

CITY OF DOUGLASVILLE
CITY COUNCIL COMMITTEES

Agenda - FINAL-Revised



THURSDAY, MAY 30, 2019

4:00 PM

Conference Center, Board Room, 6700 Church Street

1. Call To Order

Mayor Rochelle Robinson

2. Community & Economic Development Committee - Chairman Richard Segal

- A. Interview candidates for a potential appointment to the Douglasville Convention and Conference Center Authority for a five year term expiring June 1, 2024.
- B. Presentation of the county's new bus system, Connect Douglas, by Transit Services Coordinator Jemal Sheppard.
- C. Continued discussion regarding a proposed entertainment district, with regulations allowing outdoor alcohol consumption in the downtown area.

3. Personnel & Organization Committee - Chairman Richard Segal

- A. Staff report regarding updates to the City of Douglasville organization charts and pay schedule.
- B. Staff report on a proposed change to the Personnel Policies and Procedures Ordinance to limit employee access to certain City records.

4. Ordinances & Intergovernmental Committee - Chairwoman LaShun B. Danley

- A. Staff report on a proposed ordinance to enact subsection 2-47(f) of the Administration Ordinance to regulate public hearings and citizen comments at Council meetings.

5. Other Business

6. Adjournment



City of Douglasville

6695 Church Street
Douglasville, GA 30134

Legislation Text

File #: 10469, **Version:** 1

Interview candidates for a potential appointment to the Douglasville Convention and Conference Center Authority for a five year term expiring June 1, 2024.



Rochelle Robinson
Mayor

Marcia Hampton
City Manager

Vicki L. Acker
City Clerk

City Council
Mark E. Adams
LaShun B. Danley
Samuel Davis
Michael J. Miller
Richard S. Segal
Coach Chris Watts
Larry G. Yockey

To: Mayor Rochelle Robinson, Members of Douglasville City Council

From: Samantha Rosado, Tourism Program Manager

Cc: Marcia Hampton, City Manager

Date: May 15, 2019

Re: Douglasville Convention and Conference Center Authority Interviews

On Thursday, May 30th at the 5:00 p.m. Committees meeting, interviews are scheduled with candidates wishing to be considered for appointment to the Douglasville Convention and Conference Center Authority. The two candidates to be interviewed are Tameka Milton Brown and Tiffany Wallace, for a potential appointment to the Douglasville Convention and Conference Center Authority for a five year term expiring on June 1, 2024.

Below you will find a list of the Douglasville Convention and Conference Center Authority officers.

Post	Name
Post 1	Rae Ann Alves
Post 2	Deanja Wang
Post 3	Tameka Milton-Brown
Post 4	Kellie Hunter
Post 5	Wilbur Purvis
Post 6	Willa Alston Crook
Post 7	Angela Beasley

TAMEKA M. BROWN

111 Woodbine Way • Jacksonville, GA 32211
678-570-1133 • tamet1510@yahoo.com

EDUCATION

Bethune-Cookman University, Daytona Beach, Florida

Bachelor of Science in **Hospitality Management with a concentration in Food & Beverage** -May 2000

PROFESSIONAL EXPERIENCE

HAMPTON INN ATLANTA SIX FLAGS

LITHIA SPRINGS, GEORGIA

June 2006 - Present

Director of Sales & Marketing

- Target results-oriented high revenue potential accounts to ensure a successful direct sales program, in accordance with goals established by department budget and marketing plan
- Oversee the **training and on-going professional development** of all guest services representatives to ensure they are well-versed in industry appropriate sales and marketing strategies
- **Responsible for facilitating guest services workshops for all metropolitan Atlanta area, Hampton Brand hotel guest services representatives**
- Work closely with meeting planners to effectively coordinate customized plans for group meetings
- Implement effective strategies that ensure 110% Index in Rev Par, ADR, and occupancy goals are accomplished
- Proactively promote the hotel's services and leverage client opportunities at trade shows
- Develop group contracts, monitor group pick up and make necessary when adjustments
- Acquires referrals from existing accounts: Follow up on all leads within 48 hours of receipt in an effort to create new business for the hotel
- Provide overall direction, coordination, and ongoing evaluation of operations of catering events sold & detail execution of all banquet event orders generated by the associate.
- Awarded 2008 Ultimate Sales Professional Award by the Hampton Brand Hotels worldwide
- Represent the hotel by **volunteering in local school system** during various **school's annual career days**

CLARION AIRPORT HOTEL CONFERENCE CENTER JACKSONVILLE, FLORIDA

October 2004 - June 2006

Sales Manager/Catering Sales Manager

- Responsible for managing **CORPORATE** market, selling 16,000 square feet of functional space, and handled the **GOVERNMENT and ASSOCIATION** markets prior to change market segments
- Adopted a mission-centered approach in formulating all operations/sales decisions, incorporating a guest-first priority into hotel-wide sales operations
- Participated in Manager on Duty program and attended trade shows to adequately market the hotel
- Designed and assessed **BEOs** for groups, including banquet catering menus, audio visual and other auxiliary needs along with hotel sales team
- Created menus and pricing for group banquet functions. Generated creative and innovative menus while working closely with Chef on pricing specialty menus.
- Cross trained as a **Conference Service Manager and Catering Sales Manager** to suitably provide related services, when necessary.
- Administered **training and on-going professional development** of all guest services representatives to ensure they are well-versed in industry sales and marketing.
- Maintained contact with meeting planners to ensure successful planning and execution of events
- Played a central role in the development of the hotel's annual business plan

HAMPTON INN PERIMETER

ATLANTA, GEORGIA

September 2003- October 2004

Assistant General Manager

- Responsible for establishing operating procedures, managing staff assignments and performance to ensure adherence to hotel policies

- Served as Task Force General Manager doing absence of the General Manager
- Represented the hotel at **recruitment/ job fairs, and led sales, operational and safety training for staff**
- **Led the recruitment, prescreening, interviewing, and hiring of all staff, and completed all new hire documents** in accordance with the Department of Labor guidelines
- Performed **employee performance evaluations and conducted personnel actions including disciplinary actions and terminations**

COMFORT SUITES PERIMETER ATLANTA, GEORGIA
Front Office Manager

April 2001- September 2003

- Responsible for establishing operating procedures, managing staff assignments and performance to ensure adherence to hotel policies
- Served as Task Force General Manager doing absence of the General Manager
- Represented the hotel at recruitment/ job fairs, and led sales, operational and safety training for staff
- Led the recruitment, prescreening, interviewing, and hiring of all staff, and completed all new hire documents in accordance with the Department of Labor guidelines
- Performed employee performance evaluations and conducted personnel actions including disciplinary actions and terminations

PROFESSIONAL ORGANIZATIONS

City of Douglasville Convention and Conference Center Authority Board Member
 Past Douglas County Convention & Visitors Bureau Advisory Board Member
 Delta Sigma Theta Sorority, Inc Member
 Bethune-Cookman University Alumnae Association
 Hotel Sales & Marketing Association International Member
 GAMPI- supplier
 NACE-supplier

TECHNICAL SKILLS

OnQ Certified,
 Hilton Sales Certified,
 Proficient in Profit Manager,
 Sales Pro,
 Delphi,
 OnQ Sales and Events Management
 Microsoft Word, Microsoft Excel, Internet Explorer, PowerPoint

REFERENCES AVAILABLE UPON REQUEST

TIFFANY G. WALLACE



SUMMARY

A strategic and adaptable communications professional with a demonstrated track record of achievement in public, community, and media relations; social media, website, and project management; marketing; event planning; advertising design/placement; and budget administration. Excels at coordinating city/promotional events, community-building projects, and cultural activities. Leverages strong interpersonal skills to build and manage relationships with community partners, sponsors, and media agencies. Proven aptitude for improving brand image/exposure, driving participation, reducing costs, and ensuring achievement of deadlines and budgets.

- Strategic Messaging
- Promotion and Image Designs
- Branding and Integrated Campaigns
- Social Media Campaigns
- Event Management
- Media Communications
- Event Sponsorship
- Content Management Systems

EXPERIENCE

CITY OF DOUGLASVILLE, GEORGIA
Marketing and Events Coordinator

Douglasville, Georgia
2019 -Present

- Produce and manage the end-to-end execution of 15-20 city events per year
- Research and vet partnerships/philanthropic opportunities
- Partner with the social media and web teams to plan and manage the capture and distribution of content
- Manage and reconcile event budgets
- Manage administration and organization of contracts and invoices
- Oversee and manage special event requests and process
- Act as a project manager, collaborating cross-functionally with departments and others to coordinate logistical accountability for events, ensuring all elements are delivered on time and on budget.
- Assist with the planning process, develop themes, ideas, messaging, collateral and distribution materials to help enhance and supplement the events

CITY OF SMYRNA, GEORGIA
Community Relations Specialist

Smyrna, Georgia
2005-2017

Managed \$50,000 media budget and \$250,000 department budget. Wrote, edited, and coordinated print production of city publications, including annual report, quarterly newsletter, and events calendar distributed to 20,000 utility customers. Developed and wrote press releases, media advisories, brochures, social media posts, marketing copy, talking points, and other forms of communications to promote city.

- Created, wrote, and managed content for city website and social media accounts, with combined likes/followers of nearly 20,000.
- Designed public relations, marketing, and advertising campaigns for city.
- Developed media partnerships with community and corporate organizations.
- Cultivated positive relations with local media, maximizing city image and exposure through strategically planned public relations.
- Led www.smyrnacity.com refresh and staff training in spring 2015; assisted with redesign and launch of city website in May 2010.

- Worked closely with vendors and orchestrated successful large-scale events for up to 20,000 attendees; delivered quality results within proposed budget and negotiated reduction of total cost by at least 20%.
- Coordinated and produced ten large-scale, annual city events, securing sponsorships, hiring vendors and service providers, and obtaining media placement/publicity through promotions and marketing for events that included Jonquil City Jog 5K; Spring and Fall Jonquil Festivals; Smyrna Birthday Celebration; and Smyrna Food Truck Tuesdays.
 - Increased Jonquil City Jog 5K beneficiary payout by 45% by restructuring race sponsorship package based on sponsor feedback and implementing management strategy centered on sponsor experience.
- Served as event coordinator of Smyrna Food Truck Tuesdays since 2013.
 - Developed food truck schedule, rotating multiple trucks weekly throughout 22-week series.
 - Managed online engagement for series.
 - Grew number of participating food trucks by 28% through effective social media marketing and by streamlining application process.
- Directed Smyrna Bike Share program social media and marketing campaign, resulting in nearly 400 residents signing up within first month of launch.

EDUCATION

THE UNIVERSITY OF TENNESSEE, KNOXVILLE, Knoxville, Tennessee
B.S., Communication and Media Studies

CERTIFICATIONS

Hospitality Leadership and Management Certificate, Kennesaw State University College of Continuing and Professional Education
Event and Meeting Planning Certificate, Kennesaw State University College of Continuing and Professional Education
Project Management Certificate, Carl Vinson Institute of Government
Business Writing Certificate, Carl Vinson Institute of Government

AFFILIATIONS

Member, Public Relations Society of America (PRSA), Atlanta Annual PRSA Conference Sponsorship Committee
Member, International Live Events Association (ILEA)
Run Ambassador, RunHostRaces, LLC
Board Member, Atlanta Food & Wine Festival Junior Board

COMPUTER SKILLS

Microsoft Office 365; SharePoint; Adobe Creative Suite (InDesign, Illustrator, Photoshop); Salesforce; Google Analytics



City of Douglasville

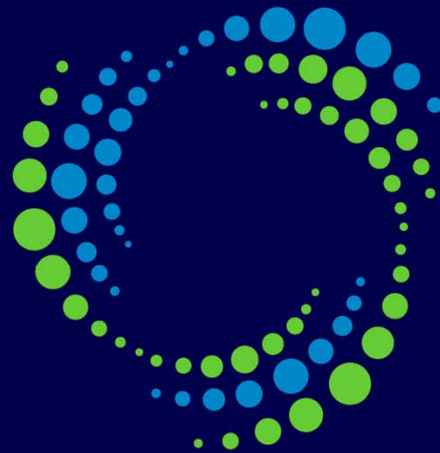
6695 Church Street
Douglasville, GA 30134

Legislation Text

File #: 10460, **Version:** 1

Presentation of the county's new bus system, Connect Douglas, by Transit Services Coordinator Jemal Sheppard.

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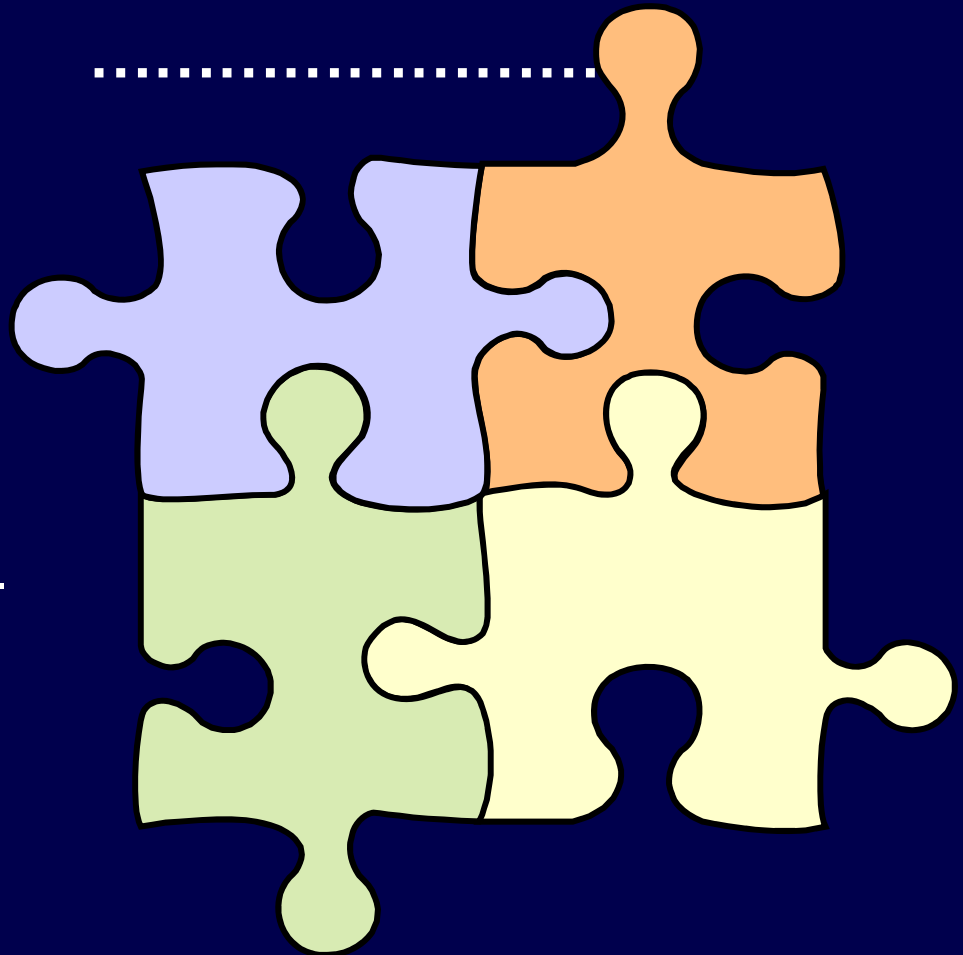


CONNECT DOUGLAS

DOUGLAS COUNTY MULTI-MODAL TRANSPORTATION SERVICES

Our mission is to “connect” people with the places they need to get to

-
- Launch date is Thursday, June 20
- Launch ceremony is Wednesday, June 19
- Four routes
- Hours: 6 a.m. to 8 pm. M-F and 7 a.m. to 8 p.m. Saturday



Why Do We Need Bus Service?

- Senior adults: 9 percent of our population**
- Disabled: 11 percent of our population**
- Young adults: fewer driving**
- 26 percent of households have 1 car**
- 5 percent of households have no car**
- Housing costs are requiring families to make hard choices about other expenses, including transportation**



A cross between a van and a small bus

Features: bike rack; security cameras; on-board public announcement system; digital destination signs; space for two wheelchairs

Bus Comparison

SRTA/MARTA Bus
50 or More Passengers



Connect Douglas
14 Passengers



Connect Douglas Fixed Route Service

■ Characteristics of Fixed Route Service

- 1. Bus travels along the same path during service hours and days**
- 2. Go to a designated stop to catch the bus**
- 3. 30 to 45 minutes between each bus**
- 4. Routes will be revised according to ridership and**
- 5. Most popular pick-up and drop-off locations**

Connect Douglas Flex Service

■ Component of Fixed Route Service

- 1. Available to everyone along the 4 routes**
- 2. You must call in advance**
- 3. Bus deviates from its route to pick you up**
- 4. Bus can go one mile off route to pick you up**
- 5. After pick-up, bus will return to its route**
- 6. Bus can drop you off at any location along route**
- 7. Standard price for this service**
- 8. Limit is two flexes per trip**

Connect Douglas Paratransit Service

■ Required to use ADA Paratransit

- 1. You must have a certified disability**
- 2. There is a certification process**
- 3. For all ages with a disability**
- 4. You must call in advance**
- 5. Fleet dedicated strictly to paratransit**
- 6. Pick-up is within Fixed Route Service area or one mile outside**
- 7. Drop-off is within Fixed Route Service area or one mile outside**
- 8. Curb-to-curb pick-up (Door-to-door based on need)**

Route 10. Starts and ends at Avalon Township, 7712 Autry Circle, Douglasville (shown)

**Routes 10, 20
and 40 connect**

**Route 40 connects with 30 and
Cobb LINC**



Route 10 Major Stops

- Avalon Apartments
- Hunter Park/Boys and Girls Club
- Arbor Place Mall***
- Wal-Mart/Sam's Club***
- Selman Drive Library/Health Center***
- Douglas County High School
- ***Connecting point with other routes

Route 20

**DC Transportation Center
8800 Dorris Road, Douglasville**

**Route Begins/Ends Here
615 parking spaces**





Douglas County Transportation Center

6,500 square feet; Rideshare administrative offices and customer service function for vanpool program and Xpress buses.

8800 Dorris Road, behind the Douglas County Courthouse

Route 20 Major Stops

- Douglas County Transportation Center
- Courthouse/Hospital
- Arbor Place Mall***
- Georgia Highlands College
- WalMart/Sam's Club***
- Selman Drive Library/Health Center***
- City Hall/Conference Center/Chamber
- ***Connecting point with other routes

Route 30. Starts and ends at 1100 Thornton Road, Lithia
Springs WalMart (shown)
Connecting point for Route 40



Route 30 Major Stops

- Thornton Road WalMart***
- Mercer University
- “Motel Row” on Bob Arnold Blvd.
- Amazon
- Coloplast
- Medline
- Red Cross
- ***Connecting point with other routes

Route 40. Begins and ends at 7500 Douglas Boulevard (GDOT park and ride - shown). Connects with Route 30 in Lithia Springs



Route 40 Major Stops

- Douglas Blvd. park and ride lot
- Douglas County Transportation Center***
- Downtown Lithia Springs
- Thornton Road north of I-20
- Thornton Road WalMart***
- EpiCenter/Six Flags***
- ***Connecting point with other routes



EpiCenter, 135 Riverside Parkway, Austell
Connecting point for Cobb LINC's Route #30

QUESTIONS

??????????

Contact info:

Gary Watson, Director, Connect Douglas Transit Services

Ph: 770-949-7665; Email: gwatson@co.douglas.ga.us

Jemal Sheppard, Transit Coordinator, Connect Douglas Transit

Ph: 678-449-3929; Email: jsheppard@co.douglas.ga.us



City of Douglasville

6695 Church Street
Douglasville, GA 30134

Legislation Text

File #: 10451, Version: 1

Continued discussion regarding a proposed entertainment district, with regulations allowing outdoor alcohol consumption in the downtown area.

ORDINANCE NUMBER _____

AN ORDINANCE

To amend sections 10-1 and 10-2 of the Alcoholic Beverages Ordinance of the Code of the City of Douglasville to revise definitions, to create an Entertainment District, and to reorganize provisions; to repeal sections 10-1.2 and 10-146 of said Ordinance pursuant to reorganization; to adopt a map for the Entertainment District; to repeal any conflicting ordinances; to provide an effective date; and other purposes.

BE IT ORDAINED by the Mayor and City Council of Douglasville, Georgia, and it is hereby ordained by the authority thereof as follows:

SECTION ONE

Section 10-1 of the Alcoholic Beverages Ordinance of the Code of the City of Douglasville is amended to add the following after the definition for "*Distilled spirits*":

Entertainment Days means those days and times when the regulations of subsection 10-2(c)(5) allow certain outdoor possession of beer and wine, and pouring of beer and wine by District licensees for this purpose; these days and times are limited to:

- a. Fridays beginning at 10:00 a.m., and ending at midnight for pouring, and ending at 12:30 a.m. on the following day for outdoor possession;
- b. Saturdays beginning at 10:00 a.m., and ending at midnight for pouring, and ending at 12:30 a.m. on the following day for outdoor possession;
- c. Sundays beginning at 11:00 a.m., and ending at 11:30 p.m. for pouring, and ending at midnight for outdoor possession;
- d. Such other days as the mayor and council may approve from time to time by resolution or ordinance, or by the city manager by written permit filed with the city clerk. Unless expressly otherwise approved, pouring shall end at midnight on the date approved and outdoor possession shall end thirty minutes after midnight.

Entertainment District or District means that portion of the city shown in a map adopted for this purpose by the Mayor and Council, marked as "Douglasville Entertainment District Map" and maintained in the office of the City Clerk.

SECTION TWO

Section 10-1 of the Alcoholic Beverages Ordinance of the Code of the City of Douglasville is amended to add revise the definition of "*Pour*" to read as follows;

Pour means sell for beverage purposes, "sell for consumption on the premises," "sell by the drink," and "allow patrons to bring their own liquor, wine or malt beverages for the purposes of mixing drinks

and/or consuming same on the premises." The sale of "mixes or set-ups" or advertising to "bring your own" or the possession by patrons in the premises of liquor, wine or malt beverages, shall be prima facie evidence of pouring. Pour also includes any serving or consumption of alcohol at a licensed pouring establishment, whether the consumer is a member of the general public or a guest at a private party, and whether the alcohol is provided for pay or for free. Pour also includes any serving of alcoholic beverages in a restaurant, hotel or private club, and includes any serving of alcoholic beverages by an alcoholic beverage licensee in any place other than the licensee's home.

SECTION THREE

Section 10-1 of the Alcoholic Beverages Ordinance of the Code of the City of Douglasville is amended to add the following after the definition for "State law":

Unique Cup means one or more visually distinctive cups which will hold not more than 16 fluid ounces for beer or 5 fluid ounces for wine, and for which the styles or designs have been approved by the Mayor and Council.

SECTION FOUR

Section 10-1.2 of the Alcoholic Beverages Ordinance of the Code of the City of Douglasville is repealed.

SECTION FIVE

Section 10-2 of the Alcoholic Beverages Ordinance of the Code of the City of Douglasville is amended to read as follows:

Sec. 10-2. – Drunkenness; pouring and drinking in public places; off-premise pouring.

(a) Generally. It shall be unlawful to be drunk or intoxicated as follows:

- (1) In any private place in the city while disturbing others;
- (2) In any motor vehicle upon the streets, lanes, alleys or public walkways of the city;
- (3) In any park, publicly owned building or place.

(b) Outdoor spaces at pouring establishments. It shall be unlawful to pour any alcoholic beverage outside the indoor structure on the property of any properly licensed restaurant, hotel, private club or lounge, except as follows:

- (1) Patio pouring. Any restaurant, hotel, private club or lounge licensed for consumption on the premises may serve and allow patrons to consume alcoholic beverages on any porch or open-air patio which is attached directly to the structure of the restaurant, hotel, private club or lounge and for which direct access to the structure is provided by means of a door to the porch or

open-air patio, where the porch or open-air patio is surrounded (except for not more than one exit unless otherwise required) by a fence sufficiently high to block the view of seated patron from public view outside the premises but in no event less than three feet in height, and which:

- i. Is completely opaque and provides a total visual screen from outside the licensed premises; or
- ii. Is lined with planted or potted vegetation not less than three feet in height and spaced not more than 48 inches from the center of one plant to the next.

The patio may be located on a parcel adjacent to the pouring establishment, provided that the patio is immediately adjacent to the establishment's indoor structure.

(2) Event permit pouring. Any restaurant, hotel, private club or lounge licensed for consumption on the premises may pour and allow patrons to consume alcoholic beverages on the outdoor portion of the lot for any licensed premises for any event of not more than three days in duration where:

- i. The area for the special event is completely enclosed to prevent patrons from exiting the area in the normal course of business except through the indoor portion of the permanent structure; and
- ii. The area for the special event is completely surrounded, except as otherwise required by fire and safety regulations, by an opaque fence or other screen, not less than six feet in height, providing a total visual screen from outside the licensed premises.

Event pouring on licensed property shall be allowed only pursuant to a permit issued by the finance director upon the application of a licensee made at least five days in advance of the proposed event, upon payment of an application fee of \$100.00, and upon submission of a sketch drawing of the layout of the proposed event showing compliance with the screening requirements of this subsection. No more than five permits for event pouring shall be issued to any licensee for the same licensed premises within any calendar year, and no permit shall be issued for an effective date within 20 days of the effective date of any previous permit for the same licensed premises.

(3) Private golf course pouring. Upon the outdoor premises of any privately-owned golf course with an indoor restaurant licensed for pouring.

(c) Downtown Plaza, sidewalks, streets and other city-owned spaces. It shall be unlawful to possess an open container of alcohol, to drink alcohol, or to pour alcohol for removal and consumption in publicly owned buildings, on the public streets, on public sidewalks or on publicly owned outdoor areas, except:

- (1) Conference Center. Inside the downtown conference convention and conference center, alcohol may be poured and consumed from 6:00 a.m. until midnight Monday through Saturday, and from 11:00 a.m. until 11:30 p.m. on Sundays;
- (2) Sidewalk cafes. Any portion of any alley or walkway directly abutting a restaurant holding a sidewalk cafe permit holding a pouring license and complying with the requirements of Chapter 74, Article II ;

(3) West Pines Golf Course and Clubhouse. At the West Pines Golf Course and Clubhouse beer and wine, but not liquor, may be poured; consumption of beer and wine at this location is limited to alcoholic beverages sold on the premises during operating hours for the golf course or the clubhouse, and such beer and wine may be poured and consumed anywhere indoors and outdoors on the premises;

(4) Event permits. On O'Neal Plaza, Plaza East and Plaza West, in conjunction with event permits, as approved individually by the mayor and council. b. O'Neal Plaza, Plaza East, and Plaza West.

i. Any person may be approved by the mayor and council for an event permit for pouring of wine and malt beverages on O'Neal Plaza, which may include Plaza East and Plaza West, provided that no such event permit shall be issued unless the applicant shall also secure one of the following:

(A) A catered off-premises license from the city or from any other Georgia county or municipality authorized by O.C.G.A. section 3-11-1 et seq.;

(B) A non-profit civic organization permit from the Georgia Department of Revenue authorized by O.C.G.A. section 3-9-3 et seq.; or

(C) A special event use permit from the Georgia Department of Revenue authorized by O.C.G.A. section 3-14-1.

ii. The fee for events permits on O'Neal Plaza shall be \$250.00 per permit, to be paid at the time of application, and to be refunded if the permit is denied or withdrawn, provided that every applicant having a local regular pouring license authorized by subsection (d) shall have an annual credit against such permit fees equal to the amount of alcoholic beverage license fees paid to the city by the applicant for any alcoholic beverage license which is current, in good standing, and not in a state of probation or suspension. The application shall state the name and address of the applicant and the type of alcoholic beverage license described in subsection i. to be utilized.

iii. After approval by the mayor and council, the finance department shall issue the event permit to the applicant after the applicant has produced a copy of the permit specified in subparagraph i.

iv. Throughout the event, the permittee shall maintain on O'Neal Plaza not fewer than four portable signs advising patrons that no alcoholic beverages may be removed from the event area. The police chief shall recommend to the mayor and council the number of certified law enforcement officers which the applicant should employ at the applicant's cost for any event, and the mayor and council shall require an adequate number to be hired as a special stipulation of approval. The permittee shall ensure that no alcoholic beverages are removed from the event area by patrons. Adequate trash receptacles or other facilities for patron disposal of cups and glasses shall be provided by the permittee.

(5) Entertainment District. It shall be lawful to possess an open container of alcohol or to drink alcohol on the public streets, sidewalks or publicly owned outdoor areas, or to pour an open container of alcohol at a pouring establishment for removal from the premises onto public streets, sidewalks or publicly owned outdoor within the Douglasville Entertainment District on Entertainment Days, where the following regulations shall apply:

(i) Any licensee holding a license for pouring beer or wine by the drink may sell one beer or wine beverage in a Unique Cup for removal from the premises; provided, however, that the beer or wine beverage shall not be placed into a container other than the Unique Cup, the licensee may dispense no more than one such beer or wine beverage per person for removal from the premises at one time, and no person shall remove more than one beer or wine beverage from the premises at one time;

(ii) Any beer dispensed pursuant to this subsection (c)(5) shall not exceed 16 fluid ounces in size and no person shall possess an open container containing beer in excess of 16 fluid ounces on the streets, sidewalks, plazas or other public places within the District; any wine dispensed pursuant to this subsection (c)(5) shall not exceed 5 fluid ounces in size and no person shall possess an open container containing wine in excess of 5 fluid ounces on the streets, sidewalks, plazas or other public places within the District;

(iii) No person shall possess within the outdoor portions of the Entertainment District an open container of alcoholic beverage other than that purchased at a pouring establishment located within the Entertainment District;

(iv) No pouring licensee shall pour alcoholic beverage into a Unique Cup or allow removal from the licensed premises any open container of alcoholic beverage except during hours allowed for Entertainment Days as provided in Section 10-1;

(v) No person shall possess outdoors or remove from any pouring establishment within the District a Unique Cup containing any alcoholic or non-alcoholic beverage except during hours allowed for Entertainment Days as provided in Section 10-1, except as provided in subsection (c)(5) .

(d) Unlicensed property not owned by the city. It shall be unlawful to for any licensee to pour alcohol on any unlicensed premises not owned by the City and other than his home except as follows:

(1) Catered event permits. Any holder of a Georgia retail alcoholic beverage license for sales by the drink for consumption on the premises, who additionally holds a valid retail license from any county or municipality in Georgia authorizing the licensee to sell alcohol by the package or by the drink, may be issued a catered event permit to allow off-premises pouring at authorized catered functions at the Douglasville Downtown Conference Center, O'Neal Plaza, Plaza East, Plaza West or at any privately owned residence in the city pursuant to O.C.G.A. § 3-11-3. Any holder of a pouring license for wine and malt beverage shall be eligible for catered event permits to pour wine and malt beverage, but not to pour liquor, unless the licensee also holds a liquor license. Catered event permits shall be issued administratively by the city finance department upon compliance with this section and state law; any denial of a catered event permit may be appealed to the city council. The

application for any such permit shall include the date, address and time of the event, along with the applicant's state licensed alcoholic beverage caterer's license number.

(2) Non-profit civic organization permits. Any nonprofit civic organization eligible for a temporary pouring permit authorized by O.C.G.A. § 3-9-3 shall be entitled to a local three-day nonprofit civic organization permit authorizing pouring of alcoholic beverages at a specified location, which may be issued only in conjunction with a state-issued nonprofit civic organization permit. Nonprofit civic organization permits shall be issued administratively by the finance director upon compliance with this article and state law; any denial of a nonprofit civic organization permit may be appealed to the city council.

(3) Department of Revenue event permits. The finance department shall issue a local special event use permit to any holder of a special event use permit issued by the department of revenue.

SECTION SIX

Section 10-146 of the Alcoholic Beverages Ordinance of the Code of the City of Douglasville is repealed and reserved.

SECTION SEVEN

The map attached as Exhibit A is hereby adopted as the "Douglasville Entertainment District Map" and shall be maintained in the office of the City Clerk.

SECTION EIGHT

The approved style of Unique Cups referred to section 10-2 of the Alcoholic Beverages Ordinance shall be green cups bearing the words "Entertainment District", without any logo on the sides, and having a capacity of approximately 5 fluid ounces for wine, or having a capacity of approximately 16 fluid ounces for beer. The City Community Development Department shall be the sole distributor to local pouring establishments for the Unique Cups, and may charge a reasonable fee for the cups to recoup the City's cost.

SECTION NINE

This ordinance shall become effective on June 12, 2019.

SECTION TEN

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Ordained this _____ day of _____, 2019.

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Mayor

Attest:

City Clerk

Delivered to Mayo, June _____ 20____ City Clerk_____

Received from Mayor, June _____ 20____ City Clerk_____

Search

Maps

Tools

More...

Douglas County Maps

Quick Search

Identify

Street View

Community Info

Map Themes

Print

Hide

Locate Me

Zoom In

Zoom Out

Full Extent

Prev Extent

Next Extent

0 200 400ft





City of Douglasville

6695 Church Street
Douglasville, GA 30134

Legislation Text

File #: 10485, **Version:** 1

Staff report regarding updates to the City of Douglasville organization charts and pay schedule.

Resolution Number RES-2019-

RESOLUTION

WHEREAS, the City Manager has determined the need for organizational changes within the City of Douglasville; and

WHEREAS, the City Manager has determined the need to update organization charts throughout the organization; and

WHEREAS, the City Manager has determined the need to update the pay schedule to reflect organizational changes; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Mayor and members of City Council the City of Douglasville's updated organization charts and updated pay schedule are hereby adopted:

1. Abolish all previous job descriptions for City Engineer, and adopt a new job description for that position; create the Engineering Department and adopt an organization chart marked as **Exhibit A** for that department; create one job slot in the Engineering Department for the position of City Engineer; and adopt an organization chart marked as **Exhibit B** for the Engineering Department;
2. Create one job slot for IT Technician in the Police Department, and adopt a revised organization chart marked as **Exhibit C** for the Police Department;
3. Abolish all previous job descriptions for IT Manager and Information Technology Manager, adopt a new job description marked as **Exhibit D** for IT Manager, and create one job slot for Information Technology Manager in the Information Technology Department, and adopt the revised organization chart for the Information Technology Department marked as **Exhibit E**;
4. Adopt a job description for Human Resources Generalist marked as **Exhibit F**, and create one job slot for this position in the Human Resources Department;
5. Adopt a job description for Benefits Specialist marked as **Exhibit G**, and create one job slot for this position in the Human Resources Department;
6. Adopt a revised organization chart marked as **Exhibit H** for the Human Resources Department;
7. Abolish the job description for Senior Plans Reviewer and Inspector and

abolish all job slots for this position, adopt a job description marked as **Exhibit I** and create one job slot in the Community Development Department for Senior Planner, and adopt a revised organization chart marked as **Exhibit J** for the Community Development Department;

8. Abolish the job description and all job slots in the Parks and Recreation Department for Park Maintenance Assistant; any incumbents currently serving as Park Maintenance Assistant shall hereafter serve as Park Maintenance Worker I;
9. Abolish the job description and all job slots in the Parks and Recreation Department for Recreation Program Coordinator; any incumbents currently serving as Recreation Program Coordinator shall hereafter serve as Recreation Coordinator;
10. Revised organization charts are hereby adopted for:
 - a. The City Clerk's Department, marked as **Exhibit K**;
 - b. The Community Development Department, marked as **Exhibit L**;
 - c. The Community Relations Department, marked as **Exhibit M**;
 - d. The Conference Center and Tourism Department, marked as **Exhibit N**;
 - e. The Parks and Recreation Department, marked as **Exhibit O**;
 - f. The Public Services Department, marked as **Exhibit P**;
 - g. The Court Services Department, marked as **Exhibit Q**;
 - h. The Finance Department, marked as **Exhibit R**; and
 - i. The City of Douglasville, marked as **Exhibit S**;
11. The job descriptions and all job slots are abolished for the positions of Pro Shop Assistant, GIS Technician, Training Office 1, and Training Officer II;
12. A revised pay schedule marked as **Exhibit T** is hereby adopted.

Page 3
Resolution Number RES-2019-

SO RESOLVED this ____ day of _____, 2019.

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Mayor

Attest:

City Clerk

DELIVERED TO MAYOR ____/____/____ **2019** CITY CLERK____
RECEIVED FROM MAYOR ____/____/____ **2019** CITY CLERK____



Job Title: City Engineer
--

JOB DESCRIPTION

Pay Grade: 123
Job Code: TBD
FLSA Status: Exempt

JOB SUMMARY

The person in this salaried non-appointed position is responsible for coordination, inspection, oversight, testing and record-keeping on a variety of construction projects. This individual is also responsible for monitoring the scope, schedule and budget of transportation projects to ensure compliance with construction documents and specifications. This position coordinates extensively with contractors, county staff and occasionally outside project design consultants in connection with the projects' construction. The person in this position must be able to read and interpret plans and be familiar with the Georgia DOT specifications, project bidding and contracting requirements. The individual must also be familiar with federal, state and local regulations and requirements applicable to federally funded and local transportation construction projects. This position is classified as essential and may require after- hours work for maintenance or emergency issues.

ESSENTIAL JOB FUNCTIONS

- Provides engineering review of site plans and development plans
- Reviews commercial, industrial, and residential subdivision plans and site plans; maintains related records; and assist in administering the plan review process
- Assists with field engineering and surveying to gather data and establish surveying controls for construction projects
- Assists with construction inspections for compliance with approved plans and construction standards, specifications and intent of design
- Occasionally performs construction management for projects including preparation of estimates, details and bid forms as needed for quotes and bids; assists in the awarding process
- Examines surveys for authenticity when submitted in connection with license applications
- Supports the Public Services Department with inspecting and approving street repairs after utility installations
- Guidelines include city codes, zoning ordinances, subdivision ordinances, state and federal environmental regulations, professional engineering practices and other relevant state and federal regulations. These guidelines require judgment, selection and interpretation in application
- Performs other related duties as assigned

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Requires a Bachelor's degree from an accredited college or university with major field of study in civil engineering, civil engineering technology, construction management or related discipline. Minimum five to seven years of related relevant experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles of surveying, roadway and drainage system design, construction cost estimating and construction management
- Knowledge of city zoning and development regulations
- Knowledge of zoning and annexation procedures
- Knowledge of computers and job related software
- Skill in identifying problems and the development and implementation of solutions
- Skill in the preparation of clear and precise administrative reports and in oral and written communication

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Requires a valid driver's license. Requires a Georgia professional engineer license.

PHYSICAL DEMANDS

The work is medium work balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT

The incumbent works in a safe and secure work environment that may periodically have unpredicted requirements or demands.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

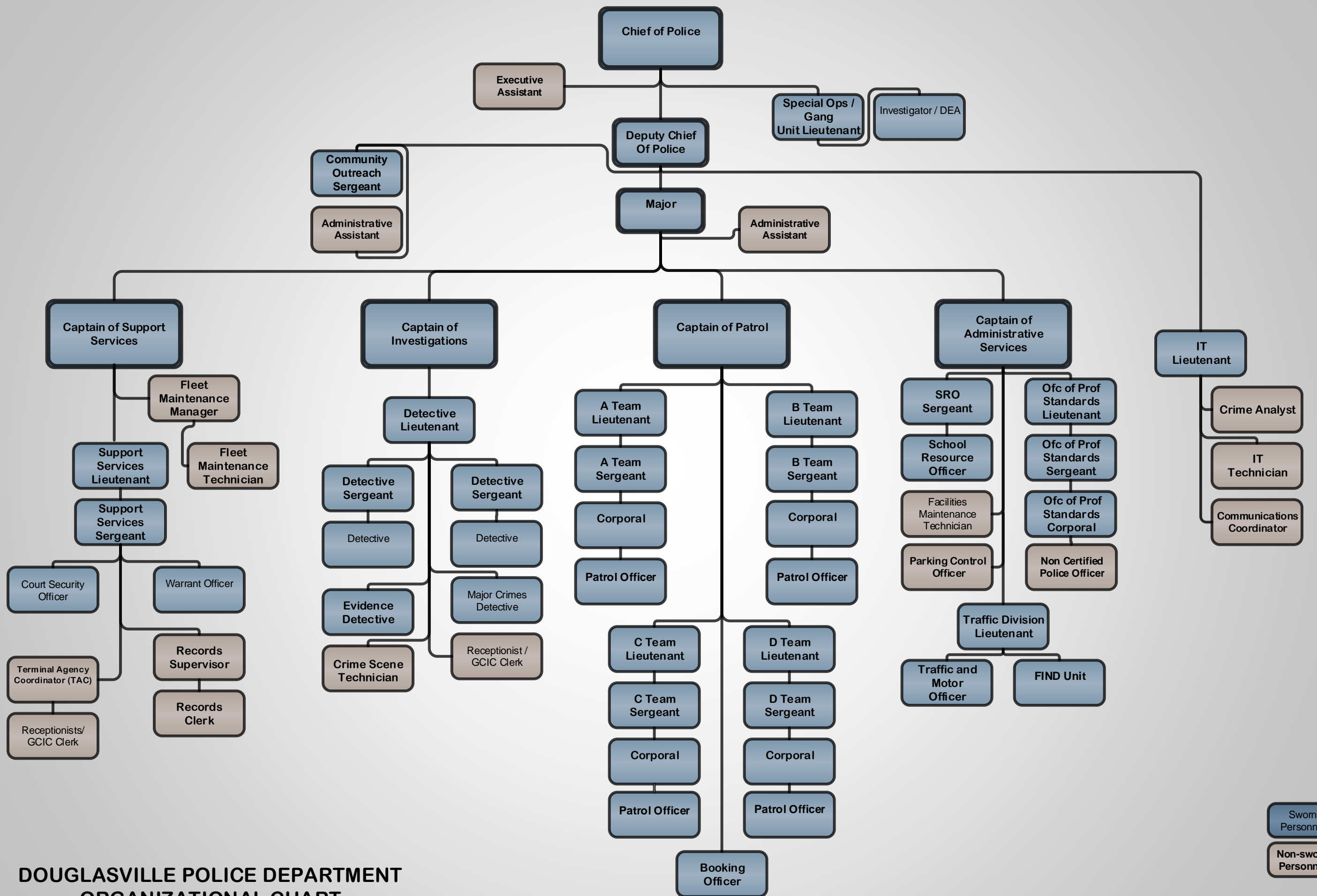
By signing this document you are affirming that you have read the above job description and understand the duties and responsibilities enumerated therein.

Employee Signature

Date

Engineering Department

City Engineer





Job Title: Information Technology Manager

JOB DESCRIPTION

Pay Grade: 116
Job Code: TBD
FLSA Status: Exempt

JOB SUMMARY

The person in this position is responsible for managing the City's information technology systems, including all aspects of systems development, operation and maintenance for the City's workstations, servers, telecommunications systems, networks and storage systems. Leads efforts to ensure the network and server system hardware, operating systems, software systems and all related implementation, maintenance and operations procedures comply with the organizational standards and policies. The IT Manager will apply proven communication, analytical, and problem-solving skills to help identify, communicate, and resolve issues in order to maximize the benefit of IT systems investments. Will document, manage, and maintain the company's environment for both internal and external server infrastructures, as well as assist with design and implementation of upgrades and new implementation. This position is classified as essential and may require after hours works for maintenance or emergency issues.

ESSENTIAL JOB FUNCTIONS

- Manages the City's information systems, workstations, servers, and Local and Wide Area Network
- Assists the Assistant City Manager in developing short and long range system plans for City-wide use of information technology with respect to both internal use and for use by City residents
- Designs and implements the City's Information Technology Systems infrastructure; develops and implements standard operating procedures for system functions and use; ensures compliance with legal requirements pertaining to information technology
- Manages the City's telecommunications infrastructure, including the phone system, analog phones, and Internet access; this includes working with telecom vendors to ensure the needs of the City are met while maintaining minimal budget impact
- Monitors and manages the City's network firewalls, ensuring their software systems are updated and the configurations meet the needs and requirements of the City
- Evaluates system's effectiveness and identifies needed changes, modifications and/or enhancements; works with the Assistant City Manager to evaluate possible solutions and develop implementation plans.
- Assesses the City's current and future information and automation needs to develop recommendations and budget proposals;

- Monitors daily operations and administration of the department's information systems; establishes departmental standards and procedures; establishes access levels and maintains system security
- Researches, implements and maintains network software. Insures that the networking, internet, and email needs of the City are met
- Manages the City's data backup systems and ensures the validity of the backup, and monitors the performance of the systems.
- Serves as IT security officer for mission critical and network systems. Responsibility includes setting user security privileges, addressing security violations and intrusions, and recommending security enhancements to guard the City's IT infrastructure;
- Monitors the City's virtual server environment to ensure its health and ability to act as a disaster recovery system
- Provides training, technical assistance, instructions and problem solving to department staff and other users; troubleshoots hardware and software problems; work with hardware and software vendors to solve significant problems with their products
- Runs a variety of reports from system programs to include status reports on systems projects, as well as ad hoc reports
- Create and Maintain policies and procedures that pertain to the IT infrastructure and appropriate usage of those resources
- Attends variety of staff meetings, vendor demonstrations, seminars and training classes to provide and obtain information on systems' activities and developments
- Ensure efficient and effective use of the agenda management software system
- Administers and monitors vendor contracts to ensure compliance with performance measurements
- Assesses the City's current and future information and automation needs to develop recommendations and budget proposals
- Manages all Information Technology employees (IT Technician & IT Intern).
- Performs other related duties as assigned

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Requires a Bachelor's degree in Information Systems Management, Computer Science or a related field; supplemented by a minimum of by 3 years of experience administering local and/or wide area networks, installing and maintaining personal computer software and hardware, experience with operating and administration of IBM AS/400, Windows server, and Office 365; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of theories, principles, techniques, and applications of maintaining an IT infrastructure;
- Knowledge of technical aspects of automated systems design and computer operations;
- Knowledge of operation of computers and auxiliary equipment;
- Knowledge of operational requirements of system and application software;
- Knowledge of functioning of computer software;
- Knowledge of analysis and design techniques and programming methods;
- Knowledge of system design and implementation;
- Knowledge of use, operation and installation hardware and software;

- Knowledge of word processing/office systems equipment;
- Knowledge of modern office methods, forms, and procedures;
- Knowledge of principles of supervision and personnel management;
- Knowledge of City government, including informational needs and operational procedures observed in the maintenance of records and preparation of reports;
- Ability to plan, organize, coordinate, and supervise the activities of the IT department;
- Ability to supervise and direct the activities of information technology personnel;
- Ability to define and implement work standards in the functional areas under direction;
- Ability to monitor and control system security;
- Ability to assist in preparation of the annual budget and budget forecast for IT;
- Ability to present technical information and ideas to persons having little knowledge of IT systems;
- Ability to evaluate new IT equipment and developments and determine the appropriateness of their applications to City operations;
- Ability to estimate end user service requirements and the resources needed to implement requests for service;
- Ability to establish and maintain effective working relationships with co-workers, other City representatives, and outside vendors;
- Ability to confer with user representatives and outside vendors on operations and project technical problems;
- Ability to do difficult and complex systems analysis and programming tasks;
- Ability to write and speak effectively;
- Ability to analyze work environments to determine personnel, equipment, and processing requirements;
- Ability to act as a review authority on IT projects and present project and report results to management.

PHYSICAL DEMANDS

The work is medium work balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT

The incumbent works in a safe and secure work environment that may periodically have unpredicted requirements or demands.

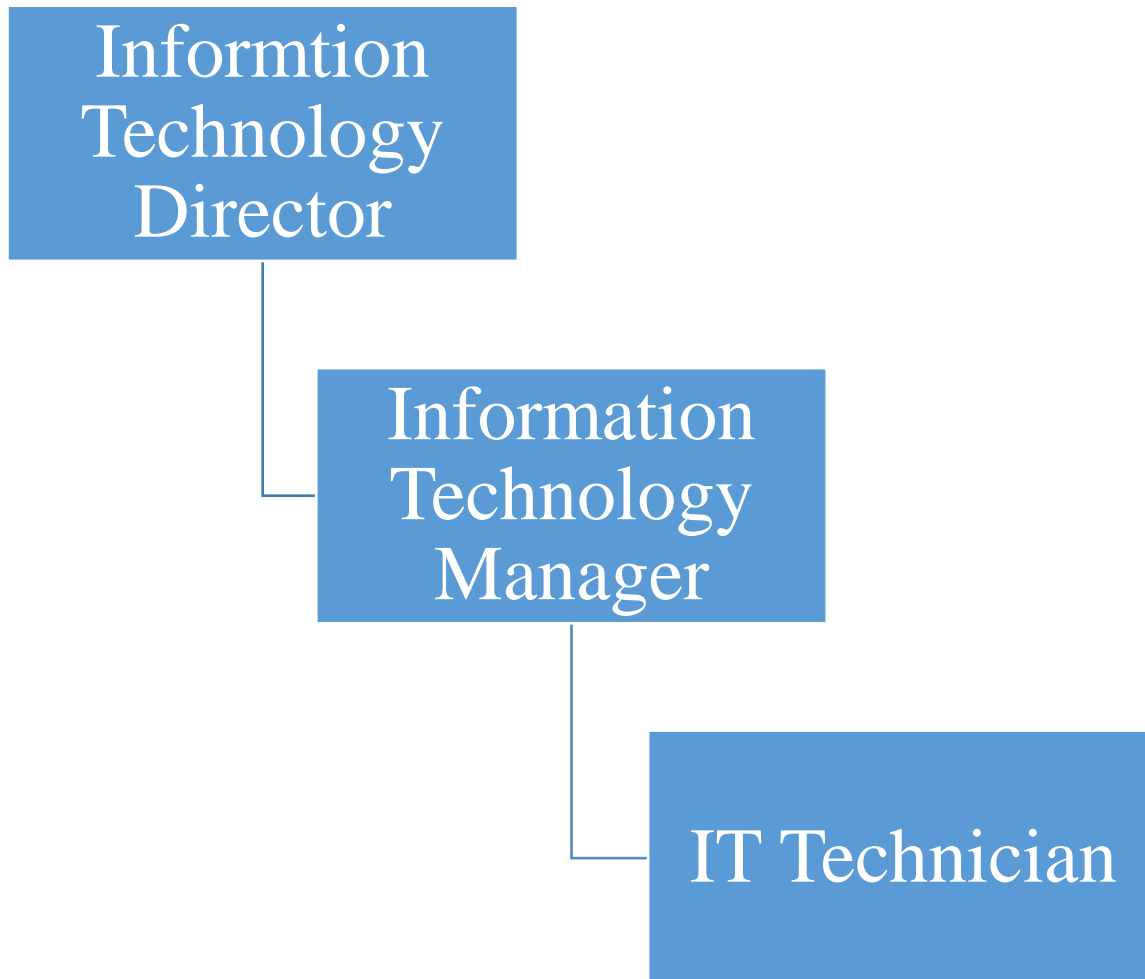
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By signing this document you are affirming that you have read the above job description and understand the duties and responsibilities enumerated therein.

Employee Signature

Date

Information Technology Organizational Chart





Job Title: Human Resources Generalist

JOB DESCRIPTION

Pay Grade: 113
Job Code: TBD
FLSA Status: Exempt

JOB SUMMARY

The person in this position is responsible for assisting the Human Resources Director with day-to-day operations of the department including but not limited to recruitment, onboarding, payroll, new employee orientation, workers' compensation administration and employment law compliance.

ESSENTIAL JOB FUNCTIONS

- Assists Director with recruitment, hiring, and employee orientation
- Monitors hiring process and records; coordinates and advises management personnel and applicants; schedules testing and/or interviews, screens applicants according to established criteria; conducts employee orientation with each new hire to include communications on City policies and programs;
- Ensures the City has qualified candidates for consideration to City positions; reviews applications and interviews applicants to match experience with specific job-related requirements
- Conducts and participates in job interviews for vacant positions
- Conducts exit interviews
- Assists with processing of terminations
- Investigates, verifies and corrects errors and discrepancies on documents in order to process transactions accurately
- Prepares and maintains employee personnel files
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9
- Responsible for ensuring adherence to timeframe for submission and accuracy of first report of injuries by department Directors and Supervisors; submits injury reports to Worker's Comp claims examiner; follows-up on open cases
- Maintains and coordinates employee recognition programs
- Process personnel action forms and update ADP payroll system with appropriate action;
- Provides information updates, advice and general communications on all human resources functions to City personnel; answers daily questions and requests for personnel services in a timely, accurate and productive manner;
- Assists with coordinating annual employee health fair, lunch n' learns, employee service banquet and other events recognizing employees and employee accomplishments;

- Establishes, maintains and updates databases, spreadsheets and other background materials for proper personnel records and reports including employee lists and statistics
- Responds to survey requests; posts applicable legal notices and updates as required;
- Acts as privacy officer to ensure that confidentiality of employees, new hires and retirees is protected
- Serves as a member of the Safety and Wellness Committees
- Undertakes various projects as assigned by the Human Resources Director

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Requires a Bachelor's degree in Human Resource Management, Business Administration, Public Administration or related field; supplemented by five (5) years progressively responsible and knowledgeable experience in human resources administration, demonstrating broad knowledge of policies, procedures, regulatory standards and operational requirements applicable to the field; or an equivalent combination of education, training, and experience.

- Desired PHR, SPHR, SHRM-CP, SHRM-SCP certifications
- Local government experience a plus

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the specialized principles and practices of public personnel administration, including examination, classification, compensation, in-service training, service rating techniques and employee relations;
- Knowledge of local, state and federal legislation affecting personnel management;
- Knowledge of local government organization and procedures;
- Knowledge of City's organizational structure, departmental functions and inter-relationships;
- Knowledge of the operation of general office equipment including calculator, computer keyboard, computer word processing or other programs, telephone, telephone console, or copy machine as required;
- Knowledge of basic mathematical and accounting procedures;
- Knowledge of ADP payroll software
- Skill in operating a computer;
- Skill in communicating both orally and in written form;
- Skill in researching complex issues and developing recommended actions;
- Ability to develop, implement and evaluate new and revised procedures, methods and standards;
- Ability to maintain confidentiality and exercise considerable skill in information handling, privacy of records and judgment;
- Ability to respond effectively to the most sensitive inquiries or complaints;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to establish and maintain effective working relationships with City officials, employees and the public.

PHYSICAL DEMANDS

Requires sitting long periods of time at a desk; standing to file' walking through building to perform needed tasks; carrying and holding files and boxes of supplies up to 5 lbs; dragging and lifting boxes of paper, files and supplies up to 10 lbs; pulling and pushing file drawers open and closed; stooping, crouching, bending, squatting and kneeling to retrieve files and boxes; occasional crawling to retrieve items under desk, etc., feeling for needed objects on desk and in file drawers;

reaching and twisting in chair to reach phone and files; filing and sorting of files; writing typing, using computer and answering telephone in daily duties of job; simple grasping of objects and files and using fingers for fine manipulation of using computer keyboard; static, rotational, flexing and extension of head and neck needed to answer phone and turn to find files; near acuity vision, color vision and up, down, right and left field of vision needed; requires speaking, hearing, and dealing with employees and the public.

WORK ENVIRONMENT

The incumbent primarily works in temperature controlled environment in an office setting. Occasionally outdoors walking or driving to other City Departments which may involve working in all types of weather. Exposed to constant noise and dust/mites. Low to medium stress level.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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Employee Signature

Date



Job Title: Benefits Specialist

JOB DESCRIPTION

Pay Grade: 112
Job Code: TBD
FLSA Status: Exempt

JOB SUMMARY

Under the general direction of the Human Resources Director, the person in this position performs a variation of highly responsible and complex professional, technical, and analytical activities in support of the City's benefits administration. Provides benefit information and related forms to employees, city officials and retirees, responds to standard inquiries, and reviews completed forms. Reviews various billings for accuracy, researches and reconciles errors, and submits for payment. Runs reports and pulls records from benefit and payroll software systems. Reviews reports and records from the City, insurer, and third-party administrator and reconciles any discrepancies.

ESSENTIAL JOB FUNCTIONS

- Performs administrative and technical activities related to the administration of a wide variety of City employee benefits including the City's open enrollment process and making changes to employee benefits.
- Establishes procedures to ensure appropriate coordination of monitoring of enrollment and benefits eligibility
- Coordinates internal and external networks and systems with appropriate City staff and external vendors; coordinates with payroll and Finance staff on payroll deductions, billing reconciliation and invoice payments
- Reviews the development of open enrollment materials; assists with coordinating the annual open enrollment process to include employee communications (web, electronic, hard copy, presentations and meeting) and end-to-end process assistance to ensure timely and accurate open enrollment completion
- Facilitates new employee benefits orientations; provides an overview of City benefits and ensures forms are completed appropriately and proper documentation of dependent eligibility
- Provides existing employees with information regarding City benefits, ensures qualifying event forms are completed appropriately; responds to employee questions, complaints and concerns regarding benefits
- Participates in administration of the City's retirement plans
- Maintains current records and coverage on all participants in the various benefit programs by processing enrollments, terminations, and/or change forms; entering information into the City's HRIS-benefits database and transferring information electronically to the third party administrator; notifies carriers of new enrollees to ensure that eligible employees obtain coverage in a timely manner

- Reviews bi-weekly payroll reports and updates benefit database to make appropriate adjustments regarding employee changes, terminations, new enrollees, deduction errors, changes in status and inconsistencies
- Makes corrections for over/under payments of premiums for benefits; prepares documents or communications for employees over/under paid in error; sets up deductions to make corrections for insurance benefits
- Participates in technology upgrades by providing workflow information, assists with testing, and other work process improvement initiatives
- Audits monthly bills from various carriers against eligibility reports for changes and terminations, balancing carrier reports with payroll to recommend payment of bills; notifies company of any billing errors
- Assists with city-wide wellness program and Human Resources events
- Undertakes various projects as assigned by the Human Resources Director

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

A Bachelor's degree from an accredited college in Human Resources, Business Administration, Public Administration or related field is preferred; and three (3) to five (5) years of related experience in benefits administration demonstrating a broad knowledge of state and federal legislation regarding employee benefits; or an equivalent combination of education and experience. Requires experience in billing reconciliations, insurance payables and HRIS software.

- Desired CEBS, SPHR, SHRM-CP, SHRM-SCP certifications
- Local government experience a plus

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of local, state and federal legislation affecting personnel management;
- Knowledge and understanding of benefits legislation (HIPAA, USERRA, ADA, COBRA, FMLA)
- Knowledge of local government organization and procedures;
- Knowledge of City's organizational structure, departmental functions and inter-relationships;
- Knowledge of the operation of general office equipment including calculator, computer keyboard, computer word processing or other programs, telephone, telephone console, or copy machine as required;
- Knowledge of basic mathematical and accounting procedures;
- Skill in operating a computer;
- Skill in communicating both orally and in written form;
- Skill in researching complex issues and developing recommended actions;
- Ability to develop, implement and evaluate new and revised procedures, methods and standards;
- Ability to maintain confidentiality and exercise considerable skill in information handling, privacy of records and judgment;
- Ability to respond effectively to the most sensitive inquiries or complaints;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to establish and maintain effective working relationships with City officials, employees and the public.

PHYSICAL DEMANDS

Requires sitting long periods of time at a desk; standing to file' walking through building to perform needed tasks; carrying and holding files and boxes of supplies up to 5 lbs; dragging and lifting boxes of paper, files and supplies up to 10 lbs; pulling and pushing file drawers open and closed; stooping, crouching, bending, squatting and kneeling to retrieve files and boxes; occasional crawling to retrieve items under desk, etc., feeling for needed objects on desk and in file drawers; reaching and twisting in chair to reach phone and files; filing and sorting of files; writing typing, using computer and answering telephone in daily duties of job; simple grasping of objects and files and using fingers for fine manipulation of using computer keyboard; static, rotational, flexing and extension of head and neck needed to answer phone and turn to find files; near acuity vision, color vision and up, down, right and left field of vision needed; requires speaking, hearing, and dealing with employees and the public.

WORK ENVIRONMENT

The incumbent primarily works in temperature controlled environment in an office setting. Occasionally outdoors walking or driving to other City Departments which may involve working in all types of weather. Exposed to constant noise and dust/mites. Low to medium stress level.

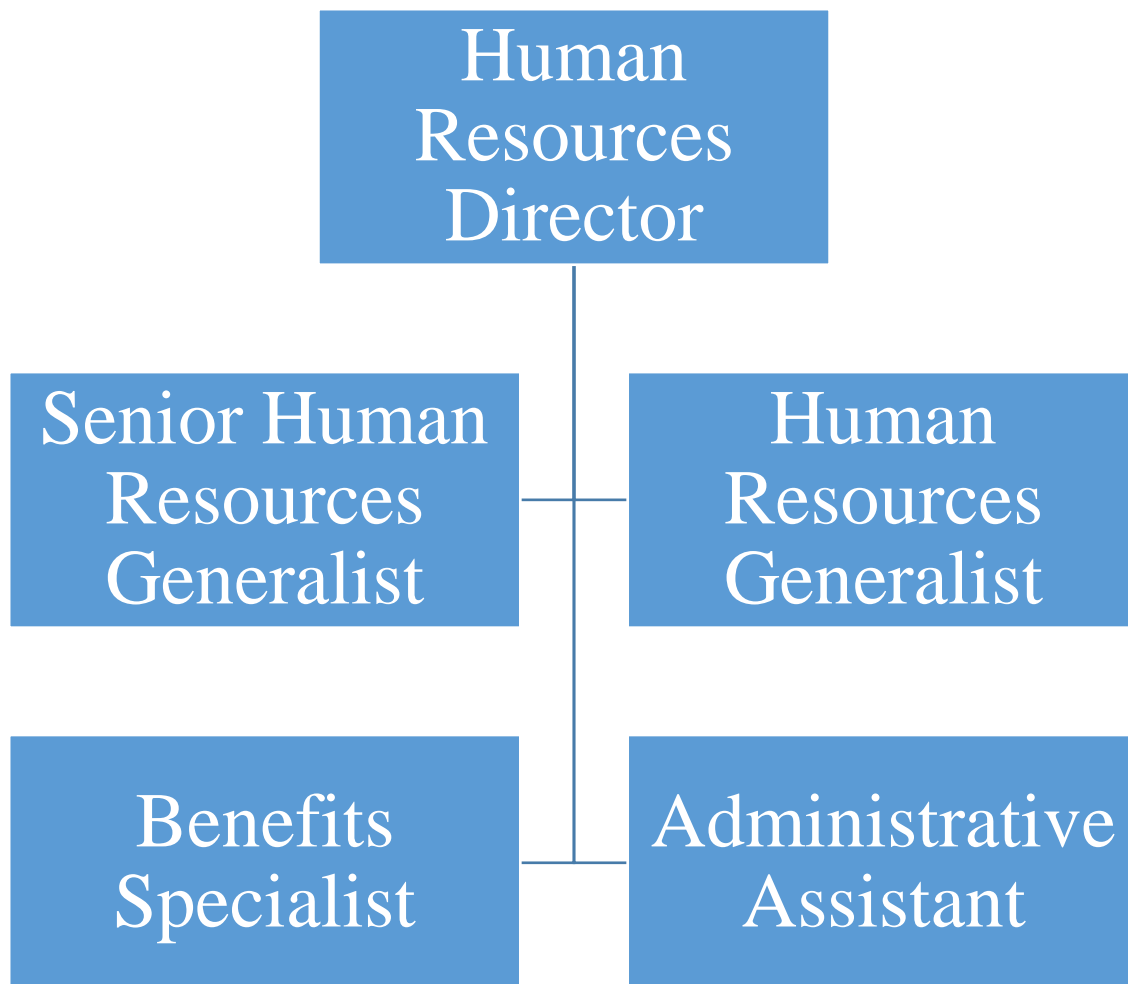
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Employee Signature

Date

HR Organizational Chart





Job Title: Senior Planner

JOB DESCRIPTION

Pay Grade: 114
Job Code: TBD
FLSA Status: Non-Exempt

JOB SUMMARY

The person in this position will perform professional zoning tasks by processing applications, building permits, and business license requests while monitoring zoning ordinance and code compliance. Attends a variety of meetings to present information and provide professional recommendations concerning various planning issues.

ESSENTIAL JOB FUNCTIONS

- Communicates with the development community and the general public to gather and provide information regarding planning, zoning, and development issues
- Provides information and answers to the public concerning zoning regulations; assists applicants in completing application forms;
- Attends various board meetings to provide information and answers regarding applications and related issues; advises board members of zoning ordinances and code requirements
- Notifies code enforcement staff when site visits and citations may be necessary
- Conducts technical review and analysis of information; reviews files to present information
- Reviews board applications and plans for code compliance
- Reviews administrative variances and exception plats and forwards for approval; reviews final plats and division plats for completeness and approval; ensures plans are drawn to architectural or engineering scale
- Reviews applications for compliance with zoning ordinances; assists in determining if any additional review of an application is necessary
- Receives, reviews and processes zoning and Historic Preservation Commission applications
- Provides staff support for various commissions and boards
- Processes and verifies business license requests
- Performs tasks associated with routine operation and application of the GIS
- Performs special projects and other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Requires a Bachelor's Degree in Urban Planning, Public Administration or related field (Master's degree preferred); and three (3) years of experience in planning or property development activities; or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of comprehensive and current planning principles, procedures, techniques and their implications;
- Knowledge of development regulations concerning land use and environmental matters;
- Knowledge of principles and practices of engineering and physical design as related to city planning;
- Knowledge of socio-economic and demographic research techniques;
- Knowledge of supervisory and management principles and practices;
- Knowledge of land planning, cartography and development principles, practices and methods
- Knowledge of the operation GIS and GPS software applications;
- Knowledge of Historic Preservation Practices;
- Skilled in operating a personal computer utilizing graphics, word processing, spreadsheet and database software programs.
- Skill in oral and written communication;
- Ability to learn, comprehend, and apply all City or departmental policies, practices and procedures necessary to function effectively in the position
- Ability to analyze and understand city, county, regional, state and federal codes, ordinances and regulations pertaining to planning, including transportation planning.
- Ability to read and understand deeds, surveys and legal descriptions, and determine whether such records relate to the same property;
- Ability to conduct technical planning research.
- Ability to understand and interpret maps, drawings, specifications and documents.
- Ability to present verbal and written recommendations in a clear and concise manner.
- Ability to prepare reports, plans and studies and to accurately interpret ordinances and codes;
- Ability to write reports clearly and in an interesting manner while conveying technical information to the general public;
- Ability to establish and maintain effective working relationships with departmental personnel, City personnel, developers, and the public;
- Ability to deal courteously and tactfully with the public;
- Ability to operate City vehicles.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Requires a valid State of Georgia Driver's license; American Institute of Certified Planners (AICP) Certification is preferred.

PHYSICAL DEMANDS

The work is sedentary work and requires mental acuity, repetitive motion, speaking, and talking.

WORK ENVIRONMENT

The incumbent works in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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Employee Signature

Date

COMMUNITY DEVELOPMENT DEPARTMENT

Community Development Director

Office Coordinator

Administrative Assistant
III

Planning Manager

Zoning Administrator

Building Official

Code Compliance Manager

Economic Development Manager

Building Inspector

Senior Planner

Senior Code
Compliance Officer

Code Compliance
Officer

Main Street
Coordinator

City Clerk's Department



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graph TD; A[City Clerk] --> B[Assistant City Clerk]
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City Clerk

Assistant City Clerk

COMMUNITY DEVELOPMENT DEPARTMENT

Community Development Director

Office Coordinator

Administrative Assistant
III

Planning Manager

Zoning Administrator

Building Official

Code Compliance Manager

Economic Development Manager

Building Inspector

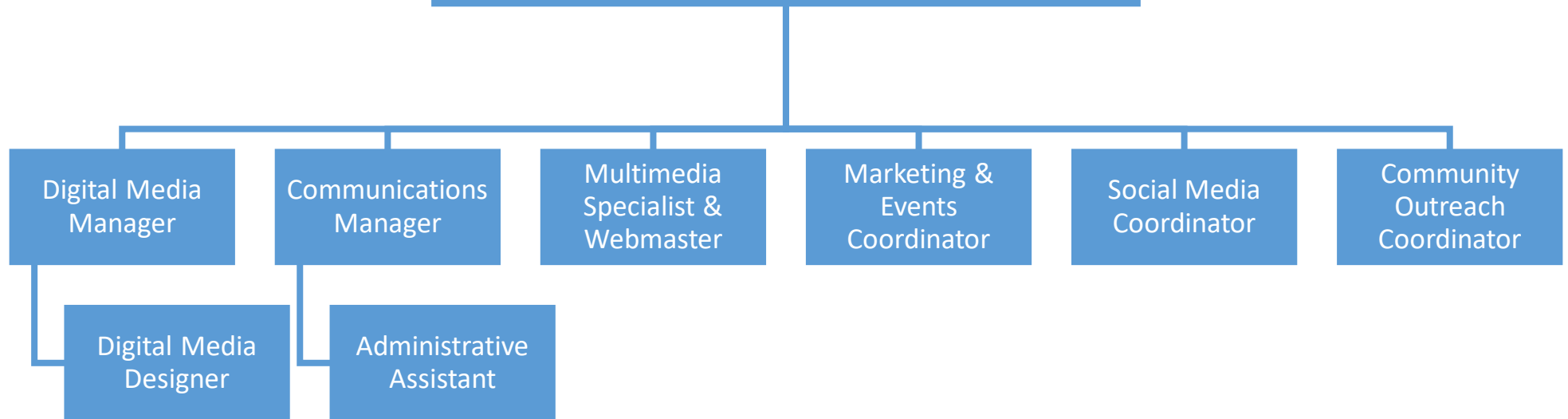
Senior Planner

Senior Code
Compliance Officer

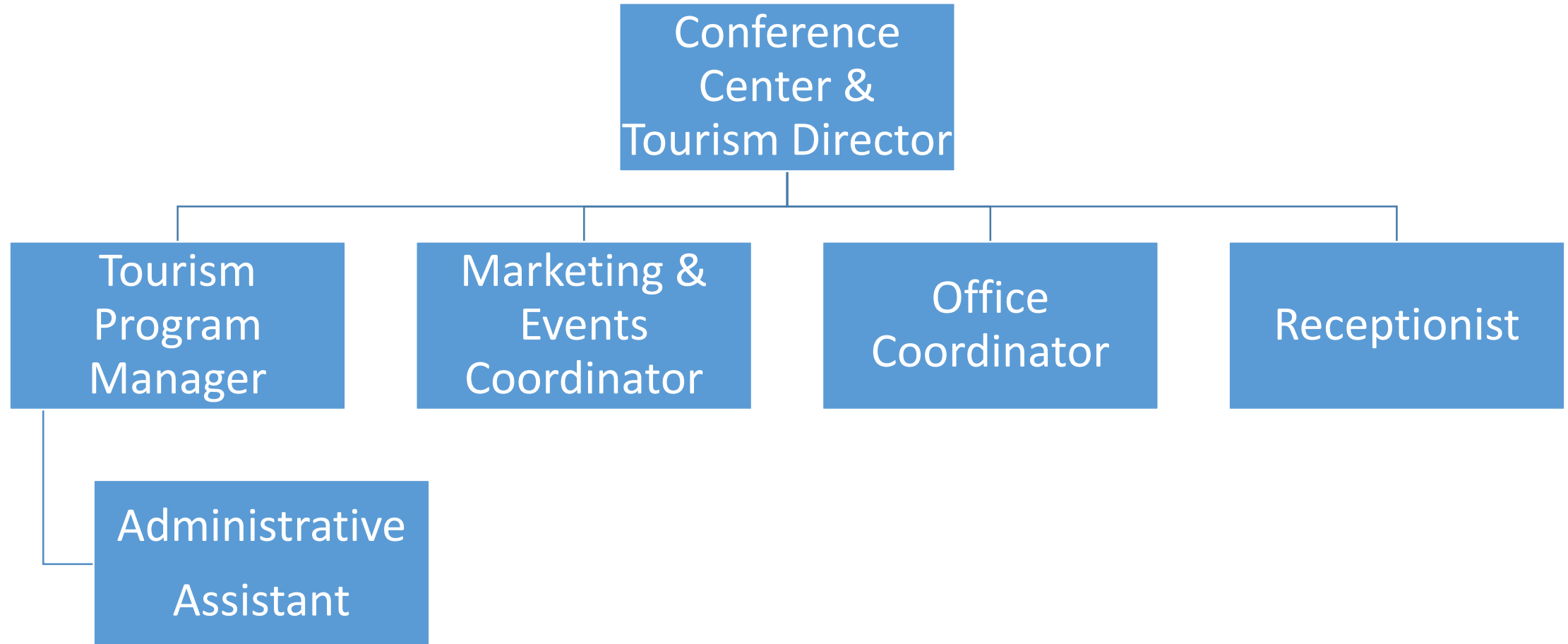
Code Compliance
Officer

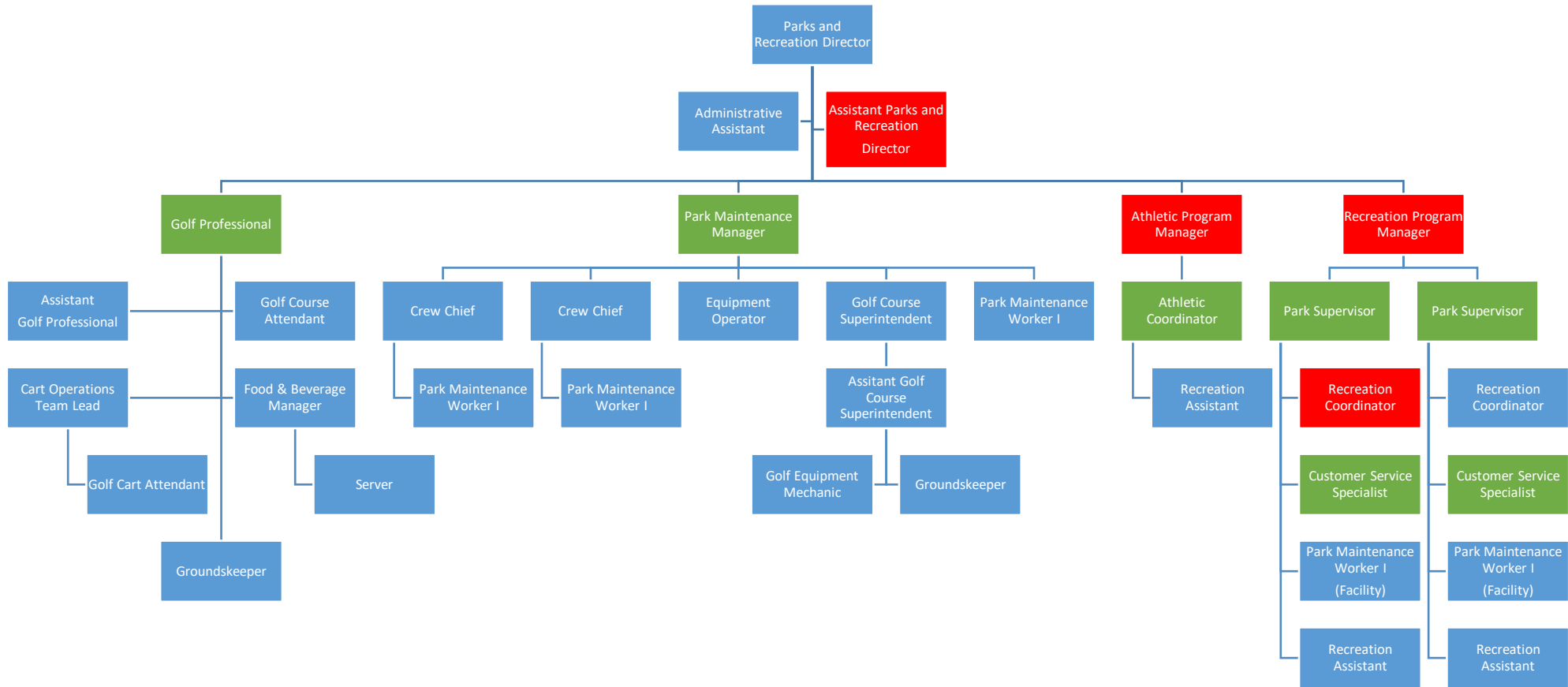
Main Street
Coordinator

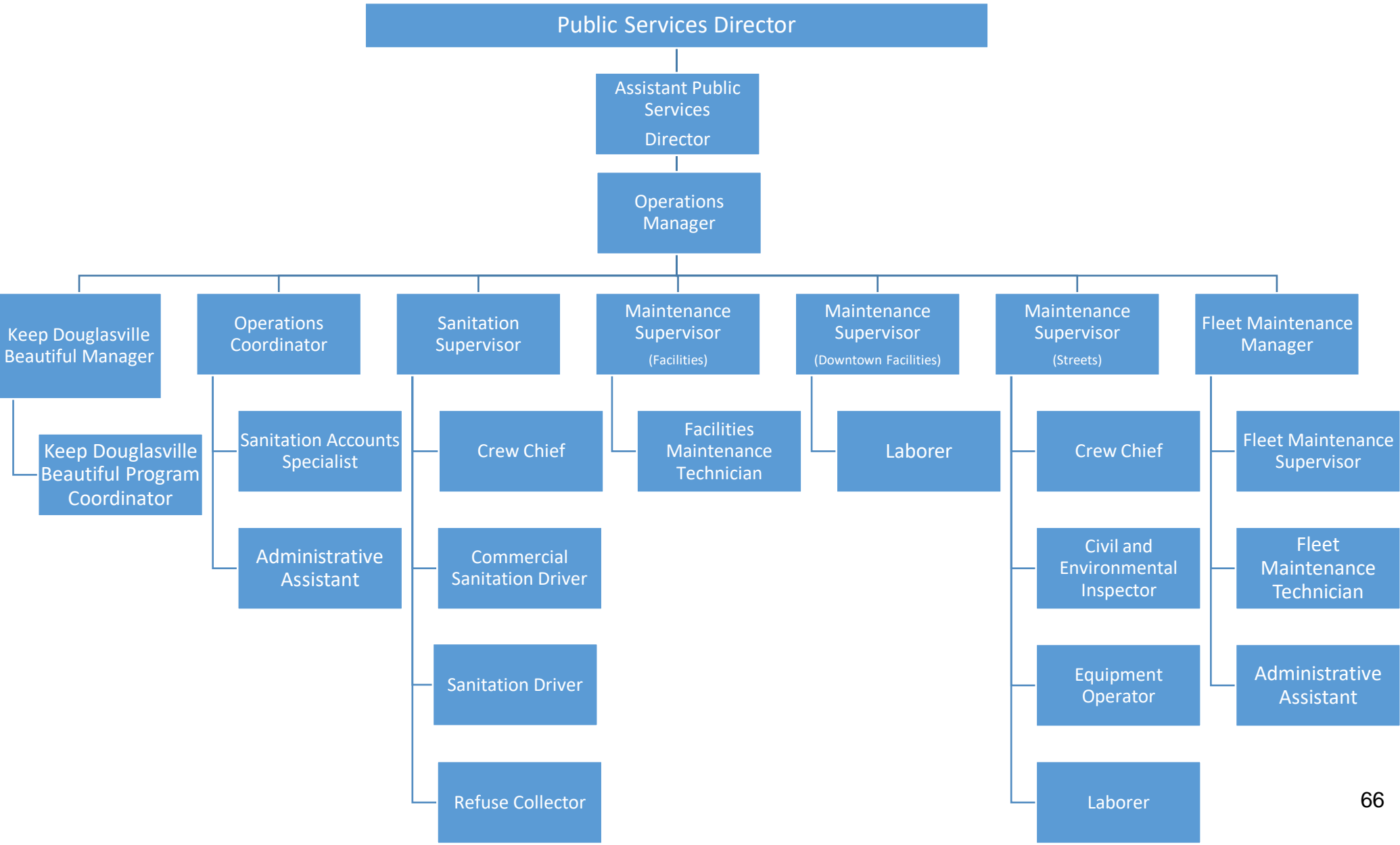
COMMUNITY RELATIONS DIRECTOR

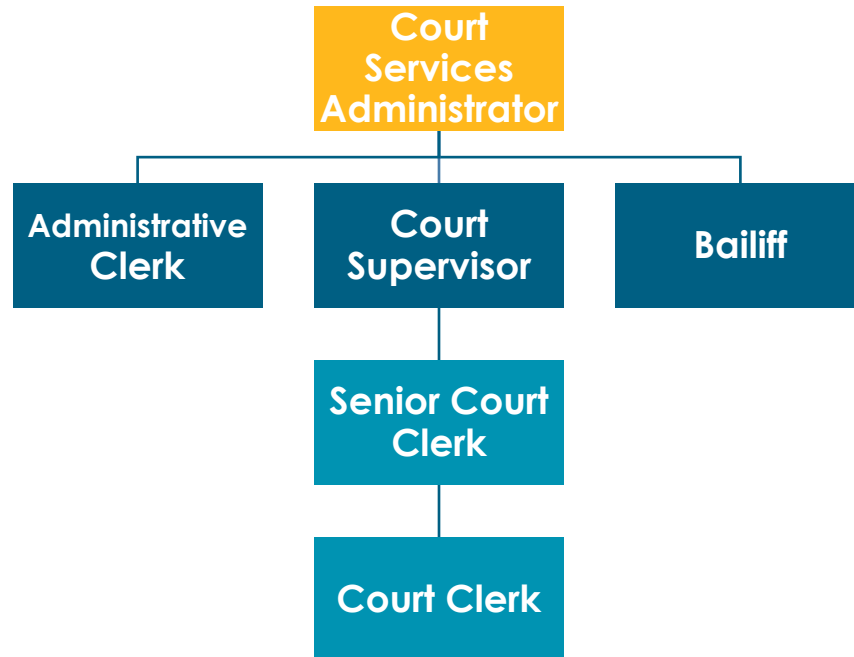


Conference Center and Tourism Organizational Chart

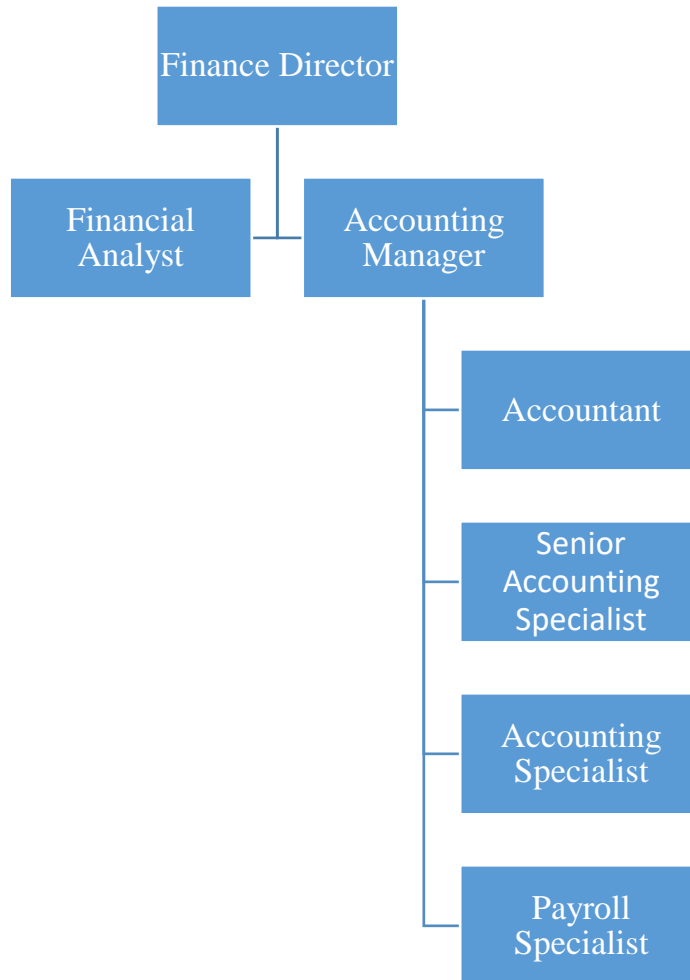








Finance Organizational Chart



CITY OF DOUGLASVILLE



City of Douglasville
Pay Schedule
6/3/2019

Pay Class	Minimum	Midpoint	Maximum	Job Title	FLSA Status
100	24,102.00	30,730.05	37,358.10	PC 100	
	11.59	14.77	17.96		
				Golf Cart Attendant	Non-Exempt
				Refuse Collector	Non-Exempt
101	25,307.10	32,266.55	39,266.01	PC 101	
	12.17	15.51	18.88		
				Golf Course Attendant	Non-Exempt
				Laborer I	Non-Exempt
				Receptionist	Non-Exempt
				Server	Non-Exempt
102	26,572.46	33,879.88	41,187.31	PC 102	
	12.78	16.29	19.80		
				Administrative Assistant I	Non-Exempt
				Food and Beverage Manager	Non-Exempt
				Groundskeeper	Non-Exempt
				Laborer II	Non-Exempt
				Park Maintenance Worker I	Non-Exempt
				Recreation Assistant	Non-Exempt
103	27,901.08	35,573.87	43,246.67	PC 103	
	13.41	17.10	20.79		
				Administrative Assistant II	Non-Exempt
				Cart Operations Team Lead	Non-Exempt
				Laborer III	Non-Exempt
				Park Maintenance Worker II	Non-Exempt
				Parking Control Officer	Non-Exempt
104	29,296.13	37,352.57	45,409.00	PC 104	
	14.08	17.96	21.83		
				Administrative Assistant III	Non-Exempt
				Court Clerk	Non-Exempt
				Customer Service Specialist	Non-Exempt
				Equipment Operator	Non-Exempt
				Golf Equipment Mechanic	Non-Exempt
				Receptionist/GCIC Clerk	Non-Exempt
105	30,760.94	39,220.20	47,679.45	PC 105	
	14.79	18.86	22.92		
				Civil and Environmental Inspector	Non-Exempt
				Fleet Maintenance Technician	Non-Exempt
				Records Clerk	Non-Exempt
				Sanitation Driver	Non-Exempt
106	32,298.99	41,181.21	50,063.43	PC 106	
	15.53	19.80	24.07		
				Accounting Specialist	Non-Exempt

				Assistant Golf Professional	Non-Exempt
				Commercial Sanitation Driver	Non-Exempt
107	33,913.93	43,240.27	52,566.60	PC 107	
	16.30	20.79	25.27		
				Keep Douglasville Beautiful Program	
				Coordinator	Non-Exempt
				Payroll Specialist	Non-Exempt
				Safety Coordinator	Non-Exempt
				Sanitation Accounts Specialist	Non-Exempt
108	35,609.63	45,402.28	55,194.93	PG 108	
	17.12	21.83	26.54		
				Code Compliance Officer	Non-Exempt
				Records Supervisor	Exempt
				Sales Coordinator	Non-Exempt
				Senior Court Clerk	Exempt
				Terminal Agency Coordinator	Non-Exempt
109	37,390.11	48,607.15	59,824.18	PC 109	
	17.98	23.37	28.76		
				Crew Chief	Non-Exempt
				Crime Scene Technician	Non-Exempt
				Executive Assistant	Non-Exempt
				Facilities Maintenance Technician	Non-Exempt
				Human Resources Coordinator	Non-Exempt
				IT Technician	Non-Exempt
				Office Coordinator	Non-Exempt
				Senior Accounting Specialist	Non-Exempt
				Social Media Coordinator	Non-Exempt
110	39,259.62	51,037.50	62,815.39	PC110	
	18.87	24.54	30.20		
				Assistant City Clerk	Exempt
				Bailiff	Non-Exempt
				Court Security Officer	Non-Exempt
				Crime Analyst	Non-Exempt
				Digital Media Designer	Non-Exempt
				Executive Assistant II	Non-Exempt
				Main Street Coordinator	Non-Exempt
				Multimedia Specialist and Webmaster	Non-Exempt
				Police Officer Non-Certified	Non-Exempt
				Senior Code Compliance Officer	Non-Exempt
111	41,615.20	54,099.75	66,584.31	PC 111	
	20.01	26.01	32.02		
				Court Supervisor	Exempt
112	44,112.11	57,345.74	70,579.37	PC 112	
	21.21	27.57	33.93		
				Accountant	Non-Exempt
				Assistant Golf Course Superintendent	Exempt
				Benefits Specialist	Exempt

				Booking Officer	Non-Exempt
				Building Inspector	Non-Exempt
				Communications Coordinator	Non-Exempt
				Community Outreach Coordinator	Exempt
				Financial Analyst	Non-Exempt
				Fleet Maintenance Manager	Non-Exempt
				Graduate Fellow	Non-Exempt
				Marketing and Events Coordinator	Non-Exempt
				Motors and Traffic Officer	Non-Exempt
				Operations Coordinator	Exempt
				Planner I	Non-Exempt
	20.20	26.28	32.32	Police Officer-Certified	Non-Exempt
				Recreation Coordinator	Non-Exempt
				School Resource Officer	Non-Exempt
113	46,758.83	60,786.48	74,814.13	PC 113	
	22.48	29.22	35.97		
				Athletic Coordinator	Non-Exempt
				Detective	Non-Exempt
				Human Resources Generalist	Exempt
				Maintenance Supervisor	Exempt
				Park Supervisor	Exempt
				Sanitation Supervisor	Exempt
114	49,564.36	64,443.67	79,302.98	PC 114	
	23.83	30.98	38.13		
				Advertising and Promotions Manager	Non-Exempt
				Corporal	Non-Exempt
				Digital Media Manager	Non-Exempt
				Golf Course Superintendent	Exempt
				Keep Douglasville Beautiful Manager	Exempt
				Senior Human Resources Generalist	Exempt
				Senior Planner	Exempt
115	52,538.23	68,299.69	84,061.16	PC 115	
	25.26	32.84	40.41		
				Athletic Program Manager	Non-Exempt
				Fleet Maintenance Supervisor	Non-Exempt
				Park Maintenance Manager	Exempt
				Recreation Program Manager	Exempt
				Sergeant	Non-Exempt
				School Resource Sergeant	Non-Exempt
116	55,690.52	72,397.67	89,104.83	PC 116	
	26.77	34.81	42.84		
				Accounting Manager	Exempt
				Code Compliance Manager	Exempt
				Communications Manager	Non-Exempt
				Economic Development Manager	Exempt
				Human Resources Manager	Exempt
				Information Technology Manager	Exempt

				Lieutenant Tourism Program Manager Zoning Administrator	Non-Exempt Non-Exempt Exempt
117	59,031.95 28.38	76,741.54 36.89	94,451.12 45.41	PC 117	
				Golf Professional	Exempt
118	62,573.87 30.08	81,346.03 39.11	100,118.19 48.13	PC 118	
				Operations Manager	Exempt
119	66,328.30 31.89	87,885.00 42.25	109,441.69 52.62	PC 119	
				Assistant Parks and Recreation Director	Exempt
				Assistant Public Services Director	Exempt
				Building Official	Exempt
				Captain	Exempt
				Planning Manager	Exempt
120	70,971.28 34.12	94,036.95 45.21	117,102.61 56.30	PC 120	
				City Clerk	Exempt
				Community Relations Director	Exempt
				Conference Center and Tourism Director	Exempt
				Court Services Administrator	Exempt
				Information Technology Director	Exempt
				Major	Exempt
				Parks and Recreation Director	Exempt
122	81,255.02 39.06	107,662.90 51.76	134,070.38 64.46	PC 122	
				Community Development Director	Exempt
				Public Services Director	Exempt
123	86,942.87 41.80	115,199.30 55.38	143,255.74 68.87	PC 123	
				Chief Assistant City Attorney	Exempt
				City Engineer	Exempt
				Deputy Police Chief	Exempt
				Finance Director	Exempt
				Human Resources Director	Exempt
124	93,028.87 44.73	123,263.25 59.26	153,497.64 73.80	PC 124	
				Police Chief	Exempt
125	99,540.89 47.86	131,891.68 63.41	164,242.47 78.96	PC 125	
				Assistant City Manager	Exempt
126	106,508.75 51.21	141,124.10 67.85	175,739.44 84.49	PC 126	
				City Manager	Exempt



City of Douglasville

6695 Church Street
Douglasville, GA 30134

Legislation Text

File #: 10463, **Version:** 1

Staff report on a proposed change to the Personnel Policies and Procedures Ordinance to limit employee access to certain City records.

ORDINANCE NUMBER _____

AN ORDINANCE

To enact subsection 17-3. 9. of the Personnel Policies and Procedures Ordinance of the City of Douglasville to provide limits on access to City records; to repeal any conflicting ordinances; to provide an effective date; and other purposes.

BE IT ORDAINED by the Mayor and City Council of Douglasville, Georgia, and it is hereby ordained by the authority thereof as follows:

SECTION ONE

Subsection 17-3. 9. of the Personnel Policies and Procedures Ordinance of the City of Douglasville is enacted to read as follows:

9. Confidentiality and other limits on access to City records.
 - a. Custodians of records. For purposes of this section only, the "custodian" of any City record is the person or person who created, sent or received the record. For all other legal and official purposes, the City Clerk is the custodian of all records owned and maintained by the City.
 - b. Confidential records. Unredacted City records which contain legally confidential information may be released to members of the public and other governmental entities only as allowed by law; handling of such records by City employees (and City elected officials) other than the official custodian shall be limited to those individuals who have a bona fide City-business need for the records. City employees shall not make personal use of confidential City records.
 - c. Access to other records.
 - i. Purpose to limit access. City employees may make limited personal use of City-owned computers and communication devices. Therefore, some stored non-confidential records, such as personal emails and text messages, have little usefulness for City business. While no employee should have an expectation of personal privacy for any electronic information stored on City devices or on the City computer server nor for information stored otherwise on City property, unlimited access to the personal messages of other employees tends to reduce employee morale. Further, when City records are examined out of context by non-owners and third-party employees, it can be difficult to determine their meaning and their status as either confidential or not, and confidential records can be released by mistake. Consequently, it is prudent for the City to limit employee access to all records taken directly from the City electronic network.
 - ii. Records taken from the City's electronic server or network. City employees having direct access to all electronic records on the City server and network are those in the Information Technology (IT) Department. IT employees may release records taken directly from the server or network only as follows: (a) to the City Manager; to the Assistant City Manager; to the City Attorney; to an employee of the Legal Department, the City Clerk's department, the HR department, the IT department, or the Police

Department records division; to any department director; or to a City employee who created or previously possessed the record; and (b) to any person or entity who is entitled to the record pursuant to an Open Records request, a subpoena, or a court order.

- iii. Business purpose required for release. Notwithstanding the above, no City employee shall request or release a record for which he is not the owner unless such release is done pursuant to a bona fide City-business purpose, including but not limited to an open records request, a subpoena, a legal discovery request, a disciplinary investigation, or an employee evaluation. This prohibition applies to releases of records to any person, to an entity, or to another City employee. City employees shall not make personal use of City records. Further, no City employee shall allow any intern, consultant, volunteer, vendor or other individual to release City records for which the employee is not the owner, unless such release is done pursuant to a bona fide City-business purpose.
- iv. Business access to electronic City records for non-employee workers. For non-employee workers who work with the City pursuant to an authorized contract concerning the City's information technology hardware, software or the IT Department's staff, they shall have only such access to City electronic records as is required to fulfill their scope of work. For all other non-employee workers who work with the City pursuant to an authorized contract or program, their supervising department directors may authorize the workers to have access only to (1) the S-drive, any departmental drives for his department, and any email for his department, and (2) to any other information if access is specifically pre-approved in writing by the City Manager.

SECTION TWO

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION THREE

This ordinance shall become effective on the date after its enactment.

Ordained this _____ day of _____, 2019.

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Mayor

Attest:

City Clerk



City of Douglasville

6695 Church Street
Douglasville, GA 30134

Legislation Text

File #: 10462, **Version:** 1

Staff report on a proposed ordinance to enact subsection 2-47(f) of the Administration Ordinance to regulate public hearings and citizen comments at Council meetings.

ORDINANCE NUMBER _____

AN ORDINANCE

To enact subsection 2-47(f) of the Administration Ordinance of the Code of Douglasville provide regulations for citizen comments at meetings of the presiding official and council; to repeal any conflicting ordinances; to provide an effective date; and other purposes.

BE IT ORDAINED by the Mayor and City Council of Douglasville, Georgia, and it is hereby ordained by the authority thereof as follows:

SECTION ONE

Subsection 2-47(f) of the Administration Ordinance the Code of the City of Douglasville is enacted as follows:

(f) Any comments by citizens, other than City elected officials and City personnel, who speak at public meetings of the mayor and council shall conform to the following regulations:

(1) No one shall speak except when recognized by the presiding official and council;

(2) Citizen speakers shall refrain from remarks which are:

(a) lewd or profane;

(b) personal attacks on individuals or groups;

(c) which incite violence; or

(d) which are unrelated to any pending or potential City business authorized by law.

Persons may not bring any sign into a council meeting, but may wear a shirt, hat or other clothing bearing a message, so long as that message does not include remarks which would violate subparagraphs (a), (b) or (c) above, if spoken;

(3) For public hearings regarding zoning matters, public hearings shall be conducted in accordance with Chapter 12 of the Uniform Development Ordinance;

(4) For public hearings regarding applications for an alcoholic beverage license or license revocation, the applicant and proponents of the application shall have no more than 20 minutes for presentation of data, opinions and evidence at the public hearing, unless these time limitations are waived at the discretion of the presiding official, and the applicant may speak for the entire time allotted to the proponents, leaving no time for other proponents to speak. Opponents of the application shall likewise have no more than 20 minutes for their presentations, unless these time limitations are waived at the discretion of the presiding official. Each individual other than the applicant at a public hearing shall have not more than ten minutes to speak, unless these time limitations are waived at the discretion of the presiding official. No speaker may yield his speaking time to another person, and no person may reserve the

right to speak a second time. Any time spent speaking in response to a question by an elected official shall not count against the speaker's allotted speaking time.

(5) For matters other than public hearings required by law, the council may forego all public comment, but when public comment is allowed, each individual shall have not more than five minutes to speak, unless the time limit is waived at the discretion of the presiding official. No speaker may yield his speaking time to another person.

SECTION TWO

This ordinance shall become effective on the date after its enactment.

SECTION THREE

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Ordained this _____ day of _____, 2019.

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Mayor

Attest: _____
City Clerk