

RESOLUTION NO. 8071

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE TABLE OF ORGANIZATION FOR THE 2021-2022 FISCAL YEAR AND REPEALING PORTIONS OF SECTION 1 OF RESOLUTION NO. 8015, ADOPTED JUNE 15, 2020, 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 2021-2022 Budget on June 21, 2021; and

WHEREAS, the Budget to be adopted for Fiscal Year 2021-2022 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Table of Organization adopted on June 15, 2020, per Resolution No. 8015, and all Resolutions amendatory thereof, be repealed, and that a new Table of Organization be added assigning the positions to the departments, divisions and activities as herein designated per attached Exhibit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 15, 2020, per Resolution No. 8015, 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 21st day of June, 2021.



Sylvia Ballin, Mayor of the City of San Fernando, California

ATTEST:



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. 8071 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 21st day of June, 2021, by the following vote of the City Council:

AYES: Rodriguez, Pacheco, Montañez, Mendoza, Ballin - 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 23 day of June, 2021.



Julia Fritz, City Clerk

**CITY OF SAN FERNANDO
FY 2021-2022 - TABLE OF ORGANIZATION**

<u>DEPARTMENT/TITLE</u>	<u>BUDGETED HOURS (PER WEEK)</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVG NUMBER OF PERSONNEL IN POSITION</u>
<u>ADMINISTRATION</u>			
City Manager	40	1	1
Assistant to the City Manager	40	1	1
Economic Development Manager	40	1	1
Executive Assistant to the City Manager	40	1	1
Administrative Intern	18.4	0.46	2
<u>Personnel Division</u>			
Personnel Manager	40	1	1
Personnel Technician	40	1	1
Personnel Assistant	40	1	1
TOTAL	298.4	7.46	9
<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
Associate Planner	40	1	1
Community Development Technician	40	1	1
Community Preservation Officer	80	2	2
Community Preservation Officer (P/T)	38	0.95	3
City Maintenance Helper (P/T) - Grafitti	30	0.75	3
Community Development Intern	18.4	0.46	2
TOTAL	286.4	7.16	13
<u>FINANCE</u>			
Director of Finance	40	1	1
Senior Accountant	40	1	1
Senior Account Clerk	80	2	2
Payroll Technician	40	1	1
Treasury Assistant	40	1	1
Finance Office Specialist	40	1	1
Finance Intern	18.4	0.46	1
TOTAL	298.4	7.46	8
<u>POLICE</u>			
Police Chief	40	1	1
Police Lieutenant	80	2	2

<u>DEPARTMENT/TITLE</u>	<u>BUDGETED HOURS (PER WEEK)</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVG NUMBER OF PERSONNEL IN POSITION</u>
<u>POLICE (Continued)</u>			
Police Sergeant	200	5	5
Police Officer	1080	27	27
Community Service Officer	80	2	2
Police Desk Officer	320	8	8
Police Executive Assistant	40	1	1
Police Records Administrator	40	1	1
Police Records Specialist	80	2	2
Property Control Officer	40	1	1
Community Service Officer (P/T)	40	1	2
Crossing Guard (P/T)	40	1	6
Junior Cadet (P/T)	78.4	1.96	4
TOTAL	2158.4	53.96	62
<u>PUBLIC WORKS</u>			
Director of Public Works	40	1	1
Management Analyst	40	1	1
Executive Assistant	40	1	1
Public Works Technician	40	1	1
Public Works Operations Manager	40	1	1
Public Works Intern	18.4	0.46	1
<u>Electrical Division</u>			
City Electrician	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
<u>Equipment Maintenance Division</u>			
City Mechanic	40	1	1
<u>Street Services Division</u>			
Senior Maintenance Worker	80	2	2
Public Works Maintenance Worker	80	2	2
Public Works Maintenance Helper (P/T)	110.4	2.76	6

<u>DEPARTMENT/TITLE</u>	<u>BUDGETED HOURS (PER WEEK)</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVG NUMBER OF PERSONNEL IN POSITION</u>
<u>PUBLIC WORKS (Continued)</u>			
<u>Water Services Division</u>			
Water Operations Manager	40	1	1
Water Superintendent	40	1	1
Public Works Field Supervisor II	40	1	1
Public Works Field Supervisor I	40	1	1
Senior Maintenance Worker	40	1	1
Public Works Maintenance Worker	40	1	1
Meter Technician	40	1	1
Water Pumping Operator/Backflow Techn	80	2	2
TOTAL	1288.8	32.22	36
<u>RECREATION & COMMUNITY SERVICES</u>			
Director of Rec. & Community Services	40	1	1
Administrative Assistant	40	1	1
Executive Assistant	40	1	1
Community Services Supervisor	40	1	1
Rec & Comm Services Coordinator	40	1	1
Recreation Supervisor	40	1	1
Program Specialist	40	1	1
Day Camp Counselor (P/T)	280	7	14
Office Clerk (P/T)	19	0.475	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	935.4	23.385	39.82
GRAND TOTAL			
	5345.8	133.645	169.82