



Memorandum

**TO: RULES AND OPEN
GOVERNMENT COMMITTEE**

FROM: DENNIS HAWKINS, CMC

**SUBJECT: ELECTIONS COMMISSION
WORKPLAN, FY 2012 - 2013**

DATE: May 4, 2012

RECOMMENDATION:

It is recommended that the Rules and Open Government Committee approve the Elections Commission workplan for FY 2012 - 2013.

BACKGROUND:

On April 11, 2012, the Elections Commission adopted the proposed Workplan for FY 2012 – 2013. This recommendation is consistent with prior Council direction that all Commissions submit an annual Workplan to the Rules and Open Government Committee. The Elections Commission anticipates submitting its Annual Report for its current workplan, which covers part of FY 2010 -11 and FY 2011 – 2012 in June.

ANALYSIS:

The proposed workplan is consistent with the Commission's scope and authority.

COORDINATION:

The Workplan has been coordinated with the Offices of the City Attorney and City Clerk, which provide staff support to the Commission.

DENNIS D. HAWKINS, CMC
City Clerk

For questions, please contact Dennis Hawkins, City Clerk, at 408-535-1275



SAN JOSE ELECTIONS COMMISSION
Workplan for FY 2012-13

Objective for FY 2012-13	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"> - Evaluate cumulative results of compliance monitoring and identify possible areas of concern with regard to campaign and ethics regulations and policies - Assess effectiveness and efficiency of compliance monitoring process and recommend process revisions as appropriate 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Sep 2012 (Phase 1) Mar 2013 (Phase 2) June 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 per Resolution 75640 and take appropriate enforcement action within 30 calendar days <ul style="list-style-type: none"> - Evaluate cumulative results of investigations and identify possible areas of concern with regard to campaign and ethics regulations and policies 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">January 2013</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 • 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 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">April 2013 May 2013</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>
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 style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p>