

RESOLUTION NO. 8015

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE TABLE OF ORGANIZATION FOR THE FISCAL YEAR 2020-2021 AND REPEALING PORTIONS OF SECTION 1 OF RESOLUTION NO. 7920, ADOPTED JUNE 17, 2019, AND ALL RESOLUTIONS AMENDATORY THEREOF, AND ALL MOTIONS OF THE CITY COUNCIL IN CONFLICT HEREWITH

WHEREAS, the City Council of the City of San Fernando is scheduled to adopt the Fiscal Year 2020-2021 Budget on June 15, 2020; and

WHEREAS, the Budget to be adopted for Fiscal Year 2020-2021 has provisions for various positions and classifications;

WHEREAS, it is necessary that said positions be assigned to specific departments, divisions and activities by title and number; and

WHEREAS, it is necessary that a new Table of Organization be adopted to reflect the positions assigned to specific departments, divisions, and activities by title and number;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: That that portion of the said Table of Organization adopted on June 17, 2019, per Resolution No. 7920, and all Resolutions amendatory thereof, be repealed, and that a new Table of Organization be added assigning the positions to the departments, divisions and activities as herein designated per attached Exhibit "A".

SECTION 2: Except as amended herein, all other provisions of the said Table of Organization adopted on June 17, 2019, per Resolution No. 7920, remains unchanged and in full force and effect.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this 15th day of June, 2020.

Joel Fajardo

Joel Fajardo, Mayor

ATTEST:

Julia Fritz

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8015 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 15th day of June, 2020, by the following vote of the City Council:

AYES: Fajardo, Pacheco, Ballin, Gonzales, Mendoza – 5

NAYS: None

ABSENT: None

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 22nd day of June, 2020.



Julia Fritz, City Clerk

**CITY OF SAN FERNANDO
FY 2020-2021 - TABLE OF ORGANIZATION**

<u>DEPARTMENT/TITLE</u>	BUDGETED HOURS (PER WEEK)	FULL TIME EQUIVALENT (FTE) STATUS	AVG NUMBER OF PERSONNEL IN POSITION
<u>ADMINISTRATION</u>			
City Manager	40	1	1
Executive Assistant to the City Manager	40	1	1
<u>Personnel Division</u>			
Personnel Manager	40	1	1
Personnel Technician	40	1	1
Personnel Assistant (P/T)	28	0.7	1
TOTAL	188	4.7	5
<u>CITY CLERK</u>			
City Clerk	40	1	1
Deputy City Clerk/Management Analyst	40	1	1
TOTAL	80	2	2
<u>COMMUNITY DEVELOPMENT</u>			
Director of Community Development	40	1	1
Community Development Secretary	40	1	1
Associate Planner	40	1	1
Building & Safety Supervisor	40	1	1
Community Preservation Officer	80	2	2
Community Preservation Officer (P/T)	30	0.75	2
City Maintenance Helper (P/T) - Graffiti	38	0.95	2
TOTAL	308	7.7	10
<u>FINANCE</u>			
Director of Finance	40	1	1
Senior Accountant	40	1	1
Payroll Technician	40	1	1
Senior Account Clerk	80	2	2
Finance Office Specialist	40	1	1
<u>Treasurer Division</u>			
Treasury Manager	40	1	1
Office Clerk	40	1	1
TOTAL	320	8	8
<u>POLICE</u>			
Police Chief	40	1	1
Police Lieutenant	80	2	2
Police Sergeant	200	5	5
Police Officer	920	23	23
Police Desk Officer	320	8	8

**CITY OF SAN FERNANDO
FY 2020-2021 - TABLE OF ORGANIZATION**

<u>DEPARTMENT/TITLE</u>	BUDGETED HOURS (PER WEEK)	FULL TIME EQUIVALENT (FTE) STATUS	AVG NUMBER OF PERSONNEL IN POSITION
<u>POLICE (Continued)</u>			
Administrative Assistant	40	1	1
Police Records Administrator	40	1	1
Police Records Specialist	40	1	1
Property Control Officer	40	1	1
Community Service Officer	80	2	2
Community Service Officer (P/T)	40	1	2
Crossing Guard (P/T)	40	1	6
Junior Cadet (P/T)	60	1.5	3
Police Records Specialist (P/T)	18.46	0.46	1
TOTAL	1958.46	48.96	57
<u>PUBLIC WORKS</u>			
Director of Public Works	40	1	1
Management Analyst	40	1	1
Office Specialist	40	1	1
Public Works Administrative Coordinator	40	1	1
Public Works Office Specialist	40	1	1
<u>Electrical Division</u>			
Electrical Supervisor	40	1	1
Building Maint. Worker/Electrical Helper	40	1	1
<u>Engineering Division</u>			
Civil Engineering Assistant II	80	2	2
<u>Facility Maintenance Division</u>			
Public Works Superintendent	40	1	1
Public Work Field Supervisor II	40	1	1
Senior Maintenance Worker	40	1	1
Public Works Maintenance Worker	160	4	4
Public Works Maintenance Helper (P/T)	16	0.4	1
<u>Equipment Maintenance Division</u>			
Equipment & Materials Supervisor	40	1	1
Mechanical Helper	40	1	1
<u>Street Services Division</u>			
Public Works Superintendent	40	1	1
Public Works Supervisor II	40	1	1
Senior Maintenance Worker	160	4	4
Public Works Maintenance Worker	80	2	2
Public Works Maintenance Helper (P/T)	52.92	1.32	3

**CITY OF SAN FERNANDO
FY 2020-2021 - TABLE OF ORGANIZATION**

<u>DEPARTMENT/TITLE</u>	BUDGETED HOURS (PER WEEK)	FULL TIME EQUIVALENT (FTE) STATUS	AVG NUMBER OF PERSONNEL IN POSITION
<u>PUBLIC WORKS (Continued)</u>			
<u>Water Services Division</u>			
Water Superintendent	40	1	1
Public Works Field Supervisor II	80	2	2
Senior Maintenance Worker	40	1	1
Public Works Maintenance Worker	80	2	2
Meter Technician	40	1	1
Water Pumping Operator/Backflow Techn.	40	1	1
TOTAL	1428.92	35.72	38
<u>RECREATION & COMMUNITY SERVICES</u>			
Director of Rec. & Community Services	40	1	1
Office Specialist	80	2	2
Community Services Supervisor	40	1	1
Cultural Arts Supervisor	40	1	1
Recreation Supervisor	40	1	1
Program Specialist	40	1	1
Day Camp Counselor (P/T)	280	7	14
Office Clerk/Cashier (P/T)	12	0.3	1
Program Specialist (P/T)	30	0.75	1
Recreation Leader I, II & III (P/T)	255.2	6.38	12.76
Senior Day Camp Counselor (P/T)	101.2	2.53	5.06
TOTAL	958.4	23.96	40.82
GRAND TOTAL	5241.78	131.04	160.82