

Midtown Neighborhood Association

Our mission is to nurture our livable, vibrant, and evolving Midtown community through respectful collaboration among all classes, identities, and cultures.

Our vision is to make Midtown Sacramento the most healthy, inclusive, and sustainable mixed-use community in America.

P.O. Box 162555

Sacramento, CA 95816-2555

916-704-4063

Email: info@midtownsac.org • www.midtownsac.org



Agenda: Board of Directors

Date and Time: Thursday, February 9, 2017, at 6:15 p.m.

Location: 919 20th Street (Midtown Association)

The order and estimated time for agenda items are for reference. The board may take items in any order they deem appropriate.

Approx. Time	Approx. Duration	Topic	Presenter
6:15	5 min.	Welcome and introductions	
REGULAR UPDATES			
6:20	10 min.	Sacramento Police Department	Lt. Adam Green
6:45	10 min.	Assemblymember McCarty's Office	Lianne Remen
6:55	10 min.	Councilmember Steve Hansen's Office	Pete Fenolio
COMMUNITY PRESENTATIONS			
6:30	15 min.	League of Women Voters: Transparency/ethics in government	Paula Lee
COMMUNITY			
7:05	5 min.	Member/community comments for items not on agenda	
BOARD BUSINESS			
7:10	5 min.	Consent Calendar (minutes/treasurer's report see attachments 2 and 3) <i>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.</i>	
DISCUSSION & INFORMATIONAL ITEMS			
7:15	5 min.	Housing/Affordability committee update	Tim Schmelzer
ACTION ITEMS			
7:20	15 min.	Board Expectations/conflict of interest	Bill Rothwell
7:35	5 min.	Elections—Board Expectations, application	Danny Yost
7:40	5 min.	Sacramento Integrity Project (attachment 6)	Angela Tillotson
BOARD COMMENTS			
7:45	5 min.	MNA board updates/comments for items not on agenda	
NEXT MEETING: Thursday, March 9, 2017, at 6:15 p.m. at Midtown Association			

**Bold items are confirmed attendance*

All meetings are conducted according to the MNA Code of Civility

Attachments:

Attachment 1: Code of Civility

Attachment 2: Minutes

Attachment 3: Treasurer's report

Attachment 4: MNA Board Expectations

Attachment 5: Updates and upcoming events

Attachment 6: Integrity Project

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MIDTOWN NEIGHBORHOOD ASSOCIATION CODE OF CIVILITY

The Midtown Neighborhood Association seeks to ensure that our business is conducted in a respectful and courteous manner and in a way that generates respect and credibility for our association. Freedom of expression about public matters is a cornerstone of the democratic process. MNA welcomes diverse views and opinions as they relate to the issues before us. For these discussions to be meaningful and effective, we must treat others with respect and dignity. By participating in this meeting, attendees agree to:

1. Conduct themselves in a professional and civil manner at all times by always treating all people present with respect—even during differences of opinion.
2. Show courtesy to others by always turning phones off or to vibrate and not engaging in texting unless directly relevant to the meeting.
3. Not engage in private conversations or talk while another speaker has the floor until recognized by the meeting facilitator to speak.
4. Under no circumstances engage in or threaten to engage in any verbal or physical attack on any other individual.
5. Communicate ideas and points of view clearly, and allow others to do the same without interruption.
6. Not use language that is abusive, threatening, obscene, or slanderous; including profanities, insults, or other disparaging remarks or gestures.
7. Not use derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion.
8. Take responsibility for one's own actions, and work to find solutions to problems.
9. Abide by MNA meeting procedures and rules to create a safe and effective environment for conducting business.
10. Seek to present information truthfully, and not knowingly misrepresent, mischaracterize, or misquote information received from others.
11. Truly listen and hear other points of view and make the best possible effort to understand the issues before them.
12. Practice the art of being able to disagree without being disagreeable.
13. Be mindful of people's time by limiting comments to 2 minutes.

Attendees who do not conduct themselves in a courteous and respectful manner will be asked to leave the meeting.

MIDTOWN NEIGHBORHOOD ASSOCIATION (MNA)

Regularly Scheduled Board Meeting Minutes January 11, 2017

Board Members present: Angela Tillotson (Chair), Danny Yost (Vice Chair), Matthew Piner (Immediate Past Chair), Bill Rothwell (Treasurer), Betsy Rothwell (Secretary), Caitlin Maple, Louis Mirante, Jessica Sorenson, Marshall Stetson, Natalie Vicencia, and Esteban Heredia.

Excused: Tim Schmelzer.

Absent: Ed Donaghy.

Meeting held at Midtown Association office at 919 20th Street and called to order by Chair Angela Tillotson, at 6:15 p.m. Brief introductions were completed.

COMMUNITY PARTNER UPDATES

The Sacramento Police Dept., Sacramento Fire Department, Assemblymember McCarty's office, and Councilmember Steve Hansen's Office gave updates. Caltrans presented on the Cap City Freeway Project, and Midtown Association gave updates on their expanded boundaries. See <http://www.midtownsac.org/community-updates/january-2017-community-updates> for more details.

BOARD BUSINESS

Consent Calendar

A motion to approve the Consent Calendar, which includes the December Board Meeting Minutes, and the Treasurer's report was made by Danny Yost and unanimously approved by voice vote.

DISCUSSION & INFORMATIONAL ITEMS

❖ Strategic Plan and Bylaws committee update

The Bylaw committee (Ange, Danny, Louis, Bill and Betsy) met on Saturday, January 7, 2017, at Danny's house to begin work on revising MNA's current bylaws. The committee completed a draft copy of the following Articles and Sections of the bylaws; Name and Purpose, Goals, Boundaries, Membership, Dues and Governing Board. The next committee workgroup meeting will focus on Officers and Board Members, along with discussing term limits and alternating election years of service. Once completed, the final document will be presented to the Board for review and discussion.

❖ 2017 Events Calendar update

Due to meeting time constraints, Jessi Sorenson, MNA Events Coordinator, agreed to send an email to board members with an update of potential events for the 2017 calendar year.

ACTION ITEMS

❖ Board Expectations/Conflicts of Interest

Angela shared the proposed Board Expectations/Conflict of Interest document (attachment 4) that covers Duty of Care, Duty of Loyalty, Ethical Standards, Professional Conduct, and Code of Civility. The document is especially important for new Board Members to ensure they have an understanding of expectations for MNA board members before making a commitment to serve. **After questions, Danny moved to table Board Expectation to next meeting to give the board more time to review. Motion carried by unanimous voice vote.**

❖ Elections update, timeline, and application (attachment 5)

Danny presented the 2017 elections and policies & procedures amendments to the current bylaws.

Amended Schedule:

- February 10-28: Online application for board of directors accepted. NO nominations.
- March 6-31: Elections held online.
- Beginning of April: Results announced.
- April 12: New board of directors seated.

Amended Board of Directors Application

- Basic information: Name, Address, Phone and Email. Only Applicant's Name will be published online.
- Must agree to the Code of Civility and BOD Expectations-requirement to serve on MNA Board.
- A 100-word statement of why the applicant wants to join the Board to be published online when received.
- Applicants must be Members in good standing.
- Applications must be received before the application deadline.

Vice-chair Yost made a Motion to approve 2017 elections policies and procedures with two amendments [(1) board application schedule is February 10-28; (2) Elections will be held online and by paper ballot.] Motion carried by unanimous voice vote.

❖ Heilbron House (attachment 7)

Angela reported on the historic Heilbron House, located at 708 O Street, and owned by the California Department of General Services. DGS prepared a Notice of Preparation to consider either demolishing or moving the structure. Steve Hansen's office and Preservation Sacramento have gathered community support to protect this significant Sacramento landmark and asked MNA for support.

Louis made a Motion to write a letter to the Department of General Services to indicate MNA wants to preserve the Historic Heilbron House or relocate the house to another location. Motion carried by unanimous voice vote.

BOARD COMMENTS:

Angela shared:

Attachment 2

- Aaron Ward has moved to a new brokerage firm outside of MNA's boundaries and has tendered his resignation with regret.
- The Transportation Development Impact Letter was well received. We are waiting for other neighborhoods to co-sign.

Chair Angela Tillotson, chair adjourned the meeting at 8:35 p.m.

**Report of the Treasurer of the Sacramento Midtown Neighborhood Association
January 1, 2017 - January 31, 2017**

Balance on Hand: January 1, 2017			\$ 3,866.53
Receipts			
	\$		
Members' Dues: (net of processing charges)	-		
	\$		
Donations:	-		
		<u>Total Receipts</u>	\$ -
Total (Opening Balance plus Total Receipts)			\$ 3,866.53
Disbursements			
	\$		
Membership Expense	(217.36)		
		<u>Total</u> <u>Disbursements</u>	\$ (217.36)
Balance on Hand: January 31, 2017			\$ 3,649.17
[(opening balance plus total receipts) less total disbursements]			

William Rothwell
Treasurer

MIDTOWN NEIGHBORHOOD ASSOCIATION BOARD OF DIRECTORS EXPECTATIONS



MISSION AND VISION

Mission

To nurture our livable, vibrant, and evolving Midtown community through respectful collaboration among all classes, identities, and cultures

Vision

To make Midtown Sacramento the most healthy, inclusive, and sustainable mixed-use community in America

DUTY OF CARE, DUTY OF LOYALTY, ETHICAL STANDARDS, PROFESSIONAL CONDUCT, CODE OF CIVILITY

A volunteer Board of Directors governs the Midtown Neighborhood Association. Board members are elected annually by the general membership. To fulfill their responsibilities, Board members agree to adhere to the duties and conduct as described in this document:

- Duty of Care
- Duty of Loyalty and Conflict of Interest
- Ethical Standards
- Professional Conduct
- Code of Civility

Duty of Care

The Duty of Care calls upon Board members to participate in the decisions of the Board and to be informed as to the information relevant to such decisions. In essence, the Duty of Care requires that as a Board member I must:

- **Be reasonably informed.** It is the duty of all Board members to seek and study the information needed to make a reasoned decision and recommendation on all business brought before the Board. Midtown Neighborhood Association will provide some of that information, but I must develop other information from independent sources.
- **Participate in decisions.** Board members are bound by responsibility to be active participants in decision-making. Absence from a meeting is no protection from my responsibility for decisions made at the meeting.
- **Make decisions with the care of an ordinary prudent person in a similar position.** As a Board member, I am required to exercise judgment of an ordinary prudent person who may be faced with a similar issue.

Duty of Loyalty and Conflict of Interest

The Duty of Loyalty requires Board members to exercise their power in the interest of the community and not in their own interest or the interest of another entity or person. A Board member's loyalty is to the Midtown Neighborhood Association and the community at large. In dispatching my Duty of Loyalty, as a Board member, I must:

- Put the community's interests before my personal interests. I understand I must publicly disclose any conflicts and recuse myself from all discussions and voting on such matters.
- Be conscious of the potential for such conflicts of interest and act with candor and care in dealing with such situations.
- Recognize financial opportunity. If a potential financial interest exists, I understand I must inform the board and must abstain from participating in all discussions and voting.

Ethical Standards

Midtown Neighborhood Association Board members must maintain high professional and ethical standards for the conduct of all activities within and outside of the Midtown Neighborhood Association. Areas of particular concern include professional conduct and conflict of interest.

Professional Conduct

Midtown Neighborhood Association Board members must make an honest effort in the performance of their duties.

- I will not make commitments or promises of any kind purporting to bind the Association without Board direction.
- I will act impartially and not give preferential treatment to any organization or individual.
- As a Board member, committee member or task force member, I will keep confidential all information identified by petitioners as confidential information.
- To the maximum extent possible, Board members should speak with one voice. Although there may be disagreements within the Board, a committee or working group sessions, once Board members leave the session, I have the responsibility to support the integrity of the process, whether or not I agree with the outcome.
- While Board members retain the right to express minority opinions, publicly airing dissension could strain interpersonal relationships and create distrust and conflict among Board members. Such stresses could undermine the Association's ability to effectively carry out its role as a neighborhood association.
- The goal of Board membership is to achieve diversity of backgrounds including opinions, ethnicity, race, sexual orientation, gender, disability, religion or economic status. While individual Board members represent the segments of the population from which they were selected, they also represent the greater good of the community.
- As a courtesy to fellow Board members, guests, and the community, as a Board member, I commit to:
 - Arrive on time for meetings and not leave before the meeting adjourns.
 - Make the best possible effort to understand the issues before me and "do my homework." I owe it to fellow Board members, the public, and the decision-makers the Board works to influence.
 - Learn the applicable laws that govern neighborhood groups, including bylaws, policies, procedures, and ethics rules. As a Board member, I will not knowingly violate any of the foregoing.

Attachment 4

- Abide by the Association's meeting policies and procedures to create a safe and effective environment for conducting business.
- Inform the Chair or Secretary if I will miss a meeting or need to leave early.
- Promote and enforce a safe meeting environment at all times. If members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow Board members in demanding that such members of the public conduct themselves in a respectful and orderly manner, even if I agree with the point of view being expressed.
- Make good-faith efforts to resolve any grievances that come before the Board.

Code of Civility

The Midtown Neighborhood Association seeks to ensure that our business is conducted in a respectful and courteous manner that generates respect and credibility for our association. By serving on the Association's Board of Director's, I agree to conduct myself at all times as a representative of the Association and according to the Association's Code of Civility.

I have read and I agree to fully comply with the Midtown Neighborhood Association's Board of Directors Expectations.

Signature

Printed Name

Date

Updates and Upcoming Events

Prepared February 6, 2017

Updates and past events

- January 17, 18, 19, and 23, Angela participated in CMA screening committee.
- January 24, Angela and Louis attended City Council meeting.
- January 25, Angela attended the Central City Neighborhood Alliance meeting. Presentations were given by the following: Sac PD/active shooter awareness; Caltrans/Cap City Freeway Project; Katie Valenzuela/Neighborhood Coalition and Community Land Trusts.
- January 27, Ange attended Sacramento Neighborhood Coalition meeting. Discussion included updates on community land trusts, community banking; and neighborhood updates.
- January 31, Angela attended Joint meeting of City Council and County Board of Supervisors, which focused on homelessness.

Upcoming schedule and events

- February 7, [City Council meeting](#)
- February 7, [Art Soup](#)
- February 8, Angela will attend Public Art Plan Workshop/Downtown Specific Plan
- February 8, Angela will attend the 2017 CMA Facilitator and Co-Facilitator check-in
- February 14, City Council meeting (Development Impact Fees likely on agenda)
- February 16, [District 4 Housing Town Hall](#)

SACRAMENTO INTEGRITY PROJECT UPDATE:

Redistricting, Transparency, & Ethics in Sacramento

BACKGROUND

The Sacramento Integrity Project is a community -led effort, convened by the League of Women Voters of Sacramento County and California Common Cause, to bring common sense redistricting, transparency, and ethics reform to Sacramento. In 2015, the League, partnering with other groups, held 10 public forums across the city to solicit public feedback on these reforms. Based on public feedback, a review of municipal best practices, and consultation with subject-matter experts, the League and Common Cause proposed that the Council enact 3 key reforms:

- Establishment of an independent **Citizen's Redistricting Commission**, with the power to draw district lines;
- Adoption of a **Sunshine Ordinance** to increase transparency in City Hall; and
- Creation of an **Ethics Code** to establish standards of ethics conduct by elected officials and city staff and an independent **Ethics Commission** to educate the public and officials about and to enforce the Code.

In September 2015, the City Council adopted a framework encompassing each of these reforms. The proposals are in various stages of implementation.

REDISTRICTING – PASSED!

The Council placed Measure L on the November 2016 ballot to amend the city charter to establish an independent redistricting commission. **The voters passed it!** Measure L:

- Creates an **independent, 13-member citizens commission** with the power to redraw council district lines;
- Requires commissioners to be chosen through an **open application process** designed to ensure commissioners are fair, impartial, and reflect Sacramento's diverse communities; and
- Establishes **clear criteria** for drawing district boundaries that promote representative districts and keep neighborhoods and communities of interest together as much as possible.

Sacramento residents may apply to serve on the Commission beginning in 2020.

TRANSPARENCY – Before Council on 2/28!

In January 2017 the City Council considered a draft of the Sunshine Ordinance, which will be returning with amendments for Council adoption on February 28. The Ordinance, among other changes:

- Codifies the **Five-Day Notice Rule**: the council cannot act on legislation unless it was noticed in the agenda for at least five days, giving the public and groups the opportunity to absorb, organize, and comment on the item.
- **Eliminates secret Ad Hoc Committees**: Sacramento regularly uses 4-member ad hoc committees, exempt from open government laws, to consider and develop policy proposals. These committees meet in private, without public oversight or ability to comment. This Ordinance subjects all Ad Hoc committees to open government laws.
- **Prohibits private emails for city business**: In the past several years, some city staff used private gmail accounts to conduct city business. When a request was made to review these emails under the Public Records Act, the city illegally claimed that the emails did not need to be disclosed because they were not sent on city servers. This Ordinance stops that abuse from recurring by requiring all city business to be conducted on city email accounts.
- Requires **early notice of behested payments**: State law requires that any payments over \$5,000 made to someone at the request of an elected official be reported within 30 days. Disclosure educates the public on who is attempting to influence city hall and deters quid pro quos. In the past several years, city officials have requested millions of dollars from companies with business before the city but failed to report the payments. This Ordinance requires officials to disclose any behested payments before they can vote on an item affecting the payor.

ETHICS – Before Council on 2/28!

In January 2017 the City Council’s Law & Legislation Committee considered a draft of the draft Ethics Code, along with an outline for implementing the Ethics Commission. The full proposal will come before Council on February 28. Some of the details of the Ethics Package still need to be worked out, but major elements agreed to by the committee include:

- Creation an independent **Ethics Commission** with the power to enforce ethics laws, which will oversee vigorous enforcement of Sacramento’s conflict of interest, ethics, lobbying, transparency, and campaign finance laws.
- **Investigations and enforcement** actions will be brought by a contracted attorney, for ethics issues, and by the state Fair Political Practices Commission, for campaign finance issues.
- The **Ethics Code** will incorporate the state Political Reform Act (which covers gifts, conflicts of interests, and other restrictions), prohibits the use of public resources for private or campaign benefit, and includes restrictions to guard against nepotism.

NEXT STEPS

We expect another draft of the Ethics reforms to appear before the Law & Legislation Committee in mid-February. Both the Sunshine Ordinance, Ethics Code, and Ethics Commission Ordinance are expected to go before the Council on **February 28 at 6:00pm** for final adoption.

Based on what’s been proposed, Common Cause and the League of Women Voters expect to write a letter of support and attend to speak in favor. Demonstrating **public and organizational support** for these reforms is key to ensuring their passage! When the framework for these reforms first came before council, dozens of Sacramentans filled the room in support. Unfortunately, since the implementation process has taken a few years, there has been less public attention to this issue. ***We need to demonstrate that ethics remains a priority in Sacramento!***

CONTACT

- Paula Lee, League of Women Voters of Sacramento County: paula.lee@comcast.net, 916-704-0195
- Nicolas Heidorn, California Common Cause: nheidorn@commoncause.org, 510-798-3425

CHECK ALL THAT APPLY:

- ☐ **YES**, my organization, Name: _____, endorses the Sacramento Integrity Project’s ethics and transparency Reforms!
- ☐ **YES**, we would like to sign on to a letter of support!
- ☐ **YES**, a representative can attend on **February 28, at 6:00 p.m., at City Council chambers** to speak in favor! (We can provide brief suggested talking points.)

Signed: _____ Title: _____ Date: _____