

**A COMMUNICATION FROM COUNCILMEMBER KEISHA LANCE BOTTOMS, DISTRICT 11, SUBMITTING THE APPOINTMENT OF ANGELA WALDROP FOR CONSIDERATION TO SERVE AS A MEMBER OF THE URBAN DESIGN COMMISSION, FOR A TERM OF THREE (3) YEARS, TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION.**

**Review List:**

Office of the Municipal Clerk	Skipped	02/03/2014 7:13 PM
Atlanta City Council	Completed	02/05/2014 6:04 PM
Community Development & Human Resources Committee	Pending	
Natasha Daniels	Pending	

**HISTORY:**

02/03/14      Atlanta City Council      REFERRED WITHOUT OBJECTION

<b>RESULT:</b>	<b>REFERRED WITHOUT OBJECTION</b>	<b>Next: 2/11/2014 12:30 PM</b>
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Certified by Presiding Officer	Certified by Clerk

LEGISLATION HISTORY – BLUE BACK

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January 22, 2014

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

*Re: Atlanta Urban Design Commission*

Dear Council President Mitchell and Members of Atlanta City Council:

Please accept my nomination of Angela Waldrop as the District 11 neighborhood representative to the Atlanta Urban Design Commission. I am confident that Ms. Waldrop's view toward serving the City of Atlanta will be of benefit to the commission. I have attached her resume for your consideration.

Sincerely,

Keisha Lance Bottoms  
Atlanta City Council - District 11



## ATLANTA CITY COUNCIL

KEISHA LANCE BOTTOMS  
COUNCILMEMBER, DISTRICT 11  
ATLANTA CITY COUNCIL

55 TRINITY AVENUE, S.W.  
SUITE 2900  
ATLANTA, GEORGIA 30303  
TEL (404) 330-6054  
FAX (404) 658-6061  
E-MAIL kbottoms@atlantaga.gov

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Sincerely,

Keisha Lance Bottoms  
Atlanta City Council – District 11

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**Resume of Ms. Angela M. Waldrop, JD**

**Education:**

JD, Texas Wesleyan Law School, Fort Worth, TX (May 2009)

BA, Historic Preservation & Community Planning, College of Charleston, Charleston, SC (May 2004)

**Experience:**

*Fulton County Department of Health and Wellness  
Atlanta, GA*

*11/2010-Present*

In a programmatic assistant capacity, my responsibilities include facilitating the submission of federal grant proposals by assisting in various pre-award functions such as the drafting of the grant application, preparing and recommending language changes to contract documents, developing budget justifications, routing and tracking supporting documents, and reviewing the proposal for accuracy, completeness, and compliance with applicable guidelines and submission requirements; developing standard operating procedures for the implementation of grant programs; coordinating with outside agencies to prepare and amend memorandums of agreement between the department and community based organizations to ensure the provision of quality health services to underserved populations; and providing analysis and recommendations to program administrator on special issues.

*National Adoption Program*

*8/2008 - 11/2008*

*Texas Wesleyan University School of Law*

*in conjunction with Texas Dept. of Family & Protective Services (DFPS)  
Fort Worth, TX*

In a volunteer capacity, my duties consisted of assisting a family law attorney in all aspects of the adoption process including performing legal case management functions, interviewing the prospective adoptive parent, and preparing petition for adoption; initiating and maintaining contact with the client to schedule client interview, verify information in client file, provide updates to client on case status, and address client's questions/concerns regarding the adoption process; gathering information necessary to complete the requisite criminal and genealogical/social history reports of the parties; managing and maintaining the case file to ensure file was accurate and complete with necessary legal documents; working with DFPS to secure financial assistance with adoption fees; and filing documents such as petition for adoption and request for name change with the court and participating in the final adoption proceeding before the court.

*The Georgia Trust for Historic Preservation  
Atlanta, GA*

*1/2005 - 3/2005*

In an intern capacity, my responsibilities included developing a Maintenance Manual where data could be managed and stored to ensure proper care and longevity of a historic structure and its contents; visiting Trust owned property to conduct inventories, assess damages, and determine restorative measures to be undertaken; researching techniques and methods for maintaining and preserving integrity of both the interior furnishings and the exterior structure of historic properties; and conducting restoration cost analysis for Trust owned properties using cost comparable research methods.

*Ga. Dept. of Natural Resources, Historic Preservation Division  
Planning & Local Assistance Unit  
Atlanta, GA*

*7/2004 - 12/2004*

In a volunteer capacity, I assisted the Grants Coordinator in the management of the state historic preservation grant program by organizing and verifying completeness of grant applications and participating in the technical and objective review of grant applications; conducting post-award on-site monitoring of grant funded project sites to track project progress and ensure compliance with grant eligibility requirements; and researching and compiling lists of available preservation funding sources including federal and state grants.

*Fulton County Gov't, General Services Dept. Building Construction Division  
Atlanta, GA*

*5/2003 - 8/2003*

In a student intern capacity, I assisted project managers with various aspects of building projects including land acquisition and building renovation in order to facilitate the bldg. construction process; prepared and distributed agendas, site plans, and drawings for project team meetings; developed and maintained project management manuals and in-house files; and attended the Board of Commissioner's Zoning Hearings to monitor project progress and obtain updates.

***Professional Associations & Memberships:***

- State Bar of Georgia
- State Bar of Texas
- Atlanta Bar Association
- Atlanta Board of Realtors

***Leadership Roles & Community Activities:***

- Atlanta Volunteer Lawyers Foundation: Volunteer Attorney, 2013
- Black Law Student Association: Treasurer, 2008; Member, 2006-2009
- P.L.A.Y. (Presenting Law Activities to Youth): Member, 2008
- Texas Wesleyan Student Ambassador: 2006-2007