

RESOLUTION R2021-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING THE CLASSIFICATION SPECIFICATION AND SALARY RANGE FOR ASSISTANT TO THE CITY MANAGER; AND AMENDING THE BUDGET STAFFING PLAN BY DELETING ONE SECRETARY TO THE CITY MANAGER AND ADDING ONE ASSISTANT TO THE CITY MANAGER TO THE CITY MANAGER'S OFFICE.

WHEREAS, a classification and salary study was conducted to evaluate the administrative needs of the City Manager's Office; and

WHEREAS, the research conducted by the Human Resources Department demonstrated that the Assistant to the City Manager classification will support the programmatic and professional needs of the City Manager's Office; and

WHEREAS, a classification of Assistant to the City Manager was created in 2004, and then subsequently abolished from the City's classification plan in 2017; and

WHEREAS, the reinstatement of the classification specification and salary range for Assistant to the City Manager within the City Manager's Office is warranted based upon the proposed duties and scope of work for this position; and

WHEREAS, the duties and responsibilities of the classification specification and salary of Assistant to the City Manager reflect the needs of the City Manager's Office; 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: (a) the classification specification for Assistant to the City Manager (as set forth in Exhibit "A", attached hereto and incorporated herein by reference), and (b) the Assistant to the City Manager salary range of: Range 6150, Top Step \$130,573.

3. The City Council hereby amends the budget staffing plan within the City Manager's Office by deleting one Secretary to the City Manager position, and adding one Assistant to the City Manager.

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 April, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Tiffany Carranza
City Clerk

Approved as to for:

Michael W. Barrett
City Attorney