



Ethics Commission Report

915 I Street, 1st Floor

Sacramento, CA 95814

www.cityofsacramento.org

File ID: 2018-01366

October 22, 2018

Consent Item 01

Title: Approval of Sacramento Ethics Commission Meeting Minutes

Location: Citywide

Recommendation: Pass a Motion approving Sacramento Ethics Commission Meeting Minutes dated for September 24, 2018.

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

Presenter: None

Attachments:

1-Description/Analysis

2-September 24, 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 Minutes

Sacramento Ethics Commission

**City Hall-Council Chamber
915 I Street, 1st Floor**

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

**Monday, September 24, 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 or 24 hours prior to a special 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.

Live videostreams and indexed archives of meetings are available via the internet. Visit the City's official website at http://sacramento.granicus.com/ViewPublisher.php?view_id=21.

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.

General Conduct for the Public Attending Commission Meetings

- Members of the public attending Sacramento Ethics Commission meetings shall observe the same rules and decorum applicable to the Members and staff as noted in Chapters 3 and 4 of Council Rules of Procedure.
- Stamping of feet, whistles, yells or shouting, physically threatening conduct, and/or similar demonstrations are unacceptable public behavior and will be prohibited by the Sergeant-at-Arms.
- Lobbyists must identify themselves and the client(s), business or organization they represent before speaking to the Committee.
- Members of the public wishing to provide documents to the Committee shall comply with Rule 7 D of the Council Rules of Procedure.

Members of the Public Addressing the Sacramento Ethics Commission

Purpose of Public Comment. The City provides opportunities for the public to address the Commission as a whole in order to listen to the public's opinions regarding non-agendized matters within the subject matter jurisdiction of the City during Regular meetings and regarding items on the Agenda at all other meetings.

- Public comments should not be addressed to individual Members nor to City officials, but rather to the Sacramento Ethics Commission as a whole regarding City business.
- While the public may speak their opinions on City business, personal attacks on Members and City officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the Commission.
- Consistent with the Brown Act, the public comment periods on the Agenda are not intended to be "Question and Answer" periods or conversations with the Commission and City officials. The limited circumstances under which Members may respond to public comments are set out in Rule 8 D 2 of the Council Rules of Procedure.
- Members of the public with questions concerning Consent Calendar items may contact the staff person or the Commission Member whose district is identified on the report prior to the meeting to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.

Speaker Time Limits. In the interest of facilitating the Commission's conduct of the business of the City, the following time limits apply to members of the public (speakers) who wish to address the Committee during the meeting.

- **Matters not on the Agenda.** Two (2) minutes per speaker.
- **Consent Calendar Items.** The Consent Calendar is considered a single item, and speakers are therefore subject to the two (2) minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a Committee member's request. Such pulled Consent Calendar items will be considered individually and up to two (2) minutes of public comment per speaker on those items will be permitted.
- **Discussion Calendar Items.** Two (2) minutes per speaker.

Time Limits per Meeting In addition to the above time limits per item, the total amount of time any one individual may address the Committee at any meeting is eight (8) minutes.

- Each speaker shall limit his/her remarks to the specified time allotment.
- The Presiding Officer shall consistently utilize the timing system which provides speakers with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear and will flash red at the end of the allotted time.
- In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group but with no increase in time.
- Speakers shall not concede any part of their allotted time to another speaker.
- The Presiding Officer may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be fairly applied.

City of Sacramento

Sacramento Ethics Commission

Monday, September 24, 2018

5:30 PM

915 I Street, 1st Floor

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 Mary-Beth Moylan at 5:34 p.m. Monday September 24, 2018 at the Sacramento City Hall Council Chamber.

Members Present: Linda Ng, Emelyn Rodriguez, Susan Underwood, Mary-Beth Moylan.

Members Absent: Deanna Adams

Consent Calendar

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

File ID: 2018-01282

Location: Citywide

Action: Passed 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

Action: Moved/Seconded: Commissioners Ng/Rodriguez

Yes: Commissioners Mary-Beth Moylan, Linda Ng, Emelyn Rodriguez, Susan Underwood

Discussion Calendar

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

2. Ethics Commission Subcommittee Updates [Oral Report]

File ID: 2018-01306

Location: Citywide

Action: Received and filed activities of Ethics Commissions subcommittees.

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

3. Update on Ethics Commission Research [Oral Report]

File ID: 2018-01307

Location: Citywide

Action: Received and filed.

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

4. Approval of Sacramento Ethics Complaint Intake Form

File ID: 2018-01310

Location: Citywide

Action: Passed a **Motion** approving the Sacramento Ethics Complaint Intake Form.

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

Action: Moved/Seconded: Commissioners Moylan/Underwood

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

Public Comments – Matters Not on the Agenda

None

Commissioner Comments-Ideas and Questions

None

Meeting Adjourned: 7:10 p.m.