



City of Vernon

Office of the City Clerk
4305 S. Santa Fe Avenue
Vernon, CA 90058
www.cityofvernon.org

Tel: (323) 583-8811
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E-mail: cityclerk@ci.vernon.ca.us

Vernon Resident Information Pamphlet

Office of the City Clerk, your
first stop for City Government



Exclusively Industrial

Office of the City Clerk

Mission statement: To serve and support the Public, City Council, other City Council appointed governing bodies, and City Staff with a high standard of service in the management, preservation of, and accessibility to the official City records and legislative actions; to administer and conduct elections ensuring the integrity of the democratic process; and to provide these services efficiently with the utmost professionalism, with a commitment to open and transparent governance.

The City Clerk plays a key role in ensuring that Vernon's government is run effectively. The clerks' responsibilities include:

- certifying and maintaining the legislative history of the City of Vernon and acting as the custodian of the city seal;
- processing Public Records Act requests;
- preparing and posting agendas for legislative city meetings;
- recording resolutions, ordinances and the minutes of legislative city meetings;
- management of official City records
- conducting general and municipal elections;
- providing campaign disclosures and voter registration information;
- serving as the official filing officer, as prescribed by the Fair Political Practices Commission and pursuant to the City's conflict of interest code; and
- overseeing the formal bid process.

Maria E. Ayala, CMC, MPA



Welcome to Vernon

Vernon is known as an exclusively industrial city; however, Vernon residents play an integral part of City Government as the electorate, members of the City Council, and as members of the Vernon Housing Commission



Good Governance Corner

Vernon Charter and Municipal Code

The Vernon City Charter is the legal document establishing the city. The City's Municipal Code is a compilation of the City's current laws and regulations. These are available for review on the City's website; and also available for review in book format at the Office of the City Clerk counter.

Opportunities to Participate

The City of Vernon encourages its citizens to be involved and engaged in their community.

Elections

Vernon holds a General Municipal Election on the second Tuesday of every April for the purpose of electing one member to the City Council. Nominations for public office are typically held in the month of December and January and are announced in the *Vernon Sun* newspaper. For information on current or upcoming elections please go to: www.cityofvernon.org/election.

Register to vote or RE-REGISTER, to vote! Registering as a Vernon voter provides residents an opportunity to make their vote count on important issues, and to support or oppose candidates in municipal elections. The Office of the City Clerk distributes voter registration forms at its public counter at City Hall. Already registered? You may want to consider: 1) Re-registering to update your signature on your voter registration, or 2) Re-registering to provide your new, correct residence address on file with the L.A. County Registrar Recorder/County Clerk's Office.

Vernon Housing Commission

Vernon residents can also participate as members of the Vernon Housing Commission. The Commission meets quarterly on the second Wednesday in the months of March, June, September, and December at 6:00 p.m. in the Council Chambers. For information on vacancies, please visit the Public Meetings webpage on the City's website (www.cityofvernon.org/government/public-meetings).

Public Meetings

A public meeting is the forum in which a governing body, such as the City Council, Commission and Committees discuss and consider business under their jurisdiction.

Meeting Schedule

Regular City Council meetings are held on the first and third Tuesday of every month at 9:00 a.m. and are held in the City Council Chambers located on the first floor of City Hall unless otherwise noticed. For an up to date schedule of City Council, Commission, and Committee meetings, please visit the Community Calendar and Public Meetings webpage on the City's website www.cityofvernon.org.

Agendas for all public meetings are prepared and posted, pursuant to state law, at least 72 hours before any Regular meeting. Special meetings are prepared and posted at least 24 hours before the meeting.

The purpose of the agenda is to inform the public in advance about items under consideration. The agenda is posted and available on the City's website, under Public Meetings www.cityofvernon.org/government/public-meetings. Agenda and related items are also available at the Office of the City Clerk for inspection and will be made available at all public meetings for review.

All public meetings will have at least one opportunity for public comments. Members of the public, residents or otherwise are encouraged to provide comment to the governing body on any subject matter within the governing body's jurisdiction. Public comment during Special meeting may be limited to items that are on the posted agenda.

Contact Information

City Hall

4305 S. Santa Fe Avenue
Vernon, CA 90058

Office Hours: Monday through Thursday, 7 am to 5:30 pm
Tel: (323) 583-8811

Office of the City Clerk

Email: cityclerk@ci.vernon.ca.us
Extension: 546

Utility Customer Service

Monday through Thursday: (323) 583-8811
Extensions: 202, 297 or 269

Safety Non-Emergency

Fire Department: (323) 583-4821
Police Department: (323) 587-5171
Health Department: (323) 826-1420

FOR ALL EMERGENCY SITUATIONS (LIFE THREATENING, ETC.), **DIAL 9-1-1.**

Did You Know?

- You can pay your utility bills at City Hall.
- Vernon Fire Dept. offers Community Emergency Response Team (CERT), CPR and Fire Extinguisher Training. They also provide home fire safety inspection. Contact the Fire Dept. for fees and scheduling.
- You can get your blood pressure taken for free at any of the Vernon fire stations.
- Vernon holds an annual e-waste recycling event; dispose of e-waste free of charge. Information on monthly Household Hazardous Waste events in LA County can be found on the City's website.
- Coming Soon! Vernon Library is scheduled to reopen and hold regular hours of operation.