

COMPLETED REFORM MEASURES

	Reform Measure	Authorization	Directive(s)	Action Item(s)	Status
1.	Department Head Salaries	<ul style="list-style-type: none"> Resolution No. 2011-69 § 2 (4/19/11) 	Undertake a salary survey and report back to Council within 60 days with recommendations	<ul style="list-style-type: none"> Staff Report (Survey and Recommendation), and Resolution 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> Resolution No. 2011-85 (5/26/11) adjusted department head salaries, where necessary, to be consistent with comparable jurisdictions
2.	Council Salary & Benefits	<ul style="list-style-type: none"> Resolution No. 2011-69 § 7 (4/19/11) 	Undertake a salary and benefits survey of Council members in comparable jurisdictions and report back to Council within 60 days with recommendations	<ul style="list-style-type: none"> Staff Report (Survey and Recommendation), and Resolution Resolutions enacting recommendation to lower salaries 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> Resolution No. 2011-87 (5/26/11) fixed salaries of Council members at \$25,000, effective at end of terms, and reduced benefits, effective 7/1/11 Resolution No. 2011-93 (6/7/11) lowered Council salaries by 18% immediately
3.	Electric Rates Ad Hoc Committee	<ul style="list-style-type: none"> Resolution No. 2011-69 § 9 (4/19/11) 	<p>Establish an ad hoc committee on electric rates to review current pricing and make recommendations on adjustments to the City Council within 60 days</p> <p>6-member Committee to be composed as follows:</p> <ul style="list-style-type: none"> City Administrator 3 business representatives, including the President of the Vernon Chamber of Commerce or his/her designee 2 labor representatives 	<ul style="list-style-type: none"> Establish Committee Committee and Light & Power each to make recommendations 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> Electric Rates Committee established and inaugural meeting held 5/5/11. Current composition is as follows: <ul style="list-style-type: none"> Peter Corselli, Crown Poly, Business Representative Robert Gutterman, U.S. Growers Cold Storage, Business Representative Greg Longstreet, Clougherty Packing/Farmer John, Business Representative Stan Stosel, IBEW, Labor Representative Martin Perez, Teamsters, Labor Representative (replaced Edward Rendon 12/7/11) Mark Whitworth, Vernon City Administrator Committee and Light & Power made joint recommendation to City Council to increase rates, which was adopted by Resolution No. 2011-112 (6/23/11) and went into effect on 7/1/11
4.	Council Term Limits (Charter Amendment)	<ul style="list-style-type: none"> Resolution No. 2011-69 § 6 (4/19/11) Ltr. from Sen. De Leon dated 8/22/11 [1(a)(i)] Resolution No. 2011-147 (8/25/11) 	<p>Review term limit provisions of adjacent jurisdictions and report back to the Council within 90 days with a recommendation regarding Council term limits.</p> <p>Establish Council term limits.</p>	<ul style="list-style-type: none"> Survey and Recommendation Ballot Measure Impartial Analysis 	<p><u>COMPLETE</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

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5.	Prevailing Wages (Charter Amendment)	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [1 (a)(vii)] • Resolution No. 2011-147 (8/25/11) 	Place on ballot charter amendment to maintain prevailing wage policy	<ul style="list-style-type: none"> • Survey and Recommendation • Ballot Measure • Impartial Analysis 	<p><u>COMPLETE</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)
6.	Prevailing Wages (Policy)	<ul style="list-style-type: none"> • n/a 	Adopt policy of supporting prevailing wages regardless of charter amendment election result	<ul style="list-style-type: none"> • Adopt Prevailing Wage Policy 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-149 § 8 (8/25/11) formally adopted Prevailing Wage Policy
7.	At-Will Employment (Charter Amendment)	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [1(a)(i)] • Resolution No. 2011-147 (8/25/11) 	Place on ballot charter amendment to eliminate at-will employment requirement for City employees	<ul style="list-style-type: none"> • Survey and Recommendation • Ballot Measure • Impartial Analysis 	<p><u>COMPLETE</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)
8.	City Administrator Removal and Compensation Provisions (Charter Amendment)	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [1(a)(v)] • Resolution No. 2011-147 (8/25/11) 	Place on ballot charter amendment to modify City Administrator removal/compensation provisions	<ul style="list-style-type: none"> • Survey and Recommendation • Ballot Measure • Impartial Analysis 	<p><u>COMPLETE</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 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)
9.	Housing Commission (Charter Amendment)	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [3(a)] • Resolution No. 2011-147 (8/25/11) 	<p>Establish an independent Housing Commission.</p> <p>Place on ballot charter amendment to require City to maintain the Housing Commission, which was previously created by Ordinance No. 1183 (adopted 6/7/11).</p>	<ul style="list-style-type: none"> • Survey and Recommendation • Ballot Measure • Impartial Analysis 	<p><u>COMPLETE</u></p> <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)
10.	Independent Reform Monitor (Charter Amendment)	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [4(a)] • Resolution No. 2011-147 (8/25/11) 	<p>Appoint an Independent Reform Monitor for a period of no less than four years.</p> <p>Place on ballot charter amendment to require Independent Reform Monitor for four years.</p>	<ul style="list-style-type: none"> • Survey and Recommendation • Ballot Measure • Impartial Analysis 	<p><u>COMPLETE</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. 2012-04 (1/3/12) certifies measure was passed by voters 11/22/11 by unanimous vote of 50-0 (Measure F)

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11.	City Council Appointments (Charter Amendment)	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [1(a)(iv)] • Resolution No. 2011-147 (8/25/11) 	Place on ballot charter amendment to prohibit all Council appointments	<ul style="list-style-type: none"> • Survey and Recommendation • Ballot Measure • Impartial Analysis 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • 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)
12.	Special Election Ordinance	<ul style="list-style-type: none"> • n/a 	Adopt ordinance to allow special elections on non-established dates; necessary to hold charter amendment election on 11/22/11	<ul style="list-style-type: none"> • Staff Report • Ordinance 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Ordinance No. 1185 (8/25/11) allows City to call elections on non-established election dates
13.	City Council Compensation Increases (Charter Amendment)	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [1(a)(iii)] • Resolution No. 2011-147 (8/25/11) • Report from VDK dated 7/29/11 [E(2)(5)] 	<p>Establish salary and benefit limits for senior city officials.</p> <p>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.</p>	<ul style="list-style-type: none"> • Survey and Recommendation • Ballot Measure • Impartial Analysis 	<p><u>COMPLETE</u></p> <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)
14.	Light & Power Fund Transfers (Charter Amendment)	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [1(a)(vi)] • Resolution No. 2011-147 (8/25/11) 	Place on ballot charter amendment to allow transfers from Light & Power Fund to General Fund	<ul style="list-style-type: none"> • Survey and Recommendation • Ballot Measure • Impartial Analysis 	<p><u>COMPLETE</u></p> <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)
15.	Bidding Process on City Service Contracts (Charter Amendment)	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [1(a)(viii)] • Resolution No. 2011-147 (8/25/11) 	Place on ballot charter amendment to establish an open and competitive bidding process for City service contracts by ordinance	<ul style="list-style-type: none"> • Survey and Recommendation • Ballot Measure • Impartial Analysis • Ordinance if measure is approved 	<p><u>COMPLETE</u></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)

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16.	Independent Reform Monitor (Contract)	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [4(a-d)] • Resolution No. 2011-147 (8/25/11) • Resolution No. 2011-149 § 2 (8/25/11) 	Contract with Van de Kamp for four year period with additional power to audit City, review service contracts, enforce the charter and reform measures to the extent permitted under the law, and obligation to report annually to the Legislature	<ul style="list-style-type: none"> • Commence contract negotiations with VDK within 60 days with new terms reflecting new duties and responsibilities in accordance with applicable law 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Resolution No. 2012-06 (1/3/12) approved new four-year Reform Monitor contract with VDK commencing 2/15/12
17.	Fire and Police Department Collective Bargaining	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [5(a)] • Resolution No. 2011-147 (8/25/11) 	<p>Continue to allow for collective bargaining by police and firefighters.</p> <p>Adopt policy to continue to work in cooperation with Fire and Police Departments in accordance with enacted collective bargaining agreements.</p>	<ul style="list-style-type: none"> • Adopt Policy of cooperation with Fire and Police Departments 	<p><u>COMPLETE</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
18.	Collective Bargaining Neutrality	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [5(b)] • Resolution No. 2011-147 (8/25/11) 	<p>Establish collective bargaining neutrality for City workers.</p> <p>Adopt policy of remaining neutral with regard to collective bargaining by City workers.</p>	<ul style="list-style-type: none"> • Adopt Policy 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-149 § 6 (8/25/11) adopted policy of collective bargaining neutrality
19.	Living Wage Policy	<ul style="list-style-type: none"> • Ltr. from Sen. De Leon dated 8/22/11 [5(c)] • Resolution No. 2011-147 (8/25/11) • Resolution No. 2011-149 § 7 (8/25/11) 	<p>Establish a living wage program for City employees and contractors.</p> <p>City Administrator to prepare an appropriate living wage policy for the City, for City Council's review and adoption into law.</p>	<ul style="list-style-type: none"> • Staff report and ordinance reflecting an appropriate living wage policy 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> ▪ Ordinance No. 1187 (10/4/11) [eff. 11/4/11] adopted Living Wage Policy

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20.	Sustainable Development and Energy Efficiency Commission (SDEEC)	<ul style="list-style-type: none"> • Resolution No. 2011-69 § 10 (4/19/11) • Ltr. from Sen. De Leon dated 8/22/11 [6(d)] • Resolution No. 2011-147 (8/25/11) • Resolution No. 2011-149 § 10 (8/25/11) 	The City shall continue to improve the environmental standards of the City through the SDEEC. The SDEEC shall oversee major City projects to ensure that they adhere to the City’s environmental standards and requirements, as well as make recommendations and promote best practices for sustainable development and energy efficiency in the City. The membership of the SDEEC shall include a representative from the environmental justice community. The City Administrator is directed to prepare an ordinance establishing the SDEEC for Council consideration.	<ul style="list-style-type: none"> • Prepare an ordinance establishing SDEEC for Council consideration • The SDEEC shall make recommendations and promote best practices for sustainable development and energy efficiency • Identify and appoint Commission members 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Ordinance No. 1188 (11/1/11) [eff. 12/1/11] established SDEEC • Members appointed at 1/3/12 Council meeting: <ul style="list-style-type: none"> ○ Jim Andreoli Jr., Baker Commodities, Business Representative ○ Albert Halimi, Command Packaging, Business Representative ○ Ingun Littorin, Siemens Water Technologies, Business Representative ○ Armando Espinoza, UFCW, Labor Representative ○ Jaime Villanueva, Teamsters, Labor Representative ○ Peter Corselli, U.S. Growers Cold Storage, Environmental Representative ○ Michael Gavina, F. Gavina & Sons, Environmental Justice Representative • First meeting to occur in February 2012
21.	Campaign Disclosure Training	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [A(1)(1)] 	The City Clerk should be sufficiently trained to review campaign disclosure statements and ask for supplemental information as needed.	<ul style="list-style-type: none"> • City clerk training on campaign disclosure statements 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Training completed 1/5/12, and ongoing as needed
22.	Conflict of Interest Statements – Timely Filing	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [A(2)(1)] 	The City Clerk should ensure that assuming office and leaving office statements are filed on-time.	<ul style="list-style-type: none"> • City clerk training on collecting timely conflict statements 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Training completed 1/5/12
23.	Conflict of Interest Statements – Accessibility and Retention	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [A(2)(2)] 	The City Clerk needs to ensure that all statements are readily accessible and kept for at least seven years.	<ul style="list-style-type: none"> • City clerk training on record retention 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Training completed 1/5/12
24.	Conflict of Interest Statements – Written Guidance	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [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.	<ul style="list-style-type: none"> • Review and provide written guidance from the California Fair Political Practices Commission (FPPC) regarding preparing conflict statements • As a matter of policy, disseminate FPPC material to new affected employees 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • FPPC Form 700 Packet and Reference Pamphlet provided to new affected employees and annually to code filers (attached files are current as of 1/5/12; updated versions will be provided as directed by and upon publication by the FPPC)

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25.	Ethics Training	<ul style="list-style-type: none"> • Resolution No. 2011-69 § 8 (4/19/11) • Report from VDK dated 7/29/11 [A(3)(1)] 	<p>Retain a firm with Political Reform Act, Public Records Act, and Brown Act compliance expertise to review City policies and provide annual training for City officials. 2011 training to be completed by June 30, 2011.</p> <p>Modification from VDK Report dated 7/29/11: The City should continue to provide ethics training to all Councilmembers 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>	<ul style="list-style-type: none"> • Retain outside legal counsel with political law expertise • Hold trainings (as specified further in VDK Report) 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Legal counsel with political law expertise retained • Ethics training completed on 6/21/11 • Periodic trainings will continue in accordance with state law and annually as appropriate
26.	Conflict of Interest Code for Housing Commission	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [A(4)(2)] 	<p>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.</p>	<ul style="list-style-type: none"> • Adopt Conflict of Interest Code for Housing Commission • Notify potential appointees of reporting and disqualification requirements 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Housing Commission Conflict of Interest Code adopted through Resolution No. VHC-3 (8/31/11) • Appointees notified of reporting and disqualification requirements at 8/31/11 meeting
27.	Housing Commission Appointments	<ul style="list-style-type: none"> • Ordinance No. 1183 § 2.118 (6/7/11) [eff. 7/7/11] • Report from VDK dated 7/29/11 [B(1)] 	<p>Mayor to select for ratification by City Council seven members, including:</p> <ul style="list-style-type: none"> ○ three residents, one of whom shall be a member of the City Council ○ three business representatives ○ one employee of a Vernon business <p>Appointments should be made as soon as possible to the Housing Commission.</p>	<ul style="list-style-type: none"> • Appoint members to the Housing Commission 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Original members appointed at 8/2/11 Council meeting. Current composition is as follows: <ul style="list-style-type: none"> ○ Reno Bellamy, Resident ○ Gabriel Early, Resident ○ William Davis, Resident/City Council Representative (replaced Hilario Gonzales – vacated seat 12/1/11) ○ Eric Gustafson, Coast Packing, Business Representative ○ Mike Hughes, King Meat, Business Representative ○ Henry Haskell, Square H Brands, Business Representative ○ Hector Garcia, Farmer John, Business Employee Representative • Inaugural Housing Commission meeting held 8/11/11

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28.	Housing Policy	<ul style="list-style-type: none"> • Resolution No. 2011-69 § 3 (4/19/11) • Ordinance No. 1183 § 2.121(b) (6/7/11) [eff. 7/7/11] • Report from VDK dated 7/29/11 [B(1)] 	<p>Housing Commission to recommend a housing policy within 60 days of first meeting.</p> <p>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.</p>	<ul style="list-style-type: none"> • Housing Policy to be prepared by 10/10/11 (60 days after first Housing Commission meeting, which occurred on 8/11/11) 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-175 (10/18/11) – City Council adopted Vernon Rental Housing Policy as recommended by the Housing Commission • Housing Commission working on Housing Policy implementation procedures, including those relating to fair housing and “market” rents
29.	Elections	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [B(3)] 	<p>Vernon should hold elections every two years with staggered four-year terms for Councilmembers, with two seats up at one election, and three seats up in the other election.</p>	<ul style="list-style-type: none"> • Staff Report and Resolution for Charter Amendment • Impartial Analyses 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • City staff has discussed with Mr. Van de Kamp the positive aspects of maintaining the City’s existing election schedule
30.	Brown Act Compliance Training	<ul style="list-style-type: none"> • Resolution No. 2011-69 § 8 (4/19/11) • Report from VDK dated 7/29/11 [C(1)] 	<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>	<ul style="list-style-type: none"> • Provide annual Brown Act training beyond AB 1234 training by 9/30/11 • Provide concurrent training sessions annually starting in 2012 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> ▪ Training completed 9/28/11 ▪ Annual concurrent training sessions will be conducted each Fall beginning in 2012
31.	Public Records Act Compliance Training	<ul style="list-style-type: none"> • Resolution No. 2011-69 § 8 (4/19/11) • Report from VDK dated 7/29/11 [D(1)] 	<p>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>	<ul style="list-style-type: none"> • Provide annual Public Records Act training beyond AB 1234 training by 9/30/11 • Provide concurrent training sessions annually starting in 2012 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> ▪ Training completed 9/28/11 ▪ Annual concurrent training sessions will be conducted each Fall beginning in 2012

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32.	Internal Policies and Procedures Related to Payments to any Individual Affiliated with the City	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [E(2)(1)] 	Adopt a written formal travel policy for City employees.	<ul style="list-style-type: none"> • Adopt a written Employee Travel Policy 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-187 (11/15/11) adopted travel policy for Councilmembers and employees
33.	Internal Policies and Procedures Related to Payments to any Individual Affiliated with the City	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [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 Councilmembers. Written advisories should go out to each Councilmember when there are changes in policy.	<ul style="list-style-type: none"> • Amend City Council Travel Policy to provide guidance related to purchase of economy tickets • Review travel policy as part of orientation for new Council members • Send out written notifications when policy is amended 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-187 (11/15/11) adopted travel policy for Councilmembers and employees • New travel policy has been added to orientation packet for new Councilmembers • Written notifications will be provided by the City Clerk to each Councilmember when policy is amended
34.	Internal Policies and Procedures Related to Payments to any Individual Affiliated with the City	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [E(2)(3)] 	Conduct market comparison studies for department heads and other key staff positions on a regular basis, e.g., every three years.	<ul style="list-style-type: none"> • Conduct regular market comparison study for department head and key staff positions • Since market comparison just performed in May 2011, this should be done next in May 2014 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-85 (5/26/11) includes results of salary survey • City staff has established calendar notifications to ensure that next market comparison review is conducted by May 2014
35.	Internal Policies and Procedures Related to Payments to any Individual Affiliated with the City	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [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.	<ul style="list-style-type: none"> • Amend Resolution No. 2011-87 (5/26/11) to apply immediately 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • City Council has discussed with Mr. Van de Kamp its reaffirmation of Resolution No. 2011-87
36.	Operations – Department Head Meetings	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [F(1)] 	Schedule regular meetings of the department heads.	<ul style="list-style-type: none"> • Confer with department heads to ensure regular meeting schedule 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Regular department head meetings began in July 2011 and are held on a bi-weekly basis
37.	Operations – AB 46 Updates	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [F(2)] 	Implement ongoing updates about AB 46 with City employees.	<ul style="list-style-type: none"> • Provide regular AB46/AB781 updates 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Updates provided and are ongoing
38.	Operations – Nepotism Policy	<ul style="list-style-type: none"> • Report from VDK dated 7/29/11 [F(3)] 	Adopt a nepotism policy and repeal Resolution No. 5314	<ul style="list-style-type: none"> • Nepotism Policy • Resolution Repeal 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> • Resolution No. 2011-137 (8/2/11) adopting Nepotism Policy and repealing Resolution No. 5314

CITY OF VERNON: GOOD GOVERNANCE REFORM IMPLEMENTATION MATRIX

COMPLETED

	Reform Measure	Authorization	Directive(s)	Action Item(s)	Status
39.	Operations – City Clerk Training	<ul style="list-style-type: none"> Report from VDK dated 7/29/11 [F(5)] 	Require that the City Clerk has training on regulations governing municipal elections as well as Brown Act and Public Records Act compliance.	<ul style="list-style-type: none"> Train city clerk on election regulations Include city clerk in Brown Act and Public Records Act compliance training 	<p><u>COMPLETE</u></p> <ul style="list-style-type: none"> Brown Act and Public Records Act compliance training completed 9/28/11 Election regulations training completed 1/5/12, and ongoing as needed Independent elections consultant retained for all elections since 2006 to provide oversight and ensure compliance with all regulations governing municipal elections
40.	Operations – ICA and League Participation	<ul style="list-style-type: none"> Report from VDK dated 7/29/11 [F(10)] 	Actively participate in the Independent Cities Association and the California League of Cities.	<ul style="list-style-type: none"> Attend Independent Cities Association (ICA) and the League of California Cities (LCC) events/meetings 	<p><u>COMPLETE & ONGOING</u></p> <ul style="list-style-type: none"> City attended annual ICA seminar in July 2011 City attended LCC annual conference in September 2011 City to attend annual ICA winter seminar in February 2012 City Administrator to attend LCC City Manager’s Department Meeting in February 2012