



04-C -0333

CITY OF ATLANTA

SHIRLEY FRANKLIN  
MAYOR

55 TRINITY AVENUE, S.W.  
ATLANTA, GEORGIA 30335-0300  
TEL (404) 330-6100

February 11, 2004

President Cathy Woolard and  
Members of Atlanta City Council  
City Hall, Suite 2900 South  
68 Mitchell St., S.W.  
Atlanta, Georgia 30303

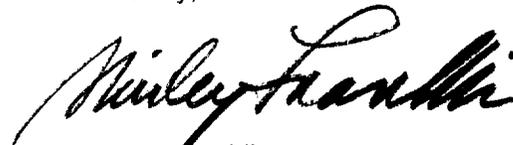
**RE: Procurement Hearing Officer Appointment**

Dear President Woolard and Members of the Council:

It is a pleasure for me to appoint Violet Travis Ricks to serve as a Procurement Hearing Officer for the City of Atlanta. This appointment is for a **term of two (2) years**.

I am confident that Violet Travis Ricks will serve the City of Atlanta with integrity and dedication.

Sincerely,



Shirley Franklin

**Violet Travis Ricks  
Attorney at Law**



**EDUCATION**

Coe College, Cedar Rapids, Iowa - **Bachelor of Arts**  
DePaul University, College of Law, Chicago, Illinois -**Juris Doctor**

**BAR MEMBERSHIP** Illinois and Georgia, admitted to all courts in both states.

**EXPERIENCE**

2002 - 2003

**Municipal Court, City of Atlanta, Pro Hac Vice Judge**  
Cases involving violations of city ordinances and preliminary hearings are heard; supervision of court staff.

2001 -

**Diversity Consultant**  
Consult with law firms, attorneys, and corporation on diversity issues. Coaching and training sessions are provided.

2000 -

**Atlanta Public School System (2002), Dekalb County School System, Hearing Officer**  
Evidentiary rulings in matters relating to teacher discipline are made as well as researching and writing the legal decision.

1997 - 2003

**City Court of Atlanta, Pro Hac Vice Judge**  
Cases involving violations of traffic laws are heard and supervision of court staff.

1996 -

**Mediator**  
General cases are mediated on a contractual basis.

1996 - 2001

**Office of State Administrative Hearings  
Special Assistant Administrative Law Judge ("SAALJ")**  
The duties of a SAALJ include but are not limited to hearing cases involving one or more of the approximately 43 state agencies. The SAALJ files notice of hearings; hears cases, makes legal and evidentiary rulings, and issues decisions. Cases heard included Georgia Department of Labor, disciplinary matters within the State Examining Boards, and the Professional Standards Commission. Beginning in the year 2000, cases were heard regarding IDEA for the Department of Education.

1993 - 2001

**State Bar of Georgia Diversity Program, Executive Director**  
As the first executive director of the Georgia Diversity Program, my duties included assisting minority attorneys in their efforts to work as outside counsel ; setting agenda, preparing minutes, and

planning committee meetings; preparing budget and financial matters; fundraising; marketing program to law firms and corporations; program planning and development; continuous monitoring of the membership; maintaining a membership directory; writing articles, preparing a quarterly newsletter; planning Continuous Legal Education seminars, workshops, and other related events; speaker for other organizations, focusing on diversity issues. 1999-2000, Executive Board member of Lawyers For One America, a national organization of attorneys charged with diversity and pro bono initiatives.

#### **Litigation**

Served as co-counsel for plaintiffs in employment discrimination cases.

1989-1992

#### **Office of the Cook County Public Defender ("CCPD"), Chicago, Illinois, Criminal Appellate Attorney**

As an appellate attorney, my responsibility included determining issues for appeal, legal research, and preparation of briefs for oral arguments; represented indigents at bond hearings.

\*Argued cases before the Illinois Appellate Court.

\*Served on the Recruitment Committee of the CCPD's office.

#### **Real Estate Practice**

Maintained a real estate practice involving representation of sellers and purchasers in the acquisition of residential and commercial properties, representation of management companies with regard to landlord/tenant issues and tenant bankruptcies, drafting of leases for both landlords and tenants.

1982-1989 -

#### **General Practice**

Legal services were provided in the following areas of law - marital dissolution, wills, trust, real estate, commercial paper, guardianship, adoption. Real estate transactions included contract negotiations, bank financing, zoning limitations and variances, residential and commercial property, forcible detainers and building codes.

#### **Administrative Law Judge/Hearing Officer City of Chicago, Department of Public Works**

I heard and adjudicated cases involving violations of City Ordinances relating to parking matters.

1980-1982 -

#### **Law Clerk - Illinois Appellate Court - Justice Glenn T. Johnson**

As a law clerk, my legal writing and research skills were utilized in civil and criminal matters; attended oral arguments; analyzed and researched legal issues; assisted the judge in preparing legal opinions.

#### **PROFESSIONAL MEMBERSHIPS**

(V. T. Ricks, page 3)

National Bar Association, Illinois Bar Association,  
State Bar of Georgia, Georgia Association of Black Women Attorneys,

**CIVIC AND  
COMMUNITY  
PROJECTS**

**Gate City Bar Association**

2003 – Member, Supreme Court's Unauthorized Practice of Law Comm.  
2003- Chair, Fundraising, The Davis Difference Campaign  
2003- Committee Member for Boys and Girls to Work Day  
2003- Board Member, City of Atlanta Commission on Women  
2003 – Chair, Scholarship Committee, Gate City Bar Assn.  
2002 – Speaker & Planner, Diversity In Law Firms  
2002 – Committee Member, State Bar of GA Diversity Program  
2002 – Committee Member, Women & Minorities in the Profess.  
2002 – Spanish Classes taken.  
2002- Co-Chair, Gate City Bar Association Hall of Fame Dinner  
2002 – Board Member, Big Bethel AME Church Credit Union  
2001 – Steering Committee, Nat' Institute Diversity in Law  
2001 – 2002 Assistant Secretary, Gate City Bar Association  
2001 - Advisory Board Member, Minority Corporate Counsel  
Association, CLE Diversity Conference for Atlanta - 2002  
2001 - Featured in Minority Corporate Counsel Assn. Magazine  
2001- Board of Trustees, Big Bethel A.M.E. Church  
2000 – Guest Speaker, Dekalb County Lawyers Annual Breakfast  
1999 – Fellow, Georgia Bar Foundation  
1999 – Panelist, 100 Black Men of America – Forum  
1999 – Board member, Ansley Above the Park Condo Assn.  
1998 - Supervisory Committee, Big Bethel Church Credit Union  
1997-98, Board Member, The West End Medical Centers, Inc.  
Chief Justice's Commission, Law Student Mentoring Program  
1998 - Corres. Sec., The Buckhead/Cascade Chapter of The Links, Inc.  
1998 – Law Day Speaker & planner for Morehouse College  
1993-96 – High School Mock Trial Competition participant  
1989 - Co-founder, Sojourners United Political Action Committee

**REFERENCES**

Cliff Brashier, Esq.  
Exec. Dir., State Bar of Georgia  
104 Marietta Street, N.E.  
Atlanta, GA 30303  
(404) 527-8755

Charles T. Lester, Jr., Esq.  
Sutherland Asbill & Brennan  
999 Peachtree Street  
Atlanta, GA 30309  
(404) 853-8116

Mrs. E. Jean Bell  
1899 King George Lane  
Atlanta, GA 30331  
(404) 344-9293

Rev. James L. Davis, D. Min.  
Big Bethel AME Church  
204 Auburn Avenue, N. E.  
Atlanta, 30303 (404) 827-9709

Aasia Mustakeem, Esq.  
Powell Goldstein Frazer  
191 Peachtree Street  
Atlanta, GA 30303  
(404) 572-6901

RCS# 5505  
3/01/04  
6:53 PM

Atlanta City Council

Regular Session

04-C-0333

APPOINT MS VIOLET TRAVIS RICKS TO SERVE  
PROCUREMENT HEARING OFFICER; 2YRS  
ADOPT

YEAS: 12  
NAYS: 0  
ABSTENTIONS: 0  
NOT VOTING: 3  
EXCUSED: 1  
ABSENT 0

Y Smith	NV Archibong	Y Moore	Y Mitchell
Y Starnes	Y Fauver	Y Martin	E Norwood
Y Young	Y Shook	Y Maddox	Y Willis
Y Winslow	NV Muller	Y Boazman	NV Woolard

04-C-0333

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(Do Not Write Above This Line)

A COMMUNICATION

BY: MAYOR SHIRLEY FRANKLIN

A COMMUNICATION APPOINTING  
VIOLET TRAVIS RICKS TO SERVE AS A  
PROCUREMENT HEARING OFFICER FOR  
THE CITY OF ATLANTA FOR A TERM OF  
TWO (2) YEARS.

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

Date Referred 2/16/04

Referred To: Fin Ex Comm on Cond

Date Referred

Referred To:

Date Referred

Referred To:

First Reading

Committee \_\_\_\_\_  
Date \_\_\_\_\_  
Chair \_\_\_\_\_  
Referred To \_\_\_\_\_

Committee 4

Date 2/16/04

Chair Fin Ex

Action (Fav, Adv, Hold (see rev. side) Other)

Members

Chair H J Shook

Refer To C

Committee

Date 2-1-04

Chair

Action (Fav, Adv, Hold (see rev. side) Other)

Members

Chair

Members

Refer To

Committee

Date

Chair

Action (Fav, Adv, Hold (see rev. side) Other)

Members

Refer To

Committee

Date

Chair

Action (Fav, Adv, Hold (see rev. side) Other)

Members

Refer To

- FINAL COUNCIL ACTION
- 2nd
  - 1st & 2nd
  - 3rd
  - Consent
  - V Voice
  - RC Voice

CERTIFIED

MAR 01 2004

MAR 01 2004

Shirley Franklin  
MAYOR

MAYOR'S ACTION