CITY OF

NEWPORT BEACH

City Council Staff Report

March 10, 2026
Agenda Item No. 3

TO:	HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM:	Jaime Murillo, Community Development Director - 949-644-3209, jmurillo@newportbeachca.gov
PREPARED BY:	Jaime Murillo, Community Development Director - 949-644-3209, jmurillo@newportbeachca.gov
TITLE:	Resolution No. 2026-16: Revised Salary Schedule and New Classifications for the Key & Management Group

ABSTRACT:

For the City Council's consideration is a resolution to reclassify the real property administrator position to the newly created classification of real property manager, reclassify the code enforcement supervisor position to the newly created classification of code enforcement manager, and establish the salaries. These adjustments ensure the City of Newport Beach is assigning employees to an appropriate job classification and that the corresponding compensation is equitable to the job duties assigned.

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;

b) Adopt Resolution No. 2026-16, A *Resolution of the City Council of the City of Newport Beach, California, Approving a Revised Salary Schedule and New Classifications for the Key & Management Group*; and

c) Approve the job descriptions for the real property manager and code enforcement manager in this staff report and authorize the community development director to approve new job descriptions consistent with the new positions approved by the City Council.

DISCUSSION:

As part of the FY 2024-25 budget a request was approved to study the classification of the real property administrator and code enforcement supervisor positions. At the end of FY 2024-25, the Administrative Services Department hired a consultant to study the classification and salary of the positions. The study concluded in December 2025 and determined that there have been material changes to the normal duties assigned to these positions and reclassification is warranted. The city manager has reviewed the report and recommends the proposed changes for the City Council's consideration.

Reclassification of *Real Property Administrator* to *Real Property Manager*

The real property program continues to grow and expand, with the number and types of assets under management acquired throughout the last several years. The number and complexity of the contracts overseen by the program has also grown from what was anticipated (approximately 40 leases), when the program was first created, to more than 430 contracts. The program was originally created with the real property administrator as the sole staff member managing the program but has since grown with the position now overseeing a part-time management analyst, a new full-time management analyst, and a full-time assistant management analyst, as well as interns and temporary staff. Revenue managed by the program grew from $13.4 million in FY 2022-23 to $22.1 million in FY 2025-26.

Additionally, the position oversees the federal Community Development Block Grant program, several affordable housing and loan agreements, and is the liaison with the State Lands Commission for the City's management of the granted lands in Newport Harbor. Also, it continues to provide support and/or facilitate projects for other City departments, like adjusting rental rates for harbor moorings, acquiring new properties in other jurisdictions for the development of water wells, and coordinating park in-lieu fee adjustments and methodologies with third-party vendors..

Reclassification of the position is warranted to align the pay and title with the demonstrated managerial duties and the substantially increased responsibilities of managing a larger division, and a vastly larger and more complex real estate portfolio and program. The evolution of the real property program has led to better management of City assets and increased revenues used toward repair, maintenance and development of new City facilities and harbor improvements.

Revised responsibilities for the real property manager are reflected in Attachment B of this report.

Reclassification of *Code Enforcement Supervisor* to *Code Enforcement Manager*

The size and volume of the Code Enforcement Division have grown significantly, demonstrating that the position's duties are now at a managerial level. These responsibilities have grown in response to City Council priorities of taking a more proactive approach to specific activities. The activities include a proactive illegal street vendor enforcement program, proactive enforcement of short-term lodging and other commercial uses in residential neighborhoods, and refuse compliance and enforcement responsibilities taken over from the Public Works Department. The number of staff supervised has increased from four to eight positions. Additionally, the number of cases increased from 4,388 cases in 2023 to 6,745 cases in 2024. The total number of cases in 2025 was 7,506 cases, indicating a consistent increase in enforcement.

Positive changes include: 1) a complete, and successful overhaul of the refuse enforcement and demolition deposit program, resulting in increased revenue from citations and demolition forfeitures; 2) the implementation of the vendor enforcement

program which resulted in great success, including a significant reduction in unauthorized beach vending and positive comments from lifeguards, police officers, commercial businesses, and residents; 3) a new and recently implemented, first-time, off-season inspection program as part of the new proactive short-term lodging program efforts.

Reclassification of the position to manager is warranted to reflect the increased management responsibilities, significantly increased staff size and increase in case volume.

Revised responsibilities for the code enforcement manager are reflected in Attachment C of this report.

FISCAL IMPACT:

The projected costs associated with each reclassification for the remainder of the current fiscal year are detailed below and are within the City Manager's budget authority as established in Policy F-3 (Budget Adoption and Administration).

- Conversion of one full-time real property administrator position to one full-time real property manager position, resulting in added costs of $9,490.41 (including benefits).
- Conversion of one full-time code enforcement supervisor position to one full-time code enforcement manager position, resulting in added costs of $9,642.77 (including benefits).

The annual cost to reclassify the positions for next fiscal year is estimated to be $28,391.46 and would be added to the FY 2026-27 budget.

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. 2026-16
Attachment B – Real Property Manager Job Description
Attachment C – Code Enforcement Manager Job Description