



CITY OF SAN DIEGO – 202 C STREET, SAN DIEGO, CA 92101

PUBLIC NOTICE

Date: June 15, 2021 *(revised on 01/03/2022)*

Subject: Office of the City Clerk – LIMITED SERVICES

Customers are encouraged to visit www.sandiego.gov/coronavirus to keep updated on the latest changes. Here is a summary of service changes:

Summons, Subpoenas, Notice of Intent, etc.: Per Cal Civ. Proc 415.30 these will be accepted in person in the Lobby of the City Administration Building (CAB) and VIA U.S. MAIL. Service VIA U.S. Mail will be accepted provided that for State cases the required, completed "Notice of Acknowledgment of Receipt, Form POS-015" is provided and for federal cases, the required, completed Form AO 399, entitled, "Waiver of the Service of Summons" is provided within the mailing. These will be processed and mailed back.

Fair Political Practices Commission (FPPC) Filings: Filings may be submitted via electronic submission using our eFile-SD system at efile.sandiego.gov or sent in via U.S. mail.

Appeals: May be submitted via e-mail at hearings1@sandiego.gov or in the Lobby of the City Administration Building.

Passport Services: The City Clerk Passport Acceptance Facility will begin processing applications on an appointment basis only. You may make appointments via <http://www.sandiego.gov/city-clerk> by clicking on the Passport tile.

Proof of Life: The Clerk's Office is currently not processing Proof of Life forms until further notice.

Oaths of Office: For Boards and Commissions these are being processed virtually please contact the Office of the City Clerk at 619-533-4000 or via e-mail at cityclerk@sandiego.gov.

City Council Public Comment: Until further notice, City Council meetings will be conducted pursuant to the provisions of California Government Code section 54953(g), added by Assembly Bill 361, which allows the City to use teleconferencing and to provide the public an opportunity to address the City Council via a call-in option or an internet-based service option, during a proclaimed state of emergency when measures to promote social distancing are in effect or the City Council has determined meeting in person would present imminent risks to the health or safety of attendees. Additionally, the Council has approved [Temporary Rules of Council](#) as amended on August 3, 2021 to be used until further notice.

During the State of Emergency related to the COVID-19 pandemic and in the interest of public health and safety, most, if not all, City Council members will be participating in the City Council meetings via a virtual teleconference platform. There will be no members of the public in attendance at the City Council meetings. We are providing alternatives to in-person attendance for participating in City Council meetings.

In lieu of in-person attendance, members of the public may participate and provide comment via telephone, ZOOM, using the [City Clerk webform](#), or via U.S. Mail of written materials, as follows:

Joining the Webinar and Offering Phone-in Testimony

The City Council meetings will be held virtually using the Zoom Webinar platform. Members of the public can offer public comment on agenda items or during Non-Agenda Public Comment by accessing the meeting online using a desktop computer, laptop, tablet, or Smartphone, or by calling into the meeting using a Smartphone, cellular phone, or land line.

<https://sandiego.zoomgov.com/j/1614863189>

To join by using iPhone one-tap:

US: +16692545252,,1614863189#

To join by telephone:

Dial 1-669-254 5252 +

When prompted, input **Webinar ID: 161 486 3189#**

How To Speak To A Particular Item or During Non-Agenda Public Comment:

When the Clerk introduces the item you would like to comment on (or indicates it is time for Non-Agenda Public Comment), raise your hand by either tapping the "Raise your Hand" button on your computer, tablet, or Smartphone, or by dialing *9 on your phone. You will be taken in the order in which you raise your hand. You may only speak once on a particular item.

When the Clerk indicates it is your turn to speak, click the unmute prompt that will appear on your computer, tablet or Smartphone, or dial *6 on your phone.

Comment on Agenda Items, Non-Agenda Public Comment, and Closed Session Public Comment may be submitted using the [webform](#) indicating the comment type and item number (if relevant) for which you wish to submit your comment. Comments received by 12:00 PM for Monday Meetings and 8:00 AM for Tuesday meetings will be distributed to the City Council and posted online with the meeting materials. All webform comments are limited to 500 words but may include attachments. Comments received after the deadlines described above but before the item is called will be submitted into the written record for the relevant item.

Written Materials. Instead of submitting written materials as an attachment to the webform, you may submit via U.S. Mail to the City Clerk's attention at 202 C Street, MS2A San Diego, CA 92101. Materials submitted via U.S. Mail must be received one business day prior to the meeting to be distributed to the City Council. Comments received via U.S. Mail on the day of the meeting will be submitted into the written record for the relevant item.

The public may view the meetings on public television (within the City of San Diego only) on City TV Channel 24 for Cox Communications and Time Warner Cable or Channel 99 for AT&T, or view the meetings [online](#)

Updates

Visit www.sandiego.gov/city-clerk for up-to-date information on the Office of the City Clerk's programs and services.

Contact Us

Mailing Address: Office of the City Clerk, 202 C St., 2nd Floor, San Diego, CA 92101
Phone: 619-533-4000 Email: cityclerk@sandiego.gov

COVID-19 Information

Stay informed about COVID-19 by visiting the [City's COVID-19 Information page](#), the [Center for Disease Control website](#) and the [County of San Diego Health and Human Services website](#).