

**RESOLUTION NO. 8419**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO  
AMENDING PORTIONS OF RESOLUTION NO. 8393, ADOPTED  
JULY 1, 2025, AMENDING THE SALARY PLAN FOR HOURLY EMPLOYEES  
AND CITY COUNCILMEMBERS, CITY MANAGER, AND POLICE CORPORAL  
AND IMPLEMENT CHANGES TO THE PART TIME BARGAINING GROUP  
MEMORANDUM OF UNDERSTANDING**

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

**SECTION 1.** That that portion of Section 1 of Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by deleting “Schedule P for Sworn Police Employees (SFPOA)” on page 7, and replacing it with the following, effective the first day of the first full pay period that includes July 1, 2025:

<b>SCHEDULE P FOR SWORN POLICE EMPLOYEES (SFPOA)</b>					
<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>73</b>	<b>7795</b>	<b>8222</b>	<b>8379</b>	<b>9149</b>	<b>9658</b>
<b>76</b>	<b>9254</b>	<b>9717</b>	<b>10203</b>	<b>10713</b>	<b>11249</b>
<b>95</b>	<b>9688</b>	<b>10222</b>	<b>10786</b>	<b>11379</b>	<b>12008</b>

**SECTION 2.** That that portion of Sub-section A of Section 2 of Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by adding the following on page 9, effective the first day of the first full pay period that includes July 1, 2025:

<b>CLASSIFICATION</b>	<b>SALARY RANGES NUMBER SCHEDULE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
Police Corporal	76P	9254	9717	10203	10713	11249

**SECTION 3.** That that portion of Sub-section A of Section 2 of Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by adding the following on page 8, effective the first day of the first full pay period that includes October 20, 2025:

CLASSIFICATION	SALARY RANGES NUMBER SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
City Manager	FLAT Rate	22029.17				

**SECTION 4.** That that portion of Section 1 of Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by deleting “Schedule H, Schedule HFE, Schedule HG” on page 5, and replacing it with the following, effective the first day of the first full pay period that includes January 1, 2026:

SCHEDULE H FOR PART-TIME HOURLY EMPLOYEES- MINIMUM WAGE (SFPEBU)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
44	16.90	17.75	18.64	19.57	20.55
45	17.18	18.04	18.94	19.89	20.88
47	17.67	18.55	19.48	20.45	21.47
52	18.47	19.39	20.36	21.38	22.45
71	21.98	23.08	24.23	25.44	26.71

SCHEDULE HFE FOR PART TIME HOURLY EMPLOYEES – FULL TIME EQUIVALENT (SFPEBU)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
62	18.35	19.36	20.42	21.55	22.73
100	26.35	27.73	29.19	30.72	32.33
104	28.11	29.58	31.14	32.78	34.50
114	28.18	29.72	31.35	33.08	34.90
122	33.62	35.39	37.25	39.21	41.27

<b>SCHEDULE HG FOR PART TIME HOURLY EMPLOYEES – GENERAL ABOVE MINIMUM WAGE (SFPEBU)</b>					
<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>62</b>	<b>18.41</b>	<b>19.33</b>	<b>20.29</b>	<b>21.31</b>	<b>22.37</b>
<b>71</b>	<b>21.76</b>	<b>22.85</b>	<b>23.98</b>	<b>25.19</b>	<b>26.45</b>

**SECTION 5.** That that portion of Sub-section B of Section 2 of Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by adding the following, effective the first day of the first full pay period that includes January 1, 2026:

<b>CLASSIFICATION</b>	<b>SALARY RANGE NUMBER/ SCHEDULE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
Administrative Assistant	<b>114HFE</b>	<b>28.18</b>	<b>29.72</b>	<b>31.35</b>	<b>33.08</b>	<b>34.90</b>
City Maintenance Helper	<b>62HG</b>	<b>18.41</b>	<b>19.33</b>	<b>20.29</b>	<b>21.31</b>	<b>22.37</b>
Community Preservation Officer	<b>122HFE</b>	<b>33.62</b>	<b>35.39</b>	<b>37.25</b>	<b>39.21</b>	<b>41.27</b>
Community Service Officer	<b>104HFE</b>	<b>28.11</b>	<b>29.59</b>	<b>31.14</b>	<b>32.78</b>	<b>34.50</b>
Crossing Guard	<b>44H</b>	<b>16.90</b>	<b>17.75</b>	<b>18.64</b>	<b>19.57</b>	<b>20.55</b>
Day Camp Counselor	<b>44H</b>	<b>16.90</b>	<b>17.75</b>	<b>18.64</b>	<b>19.57</b>	<b>20.55</b>
Junior Cadet	<b>45H</b>	<b>17.18</b>	<b>18.04</b>	<b>18.94</b>	<b>19.89</b>	<b>20.88</b>
Management Intern	<b>71HG</b>	<b>21.76</b>	<b>22.85</b>	<b>23.98</b>	<b>25.19</b>	<b>26.45</b>
Office Clerk	<b>62HFE</b>	<b>18.35</b>	<b>19.36</b>	<b>20.42</b>	<b>21.55</b>	<b>22.73</b>
Police Cadet	<b>140PFE</b>	<b>44.97</b>	<b>47.43</b>	<b>50.07</b>	<b>52.78</b>	<b>55.72</b>
Police Reserve Officer	<b>140PFE</b>	<b>44.97</b>	<b>47.43</b>	<b>50.07</b>	<b>52.78</b>	<b>55.72</b>
Police Records Specialist	<b>100HFE</b>	<b>26.35</b>	<b>27.73</b>	<b>29.19</b>	<b>30.72</b>	<b>32.33</b>
Pool Attendant/ Cashier	<b>44H</b>	<b>16.90</b>	<b>17.75</b>	<b>18.64</b>	<b>19.57</b>	<b>20.55</b>
Public Works Maintenance Helper	<b>62HG</b>	<b>18.41</b>	<b>19.33</b>	<b>20.29</b>	<b>21.31</b>	<b>22.37</b>

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Recreation Leader I	<b>44H</b>	<b>16.90</b>	<b>17.75</b>	<b>18.64</b>	<b>19.57</b>	<b>20.55</b>
Recreation Leader II	<b>47H</b>	<b>17.67</b>	<b>18.55</b>	<b>19.48</b>	<b>20.45</b>	<b>21.47</b>
Recreation Leader III	<b>71H</b>	<b>21.98</b>	<b>23.08</b>	<b>24.23</b>	<b>25.44</b>	<b>26.71</b>
Senior Day Camp Counselor	<b>52H</b>	<b>18.47</b>	<b>19.39</b>	<b>20.36</b>	<b>21.38</b>	<b>22.45</b>

**(A) COMPENSATION FOR COMMISSIONS, BOARDS, COMMITTEE MEMBERS, AND COUNCIL LIAISON**

The members of the following commissions, boards, and committees, as well as City Council Liaison, who are not employees of the City, shall be paid the amount hereinafter specified for each meeting.

<u>Commission/Committee/Liaison</u>	<u>Compensation Per Meeting Attended (Not To Exceed One Meeting Per Month)</u>
Disaster Council	\$100.00
Education Commission	\$100.00
Planning and Preservation Commission	\$100.00
Parks, Wellness, and Recreation Commission	\$100.00
Transportation and Safety Commission	\$100.00
Greater LA County Vector Control District Council Liaison	\$150.00
Metropolitan Water District (MWD) Representative	\$250.00

**(B) COMPENSATION FOR COUNCILMEMBERS**

The members of the City Council shall be paid compensation as follows:

Effective January 1, 2025 - \$764.53 per month.

Effective January 1, 2026 - \$950.00 per month

**SECTION 6.** That that portion of Section 3, Subsection B. "Part-Time Employees" of the Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by deleting and replacing Section 3, Subsection B. "Part Time Employees" pages 27-29, and replacing it with the following, effective the first day of the first full pay period that includes January 1, 2025:

**A. PART-TIME EMPLOYEES**

Salaries and benefits listed here apply to part-time employees assigned to **Schedules H** (regular Hourly employees), **HFE** (Hourly Full-Time Equivalent employees), **HG** (above minimum wage General Hourly employees), and **PFE** (Hourly Police Service employees), respectively, and reflect stipulations in the last MOU.

**Schedule PFE** shall apply to police service employees, such as Police Cadet, and Police Reserve Officers when activated for active Police Officer duties on an hourly basis. The salaries and benefits for the San Fernando Part-time Employees' Bargaining Unit (SFPEBU) may change depending on the outcome of pending negotiations.

**(1) SALARY**

The hourly rates shown under **Schedules H, HFE and HG** reflect stipulations in the last MOU (Reso. No. 8393), as follows:

1. Classifications without Full-time Equivalency (FTE), categorized as **Schedule HG**, and which have salary ranges above the required minimum wage, shall receive an increase in base salary, which is equal to the average increase received by classifications in the City's full-time non-sworn and non-management bargaining units (i.e., SFPEA and SFPCA). Such increases shall be effective on the same date as the classifications with an FTE.
2. Classifications with Full-Time Equivalency (FTE), categorized as **Schedule HFE**, shall receive the same increase in base salary as the FTE positions. Such increases shall be effective on the same date as the FTE positions.
3. For Classifications that are directly impacted by the State mandated Minimum Wage Standard, **Schedule H**, as per State Law, effective January 1, 2026, salaries currently listed in this Resolution reflect no Cost of Living Adjustment.

**(2) VACATION LEAVE**

In order to facilitate the transition in methodology from accruals based upon continuous years of employment to accruals based upon actual hours of service, the MOU (Contract No. 8393) stipulates as follows:

Rate of Accrual

- A. Effective January 1, 2025, each employee that works at least one thousand two hundred and fifty (1,250) hours shall be credited with a paid time off bank beginning on January 1<sup>st</sup> of the following calendar year based upon his/her continuous years of employment with the City as follows:

<u>Years of Service and Annual Accrual</u>	<u>Accrual Cap</u>
Twelve Hours (12 hours) for less than 2 years of service	24 hours
Twenty-four hours (24 hours) for 2 to 5 years of service	48 hours
Forty-Eight hours (48 hours) for 6 to 8 years of service	96 hours
Sixty Hours (60 hours) for 9 to 11 years of service	120 hours
Seventy-two Hours (72 hours) for 12 years or more of service	144 hours

- B. Effective January 1, 2017, each employee shall accrue vacation leave based on upon hours actually worked each pay period and calculated at a rate upon total hours of City service as follows:

1. An employee with less than ten thousand (10,000) total hours of City service shall not accrue any vacation leave hours.
2. An employee with then thousand (10,000) and up to twenty thousand (20,000) total hours of City service shall accrue 0.04 hours of vacation leave for each hour actually worked.
3. An employee with twenty thousand (20,000) and up to twenty-five thousand (25.000) total hours of City service shall accrue 0.06 hours of vacation leave for each hour actually worked.
4. An employee with twenty-five thousand (25,000) or more total hours of City service shall accrue 0.07 hours of vacation leave for each hour actually worked.

C. Maximum Accumulation of Vacation

The maximum vacation leave accumulation for each unit employee shall be in accordance with the SFPEBU MOU Section 3.01. (Contract No. 2417).

- a. Except as otherwise provided in SFPEBU MOU Section 3.01(2)(B) below, employees shall cease to accrue any additional hours until the vacation leave bank falls below the maximum accumulation cap.
- b. An employee denied vacation leave due to department staffing issues, who exceeds the maximum accumulation cap due to such a denial, shall continue to accrue vacation in excess of the cap until the department is able to allow sufficient vacation leave to bring the employee under the cap.

This provision shall not apply if an employee does not request vacation leave until twenty-hour hours (24) or less of reaching the maximum accumulation cap.

D. Payout of Vacation

Upon death, retirement, or separation from service, an employee or his/her designated beneficiary, shall be paid out for the one hundred percent (100%) of his/her accumulated vacation leave. Such vacation hours shall be paid out at the employee's current hourly base salary at the time of the payout. For stipulations regarding deposit of previously earned paid leave, please refer to the MOU (Contract No. 2417).

a. BILINGUAL PAY

The City shall pay a bilingual bonus at the end of each month worked, to those unit employees that qualify in accordance with the following conditions:

- i. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and
- ii. The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department head and approved in writing by the City Manager.

The bonus shall be paid as follows:

- A. An employee who works seventy-nine (79) hours or less per month shall be paid fifty dollars (\$50.00) per month.
- B. An employee who works eighty (80) hours or more per month shall be paid one hundred dollars (\$100.00) per month.
- C. Written Verbal Translation of City Materials:

Employees who otherwise qualify for bilingual bonus under section A and B above, shall receive an additional \$25.00 per month translation bonus when asked to translate City materials to a second language for official publication, with supporting documentation and Department Head approval.

**b. UNIFORM ALLOWANCE/EQUIPMENT**

The City shall provide each employee, who is required to wear a uniform, with three (3) complete sets of uniforms upon hire and in July of each fiscal year.

- i. The City will replace up to two (2) sets of uniforms per fiscal year due to damage or excessive wear and tear.
- ii. The uniforms shall consist of those that the department deems necessary.
- iii. All purchases shall be made in accordance with the City's purchasing policy
- iv. The uniforms shall follow the classification chart below:

<b>Classification:</b>	<b>Uniform:</b>
City Maintenance Helper	Shirt, hoodie/jacket, Pants, visor/hat
Community Preservation Officer	Polo
Community Service Officer	Pants, shirt, Polo, belt and name tag
Crossing Guard	Traffic vest, shirt and visor/hat
Day Camp Counselor	Shirt, hoodie/jacket and visor/hat

Junior Cadet	Polo
Management Intern	Polo
Office Clerk	Polo
Personnel Office Clerk	Polo
Public Works Maintenance Helper	Shirt, hoodie/jacket, Pants, visor/hat
Recreation Leader I	Shirt, hoodie/jacket, polo and visor/hat
Recreation Leader II	Shirt, hoodie/jacket, polo and visor/hat
Recreation Leader III	Shirt, hoodie/jacket, polo and visor/hat
Senior Day Camp Counselor	Shirt, hoodie/jacket and visor/hat

Or any other item as deemed necessary by the City.

- v. For the purpose of cleaning and laundering such uniforms, the City will continue to provide non-sworn part-time employees in the Police Department with an annual uniform allowance equal to fifty percent (50%) of the amount received by non-sworn full-time employees in the Police Department. As of July 1, 2025, this amount was two hundred and fifty dollars (\$250.00) for eligible employees in this unit.

- vi. Inclement Weather Gear:

The City shall provide appropriate gear to employees assigned to work in inclement weather, including but not limited to rain gear and jackets.

- vii. Shoe/Boot Allowance

Employees who are required to wear specific shoes/boots for their position (i.e. Community Service Officers, Cadets, Enforcement Officers, and Public Works field employees, etc.) shall receive reimbursement for the purchase of such work shoes/boots of up to three hundred dollars (\$300) in July of every other fiscal year.

- c. **WORKING OUT OF CLASS**

Any assignment to perform duties of a higher level position or act in a higher capacity outside one's job classification will be paid at the rate of at least 5% higher than the employee's current base salary for the duration of such assignment. The City shall ensure that anyone working in a higher capacity is adequately trained to fulfill the requirements of that higher class. Assignments to perform higher-level duties must be formally approved in writing by the Department head.


- d. **OTHER BENEFITS**

For other part-time employee benefits, sick leave, and bereavement leave please refer to their MOU (Contract No. 2417).



**SECTION 7.** The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and certification to be filed in the office of the City Clerk.

**PASSED, APPROVED, AND ADOPTED** this 17<sup>th</sup> day of November, 2025.

  
\_\_\_\_\_  
Mary Mendoza, 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. 8419, 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 17<sup>th</sup> day of November 2025, by the following vote of the City Council:

**AYES:** Lopez, Garcia, Fajardo, Mendoza - 4

**NAYS:** None

**ABSENT:** Solorio - 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 24<sup>th</sup> day of November, 2025.

  
\_\_\_\_\_  
Julia Fritz, City Clerk