

**ORDINANCE NO. 22-1142**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF DOUGLAS, COCHISE COUNTY, ARIZONA, TO UNDERTAKE A DEPARTMENTAL REORGANIZATION AFFECTING VARIOUS DEPARTMENTS AND AMENDING ORDINANCE No. 631, 673, 728, 848, 04-871, 09-954, 13-1027, 18-1086, 19-1103, 19-1108 AND 21-1133; ESTABLISHING SEVERABILITY OF COMPONENTS OF ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE THEREOF.**

**WHEREAS**, Article IV, Section 1(A) of the City Charter provides that the “Council, by ordinance not inconsistent with this Charter shall provide for the organization, conduct and operation of the several offices and departments of the City as established by this Charter, for the creation of additional departments, divisions, offices and agencies and for their consolidation, alteration or abolition”; and

**WHEREAS**, Article VII, Section 5(2) of the City Charter provides that the alteration of a City departments shall be by ordinance; and

**WHEREAS**, the City Manager recommends a reorganization adding new positions for FY 21/22 Budget, reclassifying a few positions and eliminating one position; and

**WHEREAS**, it is the City Manager’s intent to build a strong leadership core and develop key positions to support many new challenges and opportunities coming our way in a more effective manner. We are requesting to move departments within the reporting structure, consolidate divisions by creating two new departments and eliminating one department. These changes are needed as soon as possible to be able to move forward efficiently on all of our projects; and

**WHEREAS**, the City Manager is proposing to reclassify the Assistant to the City Manager to Economic Development/City Manager’s Office (CMO) Project Coordinator and the Grants Coordinator to Grants/CMO Project Coordinator in order to address the various projects arising from the new port of entry, economic development and other strategic plan initiatives requiring follow up and timely execution; and

**WHEREAS**, the City Manager is proposing to address positions in the Transit Division. This division was initially set up with its positions being limited status because of the dependency on state and federal programs to fund them. It has been almost 10 years since the City took over the Transit program. At this point, the City Manager is recommending for the fulltime limited status positions to be converted to permanent status since the community has benefited from providing this service and has been able to obtain the majority of its funding through the 5311 Federal grant and other partnership funding. Convert one Transit Aide position to Transit Operator and add one limited status position to assist Transit with the planning and project coordination of new facilities, new routes and new contracts; and

**WHEREAS**, the City Manager is requesting to change the education requirement and expand the essential functions, knowledge, and abilities for the Public Works Director position and also adding a preference and as a result changing the range of the position for these new changes, and doing the same for the Public Works Deputy Director position; and

**WHEREAS**, the City Manager is requesting to change the job description for those positions that have oversight of inmate crews to have that reflected in their job descriptions; and

**WHEREAS**, the City Manager is requesting to include two essential functions in all the job descriptions of the City relating to safety and attendance; and

**WHEREAS**, the City Manager is requesting the creation of classifications in the Police Department. These new classifications will be used in a pilot program to assist the department in performing civilian field and office law enforcement work in direct support of Police Officers and code enforcement.; and

**WHEREAS**, all relevant changes embodied in this reorganization Ordinance are set out in the organizational chart identified as Exhibit "1", as well as relevant changes to the current job descriptions resulting from this Ordinance as Exhibit "2"; and

**WHEREAS**, the Mayor and Council find that the reorganization recommended by the City Manager will promote the effective and efficient provision of City services to the citizens of Douglas.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Douglas, Arizona, as follows:

**Section 1.** That Ordinance No. 631, Ordinance No. 673, Ordinance No. 728, Ordinance No. 848, Ordinance No. 04-871, Ordinance No. 09-954, Ordinance No. 13-1027, Ordinance No. 18-1086, Ordinance 19-1103, Ordinance No. 19-1108 and Ordinance No. 21-1133 are hereby amended and that the provisions of any and all ordinances in conflict with this Ordinance are repealed at the time this Ordinance becomes effective.

**Section 2.** The City Manager's office requires the following actions for this reorganization:

- Move the Information Technology division from the Management Services Department to report directly to the City Manager as a functional department.
- Move Human Resources, currently reporting to the Deputy City Manager in the organizational chart, to report directly to the City Manager as a functional department.
- Create a Community Services and Economic Development Department, where Parks & Recreation (Parks, Cemetery, Aquatics, Recreation, Golf Course), Library, and Economic Development/CMO Project Coordination divisions are housed within this new department.
- Create a Community Services & Economic Development Director position (range 32) that will report to the City Manager and oversee the divisions pointed out in the previous bullet point.
- Reclassify the Assistant to the City Manager position (range 19) to Economic Development/CMO Project Coordinator (range 26) reporting to the Community Services &



Economic Development Director. This position will be part of the City Manager's Office (CMO) project coordination and oversee the marketing function of the City.

- Move the Marketing & Communications Specialist position from reporting to the Deputy City Manager to report to the Economic Development/CMO Project Coordinator.
- Eliminate the Management Services Department and Director Position.

**Section 3.** The Deputy City Manager's office requires the following actions for this reorganization:

- Move the Finance division, currently in the Management Services Department, to report directly to the Deputy City Manager as a functional department.
- Reclassify the Finance Manager position (range 28) to be Finance Director (range 32).
- Move the Procurement Specialist position from reporting to Management Services Director to Finance Director.
- Take the Management Services Director duties and distribute between the Deputy City Manager/City Treasurer and the new Finance Director position; assigning City Treasurer Duties to Deputy City Manager and Finance related duties to Finance Director.
- Create the classifications of Accountant and Accounting Supervisor both at range 26.
- Create a Neighborhood Resources & Grants Department, where Grants/CMO Project Coordination, Housing, Development Services and Transit divisions are housed within this new department.
- Create a Neighborhood Resources & Grants Director position (range 32) that will report to the Deputy City Manager and oversee the divisions pointed out in the previous bullet point.
- Reclassify the Grants Coordinator position to Grants/CMO Project Coordinator, same range and report to the Neighborhood Resources & Grants Director.
- Move the Public Works Department currently reporting to the City Manager to report directly to the Deputy City Manager.

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**Section 4.** For the Transit division, convert the fulltime positions of Transit Manager (1), Transit Coordinator (1), Transit Dispatcher/ Administrative Assistant (1), Transit Driver (9) from limited status to permanent status; no range change requested. Convert one limited status Transit Aide position (range 1) to Transit Operator (range 12). Change the job description for Transit Driver to allow a commercial driver's license class C at one range lower than those with the class B. Create a limited status Transit ~~Planner~~ Project Coordinator position (range 26).

**Section 5.** For the Public Works Department change the requirement for a Bachelor's in Business Administration to an Engineering degree and expand the essential functions, knowledge, and abilities for the Public Works Director job description and make the position a range 38 from a range 35. Include a preference for a Registered Professional Engineer (PE) and allow for a range 40 if the incumbent is a certified PE. Expand the essential functions, knowledge and abilities for the Deputy Public Works Director position and make the position a range 32 from a range 31. Include a preference for a Registered Professional Engineer (PE) and allow for a range 34 if the incumbent is a certified PE in Arizona.

**Section 6.** For all positions that work with inmate crews (Parks, PW Construction and Code Enforcement) include the following to their job descriptions:

- Oversight of inmate crews (Essential Functions section)
- Knowledge of DOC policies with respect to inmate safety and supervision (Knowledge, Skills and Abilities section)
- Must maintain certification active from the Arizona Department of Corrections, Rehabilitation and Reentry for supervision of inmate crews. (Minimum Qualifications section)

**Section 7.** Include for all City job descriptions the following to the essential functions section:

- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
- Maintains regular and reliable attendance.

**Section 8.** Create the classifications of Community Service Officer and Police Trainee at a range 16 in the Police Department.

**Section 9.** Expand on the essential functions of the Deputy City Clerk position to include assisting the Development Services division.

**Section 108.** All relevant changes embodied in this reorganization Ordinance are set out in the organizational chart identified as Exhibit "1", as well as relevant changes to the current job descriptions resulting from this Ordinance as Exhibit "2".

**Section 911.** This Ordinance shall be effective thirty (30) days after final approval and adoption by the Mayor and Council.

**Section 1012.** Should any section, clause or provision of this Ordinance be declared invalid, illegal or unconstitutional, such invalidity, illegality or unconstitutionality shall not affect the other provisions of this Ordinance.

**PASSED AND ADOPTED BY MAYOR AND CITY COUNCIL OF THE CITY OF DOUGLAS, ARIZONA, this 13<sup>th</sup> day of April, 2022.**

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Donald C. Huish, Mayor

Attest:

Approved as to form:

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Alma Andrade, City Clerk

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Denis Fitzgibbons, City Attorney

Prepared by:  
Rocio Garcia-Pedroza, HR Manager