



# NEWPORT BEACH

## City Council Staff Report

February 24, 2026  
Agenda Item No.11

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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**TITLE:** Approval of Proposed Revisions to Various Council Policies

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### **ABSTRACT:**

For the City Council's consideration is a resolution amending various provisions of the Newport Beach City Council Policy Manual and rescinding Council Policy D-4 (Innovation/Improvement Incentive Program). These proposed amendments are the result of the Ad Hoc Council Policy Review Committee which was formed in January 2025 to evaluate and recommend updates to the Council's Policy Manual.

### **RECOMMENDATIONS:**

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Adopt Resolution No. 2026-15, *A Resolution of the City Council of the City of Newport Beach, California, Amending Various Provisions of the Newport Beach City Council Policies and Rescinding Council Policy D-4*

### **DISCUSSION:**

On January 14, 2025, the City Council adopted Resolution No. 2025-5, establishing the Ad Hoc Council Policy Review Committee which consisted of Mayor Lauren Kleiman and Councilmembers Joe Stapleton and Sara J. Weber. The Committee was tasked with reviewing the City Council Policy Manual to ensure the policies are current, clearly written and concise.

Over the course of its review, the Committee evaluated existing policies for relevancy, redundancy, clarity, and consistency with the City Charter, Municipal Code, and established administrative practices. The Committee identified several policies that would

benefit from clarification, consolidation or modernization. The proposed amendments affect the following policies:

A – Mayor/Council/Commissions

- A-1 – City Council
- A-2 – Boards, Commissions, and Committees
- A-12 – Discretionary Grants
- A-17 – Newport Beach City Council Airport Policy

B- Recreation & Senior Services

- B-1 – Park Fee Policy
- B-9 – Naming of City Parks/Public Facilities & Plaque Dedications
- B-13 – Public Use of City Facilities

D – City Manager

- D-9 – Economic Development Policy

F – Finance

- F-7 – Income and Other Property
- F-8 – City Travel Policy Statement
- F-14 – Contract Procurement and Authority to Contract
- F-27 – Policy and Procedures for Distribution of Tickets and Passes

G – General Services

- G-1 – Retention, Removal, and Maintenance of City Trees
- G-6 – Maintenance and Planting of Parkway Trees

L – Public Works/Traffic/Utilities

- L-16 – Temporary Banners Extending Over or Within the Public Right-of-Way
- L-23 – The Siting of Wireless Telecommunications Equipment on City-Owned Property

The revisions are intended to improve organization, eliminate outdated references, clarify roles and responsibilities, and ensure internal consistency across the Policy Manual. In

many cases, changes are administrative in nature and do not alter substantive policy direction but instead refine language for clarity and efficiency.

The Committee also reviewed Council Policy D-4 (Innovation/Improvement Incentive Program) and concluded that it functions better as an administrative policy than a formal Council policy. Rescinding Policy D-4 will help keep the Council Policy Manual focused on governance matters while allowing staff to manage innovation initiatives administratively.

**FISCAL IMPACT:**

There is no fiscal impact related to this item.

**ENVIRONMENTAL REVIEW:**

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**NOTICING:**

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

**ATTACHMENTS:**

Attachment A – Resolution No. 2026-15 (including revised council policies)  
Attachment B – Redline