



THE CITY OF SAN DIEGO

April 23, 2013

RE: ATTENDANCE AT UPCOMING COMMUNITY ORIENTATION WORKSHOP

To: Elected Members of Council-Recognized Community Planning Groups

This is an invitation to elected members of Council-recognized community planning groups to attend a Community Orientation Workshop (COW).

Each year, City staff conducts a 4-hour COW session on a Saturday morning to review Council Policy 600-24 and to discuss other topics of interest. This year's session has been scheduled for **Saturday morning, May 18th at 8:15 a.m.** The session will be held at the Metropolitan Operations Auditorium, 9192 Topaz Way in Kearny Mesa. Please be sure to **sign in upon arrival** as this provides proof of attendance. Sign-in sheets will be removed once the training begins.

The City's records indicate that you are an elected member of a community planning group. Attendance by all planning group members at a COW session is required by City Council Policy 600-24, "Standard Operating Procedures and Responsibilities of Recognized Community Planning Committees". In order to meet the criteria for indemnification a COW or Electronic COW (ECOW) must be completed within 60 days of being elected. Sixty days is the updated compliance period in the indemnification Ordinance 19883 dated July 28, 2009. See link below for further details on the ECOW. The in-person COW session will be a great opportunity to hear dialogue about operations of community planning groups, and the generally required procedures. A portion of the information presented will also focus on how you, as an individual, and your planning group can be indemnified in case of legal action against the group.

Please RSVP for this workshop by sending an email to the Development Services Department Planning Division at sdplanninggroups@sandiego.gov or by calling **619-235-5200** (at the prompt, please press #4). An agenda and directions to the workshop site are included with this letter. Feel free to contact your chair or Diane Maglaras at 619-236-7027, if you have any questions about the session.

As an alternative to the in-person COW session, elected members can choose to take E-COW interactive online training that outlines the roles and responsibilities of the community planning volunteers as they relate to Citywide planning issues, community plan preparation, and the development and regulatory processes of the City.

<http://www.sandiego.gov/planning/community/resources/cow/ecow.shtml>

A handwritten signature in blue ink, appearing to read 'Cecilia Gallardo', with a long horizontal line extending to the right.

Cecilia Gallardo
Deputy Director
Development Services Department City Planning Division

cc: Community Planning Group Chairs
Kelly Broughton, Director
Cecilia Gallardo, Deputy Director, Development Services – Planning Division