conference

FROM: the Steering Committee

SUBJECT: Curriculum and Finance Conference Session

The next Conference meeting has been scheduled Thursday, December 11, at Spelman College. We shall be meeting from 9:00 am to 5:00 pm in Giles Hall. For parking: turn off Northside Drive onto Greensferry and follow it to Henry Street to the parking lot behind Spelman College.

As indicated on the enclosed agenda, this session of the Conference will be led by the Curriculum and Finance Work Groups and will deal with these topics in relationship to the service-learning concept.

Research findings related to the service-learning concept are now becoming available. They underscore the importance of the forthcoming session since the impact of financial support and academic credit on a service-learning program are shown.

We look forward to seeing you at the meeting on December 11.

Sponsored by the City of Atlanta, the Atlanta Urban Corps, Economic Opportunity Atlanta, the Colleges and Universities of Atlanta, Department of Health, Education and Welfare, the Southern Regional Education Board, Volunteers in Service to America, and the Peace Corps, the Atlanta Service-Learning Conference is exploring, both in theory and practice, the service-learning concept, in which the accomplishment of a needed task is integrated with educational growth.

Resource Development Project  
404 872-3873

AGENDA

ATLANTA SERVICE-LEARNING CONFERENCE

DECEMBER 11, 1969

GILES HALL, SPELMAN COLLEGE

WILLIAM R. RAMSAY, SOUTHERN REGIONAL EDUCATION BOARD, CHAIRMAN

9:00 AM Registration, Room 211 Giles Hall

9:30 AM Discussion of Curriculum and Service-Learning

Bill Pendleton, Professor of Sociology, Emory University,  
Work Group Chairman

Topics: Description of a curricular service-learning project  
Criteria for academic credit  
Service-learning for breadth or depth?  
Transfer of service-learning credit  
Optimal level of service-learning in four year  
college

12:30 PM Lunch Break

2:00 PM Discussion of Finances and Service-Learning

Bill Jones, Personnel Officer for Region IV, Department of  
Health, Education and Welfare, Work Group Chairman

Topics: Organizational arrangements  
Funding models  
Effective funding sources  
Alternative sources of support  
Sharing of costs  
Participant stipends  
Charges to host agency

5:00 PM Adjournment

Urban Corps

November 25, 1969

Mr. William R. Ramsay  
Director  
Resource Development Project  
Southern Regional Education Board  
130 6th Street, N. W.  
Atlanta, Georgia 30313

Dear Bill:

Please make the following deposits:

Spelman College	\$ 465.60
Wilberforce University	\$ 1,571.60
Blayton Business College	\$ 43.20
	<u>\$ 2,080.40</u>

Sincerely,

Hugh H. Saxon  
Finance Director

HHS:d1

Enclosures

cc: George Berry

November 6, 1969

MEMORANDUM

TO: Charles L. Davis

FROM: Dan E. Sweat, Jr.

SUBJECT: Refund to Phyllis Wheatley Branch YWCA

On June 18, 1969, a check from the above agency in the amount of \$500 was transmitted by the Urban Corps to Mr. Fountain for deposit. The intern that was assigned to this agency has since dropped out of the program and it is necessary for us to refund to them a pro-rata amount of their advance. Accordingly, a M. R. for the correct amount is enclosed and it would be appreciated if you would process for payment.

DESJr:sm  
Attachment



g m

November 26, 1969

Miss Cola Stamper  
1836 Silverhill Road  
Stone Mountain, Georgia

Dear Cola:

I enjoyed the opportunity to talk with you Tuesday.

I spoke to Ken Millwood, and he is expecting a call from you. Ken's number at the Urban Corps Office is 524-8091.

I will be out of town until Friday, December 5; but I would appreciate your letting me know what progress we made when I get back.

Sincerely yours,

Dan E. Sweat, Jr.  
Chief Administrative Officer

DESJr:sm

*Urban Corps*

December 2, 1969

MEMORANDUM

To: Charles Davis  
From: George J. Berry  
Subject: Urban Corps

As you know, the present Urban Corps operation is funded only through December 31, 1969. It is essential that we give the present staff proper notice in the event that the program is not funded for the coming year. It would be appreciated, therefore, if you could advise no later than December 15, 1969 as to the status of the Urban Corps Program for 1970.

GJB:ja

cc: Ken Millwood

Urban Corp

November 24, 1969

Mr. William Ramsay  
Director  
Research Development Project  
Southern Regional Education Board  
130 Sixth Street, N. W.  
Atlanta, Georgia 30303

Dear Bill:

Please make the following deposit:

Spelman College	\$452.40
Morris Brown College	\$360.48
Grady M & I Project	\$119.00

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HHSjr:sz

Enclosures

George -  
this is a "pre - Charles Davis  
memo" deposit -

Remaining deposits will be  
made to the Finance Dept. and  
will be transferred to SREB by Miss Reg

November 6, 1969

2 my

Can't go

Mr. Dan Sweat  
City of Atlanta  
City Hall  
Atlanta, Georgia

Dear Mr. Sweat:

SREB in conjunction with the Urban Corps National Development Office is sponsoring a one-day meeting to discuss service-learning opportunities in the South. Approximately 50 mayors and 100 college presidents have been invited to participate.

We would like to extend to you an invitation to attend and to appear on a panel with representatives of the Atlanta Urban Corps and a student leader. We expect the morning panel to present models and to stimulate discussion for the afternoon workshops. Would you relate your experiences in developing the urban program in the City of Atlanta and the benefits to the city and to the students for being involved in such a program.

We look forward to seeing you on the 14th.

Sincerely,

Michael A. Hart

Michael A. Hart  
Project Assistant  
Resource Development Project

MAH:ht  
Enclosure

872-3873

PRELIMINARY AGENDA  
URBAN SERVICES AND LEARNING  
EXECUTIVE PARK MOTOR INN  
ATLANTA, GEORGIA  
NOVEMBER 14, 1969

A meeting for city and college leaders on the opportunities for combining urban service for students with educational programs.

Sponsored By: Southern Regional Education Board  
Urban Corps National Development Office

- 9:00 A.M. Registration
- 9:30 A.M. Opening Remarks - W. R. O'Connell
- 9:45 A.M. Urban Corps Idea - Michael Goldstein
- 10:00 A.M. The Service-Learning Concept - W. R. Ramsay
- 10:15 A.M. Break
- 10:30 A.M. Urban Corps as a Service-Learning Device  
Panel Discussions:  
Urban Corps Staff Member  
Student  
Representative of City Government  
Representative of a College
- 12:00 P.M. Luncheon - Chaired by W. R. O'Connell  
Welcome and Remarks - Mayor Ivan Allen  
Address
- 1:30 P.M. Community Resources Workgroups  
1. Role of the City  
2. Role of the College
- 3:15 P.M. Reports of Workgroups
- 3:45 P.M. Closing Statements:  
"Where Do We Go From Here"
- 4:00 P.M. Adjourn



# CITY OF ATLANTA

DEPARTMENT OF FINANCE

501 CITY HALL

ATLANTA, GEORGIA 30303

*g m*

November 7, 1969

CHARLES L. DAVIS  
DIRECTOR OF FINANCE  
EDGAR A. VAUGHN, JR.  
DEPUTY DIRECTOR OF FINANCE

W. ROY SMITH  
DEPUTY DIRECTOR OF FINANCE  
JAMES R. FOUNTAIN, JR.  
DEPUTY DIRECTOR OF FINANCE

Mr. Dan Sweat  
Mayor's Office  
City of Atlanta  
Atlanta, Georgia

Dear Mr. Sweat:

This is to acknowledge your letter of November 5, 1969, in which you transmitted to us a copy of the 1970 proposed Urban Corps Program, and you requested that we present this matter to the Finance Committee for their consideration.

I certainly agree with your thoughts that the Urban Corps is certainly a valuable program to the City and should receive some funding from the City for 1970.

Sincerely,

*Charles L. Davis*

Charles L. Davis  
Director of Finance

CLD:lek

M E M O R A N D U M

TO: George Berry, Governmental Liaison      DATE: November 12, 1969  
Charles Davis, Director of Finance

FROM: Ken Millwood, Director      *KLM*

SUBJECT: Urban Corps 1970 Budget Proposal

There seems to be some question as to the derivation of the request for \$139,693 that the Urban Corps has made of the City of Atlanta. The budget was derived on a cash income - outflow basis without assigning specific usages of income to specific sources. In deriving this budget, we used income sources represented as the following:

- (1) College Work-Study - 80% of salaries of eligible students
- (2) Agencies - 30% of salaries of interns they employ
- (3) City of Atlanta - 50% of salaries of interns they employ
- (4) City of Atlanta - Supportive Grant

This plan was suggested by Mr. Berry as a method of deriving the City's financial participation based on services rendered. The private agencies were asked to pay only 30% because of their limited financial position and in an effort to keep the Urban Corps in a non-competitive situation with the colleges and universities.

The City of Atlanta has been and is now an active sponsor of the Urban Corps concept. The summer Urban Corps program was regarded a success by both local and national figures. We requested the City of Atlanta to share a larger part of the cost of defraying administrative expenses because it is the type of community activity a City government should be involved in. Also, quite frankly, the City can afford it. The City gains benefit through community service, publicity, and student involvement from the Urban Corps program in total, not only from the students who work directly with City departments.

The request of \$139,693 can be viewed in a different light than the 50%-grant combination outlined above. The administrative costs of the 1970 program will be \$75,349. Being a City sponsored program, the City could reasonably expect to absorb this total cost. The remaining \$64,344 can then be viewed as representing the City's

Memorandum  
George Berry & Charles Davis  
November 12, 1969

matching share of interns used by City departments. This cost represents 34% of the salaries of interns assigned to the City for 1970.

In using this \$64,344 in computing cost per man year, the result is:

\$64,344 for 44.1 man years = \$1,459.02 per man year

(The 52 man years quoted by Mr. Dan Sweat in his memo of November 5, 1969, is inaccurate because it does not allow for part-time employment. Using 52 man years, the cost is \$1,237.39 per man year.)

The cost to the private agencies participating is:

93 man years for \$116,808 = \$1,256 per man year.

Accepting the argument that the City truly benefits from all the interns in the Corps, the cost per man year would be:

137 man years-\$139,693 = \$1,042 per man year

(This figure does not include the 31 staff members who in total will contribute some 17 full man years to the operation.)

I believe these computations make the City's involvement more reasonable in comparison to that of the non-profit agencies. I feel the key point is not one of finance, but one of purpose. The Urban Corps, although it has involved financial ties, is not based on percentages of cost, cost per man year, or who pays how much. It is based entirely on service to the community and educational enrichment of the students. It would seem to me that it is worth at least \$140,000 to the City to continue such an enterprise.



A. Jean Corp's

November 13, 1969

Mr. William Ramsay  
Director  
Research Development Project  
Southern Regional Education Board  
130 Sixth Street, N. W.  
Atlanta, Georgia 30313

Dear Bill:

Please make the following deposit:

Georgia State University      \$271.20

DeKalb College      \$717.~~20~~  
  12

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HHSjr:sz

Enclosures

## ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

M E M O R A N D U M

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Charles Davis, Director of Finance

FROM: Ken Millwood, Director

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131 man years-\$139,693 = \$1,042 per man year

(This figure does not include the 31 staff members who in total will contribute some 17 full man years to the operation.)

I believe these computations make the City's involvement more reasonable in comparison to that of the non-profit agencies. I feel the key point is not one of finance, but one of purpose. The Urban Corps, although it has involved financial ties, is not based on percentages of cost, cost per man year, or who pays how much. It is based entirely on service to the community and educational enrichment of the students. It would seem to me that it is worth at least \$140,000 to the City to continue such an enterprise.

M E M O R A N D U M

TO: George Berry, Governmental Liaison      DATE: November 12, 1969  
Charles Davis, Director of Finance

FROM: Ken Millwood, Director      *KLM*

SUBJECT: Urban Corps 1970 Budget Proposal

There seems to be some question as to the derivation of the request for \$139,693 that the Urban Corps has made of the City of Atlanta. The budget was derived on a cash income - outflow basis without assigning specific usages of income to specific sources. In deriving this budget, we used income sources represented as the following:

- (1) College Work-Study - 80% of salaries of eligible students
- (2) Agencies - 30% of salaries of interns they employ
- (3) City of Atlanta - 50% of salaries of interns they employ
- (4) City of Atlanta - Supportive Grant

This plan was suggested by Mr. Berry as a method of deriving the City's financial participation based on services rendered. The private agencies were asked to pay only 30% because of their limited financial position and in an effort to keep the Urban Corps in a non-competitive situation with the colleges and universities.

The City of Atlanta has been and is now an active sponsor of the Urban Corps concept. The summer Urban Corps program was regarded a success by both local and national figures. We requested the City of Atlanta to share a larger part of the cost of defraying administrative expenses because it is the type of community activity a City government should be involved in. Also, quite frankly, the City can afford it. The City gains benefit through community service, publicity, and student involvement from the Urban Corps program in total, not only from the students who work directly with City departments.

The request of \$139,693 can be viewed in a different light than the 50%-grant combination outlined above. The administrative costs of the 1970 program will be \$75,349. Being a City sponsored program, the City could reasonably expect to absorb this total cost. The remaining \$64,344 can then be viewed as representing the City's

Memorandum  
George Berry & Charles Davis  
November 12, 1969

matching share of interns used by City departments. This cost represents 34% of the salaries of interns assigned to the City for 1970.

In using this \$64,344 in computing cost per man year, the result is:

\$64,344 for 44.1 man years = \$1,459.02 per man year

(The 52 man years quoted by Mr. Dan Sweat in his memo of November 5, 1969, is inaccurate because it does not allow for part-time employment. Using 52 man years, the cost is \$1,237.39 per man year.)

The cost to the private agencies participating is:

93 man years for \$116,808 = \$1,256 per man year.

Accepting the argument that the City truly benefits from all the interns in the Corps, the cost per man year would be:

137 man years-\$139,693 = \$1,042 per man year

(This figure does not include the 31 staff members who in total will contribute some 17 full man years to the operation.)

I believe these computations make the City's involvement more reasonable in comparison to that of the non-profit agencies. I feel the key point is not one of finance, but one of purpose. The Urban Corps, although it has involved financial ties, is not based on percentages of cost, cost per man year, or who pays how much. It is based entirely on service to the community and educational enrichment of the students. It would seem to me that it is worth at least \$140,000 to the City to continue such an enterprise.

Urban  
Corps

November 20, 1969

Mr. Jay Fountain  
Deputy Director of Finance  
City of Atlanta  
City Hall  
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposits in the Urban Corps account:

ACCOUNT NUMBER	DRAWN BY	AMOUNT
G-16-7645	Clark College	\$4,797.60
G-16-7645	Georgia Tech	\$2,185.68
G-16-7645	Georgia College at Milledgeville	\$1,696.00

\$206.80 of the Georgia Tech amount is a work-study payment for the Fall Program.

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HHSjr:sz

Enclosures

cc: Mr. George Berry ←

Urban Corps

November 19, 1969'

Mr. William Ramsay  
Director  
Research Development Project  
Southern Regional Education Board  
130 Sixth Street, N. W.  
Atlanta, Georgia 30313

Dear Bill:

Please make the following deposit:

Comptroller General's Office      \$476.00

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HHSjr:sz

Enclosure

*Urban Corp.*

URBAN CORPS SERVICE-LEARNING CONFERENCE  
November 14, 1969

PRELIMINARY LIST OF PARTICIPANTS

I. College and University Representatives:

ALABAMA

Mr. Edward LaMonte, Assistant Director, Center for Urban Studies, University of Alabama at Birmingham

Mr. J. King Chandler, III, Director of Urban Studies, Jefferson State College, Birmingham

Mr. Paul Harris, Vice-President for Administration, Miles College, Birmingham

Mr. James Williams, Assistant to the President, Miles College, Birmingham

Dr. Donald E. Hayhurst, Political Science Department, Auburn University, Auburn

FLORIDA

Dr. Thomas W. Fryer, Jr., Director of the Downtown Campus, Miami-Dade Junior College, Miami

Prof. James Feeney, Professor, New College, Tampa

Mr. Marshall Barry, Director, Project R.E.A.L., New College, Tampa

Dr. Thomas Wood, Department of Political Science, University of Miami, Coral Gables

GEORGIA

Dr. Samuel W. Williams, Acting Academic Dean, Morehouse College, Atlanta

Mr. Edward M. Neal, Instructor of History, West Georgia College, Carrollton

Miss Charlene Bowen, student, West Georgia College, Carrollton



GEORGIA (continued)

- Mr. Richard Hanners, Counselor, Kennesaw Junior College,  
Atlanta
- Mr. Jerry Roseberry, Director of Financial Aid, Kennesaw  
Jr. College, Atlanta
- Mr. W. Kirk Jackson, Director of Development, Atlanta  
University, Atlanta
- Mr. Donald R. Nelson, Coordinator of Community Services,  
Georgia Institute of Technology, Atlanta
- Mr. Marvin Arrington, Student Advisor, Emory University,  
Atlanta
- Miss Helen Stanton, student, Emory University, Atlanta
- Miss Phe Thompson, student, Emory University, Atlanta
- Mr. Tom Saylor, student, Georgia Institute of Technology,  
Atlanta
- Mr. Wally Bloom, student, Georgia Institute of Technology,  
Atlanta
- Mr. Miller Templeton, student, Georgia Institute of  
Technology, Atlanta
- Mr. Donald Wray, Director of Field Services, Institute of  
Government, University of Georgia, Athens
- Dr. Albert Kleckner, Assistant Vice-President for Instruction,  
University of Georgia, Athens
- Mr. Jerry Wilkinson, Assistant to the President, Spelman  
College, Atlanta

LOUISIANA

- Mr. Dale Kreeger, Office of Financial Aid, Tulane University,  
New Orleans

LOUISIANA (continued)

Mr. Gary Bair, Director, Board of Directors, C.A.C.T.U.S.,  
Tulane University, New Orleans

MISSISSIPPI

Prof. Bennie L. Reeves, Assistant Professor of History,  
Jackson State College, Jackson

Mr. Charles Watts, student, Jackson State College, Jackson

Mr. Jack L. Woodward, Director of Financial Aid, Millsaps  
College, Jackson

NORTH CAROLINA

Mr. Larry Owen, Director, Community Service and Continuing  
Education Center, University of North Carolina at Charlotte

Mr. Norman W. Schul, Chairman, Division of Social and Behavioral  
Sciences, University of North Carolina at Charlotte

Mr. Richard Shackelford, Assistant Program Director of the  
Erdahl-Cloyd Union, North Carolina State University at Raleigh

Mr. Lawrence A. Goldblatt, student, University of North  
Carolina State University at Raleigh

Mr. Will Scott, Chairman, Department of Sociology and Social  
Services, North Carolina A & T State University, Greensboro

Miss Delcine E. Elliott, student, North Carolina A & T State  
University, Greensboro

Mr. Julius Corpening, Director of Urban Affairs, Wake Forrest  
University, Winston Salem

Mr. Carl Whitney, student, Davidson College, Davidson

Mr. Alan Wentz, student, University of North Carolina,  
Charlotte

OKLAHOMA

Prof. Kenneth C. Govants, Assistant Professor, Oklahoma  
State University, Oklahoma City

SOUTH CAROLINA

Miss Betty J. Alverson, Director, Student Center, Furman  
University, Greenville

Mr. Robert Alexander, Director of Volunteer Services,  
University of South Carolina, Columbia

Mr. Louis James, student, University of South Carolina,  
Columbia

Miss Leslie Poe, student, University of South Carolina,  
Columbia

Miss Vicky Vann, Vice-President of Community Services,  
Student Christian Assoc., Converse College, Spartanburg

Mr. B. B. Taylor, Student Christian Assoc., Converse College,  
Spartanburg

TENNESSEE

Mr. William L. Bowden, President, Southwestern at Memphis,  
Memphis

Mr. Mark McCrackin, Center for Urban Affairs, Vanderbilt  
University, Nashville

Dr. Philip D. Vairo, Dean of Professional Studies, University  
of Tennessee at Chattanooga

Mr. Robert S. Hutchison, Executive Director, Government-  
Industry-Law Center, The University of Tennessee, Knoxville

Dr. C. O. Atchison, Director of Development, Tennessee  
State University, Nashville

TEXAS

Dean Milton Wilson, Dean, School of Business, Texas Southern  
University, Houston

WEST VIRGINIA

Mr. Thomas Bee, Assistant Director, Off-Campus Education,  
Alderson-Broadus College, Philippi

II. City Representatives:

ALABAMA

Mr. R. J. Cunningham, Mayor's Youth Coordinator, Birmingham

Mr. William Hayes, Jefferson County Personnel Board, Birmingham

FLORIDA

Mr. Robert D. Johnston, Assistant to the City Manager, Fort  
Lauderdale

GEORGIA

Mr. Ken Millwood, Director, Atlanta Urban Corps, Atlanta

Miss Sue Zander, Assistant Director, Atlanta Urban Corps,  
Atlanta

Mr. Hugh Saxon, Director of Finance, Atlanta Urban Corps,  
Atlanta

Mr. Elmer George, Executive Director, Georgia Municipal  
Association, Atlanta

Mr. William Graham, Planning Department, City of Savannah

Mr. Danny Brown, Student Director of Development, S.P.U.R. --  
the Urban Corps of Savannah

Mr. Jack Adams, student intern, S.P.U.R.--the Urban Corps of  
Savannah, Personnel Department, City of Savannah

LOUISIANA

Mr. Gideon T. Stanton, III, Executive Director, C.A.C.T.U.S.,  
Tulane University, Planning Committee for the New Orleans  
Urban Corps, New Orleans

LOUISIANA (continued)

Mr. Inmond Deen, student, Tulane University, Planning Committee  
for the New Orleans Urban Corps, New Orleans

MISSISSIPPI

Mr. James L. Harrison, Director of Public Relations, Office  
of the Mayor, Jackson

NORTH CAROLINA

Mr. Nicky Maison, Assistant to the City Manager, City of  
Winston Salem

Mr. C. Curtis Branscome, Administrative Assistant, Office of  
the City Manager, Charlotte

Mr. K. M. Michalove, Executive Director, Buncombe County  
Planning Council, Asheville

SOUTH CAROLINA

A representative from the Office of Mr. Aaron Marsh, City  
Manager, Greenville

TENNESSEE

Mr. George Podelco, Administrative Assistant, Office of the  
Mayor, Nashville

Mr. Nick Sieveking, Co-Director, Program Development, The Urban  
Observatory, Nashville

Mr. Leonard Hackel, Mayor's Youth Coordinator, Memphis

Mr. Robert F. Maffett, Administrative Assistant to the Mayor,  
Chattanooga

TEXAS

A representative from the office of Mr. Scott McDonald, City  
Manager, Dallas

A representative from the office of Mr. Harold McMahan, City  
Manager, Fort Worth

III. Atlanta Urban Corps:

<u>Student Interns</u>	<u>Their Colleges</u>	<u>Their Assignments</u>
Miss Caretha Daniels	Georgia State Univ. Atlanta	Grady Hospital
Mr. Lloyd Keys	Morehouse College Atlanta	City Finance Depts.
Mr. Emmett McCord	DeKalb Jr. College Atlanta	Rent-a-Kid Project
Miss Linda Robinson	Georgia State Univ. Atlanta	Consumer Affairs Project (comptroller)
Miss Wanda Thompson	Georgia State Univ. Atlanta	Grant Park Community School
Mr. Julius Stephens	Morehouse College Atlanta	Rent-a-Kid Project
Miss Truly Bracken	Agnes Scott College Atlanta	Kennesaw National Park
Miss Tia Sinkfield	Spelman College Atlanta	Atlanta Youth Council
Miss Babs Kalvelage	Georgia State Univ. Atlanta	Atlanta Service Learning Conference
Mr. Kytile Frye	Emory School of Law Atlanta	Atlanta Service Learning Conference
Miss Blanche Radford	Clark College Atlanta	Urban Corps staff
Mr. Carl Paul	Georgia Tech Atlanta	Representative- Wheat St. Baptist Church
Miss Betty Peters	Clark College Atlanta	Literacy Action Foundation

November 18, 1969

*file*

*Urban  
Corps.*

Mr. Milton Farris, Chairman  
Board of Aldermen Finance Committee  
3 Gulf Oil Corporation  
P. O. Box 7245, Station C  
Atlanta, Georgia 30309

Dear Mr. Farris:

Let me extend my appreciation to you and the members of your Committee for the opportunity to present the 1970 Budget Proposal for the Atlanta Urban Corps. Hopefully, the Proposal is detailed enough to give a concise picture of the needs of the Program next year. Because of the necessity of making a brief presentation, I fear many of the important facts about the Corps were not voiced. I believe these several points will make the amount we are requesting more reasonable from a return-on-investment viewpoint.

- (1) The Urban Corps provides an abundant manpower source that has been overlooked. The majority of the students involved are in the upper level in college or in graduate or professional school.
- (2) The jobs the students perform are all existing jobs that have been left undone due to a lack of manpower, and with the creative cooperation between the Urban Corps and City administrators, many very necessary tasks can be performed by interns.
- (3) According to the figures provided by the Mayor's Office, the interns will provide 52 man years of labor at an average cost of \$2,690.00. This cost is extremely low based on the earning power potential of a college graduate or near-graduate. Also, it does not include the 17 man years worked by the proposed staff.
- (4) The Urban Corps offers the potential of a manpower training program for the City by acquainting students with the possibilities of government employment after graduation. No one can deny that with only 125 of approximately 8,000 City employees (excluding the Board of Education and the Library) having college degrees, that the recruitment of highly qualified

Mr. Milton Farris  
November 18, 1969  
Page 2

people into city government has been a major problem.

These are only the quantifiable potentials of an effective Urban Corps program. The very real potentials of community benefit, educational enrichment, a counter-measure to student radicalization, and the benefit to the individual student are also deeply rooted into the Urban Corps concept.

As further clarification, let me say that the budget asks for \$75,349 to finance the administration of the Urban Corps for one year. An additional \$64,344 (making a total of \$139,693) is needed to meet the City's share of the salaries of interns working in city departments. (This cost represents 34% of these interns total stipend which is comparable to the 30% paid by non-city agencies.)

Thank you for your consideration of this summary and to the Urban Corps proposal. We welcome your Committee's evaluation of the benefits of our Program to the City, and hope you will discuss its value with interns working both in City Hall and in non-city agencies.

Sincerely,

*KLM*

Ken Millwood  
Director

KM:sz

cc: Mayor Ivan Allen, Jr. ←  
Mr. Charles Davis  
Mr. E. Gregory Griggs  
Mr. William T. Knight  
Mr. Charles Leftwich  
Mr. Sam Massell  
Mr. G. Everett Millican



# ATLANTA URBAN CORPS

*Urban Corps*

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

November 17, 1969

Mayor Ivan Allen, Jr.  
City of Atlanta  
City Hall  
68 Mitchell Street, S. W.  
Atlanta, Georgia 30303

Dear Mayor Allen:

On behalf of the Southern Regional Education Board, the Urban Corps National Development Office, and the Atlanta Urban Corps, let me extend to you appreciation for the welcoming remarks you made to our Conference on November 14. The endorsement of the South's leading urban administrator lent invaluable credibility to our efforts.

More important to us locally, I personally thank you for the expression of support you gave me in the budget hearing the afternoon of that same day. I was unaware that I was to make the presentation until I was introduced at the meeting. Your assistance in clarifying some important points to the other gentlemen present was extremely helpful.

I believe you are well aware of the success of the Atlanta Urban Corps so far, and of the benefits it can offer this City in the future. However, sometimes men dealing with the gruesome task of mapping a great city's financial future can see only dollars and cents. They sometimes overlook the benefits of student involvement potential and the manpower resources potential of a small but effective program such as ours. Hopefully, you will be able to continue your support of the Urban Corps during the very exhaustive decision making tasks the Budget Committee must soon perform.

Again, my thanks for your support in both last Friday's meetings and for all future support you may give the Atlanta Urban Corps.

Sincerely,



Ken Millwood  
Director

KM:sz

November 26, 1969

MEMORANDUM

To: Ken Millwood

From: George Berry

I have forwarded your Miscellaneous Requisition No. 4 to Finance. I have changed it, however, so that it authorizes the payment of \$5,094.00 and have deleted the \$206.80. In the interest of keeping down confusion, it would be appreciated if you would submit a separate M. R. for this latter amount attached to a memorandum explaining the facts.

GB:ja

Urban Corps

November 26, 1969

Mr. Charles L. Davis  
Director of Finance  
City of Atlanta  
Atlanta, Georgia

Dear Charles:

I am enclosing the Urban Corps' M.R. Number 4 in the amount of \$5,094.00. This amount is payable to the Southern Regional Education Board under the terms of the agreement forwarded to your office on November 21, 1969.

Very truly yours,

George J. Berry  
Deputy Chief Administrative Officer

GJB:ja

Enclosure

Urban Corps

November 3, 1969

Mr. Jay Fountain  
Deputy Director of Finance  
City of Atlanta  
City Hall  
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposits:

<u>ACCOUNT NUMBER</u>	<u>DRAWN BY</u>	<u>AMOUNT</u>
G-16-7645	Georgia State University	\$ 422.40
G-16-7645	Oglethorpe University	\$ 197.12
G-16-7645	Morehouse College	\$5,137.20

Acknowledgement of receipt will be appreciated.

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HESjr:sz

Enclosures

cc: Mr. George Berry ←

November 5, 1969

Mr. Charles L. Davis  
Director of Finance  
501 City Hall  
Atlanta, Georgia

Dear Charles:

I am attaching a copy of the Atlanta Urban Corps Budget and Program Proposal for 1970. This proposal has been prepared by the staff of the Urban Corps.

As I understand the document, it proposes programs of 60 Interns in the Spring; 500 Interns in the Summer; and 100 Interns in the Fall. The gross program cost will be \$650,623 of which \$510,930 will be met by contractual agreements with colleges and agencies leaving a net cost of \$139,693. For this amount, the City will receive the services of 30 Interns in the Spring; 150 Interns in the Summer; and 40 Interns in the Fall. This is a total of 220 Interns for twelve week terms which work out to 52 man years which in turn work out to about \$2,690 per man year.

It would be appreciated if you would present this proposal to the Finance Committee for possible inclusion in the 1970 Budget. I would hope that we could give the Urban Corps Staff some indication as early as possible so that they can make their plans accordingly.

My own thought is that the Urban Corps concept has proven itself and is worthy of support if city finances will allow it.

Sincerely yours,

Dan E. Sweat, Jr.  
Chief Administrative Officer

DES, Jr:vl

cc: Ken Millwood

Urban Corps

November 6, 1969

Mr. Jay Fountain  
Deputy Director of Finance  
City of Atlanta  
City Hall  
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposits in the Urban Corps account:

ACCOUNT NUMBER	DRAWN BY	AMOUNT
G-16-7645	DeKalb College	\$4,003.20

Acknowledgement of receipt will be appreciated.

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HHSjr:sz

Enclosure

cc: Mr. George Berry ←

Urban Corps

November 6, 1969

Mr. William R. Ramsay  
Director  
Research Development Project  
Southern Regional Education Board  
130 Sixth Street, N. W.  
Atlanta, Georgia 30313

Dear Bill:

Please make the following deposits:

DRAWN BY:	AMOUNT:
Blayton Business College	\$ 30.24
Morris Brown College	\$346.48

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HHSjr:sz

Enclosures

cc: Mr. George Berry ←

Urban Corps

November 13, 1969

Mr. Jay Fountain  
Deputy Director of Finance  
City of Atlanta  
City Hall  
68 Mitchell Street, S. W.  
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposits in the Urban Corps account:

ACCOUNT NUMBER:	DRAWN BY:	AMOUNT:
G-16-7645	Southwestern at Memphis	\$223.20
G-16-7645	Spelman College	\$102.08

Acknowledgement of receipt will be appreciated.

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HHSjr:sz

Enclosures

cc: Mr. George Berry



*Urban Corps*

# CITY OF ATLANTA



DEPARTMENT OF LAW  
2614 FIRST NATIONAL BANK BUILDING  
ATLANTA, GEORGIA 30303

HENRY L. BOWDEN  
CITY ATTORNEY  
FERRIN Y. MATHEWS  
ASSISTANT CITY ATTORNEY

ROBERT S. WIGGINS  
MARTIN MCFARLAND  
EDWIN L. STERNE  
RALPH C. JENKINS  
JOHN E. DOUGHERTY  
CHARLES M. LOKEY  
THOMAS F. CHOYCE  
JAMES B. PILCHER  
ASSOCIATE CITY ATTORNEYS

HORACE T. WARD  
DEPUTY CITY ATTORNEY

ROBERT A. HARRIS  
HENRY M. MURFF  
CLAIMS ATTORNEYS

JAMES B. HENDERSON  
SPECIAL ASSOCIATE CITY ATTORNEY

October 23, 1969

Mr. George Berry  
Deputy Chief Administrative Officer  
206 City Hall  
Atlanta, Georgia 30303

Dear Mr. Berry:

I recently received from your office, through Mr. George Howell, certain papers relating to the Urban Corps and the Southern Regional Education Board. One of the papers is a letter dated October 17, 1969 from Mr. William R. O'Connell, Jr. to Mayor Allen, setting forth certain stipulations for the continuation of the Urban Corps internship program through December, 1969.

The problem appears to be whether the above letter might be agreed to and thereby become a contract in accordance with the terms of a resolution adopted October 6, 1969.

In an effort to understand the problem, I have examined your file on the Urban Corps and read considerable papers. I am still not certain that I fully comprehend it.

The resolution adopted October 8, 1969 states that "the Mayor is authorized to execute an agreement with the Southern Regional Education Board providing that the Board will assume all financial responsibility for the payroll costs of the Urban Corps for the fall 1969." The resolution further allows the payment of not more than \$8000.00 for interns that are used solely by the City.

I do not feel that simply having the Mayor sign Mr. O'Connell's letter agreeing to the terms therein would be sufficient under the circumstances. This is not to say that a contract cannot be raised

Mr. George Berry  
October 23, 1969  
Page 2

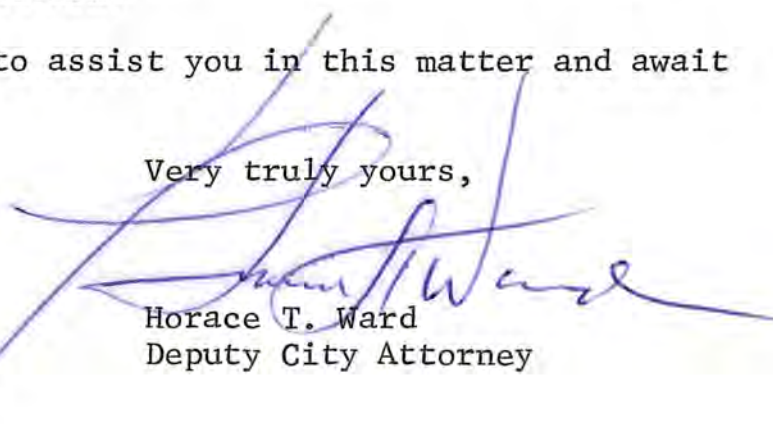
by the acceptance of a letter or the exchange of letters, but such a procedure is more suitable for private persons than for public bodies.

In order to satisfy the requirements of the resolution of October 8, 1969, an agreement containing specific details is necessary. At the same time, the document should be in the nature of a formal contract, not solely for the sake of formality, but for the sake of clarity.

According to my understanding, it appears that SREB officials had some objections to a proposed contract. It might be that some other approach will be acceptable to them and also satisfy the requirements of the resolution.

I remain available to assist you in this matter and await further instructions.

Very truly yours,



Horace T. Ward  
Deputy City Attorney

HTW/cj

cc: George Howell

*urban Corps  
file*

October 24, 1969

Mr. Bill Ramsay  
Director  
Research Development Project  
Southern Regional Education Board  
130 Sixth Street, N.W.  
Atlanta, Georgia 30313

Dear Mr. Ramsay:

I am enclosing a letter which I received this date from the Deputy City Attorney, Senator Horace Ward. It is self-explanatory.

I would hope that you could clear with your people the proposition of proceeding with a formal contract. It appears that this will be necessary according to Senator Ward's letter. It would be appreciated if you would propose this approach and then advise me.

Very truly yours,

George J. Berry  
Deputy Chief Administrative Officer

GJB:ja

Enclosure

cc: Senator Horace Ward  
Ken Millwood  
George Howell

Urban Corps

October 8, 1969

Mr. Jay Fountain  
Deputy Director of Finance  
City of Atlanta  
City Hall  
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposit:

ACCOUNT NUMBER:	DRAWN BY:	AMOUNT:
G-16-7645	Brown University	\$115.20

Acknowledgement of receipt will be appreciated.

Sincerely,

HUGH H. SAXON, Jr.  
Director of Finance

HHSjr:sz

cc: Mr. George Berry ←

Enclosure

Urban Corp)

October 9, 1969

Mr. Jay Fountain  
Deputy Director of Finance  
City of Atlanta  
City Hall  
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposit:

<u>ACCOUNT NUMBER</u>	<u>DRAWN BY:</u>	<u>AMOUNT:</u>
G-16-7640	U.S. Immigration & Naturalization Service	\$324.00

Acknowledgement of receipt will be appreciated.

Sincerely,

HUGH H. SAXON, Jr.  
Director of Finance

HHSjr:sz

Enclosures

cc: Mr. George Berry

Also:

G-16-7645

Brown University

115.20

RESOLUTION BY  
FINANCE COMMITTEE

BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN  
OF THE CITY OF ATLANTA that the resolution adopted May 19, 1969,  
authorizing the Mayor to enter into contracts with certain colleges  
and universities to provide financial support for interns under the  
College Work Study Program be and is hereby amended to add the  
following university:

Wilberforce University, Wilberforce, Ohio

The purpose of this resolution is to provide the Mayor with  
the authority to execute contracts on behalf of the City with said  
university as a part of the Atlanta Urban Corps Program.

Urban Corps



# CITY OF ATLANTA

DEPARTMENT OF FINANCE

501 CITY HALL

ATLANTA, GEORGIA 30303

October 2, 1969

CHARLES L. DAVIS  
DIRECTOR OF FINANCE

EDGAR A. VAUGHN, JR.  
DEPUTY DIRECTOR OF FINANCE

W. ROY SMITH  
DEPUTY DIRECTOR OF FINANCE

JAMES R. FOUNTAIN, JR.  
DEPUTY DIRECTOR OF FINANCE

Mr. Ken Millwood  
Atlanta Urban Corps  
30 Courtland Street, N.E.  
Atlanta, Georgia 30303

Dear Ken:

Reference is made to your memo of September 17, 1969, and Mr. George Berry's reply of September 18, 1969.

I wholeheartedly agree with Mr. Berry's comments and would like to further add that the City Charter requires that all funds of the City clear through the Revenue Collector's Office of the City. The Charter further requires that the Budget Commission is the only body that can anticipate additional revenue. The City as a result of a Charter provision has every employee on its payroll covered for fidelity bond purposes in an amount of \$25,000. Part of the bonding requirements is that all funds be centrally controlled and should carry the signature of the Mayor and the Director of Finance.

In view of these provisions, it is not legal for the Urban Corps to establish and maintain a private bank account.

I trust this additional information satisfactorily answers the questions raised in your memo of September 17.

Sincerely,

Charles L. Davis  
Director of Finance

CLD:dhf  
cc: Mr. George Berry

# ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

## M E M O R A N D U M

TO: Dan Sweat

DATE: October 6, 1969

FROM: Ken Millwood *KLM*

SUBJECT: Auditorium Parking

I have found that at least 10 of the 17 automobiles in the Old Municipal Auditorium parking lot are not owned by City of Atlanta employees. Of these 10, at least 2 are known to be Georgia State students registered this quarter. They are:

- no* (1) Mr. William E. Smith - 1601 Lakeland Circle
- no* (2) Miss Lynn Friedman - 1850 Lenox Road

I have been unable to find out if the remaining eight are employed by the Civil Defense. Their names are:

- no* (1) Myrel D. Kaufman - 3510 Roswell Road, #A-2 - *Col. Kaufman*
- no* (2) William Pirshall - 1868 Shepherd Circle
- no* (3) Phillip Woodruff - 5742 New Peachtree
- no* (4) Virginia Hinchcliff - 240 Lakeview Avenue
- no* (5) Elizabeth Chaney - 3704 Largo Lane ← *nurse in hospital*
- no* (6) Margaret Cato - 2709 Ellen Way, Decatur
- no* (7) Williard Ingram - 2096 Chestnut Hills Circle
- no* (8) Clarence Dick - 128 E. Pharr Road, Decatur

Any help you can give us in the parking problem will be appreciated.

*wife of -  
civ. def.  
employee*



October 14, 1969

MEMORANDUM

To: Mr. Ken Millwood  
From: Dan E. Sweat, Jr.  
Subject: Space for 1970 Urban Corps Program

I have your memo suggesting the use of the room behind your present quarters at the auditorium for the additional space required if your 1970 program is approved.

I agree that this looks like the best approach and will take it up with the committee of the Board of Aldermen responsible for the operation of the building. However, I think it would be a good idea while you are developing your coming year's program to develop some information on alternate space. You are aware that the present space is not ideal with the parking restrictions and lack of air conditioning. I would suggest that you investigate prices on privately owned rental space. Also, you might check with the Atlanta Housing Authority to determine if they have anything in urban renewal area that might be used temporarily. The Atlanta Board of Education might be another source.

It will make our request to the Aldermanic Committee look better if we are able to say that we have investigated alternatives and this is the most feasible solution.

DESJr:ja

# ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

## M E M O R A N D U M

TO: Dan Sweat

Date: October 9, 1969

FROM: Ken Millwood *KLM*

RE: Urban Corps Office Space

I am directing this to you for lack of knowledge of the proper channel. The Urban Corps is now planning for its needs, in terms of manpower, and financing for 1970. One critical need will be expanded office space. Our staff will include some twenty-five (25) people after January 1, 1970 (20 of which will be interns). We had fifteen (15) staffers this summer and at that we were crowded. This condition led to a degree of inefficiency and a lack of proper co-ordination.

After January 1, we will need to use the room behind our present office. This space was previously used by the Atlanta Youth Council but is now vacant. We can house ten (10) or twelve (12) of our staffers in there (although they will still be cramped). I am asking you to either give me permission to use the room yourself if possible or to inform me of the proper procedure for obtaining this permission. If we will not be able to use this space, I would like for you to offer your suggestions as to how we might solve our office problem.

ATLANTA URBAN COURTS

MEMORANDUM

TO: Dan Goss

FROM: Ken Willard *K/W*

RE: Urban Courts Office Space

I am directing this to you for lack of knowledge of the proper channel. The Urban Courts is now planning for its needs, in terms of expansion and financing for 1970. The critical need will be expanded office space. Our staff will include some transients (12) people after January 1, 1970 (20 of which will be interns). We had 11 men (12) staffed this summer and at that we were crowded. This condition led to a loss of efficiency and a lack of proper coordination.

After January 1, we will need to use the space behind our present office. This space was previously used by the Atlanta Youth Council but is now vacant. We can house ten (10) or twelve (12) of our staff in there (although they will still be crowded). I am asking you to either give us permission to use the room yourself if possible or to inform me of the proper procedure for obtaining this permission. If we will not be able to use this space, I would like for you to offer your suggestions as to how we might solve our office problem.

245

UN Men Corps

October 14, 1969

Mr. Jay Fountain  
Deputy Director of Finance  
City of Atlanta  
City Hall  
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposits:

ACCOUNT NO,	DRAWN BY:	AMOUNT:
G-16-7645	Spelman College	\$5,498.08
G-16-7645	Georgia State University	\$1,818.40
G-16-7645	Georgia Institute of Technology	\$1,197.28
G-16-7645	Morris Brown College	\$3,317.74
G-16-7645	Brandeis University	\$ 161.28
G-16-7645	University of Penn.	\$ 197.12
G-16-7645	Lake Forest College	\$ 485.12

Acknowledgement of receipt will be appreciated.

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HHSjr:sz

Enclosures

cc: Mr. George Berry

Urban Corps

October 10, 1969

Mr. William Ramsay  
Resource Development Project  
Southern Regional Education Board  
Atlanta, Georgia

Dear Bill:

Please make the following deposits in our payroll account:

<u>Drawn by</u>	<u>Amount</u>
Mary Holmes College	\$2,227.20
Metropolitan Atlanta Housing Conference	360.00

Acknowledge of receipt will be appreciated.

Sincerely,

Hugh H. Saxon, Jr.  
Finance Director

blp  
Enclosures

cc: Mr. George Berry

Addendum: Kirkwood Community Church-653.00

*Urban Corps*

October 15, 1969

MEMORANDUM

To: Charles L. Davis

From: George Berry

Subject: Attached Payment to Norrell Temporary Services

The Urban Corps has solicited a contribution of \$250 from the Atlanta Transit System, Inc. That check is enclosed. The Urban Corps has incurred an obligation of \$179.06 to Norrell Temporary Services. It is their request that these funds be used to meet this obligation. It would, therefore, be appreciated if you would process their miscellaneous requisition #83, which is attached.

GB:ja

Enclosures

Urban Corps

October 6, 1969

Mr. Jay Fountain  
Deputy Director of Finance  
City of Atlanta  
City Hall  
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposit:

ACCOUNT NUMBER:	DRAWN BY:	AMOUNT:
G-16-7645	Mercer University	\$161.28

Acknowledgement of receipt will be appreciated.

Sincerely,

HUGH H. SAXON, Jr.  
Director of Finance

HHSjr:sz

cc: Mr. George Berry ←

Urban Corps

October 24, 1969

Mr. Bill Ramsay  
Director  
Research Development Project  
Southern Regional Education Board  
130 Sixth Street, N. W.  
Atlanta, Georgia 30313

Dear Bill:

Please make the following deposit in the Atlanta Urban Corps  
account:

Drawn By:  
Blayton Business College  
Morris Brown College

Amount:  
\$ 12.24  
\$ 260.48

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HHSjr:sz

Enclosures



October 30, 1969

MEMORANDUM

To: Charles L. Davis  
From: George Berry  
Subject: Urban Corps Appropriations

This is to request that you carry forward into 1970 the existing general fund appropriations for the Urban Corps. As you are aware, we are still receiving funds based on the summer program. Perhaps before the first of the year we will be able to review the receipts and expenditures and to adjust the appropriations and anticipations that are presently being carried.

GB:ja

# ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

## M E M O R A N D U M

TO: George Berry

DATE: October 6, 1969

FROM: Ken Millwood *KLM*

SUBJECT: Payment for Temporary Typist

In order to prepare our report on the Summer Urban Corps program for printing, it was necessary to hire a temporary typist. We have arranged to use necessary donated funds to cover the cost of the typist. I am enclosing a check from the Atlanta Transit Company in the amount of \$250, which added to the \$80 balance from a previous check and subtracting the amount of \$179.06 for this bill, will leave us a balance of \$150.94. Enclosed is all the necessary information for payment.

*Check of M.R.  
sent to Finance  
10-15-69*

October 13, 1969

Mr. Roy Elrod  
Auditorium Manager  
City of Atlanta  
Atlanta, Georgia

Dear Roy:

Attached is a memorandum from Ken Millwood of the Urban Corps, which I requested him to write in connection with security problems at the Urban Corps office.

I hope that you can have some action taken to provide more security to these offices.

Sincerely yours,

Dan E. Sweat, Jr.  
Chief Administrative Officer

DESJr:sm

October 16, 1969

MEMORANDUM

To: Charles L. Davis  
From: George Berry  
Subject: Urban Corps

The Urban Corps staff has solicited and received an unanticipated contribution to their program from Cousins Properties, Inc. in the amount of \$100.00. It is the request of the Urban Corps staff that these funds be used to compensate two young persons who came to work for the Urban Corps three weeks early to assist in the staff work and were not able to be paid for this period of time.

In effect, this \$50.00 will be in payment of three weeks work.

In view of the fact that the Urban Corps solicited this contribution for this purpose and no City funds are involved, it is requested that you honor their request.

GB:ja

Attachments

Urban Corps

October 15, 1969

Mr. William R. Ramsey  
Director  
Research Development Project  
Southern Regional Education Board  
130 Sixth Street, N. W.  
Atlanta, Georgia 30313

Dear Bill:

Please make the following deposits in the Atlanta Urban Corps account:

AMOUNT:

DRAWN BY:

\$313.00

Southern Council on International  
& Public Affairs (Rent-a-Kid)

\$216.00

American Cancer Society

\$ 97.00

American Cancer Society

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HHS/jr sz

Enclosures

Urban Corps

October 21, 1969

Mr. Bill Ramsay  
Director  
Research Development Project  
Southern Regional Education Board  
130 Sixth Street, N. W.  
Atlanta, Georgia 30313

Dear Bill:

Please make the following deposit to the Atlanta Urban Corps  
account:

Drawn By:	Amount:
Community Council of the Atlanta Area	\$119.00
Child Services & Family Counseling Center	\$555.00

Sincerely,

Hugh H. Saxon, Jr.  
Director of Finance

HHSjr:sz

Enclosures

**ATLANTA URBAN CORPS**

~~ATP~~  
Urban Corps

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

M E M O R A N D U M

TO: Mr. George Berry

DATE: October 14, 1969

FROM: Ken Millwood *KLM*

SUBJECT: Payment of Attached Bill

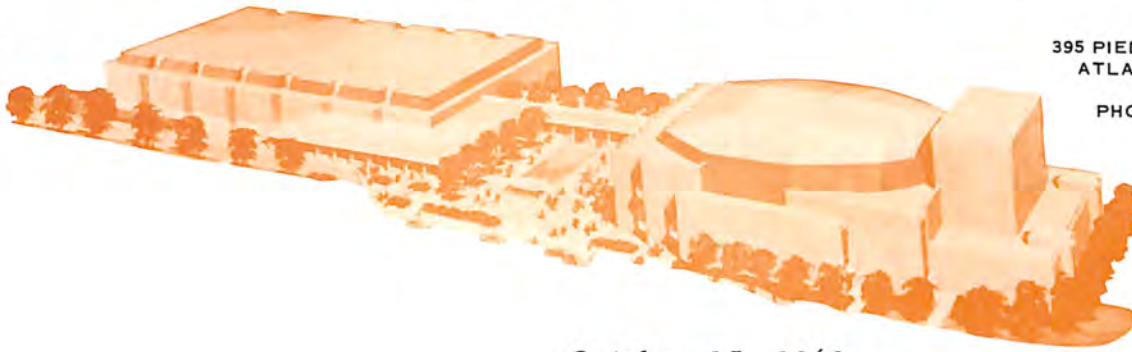
Please use the donation money to cover the cost of this bill. The balance as of October 6, 1969 was \$150.94 subtracting the amount of \$113.13 leaves us \$37.81 unused.

*Sent to  
Finance  
10-20-69  
JB*

# ATLANTA CIVIC CENTER

ROY O. ELROD  
DIRECTOR

395 PIEDMONT AVE., N.E.  
ATLANTA, GEORGIA  
30312  
PHONE: 523-6275



October 15, 1969

*joey n*

Mr. Dan E. Sweat, Jr.  
Chief Administrative Officer  
City Hall  
Atlanta, Georgia

Dear Dan:

Pursuant to your letter of October 13, and memorandum from Mr. Millwood, this is to advise that proper steps are being taken to improve security at the Urban Corps Offices.

I regret the thefts very much and hope that this sort of thing will not happen again. Mr. Millwood has a master key to his office doors and to the outside entrance door. He has been requested to lock all doors, including the outside door, when he leaves. I find that the outside door has been left open several times. At present, no one has keys except the night watchman, Auditorium Foremen, and Mr. Millwood. With only these keys out, and all doors locked, perhaps the problem will be solved.

Please advise Mr. Millwood to contact me if he has further difficulties.

Sincerely yours,

Roy O. Elrod  
Director

ROE/mf

cc: Elip Spence



*fozu*

October 24, 1969

Mr. Neil H. Cullen  
Associate Director of Field Studies  
Office of Field Studies  
Justin Morrill College  
Michigan State University  
East Lansing, Michigan

Dear Mr. Cullen:

Thank you for your letter in behalf of Miss Judy Knight. I have forwarded this letter and the material which you enclosed to Mr. Ken Millwood, Director of Atlanta Urban Corps. I have asked Mr. Millwood to communicate with you directly about any possibility for Miss Knight to work with us in the City of Atlanta.

Thank you for your interest in Atlanta and the Urban Corps.

Sincerely yours,

Dan E. Sweat, Jr.  
Chief Administrative Officer

DESJr:sm  
cc: Ken Millwood

PROGRESS REPORT

TO THE

ATLANTA URBAN CORPS, INC., BOARD OF TRUSTEES

The Atlanta Urban Corps completed its first quarter of operation on August 22, climaxing a ten week intern program utilizing students in urban problems . The program involved 225 students from 43 different colleges. Approximately 80% of these students were from Atlanta area colleges. Interns were placed in 35 public interest non-profit agencies and 15 departments of the City of Atlanta. Approximately 45% of the students were black and 55% white. A typical example of a city department internship was a team of 15 students doing research and data analysis in the City sanitation department. Others served on the Mayor's staff doing research and another example was students compiling financial information for possible tax legislation in the City of Atlanta. The private public-interest agencies tended to utilize students more in the social and humanistic disciplines such as counseling or working in recreation programs involving young people and actual communities. A typical example is an intern serving in the Emmaus House teaching children from deprived neighborhoods basic reading skills and education courses during the summer. Another example involved ten students in a mentally retarded children's camp sponsored by the Decatur-Dekalb YMCA.

This summer our operating budgets was approximately \$200,000 broken down as follows.

\$52,000	Appropriation from City of Atlanta
\$20,000	Southern Regional Education Board

\$13,000	Private Business Contributors
\$75,000	College Work-Study Program (Grants from the Office of Education through Individual Colleges)
\$20,000	Private Public -interest Agencies
\$20,000	Volunteers in Service to America

Approximately half, or 114 students, were sponsored under the College Work-Study program, which is a federally sponsored program of the Office of Education whereby the college pays 80% of the intern's stipend, with the agency involved supplying the remaining 20%. The College Work-Study program is available to every public college and grants vary according to requests and needs of the colleges involved. The student financial aid officer is in charge of these funds of each campus and can allocate them as he desires to "off-campus non-profit agencies" such as the Atlanta Urban Corps. This summer we were fortunate in persuading financial aid officers to contribute heavily to the Atlanta Urban Corps, and evidently this figure will rise appreciably next year. Interns salaries were \$72.00 (1.80/hr) weekly for freshman and sophomores, \$88.00 (\$2.20/hr) weekly for juniors and seniors and \$100.00 (\$2.50/hr) for graduate students.

We received 880 student applications for the summer program giving a very good indication that students are indeed very interested in participating in summer internships and college-community involvement programs. We received 300 requests from city departments and public interest-agencies requesting interns to serve as assistants during the summer. Unfortunately these position requests usually can't be paid for at full cost by the agency, hence, the need for private donations for non-work-study interns. We have already received over 75 requests for interns to serve during the academic program.

This summer the Urban Corps was administered by a student staff of 15 people whose abilities and dedication are directly attributable to the program's

success. We started extremely late in the academic year and ended up with a very substantial program involving numerous colleges and students. We were fortunate that much ground work had been done in Atlanta and many of the organizations whose resources were needed had been involved early in the planning and understood the aspects of the program well. This was due to hard work done by many students in Atlanta from various colleges. A special note of thanks should go to Dave Whelan, Mark Dash and Rich Speer, whose early work in contacting the Board of Trustees and especially fund raising later proved beneficial to the Urban Corps. We found that these students, through contacting various colleges, were primarily responsible for the high number of applications we received with little or no publicity.

This summer the Urban Corps has administratively operated under the City of Atlanta and the Southern Regional Education Board, primarily for contractual agreements purposes with the agencies and for legal contracts with the colleges. A very large in determining administrative responsibility was in the question of who served as the paymaster. The City was most cooperative this summer in absorbing a deficit spending situation whereby it absorbed the cost of the student's stipend until colleges could reimburse them. Also, many agencies were tardy in paying their share of the student's stipend. In some cases this meant a debt of \$60,000 which was carried over a three or four week period. This is the primary problem in utilizing a group such as the Board of Trustees in handling administrative difficulties that arise in the Urban Corps. If the Board of Trustees had a large bank account and could absorb tremendous deficits within a short period of time, no difficulty would arise. Otherwise, the City must be retained in some paymaster role or legal role for contractual authority. (In my opinion, the Urban Corps as we know it today, should operate under its present system through the summer of 1970 with the Board of Trustees taking ultimate control in September of 1970.) The financial and payroll problems incurred this summer point to the need for extensive planning and lead time before the Trustees

take over the Urban Corps operation.

A special note of thanks should go to Dan Sweat, who helped us with space, payroll problems, contractual problems, and staff expenses during the initial summer program. Unfortunately, those elected officials at City Hall do not completely agree with Mr. Sweat. The City Finance Committee naturally closely scrutinizes our monetary requests. From a purely financial point of view these members of the Board of Aldermen do not agree **that** we should have educational counseling as they put no emphasis on the educational aspects of the program. These financial people interpret the Urban Corps as a cheap summer employment program for summer months only. This again is an indication that more input is needed from the colleges and those "education" spectrums of the community. Naturally the more money that comes in from other sources the more autonomy we may have in making expenditures.

From the first ideas of the Urban Corps to its actual implementations, there has been a tremendous emphasis on student input. Presently, we have a high degree of student participation in that all of our staff members are students. In my opinion, student **représentation** should be included on the Board of Trustees, but these students should come from the ranks of those who have served as Urban Corps interns, rather than having student governments elect any interested student to serve in that role. From operational experiences this summer, we have found that the program is best administered by one individual reporting to a small group of people rather than the original proposal of having two people head the organization, one in the role of a student director and one in the role of the staff director. My suggestion for continuing the student input is to make sure that the Director is a young person, preferably a graduate student himself and that the Board of Trustees function more closely to the Urban Corps.

Presently, the Atlanta Urban Corps, Inc., exists only on paper. The Internal

Revenue Service has granted the Atlanta Urban Corps, Inc., a tax exemption status. The next step for the Board of Trustees is to make the by-laws more specific. Also, the membership of the Board of Trustees should be revised to make sure that all sectors of the community are equally involved and that no sector is overweighed, specifically in reference to the resources needed to operate the Urban Corps.

I am leaving to attend Graduate School at Harvard University, but have found a replacement who is very interested in the Urban Corps and knows a lot about it from his experience this summer. This student was recruited and interviewed by myself, Bill Ramsay, Dan Sweat and others intimately involved in the Urban Corps.

Mr. Ken Millwood is a graduate of the University of Georgia School of Journalism and is presently pursuing a Master's Degree in Georgia State's Night School. Ken was Urban Corps Public Relations Director this summer and did an excellent job as you probably know if you saw news clippings about the Urban Corps this summer. The present plan of the Urban Corps is to administratively report to the City and the Southern Regional Education Board as we have done in the past.

There are many possibilities on the horizon for future operations as far as finance and other resources are concerned. The Urban Observatory, a college affiliated research group of the Mayor's Office, has asked for a grant of \$30,000 to be given to the Urban Corps for operational expenses. This grant has not yet been approved by HEW. The United States Commissioner of Education, Mr. James E. Allen, Jr., had indicated very strong support from HEW to the Urban Corps and other internship programs. Mr. Allen made a statement recently to Urban Corps interns saying that roughly half of the college work-study allocations should be spent in such involvement programs between the college and the

and the community. The Office of Education is presently implementing this guideline which means that next year the Urban Corps in Atlanta will absorb approximately \$700,000 of College Work-Study funding. We anticipate roughly 1,000 summer interns next year and 100 interns during the academic year. We are also working closely with colleges in trying to persuade them to grant academic credit with guidelines to insure that educational experience is indeed received. We are running into quite a bit of difficulty in the area of academic credit and welcome help from the members of the Board of Trustees.

A very unique part of the Atlanta Urban Corps is its Field and Education Staff. This summer this group of students staffers has structured seminars and visited with interns discussing urban problems as well as personal difficulties that may arise on the job. The Field and Education Staff should be an integral part of the Urban Corps from now on, since it has proved so beneficial for the summer operation. Typical examples of seminars have ranged from speakers such as Joe Boone, Civil Rights Leader in Atlanta; to Members of the Mayor's Staff working on Urban problems. We have tried to pick people from all spectrums of the urban scene to give interns a good idea of what our problems are in Atlanta and what is being done and what should be done about them.

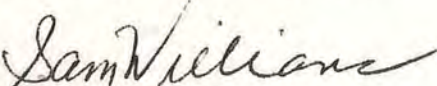
As an integral part of the internship program this summer, each student submitted a final report detailing his experiences and recommendations about the Urban Corps and about his agency or city department. These reports have been used by agencies and city government in obtaining grants and reviewing their administrative and program operation. Other reports have given the Board of Aldermen plans for urban renewal in Plunkettown and many private agencies have used these reports in raising funds and improving their operation. A catalogue of these reports is available for those persons interested and each report

is on file in the Urban Corps office.

The Atlanta Urban Corps has attained national prestige this first year due to the many people in Atlanta who were interested in its success. We have received unanticipated amounts of publicity from the local press to the nationally syndicated newspapers. We are the only program of our type which has been able to obtain support from the business community, educational community, the government, and public service community. The greatest factor for success now rests with the educational and governmental sector. I urge those members of the business group on our Board of Trustees and other influential members to try to persuade the new Mayor to support the Urban Corps as much as Mayor Allen has. Also, we are in desperate need of funds as usual. Members of the business community should help our student staff members in raising these funds.

The Urban Corps has proven that students can indeed contribute to solving the urban problems of Atlanta. We hope this is only the beginning and that further and more sophisticated cooperation can become evident between the college and its community in the near future. Mr. Ken Millwood, the new Director, will be in touch with you at a later date to outline specific plans and progress reports of the Urban Corps. We welcome any of you to visit our office at any time. We are located upstairs in the Old City Auditorium.

The Fall Program of the Atlanta Urban Corps is now in operation. Fifty-five (55) to sixty-five (65) interns will be placed this fall. As in the past, the sponsorship of Atlanta Urban Corps is shared by SREB and the City of Atlanta. The internships are to begin September 29, 1969, and run for twelve (12) weeks until December 19, 1969.

  
Sam Williams  
Director  
Atlanta Urban Corps



y n

# ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

October 23, 1969

Mr. Dan Sweat  
Chief City Administrator  
City of Atlanta  
City Hall  
68 Mitchell Street, S. W.  
Atlanta, Georgia 30303

Dear Mr. Sweat:

Enclosed you will find a comprehensive summary of the Summer Program with recommendations for the future as compiled by Sam Williams.

As the new Atlanta Urban Corps Director, I can appreciate the need for close communication between the Board of Trustees and the Atlanta Urban Corps. Many financial problems and administrative details must be overcome for the Board of Trustees to become an active force in the Urban Corps operation. You will be receiving notification in the near future regarding the next meeting of the Board of Trustees.

At your convenience, please study the enclosed report. We solicit any personal or professional suggestions that you might have concerning the Board of Trustees of the Atlanta Urban Corps, Inc.

Sincerely,



Ken Millwood  
Director

KM:sz

Enclosure

September 5, 1969

MEMORANDUM

TO : Charles L. Davis, Director of Finance  
FROM : Dan E. Sweat, Jr.  
SUBJECT : Urban Corps

Mayor Allen has contacted Alderman Milton Farris, Chairman of the Finance Committee, and it is my understanding that a decision was reached to provide the Urban Corps with administrative funds for the remainder of this year.

Attached is our proposed budget for this time period. You will note that this is for administrative funds only and it is my hope that we can work out arrangements through the Southern Regional Education Board or with and through individual department's salary accounts whereby the city can receive the services of some interns this fall. This budget, however, does not anticipate or propose to finance the cost of any interns.

It would be appreciated if you would take the necessary steps to prepare a resolution for the consideration of the Board of Aldermen so as to provide these funds.

DESJr:lrđ

**PROPOSED BUDGET**

**Atlanta Urban Corps Project**

**September 5, 1969 through**

**December 31, 1969**

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**Salaries:**

Director @ \$800 for 4 months	\$ 3,200.00
Assistant Director @ \$650	2,600.00
Finance Director @ \$650	2,600.00
Operating Expenses	2,000.00
Contingencies	1,600.00
	<hr/>
<b>Total Maximum Budget</b>	<b>\$ 12,000.00</b>
	<hr/> <hr/>



NATIONAL URBAN  
LEAGUE AFFILIATE

# THE ATLANTA URBAN LEAGUE, INC.

*An Educational Community Service Agency Covering Over 48 Years of Preventive Social Service*

521-2355 • 239 AUBURN AVENUE, N. E. • ATLANTA, GEORGIA 30303

September 8, 1969

Honorable George Romney  
Secretary of Housing and  
Urban Development  
451 Seventh Street, S. W.  
Washington, D. C. 20410

Dear Mr. Secretary:

It has come to the attention of The Atlanta Urban League that the Federal Housing Administration is anticipating rehabilitation and sale of approximately 1,000 units of foreclosed Section 608 war housing in DeKalb County, Georgia. Reportedly, the disposition of the Oglethorpe Group Apartments is delayed, at the moment, by a suit against foreclosure brought by the previous owners of the project; however, it appears that the Federal Housing Administration has proceeded with plans for rehabilitation and disposition.

We are concerned that there are strong political and economic pressures attempting to prevent additional ownership by minority citizens in this part of the Atlanta Metropolitan area. We feel that an investigation into the racial implications and prejudices inherent in a commercial, profit motivated disposition is warranted. This project could be considered a regional, and certainly a local, resource in its application towards fulfilling the housing needs of poor and minority citizens.

The sale of the above-mentioned project for a profitable return to FHA is abhorrent to us and we strongly recommend your consideration of alternate proposals.

The program outlined by Interfaith, Inc., a local nonprofit church sponsored housing development corporation, deserves your firm support. Such a proposal would maximize ownership and participation in rehabilitation by minority citizens and would provide a wide range of income distribution within the project itself.



*United Appeal Member Agency*

Your consideration of the project and assistance in overcoming prejudice and inertia to this concept will have far reaching effects on the need for housing and assurance of positive Federal consideration toward eliminating the institutional vestiges of racism which have, for so long, dominated our region and this nation.

Sincerely,

Lyndon A. Wade, ACSW  
Executive Director

LAW:cah

cc: Honorable Samuel Jackson  
Honorable Samuel Simmons  
Honorable Ivan Allen, Jr. ✓  
Mr. Carey Hooks  
Mr. Bruce G. Gruber

Urban Corps.

September 26, 1969

Mr. Ken Millwood, Director  
Atlanta Urban Corps  
30 Courtland Street, N. E.  
Atlanta, Georgia 30303

Final Internship Reports - Summer Urban Corps Workers

Dear Mr. Millwood:

We have carefully reviewed final internship reports for Water Department summer Urban Corps workers, and they are returned herewith. Some worthwhile contributions were made by the interns.

After analyzing the program, it appears that several misleading ideas adversely influenced the students:

1. Some associated the name Urban Corps with the masses of underprivileged children and assumed that their jobs would be tied in with these "runny nose children", as one of them put it.
2. Others thought that they would be involved in "sky blue" research projects relative to social or physical changes.

Most of our Water Department work involves down to earth, utilitarian programs related to providing pure water to 650,000 citizen-customers. This requires willing workers with positive attitudes. Most of the summer workers exhibited negative, critical attitudes.

It is my feeling that a clear understanding of objectives and attitudes required for an effective program should be worked out.

Sincerely,

  
Paul Weir

PW/rr  
Enclosure

cc: Mr. Dan Sweat

cc: Mr. George Berry ←

Urban Corps

September 30, 1969

Mr. Jay Fountain  
Deputy Director of Finance  
City of Atlanta  
City Hall  
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposits:

ACCOUNT NO.	DRAWN BY:	AMOUNT:
G-16-7645	Vassar College	\$161.28
G-16-7645	Yeshiva University	\$178.64

Acknowledgement of receipt will be appreciated.

Sincerely,

HUGH H. SAXON, Jr.  
Director of Finance

HHS:sz

cc: Mr. George Berry

Unborn Corps

September 30, 1969

Mr. Jay Fountain  
Deputy Director of Finance  
City of Atlanta  
City Hall  
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposits:

ACCOUNT NUMBER:	DRAWN BY:	AMOUNT:
G-16-7645	Georgia State University	\$1,232.64
G-16-7645	Georgia Institute of Technology	\$1,235.20
G-16-7645	Emory University	\$ 197.12
G-16-7645	Brown University	\$ 115.20

Acknowledgement of receipt will be appreciated.

Sincerely,

HUGH H. SAXON, Jr.  
Director of Finance

HHSjr:sz

cc: Mr. George Berry ←



September 29, 1969

MEMORANDUM

To: Charles L. Davis  
From: Dan E. Sweat, Jr.  
Subject: Urban Corps Enrollees for Fall

As a result of the action of the Finance Committee appropriating \$12,000 for administrative costs, the Urban Corps is progressing on its assigned task of operating an abbreviated program this fall and planning a larger program for this coming year for presentation to the City this fall during the regular budget process.

They have canvassed City Departments and have determined that ten departments and/or agencies have requested enrollees for this fall. The attached schedule sets forth requests from the ten departments for 24 enrollees. Note that since the list was typed, the Water Department has reduced its request to 1 full-time enrollee rather than the 2 full-time and three part-time that are on the list.

This is to request that you take whatever action is necessary to present this question to the proper authorities to get a decision on whether this amount of funds can be utilized for this purpose and then take the necessary action to make such funds available to the Urban Corps who will then authorize the expenditure to the Southern Regional Education Board who will act as paymaster this fall. It is the understanding of the Urban Corps that presently appropriated salary funds of the benefiting departments can be utilized for this purpose.

We have reviewed the requests of the Departments for these enrollees, and they appear to be reasonable.

DESJr:ja

bcc: George Berry File Copy

ATLANTA URBAN CORPS-CITY PLACEMENTS

<u>DEPARTMENT</u>	<u>No. of Interns</u>	<u>Total Cost to Department</u>
Community Relations Commission	2 - Full-Time-CWSP	\$ 720.00
Building Department	3 - Two full-time-CWSP One part-time-CWSP	\$ 733.00
Business License	1 - Full-time-CWSP	\$ 260.00
Housing Resources	2 - One Full-time-CWSP One Part-Time-CWSP	\$ 415.00
Finance Department	6 - Six part-time(2 tentative) (full cost)	\$2,675.00
Personnel Department	2 - Two part-time-CWSP	\$ 255.00
Sanitation Department	1 - One full-time-full cost	\$1,320.00
Water Department	<del>5</del> <sup>one</sup> Two full-time- 1, CWSP <del>1, full cost</del> Three-part-time-2, CWSP <del>1, full cost</del>	<del>\$1,865.00</del> 360.00
Youth Council	2-one full-time-CWSP one part-time-CWSP	\$ 479.00
Urban Corps*	4-Four part-time-CWSP	\$ 476.00
Total Cost to City Departments (less Urban Corps intern costs)		<del>\$8,722.00</del> \$7,963.00

\*Urban Corps Intern's salary included in administrative budget

September 9, 1969

Mr. Inmond L. Deen, Jr.  
Director of Finance  
Tulane Law School  
New Orleans, La.

Dear Mr. Dean:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 9, 1969

Mr. Kytile Frye  
Atlanta Service-Learning Conference  
811 Briarcliff Road, N. E.  
Apartment 10  
Atlanta, Georgia 30306

Dear Mr. Frye:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 9, 1969

Miss Maggie Gerber  
Education-Evaluation Staff  
519 Candler Street, N. E.  
Atlanta, Georgia 30307

Dear Miss Gerber:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 9, 1969

Miss Resna Hammer  
Education-Evaluation Staff Director  
1178 Briarcliff Road, N. E.  
Apartment #2  
Atlanta, Georgia 30306

Dear Miss Hammer:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 9, 1969

Miss Patty Harwell, Secretary  
Georgia Institute of Technology  
Box 33508  
Atlanta, Georgia 30332

Dear Miss Harwell:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 9, 1969

Miss Melinda Lawrence  
Atlanta Service-Learning Conference  
Box 649  
Milledgeville, Georgia 31061

Dear Miss Lawrence:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd



September 9, 1969

Mr. Ken Millwood  
Public Relations Director  
128 Meadowbrook Drive  
Marietta, Georgia 30060

Dear Mr. Millwood:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 9, 1969

Mr. Steve B. Mwamba  
Payroll Coordinator  
1761 Pryor Road, S. W.  
Apartment #4  
Atlanta, Georgia 30315

Dear Mr. Mwamba:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 9, 1969

Mr. James M. Rabb  
Payroll Coordinator  
16 Williams Street  
Greenville, S. C.

Dear Mr. Rabb:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 9, 1969

Miss Barbara Rudisill  
Education Consultant  
231 Garden Lane  
Decatur, Georgia 30030

Dear Miss Rudisill:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrđ

September 9, 1969

Mr. Hugh H. Saxon  
Finance Staff  
3635 Charles Drive  
East Point, Georgia 30344

Dear Mr. Saxon :

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 9, 1969

Mr. Tony Whedon  
Educational Consultant  
1417 S. Gordon Street, S. W.  
Atlanta, Georgia 30310

Dear Mr. Whedon:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 10, 1969

Miss Dianne Wilson  
Development Staff  
Apartment 31-M  
3712 Gordon Road  
Atlanta, Georgia

Dear Miss Wilson:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 10, 1969

Mr. Dave Whelan  
C/O Dr. W. E. Whelan  
Placement & Development Director  
7721 Nelan Drive  
Louisville, Kentucky

Dear Mr. Whelan:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd



September 10, 1969

Miss Dawn White  
Education-Evaluation Staff  
13790 Thornton Avenue  
Detroit, Michigan

Dear Miss White:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd

September 9, 1969

Miss Dianne Lovejoy  
Receptionist  
1575 Beecher Street, S. W.  
Atlanta, Georgia 30310

Dear Miss Lovejoy:

We are aware of the important contribution that you made to the City of Atlanta through the Atlanta Urban Corps this summer.

On behalf of the City, and personally, I wish to express our grateful appreciation for your fine work.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:lrd