

March 21, 2018

**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 the upcoming Community Orientation Workshop (COW).

Each year, City staff conducts a 4-hour COW workshop to review Council Policy 600-24 and to discuss other topics of interest. This year's workshop has been scheduled for **Saturday May 5<sup>th</sup>**. The doors will open at 8:30 a.m. with the training starting promptly at 9am. The session will be held at the **City Administration Building (CAB), 12<sup>th</sup> floor, 202 C St. SD, CA 92101**. Please be sure to sign in upon arrival as this provides proof of attendance. You must arrive no later than **9:00 a.m.** to get credit for the training.

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 Groups." In order to meet the criteria for indemnification, this training must be completed within 60 days of being elected. Sixty days is the compliance period stated in the indemnification Ordinance 19883 dated July 28, 2009. The 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 by **Friday April 20, 2018** for this workshop by sending an email to the Planning Department at [SDPlanningGroups@saniego.gov](mailto:SDPlanningGroups@saniego.gov) or at [PDueñas@saniego.gov](mailto:PDueñas@saniego.gov). The agenda and directions to the workshop site are included with this letter. Feel free to contact your chair if you have any questions about the workshop.

Sincerely,

Laura C. Black, AICP  
Deputy Director

cc: Community Planning Group Chairs  
Mike Hansen Planning Department Director