

SAN JOSE ETHICS COMMISSION
Workplan for FY 2015-16

| Objective for FY 2015-16 | 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"> • Periodically review compliance data obtained from the city clerk's prima facie review of disclosures and reports filed in accordance with campaign and ethics ordinances to identify potential areas of concern • Work with the city clerk and city attorney to develop and implement a plan for improving overall compliance with campaign and ethics regulations, including consideration of the need to add compliance staff in the city clerk's office • Work with the city clerk to develop and implement a plan for multi-language outreach to ethnic communities regarding campaign and ethics regulations | <p>Ongoing</p> <p>February 2016</p> <p>March 2016</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 | <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) for each campaign or ethics issue referred by the city council, with the objective of providing a response within 120 calendar days <ul style="list-style-type: none"> ○ Provide recommendation(s) for each issue identified in the mayor's biennial ethics review and referred by the city council, with the objective of providing a response within 120 calendar days • Periodically review emerging ethics and campaign issues and associated legislative and judicial activity to assess impact and identify potential areas of concern • Continue working with the city attorney to complete development of proposed amendments to the Gift Ordinance and forward for approval by the city council • Work with the city attorney and city clerk to: <ul style="list-style-type: none"> ○ Develop specific recommendations addressing areas of concern identified through compliance monitoring and investigations conducted by the commission during FY 2014-15, and forward for rules & open government committee/city council review ○ Develop draft ordinances addressing areas of concern and forward for approval by the city council ○ Develop draft revisions to Resolution 76954 addressing areas of concern and forward for approval by the city council ○ Develop and implement revised administrative procedures and forms addressing areas of concern | <p>Ongoing</p> <p>December 2015</p> <p>Ongoing</p> <p>June 2016</p> <p>July 2015</p> <p>October 2015</p> <p>January 2016</p> <p>March 2016</p> |

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| 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 | Ongoing |
| 5. Respond to complaints alleging that records or some part of records are being withheld improperly under the Public Records Act [Ref: SJMC 12.21.430(C)] | <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 | Ongoing Ongoing |
| 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 a 2016-17 work plan and 2015-16 annual report | June 2016 |