

SAN JOSE ETHICS COMMISSION
Workplan for FY 2014-15

Objective for FY 2014-15	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 • Evaluate cumulative results of compliance monitoring and identify possible areas of concern with regard to campaign and ethics regulations and policies • Explore opportunities for outreach to ethnic and specialized media regarding campaign and ethics regulations and policies 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">March 2015</p> <p style="text-align: center;">March 2015</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, investigate and take appropriate enforcement action for each allegation of a Title 12 violation per Resolution 76954, with the objective of having the independent evaluator's report and recommendations available within 30 calendar days after receipt of a complaint • Evaluate cumulative results of investigations and identify possible areas of concern with regard to campaign and ethics regulations and policies • Issue request for qualifications, review proposals, select independent evaluator and submit contract for approval by city council prior to expiration of existing contract 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">February 2015</p> <p style="text-align: center;">June 2015</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) for each campaign or ethics issue referred by the city council, with the objective of providing responses within 120 calendar days • Continue working with city attorney's office to complete development of proposed amendments to the Gift Ordinance • Based on evaluations of results from compliance monitoring and investigations: <ul style="list-style-type: none"> ○ Prioritize and initiate review of identified areas of concern ○ Develop and forward to the city council recommendations for addressing areas of concern with regard to campaign and ethics regulations and policies • 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 style="text-align: center;">Ongoing</p> <p style="text-align: center;">December 2014</p> <p style="text-align: center;">April 2015</p> <p style="text-align: center;">May 2015</p> <p style="text-align: center;">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 style="text-align: center;">Ongoing</p>

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5. Respond to complaints alleging that public records or some parts of records are being withheld improperly [Ref: Council Resolution 75091]	<ul style="list-style-type: none"> • Review and evaluate each public records complaint as required and respond within 30 calendar days • If intentional or repeated public records violations are found, consider recommending corrective action to the appropriate council appointee 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p>
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 2015-16 work plan and 2014-15 annual report 	<p style="text-align: center;">June 2015</p>