

**COVID-19 PUBLIC SERVICE ANNOUNCEMENT REGARDING CIVIL SERVICE COMMISSION
MEETING ACCESS AND PUBLIC COMMENT**

Until further notice, Civil Service Commission meetings will be conducted pursuant to the provisions of [California Executive Order 29-20](#), which suspends certain requirements of the Ralph M. Brown Act.

During the current State of Emergency and in the interest of public health and safety, all members of the Civil Service Commission will be participating in meetings by teleconference. In accordance with the Executive Order, there will be no members of the public in attendance at the meetings. We are providing alternatives to in-person attendance for viewing and participating in meetings.

In lieu of in-person attendance, members of the public may submit their comments in the following manner:

Comment on Agenda Items must be submitted at [webform](#) indicating the agenda item number they wish to submit their comment for. Only comments submitted no later than 4:00 p.m. the day prior to the meeting using the public comment form will be eligible to be read into the record. If you submit more than one form per item, only one will be read into the record for that item. Comments received after 4:00 p.m. the day prior and before 1:00 p.m. the day of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All comments are limited to 200 words. Comments received after 1:00 p.m. the day of the meeting but before the item is called will be submitted into the written record for the relevant item.

Non-Agenda Public Comment must be submitted at [webform](#) checking the appropriate box in order to be eligible to be read into the record. Staff will read the first 30 comments received by 4:00 p.m. the day before the meeting. However, if there are less than 30 comments submitted by 4:00 p.m. the day before the meeting, the City will read comments submitted by 1:00 p.m. on the day of the meeting up to a total of 30 comments. The maximum number of comments to be read into the record on a single issue will be 16. Comments submitted by 1:00 p.m. on the day of the meeting will be provided to the Civil Service Commission, made a part of the record, and posted with the meeting materials. All comments are limited to 200 words. Comments received after 1:00 p.m. the day of the meeting but before Non-agenda comment is called will be submitted into the written record for the meeting.

Civil Service Commission Closed Session Public Comment must be submitted at [webform](#) no later than 4:00 p.m. the day prior to the posted meeting in order to be eligible to be read into the record. Comments received after 4:00 p.m. the day prior and

before 1:00 p.m. the day of the meeting will be provided to the Civil Service Commission and posted online with the meeting materials. All comments are limited to 200 words. Comments received after 1:00 p.m. the day of the meeting but before the item is called will be submitted into the written record for the relevant item. If you wish to submit written materials for submission into the record or have an attachment to your comment, you may send it to AArevalo@sandiego.gov and it will be distributed to the Civil Service Commission in accordance with the deadlines described above.

The public may view the meetings on YouTube. Click [here](#) to view meetings at their scheduled time.

REQUESTS FOR ACCESSIBILITY MODIFICATIONS OR ACCOMMODATIONS

As required by the Americans with Disabilities Act (ADA), requests for agenda information to be made available in alternative formats, and any requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting the Personnel Department Services Supervisor at 619-236-6402 or AArevalo@sandiego.gov. Requests should be made as early as possible prior to the meeting. Every attempt will be made to accommodate all reasonable requests. The City is committed to resolving accessibility requests swiftly in order to maximize accessibility.

Note: If applicable, the Civil Service Commission will meet in Closed Session at 12:00 p.m. or shortly thereafter. Public Comment on Closed Session items will occur at the start of the 12:00 p.m. session before the Commission adjourns into Closed Session. The Commission will reconvene for Open Session at 1:00 p.m. or shortly thereafter.