

RESOLUTION R2021-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, (1) AMENDING THE CITY STAFFING PLAN BY ADDING TWO MANAGEMENT ANALYST I/II POSITIONS AND ONE HUMAN RESOURCES COORDINATOR POSITION AND DELETING ONE SAFETY ANALYST POSITION IN THE HUMAN RESOURCES DEPARTMENT; (2) APPROVING THE USE OF THE GENERAL FUND CONTINGENCY RESERVE TO PARTIALLY FUND THESE POSITIONS; AND (3) APPROVING EXPENDITURE BUDGET INCREASES IN THE GENERAL FUND OF \$197,560 AND IN THE RISK FUND OF \$44,980, AS DOCUMENTED IN BUDGET ADJUSTMENT BE2209505.

WHEREAS, the Human Resources Department has conducted a review of the classifications within the department to maximize resources and operate with greater efficiency and cost effectiveness; and

WHEREAS, it is recommended to add one Management Analyst I/II to support increased citywide recruitment activities in response to the changing labor market conditions, and support ongoing labor relations responsibilities, as a direct report to the classification of Human Resources Manager; and

WHEREAS, it is recommended to add one Management Analyst I/II to administer benefits and lead the Human Resources Department integration of the new ERP with existing platforms for greater operational effectiveness; and

WHEREAS, it is recommended to add one Human Resources Coordinator to achieve greater efficiency of safety compliance and coordination of the training programs and provide comprehensive leave of absence support to City Departments as a direct report to the Human Resources Manager; and

WHEREAS, it is recommended to delete one Safety Analyst as services for this position are being handled by a third-party contractor; and

WHEREAS, the adopted FY 2021/22 budget needs to be increased to accommodate these additional positions; 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 an amendment to the City Staffing Plan by: (a) adding two position allocations for the class of Management Analyst I/II, (b) adding one position

ATTACHMENT 1

allocation for the class of Human Resources Coordinator, and (c) deleting one position allocation for the class of Safety Analyst (previously frozen until 7/1/2021).

3. The City Council hereby approves the use of \$197,560 of the General Fund Contingency Reserve to help fund these positions.
4. The City Council hereby approves the budget adjustment as documented in Budget Adjustment Form BE2209505 (attached hereto as Exhibit A and incorporated herein by reference) to increase the General Fund expenditure budget by \$197,560 and the Risk Fund expenditure budget by \$44,980.
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 21st day of September, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Tiffany Carranza
City Clerk

Approved as to form:

Michael W. Barrett
City Attorney