



City of San Diego

Enhanced Public Participation Through Equitable and Accessible Meeting Tools



Office of
the City Clerk

Mission & Community Engagement

The Mission of the Office of the City Clerk is
“To provide accurate information and maximize access to municipal government.”

Collaborators: Office of the Council President,
Office of the City Attorney, Communications/CityTV, PANDA/Web team

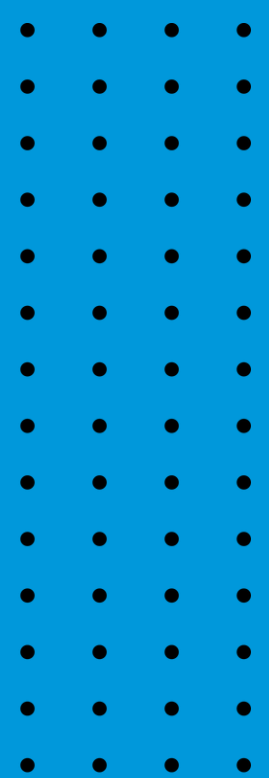
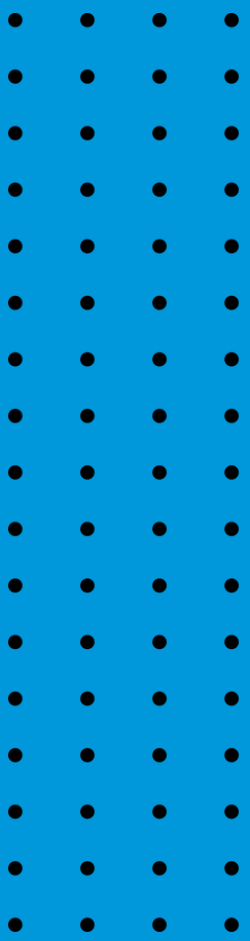
Engagement & Listening Sessions

- ✓ Multilingual outreach and surveys
- ✓ Listening sessions for direct feedback in District 1,7, and 8
- ✓ Outreach in Districts 3, 4, 8, and 9
- ✓ 2 Committee Meetings and 1 Council Meeting

**Focus: communication,
barriers, language access,
and trust**

Key Feedback Themes

- ✓ Email notifications & agenda updates
- ✓ Plain-language agenda summaries
- ✓ Easier website navigation
- ✓ More visible public comment links
- ✓ Lack of meeting awareness
- ✓ More outreach at libraries, rec centers, and community events



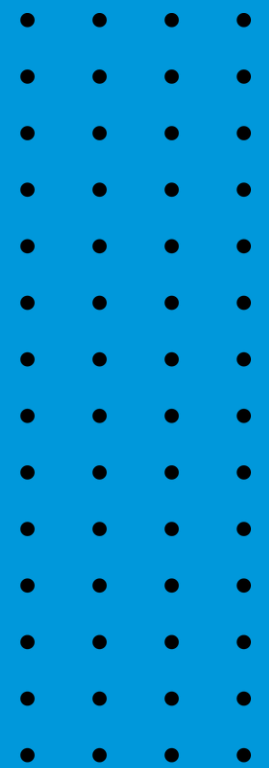
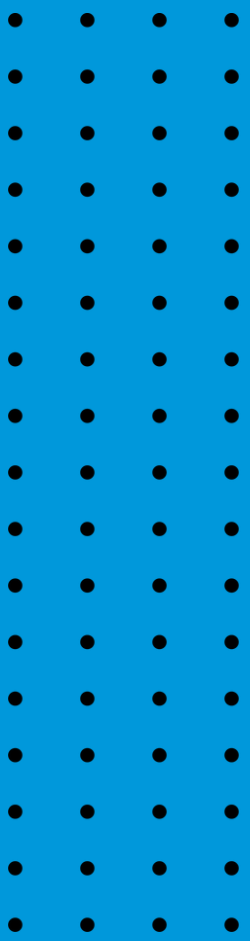
Actions Taken & Scheduled To Date

Agenda & Language Access

- ✓ Streamlined agenda with plain language- added glossary of terms.
- ✓ Added anticipated time allocation for comments on Agenda.
- ✓ Updated website for WCAG 2.1 / ADA and Translation functionality.
- ✓ Added prominent public comment buttons
- ✓ Spanish-language agenda alongside English
- ✓ 'How to Participate' page updated

Outreach & Digital Engagement

- ✓ Materials re: how to participate distributed to 60+ physical locations throughout all 9 Districts.
 - ✓ Materials posted and distributed in Libraries, Park and Rec Centers, IKE Kiosks, and several department distribution lists.
- ✓ Social media content library created
- ✓ Organized Presentation process to launch July 1, 2026.
- ✓ Expanded remote/virtual participation



What Is an Organized Presentation?

A coordinated group presentation by 2 or more individuals sharing a unified position before the San Diego City Council on Discussion or Informational Items.



Key Features:

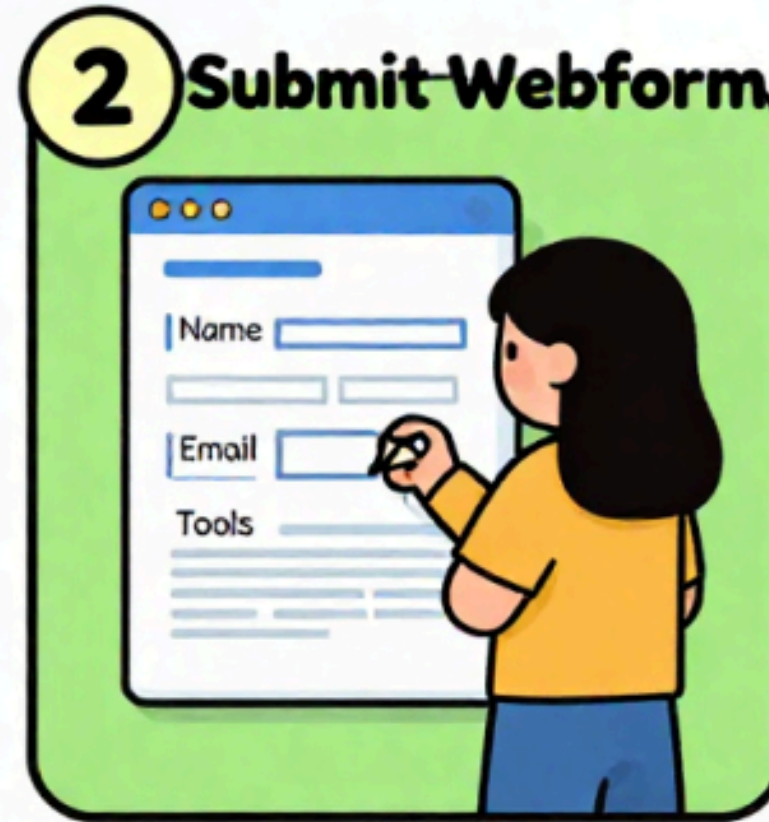
- ✓ Groups speak collectively or designate a lead speaker
- ✓ Replaces traditional "ceding time" limited to in-person only
- ✓ Extends equal speaking opportunity to online participants
- ✓ Allocated time based on number of registered members



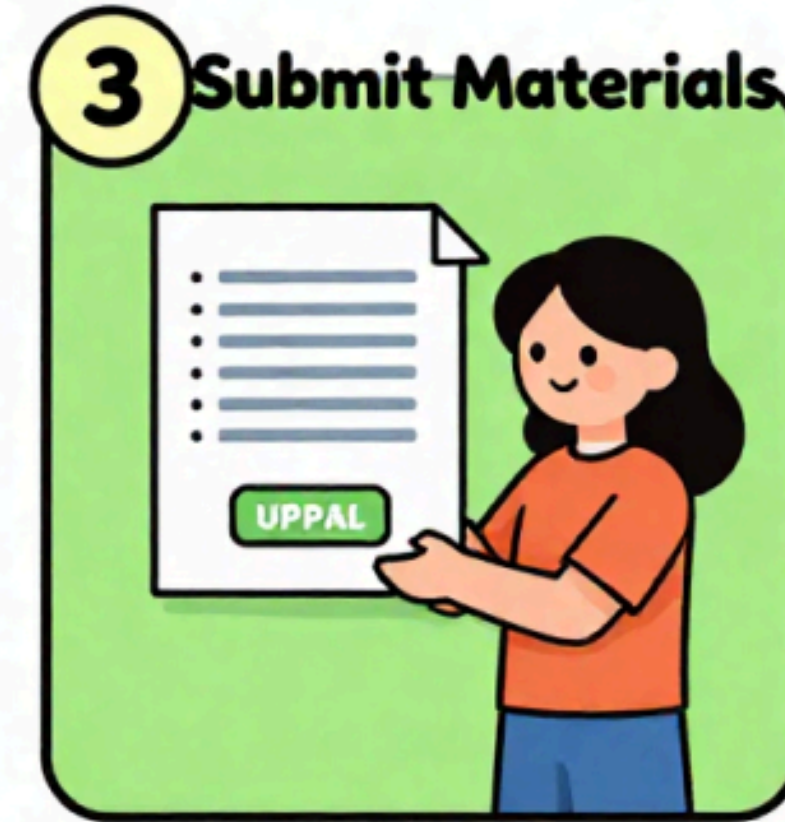
STEP-BY-STEP SUBMISSION PROCESS



**Check meeting schedules
and discussion items**



**Fill out required online
forms accurately**



**Attach additional
documents and resources**

Three-Step Participation Process

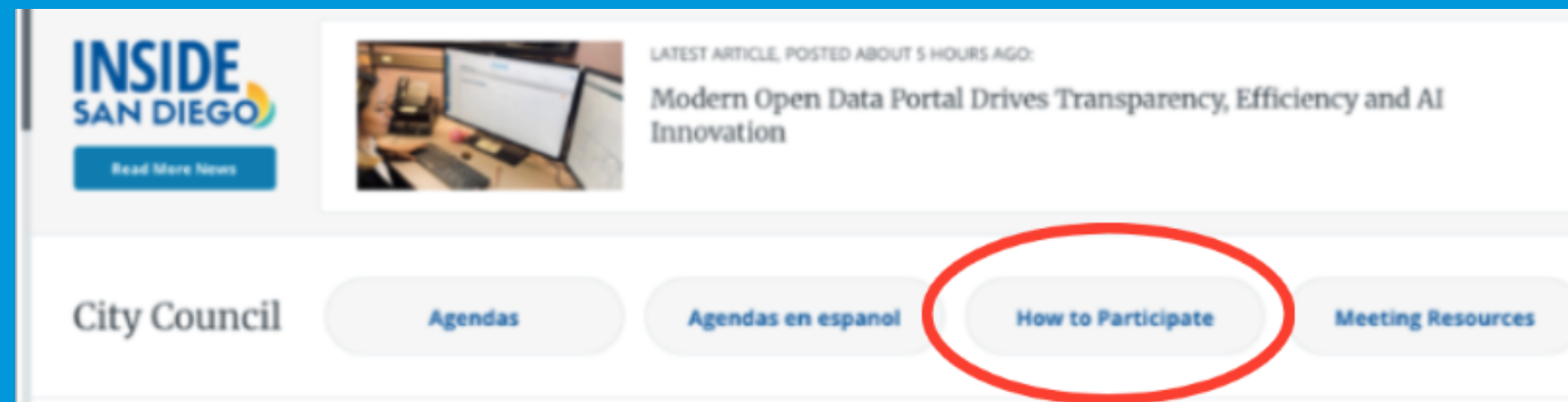
Follow these three steps to participate in an Organized Presentation



Web Portal Overview

Key pages on sandiego.gov to help participants navigate and access meeting resources.

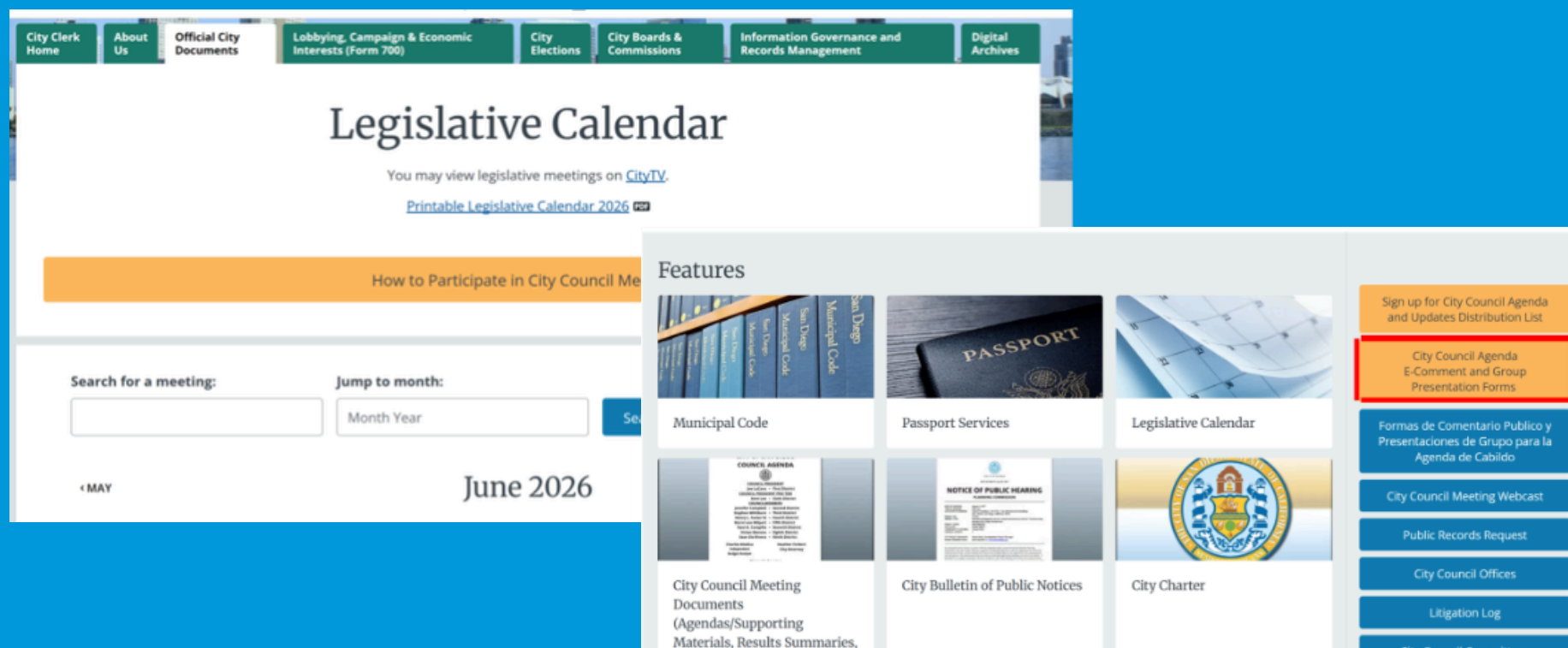
Homepage:



Agenda Page:



City Clerk:

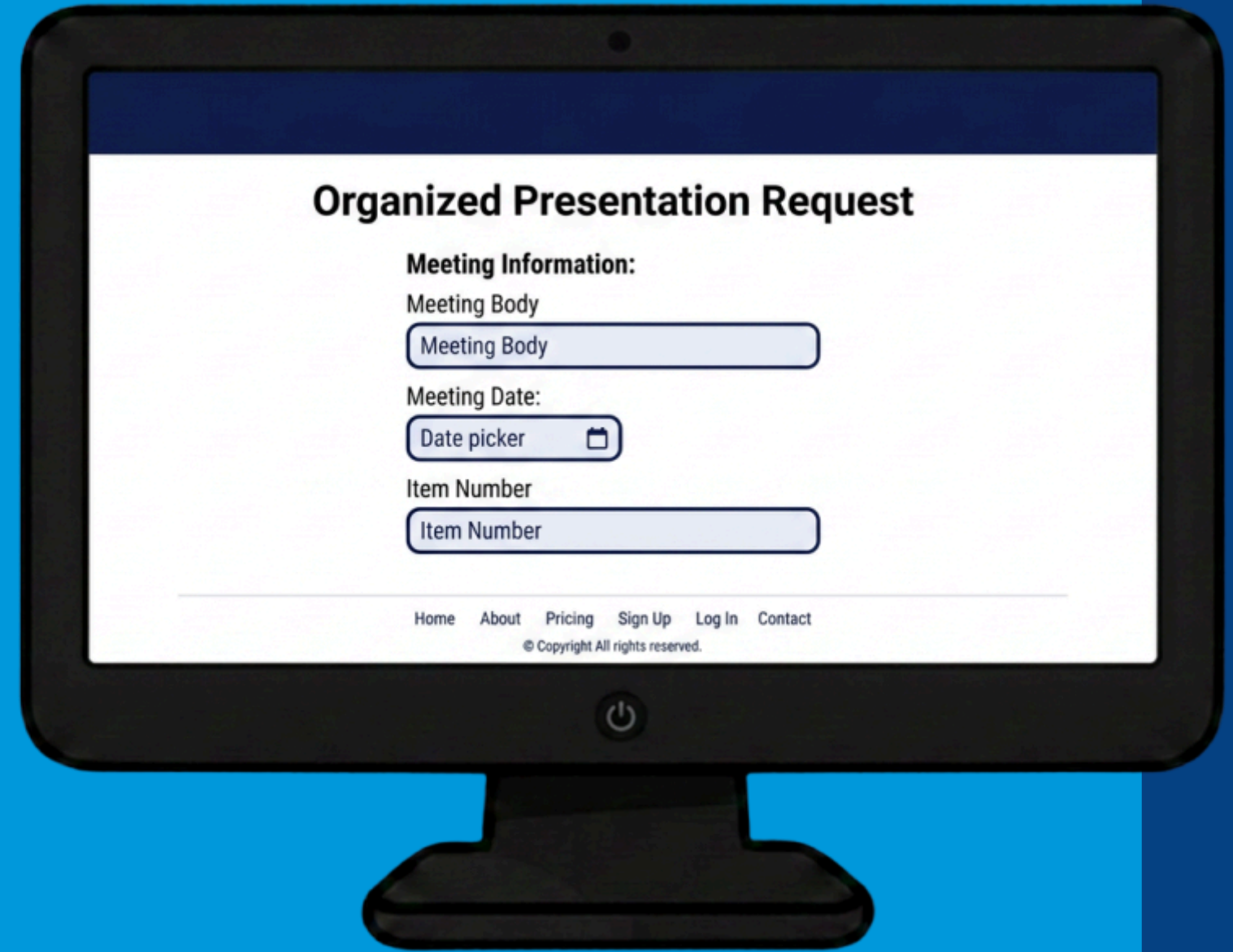


Organized Presentation Sign-Up Portal

Access the dedicated sign-up interface at www.sandiego.gov/presentation to register your group for City Council meetings.

Portal Features:

- Enter participant rosters for your group
- Select meeting dates and agenda items
- Upload presentation slides by deadline
- Streamlined group sign-up for equitable participation in multiple languages.



www.sandiego.gov/presentation



Organized Presentation Request

Requests for an organized presentation must be submitted 24 hours prior to a Regular Meeting and 18 hours prior to a Special Meeting.

Meeting Information

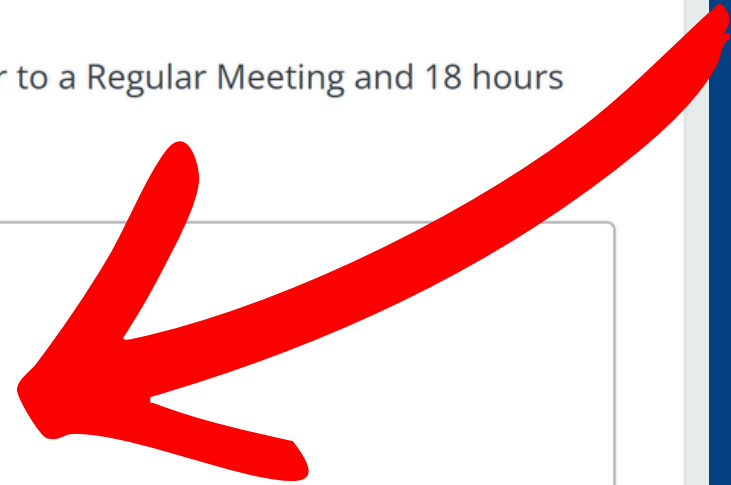
Meeting Date *

Meeting Body *

Please review the [meeting agendas](#) to ensure you are selecting the correct meeting body and entering the correct Item number.

Item Number *

Ensure you select the right meeting date, body, and item number

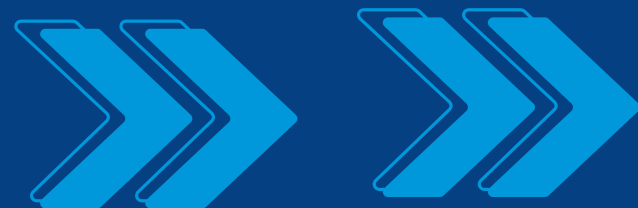


Acknowledgements

Please check the boxes below.

- I acknowledge that **all participants must be present** when the organized presentation is called. *
- I understand that **failure of all participants to raise their hand (in person or virtually)** may result in **reduced speaking time**. *
- I understand that all participants must use the same attendance format—either **all in person** or **all virtual**. If participants use a mix of attendance formats, speaking time will be reduced for the group based on the attendance of the Lead Presenter. *
- I understand that **participants must match the attendance method and identity submitted in this form**. *
- I understand that submissions received **less than 24 hours before the start of a regularly scheduled City Council meeting session in which the item will be heard or less than 18 hours before the start of a special City Council meeting will not be accommodated**. *

Read the Acknowledgements to ensure we are on the same page



Attendance Method for All Participants

- In Person
- Virtual

Lead Presenter (Participant #1)

Remove

First Name *

Last Name *

Email Address

Providing an email address will assist our staff in facilitating planning and coordination for your organized presentation submittal.

Participant #2

Remove

First Name *

Presentation Materials

Skip this section if you are not using presentation materials. If you plan to use materials, please submit them no later than 2 hours before the meeting to ensure they can be displayed. An upload link will be included in your confirmation email.

Will you be using any of the following?

Check all that apply.

- PowerPoint (preferred format)
- PDF
- Video
- Audio

Accessibility and Language Needs

Skip this section if you don't require any accommodations.

Do any participants require the following accommodations?

Check all that apply.

- Language interpretation
- ASL interpretation
- ADA-related accommodation (mobility, seating, visual, hearing, etc.)

Please describe the need(s):

Submit



REQUIRED INFORMATION





Attendance Method for All Participants

In Person
 Virtual

Lead Presenter (Participant #1) Remove

First Name *

Last Name *

Email Address

Providing an email address will assist our staff in facilitating planning and coordination for your organized presentation submittal.

Zoom Display Name or Phone Number *



If attending virtually the ZOOM display name or phone number of how the participants will be attending MUST BE submitted and accurate. If not participant can not be verified and time will be forfeited.

Office of the City Clerk

- City Clerk Home
- About Us
- Official City Documents
- Lobbying, Campaign & Economic Interests (Form 700)
- City Elections
- City Boards & Commissions
- Information Governance and Records Management
- Digital Archives

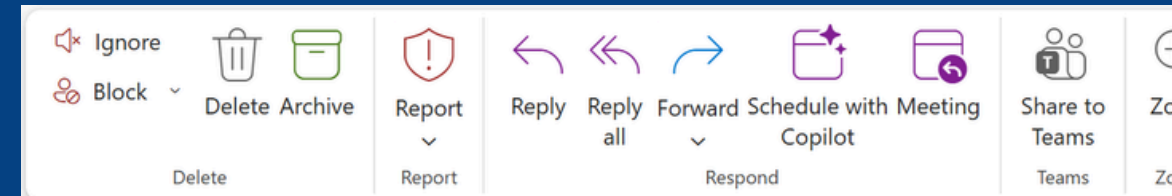
Organized Presentation Request

Thank you for your submission. Staff may contact you and other participants to verify participation and ensure compliance with the attendance and other guidelines.

If you have questions about City Council meeting presentations, please email cityclerk@sandiego.gov or call 619-533-4000. For Council Committee meetings, please email councilcommittee@sandiego.gov or call 619-533-4474.

[Back to form](#)

Confirmation of receipt and email with additional information sent to lead presenter.



[EXTERNAL] Confirmation & Reminder - Submission of Presentation Materials

Summary by Copilot

Dear Presenter,

Thank you for submitting your form.

This is a friendly reminder regarding presentation materials for your upcoming meeting:

If you did NOT upload your presentation materials with your initial form submission, they must be submitted using the Presentation Materials Submission Form (<https://www.sandiego.gov/materials>) NO LATER THAN 2 HOURS PRIOR TO THE START OF THE MEETING.

Deadline: No later than 2 hours before the meeting begins.

Please note: Materials that are not submitted through the official form process may not be distributed or made available during the meeting.

If you have any questions or need assistance, please contact us:

cityclerk@sandiego.gov

619-533-4000

We appreciate your cooperation and look forward to supporting your presentation.

Sincerely,

Office of the City Clerk
City of San Diego

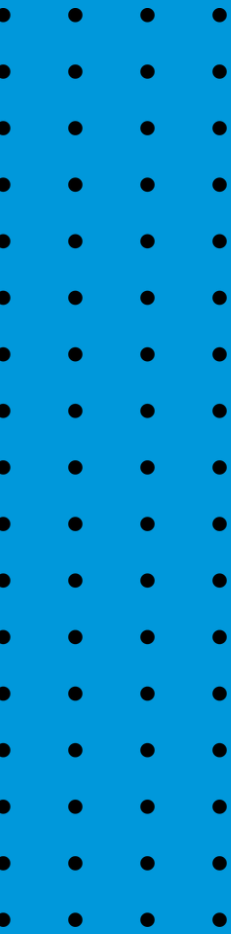


Role of the Lead Presenter

The Lead Presenter serves as the primary liaison between the group and the Office of the City Clerk, ensuring smooth coordination and full compliance with participation guidelines.

Responsibilities:

- ✓ Acts as primary contact with the Office of the City Clerk
- ✓ Ensures all group members understand participation guidelines and signs off on Acknowledgements
- ✓ Verifies participant presence and ability to identify themselves
- ✓ Confirms members can raise hands when called upon
- ✓ Coordinates logistics and communication with the Clerk's office

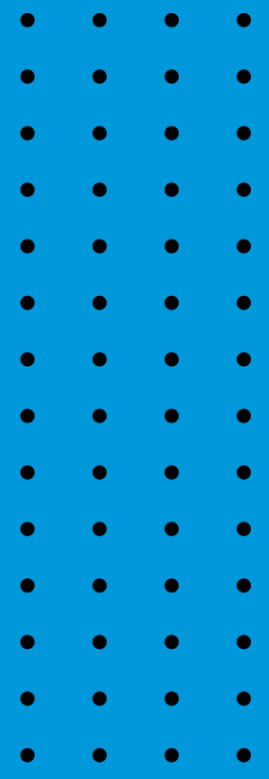




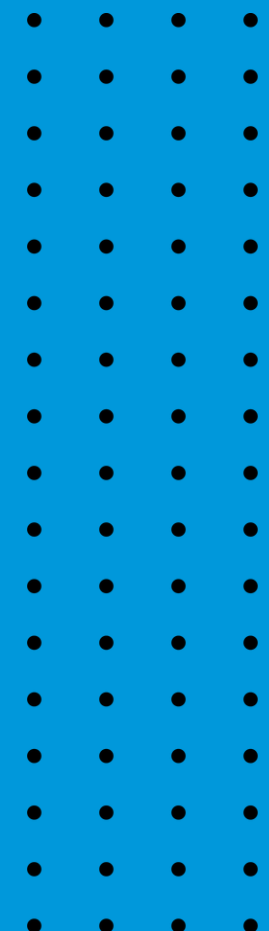
Requirements & Time Rules



Eligibility Requirements

- ✓ Groups must have minimum 2 members and there is a maximum of 15 minutes per presentation. ✓
 - ✓ Must sign up 24 hours in advance of meeting using web portal
 - ✓ Lead Presenter must sign off on acknowledgements
 - ✓ Presentation materials, while not required, must be submitted 2 hours prior to meeting for use.
- 

Speaking Time

- ✓ Time on agenda X number of people who signed up for group presentation
 - ✓ Attendance of all in group verified by raising hand in person or virtually
 - ✓ Absent members' time is forfeited, for group
- 



City of San Diego

Office of the City Clerk

Thank You & Questions?

For questions or assistance, contact the Office of the City Clerk at (619) 533-4000 or cityclerk@sandiego.gov

Learn more at: www.sandiego.gov/participate