May 20, 2021

RE: ATTENDANCE AT UPCOMING VIRTUAL COMMUNITY ORIENTATION WORKSHOP

Dear Newly Elected Member of Community Planning Groups,

Congratulations on your newly elected position on your community planning group. Staff invites all new and existing elected members of Council-recognized community planning groups to attend the upcoming Virtual Community Orientation Workshop (COW) via Zoom. Each year, City staff conducts a COW workshop to review Council Policy 600-24, project review procedures and to discuss other topics related to City functions.

This year's workshop has been scheduled for **Monday June 7ᵗʰ, 2021, from 5:00-7:30 PM via Zoom**. An agenda will be sent out prior to the Virtual COW and will be available on the Community Planning Workshops webpage.

Please see the following attachment for instructions on how to participate in the Virtual COW. **Registration for the Virtual COW is required. Registration by Tuesday June 1, 2021 is recommended.**

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 Virtual COW will be a great opportunity to hear dialogue about operations of community planning groups and the 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. If you cannot attend the Virtual COW, the Electronic Community Orientation Workshop (E-COW) is an alternative which can be taken at your convenience prior to participating in your first community planning group meeting. The E-COW is available on the Community Planning Workshops webpage.

Feel free to contact your chair if you have any questions about the workshop. We look forward to seeing you at the upcoming meeting.

Sincerely,

Mike Hansen, AICP
Planning Director

cc: Community Planning Group Chairs

Instructions for Participating in the Virtual COW

1. *Register in Advance for the Virtual COW via Zoom:*
   a. Click this link to register for the Zoom Meeting:
      https://zoom.us/meeting/register/tJAodO6orjkpE91T1h9DQFpTlGg1IuHwIP5K
      i. Registration is required.
      ii. Note: After registering, you will receive a confirmation email containing information about joining the meeting.
      iii. Registering in advance is recommended by Tuesday, June 1, 2021. Registration will remain open through the meeting.

2. *Join the Zoom Meeting at the Scheduled Time:*
   a. Upon registering you will be sent the link to join the meeting. Please note you will only be able to join the meeting once it has begun. This meeting is run through Zoom and it is recommended that you download the Zoom application to run the meeting.
   b. If you are unable to download and run the Zoom application for this meeting, you may choose "Join from your web browser" upon joining the meeting, which does not require downloading any plugins or software. Google Chrome is the recommended web browser.

3. *Join the Zoom Meeting Via Phone Only (note: you will not be able to view the slideshow.)*
   a. When you register for the meeting you will receive a confirmation email with the Zoom meeting link as well as a phone number to dial in for those who would rather call in. Upon dialing in you will be asked to enter the Meeting ID followed by pound, this ID can be found in your registration confirmation email.