

CITY OF WESTMINSTER
RESOLUTION NO. XXXX

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF WESTMINSTER, CALIFORNIA, ADOPTING
THE PERSONNEL POLICY MANUAL

WHEREAS, the City currently operates under a personnel policy manual that was adopted in 2005 via Resolution No. 3442; and

WHEREAS, since its adoption, the City of Westminster has experienced numerous changes in laws, regulations, operational practices, and organizational structures; and

WHEREAS, many portions of the existing manual have become outdated and no longer reflect current procedures, compliance standards, or best practices; and

WHEREAS, it is necessary to make revisions to ensure the Personnel Policy Manual is updated, in compliance with law, and reflects best practices and current procedures.

NOW, THEREFORE, THE MAYOR AND CITY COUNCIL OF THE CITY OF WESTMINSTER HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The prior Personnel Policy Manual shall be replaced with the newly adopted Personnel Policy Manual (Exhibit A).

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:

CHRISTINE CORDON
CITY MANAGER/ACTING 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, Christine 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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