

SUBMITTED BY: Rocio Garcia-Pedroza, HR Manager

MANAGEMENT TEAM REVIEW: Ana Urquijo, City Manager

FOCUS AREA: Organization Improvements

**ORGANIZATIONAL
IMPROVEMENTS:**

SUBJECT: **FIRST READING of 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.

EXECUTIVE SUMMARY:

Staff is bringing forward a reorganization affecting several City of Douglas departments for Mayor & Council's approval.

BACKGROUND:

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.

We are also 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 that the new port of entry, economic development and other strategic plan initiatives that require follow up and timely execution.

Another area we want to address is 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, we are 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.

For the Public Works Director position, we are requesting to change the education requirement and also adding a preference and as a result changing the range of the position for these new changes.

Other new positions needed will be identified through the budget process and be brought forward to Mayor & Council depending on budget capacity.

DISCUSSION:

Below are the areas that require action as part of this reorganization:

City Manager's Office

- 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. *(Cost for this new position for remainder of FY 21/22 **\$24,640**; vacancy savings during this FY from the City Manager, Deputy City Manager and Management Services Director positions will be used to cover this reclass and others)*
- 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. *(Cost for this reclassification for remainder of FY 21/22 **\$4,670**; vacancy savings during this FY from the City Manager, Deputy City Manager and Management Services Director positions will be used to cover this reclass and others)*
- 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. The City Treasurer designation remains with Luis Pedroza now with the Deputy City Manager position.

Deputy City Manager's Office

- 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). *(Cost for this reclassification for remainder of FY 21/22 **\$3,760**; vacancy savings during this FY from the City Manager, Deputy City Manager and Management Services Director positions will be used to cover this reclass and others)*
- Move Procurement Specialist 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. We are not requesting for these to be approved FTE's at this time, but will be used instead to hire on call staff to assist the Finance department, while Finance Director position is vacant.
- Create a Neighborhood Resources Department, where Grants/CMO Project Coordination, Housing, Development Services and Transit divisions are housed within this new department.
- Create a Neighborhood Resources Director position (range 32) that will report to the Deputy City Manager and oversee the divisions pointed out in the previous bullet point. *(Cost for this new position for remainder of FY 21/22 **\$24,640**; vacancy savings during this FY from the City Manager, Deputy City Manager and Management Services Director positions will be used to cover this reclass and others)*
- Reclassify Grants Coordinator to Grants/CMO Project Coordinator; same range and report to Neighborhood Resources Director.

- Move the Public Works Department currently reporting to the City Manager to report directly to the Deputy City Manager.

Transit Division

- Convert the fulltime positions of Transit Manager (1), Transit Coordinator (1), Transit Dispatcher/Administrative Assistant (1), Transit Driver (9) and Transit Aide (1) from limited status to permanent status; no range change requested. Converting to permanent status allows the incumbents of the positions access to the City's grievance process and allows for payment of accruals according to the rules if the employee leaves city employment.

Public Works

- Change the requirement for a Bachelor's in Business Administration to an Engineering degree for the Public Works Director job description and make the position a range 36 from a range 35. Include a preference for a Professional Engineer (PE) and allow for a range 39 if the incumbent is a certified PE.

The attached document outlines the current organizational chart as it pertains to the positions being addressed in this reorganization and a proposed organizational chart if the reorganization is approved. A final organizational chart is being worked on to include all positions of the City. Changes to the job descriptions will be provided during the second reading.

FISCAL IMPACT:

No fiscal impact as the vacancy savings of \$143,900 for this FY from the City Manager, Deputy City Manager and Management Services Director positions will be used to cover the cost of \$57,710 for the remainder of this FY for the reclassifications and new positions.

“...I MOVE THAT THE MAYOR AND COUNCIL APPROVE THE PLACEMENT OF ORDINANCE NO. 22-1142 ON ITS FIRST READING BY NUMBER AND TITLE ONLY.”

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