



CITY SELECTION COMMITTEE AGENDA – REVISED  
THURSDAY, SEPTEMBER 12, 2019  
6:40 PM OR IMMEDIATELY FOLLOWING LEGISLATIVE ACTION COMMITTEE  
CITY OF SUNNYVALE | WEST CONFERENCE ROOM  
456 WEST OLIVE | SUNNYVALE, CA 94088

Councilmember René Spring will be attending via video conference or teleconference from  
18025 Stoney Creek Way | Morgan Hill, CA 95037

*Discussion & action may be taken on any of the following items.*

1. Welcome & Roll Call 6:40 PM
2. Consideration of approval of consent agenda:
  - a. June 13, 2019 Minutes
3. Consideration of recommendations to the Santa Clara Emergency Operation Area Council (EOAC) for appointment by the Santa Clara County Board of Supervisors: 6:45 PM
  - **South County & West Valley Cities (Gilroy, Morgan Hill, Cupertino, Los Gatos, Campbell, Saratoga, Monte Sereno)**  
Term Expires 9/19 (currently served by Hon. Rob Rennie)  
Interest received from Hon. Rob Rennie, Los Gatos
  - **Central County Cities (Milpitas, Sunnyvale, Santa Clara)**  
Term expires 9/19 (currently served by Hon. Debi Davis, Santa Clara)  
Interest received from Hon. Debi Davis, Santa Clara

Alternates:

- **South County & West Valley Cities (Gilroy, Morgan Hill, Cupertino, Los Gatos, Campbell, Saratoga, Monte Sereno)**  
Term expires 9/19 (currently served by Hon. Liz Gibbons, Campbell)  
Interest received from Hon. Liz Gibbons, Campbell
- **Central County Cities Seat (Milpitas, Sunnyvale, Santa Clara)**  
Term expires 9/19 (currently served by Hon. Russ Melton, Sunnyvale)  
Interest received from Hon. Russ Melton, Sunnyvale

*The term of each member for seats shall be two years. Each member shall be eligible to serve multiple terms. A member and alternate's combined failure to attend three regular meetings in a single year without good cause as determined by the Chairperson will result in notification to the appointing authority, which may result in removal of the member or alternate.*

*Please send letters of interest/support to [csc@citiesassociation.org](mailto:csc@citiesassociation.org) by Thursday, September 5, 2019. Nominations may also be received from the floor.*

4. Public comment

6:55 PM

5. Adjourn

6:55 PM



**City of  
Santa Clara**  
The Center of What's Possible

**Mayor**

**Lisa M. Gillmor**

**Councilmembers**

Raj Chahal  
Debi Davis  
Karen Hardy  
Patricia M. Mahan  
Teresa O'Neill  
Kathy Watanabe

September 3, 2019

City Selection Committee  
Cities Association of Santa Clara County  
P.O. Box 3144  
Los Altos, CA 94024

**Re: Reappointment to the Santa Clara Emergency Operation Area Council (EOAC)**

Dear City Selection Committee Members,

I am writing to request your consideration and support for my reappointment as the Central County Cities representative to the Santa Clara Emergency Operation Area Council (EOAC). It has been an honor and privilege to serve on the EOAC for the last two years.

My work on the EOAC and numerous local and County-wide initiatives has demonstrated my effectiveness as a consensus builder and as someone who works collaboratively with an inclusive approach that considers all the stakeholders.

Sincerely,

Debi Davis  
Councilmember  
District 6

**From:** Rob Rennie <RRennie@losgatosca.gov>  
**Date:** Thursday, September 5, 2019 at 9:04 PM  
**Subject:** Re: OAC appointments

I would like to continue on the OAC.

I have just been elected vice chair for the council.

My parents were in the middle of the Santa Rosa fire and I consider emergency preparedness very important and made it my first focus as mayor last year.

Now is an exciting time in emergency preparedness with the grants coming from the state for fuel reduction, fire breaks, and evacuation plans.

I would like to continue to be involved.

Rob Rennie  
Los Gatos Council Member

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**From:** Russ Melton <meltoncouncil@sunnyvale.ca.gov>  
**Date:** Thursday, September 5, 2019 at 9:13 PM  
**To:** Andi Jordan

**Subject:** Re: OAC appointments

Hi Andi, I am happy to continue as CM Davis's alternate and am available to do so.

Thanks, Russ

Russ Melton  
Vice Mayor, City of Sunnyvale

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**From:** Liz Gibbons <lizg@campbellca.gov>  
**Date:** Monday, September 2, 2019 at 6:32 PM  
**To:** Andi Jordan <andi@citiesassociation.org>  
**Subject:** Re: OAC appointments

I am happy to continue as the alternate. I have the availability. Rob did not require my participation during this past year.

Regards,  
Elizabeth "Liz" Gibbons, AIA, LEED AP  
Councilmember, City of Campbell  
AIA Strategic Counselor, At-Large



CITY SELECTION COMMITTEE MINUTES  
THURSDAY, JUNE 13, 2019 | 6:45 PM  
CITY OF SUNNYVALE | WEST CONFERENCE ROOM  
456 WEST OLIVE | SUNNYVALE, CA 94088

**Item 1.** City Selection Committee Chair & Mayor Manny Cappello (Saratoga) called the meeting to order at 6:45 PM. Members present included:

Campbell	Paul Resnikoff
Cupertino	Liang Chao
Gilroy	absent
Los Altos	Lynette Lee-Eng
Los Altos Hills	Michelle Wu
Los Gatos	Marico Sayoc
Milpitas	Carmen Montano
Monte Sereno	Rowena Turner
Morgan Hill	absent
Mountain View	Lisa Matichak
Palo Alto	Liz Kniss
San José	Chappie Jones
Santa Clara	Debi Davis
Saratoga	Manny Cappello
Sunnyvale	Larry Klein
Executive Director	Andi Jordan

**Item 2.** Consideration of approval of consent agenda consisting of April 2019 Minutes: Councilmember Debi Davis motioned to approve the minutes, second from Mayor Larry Klein. The motion passes unanimously.

AYES: 13 - Resnikoff (Campbell), Chao (Cupertino), Lee-Eng (Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Matichak (Mountain View), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)

NAYES: 0 -

ABSTENTIONS: 0

ABSENT: 2 - Velasco (Gilroy), Constantine (Morgan Hill)

**Item 3.** Consideration of appointment to the Measure A (2019 Housing Bond) Independent Oversight Committee (3-year term) currently served by Sunnyvale Councilmember Glenn Hendricks. Mayor Lisa Matichak (Mountain View) motioned for the reappointment of

Councilmember Glenn Hendricks (Sunnyvale). Motion was seconded by Councilmember Liz Kniss (Palo Alto). Motion passes unanimously.

AYES: 13 - Resnikoff (Campbell), Chao (Cupertino), Lee-Eng (Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Matichak (Mountain View), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)  
NAYES: 0 -  
ABSTENTIONS: 0  
ABSENT: 2 - Velasco (Gilroy), Constantine (Morgan Hill)

**Item 4.** Consideration of a recommendation to the Chair of ABAG for the ABAG Regional Planning Committee (term determined by Selection Committee) which is currently vacant. The appointee must be an elected official. Motion by Mayor Lynette Lee-Eng (Los Altos) to appoint Councilmember Neysa Fligor (Los Altos) to a 2-year term. Second by Marico Sayoc. Motion passes unanimously.

AYES: 13 - Resnikoff (Campbell), Chao (Cupertino), Lee-Eng (Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Matichak (Mountain View), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)  
NAYES: 0 -  
ABSTENTIONS: 0  
ABSENT: 2 - Velasco (Gilroy), Constantine (Morgan Hill)

Item 5. Public comment. None

Meeting adjourned at 6:53 PM.

Respectfully submitted,  
Andi Jordan  
Executive Director

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Minutes approved on September 12, 2019

Motion  
Second

AYES  
NAYES  
ABSTENTIONS  
ABSENT

**SANTA CLARA COUNTY EMERGENCY OPERATIONAL AREA COUNCIL  
BYLAWS**

**I. Establishment of the Emergency Operational Area Council (EOAC)**

The EOAC was established by the County of Santa Clara Board of Supervisors through Sections A8-18, A8-19 and A8-20 of the County Ordinance Code.

**II. Purpose, Role, and Responsibility**

Section A8-19 of the County Ordinance Code describes the purpose, role, and responsibilities of the EOAC as follows:

The Santa Clara County EOAC is an advisory body charged with the purpose to enhance planning and preparedness for large-scale emergencies; to create effective partnerships in emergency planning, preparedness, training and exercise within the Operational Area; to consolidate activities of cities and special districts to participate more efficiently in planning for future emergencies and disasters; to provide access to public-private partners to participate in emergency planning and preparedness; and to develop broad-based emergency preparedness and planning funding priorities and recommendations. The Santa Clara County EOAC serves as the County's Disaster Council.

(a) The roles and responsibilities of the Santa Clara County EOAC shall include:

- (1) Electing a chair and vice-chair annually.
- (2) Meeting at least quarterly or upon the call of the chair or, in the chair's absence from the County or inability to call a meeting, upon call of the vice-chair.
- (3) Receiving information on operational area emergency and mutual aid plans, and disaster response policies and procedures, and discussing those plans as appropriate.
- (4) Helping ensure a unity of purpose in emergency plans, policies, and procedures.
- (5) Fostering an effective flow of disaster information and emergency preparedness through training, uniformity in planning, and response plans and policies.
- (6) Reviewing annual training and exercise plans for County volunteer Disaster Service Worker (DSW) programs and making recommendations to the Board of Supervisors.

- (b) The role of the Santa Clara County EOAC does not include:
  - (1) Operational powers during emergencies or disasters, including approval of deployment of staff and/or disaster service worker volunteers.
  - (2) Drafting and/or final adoption of emergency plans, policies, and procedures.
  - (3) Enforcement functions of emergency plans, policies, and procedures.
  - (4) Allocation of funds or authorization of expenditures.

### **III. Membership**

Under Section A8-18 of the County Ordinance Code, an advisory EOAC is established for the Operational Area and shall consist of the following voting and non-voting members:

- (1) A designated member of the Board of Supervisors.
- (2) A designated member of the Santa Clara Valley Water District.
- (3) A designated council member from the City of San José.
- (4) A designated council member from the City of San José.
- (5) A designated council member from one of the five West Valley cities (Cupertino, Los Gatos, Campbell, Saratoga, or Monte Sereno) or one of the two South County cities (Gilroy or Morgan Hill), nominated by the Santa Clara County Cities Association.
- (6) A designated council member from the City of Milpitas, City of Sunnyvale or the City of Santa Clara, nominated by the Santa Clara County Cities Association.
- (7) A designated council member from one of the four northernmost cities (Palo Alto, Mountain View, Los Altos, or Los Altos Hills), nominated by the Santa Clara County Cities Association.
- (8) The County Executive or his/her designee.
- (9) A designated member of the Santa Clara County City Managers Association.
- (10) A designated member of the Santa Clara County Police Chiefs Association.
- (11) A designated member of the Santa Clara County Fire Chiefs Association.
- (12) The County Public Health Officer.



- (13) The County Director of Emergency Medical Services.
- (14) The County Social Services Agency Director.
- (15) The Valley Transportation Authority Chief Operating Officer.
- (16) A designated representative of the Santa Clara County emergency management community who shall serve without a vote, nominated by the Santa Clara County Emergency Managers' Association.

Each member shall have a named alternate who shall be nominated and appointed in the same manner as the member.

For seats (1) through (7) and (9) through (11), the represented organization shall nominate a qualified individual and send notice of the nomination to the Clerk of the Board of Supervisors for appointment by the Board of Supervisors. For seat (8), the County Executive shall provide notice to the Clerk of the Board identifying if there is a designee. The Director of Emergency Management shall provide notice to the Clerk of the Board identifying the representative for seat (16).

The term of each member for seats (1) through (7), (9) through (11), and (16) shall be two years. Each member shall be eligible to serve multiple terms. A member and alternate's combined failure to attend three regular meetings in a single year without good cause as determined by the Chairperson will result in notification to the appointing authority, which may result in removal of the member or alternate.

A designee serving for the County Executive shall serve until the County Executive designates otherwise.

Memberships for seats (12) through (15) are defined by the individual holding the listed position. Initial appointments and changes to the named individual for seats (12) through (15) shall be provided to the Clerk of the Board of Supervisors. Each member in seats (12) through (15) shall serve as long as the individual holds the qualifying position.

Alternates for seats (8) and (12) through (15) shall be provided to the Clerk of the Board of Supervisors in writing.

**IV. Oath of Office**

Upon appointment to the EOAC, each member shall take the Oath of Office. A certified copy of the Oath shall be filed with the Clerk of the Board of Supervisors.

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## **V. Resignation of Members**

A resignation by a member shall be in writing and shall be filed with the Clerk of the Board of Supervisors and the EOAC Chairperson.

If the EOAC Chairperson learns that a member is no longer able to participate but has not received a resignation from the member, notification shall be made to the nominating and/or appointing authority, which may result in removal of the member from the EOAC.

## **VI. Leadership**

The EOAC shall elect a Chair and Vice-Chair by a majority vote at the first meeting of the calendar year. The term of the Chair and Vice Chair shall be one year. There is no limitation on the number of consecutive terms that may be served.

The Chairperson shall preside over the meetings of the EOAC and shall perform such other duties as the EOAC may prescribe.

The Vice-Chair shall have all of the powers and duties of the Chair in the Chair's absence. In the absence of the Chair and Vice-Chair, the remaining members shall appoint a member by majority vote to act as temporary Chairperson for the duration of the meeting at which such appointment was made.

If the office of Chair or Vice Chair becomes vacant during the term of such office, the EOAC shall elect a successor from its membership at the earliest meeting at which such an election is practicable. Such election shall be for the unexpired term of such office.

## **VII. Secretary**

The Clerk of the Board of Supervisors shall be ex officio secretary of the EOAC and shall be responsible for providing secretarial assistance to the EOAC during its meetings.

## **VIII. Meetings**

*Notice:* EOAC meetings shall be properly noticed and open to the public in accordance with the Ralph M. Brown Act and the County Open Government Ordinance (Division A17).

*Procedure:* Except as provided in these bylaws, meetings, and other business of the EOAC shall be conducted in accordance with Robert's Rules of Order, latest edition. In compliance with Government Code section 54953(c)(2) of the Ralph M. Brown Act, the EOAC shall publicly report any action taken and the vote or abstention, as well as recusal, on that action of each member present for the action. Items cannot be approved on consensus.

*Meeting Schedule and Location:* In accordance with Ordinance Code section A8-20, the EOAC shall meet at least quarterly during the months of February, May, August, and November on a Thursday at 1:30 p.m. The EOAC shall approve the calendar year's schedule of regular meetings prior to the first meeting of that calendar year. Meetings of the EOAC shall generally be held at the Sheriff's Administration Building, 55 West Younger Avenue, San Jose.

*Quorum:* A quorum is required to initiate the transaction of business at any regular or special meeting of the EOAC. In compliance with Charter Section 506, a quorum is a majority (8) of the entire EOAC voting membership seats (15), whether filled or vacant. A member who abstains from an item is counted to determine whether a quorum exists. However, a member who is disqualified from participating and recuses from an item due to a conflict of interest is not counted toward the quorum for that item. A quorum is sufficient to pass a motion on any action item before the EOAC.

No member shall be permitted to vote upon an item unless present (including teleconference) for the meeting. Voting by proxy shall not be permitted.

*Agenda:* The Chair shall approve the agenda for each EOAC meeting. Items to be placed on the agenda of any regular meeting shall be on file with the secretary of the EOAC ten days prior to the scheduled meeting. Any member of the EOAC may place an item on the agenda.

#### **IX. Adjournment**

A majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four hours, the Clerk shall conspicuously post a notice of adjournment on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment in compliance with the Ralph M. Brown Act.

#### **X. Annual Work Plan**

The EOAC is required to provide an update to the Board of Supervisors about its activities through an Annual Work Plan. The Annual Work Plan includes a list of prior year accomplishments. Work Plans are updated each Fiscal Year in accordance with a template and instructions provided by the Clerk of the Board. The EOAC shall complete and approve the Work Plan at a regular EOAC meeting no later than April 1 of each year. The Office of the Clerk of the Board will transmit the Work Plans to the appropriate Board Committee for review in May of each year and to the Board of Supervisors for approval in June.

#### **XI. Bylaws Amendments**

Proposed amendments shall be presented to the OAC in writing at a regular meeting. The OAC may then recommend amendment of these bylaws, subject to the approval of the Board of Supervisors. A recommendation to amend the bylaws shall be approved as to form and legality by County Counsel and transmitted to the Board of Supervisors for final approval.

#### **XII. Conflicts of Interest Policy**

EOAC members shall comply with all applicable federal, state, and local conflict of interest laws and regulations, including, without limitation, California Government Code section 1090 et. seq., the California Political Reform Act (California Government Code section 87100 et. seq.) and the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations section 18700 et. seq.).

Generally, if an EOAC member is disqualified from participating in a decision because of a conflict of interest, the EOAC member must (1) publicly recuse himself or herself and announce the source of the conflict of interest, (2) leave the room during any discussion or deliberations on the matter in question, and (3) not participate in the decision or be counted for purposes of a quorum.

**XIII. AB 1234 Ethics Training**

Each member of the EOAC must receive training in public service ethics laws and principles within twelve months of assuming membership on the EOAC and every two years thereafter. If a member has already received the training prior to assuming membership, the member may submit proof of his/her last training completion. The signed certification of completion must be sent to the Clerk of the Board as soon as practicable upon completion of the training.

**XIV. AB 1661 Sexual Harassment Prevention Training**

Each member of the EOAC must receive training 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 in employment within six months of assuming office on the EOAC and every two years thereafter. If a member has already received the training prior to assuming membership, the member may submit proof of his/her last training completion. The certification of completion must be sent to the Clerk of the Board as soon as practicable upon completion of the training.

APPROVED AS TO FORM AND LEGALITY:

  
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Kavita Narayan  
Lead Deputy County Counsel

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