

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE L. BYRD

Dept.'s Legislative Liaison: Charlene Parker

Contact Number: 404-330-6616

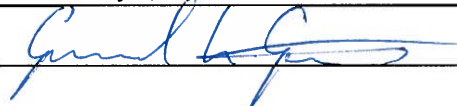
Originating Department: DOF-Grants Services

Committee(s) of Purview: CDHR

Chief of Staff Deadline: December 24, 2015

Anticipated Committee Meeting Date(s): January 12, 2016

Anticipated Full Council Date: February 1, 2016

Legislative Counsel's Signature: 

Commissioner's Signature: \_\_\_\_\_

Chief Financial Officer:  CP

Chief Information Officer Signature (for IT Procurements) N/A

Chief Procurement Officer Signature: N/A

**CAPTION**

AN ORDINANCE TO AMEND ORDINANCE 15-O-1200, PREVIOUSLY ADOPTED BY THE ATLANTA CITY COUNCIL, WHICH AUTHORIZED FUNDING FOR GRANT POSITIONS UNDER THE 2015 COMMUNITY DEVELOPMENT BUDGET, THE 2015 EMERGENCY SOLUTIONS GRANT BUDGET, THE 2015 HOME INVESTMENT BUDGET AND THE 2015 HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS, TO INCLUDE THE POSITION OF BUDGET & MANAGEMENT ANALYSIS DIRECTOR IN THE DEPARTMENT OF FINANCE; AND FOR OTHER PUPOSES

FINANCIAL IMPACT: (if any)

Mayor's Staff Only

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

Received by Mayor's Office: \_\_\_\_\_ (date) Reviewed by: \_\_\_\_\_ (date)

Submitted to Council: \_\_\_\_\_ (date)

**AN ORDINANCE BY  
COMMUNITY DEVELOPMENT/HUMAN RESOURCES COMMITTEE**

**AN ORDINANCE TO AMEND ORDINANCE 15-O-1200, PREVIOUSLY ADOPTED BY THE ATLANTA CITY COUNCIL, WHICH AUTHORIZED FUNDING FOR GRANT POSITIONS UNDER THE 2015 COMMUNITY DEVELOPMENT BUDGET, THE 2015 EMERGENCY SOLUTIONS GRANT BUDGET, THE 2015 HOME INVESTMENT BUDGET AND THE 2015 HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS, TO INCLUDE THE POSITION OF BUDGET & MANAGEMENT ANALYSIS DIRECTOR IN THE DEPARTMENT OF FINANCE; AND FOR OTHER PUPOSES.**

**WHEREAS**, Ordinance 15-O-1200, which was adopted by the Atlanta City Council on May 18, 2015, and approved on May 27, 2015 authorized grant funded positions to be transferred to and paid from the accounts listed ; and

**WHEREAS**, the position of Budget and Management Analysis Director in the Department of Finance was not included in the initial legislation; and

**WHEREAS**, this position is needed to perform necessary analyses for the Department of Finance; and

**WHEREAS**, the necessary environmental clearances have been obtained from the U.S. Department of Housing and Urban Development.

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

**SECTION 1:** That Article "C", Classification Plan, Section 5-2062 of the Code of Ordinances, City of Atlanta, Georgia is amended as follows:

(A) The following position(s) within the Department of Finance should be transferred from the current PTAE0 after all funds are depleted to the new PTAE0:

**OFFICE OF GRANT SERVICES, LEAD PROGRAM:**

**CHARGE TO: 25211947 (PROJECT) 103 (TASK) 220132226 (AWARD) 5111001 (EXPENSE TYPE)**

<u>POSITION NUMBER</u>	<u>CLASSISFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY GRADE</u>
056345	Budget & Management Analysis Director (5%)	FI0535	25

**SECTION 2:** That all positions contained herein shall be subject to the availability of funds from the U.S. Department of Housing and Urban Development for the purpose of funding these positions and said positions shall be terminated and abolished at such time when funding is no longer available to fund said positions.

**SECTION 3:** That all ordinances and parts of ordinances in conflict with this ordinance are hereby waived to the extent of the conflict only.

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

<b>For Legislative Counsel Use Only</b>	
_____ Date Received	_____ Complete _____ Incomplete (Date returned: _____)
_____ Date of Department Consultation	_____ Date of Finance Department Consultation
Commissioner Notified: ___ Yes ___ No If No, Why? _____	
Legislation Required ___ Yes ___ No	Legislation Type ___ Resolution _____ Ordinance
Amends the Code ___ Yes ___ No	Blueback Prepared ___ Yes ___ No
Commissioner Signature _____	
<b>Council Members Only:</b> Authority to speak to Subject Matter Attorney ___ Yes ___ No Authority to speak to Department ___ Yes ___ No	

Date Submitted: 12/15/2016

Department Submitting Request: Finance

Person Submitting Request: LaShawn Gardiner Extension: \_\_\_\_\_  
6449

Bureau/Division Manager: Charlotte Daniely Extension: 6045

Requesting preliminary meeting with Legislative Counsel attorney?  Yes  No

Subject Matter of the Meeting n/a

Cycle Number/Requested Full Council Date (not earlier than 4 weeks from date of submission): 2

If this must be submitted to Council in fewer than 4 weeks explain why. **Please identify consequences if legislation is not submitted for requested cycle.** Also, if applicable, please state why the Legislative Request Form was submitted after the Cycle deadline. All non-conforming requests must have Commissioner approval. n/a

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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**Part I: Legislative Request Form:**

**Instructions: Please answer all questions fully before submitting. Attach additional pages if necessary. All requests for legislation must have approval of a manager prior to submission. All incomplete requests will be returned. Send request via electronic mail to Legislative Counsel. No hard copies will be accepted. Please refer to attached deadlines for the relevant Chief of Staff submission guidelines.**

**1. Legislation Name/Project Name:** Amend Previously Adopted Ordinance 15-O-1200

**2. What is the purpose of this legislation? (check one)**

- Accept a grant or donation
- Amend budget
- Amend Code of Ordinances
- Amend Contract
- Anticipate funds
- Appropriate funds
- Apply for a grant or donation
- Authorize/renew Contract
- Fines/penalties
- Human Resources related
- Make a purchase
- New project
- Procuring goods
- Procuring services
- Other, please explain Amends previously adopted ordinance to include a position

Please describe in detail the purpose of your legislation? The purpose of this legislation is to include the position of Budget & Management Analysis Director in the Department of Finance under the 2015 Grant Entitlement Funding (CDBG, ESG, HOME, HOPWA).

If this legislation is to award/amend/renew a contract, please provide the following:  
Expiration date of contract:  
Contract Term (months/yr):

**3. Please describe why legislation is required rather than administrative action by the Department (please cite any relevant code sections or internal policies).**

Legislation is required because this action cannot be performed administratively per the Code.

**4. If there is an existing process, will this legislation impact that process? How?**

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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**5. Please explain and estimate any financial impact on the City or your Department.**

- Will the City need to appropriate or transfer funds to accomplish this purpose?  
n/a
- Has this purpose already been set forth in the budget?
- Will there be a fee or charge assessed by the City?
  - If so, how much?
  - How was the fee or charge determined?
- What FAC #'s are needed for this legislation? Also, please provide the associated amounts.
- Is a grant required for this legislation?  Yes  No  
If so, is a matching grant required?  Yes  No
- Will there be an increase or decrease in personnel?
  - Has HR been made aware of the need for personnel changes?  Yes  No  
If so, who is the contact person? \_\_\_\_\_ at extension
  - Will positions be created or abolished?
- Will additional resources be required to achieve this purpose?
  - If yes, what are those resources?
    - Has the Department estimated the cost of those resources?
- Will revenue be generated for the City?

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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6. If there has been previous or similar legislation, please describe and cite the relevant legislation (e.g., 04-R-0001).
7. Is this a computer/technology purchase?  Yes  No  
If so, please forward ISR (Information System Hardware/Software Request) along with a copy of this Legislative Request Form via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

Please forward any additional pertinent or supporting documents (e.g. contracts, exhibits, requisitions, copies of any old ordinances/resolutions pertaining to this issue, etc.) along with a copy of this Legislative Request Form and legislative white paper via email to legislative\_counsel or via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

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

<p><b>A. To be completed by Legislative Counsel:</b></p> <p><b>Committee of Purview:</b></p> <p><b>Caption:</b></p> <p><b>Council Meeting Date:</b></p> <p><b>Requesting Dept.:</b></p>
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**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 to include the position of Budget & Management Analysis Director in the Department of Finance under the 2015 Grant Entitlement Funding (CDBG, ESG, HOME, HOPWA).

**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.***

Ordinance 15-O-1200 which authorized funding for grant positions under the 2015 HUD awarded entitlement funds was approved and adopted in May 2015. It was discovered that the position of Budget/Management Analysis Director was not included in the initial legislation.

**3. If Applicable/Known:**

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

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

6. Fiscal Impact:

*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:** LaShawn Gardiner, Management Analyst, Sr., Ext. 6449



(Do Not Write Above This Line)

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- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1<sup>ST</sup> ADOPT 2<sup>ND</sup> READ & REFER
- PERSONAL PAPER REFER

Date Referred \_\_\_\_\_  
 Referred To: \_\_\_\_\_  
 Date Referred \_\_\_\_\_  
 Referred To: \_\_\_\_\_  
 Date Referred \_\_\_\_\_  
 Referred To: \_\_\_\_\_

First Reading

Committee \_\_\_\_\_  
 Date \_\_\_\_\_  
 Chair \_\_\_\_\_  
 Referred To \_\_\_\_\_

Committee \_\_\_\_\_  
 Date \_\_\_\_\_  
 Chair \_\_\_\_\_  
 Action Fav, Adv, Hold (see rev. side) \_\_\_\_\_  
 Other \_\_\_\_\_  
 Members \_\_\_\_\_  
 Refer To \_\_\_\_\_

Committee \_\_\_\_\_  
 Date \_\_\_\_\_  
 Chair \_\_\_\_\_  
 Action Fav, Adv, Hold (see rev. side) \_\_\_\_\_  
 Other \_\_\_\_\_  
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 Refer To \_\_\_\_\_

Committee \_\_\_\_\_  
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 Action Fav, Adv, Hold (see rev. side) \_\_\_\_\_  
 Other \_\_\_\_\_  
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 Refer To \_\_\_\_\_

Committee \_\_\_\_\_  
 Date \_\_\_\_\_  
 Chair \_\_\_\_\_  
 Action Fav, Adv, Hold (see rev. side) \_\_\_\_\_  
 Other \_\_\_\_\_  
 Members \_\_\_\_\_  
 Refer To \_\_\_\_\_

FINAL COUNCIL ACTION  
 2<sup>nd</sup>     1<sup>st</sup> & 2<sup>nd</sup>     3<sup>rd</sup>  
 Readings  
 Consent     V Vote     RC Vote

CERTIFIED

MAYOR'S ACTION