



NEWPORT BEACH

City Council Staff Report

November 28, 2023
Agenda Item No. 19

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: Barbara J. Salvini, Human Resources Director - 949-644-3300,
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PREPARED BY: Barbara J. Salvini, Human Resources Director

TITLE: Resolution No. 2023-84: Adopting a New Salary Range and
Adjusting Base Salary for the City Clerk

ABSTRACT:

The City of Newport Beach Charter, Article and VI, establishes the powers, duties and responsibilities of the City Clerk. The terms and conditions of her employment are defined by her Employment Agreement. From time to time, the City Council and incumbents may renegotiate terms of employment, including adjustments to compensation and/or benefits. During the Closed Session on November 14, 2023, the City Council reviewed the performance of the City Clerk and considered compensation and/or benefit changes.

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. 2023-84, *A Resolution of the City Council of the City of Newport Beach, California, Adopting a New Salary Range for the City Clerk*; and
- c) Approve and authorize the Mayor to execute Amendment B to the Seventh Amended and Restated Employment Agreement for the City Clerk.

DISCUSSION:

Leilani I. Brown has served as the City Clerk since November 22, 2008. Her employment is currently governed by a Seventh Amended and Restated Employment Agreement which was approved by the City Council for the period May 24, 2022 through May 24, 2026. The proposed Amendment B (included as Attachment B) to the Seventh Amended and Restated Employment Agreement provides for a 5% base salary increase effective December 2, 2023.

The City Clerk's current salary range does not provide sufficient movement to accommodate the 5% base salary increase. Accordingly, the proposed resolution (Attachment A) adjusts the salary range of the City Clerk to accommodate the 5% increase and complies with California Public Employees Retirement System regulations relating to reportable employee compensation. If adopted, the annual salary range will be:

- City Clerk \$120,288 - \$180,419

FISCAL IMPACT:

A comprehensive estimate of the costs associated with the Amended and Restated Employment Agreement is provided with this report in Attachment C for the City Clerk. For Fiscal Year 2023-24, the cost to implement the Amended and Restated Employment Agreement for the City Clerk is estimated to be \$5,868. Sufficient funding is included in the adopted budget to fund the costs associated with the Agreement.

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. 2023-84

Attachment B – Amendment B to City of Newport Beach Seventh Amended and Restated
Employment Agreement – City Clerk

Attachment C – Costing for City Clerk