



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

# PUBLIC NOTICE

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**Date: September 25, 2020 (REVISED)**

**Subject: Office of the City Clerk – LIMITED SERVICES**

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Customers are encouraged to visit [www.sandiego.gov/coronavirus](http://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 VIA U.S. MAIL ONLY. If included in the mailing as prescribed the Notice and Acknowledgement of Receipt will be mailed back.

**Fair Political Practices Commission (FPPC) Filings:** Filings may be submitted via electronic submission using our Netfile system at [www.sandiego.gov/city-clerk](http://www.sandiego.gov/city-clerk) or sent in via U.S. mail.

**Appeals:** May be submitted via e-mail at [cityclerk@sandiego.gov](mailto:cityclerk@sandiego.gov) or in-person via City Clerk Drop-Off Box.

**Passport Services:** The acceptance facility is currently not processing any passport applications until further notice.

**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](mailto: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, email submission or via U.S. Mail of written materials, as follows:

### **Phone in Testimony**

When the Clerk introduces either the item you would like to comment on or the comment period for, Non-Agenda Public Comment or Closed Session Public Comment, follow the instructions within the PDF icon “Public Comment Instructions” by dialing the number below to be placed in the queue.

**DIAL** 619-541-6310

**Enter the Access Code:** 877861 then press ‘#’.

### **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 the start of the meeting will be distributed to the City Council and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting 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 the start of the meeting will be distributed to the City Council and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting 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 the start of the meeting will be distributed to the City Council and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

**Written Materials.** If you wish to submit written materials for submission into the record or have an attachment to your comment, you may email it to [cityclerk@sandiego.gov](mailto:cityclerk@sandiego.gov) or submit via U.S. Mail at 202 C Street, MS2A San Diego, CA 92101. Materials submitted via e-mail will be distributed to the Councilmembers in accordance with the deadlines described above. 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.

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 or view the meetings online via [CityTV Live Stream](#).

### **Updates**

Visit [www.sandiego.gov/city-clerk](http://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., 2<sup>nd</sup> Floor, San Diego, CA 92101

Phone: 619-533-4000

Email: [cityclerk@sandiego.gov](mailto: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.