

**RESOLUTION NO. 2026 -**

**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 AN EXECUTIVE ASSISTANT II POSITION AND AUTHORIZING AN INCREASE OF \$34,000 TO THE POLICE DEPARTMENT'S FISCAL YEAR 2025-2026 PERSONNEL BUDGET.**

**WHEREAS**, the Police Department has requested the addition of 1.0 FTE (a full-time position) to its current year authorized position count for an Executive Assistant II position to work directly for the Police Administration in the Chief's Office; and

**WHEREAS**, the department currently has one Executive Assistant IV and one Administrative Secretary in the Chief's Office but, due to the volume of confidential materials, confidential discussions and information, and the confidential files within the Chief's Office, the department is in need of a second confidential position; and

**WHEREAS**, the Executive Assistant II position will cost an estimated \$136,000 over a one-year period, and will cost \$34,000 over the current fiscal year 2025-2026 adopted budget to fund the position for the remainder of this fiscal year.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

**Section 1:** That the City Council hereby authorizes the addition of 1.0 FTE to the Police Department's authorized position count for an Executive Assistant II position.

**Section 2:** That the City Council hereby authorizes increasing fiscal year 2025-2026 General Fund budget appropriations in the Police Department's personnel budget by the amount of \$34,000.

**Section 3:** That the City Clerk shall certify to the passage and adoption of this Resolution and enter in into the book of original Resolutions.

**PASSED and ADOPTED this 7<sup>th</sup> day of April, 2026.**

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Ron Morrison, Mayor

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Shelley Chapel, MMC, City Clerk

**APPROVED AS TO FORM:**

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Heidi Skinner, Interim City Attorney