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NEWPORT BEACH

City Council Staff Report

January 13, 2026
Agenda Item No. 3

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Ordinance No. 2025-37: Amending Various Positions of the
Newport Beach Municipal Code to Reflect Organizational
Restructuring to the City Attorney, Finance, Human Resources, and
Public Works Departments

ABSTRACT:

For the City Council's consideration is the adoption of Ordinance No. 2025-37. This ordinance amends the Newport Beach Municipal Code (NBMC) to reflect the organizational restructuring and references to the new Administrative Services Department, the Municipal Operations Department, and other service area changes throughout the code. Ordinance No. 2025-37 was introduced and considered at the City Council's regular meeting on December 9, 2025.

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) Approve the reassignment of 67.5 full-time equivalent Public Works Department/ Municipal Operations Division position to the Municipal Operations Department; and
- c) Conduct second reading and adopt *Ordinance No. 2025-37, An Ordinance of the City Council of the City of Newport Beach, California, Amending Various Provisions of the Newport Beach Municipal Code to Reflect Organizational Restructuring to the City Attorney, Finance, Human Resources, and Public Works Departments.*

DISCUSSION:

On December 9, 2025, the City Council introduced Ordinance No. 2025-37 as part of a comprehensive staff report on changing the City's organizational structure to improve operational efficiency, service delivery, and coordination across departments. The staff report included a detailed analysis of departmental functions, staffing allocations, and internal service alignment, and proposed the establishment of the Administrative Services

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Department and the Municipal Operations Department, along with the reassignment of certain service areas among existing departments.

After the Council's December 9, 2025 meeting, staff identified an error in the previously reported number of full-time equivalent positions transferring to the Municipal Operations Department. Staff inadvertently requested the transfer of 62.5 full-time equivalent positions, but the correct number is 67.5 full-time equivalent positions. Thus, staff is seeking City Council approval of the transfer of 67.5 full-time equivalent positions from the Public Works Department to the new Municipal Operations Department (Attachment B).

Ordinance No. 2025-37 implements the policy direction outlined in the original staff report by amending various provisions of the NBMC to reflect the approved organizational restructuring. These amendments update departmental references throughout the Municipal Code to ensure consistency with the new organizational framework.

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 – Ordinance No. 2025-37
Attachment B - Municipal Operations Department Personnel