



**COMMITTEE ON COUNCIL**  
**REGULAR COMMITTEE MEETING**  
 ~Minutes~

Atlanta City Hall  
 55 Trinity Ave.  
 Atlanta, GA 30303  
<http://www.atlantaga.gov/>

**CITY OF ATLANTA**

**Chairperson**  
 The Honorable Yolanda Adrean

Bernard Thomas  
 (404) 330-6645  
[bthomas@atlantaga.gov](mailto:bthomas@atlantaga.gov)

**Monday, May 20, 2013**

**11:15 AM**

**Committee Room 2**

**A. CALL TO ORDER**

The regularly scheduled meeting of the **Committee on Council** was held on **Monday, May 20, 2013**, at **11:15 AM** in **Committee Room 2**. The following members were present:

**B. INTRODUCTION OF MEMBERS PRESENT**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Yolanda Adrean	Chair	Present	11:21 AM
Natalyn Mosby Archibong	Councilmember, District 5	Late	11:26 AM
Michael Julian Bond	Councilmember, Post 1 –at-Large	Absent	
Kwanza Hall	Councilmember, District 2	Present	11:21 AM
Felicia A. Moore	Councilmember, District 9	Present	11:21 AM
Joyce Sheperd	Vice-Chair	Present	11:21 AM
Cleta Winslow	Councilmember, District 4	Late	11:41 AM

**C. ADOPTION OF AGENDA**

Motion To: **Adopt**

COMMENTS - Current Meeting:

Adopt

**RESULT:** **ADOPTED [4 TO 0]**  
**AYES:** Yolanda Adrean, Kwanza Hall, Felicia A. Moore, Joyce Sheperd  
**ABSENT:** Michael Julian Bond  
**AWAY:** Natalyn Mosby Archibong, Cleta Winslow

**D. APPROVAL OF MINUTES**

Motion To: **Approve**

COMMENTS - Current Meeting:

Approve

**RESULT:** **ADOPTED [4 TO 0]**  
**AYES:** Yolanda Adrean, Kwanza Hall, Felicia A. Moore, Joyce Sheperd  
**ABSENT:** Michael Julian Bond  
**AWAY:** Natalyn Mosby Archibong, Clela Winslow

**E. ADOPTION OF FULL COUNCIL AGENDA**

Motion To: **Adopt**

COMMENTS - Current Meeting:

Adopt

**RESULT:** **ADOPTED [4 TO 0]**  
**AYES:** Yolanda Adrean, Kwanza Hall, Felicia A. Moore, Joyce Sheperd  
**ABSENT:** Michael Julian Bond  
**AWAY:** Natalyn Mosby Archibong, Clela Winslow

**F. COMMUNICATIONS**

13-C-5001 (1) - A Communication from Fred Williams, Chair, Audit Committee Submitting the Performance Audit Report Regarding the E911 Communications Center. (Recommendation to file by Public Safety and Legal Administration Committee 5/14/13.)

**RESULT:** **FILED [UNANIMOUS]**  
**AYES:** Yolanda Adrean, Kwanza Hall, Felicia A. Moore, Joyce Sheperd  
**ABSENT:** Natalyn Mosby Archibong, Michael Julian Bond, Clela Winslow

13-C-5002 (2) - A Communication by Mayor Kasim Reed appointing Mr. Antavius M. Weems to serve as a Procurement Hearing Officer for the City of Atlanta. This appointment is for a term of two (2) years, scheduled to begin on the date of Council confirmation. (Favorable by Finance/Executive Committee on 5/15/13.)

**RESULT:** **FAVORABLE [UNANIMOUS]**  
**AYES:** Adrean, Archibong, Hall, Moore, Sheperd  
**ABSENT:** Michael Julian Bond, Clela Winslow

13-C-5003 (3) - A Communication by Mayor Kasim Reed appointing Mrs. Evelyn D. Brown to serve as a member of the Atlanta Commission on Aging. This appointment is for a term of four (4) years, scheduled to begin on the date of Council confirmation. (Favorable by Community Development/Human Resources Committee on 5/14/13.)

**RESULT:** **FAVORABLE [UNANIMOUS]**  
**AYES:** Adrean, Archibong, Hall, Moore, Sheperd  
**ABSENT:** Michael Julian Bond, Clela Winslow

Ben Howard

13-C-5004 (4) - A Communication by Mayor Kasim Reed appointing Ms. Vernetta Keith

Nuriddin to serve as a member of the Atlanta Human Relations Commission. This appointment is for a term of three (3) years, scheduled to begin on the date of Council confirmation.

**RESULT:** FAVORABLE [UNANIMOUS]  
**AYES:** Adrean, Archibong, Hall, Moore, Sheperd  
**ABSENT:** Michael Julian Bond, Cleta Winslow

Brother Muhammad - Speaker  
Ben Howard - Speaker

Asked Ms. Nurridin to

13-C-5005 (5) - A Communication by Councilmembers C. T. Martin, Felicia A. Moore, Keisha Lance Bottoms, Joyce M. Sheperd and H. Lamar Willis submitting Dr. Marie R. Metze as their appointee to the Beltline TAD Advisory Committee. (Favorable by Community Development/Human Resources Committee on 5/14/13.)

**RESULT:** FAVORABLE [5 TO 0]  
**AYES:** Adrean, Archibong, Hall, Moore, Sheperd  
**ABSENT:** Michael Julian Bond  
**AWAY:** Cleta Winslow

## REGULAR AGENDA

### G. ORDINANCES FOR SECOND READING

(ID # 1942) (1) - 12-O-1756 A SUBSTITUTE ORDINANCE BY COMMITTEE ON COUNCIL TO CALL A CITY OF ATLANTA GENERAL MUNICIPAL ELECTION "THE ELECTION" ON TUESDAY NOVEMBER 5, 2013; TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH FULTON COUNTY BOARD OF REGISTRATION AND ELECTIONS TO CONDUCT SAID ELECTION AND ANY SPECIAL ELECTION(S) HELD IN CONJUNCTION THEREWITH AND IF NECESSARY, TO CONDUCT A CITY OF ATLANTA GENERAL RUNOFF ELECTION "THE RUN-OFF" TO BE HELD ON TUESDAY, DECEMBER 3, 2013 OR SUCH OTHER AUTHORIZED DATE; TO AUTHORIZE THE PAYMENT OF EXPENSES INCURRED UNDER THE CONTRACT IN AN AMOUNT NOT TO EXCEED \$1,446,404.89; TO APPOINT THE FULTON COUNTY BOARD OF REGISTRATION AND ELECTIONS, AS MUNICIPAL ELECTION SUPERINTENDENT FOR THE PURPOSE OF CONDUCTING "THE ELECTION" AND IF NECESSARY "THE RUN-OFF", AS ABSENTEE BALLOT CLERK, AND AS MUNICIPAL REGISTRAR; AND FOR OTHER PURPOSES.

**RESULT: FAVORABLE [5 TO 0]**  
**AYES:** Adrean, Archibong, Hall, Moore, Winslow  
**ABSENT:** Michael Julian Bond  
**AWAY:** Joyce Sheperd

Motion To: **Substitute**

COMMENTS - Current Meeting:

Councilmember Hall made the motion to accept the substitute

13-O-1027 (2) - An Ordinance Amending the City of Atlanta Code of Ordinances to Set Policy Regarding Usage of Council Member Budget Carry-Forward, and for Other Purposes.

**RESULT: FAVORABLE [UNANIMOUS]**  
**AYES:** Adrean, Archibong, Hall, Moore, Sheperd, Winslow  
**ABSENT:** Michael Julian Bond

Ben Howard - Speaker

#### **H. RESOLUTION(S)**

13-R-3151 (1) - Authorizing the Fulton County Board of Registration and Elections to Utilize the Adamsville Recreation Center, Wesley Coan Park & Recreation Center, and Peachtree Hills Recreation Center as Additional Early Voting Locations for the City of Atlanta's November 5, 2013 General Election and Any Special Elections Held in Conjunction Therewith, and If Necessary, for Any General Run-Off Election Held on December 3, 2013 or Other Authorized Date; and for Other Purposes.

**RESULT: FAVORABLE [UNANIMOUS]**  
**AYES:** Adrean, Archibong, Hall, Moore, Sheperd, Winslow  
**ABSENT:** Michael Julian Bond

Councilmember Felicia Moore - Speaker  
Councilmember Natalyn Archibong - Speaker  
Rhonda Johnson, Municipal Clerk - Speaker  
Brother Muhammad - Speaker

#### **I. PAPERS HELD IN COMMITTEE**

(ID # 1860) (1) - 10-C-1748 a Communication from Sam A. Williams, President, Metro Atlanta Chamber, to Municipal Clerk Rhonda Dauphin Johnson, Submitting the Appointment of Mr. Bill Clement, to Serve as a Member of the John Portman and Herman Russell Commission.

(ID # 1861) (2) - 10-C-1818 a Communication by Council President Ceasar C. Mitchell, to Municipal Clerk Rhonda Dauphin Johnson, Appointing Mr. Eugene J.

Duffy, to Serve as a Member of the Mr. John Portman and Mr. Herman Russell Commission.

- (ID # 1862) (3) - 10-C-1907 a Communication from Mr. A. J. Robinson, President, Central Atlanta Progress, Downtown Improvement District, to Municipal Clerk Rhonda Dauphin Johnson, Appointing Himself as Representative to Serve as a Member of the John Portman and Herman Russell Commission.
- (ID # 1863) (4) - 10-O-0133 an Ordinance by Councilmember Felicia A. Moore as Substituted by Committee on Council to Amend Section 2-41 of the Code of Ordinances of the City of Atlanta, Georgia Which is Currently Entitled “Proclamations and Citations” by Creating a New Section 2-41 and Changing the Catchline to “Legislation and Other Items for Consideration by Council” Which Code Section Shall Set Forth the Process by Which Legislation and Other Items for Consideration by the Council Shall be Presented to the Council; to Re-Designate Code Section 2-41 as Code Section 2-41.1; to Waive Conflicting Ordinances and Code Sections; and for Other Purposes.
- (ID # 1864) (5) - 10-O-2101 an Ordinance by Councilmember Michael Julian Bond to Amend Chapter 114, Personnel, Article IV, Classification Plan of the Code of Ordinances, City of Atlanta, Georgia, So as to Create a Director of Research and Policy in the Department of City Council, Office of Council Staff; and for Other Purposes.
- (ID # 1867) (6) - 10-O-2103 an Ordinance by Councilmember Michael Julian Bond to Amend Chapter 114, Personnel, Article IV, Classification Plan of the Code of Ordinances, City of Atlanta, Georgia, So as to Provide for Certain Position Creations and Reclassifications in the Department of City Council, Office of Council Staff; and for Other Purposes.
- (ID # 1934) (7) - 11-R-0794 a Resolution by Councilmembers C. T. Martin, Joyce M. Sheperd and Yolanda Adrean, Authorizing the Creation of a City Wide Commission to Study Current Methods, Alternatives, Locations and Best Practices for Honoring Citizens in the City of Atlanta; and for Other Purposes.
- (ID # 1935) (8) - 11-R-0954 a Resolution by Committee on Council to Express the Intent of the City Council to Revise the Job Description of the Municipal Clerk and Once Revised, to Open the Position to Applicants, to Conduct Interviews

and to Select the Successful Candidate; and for Other Purposes.

(ID # 1940) (9) - 12-R-1420 a Resolution by Councilmembers Yolanda Adrean, Joyce Sheperd and Ivory Lee Young, Jr. to Express the Intent of the City Council to Proceed with a Plan for the Reconfiguration, Renovation and Construction of the City Council Space; and for Other Purposes

(ID # 2071) (10) - 13-C-0416 a Communication from Councilmember Alex Wan to Municipal Clerk Rhonda D. Jonson, Re-Appointing Ms. Chayne Johnson to Serve as a Member of the Atlanta Commission on Women. This Re-Appointment is for a Term of Two (2) Years, Scheduled to Begin on the Date of Council Confirmation.

(ID # 2072) (11) - 13-O-0509 an Ordinance by Councilmember Joyce Sheperd to Amend Section 2-104 (A) of the Code of Ordinances of the City of Atlanta (Entitled "Remarks from Public") So as to Eliminate the Time Period that a Speaker May Speak at City Council Meetings; to Waive Conflicting Ordinances and Code Sections; and for Other Purposes

(ID # 2073) (12) - 13-O-0510 an Ordinance by Councilmember Carla Smith to Amend Section 94-37, Chapter 94 of Article II, Human Relations Commission of the Code of Ordinances of the City of Atlanta So as to Eliminate the Staggered Terms of Members of the Human Relations Commission; and for Other Purposes.

## **J. REMARKS FROM THE PUBLIC**

Dave Walker - Speaker

Leonard Tate - Speaker

Speaker left before public comment

Brother Muhammad - Speaker

Chioke Perry - Speaker

Tony Torrence - Speaker

Ben Howard - Speaker

## **K. ADJOURNMENT**

There being no further business to come before the Committee on Council the meeting was adjourned at 12:43 AM

**Respectfully submitted:**

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Wasonna Griffin, Legislative Assistant

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Bernard Thomas, Research & Policy Analyst

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The Honorable Yolanda Adrean, Chair

**A COMMUNICATION FROM FRED WILLIAMS, CHAIR, AUDIT COMMITTEE SUBMITTING THE PERFORMANCE AUDIT REPORT REGARDING THE E911 COMMUNICATIONS CENTER. (RECOMMENDATION TO FILE BY PUBLIC SAFETY AND LEGAL ADMINISTRATION COMMITTEE 5/14/13.)**

**Review List:**

Office of the Municipal Clerk	Completed	05/07/2013 2:44 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Office of Research and Policy Analysis	Completed	05/10/2013 12:48 PM
Public Safety & Legal Administration Committee	Completed	05/17/2013 5:16 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	
Office of Research and Policy Analysis	Pending	

**HISTORY:**

05/06/13 Atlanta City Council REFERRED WITHOUT OBJECTION

<b>RESULT:</b>	<b>REFERRED WITHOUT OBJECTION</b>
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05/14/13 Public Safety & Legal Administration Committee REFERRED TO COMMITTEE

<b>RESULT:</b>	<b>REFERRED TO COMMITTEE [4 TO 0]</b>
<b>AYES:</b>	Keisha Lance Bottoms, Michael Julian Bond, Clarence "C. T." Martin, Ivory Lee Young Jr.
<b>AWAY:</b>	Kwanza Hall, H. Lamar Willis, Cleta Winslow

Certified by Presiding Officer	Certified by Clerk

LEGISLATION HISTORY – BLUE BACK

**A COMMUNICATION FROM FRED WILLIAMS, CHAIR, AUDIT COMMITTEE SUBMITTING THE PERFORMANCE AUDIT REPORT REGARDING THE E911 COMMUNICATIONS CENTER. (RECOMMENDATION TO FILE BY PUBLIC SAFETY AND LEGAL ADMINISTRATION COMMITTEE 5/14/13.)**

Performance Audit:  
E911 Communications Center

April 2013

City Auditor's Office  
City of Atlanta

File #12.01





## CITY OF ATLANTA

City Auditor's Office  
Leslie Ward, City Auditor  
404.330.6452

April 2013

### ***Why We Did This Audit***

We undertook this audit because our 2011 audit of Fire Department response times found that high E911 call transfer times contributed to the fire department's inability to meet response time standards. The fire department fell short of meeting the national standard of processing 90% of calls within 60 seconds.

E911 staff also expressed concern that the center did not have enough staff to handle its workload. The center spent \$1 million in overtime during fiscal year 2012.

### ***What We Recommended***

The Chief of Police should direct the E911 Communications Center to:

- Purchase scheduling software that will allow the center to develop shift schedules that optimize staff resources.
- Develop and implement shift schedules for communications staff that align staff with call workload. The center director should create staggered breaks.
- Require communications staff to properly record their status in the Positron system, eliminating any uncoded time.
- Continue to reinforce the existing call dispatching procedures and monitor dispatch times to ensure that call takers continue to transfer information to dispatchers as quickly as possible. Examine individual staff performance times and use the results to target training.

For more information regarding this report, please contact Stephanie Jackson at 404.330.6678 or [sjackson@atlantaga.gov](mailto:sjackson@atlantaga.gov)

## ***Performance Audit:***

### **Atlanta E911 Communications Center**

#### ***What We Found***

Shifting staff from the morning to the afternoon/early evening hours could improve performance throughout the day and reduce overtime. During fiscal year 2012 the center met its goal of answering at least 90% of emergency calls within 10 seconds. Although the center has not reached its goal of processing 90% of fire calls within 60 seconds, the center has improved its call processing time by implementing process changes.

The center met its answer goal for fiscal year 2012, but performance was uneven throughout the day. The center fell short of its goal 7 hours each day. The number of 911 calls was highest during the hour of 3:00 pm.

The center has more staff than needed during early morning hours to meet its answer time goal. Time spent on calls was twice as high during afternoon and evening hours compared to early morning. Call takers spent close to 50% of their time on emergency calls in the late afternoon and early evening and spent about 25% of their time on emergency calls during the early morning hours.

We calculated the number of call takers needed on duty by hour of day to handle existing workload while equalizing time waiting to take the next call at 33% of call takers' time. Our model added staff between noon and 9:00 pm and reduced staff between 11:00 pm and 8:00 am, while reducing total hours worked per week by about 305 hours. The reduction of hours by optimizing scheduling as well as some reduction of workload as a result of the implementation of the city's 311 call center should reduce the center's overtime usage.

While the center dispatched less than two percent of priority 1 emergency calls within 60 seconds in fiscal year 2012, process changes initiated by the Atlanta Police Department have begun to improve dispatch times, without the need for additional staff. Although fire dispatch times improved, the center was still far from reaching the NFPA standard of dispatching 90% of fire calls within 60 seconds. Industry literature suggests that the 60 second benchmark may not be reasonable.

## Management Responses to Audit Recommendations

Summary of Management Responses		
<b>Recommendation #1:</b>	The Chief of Police should direct the E911 Communications Center to purchase scheduling software that will allow the center to develop shift schedules that optimize staff resources.	
<b>Response &amp; Proposed Action:</b>	The department will conduct an assessment of scheduling software options and select and implement the appropriate solution.	<b>Agree</b>
<b>Timeframe:</b>	The estimated time frame for implementation is 6 months to 1 year.	
<b>Recommendation #2:</b>	The Chief of Police should direct the E911 Communications Center to develop and implement shift schedules for communications staff that align staff with call workload. The center director should create staggered breaks.	
<b>Response &amp; Proposed Action:</b>	The E911 Center will develop a plan to develop and implement a new shift schedule to improve the overall alignment with workload. In addition to the scheduling software referenced in Recommendation 1 above, this plan will include consideration of the current cross training program and other elements that are necessary to effectively support a more flexible schedule.	<b>Agree</b>
<b>Timeframe:</b>	The estimated time frame for implementation is 6 months to 1 year.	
<b>Recommendation #3:</b>	The Chief of Police should direct the E911 Communications Center to require communications staff to properly record their status in the Positron system, eliminating any un-coded time.	
<b>Response &amp; Proposed Action:</b>	The E911 Center will immediately introduce appropriate coding and procedure updates to ensure full accounting of time.	<b>Agree</b>
<b>Timeframe:</b>	Within 6 months.	
<b>Recommendation #4:</b>	The Chief of Police should direct the E911 Communications Center to continue to reinforce the existing call dispatching procedures and monitor dispatch times to ensure that call takers continue to transfer information to dispatchers as quickly as possible. Examine individual staff performance times and use the results to target training.	
<b>Response &amp; Proposed Action:</b>	The Chief of Police will direct the E911 Center to maintain the current improvement plan which focuses on the following: <ul style="list-style-type: none"> <li>• Continuous improvement and streamlining of processes to speed up service to citizens</li> <li>• Strong emphasis on raising the level of individual performance through training, building capacity and performance management</li> </ul> <p>This program will continue to monitor and analyze performance data to ensure the department is driving towards the national best practice.</p>	<b>Agree</b>
<b>Timeframe:</b>	This initiative is underway and will continue to be a key focus for the department.	



# CITY OF ATLANTA

**LESLIE WARD**  
City Auditor  
*lward1@atlantaga.gov*

**AMANDA NOBLE**  
Deputy City Auditor  
*anoble@atlantaga.gov*

**CITY AUDITOR'S OFFICE**  
68 MITCHELL STREET SW, SUITE 12100  
ATLANTA, GEORGIA 30303-0312  
(404) 330-6452  
FAX: (404) 658-6077

**AUDIT COMMITTEE**  
Fred Williams, CPA, Chair  
Donald T. Penovi, CPA, Vice Chair  
Marion Cameron, CPA  
C.O. Hollis, Jr., CPA, CIA  
**Ex-Officio:** Mayor Kasim Reed

April 30, 2013

Honorable Mayor and Members of the City Council:

We undertook this audit of the Atlanta E911 Communications Center because our 2011 audit of Fire Department response times found that high E911 call transfer times contributed to the fire department's inability to meet emergency response time goals adopted by the National Fire Protection Association (NFPA). Call processing time, defined as time elapsed from receipt of a call to dispatch of a fire apparatus, fell far short of meeting the national standard of processing 90% of calls within 60 seconds.

In this audit, we analyzed E911 call processing time and its components during fiscal year 2012. We found that while the center's processing time improved, it continued to exceed the NFPA benchmark. Since we completed our analysis, the center has continued to make process changes aimed at speeding call processing; we have analyzed fiscal year 2013 data and include it in Appendix C of this report.

We also found that the E911 center exceeded its goal of answering 90% of incoming emergency calls within 10 seconds. Call takers answered 91% of incoming calls in 10 seconds or less during 2012. Performance was uneven, however, throughout the day; call answer time was more than 10 seconds during 7 of 24 hours. Staffing did not increase enough during periods of higher workload, while staffing remained higher than necessary when workload was at its lowest.

Because E911 staffing did not match variation in call volume, our recommendations focus on shifting staff schedules to match workload while continuing the current processes that have improved overall processing time. In addition to improving performance during the busiest periods, we estimate that better scheduling would reduce total work hours by 305 hours per week. Because the center routinely relies on overtime to meet scheduled staffing, adopting our recommendations should reduce overtime and therefore narrow the gap between expenditures and dedicated E911 fee revenue now covered by the city's general fund.

The Atlanta Police Department agrees with all recommendations and commits to implementing them within 6 months to a year. The response and additional comments are

included in Appendices A and B respectively. The Audit Committee has reviewed this report and is releasing it in accordance with Article 2, Chapter 6 of the City Charter. We appreciate the courtesy and cooperation of city staff throughout the audit. The team for this project was Christopher Armstead, Rhonda Sadler, Sterling Thomas, and Stephanie Jackson.



Leslie Ward  
City Auditor



Fred Williams  
Audit Committee Chair

# E911 Communications Center

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Attachment: 12 01 E911 Final Draft (13-C-5001 : Performance Audit Report: E911 Communications Center)

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## Introduction

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We conducted this performance audit of the E911 Communications Center pursuant to Chapter 6 of the Atlanta City Charter, which establishes the City of Atlanta Audit Committee and the City Auditor's Office and outlines their primary duties. The Audit Committee reviewed our audit scope in October 2012.

A performance audit is an objective analysis of sufficient, appropriate evidence to assess the performance of an organization, program, activity, or function. Performance audits provide assurance or conclusions to help management and those charged with governance improve program performance and operations, reduce costs, facilitate decision-making and contribute to public accountability. Performance audits encompass a wide variety of objectives, including those related to assessing program effectiveness and results; economy and efficiency; internal controls; compliance with legal or other requirements; and objectives related to providing prospective analyses, guidance, or summary information.<sup>1</sup>

We undertook this audit because our October 2011 performance audit of the Atlanta Fire Rescue Department identified long call processing times as a significant factor in the department's response times to emergency medical and fire incidents. In 2010, the median time for the E911 Communications Center to process an emergency call for a fire response was 3 minutes and 20 seconds, compared to the NFPA (National Fire Protection Association) benchmark of 60 seconds for 90% of calls. We concluded that auditing E911 to assess why call transfer times were high could help speed emergency responses.

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## Background

The Atlanta Police Department operates the PSAP (public safety answering point) that serves the city of Atlanta. Calls to 911 from an Atlanta address or a cell phone tower located in Atlanta are routed to the department's E911 communications center. The E911 center is part of the police department's Support Services Division.

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<sup>1</sup>Comptroller General of the United States, *Government Auditing Standards*, Washington, DC: U.S. Government Accountability Office, 2011, p.17-18.

The E911 center operates 24 hours per day, 7 days per week. Its duties include:

- answering emergency and non-emergency calls for service
- receiving, classifying, and prioritizing calls from citizens
- dispatching police and fire units to incidents that require a response
- transferring and/or directing calls that do not require a police or fire response to the proper agency
- checking on wanted/missing persons and reported stolen items
- completing Georgia Crime Information Center/National Crime Information Center forms on missing persons and stolen autos

In fiscal year 2012, the center answered over one million 911 calls and dispatched public safety personnel to 223,080 police incidents and 49,721 fire incidents (see Exhibit 1).

#### Exhibit 1 Count of Police and Fire Incidents by Priority

Priority	Count	Percent	Response
<b>Fire</b>			
1	46,880	94.3%	"All Units" Emergency Response
2	13	0.0%	"First Unit" Emergency Response
3	2,796	5.6%	Non-emergency
Undefined	32	0.1%	
<b>Total</b>	<b>49,721</b>	<b>100%</b>	
<b>Police</b>			
0	209	0.1%	Immediate
2	38,748	17.4%	Expedited
3	126,421	56.7%	Routine
4	57,450	25.8%	Non-emergency
5	81	0.0%	Teleserve Calls
6	19	0.0%	Court/Referral
Undefined	152	0.1%	
<b>Total</b>	<b>223,080</b>	<b>100%</b>	

**Source:** Atlanta Police Department's Computer-Aided Dispatch Data for fiscal year 2012

The majority of police responses were routine (56.7%) or non-emergency (25.8%); 17.5% required an immediate or expedited response. About 94% of fire incidents were priority 1, indicating a threat to life or property that required an immediate response.

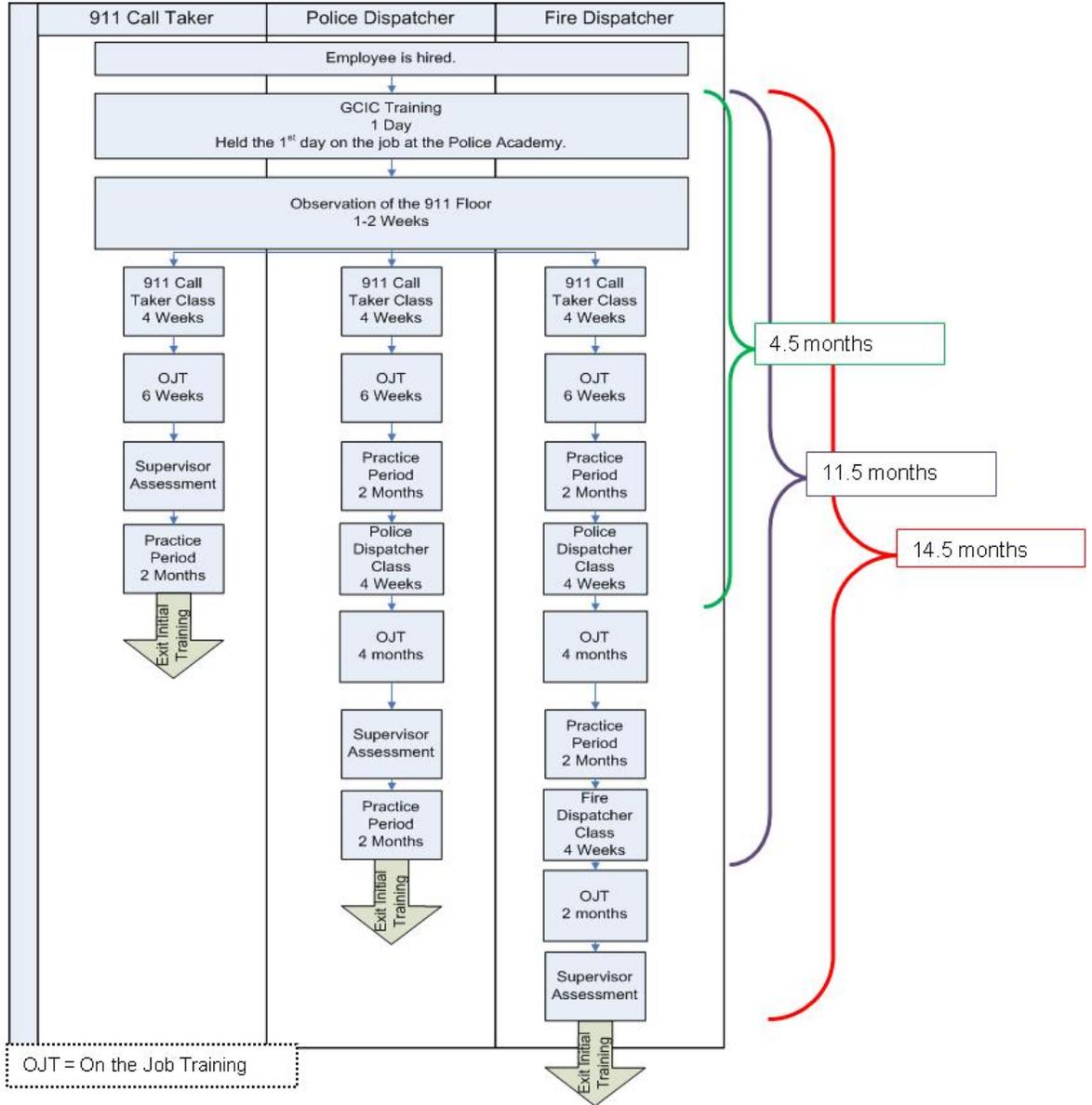
About 0.1% of police and fire calls are coded with a priority that is not defined by the department. The center's current systems do not track the number of calls transferred to other agencies such as Grady Emergency Medical Services, or other public safety answering points, such as centers operated by Fulton and DeKalb counties.

### Staffing and Training

The center was authorized 166 positions in the fiscal year 2013 budget and had 151 positions filled as of October 2012. Most of the positions are communications officers, including 911 call takers, dispatchers, supervisors, and the 911 communications manager and 911 communications director. State law defines communications officers as persons employed by a local government agency to receive, process, or transmit public safety information and dispatch law enforcement officers, firefighters, medical personnel, or emergency management personnel. E911 center support staff includes four training coordinators, one IT/telecommunications analyst, four IT/telecommunications managers, three quality services specialists, and two administrative positions.

All communications officers are trained as call takers. Call takers answer emergency calls, gather and record information from the caller to confirm the location and determine the nature of the emergency and type of response needed, and direct the information to a dispatcher through the CAD (computer-aided dispatch) system. Call takers receive four weeks of classroom training and at least six weeks of on-the-job training (see Exhibit 2). All communications officers receive 40 hours of P.O.S.T. (Peace Officer Standards and Training) basic communications training to become state-certified, and are trained to use the GCIC (Georgia Crime Information Center) system that maintains state criminal history records.

Exhibit 2 Training for E911 Center Communications Officers



Source: E911 Training Coordinator

Call takers can be further trained to work as police or fire dispatchers. Dispatchers are responsible for dispatching emergency units as appropriate, monitoring the status of units in the field to ensure safety, taking and relaying messages, and coordinating support services and communication with other agencies. Dispatcher training includes four weeks of classroom training for each position and at a minimum, an additional sixteen weeks on-the-job training for police dispatchers and at least another eight weeks of on-the-job training for fire dispatchers. Full cross training

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as a call taker, police, and fire dispatcher requires over a year to complete (See Exhibit 2).

About 14% of the communications officers (excluding the director and manager) were cross-trained to fill all call taker and dispatcher positions as of October 2012 (see Exhibit 3). About one-third of the staff was only trained to take calls or was a call taker trainee.

### Exhibit 3 Number of Communications Officers by Training Level

Training Level	Employee Count	Percent
911 Call Taker Trainee	8	5.7%
911 Call Taker	38	27.0%
911 Call Taker/Fire Dispatcher	8	5.7%
911 Call Taker/ Police Dispatcher	53	37.6%
911 Call Taker/Fire Dispatcher/Police Dispatcher	20	14.2%
Supervisor/Supervisor Sr	14	9.9%
<b>Total</b>	<b>141</b>	<b>100%</b>

**Source:** Training records provided by the E911 Training Coordinator

The E911 Communications Center operates three 8-hour shifts per day:

- Day (7:00 am - 3:00 pm)
- Evening (3:00 pm - 11:00 pm)
- Morning (11:00 pm - 7:00 am)

About 40 staff members are assigned to each shift, with fewer on duty because of regular days off, vacations, sick days, and other absences. The E911 communications center director and a shift manager told us that the center tries to schedule a minimum of 11 call takers on duty to meet the ISO (Insurance Standard Office) rating criteria, and at least 13 call takers on duty during busy times. Typically the center schedules 14 dispatchers to be on duty, including one dispatcher to cover each of the department's six patrol zones, a police dispatcher for special units, three fire dispatchers, two relief dispatchers to cover for staff breaks, and two dispatchers for the GCIC desk. The shift supervisor can also take calls or fill-in for dispatchers, if needed.

The E911 communications center manager told us that the center is short-staffed and employees are required to sign up for an additional half shift before or after a regular shift two days each week. Employees receive overtime or compensatory time at time-

and-a-half for the additional time worked. The center spent \$1.1 million on overtime in fiscal year 2012, approximately 8% of its overall budget.

### Equipment

The center has 30 trunks for incoming 911 calls and 18 administrative trunks. A trunk is a direct line between two telephony devices. The center is equipped with 18 call taker stations, 11 dispatcher stations, 3 GCIC stations, and 2 stations at the police information desk, which handles alarms and direct calls from police officers and incoming calls received on 333 and 666 lines. Screens in the call taker area display the calls in queue and wait time, the number of operators logged on to Positron (the call handling system), the number of operators available, the number of operators unavailable, and the number of operators on a call (see Exhibit 4).

#### Exhibit 4 Call Notification Screen



Calls	Logged	Avail	Unavail	On Call
0	11	4	7	4

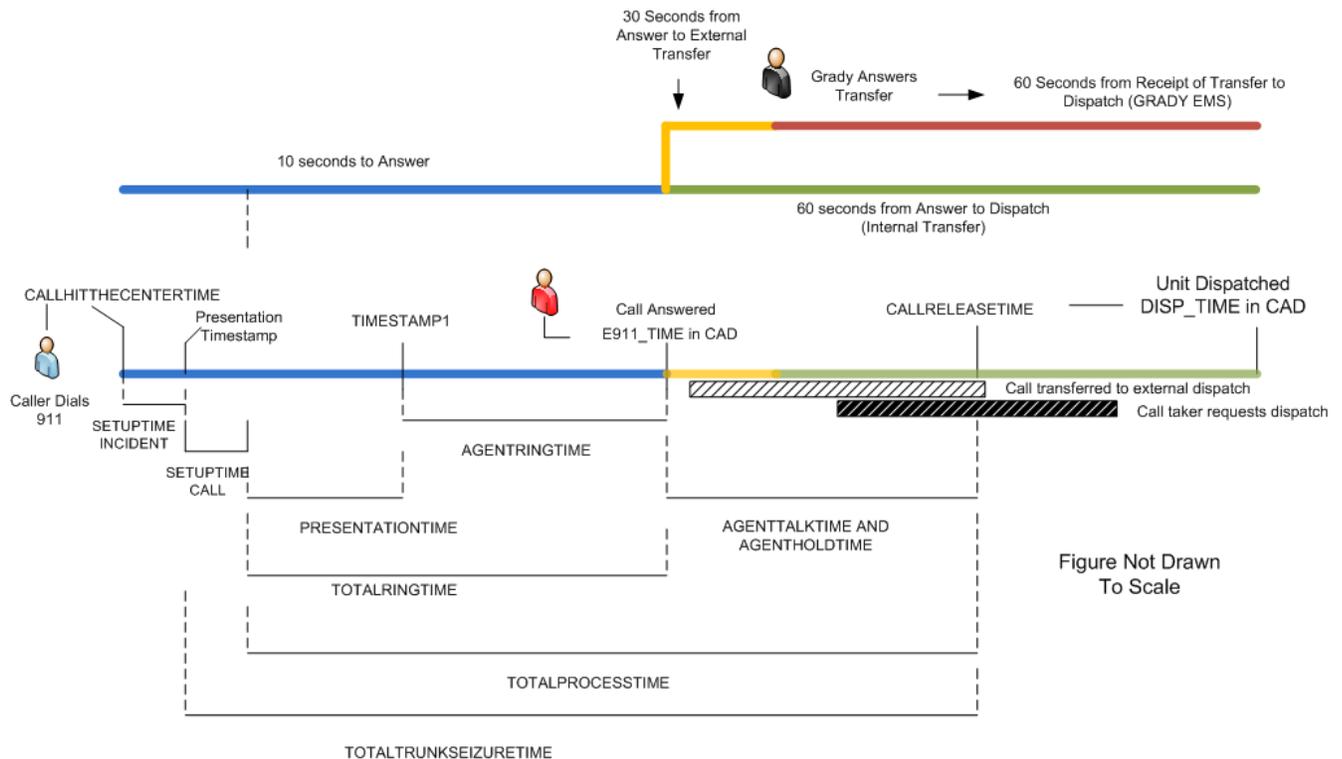
**Source:** Photograph taken by audit staff April 17, 2012.

911 calls are automatically transferred from the AT&T telephony device to Positron, which captures the time the call was received, the phone number of the caller, and uses ANI/ALI technology to record the name and location associated with the telephone number. ANI/ALI stands for automatic number identification and automatic location identification and is part of the enhanced 911 system.

If the 911 call requires an emergency response, the call taker creates a record in the CAD system. Information from Positron populates the initial fields in CAD. The schematic below shows how an emergency call flows through the two systems, the events that

are recorded, and the performance standards that apply (see Exhibit 5).

### Exhibit 5 Flow of 911 Calls through Positron and CAD



**Source:** Prepared by audit staff based on review of Positron and CAD data fields and discussion with staff from Northrop Grumman, and Intrado.

Starting at the top left, when a caller dials 911 and the call comes into the center, Positron creates a record of the call as shown:

- During the SETUPTIME INCIDENT time, Positron gathers ALL information.
- Presentation Timestamp records when the call presents itself to the queue.
- At PRESENTATIONTIME, the call has entered a queue for a call taker to answer.
- From the end of SETUPTIME CALL to the call answer time is the TOTALRINGTIME, which represents the ring time that a caller hears from his or her point of view.
- At TIMESTAMP1, Positron assigns the call to a call taker.
- A combination of TIMESTAMP1 and AGENTRINGTIME equals the moment a call taker answers a call. The time the call is

answered populates the E911\_TIME fields in CAD and marks the beginning of response time calculations.

- The call ends at CALLRELEASETIME. The call taker can request dispatch for fire or police response units either during the call or afterwards, shown by the hatched black and white bars. The call taker can transfer information to the dispatcher while the caller is still on the line. The dispatch request time is a timestamp recorded in the CAD system. The time at which the dispatcher notifies the responding unit is captured as the DISP\_TIME in the CAD system.

The center contains a training facility that mimics the actual call center floorplan. The training desks can be brought live to add capacity to handle a large volume of calls. The desks in the training room can also accommodate other jurisdictions as a backup facility.

### Performance Standards

The center's goal of answering 90% of 911 calls within 10 seconds is similar to the NENA (National Emergency Number Association) benchmark of answering 90% of E911 calls within 10 seconds at the busiest time of day. The center also has a goal to process 90% of fire calls within 60 seconds, which is consistent with NFPA (National Fire Protection Association) Standard 1710. The 60-second processing time begins when the call taker answers the call and ends when the unit is dispatched.<sup>2</sup> The NFPA standard sets benchmarks of call takers processing 95% of calls within 30 seconds when transferring the call to a secondary public safety answering point. NFPA Standard 1221 recommends answering 95% of emergency calls within 15 seconds and 99% of emergency calls within 40 seconds.

The center has no specific performance goals for dispatching police to emergencies. The police department's response time goals are to respond immediately to priority 0 calls and to provide an expedited response to priority 2 calls. Priorities 3 through 6 are used to indicate routine, non-emergency and teleserve calls (to take reports that do not require a police officer at the scene), and referrals. The department measures response time from the time the call is received (shown as "E911\_TIME IN CAD" in Exhibit 5).

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<sup>2</sup> In our 2011 audit, *Atlanta Fire Rescue Staffing*, we evaluated call taking using the 30 second standard and dispatching using the 60 second standard, for a total of 90 seconds to process a call. The Atlanta Police Department has since clarified that the 60-second benchmark should apply, rather than the 90-second benchmark.

## Funding

The E911 center is partially funded by telephone service provider user fees. State law provides for a fee of up to \$1.50 per month to be charged to subscribers of telephone service providers, including landline, wireless, and VOIP, that are within the center's service area. In fiscal year 2012, the E911 center received \$9.2 million in payments from service providers. The center also received a \$4.6 million transfer from the general fund.

The city received a grant from Bloomberg Philanthropies to develop a 311 system to serve as a central source of information for city services and help divert non-emergency calls from 911. Implementation is under way with plans to go live in October 2013.

The city also started a Smart911 initiative in December 2011, which extends the ANI/ALI technology. Users can voluntarily provide information to be recorded in a database so that 911 operators have information on the caller when the call is received. The purpose is to provide public safety responders with as much information as possible especially in the case where the caller may not be able to communicate clearly or effectively with the operator.

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## Audit Objectives

This report addresses the following objectives:

- How long does E911 take to answer and dispatch emergency calls?
- Does E911 have enough staff to cover current call workload?
- How is the implementation of the 311 system likely to impact E911 workload?

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## Scope and Methodology

We conducted this audit in accordance with generally accepted government auditing standards. We analyzed budget, staffing, and call processing data from fiscal year 2012.

Our audit methods included:

- Identifying the number and types of calls to the center on emergency trunk lines
- Analyzing call processing time by month, day of the week, shift, and hour of day
- Analyzing center staffing and workload
- Reviewing absences, overtime, training, and other factors that influence staffing

Generally accepted government auditing standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

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## Findings and Analysis

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### Overall Staffing Level Is Sufficient; Center Should Better Align Shift Strength with Workload

The E911 Communications Center met its goal of answering at least 90% of emergency calls within 10 seconds during fiscal year 2012 and met the more stringent NENA benchmark of answering 90% of calls within 10 seconds during the busiest hour of each day, 50% of the time. The center, therefore, needs no additional staff to meet existing workload. Performance was uneven throughout the day, however. Shifting staff from morning to afternoon/early evening hours—when call volume is highest—could improve performance throughout the day and reduce overtime.

The practice of scheduling a minimum of 11 call takers per shift results in much higher staff than needed in the early morning hours. Overall, call takers spent 39% of their time on calls, 39% of their time ready for the next call, and 22% of their time on breaks or wrapping up a prior call. Between 50% and 60% of call takers' time from 2:00 am to 7:00 am was spent waiting to take the next call, compared with about 30% of call takers' time between noon and 9:00 pm.

We calculated the number of call takers needed on duty by hour of day to handle existing workload while equalizing time waiting to take the next call at 33% of call takers' time. Our model added staff between noon and 9:00 pm and reduced staff between 11:00 pm and 8:00 am, while reducing the overall hours per week by about 305 hours. The center averaged about 760 hours of overtime and compensatory time per week in fiscal year 2012. A reduction in E911 center workload from the implementation of a 311 system could also help reduce overtime.

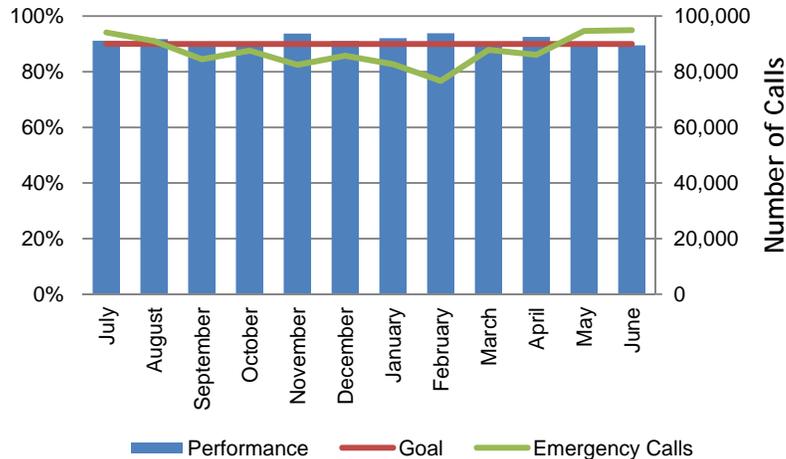
Developing a shift schedule to better align staffing with workload will likely require more than three shifts to stagger when employees come on and off duty. We recommend the Chief of Police purchase scheduling software and consider alternative scheduling.

### E911 Center Answered 91% of Emergency Calls Within 10 seconds during Fiscal Year 2012

The E911 Communications Center met its goal of answering at least 90% of emergency calls within 10 seconds during fiscal year 2012. Overall, the center answered 91% of emergency calls within 10 seconds. Answer time performance was steady by month and by day of week, falling slightly short of the goal during the busiest periods. While the center met the more stringent NENA benchmark of answering 90% of calls within 10 seconds during the busiest hour of the day about half of the time, performance was uneven throughout the day.

Answer time performance varied little by month. The center met its answer time goal each month except for May and June 2012 when call takers answered 89.2% and 89.5% of emergency calls within 10 seconds, respectively (see Exhibit 6). The number of emergency calls received in these months—shown by the green line in Exhibit 6—was higher in May and June than in the previous ten months.

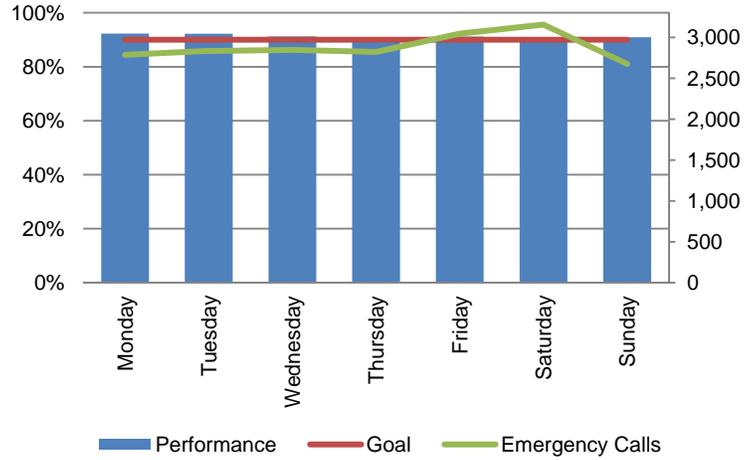
**Exhibit 6 Percent of Emergency Calls Answered within 10 Seconds by Month in Fiscal Year 2012**



**Source:** Positron records July 1, 2011, through June 30, 2012.

Answer time performance varied little by day of week. The center met its goal of answering at least 90% of emergency calls within 10 seconds each day of the week except for Saturday, when call takers answered 89.5% of emergency calls within 10 seconds (see Exhibit 7). The number of emergency calls was highest on Saturdays, with a median of 3,160 calls per day compared with a median of 2,666 emergency calls on Sundays, when workload was lowest.

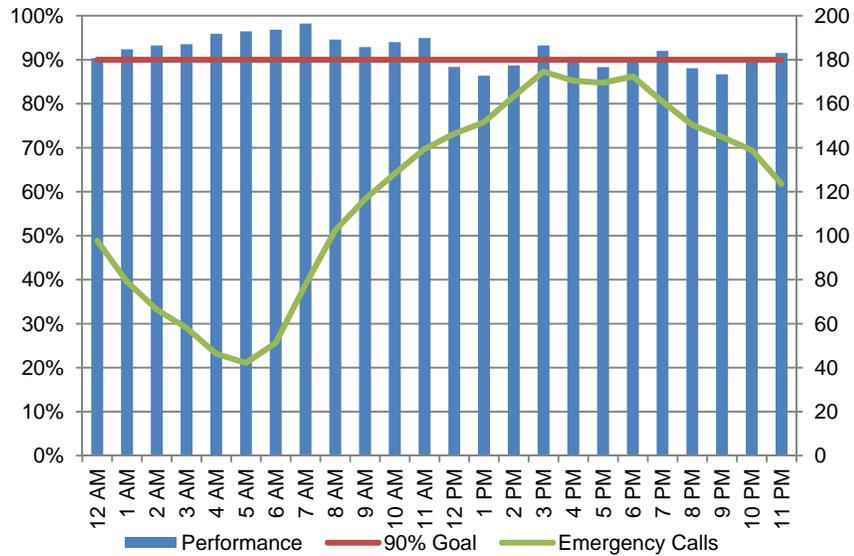
**Exhibit 7 Percent of Emergency Calls Answered within 10 Seconds by Day of Week in Fiscal Year 2012**



**Source:** Positron records July 1, 2011, through June 30, 2012.

Answer time performance was inconsistent across hours of the day. The center fell short of its goal of answering 90% of emergency calls within 10 seconds during 7 hours of the day—from noon until 3:00 pm, from 5:00 pm to 7:00 pm, and from 8:00 pm to 10:00 pm (see Exhibit 8). The number of 911 calls was highest during the hour of 3:00 pm when call takers answered a median of 175 calls per hour compared with a median of 42 calls per hour at 5:00 am.

**Exhibit 8 Percent of Emergency Calls Answered within 10 Seconds by Hour of Day in Fiscal Year 2012**

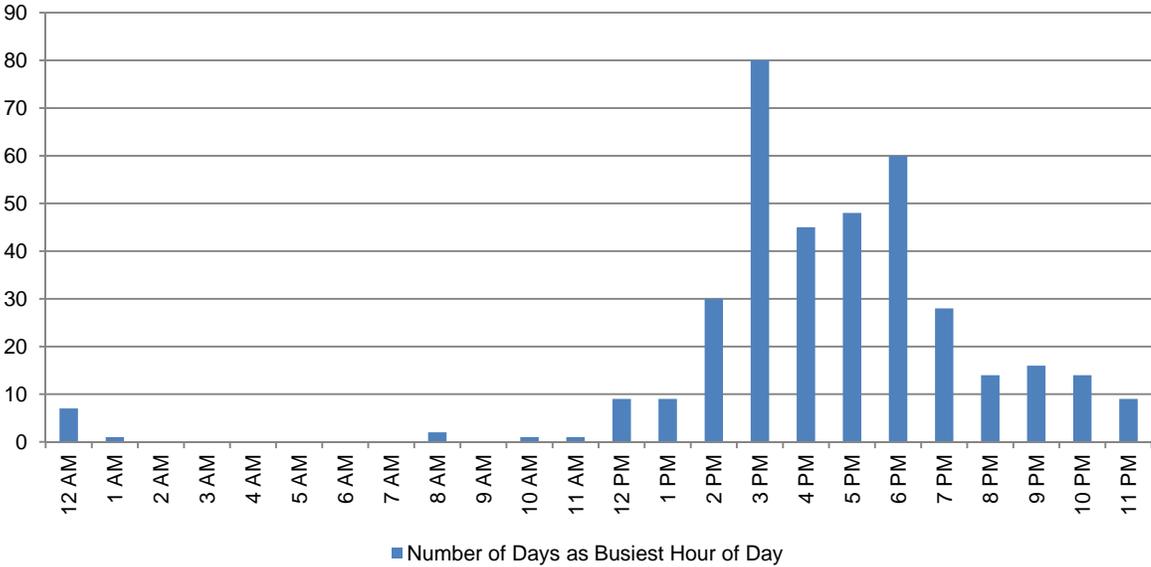


**Source:** Positron records July 1, 2011, through June 30, 2012.

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Overall, the center answered 86% of emergency calls received during the busiest hour of each day within 10 seconds, and achieved the NENA benchmark of answering 90% of E911 calls within 10 seconds at the busiest hour of each day, about half the time. The NENA benchmark is more stringent than the department’s goal because quicker answer times during periods of low call volume are not averaged with busier times when it is more difficult to meet the goal. The hour between 3:00 pm and 4:00 pm was the busiest hour of the day during 80 days in fiscal year 2012 (see Exhibit 9). The three hours between 4:00 pm and 7:00 pm were busiest for another 153 days.

**Exhibit 9 Number of Days Hour Was Busiest in Fiscal Year 2012**



**Source:** Positron records July 1, 2011, through June 30, 2012.

Overall staffing level was sufficient in fiscal year 2012. Because the center was able to meet its overall call answer goal we conclude that the overall staffing level was adequate in fiscal year 2012, recognizing that the center supplemented staffing with overtime.

**Attempt to Adhere to ISO Staffing Criterion Resulted in Overstaffing During Low Call Volume Periods**

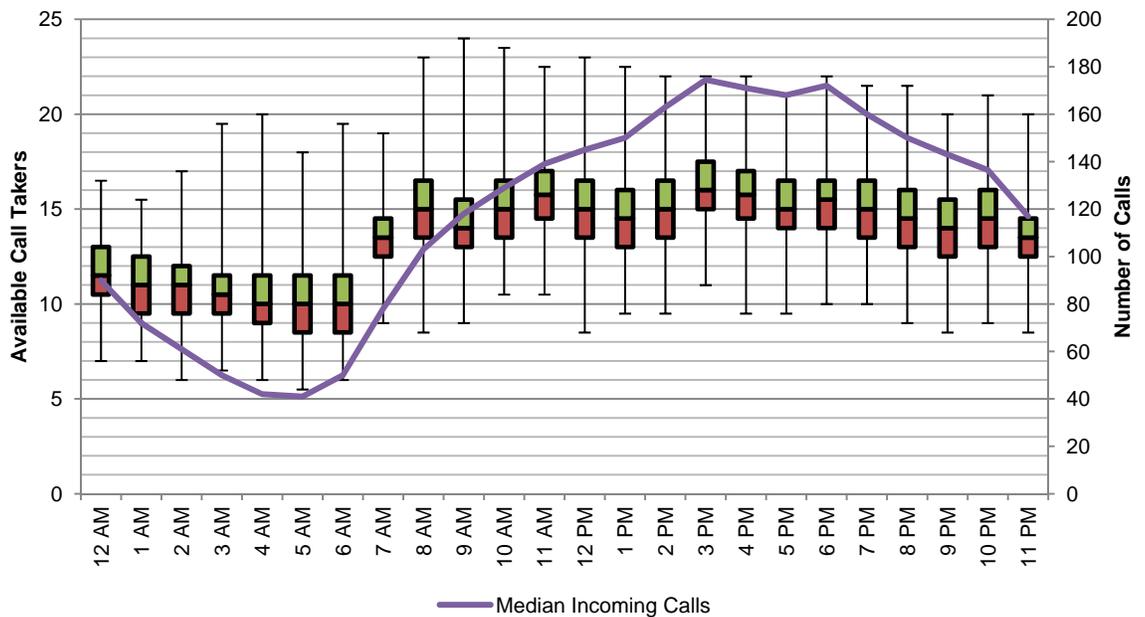
The center has more staff than needed during early morning hours to meet its answer time goal. The number of emergency calls to 911 was lowest between midnight and 7 am. The center typically had 10-11 call takers on duty during these hours, apparently due to a misinterpretation of ISO rating criteria, and answered 94% of

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emergency calls within 10 seconds. Most call taker time during these hours was spent waiting for a call and the median time call takers spent on a call was longer than during busier times of day.

Staffing levels didn't match workload throughout the day. The E911 center had medians of 10 to 12 call takers logged in between midnight and 7:00 am. Exhibit 10 below shows the distribution of call takers logged into Positron by hour of day in fiscal year 2012. The line in the center of each box represents the median, the bottom of the red box represents the 25<sup>th</sup> percentile, the top of the green box represents the 75<sup>th</sup> percentile, and the tails at the opposite ends of the boxes show the minimum and maximum. The line overlaying the box and whisker plot shows the median number of emergency calls per day.

Exhibit 10 Call Takers on Duty by Hour of Day Compared to Workload



Source: Positron records July 1, 2011, through June 30, 2012.

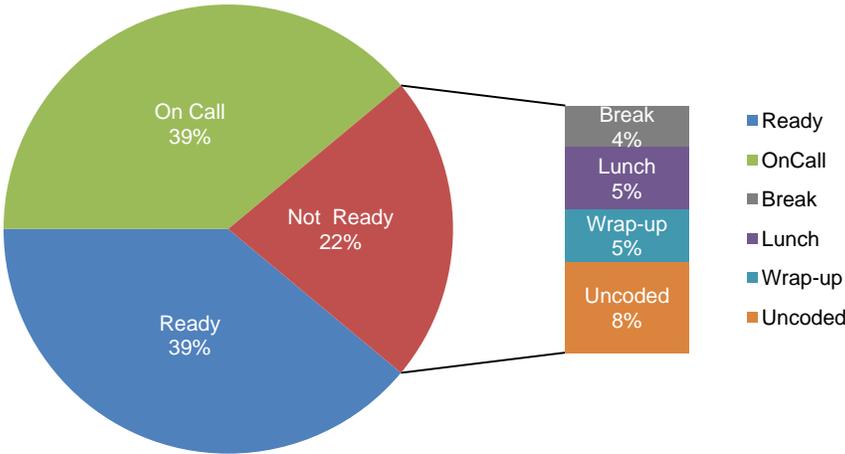
Exhibit 10 shows, for example, that at the hour between 5:00 am and 6:00 am, when workload was lowest, the center had at least 9 call takers logged in to Positron on 75% of the days, had at least 10 call takers logged in on 50% of the days, and had at least 12 call takers logged in on 25% of the days in fiscal year 2012. The center never had fewer than five call takers on duty. The maximum number of call takers logged in at the 5:00 am hour reached 18. At 3:00 pm, when workload was highest, the center had at least 15 call takers logged in to Positron on 75% of the days, had at least 16 call

takers logged in on 50% of the days, and had more than 17 call takers logged in on 25% of the days. The maximum number of call takers on duty at the 3:00 pm hour reached 22.

While the distribution of call takers on duty tracked call volume to some extent, dropping between midnight and 4:00 am and increasing at day shift, call volume shows a steeper drop and steeper climb during the day than staffing. Consequently, call takers were much busier during the afternoon and evening.

Positron tracks call takers' activities. Overall, call takers spent 39% of their time on calls, 39% of their time ready for the next call (recorded as a status of idle in Positron), and 22% of their time unavailable, or not ready to take a call, in fiscal year 2012 (see Exhibit 11).

**Exhibit 11 Overall Distribution of Call Taker Time in Fiscal Year 2012**



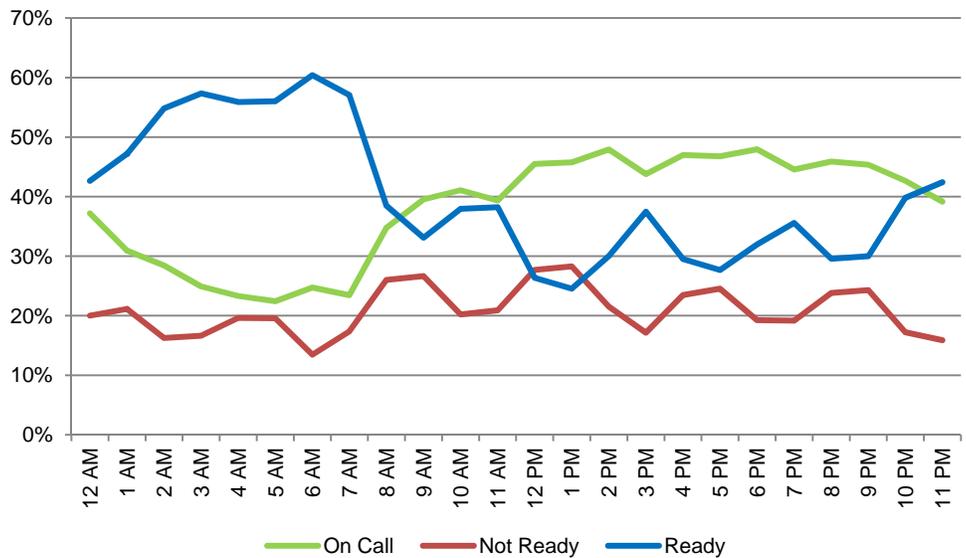
**Source:** Positron records July 1, 2011, through June 30, 2012.

Positron tracks the status of call takers logged into the system. Call takers can put themselves in a status of "not ready" if they are on a meal or other break, or if they are wrapping up a call after the caller is no longer on the line, by recording information into CAD, for example. Positron does not route calls to call takers with an unavailable status. If no call takers are logged in with an available status, the call shows up in queue. Eight percent of total time, accounting for 37% of "not ready" time, had no sub-code in the system. All emergency operations will have significant idle time in

order to maintain stability. Meeting higher service standards requires more idle time.

Time spent on calls was twice as high during afternoon and evening hours compared to early morning. Call takers spent close to 50% of their time on emergency calls in the late afternoon and early evening and spent about 25% of their time on emergency calls during the early morning hours. Conversely, between 50% and 60% of call takers' time from 2:00 am to 7:00 am was spent waiting to take the next call, compared with about 30% of call takers' time between noon and 9:00 pm (see Exhibit 12). The median percent of time that call takers were logged in with an unavailable status varied between a low of 13% and high of 28%, and was lower at shift changes and higher during break times.

**Exhibit 12 Distribution of Call Taker Time by Hour of Day**

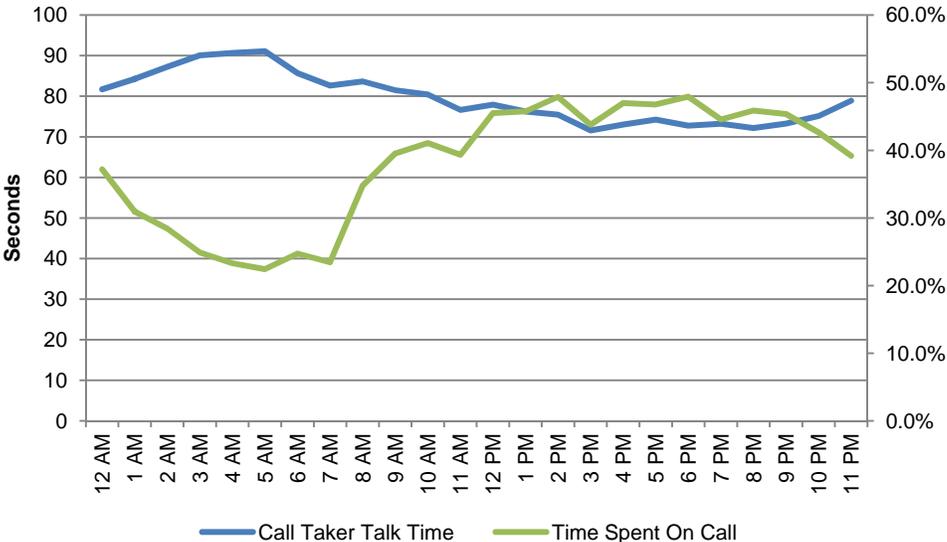


**Source:** Positron records July 1, 2011, through June 30, 2012.

We were unable to find a benchmark for how many hours per shift call takers should be available or unavailable to handle calls at emergency communications centers. Each employee at the center is granted two thirty minute paid breaks per shift. Employees are also allowed to take restroom breaks as needed. Based on these breaks, about 1.25 hours or 15% of a shift is a reasonable amount of time for call takers to be unavailable to take calls. Most employees are compensated for 8.25 hours each shift.

The median time call takers spent on each call was longer during periods of low call volume than during busier periods. Exhibit 13 shows the median time a call taker spent on each call by hour of day—the blue line—compared to the percentage of time call takers spent on call by hour of day. While call takers spent less than 30% of their time on emergency calls in the early morning hours, they spent longer on each individual call. The difference could result from fewer duplicate calls or pocket dials that are more quickly resolved, but could also reflect less urgency to complete a call when the center is not busy.

**Exhibit 13 Median Call Taker Talk Time by Hour of Day Compared to Percentage of Time Spent On Call**



**Source:** Positron records July 1, 2011, through June 30, 2012.

Overstaffing during the morning shift resulted from an apparent misinterpretation of ISO rating criteria. We conclude that the E911 center is overstaffed on the morning shift relative to workload. The director told us that the center tries to schedule a minimum of 11 call takers on duty at all times to meet the ISO rating criteria. The attempt appears to be based on a misinterpretation of the ISO criteria.

The ISO provides maximum credit for operators on duty to PSAPs that meet NFPA call answering and dispatch time performance measurement standards. If data are not available, credit is computed based on the number of telecommunicators on duty and call volume (see Exhibit 14). Centers that receive over 300,000 calls per year require 11 telecommunicators, and every additional 87,600

calls per year greater than 300,000 adds an additional telecommunicator on duty to receive maximum credit. Based on call volume, ISO's 2009 report would require Atlanta's E911 center to have 18 telecommunicators on duty at all times to receive maximum credit.

ISO's 2009 report for Atlanta calculated a score of 1.2 out of 3 as a credit for operators stating, "For maximum credit, there should be 18 operators on duty at all times. There are an average of 7.25 operators on duty at the communication center."<sup>3</sup> After the report was issued, managers decided to schedule at least 11 call takers on each shift because they determined that scheduling a minimum of 18 call takers per shift was not feasible.

**Exhibit 14 ISO Call Volume Matrix Table for PSAPs that Perform Call Taking and Dispatching**

Alarms per Year	Number of Needed Telecommunicators <sup>4</sup>
Less than 731	1
731 to 10,000	2
10,001 to 25,000	4
25,001 to 50,000	5
50,001 to 100,000	6
100,001 to 150,000	7
150,001 to 200,000	8
200,001 to 250,000	9
250,001 to 300,000	10
Over 300,000	11

**Source:** Public Protection Summary Report Atlanta, Georgia, prepared by Insurance Services Office, Inc., May 2009, p. 12

ISO's pre-survey information request asks agencies how many telecommunicators are on duty per shift and shift arrangements (See Exhibit 15). The form does not define the term "telecommunicator," but based on the context of the form, it is intended to include persons on duty working as call takers, dispatchers, and supervisors. The survey covers communications and dispatch but does not distinguish between call takers and dispatchers. Question 22 asks whether other personnel "are trained as telecommunicators so they can assist if needed as call takers or

<sup>3</sup> Public Protection Summary Report Atlanta, Georgia, prepared by Insurance Services Office, Inc., May 2009, p. 13.

<sup>4</sup> Communications centers that provide emergency medical dispatch require at least two operators on duty at all times. Supervisors are included when the required number is four or more.

dispatchers.” We talked to a service representative at ISO who agreed that dispatchers would be included in the count of available telecommunicators if they were trained as call takers and noted that ISO does not verify all self-reported information provided by agencies.

**Exhibit 15 Excerpt from ISO Presurvey Information Request for Communication/Dispatch Centers**

**Telecommunicators**

*At this point in the questionnaire we are ready to find out information about the telecommunications staff. The information provided will help us assess the number of telecommunicators you have relative to the number you need.*

17. Indicate the number of police, EMS, fire, and other emergency calls received during the past year or 12-month period by the communication/dispatch center:  
 Emergency calls: \_\_\_\_\_ Year or dates of the 12-month period: \_\_\_\_\_  
 Provide an exhibit to document this information (Exhibit 9B – 20 – Number of Calls)

18. Indicate the number of telecommunicators on duty per shift and the shift arrangements:  
 Number of telecommunicators: \_\_\_\_\_ Shift: \_\_\_\_\_  
 Provide an exhibit to document this information (Exhibit 9B – 21 – Shift Roster)

19. Do telecommunicators provide EMD protocols? Yes:  No:

20. Are telecommunicators allowed to sleep while on duty? Yes:  No:   
 If yes, please identify the periods when they are allowed to sleep and how many telecommunicators are allowed to sleep:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

21. Is a supervisor always on duty with the telecommunicators? Yes:  No:   
 If yes, where is the supervisor located? \_\_\_\_\_  
 If no, please indicate the days of the week and times when there is no supervisor on duty:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

22. Are any other personnel (director, administrative staff, etc.) available in the communication/dispatch center and trained as telecommunicators so they can assist if needed as call takers or dispatchers?  
 Yes:  No:   
 If yes, please indicate the following for each person:  
 a. Position title: \_\_\_\_\_  
 b. Normal location in the communication/dispatch center: \_\_\_\_\_  
 c. Hours per week they are normally available: \_\_\_\_\_  
 Note: For additional personnel, please provide the above information on an attached page (see Appendix A).

Source: ISO Presurvey Information Request for Communication/Dispatch Centers, p. 3-4, copyright ISO Properties, Inc., 2005.

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ISO is an independent company that collects and evaluates information to assign a "Public Protection Classification" number to a community's fire suppression system based on the alarm and communication system, fire department, and water supply. Some insurance companies use the classifications to establish insurance rates. The call center staffing criterion accounts for 3% of the total possible score.

### Shifting Staff Could Improve Performance and Reduce Overtime

Shifting some staff from early morning to the afternoon hours when call volume is higher should help the center meet the answer time goal more consistently and could also reduce overtime. Research attributes poor morale and high turnover among 911 call takers and dispatchers to excessive overtime.

To maintain a goal for the percentage of time call takers spend waiting for a call each hour, the center will have to shift staff. We calculated the number of call takers needed on duty by hour of day to handle existing workload while equalizing time waiting to take the next call at 33% of call takers' time. We determined this value by combining the staff's ability to answer calls within 10 seconds with the median percentage of time where call takers are waiting to take the next call. In Exhibit 16, "Ready Time" refers to the percentage of time where call takers are available to take the next call. Exhibit 16 shows performance and ready time percentages in order of increasing ready time percentages. The pink highlighted rows indicate hours where the center did not meet its performance goal. When the time waiting for the next call is less than 33% of a call takers' time, the center missed its performance goal for all but two hours.

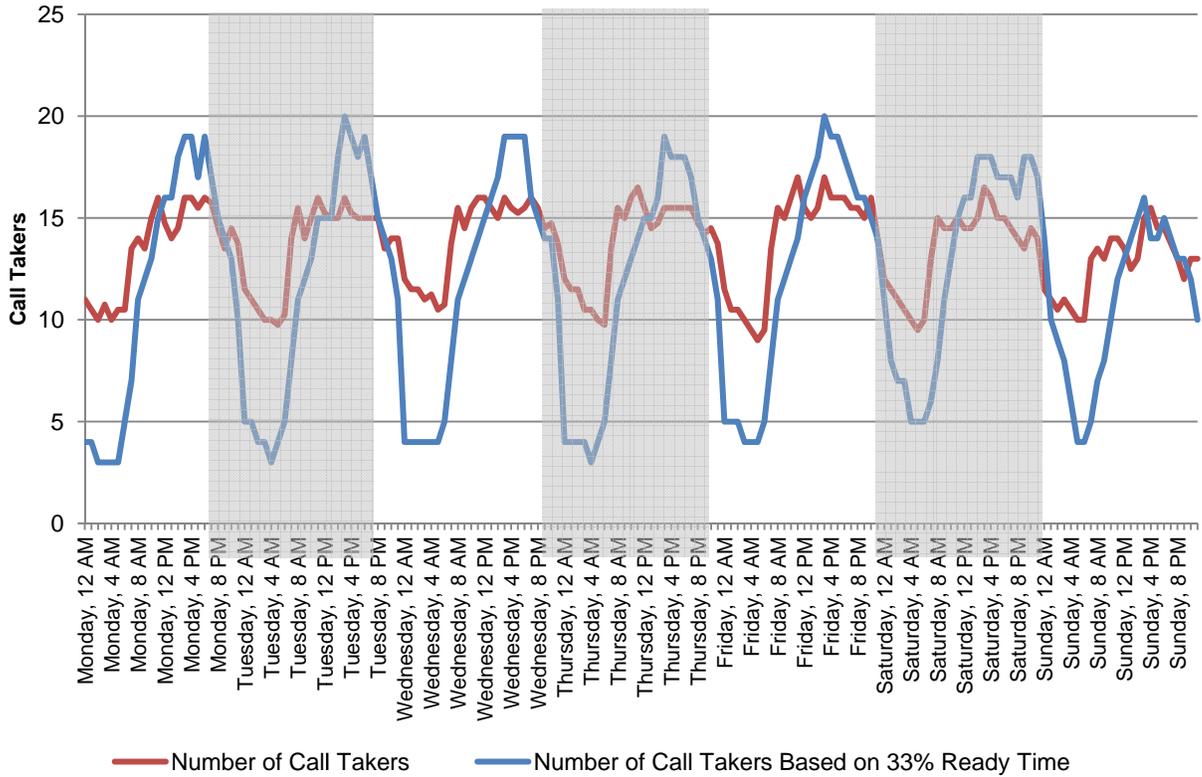
**Exhibit 16 Increasing Percentage of Ready Time and the Corresponding Median Performance by Hour of Day**

Hour	Performance	Ready Time
1 PM	86.4%	24.5%
12 PM	88.4%	26.4%
5 PM	88.3%	27.7%
4 PM	90.5%	29.5%
8 PM	88.1%	29.6%
9 PM	86.7%	30.0%
2 PM	88.7%	30.0%
6 PM	90.0%	32.0%
9 AM	92.9%	33.1%
7 PM	92.0%	35.6%
3 PM	93.2%	37.5%
10 AM	94.0%	38.0%
11 AM	94.9%	38.2%
8 AM	94.6%	38.5%
10 PM	90.6%	39.8%
11 PM	91.6%	42.4%
12 AM	90.3%	42.6%
1 AM	92.4%	47.2%
2 AM	93.2%	54.8%
4 AM	95.9%	55.9%
5 AM	96.5%	56.0%
7 AM	98.3%	57.1%
3 AM	93.5%	57.3%
6 AM	96.8%	60.4%

**Source:** Positron Data from July 1, 2011, to June 30, 2012

Exhibit 17 compares the results of our model with the number of call takers logged into the Positron system who are either on a call or unavailable to take calls. Our model adds staff between noon and 9:00 pm and reduces staff between 11:00 pm and 8:00 am, while reducing the overall hours per week by about 305 hours. The model suggests that the center overstaffs the morning shift and would improve its afternoon performance by realigning resources.

**Exhibit 17 Comparison of Actual Staffing to Model**



**Source:** Positron data and auditor’s analysis

The E911 center uses no formula or software to determine the number of staff needed or to schedule staff among shifts. According to a 2005 Association of Public Safety Communications Officials report, 81% of large communications centers used staffing formulas, with 15% using an Erlang model. This type of model was developed from queuing theory. It calculates the number of call takers needed to handle a given volume of calls, given the average time to process each call and the desired performance. The Erlang-C model is often used by commercial call centers, but researchers have noted that the complexity of the formula may intimidate individuals who lack a mathematical background. Individual calls, for example, are assumed to arrive randomly in a *Poisson* distribution, while in reality calls often spike in response to an event, such as a traffic accident on the Interstate; the occurrence of the event is random but the groups of calls are not. The spikes in calls can create backlogs that affect performance.

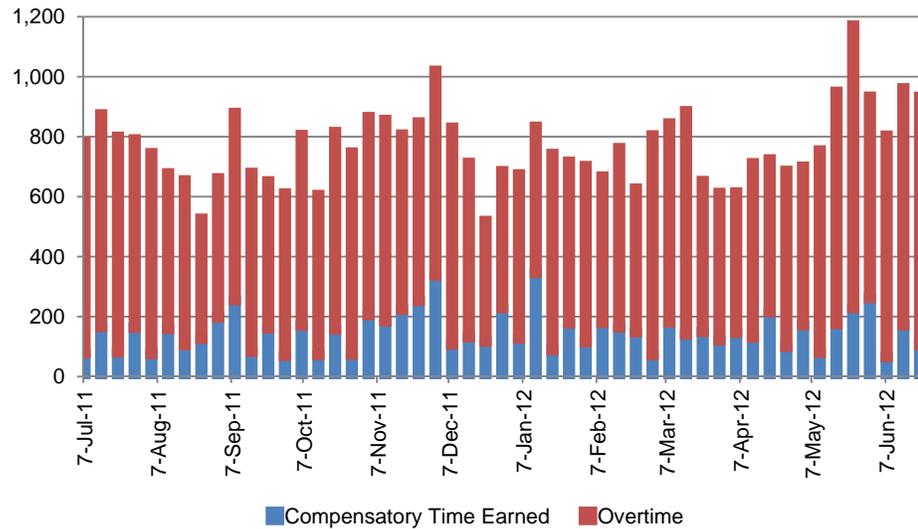
We used an online calculator to compute the number of call takers needed by hour of day based on the Erlang formula. The results projected much lower staffing levels than the center employed in

Attachment: 12 01 E911 Final Draft (13-C-5001 : Performance Audit Report: E911 Communications Center)

fiscal year 2012. While we are not suggesting that the center reduce its staff to the levels calculated under the Erlang model, the results suggest that the center can meet its performance goals with fewer call takers on duty.

**Scheduling practices increased overtime in fiscal year 2012.** For every 8-hour regular shift, call takers and dispatchers worked an average of an hour and 25 minutes of overtime or compensatory time in fiscal year 2012, about 40% higher than a cap recommended by the Nuclear Regulatory Commission for employees at nuclear power plants. Excessive overtime can lead to fatigue, increased risk of mistakes, and increased absences. The center regularly schedules employees extra hours before and after shifts to fulfill assumed staffing requirements. The center’s employees worked about 760 hours of overtime and compensatory time per week in fiscal year 2012 (see Exhibit 18).

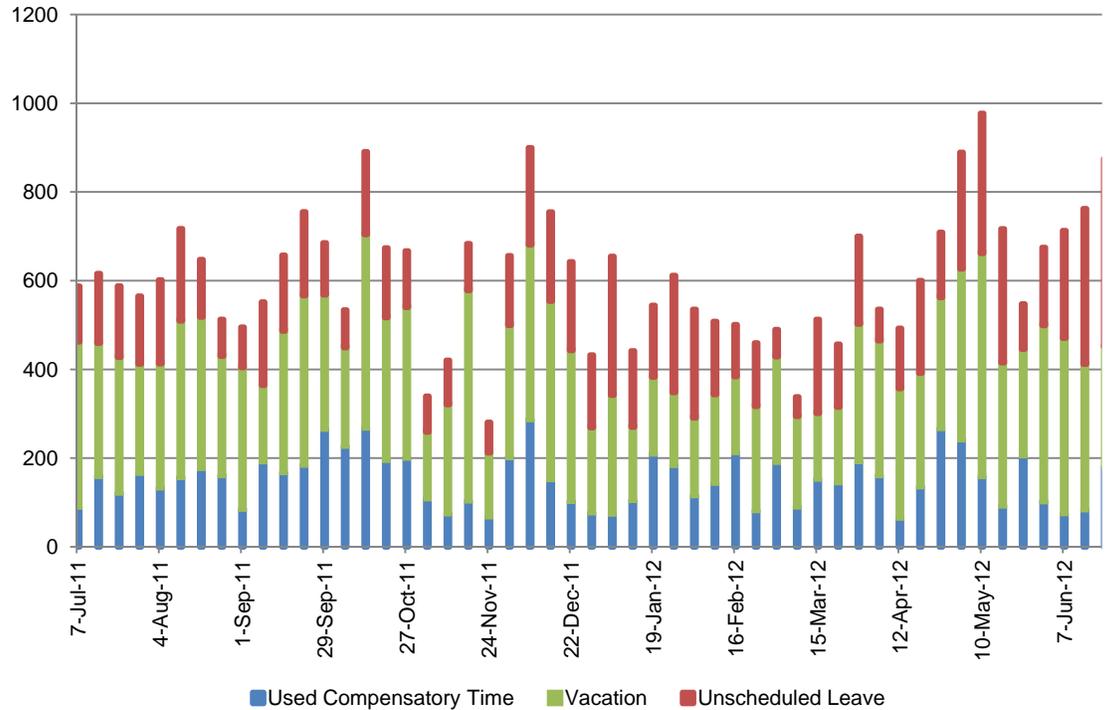
**Exhibit 18 Total Overtime and Compensatory Hours Worked by Week in Fiscal Year 2012**



**Source:** Kronos Data from July 1, 2011, to June 30, 2012.

City employees earn compensatory time off in lieu of overtime pay at the rate of 1.5 hours for each hour worked beyond their regularly scheduled work period. The combined use of overtime and compensatory time has a cyclical effect. The absences that occur from employees’ use of compensatory time require the center to use additional compensatory time and overtime to cover absences. Average weekly leave time was 610 hours, with about 25% due to employees taking earned compensatory time off (see Exhibit 19).

### Exhibit 19 Scheduled and Unscheduled Leave Time Granted by Week in Fiscal Year 2012

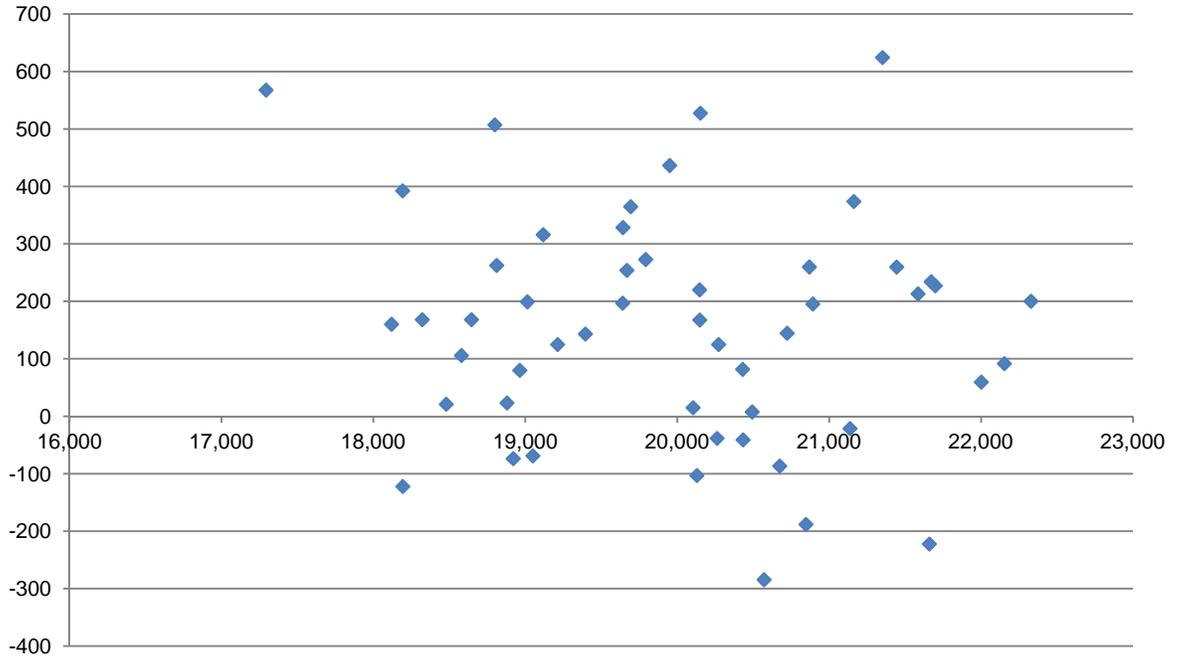


Source: Kronos data from July 1, 2011, to June 30, 2012.

Overtime worked was uncorrelated with workload. The use of overtime in fiscal year 2012 did not appear to be targeted. We found no correlation between the amount of overtime and compensatory time worked and workload. Exhibit 20 shows a scatterplot with the number of calls received at the center per week on the horizontal axis and the number of overtime and compensatory time worked beyond the number of leave hours taken per week on the vertical axis.

Attachment: 12 01 E911 Final Draft (13-C-5001 : Performance Audit Report: E911 Communications Center)

**Exhibit 20 Comparison of Weekly Overtime and Compensatory Time Worked to Workload in Fiscal Year 2012**



**Source:** Kronos Data and Positron records from July 1, 2011, to June 30, 2012.

Overtime contributes to staffing and retention issues in the communications industry. A study conducted by the Association of Public Safety Communications Officials found that the demands of being a communications employee are less likely to contribute to burnout than excessive overtime. According to the study, as overtime hours increased, retention rates and employee satisfaction decreased, and that was especially true when overtime was required or mandatory. The city’s integrity line received a complaint about the center during the review period. In the complaint the caller reported that employees at the center did not have a choice about working overtime hours. The center director stated that employees were previously required to work overtime in order to meet staffing needs, but the center stopped requiring overtime in fiscal year 2013.

Staffing level is sufficient to meet workload. We estimate that the E911 center needs 131 call takers, dispatchers, and supervisors to cover existing workload, training and leave, which was about how many positions the center had filled as of October 2012, excluding trainees. Better aligning staffing with workload could both improve performance during busy hours and reduce overtime.

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Developing a shift schedule to better align staffing with workload will likely require more than three shifts to stagger when employees come on and off duty. We recommend the Chief of Police consider alternative scheduling. The Chief of Police should create staggered breaks and monitor how center employees use their time.

### Implementation of the 311 Call Center Will Likely Reduce 911 Calls

Although most E911 calls are not emergencies, it is unclear how much E911 call volume will be reduced by implementation of a 311 call center to consolidate non-emergency call handling for all city services. In fiscal year 2012, 43% of 911 calls resulted in dispatching a police or fire unit or were transferred to another public safety agency. The remaining 57% of calls consisted of non-emergency requests for information or referral for city services, duplicate emergency calls, and pocket dial or misdial calls. In its research and planning for the 311 center, the Mayor's Innovation Delivery Team also estimated that over 50% of E911 calls currently received are non-emergency calls. The team observed call-taking operations for one 12-hour day and recorded the number of non-emergency calls. Based on this assessment, the team concluded that the largest percentage of non-emergency calls were pocket dials and misdials, with a smaller number of calls attributed to non-emergency calls such as requests for city services, non-emergency police calls, and duplicate emergency calls. A 311 system would not affect the volume of pocket dials and misdials.

Other large cities have reported reductions of 15% to 42% of 911 calls following implementation of a 311 system:<sup>5</sup>

- Baltimore, MD - 42% reduction of the calls to 911
- Chicago, IL - 15% reduction of the calls to 911
- Austin, TX - average 33% reduction of calls to 911
- Houston, TX - average 35% reduction of calls to 911

Based on the experience of other cities and the Innovation Delivery Team's observations, it seems likely that a 311 system will reduce the E911 center call volume, but it is not clear how big a reduction to expect.

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<sup>5</sup> City of Atlanta 311 Call Center Evaluation Final Report, p. 41

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## Process Changes Are Speeding Dispatch to Emergency Calls

While the E911 Communications Center dispatched less than two percent of priority 1 emergency calls within 60 seconds in fiscal year 2012, process changes initiated by the Atlanta Police Department have begun to improve dispatch times, without the need for additional staff. Call takers began sending information to the dispatcher while still gathering information from the caller so that parts of the call taking process were conducted simultaneously with dispatch rather than sequentially. Although fire dispatch times improved, the center was still far from reaching the NFPA standard of dispatching 90% of fire calls within 60 seconds. Industry literature suggests that the benchmark may not be reasonable - the processing time for fire dispatch is closer to 92 seconds for communications centers.

The center was unable to measure whether it met its goal of transferring 90% of emergency medical calls to Grady Hospital within 90 seconds; however, staff told us that a scheduled upgrade to Positron should allow this capability.

We recommend the Chief of Police continue to reinforce the simultaneous call dispatching process and monitor dispatch times to ensure that call takers are dispatching calls as soon as possible. The center should analyze individual call taker performance and use the results to target training efforts.

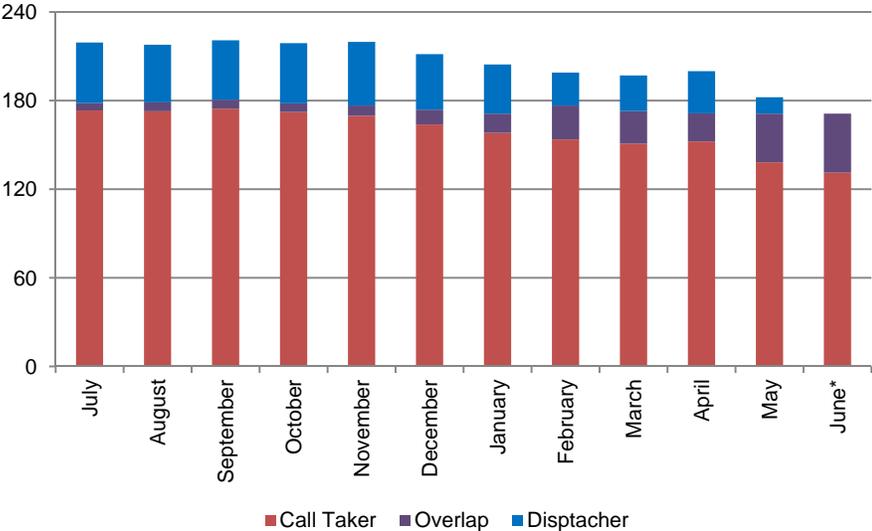
### Time to Dispatch Emergency Calls Improved During Fiscal Year 2012

Although the center's dispatch time was far below the NFPA standard for dispatching 90% of calls within 60 seconds, the dispatch time improved during the period we reviewed. The center shortened the amount of time to dispatch priority 1 emergency calls by training call takers to use a "send and update" approach so that dispatchers are notified sooner. Priority 1 incidents consist of primarily emergency medical calls, but can also include fire, special operations, and service calls. The NFPA standard may not be a realistic goal for the center to achieve. Despite the improvement in dispatch time, the percentage of priority 1 fire calls the center dispatched within 90 seconds only reached 15% during fiscal year 2012. Industry literature suggests that the processing time for fire dispatch is closer to 92 seconds for large communications centers.

The center has reduced the time for dispatching high priority fire calls by implementing simultaneous call processing. The center implemented a new "fire four" process for answering fire calls in May 2012. The process directs call takers to obtain the most pertinent information on a call, transfer the call to a dispatcher, and then continue to update the dispatcher with supplementary details regarding the incident while units are en-route to the scene. The process instructs the call taker to ask: 1) What is the location? 2) What is on fire? 3) Is anyone trapped or hurt? Finally, the call taker verifies the caller's name and telephone number. Call processing includes the time from when the call is answered to the time that the fire station is notified of the call.

Exhibit 21 illustrates that the center has improved dispatch times since implementing the new process in May 2012. The columns represent the time of the total process from when a priority 1 fire emergency call comes in until a response unit receives notification. The red and purple areas in the exhibit represent the total time a call taker is on a call. This time remained relatively constant from July 2011 to June 2012. The blue and purple areas represent the amount of time it takes for a dispatcher to notify a response unit after receiving a request. The purple area represents the overlap between call taking and dispatching - beginning at the point at which the call taker transfers information to the dispatcher and ending when the call taker releases the call. The growth of the purple area indicates that call takers are sending emergency requests to dispatchers earlier in the call. The median overlap between call taking and dispatch increased from 5 seconds in July 2011 to 40 seconds in June 2012. This overlap shortened the overall dispatch time, even though the total time the call taker spent on the call decreased little.

**Exhibit 21 Median Time to Dispatch High Priority Fire Calls by Month in Fiscal Year 2012**



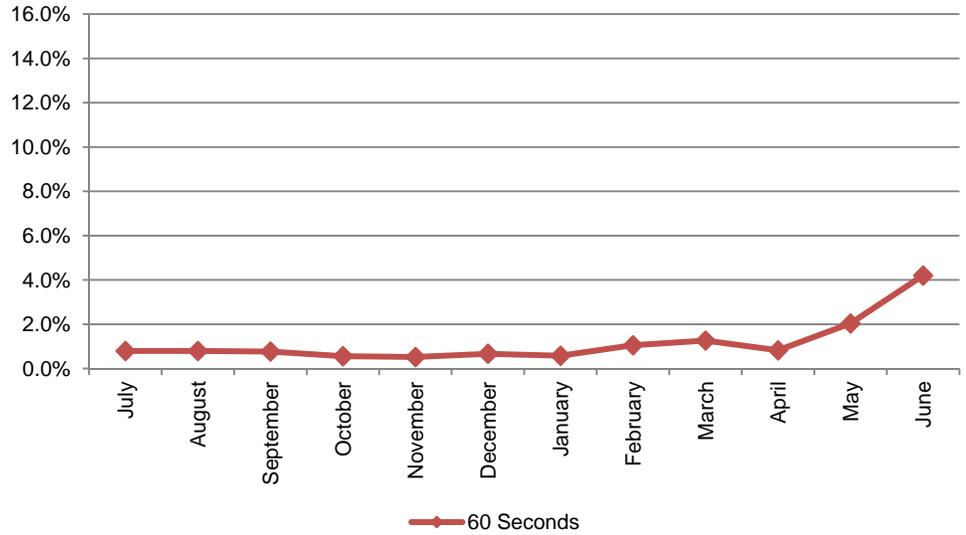
**Source:** Positron and CAD records July 1, 2011, through June 30, 2012.

The center put the process change in place after noting during an internal processing time analysis that “23 out of 41 operators are at least 50% slower than the fastest.” The report, prepared by the Atlanta Police Department in March 2012, noted that large variations in employee performance at the center suggest that significant improvements in processing times could be achieved through employee training and performance management.

The center processed 1.2% of fire priority 1 calls within 60 seconds during fiscal year 2012. The center did not meet the NFPA standard of dispatching 90% of fire calls within 60 seconds. However, the percentage of calls the center processed within 60 seconds began to improve toward the end of fiscal year 2012, as shown in Exhibit 22. Priority 1 incidents consist of primarily emergency medical calls, but can also include fire, special operations, and service calls.

Attachment: 12 01 E911 Final Draft (13-C-5001 : Performance Audit Report: E911 Communications Center)

**Exhibit 22 Percentage of Fire Priority 1 Calls Processed within 60 Seconds by Month in Fiscal Year 2012**

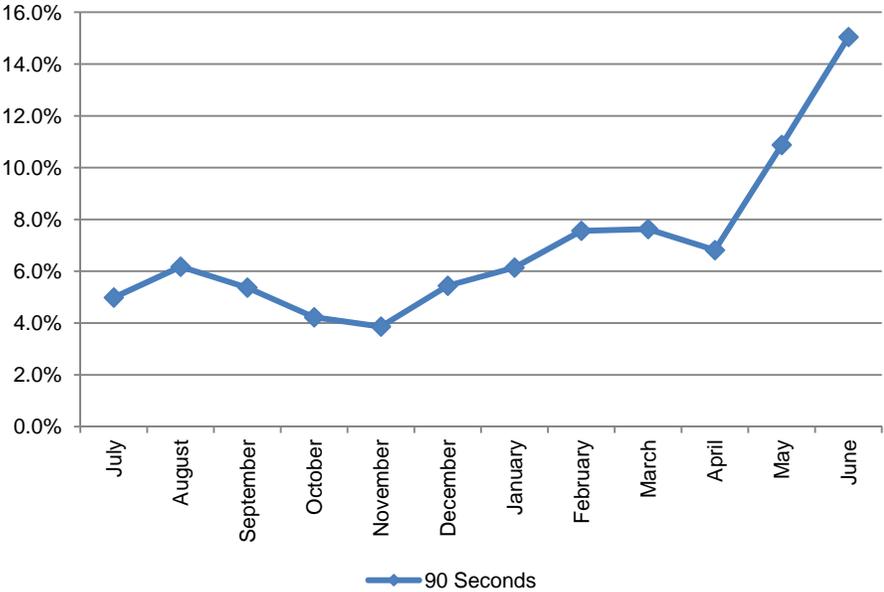


**Source:** Positron and CAD records July 1, 2011, through June 30, 2012.

Sixty seconds may be an unrealistic goal for the center to achieve. Although fire dispatch times are improving, as shown in Exhibit 21, the percentage of priority 1 fire calls the center dispatched within 90 seconds only reached 15% during fiscal year 2012, shown in Exhibit 23. A report published by the NFPA in May 2010 suggests that most communication centers are not able to meet the 60 second standard for dispatching 90% of fire calls. The report surveyed large fire departments and found that the time required for handling 90% of fire calls was 92 seconds, slightly over one and one-half times the standard.

Attachment: 12 01 E911 Final Draft (13-C-5001 : Performance Audit Report: E911 Communications Center)

**Exhibit 23 Percentage of Fire Priority 1 Calls Processed within 90 Seconds by Month in Fiscal Year 2012**



**Source:** Positron and CAD records July 1, 2011, through June 30, 2012.

**System Limitations Prevented the Center from Measuring Time to Transfer Emergency Calls to Other Agencies**

Some calls to 911 require transfers to secondary answering points or communication centers. At the time of our audit, the center was unable to measure its transfer time performance because the Positron system did not record transfer time data.

NFPA requires primary communication centers to transfer at least 95 percent of calls to secondary answering points within 30 seconds. The center transfers calls to other 911 centers, police and fire departments in neighboring counties, as well as to hospitals. The majority (58.6%) of the calls that the center transfers are to Grady Hospital.

E911 center staff told us that although the center was unable to obtain transfer time data for fiscal year 2012, the vendor recently released a system update to include a time stamp for call transfer time. This will enable the center to track its performance.

Attachment: 12 01 E911 Final Draft (13-C-5001 : Performance Audit Report: E911 Communications Center)

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## Recommendations

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In order to more consistently reach its performance goals while optimizing existing staff resources and reducing overtime costs, the Chief of Police should direct the E911 communications center to:

1. Purchase scheduling software that will allow the center to develop shift schedules that optimize staff resources.
2. Develop and implement shift schedules for communications staff that align staff with the call workload. The center director should create staggered breaks.
3. Require communications staff to properly record their status in the Positron system, eliminating any un-coded time.
4. Continue to reinforce the existing call dispatching procedures and monitor dispatch times to ensure that call takers continue to transfer information to dispatchers as quickly as possible. Examine individual staff performance times and use the results to target training.



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# Appendices

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Appendix A Management Comments and Response to Audit Recommendations

<b>Report # 12.01</b>	<b>Report Title: E911 Communications Center</b>	<b>Date: 03/27/13</b>
<b>Recommendation Responses</b>		
<b>Rec. #1</b>	The Chief of Police should direct the E911 Communications Center to purchase scheduling software that will allow the center to develop shift schedules that optimize staff resources.	<b>Agree</b>
<b><u>Proposed Action:</u></b>		The department will conduct an assessment of scheduling software options and select and implement the appropriate solution.
<b><u>Implementation Timeframe:</u></b>		The estimated time frame for implementation is 6 months to 1 year.
<b><u>Responsible Person:</u></b>		Deputy Chief Shields
<b>Rec. #2</b>	The Chief of Police should direct the E911 Communications Center to develop and implement shift schedules for communications staff that align staff with call workload. The center director should create staggered breaks.	<b>Agree</b>
<b><u>Proposed Action:</u></b>		The E911 Center will develop a plan to develop and implement a new shift schedule to improve the overall alignment with workload. In addition to the scheduling software referenced in Recommendation 1 above, this plan will include consideration of the current cross training program and other elements that are necessary to effectively support a more flexible schedule.
<b><u>Implementation Timeframe:</u></b>		The estimated time frame for implementation is 6 months to 1 year.
<b><u>Responsible Person:</u></b>		Deputy Chief Shields
<b>Rec. #3</b>	The Chief of Police should direct the E911 Communications Center to require communications staff to properly record their status in the Positron system, eliminating any un-coded time.	<b>Agree</b>
<b><u>Proposed Action:</u></b>		The E911 Center will immediately introduce appropriate coding and procedure updates to ensure full accounting of time.
<b><u>Implementation Timeframe:</u></b>		Within 6 months.
<b><u>Responsible Person:</u></b>		Deputy Chief Shields
<b>Rec. #4</b>	The Chief of Police should direct the E911 Communications Center to continue to reinforce the existing call dispatching procedures and monitor dispatch times to ensure that call takers continue to transfer information to dispatchers as quickly as possible. Examine individual staff performance times and use the results to target training.	<b>Agree</b>

<p><b><u>Proposed Action:</u></b></p>	<p>The Chief of Police will direct the E911 Center to maintain the current improvement plan which focuses on the following:</p> <ul style="list-style-type: none"> <li>• Continuous improvement and streamlining of processes to speed up service to citizens</li> <li>• Strong emphasis on raising the level of individual performance through training, building capacity and performance management</li> </ul> <p>This program will continue to monitor and analyze performance data to ensure the department is driving towards the national best practice.</p>
<p><b><u>Implementation Timeframe:</u></b></p>	<p>This initiative is underway and will continue to be a key focus for the department.</p>
<p><b><u>Responsible Person:</u></b></p>	<p>Deputy Chief Shields</p>

## Appendix B Atlanta Police Department's Comments



## CITY OF ATLANTA

Kasim Reed  
Mayor

226 Peachtree Street, SW  
Atlanta, Georgia 30303  
(404) 546-6900

Atlanta Police Department  
George N. Turner  
Chief of Police

MEMORANDUM

TO: Leslie Ward  
City Auditor

FROM: George N. Turner *GNT/CS*  
Chief of Police

DATE: March 27, 2013

SUBJECT: Response to Performance Audit: E911 Communications Center  
Report #12.01

I would like to express my sincere gratitude to the City of Atlanta Auditor's Office for the professionally administered audit of the E911 Communications Center. The Atlanta Police Department concurs with the findings and recommendations of the audit.

The Atlanta Police Department is proud to operate the City of Atlanta E911 Communications Center, typically processing well over 1.1 million Police, Fire and EMS calls per year. The department is continually striving to provide the best possible service through improvement programs; utilizing the guidance of industry bodies such as NENA, NFPA and CALEA. With that philosophy and approach the department welcomes the rigor and scrutiny provided by the City Audit team.

The two main conclusions of the audit: Improved staff scheduling and continued focus on fire call processing - align with our own management analysis and assessment. Improved data availability and analysis is providing us with unprecedented insight into the operations of the E911 Center. This in turn is allowing us to make smarter decisions that serve to improve overall efficiency and effectiveness. Successful implementation of the audit recommendations will require that we continue with our current focus on cross training to increase the overall capability of the E911 Center staff.

Following the COA Audit into Fire operations in September 2011, the department underwent a thorough examination of its Fire and EMS call processing performance. Subsequently, through changes made to processes, and the individual effort of the call takers and dispatchers in the

Response to Performance Audit #12.01  
March 27, 2013  
Page 2 of 2

Center, we have made significant measurable improvements. On average, Fire calls are now processed over a minute faster than they were 12 months ago. Our team will continue to relentlessly drive this performance improvement so as to provide our citizens with the highest level of emergency service.

cc: Deputy Chief E. Shields  
Lieutenant D. Schierbaum

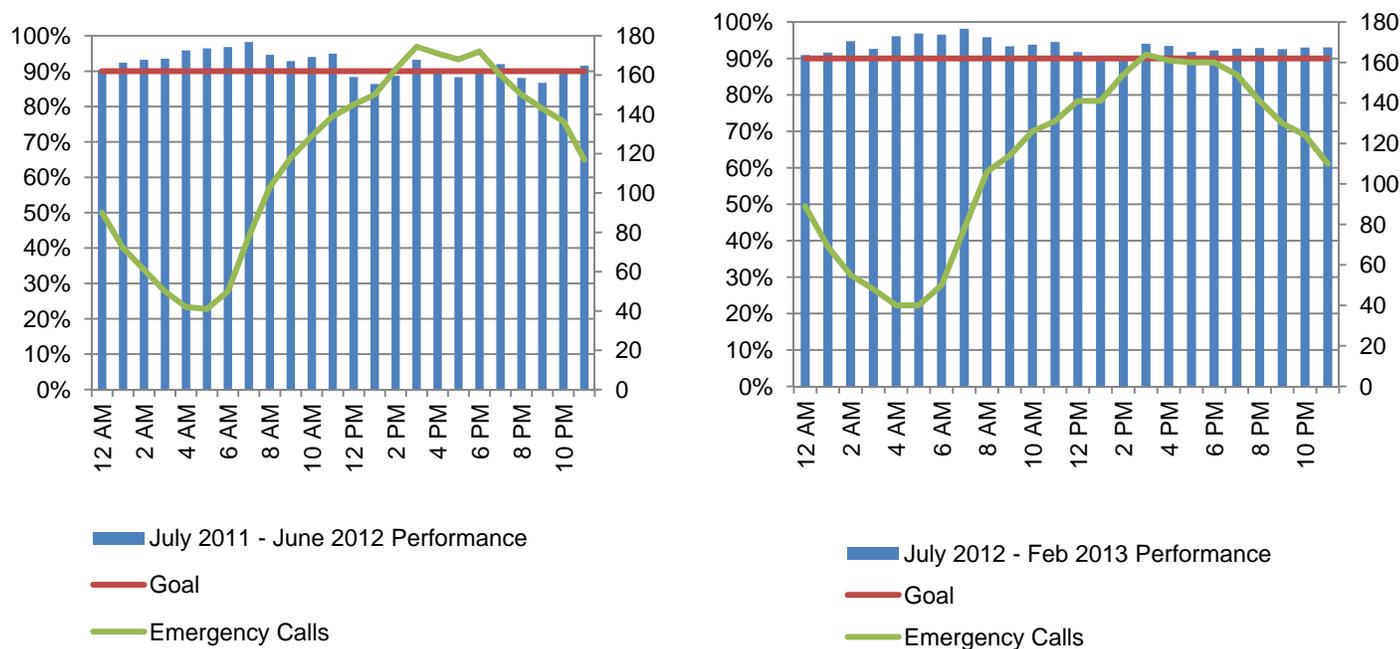
Attachment: 12 01 E911 Final Draft (13-C-5001 : Performance Audit Report: E911 Communications Center)

### Appendix C Updated Performance Data

As a supplement to the audit, we extended our analysis of the E911 Communications Center’s workload and performance data to include the time period from July 1, 2012, to February 28, 2013. We found that during this time period, the center improved call answer performance and continued to improve the time to dispatch high priority fire calls, shown in Exhibits 24 through 27 that follow. The center’s staffing levels, as well as the amount of time call takers spend both waiting for calls and actually on calls remained consistent with our previous analysis.

The E911 communications center has continued to exceed its goal of answering at least 90% of calls within 10 seconds. Overall, the center answered 93% of emergency calls within 10 seconds from July 2012 to February 2013, which is an improvement from 91% during the 2012 fiscal year (see Exhibit 8 on page 13). The center missed its target of answering 90% of call within 10 seconds for only one hour of the day at 1:00 pm. In fiscal year 2012, the center missed its goal during 6 hours of the day. Exhibit 24 indicates that the improvement occurred during the evening hours.

**Exhibit 24 Percentage of Calls Answered within 10 Seconds by Hour of Day**



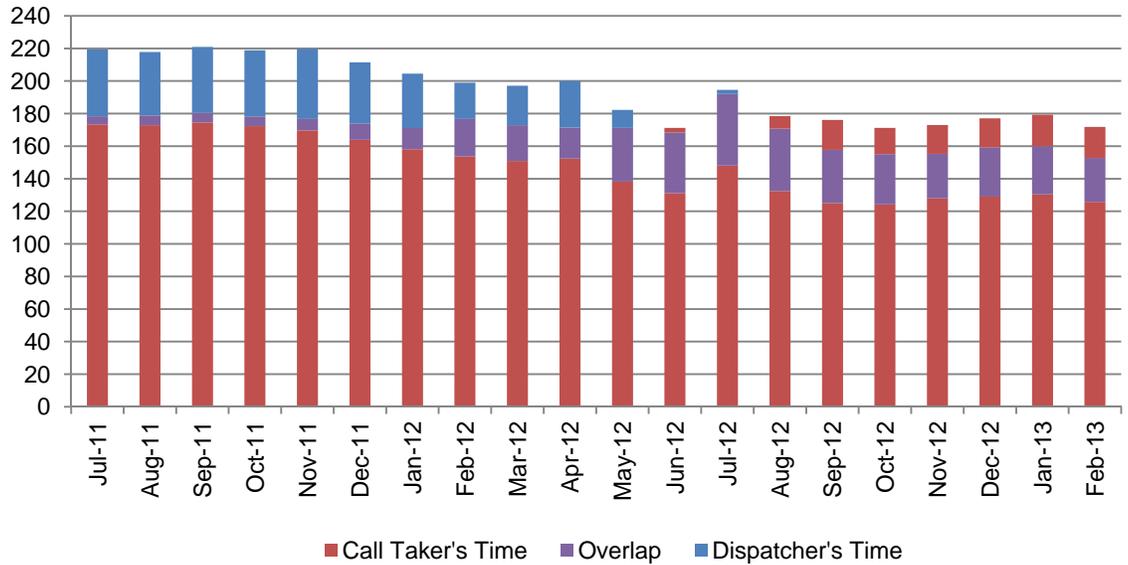
**Source:** Positron records from July 1, 2011, to February 28, 2013

The calling patterns and staffing levels remain consistent. The distribution of the busiest hour of day remained relatively similar to the pattern shown in Exhibit 9 on page 14. Also, the staffing levels from July through February remain similar to those shown in Exhibit 10 on page 15, which shows the distribution of call takers logged into Positron by hour of day. Further, the amount of time call takers spent on calls or waiting for incoming calls is similar to the call taker time distribution shown in Exhibits 11-13 on pages 16 - 18. Call takers spend longer on calls during the early morning hours than they do for calls during the busier hours of the day.

Attachment: 12 01 E911 Final Draft (13-C-5001 : Performance Audit Report: E911 Communications Center)

The E911 communications center continues to make improvements in dispatching high priority fire calls. The center has decreased the dispatch time for high priority fire emergency calls by more than one minute. In Exhibit 25 below, the red portion of the columns represents the time a call taker spends on the phone with a caller for an emergency call. The blue portion represents the time it takes a dispatcher to notify responding units after a call taker has initiated a request for dispatch. The overlap of these two processes is the purple portion of the column. From August 2012 through February 2013, the call center has been able to complete the entire dispatch process while a call taker is still on the phone. Data for the earlier period is also shown in Exhibit 21 on page 30.

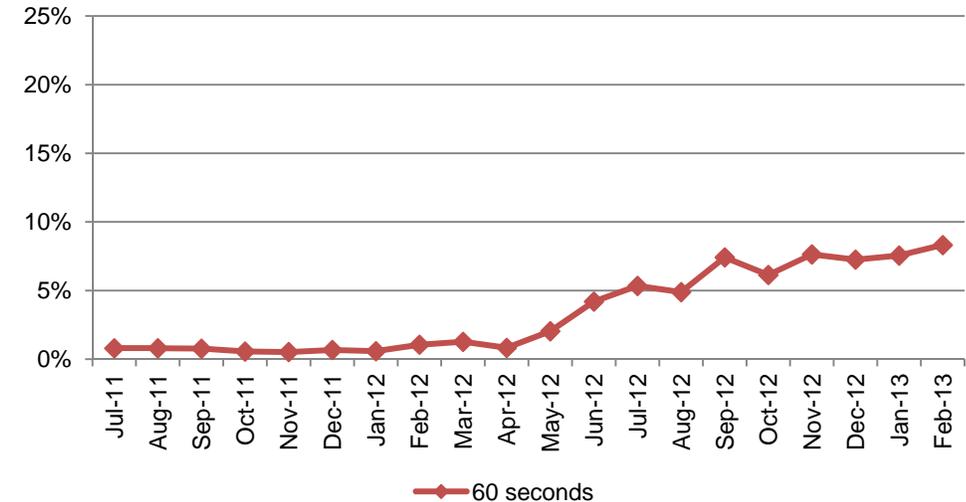
**Exhibit 25 Time to Dispatch High Priority Fire Calls by Month**



**Source:** Computer-Aided Dispatch and Positron records from July 1, 2011, to February 28, 2013

Although the NFPA goal of dispatching 90% of fire calls within 60 seconds remains unrealistic, the center dispatches more calls within 60 seconds. Exhibit 26 shows that the percentage of calls dispatched within 60 seconds has continued to increase since June 2012.

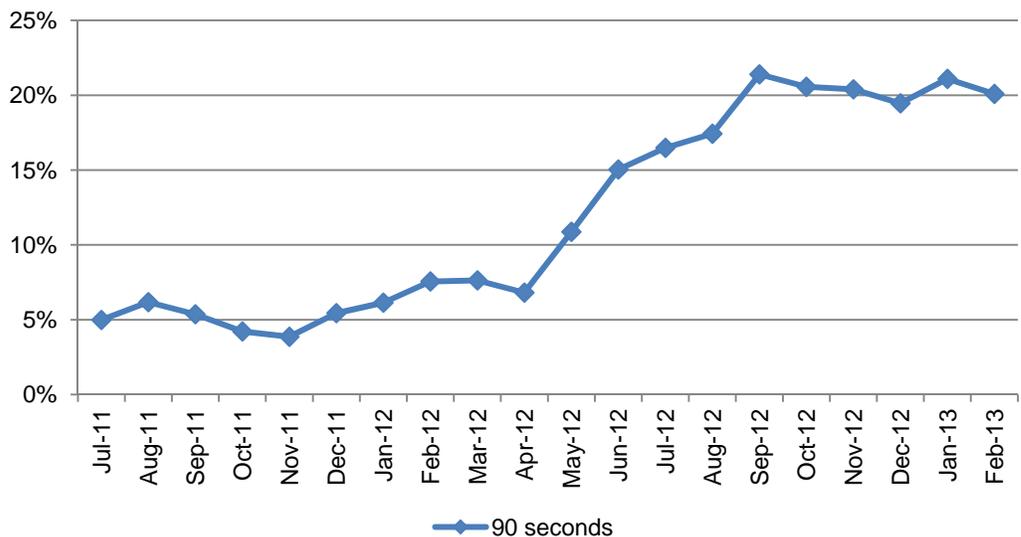
**Exhibit 26 Percentage of Fire Priority 1 Calls Dispatched within 60 Seconds by Month**



**Source:** Computer-Aided Dispatch records from July 1, 2011, to February 28, 2013

The center dispatches more calls within 90 seconds. Exhibit 27 below shows that the percentage of calls dispatched within 90 seconds has continued to increase from June 2012. The center dispatches one in five fire priority 1 calls within 90 seconds. The center's fire dispatch performance in fiscal year 2012 is also shown in Exhibits 22 and 23 on pages 31 and 32 of the audit.

**Exhibit 27 Percentage of Fire Priority 1 Calls Dispatched within 90 Seconds by Month**



**Source:** Computer-Aided Dispatch records from July 1, 2011, to February 28, 2013

Attachment: 12 01 E911 Final Draft (13-C-5001 : Performance Audit Report: E911 Communications Center)



# CITY OF ATLANTA

**LESLIE WARD**  
City Auditor  
[lward1@atlantaga.gov](mailto:lward1@atlantaga.gov)

**AMANDA NOBLE**  
Deputy City Auditor  
[anoble@atlantaga.gov](mailto:anoble@atlantaga.gov)

**CITY AUDITOR'S OFFICE**  
68 MITCHELL STREET SW, SUITE 12100  
ATLANTA, GEORGIA 30303-0312  
(404) 330-6452  
FAX: (404) 658-6077

**AUDIT COMMITTEE**  
Fred Williams, CPA, Chair  
Donald T. Penovi, CPA, Vice Chair  
Marion Cameron, CPA  
C.O. Hollis, Jr., CPA, CIA  
**Ex-Officio:** Mayor Kasim Reed

**TO:** Mayor Reed, President Mitchell, and City Council members

**FROM:** Fred Williams *Fred Williams*  
Chair, Audit Committee

**DATE:** May 1, 2013

**SUBJECT:** Performance Audit: E911 Communications Center

The report listed above is attached for your review. It will appear on the Council agenda for May 6, 2013 and referred to committee for the week of May 13, 2013. Feel free to contact Leslie Ward, City Auditor, if you have questions or want to discuss the report.

Cc:

Duriya Farooqui, Chief Operating Officer, Mayor's Office  
Hans Utz, Deputy Chief Operating Officer, Mayor's Office  
Candace Byrd, Chief of Staff, Mayor's Office  
Katrina Taylor, Deputy Chief of Staff, Mayor's Office  
Sonji Jacobs, Director of Communications, Mayor's Office  
David Bennett, Senior Policy Advisor, Mayor's Office  
Cathy Hampton, City Attorney  
Peter Andrews, Deputy City Attorney  
J. Anthony Beard, Chief Financial Officer  
Gwendolyn Smith, Deputy Chief Financial Officer  
John Gaffney, Controller  
George Turner, Chief of Police, Atlanta Police Department  
Erika Shields, Deputy Chief, Atlanta Police Department  
Nina Hickson, Ethics Officer  
Rhonda Dauphin Johnson, Municipal Clerk  
Tangela Williams, Director, Council Staff  
Dexter Chambers, Director, City Council Office of Communications  
Bernard Thomas, Public Safety Committee Analyst  
Reggie Grant, Finance Executive Committee Analyst  
Audit Committee

Attachment: Report Transmittal Memo - E911 (13-C-5001 : Performance Audit Report: E911 Communications Center)

**A COMMUNICATION BY MAYOR KASIM REED APPOINTING MR. ANTAVIUS M. WEEMS TO SERVE AS A PROCUREMENT HEARING OFFICER FOR THE CITY OF ATLANTA. THIS APPOINTMENT IS FOR A TERM OF TWO (2) YEARS, SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION. (FAVORABLE BY FINANCE/EXECUTIVE COMMITTEE ON 5/15/13.)**

**Review List:**

Office of the Municipal Clerk	Completed	05/07/2013 2:39 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Office of Research and Policy Analysis	Completed	05/10/2013 12:26 PM
Finance/Executive Committee	Completed	05/17/2013 4:05 PM
Atlanta City Council	Pending	
Committee on Council	Completed	05/20/2013 12:45 PM
Office of Research and Policy Analysis	Pending	

**HISTORY:**

05/06/13 Atlanta City Council REFERRED WITHOUT OBJECTION

<b>RESULT:</b>	<b>REFERRED WITHOUT OBJECTION</b>
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05/15/13 Finance/Executive Committee REFERRED TO COMMITTEE

<b>RESULT:</b>	<b>REFERRED TO COMMITTEE [6 TO 0]</b>
<b>AYES:</b>	Watson, Wan, Archibong, Moore, Adrean, Shook
<b>AWAY:</b>	Clarence "C. T." Martin

Certified by Presiding Officer	Certified by Clerk

LEGISLATION HISTORY – BLUE BACK

**A COMMUNICATION BY MAYOR KASIM REED APPOINTING MR. ANTAVIUS M. WEEMS TO SERVE AS A PROCUREMENT HEARING OFFICER FOR THE CITY OF ATLANTA. THIS APPOINTMENT IS FOR A TERM OF TWO (2) YEARS, SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION. (FAVORABLE BY FINANCE/EXECUTIVE COMMITTEE ON 5/15/13.)**

*Kasim Reed*  
Kasim Reed, Mayor

---

**13-C-5002****CITY OF ATLANTA****KASIM REED**  
MAYOR55 TRINITY AVENUE, S.W.  
ATLANTA, GEORGIA 30303-0300  
TEL (404) 330-6100

May 6, 2013

Council President Ceasar Mitchell  
and City Councilmembers  
55 Trinity Avenue, SW  
Suite 2900  
Atlanta, Georgia 30303

**Re: Procurement Hearing Officer**

Dear President Mitchell and Members of the Council:

It is my pleasure to appoint **Mr. Antavius Weems** to serve as a Procurement Hearing Officer for the City of Atlanta. Mr. Weems is a resident of the City of Atlanta, and willing to serve in this capacity. This appointment is for a **term of two (2) years, to begin on the date of Council confirmation.**

Based on his experience and commitment to the community, I am confident that Mr. Weems will serve the City of Atlanta with integrity and dedication. A copy of his qualifications is attached for your review.

Sincerely,

Kasim Reed

Attachment: 13-C-5002\_Weems Appointment\_050613 (13-C-5002 : Appointing Antavius Weems)

**Antavius M. Weems, Esq.**  
 3075 A Collier Drive, NW  
 Atlanta, Georgia 30318  
 Email: antavius@theweemsfirm.com

**LICENSURE:** Licensed to practice law before all Georgia courts

**EMPLOYMENT**

**THE WEEMS FIRM** Atlanta, Georgia  
**Managing Partner** August 2005-Present

- Civil Litigation
- Contract Drafting, negotiation/ Corporate Restructuring
- Entertainment/Sports
- Family Law

**FULTON COUNTY JUVENILE COURT** Atlanta, Georgia  
**Child Advocate Attorney** August 2003-Present

- Represent the best interest of children in Deprivation and neglect cases
- Make recommendations to court regarding treatment options
- Educate foster care placements regarding law on foster care
- Work closely with judge to implement order of court regarding placement for the purpose of permanency of children and families under court supervision.

**CITY OF ATLANTA** Atlanta, Georgia  
**Assistant Solicitor** Oct. 2001-Aug.2003

- Prosecutor in bench trials for violations of City of Atlanta Municipal Ordinances
- Represent State of Georgia in preliminary hearings on State misdemeanors and felonies
- Write briefs for presentation to courts
- Research and prepare cases
- Act as liaison for City of Atlanta Solicitor to Georgia General Assembly
- Conduct legal training of Police Officers and other security personnel regarding interpretation of City and State laws

**THE HARVEY LAW FIRM** Atlanta, Georgia  
**Summer Associate** May-August 2000

- Assisted in case litigation
- Negotiated settlement conferences for civil trial matters
- Conducted mediation conferences
- Conducted legal research and prepared motions for trial
- Participated in chamber conferences with judges
- Prepared sworn statements and depositions

**EDUCATION**

**MICHIGAN STATE UNIVERSITY** East Lansing, Michigan  
 -College of Law June 2001  
 Juris Doctor  
 Myrick Scholar; Moot Court Board; ATLA Civil Trial Advocacy Team Oralist;  
 Vice Chair, National Black Law Students Association, Midwest Region 2000-2001

**CLARK ATLANTA UNIVERSITY** Atlanta, Georgia  
 -Whitney H. Young School of Social Work July, 1998  
 Master of Social Work, Clinical Therapy

**CLARK ATLANTA UNIVERSITY** Atlanta, Georgia  
 B.A. Political Science May 1995

**A COMMUNICATION BY MAYOR KASIM REED APPOINTING MRS. EVELYN D. BROWN TO SERVE AS A MEMBER OF THE ATLANTA COMMISSION ON AGING. THIS APPOINTMENT IS FOR A TERM OF FOUR (4) YEARS, SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION. (FAVORABLE BY COMMUNITY DEVELOPMENT/HUMAN RESOURCES COMMITTEE ON 5/14/13.)**

**Review List:**

Office of the Municipal Clerk	Completed	05/07/2013 2:41 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Office of Research and Policy Analysis	Completed	05/10/2013 12:53 PM
Community Development & Human Resources Committee	Completed	05/17/2013 12:00 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	
Office of Research and Policy Analysis	Pending	

**HISTORY:**

05/06/13 Atlanta City Council REFERRED WITHOUT OBJECTION

<b>RESULT:</b>	<b>REFERRED WITHOUT OBJECTION</b>
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05/14/13 Community Development & Human Resources Committee FAVORABLE

<b>RESULT:</b>	<b>FAVORABLE [UNANIMOUS]</b>
<b>AYES:</b>	Sheperd, Hall, Shook, Willis, Winslow, Young Jr.

Certified by Presiding Officer	Certified by Clerk

LEGISLATION HISTORY – BLUE BACK

**A COMMUNICATION BY MAYOR KASIM REED APPOINTING MRS. EVELYN D. BROWN TO SERVE AS A MEMBER OF THE ATLANTA COMMISSION ON AGING. THIS APPOINTMENT IS FOR A TERM OF FOUR (4) YEARS, SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION. (FAVORABLE BY COMMUNITY DEVELOPMENT/HUMAN RESOURCES COMMITTEE ON 5/14/13.)**

*Kasim Reed*  
Kasim Reed, Mayor

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**13-C-5003****CITY OF ATLANTA****KASIM REED**  
MAYOR55 TRINITY AVENUE, S.W.  
ATLANTA, GEORGIA 30303-0300  
TEL (404) 330-6100

May 6, 2013

Council President Ceasar Mitchell  
and City Councilmembers  
55 Trinity Avenue, SW  
Suite 2900  
Atlanta, Georgia 30303

**Re: Commission on Aging**

Dear President Mitchell and Members of the Council:

It is my pleasure to appoint **Mrs. Evelyn Brown** to serve as a member of the Atlanta Commission on Aging on behalf of the City of Atlanta. Ms. Brown is a resident of the City of Atlanta, and willing to serve in this capacity. This appointment is for **a term of four (4) years, to begin on the date of Council confirmation.**

Based on her experience and commitment to the community, I am confident that Ms. Evelyn Brown will serve the City of Atlanta and the Commission on Aging with integrity and dedication. A copy of her qualifications is attached for your review.

Sincerely,

A handwritten signature in black ink, appearing to read "Kasim Reed", written over the typed name.

Kasim Reed

Attachment: 13-C-5003\_Brown\_050613 (13-C-5003 : Appointing Evelyn Brown to Commission on Aging)

## VITAE

*Evelyn D. Brown* *Retired Educator*

### SUMMARY OF WORK EXPERIENCE

January 1995 to  
January 21, 2002

The Mayor's Office of Community Affairs  
**Ticket for Kids and Seats for Seniors Coordinator**  
Atlanta, Georgia

Identified community, educational, religious and other organizations providing services for youth to be rewarded for making smart choices. Coordinated volunteers for all of the Mayor's events in the City of Atlanta. Coordination of public events in the City of Atlanta to include the youth and senior citizens. Delivered presentations to acquaint community groups with the availability of city services. Prepared and presented weekly/monthly/quarterly reports on activities and goals accomplished by The Mayor's Office of Community Affairs. Handled special projects and functions for meetings and events.

March 1991 to  
January 1995

Atlanta Religious Mobilization Against Crime (ARMAC)  
**Community Outreach Organizer**  
Atlanta, Georgia

Provided workshops, seminars and forums for ARMAC's participants on drug and alcohol abuse prevention. Mobilizes and coordinate prevention strategies with other community resources. Assist with training needs assessments, surveys and distributes drug and alcohol prevention information in churches, mosques, synogues and communities. Act as liaison for the Religious Communities in Atlanta and Project Connect to the City of Atlanta.

July 1990 to  
March 1991

Save the Children  
**Child Care Support Center, Inc., Atlanta, Georgia**  
Staff Trainer, Day Care Center

Provide training and assess staff development needs of professional and para-professional employees to fifteen (15) Day Care Centers in the south area of Atlanta.

1349 Aniwaka Ave., S W \* Atlanta, Georgia 30311 \* 404.755.7170 Home and Fax

**Brown, Evelyn D.**  
**VITAE**  
 Page 2

**SUMMARY OF WORK EXPERIENCE (continued)**

September 1989 to  
 July 1990

Children and Youth Services  
**Coordinator**  
 Atlanta, Georgia

Coordinated programs for at-risk youth for eleven (11) EOA Neighborhood Services Centers. Monitored programs, provided training, developed strategy and recruitment plan to increase retention of youth. Provided technical assistance in centers for staff.

September 1971 to  
 September, 1989

Economic Opportunity Atlanta, Inc.  
**Director, Headstart Parent & Child Center**  
 Atlanta, Georgia

Assess staff development needs of professional and para-professional employees. Worked with department to plan training solutions. Developed policies and procedures for 35 employees. Managed and administered budget of four hundred seventy five thousand dollars (\$475,000). Developed program for volunteers. Networked with community groups and organization in implementing program for low-income children and families.

September 1965 to  
 June, 1971

Atlanta Public School System/ Central Junior High School  
**Special Education Teacher**  
 Atlanta, Georgia

Teacher of core Math curriculum and remedial reading instruction to 8<sup>th</sup> graders (low achievers). Designed, review and evaluated class activities and achievement.

September 1957 to  
 June, 1965

Richmond County Board Of Education  
 Charles T. Walker Elementary School  
**Teacher**

Teacher of remedial reading instructions to 4<sup>th</sup> and 5<sup>th</sup> grades.

**Brown, Evelyn D.**  
 VITAE  
 Page 3

**EDUCATIONAL BACKGROUND**

Summers, 1981 & 1982	Atlanta University – Atlanta, Georgia Post Graduate Studies – Administration (19 hours)
May, 1969	Atlanta University – Atlanta, Georgia Graduate School Degree: Master of Arts – Special Education
September 1953 to June 1957	Morris Brown College – Atlanta, Georgia Degree: Bachelor of Science Major: Elementary Education

**MEMBERSHIPS**

Appointed – State Board of Examiners Licensed Dieticians (2 years Appointment) *Gov.*  
 General Connectional Board, C.M.E. Church  
 Holsey Temple C.M.E. Church  
 Morris Brown College National Alumni Association  
 National Association for Advancement of Colored People (NAACP)  
 National Education Association  
 Young Women's Christian Association (YWCA)  
 Zeta Phi Beta Sorority – Educational Foundation – Secretary, *2nd, 1st*  
 Zeta Phi Beta Sorority – Regional Executive Board *Chair*  
 Atlanta Chapter, Justice, Unity, Generosity, Service, Inc.

**AWARDS**

Who's Who of American Women – Listed (1977 – 1978)  
 The American Academy of Human Services Award – Recipient (1984 – 85)  
 Personalities of the South (1979 – 1980)  
 Leading Ladies of Atlanta  
 Economic Opportunity Atlanta "Human Service Award" – Recipient  
 Zeta Phi Beta "Career and Scholarship Service Award" – Recipient  
 National Foundation – March of Dimes "Outstanding Volunteer Services" – Recipient  
 Morris Brown College "Alumni of the Year" – Recipient

**REFERENCES AVAILABLE UPON REQUEST**

**A COMMUNICATION BY MAYOR KASIM REED APPOINTING MS. VERNETTA KEITH NURIDDIN TO SERVE AS A MEMBER OF THE ATLANTA HUMAN RELATIONS COMMISSION. THIS APPOINTMENT IS FOR A TERM OF THREE (3) YEARS, SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION.**

**Review List:**

Office of the Municipal Clerk	Completed	05/07/2013 2:41 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Office of Research and Policy Analysis	Completed	05/10/2013 12:26 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	
Office of Research and Policy Analysis	Pending	

**HISTORY:**

05/06/13      Atlanta City Council      REFERRED WITHOUT OBJECTION

**RESULT:                      REFERRED WITHOUT OBJECTION**

Certified by Presiding Officer	Certified by Clerk

LEGISLATION HISTORY – BLUE BACK

**A COMMUNICATION BY MAYOR KASIM REED APPOINTING MS. VERNETTA KEITH NURIDDIN TO SERVE AS A MEMBER OF THE ATLANTA HUMAN RELATIONS COMMISSION. THIS APPOINTMENT IS FOR A TERM OF THREE (3) YEARS, SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION.**

*Kasim Reed*  
Kasim Reed, Mayor

---

**13-C-5004****CITY OF ATLANTA****KASIM REED**  
MAYOR55 TRINITY AVENUE, S.W.  
ATLANTA, GEORGIA 30303-0300  
TEL (404) 330-6100

May 6, 2013

Council President Ceasar Mitchell  
and City Councilmembers  
55 Trinity Avenue, SW  
Suite 2900  
Atlanta, Georgia 30303

**Re: Human Relations Commission**

Dear President Mitchell and Members of the Council:

It is my pleasure to appoint **Ms. Vernetta Keith Nuriddin** to serve as a member of the Atlanta Human Relations Commission on behalf of the City of Atlanta. Ms. Nuriddin is a resident of the City of Atlanta, and willing to serve in this capacity. This appointment is for a **term of three (3) years, to begin on the date of Council confirmation.**

Based on her experience and commitment to the community, I am confident that Vernetta Nuriddin will serve the City of Atlanta and the Human Relations Commission with integrity and dedication. A copy of her qualifications is attached for your review.

Sincerely,

A handwritten signature in black ink, appearing to read "Kasim Reed", written over a large, stylized flourish.

Kasim Reed

Attachment: 13-C-5004\_Nuriddin\_050613 (13-C-5004 : Appointing Vernetta Nuriddin to Human Relations Commission)

V. Keith Nuriddin  
 1233 Spring Park Drive, SW  
 Atlanta, Georgia 30311  
 vnuriddin@wowfoundation.net  
 404-437-2122

### Objective

To join a team that will utilize my skills, education and experience in its duty to fulfill the mission of the organization.

### Education

**Bachelor of Arts, Psychology** University of Georgia Athens, Georgia Fall 1994  
**Civil Litigation Certification**, National Center for Paralegal Training Inc. Atlanta, Georgia 1997  
**Master of Information Technology with a concentration in Internet Security**, American Intercontinental University-Dunwoody Campus. Spring 2005  
**Community Leadership Certificate**, GALEO Institute for Leadership in special partnership with the Fanning Institute of the University of Georgia, Atlanta, Ga. December 2007

### Summary of Qualifications

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>❖ 2 decades of Community Activism</li> <li>❖ 8 Years of Legal Office Procedure</li> <li>❖ 2 Years of Software Support</li> <li>❖ Proficient in Microsoft Office Suites 2000, XP &amp; 2003</li> <li>❖ Windows NT, 98, 2000 &amp; XP</li> <li>❖ Extensive legal billing/ accounting knowledge</li> </ul> | <h4>Fields of Study</h4> <ul style="list-style-type: none"> <li>❖ Conflict Management</li> <li>❖ Human Behavior</li> <li>❖ Intrusion Detection Systems</li> <li>❖ Disaster Prevention</li> <li>❖ Response and Recovery</li> <li>❖ Configuring Cisco Routers and Switches</li> <li>❖ Java 2 SDK and Oracle 9i</li> </ul> |
|--|---|

### Affiliations/Organization

Georgia Coalition on Hunger, Sacred Diva, League of Women Voters-Atlanta Fulton County, GALEO, Georgia PTA

### Professional History

- |              |  |
|--------------|--|
| 1992-1997    | Legal Secretary, McLaughlin, Dougald, and Hendon Atlanta, Georgia. James McLaughlin, Esq. In-house Counsel for Liberty Mutual Insurance Company Supervisor James McLaughlin, Esq. Provided legal secretarial support to General Counsel practicing worker's compensation and insurance defense.  |
| 1998-1999    | Paralegal, Manier and Herod One Nashville Place Suite 2200, 150 Fourth Avenue, North Nashville, Tennessee 37219 (615)244-0030 Dave Deming, Esq.<br>Prepared discovery documents and settlement documents for insurance defense attorneys. Prepared deposition and medical summaries. Prepared various other court filings and service of subpoenas.  |
| 1999-2001    | Software Support, Juris, Inc. 5106 Maryland Way, Brentwood, Tennessee 37027 (615)377-3740 Gail Henderson, Response Manager. Provided software support to offices using the Juris legal accounting software. Worked both independently and in a team setting to resolve complex support issues. Created queries for client reports using MS Access.   |
| 2001-2004    | Branch Office Administrator, Edward Jones Investments 5723 Rockbridge Road, Suite D, Stone Mountain, Georgia 30087 (770) 469-0260. Assisted investment representative with all marketing campaigns. Processed client securities and account transactions. Responsible for daily bank deposits. General bookkeeping and accounts payable.   |
| 2004-Present | Executive Director, Women Overcoming Whatever WOW Foundation Atlanta, Georgia (404)437-2122. Supervise four program directors for a volunteer driven not-for-profit organization. Organize town hall meetings, political forums, and community activities. Recruit and train volunteers, oversee telephone banks, develop prospects and implement administrative procedures. Fund Manager. www.wowfoundation.net |
| Hobbies      | Roller-skating, swimming, reading and mentoring youth and young adults.  |

**A COMMUNICATION BY COUNCILMEMBERS C. T. MARTIN, FELICIA A. MOORE, KEISHA LANCE BOTTOMS, JOYCE M. SHEPERD AND H. LAMAR WILLIS SUBMITTING DR. MARIE R. METZE AS THEIR APPOINTEE TO THE BELTLINE TAD ADVISORY COMMITTEE. (FAVORABLE BY COMMUNITY DEVELOPMENT/HUMAN RESOURCES COMMITTEE ON 5/14/13.)**

**Review List:**

Office of the Municipal Clerk	Completed	05/07/2013 2:42 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Office of Research and Policy Analysis	Completed	05/10/2013 9:28 AM
Community Development & Human Resources Committee	Completed	05/17/2013 12:00 PM
Community Development & Human Resources Committee	Completed	05/17/2013 12:00 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

05/06/13 Atlanta City Council REFERRED WITHOUT OBJECTION

<b>RESULT:</b>	<b>REFERRED WITHOUT OBJECTION</b>
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05/14/13 Community Development & Human Resources Committee FAVORABLE

Ms. Marie Robinson-Metze is the appointee.

<b>RESULT:</b>	<b>FAVORABLE [UNANIMOUS]</b>
<b>MOVER:</b>	Joyce Sheperd, Chair
<b>SECONDER:</b>	H. Lamar Willis, Vice Chair
<b>AYES:</b>	Sheperd, Hall, Shook, Willis, Winslow, Young Jr.

Certified by Presiding Officer	Certified by Clerk

LEGISLATION HISTORY – BLUE BACK

**A COMMUNICATION BY COUNCILMEMBERS C. T. MARTIN, FELICIA A. MOORE, KEISHA LANCE BOTTOMS, JOYCE M. SHEPERD AND H. LAMAR WILLIS SUBMITTING DR. MARIE R. METZE AS THEIR APPOINTEE TO THE BELTLINE TAD ADVISORY COMMITTEE. (FAVORABLE BY COMMUNITY DEVELOPMENT/HUMAN RESOURCES COMMITTEE ON 5/14/13.)**

Clarence T. Martin Jr  
Clarence "C. T." Martin, Councilmember

Felicia A. Moore  
Felicia A. Moore, Councilmember, District 9

K. Bottoms  
Keisha Lance Bottoms, Councilmember, District 11

Joyce M. Sheperd  
Joyce Sheperd, Councilmember, District 12

H.L. Willis  
H. Lamar Willis, Councilmember, Post 3 at-Large

Maeth  
Input

MUNICIPAL CLERK  
2013 APR 24 AM 9:13



CITY OF ATLANTA

CLARENCE T. MARTIN  
COUNCILMAN, DISTRICT 10

55 TRINITY AVENUE, S.W.  
SECOND FLOOR, EAST  
ATLANTA, GEORGIA 30303  
(404) 330-6055

April 16, 2013

The Honorable Ceasar Mitchell  
Members of Atlanta City Council  
City Hall, Suite 2900  
55 Trinity Avenue, SW  
Atlanta, Georgia 30303

**RE: Reappointment to the Beltline TAD Advisory Committee**

Dear President Mitchell:

We are pleased to reappoint Dr. Marie R. Metze to serve as a member of the Beltline TAD Advisory Committee.

We are confident that Dr. Marie R. Metze will serve the Beltline TAD Advisory Committee with distinction. Attach is a copy of Dr. Metze resume for the committee's review.

Sincerely,

C. T. Martin  
Clarence T. Martin  
District 10

Felicia A. Moore  
Felicia A. Moore  
District 9

Keisha Lance Bottoms  
Keisha Lance Bottoms  
District 11

Joyce M. Sheperd  
Joyce M. Sheperd  
District 12

H. Lamar Willis  
H. Lamar Willis  
Post 3 At-Large

Attachment: 13-C-5005\_Metze\_050613 (13-C-5005 : Appointing Marie Metze to Beltline TAD)

**Marie R. Metze**  
 3259 Cascade Road, Southwest  
 Atlanta, Georgia 30311  
 404-691-0915  
[metzeamoco@msn.com](mailto:metzeamoco@msn.com)

### Biographical Sketch

Marie R. Metze is currently Commissioner of the Christian Debutante Master Commission (DMC) of the Sixth Episcopal District, A.M.E. Church. She holds a Doctor of Philosophy degree in Educational Leadership from Georgia State University and devotes her educational achievements and her business acumen to the care and development of the youth in her community and her church. A long-time member, in good standing, of Big Bethel A.M.E. Church, Atlanta, and a member of the Board of Directors of the Metropolitan Atlanta Rapid Transit Authority (MARTA), she counts it a mission, as well as a stewardship to attend to the spiritual, political, and economic needs of the young, the disenfranchised and the disadvantaged.

As DMC Commissioner, she provides guidance for educating A.M.E. youth in the liturgical requirements of all levels of the Church – the Connectional, the Episcopal District, the Annual Conference, the Presiding Elder District, as well as the local church.

As a community activist, she conceived of the idea of an Intergenerational Choir consisting of senior citizens and youth for the 1999 NAACP “Jubilee Day” Celebration at Hoosier United Methodist Church. This group also performed at Quality Living Services’ Second Annual Living Legends Awards Luncheon held at the Convention Center in College Park, Georgia.

Marie appreciates the opportunity that her community has given her to contribute to its organizations and activities. Among her numerous active interests, she names the following: Golden Heritage Life Member and Executive Board member of the Atlanta Branch of the NAACP; Past President, Cascade South Civic Association; Member, Fulton County Democratic Party Executive Committee; Golden Life Member of Delta Sigma Theta Sorority; Leadership Atlanta-Class of 1992; Former Member, Emily’s List Majority Council; Member, Class of 2003 Regional Leadership Institute; and former Co-Leader of the Atlanta-Fulton County South Metro Unit of the League of Women Voters.

**CITY COUNCIL  
ATLANTA, GEORGIA**

**12-O-1756 A SUBSTITUTE ORDINANCE BY COMMITTEE ON COUNCIL TO CALL A CITY OF ATLANTA GENERAL MUNICIPAL ELECTION “THE ELECTION” ON TUESDAY NOVEMBER 5, 2013; TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH FULTON COUNTY BOARD OF REGISTRATION AND ELECTIONS TO CONDUCT SAID ELECTION AND ANY SPECIAL ELECTION(S) HELD IN CONJUNCTION THEREWITH AND IF NECESSARY, TO CONDUCT A CITY OF ATLANTA GENERAL RUNOFF ELECTION “THE RUN-OFF” TO BE HELD ON TUESDAY, DECEMBER 3, 2013 OR SUCH OTHER AUTHORIZED DATE; TO AUTHORIZE THE PAYMENT OF EXPENSES INCURRED UNDER THE CONTRACT IN AN AMOUNT NOT TO EXCEED \$1,446,404.89; TO APPOINT THE FULTON COUNTY BOARD OF REGISTRATION AND ELECTIONS, AS MUNICIPAL ELECTION SUPERINTENDENT FOR THE PURPOSE OF CONDUCTING “THE ELECTION” AND IF NECESSARY “THE RUN-OFF”, AS ABSENTEE BALLOT CLERK, AND AS MUNICIPAL REGISTRAR; AND FOR OTHER PURPOSES.**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

05/06/13      Committee on Council      **HELD IN COMMITTEE**

<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

05/06/13      Atlanta City Council

Certified by Presiding Officer	Certified by Clerk
Mayor’s Action <i>See Authentication Page Attachment</i>	

**ORDINANCE  
BY COMMITTEE ON COUNCIL**

**12-O-1756 A SUBSTITUTE ORDINANCE BY COMMITTEE ON COUNCIL TO CALL A CITY OF ATLANTA GENERAL MUNICIPAL ELECTION “THE ELECTION” ON TUESDAY NOVEMBER 5, 2013; TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH FULTON COUNTY BOARD OF REGISTRATION AND ELECTIONS TO CONDUCT SAID ELECTION AND ANY SPECIAL ELECTION(S) HELD IN CONJUNCTION THEREWITH AND IF NECESSARY, TO CONDUCT A CITY OF ATLANTA GENERAL RUNOFF ELECTION “THE RUN-OFF” TO BE HELD ON TUESDAY, DECEMBER 3, 2013 OR SUCH OTHER AUTHORIZED DATE; TO AUTHORIZE THE PAYMENT OF EXPENSES INCURRED UNDER THE CONTRACT IN AN AMOUNT NOT TO EXCEED \$1,446,404.89; TO APPOINT THE FULTON COUNTY BOARD OF REGISTRATION AND ELECTIONS, AS MUNICIPAL ELECTION SUPERINTENDENT FOR THE PURPOSE OF CONDUCTING “THE ELECTION” AND IF NECESSARY “THE RUN-OFF”, AS ABSENTEE BALLOT CLERK, AND AS MUNICIPAL REGISTRAR; AND FOR OTHER PURPOSES.**

WHEREAS, in accordance with Section 21-2-9(b) of the Georgia Election Code there shall be a City of Atlanta General Municipal Election on November 5, 2013 in all of the City’s regular and customary precincts and with polling places to remain open continuously from 7:00 a.m. until 8:00 p.m. in accordance with Section 21-2-403 of the Georgia Election Code; and if necessary, a General Run-Off election in all applicable precincts on December 3, 2013; and

WHEREAS, in accordance with Section 21-2-45(c) of the Georgia Election Code, the City of Atlanta may by ordinance authorize a County in which it lies wholly or partially in to conduct elections and to perform any and all related functions, as outlined in said code section; and

WHEREAS, the City of Atlanta wishes to enter into a contract with Fulton County Board of Registration and Elections to conduct the Election and any Special Election(s) held in conjunction herewith, and if necessary a General Run-Off Election; and

WHEREAS, the City of Atlanta will advance all expenses associated with such election(s) in a manner as provided in said contract; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, as follows:

SECTION 1: That in accordance with Section 21-2-45(c) of the Georgia Election Code the Mayor be and is hereby authorized to execute an appropriate contractual agreement with Fulton County Board of Registration and Elections to conduct a General Municipal Election and any Special Election(s) held in conjunction therewith on November 5, 2013 and if necessary, a Run-Off Election on December 3, 2013 or on such other authorized date.

SECTION 2: That the Atlanta City Council, in accordance with Section 21-2-70.1(b) of the Georgia Election Code does hereby appoint the Fulton County Board of Registration and Elections, with the Director or Interim Director of the Fulton County Department of Registration and Elections acting as its

agent, as the Municipal Election Superintendent for conducting the Election and any Special Election(s) to be held in conjunction therewith on November 5, 2013 and if necessary, for conducting a Run-Off on December 3, 2013, or such other authorized date.

SECTION 3: That the conduct of “the election” and any necessary “Run-Off” includes the full operation of all early voting locations and processes.

SECTION 4: That the Atlanta City Council, in accordance with Section 21-2-380.1 of the Georgia Election Code does hereby appoint the Fulton County Board of Registration and Elections, with the Director or Interim Director of the Fulton County Department of Registration and Elections acting as its agent, as Absentee Ballot Clerk for the Election(s).

SECTION 5: That the Atlanta City Council, in accordance with Section 21-2-212(c) of the Georgia Election Code does hereby appoint the Fulton County Board of Registration and Elections, with the Director or Interim Director of the Fulton County Department of Registration and Elections acting as its agent, as Municipal (Chief) Registrar for the Election(s).

SECTION 6: That the appointments noted in Sections 2, 3 and 4 of this Ordinance made at this regular meeting of the Atlanta City Council shall be recorded in the minutes of said meeting.

SECTION 7: That the City shall pay to Fulton County (“County”) all costs incurred in performing those functions which the City has requested County to perform in conducting the Election and if necessary, the Run-Off, with said amount not to exceed \$1,446,404.89 which is to be paid from Account Number 1001.200317.5710001.1400000.

SECTION 8: That the City Attorney be and is hereby directed to prepare an appropriate contract with Fulton County Board of Registration and Elections for execution by the Mayor, in substantially the form attached hereto identified as Attachment 1, and to be approved by the City Attorney as to final form.

SECTION 9: That the contract with County shall not become binding on the City and the City shall incur no liability upon same until such contract has been signed by the Mayor and delivered to the contracting party.

SECTION 10: That should any part of this Ordinance be declared unconstitutional or unenforceable in a court of law, that it shall be severed from this Ordinance and all such parts not declared unconstitutional or unenforceable shall remain in full force and effect.

SECTION 11: That all ordinances or parts of ordinances in conflict herewith be and are hereby repealed.

12-0-1756

**AN ORDINANCE BY  
COMMITTEE ON COUNCIL**

**AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH FULTON COUNTY TO CONDUCT THE 2013 CITY OF ATLANTA GENERAL MUNICIPAL ELECTION AND ANY SPECIAL ELECTION(S) HELD IN CONJUNCTION THEREWITH ON NOVEMBER 5, 2013 AND IF NECESSARY, TO CONDUCT A CITY OF ATLANTA GENERAL RUNOFF ELECTION TO BE HELD ON DECEMBER 3, 2013 OR SUCH OTHER AUTHORIZED DATE; TO AUTHORIZE THE PAYMENT OF EXPENSES INCURRED UNDER THE CONTRACT IN AN AMOUNT NOT TO EXCEED \$2,389,232.50; TO APPOINT THE FULTON COUNTY BOARD OF REGISTRATION, AND ELECTIONS, AS MUNICIPAL ELECTION SUPERINTENDENT FOR THE PURPOSE OF CONDUCTING SAID ELECTION, AS ABSENTEE BALLOT CLERK AND AS MUNICIPAL REGISTRAR; AND FOR OTHER PURPOSES.**

**WHEREAS**, in accordance with Section 21-2-45(c) of the Georgia Election Code, the City of Atlanta may, by ordinance, authorize Fulton County to conduct elections and to perform any and all functions, as outlined in said code section and as required by such an election; and

**WHEREAS**, the City of Atlanta wishes to enter into a contract with Fulton County to conduct a General Municipal Election and any Special Election(s) held in conjunction herewith, and if necessary a General Run-off Election; and

**WHEREAS**, the City of Atlanta will advance all expenses associated with such election(s) in a manner as provided in said contract; and

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA**, as follows:

**SECTION 1:** That in accordance with Section 21-2-45(c) of the Georgia Election Code the Mayor be and is hereby authorized to execute an appropriate contractual agreement with Fulton County to conduct a General Municipal Election and Special Election(s) held in conjunction therewith on November 5, 2013 and if necessary a Run-off Election on December 3, 2013 or on such other authorized date.

**SECTION 2:** That the Atlanta City Council, in accordance with Section 21-2-70.1 (b) of the Georgia Election Code does hereby appoint the Fulton County Board of Registration and Elections, with the Director or Interim Director of the Fulton County Department of Registration and Elections acting as its agent, as the Municipal Election Superintendent for the 2013 City of Atlanta General Municipal Election and any Special Election(s) to be held in conjunction therewith on November 5, 2013 and for a General Run-Off Election to be held if necessary on December 3, 2013, or on such other authorized date.

**SECTION 3:** That the Atlanta City Council, in accordance with Section 21-2-380.1 of the Georgia Election Code does hereby appoint the Fulton County Board of Registration and Elections, with the Director or Interim Director of the Fulton County Department of Registration and Elections acting as its agent, as Absentee Ballot Clerk for said City of Atlanta Election(s).

**SECTION 4:** That the Atlanta City Council, in accordance with Section 21-2-212 (c) of the Georgia Election Code does hereby appoint the Fulton County Board of Registration and Elections, with the Director or Interim Director of the Fulton County Department of Registration and Elections acting as its agent, as Municipal (Chief) Registrar for said City of Atlanta Election(s).

**SECTION 5:** That the appointments noted in Sections 2, 3, and 4 of this ordinance made at this regular meeting of the Atlanta City Council, shall be recorded in the minutes of said meeting.

**SECTION 6:** That the City shall pay to Fulton County all costs incurred in performing those functions which the City has requested Fulton County to perform in conducting the Election(s) and if necessary the Run-off Election, with said amount not to exceed \$2,389,232.50 which is to be paid from Account Number 1001.200317.5710001.1400000.000000.000000.0000000000.

**SECTION 7:** That the City Attorney be and is hereby directed to prepare an appropriate contract with Fulton County for execution by the Mayor, in substantially the form attached hereto identified as Attachment 1, and to be approved by the City Attorney as to final form.

**SECTION 8:** That the contract with Fulton County shall not become binding on the City and the City shall incur no liability upon same until such contract has been signed by the Mayor and delivered to the contracting party.

**SECTION 9:** That should any part of this ordinance be declared unconstitutional or unenforceable in a court of law, that it shall be severed from this ordinance and all such parts not declared unconstitutional or unenforceable shall remain in full force and effect.

**SECTION 10:** That all ordinances and parts of ordinances in conflict herewith be and are hereby repealed.

## Attachment 1 Draft

GEORGIA  
FULTON COUNTY:

THIS AGREEMENT entered into between the City of Atlanta, a municipal corporation lying wholly or partially within the County of Fulton, Georgia, hereinafter referred to as "City", and FULTON COUNTY, a political subdivision of the State of Georgia hereinafter referred to as "County".

### WITNESSETH:

WHEREAS, the City in the performance of its governmental functions will hold the City of Atlanta General Election and any Special Election(s) held in conjunction therewith (the "Election") on Tuesday, November 5, 2013 and if necessary the City of Atlanta General Runoff Election (Run-off) on Tuesday, December 3, 2013, hereinafter described; and,

WHEREAS, under the provisions of the Georgia Municipal Election Code, particularly Section 21-2-45(c) of the Official Code of Georgia. Annotated, the City may by ordinance authorize County to conduct such election and the City has heretofore adopted such an ordinance:

NOW, THEREFORE, in consideration of the premises it is hereby agreed as follows:

#### 1.

This Agreement shall govern the obligations of the parties in the conduct of the Election.

#### 2.

The Fulton County Board of Registration and Elections shall operate as the Municipal Election Superintendent (the "Superintendent") of the aforementioned elections and shall perform any and all functions of the City or any of its officials in connection with the conduct of such Election or Run-off thereof, except as hereinafter provided.

#### 3.

The cost of such elections shall be in accordance with the projected cost therefore attached hereto as Exhibit "A" and made a part hereof by reference. City agrees to pay County the original sum of \$1\_\_\_\_\_ for the City of Atlanta General Election and any Special Election(s) held in conjunction therewith and \$\_\_\_\_\_ for the City of Atlanta General Runoff Election, to be maintained in a separate election account with all expenses and charges in connection with the Election and Run-off to be recorded and paid from said account. Within ninety (90) days after the date of the Election or Run-off, whichever is last to occur, County shall furnish to City a complete statement showing all costs and expenses incurred in the Election and Run-off and refund any excess in the election account or collect any deficit which may be in said account. After this time, all other invoices received will be forwarded to the City for payment.

**4.**

The City Attorney shall furnish all legal services and defenses of litigation required by the Fulton County Board of Registration and Elections or Fulton County personnel arising from the Election under this Agreement. Should the City Attorney for any reason fail to provide the legal services referred to in this paragraph, the Superintendent shall have authority to engage the Fulton County Legal Department at the reasonable expense of the City; which shall not exceed the costs to the County; provided, however, that all requests for legal assistance by the County from the City Attorney to provide such service shall be communicated in writing before the City will be obligated to pay for legal services under this paragraph; provided, further, that the failure of the City Attorney's office to respond to a request made hereunder, within a reasonable time, shall be deemed to be a refusal to furnish such services.

County shall notify City in writing of its determination that the City has failed to respond as contemplated hereinabove before incurring legal fees on its own behalf for which the City shall be responsible.

**5.**

No term of this Agreement shall limit the obligations of the Superintendent to take any steps required by the Georgia Election Code and the Rules of the State Election Board and the Charter and Code of Ordinances of the City of Atlanta.

**6.**

Should it be necessary to comply with legal requirements that any of the County's personnel shall be sworn in as a temporary officer or employee of the City, such formality shall be observed without limitations.

**7.**

To the extent allowed by law, the City agrees to indemnify, defend and hold harmless County with respect to any claim, demand, action, damages, judgment, cost and/or expenses (including, without limitation, reasonable attorney's fees and legal expenses) to which County may be subjected as a consequence of or as a result of any error, omission, tort, intentional tort, willful misconduct, or any other negligence on the part of the City and/or its employees.

**8.**

To the extent allowed by law, the County agrees to indemnify, defend and hold harmless the City with respect to any claim, demand, action, damages, judgment, cost and/or expenses (including, without limitation, reasonable attorney's fees and legal expenses) to which the City may be subjected as a consequence of or as a result of any error, omission, tort, intentional tort, willful misconduct, or any other negligence on the part of the County and/or its employees.

IN WITNESS WHEREOF, the parties have hereunto set their hands and affixed their seals pursuant to resolutions of their governing bodies duly adopted and entered on the Minutes thereof.

CITY OF ATLANTA

\_\_\_\_\_

Mayor  
(Seal)

Attest: \_\_\_\_\_  
Municipal Clerk

APPROVED AS TO FORM:

\_\_\_\_\_

City Attorney

APPROVED:

\_\_\_\_\_

Chief Financial Officer

RCS# 2491  
1/07/13  
2:25 PM

Atlanta City Council

- Taken under Committee of the Whole -

12-0-1756

CONTRACT W/FULTON CO. TO CONDUCT 2013  
COA GENERAL MUNICIPAL ELECTION  
REFER TO COC

YEAS: 12  
NAYS: 0  
ABSTENTIONS: 0  
NOT VOTING: 1  
EXCUSED: 0  
ABSENT 3

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

RCS# 2463  
12/03/12  
3:57 PM

Atlanta City Council

12-0-1756

FULTON COUNTY TO CONDUCT 2013 GENERAL  
MUNICIPAL ELECTION; SPECIAL AND RUN-OFF  
REFER TO COC

YEAS: 14  
NAYS: 0  
ABSTENTIONS: 0  
NOT VOTING: 1  
EXCUSED: 0  
ABSENT 1

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

**AN ORDINANCE AMENDING THE CITY OF ATLANTA CODE OF ORDINANCES TO SET POLICY REGARDING USAGE OF COUNCIL MEMBER BUDGET CARRY-FORWARD, AND FOR OTHER PURPOSES.**

**Review List:**

Office of Research and Policy Analysis	Completed	05/03/2013 10:43 AM
Committee on Council	Completed	05/17/2013 4:49 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	
Office of Research and Policy Analysis	Pending	
Atlanta City Council	Pending	

**HISTORY:**

05/06/13      Committee on Council      REFERRED TO COMMITTEE

<b>RESULT:</b>	<b>REFERRED TO COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

05/06/13      Atlanta City Council      REFERRED TO COMMITTEE

<b>RESULT:</b>	<b>REFERRED TO COMMITTEE [14 TO 0]</b>
<b>AYES:</b>	Watson, Wan, Martin, Smith, Shook, Winslow, Moore, Willis, Young Jr., Sheperd, Bottoms, Hall, Bond, Adrean
<b>AWAY:</b>	Natalyn Mosby Archibong

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

LEGISLATION HISTORY – BLUE BACK

**ORDINANCE  
BY COMMITTEE ON COUNCIL**

**AN ORDINANCE AMENDING THE CITY OF ATLANTA CODE OF ORDINANCES TO SET POLICY REGARDING USAGE OF COUNCIL MEMBER BUDGET CARRY-FORWARD, AND FOR OTHER PURPOSES.**

Whereas, The Atlanta City Council President and Council members are provided with an annual budget for expenses related associated with official City business, and

Whereas, in addition to using annual appropriations for conducting official City business which includes the operation of individual Council members offices, Council members can utilize a portion of their expense accounts to fund projects for the public good in their districts or citywide

Whereas, Section 2-39(e) authorizes the carry forward from one fiscal year to the next unexpended funds in appropriations in the cost centers established for individual Council members, and

Whereas, the City does not provide guidance on the usage of unexpended funds when used for operating expenses versus funding projects in the community

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA,  
HEREBY ORDAINS:

SECTION 1: That with the start of Fiscal Year 2014 the budgeted Carry-Forward for the Atlanta City Council shall be used in the following manner: Funds expended from Council member's Carry-Forward for the purpose of funding projects or events for the public good, will be paid directly from the Carry-Forward account. In the event a Council member's operating expenditures exceed, or it is anticipated that they will exceed the annual appropriation, funds will be transferred by ordinance from the Council member Carry-Forward in the Non-Departmental Reserve, to the Council member's Expense account to cover any overage. The Chief Financial Officer no longer will have the authority to transfer expenditures from the Council member Expense account to Council member Carry-Forward.

SECTION 2: That Section 2-39(d) of the City of Atlanta Code of Ordinances which currently reads:

If any council member incurs expenses or obligations in excess of the sums appropriated for the member's use in any calendar year, the appropriations for such council member for the succeeding year shall be reduced by the amount of any such overage. If such council member shall not be serving in office in the succeeding year, such excess expenses or obligations shall be immediately reimbursable to the city.

Be amended to read:

If any council member incurs expenses or obligations in excess of the sums appropriated for the member's use in any calendar year, the overage will be covered by amounts held in that council

member's carry-forward balance. The overage in the expense account will be covered by ordinance with a transfer of appropriations from the carry-forward to the Council member expense account. In the event the carry-forward balance is not sufficient to cover the overage, the appropriations for such council member for the succeeding year shall be reduced by the amount of any such overage. If such council member shall not be serving in office in the succeeding year, such excess expenses or obligations shall be immediately reimbursable to the city.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**AUTHORIZING THE FULTON COUNTY BOARD OF REGISTRATION AND ELECTIONS TO UTILIZE THE ADAMSVILLE RECREATION CENTER, WESLEY COAN PARK & RECREATION CENTER, AND PEACHTREE HILLS RECREATION CENTER AS ADDITIONAL EARLY VOTING LOCATIONS FOR THE CITY OF ATLANTA'S NOVEMBER 5, 2013 GENERAL ELECTION AND ANY SPECIAL ELECTIONS HELD IN CONJUNCTION THEREWITH, AND IF NECESSARY, FOR ANY GENERAL RUN-OFF ELECTION HELD ON DECEMBER 3, 2013 OR OTHER AUTHORIZED DATE; AND FOR OTHER PURPOSES.**

**Review List:**

Office of Research and Policy Analysis	Completed	05/17/2013 5:29 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

**RESOLUTION  
BY COMMITTEE ON COUNCIL**

**AUTHORIZING THE FULTON COUNTY BOARD OF REGISTRATION AND ELECTIONS TO UTILIZE THE ADAMSVILLE RECREATION CENTER, WESLEY COAN PARK & RECREATION CENTER, AND PEACHTREE HILLS RECREATION CENTER AS ADDITIONAL EARLY VOTING LOCATIONS FOR THE CITY OF ATLANTA'S NOVEMBER 5, 2013 GENERAL ELECTION AND ANY SPECIAL ELECTIONS HELD IN CONJUNCTION THEREWITH, AND IF NECESSARY, FOR ANY GENERAL RUN-OFF ELECTION HELD ON DECEMBER 3, 2013 OR OTHER AUTHORIZED DATE; AND FOR OTHER PURPOSES.**

WHEREAS, in accordance with Section 21-2-9(b) of the Georgia Election Code, a general election, and if necessary, a general run-off election, is to be held to fill the offices of Mayor, Council President, Council Members, Board of Education Members and to retain Municipal Court Judges, every four years within the City of Atlanta; and

WHEREAS, pursuant to Ordinance 12-O-1756, adopted by Council on May 20, 2013, such a general election has been called and will be conducted on Tuesday, November 5, 2013; and

WHEREAS, in accordance with Section 21-2-45(c) of the Georgia Election Code and further pursuant to Ordinance 12-O-1756, the City of Atlanta will enter into a contract with Fulton County Board of Registration and Elections (with the Fulton County Office of Registration and Elections acting as its agent), to conduct the Election and if necessary the Run-Off; and

WHEREAS, the Fulton County Board of Registration and Elections plans to utilize three Fulton County office locations; Fulton County Government Center, 130 Peachtree Street, Suite 2186, Atlanta, Georgia 30303; South Fulton Annex, 5600 Stonewall Tell Road, Room 108, College Park, Georgia 30349; and North Fulton Annex, 7741 Roswell Road, N.E., Suite 224, Sandy Springs, Georgia 30350 as early voting locations for resident electors within the City of Atlanta in both Fulton and DeKalb Counties during the three weeks immediately preceding the Election; and

WHEREAS, during recently held elections, City of Atlanta voters have become accustomed to early voting during the week immediately preceding the election at one or more additional locations within the City of Atlanta; and

WHEREAS, Section 5 of the Voting Rights Act requires pre-submission to the Department of Justice for authorization of early voting locations; and

WHEREAS, the Mayor and Council of the City of Atlanta believe that it is in the best interest of the City's electorate to maintain their options to vote early at the Adamsville Recreation Center and the Peachtree Hills Recreation Center within the City of Atlanta/Fulton County, and at the Wesley Coan Park & Recreation Center within the City of Atlanta/DeKalb County; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, as follows:

- (1) That the Municipal Clerk/Election Superintendent is hereby directed to instruct the Fulton County Office of Registration and Elections to operate the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and the Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305, as early voting locations on Saturday October 26, and Monday through Friday October 28 through November 1, 2013, with hours of operation from 8:30 a.m. until 5:00 p.m. each day.
- (2) That the Municipal Clerk/Election Superintendent is hereby directed to instruct the Fulton County Office of Registration and Elections to operate the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and the Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305 as early voting locations on Saturday November 23, and Monday through Wednesday, November 25 through 27, 2013, with hours of operation from 8:30 a.m. until 5:00 p.m. each day, if a General Run-Off Election becomes necessary.
- (3) That the Commissioner of the Department of Parks Recreation and Cultural Affairs is hereby directed to work with the Fulton County Board of Registration and Elections, in advance of the City of Atlanta's November 5, 2013 General Election and, in advance of any necessary December 3, 2013 Run-Off Election to facilitate the utilization of the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305, as early voting locations.
- (4) That there shall be no rental fees associated with the utilization as early voting locations of the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and the Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305.
- (5) That the Interim Chief Technology Officer is hereby directed to work with the Fulton County Board of Registration and Elections, in advance of the City of Atlanta's November 5, 2013 General Election and, in advance of any necessary December 3, 2013 Run-Off Election to review the technology requirements necessary to facilitate early voting at the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305,

- (6) The City Attorney is hereby instructed to make the necessary submission to the Department of Justice requesting authorization of the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and the Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305, as early voting locations with hours of operation from 8:30 a.m. until 5:00 p.m. on Saturday October 26 and Monday through Friday October 28 through November 1, 2013, as well as on Saturday November 23, 2013 and Monday through Wednesday November 25 through 27, 2013. if a General Run-off Election becomes necessary.
- (7) That all resolutions or parts of resolutions in conflict herewith are hereby rescinded.

**A RESOLUTION  
BY COMMITTEE ON COUNCIL**

**AUTHORIZING THE FULTON COUNTY BOARD OF REGISTRATION AND ELECTIONS TO UTILIZE THE ADAMSVILLE RECREATION CENTER, WESLEY COAN PARK & RECREATION CENTER, AND PEACHTREE HILLS RECREATION CENTER AS ADDITIONAL EARLY VOTING LOCATIONS FOR THE CITY OF ATLANTA'S NOVEMBER 5, 2013 GENERAL ELECTION AND ANY SPECIAL ELECTIONS HELD IN CONJUNCTION THEREWITH, AND IF NECESSARY, FOR ANY CITY-WIDE HELD ON DECEMBER 3, 2013 OR OTHER AUTHORIZED DATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, in accordance with Section 21-2-9(b) of the Georgia Election Code, a general election, and if necessary, a general run-off election, is to be held to fill the offices of Mayor, Council President, Council Members, Board of Education Members and to retain Municipal Court Judges, every four years within the City of Atlanta; and

**WHEREAS**, pursuant to Ordinance 12-O-1756, adopted by Council on May 20, 2013, such a general election has been called and will be conducted on Tuesday, November 5, 2013; and

**WHEREAS**, in accordance with Section 21-2-45(c) of the Georgia Election Code and further pursuant to Ordinance 12-O-1756, the City of Atlanta will enter into a contract with Fulton County Board of Registration and Elections (with the Fulton County Office of Registration and Elections acting as its agent), to conduct the Election and if necessary the Run-Off; and

**WHEREAS**, the Fulton County Board of Registration and Elections plans to utilize three Fulton County office locations; Fulton County Government Center, 130 Peachtree Street, Suite 2186, Atlanta, Georgia 30303; South Fulton Annex, 5600 Stonewall Tell Road, Room 108, College Park, Georgia 30349; and North Fulton Annex, 7741 Roswell Road, N.E., Suite 224, Sandy Springs, Georgia 30350 as early voting locations for resident electors within the City of Atlanta in both Fulton and DeKalb Counties during the three weeks immediately preceding the Election; and

**WHEREAS**, during recently held elections, City of Atlanta voters have become accustomed to early voting during the week immediately preceding the election at one or more additional locations within the City of Atlanta; and

**WHEREAS**, Section 5 of the Voting Rights Act requires pre-submission to the Department of Justice for authorization of early voting locations; and

**WHEREAS**, the Mayor and Council of the City of Atlanta believe that it is in the best interest of the City's electorate to maintain their options to vote early at the Adamsville Recreation Center and the Peachtree Hills Recreation Center within the City of Atlanta/Fulton County, and at the Wesley Coan Park & Recreation Center within the City of Atlanta/DeKalb County; and

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, as follows:**

- (1) That the Municipal Clerk/Election Superintendent is hereby directed to instruct the Fulton County Office of Registration and Elections to operate the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and the Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305, as early voting locations on Saturday October 26, and Monday through Friday October 28 through November 1, 2013, with hours of operation from 8:30 a.m. until 5:00 p.m. each day.
- (2) That the Municipal Clerk/Election Superintendent is hereby directed to instruct the Fulton County Office of Registration and Elections to operate the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and the Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305 as early voting locations on Saturday November 23, and Monday through Wednesday, November 25 through 27, 2013, with hours of operation from 8:30 a.m. until 5:00 p.m. each day, if a City-wide General Run-Off Election becomes necessary.
- (3) That the Commissioner of the Department of Parks Recreation and Cultural Affairs is hereby directed to work with the Fulton County Board of Registration and Elections, in advance of the City of Atlanta's November 5, 2013 General Election and, in advance of any necessary December 3, 2013 Run-Off Election to facilitate the utilization of the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305, as early voting locations.
- (4) That there shall be no rental fees associated with the utilization as early voting locations of the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and the Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305.
- (5) That the Interim Chief Technology Officer is hereby directed to work with the Fulton County Board of Registration and Elections, in advance of the City of Atlanta's November 5, 2013 General Election and, in advance of any necessary December 3, 2013 Run-Off Election to review the technology requirements necessary to facilitate

- early voting at the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305,
- (6) The City Attorney is hereby instructed to make the necessary submission to the Department of Justice requesting authorization of the Adamsville Recreation Center located at 3201 M.L. King Jr., Drive, S.W., Atlanta, Georgia 30311; the Wesley Coan Park & Recreation Center located at 1530 Woodbine Avenue, S.E., Atlanta, Georgia 30317; and the Peachtree Hills Recreation Center located at 308 Peachtree Hills Avenue, N.E., Atlanta, Georgia 30305, as early voting locations with hours of operation from 8:30 a.m. until 5:00 p.m. on Saturday October 26 and Monday through Friday October 28 through November 1, 2013, as well as on Saturday November 23, 2013 and Monday through Wednesday November 25 through 27, 2013. if a City-wide General Run-off Election becomes necessary.
- (7) That all resolutions or parts of resolutions in conflict herewith are hereby rescinded.

**10-C-1748 A COMMUNICATION FROM SAM A. WILLIAMS, PRESIDENT, METRO ATLANTA CHAMBER, TO MUNICIPAL CLERK RHONDA DAUPHIN JOHNSON, SUBMITTING THE APPOINTMENT OF MR. BILL CLEMENT, TO SERVE AS A MEMBER OF THE JOHN PORTMAN AND HERMAN RUSSELL COMMISSION.**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Office of the Municipal Clerk	Skipped	
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

05/06/13      Committee on Council      HELD IN COMMITTEE

<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

05/06/13      Atlanta City Council

Certified by Presiding Officer	Certified by Clerk

LEGISLATION HISTORY – BLUE BACK

**10-C-1748 A COMMUNICATION FROM SAM A. WILLIAMS, PRESIDENT, METRO ATLANTA CHAMBER, TO MUNICIPAL CLERK RHONDA DAUPHIN JOHNSON, SUBMITTING THE APPOINTMENT OF MR. BILL CLEMENT, TO SERVE AS A MEMBER OF THE JOHN PORTMAN AND HERMAN RUSSELL COMMISSION.**

(Held 10/4/10 to allow the appointee an opportunity to appear before the Committee.)

September 9, 2010

Rhonda Dauphin Johnson  
Municipal Clerk  
The Atlanta City Council  
55 Trinity Avenue, Suite 2700  
Atlanta, GA 30303

Dear Ms. Johnson,

Thank you for the opportunity to join the commission to determine an appropriate honor for Mr. John C. Portman and Mr. Herman Russell. They have both been trailblazers and visionaries and a valued part of our community.

•

I would like to designate myself, Sam A Williams and Bill Clement to represent the Metro Atlanta

Chamber on the commission. Our contact information can be found below.

Sam A Williams

President

Metro Atlanta Chamber

235 Andrew Young Int'l Blvd. Atlanta, GA 30303 swilliams@macoc.com  
<mailto:swilliams@macoc.com>

404-586-8434

Bill Clement

President & CEO

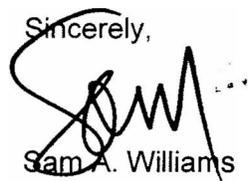
Atlanta Life Financial Group, Inc.

100 Auburn Avenue Atlanta, GA 30303 [wcclement@atlantailife.com](mailto:wcclement@atlantailife.com)  
<<mailto:wcclement@atlantailife.com>>

404-654-8803

Thank you again for the opportunity.

Sincerely,



Sam A. Williams  
President

Bringing the best together to help Atlanta thrive.

235 Andrew Young International Blvd., NW I Atlanta, Ga. 30303 I 404.880.9000 I  
[www.MetroAtlantaChamber.com](http://www.MetroAtlantaChamber.com) <<http://www.MetroAtlantaChamber.com/>>

# ATLANTAILIFE®

Financial Group

WILLIAM A. CLEMENT, CLU

Mr. Clement is the President & CEO of Atlanta Life Financial Group, Inc.

Founded in 1905, Atlanta Life Financial Group is a privately-held financial services company that consists of four operating units: Atlanta Life Insurance Company, Atlanta Life General Agency, Herndon Capital Management and Jackson Securities. These companies provide a range of financial solutions to help individual and institutional customers manage their investment, insurance and investment banking needs.

Mr. Clement is the founder and former CEO of DOBBS, RAM & Company. Founded in 1981, DOBBS, RAM & Company is a systems integration company that provides comprehensive

"turnkey" Information Technology services and solutions. A graduate of the US Small Business Administration 8(a) program, DOBBS has developed a niche in information systems security, disaster recovery and business continuity.

Appointed by President Carter, Mr. Clement served as the Associate Administrator of the US Small Business Administration in Washington, D.C. during the Carter Administration.

Mr. Clement is the former Vice President and Senior Loan Officer of Citizens Trust Bank in Atlanta, Georgia.

He is a board member of two publicly-traded companies, Radiant Systems, Inc. and TRX, Inc

Mr. Clement is active in numerous civic and community organizations. He is the Chair of the board of Opportunity Funding Corporation, a trustee of the Maynard Jackson Youth Foundation, and the Trustee Board of Antioch Baptist Church. Mr. Clement was a charter member of the

100 Black Men of Atlanta and a former Chair of the Atlanta Business league.

Born in Atlanta, Georgia, Mr. Clement received his BA from Morehouse College and his MBA

from the Wharton Business School, University of Pennsylvania.



RECEIVED  
OFFICE OF  
MUNICIPAL CLERK  
2010 SEP 14 AM 8:50

Handwritten signature

September 9, 2010

**10-C-1748**

Rhonda Dauphin Johnson  
Municipal Clerk  
The Atlanta City Council  
55 Trinity Avenue, Suite 2700  
Atlanta, GA 30303

Dear Ms. Johnson,

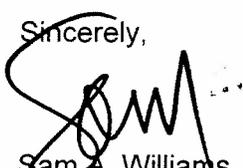
Thank you for the opportunity to join the commission to determine an appropriate honor for Mr. John C. Portman and Mr. Herman Russell. They have both been trailblazers and visionaries and a valued part of our community.

I would like to designate myself, Sam A Williams and Bill Clement to represent the Metro Atlanta Chamber on the commission. Our contact information can be found below.

Sam A Williams  
President  
Metro Atlanta Chamber  
235 Andrew Young Int'l Blvd.  
Atlanta, GA 30303  
[swilliams@macoc.com](mailto:swilliams@macoc.com)  
404-586-8434

Bill Clement  
President & CEO  
Atlanta Life Financial Group, Inc.  
100 Auburn Avenue  
Atlanta, GA 30303  
[wcllement@atlantallife.com](mailto:wcllement@atlantallife.com)  
404-654-8803

Thank you again for the opportunity.

Sincerely,  
  
Sam A. Williams  
President

**Bringing the best together to help Atlanta thrive.**

# ATLANTALIFE<sup>®</sup>

## Financial Group

### **WILLIAM A. CLEMENT, CLU**

Mr. Clement is the President & CEO of Atlanta Life Financial Group, Inc.

Founded in 1905, Atlanta Life Financial Group is a privately-held financial services company that consists of four operating units: Atlanta Life Insurance Company, Atlanta Life General Agency, Herndon Capital Management and Jackson Securities. These companies provide a range of financial solutions to help individual and institutional customers manage their investment, insurance and investment banking needs.

Mr. Clement is the founder and former CEO of DOBBS, RAM & Company. Founded in 1981, DOBBS, RAM & Company is a systems integration company that provides comprehensive "turnkey" Information Technology services and solutions. A graduate of the US Small Business Administration 8(a) program, DOBBS has developed a niche in information systems security, disaster recovery and business continuity.

Appointed by President Carter, Mr. Clement served as the Associate Administrator of the US Small Business Administration in Washington, D.C. during the Carter Administration.

Mr. Clement is the former Vice President and Senior Loan Officer of Citizens Trust Bank in Atlanta, Georgia.

He is a board member of two publicly-traded companies, Radiant Systems, Inc. and TRX, Inc

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Born in Atlanta, Georgia, Mr. Clement received his BA from Morehouse College and his MBA from the Wharton Business School, University of Pennsylvania.

**10-C-1818 A COMMUNICATION BY COUNCIL PRESIDENT CEASAR C. MITCHELL, TO MUNICIPAL CLERK RHONDA DAUPHIN JOHNSON, APPOINTING MR. EUGENE J. DUFFY, TO SERVE AS A MEMBER OF THE MR. JOHN PORTMAN AND MR. HERMAN RUSSELL COMMISSION.**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Office of the Municipal Clerk	Skipped	
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

05/06/13      Committee on Council      HELD IN COMMITTEE

<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

05/06/13      Atlanta City Council

Certified by Presiding Officer	Certified by Clerk

LEGISLATION HISTORY – BLUE BACK

**10-C-1818 A COMMUNICATION BY COUNCIL PRESIDENT CEASAR C. MITCHELL, TO MUNICIPAL CLERK RHONDA DAUPHIN JOHNSON, APPOINTING MR. EUGENE J. DUFFY, TO SERVE AS A MEMBER OF THE MR. JOHN PORTMAN AND MR. HERMAN RUSSELL COMMISSION.**

(Held 11/1/10 to allow the appointee an opportunity to appear before the Committee.)

TO: Rhonda Dauphin Johnson

FROM: Ceasar C. Mitchell

SUBJECT: Appointment to Joint Commission to Honor Herman J. Russell and John Portman

DATE: Thursday, October 14, 2010

It is with great pleasure that I appoint Mr. Eugene Duffy to serve on the Joint Commission to Honor Mr. Herman Russell and Mr. John Portman in the City of Atlanta. A former appointed official in Atlanta

city government, Eugene J. Duffy served prominently in the administrations of the late Maynard H. Jackson and Ambassador Andrew Young. Currently, Eugene J. Duffy is a Partner and Principal at Paradigm Asset Management Company, where he serves as a member of the strategic planning and executive committees.

Sincerely,



I believe that Mr. Duffy's wealth of experience, as a business leader will make him an asset to the Joint Commission. I am confident that Mr. Duffy will serve the Joint Commission with distinction. For your review, I have attached Mr. Duffy's biography.

Ceasar C. Mitchell

President of Atlanta City Council cc: Donna Dobbs

### Biography of Eugene J. Duffy

For more than three decades, Eugene J. Duffy has served in the public and private sectors with distinction and applause. A former appointed official in Atlanta city government, Eugene J. Duffy served prominently in the administrations of the late Maynard H. Jackson and Ambassador Andrew Young. His subsequent work as a financial professional and entrepreneur has been equally well received.

As Mayor Young's Deputy Chief Administrative Officer, Mr. Duffy also served under then-Chief Administrative Officer, and now Mayor, Shirley Clarke Franklin. His tenure as Deputy CAO saw him play major roles in numerous Atlanta firsts: the billion dollar expansion of Hartsfield-Jackson Airport, the development of Underground Atlanta, the construction of the first toll road in Georgia (GA400), a record setting infusion of foreign capital by international banks, and the capture of the 1996 Olympic Games. As a result of his performance, Mr. Duffy was elected Chairman of the Urban Consortium, a group of municipal leaders from the nation's largest cities

and counties. As a trustee for the Willie L. Brown Jr. Institute on Politics

and Public Service he continues to interface with academicians, elected officials and other policy makers on issues of governance and capital markets.

Currently, Eugene J. Duffy is a Partner and Principal at Paradigm Asset Management Company, where he serves as a member of the strategic planning and executive committees.

Paradigm is a registered investment advisor for clients ranging from General Motors and American Express to the Metropolitan Atlanta Rapid Transit Authority.

Mr. Duffy sits on the Board of Directors of The Sunrise Bank of Atlanta and is the former Chairman of the National Association of Securities Professionals (NASP). Duffy also sits on the Board of American Beacon Advisors a 40 billion dollar mutual fund family based in Dallas, Texas. He is the current Chairperson of the Trustee Board for the National Association for the Advancement of Colored People (NAACP) and serves on the Board of Visitors for Emory University and the Atlanta Botanical Garden.

Mr. Duffy was educated at Morehouse College where he served as a student member of the Board of Trustees and was selected as a Charles E. Merrill Scholar to study at the University of Ibadan, Nigeria.

He is married to the former Miss Norrene Johnson and has two children.



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MUNICIPAL CLERK  
2010 OCT 14 AM 11:43

ATLANTA CITY COUNCIL

CEASAR C. MITCHELL  
PRESIDENT  
ATLANTA CITY COUNCIL

55 TRINITY AVENUE, S.W.  
SECOND FLOOR EAST  
ATLANTA, GEORGIA 30303  
DIRECT (404) 330-6052  
MAIN (404) 330-6030  
FAX (404) 658-6562  
E-MAIL ccmitchell@atlantaga.gov

10-C-1818

**TO:** Rhonda Dauphin Johnson  
**FROM:** Ceasar C. Mitchell   
**SUBJECT:** Appointment to Joint Commission to Honor Herman J. Russell and John Portman  
**DATE:** Thursday, October 14, 2010

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I believe that Mr. Duffy's wealth of experience, as a business leader will make him an asset to the Joint Commission. I am confident that Mr. Duffy will serve the Joint Commission with distinction. For your review, I have attached Mr. Duffy's biography.

Sincerely,



Ceasar C. Mitchell  
President of Atlanta City Council

cc: Donna Dobbs

Biography  
Of  
Eugene J. Duffy

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Currently, Eugene J. Duffy is a Partner and Principal at Paradigm Asset Management Company, where he serves as a member of the strategic planning and executive committees. Paradigm is a registered investment advisor for clients ranging from General Motors and American Express to the Metropolitan Atlanta Rapid Transit Authority.

Biography  
Of  
Eugene J. Duffy

Mr. Duffy sits on the Board of Directors of The Sunrise Bank of Atlanta and is the former Chairman of the National Association of Securities Professionals (NASP). Duffy also sits on the Board of American Beacon Advisors a 40 billion dollar mutual fund family based in Dallas, Texas. He is the current Chairperson of the Trustee Board for the National Association for the Advancement of Colored People (NAACP) and serves on the Board of Visitors for Emory University and the Atlanta Botanical Garden.

Mr. Duffy was educated at Morehouse College where he served as a student member of the Board of Trustees and was selected as a Charles E. Merrill Scholar to study at the University of Ibadan, Nigeria.

He is married to the former Miss Norrene Johnson and has two children.

**10-C-1907 A COMMUNICATION FROM MR. A. J. ROBINSON, PRESIDENT, CENTRAL ATLANTA PROGRESS, DOWNTOWN IMPROVEMENT DISTRICT, TO MUNICIPAL CLERK RHONDA DAUPHIN JOHNSON, APPOINTING HIMSELF AS REPRESENTATIVE TO SERVE AS A MEMBER OF THE JOHN PORTMAN AND HERMAN RUSSELL COMMISSION.**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Office of the Municipal Clerk	Skipped	
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

05/06/13      Committee on Council      HELD IN COMMITTEE

<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

05/06/13      Atlanta City Council

Certified by Presiding Officer	Certified by Clerk

LEGISLATION HISTORY – BLUE BACK

**10-C-1907 A COMMUNICATION FROM MR. A. J. ROBINSON, PRESIDENT, CENTRAL ATLANTA PROGRESS, DOWNTOWN IMPROVEMENT DISTRICT, TO MUNICIPAL CLERK RHONDA DAUPHIN JOHNSON, APPOINTING HIMSELF AS REPRESENTATIVE TO SERVE AS A MEMBER OF THE JOHN PORTMAN AND HERMAN RUSSELL COMMISSION.**

October 21, 2010

Rhonda Dauphin Johnson  
Municipal Clerk  
City of Atlanta  
55 Trinity Avenue, SW Suite 2700  
Atlanta, 30303

Dear Ms. Johnson:

Thank you for the opportunity to join the joint commission to determine an appropriate honor for Mr. Herman J. Russell and Mr. John Portman. I have known both men for many years and deeply honored to serve on the joint commission.

I would like to designate myself, A. J. Robinson to represent Central Atlanta Progress (CAP) on the commission. For your convenience, I have included my contact information below:

Mr. A.J. Robinson  
President  
Central Atlanta Progress  
50 Hurt Plaza Suite#110  
Atlanta, Georgia 30303  
(404) 658-1980  
email: aj@atlantadowntown.com

Thank you in advance for the opportunity to serve and honor two outstanding visionaries.

President

A. J. Robinson

Grand Lobby The Hurt Building 50 Hurt Plaza Atlanta, Georgia 30303-2914 Phone: 404-658-1877 Fax: 404-658-1919

A.J. Robinson

President, Central Atlanta Progress and  
the Atlanta Downtown Improvement District

A.J. Robinson is President of Central Atlanta Progress (CAP) and the Atlanta Downtown Improvement District (ADID). CAP, a private business association started in 1941, remains one of the most effective advocacy organizations in the city. CAP has created and spun off a number of organizations such as Trees Atlanta, Research Atlanta, COPA, Inc. and the Midtown Alliance. In 1995, CAP created the ADID and the Ambassador Force® of downtown to address public safety and cleaning concerns.

In his role, he manages the overall strategic functions of the organizations which are designed to make the Atlanta community and specifically Downtown, more livable, vital and diverse. Key initiatives focus on economic development, planning, public safety, sidewalk environment, transportation, events and overall marketing of Downtown Atlanta. CAP is funded through membership dues and grants from many of Atlanta's major corporations, as well as organizations and foundations committed to the development of downtown.

Robinson has guided the organizations in accomplishments that include the passage of public space vending legislation, the creation of a City wide anti-panhandling program, the continuing revitalization of Woodruff Park, securing more than \$80 million in New Market Tax Credits for Downtown projects in partnership with the Atlanta Development Authority, the successful passage of new legislation involving tax allocation districts

Statewide, and the creation of the Atlanta Dream, a WNBA team. In addition, he has directed the private side of a public/private partnership with Mayor Shirley Franklin to advance the building of the Center for Civil and Human Rights, commissioned the development of the "Green Line"(an aspirational plan for the future growth

of the real estate corridor between the State Capitol and the Georgia World Congress Center), and the creation of a permanent tribute to former U.S. Ambassador Andrew Young.

The former President of Portman Holdings, he was responsible for all activities of this multi-dimensional real estate company with offices in Atlanta, Charlotte, Shanghai and Warsaw. During his 22-year career with Portman, he managed all aspects of real estate development process, including identification of new opportunities, securing financing, design, construction, marketing, acquisition, property management, and asset management. Various projects included property and asset management of SunTrust Plaza, a \$400 million multi-use urban development in the heart of downtown Atlanta. Other assets included the AmericasMart, Atlanta Decorative Arts Center, Westin Charlotte, Westin Warsaw and Shanghai Centre.

He had primary responsibility for development of Shanghai Centre, a US\$200 million multi-use facility in downtown Shanghai, when completed in 1990 was one of the largest foreign investment projects in the People's Republic of China (PRC). In his over 20-year career with Portman, he worked on projects in China, Japan, Taiwan, Singapore, Thailand, Indonesia, Egypt, Israel, Austria, Brazil, India, Poland, Russia, Hong Kong, South Africa, the United Kingdom and most major US cities.

From June 1980 to January 1981, he participated in the U.S. Department of Commerce's historic creation of China's first business school under the protocol signed by President Jimmy Carter and the Chinese Department of Education. During that time, he researched, wrote and taught case studies in Dalian, China, and traveled extensively throughout the Chinese cities.

A 1980 graduate of Harvard School of Business, he received a Master's Degree in Business Administration. With high distinction, he received his Bachelor's Degree in Business Administration in June 1977 from Emory University.

A native of Knoxville, Tennessee, he is married to Dr. Nicole Ellerine, a pediatrician, and they reside in Atlanta with their small children Micaela, Ethan and Nathaniel.

He has traveled extensively in the U.S. and internationally. His special interests include American history, politics and sports. He was chosen as one of ten Outstanding Young Atlantans in 1986, was a member of the

1991-92 Leadership Atlanta Class, and has published articles in The Wall Street Journal, Asian Wall Street Journal, Harvard Business Review, Atlanta Journal-Constitution, The Atlanta Business Chronicle and National Real Estate Investor. His other recognition includes being chosen as one of the 100 Most Influential Georgians by Georgia Trend Magazine from 2004-2010; one of Atlanta's Top 40 Power Players by Atlanta Magazine and one of the Most

Influential Atlantans by the Atlanta Business Chronicle seven years in a row since 2004.

His business and civic interest have included, among others, the following positions: Board of Directors, America'sMart, Inc, American Israel Chamber of Commerce and Industry, Inc. Southeast Region, Atlanta Neighborhood Development Partnership, Atlanta Convention & Visitors Bureau, B'nai B'rith Youth Organization, Greenfield Hebrew Academy, Metro Atlanta Chamber of Commerce, Regional Business Coalition, The Breman Heritage Museum; Member, Rotary Club of Atlanta.

10-C-1907



October 21, 2010

Rhonda Dauphin Johnson  
Municipal Clerk  
City of Atlanta  
55 Trinity Avenue, SW  
Suite 2700  
Atlanta, Georgia 30303

Dear Ms. Johnson:

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(404) 658-1980  
email: [aj@atlantadowntown.com](mailto:aj@atlantadowntown.com)

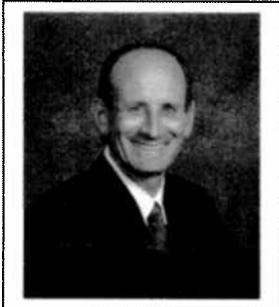
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A.J. Robinson  
President

## A.J. Robinson

President, Central Atlanta Progress and  
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**CITY COUNCIL  
ATLANTA, GEORGIA**

LEGISLATION HISTORY – BLUE BACK

**10-O-0133 AN ORDINANCE BY COUNCILMEMBER FELICIA A. MOORE AS SUBSTITUTED BY COMMITTEE ON COUNCIL TO AMEND SECTION 2-41 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA, GEORGIA WHICH IS CURRENTLY ENTITLED “PROCLAMATIONS AND CITATIONS” BY CREATING A NEW SECTION 2-41 AND CHANGING THE CATCHLINE TO “LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY COUNCIL” WHICH CODE SECTION SHALL SET FORTH THE PROCESS BY WHICH LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY THE COUNCIL SHALL BE PRESENTED TO THE COUNCIL; TO RE-DESIGNATE CODE SECTION 2-41 AS CODE SECTION 2-41.1; TO WAIVE CONFLICTING ORDINANCES AND CODE SECTIONS; AND FOR OTHER PURPOSES.**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

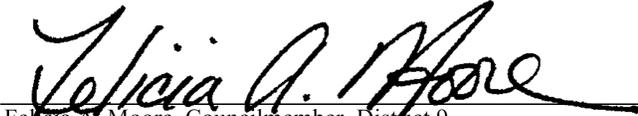
05/06/13      Committee on Council      HELD IN COMMITTEE

<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

05/06/13      Atlanta City Council

Certified by Presiding Officer	Certified by Clerk
Mayor’s Action <i>See Authentication Page Attachment</i>	

**CITY COUNCIL  
ATLANTA, GEORGIA  
SPONSOR SIGNATURES**

  
Felicia A. Moore, Councilmember, District 9

**ORDINANCE  
BY COUNCILMEMBER(S) MOORE  
SUBSTITUTED BY COMMITTEE ON COUNCIL**

**10-O-0133 AN ORDINANCE BY COUNCILMEMBER FELICIA A. MOORE AS SUBSTITUTED BY COMMITTEE ON COUNCIL TO AMEND SECTION 2-41 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA, GEORGIA WHICH IS CURRENTLY ENTITLED "PROCLAMATIONS AND CITATIONS" BY CREATING A NEW SECTION 2-41 AND CHANGING THE CATCHLINE TO "LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY COUNCIL" WHICH CODE SECTION SHALL SET FORTH THE PROCESS BY WHICH LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY THE COUNCIL SHALL BE PRESENTED TO THE COUNCIL; TO REDESIGNATE CODE SECTION 2-41 AS CODE SECTION 2-41.1; TO WAIVE CONFLICTING ORDINANCES AND CODE SECTIONS; AND FOR OTHER PURPOSES.**

AN ORDINANCE

BY COUNCILMEMBER FELICIA A. MOORE

AS SUBSTITUTED BY COMMITTEE ON COUNCIL

AN ORDINANCE TO AMEND SECTION 2-41 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA, GEORGIA WHICH IS CURRENTLY ENTITLED "PROCLAMATIONS AND CITATIONS" BY CREATING A NEW SECTION 2-41 AND CHANGING THE CATCHLINE TO "LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY COUNCIL" WHICH CODE SECTION SHALL SET FORTH THE PROCESS BY WHICH LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY THE COUNCIL SHALL BE PRESENTED TO THE COUNCIL; TO REDESIGNATE CODE SECTION 2-41 AS CODE SECTION 2-41.1; TO WAIVE CONFLICTING ORDINANCES AND CODE SECTIONS; AND FOR OTHER PURPOSES.

WHEREAS, the process for presenting legislation and other items for consideration by council would be more efficient if administered electronically; and

WHEREAS, the form and format of such matters could be processed more efficiently if they are governed by certain minimum standard requirements; and

WHEREAS, unnumbered pages and multiple unnumbered substitutes, amendments and attachments, cause or create confusion and can compromise the accuracy and integrity of the legislative process as well as the final legislative documents.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, as follows:

Section 1: The catchline to Section 2-41 of the Code of Ordinances of the City of Atlanta, Georgia, is hereby renamed from "Proclamations and citations" to "Legislation and other items for consideration by council", and a new section is hereby created which shall provide as follows:

Sec. 2-41. Legislation and other items for consideration by council.

- 1) The council, through the municipal clerk, shall develop a standard format and process for all electronically submitted legislation, correspondence, reports, and any other items for consideration by council (legislation etc.)
- 2) All legislation etc for consideration by the council shall be submitted electronically to [legislation@atlantaga.gov](mailto:legislation@atlantaga.gov) <<mailto:legislation@atlantaga.gov>> or such other email address as may be designated by the municipal clerk.
- 3) Each page of all legislation etc. shall be sequentially numbered and dated.
- 4) Once legislation etc. is recorded into the electronic data system, a legislative identification number shall be assigned to each item.
- 5) Thereafter, each item of legislation etc. shall be placed upon the agenda of the appropriate committee of purview.
- 6) Each substituted or amended item of legislation etc. and each attachment to legislation shall be sequentially numbered.
- 7) Any modification to legislation etc., at the committee or full council level, shall be incorporated and placed on the council's website within two days.
- 8) All pending legislation etc. in the purview of the council's committees, or other subcommittee or avenue of review (ZRB etc.) shall be placed on each full council agenda.
- 9) No legislation etc. shall be approved which contains incomplete or missing information such as blank spaces or incomplete or missing account coding information.

Section 2: Section 2-41 entitled "Proclamations and citations" is hereby re designated as Section 2-41.1 and the language thereof as set forth below, shall remain unchanged:

Sec. 2-41.1. Proclamations and citations.

The council or any committee of the council shall be authorized to issue proclamations, declare special days and present citations on behalf of the council and any committees of the council.

Section 3: All ordinances, code sections or parts of ordinances or code sections in conflict herewith are hereby waived to the extent of any such conflict.

AN ORDINANCE



**R FELICIA A. MOORE**

BY COUNCILMEMBER

AN ORDINANCE TO AMEND SECTION 2-41 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA, GEORGIA WHICH IS CURRENTLY ENTITLED "PROCLAMATIONS AND CITATIONS" BY CREATING A NEW SECTION 2-41 AND CHANGING THE CATCHLINE TO "LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY COUNCIL" WHICH CODE SECTION SHALL SET FORTH THE PROCESS BY WHICH LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY THE COUNCIL SHALL BE PRESENTED; TO REDESIGNATE CODE SECTION 2-41 AS CODE SECTION 2-41.1; TO WAIVE CONFLICTING ORDINANCES AND CODE SECTIONS; AND FOR OTHER PURPOSES.

WHEREAS, the process for presenting legislation and other items for consideration by council would be more efficient if administered electronically; and

WHEREAS, the form and format of such matters could be processed more efficiently if they are governed by certain minimum standard requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, as follows:

Section 1: The catchline to Section 2-41 of the Code of Ordinances of the City of Atlanta, Georgia, is hereby renamed from "Proclamations and citations" to "Legislation and other items to be consideration by council" and a new section is hereby created which shall provide as follows:

Sec. 2-41 Legislation and other items to be consideration by council.

- 1) All legislation for consideration by the council shall be submitted electronically to [legislation.\(ti\),atlantaga.gov](mailto:legislation.(ti),atlantaga.gov) or such other designated email address as may be designated by the municipal clerk.
- 2) Each page of all legislation shall be sequentially numbered.
- 3) Once legislation is recorded into the electronic data system, a legislative identification number shall be assigned to each item.
- 4) Thereafter, each item of legislation shall be placed upon the agenda of the appropriate committee of purview.
- 5) Actions taken on the legislation or other items considered by the committees, shall then be placed on the full council agenda.

Section 2: Section 2-41 entitled "Proclamations and citations" is hereby re designated as Section 2-41.1 and the language thereof as set forth below, shall remain unchanged:

Sec. 2-41.1 Proclamations and citations.

The council or any committee of the council shall be authorized to issue proclamations, declare special days and present citations on behalf of the council and any committees of the council.

Section 3: All ordinances, code sections or parts of ordinances or code sections in conflict herewith are hereby waived to the extent of any such conflict.

**AN ORDINANCE****10-O-0133****BY COUNCILMEMBER FELICIA A. MOORE****AS SUBSTITUTED BY COMMITTEE ON COUNCIL**

**AN ORDINANCE TO AMEND SECTION 2-41 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA, GEORGIA WHICH IS CURRENTLY ENTITLED "PROCLAMATIONS AND CITATIONS" BY CREATING A NEW SECTION 2-41 AND CHANGING THE CATCHLINE TO "LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY COUNCIL" WHICH CODE SECTION SHALL SET FORTH THE PROCESS BY WHICH LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY THE COUNCIL SHALL BE PRESENTED TO THE COUNCIL; TO REDESIGNATE CODE SECTION 2-41 AS CODE SECTION 2-41.1; TO WAIVE CONFLICTING ORDINANCES AND CODE SECTIONS; AND FOR OTHER PURPOSES.**

**WHEREAS**, the process for presenting legislation and other items for consideration by council would be more efficient if administered electronically; and

**WHEREAS**, the form and format of such matters could be processed more efficiently if they are governed by certain minimum standard requirements; and

**WHEREAS**, unnumbered pages and multiple unnumbered substitutes, amendments and attachments, cause or create confusion and can compromise the accuracy and integrity of the legislative process as well as the final legislative documents.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, as follows:**

**Section 1:** The catchline to Section 2-41 of the Code of Ordinances of the City of Atlanta, Georgia, is hereby renamed from "Proclamations and citations" to "Legislation and other items for consideration by council", and a new section is hereby created which shall provide as follows:

**Sec. 2-41. Legislation and other items for consideration by council.**

- 1) The council, through the municipal clerk, shall develop a standard format and process for all electronically submitted legislation, correspondence, reports, and any other items for consideration by council (legislation etc.)
- 2) All legislation etc for consideration by the council shall be submitted electronically to legislation@atlantaga.gov or such other email address as may be designated by the municipal clerk.
- 3) Each page of all legislation etc. shall be sequentially numbered and dated.
- 4) Once legislation etc. is recorded into the electronic data system, a legislative identification number shall be assigned to each item.
- 5) Thereafter, each item of legislation etc. shall be placed upon the agenda of the appropriate committee of purview.
- 6) Each substituted or amended item of legislation etc. and each attachment to legislation shall be sequentially numbered.
- 7) Any modification to legislation etc., at the committee or full council level, shall be incorporated and placed on the council's website within two days.
- 8) All pending legislation etc. in the purview of the council's committees, or other subcommittee or avenue of review (ZRB etc.) shall be placed on each full council agenda.
- 9) No legislation etc. shall be approved which contains incomplete or missing information such as blank spaces or incomplete or missing account coding information.

**Section 2:** Section 2-41 entitled "Proclamations and citations" is hereby re-designated as Section 2-41.1 and the language thereof as set forth below, shall remain unchanged:

**Sec. 2-41.1. Proclamations and citations.**

The council or any committee of the council shall be authorized to issue proclamations, declare special days and present citations on behalf of the council and any committees of the council.

**Section 3:** All ordinances, code sections or parts of ordinances or code sections in conflict herewith are hereby waived to the extent of any such conflict.

10-0-0133

AN ORDINANCE

BY COUNCILMEMBER  FELICIA A. MOORE

AN ORDINANCE TO AMEND SECTION 2-41 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA, GEORGIA WHICH IS CURRENTLY ENTITLED "PROCLAMATIONS AND CITATIONS" BY CREATING A NEW SECTION 2-41 AND CHANGING THE CATCHLINE TO "LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY COUNCIL" WHICH CODE SECTION SHALL SET FORTH THE PROCESS BY WHICH LEGISLATION AND OTHER ITEMS FOR CONSIDERATION BY THE COUNCIL SHALL BE PRESENTED; TO REDESIGNATE CODE SECTION 2-41 AS CODE SECTION 2-41.1; TO WAIVE CONFLICTING ORDINANCES AND CODE SECTIONS; AND FOR OTHER PURPOSES.

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**Section 1:** The catchline to Section 2-41 of the Code of Ordinances of the City of Atlanta, Georgia, is hereby renamed from "Proclamations and citations" to "Legislation and other items to be consideration by council" and a new section is hereby created which shall provide as follows:

**Sec. 2-41 Legislation and other items to be consideration by council.**

- 1) All legislation for consideration by the council shall be submitted electronically to [legislation@atlantaga.gov](mailto:legislation@atlantaga.gov) or such other designated email address as may be designated by the municipal clerk.
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**Section 2:** Section 2-41 entitled “Proclamations and citations” is hereby re-designated as Section 2-41.1 and the language thereof as set forth below, shall remain unchanged:

**Sec. 2-41.1 Proclamations and citations.**

The council or any committee of the council shall be authorized to issue proclamations, declare special days and present citations on behalf of the council and any committees of the council.

**Section 3:** All ordinances, code sections or parts of ordinances or code sections in conflict herewith are hereby waived to the extent of any such conflict.

**10-O-2101 AN ORDINANCE BY COUNCILMEMBER MICHAEL JULIAN BOND TO AMEND CHAPTER 114, PERSONNEL, ARTICLE IV, CLASSIFICATION PLAN OF THE CODE OF ORDINANCES, CITY OF ATLANTA, GEORGIA, SO AS TO CREATE A DIRECTOR OF RESEARCH AND POLICY IN THE DEPARTMENT OF CITY COUNCIL, OFFICE OF COUNCIL STAFF; AND FOR OTHER PURPOSES.**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

05/06/13      Committee on Council      HELD IN COMMITTEE

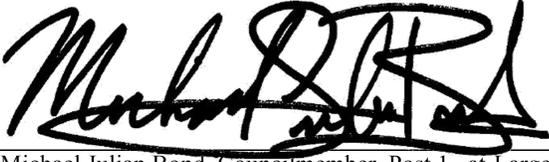
<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

05/06/13      Atlanta City Council

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

LEGISLATION HISTORY – BLUE BACK

CITY COUNCIL  
ATLANTA, GEORGIA  
SPONSOR SIGNATURES

A handwritten signature in black ink, appearing to read "Michael Julian Bond". The signature is written in a cursive, stylized font with a horizontal line underneath it.

Michael Julian Bond, Councilmember, Post 1 –at-Large

**ORDINANCE  
BY COUNCILMEMBER(S) BOND**

**10-O-2101 AN ORDINANCE BY COUNCILMEMBER MICHAEL JULIAN BOND TO AMEND CHAPTER 114, PERSONNEL, ARTICLE IV, CLASSIFICATION PLAN OF THE CODE OF ORDINANCES, CITY OF ATLANTA, GEORGIA, SO AS TO CREATE A DIRECTOR OF RESEARCH AND POLICY IN THE DEPARTMENT OF CITY COUNCIL, OFFICE OF COUNCIL STAFF; AND FOR OTHER PURPOSES.**

AN ORDINANCE

BY: COUNCILMEMBER MICHAEL J. BOND

AN ORDINANCE TO AMEND CHAPTER 114, PERSONNEL, ARTICLE IV, CLASSIFICATION PLAN OF THE CODE OF ORDINANCES, CITY OF ATLANTA, GEORGIA, SO AS TO CREATE A DIRECTOR OF RESEARCH AND POLICY IN THE DEPARTMENT OF CITY COUNCIL, OFFICE OF COUNCIL STAFF; AND FOR OTHER PURPOSES.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS that the Code of Ordinances, City of Atlanta, Georgia, be and the same is hereby amended as follows:

SECTION 1 - EFFECTIVE DATE OF ACTIONS: That the effective date of actions contained within this ordinance shall be upon adoption by City Council.

SECTION 2: DEPARTMENT OF CITY COUNCIL

POSITION CREATIONS UNCLASSIFIED: That the following position is hereby created in the Unclassified Service in the Department of Council, Office of Council Staff

ACCOUNT NUMBER 1001 \*\*\*\*\*

5111001

\*\*\*\*\*

POS. NO. \*\*\*\*\*

NO POS. 1

CLASSIFICATION TITLE Research and Policy Analyst, Director

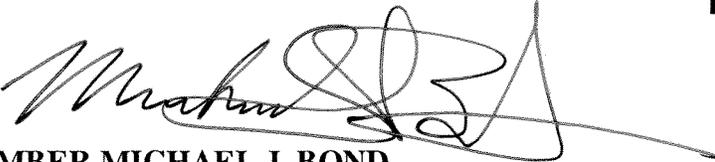
CLASS CODE \*\*\*\*\*

PAY GRADE \*

ANNUAL SALARY TBD

ABOVE ENTRY HIRING AUTHORIZATION: That authorization is granted to fill position contained herein up to the maximum of the salary grade unless otherwise

10-0-2101



AN ORDINANCE

BY: COUNCILMEMBER MICHAEL J. BOND

AN ORDINANCE TO AMEND CHAPTER 114, PERSONNEL, ARTICLE IV, CLASSIFICATION PLAN OF THE CODE OF ORDINANCES, CITY OF ATLANTA, GEORGIA, SO AS TO CREATE A DIRECTOR OF RESEARCH AND POLICY IN THE DEPARTMENT OF CITY COUNCIL, OFFICE OF COUNCIL STAFF; AND FOR OTHER PURPOSES.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS that the Code of Ordinances, City of Atlanta, Georgia, be and the same is hereby amended as follows:

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**SECTION 2: DEPARTMENT OF CITY COUNCIL**

POSITION CREATIONSUNCLASSIFIED: That the following position is hereby created in the Unclassified Service in the Department of Council, Office of Council Staff

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1001 *****	*****	1	Research and Policy Analyst, Director	*****	*	TBD

5111001

\*\*\*\*\*

ABOVE ENTRY HIRING AUTHORIZATION: That authorization is granted to fill position contained herein up to the maximum of the salary grade unless otherwise

**10-O-2103 AN ORDINANCE BY COUNCILMEMBER MICHAEL JULIAN BOND TO AMEND CHAPTER 114, PERSONNEL, ARTICLE IV, CLASSIFICATION PLAN OF THE CODE OF ORDINANCES, CITY OF ATLANTA, GEORGIA, SO AS TO PROVIDE FOR CERTAIN POSITION CREATIONS AND RECLASSIFICATIONS IN THE DEPARTMENT OF CITY COUNCIL, OFFICE OF COUNCIL STAFF; AND FOR OTHER PURPOSES.**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

05/06/13      Committee on Council      HELD IN COMMITTEE

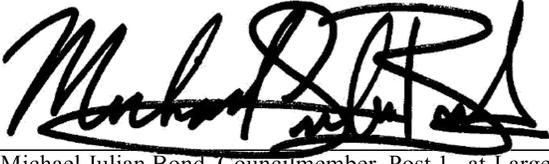
<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

05/06/13      Atlanta City Council

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

LEGISLATION HISTORY – BLUE BACK

CITY COUNCIL  
ATLANTA, GEORGIA  
SPONSOR SIGNATURES

A handwritten signature in black ink, appearing to read "Michael Julian Bond". The signature is stylized and cursive, with a horizontal line drawn underneath it.

Michael Julian Bond, Councilmember, Post 1 –at-Large

**ORDINANCE  
BY COUNCILMEMBER(S) BOND**

**10-O-2103 AN ORDINANCE BY COUNCILMEMBER MICHAEL JULIAN BOND TO AMEND CHAPTER 114, PERSONNEL, ARTICLE IV, CLASSIFICATION PLAN OF THE CODE OF ORDINANCES, CITY OF ATLANTA, GEORGIA, SO AS TO PROVIDE FOR CERTAIN POSITION CREATIONS AND RECLASSIFICATIONS IN THE DEPARTMENT OF CITY COUNCIL, OFFICE OF COUNCIL STAFF; AND FOR OTHER PURPOSES.**

AN ORDINANCE TO AMEND CHAPTER 114, PERSONNEL, ARTICLE IV, CLASSIFICATION PLAN OF THE CODE OF ORDINANCES, CITY OF ATLANTA, GEORGIA, SO AS TO PROVIDE FOR CERTAIN POSITION CREATIONS AND RECLASSIFICATIONS IN THE DEPARTMENT OF CITY COUNCIL, OFFICE OF COUNCIL STAFF; AND FOR OTHER PURPOSES.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS that the Code of Ordinances, City of Atlanta, Georgia, be and the same is hereby amended as follows:

SECTION 1 EFFECTIVE DATE OF ACTIONS: That the effective date of actions contained within this ordinance shall be upon adoption by City Council.

SECTION 2: DEPARTMENT OF CITY COUNCIL

POSITION CREATIONS UNCLASSIFIED: That the following positions be and the same are hereby created in the Unclassified Service in the Department of Council, Office of Council Staff

ACCOUNT ANNUAL NUMBER	POS NO	NO. POS	CLASS TITLE	CLASS CODE	PAY GRADE	SALARY
1001***** 5111001	*****	3	Research and Policy Analyst, Senior	314014	35	\$68,057 \$99,362

POSITION RECLASSIFICATION WITH INCUMBENTS: That the following positions and the incumbents, be and the same are hereby reclassified in the indicated Department and Office:

Council Staff

ACCOUNT ANNUAL NUMBER	POS NO	NO. POS	CLASS TITLE	CLASS CODE	PAY GRADE	SALARY
1001*****	*****	3	From: Research and	314013	32	\$64,321
5111001		*****	Analyst Policy			\$93,907
*****	*****					
			To: Research and	314014	35	\$68,057
			Analyst, Senior			\$99,362

ABOVE ENTRY HIRING AUTHORIZATION: That authorization is granted to fill position contained herein up to the maximum of the salary grade unless otherwise indicated.

AN ORDINANCE   
BY: COUNCILMEMBER MICHAEL J. BOND

10-0-2103

AN ORDINANCE TO AMEND CHAPTER 114, PERSONNEL, ARTICLE IV, CLASSIFICATION PLAN OF THE CODE OF ORDINANCES, CITY OF ATLANTA, GEORGIA, SO AS TO PROVIDE FOR CERTAIN POSITION CREATIONS AND RECLASSIFICATIONS IN THE DEPARTMENT OF CITY COUNCIL, OFFICE OF COUNCIL STAFF; AND FOR OTHER PURPOSES.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS that the Code of Ordinances, City of Atlanta, Georgia, be and the same is hereby amended as follows:

**SECTION 1 - EFFECTIVE DATE OF ACTIONS:** That the effective date of actions contained within this ordinance shall be upon adoption by City Council.

**SECTION 2: DEPARTMENT OF CITY COUNCIL**

**POSITION CREATIONS UNCLASSIFIED:** That the following positions be and the same are hereby created in the Unclassified Service in the Department of Council, Office of Council Staff

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>	<u>ANNUAL SALARY</u>
1001 ***** 5111001	*****	3	Research and Policy Analyst, Senior	314014	35	\$68,057 \$99,362
*****						

**POSITION RECLASSIFICATIONS WITH INCUMBENTS:** That the following positions and the incumbents, be and the same are hereby reclassified in the indicated Department and Office:

**Council Staff**

<u>ACCOUNT NUMBER</u>	<u>POS. NO.</u>	<u>NO. POS.</u>	<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRAD E</u>	<u>ANNUAL SALARY</u>
1001 *****	*****	3	<u>From:</u> Research and Policy	314013	32	\$64,321 -

5111001	*****	Analyst			\$93,900
*****	*****				

<u>To:</u> Research and Policy	314014	35	\$68,057 -
Analyst, Senior			\$99,362

**ABOVE ENTRY HIRING AUTHORIZATION:** That authorization is granted to fill position contained herein up to the maximum of the salary grade unless otherwise indicated.

**CITY COUNCIL  
ATLANTA, GEORGIA**

**11-R-0794 A RESOLUTION BY COUNCILMEMBERS C. T. MARTIN, JOYCE M. SHEPERD AND YOLANDA ADREAN, AUTHORIZING THE CREATION OF A CITY WIDE COMMISSION TO STUDY CURRENT METHODS, ALTERNATIVES, LOCATIONS AND BEST PRACTICES FOR HONORING CITIZENS IN THE CITY OF ATLANTA; AND FOR OTHER PURPOSES.**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

05/06/13      Committee on Council      **HELD IN COMMITTEE**

<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

05/06/13      Atlanta City Council

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

LEGISLATION HISTORY – BLUE BACK

CITY COUNCIL  
ATLANTA, GEORGIA  
SPONSOR SIGNATURES

Clarence T Martin Jr  
Clarence "C. T." Martin, Councilmember

Joyce M. Sheperd  
Joyce Sheperd, Councilmember, District 12

Yolanda Adrean  
Yolanda Adrean, Councilmember, District 8

**RESOLUTION****BY COUNCILMEMBER(S) MARTIN, SHEPERD, ADREAN**

**11-R-0794 A RESOLUTION BY COUNCILMEMBERS C. T. MARTIN, JOYCE M. SHEPERD AND YOLANDA ADREAN, AUTHORIZING THE CREATION OF A CITY WIDE COMMISSION TO STUDY CURRENT METHODS, ALTERNATIVES, LOCATIONS AND BEST PRACTICES FOR HONORING CITIZENS IN THE CITY OF ATLANTA; AND FOR OTHER PURPOSES.**

AUTHORIZING THE CREATION OF A CITY WIDE COMMISSION TO STUDY CURRENT METHODS, ALTERNATIVES, LOCATIONS AND BEST PRACTICES FOR HONORING CITIZENS IN THE CITY OF

ATLANTA; AND FOR OTHER PURPOSES.

11- -0794

WHEREAS, Ceasar C. Mitchell President of Atlanta Council will convene a City Wide Commission composed of fifteen (15 )appointed members with the support efforts from the Urban Design Commission, Law Department and other departments as needed with expertise in public space and the historic preservation community;and

WHEREAS, the City Wide Commission will include co-conveners to include the following Council Members: Yolanda Adrean, Carla Smith, Kwanza Hall, Joyce Sheperd, Michael Bond and C. T. Martin; and

WHEREAS, the City Wide Commission composition will be derived from the faith-base community, the Atlanta Planning Advisory Board, the Non-Profit/Civic community, the business community and elected; and

WHEREAS, the Historic Preservation, Urban Design and other experts in public space( law Department, Public Works,etc.) will serve as advisors to the City Wide Commission;and

WHEREAS, the purpose of the City Wide Commission is to identify creative ways to honor distinguished and unsung Atlanta residents, preserve history, look at ways to strengthen the city's current street naming ordinance, and ways of funding any new alternatives; and

WHEREAS, the City Wide Commission will be charged with the following parameters: (1) To educate residents on city legends (unsung and distinguished heroes); (2) To review and evaluate best practices for honoring citizens; (3) To identify and make recommendations on specific places

where we may honor citizens; (4) To make recommendations on specific methods/types of honors provided to citizens; (S) To make recommendations on the process in governance and timing of these honorees; (6) To make specific recommendations on existing street name ordinance (Sec 138-8) and recommendations for improvement;and

WHEREAS, this City Wide Commission will provide the Atlanta City Council with its recommendations in nine (9) to twelve ( 12) weeks.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA GEORGIA, as follows

**SECTION 1:** The City Wide Commission of fifteen (15) individuals be impaneled to study current methods, alternatives, locations and best practices for honoring citizens in the City of Atlanta.

**SECTION 2:** The members of the City Wide Commission shall be appointed by the following individuals and organizations, shall be residents of the City of Atlanta and shall require City Council confirmation:

One member appointed by the Mayor

One member appointed by the President of Council One member appointed by the Chamber of Commerce One member appointed by the Buckhead Coalition One member appointed by Central Atlanta Progress One member appointed by Concerned Black Clergy One member appointed by Center for Human Rights One member appointed by Kiwanis Club

Three members appointed by the Atlanta Planning Advisory

Board Four members appointed by the Atlanta City Council

**SECTION 3:** Upon the adoption and approval of the City Wide Commission, the Municipal Clerk is hereby directed to contact the individuals and organizations listed above requesting that they submit the names of their appointees along with a copy of each person's resume' no later than August 8, 2011.

**SECTION 4:** All resolutions or parts of resolutions in conflict herewith are hereby waived for this instance only.

SECTION 1: The City Wide Commission of fifteen (15) individuals be impaneled to study current methods, alternatives, locations and best practices for honoring citizens in the City of Atlanta.

SECTION 2: The members of the City Wide Commission shall be appointed by the following individuals and organizations, shall be residents of the City of Atlanta and shall require City Council confirmation:

- a. One member appointed by the Mayor
- b. One member appointed by the President of Council
- c. One member appointed by the Chamber of Commerce
- d. One member appointed by the Buckhead Coalition
- e. One member appointed by Central Atlanta Progress
- f. One member appointed by Concerned Black Clergy
- g. One member appointed by Center for Human Rights
- h. One member appointed by Kiwanis Club
- i. Three members appointed by the Atlanta Planning Advisory Board
- j. Four members appointed by the Atlanta City Council

SECTION 3: Upon the adoption and approval of the City Wide Commission, the Municipal Clerk is hereby directed to contact the individuals and organizations listed above requesting that they submit the names of their appointees along with a copy of each person's resume' no later than March

SECTION 4: All resolutions or parts of resolutions in conflict herewith are hereby waived for this instance only.

11-R-0794

A RESOLUTION BY

COUNCIL MEMBER(S)

C. T. Martin  
 Joanne Sheperd  
 yadrian

**AUTHORIZING THE CREATION OF A CITY WIDE COMMISSION TO STUDY CURRENT METHODS, ALTERNATIVES, LOCATIONS AND BEST PRACTICES FOR HONORING CITIZENS IN THE CITY OF ATLANTA; AND FOR OTHER PURPOSES.**

**WHEREAS**, Ceasar C. Mitchell President of Atlanta Council will convene a City Wide Commission composed of fifteen (15 )appointed members with the support efforts from the Urban Design Commission, Law Department and other departments as needed with expertise in public space and the historic preservation community; and

**WHEREAS**, the City Wide Commission will include co-conveners to include the following Council Members: Yolanda Adrean, Carla Smith, Kwanza Hall, Joyce Sheperd, Michael Bond and C. T. Martin; and

**WHEREAS**, the City Wide Commission composition will be derived from the faith-base community, the Atlanta Planning Advisory Board, the Non-Profit/Civic community, the business community and elected; and

**WHEREAS**, the Historic Preservation, Urban Design and other experts in public space( law Department, Public Works, etc.) will serve as advisors to the City Wide Commission; and

**WHEREAS**, the purpose of the City Wide Commission is to identify creative ways to honor distinguished and unsung Atlanta residents, preserve history, look at ways to strengthen the city's current street naming ordinance, and ways of funding any new alternatives; and

**WHEREAS**, the City Wide Commission will be charged with the following parameters: (1) To educate residents on city legends (unsung and distinguished heroes); (2) To review and evaluate best practices for honoring citizens; (3) To identify and make recommendations on specific places where we may honor citizens; (4) To make recommendations on specific methods/types of honors provided to citizens; (5) To make recommendations on the process in governance and timing of these honorees; (6) To make specific recommendations on existing street name ordinance (Sec 138-8) and recommendations for improvement; and

**WHEREAS**, this City Wide Commission will provide the Atlanta City Council with its recommendations in nine (9) to twelve ( 12) weeks.

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Council One member appointed by the Chamber  
of Commerce One member appointed by the  
Buckhead Coalition One member appointed by  
Central Atlanta Progress One member appointed  
by Concerned Black Clergy One member  
appointed by Center for Human Rights One  
member appointed by Kiwanis Club  
Three members appointed by the Atlanta Planning Advisory  
Board Four members appointed by the Atlanta City Council

**SECTION 3:** Upon the adoption and approval of the City Wide Commission, the Municipal Clerk is hereby directed to contact the individuals and organizations listed above requesting that they submit the names of their appointees along with a copy of each person's resume' no later than August 8, 2011.

**SECTION 4:** All resolutions or parts of resolutions in conflict herewith are hereby waived for this instance only.

**SECTION 1:** The City Wide Commission of fifteen (15) individuals be impaneled to study current methods, alternatives, locations and best practices for honoring citizens in the City of Atlanta.

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- a. One member appointed by the Mayor
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- d. One member appointed by the Buckhead Coalition
- e. One member appointed by Central Atlanta Progress
- f. One member appointed by Concerned Black Clergy
- g. One member appointed by Center for Human Rights
- h. One member appointed by Kiwanis Club
- i. Three members appointed by the Atlanta Planning Advisory Board
- j. Four members appointed by the Atlanta City Council

**SECTION 3:** Upon the adoption and approval of the City Wide Commission, the Municipal Clerk is hereby directed to contact the individuals and organizations listed above requesting that they submit the names of their appointees along with a copy of each person's resume' no later than ~~March 7, 2011~~.

*July 2 August 8, 2011*

**SECTION 4:** All resolutions or parts of resolutions in conflict herewith are hereby waived for this instance only.

**11-R-0954 A RESOLUTION BY COMMITTEE ON COUNCIL TO EXPRESS THE INTENT OF THE CITY COUNCIL TO REVISE THE JOB DESCRIPTION OF THE MUNICIPAL CLERK AND ONCE REVISED, TO OPEN THE POSITION TO APPLICANTS, TO CONDUCT INTERVIEWS AND TO SELECT THE SUCCESSFUL CANDIDATE; AND FOR OTHER PURPOSES.**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

05/06/13      Committee on Council      HELD IN COMMITTEE

<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

05/06/13      Atlanta City Council

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

LEGISLATION HISTORY – BLUE BACK

**RESOLUTION  
BY COMMITTEE ON COUNCIL**

**11-R-0954 A RESOLUTION BY COMMITTEE ON COUNCIL TO EXPRESS THE INTENT OF THE CITY COUNCIL TO REVISE THE JOB DESCRIPTION OF THE MUNICIPAL CLERK AND ONCE REVISED, TO OPEN THE POSITION TO APPLICANTS, TO CONDUCT INTERVIEWS AND TO SELECT THE SUCCESSFUL CANDIDATE; AND FOR OTHER PURPOSES.**

A RESOLUTION

BY COMMITTEE ON COUNCIL

A RESOLUTION TO EXPRESS THE INTENT OF THE CITY COUNCIL TO REVISE THE JOB DESCRIPTION OF THE MUNICIPAL CLERK AND ONCE REVISED, TO OPEN THE POSITION TO APPLICANTS, TO CONDUCT INTERVIEWS AND TO SELECT THE SUCCESSFUL CANDIDATE; AND FOR OTHER PURPOSES.

WHEREAS, pursuant to Section 2-307 (a) of the Charter of the City of Atlanta, the council shall appoint a municipal clerk (the "Clerk") who shall not be a member thereof; and

WHEREAS, the Clerk shall be appointed and removed at the pleasure of the council upon a majority vote of its membership; and

WHEREAS, the Clerk shall be the custodian of the official seal and of all records and documents of the city which are not assigned to the custody of some other officer. The clerk, or his or her designee, shall keep the rules of the council and the minutes of the proceedings of the council, maintain a current and comprehensive index of all ordinances and resolutions, publish notice of ordinances proposed for adoption under rules prescribed by council or required by this Charter or law, and perform such other duties as may be assigned by this Charter or by ordinance; and

WHEREAS, the council desires to revisit the scope of duties, responsibility and accountability of the position of Clerk; and

WHEREAS, to accomplish this purpose requires a revision of the job description for the

position of Clerk; and

WHEREAS, once the job description is revised expanding and/or modifying the duties assigned to the Clerk, the council desires to open the position of Clerk for applicants including the incumbent

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, as follows:

Section 1: It is the intent of the city council, through the Evaluation Subcommittee of the Committee on Council, with the assistance of the city's Department of Human Resources, to revise and modify the duties and responsibilities of the position of municipal clerk (the "Clerk"); to establish the educational, experience and skills required; and to establish the salary range of the position.

Section 2: After the duties and responsibilities of the Clerk have been revised, it is the intent of the council to work with the city's Department of Human Resources and other entities, to determine the best method(s) to post and advertise the position opening. The process for posting and advertising the position opening shall be approved by the council by resolution.

Section 3: The position of Clerk shall be open to all interested candidates as well as the incumbent. The process for interviewing and evaluating the applicant-candidates shall be included and set forth in the resolution referenced in Section 2, above.

Section 4: As set forth in Section 2-307 (a) of the Charter of the City of Atlanta, the Clerk shall be appointed at the pleasure of the council upon a majority vote of its membership.

Section 5: All resolutions or parts of resolutions in conflict herewith are hereby rescinded.

**A RESOLUTION****BY COMMITTEE ON COUNCIL**

**A RESOLUTION TO EXPRESS THE INTENT OF THE CITY COUNCIL TO REVISE THE JOB DESCRIPTION OF THE MUNICIPAL CLERK AND ONCE REVISED, TO OPEN THE POSITION TO APPLICANTS, TO CONDUCT INTERVIEWS AND TO SELECT THE SUCCESSFUL CANDIDATE; AND FOR OTHER PURPOSES.**

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**WHEREAS**, the council desires to revisit the scope of duties, responsibility and accountability of the position of Clerk; and

**WHEREAS**, to accomplish this purpose requires a revision of the job description for the position of Clerk; and

**WHEREAS**, once the job description is revised expanding and/or modifying the duties assigned to the Clerk, the council desires to open the position of Clerk for applicants including the incumbent.

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**Section 5:** All resolutions or parts of resolutions in conflict herewith are hereby rescinded.

**12-R-1420 A RESOLUTION BY COUNCILMEMBERS YOLANDA ADREAN, JOYCE SHEPERD AND IVORY LEE YOUNG, JR. TO EXPRESS THE INTENT OF THE CITY COUNCIL TO PROCEED WITH A PLAN FOR THE RECONFIGURATION, RENOVATION AND CONSTRUCTION OF THE CITY COUNCIL SPACE; AND FOR OTHER PURPOSES**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

05/06/13      Committee on Council      **HELD IN COMMITTEE**

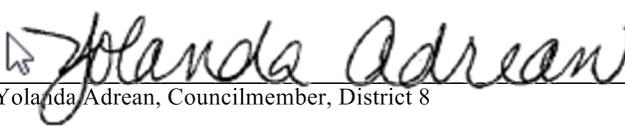
<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

05/06/13      Atlanta City Council

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

LEGISLATION HISTORY – BLUE BACK

CITY COUNCIL  
ATLANTA, GEORGIA  
SPONSOR SIGNATURES

  
Yolanda Adrean, Councilmember, District 8

  
Joyce Sheperd, Councilmember, District 12

  
Ivory Lee Young, Jr., Councilmember, District 3

**RESOLUTION****BY COUNCILMEMBER(S) ADREAN, SHEPERD, YOUNG JR.****12-R-1420 A RESOLUTION BY COUNCILMEMBERS YOLANDA ADREAN, JOYCE SHEPERD AND IVORY LEE YOUNG, JR. TO EXPRESS THE INTENT OF THE CITY COUNCIL TO PROCEED WITH A PLAN FOR THE RECONFIGURATION, RENOVATION AND CONSTRUCTION OF THE CITY COUNCIL SPACE; AND FOR OTHER PURPOSES**

A RESOLUTION TO EXPRESS THE INTENT OF THE CITY COUNCIL TO PROCEED WITH A PLAN FOR THE RECONFIGURATION, RENOVATION AND CONSTRUCTION OF CITY COUNCIL SPACE; AND FOR OTHER PURPOSES.

WHEREAS, the reconfiguration, renovation and construction of the space allotted to the Atlanta City Council in the Atlanta City Hall Complex will provide adequate meeting space and conference rooms to conduct business with the public; and

WHEREAS, said reconfiguration, renovation and construction will provide efficient, collaborative work space and storage for staff and council operations; and

WHEREAS, said reconfiguration, renovation and construction will provide appropriate adjacencies for key operating functions and business processes; and

WHEREAS, the carpet and cubicles in the Council office space have not been replaced in over 20 years and have exceeded their useful lives; and

WHEREAS, four (4) plans (Plan A, Plan B, Plan C and Plan D all of which are attached hereto) for said reconfiguration, renovation and construction have been presented to the members of the City Council and are ready for Council's final consideration and selection.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA THAT the space allotted to the Atlanta City Council in the Atlanta City Hall Complex will be constructed, reconfigured and renovated in accordance with one of the four attached plans as determined and approved by Full Council.

12-R-1420

**A RESOLUTION  
BY COUNCIL MEMBER YOLANDA ADREAN**

*Yolanda Adrean*  
*Joyce*

*M. Shepherd*  
*[Signature]*

**A RESOLUTION TO EXPRESS THE INTENT OF  
THE CITY COUNCIL TO PROCEED WITH A  
PLAN FOR THE RECONFIGURATION,  
RENOVATION AND CONSTRUCTION OF CITY  
COUNCIL SPACE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the reconfiguration, renovation and construction of the space allotted to the Atlanta City Council in the Atlanta City Hall Complex will provide adequate meeting space and conference rooms to conduct business with the public; and

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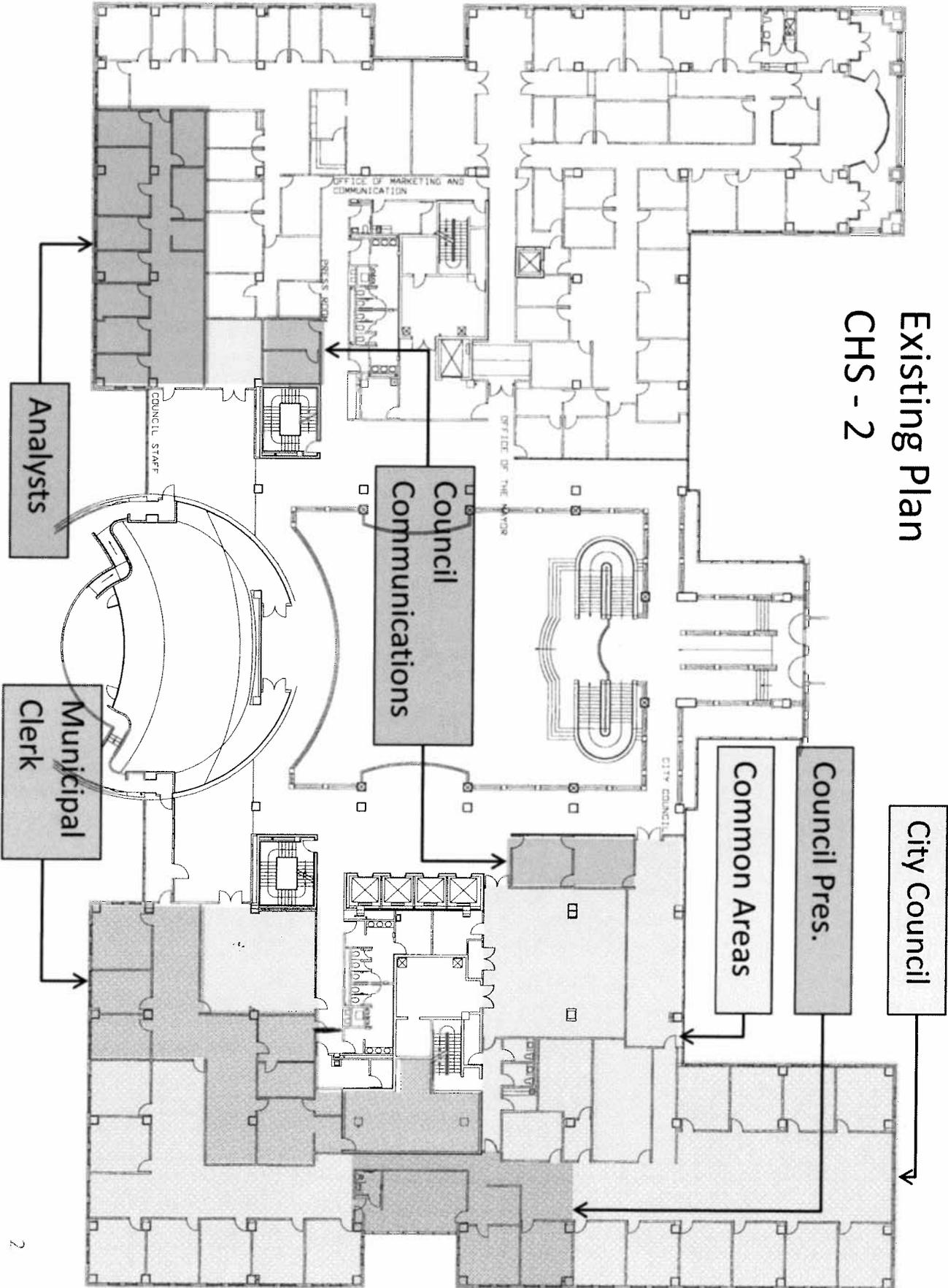
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EXHIBIT A

# Renovation to City Council area

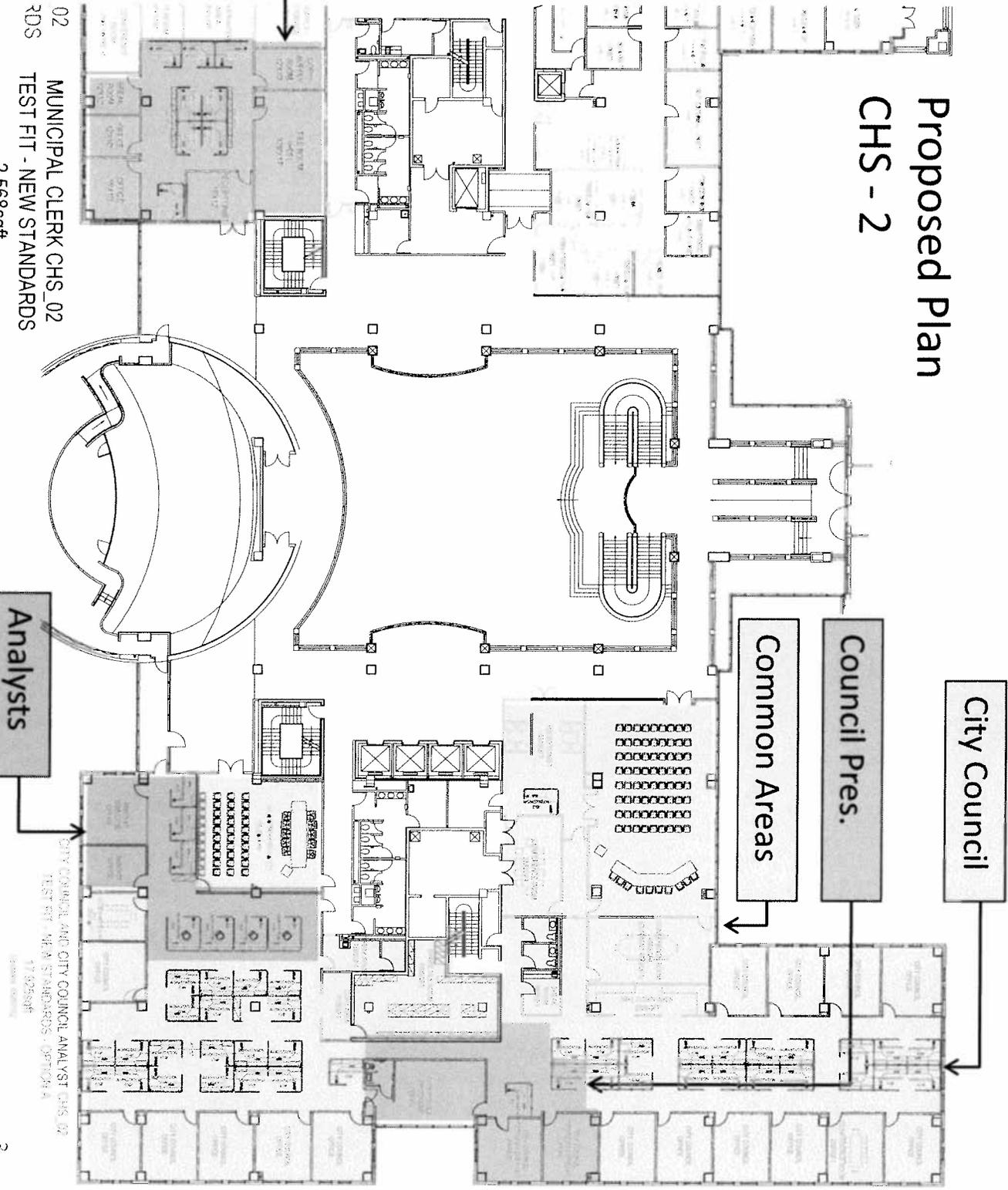
Update July 17, 2012



# Existing Plan

## CHS - 2

# Proposed Plan CHS - 2



City Council

Council Pres.

Common Areas

Municipal Clerk

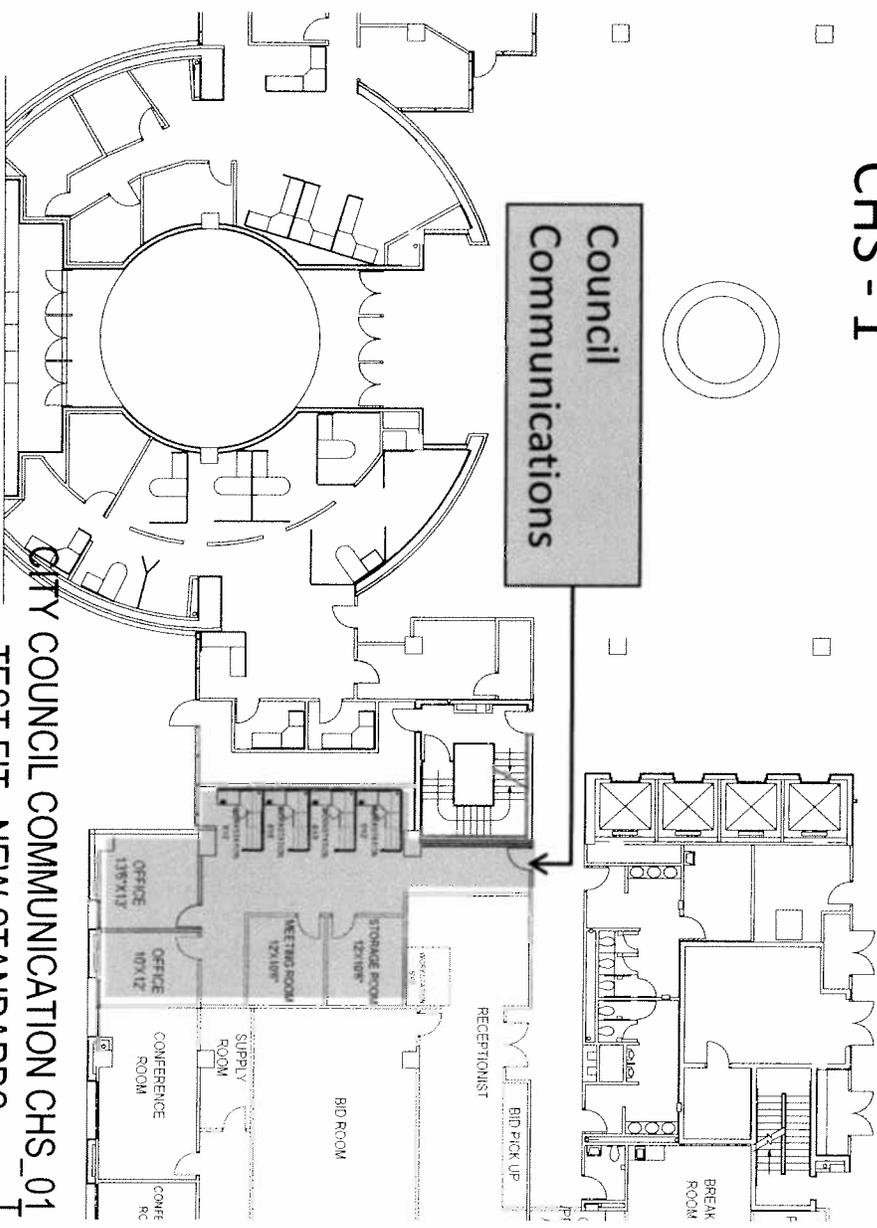
Analysts

02  
RDS  
MUNICIPAL CLERK CHS\_02  
TEST FIT - NEW STANDARDS  
2,568sqft

CITY COUNCIL AND CITY COUNCIL ANALYST CHS\_02  
TEST FIT - NEW STANDARDS - OPTION A  
17,025sqft

Updates: 03/23/12

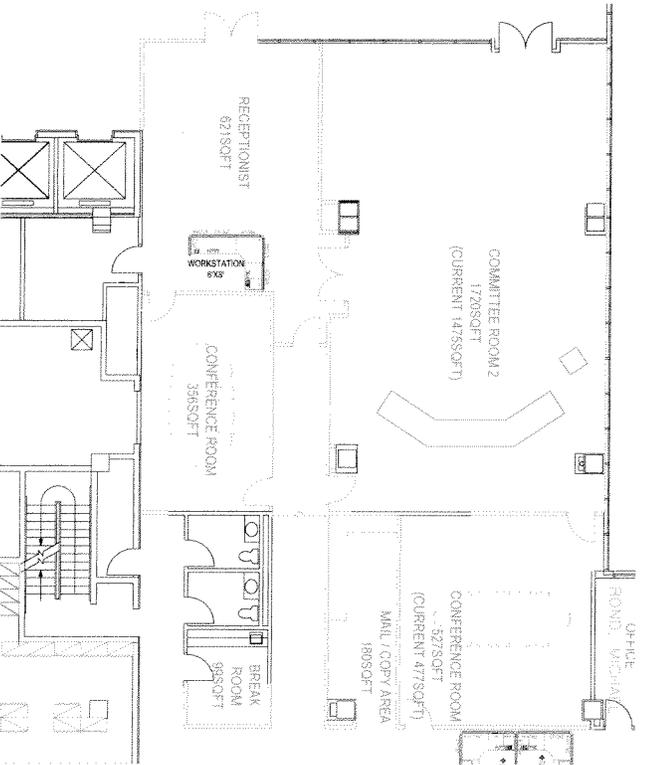
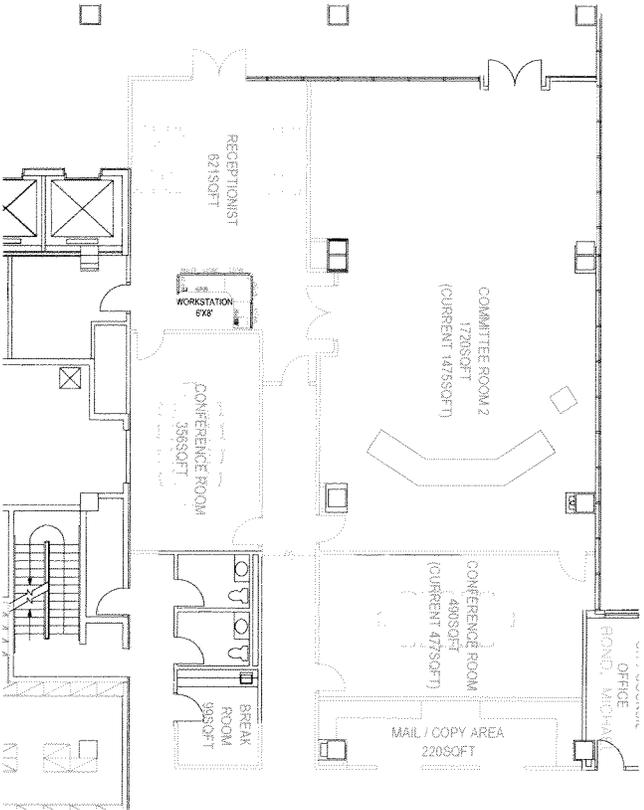
# Proposed Plan CHS - 1



**CITY COUNCIL COMMUNICATION CHS\_01**  
**TEST FIT - NEW STANDARDS**  
**1,380sqft**

Updates: 03/23/12

# “Super Block”

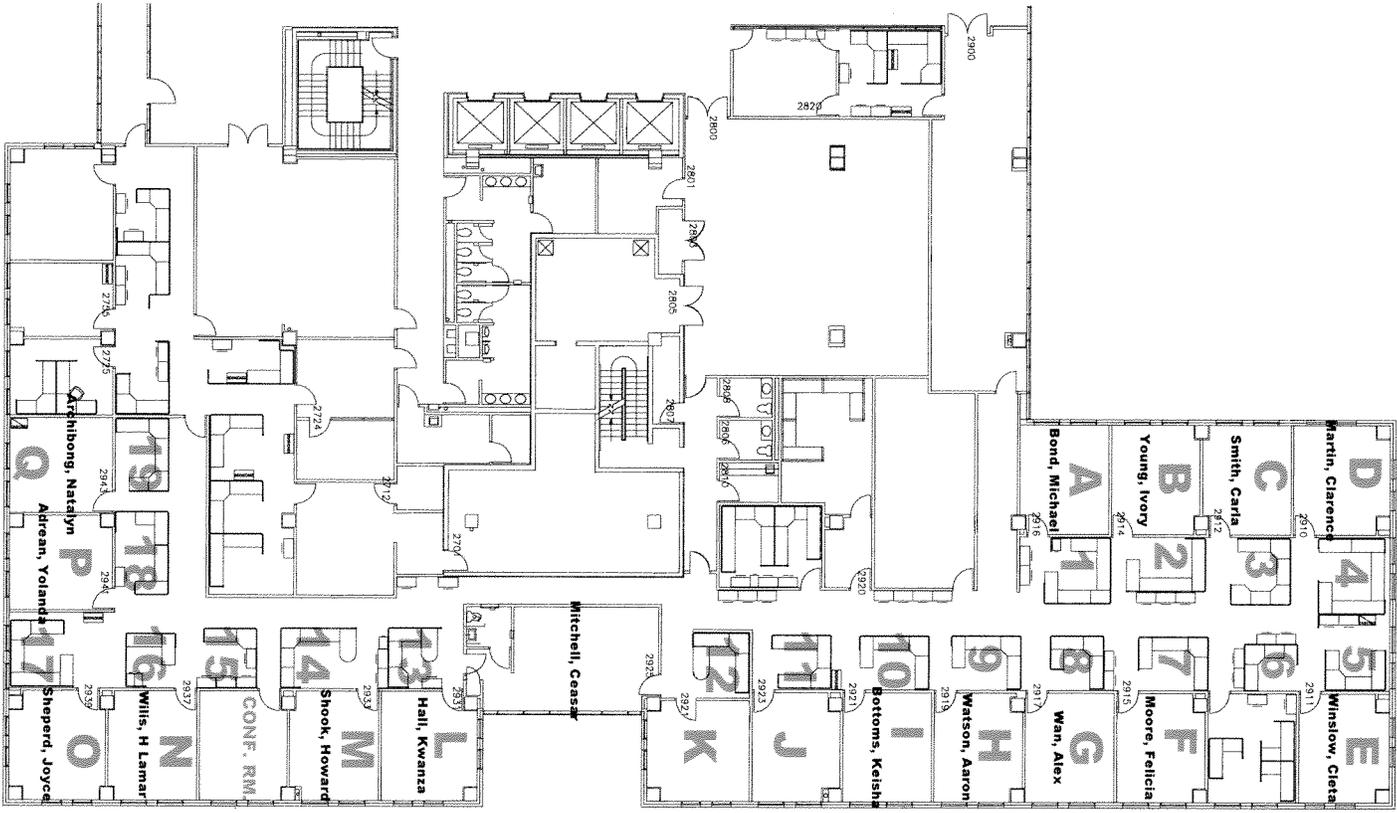


## Square footage comparison / common areas

	Current layout square footage	Plan A	Plan B	Plan C
Committee room #1	901	901	901	901
Committee room #2	1477	1711	1711	1711
Large Conference room	477	496	546	546
Relocated small Conference room	230	241	241	241
New Conference room	0	372	372	372
New Small Conference room	0	183	183	183
Reception/waiting area	810	636	636	636
Copy area	79	382*	332*	332*
Break room	55	277**	277**	277**
File Room	0	632	632	632
	4029	5831	5831	5831

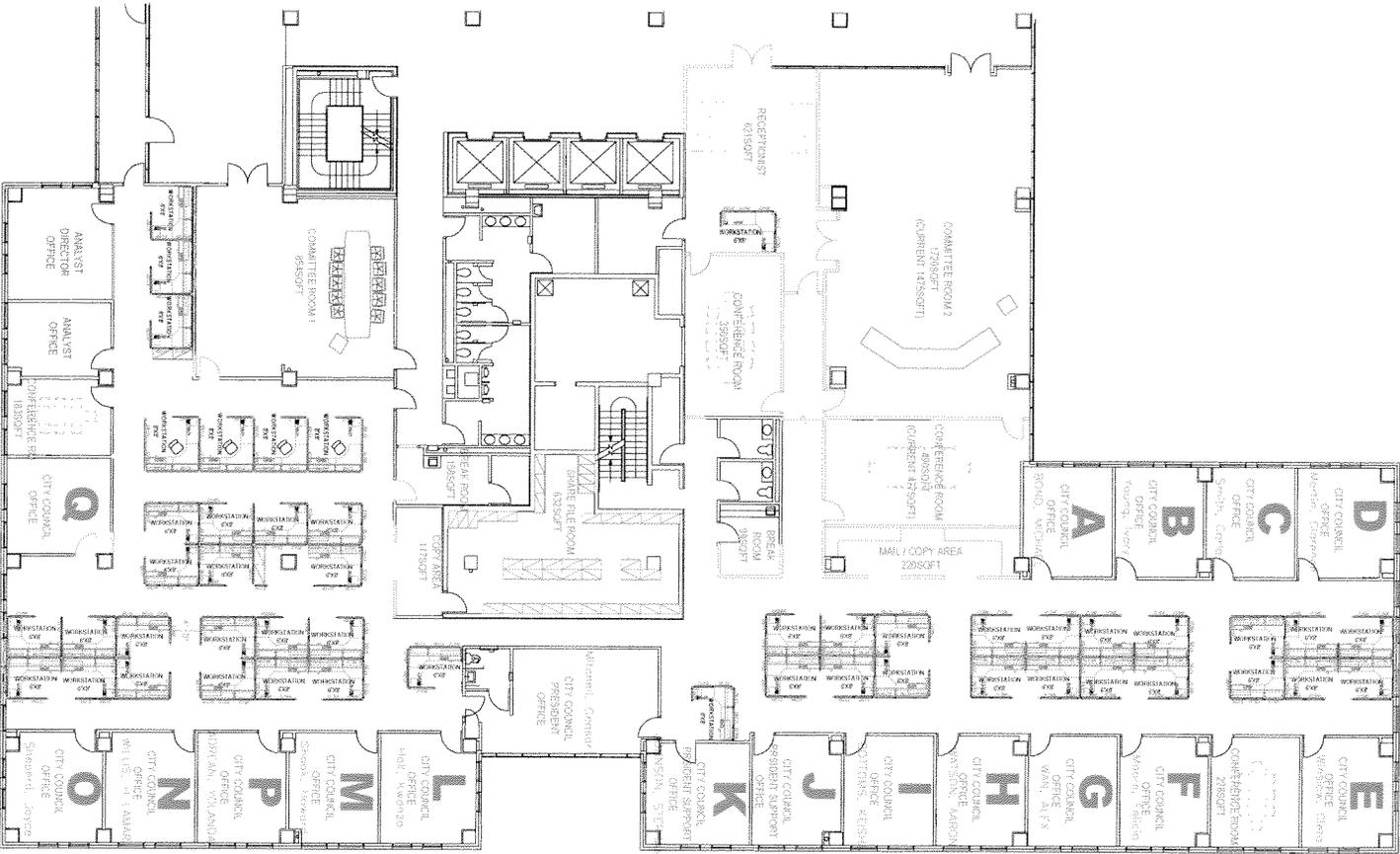
\* Include 2 copy area

\*\* Include 2 break room



Council Member Workstation  
Existing Plan

\*Current layout provides 43 square footage per employee



# Proposed Plan - A

\*Plan A workstation layout provides:

- 48 square feet per employee.
- Equitable space standard for each aide (6'x8' space for each person).

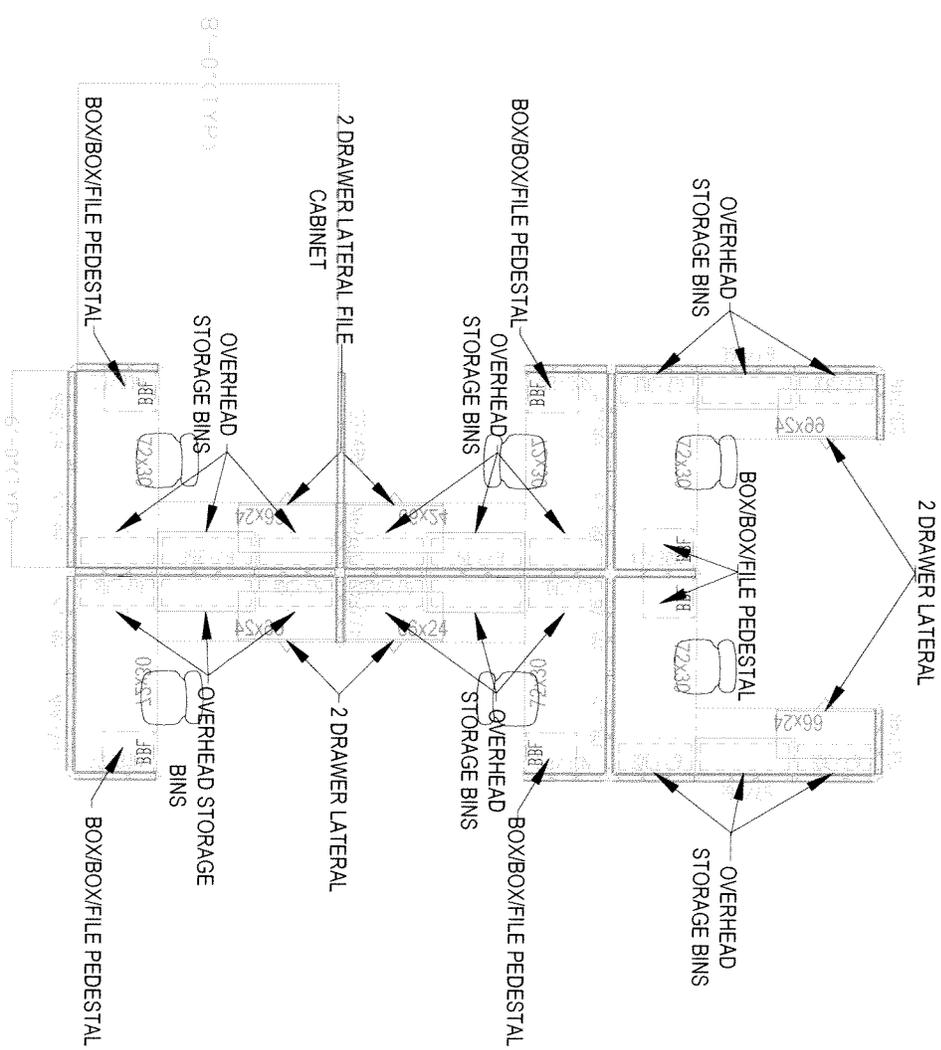
Pros:

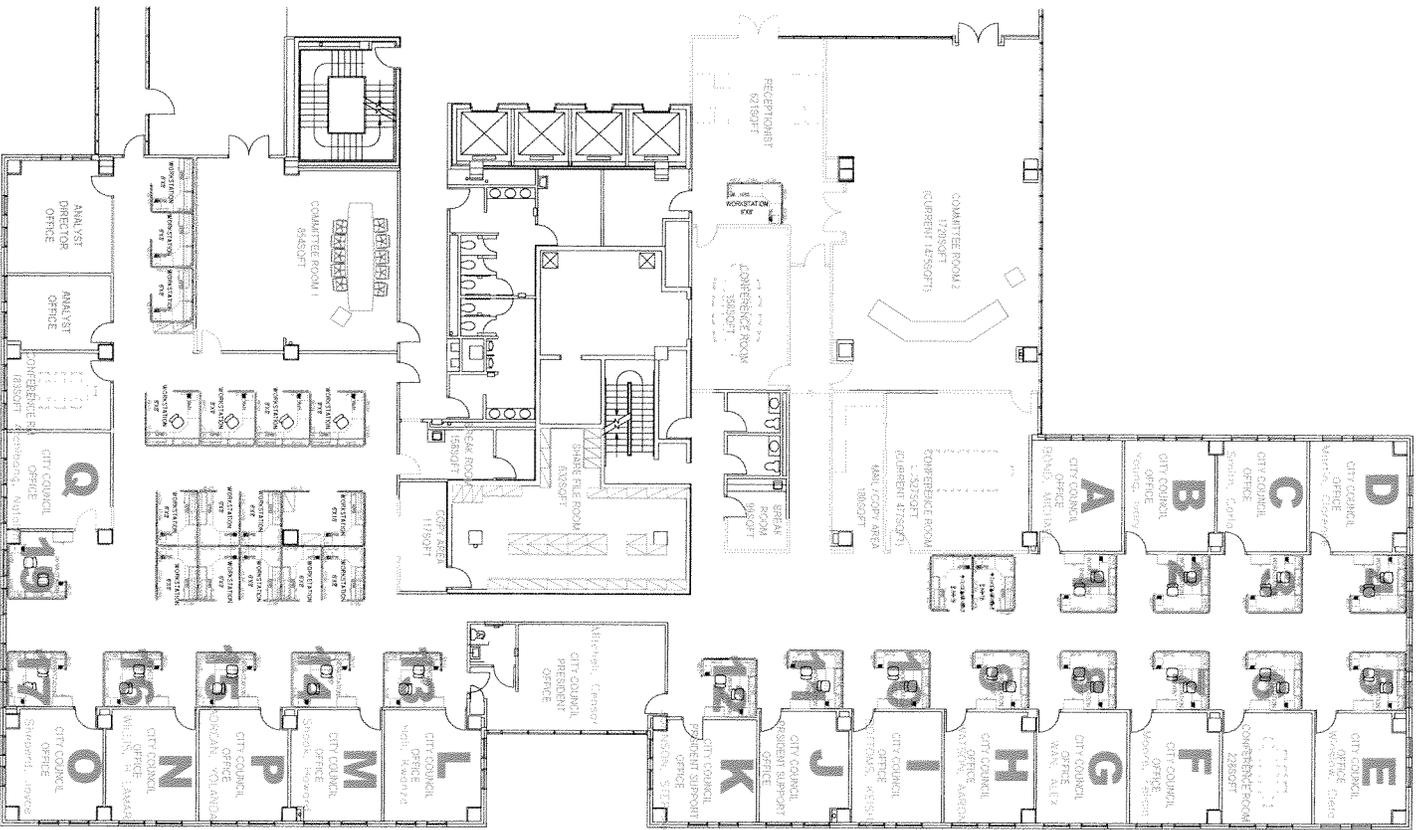
- More equitable space
- Each Council member gets 2 permanent space for aids = 96sqft
- Flexible arrangement

Cons:

- Perception that privacy is compromised

# Workstation Typical – Plan A





# Proposed Plan - B

\*Plan B workstation layout provides:

- 35 square feet per employee.
- 2 aides share a work area

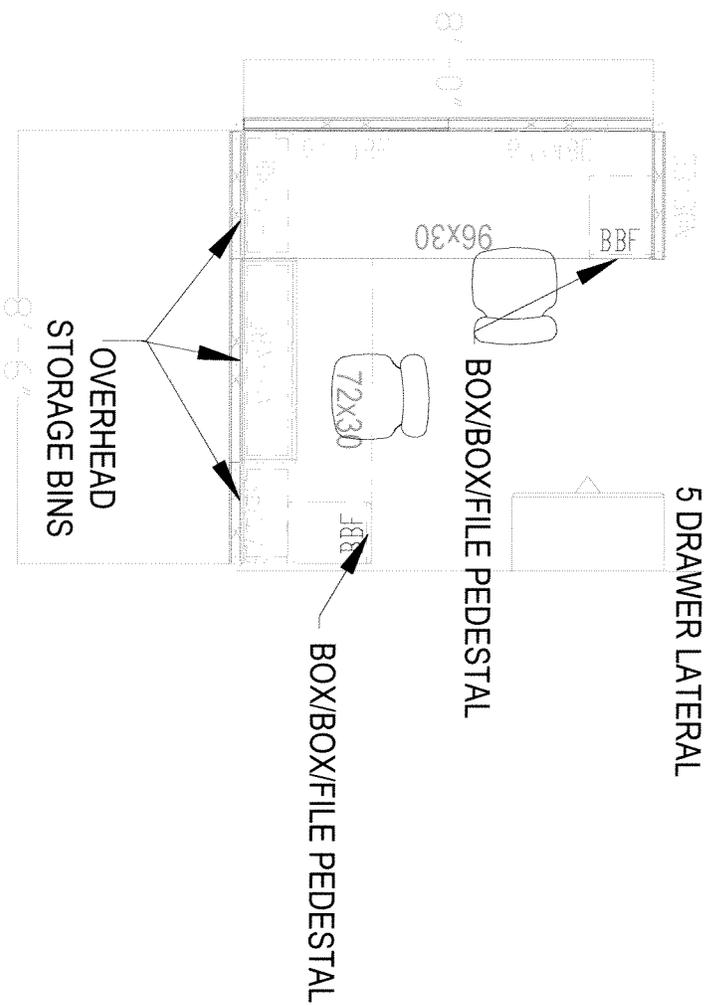
Pros:

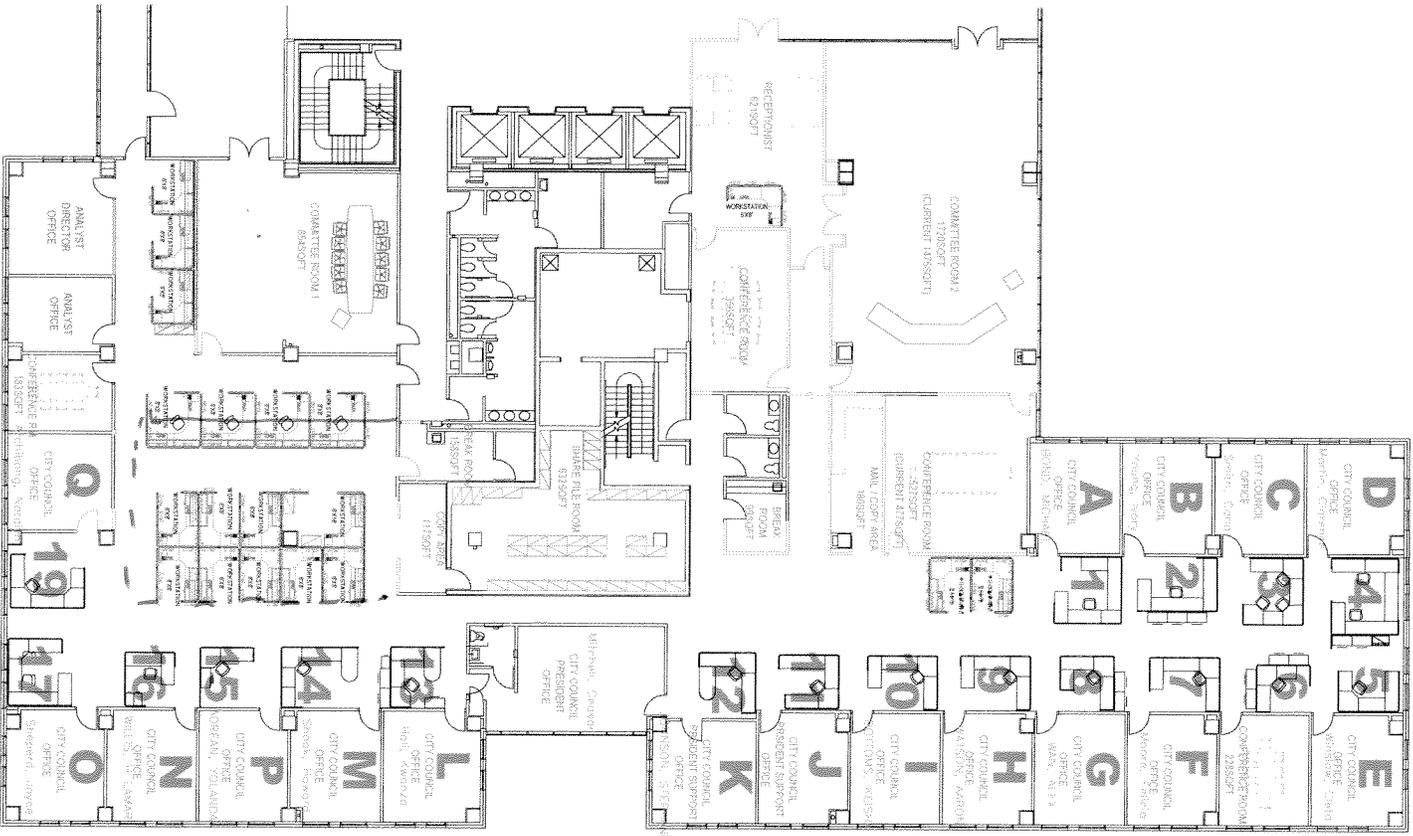
- Familiar set up
- Perception of privacy
- Equitable space

Cons:

- 25% reduction in workspace

# Workstation Typical – plan B





Attachment: 12R1420 (1940 : Intent of Council for Reconfiguration and Renovation of Council Space 12-

# Proposed Plan - C

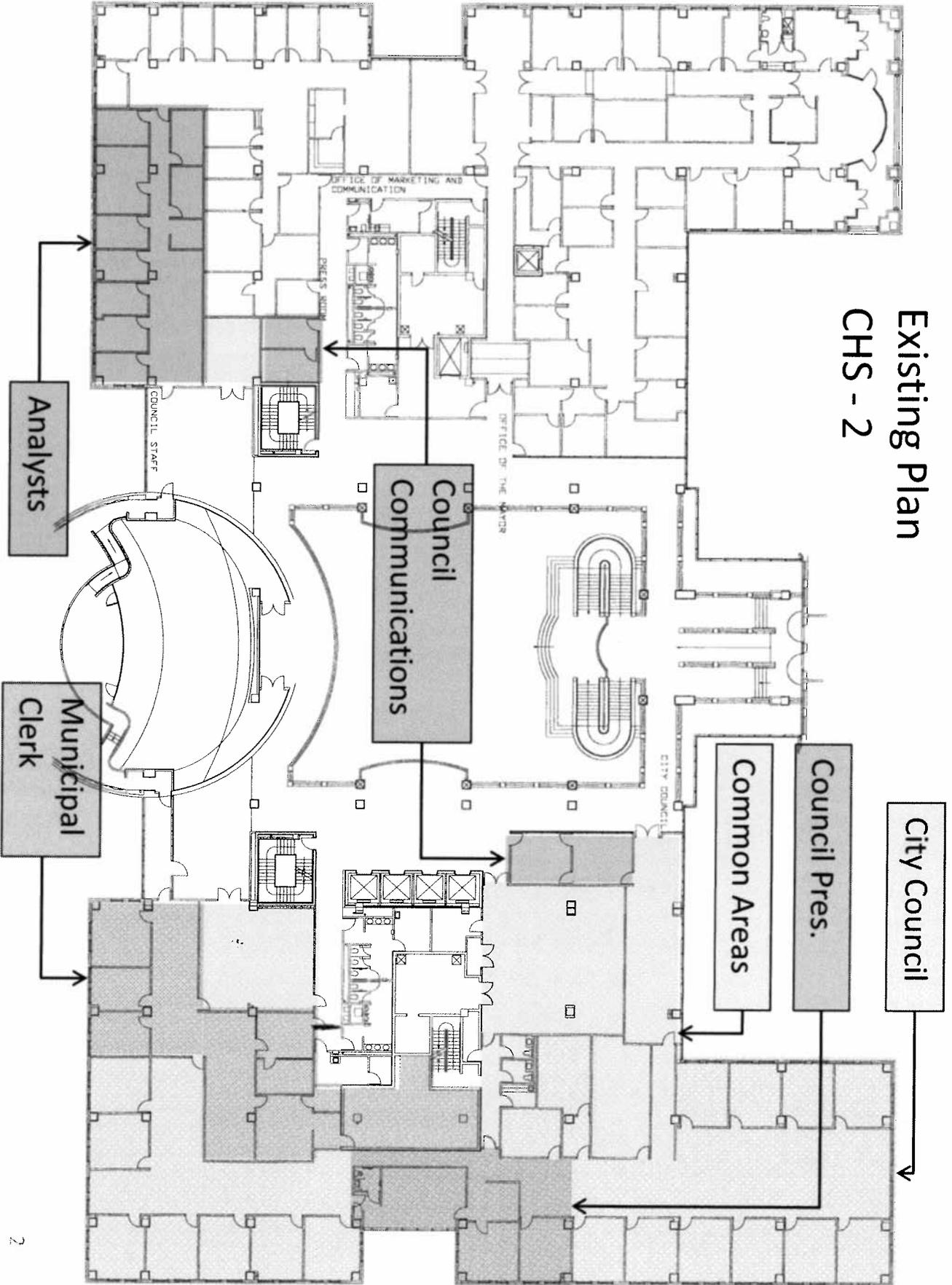
- \*Plan C workstation layout provides:
- 42 square feet per employee.
  - Existing workstation layout used (1-3 aides sharing a space) – not equitable.

Pros:

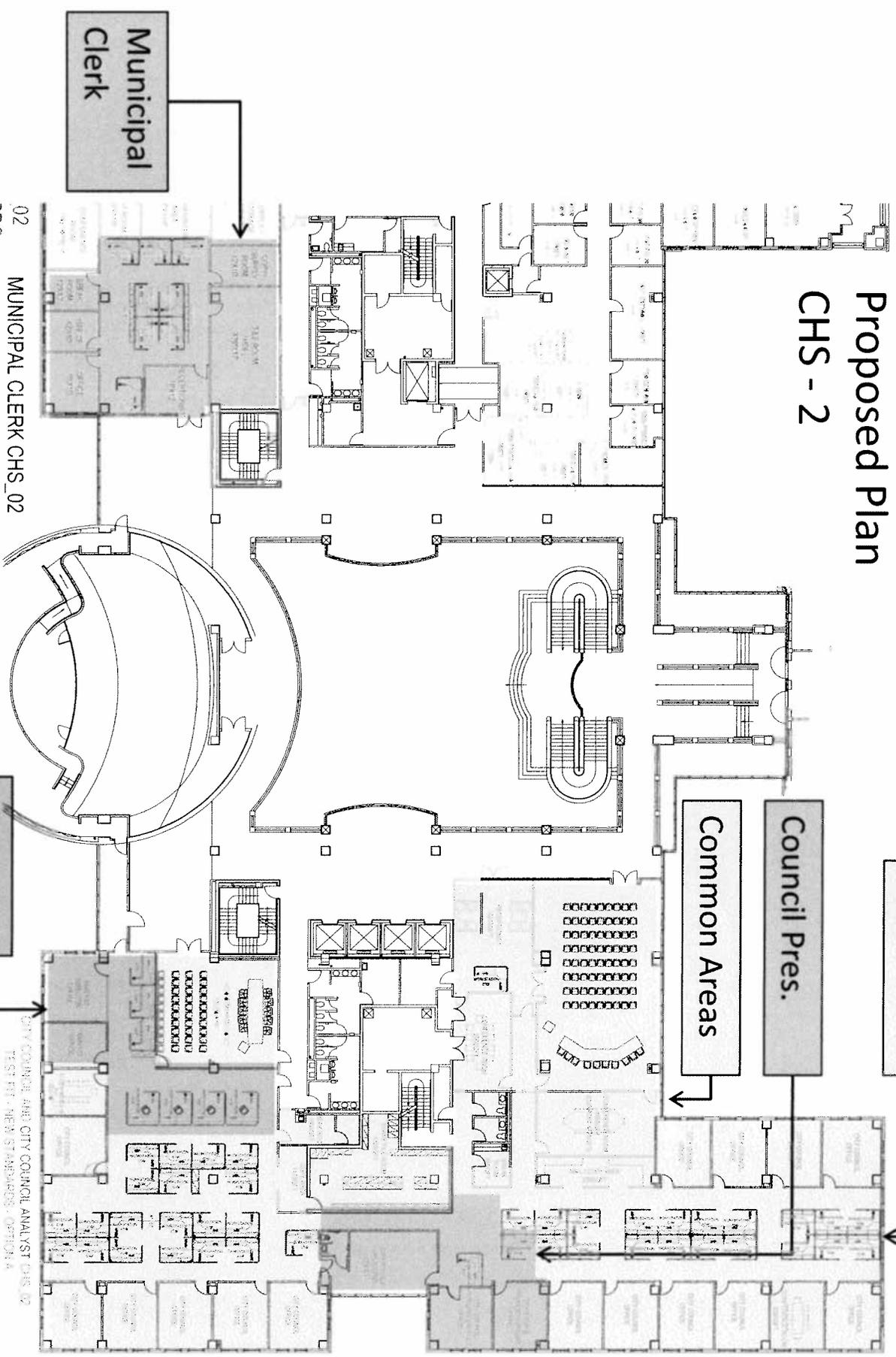
- Familiar set up
- Perception of privacy
- Same existing layout

Cons:

- Not equitable space



# Proposed Plan CHS - 2

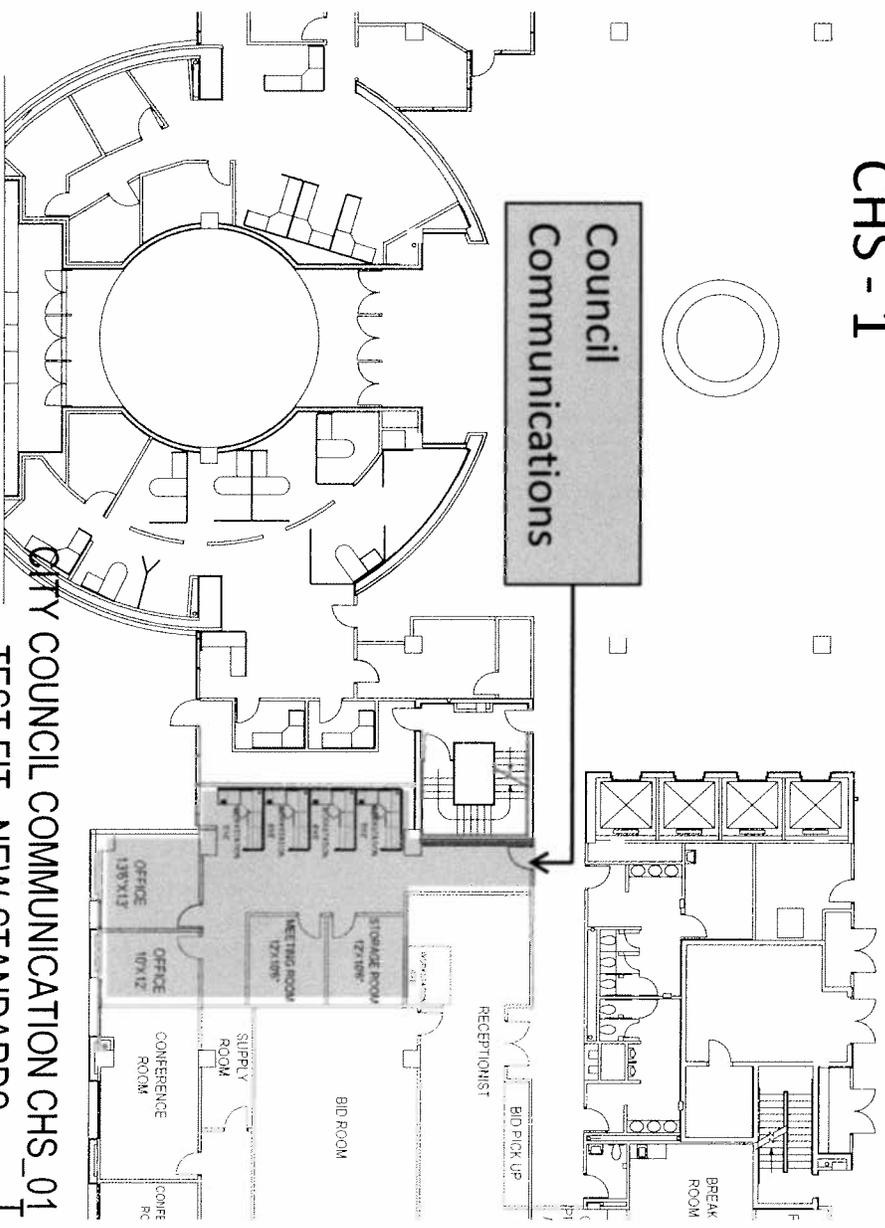


02  
RDS  
MUNICIPAL CLERK CHS\_02  
TEST FIT - NEW STANDARDS  
2,568sqft

Updates: 03/23/12

CITY COUNCIL AND CITY COUNCIL ANALYST CHS\_02  
TEST FIT - NEW STANDARDS - OPTION A  
17,925sqft

# Proposed Plan CHS - 1

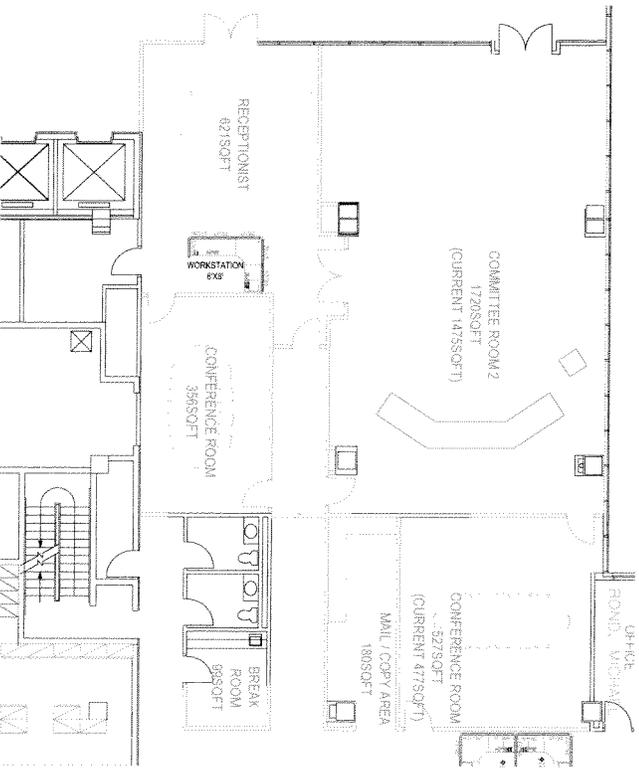
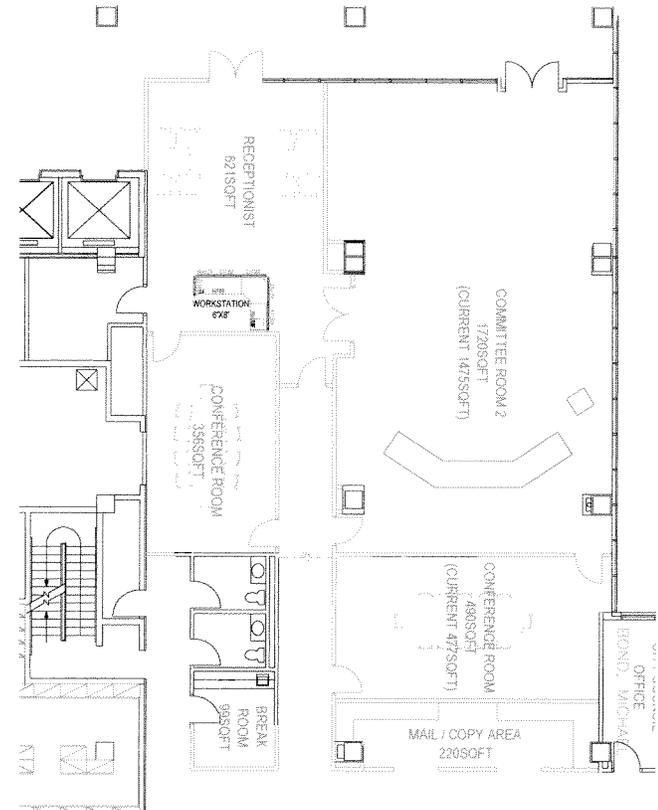


CITY COUNCIL COMMUNICATION CHS\_01  
 TEST FIT - NEW STANDARDS

1,380sqft

Updates: 03/23/12

# “Super Block”

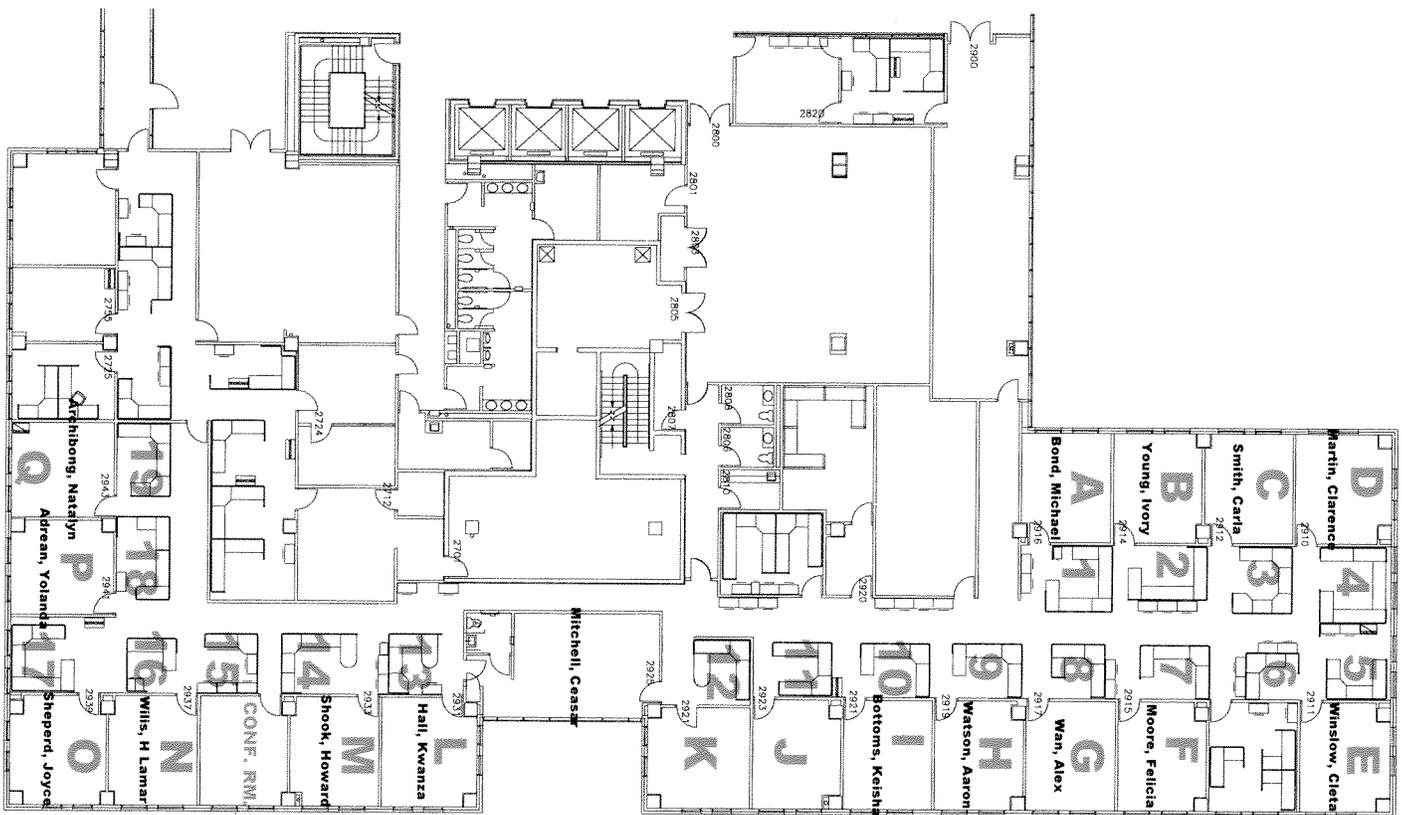


## Square footage comparison / common areas

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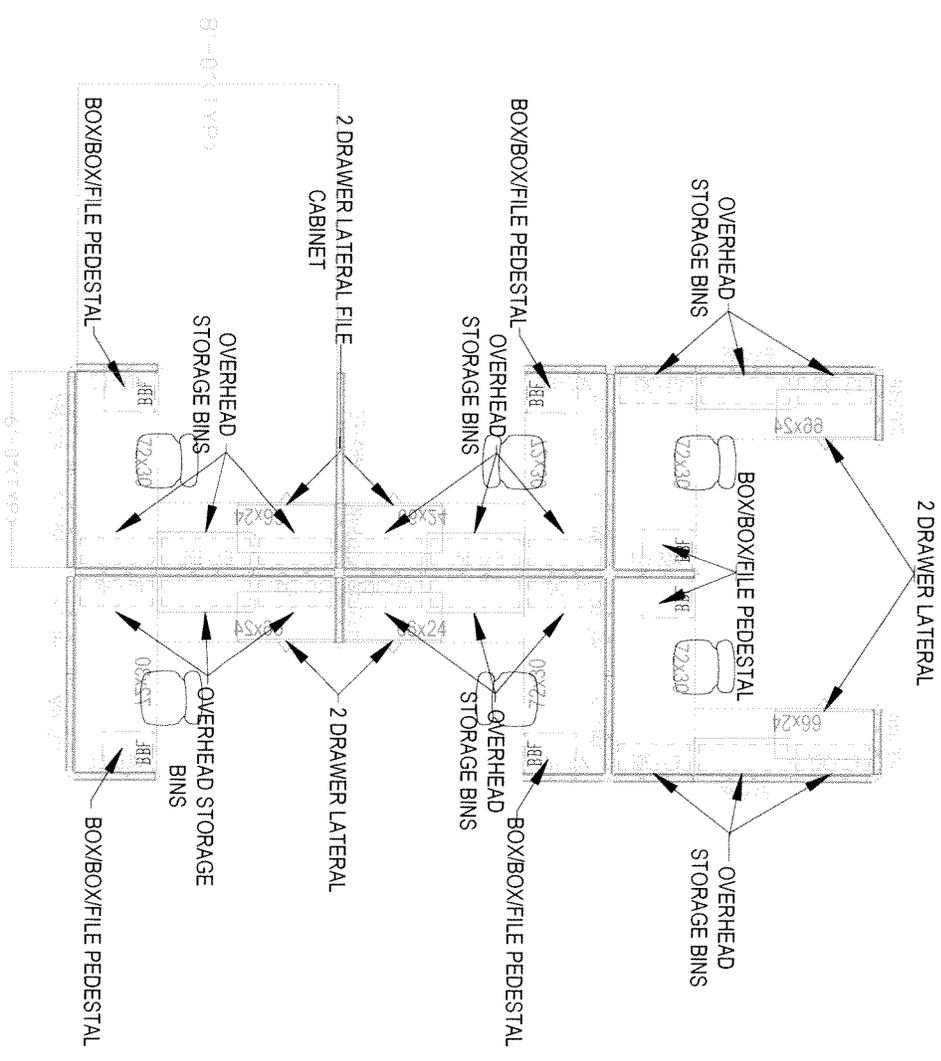
Council Member Workstation  
Existing Plan

\*Current layout provides 43 square footage per employee



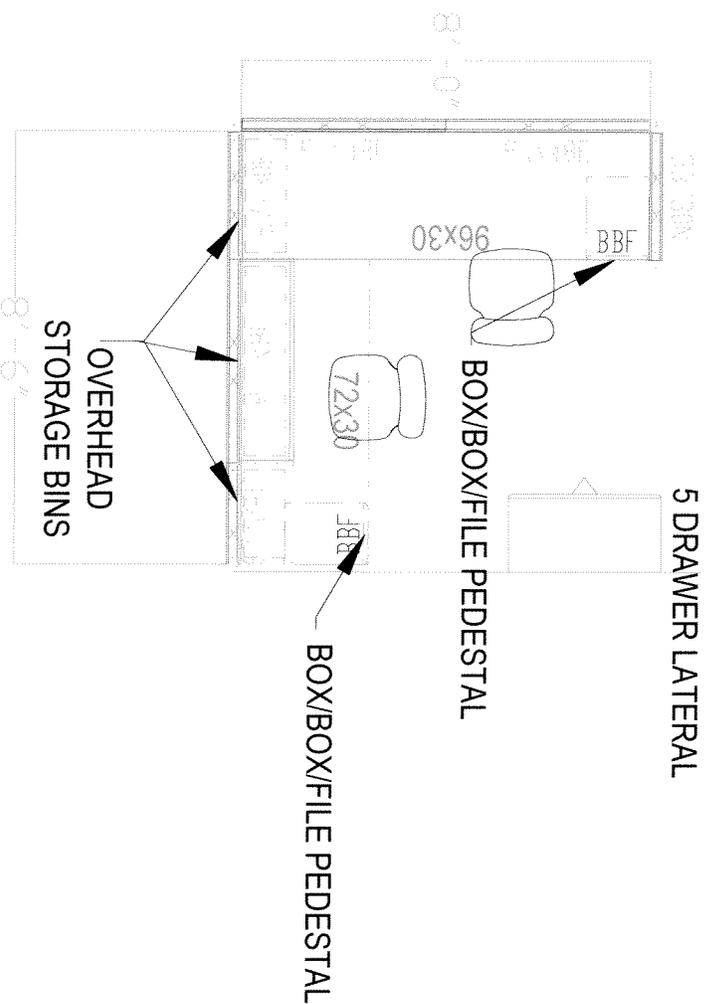
# Workstation Typical – Plan A

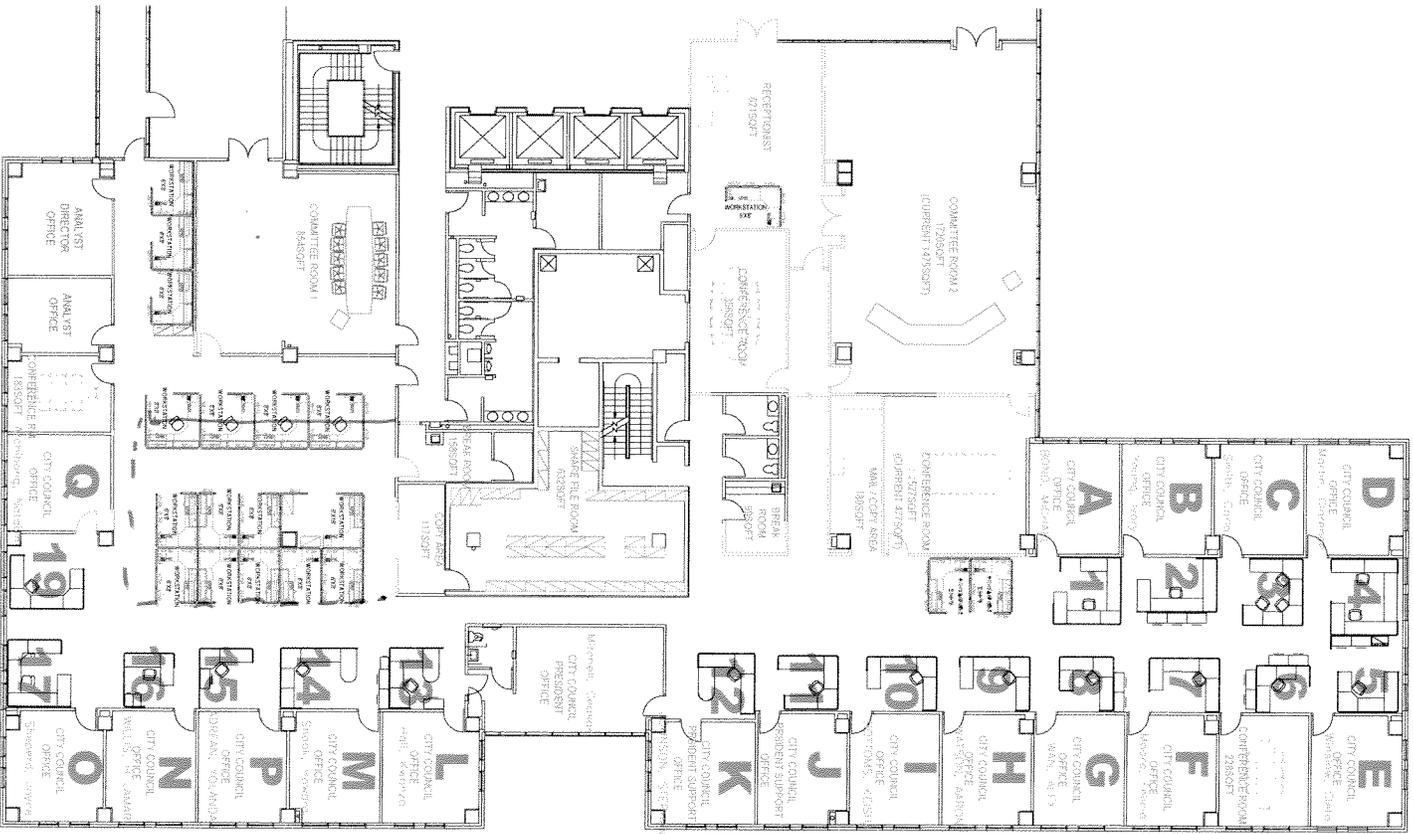
Attachment: Council\_Space\_Renovation\_Plans (1940 : Intent of Council for Reconfiguration and





# Workstation Typical – plan B





# Proposed Plan - C

- \*Plan C workstation layout provides:
- 42 square feet per employee.
- Existing workstation layout used (1-3 aides sharing a space) – not equitable.

### Pros:

- Familiar set up
- Perception of privacy
- Same existing layout

### Cons:

- Not equitable space

**13-C-0416 A COMMUNICATION FROM COUNCILMEMBER ALEX WAN TO MUNICIPAL CLERK RHONDA D. JONSON, RE-APPOINTING MS. CHAYNE JOHNSON TO SERVE AS A MEMBER OF THE ATLANTA COMMISSION ON WOMEN. THIS RE-APPOINTMENT IS FOR A TERM OF TWO (2) YEARS, SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION.**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Office of the Municipal Clerk	Skipped	
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	
Office of Research and Policy Analysis	Pending	

**HISTORY:**

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<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
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05/06/13      Atlanta City Council

Certified by Presiding Officer	Certified by Clerk

LEGISLATION HISTORY – BLUE BACK

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13-C-0416

## ATLANTA CITY COUNCIL

ALEX WAN  
COUNCILMEMBER, DISTRICT 6  
ATLANTA CITY COUNCIL

February 18, 2013

55 TRINITY AVENUE, S.W.  
SUITE 2900  
ATLANTA, GEORGIA 30303  
MAIN (404) 330-6049  
FAX (404) 658-6073  
E-MAIL [awan@atlantaga.gov](mailto:awan@atlantaga.gov)

Ms. Rhonda Johnson,  
Municipal Clerk  
City of Atlanta  
55 Trinity Ave., SW  
Atlanta, GA 30303

Dear Ms. Johnson,

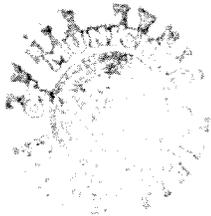
I would like to reappoint Ms. Chayne Johnson to the Atlanta Commission on Women. Her address is 199 14<sup>th</sup> St., #1603, Atlanta, GA 30309. This appointment will be for two years.

Please find attached her resume. If any other information is needed please let me know.

Sincerely,

Alex Wan,  
District 6, Councilmember

CC: Yolanda Adrean, Chair, COC



**CHAYNE JOHNSON**  
 199 14th Street #1603  
 Atlanta, Georgia 30309  
 (678) 637-6289  
 ChayneJohnson@hotmail.com

----- OBJECTIVE -----

To join an organization in an executive management position that will effectively utilize acquired expertise, creative talents and commitment to excellence

----- PROFESSIONAL EXPERIENCE -----

**September 1992-Present**

**Public Relations Consultant, Convention Models and Talent, Atlanta, Georgia**

- Spokesmodel
- Create a professional image for companies
- Display and promote products via media and publications
- Increased exhibitor visibility and executed the client's message effectively
- Assisted in building lead counts
- Increased company's ROI
- Assisted with developing and implementing of marketing and promotional strategies including advertising campaigns, collateral materials, presentations and contests.

**August 2004-Present**

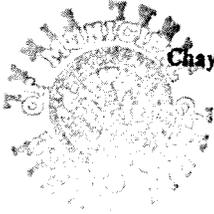
**Court Support Specialist/Records and Documents Specialist, Fulton County Clerk of Superior Court, Atlanta, Georgia**

- Examined and recorded all Real Estate and Non-Real Estate documents
- Verified all fees and applicable taxes before inputting into the system
- Completed and mailed rejection letters for all documents not in recordable form or without accurate costs
- Reconciled all daily financial transactions and prepared daily audit report
- Develop and coordinate criminal and civil cases and domestic law suits
- Document Tracking using court information systems

**March 1999- August 2004**

**Event Manager, Roget's, Inc., Atlanta, Georgia**

- Raised funds through corporate sponsorship by recruiting and securing advertisers for "The Festival Peachtree Latino"
- Assistant Chairperson and Fundraiser for the United Negro College Fund, "Mayors Masked Ball," doubled sponsorship revenues and generated new business
- Campaigned, coordinated and hosted special events for political candidates
- Organized travel, flight, accommodations, and car arrangements for executives and dignitaries
- Coordinated conferences, including arranging catering and business equipment set up



Chayne Johnson

Page 2

**June 1996-September 2000**

**Marketing Account Executive, BellSouth Advertising & Publishing Company, Atlanta, Georgia**

- Managed and monitored reports for South Florida Directories
- Prepared and inputted data into proprietary software
- Acted as liaison between sales and collectors
- Processed service order activity, billing advices, directory advertising orders, printing orders, queries, and other data necessary for producing white and yellow pages directories
- Handled customer and/or employee inquiries regarding accounts, departmental services and functions
- Conducted account analysis
- Performed client needs assessment and formulated recommendations to address those specific requirements

**September 1992-June 1996**

**Project Manager, Dunco, Inc., Atlanta, Georgia**

- Managed multiple demolition projects within the southeast
- Recruited and hired employees
- Instituted team building empowerment and employee training
- Improved productivity by reducing cost and decreasing turn over
- Maintained bi-weekly payroll
- Monitored project progress to ensure quality job completion
- Documented and videotaped demolition projects from beginning to end

**-----EDUCATION-----**

Bachelor of Science Degree in Business Management, Hampton University, Hampton, Virginia

Certificate of Completion, Construction Business Management Institute, Atlanta Metropolitan College for Hartsfield Atlanta International Airport

**-----ACHIEVEMENTS-----**

March 2008, Appointed to the Atlanta Commission on Women by Councilmember Anne Favvre  
October 2008, Elected Corresponding Secretary, the Atlanta Commission on Women

**13-O-0509 AN ORDINANCE BY COUNCILMEMBER JOYCE SHEPERD TO AMEND SECTION 2-104 (A) OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA (ENTITLED “REMARKS FROM PUBLIC”) SO AS TO ELIMINATE THE TIME PERIOD THAT A SPEAKER MAY SPEAK AT CITY COUNCIL MEETINGS; TO WAIVE CONFLICTING ORDINANCES AND CODE SECTIONS; AND FOR OTHER PURPOSES**

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05/06/13      Atlanta City Council

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LEGISLATION HISTORY – BLUE BACK

CITY COUNCIL  
ATLANTA, GEORGIA  
SPONSOR SIGNATURES



Handwritten signature of Joyce M. Sheperd in black ink, written over a horizontal line.

Joyce Sheperd, Councilmember, District 12

**ORDINANCE  
BY COUNCILMEMBER(S) SHEPERD**

**13-O-0509 AN ORDINANCE BY COUNCILMEMBER JOYCE SHEPERD TO AMEND SECTION 2-104 (A) OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA (ENTITLED “REMARKS FROM PUBLIC”) SO AS TO ELIMINATE THE TIME PERIOD THAT A SPEAKER MAY SPEAK AT CITY COUNCIL MEETINGS; TO WAIVE CONFLICTING ORDINANCES AND CODE SECTIONS; AND FOR OTHER PURPOSES**

Whereas,

Whereas,

Whereas,

Whereas,

Whereas,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS:

BE IT FURTHER ORDAINED,

BE IT FINALLY ORDAINED,

SECTION 1:

SECTION 2:

SECTION 3:

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

13-0-0509

I.11.1

Packet Pg. 196

**AN ORDINANCE  
BY COUNCIL MEMBER**



**AN ORDINANCE TO AMEND SECTION 2-104 (a) OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA (ENTITLED "REMARKS FROM PUBLIC") SO AS TO ELEMIMATE THE TIME PERIOD THAT A SPEAKER MAY SPEAK AT CITY COUNCIL MEETINGS; TO WAIVE CONFLICTING ORDINANCES AND CODE SECTIONS; AND FOR OTHER PURPOSES.**

**WHEREAS**, some council members are opposed to placing time limits on speakers during the public comment portion of committee meetings; and

**WHEREAS**, an attempt has been made to bring consistency to the public comment process before committees.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA as follows:**

**Section 1.** Section 2-104 (a) of the code of ordinances of the City of Atlanta (entitled "remarks from public") which currently provides as follows:

**Sec. 2-104. - Remarks from public.**

(a)

The council shall only hear remarks from those members of the public who sign up to speak prior to the convening of each regularly scheduled Council meeting. The sign-up sheets or speaker cards will be made available to the public, by the municipal clerk, at the entrance of the Council Chambers or other authorized meeting location 30 minutes prior to the scheduled council meeting time; and sign up will terminate upon the convening of each meeting with the lists or cards delivered to the presiding officer at that time. The time frame for public remarks shall not exceed 60 minutes, with each person being allowed to speak a maximum of two minutes. Any member of the public may speak to the council on matters of public concern, including matters of general policy, efficiency and the conduct of city government, provided that the president may rule out of order personal, abusive or indecorous language, or matters that the city has no purview over. No person shall cede his/her time to another person who has not previously signed up to

speak. However, a speaker may yield his/her time to another speaker on the list; provided that the person to whom time has been yielded shall be placed at the end of the speakers' list. Such yielded time shall be heard only during the 60-minute remarks by the public period. Under no circumstances shall any person to whom time has been yielded be allowed to speak during any extensions of the initial remarks by the public period.

**Is hereby amended by eliminating the time period that a speaker may speak at city council meetings, so that when amended, said code section shall provide as follows:**

(a)

The council shall only hear remarks from those members of the public who sign up to speak prior to the convening of each regularly scheduled Council meeting. The sign-up sheets or speaker cards will be made available to the public, by the municipal clerk, at the entrance of the Council Chambers or other authorized meeting location 30 minutes prior to the scheduled council meeting time; and sign up will terminate upon the convening of each meeting with the lists or cards delivered to the presiding officer at that time. The time frame for public remarks shall not exceed 60 minutes. Any member of the public may speak to the council on matters of public concern, including matters of general policy, efficiency and the conduct of city government, provided that the president may rule out of order personal, abusive or indecorous language, or matters that the city has no purview over. No person shall cede his/her time to another person who has not previously signed up to speak. However, a speaker may yield his/her time to another speaker on the list; provided that the person to whom time has been yielded may be placed at the end of the speakers' list. Such yielded time shall be heard only during the 60-minute remarks by the public period. Under no circumstances shall any person to whom time has been yielded be allowed to speak during any extensions of the initial remarks by the public period.

**Section 3:** All code sections, ordinances, and parts of code sections and ordinances in conflict herewith are hereby waived for the sole purpose of this ordinance only and shall otherwise remain in full force and effect.

**13-O-0510 AN ORDINANCE BY COUNCILMEMBER CARLA SMITH TO AMEND SECTION 94-37, CHAPTER 94 OF ARTICLE II, HUMAN RELATIONS COMMISSION OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA SO AS TO ELIMINATE THE STAGGERED TERMS OF MEMBERS OF THE HUMAN RELATIONS COMMISSION; AND FOR OTHER PURPOSES.**

**Review List:**

Committee on Council	Completed	05/17/2013 4:49 PM
Atlanta City Council	Completed	05/17/2013 1:37 PM
Committee on Council	Completed	05/20/2013 12:45 PM
Atlanta City Council	Pending	

**HISTORY:**

05/06/13      Committee on Council      **HELD IN COMMITTEE**

<b>RESULT:</b>	<b>HELD IN COMMITTEE [UNANIMOUS]</b>
<b>AYES:</b>	Adrean, Archibong, Hall, Moore, Sheperd, Winslow
<b>ABSENT:</b>	Michael Julian Bond

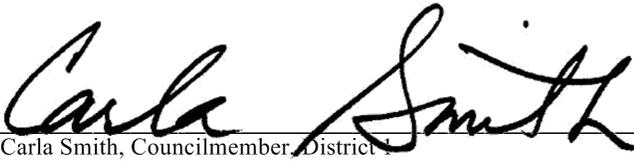
05/06/13      Atlanta City Council

All papers remained held in committee

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

LEGISLATION HISTORY – BLUE BACK

CITY COUNCIL  
ATLANTA, GEORGIA  
SPONSOR SIGNATURES

A handwritten signature in black ink that reads "Carla Smith". The signature is written in a cursive style with a large initial 'C' and 'S'.

Carla Smith, Councilmember, District 4

**ORDINANCE  
BY COUNCILMEMBER(S) SMITH**

**13-O-0510 AN ORDINANCE BY COUNCILMEMBER CARLA SMITH TO AMEND SECTION 94-37, CHAPTER 94 OF ARTICLE II, HUMAN RELATIONS COMMISSION OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA SO AS TO ELIMINATE THE STAGGERED TERMS OF MEMBERS OF THE HUMAN RELATIONS COMMISSION; AND FOR OTHER PURPOSES.**

Whereas,

Whereas,

Whereas,

Whereas,

Whereas,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS:

BE IT FURTHER ORDAINED,

BE IT FINALLY ORDAINED,

SECTION 1:

SECTION 2:

SECTION 3:

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

13-0-0510

AN ORDINANCE BY

COUNCILMEMBER



AN ORDINANCE TO AMEND SECTION 94-37, CHAPTER 94 OF ARTICLE II, HUMAN RELATIONS COMMISSION OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA SO AS TO ELIMINATE THE STAGGERED TERMS OF MEMBERS OF THE HUMAN RELATIONS COMMISSION; AND FOR OTHER PURPOSES.

**WHEREAS**, in the City of Atlanta, with its great cosmopolitan population consisting of large numbers of people of every race, color, creed, religion, sex, marital status, parental status, physical and mental disabilities; there is no greater danger to the health, morals, safety and welfare of the city and its inhabitants than the existence of groups prejudiced against one another and antagonistic to each other because of their differences; and

**WHEREAS**, the Atlanta City Council found and declared that prejudice, intolerance, bigotry and discrimination and disorder occasioned thereby threaten the rights and proper privileges of its inhabitants and menace the very institutions, foundations and bedrock of a free democratic society; and

**WHEREAS**, Ordinance 00-O-1983, adopted by the City Council on December 4, 2000, defined the role of the City's Human Relations Commission so as to provide for an effective vehicle for addressing illegal discrimination in public accommodations, private employment and housing in the City and delineated an intricate appointment process; and

**WHEREAS**, due to several years of inactivity by the Human Relations Commission, the appointments could not occur in the established sequence. Therefore it became necessary to eliminate the staggered term and simplify the appointment process.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF ATLANTA HEREBY ORDAINS AS FOLLOWS:**

**Section 1.** That Section 94-37 which presently reads as follows:

**Sec. 94-37. - Composition; appointment; terms.**

The human relations commission shall consist of seven members, divided into three classes— Class A, Class B, and Class C. Class A shall contain three members, and Class B and Class C shall each contain two members. After the phase-in period, members shall hold office for a three-year term staggered so that the membership terms of only one class of members shall expire each year. The initial members shall be appointed and designated to a class by the president of the council no later than January 1, 2001. The term of office of the initial Class A members shall expire on January 1, 2002, the term of office of the initial Class B members shall expire on January 1, 2003; and the term of office of the initial Class C members shall expire on January 1,

2004. After January 1, 2002, at the expiration of the terms of the initial Class A members, one Class A member shall be appointed by the president of council, one shall be appointed by the Mayor and one shall be appointed by the at-large councilmember in Post 1 in coordination with the councilmembers for Districts 1 through 4. At the expiration of the terms of the initial two Class B members, one Class B member shall be appointed by the mayor and one shall be appointed by the at-large councilmember in Post 2 in coordination with the councilmembers for Districts 5 through 8. At the expiration of the terms of the initial two Class C members, one Class C member shall be appointed by the president of council and one shall be appointed by the at-large councilmember in Post 3 in coordination with the councilmembers for Districts 9 through 12. At least one of the commission members appointed by the president of the council shall possess, in addition to the general qualifications set out in the Charter regarding members of the commission, a license to practice law in the State of Georgia and shall be an active member of and in good standing with the State Bar of Georgia. No person shall be appointed for more than two consecutive three-year terms. The membership of the commission shall reflect as nearly as practicable, the diversity of individuals protected under this ordinance and shall be comprised without regard to race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, or gender identity.

Shall be amended to read as follows:

**Sec. 94-37. - Composition; appointment; terms.**

The membership of the commission shall reflect as nearly as practicable, the diversity of individuals protected under this ordinance and shall be comprised without regard to race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, or gender identity.

The Human Relations Commission shall consist of seven members appointed as follows:

- Two (2) members shall be appointed by the Mayor;
- Two (2) members shall be appointed by the President of Council and at least one of the two shall possess, in addition to the general qualifications set out in the Charter regarding members of the Commission, a license to practice law in the State of Georgia and shall be an active member of and in good standing with the State Bar of Georgia.
- Three (3) members shall be appointed by the following City Council Member groupings:
  - One (1) member shall be appointed by the Post 1 At-large Council Member in coordination with the Council Members for Districts 1, 2, 3, and 4.
  - One (1) member shall be appointed by the Post 2 At-large Council Member in coordination with the Council Members for Districts 5, 6, 7, and 8.
  - One (1) member shall be appointed by the Post 1 At-large Council Member in coordination with the Council Members for Districts 9, 10, 11 and 12.

No person shall be appointed for more than two consecutive three-year terms.

**Section 2** All ordinances or parts of ordinances in conflict herewith are hereby rescinded to the extent of any such conflict.

- Volunteerism:**
- Achievement/
- Volunteerism/
- Organizations
- ASTD – National Chapter
  - International Society for Performance Improvement – Atlanta Chapter
  - Past Member Fulton County Multi-Jurisdictional Burglary Task Force
  - City of Atlanta - Past Chair - Human Relation Commissioner
  - Served as President - Friends of the Margaret Mitchell Library
  - City of Atlanta – Past Member of Advisory Board Woodruff Park
  - Served as President - Atlanta Downtown Neighborhood Association, Inc.
  - Served as Advocate - Child Advocate Special Appointed (CASA) - Fulton County
  - Centennial Park volunteer
  - Chair – Neighborhood Planning Unit-M Public Safety Committee
  - Member Downtown Atlanta SPI–1 Development Review Committee (Zoning)
  - Award winning leadership in community