

October 31, 1968

MEMORANDUM

**To: Mr. J. C. Johnson
Director, Model Cities**

Pursuant to your request, I have discussed with your Physical Planning Coordinator his tentative concept of organization and functions of a Housing Center which he has proposed for establishment in the Model Cities area. As you requested, the following are my current thoughts there on:

The idea of decentralizing housing improvement operations (including all rehabilitation) and related activities for Model Cities, to a central location within the Model Cities area, thus removing the detailed administration from the City Hall and the Central Office of the Housing Authority, by making it more accessible to the people it will serve, is practical and I believe will be helpful to the overall effort.

However, such an activity should be kept in the realm of practicability and should include such operations and related services necessary to do an effective job and perform a useful service to the community and nothing more. Special effort should be made not to over staff or attempt to provide unnecessary services and imaginative functions which are more theoretical than practical and which would have only limited application in accomplishing overall effectiveness.

As I see it, essential activity should provide for the following:

- a. An operational base for Rehabilitation Inspectors (including Supervisory functions), both those of the City and the Housing Authority.
- b. Clerical assistance necessary to process inspection notices of deficiencies and required improvements.
- c. Technical assistance in preparing, filing and follow through on owner-occupant applications, where applicable, for Federal assistance in rehabilitation in the form of 3% direct Federal Loans and Federal Grants up to \$3,000 and the administrative handling of required bidding and award of rehabilitation contracts. (This function could, and probably should, be handled for the entire area by Housing Authority personnel operation from the Housing Center.)

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- d. Architectural advice and assistance.
- e. Counseling service to property owners; and
- f. Perhaps a person to maintain close liaison with the local builders, developers and repair firms.

Of course, overall responsibility and supervision for operation of the Center should be assigned to one qualified individual (I would suggest a member of the Housing Code Division of the Building Department of the City).

Also, I feel very strongly that one set of rehabilitation standards only for the entire Model Cities should be established for execution by both the Housing Authority and the City; and that initial notices to property owners to rehabilitate their dwellings to meet required standards should be issued in the name of the City of Atlanta, regardless of who or under whose jurisdiction the actual processing and execution is accomplished. This is to provide the legal requirements necessary to invoke the Police Powers of the City, if necessary, at a later date to insure compliance. This will avoid encountering extensive time delays and costly repetition of efforts in processing rehabilitation notices originally issued by the Housing Authority Inspectors, but which may eventually have to be turned over to the City to enforce in order to obtain compliance.

As for new housing developments, as well as Commercial and Industrial developments, the contracts and essential coordination between property owners, builders, developers and the staff will most likely be handled through the principal Model Cities' staff members and or the Housing Authority central office and which conceivable would have little application to the Housing Center.

Sincerely,

Malcolm D. Jones
Housing Coordinator

MDJ/mc

cc: Mr. Dan E. Sweat, Jr. ✓

Encl: Proposal by Urban East, Housing Consultants,
for structural organization and functions of a Housing Center.