

RESOLUTION R2020-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
NAPA, STATE OF CALIFORNIA, APPROVING THE CITY-
WIDE POSITION STAFFING PLAN

WHEREAS, the City Council regularly approves, by resolution, a Five-Year Budget Staffing Plan as a part of the budget review process, which documents the number of positions for each employment classification that the City Manager is authorized to fill with a City employee; and

WHEREAS, on June 18, 2019, the City Council adopted such a Five-Year Budget Staffing Plan as a part of the Operating and Capital Budget for FY 2019/20 and FY 2020/21, and the City Council has regularly approved subsequent resolutions that amended the Staffing Plan; and

WHEREAS, the City Manager recommends that the City Council approve additional modifications to the previously approved Staffing plan, as set forth in this resolution, in order to more accurately reflect job skills and responsibilities of employment classifications needed to address the City's needs in FY 2020/21; and

WHEREAS, the City Manager recommends, by adoption of this resolution, that the City Council eliminate 1 position and designate 32 positions as unfunded in the FY 2020/21; and

WHEREAS, the City Council finds that the modifications to the Staffing Plan set forth in this resolution are necessary in order to guarantee sufficient resources to provide essential services; 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 approves the Five-Year Staffing Plan (hereinafter "Staffing Plan"), as set forth in Exhibit "A", attached hereto and incorporated herein by reference. Each "department" and "division" of the City is identified on Exhibit "B," attached hereto and incorporated herein by reference.

ATTACHMENT 2

3. The City Manager is hereby authorized to approve the hiring of part-time City employees, subject to the following restrictions:
 - a. The City Manager may only approve a part-time position in a department that has sufficient budget to cover the cost. Part-time employee budgets by fund and department are identified on Exhibit "C", attached hereto and incorporated herein by reference.
 - b. The salary paid to part-time employees must comply with the Part-Time Salary Ranges approved by City Council (currently established in R2020-041).
4. The City Manager is hereby authorized to approve the hiring of City employees to fill temporary position allocations, which are in addition to the positions identified in the Staffing Plan, subject to the following restrictions:
 - a. The City Manager may only approve a temporary position allocation under this section for an existing position identified in the Staffing Plan that is filled with an incumbent City employee, and the incumbent City employee is known or anticipated to be retiring, resigning, or otherwise terminating service with the City within 180 days.
 - b. The hiring of a City employee to fill the temporary position allocation is necessary to ease the transition of duties and maintain a consistent level of service for the community.
 - c. The temporary position allocation shall not exceed 180 days without Council approval.
 - d. The temporary position allocation must be funded within the approved Departmental Operating Budget.
5. 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 16th day of June, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____

Tiffany Carranza
City Clerk

Approved as to form:

Michael W. Barrett
City Attorney