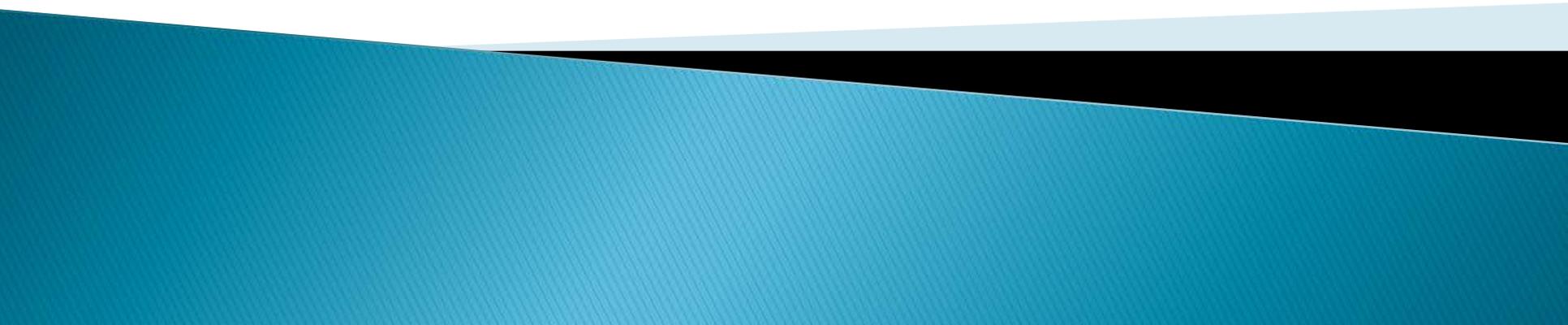


Special Project Recommendations Implementation Plan Status

June 3, 2014



Overview/Recap

- ▶ Special project commissioned by the City Council in February 2013 to research certain City matters, including:
 - Early retirement program expenditures
 - Transfers to/from trust funds
 - Management's disclosure to Council
 - Potential civil or criminal liability based on their findings

Actions Taken To Date

- ▶ Concluded on August 20, 2013
 - ▶ Report was distributed to the public on that same day
 - ▶ Staff directed to immediately implement the recommendations identified in final report
 - ▶ Letter sent to Attorney General on August 23
- 

Pending Recommendations' Update

Recommendation	Status
Code of conduct and provide training for that code	Policy exists, refresher training occurred on May 15 for Assistant Director level and above, and is ongoing. Complete
Ethics hotline allows for anonymous calls; immediately investigate reports	Ethics training began in 2006, ethics hotline established in 2008, on-line tutorial training provided in 2011 Communicated on August 23, 2013 to all employees, refresher training occurred on May 15 for Assistant Director level and above. Complete

Pending Recommendations' Update

Recommendation	Status
Update transfer of funds' policies	Completed on December 10, 2013 by Council adoption of Resolution 4759. Complete
Telecommuting Policy	Under review by Employee Recognition and Review Committee, followed by the Personnel Board, to become effective on July 1, 2014. Complete
Implement anti-fraud policy	Human Resources drafted policy upgrades reviewed by Employee Recognition and Review Committee to become effective on July 1, 2014

Pending Recommendations' Update

Recommendation	Status
The City Attorney's office will be notified or involved in all significant transactions	All of the new financial policies require the sign off of the City Attorney. Complete
Audit of items over \$50k to a single vendor in a single year	Complete
Follow up to the 2012 Risk Management Trust Fund Audit	Follow up was completed in November 2013 (Staff Initiated Action)