

~~No Date - 1964~~

Municipal Court
City of Atlanta

PRESS RELEASE

Date

For Immediate Release

MUNICIPAL COURT CITES _____
(No.)

FOR HOUSING CODE VIOLATIONS

_____ defendants received sentences varying
(No.)
from _____ to _____,
(Sentence) (Sentence) (Date)

in Atlanta Municipal Court on charges of violating the City's
Housing Codes.

Judge _____ handed down the following
(Name)

sentences:

_____, _____
(Defendant) (Address)
_____, _____, for _____
(Sentence) (Charge)

(signature)
Judge, Atlanta Municipal Court

The Building Inspectors^{10.2} Department

The Building Inspectors^{10.2} Department ~~is involved with responsibilities and functions which bear heavily upon community development. The department~~ administers and enforces the Zoning Ordinance, the Housing and Slum Clearance Code, the Housing Demolition Ordinance, the Georgia Safety Fire Law and the Elevator Ordinance. Its responsibilities generally regulate the private use of private property. The manner in which the department does its job and works with other agencies both in and out of the City government will be reflected in the quality of total community development. Staffing, organization, and records must be so developed as to have flexibility, comprehensiveness, and sensitivity to the needs and requirements of area action. The Building Inspectors^{10.2} Department has been the subject of extensive review and reorganization to better prepare it for the role. Implementation of the reorganization is now in the final stage. ~~This present review, therefore, must be limited to the recent history of the department. It would be inappropriate to attempt to evaluate performance during this period. Nevertheless because of its key role in Community development, a constant method of systematic performance measurement should be developed.~~

In 1964 Public Administration Service prepared a survey report relating to the consolidation of inspection services in the City of Atlanta. This report reviewed and identified all inspectional functions carried out among several departments with the City government. The major attention of the report was focused on the Department of Building Inspections. The findings of the report led to recommendations for an expanded department of Building Inspections to include plumbing inspection (from the Construction Department), electrical inspection (from the Department of Electricity) and housing code inspection (from the Department of Urban Renewal). The City adopted the full report. The Departments of Electricity and Urban Renewal were abolished when their few remaining responsibilities were transferred to other departments and agencies. No one lost his job or was reduced in salary due to the implementation of these recommendations.

Consolidation began in July of 1964. In ~~the beginning~~ little more could be accomplished than to effect a legal change. The various offices were spread from the third floor of City Hall to the thirteenth floor. In late summer 1965, one year later, major office realignments were made at City Hall which resulted in the Building Inspection Department occupying all of the eighth and ninth floors. *Further office assignments were made in 1966.* Physical provisions were made for a central records and statistical unit and the central permits desk. Staffing for the Records Bureau was provided by clerical personnel formerly assigned to each of the inspection divisions.

The present organization differs from the proposed plan in two minor ways. First there is no separate zoning enforcement. Zoning enforcement is carried out by the Building Code Enforcement Division. The building inspectors carry on this dual function. ~~It is reported that zoning enforcement activities could be sufficiently increased.~~ *However,* One aspect of the zoning enforcement and control is in the Planning Department. Street number assignment and zoning certification and applications for rezoning are functions of the Planning Department. It seems logical that the zoning information section of the Planning Department could most logically be assigned to the Building Inspection Department. This would be another important step in consolidating related functions concerning building construction. Another area of responsibility that could properly be assigned to the Building Inspection Department would be the functions now carried out by the Department of City Hall. The Building Department presently supplies the Department of City Hall ~~and all other City buildings~~ with technical assistance and prepares plans and supervises all additions and alterations to the City Hall and all other City buildings. This new division, to be called a Division of City Buildings, would be responsible for the custodial duties at City Hall, supervising alterations to all City buildings, and to provide technical information and assistance to other City departments in the operation and maintenance of their buildings. An Organization Chart indicating the present organization and including the suggested addition of the Division of City Buildings is presented in Chart _____.

Staffing . The Department has a technical staff of 72 and a clerical staff of 16. The technical staff includes the department head (Building Official), an assistant Building Official, two architect engineers, ten plumbing inspectors, 10 electrical inspectors, 2 elevator inspectors, 9 heating and ventilating inspectors and engineers, 16 building inspectors and 15 persons engaged in Housing Code enforcement. Six technicians are either registered engineers or architects. Most of the specialized inspectors are licensed in their trades.

Dual Inspections . There is a decided trend throughout the county towards the use of dual inspectors. By combining inspectional duties one person inspects two or more inspectional fields providing competent inspection in an economical manner. The most common dual inspections are building and zoning, plumbing and heating, and building and housing. The City of Atlanta has only one type of dual inspection - building and zoning. Efforts to extend combined inspections usually meet strong resistance from craft unions. The use of dual inspections might necessarily have to be limited to residential buildings. This will involve the greatest volume of work, but also the most routine from the standpoint of technical difficulty. An expanded program of dual inspections requires a well developed in-training program, cooperation and understanding of the craft unions, and support from the City administration. Atlanta could probably extend its dual inspections to include Housing Code inspections to all its inspectional specialities. Every inspector, then, would be responsible to note and report to the Housing Code Division any violations observed. Follow-up inspections regarding housing code violation would remain the responsibility of the Housing Division. This modification would go far in expanding the ability of the City to identify homes that are developing features that lead to blight.

Work Program Inspectional services are provided to insure the health, safety and general welfare of the community. Building inspections insure that structures will be built, repaired and altered in accordance with accepted standards. Plumbing inspections insure that water and sewer facilities are installed in a manner that will protect the occupants health. Heating and Ventilating inspections assure that heating units are installed properly and includes provisions for smoke abatement in order to reduce

air pollution. Electrical Inspections insure that wiring installations will reduce fire hazards. Housing inspections differ from the above in that the housing code is concerned with buildings that were built under former regulations (usually these required lower standards of safety and sanitation). It is the general purpose of housing inspection to upgrade the standing of living in existing housing. Zoning ordinance enforcement activities support the regulations of land use, control of height and bulk of buildings, establish area requirements for yards and other open spaces.

The volume of work undertaken by the department may be measured by the value and number of building permits issued in the past 10 years.

| <u>Year</u> | <u>Value of Building</u> (millions of Dollars) | <u>Number of Permits</u> |
|-------------|--|--------------------------|
| 1955 | 76 | 10,613 |
| 1956 | 59 | 9,682 |
| 1957 | 59 | 7,791 |
| 1958 | 108 | 8,327 |
| 1959 | 114 | 8,728 |
| 1960 | 91 | 8,311 |
| 1961 | 96 | 10,158 |
| 1962 | 117 | 9,357 |
| 1963 | 109 | 9,168 |
| 1964 | 150 | 9,142 |
| 1965 | | |

Building Codes . The City of Atlanta provides through these various codes a high standard of construction. The National Building Code is basically used for building. In 1965 a ^{revised} ~~revised~~ Code National Electrical/will be issued which will be adopted by the City. Currently the City is using the existing National Electrical Code with some local amendments. The City is a leader in developing a Heating Code. This code has received national acclaim and has been widely adopted by other cities. The Plumbing and the Housing codes are not based after any model code, but do incorporate high standards. Generally, the codes provide for eight inspections to be made during actual construction. A final inspection is made upon completion of all work to assure conformance to land use, type of building, area of lot and other requirements of the zoning and building ordinances and codes. A certificate of occupancy is issued at that time.

Budget and Revue. The department collects in fees enough funds to cover all the expenses of operation. A recent survey of municipal building inspection practices indicated that 72 per cent of 101 cities over 100,000 population receive 75 per cent or more of their operating budget from fees. Thirty-two per cent of these cities receive 100 % or more of their operating budget from fees.

Public Convenience. The consolidation of inspectional service and a central building permits desk serves as a public convenience. A contractor or individual can get all building permits at one location. He must, however, still go to several other locations within City Hall for other basic information and permits. Water permits, water meters and location of water facilities are obtained from the Water Department; Sewer permits, Street Opening permits, sewer assessments, curbcut permits and location of sewer facilities are obtained from the Construction Department. Applications for rezoning and street numbers are provided at the Planning Department. Copies of the Zoning Code are purchased from the City Clerk as are licenses to engage in the construction business. Complete consolidation of these information and permit issuing functions requires considerable study and would effect changes that cross over departmental lines. Departments have a tendency to hold on to functions. Their aim is to increase their sphere of influence not to transfer it. Realignment of functions, as would be required if a central license and permit activity were desired, would require the participation of a central administrative agent who would have authority over all departments. None presently exists.

BUILDING INSPECTIONS
DEPARTMENT

BUILDING OFFICIAL

ASSISTANT BUILDING
OFFICIAL

HOUSING DIVISION

BUILDING AND
ZONING DIVISION

HEATING AND
VENTILATING
DIVISION
AIR POLLUTION

ELECTRICAL
DIVISION

PLUMBING
DIVISION

RECORDS BUREAU
AND
CENTRAL PERMITS

PLANS BUREAU
REVIEW
DIVISION

DIVISION OF
CITY BUILDINGS

DEPARTMENT OF BUILDINGS

The Department of Buildings administers and enforces the Zoning Ordinance, the Housing and Slum Clearance Code, the Housing Demolition Ordinance, the Georgia Safety Fire Law and the Elevator Ordinance. Its responsibilities generally regulate the private use of private property. The manner in which the department does its job and works with other agencies both in and out of the City government will be reflected in the quality of total community development. Staffing, organization, and records must be so developed as to have flexibility, comprehensiveness, and sensitivity to the needs and requirements of area action.

The Department of Buildings has been the subject of extensive review and reorganization to better prepare it for its role. Implementation of the reorganization is now in the final stage. It would be inappropriate to attempt to evaluate performance.

Organization

In 1964, Public Administration Service prepared a survey report relating to the consolidation of inspectional services in the City of Atlanta. This report reviewed and identified all inspectional functions carried out among several departments within the City government. The major attention of the report was focused on the Department of Building Inspections. The findings of the report led to recommendations for an expanded department of

Building Inspections to include plumbing inspection (from the Construction Department), electrical inspection (from the Department of Electricity) and housing code inspection (from the Department of Urban Renewal). The City adopted the full report. The Departments of Electricity and Urban Renewal were abolished when their few remaining responsibilities were transferred to other departments and agencies. No one lost his job or was reduced in salary due to the implementation of these recommendations.

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ten electrical inspectors, two elevator inspectors, nine heating and ventilating inspectors and engineers, sixteen building inspectors and fifteen persons engaged in housing code enforcement. Six technicians are either registered engineers or architects. Most of the specialized inspectors are licensed in their trades.

Work Program

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Page Six

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*File
Housing Code
Enforcement*

**Estimated Number of Structures and Housing Units
City of Atlanta CIP Field Survey**

| | Total | Standard | In need of Minor Repair | In need of Major Repair | Dilapidated |
|-------------------|---------------|--------------|-------------------------------|-------------------------------|-------------|
| <u>Structures</u> | | | | | |
| Residential | 97879 | 66127 | 20991 | 8988 | 1773 |
| Non-Residential | 11830 | 8543 | 2757 | 434 | 96 |
| Total | 109709 | 74670 | 23748 | 9422 | 1869 |

| <u>Housing Units</u> % | 163205 100.0 | 113999 69.9 | 32412 19.9 | 13807 8.5 | 2987 1.8 |
|-------------------------------|-----------------|----------------|---------------|--------------|-------------|
| | | | | 10.3 | |
| | | | 30.2% | | |

*1001
9422
11211*

Sheet 10

REVISED IN URBAN RENEWAL DEPARTMENT, July 13, 1961

City of Atlanta

Housing Conditions As Compiled From 1961

Census Tracts

154,097 Total Housing Units, City of Atlanta.
66,550 Total owner-occupied dwellings.
52,461 White owner occupied.
14,089 Non-White owner occupied.
79,365 Tenant occupied.
45,266 Tenant occupied, White.
34,099 Tenant occupied, Non-White.
5,710 Vacant units.
4,131 For rent.
1,579 For sale.
2,472 Other (vacant).
8,182 Total vacant.

Condition of Housing:

SOUND:
113,408 Total.

DETERIORATING:
28,901 Total.
13,434 All plumbing present.
3,535 No hot water.
11,932 No bath, toilet or running water.

DILAPIDATED:
11,788 Total.

DILAPIDATED & DETERIORATED:
40,689 Total.

(26,907 total)

NON WHITE HOUSING

48,188 Total

SOUND:
25,645 Total.

DETERIORATING:
14,614 Total.
5,405 All plumbing present.
9,209 Lacking some or all facilities.

DILAPIDATED:
7,929 Total.

DILAPIDATED & DETERIORATED:
22,543 Total.

(In a telephone conversation with Miss Peg Breeland, of M.P.C., on July 12, she told me the Federal Census figures on dilapidation are lower than M.P.C. estimates. She spot checked and found Census figures lower than actual conditions show in the field.) — J.A. Rabun, Assist. Director

a house, an apartment or other group of rooms, or a single room is regarded as a "housing unit" when it is occupied or intended to be occupied as separate living quarters, that is where the occupants do not live and eat with any other persons in the structure and there is either (1) direct access from the outside or common hall, or (2) cooking equipment for exclusive use of the occupants of the unit.

| units in structure - | | structures | | Dils. Peter. 26,000 (H.C. Cases) |
|----------------------|--------|------------|-----------|--|
| 1-unit | 90,633 | 90,633 | } 104,153 | 27,000 |
| 2 " | 18,524 | 9,262 | | |
| 3-4 " | 14,901 | 4,258 | | |
| 5-9 " | 13,231 | | | |
| 10-more " | 16,889 | | | |

| | | |
|---------------------|---------------|-------|
| built 1950-60 | 7,000 | (27%) |
| * " 1940-49 | 5,000 | (18%) |
| * " 1939 or earlier | 15,000 | (55%) |
| | <u>27,000</u> | |

* 95% of our enforcement would be directed at this group - 20,000 structures

Housing Code Enforcement
Wofford

*Earl - this is for
information. It is a
copy of letter from the
Building Officials Conference of America
to Joe Behrens. It should help our
cause.*

163.4
RECEIVED
NOV 27 1964
BUILDING
DEPARTMENT

November 25, 1964

Mr. Joe C. Behrens, Chief
Conservation and Rehabilitation Branch
Urban Renewal Division
Housing and Home Finance Agency
645 Peachtree-Seventh Building
Atlanta, Georgia - 30323

Dear Mr. Behrens:

Some time ago at the request of Mr. William R. Wofford, the Building Official of the City of Atlanta, you reviewed the draft of the BOCA Basic Housing Code and submitted some comments. Under separate cover, at Mr. Wofford's request, we have sent to you three complimentary copies of this code as it was finally published. We are enclosing a copy of our Publication and Price List for your information in the event you have occasion to refer to this and the BOCA codes in the areas which you serve.

We very much appreciate your taking the time to comment on the early draft of this code and must apologize for not earlier communicating with you regarding this. In the volume of work involved it was impossible for us to communicate our appreciation to everyone. Please forgive this oversight.

Your comments were carefully reviewed by the Committee and you may find that some of them were incorporated in the code. Others may not have been used since in the overall concept of the Code the committee may have felt it undesirable to use them at this time. We anticipate modifications of the code as experience indicates necessary and this may lead to the adoption of some of the things previously suggested but not accepted by the Committee.

The BOCA Basic Housing Code is prepared to be used in conjunction with the BOCA Basic Building Code. Together they provide all the necessary authorities for the administration of regulations governing both old and new buildings. They are based on the policy that all activities dealing with the buildings in a community should come under the direct supervision of the building official. Housing authorities or similar local public agencies, planning boards and other

branches of local government concerned with buildings and their use should have the full cooperation of the building department in determining the physical condition of the buildings and in such other matters as may be necessary. Violation notices and correction orders regarding buildings should be issued by one agency only -- the building department--although the fire prevention official may properly issue notices and orders regarding fire hazards resulting from the processes of handling of flammable materials over which he has jurisdiction, and the health official may issue orders regarding sanitation - improper use of sanitary facilities or unsanitary practices - which are under his jurisdiction. We believe that these assumptions quite well take care of all necessary conditions and that they are sound and practical.

Under this arrangement appeals from administrative orders are provided within proper limitations through provisions of the building code. Such appeals would apply equally to orders issued in connection with corrections under the Housing Code as to those issued under the Building Code.

We would welcome any further comments you may have in connection with this and the results of your experience or the experience of communities with which you may come in contact in its use.

Sincerely yours,

peb/f

Paul E. Baseler
Executive Director

November 30, 1964

Mr. W. R. Wofford, Building Official
Department of Building Inspector
City of Atlanta
Atlanta, Georgia 30303

Dear Mr. Wofford:

Below is a report of inspections made on buildings by the Housing Code Division of the Building Department from November 1, 1964, through November 30, 1964.

| | | <u>PERIOD</u> | <u>1963</u> |
|---|----------------|-------------------|-------------|
| 1. Buildings inspected this month | Original | 155 | 209 |
| | Re-Inspections | 1448 | - |
| 2. Units Involved | | 289 | 315 |
| 3. Buildings repaired this month | | 122 | 62 |
| 4. Units repaired this month | | 214 | 100 |
| 5. Buildings demolished this month | | 48 | 10 |
| 6. Units demolished this month | | 107 | 15 |
| 7. Better Housing Commission | | 33 | - |
| 8. City Attorney Cases | | 43 | - |
| 9. Court Cases | | 27 | 12 |
| 10. Amount of fines imposed | | \$550 | \$140 |
| June 1, 1964 -- November 30, 1964 | | | |
| | | <u>CUMULATIVE</u> | <u>1963</u> |
| 11. Buildings inspected to date | Original | 1386 | 877 |
| | Re-Inspections | 5696 | - |
| 12. Units Involved | | 2600 | 1505 |
| 13. Buildings repaired to date | | 741 | 506 |
| 14. Units repaired to date | | 1139 | 947 |
| 15. Buildings demolished to date | | 220 | 164 |
| 16. Units demolished to date | | 396 | 267 |
| 17. Better Housing Commission Cases to date | | 186 | - |
| 18. City Attorney Cases to date | | 365 | - |
| 19. Court Cases to date | | 240 | 56 |
| 20. Amount of fines to date | | \$5512 | \$1991 |

Very truly yours,

J. S. Buchanan WFO.
J. S. Buchanan
Chief Inspector

OFFICE OF INSPECTOR OF BUILDINGS

MEMO

From the desk of - -

W. R. Wofford, Inspector of Buildings

Mr. R. Earl Landers
Assistant to the Mayor
Atlanta, Georgia

Attached is a report of Housing Code activities for the year 1964 together with our accomplishments and needs.

The report is complete through November. Projected totals are shown for the entire year.

WRW

CITY OF ATLANTA
OFFICE OF INSPECTOR OF BUILDINGS
 800 CITY HALL
 TEL. JA. 2-4463 EXT. 321
 ATLANTA, GEORGIA

December 10, 1964

DEPARTMENT OF BUILDINGS
HOUSING CODE DIVISION - YEAR, 1964

| | <u>CUMULATIVE THRU NOVEMBER</u> | <u>PROJECTED THRU DECEMBER</u> |
|--|---|--|
| 1. Buildings inspected to date | 2,660 | 2,904 |
| Original | | |
| Re-Inspections | 10,524 | 11,480 |
| 2. Units involved | 4,750 | 5,184 |
| 3. Buildings repaired to date | 1,319 | 1,440 |
| 4. Units repaired to date | 2,016 | 2,200 |
| 5. Buildings demolished to date | 322 | 352 |
| 6. Units demolished to date | 578 | 630 |
| 7. Better Housing Commission Cases to date | 288 | 314 |
| 8. City Attorney cases to date | 579 | 632 |
| 9. Court Cases to date | 335 | 366 |
| 10. Amount of fines to date | \$ 7,979 | \$ 8,704 |
| 1964 - Thru November | | |

Building Permits issued for:

| | | |
|--|-------|-------------------|
| Additions, Alterations & Repairs to Residential Buildings | 4,000 | \$4,851,186 Value |
| Demolition of Residential Units | 1,108 | |

CITY OF ATLANTA
OFFICE OF INSPECTOR OF BUILDINGS
800 CITY HALL
TEL. JA. 2-4463 EXT. 321
ATLANTA, GEORGIA

Housing Code Enforcement
Report of Accomplishment and Needs
December 15, 1964

PROGRAM

(a) Court. A special Housing Court is held each Thursday and the number of cases heard depends on ability of available personnel to prepare and process cases. At the end of November, 1964, 335 Housing Code Cases have been tried in Municipal Court with total fines of \$7,979 imposed by the court.

(b) Planned Program. A planned systematic Housing Code enforcement program which provides for complete coverage and inspection of all substandard dwellings in the city by the end of 1969 has been developed in conjunction with the Planning Department. This program consists of an up-to-date Housing Conditions Map with priorities established for proposed areas of enforcement and a Policy and Procedure Guide. The maps and program have been approved by the Urban Renewal Committee of the Board of Aldermen and referred to the Finance Committee for consideration of additional personnel expenditure involved. A planned systematic program for Housing Code enforcement is essential if the City is to meet Federal requirements for re-certification of Atlanta's Workable Program for Urban Renewal in March, 1965.

(c) Compliance. Attached herewith is a report reflecting the number of buildings inspected, units involved, buildings repaired, etc., including the number of permits issued for alterations and repairs to residential buildings and the number of permits issued for the demolition of residential units. The report is complete through November, 1964. Projected totals are shown for the entire year of 1964.

In addition to the above report overcrowding has been eliminated in 72 units.

(d) General Results. Results of the Housing Code enforcement effort to date have proven the need for stronger Code provisions. Several amendments to the Housing Code have recently been adopted to clarify and strengthen the code. The most important of these are:

Section 14.12. No building, plumbing, electrical or gas or other permit for an addition, alteration or repair of existing substandard dwelling unit shall be issued until such time as an inspection of the property has been made to determine the feasibility of rehabilitation of such dwelling unit or units.

Section 14.13. Utility services shall not be provided to any existing vacant substandard dwelling unit or any substandard dwelling unit becoming vacant until such dwelling unit has been inspected and brought into compliance with this code and a valid certificate of occupancy has been issued.

From the adoption of these amendments on June 15, 1964, through November, 1964, the Chief Electrical Inspector has discontinued electrical service in 173 vacant, substandard dwelling units; such service will not be restored until the structures have been rehabilitated to meet the requirements of the Housing Code.

NEEDS.

(a) Inspectors. In order to inspect all substandard dwellings within the city by 1970, 5 additional housing inspectors will be required as provided for in the planned systematic program of Housing Code enforcement. The budget request for 1965 includes a request for the aforementioned additional inspectors and one clerical position. Additional technical inspectors as requested in the 1965 budget are urgently needed.

(b) Assistance from other Departments. If the improvement of living conditions and general environment throughout the blighted areas of the city is to be accomplished

through Housing Code enforcement, it is necessary that definite and continued assistance be obtained from other departments by prompt reporting of obvious violations to the Building Department and prompt action upon conditions referred to them as being within their jurisdiction. Particular assistance will be required from the Sanitary Department so far as clean-up of premises and removal of junk automobiles is concerned and from the Construction Department for street and sidewalk improvements including the paving of some unpaved streets in older areas of the city. The Planning Department can assist materially in recording accurately the number and general condition of housing in areas marked for concentrated Housing Code enforcement effort and by scheduling the worst of the areas for appropriate treatment as Urban Renewal projects.

(c) Legislation. Several conferences have been held with the City Attorney who is preparing legislation whereby the city can proceed "In Rem" against substandard property. This will permit the city to proceed against the premises or building and will eliminate difficulties with out-of-town owners, estates, incompetents, etc., which have caused concern.

We are hopeful that additional legislation can be enacted to require demolition of houses which have been boarded up and are vacant. Under existing laws the current practice of permitting houses to be boarded up and remain has not been a satisfactory solution.

(d) The Courts can assist the program by:

1. Promptly disposing of all cases without delays and postponements.
2. By continuing appropriate fines when convictions for violations have been attained.
3. By imposing reasonable fines when a violator is convicted of an offense even though a correction may have been made prior to court action.

(e) Public Understanding of the program is most important and is a field in which the Citizens Advisory Committee can be extremely helpful. Participation by all news media, civic groups and business organizations should be utilized to point up and emphasize the problem and to secure maximum cooperation from the public.

COPY

1965

File
Housing Code Enforcement

October 5, 1965

Mr. Henry L. Bowden, City Attorney
1114 William-Oliver Building
Atlanta, Georgia 30303

Dear Henry:

In response to your request, I am enclosing a copy of Senate Bill 4 that was passed by the 1965 Legislature which grants home rule authority to municipalities.

Section 4, Subparagraph 6 of the Home Rule Act states as follows:

"Action affecting any court or the personnel thereof, except any municipal court having jurisdiction only over municipal ordinances."

Section 5 of the Act provides that the City has the authority to fix salaries, compensation, expenses, etc., of their employees, but makes no provision whatsoever for the changing of duties of the employees.

In a meeting in Mr. Landers' office with you and Miss Dusthimer, we discussed the possibility of changing Miss Dusthimer's title from Chief Law Clerk to some other appropriate title in which we could vest more authority in her position to consummate court orders, etc. As you will recall, the position that Miss Dusthimer holds was created as a local act by the Legislature and is codified under Section 5.1.34 of the 1965 Charter. This section reads as follows:

"There is hereby created in the department of municipal courts in the City of Atlanta the position of chief law clerk, who shall be appointed to office by the chief general judge and shall hold office at his pleasure."

The question that I would like to raise to you regarding Miss Dusthimer's position is whether or not we have the authority under either the '62 Home Rule law or the '65 Home Rule law to change her title and her duties. I would appreciate your early answer to this question.

Yours very truly,



Charles L. Davis
City Comptroller

CLD: CW
Enc.

cc: Mr. R. E. Landers ✓

December 16, 1965

Mr. Edward H. Baxter
Regional Administrator
Housing and Home Finance Agency
Room 645, Peachtree-Seventh Building
Atlanta, Georgia 30323

Dear Mr. Baxter:

Thank you for your letter of November 29th and the comments therein relative to our current Housing Code Compliance Program.

As stated in your letter, we are ahead of projections in units inspected, but behind projections in compliances. We believe that a better balance between inspections and compliances can be attained and it is our aim to accomplish this immediately. An ordinance will be submitted to the Board of Aldermen at its meeting on December 20th creating three additional Housing Code Inspector positions and one Typist-Clerk position effective January 1, 1966. The creating of these positions should assist us greatly in attaining the necessary balance between inspections and compliances.

To date, through the C. I. P. Program, we have in our data system approximately thirty-two bits of information on each of the 110,000 parcels within our City. This information will be in such form that it can be evaluated shortly after the first of the year. This will enable us to know precisely the number of substandard structures that we are dealing with in order that our Housing Code Program, work load and dead lines can be properly evaluated.

Mr. Edward H. Baxter
Regional Administrator
December 16, 1965
Page Two

We appreciate the continued interest of you and your associates in our programs and assure you that we shall continue to strive for maximum results through enforcement of our Housing and Building Codes.

Sincerely yours,

Ivan Allen, Jr.
Mayor

IAJr:lp

CC: Mr. Collier Gladin



CITY OF ATLANTA

DEPARTMENT of PLANNING

700 CITY HALL

Atlanta, Georgia 30303

December 9, 1965

WYONT B. BEAN
PLANNING ENGINEER

COLLIER B. GLADIN
CHIEF PLANNER

To: Mayor Ivan Allen, Jr.

From: Collier B. Gladin

Subject: Steps to be taken under the City's current Housing Code Compliance Program.

*Eval let's
Draft our summary
Ed Burfer
let's*

As was stated in Atlanta's 1965 Recertification of its workable program, the greatest disadvantage of the presently adopted Housing Code Compliance Program was having to rely on 1960 housing census data to determine the number of sub-standard housing units that the program faces. This, in no way, compromises the approach of the systematic Housing Code Compliance Program; however, it does make it difficult to determine the actual housing case load and, therefore, the actual number of housing code inspectors needed to accomplish the program during the allotted period of time. The City of Atlanta feels that a careful analytical approach has been made to the problem, together with realistic estimates as to what can be accomplished. The City saw the year 1965 as a trial period for the Housing Code Compliance Program to determine if the estimates were accurate.

To this end, Atlanta Personnel and Comptroller Departments have been reviewing the personnel requirements of the Building Inspector Department in general. Administrative changes as they relate to Code Compliance are being considered that will balance housing code inspections with compliance. The Comptroller is recommending that within the 1966 budget three (3) Housing Code inspectors be added along with one Typist Clerk II. This will require an approximate \$19,000 expenditure the first year.

Considerable progress is being made on Atlanta's first Code Enforcement Project Area. Several areas were considered by the Planning Department, and the Center Hill area of 480 acres and 1031 families has been chosen by the Planning and Development Committee. Hopefully this application will be completed prior to the first of the year.

Further, Atlanta has taken the position that through the Community Improvement Program, it will be able to determine precisely its Housing Code work load and, from this, the City will be better able to further develop the Housing Code Compliance Program to a greater accuracy and make any necessary changes in the conduct of the program.

Page 2
December 9, 1965

To date through the CIP Atlanta has in her data system approximately 32 bits of information on each of the 110,000 parcels that lie within our boundaries. This information will be in a form that it can be evaluated shortly after the first of the year. This will enable the City to know precisely the number of sub-standard structures that we are dealing with in order that our Housing Code Program work load and deadlines can be properly evaluated.

I feel that Atlanta is, and will continue, progressing in an orderly manner to provide her citizens with safe and sanitary housing in which to live and prosper.

CFB



REGION III

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
HOUSING AND HOME FINANCE AGENCY

OFFICE OF THE REGIONAL ADMINISTRATOR

Room 645, Peachtree-Seventh Building

Atlanta, Georgia 30323

November 29, 1965

Honorable Ivan Allen, Jr.
Mayor of the City of Atlanta
City Hall
Atlanta, Georgia 30303

Dear Mayor Allen:

The results of the first nine months activity under the City's current Housing Code Compliance Program, forwarded by letter of November 1, 1965, has been received by this Agency.

From the periodic evaluation submitted, it would appear that the City has made inspections in all areas designated in the Program submitted by the City, with the exception of areas designated as C1 and C3. The two areas reported as inspected during this report period known as "Blue Heaven" and "Vine City" would appear to equal the inspectional workload estimated for said areas C1 and C3.

The interim report indicates more units were inspected than were projected but compliances reported for the period (as compared to the City's schedule for the same time) indicates that the City has not met the goals established by the Program. The results obtained indicate that the City has fallen behind its scheduled compliances for the period by a total of 478 structures containing some 2,347 dwelling units.

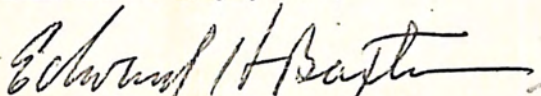
In the initial Housing Code Compliance Program, which accompanied the 1965 request for recertification, the City reported a shortage of two (2) sector inspectors. With the utilization of inspectional personnel in areas not scheduled for inspection in the Program, it seems obvious that other areas scheduled are without adequate inspectors. From the initial inception of the Housing Code Program, this Agency has felt that the goals established were beyond the means of the projected staff, and again, the nine month report holds this to be true.

The present 12 field inspectors appear inadequate to meet the expressed goals of the Program. The new specially selected areas being added to the workload and the fact that the City is falling behind in its proposed compliance schedule would appear to require that the City should consider immediate steps to fill the present inspector vacancies, to

provide additional staff to fully implement the Systematic Housing Code Program, and to provide staff over and above this for inspection and compliance in the areas established by the "Crash Program."

With the addition of staff and budget to carry out the Program, the City should be able to achieve a meaningful degree of progress and a creditable record by the time of your next recertification request.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Edward H. Baxter".

Edward H. Baxter
Regional Administrator

cc: Mr. M. B. Satterfield



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
HOUSING AND HOME FINANCE AGENCY

OFFICE OF THE REGIONAL ADMINISTRATOR

Room 645, Peachtree-Seventh Building

Atlanta, Georgia 30323

REGION III

December 29, 1965

Honorable Ivan Allen, Jr.
Mayor of the City of Atlanta
City Hall
Atlanta, Georgia 30303

Dear Mayor Allen:

We appreciate your letter of December 16, 1965, advising of steps being taken to employ additional personnel to assist in the execution of Atlanta's Housing Code Compliance Program. We are also pleased to learn that information being assembled on each of the 110,000 parcels within the City will provide a means for properly evaluating progress being made toward attaining the goals established in the City's Housing Code Compliance Program.

Initial inspections under the Housing Code, periodically followed up by re-inspections are, of course, only a means whereby the desired result of compliance with the code can be obtained. The employment of additional staff should enable the City to approach a better balance between the three stages, initial inspections, re-inspections, and eventual compliance. We encourage further steps in this direction and assure you of our utmost cooperation in this endeavor.

Sincerely yours,

Acting for Edward H. Baxter
Regional Administrator

Copies sent to:
Collier Gladin
Bill Wofford

1966

CITY OF ATLANTA
REPORT OF THE INSPECTOR OF BUILDINGS OFFICE

YEAR
 =====
 FOR THE MONTH OF 1966

| NO. OF PERMITS | CLASSIFICATION | COST | NO. OF FAMILIES HOUSED |
|------------------------|---|---------------------------------|---|
| <u>1</u> | Condominium | \$ 614,500.00 | 33 |
| 538 | Frame Dwellings, 1 Family | \$ 9,230,630.00 | 538 |
| <u>2</u> | Masonry Dwellings, 1 Family | \$ 20,650.00 | 2 |
| <u>8</u> | Frame Dwellings, Duplex | \$ 113,405.00 | 16 |
| | Masonry Dwellings, Duplex | \$ | |
| <u>23</u> | Apartment Houses | \$ 12,074,734.00 | 1,793 |
| <u>4</u> | Churches & Religious Buildings | \$ 523,000.00 | |
| <u>55</u> | Add-Alter-Repair Churches | \$ 1,622,623.00 | |
| <u>7</u> | Amusement & Recreation Buildings | \$ 267,445.00 | |
| <u>53</u> | Stores & Other Mercantile Buildings | \$ 3,572,410.00 | |
| <u>27</u> | Service Stations | \$ 741,950.00 | |
| <u>96</u> | Residential Garages & Carports | \$ 96,675.00 | |
| <u>2</u> | Parking Garages | \$ 560,000.00 | |
| <u>11.</u> | Garages | \$ 536,800.00 | |
| <u>4</u> | Hotel & Motel Buildings | \$ 1,486,000.00 | |
| <u>9</u> | School & Educational Buildings | \$ 10,463,283.00 | |
| <u>47</u> | Add-Alter-Repair Schools | \$ 6,724,011.00 | |
| <u>44</u> | Office Buildings | \$ 49,454,614.00 | |
| <u>63</u> | Office & Warehouse | \$ 1,567,750.00 | |
| <u>10</u> | Utility Buildings | \$ 97,000.00 | |
| <u>4</u> | Industrial Buildings | \$ 768,800.00 | |
| <u>54</u> | Swimming Pools | \$ 240,518.00 | |
| <u>1,747</u> | Fire Escapes Elevators & Signs | \$ 1,363,732.00 | |
| <u>5,067</u> | Add-Alter-Repair, Residential | \$ 6,641,057.00 | |
| <u>854</u> | Add-Alter-Repair, Business Bldgs. | \$ 20,573,273.00 | |
| <u>114</u> | Demolitions-Business Buildings | \$ 334,780.00 | |
| <u>735</u> | Alter, Repair, Warehouse Buildings | \$ 194,708.00 | - 903 |
| <u>1</u> | Alter, Repair, Warehouse Buildings | 621,565.00 | |
| <u>2</u> | Auto Sales | 1,070,000.00 | |
| <u>1</u> | Funeral Home | 49,000.00 | |
| <u>1</u> | Sub-Station | 93,225.00 | |
| <u>1</u> | Cultural Center | 9,142,555.00 | |
| <u>1</u> | Dormitory | 112,639.00 | |
| <u>1</u> | Truck Terminal | 600,000.00 | |
| <u>2</u> | Fire Station | 441,652.00 | |
| <u>1</u> | Library | 3,124,000.00 | |
| <u>1</u> | Sales & Truck Service | 383,000.00 | |
| Total Permits <u>2</u> | Air Lines Facilities | Total Cost <u>11,012,000.00</u> | Total No. of Families Housed <u>2,382</u> |
| <u>9,595</u> | TOTAL | TOTAL \$ 166,533,984.00 | |

W. R. WOFFORD

Inspector of Buildings

April 22, 1966

MEMORANDUM

To: Mr. Collier Gladin

From: Dan Sweat

Subject: Code Enforcement Project application

I notice in your Neighborhood Analysis section of the Workable Program, you mention that the preliminary Code Enforcement Project application for Federal assistance was prepared for the Center Hill area.

If you have an available copy of this application I would certainly appreciate having one for my enlightenment and files.

DS:fy



CITY OF ATLANTA

DEPARTMENT of PLANNING

700 CITY HALL

Atlanta, Georgia 30303

May 26, 1966

WYONT B. BEAN
PLANNING ENGINEER

COLLIER B. GLADIN
CHIEF PLANNER

TO: Collier B. Gladin, Assistant Planning Engineer

FROM: Jerry Coffel, Planner II

SUBJECT: Federal Code Enforcement Program

Recently I have reviewed the Center Hill Code Enforcement project materials and discussed it briefly with Woody Underwood, Comptroller's Department. While I was not unaware of them, I again considered the ineligible costs of providing sub-surface community facilities -- water mains, sewer lines and storm drains. As you recall, the City's action on the project turned on its lack of funds for the last item.

The purpose of this memorandum is to provide you with a few additional thoughts on Center Hill. Through the Basic Sewer and Water Program, the City could now obtain Federal funds to provide the needed sewer lines and water mains for the project area. Also, the Regional Office has indicated once that it anticipated that storm drains would be made an eligible project cost in the 1966 housing amendments to the code enforcement program. At the present time, the Comptroller's Department is preparing bond issue statistics based on our preliminary estimates for Center Hill; this includes the cost of financing the ineligible cost items. If the bond issue is passed on this basis and the storm drains become an eligible project cost, the City would gain an additional \$60,000 in Federal funds and could release an additional \$60,000 in bond issue monies.

Now I think we can initiate two actions to get the Center Hill Project underway. First, it will be most appropriate for the Mayor's Office to contact Congressman Weltner to enlist his assistance and influence in modifying the 1966 housing legislation to make storm drainage work eligible cost items in the Code Enforcement Program; this could be begun by transmitting a copy of this recommendation to Dan Sweat, Director of Intergovernmental Relations, for his reaction. The second action involves coordination with the Water Department and Construction Department to insure that the cost of needed water mains and sewer lines in Center Hill are included in their application under the Basic Sewer & Water Program. I believe the only improvement in their applications related to the Center Hill area is an additional water main along the Bankhead Highway. The best means of accomplishing this action would be to get Dan's support in getting an amendment to the existing City's application to H.U.D.

Collier B. Gladin
May 26, 1966
Page 2

In essence, what I am suggesting for you to consider is meeting the needs of Center Hill by influencing the 1966 housing legislation and coordinating the use of another Federal aid program by two other City departments. No small undertaking I agree. However, it can reasonably be accomplished and the City's financial obligation in Center Hill lessened. If you think the ideas have merit, we should probably talk them over with Dan Sweat.

Jenny Coffel

Code Enforcement

"Georgia's Station of the Year"

P.O. Box 4207 Atlanta, Ga. 30302



Channel 5 EDITORIAL

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H. W. RAY
GENERAL MANAGER

PAUL RAYMON
STATION MANAGER

DALE CLARK
DIRECTOR OF PUBLIC AFFAIRS

ROUTE TO: _____

Friday, June 3, 1966

A Committee of conscientious citizens is pointing an accusing finger at two groups they say are hurting Atlanta's fight against the spread of slums.

That fight is important, and Channel 5 thinks the Committee story needs airing.

We're talking about the Citizens Advisory Committee for Urban Renewal. In blunt language it says property owners in low-income areas of Atlanta are being swindled by contractors and repairmen, many of them "the out of town or 'fly-by-night' variety."

City inspectors tell a resident he must make repairs to bring his house into compliance with the Housing Code. These unscrupulous repair men move in then and take advantage of the situation.

In a letter to the Fulton County Grand Jury, the Committee says "contracts are not being fulfilled and substantial sums of money (are being) extracted by tactics little, if any, short of swindling."

Since the authority of the City is involved--with the invoking of the City Housing Code--the Committee thinks there is a duty to provide these property owners some protection. Channel 5 agrees.

The Committee suggests licensing or registration of all repair contractors, a form of bonding, or some type of required inspection before the home-owner pays.

The other group hurting our battle against slums are irresponsible tenants. Those who break windows, damage walls and put coal in the bath tub!

When a property owner brings a house into compliance with code standards, the Citizens Committee thinks tenants should be required to keep it in good condition. If they are guilty of wanton destruction, some think the tenant--not the owner--ought to be required to pay.

The Citizens Committee is asking the Fulton County Grand Jury to go into both of these situations and recommend action.

Channel 5 endorses that. But without waiting for lengthy investigations we think the City Aldermen could blow the whistle on swindlers and back up responsible property owners.

We hope they will do that and keep the pressure on Atlanta's effort to clean up the slums we have and prevent the growth of new ones.

WAGA-TV Editorial
is presented weekdays:
7:25 a.m.
7:10 p.m. in EARLY PANORAMA
11:20 p.m. in LATE PANORAMA



CITY OF ATLANTA

OFFICE OF INSPECTOR OF BUILDINGS

Atlanta 3, Georgia

WILLIAM R. WOFFORD, P.E., R.A.
INSPECTOR OF BUILDINGS
ELMER H. MOON, E.E., P.E.
ASST. INSPECTOR OF BUILDINGS

July 27, 1966



MEMO TO: Dan E. Sweat
FROM: W. R. Wofford *Wofford*

The attached are some recommendations made by a Committee of questionable Congressional authority concerning building codes. The U. S. Conference of Mayors in the June meeting in Dallas adopted the report by a margin of two votes (something like 38 for, and 36 against, were cast). It is questionable and highly controversial in building code fields. It is a product of some federal people who want a federal building code and are making every effort to get one, but the model code groups, building industry and others are opposing this move.

I am acquainted with the Assistant Director, Norman Beckman, who presented the matter before the Mayors' Conference in Dallas and has been plugging the report all over the nation. The purpose of promoting the report is purely for the perpetuation of a few high federal government officials.

Incidentally, the Department of Housing and Urban Development is taking a more realistic approach by asking the Building Officials Conference of America and other code groups what they think about building codes. These groups have been employed to make reports to HUD concerning building codes throughout the nation. (I attended a meeting last week in Washington where this was discussed with Federal Code officials.)

I think some of the high officials prodded Mayor Dailey and others to press for adoption at the Dallas meeting. Since the Dallas meeting, the Advisory Commission is circulating the report, the contents of which are in direct opposition to the view of the model code groups.

I am enclosing a copy of my monthly message to the membership of the Building Officials Conference of America.

Enc.



ATLANTA THE DOGWOOD CITY

PRESIDENT'S MESSAGE

To implement some of the key recommendations in the Advisory Commission on Intergovernmental Relations Report, the Commission, which basically adopted a staff report, recommends that the state enact legislation authorizing and directing a state agency to prepare and promulgate a comprehensive model building code with a products approval procedure and permissive adoption by local subdivisions. The Commission recommends that the state legislation should specify that the local jurisdiction may not alter the model code except on specific approval of the state agency and should establish an appellate body to hear appeals from decisions of adopting local jurisdictions on the application of the code.

The matter of state building codes is a concern to municipal governments and model code organizations throughout the nation. I, personally, feel that a building code can be administered and enforced at the local level under metropolitan jurisdiction better than at the state level. Local governing bodies can amend a code consistent with new, recognized standards at semi-monthly meetings. Appeals can be considered before a local appeals board with far greater efficiency. All states do not have the same political situation; 85% of the building construction in some states is in ^{one} the metropolitan area, therefore, a metropolitan building code would be proper. In other states there are several municipalities somewhat of the same size where a state code would function properly. I, personally, feel that a metropolitan code commission is the answer to uniformity in building codes and that permissive adoption of a state code would unnecessarily create duplication and confusion with municipal codes in that the building official would be pressured to approve construction in a thriving metropolitan area based on a minimum state code considered appropriate in some rural community.

State legislatures that usually meet once a year are concerned with matters of budgets, roads, reapportionment, etc; there is little time or concern for updating a

building code at a legislative session.

* * * * *

Congrats to North Carolina BOA for a successful meeting in Gastonia and to SBCC for a successful Code Changes Meeting in B'Ham.....Our best to John Behrens of Fresno, Pres. ICBO; Fred Davis of Garden City and Joseph Bartell of Prince Georges County, new members of the BOCA Executive Board.

Hello to Norman Backman, Assistant Director of the Advisory Board, as he hails a cab in Frisco's Chinatown for pilgrimage back to Dulles and to Gene Quinlan, proverbial Mayor of Scully Square - come, let us reason together.

COPY



ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS

WASHINGTON, D.C. 20575

July, 1966

TO: MUNICIPAL OFFICIALS

At the suggestion of the U. S. Conference of Mayors and the National League of Cities, we are sending to you a copy of a recent report by the Advisory Commission on Intergovernmental Relations, which will likely be of interest to your locality. This report deals with: Building Codes: A Program for Intergovernmental Reform.

The report concludes that obsolete code requirements; unnecessary diversity of such requirements among local jurisdictions, particularly in metropolitan areas; and inadequate administration and enforcement, taken together, tend to place unwarranted burdens on the technology and economics of building. The Commission calls for a major overhaul and restructuring of intergovernmental responsibilities for building codes to help overcome these and other obstacles to meeting the Nation's housing and commercial construction needs.

To implement some of the key recommendations in the report, the Commission is preparing model State legislation on such matters as State technical assistance to local governments for building code administration, a model State building code, a State construction review agency, and State licensing of building inspectors. These draft bills will be included in the Commission publication, 1967 State Legislative Program, available on request later this summer.

Sincerely yours,

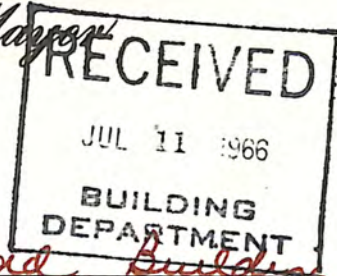
Wm. G. Colman
Executive Director

Enclosure

*Report in
Library*

Office of the Mayor

ATLANTA, GEORGIA



ROUTE SLIP

TO: Mr. William Wofford, Building Inspector

FROM: Dan E. Sweat, Jr.

- For your information
- Please refer to the attached correspondence and make the necessary reply.
- Advise me the status of the attached.

See Page 67 - Please return

DES

August 29, 1966

To: Mayor Ivan Allen, Jr.

From: Dan Sweat

Subject: Journal Editorial of August 25, 1966
on Urban Renewal Code Enforcement

I talked to Reese Cleghorn of the Journal Editorial Staff Friday about the subject editorial. Reese said he wrote the editorial and that it was simply a matter of the newspaper's calling attention to code enforcement practices of the city over a period of several years and that he felt the time had come to voice the paper's opinion more strongly.

He says that it goes back to the establishment of the separate inspections some six years ago and the placing it back under Mr. Wofford. He gave no indication that anyone from the department had talked to him recently but did mention the Lightning situation and the name of Wayne Kelley and Willie Williams which would suggest to me that he possibly has talked to some of the dissidents in Vine City.

He said so far as he was concerned the editorial was aimed at Wofford and the enforcement program and not necessarily the people in the Atlanta Housing Authority.

Since my discussion with him, I have obtained what I believe to be accurate figures on public housing in Atlanta over the last ten years. I have attached a summary of these figures. You will note a wide gap between the 7,576 completed housing units and the 20,994 displaced families. This report does not

Mayor Allen
Page Two
August 29, 1966

take into consideration the private sector of the housing market and I would imagine that a considerable amount of low and moderate income private housing has been constructed in Atlanta over this ten year period.

I hope that we can document this information through our CIP study and I will follow up with the CIP to try to make sure that we can obtain this information.

You will note I have shown the total figures and also broken out the units constructed or planned inside urban renewal areas. I am afraid that I would have to admit that we don't show up very well with low income units constructed inside urban renewal projects. However, I don't think this represents the true criteria for measuring the success of our urban renewal program.

I do feel, however, that there should be a complete study of our housing patterns and the City policy on low income and moderate income housing construction. The CIP should shed much light on our current situation and perhaps we can use the CIP Housing Study as the jumping off point toward a comprehensive housing plan for the city.

DS:fy

Public Housing and ~~Governmental~~
Dislocation by
Governmental Action
in
Atlanta
1956 - 1966
August 27, 1966

In the 10-year period 1956-1966 a total of 20,994 families in Atlanta were dislocated as a result of all governmental action - urban renewal, highway and expressway construction, etc.

In the same period, ^{7,576} ~~6,294~~ units ~~built~~ of public housing were ~~built~~ completed. These included:

4,347 units single family low income 221-D-2

1,359 units ~~single family~~ moderate income 221-D-3

1,870 units ^{low income} Public Housing (Atlanta Housing Authority)

In addition to ~~the~~ completed public housing, the following units are under construction, out on bid, planned or on reservation:

432 units 221-D-3 ^{moderate income} under commitment ~~contract~~

1,450 units 221-D-3 ^{moderate income} planned (Cockdal UR Project)

1,140 units ^{low income} Public Housing under construction (CAHA)

1,500 units Public Housing under reservation (CAHA)

Status of Public Housing and Dislocation
inside Urban Renewal Projects

3,553 families displaced by Urban Renewal

3,888 ~~units~~ housing units constructed or in progress in Urban Renewal areas.

These include:

Completed

210 units low ^{income} ~~cost~~ public housing (AHA)

356 units 221-D-3 moderate income

174 units private construction moderate income

Under Construction or Planned *

1,000 units low ^{income} ~~cost~~ public housing (AHA)

2,085 units 221-D-3 moderate income

63 units private construction moderate income

* ~~Does not~~ Does not include any portion of 1,500 units under reservation.

| | Totals | |
|--------------------------------|-------------------------|-----------------|
| Totals | low income | moderate income |
| Total | | |
| Completed | 6217 6217 | 1359 |
| under construction and planned | 1140 | 1882 |
| Inside UR Projects | 810 | 530 |
| Completed | 210 | 530 |
| under construction and planned | 1000 | 2148 |

CITY OF ATLANTA
OFFICE OF INSPECTOR OF BUILDINGS
800 CITY HALL
TEL. JA. 2-4463 EXT. 321
ATLANTA, GEORGIA

August 31, 1966

Mr. Henry L. Bowden, City Attorney
1114 William Oliver Building
Atlanta, Georgia 30303

Dear Mr. Bowden:

On July 6, 1966, I wrote to you asking that an ordinance be prepared along the lines of the May-June Grand Jury Presentments in order to require a performance bond of home improvement contractors.

I understood that certain information was being collected from model ordinances available to prepare the aforementioned ordinance for the City of Atlanta.

I would appreciate the early drafting of the above ordinance in order that it can be presented to the Board of Aldermen.

Very truly yours,



W. R. Wofford
Building Official

WRW:at

cc..Mr. R. Earl Landers

Office of the Mayor

ROUTE SLIP

TO: Dan Sweat

FROM: R. EARL LANDERS

- For your information
- Please refer to the attached correspondence and make the necessary reply.
- Advise me the status of the attached.

OFFICE OF INSPECTOR OF BUILDINGS

MEMO

From the desk of - -

September 1, 1966

W. R. Wofford, Inspector of Buildings

TO: The Honorable Ivan Allen, Jr.
Mayor, City of Atlanta

WRW

Some time ago you received a report from
Norman Beckman regarding the Advisory Commission
on Intergovernmental Relations. Dan Sweat has
the report.

The attached is for your information.

To Earl Lee

*Noted
Red*

Wofford
Blanchard

BUILDING OFFICIALS CONFERENCE of AMERICA, Inc.



Area Code 312
Airfax 4-3400-3414

EXECUTIVE OFFICE: 1313 EAST 60TH STREET • CHICAGO, ILLINOIS 60637

FOUNDED 1915

August 30, 1966
File # 131.1

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WM. R. WOFFORD
BUILDING OFFICIAL
800 CITY HALL
ATLANTA, GEORGIA

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DEPUTY PUBLIC WORKS DIRECTOR
ST. LOUIS COUNTY
111 S. MERAMEC AVENUE
CLAYTON, MISSOURI

SECOND VICE PRESIDENT

THEODORE H. ANDERSON
CHIEF BUILDING INSPECTOR
TOWN HALL ANNEX
GREENWICH, CONNECTICUT

SECRETARY

WILLIAM H. LINDSAY, JR.
DEPUTY COMMISSIONER
DEPT. LICENSES & INSPECTIONS
MUNICIPAL SERVICES BUILDING
PHILADELPHIA, PENNSYLVANIA

TREASURER

BUELL S. DUTTON
DIRECTOR OF BUILDINGS
1025 LAKE STREET
EVANSTON, ILLINOIS

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BERGENFIELD, NEW JERSEY

JOSEPH E. BARTELL

CHIEF BUILDING INSPECTOR
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HYATTSVILLE, MARYLAND

KENNETH O. BROWN

BUILDING COMMISSIONER
ST. LOUIS, MISSOURI

FRED J. DAVIS

SUPT. BLDG. DEPARTMENT
GARDEN CITY, NEW YORK

VINCENT DIMAGE

DIR. DEPT. OF BLDG. INSPECTION
PROVIDENCE, RHODE ISLAND

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FRANK E. WELLWOOD

COMMISSIONER OF BUILDINGS
TORONTO, ONTARIO, CANADA

STAFF

EXECUTIVE DIRECTOR

PAUL E. BASELER
CODE CORRELATOR — BOCA CODES

TECHNICAL DIRECTOR

RICHARD L. SANDERSON

Mr. Norman Beckman, Asst. Director
Advisory Commission on Intergovernmental Relations
Washington, D. C. 20575

Dear Mr. Beckman:

This is a belated acknowledgment of your letter of July 26, 1966 requesting the use of the BOCA membership roster or addressing services for circulation of the Report of the Advisory Commission on Intergovernmental Relations concerning building codes and making recommendations for the complete restructuring of the present system by which building codes are developed and administered. The National Coordinating Council of the Building Officials Conference of America, the International Conference of Building officials and the Southern Building Code Congress together with the building industry have pointed out that the Report is incomplete and based upon information which has not been adequately backed by fact.

From a careful study of the recommendations in the Report, based upon our years of knowledge and experience in the building code activity we believe that the implementation of these recommendations would result in utter chaos and rather than curing the alleged building code activity problems would create new and greater problems.

The use of the BOCA membership list for distribution of information is restricted by certain conditions established by our Executive Committee. Under these conditions I am not at liberty to release this information for the use of the Advisory Commission on Intergovernmental Relations for the circulation of this report. If you desire and so indicate I will be pleased to place this matter before our Executive Committee at its mid-year meeting in December for a ruling regarding policy. In the meantime I have not the authority to grant the request in your letter of July 26, 1966.

Very truly yours,

Paul E. Baseler
Executive Director

peb/f

OFFICE OF INSPECTOR OF BUILDINGS

MEMO

From the desk of - -

September 1, 1966

W. R. Wofford, Inspector of Buildings

**TO: The Honorable Ivan Allen, Jr.
Mayor, City of Atlanta**

wrw

Some time ago you received a report from Norman Beckman regarding the Advisory Commission on Intergovernmental Relations. Dan Sweat has the report.

The attached is for your information.

Wofford
Blund

BUILDING OFFICIALS CONFERENCE of AMERICA, Inc.



Area Code 312
FAirfax 4-3400-3414

EXECUTIVE OFFICE: 1313 EAST 60TH STREET • CHICAGO, ILLINOIS 60637

FOUNDED 1915
August 30, 1966
File # 13111
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BUILDING OFFICIAL
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ATLANTA, GEORGIA

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RAYMOND X. GRUENINGER
DEPUTY PUBLIC WORKS DIRECTOR
ST. LOUIS COUNTY
111 S. MENARD AVENUE
CLAYTON, MISSOURI

SECOND VICE PRESIDENT

THEODORE H. ANDERSON
CHIEF BUILDING INSPECTOR
TOWN HALL ANNEX
GREENWICH, CONNECTICUT

SECRETARY

WILLIAM H. LINDSAY, JR.
DEPUTY COMMISSIONER
DEPT. LICENSES & INSPECTIONS
MUNICIPAL SERVICES, BUILDING
PHILADELPHIA, PENNSYLVANIA

TREASURER

BUELL B. DUTTON
DIRECTOR OF BUILDINGS
1025 LAKE STREET
EVANSTON, ILLINOIS

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DIR. DEPT. PUBLIC IMPROVEMENTS
STATE OF MARYLAND
301 W. PRESTON STREET
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ST. LOUIS, MISSOURI

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GARDEN CITY, NEW YORK

VINCENT DIMASE

DIR. DEPT. OF BLDG. INSPECTION
PROVIDENCE, RHODE ISLAND

WALTER E. GRAY

SUPT. PUBLIC BUILDINGS
WALTHAM, MASSACHUSETTS

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OWEN PERKINS

CHIEF INSPECTOR
ROYAL OAK, MICHIGAN

FRANK E. WELLWOOD

COMMISSIONER OF BUILDINGS
TORONTO, ONTARIO, CANADA

STAFF

EXECUTIVE DIRECTOR

PAUL E. BASELER
CODE CORRELATOR — BOCA CODES

TECHNICAL DIRECTOR

RICHARD L. SANDERSON

Mr. Norman Beckman, Asst. Director
Advisory Commission on Intergovernmental Relations
Washington, D. C. 20575

Dear Mr. Beckman:

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Very truly yours,

Paul E. Baseler
Executive Director

peb/f

September 22, 1966

Mr. David R. Beecher
Associate Administrator - Operations
Economic Opportunity Atlanta, Inc.
101 Marietta Street, N. W.
Atlanta, Georgia 30303

Dear Dave:

Attached is a copy of a list of properties which have been referred to the Atlanta Housing Authority by the Housing Code Division of the City of Atlanta Office of Inspector of Buildings for relocation assistance.

Since your center people are working very closely in this cooperative effort to provide relocation in the most badly needed areas, I thought you might want to pass this along for follow up by your field workers.

Sincerely yours,

Dan Sweat

DS:fy

Enclosure (1)



CITY OF ATLANTA

OFFICE OF INSPECTOR OF BUILDINGS

Atlanta, Georgia 30303

WILLIAM R. WOFFORD, P.E., R.A.
INSPECTOR OF BUILDINGS
ELMER H. MOON, E.E., P.E.
ASST. INSPECTOR OF BUILDINGS

J. S. BUCHANAN
CHIEF HOUSING CODE INSPECTOR

September 15, 1966

Mr. Dan Sweat
Governmental Liason Officer
Second Floor, City Hall
Atlanta, Georgia

Dear Dan:

The Housing Code Division has requested the Atlanta Housing Authority Central Relocation Service to offer relocation assistance to the tenants in the herein listed properties. These properties are in the Markham-Haynes Street, Incinerator, and Capitol Avenue Areas.

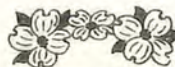
Hopefully the funds now available through the EOA Program can be utilized to overcome some of the tenant problems in regards to relocating. We will continue to refer these situations to the Atlanta Housing Authority, as they come to light, with special emphasis in the area of Capitol Avenue and Washington Street.

Sincerely,

J.S. Buchanan
Chief Housing Code Inspector

JSB:mse

cc: Supervisor of Inspection Services



Properties Referred to the Atlanta Housing Authority

454 Dover's Alley, S.W.
449 Dover's Alley, S.W.
456 Dover's Alley, S.W.
445 Miller's Alley, S.W.
453 Miller's Alley, S.W.
405 Chapel Street, S.W.
409-A Chapel Street, S.W.
409-B Chapel Street, S.W.
447 Chapel Street, S.W.
R-447 Chapel Street, S.W.
429 Chapel Street, S.W.
412 Markham Street, S.W.
414 Markham Street, S.W.
416 Markham Street, S.W.
418 Markham Street, S.W.
420 Markham Street, S.W.
424 Markham Street, S.W.
419 Markham Street, S.W.
421 Markham Street, S.W.
448 Markham Street, S.W.
422 Markham Street, S.W.
554 Markham Street, S.W.
82 Haynes Street, S.W.
80 Haynes Street, S.W.
72 Haynes Street, S.W.
74 Haynes Street, S.W.

76 Haynes Street, S.W.
78 Haynes Street, S.W.
38 Haynes Street, S.W.
89 Haynes Street, S.W.
179 Chestnut Street, N.W.
382-384 Foundary Street, N.W.
R-359 Magnolia Street, N.W., #1
R-361 Magnolia Street, N.W., #2
106 Randolph Street, N.E.
448 Whitehall Terrace, S.W.
240 Mangum Street, N.W.
242 Mangum Street, N.W.
238 Mangum Street, N.W.
395 Mayes Street, N.W.
501 Edgewood Avenue, N.E.
718 Capitol Avenue, S.E.
460 Arnold Street, N.E.
457 Arnold Street, N.E.
859 Center Hill Avenue, N.W.
721 Tifton Street, N.W.
780 Capitol Avenue, S.E.
754 Capitol Avenue, S.E.



ROBERT E. JONES
Chief Judge

CITY OF ATLANTA

MUNICIPAL COURT

General Division

165 DECATUR STREET, S. E. - JACKSON 4-7890

Atlanta 3, Georgia

September 29, 1966

EDWARD T. BROCK
Associate Judge

T. C. LITTLE
Associate Judge

Mr. Earl Landers,
Administrative Assistant to the Mayor,
City Hall,
Atlanta, Georgia.

Dear Earl:

There has been some discussion between the Building Inspectors' Office and the Court regarding the Urban Renewal. I am enclosing herewith a copy of the letter that Mrs. Colette Dusthimer, who prosecutes these cases, has sent to Col. Malcolm Jones. Mrs. Dusthimer has discussed this problem with Mr. Bob Lyle, of the City Attorney's Office, and I am sure he will discuss the matter with you. The copy of the letter enclosed is simply for your information.

In the future, if any controversy comes up regarding the Urban Renewal Program where the Courts are concerned, I would appreciate it very much if you would give me a ring and allow me the opportunity of discussing the matter with you.

With kindest regards.

Sincerely yours,

R. E. Jones, Chief Judge,
MUNICIPAL COURT, General Division,
City of Atlanta.

REJ/dj

Enclosure

Copy to Earl Sanders

September 20, 1966

Col. Malcolm Jones,
Supervisor of Inspection Services,
Building Department,
City Hall,
Atlanta, Georgia.

Dear Col. Jones:

As you know, Mr. Milton, Codes Compliance Officer, and I review each case prior to trial each Thursday and determine the penalty and Court order, which I recommend to the Presiding Judge. I am sure you will agree that nine times out of ten, Judge Sparks imposes the sentence and order which I request in behalf of the City.

Mr. Milton and I make our recommendation to the Judge on the following basis:

1. Number of prior notices of deficiencies by the City to the defendant.
2. The severity of the violations (whether or not there are a few minor repairs or numerous violations).
3. Whether or not we feel the defendant's failure to comply is willful, or whether or not the person is financially unable to make corrections.
4. Whether or not the defendant is receiving income from the property, is an owner-occupant, or the building is vacant.
5. The defendant's past record in Court, if any.
6. Whether or not the person we bring into Court has the authority to make repairs (for example, agents, who have only the authority to lease or sell the property, and no authority from the owner to make repairs. Also, in cases involved in litigation, estates, incompetents, etc.).

7. Whether or not the property is located in a "Proposed Area". Up to the present time, Mr. Milton has advised that it is the policy of the Housing Division to only require minimum standards of the Code to correct hazardous, unsafe and unsanitary conditions, until such time as the property is acquired.

Joe Shaffer has received one notice from the City and it is my understanding that this section is in a "Proposed Area". The tenants have also been cited for violating the Code. I presume these tenants are destitute; therefore, if a penalty is imposed, the majority will serve time in the City Jail in lieu of payment of the fine. If possible, I would like to know whether or not suitable housing is available in Atlanta at an amount these people can afford to pay. If we request that these people vacate the premises immediately, I believe this question will arise and I would like to have an answer.

In view of the City's policy in "Proposed Areas", and because of the recent riots, I am bringing this matter to your attention, so that if you deem it necessary, the Mayor's office and Mr. Wofford might be consulted.

It is my suggestion that we have a conference regarding this matter, and I am of the opinion that Mr. Robert Lyle should be present, inasmuch as he and I have worked on these cases together.

Very truly yours,

(Mrs.) Colette Dusthimer,
MUNICIPAL COURT, General Division,
City of Atlanta.

CD/dj

CC: Mr. C. L. Milton, ✓
Codes Compliance Officer.

*This property is in
Vine City*

October 3, 1966

D R A F T

MEMORANDUM

To: Mayor Ivan Allen, Jr.

From: Dan Sweat

Subject: Low Income Housing Program, City of Atlanta

In accordance with your verbal direction of September 28, 1966, the following program is recommended to meet the requirements outlined for acceleration of the City's housing code compliance program and development of ^{an adequate} ~~inadequate~~ supply of low income housing.

The program as outlined herein is designed to accomplish two major objectives:

1. Relocation of a maximum number of low income families from the worst slum areas and demolition of substandard structures prior to June 1, 1967.
2. Acceleration of construction of authorized public housing

Page Two

units and development of new public housing resources with target dates of June 1, 1967, and June 1, 1968.

In order to accomplish these goals the following major recommendations must be considered:

1. Adoption by the Mayor and Board of Aldermen of a strong policy of Housing Code Enforcement and issuance of a clear implementing directive to all officials charged with such implementation and operation of the Housing Code Compliance Program. (Copy of proposed policy attached)

2. The Housing Code Compliance Policy adopted January 1, 1965, be revised to provide for priority treatment to "clearance, code enforcement" areas and firm designation of Title I Urban Renewal areas on a 2-year maximum delay schedule. (Copy of proposed revision attached.)

3. Addition of a minimum of 14 new positions in the Housing Code Compliance Division, including 10 additional inspectors and four clerical employees.

4. Adoption by the Atlanta Housing Authority of an innovative and energetic program of public housing using all available resources

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of the Department of Housing and Urban Development, including lease and purchase of renovated private housing under the "turnkey" program.

5. Encouragement of and assistance to private, non-profit and profit housing developers by the Atlanta Housing Authority for the construction and development of private and semi-public housing resources for low income and moderate income families, utilizing the "221" programs as well as private capital.

6. Immediate review of all pending and authorized public housing projects and initiation of necessary action to complete all scheduled projects prior to June 1, 1968.

October 13, 1966

MEMORANDUM

To: Mr. Bill Wofford

From: Dan Sweat

Thanks for the copy of Dr. Weaver's speech to the Building Officials Conference.

He had some interesting remarks which I am certainly glad to get for my file.

DS:fy

CITY OF ATLANTA



October 14, 1966

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

Subject: Housing Code Compliance Program

In an effort to comply with your request that I look into the problems and complaints regarding the Housing Code Compliance Program, I have attempted to analyze the major sources of difficulty and suggest possible corrective measures.

I am submitting an analysis of the Housing Code Compliance Program Policy and Procedure Guide adopted January 1, 1965, pointing out areas where the Guide should be updated and also areas where the Guide is not being followed or cannot be met because of inter-departmental or extradepartmental problems.

Mr. Landers
Page Two
October 14, 1966

Included in this report is a brief history of recent changes in the Department of Inspection and an outline of current organization and operations.

I have not attempted to analyze the various divisions of the Building Inspection Department, but to point out areas of concern in the administration of the Housing Code Compliance Program. Where the method of operation of another division adversely affects the operation of the Housing Division, however, this is noted and in most cases, suggestions are made for improvements.

DS:fy

DEPARTMENT OF BUILDINGS

The Department of Buildings administers and enforces the Zoning Ordinance, the Housing and Slum Clearance Code, the Housing Demolition Ordinance, the Georgia Safety Fire Law and the Elevator Ordinance. Its responsibilities generally regulate the private use of private property. The manner in which the department does its job and works with other agencies both in and out of the City government will be reflected in the quality of total community development. Staffing, organization, and records must be so developed as to have flexibility, comprehensiveness, and sensitivity to the needs and requirements of area action.

The Department of Buildings has been the subject of extensive review and reorganization to better prepare it for its role. Implementation of the reorganization is now in the final stage. It would be inappropriate to attempt to evaluate performance.

Organization

In 1964, Public Administration Service prepared a survey report relating to the consolidation of inspectional services in the City of Atlanta. This report reviewed and identified all inspectional functions carried out among several departments within the City government. The major attention of the report was focused on the Department of Building Inspections. The findings of the report led to recommendations for an expanded department of

Building Inspections to include plumbing inspection (from the Construction Department), electrical inspection (from the Department of Electricity) and housing code inspection (from the Department of Urban Renewal). The City adopted the full report. The Departments of Electricity and Urban Renewal were abolished when their few remaining responsibilities were transferred to other departments and agencies. No one lost his job or was reduced in salary due to the implementation of these recommendations.

Consolidation began in July of 1964. In the beginning little more could be accomplished than to effect a legal change. The various offices were spread from the third floor of City Hall to the thirteenth floor. In late summer 1965, one year later, major office realignments were made at City Hall which resulted in the Department of Buildings occupying all of the eighth and ninth floors. Further office assignments were made in 1966. Physical provisions were made for a central records and statistical unit and the central permits desk. Staffing for the Records Bureau was provided by clerical personnel formerly assigned to each of the inspection divisions.

Staffing

The Department has a technical staff of ⁷³72 and a clerical staff of 16. The technical staff includes the department head (Building Official), an assistant Building Official, two architect engineers, ten plumbing inspectors,

ten electrical inspectors, two elevator inspectors, nine heating and ventilating inspectors and engineers, sixteen building inspectors and ~~fifteen~~^{twenty-two} persons engaged in housing code enforcement. Six technicians are either registered engineers or architects. Most of the specialized inspectors are licensed in their trades.

Work Program

Inspectional services are provided to insure the health, safety and general welfare of the community. Building inspections insure that structures will be built, repaired and altered in accordance with accepted standards. Plumbing inspections insure that water and sewer facilities are installed in a manner that will protect the occupants health. Heating and ventilating inspections assure that heating units are installed properly and include provisions for smoke abatement in order to reduce air pollution. Electrical inspections insure that wiring installations will reduce fire hazards. Housing inspections differ from the above in that the housing code is concerned with buildings that were built under former regulations (usually these required lower standards of safety and sanitation). It is the general purpose of housing inspection to upgrade the standard of living in existing housing. Zoning ordinance enforcement activities support the regulations of land use, control of height and bulk of buildings, establish area requirements for yards and other open spaces.

The volume of work undertaken by the department may be measured by the value and number of building permits issued in the past ten years.

| <u>Year</u> | <u>Value of Building (Millions of Dollars)</u> | <u>Number of Permits</u> |
|-------------|--|--------------------------|
| 1955 | 76 | 10,613 |
| 1956 | 59 | 9,682 |
| 1957 | 59 | 7,791 |
| 1958 | 108 | 8,327 |
| 1959 | 114 | 8,728 |
| 1960 | 91 | 8,311 |
| 1961 | 96 | 10,158 |
| 1962 | 117 | 9,357 |
| 1963 | 109 | 9,168 |
| 1964 | 150 | 9,142 |
| 1965 | | |

Building Codes

The City of Atlanta provides through these various codes a high standard of construction. The National Building Code is basically used for building. (In 1965 a revised National Electrical Code ^{was} will be issued which will be adopted by the City.) Currently the City is using the existing National Electrical Code with some local amendments. The City is a leader in developing a Heating Code. This code has received national acclaim and has been widely adopted by other cities. The Plumbing and the Housing Codes are not based after any model code, but do incorporate high standards.

1. The Code has been in the hands of the Assistant Building official since April, 1964 for revision prior to adoption.

Generally, the codes provide for eight inspections to be made during actual construction. A final inspection is made upon completion of all work to assure conformance to land use, type of building, area of lot and other requirements of the zoning and building ordinances and codes. A certificate of occupancy is issued at that time.

Budget and ^{Revenue} Revue

The department collects in fees enough funds to cover all the expenses of operation. A recent survey of municipal building inspection practices indicated that 72 per cent of 101 cities over 100,000 population receive 75 per cent or more of their operating budget from fees. Thirty-two per cent of these cities receive 100 per cent or more of their operating budget from fees.

Public Convenience

The consolidation of inspectional service and a central building permits desk serves as a public convenience. A contractor or individual can get all building permits at one location. He must, however, still go to several other locations within City Hall for other basic information and permits. Water permits, water meters and location of water facilities are obtained from the Water Department; sewer permits, street opening permits, sewer assessments, curb cut permits and location of sewer facilities are

Page Six

obtained from the Construction Department. Applications for rezoning and street numbers are provided at the Planning Department. Copies of the Zoning Code are purchased from the City Clerk as are licenses to engage in the construction business. Complete consolidation of these information and permit issuing functions requires considerable study and would effect changes that cross over departmental lines.

CITY OF ATLANTA

HOUSING CODE COMPLIANCE PROGRAM
POLICY AND PROCEDURE GUIDE

JANUARY 1, 1965

Mr. Landers
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October 14, 1966

CITY OF ATLANTA
HOUSING CODE COMPLIANCE PROGRAM
POLICY AND PROCEDURE GUIDE
JANUARY 1, 1965

I. Goals:

- A. "MAXIMUM EFFORTS IMMEDIATELY TO SECURE PUBLIC UNDERSTANDING OF THE GOALS AND BENEFITS OF THE HOUSING CODE COMPLIANCE PROGRAM THROUGH USE OF PERSONAL CONTACTS, PAMPHLETS, PRESS RELEASES AND OTHER PUBLIC INFORMATION MEDIA."

Critique

The unfavorable publicity of the newspapers and the constant delegations from various communities indicate little attention has been given to this provision. While there has been considerable personal contact on the part of housing code inspectors, and some handing out of pamphlets, there have been no press releases issued and little or no attempt to use other available press media to gain support and understanding of the Housing Code Compliance Program.

Recommendation

I would recommend that provision be made immediately to utilize the press media. Some positive steps could include:

Mr. Landers
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October 14, 1966

1. Get agreement of newspapers to run weekly court calendar of code violation cases with names of defendants. Also run follow-up report on court verdict.
 2. Develop press releases on major Housing Code Division responsibilities and goals to go to city editors, editorial writers and other news media representatives who have shown particular interest in the Housing Code program.
 3. Request WSB-TV to prepare 30 minute documentary on Housing Code Compliance. City could purchase copies of the film for showing to clubs and groups.
 4. Develop public service spot announcements for radio and TV on keeping houses in repair. The Board of Education ETV station could produce the spots.
- B. "MAXIMUM COORDINATION IMMEDIATELY WITH ALL OTHER PUBLIC AGENCIES WHO WILL BE AFFECTED BY, AND NEED TO ASSIST IN, THE CONDUCT AND RESULTS OF THIS PROGRAM."

Critique

Herein lies the major problem with the Housing Code Compliance

Mr. Landers
Page Four
October 14, 1966

Program. There is a general lack of understanding among City departments of the goals and responsibilities of the program. An even bigger problem is lack of proper cooperation among the various divisions within the Department of Inspections. Some of the key factors which contribute to inefficiency or confusion are:

1. Permit values through the years are used as the main criterion for successful operation of the department. Subsequently, new construction assumes major importance and Housing Code Compliance is relegated to a secondary existence.
2. The Supervisor of Inspection Service is a line supervisor and coordinator of all divisions and units except the Liaison and Architect Divisions. In practice, however, this official is allowed supervisory authority only over the Chief Housing Inspector, Codes Compliance Officer and Rehabilitation Specialist. The result is lack of cooperation among divisions, improper issuing of permits, an almost total disregard of use of central records and less

Mr. Landers
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October 14, 1966

than vigorous prosecution of code violations. Specific examples of lack of coordination and/or cooperation include:

- Housing Code Division*
- (a) There are too many cases where the Codes Compliance Officer has issued ^{A request} orders for demolition of an unsound structure and the permit desk has subsequently issued permits for repair of the same structures without the ^{coordination with the} knowledge of the Codes Compliance Officer or Housing ^{Division} Inspector.
- (b) Pre-permit inspections are required before issuance of a permit for rehabilitation of a sub-standard structure. This is not being followed and permits are being issued without consideration of the Housing Code Compliance Program Policy and Procedure Guide.
- (c) Electrical Division Inspectors refuse to sign inspection cards on Housing Code Compliance cases, requiring Housing Code Inspectors to spend considerable waste motion obtaining required signatures. The Electrical Division gives only token cooperation to the Housing Division. The Water Department and Gas Company, on

Mr. Landers
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October 14, 1966

the other hand, cooperate to the maximum.

- (d) The Central Records are not located near the permit desk so they can be utilized whenever a permit is issued. The Central Records are maintained strictly as files or archives and no attempt is made to utilize them for permit issuance.

Some of these points were touched upon in the Survey Report "Government of the City of Atlanta, Georgia" by the Public Administration Service in 1965. The following quotations are found on page 34 of the PAS report:

BUILDING AND HOUSING INSPECTION AND ENFORCEMENT

"IN 1964 ATLANTA TOOK A LOGICAL STEP IN CONSOLIDATING ITS VARIOUS BUILDING INSPECTION AND EXAMINING FUNCTIONS INTO A SINGLE DEPARTMENT. FULL IMPLEMENTATION OF THIS MOVE HAS NOT YET BEEN ACHIEVED AND PROGRESS APPEARS TO BE SLOW. FRICTION REPORTEDLY EXISTS BETWEEN THE FORMERLY INDEPENDENT AGENCIES. COOPERATION BETWEEN THE HOUSING CODE ENFORCEMENT SECTION AND THE BUILDING CODE SECTION HAS NOT YET BEEN FULLY REALIZED. THERE ARE OCCASIONS WHEN THE HOUSING CODE SECTION CONDEMNNS PROPERTY FOR DEMOLITION OR FOR MAJOR REPAIRS, AND THE CENTRAL PERMITS SECTION SUBSEQUENTLY ISSUES REPAIR PERMITS

Mr. Landers
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October 14, 1966

FOR MINOR OR PARTIAL REPAIRS. INTERNAL ADMINISTRATIVE PROCEDURES TO INSURE THE ENFORCEMENT OF HOUSING CODE INSPECTIONS ARE DEFICIENT. THERE IS A BACKLOG OF SOME 4,000 NOTICES TO COMPLY WITH THE HOUSING CODE AND AN AVERAGE OF FEWER THAN 10 CASES WEEKLY ARE TAKEN TO COURT.

"THE BUILDING DEPARTMENT USES A MULTIPLE PERMIT CARD FOR STRUCTURES BEING REPAIRED DUE TO HOUSING CODE ACTIONS. THIS CARD PROVIDES A RECORDING FOR ALL TYPES OF REPAIRS. WHEN REPAIRS ARE INSPECTED AND APPROVED, THE INSPECTOR SIGNS THE MULTIPLE CARD, WHICH IS POSTED ON THE PROPERTY. THIS FORM SERVES THE PURPOSE OF INSURING THAT ALL NECESSARY PERMITS HAVE BEEN ISSUED AND WORK HAS BEEN SATISFACTORILY ACCOMPLISHED. SOME INSPECTORS REFUSE TO SIGN THE CARD. IN ADDITION, THE MULTIPLE PERMIT FORM IS USED ONLY ON REPAIRS ORDERED BY THE HOUSING DIVISION BUT NOT FOR OTHER REPAIRS. THEREFORE, SOME REPAIR JOBS HAVE CARDS WHILE OTHERS DO NOT. THIS SITUATION CREATES CONFUSION EVEN AMONG THE INSPECTORS."

Recommendation:

1. Spell out the duties and responsibilities of the Supervisor of Inspection Services and give this position the authority to coordinate all Inspection Services as the job title and organization chart imply. This would include authority to order cooperation among divisions and changes in procedures of divisions to correct problems.

2. Although PAS reports these 4,000 notices as a "backlog", the great bulk represents the normal work load of currently active cases.

Mr. Landers
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2. Transfer of the Codes Compliance Officer and the Rehabilitation Specialist to the Housing Division, reporting to the Chief Housing Code Inspector. These two functions cannot be separated from the Housing Inspection functions and the coordination of the Inspectors. Court cases and rehabilitation efforts are vital to the success of a vigorous housing code enforcement program.
3. The Central Records Section should be near the Permit Desk to provide maximum utilization of records in determining whether or not a permit should be issued. The building records lend themselves nicely to a computer application and should be computerized at the earliest possible date.

The work done by the CIP at great expense to the City and HUD in placing records of every parcel and structure on the City computer must not be allowed to become outdated and simply electronic archives. The Building Inspection Department should be charged with the responsibility for updating computerized building codes data, *and procedures established for proper handling*

A remote display station should be planned as a part of the City's new IBM 360 System for ready access by the Permit Desk from central computer records.

Mr. Landers
Page Nine
October 14, 1966

4. An aggressive prosecution policy must be adopted and followed if we expect to achieve even minimum compliance. The backlog of pending Housing Code violations will require the services of a fulltime prosecutor if the Division is ever to hope to become current. A fulltime Assistant City Attorney is recommended.

(Completion of this report is delayed pending revision of ^{Housing} Code Compliance Map. This will be forthcoming with recommended changes and proposed personnel additions to the Housing Code Division)

DEPARTMENT OF BUILDINGS
 Supervisor of Inspection Services
 In Rem Statistics, 1966 (Through November 1, 1966)

| <u>Item</u> | <u>July 27 Hearing</u> | <u>August 24 Hearing</u> | <u>September 28 Hearing</u> | <u>October 26 Hearing</u> | <u>November 30 Hearing</u> | <u>December 21 Hearing</u> | <u>Total</u> |
|--|----------------------------|------------------------------|---------------------------------|-------------------------------|--------------------------------|--------------------------------|--------------|
| Source | | | | | | | |
| Housing Code Division | 23 | 31 | 22 | 15 | 20 | 20* | 131 |
| Codes Compliance Office | 0 | 19 | 12 | 0 | 10 | 10* | 51 |
| In Rem Office | 0 | 5 | 9 | 8 | 4 | | 26 |
| Other | 0 | 0 | 0 | 0 | 0 | | 0 |
| Total | 23 | 55 | 43 | 23 | 34 | 30 | 208 |
| Not Scheduled | | | | | | | |
| Not qualified under current policy | 0 | 4 | 4 | 5 | 1 | | 14 |
| Other solution more appropriate | 0 | 0 | 3 | 2 | 1 | | 6 |
| Postponed | 4 | 4 | 0 | 0 | 0 | | 8 |
| Total Notices Issued | 30 | 47 | 70 | 65 | | | 212 |
| (Owners and Parties in Interest) | | | | | | | |
| Hearings conducted-Structures (Family Units) | 23 (43) | 28 (53) | 40 (56) | 40 (69) | 32** | | 131 (221) |
| <hr/> | | | | | | | |
| Decisions Rendered | | | | | | | |
| Demolish | 18 | 25 | 33 | 34 | | | 110 |
| Demolish or Rehabilitate | 2 | 1 | 6 | 6 | | | 15 |
| Rehabilitate | 3 | 2 | 1 | 0 | | | 6 |
| Total Orders Issued (Owners and Parties in Interest) | 30 | 39 | 62 | 72 | | | 203 |
| Structures Complied | | | | | | | |
| Demolished | 2 | | | | | | 2 |
| Cleaned and Closed | | | | | | | |
| Rehabilitated | | | | | | | |
| Total | 2 | | | | | | 2 |
| Families Referred for Relocation | 5 | 1 | 8 | 1 | | | 15 |

Note: *Requested by November 10
 ***Scheduled

Remarks:

All properties are inspected, pictures taken and condition reports prepared prior to hearings. In addition to Notices and Orders, mailed to owners and known parties in interest, properties are advertised legally. They are also individually posted, both before and after the hearings. Upon completion of specified time for correction, all properties are again inspected for compliance, before Ordinance is requested directing the Enforcement Officer to proceed with Demolition or Cleaning and Closing.

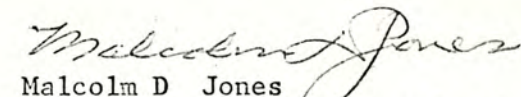
269 properties were contained on the Consolidated Master List of Buildings Unfit for Occupancy Revised June 15, 1966.

85 additional properties have been added to the List as of November 1, 1966.

354 Total.

It is estimated that an additional 300 structures are currently eligible for inclusion on the List.

The structural value (exclusive of land) before deterioration of the 153 structures scheduled for the first five hearings is conservatively estimated to have amounted to \$750,000 which has been completely lost due to neglect and lack of timely maintenance. The estimated annual rental on these properties would have amounted to \$180,000 which has been lost to the owners, due to neglect, and the annual City-County tax loss amounts to approximately \$15,000.


Malcolm D Jones
Supervisor of Inspection Services

OFFICE OF INSPECTOR OF BUILDINGS

MEMO

From the desk of - -

W. R. Wofford, Inspector of Buildings

November 4, 1966

TO:

Dan Sweat, Liaison Officer

The attached was sent to BOCA by the National League of Cities through our contact with that association in the "1313 Urban Affairs Center".

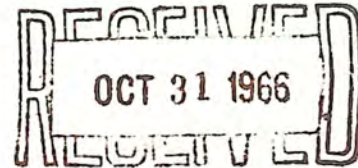
I am forwarding it to you for information purposes.

Enc.

Bull

THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, D.C. 20410



Dear Public Official:

B. O. C. A.

The Department of Housing and Urban Development wishes to announce the initiation of an annual Awards Program for outstanding contributions to intergovernmental relations in the field of urban development. This 1966 Intergovernmental Awards Program will recognize superior, cooperative achievements between local governments and actions to improve State-local relations which further the national objective of helping to improve the living environment of our citizens.

This invitation to participate in the competition is being distributed by the Department in cooperation with the following organizations:

The National League of Cities
The United States Conference of Mayors
The National Association of Counties
The International City Managers' Association
The National School Boards Association
The American Association of School Administrators
The Council of State Governments

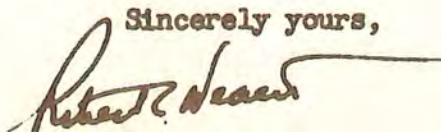
Awards for the First Annual Competition will be made at the National League of Cities' Annual Congress, December 6, 1966, in Las Vegas, Nevada.

Submissions to this competition are invited. The deadline is November 18, 1966. Applications should be submitted to the Department of Housing and Urban Development, 1626 K Street, N. W., Washington, D. C. 20410.

Activities which have been initiated since January, 1965 are eligible for this year's competition. More specific information on eligible participants and criteria for making awards is enclosed. Submission statements should be limited to two pages; supporting documents will be accepted as enclosures.

Please accept this invitation to submit your recommendations for these awards. We are eager to recognize and encourage those outstanding contributions to intergovernmental relations which increase our ability to meet urban needs.

Sincerely yours,



Robert C. Weaver

Annual Awards Program for Innovations in Intergovernmental Relations

PURPOSE

This Awards Program is designed:

to identify outstanding cooperative efforts between local governments and actions to improve State-local relations, which too often go unobserved; and to provide for these efforts a measure of the publicity which they rightly deserve, and

to make available through publication, a selected number of the outstanding actions reported each year under the program.

WHO IS ELIGIBLE TO PARTICIPATE?

Any local governmental body, organization of elected officials, units of governments acting jointly, school districts in cooperation with general units of government, regional bodies, or State governments, may participate.

JUDGMENT CRITERIA

I. The "improved intergovernmental effort in urban development" should involve areas of interest to the Department of Housing and Urban Development and organizations of public officials (e.g., meeting slum problems, encouraging orderly urban development, relating physical development needs to social, educational and economic needs in an area, reducing the cost of providing public services, etc.).

II. The activity should be innovative or precedent-making and must have taken place in the period from January, 1965 to the present.

III. The activity should be applicable in other communities, regions, or States.

Examples might include such developments as these:

- . the establishment, in many California counties, of local area formation commissions, with regulatory power over the creation of new municipalities, annexations, and special districts;

- legislation authorizing local governments to cooperate in the collection of local taxes in Michigan;
- the establishment of a State-authorized metropolitan area study commission in Portland, Oregon;
- studies initiated by the State of California, designed to apply aero-space technology to urban problems;
- the proposed vesting of regional planning and continuing transportation planning process responsibilities in the Washington Regional Council of Governments;
- the proposed agreement by 13 municipalities in Northern New Jersey, to establish a single regional urban renewal agency, and to share property taxes resulting from new industrial development within the entire region.

WHO WILL JUDGE?

Distinguished persons in the field of intergovernmental relations, including representatives of the various levels of government, will be invited by the Secretary of the Department of Housing and Urban Development to evaluate entries and recommend awards.

Office of the Mayor

TELEPHONE MESSAGE

To DES

Name Buch

Telephone No. 4 283

- | | |
|---|---|
| <input checked="" type="checkbox"/> Wants you to call | <input type="checkbox"/> Is here to see you |
| <input type="checkbox"/> Returned your call | <input type="checkbox"/> Came by to see you |
| <input type="checkbox"/> Left the following message: | |

Buch thinks it would
be a good idea if
ya'll visited this house.

Date: 11/21 Time 3:30 a. m. / p. m.

By 4



CITY OF ATLANTA

OFFICE OF INSPECTOR OF BUILDINGS

Atlanta, Georgia 30303

WILLIAM R. WOFFORD, P.E., R.A.
INSPECTOR OF BUILDINGS
ELMER H. MOON, E.E., P.E.
ASST. INSPECTOR OF BUILDINGS

J. S. BUCHANAN
CHIEF HOUSING CODE INSPECTOR

November 21, 1966

Mr. Dan E. Sweat
Director, Governmental Liason
Room 209
City Hall

RE: 741 Pryor Street, S.W.
Camilla B. Stipe, Owner

Dear Dan:

The Housing Code Division has an extensive file on this property dating back to April 2, 1963. The case has been presented to the Municipal Court on two different occasions; and because of age and infirmity, the Court did not choose to impose a penalty.

Miss Stipe lives alone in the property, and she does have several dogs as pets. Miss Stipe is apparently two years in arrears on her mortgage payments. The mortgage holder refuses to foreclose although at one time he agreed to work with us for the benefit of Miss Stipe. There have been numerous efforts to assist Miss Stipe, and she has consistently refuted all attempts to assist.

This property was a part of the "In Rem" hearing conducted in City Hall on September 28, 1966 at which time it was determined that the building is unfit for human habitation or occupancy, that it should be demolished, and the owners and parties in interest were so notified of those facts.

Mrs. Lillian Chancellor, addressee of the letter you received, is Claim Supervisor for the State Department of Labor. In my opinion, Miss Stipe needs to be removed from this property because of the hazardous and unsanitary condition of the building; and she is also the soul remaining white woman living in an all Negro community. The December 28 date mentioned in Mrs. Chancellor's letter is the expiration date of the notice forwarded stating the results of the "In Rem" hearing. There is quite a bit of additional information on file if it is needed.

Sincerely,

J.S. Buchanan
Chief Inspector

JSB:mse



Nov. 2, 1966

My Dear Mayor Allen —

I do not know too much about the laws governing the housing code and am embarrassed to approach the subject concerning this Aunt of mine who has a mind of her own and has not wanted us to get her away from her home on Pryor St.

We tried to see a way to get her to sell 10 years ago, but she insisted she had to keep on account of her animals.

I have responsibilities of my own and I can't support her large number of animals & her. She gets old age assistance now.

She says she is to get out by Dec. 28, this year. She insists it will bill her and calls me every day saying she is too sick to move. Really I don't know what to do.

My health is so I can't take on more worries. I have exhausted all efforts to get her to give up her dogs, but she won't. She has tied my hands because of this.

I don't know what can be done, but I also know she is stubborn and could resort to harming her self if she has to move.

I can't understand why she prefers to live without heat, lights, or anyway to cook, etc.

she can keep these animals. I would appreciate anything done, but if she wants to remain in this old house, she may die, but she says she had rather die and she may. I have reached my wit's end as to what is the best to do.

I shall leave this up to you, since she is old & sick & obstinate.

Respectfully yours

Mrs. Lillian Chavallon
128 Marietta St. N.W.

Re- Miss Camilla Stipe
741 Pryor St. S.W.



CITY OF ATLANTA

DEPARTMENT of PLANNING

700 CITY HALL

Atlanta, Georgia 30303

December 9, 1966

WYONT B. BEAN
PLANNING ENGINEER

COLLIER B. GLADIN
ASSISTANT PLANNING ENGINEER

J. W. D.

MEMORANDUM

TO: Dan Sweat
FROM: Collier B. Gladin *CBG*
SUBJECT: 1967 Housing Code Compliance Program

The following major changes are recommended:

A. Policy and Procedure Guide

1. Goals

Addition of a new goal of review and re-evaluation in anticipation of a need for basic changes in the program in 1968 and afterwards. Observation from HUD and Atlanta's experience have indicated that it will be necessary to repeat our rehabilitation effort in areas previously covered several years ago. This feature is also recommended for inclusion as a factor to be considered in determining priorities. (Addition of F to Section L)

2. Organization and Administration

Changes in organization and administration are recommended to reflect personnel additions in 1967. The Mayor's public statement in favor of these increases provides the basis upon which the changes were considered. (General changes as they apply throughout Section III).

3. Area Housing Code Compliance Policies

The abandonment of the specific objective of once a month sector coverage by the Sector Inspector is recommended. Present heavy case load requires this change. However, the objective is partially reached by the inspector in the course of handling his usual case load. (A.3 under Section IV).

(Continued on Page 2)

B. Housing Code Compliance Program Map - Major Changes For Consideration:

1. The annexed Adamsville area has been added to the map and a program for its treatment will be developed in 1967.
2. East Atlanta has been changed from rehabilitation and code clearance to Title I Urban Renewal.
3. The Candler Park area north of McLendon Avenue, between Moreland Avenue and the Park, has been changed from rehabilitation in 1967 to intensive conservation.
4. In view of the city's current inability to initiate urban renewal action within the next five years in areas previously deemed suitable for this type of treatment, the following adjustments have been made:
 - (a) Howard High area (old Fourth Ward) has been changed from Title I Urban Renewal to Rehabilitation, 1967D.
 - (b) Cabbage Town (Savannah Street) has been changed from Title I Urban Renewal to Rehabilitation, 1967B.
 - (c) Summerhill has been changed from Title I Urban Renewal to Rehabilitation, 1967A.
5. Since present plans of Georgia Tech do not call for expansion north of Eighth Street in the near future, the area between Eighth and Tenth Streets has been designated for rehabilitation action under responsibility of the Sector Inspector.
6. Areas along Ormond and Atlanta Avenues have been changed from intensive conservation to 1967 and 1968 rehabilitation treatment.

cc... Pierce Mahony
William R. Wofford
J. S. Buchanan
Earl Landers

City of Atlanta
HOUSING CODE COMPLIANCE PROGRAM
Policy and Procedure Guide

January 1, 1967

I. Goals:

- A. Maximum efforts immediately to secure public understanding of the goals and benefits of the Housing Code Compliance Program through use of personal contact, pamphlets, press releases and other public information media.
- B. Maximum coordination immediately with all other public agencies who will be affected by, and need to assist in, the conduct and results of this program.
- C. Conservation of those residential structures in good condition to prevent the spread of blight and decay through encouragement of maintenance efforts and protection from those conditions such as overcrowding and unauthorized conversion which lead to blight.
- D. Rehabilitation of all substandard residential structures which are presently unsuitable for human habitation but where improvements can be made at a reasonable cost to bring them up to standard and where such rehabilitation does not conflict with other community goals by 1971.
- E. Demolition within the City limits of Atlanta of all residential structures which are unfit for human habitation and where rehabilitation would be prohibitively expensive or would otherwise conflict with other community goals by 1971.
- F. Review and re-evaluation beginning in 1967 on a continuing basis of those

rehabilitation areas which have been treated in previous years to determine their need for possible future systematic reinitiation of total rehabilitation effort.

II. Areas and Priorities:

A. The Housing Conditions Map reflecting the survey made in 1963 has been brought up-to-date. In this revision, close coordination has been developed between the Planning Department, the Housing Code Division and the Director of Governmental Liaison. This has resulted in an improved plan for a city-wide, systematic, comprehensive Housing Code Compliance Program. The basic map of the revised survey indicates on a block basis the following categories.

1. Conservation (Areas which principally require either no improvements or only minor improvements with occasional rehabilitation).
2. Intensive Conservation (those areas which because of certain factors such as age, transition in occupancy or use, or adverse fringe influences, etc., require a greater amount of surveillance in order to forestall blight and decay. These areas will normally require only minor improvements and spot rehabilitation).
3. Rehabilitation (those areas in which the majority of structures require rehabilitation which does not exceed 50 percent of their value; some spot clearance is anticipated).
4. Clearance - Code Enforcement (predominately smaller areas where the majority of structures should be cleared and the area redeveloped. It is anticipated that these areas would be cleared

through code compliance with emphasis on demolition. The only other corrective actions to be taken are those to alleviate hazards and to protect the health and safety of residents in the area).

5. Clearance - Title I Urban Renewal (those areas in which the majority of structures should be demolished, with some rehabilitation, and where the size and cost of the contemplated action justifies the use of Title I federal funds).
- B. The map also shows division of the city into halves, for supervisor responsibility; each of these halves is sub-divided into five Sectors. Each of these Sectors is assigned to a Housing Code Inspector, as his area of individual responsibility.
- C. The map also has on it areas of various sizes outlined showing the neighborhood designation with numbers ranging from '65 to '69. These areas indicate where and when an intensive program of systematic housing code compliance is to be undertaken on a house to house basis. The target date assigned to a particular area indicates its relative priority. Those with a high priority have an early date; those with a lower priority, a later date.

Priorities for the areas have been based on:

1. The number of compliance inspections which the Housing Code division can undertake in one year, while maintaining full city-wide coverage.
2. The relationship of rehabilitation areas to surrounding or internal community activities, community facility development or Title I Urban Renewal Projects.

3. General conditions in the particular area. Those with the most pressing rehabilitation needs will be undertaken first.
4. The long range goal of complete housing code inspection of substandard dwellings by 1970 and compliance in all designated rehabilitation areas by 1971.
5. An additional consideration in subsequent revisions will be the need in the future for more treatment in areas previously covered as blight reoccurs. This item represents the first step in the changeover from a program with a fixed completion date to one on a continuing basis.

D. Proposed Community Facility Locations:

A map has been prepared which indicates the location of all proposed community facilities and highways (exclusive of urban renewal projects) in the City of Atlanta. The locations have been indexed and color coded to identify them and to indicate the agency responsible for their execution.

III. Organization and Administration

A. Organization and Personnel for Housing Code Compliance, Department of Buildings

1. Supervisor of Inspection Services
2. Personnel, Housing Code Division
 - a. Chief Inspector (1)
 - b. Field Supervisors (2)
 - c. Housing Code Sector Inspectors (10)
 - d. Housing Code Inspectors General (6)
 - e. Housing Code Inspector II (1) (assigned to Codes Compliance Officer)
 - f. Concentration Area Inspectors (10)

g. Clerical Personnel (8)

3. Related Personnel

a. Rehabilitation Specialist (1)

b. Codes Compliance Officer (1)

B. Duties and Responsibilities:

1. Supervisor of Inspection Services. Overall supervision of all forms of code enforcement such as plumbing and building with primary emphasis on Housing Code Enforcement, including coordination with other Departments.

2. Personnel, Housing Code Division:

a. Chief Inspector

(1) Overall supervision of inspections, field work and administration.

(2) Coordination of relocation efforts with Atlanta Housing Authority.

(3) Pursuit of resolution of difficult cases.

(4) Direct supervision of clerical personnel

(5) Coordination with Codes Compliance Officer; Rehabilitation Specialist.

(6) Training program for new Housing Code Inspectors.

(7) Coordination with other Divisions of Department of Buildings.

b. Field Supervisors

(1) Direct supervision of five inspectors and their sectors comprising one-half ($\frac{1}{2}$) of the City.

- (2) Supervision of intensive program teams and Inspectors General when operating in their one-half ($\frac{1}{2}$) of the City.
 - (3) In-Service training for inspectors to include principles of Housing Code Enforcement, selection and scheduling of work, and standardization of requirements and acceptances.
 - (4) General conduct of housing code compliance program within their one-half ($\frac{1}{2}$) of the City.
 - (5) Assistance in resolution of difficult cases.
 - (6) Assistance in preparation of court cases when requested by Code Compliance Officer.
 - (7) Other special duties as assigned by Chief Inspector.
- c. Housing Code Inspector II
- (1) Assigned to Codes Compliance Officer to assist in preparation of cases for Court.
- d. Housing Code Sector Inspectors:
- (1) Conduct of Housing Code Compliance Program in their sector.
 - (2) Primary responsibility for resolution of all cases and compliants in their sectors.
 - (3) Prepare cases for presentation before the Better Housing Commission and City Attorney.
 - (4) Assist in preparing court cases.
- e. Housing Code Inspectors General
- (1) Investigate, document and prepare cases for presentation to Court and appear as witness at time of trial (three inspectors and one Housing Code Inspector II assigned for this purpose)
 - (2) Preparation of cases for "In Rem" proceedings and Demolition Grant Program (three inspectors assigned to these functions.

f. Intensive Program Housing Code Inspectors

- (1) Operate as team members
- (2) Conduct housing code compliance program in rehabilitation areas according to scheduled priorities.

g. Clerical Personnel

- (1) Process notices, letters, records and prepare periodic reports.
- (2) Receive telephone calls, prepare lists for Better Housing Commission hearings, City Attorney hearings and Court.
- (3) Record minutes of Better Housing Commission meetings.

h. Related Personnel

- (1) Rehabilitation Specialist
 - (a) Public relations--(promoting good maintenance and Housing Code Enforcement)
 - (b) Inspection of apartment developments (30 units and up).
- (2) Codes Compliance Officer
 - (a) Responsible for preparation and conduct (including attendance in Court) of Housing Code Court cases with assistance from Housing Code Inspectors and Supervisory Personnel.
 - (b) Advises Housing Code Division on requirements for prosecution of cases in court, appropriateness of specific cases for Court action and preparation of charges.

(c) Prepares Court calendars and reports on results of
Housing Code Court hearings.

C. Notices and Follow-up Action

Inspectors will use standard methods and prescribed time intervals as a guide for their processing of cases. Written procedure is on file in the Housing Code Division.

D. Coordination

1. Relocation:

Inspectors will fill out slips (on AHA standard form) to be signed and forwarded by the Chief Inspector to the Housing Authority for relocation assistance to the families threatened with displacement by Housing Code Enforcement, such as placarding occupied units, when a directive is issued to reduce the number of occupants and/or units, when demolition is imminent, and for other reasons.

2. Community Facilities

Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.

3. Public Housing

No Housing Code Inspections required. (Existing units 8874; under construction 650; planned 1140).

4. Municipal Services

In conduct of the Housing Code Compliance Program, Inspectors will

be alert for needed improvements in municipal services and other such problems. Need will be recorded and referred by the Chief Inspector to the appropriate governmental agency.

Possible referral agencies are:

- a. Sanitary Department
- b. Construction Department
- c. Traffic & Street Lights Department
- d. Police Department
- e. Water Department
- f. Fire Department
- g. Parks Department
- h. Board of Education
- i. County Departments of Family and Children Services
- j. County Health Departments

5. Data Bank

The Housing Code Division will participate continually in furnishing certain types of information, obtained in connection with its normal activities, to be placed in the data bank.

E. Complaints

All Housing Code complaints received will be recorded on forms provided and investigated within one week and appropriate action initiated immediately. Written procedure is on file in the Housing Code Division.

F. Handling Unresolved Cases

At the end of each quarter, Sector Inspectors will thoroughly review their unresolved case files and determine what positive action should be taken.

Procedure for handling unresolved cases is on file in the Housing Code Division.

IV. Area Housing Code Compliance Policies

A. General:

1. Placard promptly vacant substandard units and structures considered unfit for occupancy and cause utility services to be discontinued.
2. Promptly report to the Better Housing Commission and to the Atlanta Housing Authority Relocation Housing Office (for relocation of families) those occupied units and structures considered unfit for occupancy.
3. In order to keep abreast of changing conditions conducive to deterioration and blight, each Inspector will endeavor to observe his entire Sector and initiate corrective action as needed.
4. It is anticipated that each Sector Inspector will process a minimum of 20 new Housing Code major improvement cases per calendar month, and comply an equal number per month outside of rehabilitation areas in which teams are working. Effort should be made where feasible to keep each Sector Inspector's workload of uncompleted active notices to approximately 200. All Sector Inspectors combined should comply at least 3500 units per year.

B. Conservation Areas (See Housing Map):

1. Inspector will encourage maintenance and conservation

verbally where early signs of blight appear but no valid code violation exists.

2. Housing Code inspection to be made primarily on a complaint basis.

C. Intensive Conservation Areas (See Housing Map)

1. Housing Code inspections to be made based on an apparent need. Accent to be conservation rather than waiting until rehabilitation is necessary; Inspector will give more attention to details to discover any significant changes conducive to blight in these areas.
2. Inspector will encourage maintenance and conservation verbally where early signs of blight appear but where no valid code violation exists.
3. These areas will be closely examined for consideration as possible future federally assisted code enforcement projects under the 1964 Housing Act.

D. Rehabilitation Areas (See Housing Map)

1. These areas have been designated according to priority of need and placed on a schedule. (See Map)
2. These areas will be intensively covered house by house by inspectors of an intensive program team (2 - 4 men).
3. Conduct of Compliance Program
 - a. All Housing units in rehabilitation areas will be inspected and necessary compliance notices issued or statement issued that property is in satisfactory condition.

b. It is anticipated that three large areas (approximately 7000 units) and three small areas (approximately 1900 units) will be covered this year (approximate total 8900). Any cases remaining unresolved at the end of this year will be assigned to Sector Inspector for resolution.

c. It is anticipated that each Team Inspector will make approximately 7 new inspections or 7 first follow-up inspections per day.

4. These areas will be closely examined for consideration as possible future federally assisted code enforcement projects under the 1964 Housing Act.

E. Clearance - Code Enforcement Areas (See Housing Map)

1. Enforce Code only to:

a. Placard where warranted and seek demolition.

b. Correct hazards.

c. Reduce overcrowding.

d. Vacate unfit units.

e. Clean up premises.

2. Discourage rehabilitation action in industrially zoned areas, especially in marginal cases.

3. Seek maximum coordination with other divisions of Building Department to discourage improvements other than to correct hazards of any housing units and structures in areas.

F. Clearance - Title I Urban Renewal

1. Proposed and Planning Stage Projects (See Housing Map):

Enforce Code only to:

- a. Placard where warranted and seek demolition.
- b. Correct hazards.
- c. Reduce overcrowding.
- d. Vacate unfit units.
- e. Clean up premises.

2. Urban Renewal Projects in Execution (See Housing Map):

- a. Issue no notices unless instructed otherwise by Chief Inspector (usually upon request of Atlanta Housing Authority).

G. Community Facility Locations, including Public Housing (See Community Facility Map):

1. Scheduled for construction or property being acquired

- a. Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.
- b. Normally Inspector will issue no notices unless instructed otherwise by Chief Inspector.

2. Planned - construction anticipated but not scheduled
 - a. Chief Inspector will consult map showing location of proposed and scheduled community facilities; will determine agency responsible for execution; and consult and coordinate with that agency to determine exact extent and status of project and the appropriate Housing Code Compliance Program for the areas at that time.
 - b. Normal action will be to enforce Code only to:
 - (1) Placard where warranted and seek demolition.
 - (2) Correct hazards.
 - (3) Reduce overcrowding.
 - (4) Vacate unfit units.
 - (5) Clean up premises.

CITY OF ATLANTA
REPORT OF THE INSPECTOR OF BUILDINGS OFFICE

FOR THE MONTH OF DECEMBER, 1966

| NO. OF PERMITS | CLASSIFICATION | COST | NO. OF FAMILIES HOUSED |
|----------------|---|----------------------|---------------------------|
| <u>1</u> | Condominium | \$ <u>135,000.00</u> | <u>6</u> |
| <u>27</u> | Frame Dwellings, 1 Family | \$ <u>421,190.00</u> | <u>27</u> |
| | Masonry Dwellings, 1 Family | \$ _____ | |
| | Frame Dwellings, Duplex | \$ _____ | |
| | Masonry Dwellings, Duplex | \$ _____ | |
| | Apartment Houses | \$ _____ | |
| | Churches & Religious Buildings | \$ _____ | |
| <u>2</u> | Add-Alter-Repair Churches | \$ <u>108,400.00</u> | |
| | Amusement & Recreation Buildings | \$ _____ | |
| <u>5</u> | Stores & Other Mercantile Buildings | \$ <u>237,750.00</u> | |
| <u>1</u> | Service Stations | \$ <u>16,950.00</u> | |
| <u>5</u> | Residential Garages & Carports | \$ <u>7,305.00</u> | |
| <u>1</u> | Parking Garages | \$ <u>60,000.00</u> | |
| | Garages | \$ _____ | |
| | Hotel & Motel Buildings | \$ _____ | |
| <u>1</u> | School & Educational Buildings | \$ <u>70,000.00</u> | |
| <u>1</u> | Add-Alter-Repair Schools | \$ <u>150.00</u> | |
| <u>2</u> | Office Buildings | \$ <u>122,500.00</u> | |
| <u>1</u> | Office & Warehouse | \$ <u>140,000.00</u> | |
| <u>1</u> | Utility Buildings | \$ <u>4,500.00</u> | |
| | Industrial Buildings | \$ _____ | |
| | Swimming Pools | \$ _____ | |
| <u>87</u> | Fire Escapes Elevators & Signs | \$ <u>74,944.00</u> | |
| <u>280</u> | Add-Alter-Repair, Residential | \$ <u>432,806.00</u> | |
| <u>40</u> | Add-Alter-Repair, Business Bldgs. | \$ <u>317,259.00</u> | |
| <u>8</u> | Demolitions-Business Buildings | \$ <u>11,400.00</u> | |
| <u>71</u> | Demolitions-Residential Buildings | \$ <u>19,210.00</u> | |

CITY OF ATLANTA
REPORT OF THE INSPECTOR OF BUILDINGS OFFICE

FOR THE MONTH OF DECEMBER, 1966

| NO. OF PERMITS | CLASSIFICATION | COST | NO. OF FAMILIES HOUSED |
|----------------|---|----------------------|---------------------------|
| <u>1</u> | Condominium | \$ <u>135,000.00</u> | <u>6</u> |
| <u>27</u> | Frame Dwellings, 1 Family | \$ <u>421,190.00</u> | <u>27</u> |
| | Masonry Dwellings, 1 Family | \$ _____ | |
| | Frame Dwellings, Duplex | \$ _____ | |
| | Masonry Dwellings, Duplex | \$ _____ | |
| | Apartment Houses | \$ _____ | |
| | Churches & Religious Buildings | \$ _____ | |
| <u>2</u> | Add-Alter-Repair Churches | \$ <u>108,400.00</u> | |
| | Amusement & Recreation Buildings | \$ _____ | |
| <u>5</u> | Stores & Other Mercantile Buildings | \$ <u>237,750.00</u> | |
| <u>1</u> | Service Stations | \$ <u>16,950.00</u> | |
| <u>5</u> | Residential Garages & Carports | \$ <u>7,305.00</u> | |
| <u>1</u> | Parking Garages | \$ <u>60,000.00</u> | |
| | Garages | \$ _____ | |
| | Hotel & Motel Buildings | \$ _____ | |
| <u>1</u> | School & Educational Buildings | \$ <u>70,000.00</u> | |
| <u>1</u> | Add-Alter-Repair Schools | \$ <u>150.00</u> | |
| <u>2</u> | Office Buildings | \$ <u>122,500.00</u> | |
| <u>1</u> | Office & Warehouse | \$ <u>140,000.00</u> | |
| <u>1</u> | Utility Buildings | \$ <u>4,500.00</u> | |
| | Industrial Buildings | \$ _____ | |
| | Swimming Pools | \$ _____ | |
| <u>87</u> | Fire Escapes Elevators & Signs | \$ <u>74,944.00</u> | |
| <u>280</u> | Add-Alter-Repair, Residential | \$ <u>432,806.00</u> | |
| <u>40</u> | Add-Alter-Repair, Business Bldgs. | \$ <u>317,259.00</u> | |
| <u>8</u> | Demolitions-Business Buildings | \$ <u>11,400.00</u> | |
| <u>71</u> | Demolitions-Residential Buildings | \$ <u>19,210.00</u> | <u>-107</u> |

Total Permits 534

Total Cost \$ 2,179,364.00

Total No. of Families Housed 33

W. R. WOFFORD

Inspector of Buildings

CITY OF ATLANTA
REPORT OF THE INSPECTOR OF BUILDINGS OFFICE

FOR THE MONTH OF DECEMBER, 1966

| NO. OF PERMITS | CLASSIFICATION | COST | NO. OF FAMILIES HOUSED |
|----------------|---|----------------------|------------------------|
| <u>1</u> | Condominium | \$ <u>135,000.00</u> | <u>6</u> |
| <u>27</u> | Frame Dwellings, 1 Family | \$ <u>421,190.00</u> | <u>27</u> |
| | Masonry Dwellings, 1 Family | \$ _____ | _____ |
| | Frame Dwellings, Duplex | \$ _____ | _____ |
| | Masonry Dwellings, Duplex | \$ _____ | _____ |
| | Apartment Houses | \$ _____ | _____ |
| | Churches & Religious Buildings | \$ _____ | _____ |
| <u>2</u> | Add-Alter-Repair Churches | \$ <u>108,400.00</u> | _____ |
| | Amusement & Recreation Buildings | \$ _____ | _____ |
| <u>5</u> | Stores & Other Mercantile Buildings | \$ <u>237,750.00</u> | _____ |
| <u>1</u> | Service Stations | \$ <u>16,950.00</u> | _____ |
| <u>5</u> | Residential Garages & Carports | \$ <u>7,305.00</u> | _____ |
| <u>1</u> | Parking Garages | \$ <u>60,000.00</u> | _____ |
| | Garages | \$ _____ | _____ |
| | Hotel & Motel Buildings | \$ _____ | _____ |
| <u>1</u> | School & Educational Buildings | \$ <u>70,000.00</u> | _____ |
| <u>1</u> | Add-Alter-Repair Schools | \$ <u>150.00</u> | _____ |
| <u>2</u> | Office Buildings | \$ <u>122,500.00</u> | _____ |
| <u>1</u> | Office & Warehouse | \$ <u>140,000.00</u> | _____ |
| <u>1</u> | Utility Buildings | \$ <u>4,500.00</u> | _____ |
| | Industrial Buildings | \$ _____ | _____ |
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Total Permits 534

Total Cost \$ 2,179,364.00

Total No. of Families Housed 33

W. R. WOFFORD

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