

RESOLUTION NO. 8317

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE TABLE OF ORGANIZATION FOR THE 2024-2025 FISCAL YEAR, 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 (FY) 2024-2025 Budget on July 1, 2024; and

WHEREAS, the Budget to be adopted for FY 2024-2025 has provisions for various positions and classifications; and

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Table of Organization adopted on June 20, 2023, per Resolution No. 8071, and all Resolutions amendatory thereof, be repealed, and that a new Table of Organization be added assigning the positions to the departments, divisions and activities as herein designated per attached **Exhibit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 20, 2023, per Resolution No. 8071, 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 1st day of July, 2024.

DocuSigned by:
Celeste Rodriguez
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Celeste T. Rodriguez, Mayor of the City of San Fernando, California

ATTEST:

DocuSigned by:
Julia Fritz
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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. 8317, 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 1st day of July, 2024, by the following vote of the City Council:

AYES: Garcia, Solorio, Mendoza, Rodriguez - 4

NAYS: None

ABSENT: Fajardo - 1

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 5th day of July, 2024.

DocuSigned by:
Julia Fritz
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Julia Fritz, City Clerk

**CITY OF SAN FERNANDO
FY 2024-2025 - 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>CITY MANAGER'S OFFICE</u>			
City Manager	40	1	1
Deputy City Mgr/Economic Development	40	1	1
Assistant to the City Manager	40	1	1
Executive Assistant to the City Manager	40	1	1
Management Intern (P/T)	18.4	0.46	1
TOTAL	178.4	4.46	5
<u>CITY CLERK</u>			
City Clerk	40	1	1
Deputy City Clerk/Management Analyst	40	1	1
TOTAL	80	2.00	2
<u>ADMINISTRATIVE SERVICES</u>			
Director of Administrative Services	40	1	1
Accounting Assistant	40	1	1
Accounting Technician	80	2	2
Senior Accountant	40	1	1
Payroll Technician	40	1	1
Treasurer Assistant	40	1	1
Management Intern (P/T)	18.4	0.46	1
<u>Information Technology Division</u>			
Information Technology System Admin.	40	1	1
<u>Human Resources Division</u>			
Human Resources & Risk Manager	40	1	1
Human Resources Technician	40	1	1
Human Resources Assistant	40	1	1
Administrative Assistant (P/T)	18.4	0.46	1
TOTAL	476.8	11.92	13
<u>COMMUNITY DEVELOPMENT</u>			
Director of Community Development	40	1	1
Planning Manager	40	1	1
Administrative Assistant	40	1	1
Associate Planner	40	1	1
Community Development Technician	40	1	1
Community Preservation Officer	120	3	3
Community Preservation Officer (P/T)	38	0.95	3
Housing Coordinator	40	1	1
Management Intern (P/T)	18.4	0.46	2
TOTAL	416.4	10.41	14

<u>POLICE</u>			
Chief of Police	40	1	1
Police Commander	80	2	2
Police Sergeant	200	5	5
Police Corporal	200	5	5
Police Officer	880	22	22
Community Service Officer	80	2	2
Management Analyst	40	1	1
Police Desk Officer	280	7	7
Police Executive Assistant	40	1	1
Police Records Administrator	40	1	1
Police Records Specialist	80	2	2
Property Control Officer	40	1	1
Senior Desk Officer	40	1	1
Community Service Officer (P/T)	40	1	1
Crossing Guard (P/T)	40	1	6
Junior Cadet (P/T)	78.4	1.96	4
TOTAL	2198.4	54.96	62
<u>PUBLIC WORKS</u>			
Director of Public Works/City Engineer	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
Management Intern (P/T)	18.4	0.46	2
<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 Supervisor	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>			
Public Works Maintenance Worker	160	4	4
Senior Maintenance Worker	40	1	1
Senior Park Maintenance Specialist	40	1	1
Senior Sewer Worker	40	1	1
Senior Tree Care Specialist	40	1	1
Sewer Worker	40	1	1
Public Works Maintenance Helper (P/T)	55.2	1.38	2

<u>PUBLIC WORKS (Continued)</u>			
	<u>Water Services Division</u>		
Water Operations Manager	40	1	1
Water Superintendent	40	1	1
Cross Connection Specialist	40	1	1
Senior Water System Operator	40	1	1
Water System Operator	40	1	1
Senior Water Worker	40	1	1
Water System Supervisor	80	2	2
Water Worker I	40	1	1
Water Worker II	80	2	2
TOTAL	1513.6	37.84	40
<u>RECREATION & COMMUNITY SERVICES</u>			
Director of Rec. & Community Services	40	1	1
Administrative Assistant	40	1	1
Executive Assistant	40	1	1
Rec & Comm Services Supervisor	80	2	2
Rec & Comm Services Coordinator	40	1	1
Social Services Coordinator	40	1	1
Program Specialist	80	2	2
Office Clerk	40	1	1
Management Intern (P/T)	18.4	0.46	1
Office Clerk (P/T)	18.4	0.46	1
Day Camp Counselor (P/T)	280	7	14
Recreation Leader I (P/T)	204	5.1	8.63
Recreation Leader II (P/T)	80	2	2.11
Recreation Leader III (P/T)	51	1.28	2.69
Senior Day Camp Counselor (P/T)	101	2.53	5.06
TOTAL	1,153.20	28.83	44.49
GRAND TOTAL	6016.8	150.42	180.49