

RESOLUTION R2020-\_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, AMENDING THE CITY-WIDE POSITION STAFFING PLAN TO ADD ONE PERMIT TECHNICIAN POSITION, AND APPROVING A BUDGET TRANSFER OF \$94,680 FROM THE COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION PROFESSIONAL SERVICES BUDGET TO SALARIES AND BENEFITS, AS DOCUMENTED IN BUDGET ADJUSTMENT FORM NO. BE2109501

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 ("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, on June 16, 2020, City Council approved additional modifications to the previously approved Staffing Plan, eliminating 1 vacant position and designating 32 vacant positions as "frozen" and not to be filled in the FY 2020/21; and

WHEREAS, the Staffing Plan for the Building Inspection Division of the Community Development Department in FY 2020/21 identifies one Permit Technician as funded, and one Permit Technician position as frozen; and

WHEREAS, the Community Development Department continues to receive permit applications at the same average rate as 2018 and 2019; and

WHEREAS, the Permit Technician is an integral position in the Building Division, serving as the first point of contact for any Building Permit application, handling the initial completeness check for all needed information to process the permit, providing information on the permit process, and preparing completed Plan-checked plans for issuance; and

WHEREAS, revenue from the Building Permit process helps fund the Community Development Department and offset the need for General Fund support; and

## ATTACHMENT 2

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 addition of one Permit Technician position within the Building Inspection Division of the Community Development Department for fiscal year 2020/21, and the deletion of the Permit Technician position designated as "FY21 Vacancy Freeze." Therefore, upon the effective date of this resolution, the Building Inspection Division of the Community Development Department for fiscal year 2020/21 will identify 2.00 positions for Permit Technician, and no "Vacancy Freeze" positions for Permit Technician.
3. The City Council hereby approves Budget Adjustment Form BE2109501, moving \$94,680 of expenditure budget from Professional Services to Salaries and Benefits in the General Fund, as set forth in Exhibit "A", attached hereto and incorporated herein by reference.
4. This Resolution shall take effect immediately upon its adoption.

## ATTACHMENT 2

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 1st day of September, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Approved as to form:

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