

ETHICS COMMISSION
Workplan for FY 2013-14

Objective for FY 2013-14	Actions	Timeframe
1. Monitor compliance with all campaign and ethics ordinances in Title 12 of the Municipal Code [Ref: SJMC 12.04.070(A)]	<ul style="list-style-type: none"> • Analyze compliance data periodically provided by the city clerk from prima facie review of disclosures and reports filed in accordance with campaign and ethics ordinances <ul style="list-style-type: none"> ○ Assess effectiveness and efficiency of compliance monitoring process and revise process as required 	<p>Ongoing</p> <p>August 2013</p>
2. Review and investigate allegations of violations of Title 12 and take enforcement action where appropriate [Ref: SJMC 12.04.070(B)]	<ul style="list-style-type: none"> • Review and investigate each allegation of a Title 12 violation and take appropriate enforcement action per Resolution 75640 (with independent evaluator's report and recommendations available within 30 calendar days after receipt of complaint) 	<p>Ongoing</p>
3. Make recommendations to the city council with regard to campaign and ethics regulations and policies [Ref: SJMC 12.04.070(C)]	<ul style="list-style-type: none"> • Provide recommendation(s) within 120 calendar days for each campaign or ethics issue referred by the city council <ul style="list-style-type: none"> ○ Provide recommendation(s) within 120 calendar days for each issue identified in the mayor's biennial ethics review and referred by the city council • Based on recommendations derived from commission's evaluation of results from compliance monitoring and investigations during FY 2012-13: <ul style="list-style-type: none"> ○ Work with staff to develop draft ordinances addressing areas of concern and forward for approval by city council ○ Work with staff to develop draft revisions to Resolution 75640 addressing areas of concern and forward for approval by city council ○ Work with staff to develop and implement revised administrative procedures and forms addressing areas of concern • Monitor emerging ethics and campaign issues and associated legislative and judicial activity, assess impact and develop appropriate recommendations with regard to regulations and policies 	<p>Ongoing</p> <p>November 2013</p> <p>October 2013</p> <p>January 2013</p> <p>March 2013</p> <p>Ongoing</p>
4. Settle challenges to commission decisions in accordance with Section 4.24.050 of Title 4 [Ref: SJMC 12.04.070(D)]	<ul style="list-style-type: none"> • Settle challenges to commission decisions as required 	<p>Ongoing</p>
5. Respond to complaints alleging that public records or some parts of records are being withheld improperly [Ref: Resolution 75091]	<ul style="list-style-type: none"> • Review and evaluate each public records complaint as required and respond within 30 calendar days <ul style="list-style-type: none"> ○ If intentional or repeated public records violations are found, consider recommending corrective action to the appropriate council appointee 	<p>Ongoing</p> <p>Ongoing</p>

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6. Provide to the council each fiscal year an annual work plan of activities to be undertaken and a subsequent report of accomplishments [Ref: SJMC 2.08.030(C)]	<ul style="list-style-type: none">• Develop and issue 2014-15 work plan and 2013-14 annual report	June 2014