



# AGENDA REPORT

**Department:** Police Department  
**Prepared by:** Chris Sullivan, Police Captain  
**Meeting Date:** Tuesday, April 7, 2026  
**Approved by:** Alejandro Hernandez, Acting City Manager

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**SUBJECT:**

Approval to Add One (1) Executive Assistant II (1.0 FTE) position to the Police Department's Authorized Position Count

**RECOMMENDATION:**

Adopt the Resolution entitled, "Resolution of the City Council of the City of National City, California, Adding 1.0 FTE to the Police Department's Authorized Position Count for the Executive Assistant II Position and Authorizing an Increase of \$34,000 to the Police Department's Fiscal Year 2025-2026 Personnel Budget."

**BOARD/COMMISSION/COMMITTEE PRIOR ACTION:**

Not Applicable.

**EXPLANATION:**

The Police Department is requesting the addition of a full-time Executive Assistant II position to its Authorized Position Count. This position will work directly to the Police Administration within the Chief's Office, and is necessary to support the sensitive and confidential nature of the office's operations.

Currently, the Chief's Office is staffed by one Executive Assistant IV and one Administrative Secretary. However, the responsibilities of the Administrative Secretary are not fully aligned with the level of confidentiality required in the Chief's Office and would be better suited within another unit of the Police Department.

Given the high volume of confidential materials, sensitive communications, and secure records managed within the Chief's Office, there is clear operational need for a second confidential-level position. The addition of an Executive Assistant II will ensure appropriate handling of confidential information and strengthen the overall administrative support to Police Administration.

**FINANCIAL STATEMENT:**

The estimated cost of adding 1.0 FTE Executive Assistant II for the remainder of FY26 is approximately \$34,000. Upon approval, the cost will be incorporated into the existing General Fund Personnel Services budget. Ongoing annual costs are estimated at approximately \$136,000 and will be included in the proposed FY27 budget.

FY26 Expenditures: 100-70-21-21100-6\*\*\*- (\*\*various personnel accounts) totaling \$34,000.  
FY27 Expenditures: 100-70-21-21100-6\*\*\*- (\*\*various personnel accounts) totaling \$136,000.

**RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:**

Not Applicable

**ENVIRONMENTAL REVIEW:**

This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

**PUBLIC NOTIFICATION:**

The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act.

**ORDINANCE:**

Not Applicable

**EXHIBIT:**

Exhibit A - Resolution