



THE CITY OF SAN DIEGO

MEMORANDUM

DATE: February 1, 2021

TO: Honorable Council President Campbell and Members of the City Council

FROM: Mike Hansen, Director, Planning Department *MH*

SUBJECT: Community Planning Group Meeting Translation and Interpretation Services

This memo provides background information on translation and interpretation services available to reach a broader audience and participation in the City's recognized Community Planning Groups (CPGs). To ensure that the public input we receive is representative of the city we serve, the Planning Department is committed to providing opportunities for meaningful input from all communities of people in our city, including those who require translation and interpretation services. The Planning Department has been providing translation services on request for many years. In August 2020, the Planning Department made translation requests easier through an online form (available at this link: <https://www.sandiego.gov/planning/translation> and distributed this information to all Community Planning Groups and City Council offices to encourage greater utilization of the services.

As a department committed to reaching a diverse audience for our planning efforts, we implement changes to encourage participation in our planning projects and our CPGs. Specifically for CPGs, we are promoting the availability of translation services more prominently on the Planning Department webpage, at meetings, in social media, and with our partners at community-based organizations. To increase awareness of the translation services for CPG meetings, a flyer about the services is provided for placement in Council office newsletters, City TV, and social media.

Many of the City's 42 officially recognized CPGs have operated through virtual meetings in 2020 that comply with the COVID-19 local emergency restrictions on in-person meetings, and these online meetings are anticipated to continue into 2021. The Planning Department is extending a request to City Council offices and staff to assist in getting the word out to community members about the availability of translators to allow participation in CPG meetings in a preferred language.

Our work towards greater representation and inclusion in community planning is an ongoing process. We welcome the opportunity to work collaboratively with your offices. Should you have suggestions to assist with the Planning Department's overall goal to improve representation and inclusion or have any questions regarding scheduling of CPG meeting translation services, please contact Brian Schoenfisch, Program Manager, at (619) 533-6457, BSchoenfisch@sandiego.gov.

- Attachments:
1. Planning CPG Meetings – Announcement
 2. Planning CPG Meetings Translation – Spanish
 3. Planning CPG Meetings Translation – Tagalog
 4. Planning CPG Meetings Translation – Chinese
 5. Planning CPG Meetings Translation – Korean
 6. Planning CPG Meetings Translation – Vietnamese

cc: Honorable Mayor Todd Gloria
Honorable City Attorney Mara Elliott
Andrea Tevlin, Independent Budget Analyst
Paola Avila, Chief of Staff, Office of the Mayor
Nick Serrano, Deputy Chief of Staff, Office of the Mayor
Jay Goldstone, Chief Operating Officer
Jeff Sturak, Deputy Chief Operating Officer
Jessica Lawrence, Policy Director, Office of the Mayor
Javier Gómez, Senior Advisor of Policy and Council Affairs, Office of the Mayor
Randy Wilde, Policy Advisor, Office of the Mayor