

COMMITTEE AMENDMENT FORM

DATE 3/13/13

COMMITTEE FINANCE/EXECUTIVE PAGE(S) _____

ORDINANCE I. D. _____ SECTION(S) _____

RESOLUTION I. D. # 13-R-0446 PARAGRAPH(S) _____

**AMENDMENT: AMENDS THE LEGISLATION BY ADDING THE BACKUP
INFORMATION**

**A RESOLUTION
BY FINANCE EXECUTIVE COMMITTEE**

13-R-
13-R-0446

A RESOLUTION AUTHORIZING THE CONTINUED REEMPLOYMENT OF CITY RETIREE ANN S. HEARD AS AN ASSISTANT DIRECTOR IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT FOR THE OFFICE OF BUILDINGS, PURSUANT TO SECTION 3-505 (C) OF THE CHARTER OF THE CITY OF ATLANTA, GEORGIA; FOR A PERIOD OF NOT MORE THAN 120 DAYS; AND FOR OTHER PURPOSES.

WHEREAS, Ms. Ann S. Heard retired from the City of Atlanta, Department of Planning and Community Development in good standing on June 20, 2012; and

WHEREAS, Section 3-505 (c) of the Charter of the City of Atlanta authorizes that the City may reemploy a retiree for any single period of time, or any several periods of time, which shall not exceed 520 business days whether continuously or in separate days of employment for the purpose of availing the City of some particularized skill possessed by said retiree; and

WHEREAS, Ms. Heard possesses particularized knowledge and skills regarding Office of Buildings processes and code analysis skills needed by the Department of Planning and Community Development; and

WHEREAS, the Department of Planning and Community Development desires to retain the services of Ms. Heard and her specialized skills in a position of Office of Buildings Assistant Director for an additional 120 days; and

WHEREAS, the Department of Planning and Community Development and Ms. Heard have mutually agreed to her reemployment as an Assistant Director in the Office of Buildings; and

WHEREAS, pursuant to Charter Section 3-505(c) (3), "Single or concurrent multiple reemployment periods shall not exceed 120 business days without reauthorization by City Council" and

WHEREAS, Ms. Heard has been authorized to serve for one 90 business day period pursuant to Resolution # 12-R-0898 which was adopted on July 2, 2012 and approved on July 11, 2012 and for one 120 business period pursuant to Resolution # 12-R-1531 which was adopted on November 19, 2012 and approved November 28, 2012; and

WHEREAS, the Department of Planning and Community Development desires to reauthorize the continued reemployment of Ms. Heard for an additional 120 business day period.

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

Section 1: The Mayor or his designee is hereby authorized to reemploy Ms. Ann S. Heard in the Office of Buildings as an Office of Buildings Assistant Director in an extra help capacity without

benefits, for a period not to exceed one hundred and twenty (120) days at a rate of pay \$69,917 per year as authorized by Section 3-505 (c) of the City Charter. Said continued reemployment to be effective at the expiration of the existing 120 business day period, estimated to begin on April 26, 2013.

Section 2: All resolutions and parts of resolutions in conflict herewith are hereby rescinded.

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

A. To be completed by Legislative Counsel:

Committee of Purview:

Caption:
A ____

Council Meeting Date:

Requesting Dept.:

FAC Confirmed by:

B. To be completed by the department:

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

Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.

The purpose of this legislation is_____.

2. Please provide background information regarding this legislation.

Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.

_____.

3. If Applicable/Known:

(a) Contract Type (e.g. Professional Services, Construction Agreement, etc): NA

(b) Source Selection:

(c) Bids/Proposals Due:

(d) Invitations Issued:

(e) Number of Bids:

(f) Proposals Received:

(g) Bidders/Proponents:

(h) Term of Contract:

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

Fund: _____ Account: _____ Center: _____

5. Source of Funds: *Example: Local Assistance Grant*

6. Fiscal Impact: None.

Example: This legislation will result in a reduction in the amount of _____ to Fund Account Center Number _____.

7. Method of Cost Recovery:

Examples:

- a. *Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. *Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: _____



KASIM REED
MAYOR

CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
55 Trinity Avenue, S.W. SUITE 3900 – ATLANTA, GEORGIA 30303
404-330-6150 – FAX: 404-658-6979
<http://www.atlantaga.gov/Government/Planning/burofbuildings.aspx>

James E. Shelby
Commissioner

Don Rosenthal, MBA, CBO
Director
Office of Buildings

MEMORANDUM

TO: Finance Executive Committee
FROM: James Shelby, Commissioner Planning & Community
DATE: March 13, 2013
SUBJECT: Re-employment of Ann Heard
CC: Terri M. Lee, Deputy Commissioner Planning & Community Development
Don Rosenthal, Director Office of Buildings
Linda Goodman, Business Manager
Crystal Shingle, HR
File

Ann Heard will continue to assist the Director with an array of Office of Buildings (OOB) processes and will continue to provide training for existing and new staff including but not limited to:

TASK	Completion Date
Continue to train the new Chief Zoning Inspector on the overall management of the Zoning Enforcement Division.	10/30/13
Provide overall training for the new OOB Assistant Director for code enforcement and managerial issues.	Training complete 90 days after hiring
Prepare justifications for filling vacancies, for requesting extra help and for new job creations and train staff for this purpose.	4/15/13
Create new business process procedures and assist with streamlining existing processes for more efficient customer service pursuant to the Mayoral Permitting Improvement initiative	
Train staff on conducting meetings for Office of Building matters with Law Department, Solicitors Office, Atlanta City Council, government agencies, community meetings, etc. as needed.	Complete by 12/30/13

<p>Advise and troubleshoot with all review agencies connected to the Office of Buildings to develop processes and ensure that these processes are added to the Accela database for accountability purposes as needed (Watershed review and inspections, traffic, grease trap reviews, airport reviews, and site development, etc.</p>	<p>Complete at installation in house Accela System 12/20/14</p>
<p>Assist with training OOB staff on conducting sign plan reviews for LED multi-message signs, general advertising signs, business identifications signs, etc.</p>	<p>9/20/14</p>
<p>Provide expert advice as needed for legal non-conforming issues.</p>	<p>12/30/13</p>
<p>Assist with training existing and new Permit Technicians and other staff as needed</p>	<p>12/30/14</p>
<p>Provide direction and assistance with the Weekly Dashboard, Triage and Intake processes as well as with over the counter reviews and pl reviews as needed</p>	<p>12/30/13</p>
<p>Provide much needed direction and assistance with organizing the plan file room.</p>	<p>12/30/14</p>
<p>Assist with the review and approval of thousands of City Business Licenses.</p>	<p>12/30/14</p>



KASIM REED
MAYOR

CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
55 Trinity Avenue, S.W. SUITE 3900 – ATLANTA, GEORGIA 30303
404-330-6150 – FAX: 404-658-6979
<http://www.atlantaga.gov/Government/Planning/burofbuildings.aspx>

James E. Shelby
Commissioner

Don Rosenthal, MBA, CBO
Director
Office of Buildings

MEMORANDUM

TO: Finance Executive Committee
FROM: James Shelby, Commissioner Planning & Community
DATE: March 13, 2013
SUBJECT: Ann Heard Task Accomplishments
CC: Terri M. Lee, Deputy Commissioner Planning & Community Development
Don Rosenthal, Director Office of Buildings
Linda Goodman, Business Manager
Crystal Shingles, HR
File

Ann Heard has addressed and resolved hundreds of issues during her brief period of re-employment with the city. Most of these issues are well documented via:

- 1) E-mail messages (**approximately 600 per month**)
- 2) Plan Review and Approvals – Documented in Accela records (**40 per month**) Plan review and approvals done as training sessions
- 3) Attendance at public meetings and internal meetings for input and incite (**60 per month**)
- 4) Daily zoning interpretations via telephone, letters, etc. for land use matters including signs and legal non-conforming uses. (**approximately 400 per month**)
- 5) Permit technician training sessions (**As of today, 11 of 14 Permit Technicians have received certification**)
- 6) Continuous zoning training for Zoning Enforcement Chief, inspection staff, and plan review staff (**this training has allowed the zoning staff to reach and maintain a 100% dashboard target**).
- 7) Written justification for personnel (This effort has allowed the office to hire additional staff to adequately meet the needs of the Office which has helped to meet the customer needs.
- 8) Drafts and proposals for OOB processes continue to be in process.
- 9) Assisted the zoning legal counsels with on-going legal matters such as: **Lamar Outdoor Advertising versus City of Atlanta, whereby city prevailed and Clear Channel Outdoor Advertising versus City of Atlanta, a Board of Zoning Adjustment Appeal whereby the Zoning decision was sustained.**
- 10) Overseeing the organization of the OOB records room (**has hired extra help which is currently well underway organizing the plan file room and processing records for archives**).
- 11) Assisted with numerous responses to related inquires via the citizens of Atlanta, Mayor's Office, Atlanta City Council and other government agencies
- 12) **Cataloged all adult businesses in the City of Atlanta which entailed a great deal of research, institutional memory, photographing, etc. (CATALOG ON FILE IN ZONING DIVISION).** This information is essential for the existing staff since it is imperative that the distance regulations from residential, other adult businesses, etc., are observed.

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE BYRD

Dept.'s Legislative Liaison: Mary Miller

Contact Number: 404-330-6691

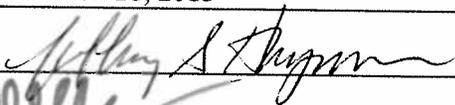
Originating Department: DPCD

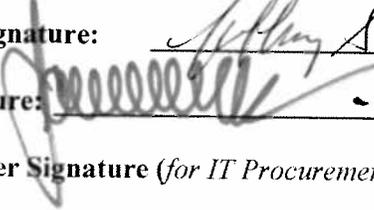
Committee(s) of Purview: Finance/Executive

Chief of Staff Deadline: February 22, 2013

Anticipated Committee Meeting Date(s): March 13, 2013

Anticipated Full Council Date: March 18, 2013

Legislative Counsel's Signature: 

Commissioner's Signature: 

Chief Information Officer Signature (for IT Procurements) _____

Chief Procurement Officer Signature: _____

CAPTION

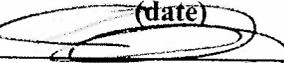
**A RESOLUTION
BY FINANCE/EXECUTIVE COMMITTEE**

A RESOLUTION AUTHORIZING THE CONTINUED REEMPLOYMENT OF CITY RETIREE ANN S. HEARD AS AN ASSISTANT DIRECTOR IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT FOR THE OFFICE OF BUILDINGS, PURSUANT TO SECTION 3-505 (C) OF THE CHARTER OF THE CITY OF ATLANTA, GEORGIA; FOR A PERIOD OF NOT MORE THAN 120 DAYS; AND FOR OTHER PURPOSES.

FINANCIAL IMPACT: (if any)

Mayor's Staff Only

Received by CPO: _____ (date) Received by LC from CPO: _____ (date)

Received by Mayor's Office: 2.22.13 (date) Reviewed by:  (date)

Submitted to Council: _____ (date)