

# **BARRIO LOGAN STAKEHOLDER COMMITTEE SELECTION PROCEDURES**

## **Objective**

Prepare voting member selection procedures for the Barrio Logan Community Plan Update Process. The procedures shall encourage those affected by the update, in particular those often under-represented in the decision-making process, to participate as part of the Barrio Logan Stakeholder Committee (BLSC) during the plan update process.

## **Stakeholders Committee Purpose**

The purpose of the Stakeholder Committee is to provide the City with feedback and advisory recommendations that are representative of the diverse interests of the community at large. Further, the Committee shall provide a public forum for the community to be able to provide input as part of the plan update process.

## **Stakeholders Committee Selection Criteria and Eligibility Requirements**

Members of the BLSC shall, to the extent possible, be representative of the various geographic sections of the community and diversified community interests. The BLSC shall consist of 25 voting members and eight (8) ex-officio non-voting members. The seats shall be divided into three (3) resident property owner and five (5) resident tenant seats, three (3) non-resident property owner seats, four (4) commercial business owner and three (3) industrial representative seats, and seven (7) non-profit/community organization seats. See Attachment A for BLSC seat composition.

Voting BLSC members shall be at least 18 years of age. Proof of age shall be provided in the form of valid picture identification. Interested candidates shall be affiliated with the community as a:

### Resident Property Owner

Resident Property Owner means any resident who owns all or a substantial fee interest in the dwelling unit which he or she occupies within the community planning area boundaries.

Candidates in the Resident Property Owner categories must present proof that they own the property on which they reside. Candidates shall submit at least one of the following documents as proof of eligibility for the Resident Property Owner seats:

- 1) Deed of Trust
- 2) Deed to Property
- 3) Property Tax Bill
- 4) Mortgage Payment Contract
- 5) Mortgage Payment Book
- 6) Current County Assessor Property Owner Listing
- 7) Any other documents or materials which the CPCI Department may deem acceptable

### Resident Tenant

Resident Tenant means any resident who occupies his or her dwelling unit by right under a lease, rental agreement, or other arrangement with the owner of the dwelling unit within the community planning area boundaries. Family members who reside with residential owner occupants but own no fee interest in the residential dwelling are considered residential tenants.

Candidates in the Resident Tenant categories must present proof that they rent or lease their residence in the community planning area. Eligibility documentation must be current and must indicate the correct name of the individual and the qualifying address of his or her residence. Candidates shall submit at least one of the following documents as proof of eligibility for Resident Tenant seats:

- 1) California Driver's License
- 2) California Identification Card
- 3) Lease or Rental Agreement
- 4) Lease or Rental Receipt
- 5) Housing Commission or Rental Assistance Contract
- 6) Utility Bill (other than water)
- 7) Any other documents or materials which the CPCI Department may deem acceptable

### Non-Resident Property Owner

The Non-Resident Property Owner, shall be the individual identified as the sole or partial owner of record, or their designee, of a real property (either developed or undeveloped), within the community planning area. Eligibility documentation must be current and must indicate the correct name of the individual and the qualifying address of his or her property. Candidates shall submit at least one of the following documents as proof of eligibility for the Non-Resident Property Owner seats:

- 1) Deed of Trust
- 2) Deed to Property
- 3) Property Tax Bill
- 4) Mortgage Payment Contract
- 5) Mortgage Payment Book
- 6) Current County Assessor Property Owner Listing
- 7) Any other documents or materials which the CPCI Department may deem acceptable

### Commercial Business Owner/Industrial Representative

The Commercial Business Owner/Industrial Representative is defined as a local commercial/industrial business owner, operator, or designee at a nonresidential real property address in the community planning area.

Candidates in the Commercial Business Owner/Industrial Representative category must present proof that she or he owns or represents a business located within the community planning area. Eligibility documentation must be current and must indicate the correct name of the individual and the address of his or her business as appropriate. No more than one stockholder, officer or designee of a corporation may apply. Candidate shall submit at least one of the following documents as proof of eligibility for the Commercial Business Owner/Industrial Representative seats:

- 1) Business License
- 2) Certificate of Incorporation
- 3) Articles of Incorporation
- 4) Corporation By-laws
- 5) Deed of Trust
- 6) Deed to Property
- 7) Property Tax Bill
- 8) Current County Assessor Property Owner Listing
- 9) Any other documents or materials which the CPCI Department may deem acceptable

#### Existing Non-Profit and Community Organization Representatives

Local non-profit and community organizations that include any existing nonprofit association or community organization of persons and/or entities which has its headquarters or a site office within the community planning area, or a substantial number of whose constituents are persons and/or entities within the community planning area, and which association is generally recognized within the planning area as a community organization.

Each community organization shall be entitled to designate one person each to be a candidate to represent the organization on the BLSC. In order to determine the eligibility of a representative from an existing community organization for membership on the BLSC, the organization must submit the following on behalf of the person running for the seat:

- 1) Documentation demonstrating existence of the organization at least two (2) years prior to January 2009;
- 2) Documentation demonstrating existence and operation within or serving the community planning area, such as articles of incorporation, by-laws, non-profit status, business license or such other documentation;
- 3) A resolution or minutes of the organization's legislative or executive body designating its representative and authorizing such person to act on its behalf.

#### **Candidate Information Form**

All candidates must submit a signed Stakeholder Committee Registration Form and proof of eligibility in order to be considered to serve on the BLSC. Forms shall be submitted to the City Planning & Community Investment (CPCI) Department by February 27, 2009. The Stakeholder Committee Registration Forms are included as Attachment B.

## **Solicitation and Selection of Stakeholder Committee Members**

- Membership. Membership applications will be solicited from groups who have shown an interest in the Barrio Logan Community Plan; groups or persons identified by the City of San Diego as having participated in or served the community; and from the general public through postings at local jurisdictions and Internet postings. All materials will be distributed in both English and Spanish.
- Selection Criteria. Staff will certify that candidates meet the criteria set forth on the Stakeholder Committee Registration Form. CPCI staff will forward eligible candidates to a selection committee comprised of the CPCI Director or designee, in consultation with Council District 8 staff. To ensure geographic diversity among the BLSC, the categories for residential tenant and residential property owner, non-resident property owner as well as business and industry groups will be broken into geographical sectors (north and south of Evans Street) within the community and then be selected via a publicly-noticed lottery if there are more candidates than seats. Candidates are required to attend the lottery in order to be considered for a seat. The non-profit/community organization seats shall be selected by the CPCI Director in consultation with Council District 8 based on eligibility determined by information provided as part of the Candidate Registration form.
- Reappointment Process. Establishing a process for reappointments will help ensure active participation at all times. If a BLSC member has two unexcused absences in a row or three unexcused absences over the course of six months and does not have the excused absence approved at least 24 hours in advance of the meeting by the CPCI Department, he/she would be replaced. The new appointment of a member would be made in the category in need of representation from the original candidate list.

## **Applicability of the Brown Act**

As required by the California Political Reform Act, BLSC members shall be required to comply with the Brown Act.