

RESOLUTION R2019 __

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO AMEND THE BUDGET STAFFING PLAN FOR THE PARKS AND RECREATION SERVICES DEPARTMENT TO: ADD ONE SENIOR OFFICE ASSISTANT POSITION, AND DELETE ONE OFFICE ASSISTANT II POSITION, AND APPROVE A FY 2019/20 BUDGET ADJUSTMENT BETWEEN THE GENERAL SERVICES AND THE PARKS AND RECREATION SERVICES DEPARTMENTS

WHEREAS, the Office Assistant position in the Parks and Recreation Services Department Administration Division has been functioning as the office manager for the department, including providing lead direction and training to multiple part-time administrative support staff; and

WHEREAS, the Human Resources Department conducted a study of the work to be performed and determined that the work is better performed under the Senior Office Assistant classification; and

WHEREAS, the changes do not require additional budget allocation, only the reallocation of current budgeted funds within the Parks and Recreation Services Department; 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 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 authorizes the City Manager to amend the Citywide Staffing Plan for the Parks and Recreation Services Department by reducing one FTE of Office Assistant, and adding one FTE of Senior Office Assistant.

3. The City Council hereby authorizes an appropriation of \$9,000 from the General Services budget to the Parks and Recreation Services budget as follows:

SOURCES:

\$9,000 41940-51100 General Services

USES:

\$9,000 45010-51100 Parks and Recreation Services

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 6th day of August 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Tiffany Carranza
City Clerk

Approved as to form:

Michael W. Barrett
City Attorney