

11-0-0350

(Do Not Write Above This Line)

AN ORDINANCE BY FINANCE/EXECUTIVE COMMITTEE

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE VI, DIVISION 2, SUBDIVISION III, SECTIONS 2-370, 2-372, 2-373, 2-375 AND 2-376 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA AND TO ADD NEW SECTIONS 2-378 AND 2-379 SO AS TO EFFECTUATE PHASE ONE OF THE REORGANIZATION OF THE CITY OF ATLANTA DEPARTMENT OF FINANCE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

ADOPTED BY

APR 18 2011

COUNCIL

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

Date Referred 03/21/11

Referred To: Finance Exec.

Date Referred

Referred To:

Date Referred

Referred To:

First Reading
 Committee Finance/Executive
 Date 3/16/2011
 Chair Yakovlev
 Referred To Finance/Executive

Committee Finance/Executive
 Date 3/30/2011
 Chair Yakovlev
 Action Fav, Adv, Hold (see rev. side)
 Other

Members Delia G. Brown
ET M...
AL S...
AL S...

Refer To

Committee
 Date
 Chair
 Action
 Other

Members

Refer To

Committee
 Date
 Chair
 Action
 Other

Members

Refer To

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

CERTIFIED

CERTIFIED
 APR 18 2011
 ATLANTA CITY COUNCIL PRESIDENT
[Signature]

CERTIFIED
 APR 18 2011
Ronald D. [Signature]
 MUNICIPAL CLERK

MAYOR'S ACTION

APPROVED

APR 27

WITHOUT SIGNATURE
 BY OPERATION OF LAW



**AN ORDINANCE
BY FINANCE/EXECUTIVE COMMITTEE**

11-0 -0350

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE VI, DIVISION 2, SUBDIVISION III, SECTIONS 2-370, 2-372, 2-373, 2-375 AND 2-376 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA AND TO ADD NEW SECTIONS 2-378 AND 2-379 SO AS TO EFFECTUATE PHASE ONE OF THE REORGANIZATION OF THE CITY OF ATLANTA DEPARTMENT OF FINANCE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, in 2007 the City of Atlanta (“City”) implemented the Oracle Enterprise Resource Planning (“ERP”) Project, and the Oracle ERP Change Management Team recommended a number of changes that have already been put into practice to achieve greater efficiency within the Department of Finance (“Department”); and

WHEREAS, the Department’s Fiscal Year 2007-2009 budgets were significantly reduced in order to meet budget shortfalls, resulting in a loss of staffing in the Office of Risk Management and the Office of Financial Systems; and

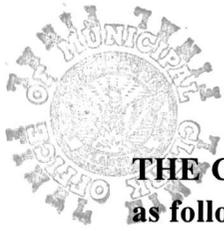
WHEREAS, the functions that were assigned to the Office of Risk Management are now being managed by a drastically reduced staff; and

WHEREAS, certain financial systems functions that are currently being performed by staff in various offices within the Department would be more appropriately housed in the Office of Financial Systems; and

WHEREAS, the Chief Financial Officer has re-evaluated the current organization of the Department and has determined that it should be further realigned for maximum efficiency and accountability, in order to improve and enhance the Department’s ability to provide accurate and meaningful financial reports that are more timely, transparent and easily accessible to the other user departments and the general public at large; 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; and

WHEREAS, the Mayor and the Chief Financial Officer recommend the Phase One Reorganization of the Department.



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

SECTION 1: That Chapter 2, Article VI, Division 2, Subdivision III, Section 2-370 of the Code of Ordinance, City of Atlanta, Georgia, which reads:

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

The Department of Finance shall be responsible to the Mayor and to the City 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 Grants Services
- (5) Office of Legislative and Administrative Services
- (6) Office of Quality Control
- (7) Office of Revenue

Is hereby amended to read as follows:

- (1) Office of Budget and Fiscal Policy
- (2) Office of the Controller
- (3) Office of Treasury Services
- (4) Office of Grants Services
- (5) Office of Legislative and Administrative Services
- (6) Office of Financial Systems
- (7) Office of Revenue
- (8) Office of Enterprise Risk Management
- (9) Office of Management Consulting

SECTION 2: That Chapter 2, Article VI, Division 2, Subdivision III, Section 2-372 of the Code of Ordinance, City of Atlanta, Georgia, which reads:

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.

Is hereby amended to read as follows:

(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;

(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 the external audits, coordination of the Department of Finance responses to compliance issues and development of financial policy and procedures, and the Offices of Accounts Payable and Payroll..



SECTION 3: That Chapter 2, Article VI, Division 2, Subdivision III, Section 2-373 of the Code of Ordinance, City of Atlanta, Georgia, which reads:

Sec. 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.

Is hereby amended to read as follows:

Section 2-373. Office of Treasury Services

The functions and duties of the Office of Treasury Services shall be to oversee major functions of the City's financial position with primary responsibilities for the management of the City's debt, cash and investment functions to include debt management, long term financial plans, debt issuances, analysis and management of existing debt, cash flow, forecasting, liaising with financial advisors, bond rating agencies and investors, and maintaining banking relationships. The responsibilities of this office also include performing evaluations on the City's financial position and the development of recommendations to improve the City's finances.

SECTION 4: That Chapter 2, Article VI, Division 2, Subdivision III, Section 2-375 of the Code of Ordinance, City of Atlanta, Georgia, which reads:

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

The office of legislation and administrative services manages functions associated with legislation and 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.

Is hereby amended to read as follows:

Section 2-375. Office of Legislative and Administrative Services



The Office of Legislative 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, pension administration, and the Office of Records Management including the physical maintenance of records for City Departments being transferred to and from the outsourced contractor.

SECTION 5: That Chapter 2, Article VI, Division 2, Subdivision III, Section 2-376 of the Code of Ordinance, City of Atlanta, Georgia, which reads:

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.

Is hereby amended to read as follows:

Section 2-376. Office of Financial Systems

The functions and duties of the Office of Financial Systems shall include ensuring that the financial management systems comply with established policies including all Information Technology security requirements. The Office of Financial Systems shall also serve as the Chief Financial Officer's principal interface with the licensor of the city's financial database management applications and the provider of maintenance and support for the financial database management applications as well as the Department of Information Technology, and shall develop, arrange and manage the independent verification and validation of new financial systems software and /or modifications to existing systems.

SECTION 6: That the Code of Ordinances, City of Atlanta, Georgia, is hereby amended by adding a section to be numbered 2-378, which section shall read as follows:

Section 2-378. Office of Enterprise Risk Management.

The Office of Enterprise Risk Management has responsibility for evaluating, indentifying and analyzing potential risk exposures of the City and for recommending the most appropriate combination of risk control and risk financing techniques. This office also has responsibility for the administration of the Workers' Compensation Self-Insurance Program, oversees and implements policies and procedures which promote a safe work place via the Safety Program, ensures compliance with occupational safety requirements, has responsibility for overseeing and administering the Owner Controller Insurance Program (OICP), and directs the purchase and placement of all insurance coverage under the OICP, consisting of general liability, workers'



compensation, excess liability, professional liability, pollution liability and builder's risk insurance.

SECTION 7: That the Code of Ordinances, City of Atlanta, Georgia, is hereby amended by adding a section to be numbered 2-379, which section shall read as follows:

Section 2-379. Office of Management Consulting.

The functions and duties of the Office of Management Consulting shall be to provide financial business process support through the identification and development of process change within the Department of Finance and citywide. This office will serve as liaison in the development of processes inherent to responsibilities unique to the Department of Finance. The Office of Management Consulting is responsible for benchmarking, developing and implementing best practices in the completion of financial processes. This office is also responsible for coordinating contract compliances issues, support of ATLstat in the absence of the Deputy Chief Financial Officer or the Chief Financial Officer, financial reporting, the development of a citywide Disaster Recovery Plan, and other special projects as assigned.

SECTION 8: That all ordinances or parts of ordinances in conflict herewith are hereby waived to the extent of the conflict.

A true copy,


Deputy Clerk

ADOPTED by the Atlanta Council
RETURNED WITHOUT SIGNATURE OF THE MAYOR
APPROVED as per City Charter Section 2-403

APR 18, 2011

APR 27, 2011

RCS# 962
4/18/11
2:48 PM

Atlanta City Council

REGULAR SESSION

CONSENT I

ADOPT

YEAS: 11
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 3
EXCUSED: 0
ABSENT 2

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

CONSENT I

ITEMS ADOPTED ON CONSENT	ITEMS ADOPTED ON CONSENT	04-18-11 ITEMS ADVERSED ON CONSENT
1. 11-O-0336 2. 11-O-0337 3. 11-O-0365 4. 11-O-0343 5. 11-O-0345 6. 11-O-0534 7. 11-O-0011 8. 11-O-0350 9. 11-O-0351 10. 11-O-0352 11. 11-R-0363 12. 11-R-0495 13. 11-R-0496 14. 11-R-0497 15. 11-R-0488 16. 11-R-0489 17. 11-R-0544 18. 11-R-0490 19. 11-R-0491 20. 11-R-0492 21. 11-R-0493 22. 11-R-0526 23. 11-R-0258 24. 11-R-0353 25. 11-R-0499 26. 11-R-0501 27. 11-R-0502 28. 11-R-0504 29. 11-R-0505 30. 11-R-0506 31. 11-R-0527 32. 11-R-0459 33. 11-R-0460 34. 11-R-0461 35. 11-R-0462 36. 11-R-0463 37. 11-R-0464	38. 11-R-0465 39. 11-R-0466 40. 11-R-0467 41. 11-R-0468 42. 11-R-0469 43. 11-R-0470 44. 11-R-0471 45. 11-R-0472	46. 11-R-0473 47. 11-R-0474 48. 11-R-0475 49. 11-R-0476 50. 11-R-0477 51. 11-R-0478 52. 11-R-0479 53. 11-R-0480 54. 11-R-0481 55. 11-R-0482 56. 11-R-0483 57. 11-R-0484 58. 11-R-0485 59. 11-R-0486