

**Ethics Review Board Meeting Minutes**  
**November 7, 2017**  
**4:00 p.m.**

**Members in Attendance:** Board members Ray Martinez, Kristin Stephens and Ross Cunniff (as alternate).

**Staff in Attendance:** Carrie Daggett, City Attorney; Jeanne Sanford, Paralegal, Tyler Marr, Ginny Sawyer, City Manager's Office,

**Also Present:** Kevin Jones, Fort Collins Chamber of Commerce.

A meeting of the City Council Ethics Review Board ("Board") was held on Tuesday, November 7, 2017, in the City Attorney's Office Large Conference Room, for review of recommended amendments to City Code Section 2-568(c)(2) in preparation for Council consideration.

The meeting began at 4:04 p.m. The Board reviewed the Agenda which contained the following items:

1. Review and approval of the March 21, 2017 Minutes of the Ethics Review Board.
2. Review of recommended amendments to City Code Section 2-568(c)(2) in preparation for Council consideration.
3. Other Business.
4. Adjournment.

Chair Martinez stated that this was an Ethics Review Board meeting on November 7, 2017 at 4:04 p.m., and after roll call, declared that a quorum of the Board was present with Ray Martinez and Ross Cunniff present to act as alternate for Ken Summers.

Chair Martinez called for the approval of the March 21, 2017 Minutes. Councilmember Cunniff moved approval and Chair Martinez seconded. The Board unanimously approved the March 21, 2017, Minutes.

Chair Martinez then called for and read the second agenda item which was review and recommendation of amendments to City Code Section 2-568(c)(2) in preparation for Council consideration.

Chair Martinez called for the record to reflect that Ken Summers has asked Ross Cunniff to participate in this Ethics Review Board meeting in his role as alternate. Chair Martinez and Councilmember Cunniff asked City Attorney Daggett to meet one-on-one with Councilmember Summers to bring him up to speed on the issues and to circle back to the Board if he had any questions.

Chair Martinez then asked if City Attorney Daggett had any presentations. Ms. Daggett explained that part of the reason this meeting was scheduled was due to the fact that it had been since last spring since the Ethics Review Board acted on the recommendation for Code changes to go forward to Council. Ms. Daggett explained not too long after that, she received feedback calling for more public outreach on items the City Attorney's Office was in the lead on. After a series of conversations about that particular question with the City's Public involvement office, the group realized that part of the public process is really the Ethics Review Board and due to the fact there is a new member on the Board, staff wanted to make sure we gave the public an additional chance to chime in about this matter before it went to Council.

Councilmember Cunniff asked if the draft ordinance language was the same language that was reviewed last meeting?

City Attorney Daggett stated yes and reminded the Board that there was an ethics opinion about a year earlier, in which the Board noticed there really was no guidance to Council when a conflict of interest was declared and there would be a benefit to clarifying what exactly Councilmembers can and cannot do when they have declared a conflict of interest. Ms. Daggett explained there were a number of meetings on that issue, so there were many different versions of language drafted, reviewed and discussed on this topic. The Code amendment language that is stated in the March 21, 2017 Minutes is the language the Board settled on.

Ms. Daggett stated the current Code language is very minimal and the new language adds more detail in its place.

Ginny Sawyer asked City Attorney Daggett for an explanation of City Code Section 2-568(c)(4) and (5) to bring her up to speed. Ms. Daggett read the pertinent Code sections and discussed the matter. Ms. Sawyer asked if this was already a scheduled agenda item. Ms. Daggett explained that due to timing, the matter would be brought before either the December 5<sup>th</sup> or December 19<sup>th</sup> Council session.

Ms. Daggett then noted for the record that staff members Ginny Sawyer and/or Tyler Marr would now be participating in Ethics Review Board meetings due to the public outreach discussion which identified the need to have staff counterparts actively work with the Ethics Review Board.

Chair Martinez made a motion to adjourn and Councilmember Cunniff seconded the motion. The Board voted unanimously to adopt Chair Martinez's Motion to adjourn the meeting.

Meeting adjourned at 4:24 p.m.

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Carrie M. Daggett, City Attorney