

CITY OF ATLANTA



Model Cities

CITY HALL ATLANTA, GA. 30303

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IVAN ALLEN, JR., MAYOR

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

August 17, 1967

MEMORANDUM

TO: Carl Sutherland

FROM: Dan Sweat *DS*

SUBJECT: Model Cities Personnel Requirements

This is to request that some advance consideration be given to the problem of recruiting well qualified personnel to administer the City's Model City Program if and when such program is funded by the Federal Department of Housing and Urban Development. As you know, an application for such a grant was prepared in the early part of the year by the City Planning Department with assistance from several other city departments and outside agencies and submitted to HUD in February. We have been expecting to receive notification of approval of our grant since the end of June, however, with the Detroit riots, etc. the date on which these grants will be announced is very difficult to predict. The latest word I have from sources in Washington is that the announcement of these grants may come within the next two weeks. I am reasonably confident that Atlanta will be among the first few cities to receive such a grant.

The planning period allowed by HUD under the Model Cities Program is limited to one year. In other words, the plan for this tremendous program must be completed within one year from the time the grant is awarded or at least from the time the actual funds are received.

All of this is to point out the difficulty with which we are faced. We must secure a staff of competent planners and administrators at what amounts to a moments notice, yet we can't be sure when that moment will come. It seems clear, however, that the only way we can be prepared to move into this program within a reasonable time after the grant is

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announced is to have the personnel which will be required to fill the top few positions in this program already recruited, or at least have a number of people who are qualified and interested in filling these positions. Based on the difficulty that the Planning Department experienced in filling their five new high-level planning positions, I am convinced that we must start an intensive recruitment campaign immediately. I recognize, however, that there are certain legal steps that must be taken before any positions can be actually filled, namely, the approval of such positions and the salaries by the Personnel Board and the Board of Aldermen and the appropriation of sufficient funds by the Board of Aldermen to cover these salaries. In spite of the fact that these steps cannot be taken prior to the awarding of the grant funds we should be able to begin an informal recruitment effort immediately. In order to fill their five positions the Planning Department had to resort to a nation wide advertising campaign and, in addition, had to pay the transportation costs of bringing applicants to Atlanta for a personal interview. This type of effort may very well be necessary in this Model Cities Program.

I have attached a listing of proposed positions, showing proposed monthly salary rates and duration of employment, which was used in preparing our application for grant funds. The positions which should be given top priority for recruitment are the first four positions listed. I have also attached a copy of the job description for the Project Director which was prepared by personnel of your department. In addition, I have enclosed several resumes which I have received since this application was submitted. I understand that the Planning Department may also have a list of applicants which might be qualified for one of these positions.

I would suggest that all of these Model City positions be included within the classified service under the Civil Service laws of the City. Since the project staff will be attached to the Mayor's office, the Mayor would act as the appointing authority. His selections would be based upon the recommendations of a selection team comprised of Earl Landers, Administrative Assistant to the Mayor, Dan Sweat, Director of Governmental Liaison and Collier Gladin, Planning Director. In accordance with the Civil Service laws this selection team would recommend from the top three candidates on a register established by the Personnel Department.

Again, I wish to point out the urgency of this situation and to urge that some action be taken immediately to line up personnel for these positions. This office is available to assist your department in implementation of this request if you so desire.

DS/jp