

CHARTER OF THE CITY OF NEWPORT BEACH

Article IV - City Council

Section 407 Regular Meeting.

The City Council shall hold regular meetings ~~at least twice each month~~ at such times as it shall fix by ordinance or resolution, and as shall be necessary to properly conduct its business; in all events, the City Council shall hold two meetings per month except in the months of August and December. All regular meetings shall be publicly noticed according to the Ralph M. Brown Act, or any successor law, and may adjourn or re-adjourn any regular meeting to a date and hour certain which shall be specified in the order of adjournment and when so adjourned each adjourned meeting shall be a regular meeting for all purposes. If the hour to which a meeting is adjourned is not stated in the order of adjournment such meetings shall be held at the hour for holding regular meetings. If at any time any regular meeting falls on a holiday such regular meeting shall be held on the next business day.

Article VII - Appointive Boards and Commissions

Section 708 Board of Library Trustees. Powers and Duties.

There shall be a Board of Library Trustees consisting of five members which shall have the power ~~and duty and be required~~ to:

- a) Advise the City Council, Library Director, and City Manager as to the administration of City libraries. ~~Have charge of and make and enforce such by laws, rules and regulations as may be necessary therefor.~~
- ~~b) Designate its own secretary.~~
- ~~e)b) Consider the annual budget for library purposes during the process of its preparation and make recommendations with respect thereto to the City Council and City Manager.~~
- ~~e)c) Make recommendations to the Library Director regarding the purchase and acquisition of acquire~~ books, journals, maps, publications and other supplies peculiar to the needs of the library, ~~subject, however, to the limitations of the budget for such purposes. The expenditure and disbursement of funds for such purchases shall be made and approved as elsewhere in this Charter provided.~~
- ~~e)d) Make recommendations to the City Manager regarding the Approve or disapprove the~~ appointment, suspension or removal of the ~~Library~~ Director, who shall be the department head.
- ~~f)e) Accept money, personal property or real estate donated to the City for library purposes, subject to the approval of the City Council.~~
- ~~g)f) Make recommendations regarding proposed~~ contracts with schools, county, or other governmental agencies to render or receive library services or facilities, subject to the approval of the City Council.

Article VIII - Civil Service System

Section 801 Positions Included in the System.

The civil service system shall include all full time, regular and permanent positions or employment on the Police and Fire Department of the City and may, by ordinance, include any other appointive officers or positions in the service of the City except the following:

- a) All elective officers.
- b) City Manager, Assistant City Manager, if any, one executive assistant to the City Manager, City Attorney, Assistant City Attorney, if any, City Clerk, Director of Finance, City Engineer, all Department Heads, and Assistant Chiefs in the Police and Fire Departments.
- c) All members of boards and commissions.
- d) Positions in any class or grade created for a special or temporary purpose and which may exist for a period of not longer than six months in any one calendar year.
- e) Persons employed to render professional, scientific, technical or expert service. Persons who render part-time service without pay or who are paid on an hourly or per diem basis.
- f) New positions and/or employees not previously included within the civil service system that are excluded by a vote of the City Council. This exclusion shall not apply to any employees within the civil system at the time of the City Council vote.

~~(As amended effective January 20, 1959, and December 20, 2010)~~

Article XI - Fiscal Administration

Section 1116 Independent Audit and Financial Statement.

The City Council shall employ at the beginning of each fiscal year, a qualified certified public accountant who shall, at such time or times as may be specified by the City Council, and at such other times as he shall determine, examine the books, records, inventories and reports of all officers and employees who receive, handle or disburse public funds and of all such other officers, employees or departments as the City Council may direct. ~~As soon as practicable~~ Within 270 days after the end of the fiscal year, a final audit and report shall be submitted by such accountant to the City Council, one copy thereof to be distributed to each member, one to the City Manager, Director of Finance and City Attorney, respectively, and sufficient additional copies of the audit shall be placed on file in the office of the City Clerk where they shall be available for inspection by the general public, available on the City's website or electronic equivalent, and a summary copy of the financial statement as of the close of the fiscal year shall be published in the official newspaper as required by California Government Code Section 40804, or any successor statute.-(Section 1117 as amended effective January 20, 1959, and renumbered by amendment effective April 28, 1966)