

CITY OF ATLANTA



April 25, 1967

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

MEMORANDUM

To: Mr. Earl Landers

From: Dan Sweat

Attached is a copy of a report prepared for Mayor Allen showing scheduled improvements or activities in four low-income areas of the city this summer.

Three of these areas are encompassed within the four target areas we have selected for the proposed pilot project to coordinate city services. The City Services Coordination program would include Kirkwood, Edgewood and several other identifiable neighborhoods adjacent to or near the areas covered in the attached Mayor's report.

In order that we proceed with planning and programming of the pilot project, the following recommendations are submitted.

1. Four positions should be created on a temporary basis for the period June 1 - September 1 to serve as city services coordinators in the Office of the Mayor. These coordinators would be on the salary range of Inspection Department area supervisors. They would be housed in EOA neighborhood service centers within each target neighborhood. For the proposed organizational chart see Attachment A.

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2. The city services coordinators would be responsible for identification of city service problem areas within their target neighborhoods and for communication of these problems to the proper city department or agency. They would be familiar with community groups as well as city departments and the services they offer.
3. The overall objective would be to identify problems and take remedial action before these problems generate unnecessary trouble within the area.
4. They would be under the coordination of Johnny Robinson from the Mayor's Office.
5. Each coordinator should be provided with one clerical worker. EOA has agreed to provide some neighborhood aides to assist in identification of problems and investigation of complaints. EOA will also provide space for a maximum of four housing code inspectors who will also be able to bring to the attention of the city services coordinators unfavorable conditions which exist and which should be corrected.
6. In communicating this proposed project to the department heads, it should be stressed that there is no intention that the city services coordinators would direct any department or departmental personnel to take any action. Once a problem is brought to the attention of the department it is up to the department to determine whether or not such action is justified and should be taken. In those cases where budgetary restrictions or legal restrictions prevent action from being taken, the city services coordinator will communicate messages to the community concerned with the problem.

I would recommend approval of this project at the earliest possible date in order that we might be able to select very carefully the

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four coordinators for this summer's program. Also we would need time to prepare complaint forms, informational material and briefing material for the coordinators and their staff assistants.

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Attachments (2)