

RESOLUTION R2018-\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
NAPA, STATE OF CALIFORNIA, APPOINTING TIFFANY  
CARRANZA AS CITY CLERK EFFECTIVE DECEMBER 29,  
2018

WHEREAS, City Clerk, Dorothy Roberts announced her retirement effective December 28, 2018; and

WHEREAS, on October 30, 2018, the City Council met in closed session to discuss terms for hiring Tiffany Carranza as City Clerk; and

WHEREAS, following the closed session, Interim City Manager, Steve Potter, negotiated terms of employment with Ms. Carranza, the terms of which are documented in this resolution; and

WHEREAS, City Charter Section 75 authorizes the City Council to appoint the City Clerk; 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:

1. The City Council hereby appoints Tiffany Carranza to serve as City Clerk effective December 29, 2018. The City Clerk shall exercise the duties and powers as set forth in the City Charter, and as directed by the City Council through ordinances, resolutions, and minute actions.

2. The City shall pay Ms. Carranza an annual salary of \$122,900 , which is within the range of compensation for the City Clerk as authorized by Council resolution R2017-177.

3. The City shall compensate Ms. Carranza in accordance with all other terms applicable to the City Clerk as set forth in the "Executive Compensation and Terms of Employment Summary," attached hereto as Exhibit "A."

4. Consistent with City Charter Sections 75 and 76, the City Clerk position is an at-will position, and the City Clerk serves at the pleasure of the City Council. Therefore, the City Council may at any time terminate the City Clerk, with or without cause. However, if the City Council chooses to terminate the City Clerk without cause,

## ATTACHMENT 1

the City shall either: (a) provide 60 days prior written notice of termination, or (b) pay the City Clerk severance pay in an amount equal to base salary for 60 days.

5. 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.

6. 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 4th day of December, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
City Clerk

Approved as to for:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney