

RESOLUTION R2025-\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
NAPA, STATE OF CALIFORNIA, AMENDING THE CITY  
CLASSIFICATION PLAN BY ADOPTING THE NEW  
CLASSIFICATION SPECIFICATION, SALARY RANGE, AND  
BENEFITS FOR COMMUNITY RELATIONS AND MEDIA  
ANALYST

WHEREAS, on June 17, 2025, as a part of the City of Napa Budget for Fiscal Year 2025/26 and Fiscal Year 2026/27, the City Council approved Resolution R2025-073 which included an adjustment to staffing levels in the City Manager's Office, to add one Community Relations and Media Analyst position; and

WHEREAS, following approval of the budget, the Human Resources Department assessed the needs of the City Manager's Office, and determined it was necessary to create a new classification for Community Relations and Media Analyst; and

WHEREAS, staff in the Human Resources Department reviewed the duties to be performed and recommend adopting the classification specification and salary range based on internal and external comparators; and

WHEREAS, the Human Resources Department determined the Community Relations and Media Analyst classification meets the operational needs of the City Manager's Office; and

WHEREAS, by separate ordinance of the City Council, the Community Relations and Media Analyst will be established as an "appointive officer" under City Charter section 75 and as codified at Napa Municipal Code Section 2.08.090, meaning that the position is an "unclassified" at-will position, and it is therefore necessary to document the compensation and benefits of the Community Relations and Media Manager as being equivalent to those approved by the City Council for the Administrative & Managerial Professional Employees ("AMP"); and

WHEREAS, the City Council has approved the compensation and benefits for AMP through a Memorandum of Understanding with a term through December 31, 2026, and those compensation and benefits may be referred to in this resolution as "AMP MOU"; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

## ATTACHMENT 1

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.

2. The City Council hereby approves amendments to the City Classification Plan by: (a) approving the classification specification for the class of Community Relations and Media Analyst (as described on Exhibit "A," attached hereto, and incorporated herein by reference) and (b) approving the Community Relations and Media Analyst salary range of Step 1 - \$108,220.93, to Step 5 - \$130,754.83. The effective date of the classification addition and salary range shall be the first day of the pay period following City Council approval.

3. The City Council hereby establishes the Community Relations and Media Analyst position as a member of the "City Unrepresented Management Staff" (which may also be referred to as "AMPX"). Members of AMPX shall receive compensation and benefits pursuant to the terms of the AMP MOU, as it may be further amended by the parties to the AMP MOU; provided however, the Grievance Procedure (AMP MOU Section 29.2) shall not apply to any AMPX employee.

4. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 15<sup>th</sup> day of July, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Tiffany Carranza  
City Clerk

Approved as to form:

\_\_\_\_\_  
Christopher Diaz  
Interim City Attorney

Exhibit A: Class Specs