

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CITY-INITIATED REFORMS: [RESOLUTION NO. 2011-69](#) AND [ORDINANCE NO. 1183](#)

	Reform Measure	Recommendation	Implementation Status and Documentation
1.	<p>Salary Survey for Department Heads (Resolution No. 2011-69 § 2)</p> <p><i>Further supported and expanded by 7/29/11 VDK Recommendation E(2)(3) and 7/31/12 VDK Recommendation C(7)</i> [See Reform Measures 38 and 114]</p>	<p>City Administrator to undertake a salary survey for department head level positions and report back to City Council by 6/19/11 with any recommendations for salary adjustments.</p>	<p>COMPLETED</p> <ul style="list-style-type: none"> • 5/24/11 Staff Report to City Council – salary survey results, analysis, and recommendations • Resolution No. 2011-85 (5/26/11) – adjusted department head salaries downward, where necessary, to be consistent with comparable jurisdictions <ul style="list-style-type: none"> ○ Although supported by the survey results for certain positions, no upward adjustments were recommended due to budgetary constraints • 10/10/12 Staff Report to City Council – HR Director provided updated salary survey results, analysis, and recommendations for open department head positions at 10/16/12 City Council meeting as requested by Council at 10/2/12 meeting • 11/26/12 Staff Report to City Council – HR Director provided Fringe Benefit and Total Compensation Survey for department head positions at 1/8/13 City Council meeting
2.	<p>Rental Housing Policy for City-Owned Housing (Resolution No. 2011-69 § 3)</p> <p>Superseded by Ordinance No. 1183 § 2.121(b)</p> <p><i>Further supported by 7/29/11 VDK Recommendation B(1)</i> [See Reform Measure #23]</p>	<p>Housing Authority Director and City Administrator to prepare rental housing policy for city-owned housing that considers priority for first responders and provides for rental on a first come, first serve, non-discriminatory basis. Submit to City Council for review and approval by 6/4/11.</p> <p>Housing Commission to recommend to City Council and, upon adoption, enforce a rental housing policy that complies with all relevant state and federal laws, provides a first priority to first responders for up to four units concurrently, and provides for the renewal of leases for existing tenants.</p>	<p>COMPLETED</p> <ul style="list-style-type: none"> • 8/24/11 Staff Report to Housing Commission – official public hearing notice and notice to tenants • 8/31/11 Housing Commission Minutes – public hearing comments • 9/12/11 Staff Report to Housing Commission – discussion topics for rental housing policy • 9/15/11 Housing Commission Minutes – discussion on rental housing policy • Resolution No. VHC-5 (10/5/11) – Housing Commission approved Vernon Rental Housing Policy to be recommended to City Council • Resolution No. 2011-175 (10/18/11) – City Council adopted Vernon Rental Housing Policy as recommended by Housing Commission

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CITY-INITIATED REFORMS: [RESOLUTION NO. 2011-69](#) AND [ORDINANCE NO. 1183](#)

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3.	<p>Rental Rates Survey for City-Owned Housing (Resolution No. 2011-69 § 4)</p> <p>Superseded by Section 2 of Vernon Rental Housing Policy</p> <p><i>Further supported by 7/29/11 VDK Recommendation B(1) [See Reform Measure #23]</i></p>	<p>Housing Authority Director and City Administrator to prepare rental survey of local housing and provide recommendations to City Council for rental rate adjustments.</p> <p>Vernon Rental Housing Policy provides that all rents charged by City of Vernon shall be based on a “market” valuation, as determined by multiple independent sources.</p>	<p>COMPLETED</p> <ul style="list-style-type: none"> • Three independent market valuation reports (Gold Coast Appraisal, Himes and Himes, Inc., First Metro Appraisals) received in December 2011 • Housing Commission meeting minutes and reports containing market rate discussions and actions: <ul style="list-style-type: none"> ○ 12/6/11 Staff Report ○ 12/8/11 Minutes ○ 1/11/12 Staff Report ○ 1/12/12 Minutes ○ 1/24/12 Subcommittee Report ○ 1/26/12 Minutes ○ 2/9/12 Minutes (includes public hearing) ○ 3/5/12 Subcommittee Report ○ 4/30/12 Staff Report ○ 5/1/12 Minutes (approved Market Rent Implementation Schedule currently in effect)

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CITY-INITIATED REFORMS: [RESOLUTION NO. 2011-69](#) AND [ORDINANCE NO. 1183](#)

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4.	<p>Third Party Property Management Firm for City-Owned Housing (Resolution No. 2011-69 § 5)</p> <p>Superseded by Ordinance No. 1183 § 2.121(a)</p>	<p>Housing Authority Director and City Administrator to prepare Request for Qualifications for Third Party Property Management Firm to take over primary management responsibility of city-owned housing.</p> <p>Housing Commission established to oversee the management, leasing, and maintenance of city-owned housing.</p>	<p>ONGOING</p> <ul style="list-style-type: none"> • Housing Commission deferred pursuit of a third party property management firm until related policies and procedures and market rents were established: <ul style="list-style-type: none"> ○ Resolution No. VHC-2 (8/11/11) – directed City Treasurer to continue rent collection and Director of Community Services to continue to provide general maintenance, repairs, and reconstruction ○ Resolution Nos. VHC-5 (10/5/11) and 2011-175 (10/18/11) – adopted Vernon Rental Housing Policy ○ Standard Form Residential Lease (1/25/12) ○ Market Rent Implementation Schedule (5/1/12) [eff. 8/1/12] ○ Lease-Up Procedures for New Tenants (5/1/12) ○ Definition of Business First Responder (5/1/12) [4/30/12 Staff Report to Housing Commission] ○ Appeal Procedures for Existing Tenants Experiencing Transitional Hardship (7/18/12) ○ Unit-to-Unit Transfer Procedures (9/19/12) ○ Procedures Regarding Non-Payment or Untimely Payment of Rent (12/12/12) ○ Procedures Regarding Impermissible Subletting or Assigning of Housing Units (12/12/12) • 9/19/12 Housing Commission Minutes – authorized staff to prepare and issue Request for Proposals (RFP) for Property Management Firm (10/23/12) <ul style="list-style-type: none"> ○ 12/6/12 Staff Report to Housing Commission – reported only one proposal received and requested authorization for staff to engage a third party property manager for term not to exceed 6 months at cost not to exceed \$35,000 ○ 12/12/12 Housing Commission Minutes (to be provided once available) – directed staff to solicit reasons for lack of participation and attempt to obtain at least three viable proposals through revised RFP process ○ 1/24/13 – staff issued revised RFP for Property Management Firm ○ 3/13/13 Housing Commission Meeting – staff to report results of revised RFP and submit comparative analysis of proposals and respective recommendation

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CITY-INITIATED REFORMS: [RESOLUTION NO. 2011-69](#) AND [ORDINANCE NO. 1183](#)

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5.	<p>City Council Term Limits (Resolution No. 2011-69 § 6)</p> <p><i>Further supported by KDL Recommendation 1(a)(ii) [See Reform Measure #53]</i></p>	<p>City Administrator to review term limit provisions of adjacent jurisdictions and report back to City Council with a term limit recommendation by 7/19/11.</p>	<p>COMPLETED</p> <ul style="list-style-type: none"> • Resolution No. 2011-86 (5/26/11) – called election to propose charter amendment setting term limits at two five-year terms with lifetime ban thereafter • Resolution No. 2011-114 (6/27/11) – set measure for 11/8/11 ballot • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/8/11 by vote of 43-9 (Measure A)
6.	<p>City Council Salary and Benefits Study (Resolution No. 2011-69 § 7)</p> <p><i>Further supported and expanded by 7/29/11 VDK Recommendation E(2)(4) and KDL Recommendation 1(a)(iii) [See Reform Measures 39 and 54]</i></p>	<p>City Administrator to undertake salary and benefits survey of city council members of comparable local charter cities and report back to City Council with recommendations on salary and benefits adjustments by 6/19/11.</p>	<p>COMPLETED</p> <ul style="list-style-type: none"> • 5/23/11 Staff Report to City Council – provided salary and benefits survey results, analysis, and recommendations • Resolution No. 2011-87 (5/26/11) – fixed council member salaries at \$25,000 effective at end of current terms, and reduced benefits effective 7/1/11 • Resolution No. 2011-93 (6/7/11) – lowered current council member salaries by 18% effective 7/31/11 in line with State Legislature salary reductions

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CITY-INITIATED REFORMS: [RESOLUTION NO. 2011-69](#) AND [ORDINANCE NO. 1183](#)

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7.	<p>Annual Compliance Training (Resolution No. 2011-69 § 8)</p> <p><i>Further supported and expanded by 7/29/11 VDK</i> <i>Recommendations A(3)(1), A(3)(2), C(1), C(2), D(1), D(2), F(5)</i> <i>[See Reform Measures 19, 20, 26, 27, 28, 29, 45]</i></p>	<p>City Administrator to retain firm with appropriate expertise to provide annual Political Reform Act, Public Records Act, and Brown Act training for city officials and review city policies for compliance with said statutes and make recommendations for modifications and improvements. Complete 2011 training by 6/30/11.</p>	<p>COMPLETED</p> <ul style="list-style-type: none"> • Reed & Davidson retained as firm with appropriate political law expertise to provide good governance compliance training and policy review (5/26/11) • 6/21/11 City Council Minutes – 2011 Ethics Training (AB 1234) conducted by Reed & Davidson – Proof of Participation Certificates filed with City Clerk • 11/20/12 City Council Minutes – 2012 Ethics Training (AB 1234) conducted by Reed & Davidson – Proof of Participation Certificates filed with City Clerk • 2011 Joint Brown Act and Public Records Act Training conducted by Reed & Davidson on 9/28/11 – attendance sign-in sheets filed with City Clerk • 2012 Joint Brown Act and Public Records Act Training conducted by Reed & Davidson on 12/11/12 – attendance sign-in sheets filed with City Clerk • Related policy updates and improvements prepared by Reed & Davidson: <ul style="list-style-type: none"> ○ Resolution No. 2011-196 (12/6/11) – adopted Brown Act Compliance Policy ○ Resolution No. 2011-197 (12/6/11) – adopted Public Records Act Compliance Policy ○ Good Governance Compliance Manual (July 2012) covering Political Reform Act, Brown Act, Public Records Act, and Government Code § 1090 <p>ONGOING</p> <ul style="list-style-type: none"> • Reed & Davidson to conduct annual comprehensive good governance compliance training through expiration of contract on 5/23/14 • Future annual Ethics Training sessions to be conducted in April or May, beginning 2013, after each General Municipal Election • Future annual Brown Act and Public Records Act training to be conducted in January or February, beginning 2014, to include any legislative changes that may have come into effect

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CITY-INITIATED REFORMS: [RESOLUTION NO. 2011-69](#) AND [ORDINANCE NO. 1183](#)

	Reform Measure	Recommendation	Implementation Status and Documentation
8.	Ad Hoc Advisory Committee on Electric Rates (Resolution No. 2011-69 § 9)	<p>City Administrator to establish ad hoc advisory committee on electric rates to review current pricing and make recommendations to City Council on rate adjustments to reflect current operating costs and RPS requirements by 6/19/11.</p> <p>Director of Light & Power to provide staff support.</p> <p>6-member committee to be composed as follows:</p> <ul style="list-style-type: none"> ○ 3 business representatives, including Vernon Chamber of Commerce President or his/her designee ○ 2 labor representatives ○ City Administrator 	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Electric Rates Committee (ERC) established and inaugural meeting held 5/5/11 • Current composition is as follows: <ul style="list-style-type: none"> ○ Greg Longstreet, Clougherty Packing/Farmer John, Business Representative 1 ○ Peter Corselli, U.S. Growers Cold Storage, Business Representative 2 ○ Robert Gutterman, Crown Poly, Business Representative 3 ○ Stan Stosel, IBEW, Labor Representative 1 ○ Martin Perez, Teamsters, Labor Representative 2 (replaced Edward Rendon 12/7/11) ○ Mark Whitworth, Vernon City Administrator • ERC minutes containing discussions and recommendations on 7/1/11 and 1/1/12 rate increases: <ul style="list-style-type: none"> ○ 5/5/11 Minutes ○ 5/19/11 Minutes ○ 6/6/11 Minutes ○ 6/14/11 Minutes • Resolution No. 2011-112 (6/23/11) – adopted rate increases effective 7/1/11 and 1/1/12 as jointly recommended by the ERC and Director of Light & Power <p><u>COMPLETED AND ONGOING EXPANDED APPLICATION</u></p> <ul style="list-style-type: none"> • Resolution No. ERC-1 (10/5/11) – established ERC quarterly meeting schedule (first Wednesday each March, June, September, and December) • ERC minutes containing discussions and recommendations on 7/1/12, 1/1/13, and 7/1/13 rate increases: <ul style="list-style-type: none"> ○ 10/5/11 Minutes ○ 11/9/11 Minutes ○ 12/7/11 Minutes ○ 3/7/12 Minutes – Fiscal Year 2012-2013 Electric Rate Study PowerPoint ○ 4/9/12 Minutes ○ 4/30/12 Minutes – Public Benefits Programs Power Point; Michael Bell Management Consulting Forecast of Southern California Edison Bills; Rate Increase Options PowerPoint ○ 6/7/12 Minutes (to be provided once available) • Resolution No. 2012-98 (6/19/12) – adopted rate increases effective 7/1/12, 1/1/13, and 7/1/13 as recommended by the Director of Light & Power to meet revenue requirements for fiscal years 2013 and 2014

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CITY-INITIATED REFORMS: [RESOLUTION NO. 2011-69](#) AND [ORDINANCE NO. 1183](#)

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9.	<p>Sustainable Industrial Development Plan and Climate Action Plan; Ad Hoc Advisory Committee on Sustainable Development (Resolution No. 2011-69 § 10)</p> <p><i>Superseded by KDL Recommendation 6(d)</i> <i>[See Reform Measure #74]</i></p>	<p>City Administrator to restart work program with Gladstein, Neandross & Associates for development of Sustainable Industrial Development Plan and Climate Action Plan.</p> <p>City Administrator to establish ad hoc advisory committee on sustainable development and report back to City Council for work program budget authorization by 6/4/11.</p> <p>6-member committee to be composed as follows:</p> <ul style="list-style-type: none"> ○ 3 business representatives, including Vernon Chamber of Commerce President or his/her designee ○ 2 labor representatives ○ City Administrator 	<p><u>SUPERSEDED</u></p> <ul style="list-style-type: none"> • <i>See Reform Measure #74 [Senator De Leon Recommendation 6(d)]</i>

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CITY-INITIATED REFORMS: [RESOLUTION NO. 2011-69](#) AND [ORDINANCE NO. 1183](#)

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10.	<p>Ad Hoc Advisory Committee for Business Development (Resolution No. 2011-69 § 11)</p> <p><i>Further supported and expanded by 1/31/12 VDK Recommendation B(6) [See Reform Measure #81]</i></p>	<p>City Administrator to establish ad hoc advisory committee for business development to meet monthly to explore ways to improve the business climate in the City and make recommendations to the City Council within 180 days of 4/19/11.</p> <p>Community Services, Light & Power, and Health Departments to provide staff support.</p> <p>10-member committee to be composed as follows:</p> <ul style="list-style-type: none"> ○ 3 business representatives, including Vernon Chamber of Commerce President or his/her designee ○ 1 real estate developer ○ 1 real estate broker ○ 2 labor representatives ○ Mayor ○ Council member designated by Mayor ○ City Administrator 	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Business Development Committee (BDC) established 1/3/12 and inaugural meeting held 1/25/12 • Current composition is as follows: <ul style="list-style-type: none"> ○ Steve Halpin, Norman, Fox & Co., Business Representative 1 ○ Reid Delphey, Delphey-Gerdes Engineering, Business Representative 2 ○ <i>Vacant</i>, Business Representative 3 (Tim Hatfield, Castle & Cooke Cold Storage/Chamber designee, resigned 6/5/12 due to resignation from Castle & Cooke and relocation outside of Vernon) ○ Neil Mishurda, Xebec Realty Partners, Real Estate Developer ○ John McMillan, Cushman & Wakefield, Real Estate Broker ○ Edward Rendon, Teamsters, Labor Representative 1 ○ Stan Stosel, IBEW, Labor Representative 2 ○ Bill Davis, Mayor Pro Tem ○ Mike McCormick, Councilman ○ Mark Whitworth, City Administrator <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • Resolution No. BDC-1 (1/25/12) – established BDC monthly meeting schedule • 2/8/12 BDC Minutes – includes discussions on marketing opportunities and possible formation of subcommittees to focus on specific areas of business development • BDC Minutes containing discussions on possible amendments to the City's Comprehensive Zoning Ordinance (PowerPoint Discussion) and General Plan: <ul style="list-style-type: none"> ○ 5/9/12 Minutes – also includes directive for Director of Community Services to work with Committee Members Reid Delphey and Neil Mishurda on proposed BDC recommendation to City Council that it request investigation of and possible amendment to County Sanitation Districts' connection fee ordinance respecting transfer of capacity units ○ 6/13/12 Minutes (to be provided once available) ○ 7/11/12 Minutes (to be provided once available) ○ 8/8/12 Minutes (to be provided once available) ○ 10/10/12 informal discussion (meeting cancelled due to lack of quorum) – PowerPoint? • 2/5/13 City Council Meeting – Director of Community Services to present any BDC recommendations on amendments to the City's General Plan and Zoning Ordinance relating to the development of new housing in the City • By 7/2/13 City Council Meeting – Director of Community Services to present any BDC recommendations on any other amendments to the City's General Plan and Zoning Ordinance

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CITY-INITIATED REFORMS: [RESOLUTION NO. 2011-69](#) AND [ORDINANCE NO. 1183](#)

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11.	<p>Housing Commission: Divestment of City-Owned Housing [Ordinance No. 1183 § 2.121(c)]</p> <p><i>Further supported by 7/29/11 VDK Recommendation B(2) [See Reform Measure #24]</i></p>	<p>Within 180 days of its first meeting, the Housing Commission shall make a recommendation to the City Council regarding whether the City should divest its ownership of City-owned housing and, if it recommends such divestiture, provide a recommendation for a procedure that affords existing tenants a priority right to purchase units they are currently leasing.</p>	<p>COMPLETED</p> <ul style="list-style-type: none"> • 2/15/12 Staff Report to City Council – Housing Commission recommended to City Council that the five units in Huntington Park be sold as they become available • 9/12/12 Staff Report to Housing Commission – City Council rendered final decision to not sell the Huntington Park units at this time due to market conditions, which would not provide the City with a fair return on its investment • City Council and Housing Commission meeting minutes and staff reports containing divestment related discussions and actions: <ul style="list-style-type: none"> ○ 1/11/12 Staff Report to Housing Commission ○ 1/12/12 Housing Commission Minutes ○ 2/6/12 Staff Report to Housing Commission ○ 2/9/12 Housing Commission Minutes ○ 2/15/12 Staff Report to City Council ○ 2/21/12 City Council Minutes ○ 3/8/12 Housing Commission Minutes ○ 5/31/12 Staff Report to City Council ○ 6/5/12 City Council Minutes ○ 6/11/12 Staff Report to Housing Commission ○ 6/14/12 Housing Commission Minutes ○ 7/12/12 Staff Report to Housing Commission ○ 7/18/12 Housing Commission Minutes ○ 8/1/12 Staff Report to City Council ○ 8/7/12 City Council Minutes ○ 9/12/12 Staff Report to Housing Commission ○ 9/19/12 Housing Commission Minutes • Vernon Rental Housing Policy § 5 requires all leases to contain a right of first refusal to purchase leased unit if offered for sale • Standard Form Residential Lease § 50 provides priority right to purchase leased unit if offered for sale and if granting of priority right is approved by the California Attorney General

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CITY-INITIATED REFORMS: [RESOLUTION NO. 2011-69](#) AND [ORDINANCE NO. 1183](#)

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12.	<p>Housing Commission: Housing Development Opportunities [Ordinance No. 1183 § 2.121(d)]</p> <p><i>In concert with KDL Recommendation 3(c) [See Reform Measure #63]</i></p>	<p>Housing Commission to make recommendations to City Council with respect to opportunities for the development of housing opportunities in the City of Vernon and in other cities and communities in close proximity to the City of Vernon.</p>	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Vernon Housing Development Opportunities 2/9/12 – presentation made to Housing Commission by City consultant retained for related General Plan Amendment, Hogle-Ireland, in order to obtain Commission recommendations <ul style="list-style-type: none"> ○ 2/9/12 Housing Commission Minutes – Housing Commission did not provide any specific recommendations to City Council upon conclusion of consultant presentation <ul style="list-style-type: none"> ○ Vernon Housing Development Opportunities 6/19/12 – presentation made to City Council by Hogle-Ireland • 5/1/12 Housing Commission Minutes – Director of Community Services provided update to Housing Commission on Request for Proposals issued for proposed 52nd Drive Housing Development • 7/18/12 Housing Commission Minutes – Director of Community Services provided update to Housing Commission on proposals received for 52nd Drive Housing Development • 9/19/12 Housing Commission Minutes – Director of Community Services advised Housing Commission of selection of Meta Housing as developer for 52nd Drive Housing Development <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • Director of Community Services will continue to provide updates on the 52nd Drive Housing Development and related amendments to the General Plan and Comprehensive Zoning Ordinance to the Housing Commission, and any information requested by Commission, in order to facilitate any related recommendations by the Commission to City Council
13.	<p>Housing Commission: Housing Element [Ordinance No. 1183 § 2.121(e)]</p>	<p>Housing Commission to advise the City Council with respect to all matters relevant to the Housing Element of the City of Vernon or any City-owned dwelling unit in the City of Vernon.</p>	<p><u>ONGOING</u></p> <ul style="list-style-type: none"> • 1/12/12 Housing Commission Minutes – Director of Community Services advised Commission that Hogle-Ireland was retained for Housing Element amendments • Vernon Housing Development Opportunities presentation given at 2/9/12 Commission meeting included proposed Housing Element amendments • City staff will continue to provide reports and information to the Housing Commission on all matters relevant to the Housing Element or any City-owned dwelling unit in Vernon and encourage the Commission’s feedback to the City Council

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
14.	Campaign Disclosure Training [Recommendation A(1)(1)]	The City Clerk should be sufficiently trained to review campaign disclosure statements and ask for supplemental information as needed.	COMPLETED <ul style="list-style-type: none"> • City Clerk Political Reform Act and Municipal Election Training conducted by Reed & Davidson 1/5/12, and ongoing as needed
15.	Conflict of Interest Statements: Timely Filing [Recommendation A(2)(1)]	The City Clerk should ensure that assuming office and leaving office statements are filed on-time.	COMPLETED <ul style="list-style-type: none"> • City Clerk Political Reform Act and Municipal Election Training conducted by Reed & Davidson 1/5/12, and ongoing as needed
16.	Conflict of Interest Statements: Accessibility and Retention [Recommendation A(2)(2)]	The City Clerk needs to ensure that all statements are readily accessible and kept for at least seven years.	COMPLETED <ul style="list-style-type: none"> • City Clerk Political Reform Act and Municipal Election Training conducted by Reed & Davidson 1/5/12, and ongoing as needed
17.	Conflict of Interest Statements: Compliance Instructions [Recommendation A(2)(3)]	The City should provide all incoming affected employees with written guidance regarding compliance with filing the required documentation together with copies of the forms to be completed.	ONGOING <ul style="list-style-type: none"> • Reed & Davidson determined FPPC instructions to be sufficient and no supplemental information necessary • FPPC Form 700 Packet and FPPC Reference Pamphlet continue to be provided by City Clerk to new affected employees and annually to code filers (attached files are current as of January 2013; updated versions will be provided as directed by and upon publication by the FPPC)
18.	Conflict of Interest Statements: 1090 Compliance Instructions [Recommendation A(2)(4)]	The City should provide written instructions on how to comply with Government Code Section 1090.	COMPLETED <ul style="list-style-type: none"> • Good Governance Compliance Manual (July 2012) prepared by Reed & Davidson covering the following areas: <ul style="list-style-type: none"> ○ Government Code § 1090 ○ Brown Act ○ Public Records Act ○ Political Reform Act • 8/20/12 – City Administration disseminated by email electronic version of manual to all city council members, department heads, and other employees • Printed version of manual (compliance binder) was disseminated to each council member and department head or representative immediately following the annual training conducted on 11/20/12

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
19.	Ethics Training [Recommendation A(3)(1)]	The City should continue to provide ethics training to all council members and staff in compliance with Section 53235, and should consider yearly courses as appropriate, particularly if there is an influx of new employees and/or if there are significant changes in the rules.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • 6/21/11 City Council Minutes – 2011 Ethics Training (AB 1234) conducted by Reed & Davidson • 11/20/12 City Council Minutes – 2012 Ethics Training (AB 1234) conducted by Reed & Davidson <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • Reed & Davidson to conduct annual Ethics Training through expiration of contract on 5/23/14 • Future annual Ethics Training sessions to be conducted in April or May, beginning 2013, after each General Municipal Election
20.	Ethics Training: Written Manuals [Recommendation A(3)(2)]	Written manuals for the ethics training should be provided to new high level employees and council members within 30 days of assuming their positions.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Annual Ethics Training PowerPoint presentations prepared by Reed & Davidson to serve as written manual <ul style="list-style-type: none"> ○ 2011 Ethics Training PowerPoint (AB 1234) ○ 2012 Ethics Training PowerPoint (AB 1234) • Good Governance Compliance Manual (July 2012) prepared by Reed & Davidson also includes information relating to ethics training • 9/24/12 – Interim City Clerk provided by email electronic versions of Good Governance Compliance Manual and Ethics Training PowerPoint to new HR Director and City Attorney • 10/29/12 – Interim City Clerk provided by email electronic versions of Good Governance Compliance Manual and Ethics Training PowerPoint to new Councilmember Luz Martinez • HR Director has incorporated the Ethics Training PowerPoint into the orientation packet for all new employees <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • Reed & Davidson Ethics Training PowerPoint to be disseminated to council members and employees at annual Ethics Training sessions and as part of orientation packet for all new employees

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

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21.	Conflict of Interest Codes: Review and Compliance [Recommendation A(4)(1)]	The City should continue to adopt conflict of interest codes for all city agencies and ensure that they are kept up to date when there are any changes in the state law. The City should direct its ethics attorneys, Reed & Davidson, to review the codes and recommend any necessary changes.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Reed & Davidson assisted in preparation of conflict of interest codes for new city commissions and committees and 2012 update to City code: <ul style="list-style-type: none"> • Resolution No. VHC-3 (8/31/11) – Housing Commission Code • Resolution No. 2011-156 (9/20/11) – City Council approval of Housing Commission Code • Resolution No. ERC-2 (10/5/11) – Electric Rates Committee (ERC) Code • Resolution No. 2011-171 (10/18/11) – City Council approval of ERC Code <ul style="list-style-type: none"> • Resolution No. ERC-3 (6/7/12) – repealed ERC Code pursuant to determination of John Van de Kamp and Robert M. Stern (5/21/12 memo included in resolution file) • Resolution No. 2012-106 (6/19/12) – repealed Resolution No. 2011-171 • Resolution No. BDC-2 (1/25/12) – Business Development Committee (BDC) Code <ul style="list-style-type: none"> • Resolution No. 2012-26 (2/7/12) – City Council approval of BDC Code • Resolution No. BDC-3 (6/13/12) – repealed Business Development Committee Code pursuant to determination of John Van de Kamp and Robert M. Stern (5/21/12 memo included in resolution file) • Resolution No. 2012-105 (6/19/12) – Repealed Resolution No. 2012-26 • Resolution No. SDEEC-2 (2/29/12) – Sustainable Development and Energy Efficiency Commission (SDEEC) Code • Resolution No. 2012-41 (3/6/12) – City Council approval of SDEEC Code • Resolution No. 2012-225 (11/20/12) – adopted Amended Conflict of Interest Code for City of Vernon <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • Reed & Davidson will continue to assist with the preparation of new codes and the periodic review of existing codes in accordance with the FPPC’s biennial review schedule, or more frequently as necessary, and make recommendations on any necessary updates or amendments

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
22.	Conflict of Interest Codes: Housing Commission [Recommendation A(4)(2)]	The City Council needs to adopt a conflict of interest code for the new Housing Commission and alert potential appointees of the reporting and disqualification requirements.	COMPLETED <ul style="list-style-type: none"> • Resolution No. VHC-3 (8/31/11) – adopted Housing Commission Conflict of Interest Code • Resolution No. 2011-156 (9/20/11) – approved Housing Commission Conflict of Interest Code • Commissioners notified of reporting and disqualification requirements at 8/31/11 Housing Commission meeting
23.	Housing and Elections: Housing Commission Appointments and Rental Policy [Recommendation B(1)] <i>See Reform Measures 2 and 3 for additional information on Rental Housing Policy and Market Rents</i>	Appointments should be made as soon as possible to the Housing Commission. The Housing Commission should quickly formulate housing policies. If rental programs are adopted, the Commission should set rates on a market basis, and establish policies that avoid favoritism to city personnel and their relatives and friends. Pursuant to Ordinance No. 1183, 7-member commission to be composed as follows: <ul style="list-style-type: none"> ○ 3 residents, one of whom shall be a city council member ○ 3 business representatives ○ 1 employee of a local business 	COMPLETED <ul style="list-style-type: none"> • 8/2/11 City Council Minutes – Housing Commission members appointed • Inaugural Housing Commission meeting held 8/11/11 • Current composition is as follows: <ul style="list-style-type: none"> ○ Melissa Ybarra, Resident (replaced Reno Bellamy who resigned 12/1/12) ○ John Kriste, Resident (replaced Gabriel Early who resigned 10/25/12) ○ William Davis, Resident/City Council Representative (replaced Hilario Gonzales who vacated seat 12/1/11) ○ Eric Gustafson, Coast Packing, Business Representative 1 (Chairperson) ○ Mike Hughes, King Meat, Business Representative 2 ○ Henry Haskell, Square H Brands, Business Representative 3 ○ Hector Garcia, Farmer John, Business Employee Representative • Vernon Rental Housing Policy (10/18/11) – (see Reform Measure #2 for additional information) • 5/1/12 Housing Commission Minutes – approved Market Rent Implementation Schedule currently in effect (see Reform Measure #3 for additional information) • Lease-Up Procedures for New Tenants (5/1/12) • Appeal Procedures for Existing Tenants Experiencing Transitional Hardship (7/18/12) • Unit-to-Unit Transfer Procedures (9/19/12) • Procedures Regarding Non-Payment of Untimely Payment of Rent (12/12/12) • Procedures Regarding Impermissible Subletting or Assigning of Housing Units (12/12/12)

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
24.	<p>Housing and Elections: Housing Sales Program [Recommendation B(2)]</p> <p><i>Sale consideration addressed by Ordinance No. 1183 § 2.121(c)</i> <i>[See Reform Measure #11]</i></p>	<p>Consideration should also be given to the sale of all city-owned residences. If a sales program is adopted, the Commission should be careful to adopt policies that avoid favoring those who work for the city and their friends and relatives. (One exception to this could be the encouragement of a limited number of first responders to live in city housing.)</p>	<p>COMPLETED</p> <ul style="list-style-type: none"> • <i>See Reform Measure #11 regarding City Council determination to not sell any City-owned residences</i> • 5/31/12 Staff Report to City Council – Housing Commission recommended to City Council a 3-unit cap on priority given to first responders in leasing housing units • Ordinance No. 1194 (6/19/12) [eff. 7/20/12] – established 4-unit cap on priority given to first responders in leasing housing units and made other amendments to Housing Commission Ordinance No. 1183 • City Council and Housing Commission meeting minutes and staff reports containing first responder discussions and actions: <ul style="list-style-type: none"> ○ 9/15/11 Housing Commission Minutes ○ 9/13/11 Staff Report to City Council ○ 9/20/11 City Council Minutes ○ 10/5/11 Housing Commission Minutes ○ 1/12/12 Housing Commission Minutes ○ 3/5/12 Staff Report to Housing Commission ○ 3/8/12 Housing Commission Minutes ○ 4/30/12 Staff Report to Housing Commission ○ 5/1/12 Housing Commission Minutes ○ 5/9/12 Staff Report to Housing Commission ○ 5/10/12 Housing Commission Minutes ○ 5/31/12 Staff Report to City Council ○ 6/5/12 City Council Minutes ○ 6/19/12 City Council Minutes

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
25.	<p>Housing and Elections: Staggered Election System [Recommendation B(3)]</p> <p><i>See update in 7/31/12 VDK Report, Page 16</i></p>	<p>Vernon should hold elections every two years with staggered four-year terms for council members, with two seats up at one election, and three seats up in the other election.</p>	<p><u>TO BE ADDRESSED IN 2015</u></p> <ul style="list-style-type: none"> • 5/10/12 Staff Report to City Council – placed a discussion item regarding the recommended staggered election format on the 5/15/12 City Council agenda • 5/15/12 City Council Minutes – City Council held a discussion on this recommendation at public meeting with staff, legal counsel, and Reform Monitor John Van de Kamp <ul style="list-style-type: none"> ○ City Council determination and direction to staff was to prepare a resolution affirming the City’s commitment to revisit (not necessarily implement) Mr. Van de Kamp’s recommendation regarding a staggered election format once the new housing development has been completed and City’s electorate has increased (anticipated to be February 2015) • 3/5/13 City Council Meeting – As directed by the City Council, City Administrator to present a resolution affirming the City’s commitment to revisit this recommendation once new housing development has been completed and City’s electorate has increased • <i>See update in Reform Monitor Van de Kamp’s 7/31/12 Report, Page 16</i>
26.	<p>The Brown Act: Compliance Training [Recommendation C(1)]</p>	<p>In order to comply with City Council Resolution No. 2011-69, Vernon must provide annual Brown Act compliance training. The AB 1234 Ethics Training did not satisfy this requirement. The Brown Act compliance training should be conducted in the third quarter of 2011. For 2012 and thereafter, annual Brown Act compliance training may be conducted concurrently with the Political Report Act training (i.e., the AB 1234 Ethics Training) and Public Records Act training.</p>	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • 2011 Joint Brown Act and Public Records Act Training conducted by Reed & Davidson on 9/28/11 – attendance sign-in sheets filed with City Clerk • 2012 Joint Brown Act and Public Records Act Training conducted by Reed & Davidson on 12/11/12 – attendance sign-in sheets filed with City Clerk <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • Reed & Davidson to conduct annual comprehensive good governance compliance training through expiration of contract on 5/23/14 • Future annual Brown Act and Public Records Act training to be conducted in January or February, beginning 2014, to include any legislative changes that may have come into effect

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
27.	The Brown Act: Compliance Materials [Recommendation C(2)]	Vernon also should continue to work with Reed & Davidson, LLP, or another expert approved by the City Council, to develop a written Brown Act compliance policy. Vernon, with assistance from counsel, should also prepare a Brown Act compliance binder that contains written materials to help Vernon employees understand the requirements of the Brown Act and how those requirements apply to Vernon. Both the Brown Act compliance policy and the compliance binder should be made available to Vernon employees in electronic form and posted on Vernon's intranet site.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-196 (12/6/11) – adopted Brown Act Compliance Policy and was provided to all department heads by City Clerk on 12/8/11 • Good Governance Compliance Manual (July 2012) prepared by Reed & Davidson includes Brown Act compliance requirements • 8/20/12 – City Administration disseminated by email electronic version of manual to all city council members, department heads, and other employees • Printed version of manual (compliance binder) was disseminated to each council member and department head or representative immediately following the annual training conducted on 11/20/12 <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • By 7/1/13 – IT Department to develop city-wide intranet site for posting of all policies, procedures, and reference materials
28.	The Public Records Act: Compliance Training [Recommendation D(1)]	In order to comply with City Council resolution No. 2011-69, Vernon must provide annual Public Records Act compliance training. The AB 1234 Ethics Training did not satisfy this requirement. The Public Records Act compliance training should be conducted in the third quarter of 2011. For 2012 and thereafter, annual Public Records Act compliance training may be conducted concurrently with the Political Report Act training (i.e., the AB 1234 Ethics Training) and Brown Act training.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • 2011 Joint Brown Act and Public Records Act Training conducted by Reed & Davidson on 9/28/11 – attendance sign-in sheets filed with City Clerk • 2012 Joint Brown Act and Public Records Act Training conducted by Reed & Davidson on 12/11/12 – attendance sign-in sheets filed with City Clerk <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • Reed & Davidson to conduct annual comprehensive good governance compliance training through expiration of contract on 5/23/14 • Future annual Brown Act and Public Records Act training to be conducted in January or February, beginning 2014, to include any legislative changes that may have come into effect

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
29.	The Public Records Act: Compliance Materials [Recommendation D(2)]	Vernon also should continue to work with Reed & Davidson, LLP or other counsel to develop a written Public Records Act compliance policy which shall permit a person to make an oral request for a record. Vernon, with assistance from Reed & Davidson, LLP, also should prepare a Public Records Act compliance binder that contains supplemental written materials to help Vernon employees understand the requirements of the Public Records Act and how those requirements apply to Vernon. Both the Public Records Act compliance policy and the compliance binder should be made available to Vernon employees in electronic form and posted on Vernon's intranet site. Vernon's Public Records Act compliance policy also should be made available on Vernon's website.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-197 (12/6/11) – adopted Public Records Act Compliance Policy and was provided to all department heads by City Clerk on 12/8/11 • Good Governance Compliance Manual (July 2012) prepared by Reed & Davidson includes Brown Act compliance requirements • 8/20/12 – City Administration disseminated by email electronic version of manual to all city council members, department heads, and other employees • Printed version of manual (compliance binder) was disseminated to each council member and department head or representative immediately following the annual training conducted on 11/20/12 <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • By 7/1/13 – IT Department to develop city-wide intranet site for posting of all policies, procedures, and reference materials
30.	Internal Financial Controls, Record Keeping, Policies for Consultants: Contract Terms and Limits [Recommendation E(1)(1)]	Require all contracts, including professional service contracts, to include ending dates and/or expenditure caps.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Ordinance No. 1200 (12/18/12) [eff. 1/18/13] – adopted Competitive Bidding and Purchasing Ordinance prepared by City Attorney <ul style="list-style-type: none"> ○ § 2.17.30(A) of ordinance requires all contracts, including professional service contracts, to include ending dates and/or expenditure caps ○ § 2.17.50 simultaneously keeps the existing purchasing procedures in effect through 6/30/13 and provides an effective date of 7/1/13 for exclusive and full compliance of all procurement procedures under the new ordinance in order to afford City Departments a reasonable transition period that does not disrupt essential and ongoing business operations ○ City Attorney PowerPoint presentation on ordinance provided at 12/4/12 City Council meeting <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – City Attorney to present for Council approval forms of contract as required by § 2.17.34 of the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) for all City of Vernon procurements, which will standardize the form of contract throughout the City, include provisions as required by City policy and applicable law, and establish maximum three-year terms and explicit not to exceed dollar amounts

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
31.	Internal Financial Controls, Record Keeping, Policies for Consultants: Contract Review and Bidding [Recommendation E(1)(2)]	Review and rebid professional service contracts at least once every three years.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Ordinance No. 1200 (12/18/12) [eff. 1/18/13] – adopted Competitive Bidding and Purchasing Ordinance prepared by City Attorney <ul style="list-style-type: none"> ○ § 2.17.30(B) of ordinance requires all professional services contracts to undergo an open, competitive selection process every three years unless commercially unreasonable to do so ○ § 2.17.50 simultaneously keeps the existing purchasing procedures in effect through 6/30/13 and provides an effective date of 7/1/13 for exclusive and full compliance of all procurement procedures under the new ordinance in order to afford City Departments a reasonable transition period that does not disrupt essential and ongoing business operations ○ City Attorney PowerPoint presentation on ordinance provided at 12/4/12 City Council meeting <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • January 2013 – Finance Director and City Attorney commenced a city-wide review of all open contracts in the City’s EDEN system with the intent of closing out all inactive contracts and requiring a competitive bidding/selection process for services which have not been bid in three years

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
32.	Internal Financial Controls, Record Keeping, Policies for Consultants: Contract Rates [Recommendation E(1)(3)]	Require lead staff on professional service contracts especially for legal services to negotiate for best rates or rates similar to those provided to other government agencies.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Ordinance No. 1200 (12/18/12) [eff. 1/18/13] – adopted Competitive Bidding and Purchasing Ordinance prepared by City Attorney <ul style="list-style-type: none"> ○ § 2.17.30(D) of ordinance requires all contracts to be at rates of compensation similar to, or more favorable than rates charged to other governmental entities ○ § 2.17.50 simultaneously keeps the existing purchasing procedures in effect through 6/30/13 and provides an effective date of 7/1/13 for exclusive and full compliance of all procurement procedures under the new ordinance in order to afford City Departments a reasonable transition period that does not disrupt essential and ongoing business operations ○ City Attorney PowerPoint presentation on ordinance provided at 12/4/12 City Council meeting <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – City Attorney to present for Council approval forms of contract as required by § 2.17.34 of the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) for all City of Vernon procurements, which will standardize the form of contract throughout City departments, include provisions as required by City policy and applicable law, and establish that rates are comparable to and do not exceed those provided to other governmental entities for similar services
33.	Internal Financial Controls, Record Keeping, Policies for Consultants: Invoice Review Requirements [Recommendation E(1)(4)]	Require that the review and sign-off of professional service invoices by the initiating division or department be reinforced either through a policy amendment or by memorandum from the City Administrator.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Ordinance No. 1200 (12/18/12) [eff. 1/18/13] – adopted Competitive Bidding and Purchasing Ordinance prepared by City Attorney <ul style="list-style-type: none"> ○ § 2.17.50 simultaneously keeps the existing purchasing procedures in effect through 6/30/13 and provides an effective date of 7/1/13 for exclusive and full compliance of all procurement procedures under the new ordinance in order to afford City Departments a reasonable transition period that does not disrupt essential and ongoing business operations ○ Requires City Administrator to develop written administrative procedures by 6/30/13, which will include reinforcement of review and sign-off of professional service invoices by the initiating division or department ○ City Attorney PowerPoint presentation on ordinance provided at 12/4/12 City Council meeting

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
34.	Internal Financial Controls, Record Keeping, Policies for Consultants: Contract Rate Increase Requirements [Recommendation E(1)(5)]	As a general practice do not allow compensation rate increases during the term of the contract. In the event all parties are aware that external factors are going to significantly affect costs and rates during the term of the agreement, require rate increases to be tied to the most appropriate index or cost of living rate.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Ordinance No. 1200 (12/18/12) [eff. 1/18/13] – adopted Competitive Bidding and Purchasing Ordinance prepared by City Attorney <ul style="list-style-type: none"> ○ § 2.17.30(C) of ordinance prohibits increases of compensation rates to be paid by City during contract term except where external factors will significantly affect costs and rates during term, in which cases such increases shall be tied to the most appropriate index, cost-of-living rate, or pass through ○ § 2.17.50 simultaneously keeps the existing purchasing procedures in effect through 6/30/13 and provides an effective date of 7/1/13 for exclusive and full compliance of all procurement procedures under the new ordinance in order to afford City Departments a reasonable transition period that does not disrupt essential and ongoing business operations ○ City Attorney PowerPoint presentation on ordinance provided at 12/4/12 City Council meeting <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – City Attorney to present for Council approval forms of contract as required by § 2.17.34 of the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) for all City of Vernon procurements, which will standardize the forms of contract throughout City departments, and include provisions as required by City policy and applicable law and explicit not to exceed dollar amounts. The proposed forms of contract do not have provisions for escalator clauses or increases and those are not anticipated occurrences.
35.	Internal Financial Controls, Record Keeping, Policies for Consultants: Review Contractor/Consultant Criteria for Individuals [Recommendation E(1)(6)]	Review contracts with individuals to make sure the criteria for contractors or consultants are being met. If any contracts do not meet this criteria, take steps to transfer the work to City employees or change the status of the contractor to employee.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Upon city-wide review, only one contractor/consultant, Pat Fresch, in the Light & Power Department was determined to be out of compliance <ul style="list-style-type: none"> ○ Independent Contractor Agreement with Pat Fresch was terminated 6/7/12 <ul style="list-style-type: none"> ○ Contractor was offered a lateral full-time employee position with the City, but declined the offer, and no longer has any affiliation with the City

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
36.	Internal Audits, Budget, Policies and Procedures Related to Payments to any Individual Affiliated with the City: Travel Policy [Recommendation E(2)(1)]	Adopt a written formal travel policy for City employees.	COMPLETED <ul style="list-style-type: none"> • Resolution No. 2011-187 (11/15/11) – adopted travel policy for council members and employees
37.	Internal Audits, Budget, Policies and Procedures Related to Payments to any Individual Affiliated with the City: City Council Travel Policy [Recommendation E(2)(2)]	Amend the City Council travel policy to provide the Council specific guidance related to purchase of economy airline tickets. Ensure City Council travel policies are reviewed as a part of orientation for new council members. Written advisories should go out to each council member when there are changes in policy.	COMPLETED <ul style="list-style-type: none"> • Resolution No. 2011-187 (11/15/11) – adopted travel policy for council members and employees • New travel policy has been added to the orientation packet for new council members • Written notifications will be provided by the City Clerk to each council member whenever policy is amended

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
38.	Internal Audits, Budget, Policies and Procedures Related to Payments to any Individual Affiliated with the City: Salary Surveys [Recommendation E(2)(3)]	Conduct market comparison studies for department heads and other key staff positions on a regular basis, e.g., every three years.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • 5/24/11 Staff Report to City Council – provided results, analysis, and recommendations for first salary survey conducted • Resolution No. 2011-85 (5/26/11) – provided adjustments made based on May 2011 salary survey results • 10/10/12 Staff Report to City Council and October 2012 Department Head Salary Survey PowerPoint – HR Director provided updated salary survey results, analysis, and recommendations for open department head positions at 10/16/12 City Council meeting as requested by Council at 10/2/12 meeting • 11/26/12 Staff Report to City Council and January 2013 Executive Fringe Benefit Survey PowerPoint– HR Director provided Fringe Benefit and Total Compensation Survey for department head positions at 1/8/13 City Council meeting <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • Resolution No. 2013-12 (1/22/13) – authorized HR Director to issue a Request for Proposals for a city-wide Classification and Compensation Study of all positions and staff, including executives • 3/5/13 City Council Meeting – HR Director to present and recommend for City Council adoption, the following related policies: <ul style="list-style-type: none"> ○ Compensation Schedule Policy ○ Classification Plan Administration Policy ○ Salary Plan Administration Policy ○ Reclassification Policy

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
39.	Internal Audits, Budget, Policies and Procedures Related to Payments to any Individual Affiliated with the City: Reduce City Councilmember Salaries [Recommendation E(2)(4)]	Reduce City Councilmember salaries effective immediately to the levels set forth in the May 26, 2011 resolution rather than at the end of each member's term. To do so is in the City's best interest.	ONGOING <ul style="list-style-type: none"> • City Council as constituted prior to April 2012 discussed with Mr. Van de Kamp its reaffirmation of Resolution No. 2011-87 • Resolution No. 2011-93 (6/7/12) – reduced council member salaries by 18%, effective 7/31/11, in line with reductions taken by State Legislature • 4/17/12 – Michael Ybarra sworn into office to fill first full City Council term impacted by Resolution No. 2011-87 (\$25,000 per year) • 10/23/12 – Luz Martinez sworn into office to fill unexpired City Council term of former Mayor Hilario Gonzales (term expires April 2014) <ul style="list-style-type: none"> ○ 10/25/12 Letter from Council Member Martinez – voluntarily reduced salary to \$25,000 per year in accordance with Mr. Van de Kamp’s recommendation • Once the elected candidate in the 4/9/13 general municipal election is sworn into office, three of the five council members will be receiving the reduced \$25,000 annual salary • 5/7/13 City Council Meeting (or once 4/9/13 election winner is seated) – City Administrator will place a discussion item regarding this recommendation on the agenda and seek direction from City Council on how to proceed (similar to what was done with respect to Mr. Van de Kamp’s recommendation regarding staggered elections – <i>see Reform Measure #25</i>)
40.	Internal Audits, Budget, Policies and Procedures Related to Payments to any Individual Affiliated with the City: City Council Salary Increase Requirements [Recommendation E(2)(5)] <i>Further supported by KDL Recommendation 1(a)(iii) [See Reform Measure #54]</i>	Seek voter approval of a Charter amendment that would tie future City Council salary increases to the cost of living or some other appropriate index.	COMPLETED <ul style="list-style-type: none"> • Resolution No. 2011-148 § 2(d) (8/25/11) – placed on the 11/22/11 ballot a charter amendment measure to prohibit increases in council member compensation beyond cost-of-living adjustments • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/22/11 by vote of 49-1 (Measure H)
41.	Operations: Department Head Meetings [Recommendation F(1)]	Schedule regular meetings of the department heads.	COMPLETED <ul style="list-style-type: none"> • Regular department head meetings began in July 2011 and are held on a bi-weekly basis the Wednesdays following regular City Council meetings

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
42.	Operations: AB 46 Updates [Recommendation F(2)]	Implement ongoing updates about AB 46 with City employees.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • 12/13/10 Memo issued by City Administrator to all employees regarding introduction of AB 46 • Until the defeat of AB 46 in the Senate on 8/29/11, regular updates were provided at department head meetings for each department head to pass on to his/her respective staff • 8/29/11 Email issued by City Administrator to all employees announcing defeat of AB 46 • 9/12/11 – City Administrator conducted city-wide employee informational meetings, which included a full summary of AB 46 and related good governance reforms <p><u>ONGOING EXPANDED APPLICATION</u></p> <ul style="list-style-type: none"> • General Employee Informational Meeting PowerPoint Presentation 10/3/12 and 10/4/12 – City Administrator and HR Director conducted joint city-wide employee general informational meetings
43.	Operations: Update Nepotism Policy [Recommendation F(3)]	Update the existing rules and regulations regarding the employment of related family members, prohibiting the hiring, promotion and transfer of relatives of city employees into positions which would allow an employee to control the hiring and the terms, conditions, or performance of employment of a relative.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-137 (8/2/11) – adopted Nepotism Policy and repealed Resolution No. 5314 <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • 3/5/13 – HR Director to present further updated Nepotism Policy for City Council adoption into Personnel Policies and Procedures Manual (Resolution No. 2012-231)
44.	Operations: Media Policy and Training [Recommendation F(4)]	Adopt a media policy and provide media training for department heads and others who are expected to communicate with the media.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-186 (11/15/11) – adopted a Media Relations Policy • Policy requires media training for City officials and authorized spokespersons (defined as City Administrator, PIO, and City Department Heads) as deemed necessary and appropriate by City Administrator and PIO <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • By 5/1/13 – media training for council members and department heads to be conducted

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
45.	Operations: City Clerk Training [Recommendation F(5)]	Require that the City Clerk has training on regulations governing municipal elections as well as Brown Act and Public Records Act compliance.	<p>COMPLETED</p> <ul style="list-style-type: none"> • City Clerk Political Reform Act and Municipal Election Training conducted by Reed & Davidson 1/5/12, and ongoing as needed • Independent elections consultant retained for all elections from 2006 to 2012 provide oversight and ensure compliance with all regulations governing municipal elections • Nielsen Merksamer Parrinello Gross & Leoni LLP (law firm with significant expertise and experience in election law and voter rights) engaged to provide legal consulting and compliance services for April 10, 2012 and June 5, 2012 election contests • City Clerk attended 2011 Joint Brown Act and Public Records Act Training conducted by Reed & Davidson on 9/28/11 – attendance sign-in sheets filed with City Clerk • Interim City Clerk attended 2012 Joint Brown Act and Public Records Act Training conducted by Reed & Davidson on 12/11/12 – attendance sign-in sheets filed with City Clerk • Resolution No. 2012-176 (9/4/12) – appointed Dana Reed to serve as Acting City Clerk until removed or succeeded by appointment of another person <ul style="list-style-type: none"> ○ Dana Reed is a principal of Reed & Davidson, the firm retained in May 2011 to conduct all elections, Brown Act, Public Records Act, and all other good governance compliance training as described in Reform Measures 7, 14-21, and 26-29

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
46.	Operations: Hire City Attorney [Recommendation F(6)]	Hire a permanent City Attorney with experience in municipal law and redevelopment.	<p>COMPLETED</p> <ul style="list-style-type: none"> • 10/25/11 letter from John Van de Kamp (then Independent Ethics Advisor) recommending new hiring process for City Attorney • 10/31/11 letter from Senator De Leon supporting Mr. Van de Kamp's recommendation on new hiring process • 11/1/11 City Council Minutes – established new hiring process for key executives, including specifically City Attorney • Request for Proposals for Search Firm Services for City Attorney issued 11/14/11 • 2/7/12 City Council Minutes – selected Roberts Consulting Group to conduct a well advertised, statewide search for City Attorney <ul style="list-style-type: none"> ○ Agreement with Roberts Consulting Group (2/27/12) • Resolution No. 2012-148 (8/7/12) – appointed Nicholas George Rodriguez as City Attorney and authorized related employment contract

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
47.	Operations: Assistant City Administrator and Assistant Fire Chief [Recommendation F(7)]	Should the present City Administrator-Fire Chief continue to serve in a dual function, he should be supported by an Assistant City Administrator and an able Assistant Fire Chief.	<p>COMPLETED</p> <ul style="list-style-type: none"> • Resolution No. 2011-199 (12/6/11) – affirmed continued concurrent employment of Mark Whitworth as Fire Chief and City Administrator • Resolution No. 2012-07 (1/3/12) – Personnel Resolution amendment that included the creation of the Assistant to the City Administrator position • 12/13/11 Staff Report to City Council and 1/3/12 City Council Minutes – notification and discussion of implementation of budget-approved personnel matters effective 1/1/12, including reclassifications of Kristen Enomoto and Alex Kung to the position of Assistant to the City Administrator (in lieu of hiring an Assistant City Administrator) • 1/1/12 – Assistant Fire Chief Andrew Guth began his second year in said position in accordance with the Fire Department’s two-year rotational schedule for said position among the four Battalion Chiefs; the three other Battalion Chiefs have served at least one two-year term as Assistant Fire Chief • Resolution No. 2012-237 (12/18/12) – approved at-will employment agreement with Mark Whitworth to serve exclusively as City Administrator effective 12/30/12 (includes Whitworth’s resignation as Fire Chief effective 12/29/12) • Resolution No. 2012-238 (12/18/12) – approved an agreement with Roberts Consulting Group to conduct the Fire Chief recruitment <ul style="list-style-type: none"> ○ Fire Chief position expected to be filled by April 2013 • 1/1/13 – Battalion Chief David Kimes rotated into the Assistant Fire Chief position for his second term • Resolution No. 2013-18 (1/22/13) – appointed David Kimes to serve as Interim Fire Chief until a permanent Fire Chief is selected through the recruitment process currently underway
48.	Operations: Hire HR Director [Recommendation F(8)]	Create a Human Resources/Personnel Department and hire a trained Human Resources Director.	<p>COMPLETED</p> <ul style="list-style-type: none"> • Agreement with The Hawkins Company (2/27/12) – for recruitment of Human Resources Director through a well advertised statewide search • Resolution No. 2012-147 (8/7/12) – appointed Teresa McAllister as Director of Human Resources

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
49.	Operations: Police Department Study [Recommendation F(9)]	Conduct a study of the Vernon Police Department staffing and costs in comparison with other primarily industrial cities.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Request for Proposals for A Study of Staffing and Costs of the City of Vernon Police Department issued 4/2/12 • Resolution No. 2012-70 (5/15/12) – accepted bid of Matrix Consulting Group and authorized related services agreement • 1/22/13 Staff Report to City Council – submitted Matrix Consulting Group January 2013 Report on City of Vernon Police Department Staffing Analysis <ul style="list-style-type: none"> ○ 1/23/13 Memo from Police Chief to City Administrator – provided responses to Matrix Report recommendations ○ 1/22/13 City Council Minutes (to be provided once available) – presentation provided by Matrix Consulting Group on January 2013 Report <p><u>COMPLETED EXPANDED APPLICATION</u></p> <ul style="list-style-type: none"> • 5/15/12 City Council Minutes – authorized request for free, 30-day feasibility studies from Los Angeles County for police and fire services • 7/12/12 Staff Report to City Council – submitted the Los Angeles County Municipal Law Enforcement Services Proposal dated July 12, 2012 <ul style="list-style-type: none"> ○ 7/17/12 City Council Minutes – PowerPoint presentation by Lieutenant Andrew Rosso of the Los Angeles County Sheriff’s Department Municipal Law Enforcement Proposal 7/12/12 ○ 8/2/12 Staff Report to City Council – submitted a cost comparison of the Vernon Police Department and the Los Angeles County Sheriff’s Department as requested by Council in response to the Sheriff’s 7/12/12 proposal and 7/17/12 presentation ○ 8/21/12 City Council Minutes – PowerPoint presentation by Interim Vernon Police Chief on the cost comparison of the Vernon Police Department and the Los Angeles County Sheriff’s Department

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
50.	Operations: ICA and League Participation [Recommendation F(10)]	Actively participate in the Independent Cities Association and the California League of Cities.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Annual ICA Seminar July 2011 <ul style="list-style-type: none"> ○ Attendees: City Administrator Mark Whitworth and Council Members Hilario Gonzales, William Davis, Michael McCormick, and Richard Maisano, and Interim Police Chief Daniel Calleros • League of Cities Annual Conference September 2011 <ul style="list-style-type: none"> ○ Attendees: City Administrator Mark Whitworth and Council Members William Davis and Michael McCormick • Annual ICA Winter Seminar February 2012 <ul style="list-style-type: none"> ○ Attendees: Council Members William Davis and Michael McCormick, and Interim Police Chief Daniel Calleros • League of Cities City Manager’s Meeting February 2012 <ul style="list-style-type: none"> ○ Attendees: City Administrator Mark Whitworth • Annual ICA Seminar July 2012 <ul style="list-style-type: none"> ○ Attendees: Council Member Michael McCormick and Good Governance Compliance Consultant Dana Reed • League of Cities Annual Conference September 2012 <ul style="list-style-type: none"> ○ Attendees: City Administrator Mark Whitworth, Council Members William Davis and Michael McCormick, and Interim City Clerk Dana Reed • League of Cities Division Meeting October 2012 <ul style="list-style-type: none"> ○ Attendees: City Administrator Mark Whitworth, Council Member Michael McCormick • League of Cities Division Meeting January 2013 <ul style="list-style-type: none"> ○ Attendees: Council Member William Davis, Interim City Clerk Dana Reed, Assistant to City Administrator Alex Kung • League of Cities City Manager’s Meeting January 2013 <ul style="list-style-type: none"> ○ Attendees: City Administrator Mark Whitworth <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • City Council Members, City Administrator, and other City representatives will continue to attend and participate in League and ICA events

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 29, 2011

	Reform Measure	Recommendation	Implementation Status and Documentation
51.	Operations: City Administrator Consulting Relationships [Recommendation F(11)]	Establish an ongoing consulting relationship with City Administrators and City Managers from other Southern California cities and California League of Cities representatives to review best practices and Vernon's utilization of them.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Through increased attendance and participation at League and ICA events (<i>see Reform Measure #50</i>), the City Administrator has established ongoing consulting relationships with other Southern California City Administrators and City Managers in attendance at the same events and reviews best practices and Vernon's utilization of them at each event • Attended League of Cities City Manager's Meeting February 2012 • Attended League of Cities City Manager's Meeting January 2013

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
52.	Charter Reform: At-Will Provision [1(a)(i)]	Implement Charter Reform via election at the earliest possible date this year that removes the "at-will" provision in the Charter.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-138 (8/2/11) – placed on the 11/8/11 ballot a charter amendment measure to eliminate the at-will employment requirement for City employees from the City charter • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/8/11 by unanimous vote of 52-0 (Measure C) <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • Resolution No. 2012-231 (11/20/12) – adopted a Personnel Policies and Procedures Manual (only partially complete as of the posting of this matrix) as will be required by the proposed personnel system ordinance (see below) <ul style="list-style-type: none"> ○ City representatives met and conferred in good faith with all bargaining units on all policies prior to their proposal to and adoption by City Council • HR Director will continue to develop and propose for City Council adoption additional personnel policies and procedures to be incorporated into the manual <ul style="list-style-type: none"> ○ City representatives will continue to meet and confer in good faith with all bargaining units on all policies prior to their proposal to and adoption by City Council subject to MMBA, POBOR, and FFBOR • 2/5/13 City Council Meeting – City Administrator, with assistance from HR Director, City Attorney, outside labor law counsel, to present ordinance for City Council adoption to establish a merit-based personnel system as a replacement to the previous at-will system • 2/19/13 City Council Meeting – HR Director to develop and propose for inclusion in the Personnel Policies and Procedures Manual, a Terms of Employment Personnel Policy consistent with the Personnel Merit System Ordinance (once adopted), to specify and define employment terms for uniform interpretation and application
53.	Charter Reform: Council Term Limits [1(a)(ii)]	Implement Charter Reform via election at the earliest possible date this year that establishes Council term limits.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-86 (5/26/11) – called election to propose charter amendment setting term limits at two five-year terms with lifetime ban thereafter • Resolution No. 2011-114 (6/27/11) – set measure for 11/8/11 ballot • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/8/11 by vote of 43-9 (Measure A)

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
54.	Charter Reform: City Council Salary and Benefit Limits [1(a)(iii)]	Implement Charter Reform via election at the earliest possible date this year that establishes salary and benefit limits for senior city officials.	COMPLETED <ul style="list-style-type: none"> • Resolution No. 2011-148 § 2(d) (8/25/11) – placed on the 11/22/11 ballot a charter amendment measure to prohibit increases in Council member compensation beyond cost-of-living adjustments • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/22/11 by vote of 49-1 (Measure H)
55.	Charter Reform: City Council Appointments [1(a)(iv)]	Implement Charter Reform via election at the earliest possible date this year that prohibits the Council from appointing successors.	COMPLETED <ul style="list-style-type: none"> • Ordinance No. 1185 (8/25/11) – allows City to call elections on non-established election dates • Resolution No. 2011-148 § 2(c) (8/25/11) – placed on the 11/22/11 ballot a charter amendment measure to prevent the Council from appointing any Council members under any circumstances • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/22/11 by unanimous vote of 50-0 (Measure G) • Ordinance No. 1192 (2/21/12) [eff. 3/23/12] – repealed Section 2.90 of Vernon City Code that provided for the appointment of council members in uncontested elections
56.	Charter Reform: City Administrator Removal Provision [1(a)(v)]	Implement Charter Reform via election at the earliest possible date this year that removes the provision that limits the ability to remove the City Administrator.	COMPLETED <ul style="list-style-type: none"> • Resolution No. 2011-138 (8/2/11) – placed on the 11/8/11 ballot a charter amendment measure to remove obstacles to removing the City Administrator or change the City Administrator's compensation • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/8/11 by unanimous vote of 52-0 (Measure D)
57.	Charter Reform: Light & Power Fund Transfers [1(a)(vi)]	Implement Charter Reform via election at the earliest possible date this year that removes the provision prohibiting transfers from Light & Power to the General Fund.	COMPLETED <ul style="list-style-type: none"> • Resolution No. 2011-148 § 2(e) (8/25/11) – placed on the 11/22/11 ballot a charter amendment measure to allow transfers from the Light & Power Fund • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/22/11 by unanimous vote of 43-0 (Measure I)

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
58.	Charter Reform: Prevailing Wage Provision [1(a)(vii)]	Implement Charter Reform via election at the earliest possible date this year that adds a provision for prevailing wage in city contracts.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-115 (6/27/11) – placed on the 11/8/11 ballot a charter amendment measure to maintain the City’s long-standing support of providing prevailing wages • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/8/11 by unanimous vote of 52-0 (Measure B) • Resolution No. 2011-149 § 8 (8/25/11) formally adopted Prevailing Wage Policy • Prevailing Wage Form Contract Provisions – used in City’s form contract when applicable since 3/22/12 <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – City Attorney to present for Council approval forms of contract as required by § 2.17.34 of the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) for all City of Vernon procurements, which will standardize the forms of contract throughout City departments, and include Prevailing Wage provisions as required by City policy and applicable law

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
59.	Charter Reform: Bidding Process for Service Contracts [1(a)(viii)]	Implement Charter Reform via election at the earliest possible date this year that establishes an open and competitive bidding process on service and personal service contracts that is prominently posted on the city's website, and that requires the details to those contracts to be prominently posted on the city's website at least seven days prior to Council approval.	<p>COMPLETED</p> <ul style="list-style-type: none"> • Resolution No. 2011-148 § 2(f) (8/25/11) – placed on the 11/22/11 ballot a charter amendment measure to establish an open and competitive bidding process for City service contracts by ordinance • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/22/11 by unanimous vote of 43-0 (Measure J) • Ordinance No. 1200 (12/18/12) [eff. 1/18/13] – adopted Competitive Bidding and Purchasing Ordinance prepared by City Attorney <ul style="list-style-type: none"> ○ § 2.17.30(E) of ordinance requires all contracting opportunities not otherwise subject to a published notice requirement to be publicized on the City's website at least seven days prior to contract award except where the specific contract is otherwise exempt from competitive bidding and informal selection ○ § 2.17.50 simultaneously keeps the existing purchasing procedures in effect through 6/30/13 and provides an effective date of 7/1/13 for exclusive and full compliance of all procurement procedures under the new ordinance in order to afford City Departments a reasonable transition period that does not disrupt essential and ongoing business operations ○ City Attorney PowerPoint presentation on ordinance provided at 12/4/12 City Council meeting
60.	Van de Kamp Report Recommendations [2(a)]	Implement the recommendations in the [July 29, 2011] Van de Kamp report as soon as feasible.	<p>COMPLETED</p> <ul style="list-style-type: none"> • Resolution No. 2011-149 § 1 (8/25/11) – affirmed the City's commitment to implement the then Independent Ethics Advisor's reform recommendations as soon as feasible and directed the City Administrator to make recommendations to the City Council regarding adoption and implementation of such • <i>See Reform Measures 14-51 for the current status of all recommendations in the July 29, 2011 Van de Kamp Report</i>

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
61.	Doubling the Electorate: Housing Commission [3(a)] <i>See Ordinance No. 1183 and Reform Measure #23 for Housing Commission Composition</i>	Establish an independent Housing Commission.	COMPLETED <ul style="list-style-type: none"> • Resolution No. 2011-148 § 2(a) (8/25/11) – called a special election for 11/22/11 and placed on the ballot a charter amendment measure to require the City keep the Housing Commission to oversee its housing stock • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/22/11 by vote of 49-1 (Measure E) • <i>See Ordinance No. 1183 and Reform Measure #23 for Housing Commission composition</i>
62.	Doubling the Electorate: Transfer Current Housing [3(b)]	Spin off the city's current housing stock to the independent Housing Commission.	ONGOING <ul style="list-style-type: none"> • Resolution No. 2011-149 § 4 (8/25/11) – directed the City Administrator to work with the City Attorney on all associated legal issues and, barring any prohibitions or restrictions, prepare for City Council consideration (i) an amendment to Ordinance No. 1183 to allow the Housing Commission to hold title to existing City housing properties, and (ii) conveyance documents to effectuate the transfer of title and interests • Preliminary opinions from various outside legal counsel indicated a number of prohibitions or limitations on the implementation of this recommendation, primarily that the Housing Commission, as constituted, is not an independent entity with the legal capacity to own property • City Administrator to work with current City Attorney and Legal Counsel to the Housing Commission, and other outside legal counsel as necessary or appropriate, to determine all legally viable options related to implementation of this recommendation and report back to the City Council by 7/2/13
63.	Doubling the Electorate: Construct New Housing [3(c)]	Construct approximately 50 new housing units with a significant affordable component within three years, with the goal of doubling the city's electorate.	ONGOING <ul style="list-style-type: none"> • Resolution No. 2011-149 § 4 (8/25/11) – directed the City Administrator to work with the Director of Community Services and Finance Director to develop a plan to (i) construct approximately 50 new housing units within three years, (ii) provide gap funding by the City as needed to attract private investment development, and (iii) allocate a portion of the units as low and very low-income; and provided that said housing shall not be owned by the City • Schedule for Construction of New Housing Development – began in September 2011, with the issuance of the Request for Proposals for assistance with the necessary General Plan Amendment, and estimates a completion date of January 2015 and occupancy date of February 2015

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
			<ul style="list-style-type: none"> ○ RFP for 52nd Drive HousingDevelopment 4/19/12 ○ Resolution No. 2012-195 (10/16/12) – accepted the proposal of Meta Housing Corporation for the 52nd Drive Housing Development ○ Resolution No. 2011-166 (12/6/11) – authorized issuance of RFP for preparation of General Plan Update ○ Resolution No. 2011-201 (12/6/11) – accepted bid of and authorized agreement with Hogle-Ireland, Inc. for preparation of the General Plan Update ○ Vernon Housing Development Opportunities 6/19/12 – presentation made to City Council by Hogle-Ireland ○ Resolution No. 2012-186 (10/2/12) – authorized issuance of RFP for legal services for proposed Housing Development and land use matters ○ Resolution No. 2012-229 (11/20/12) – accepted bid of and authorized agreement with Jon Goetz of Kronick, Moskovitz, Tiedemann & Girard for legal services for proposed Housing Development and land use matters ○ HCD letter accepting Vernon's draft Housing Element Update 12/14/12 ● 2/5/13 City Council Meeting – City to hold public hearing and Director of Community Services to present a proposed General Plan Update (Housing Element and Land Use Element), Zoning Ordinance Amendment, CEQA Mitigated Negative Declaration, and Development Agreement with Meta Housing Corporation setting forth the permitted uses of the site, the density and intensity of use thereon, the maximum height and size of proposed buildings on the site, and provisions for reservation and dedication of land for public purposes ● 2/19/13 City Council Meeting – Director of Community Services to present a proposed Disposition and Development Agreement with Meta Housing Corporation setting forth the terms of the following: <ul style="list-style-type: none"> ○ Conveyance of Land (Ground Lease) ○ Project Schedule ○ Construction ○ Financing ○ Income and Affordability Requirements ○ Site Management ○ Maintenance Requirements ○ Remedies

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
64.	Independent Reform Monitor: 4-Year Appointment [4(a)]	Appointment of an Independent Reform Monitor for a period of no less than four years.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-148 § 2(b) (8/25/11) – placed on the 11/22/11 ballot a charter amendment measure to require the City keep an Independent Reform Monitor for four years • Resolution No. 2011-149 § 2 (8/25/11) – authorized the City Administrator to negotiate a new 4-year contract for Independent Reform Monitor with then current Independent Ethics Advisor John Van de Kamp • Resolution No. 2012-04 (1/3/12) – certifies measure was passed by voters 11/22/11 by unanimous vote of 50-0 (Measure F) • Resolution No. 2012-06 (1/3/12) – approved new four-year Reform Monitor contract with John Van de Kamp commencing 2/15/12 <ul style="list-style-type: none"> ○ Resolution No. 2012-79 (6/5/12) – transferred John Van de Kamp Reform Monitor contract from Dewey & LeBoeuf LLP to Mayer Brown LLP when Mr. Van de Kamp changed law firms
65.	Independent Reform Monitor: Broad-Based Authority [4(b)]	The Reform Monitor shall have broad-based authority to enforce the elements of the revised charter and other adopted reforms.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2012-06 (1/3/12) – contains the Reform Monitor contract, which includes provisions for the Reform Monitor to review and make recommendations regarding the implementation of the revised charter and other adopted reforms (See pages 3-4 of contract)
66.	Independent Reform Monitor: Audits of Budgets and Contracts [4(c)]	The Reform Monitor's powers shall include the power to conduct audits of all city operations and budgets as well as review any proposed service or personal service contract that is substantial in nature.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2012-06 (1/3/12) – contains the Reform Monitor contract, which includes a provision affording the Reform Monitor the power to conduct audits of all city operations and budgets as well as review any proposed service contract that is substantial in nature (See page 5 of contract)
67.	Independent Reform Monitor: Annual Reports to Legislature [4(d)]	The Reform Monitor shall report back annually to the Legislature on the progress of the City's efforts to meet its obligations and shall make recommendations on any additional changes that may be necessary to implement the changes.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2012-06 (1/3/12) – contains the Reform Monitor contract, which includes a provision for the Reform Monitor to issue written reports of his findings and recommendations, if any, to the Legislature, Vernon City Council, and Vernon City Administrator every six months during the term of the contract (approximately January 31 and July 31) (See pages 5-6 of contract)

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
68.	Worker Rights: Police and Fire [5(a)]	Continue to allow for collective bargaining by police and firefighters.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-149 § 5 (8/25/11) – adopted policy to continue to work in cooperation with Fire and Police Departments • Resolution No. 2012-94 (6/19/12) – approved Memorandum of Understanding (MOU) with Vernon Firemen’s Association from July 1, 2012 through June 30, 2014 • Resolution No. 2012-95 (6/19/12) – approved Memorandum of Understanding (MOU) with Vernon Police Officers’ Benefit Association from July 1, 2012 through June 30, 2014 • Recognized bargaining units: <ul style="list-style-type: none"> ○ Vernon Police Officers’ Benefit Association (VPOBA) ○ Vernon Firemen’s Association (VFA) ○ Vernon Police Management Association (VPMA) ○ Vernon Fire Management Association (VFMA) • Meet and confer dates and topics since 9/4/12 arrival of new HR Director: <ul style="list-style-type: none"> ○ 10/18/12 – VPOBA, VFA – PARS Early Retirement Program ○ 10/22/12 – VPMA, VFMA - PARS Early Retirement Program ○ 10/23/12 – VPOBA, VPMA, VFA, VFMA – proposed HR Policies adopted by Resolution No. 2012-231 (11/20/12) ○ 11/28/12 – VFMA, VFA – Holiday Closure ○ 11/29/12 – VPOBA, VPMA – Holiday Closure ○ 1/9/13 – VPOBA – Negotiations ○ 1/10/13 – VPMA – Negotiations ○ 1/23/13 – VPOBA, VPMA – Negotiations <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • HR Director will continue will continue to meet and confer with all bargaining units on proposed policies for the Personnel Policies and Procedures Manual, in accordance with MMBA, POBOR, and FFBOR • City Administrator and/or HR Director will continue to meet with all bargaining units on all employment-related matters as required by the MMBA, POBOR, and FFBOR, and other applicable law and City policy

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
69.	Worker Rights: Neutrality [5(b)]	Establish collective bargaining neutrality for city workers.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-149 § 6 (8/25/11) – adopted policy of collective bargaining neutrality • 10/3/12 and 10/4/12 General Information Meeting PowerPoint Presentation – City Administrator and HR Director conducted joint city-wide employee general informational meetings <ul style="list-style-type: none"> ○ PowerPoint included information on the Public Employees’ Pension Reform Act of 2013, Civil Service, and Employees’ Rights under the Myers-Milias Brown Act (MMBA) • 10/10/12 – at the request of Teamsters, City staff met with representatives of Teamsters Local 911 and IBEW Local 47 to provide clarifications on the City’s Employer-Employee Relations Resolution and its current classifications • Employee informational bulletins regarding employees’ rights under the MMBA are posted throughout City Hall and other City facilities
70.	Worker Rights: Living Wage [5(c)]	Establish a living wage program for city employees and contractors.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-149 § 7 (8/25/11) – directed the City Administrator to prepare for Council adoption an appropriate living wage policy • Ordinance No. 1187 (10/4/11) [eff. 11/4/11] – adopted Living Wage Policy <ul style="list-style-type: none"> ○ Ordinance No. 1191 (1/17/12) [eff. 2/17/12] – amended Living Wage Policy Ordinance No. 1187 to clarify the intent and application of Section 2.132(b) relating to compensated leave time for employees • Living Wage Form Contract Provisions – used in City’s form contract since 3/22/12 • Living Wage Form Contract Exhibit – used in City’s form contract since 3/22/12 <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – City Attorney to present for Council approval forms of contract as required by § 2.17.34 of the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) for all City of Vernon procurements, which will standardize the forms of contract throughout City departments, and include Living Wage provisions as required by City policy and applicable law

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
71.	Good Neighbor Program: ECBF [6(a)]	Establish a substantial and long-term Environmental and Community Benefit Fund [ECBF] to help mitigate the decades of noxious air released from Vernon (the exact amount to be negotiated).	<p>ONGOING</p> <ul style="list-style-type: none"> • Resolution No. 2011-149 § 9(a-b) (8/25/11) – set forth Vernon’s commitment to establish an ECBF to continue to enhance services provided to City residents and promote sustainability efforts throughout the City and surrounding areas and set the ECBF funding level at \$5 million annually for 10 years <ul style="list-style-type: none"> ○ At the time Resolution No. 2011-149 was adopted, the City intended to pursue special legislation to enable the use of Vernon’s Redevelopment Agency funds to meet the City’s ECBF commitments ○ Effective 2/1/12, all California Redevelopment Agencies (RDAs) were dissolved, including Vernon’s, pursuant to the 12/29/11 Supreme Court Ruling in the <i>California Redevelopment Association v. Matosantos</i> case, which upheld AB1X 26 (the Dissolution Act), and overturned AB1X 27 (the Alternative Redevelopment Program Act), which would have allowed certain RDAs to continue and which Vernon was fully prepared to participate in • By 3/1/13 – City Administrator to meet with Senator De Leon to discuss possible amendments to the ECBF funding level and timeline as a result of the RDA dissolution • By 5/7/13 – any proposed amendments to the ECBF will be presented to the City Council for adoption
72.	Good Neighbor Program: ECBF Board [6(b)]	Creation of an independent board to allocate those Environmental and Community Benefit Funds including representation from outside affected communities.	<p>ONGOING</p> <ul style="list-style-type: none"> • Resolution No. 2011-149 § 9(d-e) (8/25/11) – provided for oversight of the ECBF by a 9-member committee of diverse representation from the State Legislature and Southeast Los Angeles community <ul style="list-style-type: none"> ○ Since the funding mechanism(s) for the ECBF is/are still being determined, the oversight committee has not yet been formed • By 3/1/13 – City Administrator to meet with Senator De Leon to discuss possible alternatives to the ECBF oversight committee originally called for • By 5/7/13 – any proposed amendments to the oversight of the ECBF will be presented to the City Council for adoption

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
73.	Good Neighbor Program: Regional Community Facilities [6(c)]	Immediately fund regional community recreational facilities in affected neighboring communities (the scope and sites to be negotiated).	<p>ONGOING</p> <ul style="list-style-type: none"> • Resolution No. 2011-149 § 9(c) (8/25/11) – provided for additional allocations (separate from ECBF) of \$5 million each to assist programs at the Hazard Park Armory Youth Center in Boyle Heights and renovation projects at Salt Lake Park in Huntington Park • Salt Lake Park Renovations PowerPoint July 2012 – PowerPoint presentation provided by Hunting Park Director of Parks & Recreation at 7/17/12 Vernon City Council meeting • Resolution No. 2012-120 (7/17/12) – approved a Cooperative Agreement with the City of Huntington Park for the Salt Lake Park Renovations Project (Soccer Field and Splash Pad) that included the deposit of \$124,000 into an escrow account for the design and planning phase • Resolution No. 2013-17 (1/22/13) – approved the deposit of \$150,000 into an escrow account to be used by Legacy LA for the design and planning phase of the renovation of the Hazard Park Armory Youth Center • Resolution No. 2012-233 (12/4/12) – approved an agreement with California Consulting LLC for the function of Grant Coordinator to assist in the procurement and administration of available grants, including those for the Salt Lake Park and Hazard Park projects

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
74.	Good Neighbor Program: SDEEC [6(d)]	Establish a Sustainable Development and Energy Efficiency Commission [SDEEC] that includes representation from the environmental justice community.	<p>COMPLETED</p> <ul style="list-style-type: none"> • Resolution No. 2011-149 § 10 (8/25/11) – directed the City Administrator to prepare an ordinance for Council adoption establishing the SDEEC with representation from the environmental justice community • Ordinance No. 1188 (11/1/11) [eff. 12/1/11] – established the SDEEC <ul style="list-style-type: none"> ○ Ordinance No. 1195 (6/19/12) [eff. 7/20/12] – amended and updated SDEEC Ordinance No. 1188 • 1/3/12 City Council Minutes – SDEEC members appointed • 2/21/12 City Council Minutes – SDEEC members appointed and reclassified • Inaugural SDEEC meeting held 2/29/12 • Current composition is as follows: <ul style="list-style-type: none"> ○ Hector Garcia, Clougherty Packing/Farmer John, Environmental Justice Representative ○ David Honda, D.S. Honda Construction, Environmental Representative (replaced Michael Gavina who was reclassified to Business Representative 11/20/12) ○ Jim Andreoli Jr., Baker Commodities, Business Representative ○ Michael Gavina, F. Gavina & Sons, Business Representative (replaced Avid Halimi of Command Packaging who failed to attend and forfeited seat) ○ Peter Corselli, U.S. Growers Cold Storage, Business Representative ○ Armando Espinoza, UFCW, Labor Representative ○ Jaime Villanueva, Teamsters, Labor Representative • 4/25/12 Staff Report to SDEEC – submitted the proposed Sustainability Action Plan (SAP) to the SDEEC for review and to make any recommendations regarding the SAP to City Council • 4/25/12 SDEEC Minutes – SDEEC approved the SAP as presented to be recommended to the City Council • Resolution No. 2012-73 (5/15/12) – adopted City of Vernon Sustainability Action Plan (SAP) as recommended by SDEEC <ul style="list-style-type: none"> ○ Health Director to submit Vernon SAP for consideration of following awards: <ul style="list-style-type: none"> ○ “Green Cities Award” sponsored by Waste and Recycling News ○ “Excellence in Sustainability Award” sponsored by National Environmental Health Association (NEHA)

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

SENATOR KEVIN DE LEON'S CRITICAL PATH REFORMS LETTER DATED AUGUST 22, 2011 (CITY RESOLUTION 2011-147)

	Reform Measure	Recommendation	Implementation Status and Documentation
75.	Good Neighbor Program: Trash Hauling Program [6(e)]	Revise existing trash hauling program with strong environmental standards.	<p>ONGOING</p> <ul style="list-style-type: none"> • Resolution No. 2011-149 § 11 (8/25/11) – directed the Health Director to establish a Trash Hauling Franchise Program with strong environmental standards to consolidate trash hauling enterprises within the City and improve related environmental and safety standards • 8/22/12 SDEEC Minutes (to be provided once available) – Solid Waste Background and Future Policy Options PowerPoint presented by MSW Consultants and related discussion • 10/17/12 SDEEC Minutes (to be provided once available) – presentation by LA County Disposal Association on Trash Hauling Programs and related discussion • 12/19/12 SDEEC Minutes (to be provided once available) – Solid Waste Franchise Options PowerPoint presented by Vernon Health Director and related discussion • 1/30/13 SDEEC Minutes (to be provided once available) – updated Solid Waste Franchise Options PowerPoint presented by Vernon Health Director • By 6/4/13 – present SDEEC recommendation and final staff recommendation to City Council for adoption

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JANUARY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
76.	Environmental and Community Benefit Fund (ECBF) Allocation [Recommendation B(1)]	Allocation of money for the Environmental and Community Benefit Fund should await clarity regarding the future of the City's Redevelopment Agency funding. The City should begin to fulfill its commitment to this recommendation by July 31, 2012. By that time, the City's financial picture should be clarified and the 2012 budget adopted.	<p>ONGOING</p> <ul style="list-style-type: none"> • See Reform Measure #71 for Redevelopment Agency funding clarification and additional information • Resolution No. 2012-160 (8/21/12) – adopted the City's amended 2012-2013 budget, which includes an allocation of \$4.4 million toward the Environmental Community Benefit Fund (ECBF) and the Salt Lake Park and Hazard Park Armory Youth Center renovation projects, capital projects, and reserves • By 3/1/13 – City Administrator to meet with Senator De Leon and Senator Lara to discuss possible amendments to the ECBF funding level and timeline as a result of the RDA dissolution • By 5/7/13 – any proposed amendments to the ECBF will be presented to the City Council for adoption
77.	Hazard Park and Salt Lake Park Allocations [Recommendation B(2)]	Given the uncertain status of Redevelopment Agency funding, the timetable for allocations of \$5 million to assist programs on the Hazard Park Armory Youth Center in Boyle Heights and \$5 million to assist in the renovation of the Salt Lake Park in Huntington Park should await clarity regarding the source of funding. The City should set a timetable for a determination as to how and when the obligation is to be met no later than July 31, 2012, when the City's financial picture is clarified, the proposals have been received and reviewed, and the [2013] budget has been adopted.	<p>ONGOING</p> <ul style="list-style-type: none"> • See Reform Measure #71 for Redevelopment Agency funding clarification and additional information • Resolution No. 2012-160 (8/21/12) – adopted the City's amended 2012-2013 budget, which includes an allocation of \$3.2 million toward the Environmental Community Benefit Fund (ECBF) and the Salt Lake Park and Hazard Park Armory Youth Center renovation projects • Salt Lake Park Renovations PowerPoint July 2012 – PowerPoint presentation provided by Hunting Park Director of Parks & Recreation at 7/17/12 Vernon City Council meeting • Resolution No. 2012-120 (7/17/12) – approved a Cooperative Agreement with the City of Huntington Park for the Salt Lake Park Renovations Project (Soccer Field and Splash Pad) that included the deposit of \$124,000 into an escrow account for the design and planning phase • Resolution No. 2013-17 (1/22/13) – approved the deposit of \$150,000 into an escrow account to be used by Legacy LA for the design and planning phase of the renovation of the Hazard Park Armory Youth Center • Resolution No. 2012-233 (12/4/12) – approved an agreement with California Consulting LLC for the function of Grant Coordinator to assist in the procurement and administration of available grants, including those for the Salt Lake Park and Hazard Park projects

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JANUARY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
78.	Select Search Firm for City Attorney Search [Recommendation B(3)]	<p>On January 17, 2012, after interviewing three search firms in public meetings, the City Council was divided 2-2 on its choice of a firm to conduct the search. That postpones the selection of a City Attorney. The City Council needs to work together to resolve this as soon as possible. When a City Attorney is selected, Latham & Watkins LLP, which has served the City in a number of ways during the disincorporation fight, expects its level of service will be substantially decreased. The City Attorney should work to reduce its reliance on outside counsel and when necessary hire outside counsel at negotiated rates typical of those paid by governmental entities.</p>	<p>COMPLETED</p> <ul style="list-style-type: none"> • 2/7/12 City Council Minutes – selected Roberts Consulting Group to conduct a well advertised statewide search for City Attorney <ul style="list-style-type: none"> ○ Agreement with Roberts Consulting Group (2/27/12) • Resolution No. 2012-148 (8/7/12) – appointed Nicholas George Rodriguez as City Attorney and authorized related employment contract • Resolution No. 2012-193 (10/16/12) – approved a legal services agreement for municipal finance related services with Mark Mandell d/b/a Mandell Municipal Counseling at rates typical of those paid by governmental entities • Resolution No. 2012-186 (10/2/12) – authorized issuance of RFP for legal services for proposed Housing Development and land use matters <ul style="list-style-type: none"> ○ Resolution No. 2012-229 (11/20/12) – accepted bid and engaged Jon Goetz of Kronick, Moskovitz, Tiedemann & Girard for legal services necessary for the Housing Development at rates typical of those paid by governmental entities • Resolution No. 2012-239 (12/18/12) – approved a new significantly reduced and more specifically defined contract with Latham & Watkins for general services at a \$10,000 monthly retainer level • Resolution No. 2012-240 (12/18/12) – approved a new contingency-based and more specifically defined contract with Latham & Watkins regarding the City’s Kern County Land/Wind Project • Ordinance No. 1200 § 2.17.30(D) (12/18/12) [eff. 1/18/13] – requires all contracts to be at rates of compensation similar to, or more favorable than rates charged to other governmental entities • Resolution No. 2012-207 (11/6/12) – created a Deputy City Attorney position to begin to build in house capacity for a City Attorney department than can perform much or most of the City’s legal work based on a salary survey conducted to establish compensation for the position comparable to the levels paid by other cities <ul style="list-style-type: none"> ○ 12/27/12 – Scott Porter, formerly of Colantuono & Levin, was selected as the top candidate from a large and qualified applicant pool; position was advertised in the Daily Journal

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JANUARY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
79.	City Written Responses for Recommendations not to be Implemented [Recommendation B(4)]	The City should continue to follow through on the recommendations set forth in this Report, and when unwilling or unable to do so provide a written response for its rationale.	<p><u>ONGOING</u></p> <ul style="list-style-type: none"> • As of 1/31/13, the only reform recommendation not yet implemented or for which a formal implementation plan has yet to be adopted is that relating to the immediate reduction of all council member salaries to \$25,000 annually (<i>see Reform Measure #39 and Recommendation E(2)(4) from the 7/29/11 Van de Kamp Report</i>) • Once the elected candidate in the 4/9/13 general municipal election is sworn into office, three of the five council members will be receiving the reduced \$25,000 annual salary • 5/7/13 City Council Meeting (or once 4/9/13 election winner is seated) – City Administrator will place a discussion item regarding this recommendation on the agenda and seek direction from City Council on how to proceed (similar to what was done with respect to Mr. Van de Kamp’s recommendation regarding staggered elections – <i>see Reform Measure #25</i>)
80.	City Administrator Position [Recommendation B(5)]	The City Council as it is constituted on April 17, 2012, should decide (1) whether to continue to employ Mr. Whitworth as the City Administrator, and if not (2) to employ a search firm to help find qualified candidates, keeping Mr. Whitworth in his role until a new City Administrator is chosen.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • As constituted on 4/17/12 (after Michael Ybarra was declared the winner of the April 10, 2012 election and sworn into office), the City Council, which was only 80% whole due to the vacant seat created by the 12/1/11 resignation of former Mayor Hilario Gonzales (scheduled to be filled in the June 5, 2012 special election), did not take any formal action to change the employment status of Mark Whitworth provided for in Resolution No. 2011-199 (<i>see Reform Measure #47</i>) <ul style="list-style-type: none"> ○ Luz Martinez, the fifth council member pursuant to the results of the June 5, 2012 election, was not declared the winner and sworn into office until 10/23/12 due to lengthy election contest proceedings • Resolution No. 2012-237 (12/18/12) – approved at-will employment agreement with Mark Whitworth to serve exclusively as City Administrator effective 12/30/12 (includes Whitworth’s resignation as Fire Chief effective 12/29/12)

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JANUARY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
81.	Business Development Committee Review of City Finances and Budget [Recommendation B(6)]	<p>The City should task the Business Development Committee to review not only ways to improve the City’s business climate, but to review the City’s financial situation and budget. That 10-person committee was established on January 3, 2012, consisting of 2 council members, 3 business representatives, 2 real estate representatives, 2 labor representatives and the City Administrator. That committee should have the full cooperation of the City Administrator and the City Treasurer as well as other members of the City Administration. That committee should be tasked with recommending to the City Council new revenue possibilities, which could include rate and tax changes, as well as reduced city expenditures. The purpose is to develop a full and broader understanding of the City’s financial situation and ways to improve it and to be able to meet the commitments made by the City to Senator De Leon during the legislative debate over disincorporation.</p>	<p>COMPLETED</p> <ul style="list-style-type: none"> • 2/8/12 BDC Minutes – includes introduction of all city department heads and discussions and PowerPoint presentation on proposed sources of additional revenue for the City’s General Fund • 3/14/12 BDC Minutes – NBS Financing Options and Recommendations PowerPoint presentation and staff PowerPoint presentation on General Fund potential reductions • 4/11/12 BDC Minutes – staff conducted a workshop for the business and residential communities on a proposed special parcel tax to address the City’s General Fund shortfall • 6/13/12 BDC Minutes (to be provided once available) – PowerPoint presentation on General Fund reductions • 10/10/12 BDC Minutes (to be provided once available) – BDC recommendations on amendments to the City’s Comprehensive Zoning Ordinance included permitting the following to increase potential opportunities for additional revenue to the City: <ul style="list-style-type: none"> ○ Additional truck terminals in designated areas ○ Additional retail corridors in designated areas ○ Digital billboards along the I-710 freeway • 12/12/12 BDC Minutes (to be provided once available) – includes discussion on proposed water rate increases and staff PowerPoint presentation on General Fund expenditure reductions and proposed tax measures

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JANUARY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
82.	Quarterly Budget Report to City Council [Recommendation B(7)]	The Treasurer should make a public report to the City Council every quarter outlining the City's progress in meeting the City's budget revenue and expenditure expectations. The first quarterly report should be made at the City Council's first meeting in May 2012 when the financial results for the January – March period are available.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • 5/1/12 City Council Minutes – staff provided a Budget Overview Presentation in anticipation of the start of the recommended quarterly budget reports • 5/15/12 City Council Minutes – staff provided the first Quarterly Budget Report to City Council, covering the first three quarters of 2011-2012 (7/1/11-3/31/12) • 9/4/12 City Council Minutes – staff provided the second Quarterly Budget Report to City Council, covering the fourth quarter (4/1/12-6/30/12) as well as a wrap-up of the entire 2011-2012 fiscal year <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – the City's new Finance Director, in coordination with the City Administrator and his staff, will present the next Quarterly Budget Report to City Council, covering the first two quarters of fiscal year 2012-2013 (7/1/12-12/31/12), and projecting where the City expects to be as of 6/30/13 • The Finance Director will continue to make the Quarterly Budget Report to City Council every February, May, August, and November

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
83.	Implementation Plan for Alternative Employment System (Chapter 1, Page 38)	Develop an implementation plan containing sufficient detail to establish the activities and coordination required to successfully implement an alternative new employment system so that nonunion employees are no longer at-will employees of the City Council.	<p><u>ONGOING</u></p> <ul style="list-style-type: none"> • <u>Resolution No. 2012-231 (11/20/12)</u> – adopted a Personnel Policies and Procedures Manual (only partially complete as of the posting of this matrix) as will be required by the proposed personnel system ordinance (see below) <ul style="list-style-type: none"> ○ City representatives met and conferred in good faith with all bargaining units on all policies prior to their proposal to and adoption by City Council • HR Director will continue to develop and propose for City Council adoption additional personnel policies and procedures to be incorporated into the manual <ul style="list-style-type: none"> ○ City representatives will continue to meet and confer in good faith with all bargaining units on all policies prior to their proposal to and adoption by City Council in accordance with MMBA, POBOR, and FFBOR • 2/5/13 City Council Meeting – City Administrator, with assistance from HR Director, City Attorney, outside labor law counsel, to present ordinance for City Council adoption to establish a merit-based personnel system as a replacement to the previous at-will system • 2/19/13 City Council Meeting – HR Director to develop and propose for inclusion in the Personnel Policies and Procedures Manual, a Terms of Employment Personnel Policy consistent with the Personnel Merit System Ordinance (once adopted), to specify and define employment terms for uniform interpretation and application <p>STAFF CONTACT: Teresa McAllister, Director of Human Resources</p>

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

<p>84.</p>	<p>Housing Ownership Determination and Comprehensive Plan for Additional Housing (Chapter 1, Page 39)</p>	<p>Determine whether to continue to own housing and communicate decisions to the public as soon as appropriate. Should the city decide to retain ownership of the housing, it should continue the effort to develop policies and procedures that are necessary to ensure fairness and impartiality in its management of city-owned housing. It should also continue the effort to develop a comprehensive plan to construct additional housing in the city.</p>	<p><u>COMPLETED – CONTINUED OWNERSHIP DETERMINATION</u></p> <ul style="list-style-type: none"> • 8/7/12 City Council Minutes – City Council discussion of Housing Commission’s recommendation to reconsider the divestment of the City-owned housing units in Huntington Park • 9/12/12 Staff Report to Housing Commission – City Council rendered final decision to not sell the Huntington Park units at this time • <i>See Reform Measure #11 for additional information regarding the continued housing ownership determination</i> <p><u>COMPLETED – HOUSING POLICIES AND PROCEDURES</u></p> <ul style="list-style-type: none"> • Resolution Nos. VHC-5 (10/5/11) and 2011-175 (10/18/11) – adopted Vernon Rental Housing Policy • Standard Form Residential Lease (1/25/12) • Market Rent Implementation Schedule (5/1/12) [eff. 8/1/12] • Lease-Up Procedures for New Tenants (5/1/12) • Definition of Business First Responder (5/1/12) [4/30/12 Staff Report to Housing Commission] • Appeal Procedures for Existing Tenants Experiencing Transitional Hardship (7/18/12) • Unit-to-Unit Transfer Procedures (9/19/12) • Procedures Regarding Non-Payment or Untimely Payment of Rent (12/12/12) • Procedures Regarding Impermissible Subletting or Assigning of Housing Units (12/12/12) • <i>See Reform Measure #4 regarding pursuit of third party property management firm to further ensure fairness and impartiality in management of City-owned housing</i> <p><u>NEARLY COMPLETED – COMPREHENSIVE PLAN TO CONSTRUCT ADDITIONAL HOUSING</u></p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – City to hold public hearing and Director of Community Services to present a proposed General Plan Update (Housing Element and Land Use Element), Zoning Ordinance Amendment, CEQA Mitigated Negative Declaration, and Development Agreement with Meta Housing Corporation setting forth the permitted uses of the site, the density and intensity of use thereon, the maximum height and size of proposed buildings on the site, and provisions for reservation and dedication of land for public purposes
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CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

			<ul style="list-style-type: none"> • 2/19/13 or 3/5/13 City Council Meeting – Director of Community Services to present a proposed Disposition and Development Agreement (DDA) with Meta Housing Corporation setting forth the terms of the following: <ul style="list-style-type: none"> ○ Conveyance of Land (Ground Lease) ○ Project Schedule ○ Construction ○ Financing ○ Income and Affordability Requirements ○ Site Management ○ Maintenance Requirements ○ Remedies • The DDA will serve as the City’s comprehensive plan to construct additional housing • <i>See Reform Measures 12 and 63 for additional information regarding the construction of additional housing</i> <p>STAFF CONTACT: Kevin Wilson, Director of Community Services & Water</p>
85.	Policy for Light & Power Department Transfers (Chapter 1, Page 39)	Develop a formal policy that describes the circumstances under which revenues can be transferred from its power department, and the limits and permissible uses of transferred revenue.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • <u>Resolution No. 2011-185 (11/15/11)</u> – authorized the issuance of the City’s Electric System Revenue Bonds, 2011 Series A & B <ul style="list-style-type: none"> ○ The January 1, 2012 indenture limits transfers from the Light & Power Department to the City’s General Fund to 11.5% of retail sales each fiscal year ○ Finance Department staff monitors transfer activities to ensure compliance with this requirement <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • By 7/2/13 City Council Meeting – Finance Director, in coordination with City Administrator, Director of Light & Power, and outside bond counsel, will develop and present for Council adoption, a formal policy respecting the transfer of revenues from the Light & Power Department in accordance with City policy and applicable law <p>STAFF CONTACT: William Fox, Finance Director</p>

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

86.	Hire Human Resources Director (Chapter 1, Page 39)	To ensure that it develops complete and appropriate personnel policies and procedures, the city should continue its efforts to hire an experienced human resources director.	<p>COMPLETED</p> <ul style="list-style-type: none"> • Agreement with The Hawkins Company (2/27/12) for recruitment of Human Resources Director <ul style="list-style-type: none"> ○ <i>Selected from proposals received for City Attorney search</i> • Resolution No. 2012-147 (8/7/12) appointed Teresa McAllister as Director of Human Resources <p>STAFF CONTACT: Mark Whitworth, City Administrator</p>
87.	HR Director Review of Policies and Procedures (Chapter 1, Page 39)	<p>The new human resources director should ensure that the city's policies and procedures include, at a minimum, the following:</p> <ul style="list-style-type: none"> • Requirements for performing and documenting the analyses and justifications for appointments, including promotions, to management positions. • Requirements for minimum qualifications, desirable qualifications, and job duties for all city executive positions. • A periodic appraisal process for executives. • An improved methodology for and analysis of future salary surveys, ensuring that they are performed by staff of a consultant with experience and expertise in the area of salary surveys. 	<p>ONGOING</p> <ul style="list-style-type: none"> • Resolution No. 2012-231 (11/20/12) – adopted a Personnel Policies and Procedures Manual that includes the following (only partially complete as of the posting of this matrix): <ul style="list-style-type: none"> ○ Requesting and Recruiting Personnel ○ Testing, Certification and Eligibility Requirements for all hires and promotions ○ Acting/Interim Appointments • HR Director to develop additional personnel policies and procedures to be incorporated into the manual, subject to City Council adoption after meeting and conferring with bargaining units in accordance with MMBA, POBOR, and FFBOR • Resolution No. 2013-12 (1/22/13) – authorized HR Director to issue a Request for Proposals for a city-wide Classification and Compensation Study of all positions and staff, including executives • 3/5/13 City Council Meeting – HR Director to develop and propose the following for inclusion in the Personnel Policies and Procedures Manual: <ul style="list-style-type: none"> ○ Compensation Schedule Policy ○ Classification Plan Administration Policy ○ Salary Plan Administration Policy ○ Reclassification Policy <p>STAFF CONTACT: Teresa McAllister, Director of Human Resources</p>

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

<p>88.</p>	<p>Longevity Payments (Chapter 1, Page 39)</p>	<p>The city should determine whether employees have a vested right to longevity payments and whether it can legally reduce or discontinue the original longevity program as a means to reduce its costs.</p>	<p><u>ONGOING</u></p> <ul style="list-style-type: none"> • Because the original longevity program applies to employees hired prior to July 1, 1994, as of July 1, 2014, all qualifying employees will have achieved their full benefit under the program, and the program will continue to phase itself out over the next several years without incurring any new costs <ul style="list-style-type: none"> ○ 30 employees under the original longevity program are retiring from the City by 1/31/13 (miscellaneous) and 6/30/13 (safety) as described below • Resolution No. 2012-202 (11/6/12) and Resolution No. 2013-07 (1/8/13) – adopted the Public Agency Retirement System (PARS) Supplementary Retirement Plan (SRP) as part of the City’s 2012-2013 Early Retirement Incentive Program to effectuate significant budgetary savings in the next few fiscal years through accelerated attrition <ul style="list-style-type: none"> ○ 35 employees participated in the program <ul style="list-style-type: none"> ○ 22 have retired from the City as of 1/31/13 ○ 12 will retire by 6/30/13 ○ 1 is pending ○ PARS Post-Analysis PowerPoint presented at 1/8/13 City Council meeting projected a \$1.9 million savings to the City in fiscal year 2013-2014, with a cumulative savings of \$8.1 million over 5 years • Resolution No. 2013-12 (1/22/13) – authorized HR Director to issue a Request for Proposals for a city-wide Classification and Compensation Study, which will include the impacts of the City’s longevity programs <ul style="list-style-type: none"> ○ After careful review and analysis of the results of the study by the City Administrator, HR Director, Finance Director, and City Attorney (and/or outside labor counsel), the City Administrator will implement or recommend to City Council any changes that may be necessary or appropriate ○ If any changes to the original longevity program are recommended, the City Attorney and outside labor law counsel shall determine whether employees have a vested right to longevity and whether the City could legally discontinue the original longevity program ○ If otherwise legally possible, the City would be required to negotiate with affected bargaining units to discontinue the original longevity program <p>STAFF CONTACT: Teresa McAllister, Director of Human Resources</p>
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CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

89.	<p>CalPERS Report (Chapter 1, Page 39)</p>	<p>To ensure accurate reporting and payment of retirement benefits, the city should work with CalPERS to resolve the reported findings and observation noted in its report within a reasonable period of time.</p>	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2012-192 (10/16/12) – adopted CalPERS correction resolution as provided by CalPERS to eliminate the 2/6/05 inclusion of Local Prosecutors as local safety members from the City’s contract with CalPERS <ul style="list-style-type: none"> ○ No members of the City Attorney’s Office retired from the City during the time this provision was in effect ○ The correction resolution revokes the provision as if it had never existed • April 2011 – City implemented the EDEN Payroll Module to ensure that premium and specialty pay have been and continue to be reported under their proper pay codes for CalPERS reporting purposes • April 2011 – EDEN Payroll Module limits reportable compensation for individuals to the limits established by the federal Internal Revenue Code to ensure no over-reporting can occur <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • City continues to work with CalPERS to correct any previous reporting errors and resolve the findings and observation in the CalPERS report, as well as utilize the EDEN system to its fullest capabilities to ensure proper reporting • Resolution No. 2012-237 (12/18/12) – approved at-will employment agreement with Mark Whitworth to serve exclusively as City Administrator effective 12/30/12 (includes Whitworth’s resignation as Fire Chief effective 12/29/12) <ul style="list-style-type: none"> ○ As of 12/30/12, Mr. Whitworth is compensated exclusively as the City Administrator and therefore all compensation is reported under the miscellaneous coverage group ○ Prior to 12/30/12, Mr. Whitworth was compensated exclusively as the Fire Chief and received no compensation as City Administrator; therefore, all compensation was reported under the safety coverage group <ul style="list-style-type: none"> ○ City and Mr. Whitworth continue to work with CalPERS to provide all necessary information and documentation to address the respective observation <p>STAFF CONTACT: Teresa McAllister, Director of Human Resources</p>
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CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

90.	Contract Controls: ERP Tracking (Chapter 2, Page 56)	Require that all city contracts be entered into its ERP system so that the contract managers and the city can more efficiently and effectively track the city's contract expenditures. The city should also begin using the ERP system's uniquely assigned contract numbers for tracking and generating a list of contracts.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none">• All City contracts are now required to be entered into the ERP system (EDEN)<ul style="list-style-type: none">○ Each contract is assigned a unique contract number○ Contract managers are being trained to run queries to track contract expenditures○ The ERP system limits payments up to the contract level <p><u>ONGOING</u></p> <ul style="list-style-type: none">• By 6/30/13 – as required by Ordinance 1200, City Administrator will adopt written administrative procedures through a purchasing manual, which will set forth all of the requirements of the Ordinance as they apply in a practical manner to the day to day operation of a purchasing system within the Finance Department, and which will include a method of contract and invoice routing that will ensure every affected department receives information about each contract and invoice before it is signed or approved <p>STAFF CONTACT: William Fox, Finance Director</p>
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CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

91.	Contract Controls: Expenditure Limits and Terms (Chapter 2, Page 56)	Require all contracts to have expenditure limits and starting and ending dates for services performed.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Ordinance No. 1200 (12/18/12) [eff. 1/18/13] – adopted Competitive Bidding and Purchasing Ordinance prepared by City Attorney <ul style="list-style-type: none"> ○ § 2.17.30(A) of ordinance requires all contracts, including professional service contracts, to include ending dates and/or expenditure caps ○ § 2.17.50 simultaneously keeps the existing purchasing procedures in effect through 6/30/13 and provides an effective date of 7/1/13 for exclusive and full compliance of all procurement procedures under the new ordinance in order to afford City Departments a reasonable transition period that does not disrupt essential and ongoing business operations • City Attorney PowerPoint presentation on ordinance provided at 12/4/12 City Council meeting <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – City Attorney to present for Council approval forms of contract as required by § 2.17.34 of the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) for all City of Vernon procurements, which will standardize the forms of contract throughout City departments, include provisions as required by City policy and applicable law, establish explicit start dates with maximum terms of three years, and set explicit not to exceed dollar amounts. The proposed forms of contract do not have provisions for escalator clauses or increases and those are not anticipated occurrences. • By 6/30/13 – as required by Ordinance 1200, City Administrator will adopt written administrative procedures through a purchasing manual, which will set forth all of the requirements of the Ordinance as they apply in a practical manner to the day to day operation of a purchasing system within the Finance Department <p>STAFF CONTACT: Nicholas Rodriguez, City Attorney</p>
92.	Contract Controls: Payment Logs (Chapter 2, Page 56)	Require contract managers to use logs to monitor payments and the contractor’s progress toward completion of required deliverables.	<p><u>ONGOING</u></p> <ul style="list-style-type: none"> • By 3/31/13 – IT Department to complete training of contract managers on use of the City’s ERP system to run periodic queries in order to log and monitor payments under a particular contract <p>STAFF CONTACT: William Fox, Finance Director</p>

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

93.	<p>Contract Controls: Scope and Deliverables (Chapter 2, Page 56)</p>	<p>Require that all contracts contain a well-defined scope of work and deliverables that a sufficiently detailed invoice can be measured against.</p>	<p>ONGOING</p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – City Attorney to present for Council approval forms of contract as required by § 2.17.34 of the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) for all City of Vernon procurements, which will include respective provisions as required by City policy and applicable law • By 6/30/13 – as required by Ordinance 1200, City Administrator will adopt written administrative procedures through a purchasing manual, which will set forth all of the requirements of the Ordinance as they apply in a practical manner to the day to day operation of a purchasing system within the Finance Department <ul style="list-style-type: none"> ○ Purchasing Manual will require all requests for proposals will be reviewed by the purchasing authority and City Attorney’s office to prior to approval by the City Administrator or City Council , depending on dollar amount, for the purpose of ensuring adequate monitoring and auditing tools, such as a well-defined scope of work and defined deliverables ○ Purchasing Manual will include a method of contract and invoice routing that will ensure every affected department receives information about each contract and invoice before it is signed or approved <p>STAFF CONTACTS: William Fox, Finance Director; Nicholas Rodriguez, City Attorney</p>
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CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

94.	<p>Contract Controls: Invoice Requirements (Chapter 2, Page 56-57)</p>	<p>Ensure that contracts include language requiring contractors to provide invoices with sufficient detail so that contract managers can determine whether the services provided are consistent with the scope of work. Further, require the finance department to review invoices to identify those that lack sufficient detail and return such invoices to the appropriate contract manager to obtain a revised invoice that is sufficiently detailed.</p>	<p>ONGOING</p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – City Attorney to present for Council approval forms of contract as required by § 2.17.34 of the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) for all City of Vernon procurements, which will include respective provisions as required by City policy and applicable law • By 6/30/13 – as required by Ordinance 1200, City Administrator will adopt written administrative procedures through a purchasing manual, which will set forth all of the requirements of the Ordinance as they apply in a practical manner to the day to day operation of a purchasing system within the Finance Department, and which will include a method of contract and invoice routing that will ensure every affected department receives information about each contract and invoice before it is signed or approved <p>STAFF CONTACTS: William Fox, Finance Director; Nicholas Rodriguez, City Attorney</p>
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CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

<p>95.</p>	<p>Contract Controls: Competitive Bidding Process (Chapter 2, Page 57)</p>	<p>Continue efforts to develop and implement policies and procedures for a competitive bidding process, including clearly defining the circumstances under which forgoing competitive bidding is appropriate.</p>	<p>COMPLETED</p> <ul style="list-style-type: none"> • Ordinance No. 1200 (12/18/12) [eff. 1/18/13] – adopted Competitive Bidding and Purchasing Ordinance prepared by City Attorney <ul style="list-style-type: none"> ○ § 2.17.06 of ordinance provides competitive bidding requirements and process ○ § 2.17.12 of ordinance provides competitive bidding exemptions ○ § 2.17.30(E) of ordinance requires all contracting opportunities not otherwise subject to a published notice requirement to be publicized on the City’s website at least seven days prior to contract award except where the specific contract is otherwise exempt from competitive bidding and informal selection ○ § 2.17.50 simultaneously keeps the existing purchasing procedures in effect through 6/30/13 and provides an effective date of 7/1/13 for exclusive and full compliance of all procurement procedures under the new ordinance in order to afford City Departments a reasonable transition period that does not disrupt essential and ongoing business operations • City Attorney PowerPoint presentation on ordinance provided at 12/4/12 City Council meeting <p>ONGOING</p> <ul style="list-style-type: none"> • By 6/30/13 – as required by Ordinance 1200, City Administrator will adopt written administrative procedures through a purchasing manual, which will set forth all of the requirements of the Ordinance as they apply in a practical manner to the day to day operation of a purchasing system within the Finance Department <p>STAFF CONTACT: Nicholas Rodriguez, City Attorney; William Fox, Finance Director</p>
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CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

96.	Review of Current Contracts (Chapter 2, Page 57)	To the extent that the city implements policies that affect contracts, the city should also ensure that it reviews all current contracts and amends them, if necessary, to comply with newly established policies.	<p>ONGOING</p> <ul style="list-style-type: none"> • § 2.17.30(B) of the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) requires all professional services contracts to be rebid every three years unless commercially unreasonable to do so (<i>see Reform Measure #31</i>) • January 2013 – Finance Director and City Attorney commenced a city-wide review of all open contracts in the City’s EDEN system with the intent of closing out all inactive contracts and requiring a competitive bidding/selection process for services which have not been bid in three years • By 6/30/13 (prior to adoption of 2013-2014 budget) – Finance Director will review and, if appropriate, recommend implementation of the EDEN Bid & Quote Module <p>STAFF CONTACTS: Nicholas Rodriguez, City Attorney; William Fox, Finance Director</p>
97.	Internal Controls: Credit Card Expenditures (Chapter 2, Page 57)	Require the finance department to review credit card expenditures for appropriateness.	<p>ONGOING</p> <ul style="list-style-type: none"> • Finance Director now reviews all credit card purchases for appropriateness and obtains explanations from the purchaser or responsible Department Head on any questionable items prior to payment being rendered • By 6/30/13 – as required by Ordinance 1200, City Administrator will adopt written administrative procedures through a purchasing manual, which will set forth all of the requirements of the Ordinance as they apply in a practical manner to the day to day operation of a purchasing system within the Finance Department, and which will include the implementation of controls required for proper separation of duties and uses of credit cards and memorialize the Finance Department review of credit card expenditures <p>STAFF CONTACT: William Fox, Finance Director</p>
98.	Internal Controls: Travel and Expense Reimbursement Policy (Chapter 2, Page 57)	Revise travel and expense reimbursement policy to be clear about the expenditure limits for meals, and add a limit for lodging accommodations.	<p>ONGOING</p> <ul style="list-style-type: none"> • By 7/2/13 City Council Meeting – Finance Director will prepare and present for Council adoption, an amendment to the City of Vernon Travel and Expense Reimbursement Policy (Resolution No. 2011-187) to provide greater clarity and enhance provisions regarding meal and hotel costs, and ensure the City’s guidelines are consistent with those of the Federal Government <p>STAFF CONTACT: William Fox, Finance Director</p>

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

<p>99.</p>	<p>Conflict of Interest Codes and Statements of Economic Interests (Chapter 2, Page 57)</p>	<p>To comply with the reform act, the city should ensure that the city administrator and city clerk are appropriately trained to administer its conflict code. Further, the city should continue to ensure that all city executives filed statements of economic interests, as its conflict code requires. With regard to consultants, the city should review its existing contracts and have the city administrator determine which consultants should file statements of economic interests. The city should retain documentation of the city administrator's determinations and also forward them to the city council for review. Finally, the city should ensure that any consultants identified by the city administrator as needing to file statements submit the forms as soon as possible.</p>	<p>ONGOING</p> <ul style="list-style-type: none"> • Resolution No. 2012-176 (9/4/12) – appointed Dana Reed to serve as Acting City Clerk until removed or succeeded by appointment of another person <ul style="list-style-type: none"> ○ Dana Reed is a principal of Reed & Davidson, the firm retained in May 2011 to review the City's conflict of interest codes and assist in the preparation of necessary amendments and new codes, and conduct all elections, Brown Act, Public Records Act, and all other good governance compliance training as described in <i>Reform Measures 7, 14-21, and 26-29</i> • Resolution No. 2012-225 (11/20/12) – adopted Amended Conflict of Interest Code for City of Vernon • Reed & Davidson will continue to assist the City with the administration and enforcement of its conflict of interest codes, with the preparation of new codes, and the periodic review of existing codes in accordance with the FPPC's biennial review schedule, or more frequently as necessary, and make recommendations on any necessary updates or amendments. <ul style="list-style-type: none"> ○ Note: This area of state regulation is presently being discussed by the FPPC as there is an identified need to provide greater clarity in the regulations than presently exists. While the City will proceed to undertake the requested analysis, future FPPC rule making may require further work in this area. • By 3/1/13 (in time for 4/1/13 filing deadline – City Administrator and City Attorney to develop a review and determination process with respect to consultants that should file Statements of Economic Interests and provide documentation of City Administrator determinations and notice to any affected consultants and the City Clerk <ul style="list-style-type: none"> ○ 1/10/13 – City Attorney issued email to all Department Heads requesting lists of all consultant contracts by 2/15/13 • By 4/1/13 – City Clerk will ensure all identified consultants required to file forms have done so <p>STAFF CONTACT: Nicholas Rodriguez, City Attorney</p>
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CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

<p>100.</p>	<p>General Fund Deficit (Chapter 3, Page 73)</p>	<p>To address the structural deficit in its general fund, the city should seek long-term solutions to balance the general fund's expenditures and revenues and lessen its reliance on transfers from other city funds. These solutions could include revenue increases, such as the proposed increased and new parcel tax, as well as the looking for ways to reduce expenditures. Further, the city should clearly present the general fund structural deficit to the city council and the public in a budget that includes narrative and summary information to help users understand the city's budget process and its priorities and challenges, and that incorporates the elements for improved budgeting practices recommended by the GFOA.</p>	<p>Since early 2011, the City has worked diligently and extensively with the Vernon Chamber of Commerce and other members of the business and residential communities to develop a long-term, stable solution consisting of equal parts expenditure reductions and increased revenues to address the structural deficit in the City's General Fund. Below is a summary, including related documentation, of those activities.</p> <p><u>COMPLETED AND ONGOING EXPENDITURE REDUCTIONS</u></p> <ul style="list-style-type: none"> • PowerPoint on General Fund reductions – presented at 6/13/12 Business Development Committee meeting • Reduction of 35 employees (13% of workforce) by 6/30/13 as part of City's 2012-2013 Early Retirement Program <ul style="list-style-type: none"> ○ PARS Post-Analysis PowerPoint presented at 1/8/13 City Council meeting projected a \$1.9 million savings to the City in fiscal year 2013-2014, with a cumulative savings of \$8.1 million over 5 years ○ <i>See Reform Measure #88 for additional information on PARS</i> • Total workforce reduction of approximately 25% (80-85 employees) since 2008 • Significant additional reductions in outside legal and consultant fees due to recent hiring of a City Attorney, Human Resources Director, and Finance Director <p><u>ONGOING REVENUE PURSUITS</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-39 (3/15/11) – approved an agreement with NBS for review of the City's revenue base and recommendations on alternative sources of revenue and related implementation – NBS Study • PowerPoint on proposed sources of additional General Fund revenue – presented at 2/8/12 Business Development Committee • NBS Financing Options and Recommendations PowerPoint and staff PowerPoint on General Fund potential reductions – presented at 3/14/12 Business Development Committee • Ordinance No. 1196 (6/19/12) – called a special election on 9/18/12 to submit to the voters a proposition to levy a utility users' tax at a maximum rate of 9.8% for a period of two years <ul style="list-style-type: none"> ○ Resolution No. 2012-201 (10/23/12) - certifies proposition failed by vote of 16-26 • Resolution No. 2012-96 (6/19/12) – increased the Warehouse Special Parcel Tax
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CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

			<p>rate from \$26.00 per 100 square feet to the maximum rate of \$28.72 per 100 square feet for fiscal year 2012-2013</p> <ul style="list-style-type: none"> • 3-Pronged Tax Proposal for April 9, 2013 General Municipal Election: <ul style="list-style-type: none"> ○ Resolution No. 2013-01 (1/8/13) – proposed ordinance to increase rates of existing business license taxes and modify calculation method (Measure K) ○ Resolution No. 2013-02 (1/8/13) – proposed ordinance to levy an annual special parcel tax on non-residential properties at a rate of \$0.03 per square foot (adjusted annually for inflation) for City Fire, Health, and Police services and projects for a period of 10 years (Measure L) ○ Resolution No. 2013-03 (1/8/13) – proposed ordinance to levy a 1% utility users’ tax (UUT) on electricity, gas, telecommunications, video and water utility services for a period of 10 years (Measure M) • By 2/15/13 – Finance Director to issue a Request for Proposals (RFP) for a professional independent study to identify the appropriateness current costs of services provided and to identify any gaps that may exist for services not currently being charged for <p>STAFF CONTACT: Mark Whitworth, City Administrator</p>
101.	Budget Policies (Chapter 3, Page 73)	To better guide its budget preparation and improve transparency, the city should develop budget policies, particularly for long-term planning, that incorporate the elements that the GFOA recommends and make these policies available to the public on its website. The city should also ensure that its budgets include the information required in the city code. Additionally, the city should improve the monitoring of expenditures against the approved budget by establishing a centralized process to regularly monitor and report to the city administrator and the city council on the status of the budget.	<p><u>ONGOING</u></p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – Finance Director quarterly budget report to City Council for the 2nd quarter 2012-2013 budget and future reports will contain more detailed information on current status, year-end forecast, and recommend budget revisions, where appropriate • Departments will receive quarterly budget reports in advance of the presentations to City Council and provide explanations for deviations of 10% or more, and that information will be provided to the City Administrator for follow up and corrective action • Longer term financial modeling will be undertaken either with existing staff or outsourced and will be incorporated as part of the budget planning process <p>STAFF CONTACT: William Fox, Finance Director</p>

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

102.	Comprehensive Debt Policy (Chapter 4, Page 107)	To ensure that it issues debt when doing so is in the best interest of the city and is consistent with its long-term financial goals, the city should establish a comprehensive debt policy that includes the elements that the GFOA recommends and make the debt policy it establishes available on its website.	<p><u>ONGOING</u></p> <ul style="list-style-type: none"> • By 5/7/13 City Council Meeting – Finance Director to develop and present for Council adoption, a comprehensive debt policy that includes elements recommended by GFAO • Upon City Council adoption, the debt policy will be posted on the City’s website <p>STAFF CONTACT: William Fox, Finance Director</p>
103.	Summary Information on Proposed Debt Decisions (Chapter 4, Page 107)	To ensure that the city council and public are well informed regarding proposed debt decisions, the city should provide summary information that clearly explains the costs, risks, and benefits related to the proposed decisions in its agenda packets, and should provide these in advance on its website.	<p><u>ONGOING</u></p> <ul style="list-style-type: none"> • Finance Department will continue to provide information to the City Council and the public in advance of making all future debt decisions as part of any respective agenda packet and that information will be posted on the City’s website and open for public comment <p>STAFF CONTACT: William Fox, Finance Director</p>
104.	Integrated Energy Strategy (Chapter 4, Page 107)	<p>To ensure that it can demonstrate sufficient analysis and provide justification for its decisions on significant energy-related transactions, the city should develop an integrated energy strategy that examines all elements of its energy needs, sources, and objectives. As part of the strategic initiative, the city should create a formal process and guidelines that include the following:</p> <ul style="list-style-type: none"> • Identifying the benefits and risks of proposed transactions. • Quantifying the benefits and risks of proposed transactions. • Evaluating and comparing proposed transactions against alternative proposals. • Quantifying the impact of proposed transactions on short-term and long-term rates paid by the city’s energy customers. • Seeking an independent validation of the fair market value of proposed transactions. • Documenting and communicating the findings of the evaluation process to the city council. 	<p><u>ONGOING</u></p> <ul style="list-style-type: none"> • By 6/30/13 – Finance Director and Director of Light & Power will develop and present for Council adoption, a formal process and guidelines regarding significant energy-related transactions <ul style="list-style-type: none"> ○ Material specific contracts or transactions will be thoroughly analyzed using such guidelines and that analysis will be presented to and discussed with the City Council ○ City Council approval will be sought for transactions requiring such under the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) and guidelines for energy-related transactions <p>STAFF CONTACT: William Fox, Finance Director</p>

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

CALIFORNIA STATE AUDITOR REPORT 2011-131 DATED JUNE 2012

105.	Consultant Documentation Process (Chapter 4, Page 107)	If the city plans to continue to rely on the advice of its consultants, it should develop a process for the consultants to provide written documentation that would enable the city to satisfy the above-mentioned process and guidelines.	<p>ONGOING</p> <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – City Attorney to present for Council approval forms of contract as required by § 2.17.34 of the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) for all City of Vernon procurements, which will include respective provisions as required by City policy and applicable law • Consultants will be required to provide written documentation and spreadsheet models, as appropriate, so that information can be updated by staff in order to reduce reliance on consultants <p>STAFF CONTACT: William Fox, Finance Director</p>
106.	Swap Terminations (Chapter 4, Page 107)	To minimize the continuing financial losses on the two currently outstanding swaps, the city should develop a clear process for deciding how it will terminate these swaps based on the cost and future risk to the city.	<p>ONGOING</p> <ul style="list-style-type: none"> • City Administrator and Finance Director have enlisted BLX Group LLC to perform an assessment of the viability of terminating the City’s swaps and a detailed process for doing so • By 5/7/13 City Council Meeting – City Administrator and Finance Director will present the results of the assessments and any appropriate recommendations <p>STAFF CONTACT: William Fox, Finance Director</p>
107.	Swap Transaction Analysis Process (Chapter 4, Page 107)	To ensure that any future decisions to enter into swaps are carefully considered, the city should develop and follow a process that thoroughly analyzes the risks and benefits of the potential swap transaction. As part of this process, the city should specifically disallow the use of derivatives for speculative purposes and should require the retention of the documents and analyses that support the decision to enter into the swap.	<p>ONGOING</p> <ul style="list-style-type: none"> • By 5/7/13 City Council Meeting – a risk/reward analysis process regarding potential swap transactions will be part of the comprehensive debt policy (<i>see Reform Measure #102</i>) and include the following: <ul style="list-style-type: none"> ○ Prohibition of swap transactions for speculative purposes ○ Full presentation to City Council prior to entering into any future swap arrangements ○ Retention of all supporting documentation and reference material during the life of the swap agreement <p>STAFF CONTACT: William Fox, Finance Director</p>

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
108.	Amend Resolution No. 2011-149 Regarding ECBF and Community Park Funding [Recommendation C(1)]	The City should amend its Resolution 2011-149 which called for funding specific amounts and transfers from the Environmental and Community Benefit Fund and for Regional Community Recreational Facilities to make it consistent with the City's ability to fund those measures.	ONGOING <ul style="list-style-type: none"> • By 3/1/13 – City Administrator to meet with Senator De Leon to discuss possible amendments to the Environmental Community Benefit Fund (ECBF) funding level and timeline as a result of the RDA dissolution • By 5/7/13 – any proposed amendments to the ECBF will be presented to the City Council for adoption • See Reform Measures 71-73 and 76-77 for additional information on ECBF and Regional Community Recreational Facilities
109.	City Administrator/Fire Chief Determination [Recommendation C(2)]	The City Administrator/Fire Chief and the Council should determine which role he should fill, City Administrator or Fire Chief.	COMPLETED <ul style="list-style-type: none"> • Resolution No. 2012-237 (12/18/12) – approved at-will employment agreement with Mark Whitworth to serve exclusively as City Administrator effective 12/30/12 (includes Whitworth's resignation as Fire Chief effective 12/29/12) • Resolution No. 2012-238 (12/18/12) – approved an agreement with Roberts Consulting Group to conduct the Fire Chief recruitment <ul style="list-style-type: none"> ○ Fire Chief position expected to be filled by April 2013 • 1/1/13 – Battalion Chief David Kimes rotated into the Assistant Fire Chief position for his second term • Resolution No. 2013-18 (1/22/13) – appointed David Kimes to serve as Interim Fire Chief until a permanent Fire Chief is selected through the recruitment process currently underway • See Reform Measures 47 and 80 for additional information on this matter
110.	Budget Reductions [Recommendation C(3)]	The City Administrator, the City's departments, and the City's business representatives should work closely and cooperatively to find and make cuts in the 5 to 10% range as soon as possible.	COMPLETED <ul style="list-style-type: none"> • Resolution No. 2012-160 (8/21/12) – adopted the City's amended 2012-2013 budget, which included additional reductions of 6% pursuant to the City Council's direction to staff upon the adoption of the original 2012-2013 budget on June 19, 2012 <ul style="list-style-type: none"> ○ Resolution No. 2012-99 (6/19/12) – original 2012-2013 budget ○ 6/19/12 City Council Minutes – includes public hearing ○ 8/21/12 City Council Minutes – includes discussion of amended budget

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
111.	Stand-Alone City Elections [Recommendation C(4)]	As long as procedural safeguards are in place, such as those provided for by the City after the June 5 election the City should not consolidate its elections with State elections and should administer all of its own elections, and where necessary election contests.	<p><u>ONGOING</u></p> <ul style="list-style-type: none"> • As it has with most of its elections, the City will conduct stand-alone elections for its general municipal elections (held annually) and any special elections • Stand-alone elections conducted or called since June 5, 2012, include: <ul style="list-style-type: none"> ○ September 18, 2012 Special Municipal Election ○ April 9, 2013 General Municipal Election

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
112.	CalPERS Compliance [Recommendation C(5)]	The City should continue to work with PERS to ensure that Vernon is in full compliance with its CalPERS contract.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • Resolution No. 2012-192 (10/16/12) – adopted CalPERS correction resolution as provided by CalPERS to eliminate the 2/6/05 inclusion of Local Prosecutors as local safety members from the City’s contract with CalPERS <ul style="list-style-type: none"> ○ No members of the City Attorney’s Office retired from the City during the time this provision was in effect ○ The correction resolution revokes the provision as if it had never existed • April 2011 – City implemented the EDEN Payroll Module to ensure that premium and specialty pay have been and continue to be reported under their proper pay codes for CalPERS reporting purposes • April 2011 – EDEN Payroll Module limits reportable compensation for individuals to the limits established by the federal Internal Revenue Code to ensure no over-reporting can occur <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • City continues to work with CalPERS to correct any previous reporting errors and resolve the findings and observation in the CalPERS report, as well as utilize the EDEN system to its fullest capabilities to ensure proper reporting • Resolution No. 2012-237 (12/18/12) – approved at-will employment agreement with Mark Whitworth to serve exclusively as City Administrator effective 12/30/12 (includes Whitworth’s resignation as Fire Chief effective 12/29/12) <ul style="list-style-type: none"> ○ As of 12/30/12, Mr. Whitworth is compensated exclusively as the City Administrator and therefore all compensation is reported under the miscellaneous coverage group ○ Prior to 12/30/12, Mr. Whitworth was compensated exclusively as the Fire Chief and received no compensation as City Administrator; therefore, all compensation was reported under the safety coverage group ○ City and Mr. Whitworth continue to work with CalPERS to provide all necessary information and documentation to address the respective observation

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
113.	Comprehensive Housing Plan [Recommendation C(6)]	Once the housing RFPs have been fully vetted, the City should develop a comprehensive plan suggested by the State Auditor with timelines and target dates in order to meet Senator De Leon’s recommendations.	<p>ONGOING</p> <ul style="list-style-type: none"> • Schedule for Construction of New Housing Development – began in September 2011, with the issuance of the Request for Proposals for assistance with the necessary General Plan Amendment, and estimates a completion date of January 2015 and occupancy date of February 2015 • Resolution No. 2012-195 (10/16/12) – accepted the proposal of Meta Housing Corporation for the 52nd Drive Housing Development • 2/5/13 City Council Meeting – City to hold public hearing and Director of Community Services to present a proposed General Plan Update (Housing Element and Land Use Element), Zoning Ordinance Amendment, CEQA Mitigated Negative Declaration, and Development Agreement with Meta Housing Corporation setting forth the permitted uses of the site, the density and intensity of use thereon, the maximum height and size of proposed buildings on the site, and provisions for reservation and dedication of land for public purposes • 2/19/13 City Council Meeting – Director of Community Services to present a proposed Disposition and Development Agreement with Meta Housing Corporation setting forth the terms of the following: <ul style="list-style-type: none"> ○ Conveyance of Land (Ground Lease) ○ Project Schedule ○ Construction ○ Financing ○ Income and Affordability Requirements ○ Site Management ○ Maintenance Requirements ○ Remedies • The DDA will serve as the City’s comprehensive plan to construct additional housing • <i>See Reform Measures 12 and 63 for additional information regarding the construction of additional housing</i>

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
114.	3-Year Salary Surveys for Council Members and Key Executives [Recommendation C(7)]	Salary surveys for council members and key executives should be set within three years after its last survey, looking at the complexity (or lack thereof) of the positions with respect to the comparative positions in other cities.	<p>ONGOING</p> <ul style="list-style-type: none"> • Resolution No. 2013-12 (1/22/13) – authorized HR Director to issue a Request for Proposals for a city-wide Classification and Compensation Study of all positions and staff, including executives • 3/5/13 City Council Meeting – HR Director to present and recommend for City Council adoption, the following related policies that will set three-year schedule of compensation surveys for council members and department heads: <ul style="list-style-type: none"> ○ Compensation Schedule Policy ○ Classification Plan Administration Policy ○ Salary Plan Administration Policy ○ Reclassification Policy
115.	Minimum Qualifications, Role, and Responsibilities for Key Executives [Recommendation C(8)]	Minimum qualifications should be set for future key executive hires along with a definition of the role and responsibilities of the position.	<p>ONGOING</p> <ul style="list-style-type: none"> • Resolution No. 2012-231 (11/20/12) – adopted a Personnel Policies and Procedures Manual that includes the following (only partially complete as of the posting of this matrix): <ul style="list-style-type: none"> ○ Requesting and Recruiting Personnel ○ Testing, Certification and Eligibility Requirements for all hires and promotions ○ Acting/Interim Appointments • HR Director to develop additional personnel policies and procedures to be incorporated into the manual, subject to City Council adoption after meeting and conferring with bargaining units • Resolution No. 2013-12 (1/22/13) – authorized HR Director to issue a Request for Proposals for a city-wide Classification and Compensation Study of all positions and staff, including executives • 3/5/13 City Council Meeting – HR Director to develop and propose the following for inclusion in the Personnel Policies and Procedures Manual: <ul style="list-style-type: none"> ○ Compensation Schedule Policy ○ Classification Plan Administration Policy ○ Salary Plan Administration Policy ○ Reclassification Policy

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
116.	Annual Evaluations of City Executives [Recommendation C(9)]	Appraisals of promotability for City executives should be conducted annually and placed in the City's personnel file.	<p><u>ONGOING</u></p> <ul style="list-style-type: none"> • By 3/19/13 City Council Meeting – HR Director to develop and present for Council adoption, a Performance Evaluation Policy to provide a systematic method for the evaluation, recording, and improvement of the work effectiveness of all employees, including executives • By 5/31/13 – EDEN Human Resources Management System Module (11/20/12 Staff Report to City Council) shall be implemented and will provide a method to annually track all employee performance evaluations
117.	ERP System Tracking of City Contracts [Recommendation C(10)]	The City's use of the ERP system to track City contracts needs to be strengthened.	<p><u>COMPLETED</u></p> <ul style="list-style-type: none"> • All City contracts are now required to be entered into the ERP system (EDEN) <ul style="list-style-type: none"> ○ Each contract is assigned a unique contract number ○ Contract managers are being trained to run queries to track contract expenditures ○ The ERP system limits payments up to the contract level <p><u>ONGOING</u></p> <ul style="list-style-type: none"> • By 6/30/13 – as required by Ordinance 1200, City Administrator will adopt written administrative procedures through a purchasing manual, which will set forth all of the requirements of the Ordinance as they apply in a practical manner to the day to day operation of a purchasing system within the Finance Department, and which will include a method of contract and invoice routing that will ensure every affected department receives information about each contract and invoice before it is signed or approved

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
118.	3-Year Review and Rebid of Contracts [Recommendation C(11)]	All professional service contracts should be reviewed and rebid no later than July 1, 2013, if they have been in effect for more than three years.	ONGOING <ul style="list-style-type: none"> • § 2.17.30(B) of the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200) requires all professional services contracts to be rebid every three years unless commercially unreasonable to do so (<i>see Reform Measure #31</i>) • 1/10/13 – City Attorney issued email to all Department Heads requesting lists of all professional service contracts that have been in effect for more than three years as of 1/1/13 • 1/23/13 – Finance Director advised all Department Heads at regular Department Heads meeting that he would email respective spreadsheets of all open/active contracts to each for identification of active/inactive status of each and rebidding requirements of all active contracts • By 6/30/13 (prior to adoption of 2013-2014 budget) – Finance Director will review and, if appropriate, recommend implementation of the EDEN Bid & Quote Module for future reviews
119.	Credit Card Controls [Recommendation C(12)]	Credit card approval processes need to be reviewed, better controls put in place, and a memorialization of the controls established.	ONGOING <ul style="list-style-type: none"> • Finance Director now reviews all credit card purchases for appropriateness and obtains explanations from the purchaser or responsible Department Head on any questionable items prior to payment being rendered • By 6/30/13 – as required by Ordinance 1200, City Administrator will adopt written administrative procedures through a purchasing manual, which will set forth all of the requirements of the Ordinance as they apply in a practical manner to the day to day operation of a purchasing system within the Finance Department, and which will include the implementation of controls required for proper separation of duties and uses of credit cards and memorialize the Finance Department review of credit card expenditures
120.	Travel Policy Clarifications [Recommendation C(13)]	Travel policies with respect to controls on hotel and meal costs need to be amended to eliminate ambiguity and provide better guidance when and how exceptions are to be approved.	ONGOING <ul style="list-style-type: none"> • By 7/2/13 City Council Meeting – Finance Director will prepare and present for Council adoption, an amendment to the City of Vernon Travel and Expense Reimbursement Policy (Resolution No. 2011-187) to provide greater clarity and enhance provisions regarding meal and hotel costs, and ensure the City’s guidelines are consistent with those of the Federal Government

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
121.	Statements of Economic Interest Filing Requirements for Consultants [Recommendation C(14)]	The City Administrator and the City Attorney should devise a review process with respect to consultants to determine when and how they must file statements of economic interest under state conflict of interest laws, and provide documentation of determination of decisions, with notice to the affected consultant and to the City Council.	ONGOING <ul style="list-style-type: none"> • By 3/1/13 (in time for 4/1/13 filing deadline – City Administrator and City Attorney to develop a review and determination process with respect to consultants that should file Statements of Economic Interests and provide documentation of City Administrator determinations and notice to any affected consultants and the City Clerk <ul style="list-style-type: none"> ○ Note: This area of state regulation is presently being discussed by the FPPC as there is an identified need to provide greater clarity in the regulations than presently exists. While the City will proceed to undertake the requested analysis, future FPPC rule making may require further work in this area. ○ 1/10/13 – City Attorney issued email to all Department Heads requesting lists of all consultant contracts by 2/15/13 • By 4/1/13 – City Clerk will ensure all identified consultants required to file forms have done so
122.	Budget Presentation Improvements [Recommendation C(15)]	The City Administrator and Finance Director should improve the narrative and details for its budget and expenditure presentations.	ONGOING <ul style="list-style-type: none"> • 2/5/13 City Council Meeting – Finance Director quarterly budget report to City Council for the 2nd quarter 2012-2013 budget and future reports will contain the following additional information in greater detail: <ul style="list-style-type: none"> ○ Comparative periods ○ Year-to-date results ○ Year-end forecast ○ One-time expenditure or revenue events
123.	Revised Budgets [Recommendation C(16)]	The City Administrator should submit revised budgets to the Council by October 1, 2012 and January 1, 2013.	ONGOING <ul style="list-style-type: none"> • The quarterly budget reports to City Council will identify any need for budget revisions and such revised budgets shall be submitted to Council for adoption accordingly
124.	Long-Range Financial Planning [Recommendation C(17)]	Internal staff or outsourcing should be utilized for better long-range financial planning.	ONGOING <ul style="list-style-type: none"> • By 7/1/13 – In recognition of the City’s need for better long-range financial planning, City Administrator and Finance Director to determine whether this can be optimally achieved internally or through outsourcing <ul style="list-style-type: none"> ○ If outsourcing is determined to be optimal, the competitive selection (RFP) process shall be followed as provided for in the new Competitive Bidding and Purchasing Ordinance (Ordinance No. 1200)

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

JOHN VAN DE KAMP REPORT DATED JULY 31, 2012

	Reform Measure	Recommendation	Implementation Status and Documentation
125.	Short-Term and Long-Term Debt Policies [Recommendation C(18)]	Short and long-term debt policies meeting the needs of the City should be established no later than January 1, 2013.	<u>ONGOING</u> <ul style="list-style-type: none"> • By 5/7/13 City Council Meeting – Finance Director to develop and present for Council adoption, a comprehensive debt policy that includes elements recommended by GFAO • Upon City Council adoption, the debt policy will be posted on the City’s website
126.	Review Current Bonded Indebtedness [Recommendation C(19)]	The City should [continue] reviewing its bonded indebtedness which today costs \$60 million a year to service, and figure out a way to lower and smooth out its payments, thereby putting it in a position to lower its recent tax hikes.	<u>ONGOING</u> <ul style="list-style-type: none"> • City Administrator and Finance Director have enlisted BLX Group LLC to perform an assessment of the viability of terminating the City’s swaps and a detailed process for doing so • By 5/7/13 City Council Meeting – City Administrator and Finance Director will present the results of the assessments and any appropriate recommendations