

July 18, 1969

Tommy Hess

MEMORANDUM

**TO: Mr. R. Earl Landers
Administrative Assistant**

SUBJECT: J. P. Stephens and Company

Re my memorandum to you June 27, Mr. Bill Golden, Plant Manager, Tel. 876-0721, called me yesterday and stated he had completed his survey of the Company's former employees and finds that there is a sizeable number of families (perhaps 10-20) which have made no arrangements to move. These include large families with children and Elderly.

Mr. Golden has now asked for assistance and suggests that a small Relocation Assistance Office be established on the Company premises July 28 or August 1 or 4; that he will provide space, telephone and one person from the Company to assist; that if the City agrees to this he will get out a bulletin and circulate it to his people in advance informing them of this service, when it will be available and the specific location.

EOA has agreed to participate.

The Housing Authority has agreed to participate one or two days per week, perhaps without compensation, but will provide full time assistance for \$30.00 per day.

Recommendation:

(a) That Mr. Golden's proposal be accepted and he be so notified today.

(b) The Office to open July 28.

(c) Personnel to consist of:

J. P. Stephens and Company - 1 person
Housing Authority - 1 person
EOA - 1 person (*To be in charge)
(FHA be requested to provide part time representative)

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(d) City arrange with Housing Authority for necessary compensation, not to exceed \$30.00 per day for 20 working days.

(e) *Responsibilities of the office to be spelled out in writing substantially as indicated in paragraph 10 of my memorandum of June 27.

Malcolm D. Jones
Housing Coordinator

MDJ/mc

cc: Mr. Dan E. Sweat, Jr. ✓