

SAN JOSE ETHICS COMMISSION
Work Plan for FY 2016-17

Objective for FY 2016-17	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 and assess impact of compliance data obtained from the city clerk's prima facie review of disclosures and reports filed in accordance with campaign and ethics ordinances <ul style="list-style-type: none"> ○ Evaluate cumulative results of compliance monitoring and identify possible areas of concern with regard to campaign and ethics regulations • Work with the city clerk to develop and implement a plan for diverse community outreach regarding campaign and ethics regulations and procedures 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">February 2017</p> <p style="text-align: center;">March 2017</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 regulations and procedures for commission investigations and hearings, with the objective of having the independent evaluator's report and recommendations available within 30 calendar days after receipt of a complaint <ul style="list-style-type: none"> ○ Evaluate cumulative results of investigations and identify possible areas of concern with regard to campaign and ethics regulations 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">February 2017</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"> ○ Continue working with the city attorney to complete development of proposed amendments to the Gift Ordinance and forward for approval by the city council per a referral from the mayor's 2015 biennial ethics review • Periodically review and assess impact of legislative (and judicial) activity <ul style="list-style-type: none"> ○ Evaluate cumulative results of legislative review and identify possible areas of concern with regard to campaign and ethics regulations • Based on evaluations of cumulative results from compliance monitoring, investigations and legislative review, work with the city attorney and city clerk to: <ul style="list-style-type: none"> ○ Prioritize and initiate detailed review of identified areas of concern with regard to campaign and ethics regulations ○ Develop and forward to the city council recommendations for amending regulations, procedures and/or forms • Continue working with the city clerk to develop and implement a plan for establishing a statewide knowledge network of local ethics commissions 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">November 2016</p> <p style="text-align: center;">Ongoing February 2017</p> <p style="text-align: center;">April 2017</p> <p style="text-align: center;">June 2017</p> <p style="text-align: center;">February 2017</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 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 2017-18 work plan and 2016-17 annual report 	June 2017