

CITY OF WESTMINSTER  
ORDINANCE NO. XXXX

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WESTMINSTER, CALIFORNIA, DISSOLVING THE PERSONNEL BOARD AND REPEALING SECTIONS 2.68.060 (PERSONNEL BOARD - APPOINTMENT - MEMBERSHIP - TERM - VACANCY FILING) AND 2.68.070 (PERSONNEL BOARD - POWERS AND DUTIES GENERALLY), AND AMENDING SECTIONS 2.68.090 (PERSONNEL OFFICER - POWERS AND DUTIES GENERALLY) AND 2.68.120 (UNAUTHORIZED ABSENCE - RESIGNATION) OF THE WESTMINSTER MUNICIPAL CODE

WHEREAS, on February 16, 2005, the City Council adopted Ordinance No. 2379, establishing the Personnel Board;

WHEREAS, actions of the personnel board are purely advisory and a Personnel Board is not a mandated body;

WHEREAS, the duties of the Personnel Board already mirror the internal administrative functions of the Human Resources Department;

WHEREAS, including a purely and additional advisory body as a part of the City's personnel processes greatly slows governmental efficiency and is contrary to governmental best practices;

WHEREAS, City staff is unaware of the Personnel Board ever having met in the last 20 years, and public interest in participating in the Personnel Board has been minimal to none;

WHEREAS, it is in the public interest that the Personnel Board be dissolved.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WESTMINSTER DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Repeal of 2.68.060 and 2.68.070. Sections 2.68.060 (Personnel Board- Appointment – Membership – Term – Vacancy Filing) of the Westminster Municipal Code are hereby repealed. The existence of the Personnel Board is dissolved.

SECTION 2. Amend 2.68.090. Section 2.68.090 (Personnel Officer – Powers and Duties Generally) is hereby amended to instead state:

“The personnel officer shall have the responsibility of making effective the purposes of this chapter and, in addition to other responsibilities, it shall be his/her duty or the duty of his/her delegated subordinate to:

- A. Administer all provisions of this chapter and regulations established hereunder not specifically reserved to the city council;
- B. Establish and keep a roster of all officials and employees in the classified service and all personnel records, which records shall show the length of time each officer and employee has been therein, together with a concise statement of all the duties performed and the salary paid. He/she shall keep such additional data in connection therewith as the city council may require;
- C. Recommend a plan for the classification of positions to the city council. After the adoption of such classification, he/she shall allocate and reallocate the various positions according to the respective classes to which they belong under the direction of the city council;
- D. Prepare and recommend a set of rules and regulations for the administration of the merit system, which rules and regulations may be revised or amended from time to time as the occasion demands by the city council. The city council may make such alterations, modifications or amendments thereto as are consistent with the purpose of this chapter. Rules and regulations shall be adopted by resolution of the city council. Notwithstanding any of the foregoing, the personnel officer may amend the rules and regulations if they are minor administrative corrections (e.g., typographical corrections), necessary to comply with applicable law, or necessary to align with any approved memorandum of understanding;
- E. Submit annually a personnel report to the city council in such detail as the council may require; and
- F. Recommend to the city council sound personnel practices or plans consistent with the intent of this chapter.”

SECTION 4. Subsection D of Section 2.68.120 of the Municipal Code is revised to state:

“D. Any employee who resigns under subsection A of this section and is not reinstated by the appointing officer may file an appeal with the personnel officer, which appeal shall be limited to the determination of good cause for the absence or failure to perform duties.”

SECTION 5. Inconsistencies. Any provisions of the Westminster Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of

such inconsistencies and no further, is hereby repealed or modified to that extent necessary to affect the provisions of this Ordinance.

**SECTION 6. Environmental Compliance.** Adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because it is not a “project” and because it can be seen with certainty that there is no possibility that the adoption of this Ordinance will have a significant effect on the environment, as this action is a purely administrative action.

**SECTION 7. Severability.** If any section, subsection, clause or phrase or portion of this ordinance is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of all other provisions of this ordinance. The City Council of Westminster hereby declares that it would have passed the ordinance codified in this chapter, and each section, subsection, sentence, clause and phrase or portion thereof, even though any one or more of the sections, subsections, sentences, clauses, or phrases or portions thereof be declared invalid or unconstitutional.

**SECTION 8. Certification.** The City Clerk certifies that the Mayor and City Council introduced and conducted first reading on the 10<sup>th</sup> day of December 2025. The City Clerk further certifies that the Mayor and City Council at its Regular Meeting on the XX day of XX 2025, conducted second reading, passed, and adopted Ordinance No. XXXX and shall affix their signature and City Seal and that same shall be entered into the Book of Ordinances.

**SECTION 9. Attest.** The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in the official newspaper within 15 days after its adoption. This Ordinance shall become effective 30 days from its adoption.

PASSED, APPROVED, AND ADOPTED this 10<sup>th</sup> day of December 2025.

CITY OF WESTMINSTER

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CHI CHARLIE NGUYEN  
MAYOR

ATTEST:

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CHRISTINE CORDON  
CITY MANAGER/ACTING CITY CLERK

APPROVED AS TO FORM:

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SCOTT E. PORTER  
CITY ATTORNEY

DRAFT

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

**CERTIFICATION  
OF  
ORDINANCE**

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 Ordinance No. XXXX was introduced for first reading on the 10<sup>th</sup> day of December 2025, and duly passed, approved, and adopted by the City Council of the City of Westminster at a Regular Meeting held on the XX<sup>th</sup> day of XXXX 2025, with the following vote:

AYES:	COUNCIL MEMBERS:	NONE
NOES:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCIL MEMBERS:	NONE
ABSTAIN:	COUNCIL MEMBERS:	NONE

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Christine Cordon  
City Manager/Acting City Clerk

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