

CITY OF WESTMINSTER
RESOLUTION NO. XXXX

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF WESTMINSTER, CALIFORNIA, ADOPTING
THE TRAVEL AND EXPENSE POLICY FOR CITY
EMPLOYEES

WHEREAS, on October 25, 2006 the City Council adopted Resolution No. 4045 amending the City Staff Travel Policy ("Travel Policy"); and

WHEREAS, a comprehensive update of the Travel Policy covering of all City employees has been done to reflect changes in the travel industry and to ensure travel costs are kept at a minimum and to facilitate reasonable travel by employees; and

WHEREAS, the Travel Policy covers travel reimbursement for all city employees, which includes the City Manager and City Attorney.

THE CITY COUNCIL OF THE CITY OF WESTMINSTER HEREBY RESOLVES
AS FOLLOWS:

SECTION 1. The City Council hereby rescinds Resolution No. 4045 and adopts the Travel and Expense Policy for City Employees attached hereto as Exhibit "A" and incorporated by reference.

SECTION 2. The Mayor shall sign as to the passage, approval, and adoption of this Resolution.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall affix their signature and City Seal and that same shall be entered into the Book of Resolutions.

PASSED, APPROVED, and ADOPTED this 10th day of December 2025.

CITY OF WESTMINSTER

CHI CHARLIE NGUYEN
MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

SCOTT PORTER
CITY ATTORNEY

**CITY OF WESTMINSTER
CITY CLERK'S OFFICE**

**CERTIFICATION
OF
RESOLUTION**

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF WESTMINSTER)

I, CHRISTNE CORDON, City Manager/Acting City Clerk of the City of Westminster, do hereby certify that the foregoing Resolution No. XXXX was duly passed and adopted by the City Council of the City of Westminster at a regular meeting held on the 10th day of December 2025, with the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

Christine Cordon
City Manager/Acting City Clerk

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