

## ATTACHMENT A

### RESOLUTION NO. 2020- 2

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWPORT BEACH, CALIFORNIA, AMENDING THE SALARY SCHEDULE FOR THE POSITIONS OF ASSISTANT CITY CLERK AND BUDGET MANAGER**

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

**WHEREAS**, Newport Beach Municipal Code Section 2.28.010 provides that, upon recommendation of the City Manager, the City Council may establish by resolution the salary range or rate for each position;

**WHEREAS**, due to the recent departure of the Assistant City Clerk and inability to fill the position despite an extensive recruitment process, the Human Resources Department studied the position to determine if adjustments to salary, education, experience, certifications and/or job responsibilities were necessary;

**WHEREAS**, the study findings resulted in a recommendation to adjust the salary range upward and to enhance the experience and certification requirements for the Assistant City Clerk classification;

**WHEREAS**, additionally, these adjustments will update the Assistant City Clerk job specification and place the City's position in a more competitive environment;

**WHEREAS**, the Budget Manager's recent retirement provided an opportunity for the Finance Department to evaluate its overall operational needs;

**WHEREAS**, the Finance Department has determined it is in its best interest to narrow the Budget Manager's scope of responsibility at this time;

**WHEREAS**, Human Resources is recommending adjusting the salary range downward for the Budget Manager classification due to the reduced level of responsibility, accountability, span of control and supervisory obligations while maintaining internal and external parity; and

**WHEREAS**, the City Manager has reviewed the changes to the salary schedule for the Assistant City Clerk and Budget Manager, as provided in this resolution and recommends approval.

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

**Section 1:** The City's Salary Schedule is hereby amended to revise the salary range for the Assistant City Clerk to \$85,122 - \$119,775 annually. The revised salary range is outlined in Attachment "A", which is attached hereto and incorporated herein by reference.

**Section 2:** The City's Salary Schedule is hereby amended to revise the salary range for the Budget Manager to \$132,459 - \$160,991 annually. The revised salary range is outlined in Attachment "A", which is attached hereto and incorporated herein by reference.

**Section 3:** The recitals provided above are true and correct and incorporated into the operative part of this resolution. Any previously adopted resolution, or portion thereof, in conflict with the provisions of this resolution is hereby repealed to the extent it conflicts.

**Section 4:** The City Council finds 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, Division 6, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**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, 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:** This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting the resolution.

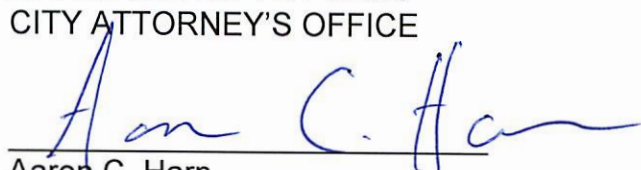
**ADOPTED** this 14th day of January, 2020.

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Will O'Neill  
Mayor

**ATTEST:**

\_\_\_\_\_  
Leilani I. Brown  
City Clerk

**APPROVED AS TO FORM:**  
CITY ATTORNEY'S OFFICE

  
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Aaron C. Harp  
City Attorney

Attachment: A - Salary Schedule Adjustments for Assistant City Clerk and Budget Manager

City of Newport Beach  
**SALARY SCHEDULE ADJUSTMENTS**

ATTACHMENT A

**POSITIONS: ASSISTANT CITY CLERK AND BUDGET MANAGER**  
Key Management Compensation Plan

**Establishment of New Salary Range for Assistant City Clerk**  
**Subgroup: Confidential Group**

Effective Revision Dates	Hourly Pay Rate <sup>1</sup>		Monthly Pay Rate <sup>2</sup>	
	Min	Max	Min	Max
January 18, 2020 <i>*pending City Council approval</i>	\$40.92	\$57.58	\$7,093	\$9,981
December 19, 2020 <i>*2.0% Cost of Living Adjustment</i>	\$41.74	\$58.74	\$7,235	\$10,181

**Establishment of New Salary Range for Budget Manager**  
**Subgroup: Division Management**

Effective Revision Dates	Hourly Pay Rate <sup>1</sup>		Monthly Pay Rate <sup>2</sup>	
	Min	Max	Min	Max
January 18, 2020 <i>*pending City Council approval</i>	\$63.68	\$77.40	\$11,038	\$13,416
December 19, 2020 <i>*2.0% Cost of Living Adjustment</i>	\$64.96	\$78.95	\$11,259	\$13,684

<sup>1</sup> Hourly pay rates are rounded to the nearest hundredth. Actual rate may have slight variation.

<sup>2</sup> Monthly pay rates are rounded to the nearest whole dollar. Actual rate may have slight variation.