



Staff Reports

File #: 1438-2018, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Mike Parness, City Manager

Prepared By: Jennifer Brizel, Human Resources Director

TITLE:

Establishment of Department Head Position for Utilities Director

RECOMMENDED ACTION:

Approve the first reading and introduction of an ordinance amending Napa Municipal Code Title 2 by enacting a new Chapter 2.42 to establish a new appointive officer and department head position for the Utilities Director; and by amending Chapters 2.12, 2.40, 2.46, 2.48, and 2.52 to update the list of appointive officers and department heads.

DISCUSSION:

The Fiscal Year 2018-2019 Mid-Cycle Budget contained Decision Packages and a Revised Staffing Allocation Plan outlining staffing changes consistent with the reorganization of the Public Works and Parks and Recreation Departments, and establishing a Utilities Department.

In order to consolidate management of like activities in a single department and focus department priorities, the Council approved creation of a Utilities Department which includes Water, Solid Waste, Recycling and Stormwater.

Due to this change, the position of Utilities Director was created and changes to the functions within the Public Works Department were implemented and approved by Council on June 5, 2018.

Concurrently with the creation of the new Utilities Director position, it became clear the additional updates were warranted to portions of the Napa Municipal Code, in order to correct outdated references to previously superseded department head positions, including the deletion of references to the Community Resources Director (that was replaced by the Parks and Recreation Services Director), the Housing Director (that was subsumed within the responsibilities of the Community Development Director, through the management of the Housing Manager), and the Personnel Director (which was repealed by the voters in 2014, through amendments to City Charter Section 76.1). Accordingly, the attached recommended ordinance incorporates necessary changes to the Napa Municipal Code to implement those clarifications and corrections.

The proposed amendment to Napa Municipal Code Title 2 contains revisions consistent with the current staffing plan. All of the listed classifications are designated as exempt status (not subject to Civil Service Rules for appointment and dismissal) and therefore appointed directly by the City Manager, as provided under authority of City Charter and Municipal Code.

FINANCIAL IMPACTS:

There are no financial impacts to the City by approving this action.

CEQA:

The City Manager has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

DOCUMENTS ATTACHED:

ATCH 1 - Ordinance amending NMC Chapters 2.12.050, 2.46, 2.40.010; adopting Section 2.42 and repealing Sections 2.48 and 2.52 regarding the designation of exempt employees in the City Manager's Office.

NOTIFICATION:

Department Heads