

ATTACHMENT C

RESOLUTION 2025-88

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

WHEREAS, the City of Newport Beach ("City") has employees who are not represented by an exclusively recognized collective bargaining unit and therefore are not covered by a collective bargaining memorandum of understanding/agreement;

WHEREAS, the City Council of the City of Newport Beach ("City Council") has previously established and recognized the unrepresented Key & Management ("K&M") employees, consisting of certain safety and non-safety management, professional and confidential classifications;

WHEREAS, the City promotes effective communication and collaborative working relationships with its K&M employees to foster positive relations while balancing good management practices;

WHEREAS, on July 22, 2025, the City Council adopted Resolution 2025-45 which outlined the wages, hours, fringe benefits and other terms of employment of K&M employees for the time period July 12, 2025, through June 30, 2028 ("K&M Compensation Plan");

WHEREAS, the City Council intends to approve an amendment to the K&M Compensation Plan and salary schedule to establish/remove classifications/positions from Key & Management Compensation Plan and the City's salary schedule, which are set forth in Exhibit A and B and incorporated herein by this reference;

WHEREAS, City of Newport Beach Charter Section 601 requires the City Council to provide the number, titles, qualifications, powers, duties and compensation of all officers and employees of the City;

WHEREAS, Newport Beach Municipal Code Section 2.28.010 (Establishment of Classification and Salary Ranges) provides, upon recommendation of the City Manager, the City Council may establish by resolution the salary range or rate for each position;

WHEREAS, the City Manager has reviewed the changes to the salary schedule for K&M job classifications provided in this resolution and recommends approval; and

WHEREAS, by adopting this resolution, the City Council is approving and adopting the classifications and amendments to the salary schedule for K&M employees attached hereto as Exhibit A.

NOW, THEREFORE, the City Council of the City of Newport Beach resolves as follows:

Section 1: The City Council does hereby adopt and approve the K&M salary schedules and ranges set forth in Exhibit A, and the K&M personnel classifications and subcategories set forth in Exhibit B, which are incorporated herein by this reference.

Section 2: The City's salary schedule and K&M Compensation Plan shall be modified to be consistent with this resolution. All classifications/positions in the K&M group that are no longer referenced in Exhibit B shall be removed from the City's salary schedule. For all purposes, including but not limited to fulfilling any requirements of the City Charter, the person appointed as Administrative Services Director, or acting Administrative Services Director, shall be deemed to be the City's Finance Director, Treasurer, and Human Resources Director and shall exercise all powers, duties, and responsibilities assigned to the City's Finance Director, Treasurer, or Human Resources Director under the Charter, Newport Beach Municipal Code, contract, purchase order, policy, adopted or approved document, or any other applicable law, rule or regulation.

Section 3: Any resolution, or part thereof, in conflict with this resolution shall be of no effect.

Section 4: The recitals provided in this resolution are true and correct and are incorporated into the operative part of this resolution.

Section 5: If any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The City Council hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Section 6: The City Council finds the adoption of this resolution 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, Division 6, Chapter 3,

because it has no potential for resulting in physical change to the environment, directly or indirectly.

Section 7: This resolution shall take on December 13, 2025, and the City Clerk shall certify the vote adopting the resolution.


ADOPTED this 9th day of December 2025.

Joe Stapleton
Mayor

ATTEST:

Lena Shumway
City Clerk

APPROVED AS TO FORM:
CITY ATTORNEY'S OFFICE



Aaron C. Harp
City Attorney

Exhibit A - Key & Management Salary Schedule

Exhibit B - Key & Management Classifications and Their Subcategories

Exhibit A

Newport Beach Key & Management Compensation Plan
MOU Term: July 12, 2025 - June 30, 2028

Effective December 13, 2025: New Classifications

POSITION	GRADE	RANGE	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Administrative Services Director	18	Low	\$ 91.80	\$ 15,912	\$ 190,949
Administrative Services Director	18	Mid	\$ 118.19	\$ 20,486	\$ 245,832
Administrative Services Director	18	High	\$ 144.57	\$ 25,060	\$ 300,715
Municipal Operations Director	21	Low	\$ 86.85	\$ 15,053	\$ 180,638
Municipal Operations Director	21	Mid	\$ 111.81	\$ 19,380	\$ 232,565
Municipal Operations Director	21	High	\$ 136.77	\$ 23,708	\$ 284,491

Effective July 11, 2026: 4% Cost-of-Living Adjustment (COLA)

POSITION	GRADE	RANGE	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Administrative Services Director	18	Low	\$ 95.47	\$ 16,549	\$ 198,587
Administrative Services Director	18	Mid	\$ 122.92	\$ 21,305	\$ 255,665
Administrative Services Director	18	High	\$ 150.36	\$ 26,062	\$ 312,744
Municipal Operations Director	21	Low	\$ 90.32	\$ 15,655	\$ 187,864
Municipal Operations Director	21	Mid	\$ 116.28	\$ 20,156	\$ 241,867
Municipal Operations Director	21	High	\$ 142.25	\$ 24,656	\$ 295,871

Effective July 10, 2027: 3% Cost-of-Living Adjustment (COLA)

POSITION	GRADE	RANGE	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Administrative Services Director	18	Low	\$ 98.34	\$ 17,045	\$ 204,544
Administrative Services Director	18	Mid	\$ 126.60	\$ 21,945	\$ 263,335
Administrative Services Director	18	High	\$ 154.87	\$ 26,844	\$ 322,126
Municipal Operations Director	21	Low	\$ 93.03	\$ 16,125	\$ 193,500
Municipal Operations Director	21	Mid	\$ 119.77	\$ 20,760	\$ 249,123
Municipal Operations Director	21	High	\$ 146.51	\$ 25,396	\$ 304,747

Hourly rates are rounded to the nearest hundredth. Monthly and annual salaries are rounded to the nearest whole dollar.
Actual rates may vary slightly due to rounding.

Exhibit B

The City of Newport Beach

List of All Key & Management Classifications and Their Subcategory

Term of Compensation Plan: July 12, 2025 - June 30, 2028

<u>Position Title</u>	<u>Subcategory</u>
Administrative Manager	Division Management
Administrative Manager*	Division Management
<i>Administrative Services Director</i>	<i>Executive Management</i>
Assistant Chief, Lifeguard Operations	Administrative Management-Safety
Assistant, Administrative (K&M)	Confidential
Assistant, Executive	Confidential
Budget Analyst	Confidential
Budget Analyst, Senior	Confidential
City Attorney, Assistant	Executive Management
City Attorney, Deputy	Division Management
City Clerk, Assistant	Confidential
City Clerk, Deputy	Confidential
City Engineer, Assistant	Division Management
City Manager, Assistant	Executive Management
City Manager, Deputy	Executive Management
Civil Engineer, Principal	Division Management
Civil Engineer, Principal - Plan Check	Division Management
Civil Engineer, Senior (K&M)	Confidential
Community Develop. Director	Executive Management
Community Develop. Director, Deputy	Administrative Management
Finance Director, Deputy	Administrative Management
Finance Manager	Division Management
Fire Chief	Executive Management-Safety
Fire Chief, Assistant	Administrative Management-Safety
Fiscal Specialist (K&M)	Confidential
Harbormaster	Executive Management
Harbormaster, Deputy	Administrative Management
Homeless Services Manager	Division Management
Human Resources Analyst	Confidential
Human Resources Analyst, Assistant	Confidential
Human Resources Analyst, Senior	Confidential
Human Resources Director, Deputy	Administrative Management
Human Resources Manager	Division Management
Human Resources Specialist	Confidential
Human Resources Supervisor	Division Management
IT Engineer, Cybersecurity	Confidential
IT Manager	Administrative Management
IT Supervisor	Division Management
Library Services Director	Executive Management

The City of Newport Beach

List of All Key & Management Classifications and Their Subcategory

Term of Compensation Plan: July 12, 2025 - June 30, 2028

<u>Position Title</u>	<u>Subcategory</u>
Library Services Manager	Division Management
Management Analyst	Confidential
Management Analyst, Assistant	Confidential
Management Analyst, Senior	Confidential
Management Fellow	Confidential
<i>Municipal Operations Director</i>	<i>Executive Management</i>
Paralegal	Confidential
Payroll Coordinator	Confidential
Planner, Principal	Confidential
Planning Manager	Division Management
Police Chief	Executive Management-Safety
Police Chief, Assistant	Administrative Management-Safety
Police Support Svcs Administrator	Administrative Management
Public Information Manager	Division Management
Public Information Specialist	Confidential
Public Works Director	Executive Management
Public Works Director, Deputy/City Engineer	Administrative Management
Public Works Director, Deputy/Municipal Ops	Administrative Management
Public Works Finance/Admin Manager	Division Management
Purchasing & Contracts Administrator	Confidential
Real Property Administrator	Confidential
Recreation & Senior Svcs Director	Executive Management
Recreation & Senior Svcs Director, Deputy	Administrative Management
Recreation & Senior Svcs Manager	Division Management
Superintendent	Division Management
Systems and Administration Manager	Division Management
Transportation Manager/City Traffic Engineer	Division Management
Utilities Director	Executive Management
Water Operations Superintendent	Division Management

*Y-Rated, Hired on/before 10/27/2018