



# County of Santa Clara

Office of the Clerk of the Board of Supervisors

County Government Center, East Wing, 10<sup>th</sup> Floor  
70 West Hedding Street  
San Jose, California 95110-1770

(408) 299-5001 FAX 298-8460

## Subject: Appointment to Airport Land Use Commission

Dear Councilmember Richard Mehlinger:

We are pleased to inform you that on **January 30, 2025**, you were appointed to serve on the **Airport Land Use Commission** by **Cities Association, City Selection Committee**. We thank you for your interest in serving our County.

Included in this packet:

- Your Certificate of Appointment and Oath of Office: may be executed before a Notary Public or a Deputy Clerk from our office. **Please note you are not considered a voting member of your Commission until your oath is notarized or administered by a Commission Clerk and filed with the Clerk of the Board.** If notarized by a Notary Public, please return your signed oath to:

Office of the Clerk-Board of Supervisors  
Attn: Records Unit  
70 West Hedding St., East Wing, 10<sup>th</sup> Floor  
San Jose, CA 95110

It would be greatly appreciated if you would return the Oath as soon as possible. However, in the event you are unable to have your oath administered in advance, our staff will be happy to provide this service at the first meeting of the Commission.

- Statement of Economic Interests (Form 700):** new appointees must file an assuming office statement **no later than 30 days from the date of appointment** by the Board of Supervisors. If you have been reappointed, you will receive notification of when to file your annual statement. You have the option of completing your form on-line using the County's electronic Form 700 efilng system known as eDisclosure. Please note: you must have an **email address on file with the Clerk of the Board's Office** to take advantage of the benefits of this system. This program will assist you in accurately completing your form and electronically submitting your filing. You also have the option to complete the form via paper and return it with original signature to our office by the deadline. Please be advised that the **penalties to you as the filer for failure to file or failure to disclose all reportable interests can include criminal and civil sanctions for intentional or negligent violation of the reporting requirements.** Further, the Clerk of the Board's office has the authority to impose **a penalty against the filer in the amount of \$10 per day after the deadline up to \$100**, and the Fair Political Practices Commission could assess a much higher fine against you for continued failure to file.

- The 2003 Guide on The Brown Act by the California Attorney General's Office. [Please note that several amendments have been made to the Brown Act since 2003 that are not incorporated in this document.] The Ralph M. Brown Act (Gov. Code 54950 et seq.) applies to "legislative bodies" of local public agencies, as well as any person elected or appointed to serve as a member of a legislative body

who has not yet assumed the duties of office. If you have questions regarding the Brown Act, please feel free to call and ask to speak to the Deputy Clerk who is assigned to your commission.

- County of Santa Clara Policy Against Discrimination Harassment and Retaliation
- County of Santa Clara Board of Supervisors Policy on Sexual Harassment
- Federal Equal Employment Opportunity Commission Guidelines on Sexual Harassment
- Guidelines for Filing Discrimination/Harassment Complaints and Complaint Form
- County of Santa Clara Policy on Diversity
- County of Santa Clara Family Expense Reimbursement Policy and Request Form

### **State Mandated Ethics Training**

Pursuant to **California Government Code Section 53235**, as a member of a County Brown Act body, you must receive **two hours** of training in local government ethics within one year of assuming office and once every two years thereafter (often referred to as AB1234 ethics training). The County provides a bi-annual training during even-numbered years; notices are sent out to the County's board and commission members once dates are set, but as an alternative the following option is currently available to meet the requirements for local government ethics training:

- The Fair Political Practices Commission (FPPC) offers **free online training** at <http://localethics.fppc.ca.gov/login.aspx>. This course requires that you log onto the FPPC's website, review the course content materials, and take periodic tests to assure retention of the information. When you complete the online training, you will be able to print a copy of your Proof of Participation Certificate. A copy of the signed certificate must be submitted to the Clerk of the Board. For those who choose this option, please be aware that the certificate will record how much time an individual spends to complete the online training. You must complete **at least 2 hours** of training time in order to be compliant with the training requirement. If an individual completes the online training in less than two hours, the certificate will reflect this, indicating that the individual has not completed the required amount of training. It is each official's responsibility to satisfy the two-hour ethics requirement. Therefore, if you choose to take the FPPC online course, we advise that you take your time and read through the materials as they appear on-screen and thoroughly review the questions in each section to insure you dedicate the required two hours to the online course.

Please note that other types of ethics trainings (e.g., State officials' training or other professional ethics classes) cannot be used to satisfy the AB 1234 ethics training requirement. It is extremely important that you are in compliance with the law.

The County is required to maintain records indicating the date you satisfied your training requirement, the entity that provided your training, and a copy of the Proof of Participation Certificate you received.

When you complete the training you will receive a Proof of Participation certificate, please sign the certificate, keep the original for your records and provide a copy certificate to the **Office of the Clerk of the Board, 70 W. Hedding, East Wing, Tenth Floor, Attn: Ethics Training, San Jose, CA 95110**. The certificates will be retained as public records for at least five years.

### **State Mandated Sexual Harassment Prevention Training**

Pursuant to California Government Code Section 53237, as a local agency official, you must receive **two hours** of training in sexual harassment prevention and education within six months of assuming office and

once every two years thereafter. The law requires training and practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment, and the remedies available to victims of sexual harassment, as well as examples aimed at instructing local agency officials in the prevention of discrimination and retaliation. The County provides this training once every six months; notices are sent out to the County's board and commission members once dates are set. Currently, there is no online training option through our office.

Please note AB 1661 requires local agency officials to complete the same training that has been required for supervisory employees under AB 1825. If you have previously received Sexual Harassment Prevention training that meets the requirements of AB 1661 or AB 1825, you may submit a copy of your proof of participation certificate from that training to the Office of the Clerk of the Board, 70 W. Hedding, East Wing, Tenth Floor, San Jose, CA 95110. The certificate must include your name, date of training, name of training provider, and that the training met the requirements of Sexual Harassment Prevention training under AB 1825 (for supervisors) or AB 1661. It is important that you comply with the law. The County is required to maintain records indicating the date you satisfied your training requirement, the entity that provided your training, and a copy of the Proof of Participation Certificate you received. The certificates will be retained as public records for at least five years.

### **Parking Permit Information**

Commissioners who are not county employees may apply to receive an **"A" parking permit** to park in county parking lots. Members are not required to apply, however this permits enables the user to park in designated County parking lots. Permits are not required after 5:00 p.m. in lots at 70 W. Hedding and many other County buildings during normal business hours. **NOTE: Parking Permits (permanent or temporary) will not be issued until the Clerk's Office has received your executed Oath of Office.** If you wish to obtain a permit, please contact Les Clark at (408) 299-5001 for an application. Please return the completed, originally signed application form to the Office of the Clerk of the Board - Records Unit for processing.

If you have any questions, please contact the Records Unit at (408) 299-5001.

Sincerely,

*Les Clark*

Les Clark  
Deputy Clerk of the Board

**CERTIFICATE OF APPOINTMENT  
BOARD OF SUPERVISORS  
COUNTY OF SANTA CLARA, CALIFORNIA**

The Clerk of the Board of the County of Santa Clara, State of California, does hereby certify the appointment of **Richard Mehlinger** to the membership of the **Airport Land Use Commission** by the **Cities Association, City Selection Committee**.

**January 30, 2025**

Date Appointed

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**Attest: Clerk of the Board of Supervisors or Deputy Clerk**

**Oath of Office  
County of Santa Clara,  
State of California**

I, **Richard Mehlinger**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties I am about to enter.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

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Commissioner Signature

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, proved to me  
Print Commissioner Name  
on the basis of satisfactory evidence to be the person who appeared before me.

(SEAL)

Signature:

\_\_\_\_\_  
Deputy Clerk or Notary Public  
Administering Oath