

County of Santa Clara

Office of the Clerk of the Board of Supervisors

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

(408) 299-5001 FAX 298-8460 TDD 993-8272



Megan Doyle
Clerk of the Board

March 9, 2017

Glenn Hendricks
City of Sunnyvale 456 West Olive Ave P.O. Box 3707
Sunnyvale, CA 94088

Subject: Appointment to Measure A (2016 Housing Bond) Independent Citizen's Oversight Committee

Dear Mayor Hendricks:

We are pleased to inform you that on **2/28/2017**, you were appointed by the Board of Supervisors to serve on the **Measure A (2016 Housing Bond) Independent Citizen's Oversight Committee for a term expiring on February 11, 2019**. 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, 10th 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 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 eFiling 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 of to complete the form via paper and return the form 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 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
- ☒ County of Santa Clara Policy on Sexual Harassment
- ☒ Guidelines for Filing Discrimination/Harassment Complaints and Complaint Form
- ☒ Federal Equal Employment Opportunity Commission Guidelines on Sexual Harassment
- ☒ County of Santa Clara Policy on Diversity
- ☒ County of Santa Clara Child Care 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 that 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.

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

Cc: **Measure A (2016 Housing Bond) Independent Citizen's Oversight Committee**