

SAN JOSE ETHICS COMMISSION  
Work Plan for FY 2021-22

Objective for FY 2021-2022	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"> <li>• 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</li> </ul>	Ongoing
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"> <li>• 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</li> </ul>	Ongoing
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"> <li>• 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</li> <li>• Periodically review and assess impact of legislative (and judicial) activity               <ul style="list-style-type: none"> <li>○ Evaluate cumulative results of legislative review and identify possible areas of concern with regard to campaign and ethics regulations for the fall 2021 biennial ethics review</li> </ul> </li> </ul>	Ongoing  Fall 2021
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"> <li>• Settle challenges to commission decisions as required</li> </ul>	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"> <li>• Review and evaluate each public records complaint as required and respond within 30 calendar days</li> <li>• If intentional or repeated public records violations are found, consider recommending corrective action to the appropriate council appointee</li> <li>• Study and create policies and procedures for handling records appeals.</li> </ul>	Ongoing  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"> <li>• Develop and issue a 2021-22 annual report and 2022-23 work plan</li> </ul>	June 2022