

ORDINANCE NO. 23-1159

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, 21-1133, AND 22-1142; 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 elimination”; 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 two new positions for FY 2022/2023 Budget, reclassifying a few positions and eliminating six positions; and

WHEREAS, it is the City Manager’s intent to evaluate all positions as they become vacant and identify efficiency opportunities. Recent attrition and analysis of needs will be better addressed through a reorganization. Through this reorganization, we are moving positions within departments, creating new divisions within departments, removing six positions from the organization, and adding two. These changes are needed to move forward efficiently in streets, development services, communications and tourism; and

WHEREAS, all relevant changes embodied in this reorganization Ordinance are set out in the organizational chart identified as Exhibit “1”, 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 Douglas citizens.

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, Ordinance No. 21-1133 and Ordinance No. 22-1142 are hereby amended and that the provisions of any and all ordinances in conflict with this Ordinance are repealed at the time this Ordinance becomes effective.

1 **Section 2.** The Public Works department requires the following actions for this reorganization:

- 2 • Split the Construction Division into two; 1) Streets (streets, curbing, sidewalks, street lights and
- 3 traffic lights) and 2) Facilities & Airport (facilities maintenance, construction activities and
- 4 airport maintenance). Each division will have a supervisor. The current Construction Supervisor
- 5 (range 28) will be reclassified to Facilities & Airport Supervisor (range 28) and create a new
- Streets Supervisor position (range 28).
- Reclassify the Administrative Assistant I position (range 15) to Administrative Assistant /
- Permit Technician (range 17). This position will assist with permit processing in both Public
- Works and Development Services.

6 **Section 3.** The Community Services & Economic Development (CS/ED) Department requires the

7 following actions for this reorganization:

- 8 • Reclassify the Marketing & Communications Specialist position (range 19) to Tourism
- 9 Coordinator (range 19). Change the reporting structure for this position from the ED/CMO
- 10 Project Coordinator to the current Parks & Recreation Manager position.
- Reclassify the Parks & Recreation Manager position (range 28) to Recreation & Tourism
- 11 Manager (range 28). This position will manage aquatics, recreation and tourism.
- Move the parks and cemetery areas to their own divisions reporting directly to the CS/ED
- 12 Director.
- Move the Administrative Assistant I position from reporting to the Parks & Recreation Manager
- 13 to the CS/ED Director.
- Remove the positions of Golf Supervisor, Golf Maintenance Worker and Golf Laborer from our
- current organizational chart.

14 **Section 4.** The Neighborhood Resources & Grants Department requires the following actions for this

15 reorganization:

- 16 • Remove the positions of Housing Manager, Housing Programs Specialist, and Occupancy
- Specialist from the current organizational chart.

17 **Section 5.** The City Manager’s Office requires the following actions for this reorganization:

- 18 • Create a Public Relations Staff Assistant position (range 21) that will report to the City Manager.

19 **Section 6.** All relevant changes embodied in this reorganization Ordinance are set out in the

20 organizational chart identified as Exhibit “1”.

21 **Section 7.** This Ordinance shall be effective thirty (30) days after final approval and adoption by the

22 Mayor and Council.

23 **Section 8.** Should any section, clause or provision of this Ordinance be declared invalid, illegal or

24 unconstitutional, such invalidity, illegality or unconstitutionality shall not affect the other provisions of

25 this Ordinance.

PASSED AND ADOPTED by Mayor and Council of the City of Douglas, Arizona, this 8th day of

February 2023.

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Donald C. Huish, Mayor

Attest:

Approved as to form:

Alma Andrade, City Clerk

Denis Fitzgibbons, City Attorney

Prepared by:
Rocio Garcia-Pedroza, HR Manager