

**JACKSONVILLE ETHICS COMMISSION
COMPLIANCE CHECKLIST**

ANNUAL COMPLIANCE ITEMS

1. Submit in January an Annual Summary Report of Commission activities and legislation recommendations for previous calendar year in accordance with Sec. 602.903(e). Note: Annual Reports should be online.
2. Document (via spreadsheet) and report compliance with the financial disclosure, gift disclosure, and ethics education and certification requirements in accordance with Sections 602.903(f)(1).
 - A. Issue as necessary written or oral reprimands for non compliance with financial disclosure, gift disclosure, or ethics education and certification requirements in accordance with Sec. 602.903(f)(2).
3. Document (via spreadsheet) the attendance of every elected official in the Ethics in Government Training Program to be completed within 90 days of certification of election won in accordance with Sec. 602.1001(b).
4. In November the Commission shall review the terms for each Commissioner to insure compliance with Sec. 602.902. (Internal Operating Rules should be updated to reflect this item)
5. In accordance with the Internal Operating Rules, the Ethics Commission shall elect a Chairman and Vice-Chairman in November for their terms to begin with the following January meeting. (Internal Operating Rules should be modified to reflect this change in date)

ADDITIONAL COMPLIANCE ITEMS AS NEEDED OR NECESSARY

6. Respond and Provide Advisory Opinions of the City ethics laws in accordance with Sec. 602.903(a)(1) & (2).
7. Assist with the establishment, presentation, and expansion of the City's Ethics Education Programs in accordance with Sec 602.903(c) and Sec 602.1001.
 - A. Assist with the Annual continuing education & training on Sunshine Law requirements for City Council Members in compliance with Sec 15.108 of the Jacksonville Sunshine Law Compliance Act
8. Investigate and respond accordingly to ethical violations of standards of conduct for City officers and employees in accordance with Sec. 602.903(d).

- A. Receive, investigate, and issue findings in regards to any violations of Chapter 602 via the ethics “hotline” in accordance with Sec. 602.903(g).
- 9. Assist in the Development of online Lobbyist registration forms in compliance with **newly proposed** Sec. 602.801(c)(1) if such changes are approved by the City Council.