



REPORT TO CITY COUNCIL

Approved by:

_____

Wendy Silva, Director of Human Resources

_____

Arnaldo Rodriguez, City Manager

Council Meeting of: September 15, 2021

Agenda Number: B-4

SUBJECT:

Assignment of Grant Administrator Classification to the Competitive Service

RECOMMENDATION:

Waive further reading and adopt an ordinance amending subsection E of §2-2.305 of Title II of the Madera Municipal Code relating to Civil Service and Exceptions to the Competitive Service

SUMMARY:

At its meeting on September 1, 2021, the City Council took initial action to remove the Grant Administrator position from the list of positions exempted from the competitive service by introducing an ordinance to amend the Municipal Code. The requested action is to adopt the ordinance amending the Municipal Code to finalize the procedural steps to effectuate the change.

DISCUSSION:

The Grant Administrator position is currently vacant. Prior to recruiting to fill the position, the City Manager recommended to the City Council (Council), and the Council approved, moving the position from at-will management to mid-management. The process to effectuate this change includes amending the City's Municipal Code to remove the Grant Administrator position from the list of positions exempted from the competitive service. Additionally, as a clean-up item, the amendment also includes updating the job title of City Administrator to City Manager.

Council introduced the proposed ordinance at its meeting on September 1, 2021. Following that introduction, a summary of the ordinance was published in the *Madera Tribune* on Wednesday, September 8, 2021. Adoption of the ordinance is the final step to effectuate the change for the Grant Administrator position from at-will management to mid-management.

FINANCIAL IMPACT:

Council took action at its September 1, 2021, meeting to revise the salary range assignment for the Grant Administrator position, taking into account mid-management compensation elements and benefits. There is no anticipated financial impact in moving the position into the competitive service.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The information contained herein is not addressed by the Vision Madera 2025 plan, nor is the information in conflict with that plan.

ALTERNATIVES:

Council may direct staff to make further adjustments to the list of positions exempted from the competitive service.

ATTACHMENTS:

1. Ordinance amending subsection E of §2-2.305 of Title II of the Madera Municipal Code removing the Grant Administrator from the list of positions exempted from the Competitive Service.

ORDINANCE NO. _____ C.S.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MADERA, CALIFORNIA, AMENDING
SUBSECTION E OF §2-2.305 OF TITLE II OF THE MADERA MUNICIPAL CODE RELATING TO CIVIL
SERVICE AND EXCEPTIONS TO THE COMPETITIVE SERVICE**

THE COUNCIL OF THE CITY OF MADERA DOES ORDAIN AS FOLLOWS:

SECTION 1. Subsection E of §2-2.305 of Title II of the Madera Municipal Code is amended to read as follows:

(E) The City ~~Administrator~~ [Manager], Police Chief, Golf Course Superintendent, Director of Financial Services, City Attorney and attorney subordinates, if any, City Clerk, City Engineer, Director of Community Development, Public Works Operations Director, Director of Parks and Community Services, Planning Manager, Director of Human Resources, Executive Director of the Successor Agency to the Former Madera Redevelopment Agency, Director of Administrative Services, Chief Building Official, ~~Grant Administrator~~, Information Services Manager, Communications Manager, and Neighborhood Preservation Manager.

SECTION 2. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or void for any other reason.

SECTION 3. This Ordinance shall be effective and of full force and effect at 12:01 a.m. on the thirty-first day after its passage.
