

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

OPERATING PROCEDURES FOR CITY COUNCIL RECOGNITION
OF THE
LINDA VISTA PLANNING GROUP
AS AN INDEPENDENT COMMUNITY PLANNING GROUP
PER CITY COUNCIL POLICY 600-24

Introduction and Background

Through this document, the **LINDA VISTA PLANNING GROUP (LVPG)** adopts Council Policy 600-24's Terms and Conditions attachment. In the Terms and Conditions, the City established minimum standard procedures that the LVPG will adhere to and designated services the LVPG will provide in order to obtain and maintain official recognition by the City pursuant to Council Policy 600-24. Planning Groups are independent organizations voluntarily created and operated by community members who are not City employees. The City does not direct or recommend the election, appointment, or removal of planning group voting members, or delegate authority to planning groups to act on its behalf.

The LVPG, in adopting these Operating Procedures, commits to meeting these minimum standards and to operating in a manner that abides by and conforms with the Brown Act, is transparent to the public, is accessible to and inclusive of all community members, and reflects the diversity of the community. The LVPG acknowledges that meeting the standards of this document is necessary to be formally recognized, and continues to be recognized, by the City Council (Council) as a planning group in the City of San Diego. The LVPG acknowledges that the City can revoke recognition of any planning group if the City, in its sole discretion, determines these standards are not being met. The City shall exercise its discretion reasonably and avoid acting in an arbitrary and capricious manner. (See Section 8.4.)

The LVPG will separately and independently maintain any legally corporate documents, including articles of incorporation and corporate bylaws, or any other legally required documents related to the planning group's founding, operation, or organization.

The planning group will also include these Operating Procedures and Ethical Standards (which are incorporated in this document), and a Community Participation and Representation Plan (attached as Exhibit A), and maintain these documents in accordance with sections 2.5 and 7.2 herein.

In consideration of Council Policy 600-24 and its attached Terms and Conditions, the LVPG hereby agrees to abide by the following as part of their Operating Procedures:

In consideration of Policy 600-24 and the Operating Procedures established herein, the LVPG hereby agrees to abide by the following:

1. Name and Geographical Boundaries

The name of this City recognized community planning group shall be the LINDA VISTA PLANNING GROUP.

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The community planning boundaries of the LVPG are the boundaries of the LINDA VISTA COMMUNITY PLANNING AREA, as shown in Exhibit B.

2. Responsibilities

2.1 Collaboration with City Staff

It is the duty of the LVPG to cooperatively work with the City throughout the planning process, including but not limited to the formation of long-range community goals, objectives and proposals or the revision thereto for inclusion in a General, Community or Public Facilities Financing Plan.

2.2 Advisory LVPG Review

The LVPG has been formed and recognized by the City Council to make advisory recommendations to the City Council, Planning Commission, City staff, and other governmental agencies on land use matters, specifically concerning the preparation, adoption, implementation of, or amendment to, the General Plan or a land use plan (ex. Linda Vista Community Plan) when a plan relates to the *greater Linda Vista* community boundaries. The planning group also advises on other land use matters as requested by the City or other agencies as detailed in Council Policy 600-24, Article II: Purpose of the Community Planning Groups and Other Provisions.

In reviewing individual development projects, the LVPG shall focus such review on conformance with the Land Development Code, and the adopted community plan and/or the General Plan. Preliminary comments on projects may be submitted to the City during the project review process. Whenever possible, the formal planning group recommendation shall be submitted no later than the end of the public review period offered by the environmental review process. Upon receipt of plans for projects with substantive revisions, the planning group may choose to rehear the project and may choose to provide a subsequent formal recommendation to the City.

2.3 Timely Submittal of LVPG Recommendations to the City

In order to be considered as part of the City's development review process, LVPG project review recommendations, if any, must be submitted to the City within seven calendar days of the LVPG taking action.

In addition, the LVPG shall submit its recommendation and any conditions to the project proposed by the LVPG, using Bulletin 620 Distribution Form, or reasonable facsimile of that document (e.g. letter or memo from the chair) indicating the following information: project name/number, community/planning group name, the date of the meeting which the project was heard by the LVPG, vote results, the LVPG's conditions/recommendation, name and signature of chair or designated representative.

The LVPG shall follow a uniform mandatory process for recording LVPG project review recommendations through the use of an Annual Report that includes all project recommendations which shall be part of the LVPG's official records.

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2.4 Adherence to Ralph M. Brown Act

The LVPG must comply with California's Open Meeting Law, the Ralph M. Brown Act, set forth at California Government Code sections 54950 through 54963 (Brown Act) by conducting meetings that are open to the public, properly noticed in a publicly accessible location 72 hours of the meeting, and in compliance with each of the Brown Act provisions. Failure of the LVPG to conduct meetings in compliance with the Brown Act provisions shall constitute sufficient reason for the LVPG to lose its Council recognition and may subject the LVPG and planning group voting members to a loss of indemnification by the City.

2.5 Maintenance of Open Records

The LVPG shall maintain its official records, including its rosters, annual reports, meeting agendas, applications to serve as voting members, evidence of completion of annual trainings, and meeting minutes, for a minimum of five years (either on its website, in electronic files, or in hard copies) from the date each record is created, and will make all official records available to the City, and to any member of the public upon request with redaction of sensitive personal information as needed, e.g. residential addresses.

Written applications submitted to the LVPG by individuals wishing to serve as voting members, and records of election results, are considered official records and will be maintained by the LVPG in accordance with Policy 600-24. The LVPG will submit to the City the rosters of LVPG voting members by May 1st of each year and will also submit to the City any changes to rosters as a result of LVPG elections.

2.6 Independent Entity

The LVPG is an independent entity from the City and must be able to operate as such. The City may provide assistance to the LVPG at the discretion of the Chief Operating Officer and subject to the availability of City resources. In addition, the LVPG may be allocated funds by the City when such funding is approved by the City Council.

3. Community Participation and Representation

3.1 Membership

The LVPG will ensure that voting members, to the greatest extent possible, represent the entire community and community interests, including homeowners, renters, individuals with and without school age children, and diverse age groups.

The LVPG and its voting members should routinely seek robust community participation in the LVPG planning and implementation process to serve the best long-term interest of the community at large.

3.2 Community Outreach

The LVPG and its voting members shall routinely seek community participation in the LVPG planning and implementation process to serve the best long-term interest of the community at large.

3.3 Collection of Membership Data

To measure community representation, the LVPG shall gather demographic data of existing and new LVPG voting members at the time of elections or other regular periods to measure inclusion and diversity on the LVPG. This data should be submitted to the City along with the annual rosters required by Section 2.5. Participation in this type of survey will be voluntary and will be conducted in a manner to ensure the privacy of responses and respondents.

4. LVPG Composition

4.1 Number of Voting Members

The LVPG will have no fewer than 10 and no more than twenty (20) voting members, respectively, representing the various community interests set forth in these Operating Procedures. The Council may recognize a community planning group with more than 20 voting members if a larger membership is necessary to give better representation to a community. The LVPG shall consist of twenty (20) elected members to represent the community.

The LVPG Chair participates in discussions but does not vote except to break ties.

4.2 Voting Member Eligibility

The LVPG will ensure that voting members meet the following minimum qualifications throughout their entire term of service:

4.2.1 Minimum Age

Voting members will be a minimum of 18 years of age, except for an appointed youth representative. Youth members shall be a minimum age of 16 years old and either a resident of the community planning area or a secondary or postsecondary student attending a school, college, or university within the community planning area.

4.2.2 Minimum Attendance Requirements

The LVPG shall take attendance to ensure that each voting member attends at least two-thirds of the LVPG's regularly scheduled meetings in any 12-month period throughout their term as a voting member. Failure to meet minimum attendance shall be grounds for disqualification of the voting member. Minimum attendance requirements shall not apply to voting members relative to their re-election or re-appointment.

4.3 Community Representation

The LVPG will ensure that voting members be affiliated with the community as either a: (1) property owner, who is an individual identified as the sole or partial owner of record, or their employee, of a real property (either developed or undeveloped), within the community planning area; (2) resident, who is an individual whose primary address of residence is an address in the community planning area; or (3) local business person, who is a local business or non-profit owner, operator, or designee at a non-residential real property address in the community planning area as evidenced by a business tax certificate or other official document.

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Council Policy 600-24 requests that elected members of the LVPG shall, to the extent possible, be representative of the various geographic sections of the community and of the diversified community interests. On the LVPG, elected seats are filled by a geographic distribution of seats among census tracts.

4.3.1 Appointed Seats

In addition to elected members, the LVPG may create appointed seats to better represent specific interests or unique stakeholder interests of the community. For example, an appointed seat may represent the University of San Diego and is by vote of the LVPG. Appointed seats are not counted in the twenty (20) planning group voting members or meeting quorum and are advisory only.

4.3.2 Youth Seats

Youth seat members have the same rights, privileges, duties, and responsibilities as their adult colleagues. They may serve on subcommittees, including the Elections Subcommittee. They may participate in LVPG discussions and in voting on matters being heard by the LVPG. Their votes shall be tallied as part of the community voting procedure. Prior to beginning their term, youth members that are under the age of 18 shall provide written permission from their legal guardian to serve on the LVPG.

4.4 Voting Member Term Limits

The LVPG shall establish term limits for its voting members to ensure that the membership is not dominated over time by individual voting members or groups within the community. These term limits will conform with the following guidelines:

4.4.1 Maximum Time of Service

Members of the LVPG shall be elected to serve fixed terms of two (2) years with expiration dates during alternate years to provide continuity. Voting members will not serve their service time for more than eight (8) consecutive years. LVPG voting members who accumulate this maximum service time can be eligible to serve again after a one-year break in service.

4.4.2 Waivers of Maximum Time of Service

The LVPG will actively seek new members to the extent feasible. If the LVPG cannot find sufficient new voting members to fill vacant open seats after a good faith effort to do so, the LVPG may choose to exercise this waiver, using the following guidelines:

- (1) Waivers of Maximum Time of Service shall not be granted unless it is necessary to ensure there are at least 10 voting members (See Section 4.1).
- (2) Waiver of Maximum Time of Service to ensure there are at least 10 voting members shall be ratified by at least a two-thirds majority of the votes cast by eligible community members participating in the regular election; and
- (3) The term of a voting member elected by a two-thirds vote serving beyond the Maximum Time of Service should count as time served beyond the required break in serve as required by this section.

5. Open and Public Elections

5.1. Equal Participation

The LVPG shall develop election procedures to encourage equal participation by all members of the public of a community, including term limits which voting members of a recognized community planning group can serve.

The LVPG shall make a good faith effort to utilize appropriate means to publicize the planning group's eligibility requirements for candidacy, and to publicize the upcoming election.

In the election process, the planning group and the Elections Subcommittee shall seek a number of new candidates more than the number of seats open for election to allow those who have served for eight (8) consecutive years to leave the group for at least one year.

All members of the public affiliated with the community within the geographical boundary of the LVPG will be allowed to vote in LVPG elections, so long as they meet minimum conditions for eligibility per Section 4.2 of these Operating Procedures and comply with the following:

- x Only one elected LVPG voting member per business tax certificate
- x Only one elected LVPG voting member per property tax billing

No additional qualifications, such as attendance requirements, will disqualify someone from voting, and no voting requirement will be stricter than allowed by the California Elections Code or Section 5.1.1.

All eligible community members may vote for any of the candidates from the various census tracts in the Linda Vista community planning area.

5.1.1 Voter Identification for Resident Community Members

Consistent with state and federal law, proof of residency or identity should consist of presenting an original or copy of any of the documents described below in either paragraph (1) or (2). These requirements should be construed liberally by the LVPG, and any doubt resolved in favor of allowing a community member to vote in the election.

(1) Current and valid photo identification provided by a third party in the ordinary course of business that includes the name and photograph of the individual presenting it. Examples of photo identification include, but are not limited to, the following documents: (A) driver's license or identification card of any state; (B) passport; (C) employee identification card; (D) identification card provided by a commercial establishment; (E) credit or debit card; (F) military identification card; (G) student identification card; (H) health club identification card; (I) insurance plan identification card; or (J) public housing identification card.

(2) Any of the following documents, provided that the document includes the name and address of the individual presenting it, and is dated since the date of the last election, unless the document is intended to be of a permanent nature such as a pardon or discharge, including: (A) utility bill; (B) bank statement; (C) government check; (D) government paycheck; (E)

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document issued by a governmental agency; (F) sample ballot or other official elections document issued by a governmental agency dated for the election in which the individual is providing it as proof of residency or identity; (G) voter notification card issued by a governmental agency; (H) public housing identification card issued by a governmental agency; (I) lease or rental statement or agreement issued by a governmental agency; (J) student identification card issued by a governmental agency; (K) tuition statement or bill issued by a governmental agency; (L) insurance plan card or drug discount card issued by a governmental agency; (M) discharge certificates, pardons, or other official documents issued to the individual by a governmental agency in connection with the resolution of a criminal case, indictment, sentence, or other matter; (N) public transportation authority senior citizen and disabled discount cards issued by a governmental agency; (O) identification documents issued by governmental disability agencies; (P) identification documents issued by government homeless shelters and other government temporary or transitional facilities; (Q) drug prescription issued by a government doctor or other governmental health care provider; (R) property tax statement issued by a governmental agency; (S) vehicle registration issued by a governmental agency; or (T) vehicle certificate of ownership issued by a governmental agency.

5.1.2 Voter Identification for Community Business Owners

Business Owners within the community should present an original, copy of a Business Tax Certificate, or equivalent document showing a business address within the LVPG boundaries. These requirements should be construed liberally by the LVPG, and any doubt resolved in favor of allowing a community business owner to vote in the election.

5.1.3 Voter Identification for Community Non-Profits

Employees of non-profits within the community should present an original or copy of their founding documents or a related document showing an associated address within the LVPG boundaries. These requirements should be construed liberally by the LVPG, and any doubt resolved in favor of allowing a community member to vote in the election.

5.1.4 Voter Identification for Community Non-Resident Property Owners

Non-residents who own property within the community should present documents similar to those described in 5.1.1 above, however at least one of these documents should show the address of the property in the community owned by the non-resident and be sufficient to prove ownership. These requirements should be construed liberally by the LVPG, and any doubt resolved in favor of allowing a community member to vote in the election.

5.2 Transparency and Inclusion in Operations

The LVPG will adopt provisions within its operating procedures that will govern the election or appointment of voting members of the LVPG, their removal if necessary, and the process to fill vacancies, among other provisions. These provisions will provide for a fair and transparent process, intended to ensure broad outreach to the community, sufficient time for community members to participate in elections, and the principles of inclusion and diversity in LVPG operations.

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The LVPG operating procedures in this Section will address the following election procedures:

- (1) Cut-off date for candidates to submit nominations. The deadline to qualify for candidacy in the March general election shall be at the end of the February regular meeting of the LVPG.
- (2) Verification of candidate. Upon receipt of candidate forms and prior to printing of the ballot, the LVPG Elections Subcommittee will verify eligibility per Section 4.2.
- (3) Creation of a ballot. The Elections Subcommittee will prepare the voting ballot, which will clearly identify the candidate, the candidate's community affiliation, which seat a candidate is running for, what term they are filling, how many candidates can be selected, and which candidates, if any, must receive a two-thirds majority of the vote due to service beyond eight (8) consecutive years.
- (4) Handling of write-in candidates, if applicable. Write-in candidates are not allowed.
- (5) Handling of a candidate's absence from a scheduled candidate's forum. In the event that a confirmed candidate must cancel a scheduled candidate's forum, a proxy representing the candidate will be allowed to read a statement from the candidate.
- (6) Location of poll. The polls will be sited at the location of the March meeting of the LVPG and will be open for 30 minutes concurrent but separate to the LVPG March meeting. The polls will remain open for a period of two (2) hours and close prior to the convening of the meeting.
- (7) Management of the polls. The LVPG shall establish an Elections Subcommittee no later than January of each year and shall begin soliciting eligible community members to become candidates. In February of each year, the Elections Subcommittee shall present to the LVPG a complete list of interested candidates collected up to that point in time. Candidates may be added at the February meeting.

Duties of Elections Subcommittee include the following:

- Verify eligibility of candidates and voting community members
- Create ballots
- Conduct the election
- Count ballots
- Announce results
- Filing/storing ballots with meeting minutes
- Presiding over election challenges

- (8) Verification of voter eligibility as referenced in Sections 5.1.1 through 5.1.4 in these Operating Procedures. The LVPG Elections Subcommittee shall require proof of the identity of those eligible community members who are seeking to vote in the election.

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- (9) Ballot construction and content. Ballots shall be prepared by the Elections Subcommittee and list each verified Candidate and the Census Tract that the candidate represents.
- (10) Setting the election date. The election date is the noticed, regular meeting date in March of each year.
- (11) Setting voting times. The polls will be open for 30 minutes prior to the LVPG March meeting. The polls will remain open for a period of two (2) hours and close prior to the convening of the March meeting.
- (12) Mail-in ballot procedures. Mail-in ballots are not allowed.
- (13) Closing the polls. The polls will be open for a period of no less than two (2) hours, and include a designated period of time prior to the start of the March meeting. The Chairperson will announce at 30 minutes remaining when the polls will close. The polls will close prior to the convening of the meeting.
- (14) Counting the ballots. The Elections Subcommittee will assign two people (e.g., community member, or LVPG member not running for office) to tally the votes. A candidate continuing beyond eight years of consecutive service must be accounted by two-thirds vote.
- (15) Plurality voting system. Candidates are elected by the plurality method of counting votes.
- (16) Ballot record keeping in case of challenge. All ballots from the election shall be retained and kept securely by the Secretary for a minimum of 24 hours, which is the allotted period for challenges to election results.
- (17) Tie-breaking procedures. In the case of a two or three-way tie, the winner will be determined by one or more tosses of a coin by the Chairperson or a member of the Elections Subcommittee.
- (18) Announcing election results and when the election becomes final. The election results are announced at the conclusion of the noticed, regular March meeting and are finalized one week after if no election challenges are filed. The Chair of the Election Subcommittee will announce the results of the election prior to the conclusion of the March meeting.
- (19) Election challenge procedures. Any challenge to the election results must be filed, in writing, with the Chair of the Elections Subcommittee within 24 hours of the counting of the ballots to allow reasonable time to resolve the issue. Any challenge and resolution will be reported to the LVPG at the next regular meeting.
- (20) Timing of installation of newly elected voting members. At the beginning of the April LVPG meeting, newly elected members shall be seated in order to fully participate in the business of the LVPG, including the election of officers. The previous Chairperson (if still on the Board) or most senior member shall conduct the meeting until all officers are elected by the new Board, and then the newly elected Chairperson shall conduct the remainder of the meeting.

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(21) Maintaining confidentiality of secret written ballots. Completed ballots will be deposited into a sealed container at the poll site. The two Elections Subcommittee-appointed persons to count the ballots will open the container just before counting.

(22) Determining that a vacancy exists consistent with Section 4.2.2 Minimum Attendance Requirements within a 12-month period from April to March of each year and Section 8.3 Violations of Membership Eligibility. The LVPG should declare that an elected member vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from the planning group's secretary reporting the third or fourth absence in the 12-month period of April through March each year of a member from the planning group's regular meetings.

A vacancy may also exist following a vote of a community planning group as described in Article III, Section 5 of Council Policy 600-24 Administrative Guidelines (September 2015) related to ineligibility or following conclusion of a member removal process conducted under Article IX of the Policy's Administrative Guidelines or due to adopted Operating Procedures violations.

(23) Timeframe for filling vacancies and inability to fill vacancies within the designated timeframe. Vacancies should be filled no later than 120 days after a vacancy is declared by the planning group. The seat may be held vacant until the next election if the planning group has more than 10 voting members in good standing, when the planning group is unable to fill a vacancy within 120 days. A single vacancy or concurrent vacancies shall be filled with (a) nominee(s) whose name(s) shall be presented by the Chair and/or Elections Subcommittee and voted upon by the members present at a regular noticed meeting. Vacancies shall be filled by a majority vote of the seated planning group Board members. The LVPG vote to fill a vacancy or concurrent vacancies, if done by written ballot, must be publicly reported according to the Brown Act (Section 54953(c)(2)), including who voted for, against, or abstained. If a vote is conducted verbally, it should be recorded in the minutes.

5.3 Election Timing

The LVPG will endeavor to host its elections during the month of March each year to be consistent with other planning groups.

6. Conduct of Meetings

6.1 Professional Conduct

It is the duty of a planning group, and of each individual member, to refrain from conduct that is detrimental to the planning group or its purposes under Council Policy 600-24. No member shall be permitted to disturb the public meeting to disrupt the public process as set forth on the LVPG's agenda.

In the event that a LVPG meeting is willfully disrupted by a person or group of persons, the planning group may first cause removal of the individual or individuals. If this is not successful then the LVPG may order the room cleared and continue the meeting of scheduled agenda items

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without an audience, except that representatives of the media shall be allowed to remain. The individual or individuals who were not responsible for the disruption may be readmitted.

6.2 Rules of Procedure

The LVPG shall adopt the Robert's Rules of Order (Revised) to provide a uniform means for the LVPG to facilitate public meetings, conduct public business, and resolve disputes.

6.3 Transparency in Operations

The LVPG will maintain transparency in its operating procedures as outlined herein and in Council Policy 600-24 to ensure open meetings with appropriate public notice to invite community participation in LVPG meetings.

Planning group operating procedures in this section will address the following duties, operations, and procedures:

- Agenda and Meeting- Regular agenda content and posting consistent with the Brown Act, relative to time allocated for non-agenda public comment and individual/group testimony on agenda items, adjournments and continuances, consent agenda, quorum, action items especially as it related to development project review, collective concurrence, special meetings, and emergency meetings, right to record and meeting minutes.

AGENDA CONTENT AND POSTING – The Chairperson will collaborate with the Secretary on the development, posting and dissemination of the agenda.

- a. The Chairperson will contact LVPG members for suggested agenda items prior to the finalization of the agenda.
- b. The agenda will be sent to the City's Planning Department for posting on the City's website and will be posted by LVPG members at the site of the meeting.
- c. The posting of the agenda will be in accordance with the Brown Act.
- d. Agenda by mail/email – Requests to email copies of a regular agenda, and an accompanying material, shall be granted. Such materials shall be mailed when the agenda is posted, or upon distribution to the members of the LVPG. A request to receive agendas and materials may be made for each calendar year and such a request is valid for the entire year but must be renewed by January 1 of the following year.
- e. Agenda at meeting – Any written documentation, prepared or provided by City staff, applicants, or LVPG members that is distributed at the planning group meeting, shall be made available upon request for public inspection without delay. If such material is distributed at the LVPG meeting, then it shall be made available upon request at the meeting. If such material is prepared by someone other than City staff, applicants, or LVPG members, or is received from a member of the public during public testimony on an agenda item, then the material shall be made available for public inspection at the conclusion of the meeting. A cost-

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recovery fee may be charged for the cost of reproducing any of the materials requested by an individual or individuals.

PUBLIC COMMENT – Any interested member of the public may comment on agenda items during regular or special planning group meetings. In addition, each agenda for a regular planning group meeting shall allow for a public comment period at the beginning of the meeting for items not on the agenda but are within the scope of authority of the planning group. Planning group members may make brief announcements or reports to the planning group on their own activities under the public comment section of the agenda. The planning group may adopt time limits for public comment to ensure operational efficiencies.

ADJOURNMENTS AND CONTINUANCES – If the LVPG does not convene a regularly scheduled meeting, there shall be a copy of the “Notice of Adjournment” of the meeting posted on or near the door of the place where the adjournment was to be held within 24 hours after the time the meeting was to be held.

If a meeting is adjourned because less than a quorum was present, a new regular meeting agenda must be prepared. If a meeting is adjourned because no members of the planning group were present, the subsequent meeting, if not a regular meeting, must be noticed as if it were a special meeting.

CONSENT AGENDA – For items to be considered for a “Consent Agenda” all the following are required:

- a. A subcommittee of the planning group has discussed the item at a noticed committee meeting,
- b. All interested members of the public were given an opportunity to address the committee, and
- c. The item has not substantially changed since the committee’s consideration.

The comments of the committee and those made by interested members of the public shall be reflected in the minutes of the committee. Any interested member of the public may comment on a consent agenda item. Any interested member of the public may take a consent agenda item off the consent agenda by request.

QUORUM AND PUBLIC ATTENDANCE - A quorum, defined as a majority of non-vacant seats of a planning group, must be present to conduct business, to vote on projects, and to take actions at regular or special planning group meetings. No member of the public shall be required to provide any other information. Any attendance list or request for information shall clearly state that completion of such information is voluntary. No member of the public may be charged a fee for admittance.

ACTION ON AGENDA ITEMS – An item not noticed on the agenda may be added if either two-thirds of the voting members of a community planning group, or every member if less than two thirds of the voting members of the community planning group are present, determine by a vote that there is a need to take immediate action, but only if the need for action came to the attention of the planning group subsequent to the agenda being posted. A two-thirds vote of the

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voting members of the community planning group is required to remove an elected community planning group member.

A vote to approve a community plan update or community plan amendment requires a majority vote of the voting members of the Linda Vista Planning Group.

CONTINUED ITEMS – If an item is continued from a prior regular meeting to a subsequent meeting more than five (5) days from the original meeting, a new agenda must be prepared as if it were a regular meeting; otherwise, the original meeting agenda is adequate.

DEVELOPMENT PROJECT REVIEW – The LVPG may not, as a condition of placing an item on the agenda, require applicants to submit additional information and materials beyond which the applicant has been required to submit as part of the City’s project review application process. When reviewing development projects, the planning group shall allow participation of affected property owners, residents, and business establishments within proximity to the proposed development. The planning group shall directly inform the project applicant or representative in advance each time such a review takes place and provide the applicant with an opportunity to present the project.

COLLECTIVE CONCURRENCE – Other than at a properly noticed public meeting, any attempt to develop a collective agreement among LVPG members as to the action to be taken on an agenda item, either by direct or indirect communication, by personal intermediaries, by serial meetings, or by technological devices, is prohibited.

SPECIAL MEETINGS – The Chair of the LVPG or a majority of planning group members, may call a special meeting. An agenda for a special meeting shall be specified as such, shall be prepared, and posted at least 24 hours before a special meeting. Each member of the planning group shall receive the written notice of the meeting at least 24 hours before the time of the meeting as specified in the notice unless the member files with the planning group secretary before the time of the meeting. The notice shall identify the business to be transacted or discussed at the meeting. No other business shall be considered at this meeting. Public testimony on agenda items must be allowed; however, the non-agenda public comment period may be waived.

EMERGENCY MEETINGS – Emergency meetings requiring no public notice are called for matters related to public health and safety. These matters are outside of the purview of the LVPG and are prohibited under these operating procedures.

RIGHT TO RECORD – Any person attending a meeting of the LVPG must be allowed to record or photograph the proceedings in the absence of a reasonable finding by the planning group that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the meeting.

MEETING MINUTES – The Secretary shall be responsible for preparing and disseminating the LVPG’s meeting minutes. For each LVPG meeting, a report of LVPG attendance and a copy of approved meeting minutes shall be retained by the LVPG and shall be available for public inspection. A copy of the draft minutes should be made available for public inspection as soon as possible but no later than the group’s next regularly scheduled meeting. The minutes of each

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planning group meeting shall include the votes taken on each action item and reflect the names for, against and abstaining when the vote is not unanimous. Recusals shall also be recorded. Minutes should record speakers and public testimony, and whether each project applicant (whose project was subject to LVPG action) appeared before the planning group. If an applicant did not appear before the LVPG, then the meeting minutes must indicate the date when and type of notification (e.g., electronic, or telephonic) provided to the applicant requesting his or her appearance at the LVPG meeting. A copy of the approved minutes shall be submitted to the City within 14 days after approval by the LVPG.

The LVPG is not required to audio or videotape meetings, but if recordings are made, they are subject to a public request to inspect without charge. A cost recovery fee may be charged for copies and recordings.

- Subcommittees –The LVPG may establish standing, ad hoc, and representative committees when their operation contributes to more effective discussion at regular planning group meetings. Subcommittees shall contain a majority of members who are members of the planning group. Non-members, who are duly appointed by a planning group to serve on a committee, may be indemnified by the City in accordance with Ordinance No. O-19883 NS, and any future amendments thereto, provided they satisfy all requirements of Council Policy 600-24 Administrative Guidelines (September 2015).

Subcommittee recommendations must be brought forth to the full planning group for a formal vote at a noticed public meeting. In no case may a committee recommendation be forwarded directly to the City as the formal recommendation of the planning group without a formal vote of the full planning group.

STANDING SUBCOMMITTEES

The LVPG Standing Subcommittees include the following:

Maintenance Assessment District (MAD) – The purpose of the Linda Vista Community MAD Subcommittee is to advise the LVPG and City staff about the community’s desires regarding the landscape beautification, enhancements, improvements, and maintenance of areas within the MAD geographic boundaries. The committee also provides input to City staff when the annual budget is prepared and reports to the LVPG with a recommendation to support the proposed budget. The MAD Subcommittee monitors all contractual agreements for the District assuring that the community has the level of service it desires and that these services are provided in the most fiscally responsible fashion possible. This subcommittee meets bi-monthly.

Operating Procedures & Elections Subcommittee – This subcommittee serves a dual role. The Operating Procedures & Elections Subcommittee provides a paper or word document copy of the operating procedures to new/old members of the planning group as needed. This subcommittee informs the LVPG when the operating procedures are not being followed and recommends when changes would be beneficial. The duties of the Operating Procedures & Elections Subcommittee are to seek eligible candidates, to

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prepare the ballots, to qualify votes, and to conduct the LVPG’s elections at the March meeting or when a vacancy occurs. The subcommittee shall maintain a list of candidates for future elections, a roster of members for the City and the LVPG secretary, and a record of past elections as well as the number of years a member has served on the Board. This subcommittee meets as needed.

Traffic & Transportation Subcommittee – The LVPG Traffic & Transportation Subcommittee duties focus on the mass transit, vehicular, bicycle, and pedestrian components outlined in the Linda Vista Community Plan. The subcommittee’s goal is to ensure that mass transit services and routes and other forms of transportation meet the needs of the community. The subcommittee monitors areas of traffic congestion and offers suggestions on appropriate land uses, traffic flow, etc. to alleviate the problem. Input is received and gathered in neighborhoods where traffic safety issues are a concern. Meetings are then held to discuss solutions like bus routes, bike lanes, crosswalks, stop signs, streetlights, speed bumps, and traffic signals. Recommendations are offered to the LVPG Board for approval, which could include letters of support to City staff and the City Council. This subcommittee meets as needed.

Zoning & Land Use Subcommittee (Development Project Review) – The City’s Development Services Department submits project plans and land use proposals to the LVPG Chairperson, who immediately forwards the materials to the Zoning/Land Use Subcommittee Chair. The subcommittee may visit the project site and meet to look over the documentation provided by the City which might include maps, drawings, reports, diagrams, etc. including the sign-off sheet. Subcommittee members assess whether the project documentation meets City requirements and conforms to the goals of the Community Plan. A recommendation is made to the LVPG Board at a regular meeting, and after, the vote along with the signoff sheet is sent to the City as required. The project developer is kept informed by email and telephone and is given every opportunity to make a presentation of the project at an LVPG meeting. This subcommittee meets as needed.

AD HOC COMMITTEES

Ad hoc committees shall be established for a finite period of time to address a particular planning or operational matter and to review more focused issue areas and shall be disbanded following their review.

REPRESENTATIVE SUBCOMMITTEES

Representative Subcommittees keep the LVPG informed about items of interest in the neighboring communities.

- Abstentions and recusals consistent with 7.3 Ethical Standards. The LVPG will operate in accordance with Section 7.3 regarding abstentions and recusals. The LVPG Secretary will note any abstentions and/or recusals in the meeting minutes and include the planning group member’s reason for abstaining.

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- Representative to the Community Planners Committee (CPC).

The Chairperson shall be the recognized LVPG representative to the CPC. The Vice Chairperson shall be the alternate representative of the CPC meeting. However, by vote of the planning group, a planning group member other than the Chair may be selected as the official representative to the CPC with the same voting rights and privileges as the Chair.

6.4 Planning Group Officers

The officers of the LVPG shall be elected from and by the voting members of the LVPG Board. Said officers shall consist of a Chairperson, a Vice Chairperson, Secretary, and, and may include such other officers as the group may deem necessary, such as Treasurer. The length of an officer's term shall be one year at a time, not to exceed more than eight consecutive years. After a period of one year in which that person did not serve as an officer, the said person shall again be eligible to serve as an officer.

6.4.1 Chairperson

The Chairperson shall be the principal officer of the recognized community planning group and shall preside over all planning group and community-wide meetings organized by the planning group.

Appeals of discretionary decisions to the City shall be made by the Chairperson or, if necessary, because of direct economic interest or absence, by a designee identified to appeal that particular action on behalf of the planning group.

6.4.2 Vice Chairperson

In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson.

6.4.3 Secretary

The Secretary shall be responsible for LVPG correspondence, attendance records, minutes, and actions including identification of those planning group members that constitute a quorum, who vote on an action item, and who may abstain or recuse along with the reasons and shall assure that planning group members and members of the public have access to this information. The Secretary may take on these responsibilities or may identify individuals to assist in these duties, or the LVPG Board may elect more than one secretary to provide a current roster of the planning group's members on file in the office of the Planning Department of the City of San Diego.

6.4.4 Treasurer

The Treasurer shall be responsible for receiving monies on behalf of the LVPG, making deposits, writing of two-signature checks to carry out the business of the LVPG, and presenting reports at the LVPG's regular noticed meetings regarding the status of the treasury.

6.5 Additional Planning Group Officer Responsibilities

The LVPG officers and representatives to the CPC shall promptly disseminate to all elected planning group members pertinent information that is received by the planning group regarding its official business.

7. Additional LVPG Responsibilities

7.1 Commitment to Non-Discriminatory Practices

The LVPG, in conducting its responsibilities, will not discriminate against any person or persons by reason of race, color, sex, gender, age, creed, national origin, ancestry, sexual orientation, marital status, military or veteran status, genetic information, medical condition, or physical or mental disability.

7.2 Records Retention

The LVPG will maintain its official records, including its rosters, annual reports, meeting agendas, and meeting minutes, for a minimum of five (5) years (either on its website, in electronic files, or in hard copies) from the date each record is created, and will make all official records available to the City and to any member of the public upon request.

7.3 Ethical Standards

The LVPG adopts ethical standards for all LVPG voting members to guard against potential conflicts of interest and undue influence on any recommendation. These standards include how LVPG voting members can recuse themselves or abstain from voting on decisions when such a conflict exists. The standards are included herein. The LVPG may also defer to the City's Ethics Ordinance as a guide in implementing its ethical standards.

7.3.1 Direct Economic Interest

LVPG voting members with a potential or perceived conflict of interest shall recuse from participation in a recommendation if they have a direct economic interest. A direct economic interest includes, but is not limited to, investments in or positions with a business entity, interest in real property, source of income, source of gifts, and personal finances.

7.3.2 Example Exceptions to Conflicts of Interest

Exceptions to conflicts of interest may be granted by the LVPG board to other LVPG voting members who can show that the decision will not have an effect on their economic interest.

7.3.3 Abstentions for Potential Conflicts of Interest

LVPG voting members may voluntarily choose to abstain from voting when that member has legitimate, non-economic, personal interests in the outcome that would, at minimum, give the appearance of impropriety, cast doubt on that member's ability to make a fair decision, or where that voting member lacks sufficient information upon which to cast a vote. The LVPG's record of the vote on the item will reflect an abstaining voting member in the vote and they are still

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counted in a community planning group quorum for that item, regardless of the point in time they declare their abstention.

7.3.4 Political Actions

The LVPG shall not take part in, officially or unofficially, or lend its influence in, the election of any candidate for political office. Voting members shall not identify affiliation with a planning group when endorsing candidates for public office. The LVPG may, however, take a position on pending legislation that is within the planning group's purview.

7.3.5 Donations

Neither the LVPG nor its voting members should accept donations on behalf of any individual running for office.

The LVPG may develop a policy for financial contributions from the citizens of the community for the purpose of furthering the efforts of the planning group to promote understanding and participation in the planning process. However, no membership dues shall be required, and no fee may be charged as a condition of attendance at any planning group meeting. All contributions must be made voluntarily, and no official planning group correspondence may be withheld based on any individual's desire to not make a voluntary contribution.

Voluntary financial contributions are allowed to be received, as necessary, to cover printing expenses, community participation items, etc. This is in addition to any annual budget provided by the City for these same purposes.

7.3.6 Equal Time for Candidates or Ballot Measures

The LVPG will endeavor to grant equal time for candidates or ballot measures if docketed on the LVPG agenda. Equal time does not apply to individuals speaking during non-agenda public comment.

7.3.7 Professional Conduct

The LVPG voting members shall treat each other, applicants, City staff and the public with courtesy and respect at all times.

7.4 Voting Member Training

The LVPG voting members shall complete the formal education program in person or on-line offered by the City.

The LVPG will require voting members to complete the training each year within sixty (60) days of being initially elected or appointed to the LVPG, and by no later than June 1st of each succeeding year for as long as the voting member is serving or re-elected.

Evidence of completion of annual training shall be part of the LVPG's official records. Failure of voting members to complete the specified training each year will make the member ineligible to serve.

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7.5 Collaboration with City Staff

LVPG voting members will collaborate with the City on an ongoing basis and as requested by the City to increase its voting members' understanding of the role and responsibilities of the LVPG.

8. LVPG Rights and Liabilities

8.1 Indemnification

Pursuant to the policy of the City Council, the City will indemnify, and the City Attorney will defend, the LVPG or its individual voting members, acting in their capacity to the City, under the specified terms set forth in San Diego Ordinance No. O-19883 NS, adopted July 28, 2009, titled "An Ordinance Providing for Defense and Indemnification of Community Planning Groups," (Ordinance), which may be amended from time to time. Defense and indemnification cover any claim or action of civil wrongdoing against the LVPG, or its duly elected or appointed voting members resulting from their obligations to advise and assist the City and its agencies with land use matters as specified herein, so long as their conduct was in conformance with these Operating Procedures, all of the findings specified in the Ordinance can be made, and the rights to defense and indemnification are consistent with state law. The right to defense and indemnification do not apply to allegations of criminal wrongdoing, including alleged criminal violation of the Brown Act.

When the LVPG or one of its individual voting members is found to be out of compliance with the provisions of Policy 600-24, or with these Operating Procedures, they acknowledge they risk loss of defense and indemnification pursuant to the Ordinance, and any future amendments.

8.2 Violations and Remedies Related to Provisions Citing the Brown Act

Pursuant to provisions required by the Brown Act, including civil remedies (California Government Code sections 54960 through 54960.5) and criminal penalties (Government Code section 54959) for violation of the provisions, the LVPG will ensure good faith, voluntary compliance with the Brown Act and proactively cure violations themselves, to prevent legal actions that would void LVPG actions. Individual voting members of the recognized LVPG, as well as the group as a whole, could be subject to civil remedies. Civil remedies may include relief to prevent or stop future or ongoing violations of the Brown Act, or to void past actions of the LVPG, and may in some cases include payment of court costs and attorney's fees.

Individual voting members of the LVPG may also potentially face criminal misdemeanor charges for attending a meeting where action is taken in violation of the Brown Act, if the voting member intended to deprive the public of information to which the member knew or had reason to know the public was entitled. Action taken includes collective decisions or promises and includes tentative decisions. The LVPG, or any of its individual voting members, may seek assistance, as well as training, from the City to better understand, implement, and comply with the Brown Act.

Any member of the public may refer alleged violations of the Brown Act by the LVPG to appropriate law enforcement agencies, including the California Attorney General, San Diego

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County District Attorney, or San Diego City Attorney's Criminal Division. The LVPG, or any of its individual voting members, accused of criminal violations of the Brown Act does not have the right to legal protection or representation under these Operating Procedures or San Diego Ordinance O-19883.

8.3 Violations of Membership Eligibility

Any LVPG voting member who violates membership eligibility as defined in Section 4.2, may be removed by the remaining LVPG voting members as outlined in Section 5.2

8.3.1 Removal of Ineligible Voting Members.

The removal process of ineligible voting members shall be conducted pursuant to Article IX, Section 3(a) of the Council Policy 600-24 Administrative Guidelines (September 2015).

8.4 Violations and Remedies

If the LVPG violates these Operating Procedures, it may forfeit its status as a recognized planning group and lose its right to indemnification and defense by the City. An LVPG voting member and the LVPG itself risks loss of defense and indemnification pursuant to current San Diego ordinances and any future amendments.

In the case of an alleged violation of these Operating Procedures by a LVPG voting member, the LVPG will conduct an investigation consistent with Policy 600-24.

In the case of an alleged violation of Policy 600-24, the violation will be forwarded in writing to the City for review by the Mayor or their Designee. The LVPG will respond to the City in a dialogue to determine the validity of the complaint and to seek resolution of the issue or dispute.

The LVPG acknowledges that if the Mayor or their Designee is unable to resolve a dispute or determines that there has been a violation, the Mayor or their Designee may seek to resolve the dispute or violation informally, with the cooperation of the LVPG, or may recommend to the City Council that the LVPG's recognition be revoked.

The LVPG acknowledges that if the City Council determines through a recommendation from the Mayor or their Designee that a LVPG has violated their Operating Procedures or Policy 600-24 and the LVPG has failed to take corrective action deemed adequate in the sole reasonable discretion of the City Council, the City Council may revoke the LVPG's recognition under this Policy. The City Council may also prescribe conditions under which official recognition may be reinstated.

8.5 Disciplinary Actions of Individual Voting Members in Violation of Terms and Conditions

The LVPG acknowledges that any of its voting members found to be in violation of these Operating Procedures shall only be disciplined or removed by the LVPG at a scheduled LVPG meeting. This discipline or removal will be advertised on the agenda as an action item and the investigation or complaint will be reported to the City within 60 days of the allegation to ensure a fair and public process.

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8.6 Potential Conflicts of Interest

LVPG voting members found to have a conflict of interest who did not recuse from a vote may be subject to disciplinary action by the officers of the LVPG, which may include expulsion from the board. The LVPG will report in writing instances of disciplinary action to the City within 60 days of any allegation.

8.7 Violations and Remedies for Quorum and Attendance Requirements

If the LVPG is unable to meet quorum and attendance requirements for three consecutive months, the City may place the LVPG in a temporary inactive status to allow the LVPG to work through its membership issues to return to active status. If the LVPG remains unable to meet quorum and attendance requirements for six consecutive months, then the Mayor or their Designee may recommend to the City Council that the LVPG's recognition be revoked.

8.8 Violations of City Requests for Input

The LVPG acknowledges that a consistent failure to respond to the City's request for input on the preparation of, adoption of, implementation of, or amendment to the General Plan or a community, precise, or specific, plan may result in revocation of recognition as referenced in Policy 600-24. Consistent failure to provide input on private development applications or public infrastructure projects may result in revocation of recognition. Further, that such a determination resulting in the forfeiture of rights to represent its community for these purposes will be made by the Council upon the recommendation of the Mayor or his/her Designee.

9. Collective Action of the LVPG

The official positions and opinions of the LVPG shall not be established or determined by any organization other than the planning group, nor by any individual member of the planning group other than the one authorized to do so by the planning group.

10. Term of the Operating Procedures

These Operating Procedures will be effective in perpetuity of the life of the LVPG unless recognition of the LVPG is revoked by the City as described in Section 8.4 or the Operating Procedures are updated to be consistent with Policy 600-24 as it may be amended.

The LVPG may propose amendments to these Operating Procedures by a two-thirds vote of the voting members of the planning group.

Proposed amendments shall be submitted to the offices of the Mayor and City Attorney for review and approval. Any proposed amendments that are inconsistent with Council Policy 600-24 shall not be approved by the Mayor and the City Attorney and shall be forwarded to the City Council President who shall docket the matter for Council consideration. Bylaw amendments are not valid until approved by the City.

Attachments:

EXHIBIT A: COMMUNITY PARTICIPATION AND REPRESENTATION PLAN

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EXHIBIT B: MAP OF PLANNING GROUP BOUNDARIES. The LINDA VISTA
PLANNING GROUP will represent the community of LINDA VISTA.

Suggested Strategies – Community Participation & Representation Plan

As required for Planning Group Recognition by Terms and Conditions, Exhibit A of Council Policy 600-24

The Linda Vista Planning Group (“LVPG”) is committed to engaging a broad and diverse cross-section of our community members in monthly meetings and to electing LVPG members who are representative of the community and community interests, including but not limited to, renters, youth, people with disabilities, and intergenerational households. Soliciting and obtaining broad input on projects and initiatives is critical to the success of our planning group to serve as a recognized advisory body to the City.

The goal of this participation and representation plan is to communicate LVPG goals, guiding principles for outreach and communication, and a strategy for meaningful, ongoing engagement.

Our plan is crafted to reflect the unique demographics and characteristics of our community. Please see regional demographics for the San Diego area, that includes community plan areas on SANDAG’s website.

Overarching Goal

- Educate community members about the role of our Planning Group and opportunities for involvement.
- Establish partnerships with non-profits, community organizations, businesses, schools/universities, and government organizations to build relationships and trust with the community.
- Increase and diversify participation in monthly LVPG meetings and decision-making.
- Communicate about the LVPG’s work and goals in simple, easy-to-understand language that is accessible for anyone regardless of their background in or knowledge of community planning.
- Obtain meaningful input from a broad range of community members on land use matters (e.g., General Plan and Community Plan Amendments, Community Plan Updates, project reviews, and other land use matters referred to them by the City).
- Be proactive in listening to community needs and effectively communicating these to the City.

Guiding Principles for Public Participation

- Provide all meeting information necessary to encourage community members to participate in a simple and accessible manner.
- Communicate in ways that are inclusive, transparent, and respectful.
- Consistently share information with community members using a variety of methods.
- When possible, make meeting materials available in the languages spoken within the community.

- Be respectful of people’s opinions and time.
- Ensure a safe, accessible meeting space.

Suggested Strategies for Community Involvement

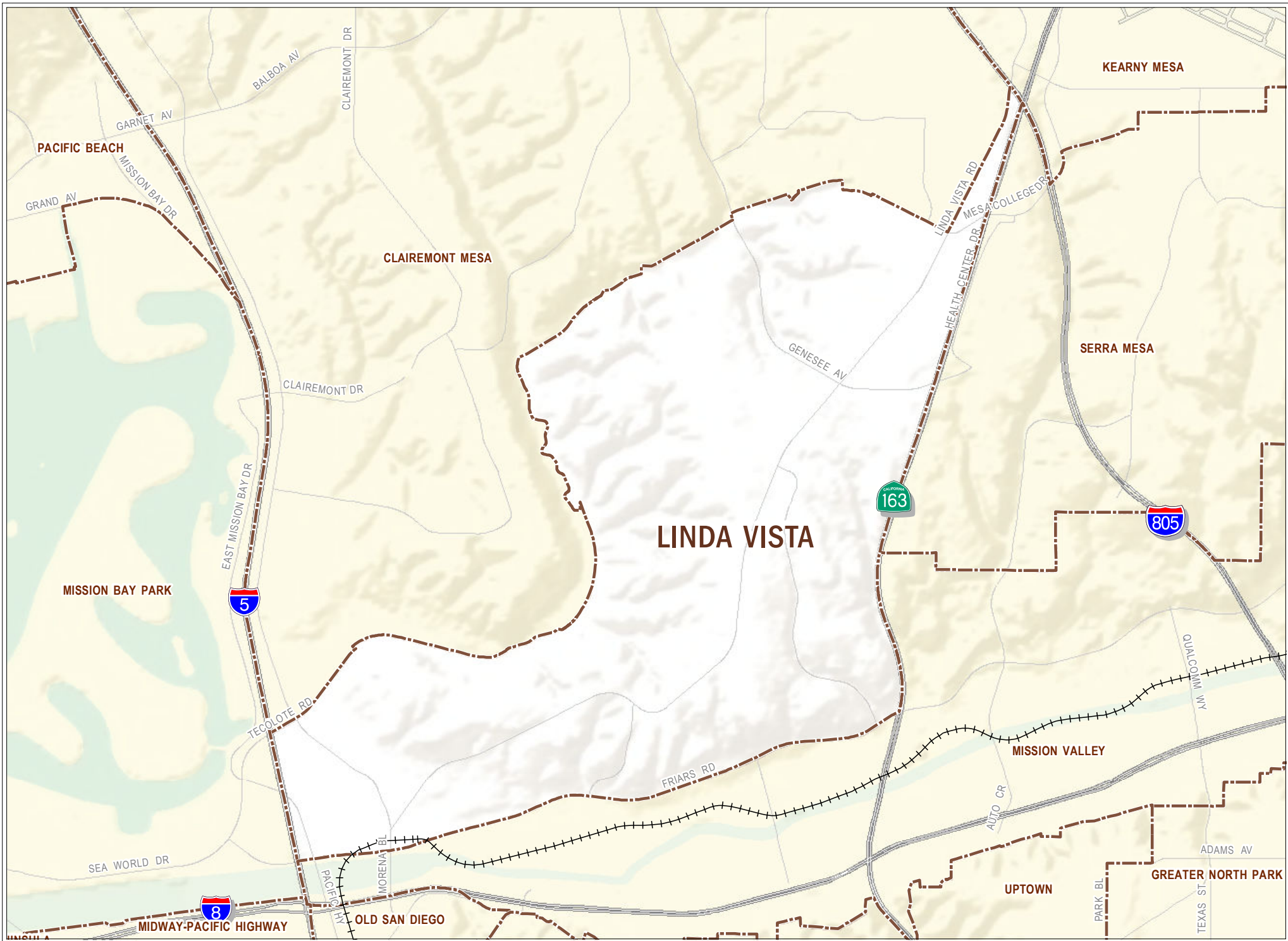
- Create a simple Planning Group flyer to advertise in community hubs with meeting information included to help educate the community on the role of the LVPG, how to get involved, and the benefits of serving on a Planning Group.
 - Flyers will be created annually to provide a refreshed message and current content.
- Share meeting information in digital formats including social media pages and a dedicated LVPG website.
 - Develop a Linda Vista Community Planning Group webpage or website that allows the LVPG or a Subcommittee Chair to serve as the point of contact to respond to questions about upcoming agenda items and subcommittee opportunities to be engaged. This site would allow residents to post issues and concerns, provide schedules of upcoming meetings, provide meeting summaries, collect comments and input on specific issues such as MAD area maintenance, development projects in Linda Vista and adjacent communities, transportation, area parks, etc. Create a Linda Vista Planning Group Facebook page.
 - Websites can also share links to other relevant sites or available resources (coordinate with San Diego City Council representatives).
 - Post LVPG meeting information and news on the Next Door digital application and other applications as they become available.
- Other formats.
 - Utilize, if allowed, electronic marquees such as those at Kearny High School and Montgomery Middle School.
 - Utilize the City Channel (Channel 24) and other media resources.
- In an effort to meet outreach goals, the LVPG will explore posting meeting information at local places such as:
 - Linda Vista, Mission Valley, and Clairemont Community Libraries
 - American Legion Post 731
 - Bayside Community Center
 - Linda Vista Recreation Center, Kearny Mesa Recreation Center, and North Clairemont Recreation Center
 - Grocery stores within the Linda Vista Community, and adjacent communities such as Mission Valley and Clairemont
 - Local coffee and donut shops such as Starbucks and Rose Donuts
 - Community bulletin boards
 - Trolley and major bus stops within planning area
 - Houses of worship
 - Public and private schools, colleges, and universities, including but not limited to:
 - Empower Language Academy
 - Chesterton Elementary School
 - Kit Carson Elementary School
 - Linda Vista Elementary School

- Montgomery Middle School
 - Francis Parker School
 - Mark Twain High School
 - San Diego Cooperative Charter School
 - The University of San Diego
 - San Diego Mesa College
- Build relationships with other City advisory boards to cross-pollinate messaging. Set up informal meetings or calls with local non-profit organizations to introduce and discuss the Planning Group's role and to build relationships.
 - Linda Vista Recreation Group
 - Elementary schools for parent outreach
 - Community parent organizations
 - Booster Clubs
 - Advertise monthly meetings and elections in local community paper(s)/newsletter(s)/social media.
 - Friends of Tecolote Canyon
 - Linda Vista Update
 - Mission Valley News
 - OB Rag
 - Tierra Times
 - Times of San Diego
 - Host informal events outside of Planning Group meetings to invite the public to learn about the LVPG and how to participate in monthly meetings.
 - Host or share a table at the Love, Linda Vista Farmers Market
 - Host an annual LVPG Open House to invite community participation and input.
 - Organize informal town hall events to solicit feedback on community needs. Select a time/ day, location and format of the events and town halls that maximizes the opportunity for people not already engaged with the LVPG to attend.
 - Work with the appropriate City Council Office and the Mayor's Office to amplify outreach.
 - Make online interactive activities, such as surveys, to seek input on community needs/ other initiatives.

Measuring Success

- Sign-in sheets for monthly LVPG meetings and LVPG related outreach events will include requests for how attendees learned about the meeting.
- LVPG will record an informal tally on number of meeting attendees.
- Annually analyze attendance data.

- To the extent that LVPG utilizes digital websites or social media, LVPG would track web traffic.
- Document information in annual report and submit to the City via email: SDPlanningGroups@sandiego.gov within 14 days of the approval of the March minutes.



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