

April 26, 2016

**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 to review Council Policy 600-24 and to discuss other topics of interest. This year's session has been scheduled for **Saturday morning, May 21 at 8:00 a.m.** The session will be held at the Metropolitan Operations Center 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. You must arrive by 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 for this workshop by sending an email to the Planning Department at [SDPlanningGroups@sandiego.gov](mailto:SDPlanningGroups@sandiego.gov) or by calling (619) 533-6307. An agenda and directions to the workshop site are included with this letter. Feel free to contact your chair or Maria Nieves (619) 533-6307, if you have any questions about the session.

Sincerely,

*Nancy Bragado*  
Deputy Director  
Planning Department

cc: Community Planning Group Chairs  
Jeff Murphy Planning Department Director