



**A SUBSTITUTE ORDINANCE BY  
FINANCE/EXECUTIVE COMMITTEE**

**AN ORDINANCE TO AMEND CITY OF ATLANTA CODE OF ORDINANCES, CHAPTER 2, ARTICLE VI, DIVISION 2, SUBDIVISION III, SECTIONS 2-370, 2-373, 2-374, AND 2-375, TO CHANGE THE NAMES OF VARIOUS OFFICES WITHIN THE DEPARTMENT OF FINANCE TO BETTER ALIGN BUSINESS OPERATIONS; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Atlanta's ("City") Department of Finance proposes to change the names of the Office of Grant Services to the Office of Grants Management, the Office of Legislative and Administrative Services to Office of Administrative Services, and the Office of Treasury Services to the Office of the Treasurer to more accurately classify the office functions and objectives; and

**WHEREAS**, the Office of Grant Services manages funding allocated to the City from the U.S. Department of Housing and Urban Development (HUD) via Community Development Block Grants (CDBG), Emergency Shelter Grants (ESG), Home Investment Partnership Program (HOME), and Housing Opportunities for Persons with AIDS (HOPWA), as well as managing grants from state government, foundations, and private entities, the Department of Finance deemed a more appropriate name for the organization is Office of Grants Management; and

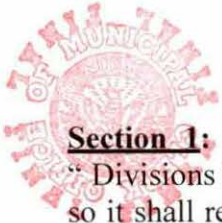
**WHEREAS**, after reorganization and removal of the legislative services function, the Department of Finance seeks to rename the Office of Legislative and Administrative Services to Office of Administrative Services to focus on managing tasks associated with responses to open records requests, management of administrative staff, recruiting, training, onboarding staff, business operation, and department budget; as well as internal staff investigations, procurement, organizational design, space management, and managing the physical maintenance of records for City departments being transferred to and from an outsourced contractor; and

**WHEREAS**, similar to the Office of the Controller, the Office of Treasury, Debt, and Investments has staff responsibilities which support the goals and strategies of senior executives and the Department of Finance desires to rename the office, the Office of the Treasurer; and

**WHEREAS**, the Department of Finance offices are described in the City of Atlanta Code of Ordinances, Chapter 2, Article VI, Division 2, Subdivision III, Sections 2-370, Sections 2-373, 2-374 and 2-375 (the "Code"); and

**WHEREAS**, the Department of Finance desires to amend the Code to rename its offices.

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



**Section 1:** That Chapter 2, Article VI, Division 2, Subdivision III, Section 2-370, entitled “Divisions in the department of finance” of the City of Atlanta Code of Ordinances, be amended so it shall read as follows (with permanent additions in underline font and permanent deletions in strikethrough font):

**Sec. 2-370. - Divisions in the department of finance.**

The department of finance shall be responsible to the mayor and to the council, and shall consist of the following divisions:

- (1) Office of budget and fiscal policy;
- (2) Office of the controller;
- (2) ~~Office of treasury services-~~ **Office of the treasurer;**
- (3) ~~Office of grants services~~ **Office of grants management;**
- (4) ~~Office of legislative and administrative services~~ **Office of administrative services;**
- (5) Office of financial systems;
- (6) Office of revenue;
- (7) Office of enterprise risk management;
- (8) Office of management consulting.

**Section 2:** That Chapter 2, Article VI, Division 2, Subdivision III, Section 2-373, entitled “Office of treasury services”, of the City of Atlanta Code of Ordinances, be amended so it shall read as follows (with permanent additions in underline font and permanent deletions in strikethrough font):

**Sec. 2-373. - ~~Office of treasury services~~ **Office of the treasurer.****

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

**Section 3:** That Chapter 2, Article VI, Division 2, Subdivision III, Section 2-374, entitled “Office of grant services”, of the City of Atlanta Code of Ordinances, be amended so it shall read as follows (with permanent additions in underline font and permanent deletions in strikethrough font):





**Sec. 2-374. - ~~Office of grant services~~ Office of grants management.**

The primary functions of the ~~office of grant services~~ office of grants management is to manage a citywide grants program inclusive of all federal entitlement and competitive grants, foundation, state and pass-through grants. Additional functions of the office shall include the coordination and assistance ~~for~~ with the application process for new grants and renewals from federal and state governments, as well as foundations and private entities. Management of grants compliance through coordination of regular monitoring of agencies shall be scheduled, as required, to ensure compliance with applicable regulations and laws. Additionally, the office reviews all grant applications, monitors grants for compliance, manages the financial and reporting aspects of grants, and provides grants services. ~~management of HUD grants, state pass thru grants, other applications and the allocation process, management of implemented projects for compliance with grantor requirement and legal mandates. This office also provides coordination and management support to other grants and special revenues; coordinates and applies for new grants from federal and state foundations and private entities.~~

**Section 4:** That Chapter 2, Article VI, Division 2, Subdivision III, Section 2-375, entitled “ Office of legislative and administrative services”, of the City of Atlanta Code of Ordinances, be amended so it shall read as follows (with permanent additions in underline font and permanent deletions in strikethrough font):

**Sec. 2-375. - ~~Office of legislative and administrative services~~.**

The office of ~~legislative and~~ administrative services manages functions associated with ~~legislation/research coordination, responds~~ responses to open records requests, human resource administration, staff recruitment and training, background investigations, ~~conducts~~ internal staff investigations, procurement, organizational design, space management, financial management and budget administration, invoice management; and, the office of records management including the physical maintenance of records for city departments being transferred to and from the outsourced contractor.

**Section 5:** Except as specifically provided herein, the amendments reflected in this Ordinance shall become effective immediately upon approval.

**Section 6:** That all ordinances or parts thereof in conflict with this ordinance are hereby waived to the extent of the conflict.

**Section 7:** That the Municipal Clerk is instructed to retain all legislative history references in the codified version of Chapter 2, including Editor’s notes, and shall not delete any such references, but shall amend them to include this ordinance.

A true copy,

Deputy Clerk

ADOPTED by the Atlanta City Council  
APPROVED per City Charter Section 2-403

JUN 18, 2018  
JUN 27, 2018