

12-~~R~~-0897

(Do Not Write Above This Line)

A RESOLUTION BY
COUNCILMEMBER C. T. MARTIN

A RESOLUTION AUTHORIZING THE RE-EMPLOYMENT OF CITY RETIREE MS. GLORIA PETERS IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT OFFICE OF BUILDINGS AS A ZONING PLAN REVIEW SPECIALIST PURSUANT TO SECTION 3-505 (C) OF THE CHARTER OF THE CITY OF ATLANTA, GEORGIA; AND FOR OTHER PURPOSES.

Amended

ADOPTED BY

JUL 0 2 2012

COUNCIL

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

Date Referred 8/18/12

Referred To: Finance/Exec

Date Referred

Referred To:

Date Referred

Referred To:

First Reading

Committee _____
Date _____
Chair _____
Referred To _____

Finance Committee

8-29-12 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

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Refer To

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

CERTIFIED

CERTIFIED
 JUL 0 2 2012

ATLANTA CITY COUNCIL PRESIDENT

[Signature]

CERTIFIED
 JUL 0 2 2012

Ronald Doughton Johnson
 MUNICIPAL CLERK

MAYOR'S ACTION

APPROVED

JUL 1 1 2012

WITHOUT SIGNATURE
 BY OPERATION OF LAW



**AN AMENDED RESOLUTION BY
COUNCILMEMBER C. T. MARTIN**

A RESOLUTION AUTHORIZING THE RE-EMPLOYMENT OF CITY RETIREE MS. GLORIA PETERS IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT OFFICE OF BUILDINGS AS A ZONING PLAN REVIEW SPECIALIST PURSUANT TO SECTION 3-505 (C) OF THE CHARTER OF THE CITY OF ATLANTA, GEORGIA ; AND FOR OTHER PURPOSES.

WHEREAS, Ms. Gloria Peters having served the City for over 30 years in various positions including Zoning Inspector, Principal and Plans Review Specialist, Senior retired in good standing on April 25, 2012.

WHEREAS, the Department of Planning and Community Development desires to re-employ Gloria Peters based on her specialized skills obtained as a Plans Review Specialist and the skills she obtained as a Zoning Inspector, Principal to assist in the training of certain staff on plan reviews for the issuance building permits and sign permits and on documentation and maintenance of Office of Buildings records for legal non-conforming issues pursuant to the Atlanta Zoning Ordinance and for other purposes; and

WHEREAS, section 3-505 (c) of the Charter of the City of Atlanta authorizes that the City may re-employ a retiree for any single period of time, or any several period of time, which shall not exceed 520 business days, whether continuously or in separate days of employment, for the purpose of availing the City of some particularized skill possessed by said retiree; and

WHEREAS, the Department of Planning and Community Development and Ms. Gloria Peters have mutually agreed to her re-employment as a Plans Review Specialist, Senior.

NOW, THEREFORE, BE IT RESOVED BY THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that:

SECTION 1: The Mayor or his designee is hereby authorized to re-employ Ms. Gloria Peters in the Office of Buildings as a Plans Review Specialist in an extra help capacity without benefits, for a period not to exceed ninety (90) days at her current rate of pay which is Salary Range 21, Step 11 as authorized by Section 3-505 (c) of the Charter of the City of Atlanta, said re-employment to begin on July 2, 2012.

SECTION 2: All ordinances and parts of ordinances in conflict herewith are hereby repeal.

A true copy,

Rhonda Dauphin Johnson
Municipal Clerk

ADOPTED as amended by the Council
APPROVED as per City Charter Section 2-403

JUL 02, 2012

JUL 11, 2012



June 26, 2012

1. TRAINING NEW ZONING CHIEF (Ann Heard)

Three to six month process – beginning with current Standard Operating Procedures for Zoning Enforcement Division the new chief shall be trained to:

- Respond to all zoning related inquiries via the citizens of Atlanta , Mayor's Office, Atlanta City Council and other governmental agencies.
- Conduct commercial and residential plan reviews and supervising staff on these reviews.
- Conduct zoning inspections and supervising field staff accordingly.
- Review and Approval of City Business Licenses, Liquor Licenses, Special Police License, etc.
- Advise and train OOB staff on New Ordinances and Resolutions
- Assist with drafting new legislation when required.
- Handle appeals filed against the City at the Board of Zoning Adjustment Hearings (BZA).
- Conduct employee evaluations per the existing job performance initiatives.
- Create new job performance initiatives.
- Interact with Law Department and need for legal opinions.
- Write letters and make decisions based on legal opinions.
- Interact with Municipal Court officials (meet with City Solicitors, court depositions, court preparation for staff, etc.) as well as conduct meetings with other City Agencies, County, State and Federal officials.
- Represent the City at Public Meetings.
- Other managerial training for Chief Zoning Inspector as required

2. CREATE STANDARD OPERATING PROCEDURES FOR ALL DIVISIONS IN OOB, STREAMLINE EXISTING PROCESSES WHEN NECESSARY FOR EFFICIENCY AND BETTER CUSTOMER SERVICE (Ann Heard) - Three to Six Month process

- Document existing processes for building, electrical, plumbing, and HVAC inspection personnel.
- Create SOPs for these areas.



- Work with inspection team to ensure that processes are consistently being followed for consistency purposes.
- Other duties and responsibilities as needed.

3. SIGN AND LEGAL TRAINING FOR PERMIT TECHNICIANS (Gloria Peters) - Three to six month process.

- Conduct the sign training required for the permit technician in training staff for the certification program.
- Conduct the legal portion of the training required for the permit technician staff for the certification program
- Conduct overall reviews and testing preparation for permit technician staff to assist with certification.

4. GENERAL ADVERTISING SIGNS AND MULTI-MEDIA SIGN TRAINING FOR PLAN REVIEW AND INSPECTION TEAM (Gloria Peters) – Three to six month process.

- Conduct sign training for new and existing staff regarding local, state and federal requirements for plan review and sign permit issuance.
- Conduct training for field staff on general advertising and multi-media inspection processes.
- Other duties and responsibilities as needed.

Currently Vacant Positions where some training assistance will be needed:

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- OOB Assistant Director (two)
- Zoning Inspector, Chief
- Plan Review Specialist, Senior (two in Zoning)
- Plan Review Specialist, Senior (one in Building Plan Review)
- One Combination Inspector, Principal
- One Combination Inspector, Senior

RCS# 2125
7/02/12
2:16 PM

Atlanta City Council

CONSENT I

CONSENT AGENDA SEC. I EXCEPT 12-R-0888
MONDAY, JULY 2, 2012 AGENDA
ADOPT AS AMNDED

YEAS: 12
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 4
EXCUSED: 0
ABSENT 0

Y Smith	Y Archibong	Y Moore	Y Bond
Y Hall	Y Wan	Y Martin	NV Watson
Y Young	Y Shook	NV Bottoms	Y Willis
Y Winslow	Y Adrean	NV Sheperd	NV Mitchell

CONSENT I

		07-02-12
ITEMS ADOPTED ON CONSENT	ITEMS ADOPTED ON CONSENT	ITEMS ADVERSED ON CONSENT
1. 12-O-0899	38. 12-R-0859	46. 12-R-0868
2. 12-O-0672	39. 12-R-0860	47. 12-R-0869
3. 12-O-0454	40. 12-R-0861	48. 12-R-0870
4. 12-O-0819	41. 12-R-0862	49. 12-R-0871
5. 12-O-0820	42. 12-R-0863	50. 12-R-0872
6. 12-O-0833	43. 12-R-0864	51. 12-R-0873
7. 12-O-0391	44. 12-R-0865	52. 12-R-0874
8. 12-O-0813	45. 12-R-0866	
9. 12-O-0814		
10. 11-O-0945		
11. 12-O-0810		
12. 12-O-0811		
13. 12-O-0812		
14. 12-O-0896		
15. 12-O-0455		
16. 12-O-0558		
17. 12-R-0887		
19. 12-R-0880		
20. 12-R-0881		
21. 12-R-0882		
22. 12-R-0883		
23. 12-R-0884		
24. 12-R-0875		
25. 12-R-0876		
26. 12-R-0897		
27. 12-R-0898		
28. 12-R-0901		
29. 12-R-0696		
30. 12-R-0818		
31. 12-R-0852		
32. 12-R-0853		
33. 12-R-0854		
34. 12-R-0855		
35. 12-R-0856		
36. 12-R-0857		
37. 12-R-0858		