

RCS# 5965
8/16/04
3:47 PM

Atlanta City Council

Regular Session

MULTIPLE

04-C-1382 04-C-1383 04-C-1384
04-C-1385 04-C-1386
CONFIRM

YEAS: 14
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 2
EXCUSED: 0
ABSENT 0

Y Smith	Y Archibong	Y Moore	Y Mitchell
Y Starnes	Y Fauver	Y Martin	NV Norwood
Y Young	Y Shook	Y Maddox	Y Willis
Y Winslow	Y Muller	Y Sheperd	NV Borders

MULTIPLE



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

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

04-C-1384

July 19, 2004

President Pro-Tempore Ceasar Mitchell and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell St., S.W.
Atlanta, Georgia 30303

RE: Eastside Tax Allocation District (TAD) Neighborhood Advisory Board Appointment

Dear President Pro-Tempore Mitchell and Members of the Council:

It is a pleasure for me to appoint Elise Haverly-Robinson to serve as a member of the Eastside TAD Neighborhood Advisory Board in the NPU-N Category for the City of Atlanta. This appointment is for a **term of two (2) years**.

I am confident that Elise Haverly-Robinson will serve the Eastside TAD Neighborhood Advisory Board with integrity and dedication.

Sincerely,

Shirley Franklin

CONFIRMED BY
AUG 16 2004
COUNCIL

Elise L. Haverly
120 Short Street
Atlanta, GA 30316

Home Phone: (404) 688-2457
Work Phone: (404) 506-6790
Fax Phone: (404) 688-2457 with notification.

E-mail: eliserobinson1@aol.com

Education

College or Vocational / Business School

- 2003 - Master of Arts in Historic Preservation from Georgia State University.
in process
- 1991 - ABA Certified Paralegal from National Center for Paralegal Training.
- 1989 - Bachelor of Arts in English from State University of New York at New Paltz.

Work History

11/2000 to present - ADECCO/Georgia Power Company Land Department

Archive Assistant with Georgia Power Company Corporate Archives

Responsible for : Assisting with museum exhibits for small museum space ; current exhibit, "75 Years of Generating Growth in Georgia, Georgia Power Company and Economic Development "; accession and catalogue the manuscript/records and audio visual collections for both Georgia Power Corporate Archives and the Georgia Power Olympic Collection; research for both internal and external customers. At present participating in Land Records microfilm backfile conversion project using Paper Port 9 and LIMS (land information management system) applications. Consists of converting land records research documents into easily accessible digital documents.

02/1999to12/1999 - George Gary Mechanical Design

Office Manager

Responsible for : Setting up new office systems including all fiscal systems including employer State and Federal requirements: payroll, quarterly reports, year end reports; data entry: QuickBooks, scheduling: jobs, estimate calls, service calls; bookkeeping - accounts receivable, accounts payable; customer service; purchasing - supplies, job site materials, pick up and deliver materials to job site; warehouse inventory; handled employer's personal checking accounts and bill payments; Assisted in hiring of new employees as well as employee terminations.

04/1997 to 01/1999 - American Security Group Insurance Co.

Licensing Analyst

Responsible for : Setting up and maintaining agent/agency data base for Ford Product Management Involuntary Unemployment Insurance program; research government compliance issues regarding state insurance requirements; provided New Dealer set up on Ford data base; provided Agent Licensing and State Appointments; preparing Agency Agreements and Master Policies; 616 Report; Projects: National Auto Dealers Association Implementation, Dealer Compliance/Termination Project.

04/1993 to 11/1996 - Southland Life Insurance Co.

Business Support Analyst

Contracting and Licensing Specialist

Responsible for : State licensing and agent appointments, renewals and terminations; research state regulatory requirements and service standards; contracting responsibilities focusing on agent compensation, hierarchy reorganization in relationship to commission payout, terminations and general data base updates, including use of PAL, Appoint Pac, Vector, and TRW programs.

01/1991 to 02/1992 - Bruce S. Harvey, Attorney At Law

Paralegal

Responsible for : Trial notebook preparation and maintenance, general correspondence, research, organization of discovery material, client and witness interviews, court calendar control, courthouse filings, general office duties.

11/1975 to 04/1990 - Haverly Construction Company

Co-owner/Business Manager

Responsible for : Weekly payroll, quarterly and year end tax reports, accounts receivable and accounts payable, customer service, coordinated company advertising and co-op advertising plan; general office duties.

03/1978 to 05/1981 - Columbia Greene Community College

Director of Day Care

Responsible for : Managing college-sponsored day-care facility, with one full-time and four part-time staff responsible for up to 24 children; administered Day Care Center budget; submitted quarterly and yearly state reports; responsible for hiring of staff, scheduling and interfacing with the Human Services Program's Internship Program; responsible for expansion and relocation of Center to larger facilities; acquired permanent Columbia Greene College Association funding for the Director's position.

Comments

Georgia Notary Public-Fulton County - commission expires 04/15/2008

ABA Certified Paralegal - specialty in Civil Litigation

Community Service

Atlanta Planning Advisory Board – Member representative from NPU N.	2003 - Present
Cabbagetown Neighborhood Improvement Association	1999 - Present
Executive Board	
Land Use Committee	1999 - 2002
Neighborhood Planning Unit N - Vice Chair	2000 - Present
CNIA representative	1999 - Present
United Way Ambassador - American Security Group	1998
Inman Park Festival - Theater Night Committee	1991-1998
Habitat for Humanity - Volunteer Coordinator and Co-Director Inman Park	1993, 1994

(Do Not Write Above This Line) **04-1384**

A COMMUNICATION BY MAYOR SHIRLEY FRANKLIN
 A COMMUNICATION APPOINTING ELISE HAVERLY-ROBINSON AS A MEMBER OF THE EASTSIDE TAD NEIGHBORHOOD ADVISORY BOARD IN THE NPU-N CATEGORY FOR A TERM OF TWO (2) YEARS. EFFECTIVE UPON COUNCIL CONFIRMATION.

CONFIRMED BY
 AUG 1 6 2004
COUNCIL

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

Date Referred: 7/19/04
 Referred To: CD/HR, Common Council
 Date Referred:
 Referred To:
 Date Referred:
 Referred To:

First Reading
 Committee: _____
 Date: _____
 Chair: _____
 Referred To: _____

Committee: CD/HR
 Date: 7/19/04
 Chair: [Signature]
 Action: [Signature]
 Fav. Adv. Hold (see rev. side):
 Other:

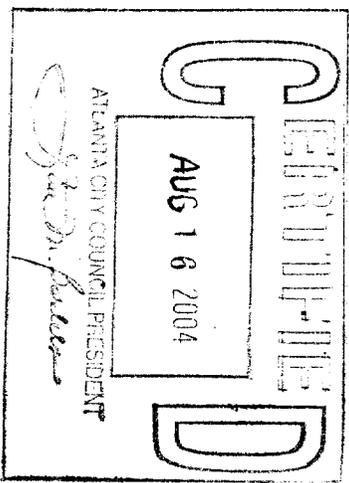
Members: [Signature]
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Committee: [Signature]
 Date: 8/16/04
 Chair: [Signature]
 Action: [Signature]
 Fav. Adv. Hold (see rev. side):
 Other:

Members: [Signature]
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 Refer To: [Signature]

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

CERTIFIED



AUG 1 6 2004
 [Signature]
 MONITORIAL CLERK

MAYOR'S ACTION