

The City Council of the City of Westminster, California, convened on Wednesday, June 11, 2025, at 3:30 p.m. in a Study Session via In-Person, City Council Chambers, 8200 Westminster Boulevard, Westminster, California.

STUDY SESSION
3:30 P.M.

CALL TO ORDER

Mayor Nguyen called the Study Session Meeting of the City Council/Successor Agency to the Westminster Redevelopment Agency Meeting to order at 3:47 p.m., on Wednesday, June 11, 2025, via In-Person, at the City Council Chambers, 8200 Westminster Boulevard, Westminster, California.

ROLL CALL
PRESENT:

MAYOR CHI CHARLIE NGUYEN
VICE MAYOR CARLOS MANZO, DISTRICT 2
COUNCIL MEMBER MARK NGUYEN, DISTRICT 3
COUNCIL MEMBER NAMQUAN NGUYEN, DISTRICT 4

ABSENT:

COUNCIL MEMBER AMY PHAN, DISTRICT 1 (*Arrived at 5:08 p.m.*)

City Clerk Arocho announced a quorum of the City Council present.

STAFF PRESENT:

City Manager Christine Cordon
Assistant City Manager Adolfo Ozaeta
City Clerk Ashton Arocho
City Attorney Scott Porter
Finance Director Erin Backs
Community Services and Recreation Director Vanessa Johnson
Public Works Director/City Engineer Jake Ngo
Human Resources Director/Risk Manager Jodie Griner
Business Services Manager Karla Santillan
Interim Community Development Director Sheri VanderDussen
Deputy Police Chief Ron Weber
Management Analyst Noelani Leal
Principal Planner Ken Fichtelman
Business License Inspector Jason Hogan
Building Official Justin Nguyen
Interim Code Enforcement Manager Sergio Verino

Associate Planner Sandie Kim
Associate Planner Zharfa Ranjbar
Associate Planner Mary Salman

SALUTE TO THE FLAG

District 4 Council Member N. Nguyen led the flag salute.

Mayor Nguyen thanked staff and members of the public for being in attendance, along with the Council Members in attendance.

1. ORAL COMMUNICATIONS FOR STUDY SESSION

The following individual spoke under oral communications:

1. Terry Rains spoke on the continued discussion and delay regarding Energov, commented on the delay in implementing the recommendations of a recent organization study, highlighted significant delays in processes for projects, commented on outdated processes and municipal code sections, highlighted concerns regarding internal processes and procedures, and thanked City Manager Cordon, Assistant City Manager Ozaeta and Interim Community Development Director VanderDussen for being willing to make changes.
2. **Strategic Plan Goal #4 – Improve Customer Service Delivery to the Community. Strategic Plan Objective: Provide an update to the City Council in a Study Session on the progress of updates in the Community Development Department and review progress on reforms, metrics, and next objectives.**

Interim Community Development Director VanderDussen provided a thorough presentation.

Following the presentation, Vice Mayor Manzo thanked Interim Community Development Director VanderDussen for the thoroughness and for improving the department during her time, emphasized the importance of the department as a revenue source for the organization, commented on the different divisions within the department, highlighted the reasoning for his initial decision in running for elected office, and spoke on the delay in updating the sign code within the Municipal Code.

Discussion ensued regarding the upcoming departure of Interim Community Development Director VanderDussen and the transition of the role.

Mayor Nguyen asked staff to clarify what EnerGov is.

Discussion ensued regarding different workflows in EnerGov, process improvements, integration of departments within the system to provide up-to-date status of projects,

and notification alerts from EngerGov to customers and residents.

Interim Community Development Director VanderDussen commented on the recent soft launch of the EnerGov system, highlighting the intention to move forward with doing a full launch of the system, ensuring that the information will go out to the residents and customers through different marketing means.

Discussion ensued regarding the different types of plans and the potential drawbacks from compatible and modified plans, especially with Accessory Dwelling Units.

Building Official Nguyen provided further comments regarding the submittals of plans and abilities to track the progress/status of the plans.

Discussion ensued regarding the timeframe for the processing and approval of plans, along with the notifications the system will send.

District 3 Council Member M. Nguyen thanked staff for their hard work, commented on the department moving in the right direction, spoke on streamlining processes and how the city handles businesses, and commented on customer service.

Vice Mayor Manzo commented on Code Enforcements total cases.

Interim Code Enforcement Manager Verino provided further clarification of the total number of cases assigned and observed versus proactive cases, and total violations observed in the current year.

Discussion ensued regarding residential, commercial, and encampment/vacant lot cases.

Motion was made by Mayor Nguyen, seconded by Vice Mayor Manzo, to receive and file.

City Clerk Arocho noted that the item is to provide direction only and take no action. No roll call vote was taken as the motion was not necessary.

3. Fiscal Year 2025-26 Proposed Budget.

Finance Director Backs provided a brief presentation.

Vice Mayor Manzo commented in support of having an Administrative Assistant added to the Code Enforcement division to provide additional support, spoke on concerns of the proposed position for Water Tech, and commented on the total cost of the position against the revenue received.

Discussion ensued regarding the proposed positions.

Mayor Nguyen commented on homeowners of Accessory Dwelling Units and installation of water meters.

District 4 Council Member N. Nguyen left the dais at 5:00 p.m.

Mayor Nguyen spoke on potential sharing of resources and equipment's from neighboring cities to support the water service for Accessory Dwelling Units.

Discussion ensued regarding Accessory Dwelling Units.

District 4 Council Member N. Nguyen returned to the dais at 5:08 p.m.

District 1 Council Member Phan West entered the meeting at 5:08 p.m.

Discussion ensued regarding Code Enforcement.

District 3 Council Member M. Nguyen commented on concerns about affordability with additional staff and equipment in the Water Department.

City Manager Cordon clarified that the City Council is interested in adding an Administrative Assistant to the Code Enforcement division, are not interested in adding additional staffing to the Water Department, and interested in discontinuing the service to Accessory Dwelling Units.

District 4 Council Member N. Nguyen left the dais at 5:15 p.m.

Mayor Nguyen commented on concerns about making that decision about the discontinuing of services for Accessory Dwelling Units.

Due to the time and the next meeting scheduled to begin at 5:00 p.m., Mayor Nguyen concluded further discussion.

ADJOURNMENT

Mayor Nguyen adjourned the City Council Special Meeting at 5:15 p.m. on Wednesday, June 11, 2025.

Respectfully submitted:

ASHTON R. AROCHO, MMC
CITY CLERK

CITY COUNCIL/SUCCESSOR AGENCY TO THE
WESTMINSTER REDEVELOPMENT AGENCY
MINUTES OF SPECIAL MEETING

WESTMINSTER, CALIFORNIA
JUNE 11, 2025

APPROVED:

CHI CHARLIE NGUYEN
MAYOR

ATTEST:

ASHTON R. AROCHO, MMC
CITY CLERK

DRAFT