

00-C-0744

(Do Not Write Above This Line)

A COMMUNICATION

BY THE MAYOR

A COMMUNICATION BY THE MAYOR APPOINTING MS. ZELIKA MOORE TO SERVE AS A MEMBER OF THE WOODRUFF PARK ADVISORY COMMITTEE IN THE MAYORAL CATEGORY FOR A TERM OF ONE (1) YEARS, SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION.

CONFIRMED BY JUN 05 2000 COUNCIL

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1st ADOPT 2nd READ & REFER
- PERSONAL PAPER REFER

Date Referred 5-15-00

Referred To: CD/HR & COC

Date Referred

Referred To:

Date Referred

Referred To:

First Reading

Committee _____
Date _____
Chair _____
Referred to _____

Committee _____
Date _____
Chair _____
Action: _____
Fav, Adv, Hold (see rev. side)
Other: _____
Members _____
Refer To _____

Committee CD/HR
Date 5/31/00
Chair [Signature]
Action: [Signature]
Fav, Adv, Hold (see rev. side)
Other: [Signature]
Members [Signature]
Refer To [Signature]

Committee _____
Date _____
Chair _____
Action: _____
Fav, Adv, Hold (see rev. side)
Other: _____
Members _____
Refer To _____

Committee COC
Date 6/5/00
Chair Mable Thomas
Action: [Signature]
Fav, Adv, Hold (see rev. side)
Other: [Signature]
Members [Signature]
Refer To [Signature]

FINAL COUNCIL ACTION
 2nd 1st & 2nd 3rd
Readings
 Consent V Vote RC Vote

CERTIFIED

CERTIFIED JUN 05 2000 ATLANTA CITY COUNCIL PRESIDENT [Signature]

CERTIFIED JUN 05 2000

[Signature] DEPUTY MUNICIPAL CLERK

MAYOR'S ACTION



CITY OF ATLANTA

BILL CAMPBELL
MAYOR

00-*C*-0744

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300

4041 330-6100

May 15, 2000

President Robert Pitts &
Members of Atlanta City Council
55 Trinity Avenue, SW
Atlanta, Georgia 30335

Re: Appointment to the Woodruff Park Advisory Committee

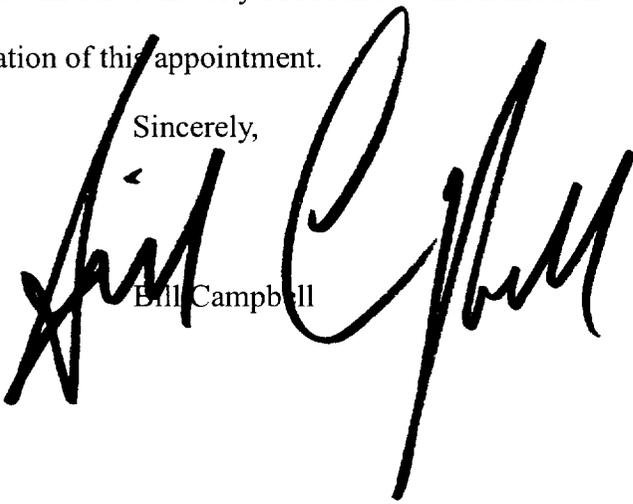
Dear President Pitts and Members of Council:

It is a pleasure for me to appoint **Ms. Zelika Moore** to serve as a member of the **Woodruff Park Advisory Committee** in the **Mayoral** category. This appointment is for a term of one (1) years, scheduled to begin on the date of Council confirmation.

I am certain that Ms. Moore will serve the City of Atlanta with distinction.

I respectfully urge confirmation of this appointment.

Sincerely,


Bill Campbell

Enclosures

REFERRED BY MAY 15 2000
CITY COUNCIL

CD/HR + COC



or ice which in the opinion of University is of emergency proportions, University may temporarily close all or portions of said sidewalks with barricades, until such time as University can effect the removal.

- (4) The University shall initiate and maintain a daily presence of its University Police Officers who shall be authorized to enforce federal, state and local law therein. Its officers shall be required to participate in any special training required of City officers with regard to City of Atlanta ordinances, and with regard to treatment of homeless individuals. All University officers charged with securing Woodruff Park will abide by all the memoranda, policies, and procedures developed as a result of the Richardson v. City of Atlanta settlement. This includes, but is not limited to, sensitivity training and provisions for protecting the personal property of homeless individuals.
- (5) The University shall provide a monthly report detailing any and all arrests made by University Police in Woodruff Park to the Mayor, City Council and the Commissioner of Parks, Recreation and Cultural Affairs.

E. MUTUAL RESPONSIBILITIES

Nine (9) persons shall sit on the Advisory Committee, which shall be comprised of four (4) appointed by the Mayor of the City of Atlanta and confirmed by Council; three (3) designed by the University; and (1) designated by Central Atlanta Progress; and one (1) appointed by the President of Council and confirmed by the Council.

The Committee shall hold its first meeting within thirty (30) days of the effective date of this Agreement to elect a chairperson and a secretary who shall each hold office for a term of one (1) year. The Committee shall meet at least once a year but special meetings may be called as necessary. The parties may attend Committee meetings to present information on all actions proposed for Committee review and recommendation.

The Committee is further charged with the responsibility for reviewing and making recommendations to the parties concerning the ongoing issues of Park enhancement, necessary park capital improvements, as well as various other issues involving the Park that may arise from time to time. The Committee shall specifically review and make a recommendation to the parties concerning the issues of Park enhancement, capital improvements (including, but not limited to, park fountains, benches and tables) and Park operations at least annually and more often when appropriate.

- (2) The City Police Department and the University Police Department shall cooperate in the effective enforcement of all state, federal and local laws. The City Police Departments shall respond to all calls for assistance by the University Police Department, its agents and employees. Further, the City shall process and make

OMC-Amendment Incorporated 12/8/99 by CPT

Zelika Moore - 513 McGill Park- Atlanta, GA 30312 - (404) 659-4770

SUMMARY OF QUALIFICATIONS

- Fifteen years of administrative experience
- Excellent interpersonal skills and communication skills, cooperative, patient, supportive, and loyal team player
- Ability to set effective priorities and ensure a project or task is completed accurately and in a timely manner
- Productive in a fast-paced high pressure environment
- Great balance with multiple projects, while maintaining good organization
- Ability to work with no supervision, and make competent decisions

EDUCATION

- Wayne State University, Detroit, Michigan
Bachelor Degree in Mass Communications/Broadcast Journalism - 1980
Internship/WDFV, CHANNEL (4) Public Relations

WORK EXPERIENCE

11/98-Present TBS, Atlanta, Georgia

Purchasing Buyer for Turner Entertainment Groups

- Process all Purchase Order Requisitions for Mobile Communications (Pagers), Furniture, Facility Services, TV/VCR's, and Fax Machines
- Mobile Communications
 - Type all Purchase Order Requisition information on to Purchase Order Form in a timely manner and process
 - Log all pager information (new service, disconnected service, pager capcodes, phone numbers, & account numbers)
 - Set-up new pager accounts for departments
 - Inform employee's on correct usage of pager equipment
 - Maintain inventory update for all pager equipment
 - Handle all employee inquiries in a timely manner for pager service (billing, technical pager problems, and pager selection)
- Furniture
 - Type all Purchase Order Requisition information on to Purchase Order Form in a timely manner and process
 - Distribute copy of PO to originating department, (other copies distributed in accordance)
 - Interact consistently with suppliers to make sure prices are correct, and taxes are received
 - Follow-up on expected delivery date
 - Maintain excellent customer service support to (3) Project Managers, and (2) Interior Coordinators
- Facility Services
 - Type all Purchase Order Requisition information on to Purchase Order Form in a timely manner and process
 - Check to make sure part numbers, and description of materials are correct
 - Correspond with supplier to obtain current pricing
 - Follow-up on prompt delivery of items purchased, & distribute copy of PO to administrative assistants
 - Maintain excellent customer service support for all Facility Managers, and administrative staff
- TV/VCR's & Fax Machines
 - Type all Purchase Order Requisition information on to Purchase Order Form in a timely manner and process
 - Consistently interact with employee's to make sure product needs are met, and product is in stock
 - Consult with vendor representative on a regular basis for new product information
 - Make sure ACE form is completed, and attached with formal quote
 - Follow-up on delivery date of ordered product
 - Maintain excellent customer service to all employee's

RCS# 1997
6/05/00
6:06 PM

Atlanta City Council

Regular Session

MULTIPLE

00-C-0743; 0744; 0745; 0746

CONFIRM

YEAS: 14
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 1
EXCUSED: 1
ABSENT 0

Y McCarty	Y Dorsey	Y Moore	Y Thomas
Y Starnes	Y Woolard	Y Martin	E Emmons
Y Bond	Y Morris	Y Maddox	Y Alexander
Y Winslow	Y Muller	Y Boazman	NV Pitts

MULTIPLE