

CITY COUNCIL  
ATLANTA, GEORGIA

AN ORDINANCE  
BY FINANCE/ EXECUTIVE COMMITTEE

07- 0 -0712

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE VI, DIVISION 2, SUBDIVISION I, SECTION 2-322, AND SUBDIVISION III, SECTIONS 2-370, 2-371, 2-372, 2-373, 2-374, AND 2-375 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA; TO ADD SECTIONS 2-376, 2-377, AND 2-378, SO AS TO EFFECTUATE A REORGANIZATION OF THE CITY OF ATLANTA DEPARTMENT OF FINANCE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") is currently implementing the Oracle ERP Project, and the Change Management Team has determined that greater efficiency can be achieved through the consolidation of the Grants Management and Grants Accounting functions within the Department of Finance; and

WHEREAS, the Chief Financial Officer has reevaluated the current organization of the Department of Finance and has determined that it should be further realigned for maximum efficiency and accountability, to further enhance the provision of quality customer service; and

WHEREAS, certain grant functions now housed in the Office of Budget and Fiscal Policy are more appropriate to be housed in the Office of Grant Services; and

WHEREAS, the Mayor concurs with the reorganization; and

WHEREAS, pursuant to Section 3-302 of the Charter, the Mayor is empowered to initiate, direct, and implement the reorganization of any department by submitting said reorganization plan to the City Council in the form of an ordinance.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA HEREBY ORDAINS, as follows:

SECTION 1: That Chapter 2, Article VI, Division 2, Subdivision I, Section 2-322 which reads:

**Sec. 2-322. Oath of employee serving as ex officio marshal, deputy treasurer.**

The employee or employees in the department of finance serving as ex officio marshal and deputy treasurer shall take and subscribe to an oath to uphold all the laws of the state and faithfully to perform the duties of office in addition to the oath required of public officials by the laws of the state. Such official shall have authority to make investigations, serve warrants and make arrests in the performance of these duties.

Is hereby amended to read as follows:

**Section 2-322. Oath of employee serving as Ex officio Marshal, Deputy Treasurer.**

The employee or employees in the Department of Finance serving as Ex Officio Marshal and Deputy Treasurer shall take and subscribe to an oath to uphold all the laws of the state and faithfully to perform the duties of office in addition to the oath required of public officials by the laws of the state. Such official shall have authority to conduct investigations, serve warrants and make arrests in the performance of these duties.

**SECTION 2:** That Chapter 2, Article VI, Division 2, Subdivision III, Section 2-370 which reads:

**Sec. 2-370. Divisions in the department of finance.**

The department of finance shall be responsible to the mayor and to the council, and shall consist of the following divisions:

- (1) Office of the controller;
- (2) Office of budget and fiscal policy;
- (3) Office of the treasurer;
- (4) Office of municipal finance; and
- (5) Office of revenues.

Is hereby amended to read as follows:

**Sec. 2-370. Divisions in the Department of Finance**

The Department of Finance shall be responsible to the Mayor and to the Council, and shall consist of the following Divisions:

- (1) Office of Budget and Fiscal Policy
- (2) Office of the Controller
- (3) Office of Debt and Investments
- (4) Office of Grant Services
- (5) Office of Legislative and Administrative Services
- (6) Office of Quality Control
- (7) Office of Revenue
- (8) Office of Strategic and Financial Planning

**SECTION 3:** That Chapter 2, Article VI, Division 2, Subdivision III, Sections 2-371, 2-372, 2-373, 2-374, 2-375 are hereby amended by deleting the existing language in its entirety and substituting the following in lieu thereof:

**Section 2-371. Office of Budget and Fiscal Policy**

- (a) In addition to the general qualifications set out in Section 2-221, the Chief of the Office of Budget and Fiscal Policy shall have the following qualifications:

- (1) Graduation from an accredited college or university with a baccalaureate degree and one year of graduate study in business administration, public administration, finance or a related field and experience in budget preparation, budget analysis, budget execution, financial analysis, financial management, management analysis or a related area; and
  - (2) Eight years of experience at a supervisory level in the areas specified in subsection (1) of this section; and
  - (3) Any equivalent combination of the qualifications set forth in subsections (1) and (2) of this section.
- (b) The functions and duties of the Office of Budget and Fiscal Policy shall include but not be limited to: budget and management analysis, budget development and management for general government operations and enterprises, programmatic and operational analysis, support of CIP and capital projects management; analysis and forecasting, revenue forecasting, rate studies, and exploration of new revenue sources.

#### **Section 2-372. Office of the Controller**

- (a) In addition to the general qualifications set out in Section 2-221, the Controller shall have the following qualifications:
- (1) Graduation from an accredited college or university with a baccalaureate degree in accounting or a closely related field; and
  - (2) A license to engage in practice as a certified public accountant in the State of Georgia; and
  - (3) At least ten years of accounting and leadership experience with employment as a corporate or Division Controller; a Chief Financial Officer; a Director of Internal Auditing; or a reasonable equivalent thereof; or
  - (4) Any equivalent combination of the qualifications set forth in subsections (1) through (3) of this section.
- (b) The functions and duties of the Office of the Controller shall include but not be limited to: General Accounting to include financial statement reporting, coordination of external audits, coordination of Department of Finance responses to compliance issues, and development of financial policy and procedures; accounts payable, payroll, pension administration; records management, to include physical maintenance of records for City Departments and Risk Management.

### **Section 2-373. Office of Debt and Investments**

The functions and duties of the Office of Debt and Investments shall be to oversee major functions of the City's financial position with primary responsibility for Debt and Investment activities and management of banking relationships. The Office of Debt Investment is responsible for the management of the City's Debt Portfolio and Cash and Investment functions to include debt management, long term financing plans, debt issuance, analysis and management of existing debt, liaison with financial advisors, bond rating agencies and investors. The responsibilities of this office also include evaluations and the development of recommendations to improve the City's Finances and Citywide administration thereof, procedures, policies and programs.

### **Section 2-374. Office of Grant Services**

The functions of the Office of Grant Services shall include Grants Management, management of HUD Grants, State pass thru grants, other applications and the allocation process, management of implemented projects for compliance with Grantor requirement and legal mandates. This office also provides coordination and management support to other Grants and special revenues; coordinates and applies for new Grants from federal and state foundations and private entities.

### **Section 2-375. Office of Legislation and Administrative Services**

The Office of Legislation and Administrative Services manages functions associated with legislation /research coordination, responds to open records request, human resource administration, staff recruitment and training, background investigations, conducts internal staff investigations, procurement, organization design, space management, and coordinates special projects.

**SECTION 4:** That the following sections are hereby added to Chapter 2, Article VI, Division 2, Subdivision III:

### **Section 2-376. Office of Quality Control**

The functions of the Office of Quality Control shall include managing the City's Credit Card Program, completing bank reconciliations and managing the implementation of recommendations in the Management Letter issued by the Outside Auditors in conjunction with the City's Annual Audit.

### **Section 2-377. Office of Revenues**

The functions and duties of the Office of Revenue shall include, but not be limited to: billing and collections including billing of fees, taxes, rents, etc.; managing accounts receivable, managing outside collection efforts, revenue auditing, and audits of Business License Fees and tax payments.

**Section 2-378. Office of Strategic and Financial Planning**

The functions of the Office of Strategic and Financial Planning shall include the development and implementation of strategic and long-range planning and economic forecasting in order to assist the CFO in the allocation of the City's financial resources. This office will guide multi-year planning/budgeting utilizing trend analysis projections for financial support of city-wide strategic financial initiatives including all City of Atlanta operating agencies.

**SECTION 5:** That all ordinances or parts of ordinances in conflict herewith are hereby waived to the extent of the conflict.

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:** Finance/ Executive Committee

**Caption:** AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE VI, DIVISION 2, SUBDIVISION I, SECTION 2-322, AND SUBDIVISION III, SECTIONS 2-370, 2-371, 2-372, 2-373, 2-374, AND 2-375 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA; TO ADD SECTIONS 2-376, 2-377, AND 2-378, SO AS TO EFFECTUATE A REORGANIZATION OF THE CITY OF ATLANTA DEPARTMENT OF FINANCE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

**Council Meeting Date:** May 7, 2007

**Requesting Dept.:** Department of Finance

**FAC Confirmed by:**

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

The purpose of this legislation is to effectuate the proposed operating organization structure within the department to include the expanded functions of Grant compliance and Strategic and Financial Planning that will be aligned to the provision of maximum efficiency, greater accountability and enhanced and improved internal/external customer service.

**2. Please provide background information regarding this legislation.**

The City is currently implementing the Oracle ERP and the Change Management team has determined that greater efficiency can be achieved through the consolidation of the Grants management and Grant Accounting functions. The Chief Financial Officer has also

reevaluated the current organization of the Department of Finance and has determined that it should be further realigned to add The Offices of: Grant Service, Quality Control, Strategic and Financial Planning, Legislation and Administrative Service and combine Municipal Finance and Treasury into Debt and Investments.

**3. If Applicable/Known:**

- (a) Contract Type (e.g. Professional Services, Construction Agreement, etc): N/A
- (b) Source Selection: N/A
- (c) Bids/Proposals Due: N/A
- (d) Invitations Issued: N/A
- (e) Number of Bids: N/A
- (f) Proposals Received: N/A
- (g) Bidders/Proponents: N/A
- (h) Term of Contract:

**4. Fund Account Center (Ex. Name and number): N/A**

Fund: \_\_\_\_\_ Account: \_\_\_\_\_ Center: \_\_\_\_\_

**5. Source of Funds:**

**6. Fiscal Impact:**

**7. Method of Cost Recovery: N/A**

**This Legislative Request Form Was Prepared By: Margaret A. Crenshaw**

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Legislative Counsel (Signature): Simone D. Brathwaite 

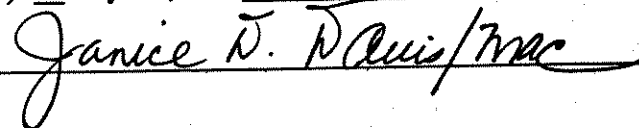
Contact Number: x 6310

Originating Department: Department of Finance

Committee(s) of Purview: Finance/ Executive Committee

Council Deadline: April 16, 2007

Committee Meeting Date(s): May 1-2, 2007 Full Council Date: May 7, 2007.

Commissioner Signature Janice D. Davis/mac 


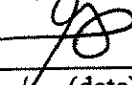
**CAPTION**

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE VI, DIVISION 2, SUBDIVISION I, SECTION 2-322, AND SUBDIVISION III, SECTIONS 2-370, 2-371, 2-372, 2-373, 2-374, AND 2-375 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA; TO ADD SECTIONS 2-376, 2-377, AND 2-378, SO AS TO EFFECTUATE A REORGANIZATION OF THE CITY OF ATLANTA DEPARTMENT OF FINANCE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

**FINANCIAL IMPACT:**

Mayor's Staff Only

Received by CPO: \_\_\_\_\_ Received by LC from CPO: \_\_\_\_\_  
(date) (date)

Received by Mayor's Office: 4.17.07  Reviewed by:   
(date) (date)

Submitted to Council: 4/19/07  
(date)