



## Ethics Commission Report

915 I Street, 1<sup>st</sup> Floor

Sacramento, CA 95814

[www.cityofsacramento.org](http://www.cityofsacramento.org)

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**File ID:** 2018-01282

September 24, 2018

**Consent Item 01**

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**Title:** Approval of Sacramento Ethics Commission Meeting Minutes

**Location:** Citywide

**Recommendation:** Pass a Motion approving Sacramento Ethics Commission Meeting Minutes dated for June 25, July 30 and August 27, 2018.

**Contact:** Kevin Greene, Government Ethics and Transparency Administrator, (916) 808-7267, Office of the City Clerk

**Presenter:** None

**Attachments:**

1-Description/Analysis

2-June 25, 2018 Sacramento Ethics Commission Draft Meeting Minutes

3-July 30, 2018 Sacramento Ethics Commission Draft Special Meeting Minutes

4-August 27, 2018 Sacramento Ethics Commission Draft Meeting Minutes

## **Description/Analysis**

**Issue Detail:** It is best practice for the Sacramento Ethics Commission to approve the minutes for each meeting.

**Policy Considerations:** The City Clerk keeps a permanent record of the Sacramento Ethics Commission proceedings showing all action considered and taken, motions and records and the vote of each member regarding any matter before the Sacramento Ethics Commission.

**Economic Impacts:** None.

**Environmental Considerations:** None.

**Sustainability:** None.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** After each Sacramento Ethics Commission meeting, the City Clerk composes the DRAFT Minutes noting the action taken by the Commission. The DRAFT Minutes are presented to the Commission for its approval as a permanent record of the meeting actions.

**Financial Considerations:** None.

**Local Business Enterprise (LBE):** None.

## **SACRAMENTO ETHICS COMMISSION**

**Mary-Beth Moylan**, Chair, Seat A  
**Emelyn Rodriguez**, Vice Chair, Seat C  
**Deanna Adams**, Seat B  
**Linda Ng**, Seat D  
**Susan Underwood**, Seat E

## **COMMITTEE STAFF**

Kevin Greene, Government Ethics and  
Transparency Administrator  
Mindy Cuppy, City Clerk  
Matthew Ruyak, Assistant City Attorney



# **DRAFT Special Meeting Minutes Sacramento Ethics Commission**

**City Hall-Council Chamber  
915 I Street, 1<sup>st</sup> Floor**

*Published by the Office of the City Clerk  
(916) 808-5163*

**Monday, June 25, 2018  
5:30 p.m.**

## **NOTICE TO THE PUBLIC**

You are welcomed and encouraged to participate in this meeting. Public comment is taken on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

**Notice to Lobbyists:** When addressing the legislative bodies you must identify yourself as a lobbyist and announce the client/business/organization you are representing (*City Code 2.15.160*).

**Speaker slips are available on the City's Website and located in racks inside the chamber and should be completed and submitted to the Commission Clerk.**

*Government Code 54950 (The Brown Act)* requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order and estimated time for Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body.

The Agenda provides a general description and staff Recommendation; however, the legislative bodies may take action other than what is recommended. Full staff reports are available for public review on the City's website and include all attachments and exhibits. "To Be Delivered" and "Supplemental" reports will be published as they are received. Hard copies are available at the Office of the City Clerk and all written material received is available at the meeting for public review.

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Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Office of the City Clerk at (916) 808-7200 at least 48 hours prior to the meeting.

# City of Sacramento

## Sacramento Ethics Commission

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Monday, June 25, 2018

5:30 PM

915 I Street, 1<sup>st</sup> Floor

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### Special Meeting DRAFT Minutes

#### City Hall Council Chamber

*All items listed are heard and acted upon by the Sacramento Ethics Commission unless otherwise noted.*

#### Open Session – 5:30 p.m.

Regular session called to order by Chair Moylan at 5:30 p.m. Monday June 25, 2018 at the Sacramento City Hall Council Chamber.

**Members Present:** Deanna Adams, Mary Beth Moylan, Linda Ng, Emelyn Rodriguez and Susan Underwood.

#### Public Comments – Matters Not on the Agenda

#### Consent Calendar

*All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.*

**Action:** Moved/Seconded: Commissioners Underwood/Adams

**Yes:** Commissioners Deanna Adams, Chair Mary-Beth Moylan, Emelyn Rodriguez, Susan Underwood

**Abstain:** Linda Ng

#### 1. **Approval of Ethics Commission Meeting Minutes**

File ID: 2018-00970

**Location:** Citywide

**Action:** Passed a **Motion** approving the Sacramento Ethics Commission Meeting Minutes dated April 23, 2018.

**Contact:** Kevin Greene, Government Ethics and Transparency Administrator, (916) 808-7267, Office of the City Clerk

**Discussion Calendar**

*Discussion calendar items include an oral presentation including those recommending “receive and file”.*

**2. Introduction of Government Ethics and Transparency Administrator [Oral Report]**

File ID: 2018-00971

**Location:** Citywide

**Action:** Received and filed.

**Contact:** Kevin Greene, Government Ethics and Transparency Administrator, (916) 808-7267, Office of the City Clerk

**3. Research on Ethics Commissions in San Diego and Los Angeles**

File ID: 2018-00997

**Location:** Citywide

**Action:** Received and Filed

**Contact:** Kevin Greene, Government Ethics and Transparency Administrator, (916) 808-7267, Office of the City Clerk

**4. Government Ethics and Transparency Administrator’s Work Plan [Oral Report]**

File ID: 2018-01000

**Location:** Citywide

**Action:** Discussed and provided direction on the activities of the Government Ethics and Transparency Administrator.

**Contact:** Kevin Greene, Government Ethics and Transparency Administrator, (916) 808-7267, Office of the City Clerk

**Commission Comments-Ideas and Questions**

None

**Adjournment:** 6:19 p.m.

## **SACRAMENTO ETHICS COMMISSION**

**Mary-Beth Moylan**, Chair, Seat A  
**Emelyn Rodriguez**, Vice Chair, Seat C  
**Deanna Adams**, Seat B  
**Linda Ng**, Seat D  
**Susan Underwood**, Seat E

## **COMMITTEE STAFF**

Kevin Greene, Government Ethics and  
Transparency Administrator  
Mindy Cuppy, City Clerk  
Matthew Ruyak, Assistant City Attorney



# **DRAFT Special Meeting Minutes Sacramento Ethics Commission**

**City Hall-Council Chamber  
915 I Street, 1<sup>st</sup> Floor**

*Published by the Office of the City Clerk  
(916) 808-5163*

**Monday, July 30, 2018  
5:30 p.m.**

## **NOTICE TO THE PUBLIC**

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# City of Sacramento

## Sacramento Ethics Commission

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Monday, July 30, 2018

5:30 PM

915 I Street, 1<sup>st</sup> Floor

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### Special Meeting DRAFT Minutes

#### City Hall Council Chamber

*All items listed are heard and acted upon by the Sacramento Ethics Commission unless otherwise noted.*

#### **Open Session – 5:30 p.m.**

Regular session called to order by Chair Moylan at 5:30 p.m. Monday July 30, 2018 at the Sacramento City Hall Council Chamber.

**Members Present:** Deanna Adams, Mary Beth Moylan, Linda Ng, Emelyn Rodriguez and Susan Underwood.

#### **Public Comments – Matters Not on the Agenda**

None

#### **Discussion Calendar**

*Discussion calendar items include an oral presentation including those recommending “receive and file”.*

- 1. Draft Sacramento Ethics Commission Operating Procedures**  
File ID: 2018-01023  
**Location:** Citywide  
**Action:** Reviewed and commented on the Draft Sacramento Ethics Commission Operating Procedures.  
**Contact:** Kevin Greene, Government Ethics and Transparency Administrator, (916) 808-7267, Office of Ethics & Compliance Office of the City Clerk
- 2. Government Ethics and Transparency Administrator Update (Oral Report)**  
File ID: 2018-01097  
**Location:** Citywide  
**Action:** Received and filed.  
**Contact:** Kevin Greene, Government Ethics and Transparency Administrator, (916) 808-7267, Office of Ethics & Compliance, Office of the City Clerk.

**Commission Comments-Ideas and Questions**

None

**Adjournment:** 6:40pm



## **SACRAMENTO ETHICS COMMISSION**

**Mary-Beth Moylan**, Chair, Seat A  
**Emelyn Rodriguez**, Vice Chair, Seat C  
**Deanna Adams**, Seat B  
**Linda Ng**, Seat D  
**Susan Underwood**, Seat E

## **COMMITTEE STAFF**

Kevin Greene, Government Ethics and  
Transparency Administrator  
Mindy Cuppy, City Clerk  
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# **DRAFT Meeting Minutes Sacramento Ethics Commission**

**City Hall-Council Chamber  
915 I Street, 1<sup>st</sup> Floor**

*Published by the Office of the City Clerk  
(916) 808-5163*

**Monday, August 27, 2018  
5:30 p.m.**

## **NOTICE TO THE PUBLIC**

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# City of Sacramento

## Sacramento Ethics Commission

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Monday, August 27, 2018

5:30 PM

915 I Street, 1<sup>st</sup> Floor

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### Regular Meeting DRAFT Minutes

#### City Hall Council Chamber

*All items listed are heard and acted upon by the Sacramento Ethics Commission unless otherwise noted.*

#### Open Session – 5:30 p.m.

Regular session called to order by Commission Chair Vice Chair Emelyn Rodriguez at 5:36 p.m. Monday August 27, 2018 at the Sacramento City Hall Council Chamber.

**Members Present:** Deanna Adams, Linda Ng, Emelyn Rodriguez, Linda Ng, Susan Underwood, [Mary-Beth Moylan arrived late 5:47 p.m.]

#### Public Comments – Matters Not on the Agenda

None

#### Discussion Calendar

*Discussion calendar items include an oral presentation including those recommending “receive and file”.*

#### 1. **Approval of the Sacramento Ethics Commission Operating Procedures**

File ID: 2018-01210

Location: Citywide

**Action:** Passed a Motion to approve the Ethics Commission Operating Procedures.

Contact: Kevin Greene, Government Ethics and Transparency Administrator, (916) 808-7267, Office of the City Clerk

**Action:** Moved/Seconded: Commissioners Underwood/Adams

**Yes:** Commissioners Deanna Adams, Chair Mary-Beth Moylan, Linda Ng, Emelyn Rodriguez, Susan Underwood

**2. Intake Procedures and Preliminary Review Process for Ethics Complaints**

File ID: 2018-01211

Location: Citywide

**Action:** Reviewed and provided direction on the Intake Procedures and Preliminary Review Process for Ethics Complaints.**Contact:** Kevin Greene, Government Ethics and Transparency Administrator, (916) 808-7267, Office of the City Clerk.**Commissioner Comments-Ideas and Questions**

None

**Meeting Adjourned:** 6:50 p.m.