

RESOLUTION R2022-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, DESIGNATING ASSISTANT CITY MANAGER LIZ HABKIRK AS THE CITY MANAGER PRO TEM, IN ACCORDANCE WITH CITY CHARTER SECTION 85, TO PERFORM THE DUTIES OF THE CITY MANAGER IF THERE IS A FUTURE TEMPORARY ABSENCE OF THE CITY MANAGER

WHEREAS, City Charter Section 85 authorizes the City Council to designate a qualified person to perform the duties of the City Manager temporarily during the absence or disability of the City Manager; and

WHEREAS, City Charter Section 85 (b) and (m) authorize the City Manager to appoint all administrative officers, as well as to assign employees to perform work in any department; and

WHEREAS, Napa Municipal Code Section 1.04.160 authorizes the City Manager, as an officer of the City, to designate, delegate, and authorize subordinates to do the required act or perform the required duty of their position; and

WHEREAS, the City Manager has named Liz Habkirk as the Assistant City Manager effective December 25, 2021; and

WHEREAS, the City Manager recommends that the Council designate Assistant City Manager Habkirk as the City Manager Pro Tem to assume the responsibilities of the office in his absence; and

WHEREAS, for any absence of the City Manager exceeding fourteen (14) calendar days, the City Manager Pro Tem shall provide prompt written notice to the City Council regarding the planned return date for the City Manager, which will provide members of Council an opportunity to schedule a special meeting of Council to discuss alternative approaches for an extended absence; 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 designates Assistant City Manager Liz Habkirk to serve as City Manager Pro Tem when there is an absence or disability of the City Manager.
2. For any absence of the City Manager exceeding fourteen (14) calendar days, the City Council hereby directs the City Manager Pro Tem to provide prompt written notice to the City Council regarding the planned return date for the City Manager.
3. 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.
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 15th day of March, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Tiffany Carranza
City Clerk

Approved as to form:

Michael W. Barrett
City Attorney