

CITY OF WESTMINSTER
RESOLUTION NO. XXXX

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF WESTMINSTER, ESTABLISHING A FEE FOR
VACANT PROPERTY REGISTRATION AND INSPECTION

WHEREAS, the City imposes fees and charges for certain special services that it provides; and

WHEREAS, Revenue & Cost Specialists (RCS) has prepared and filed with the City Clerk a "Cost Detail Worksheet for the City of Westminster," dated June 2025, for a fee for Vacant Property Registration and Inspection which is available for public inspection in the Office of the City Clerk, and incorporated herein by reference; and

WHEREAS, the Cost Detail Worksheet analyzes the cost to the City of providing a vacant property registration and inspection service and recommends a fee that will recover such costs; and

WHEREAS, on June 10, 2026, the City Council held a duly noticed hearing on the proposed fee at which time it considered all evidence presented, both written and oral; and

WHEREAS, the proposed rate does not exceed the rate recommended in the Cost Detail Worksheet (Exhibit 'A') and does not exceed the cost of providing the service;

NOW, THEREFORE, THE MAYOR AND CITY COUNCIL OF THE CITY OF WESTMINSTER, CALIFORNIA, do hereby resolve as follows:

SECTION 1. The Schedule of Fees and Charges for Special Services and the Schedule of Miscellaneous Fines adopted by Resolution No. 5206, by adding the following fees:

A. Vacant Property Registration Fee - \$500

SECTION 2. The fee set forth in this Resolution shall go into effect on July 10, 2026.

SECTION 3. Because the accurate billing and collection of fees set by this Resolution are critical to the City's cost recovery program and unpaid invoices unreasonably increase the taxpayer's burden, the Finance Director is authorized to take appropriate steps to ensure collection of amounts owed including, but not limited to, combining all accounts due for services into a single invoice or account, adding past due amounts to water or business license accounts to be collected when the account is due or renewed, as well as filing court actions and sending past due accounts to collection agencies.

SECTION 4. CEQA does not apply to the adoption of this fee as the adoption of the fee does not meet the definition of a project as defined by CEQA Guidelines section 15378 as it does not have the potential to result in a direct or indirect physical change in the environment.

SECTION 5. The Mayor shall sign as to the passage, approval, and adoption of this Resolution.

SECTION 6. The City Clerk shall certify 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 June 2026.

CITY OF WESTMINSTER

CHI CHARLIE NGUYEN
MAYOR

ATTEST:

SANDRA MEDINA, MMC
INTERIM 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, Sandra Escudero, MMC, Interim 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 June 2026, with the following vote:

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

Sandra Escudero
Interim City Clerk

EXHIBIT 'A'

COST DETAIL WORKSHEET

DRAFT