

BLIND COPY

CITY OF ATLANTA



CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

DEPARTMENT OF PLANNING

COLLIER B. GLADIN, Director

December 20, 1968

Mr. W. R. Wofford, Building Inspector
Building Inspector's Office
City Hall
Atlanta, Georgia 30303

Dear Bill:

As you know, the staff of the Planning Department has spent a considerable amount of time since last summer in an effort to devise a means of updating the Housing Code Compliance Program. During this time, there has been a full and complete exchange of information and ideas between our staff and the staff of the Housing Code Division of the Building Department.

In attempting to update the program as part of the city's 1969 Workable Program and in response to your memo of December 16, 1968, we are submitting herewith four different programs for your review and consideration.

The area priorities, as shown in the programs, were established by the 1965 Community Improvement Program survey. These priorities have been followed in designating areas for concentrated code compliance inspection efforts.

Priority areas themselves are partially determined by the number of inspections the Housing Code Division is able to accomplish in a given period of time. Therefore, we have accepted the Housing Code Division's figure of seven inspections per inspector per day, or 420 inspections per inspector during a three-month period. The incorporation of management information into a new program and gearing it to a quarterly basis should promote more efficient management and monitoring of the program as it is implemented.

Groups of three and four men have been formed to carry out inspections in particular areas as designated by the CIP priorities. The year has been divided into quarters of three months each. An individual group of three or four men

December 20, 1968

will be placed in an area determined by priority listings for a three-month period. During these three months, a group of three men can accomplish 1260 original inspections (3 x 420) and a group of four men can accomplish 1680 original inspections (4 x 420). After original inspections have been completed in each group's area, some of its inspectors are moved from that area to form other groups to do more original inspections during the second three-month period. Remaining inspectors in each area carry out the reinspections in those areas. As progress is made in each area, inspectors are continually rotated to form new groups and continue original inspections in new areas. This process is shown in detail on the attached map and workload distribution sheet, using ten (10) inspectors.

Since the Housing Code Compliance Division has twenty (20) men capable of making inspections in concentrated inspections areas, and only ten are presently being used for this purpose, reorganization of the Division to free more men to make inspections should be considered. By using only four men as sector inspectors and dividing the city into four parts, sixteen (16) concentrated area inspectors could be utilized. Another approach is utilizing four sector inspectors and two field supervisors, making fourteen (14) concentrated area inspectors available. Still another approach, using six sector inspectors and two field supervisors, twelve (12) concentrated area inspectors could be used. In each case, the greater number of inspectors used, the more inspections can be made in the top-priority areas of the city. Utilizing these four types of personnel deployment, programs have been devised using ten (10), twelve (12), fourteen (14), and sixteen (16) concentrated area inspectors. A detailed explanation of inspection areas are included with the attached map and workload distribution sheet for each different program.

After you have reviewed and considered the different programs, we will be pleased to meet with you and your staff to discuss the alternatives. We are also available to help explain any parts of the proposed programs that are not sufficiently self explanatory.

Sincerely,

Collier B. Gladin
Planning Director

CBG/bls

Attachments