



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

PUBLIC NOTICE

Date: June 15, 2021 (*revised on 09/13/2021*)

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 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: During the current State of Emergency and in the interest of public health and safety, most—and possibly all—of the Council Members will be participating in City Council meetings by teleconference. In accordance with the Executive Order, there will be no members of the public participating in person at the City Council Meetings. We are providing alternatives to in-person attendance for viewing and participating in the meetings.

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

Public Comment Testimony During Council Meetings

To offer public comment testimony during a City Council meeting, you need to first join the Zoom Webinar meeting online from your desktop computer, laptop, tablet, or Smartphone, or by calling into the meeting from your cellular phone or land line.

The link to join the Meeting Webinar by computer, tablet, or Smartphone is:

<https://sandiego.zoomgov.com/j/1601405223>

To join by using iPhone one-tap:

US: +16692545252,1601405223#

To join by telephone:

Dial 1-669-254-5252. When prompted, input Webinar ID: 160 140 5223#

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.

Written Comment through Webform:

Comment on Agenda Items may be submitted using the [webform](#) indicating the agenda item number for which you wish to submit your comment. Comments received by noon for Monday meetings and 8am on Tuesday meetings will be distributed to the City Council and posted on-line with the meeting materials. All webform comments are limited to 500 words, but attachments may be included. Comments received after the above referenced time, but before the item is called will be submitted into the written record for the relevant item.

Non-Agenda Public Comment may be submitted using the [webform](#), checking the appropriate box. Comments received by noon for Monday meetings and 8am on Tuesday meetings will be distributed to the City Council and posted on-line with the meeting materials. All webform comments are limited to 500 words, but attachments may be included. Comments received after the above referenced time, but before Non-agenda comment is called will be submitted into the written record for the meeting.

Closed Session Public Comment may be submitted using the City Clerk [webform](#), checking the appropriate box. Comments received by noon for Monday meetings and 8am on Tuesday meetings will be distributed to the City Council and posted on-line with the meeting materials. All webform comments are limited to 500 words, but attachments may be included. Comments received after the above referenced time, but before the item is called will be submitted into the written record for the relevant item.

Written Materials. You may also submit written materials via U.S. Mail at 202 C Street, MS2A San Diego, CA 92101. Materials submitted via U.S. Mail will need to be received the business day prior in order for it to be distributed to the City Council, but will be submitted into the written record for the relevant item if received the day of the meeting.

The public may view the meetings on public television (within the City of San Diego only) on CityTV Channel 24 for Cox Communications and Time Warner Cable or Channel 99 for AT&T U-verse or view the meetings on-line via [CityTV Live Stream](#).

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](#).