

September 18, 1969

Mayor Allen
To Info

MEMORANDUM

To: Mr. Johnny Johnson
From: Dan E. Sweat, Jr.
Subject: Administrative Procedures

We have had several discussions in the past concerning the exact administrative relationship that the Model Cities organization should have in relationship to the Mayor's Office and the balance of the City organization. This whole discussion is, of course, complicated by the special organization required by the federal government such as the Executive Board and the other citizen participation organizations.

There seems to be no doubt on the federal level and in the mind of the general public however, that the administration of the Model Cities Program is a responsibility of the Mayor's Office of the various cities. To date, we have tacitly recognized this and, technically, the administrative procedures have established the organization as a division of the Mayor's Office. In actual practice, however, you have functioned as a department head and your organization has, in effect, been treated as a separate department of the City.

We have been fortunate and your staff is to be commended in that we have had relatively good communications and cooperation even though our lines of administrative authority have not always been explicit. Even so, some confusion has existed among the various agencies and departments of the City.

Mayor Allen has discussed this overall question with me several times and most recently has directed me to meet with you and develop procedures which will have the effect of bringing Model Cities into the direct administrative line of authority of the Mayor's Office. This will, of course,

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September 18, 1969

Walter Allen
C. J. [unclear]

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Page Two

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include establishing the Model Cities organization under the administrative supervision of the Staff of the Mayor and Board of Aldermen in practice as well as technically. This will necessarily involve some changes in your day to day operations as far as your relationships with the service departments of the City. In addition, it will involve a greater participation of the Mayor's Office in the planning and operation of the Model Cities Program.

I am sure that you, like me, will welcome a more definitive clarification of our respective duties and responsibilities as far as the Model Cities Program is concerned and will be able to work together harmoniously to accomplish even more for the program.

When you have had an opportunity to read this, please contact me for a meeting so that we can proceed on this.

DESJr:ja