

RESOLUTION R2025-__

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 4, 2024, the City Council adopted a Five-Year Budget Staffing Plan as a part of the Mid-Cycle Operating and Capital Budget for FY 2024/25, 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 the coming two fiscal years; and

WHEREAS, the City Manager recommends, by adoption of this resolution, that the City Council add ten (10) positions in FY 2025/26 and one (1) position in FY 2026/27 as outlined in the below clauses; and

WHEREAS, the City Manager recommends adding the following new positions including one (1) Community Relations and Media Analyst, one (1) Budget Analyst I/II, one (1) Management Analyst in the Information Technology division, one (1) Recreation Coordinator, one (1) Police Officer, one (1) Equipment Mechanic (Entry/Journey/Master), and one (1) Office Assistant I/II FY 2025/26 and one (1) Emergency Manager in FY 2026/27; and

WHEREAS, the City Manager recommends adding three (3) limited-term positions to be valid for two years from date of hire including one (1) Parking Enforcement Officer, one (1) Human Resources Manager; and one (1) Management Analyst I/II in the Parks and Recreation Department; and

WHEREAS, the City Manager recommends deleting one (1) Battalion Chief position and adding one (1) Deputy Fire Chief; and deleting one (1) Human Resources Manager position and adding one (1) Assistant Human Resources Director position; and deleting one (1) Recreation Supervisor and adding one (1) Recreation Coordinator position, and deleting two (2) Police Officer Trainee positions and adding two (2) Lead Officer specialty assignments 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 Five-Year Budget 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.
3. The City Manager is hereby authorized to approve the hiring of part-time extra help City employees, subject to the following restrictions:
 - a. The City Manager may only approve a part-time extra help position if the department has sufficient budget to cover the cost. Part-time extra help employee budgets by fund and department are identified on Exhibit "C", attached hereto and incorporated herein by reference. If the budget amount is modified during the fiscal year, the City Manager may only approve the position if the modified budget is sufficient.
 - b. The salary paid to part-time extra help employees shall comply with the Part-Time Extra Help Salary Ranges (as previously approved by City Council).
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.

ATTACHMENT 2

- 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 17th day of June, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Tiffany Carranza
City Clerk

Approved as to form:

Christopher Diaz
Interim City Attorney

Exhibit A: City-Wide Position Staffing Plan
Exhibit B: City Departments and Divisions
Exhibit C: Part-time Budgets by Fund and Department