

# Public Comment 101

## Opportunities for Public Comment during Budget Review

Location	Meeting	Day	Time		
City Administration Building Council Chambers – 12 <sup>th</sup> Floor  202 C Street San Diego, CA 92101	Budget Review Committee	Wednesday, May 1 <sup>st</sup>	9 AM	2 PM	6 PM
	Budget Review Committee	Thursday, May 2 <sup>nd</sup>	9 AM	2 PM	
	Budget Review Committee	Friday, May 3 <sup>rd</sup>	9 AM	2 PM	
	Budget Review Committee	Monday, May 6 <sup>th</sup>	9 AM	2 PM	
	Budget Review Committee	Tuesday, May 7 <sup>th</sup>	9 AM	2 PM	
	Budget Review Committee	Wednesday, May 8 <sup>th</sup>	9 AM	2 PM	
	City Council Meeting	Monday, May 13 <sup>th</sup>			6 PM
	Budget Review Committee	Friday, May 17 <sup>th</sup>		2 PM	

Agendas can be found:

**Please note Agendas are posted 72 hours in advance of the meeting.**

Budget Review Committee: <https://www.sandiego.gov/city-clerk/officialdocs/committees-agendas-actions>

- Click on “Budget Review Committee” and the “+” sign to access “Agendas and Actions” where the agenda can be found

### Best Practices:

- ✓ Arrive 30 minutes before the Committee or Council meeting starts
- ✓ If you want any pictures or videos to accompany your public comment, have pictures or videos on a flash drive
- ✓ Bring a pen
- ✓ Practice your public comment
- ✓ If you are coming as a group, stick together as much as possible
- ✓ No clapping during the meeting
- ✓ Silence your phone
- ✓ When your item comes up, please listen for your name and be ready to go to the podium

When an item on the agenda is called, the following occurs:

1. Staff report is given
2. City Attorney and/or Independent Budget Analyst provides comments (if needed)
3. Members of the public who have submitted “Request to Speak” slips address the Council
4. Council gives comments, asks questions
5. Council votes on the item

**\*\*Please note items on the agenda may be taken out of numerical order for purposes of meeting time management at the discretion of the Committee Chair / Council President. \*\***

### Example Script:

“Good morning / afternoon / evening councilmembers, my name is \_\_\_\_ and I am a district 4 resident. I am in favor / opposition of item \_\_\_\_ because \_\_\_\_\_. I urge you to vote in favor / opposition of item \_\_\_\_\_. Thank you.”

Instructions:

1. There will be **TWO** "Request to Speak" slips. One is **"IN OPPOSITION"** and the other **"IN FAVOR"**, choose your "Request to Speak" slips accordingly.
2. Write the **DATE** in the following format: **MM/DD/YY**
3. Write the **ITEM NUMBER** you wish to speak on. ITEM NUMBER can be found on the agenda.
4. Write the **ITEM NAME**, as seen on the agenda.
5. Write your **FIRST AND LAST NAME** legibly in the "Print Name" box.
6. **\*\*OPTIONAL\*\*** You may provide your address, city, phone #, email address and who you are representing
7. **Check ONE of the boxes on the "Request to Speak" form.** Please refer to the table below to know which box to check off:

Public Comment	Box Options	
One Speaker	"I am donating my time to _____"	Are you giving your time to a speaker? Check this box. <b>Make sure to be in the council chambers when item is called or your time will not be given to the speaker.</b>
	"Time is being donated to me. Please see the attached slips"	Are you the speaker? Check this box.
Multiple Speakers	"I am part of an organized presentation. Our speakers, in order are: _____"	Do you want to speak as a group and have multiple people speak? Check this box. Write speakers in order that you want to speak and make sure that a "Request to Speak" form is filled out for each person.
No Speakers	"I would like to register my position, but I do not wish to speak."	Don't want to speak, but want your response submitted for the record? Check this box.

8. Look over "Request to Speak" slip and make sure everything is filled out and legible.
9. Submit your "Request to Speak" slip to the front or give to a city staff to submit for you.

Date: \_\_\_\_\_ Agenda Item Number: \_\_\_\_\_  
 Item Name: \_\_\_\_\_

REQUEST TO SPEAK

## IN OPPOSITION

PRINT NAME:

**NOTE: The following information is optional:**  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 REPRESENTING: \_\_\_\_\_

**CHECK ONE OF THE FOLLOWING BELOW, IF APPLICABLE:**

*Yo voy a hablar en español y necesito la asistencia de un interprete. Se le proporcionará una "Guía para solicitar servicios de traducción."*

I am donating my time to \_\_\_\_\_  
 Time is being donated to me. Please see the attached slips.

I am part of an organized presentation. Our speakers, in order are:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE:** Please attach a Request To Speak slip for each speaker in your organized presentation, in order, followed by slips for individuals donating their time to your presentation. **All individuals must be present at the meeting to donate their time.** Submit these slips as a packet once all slips are filled out.

*I would like to register my position, but I do not wish to speak.*

Date: \_\_\_\_\_ Agenda Item Number: \_\_\_\_\_  
 Item Name: \_\_\_\_\_

REQUEST TO SPEAK

## IN FAVOR

PRINT NAME:

**NOTE: The following information is optional:**  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 REPRESENTING: \_\_\_\_\_

**CHECK ONE OF THE FOLLOWING BELOW, IF APPLICABLE:**

*Yo voy a hablar en español y necesito la asistencia de un interprete. Se le proporcionará una "Guía para solicitar servicios de traducción."*

I am donating my time to \_\_\_\_\_  
 Time is being donated to me. Please see the attached slips.

I am part of an organized presentation. Our speakers, in order are:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE:** Please attach a Request To Speak slip for each speaker in your organized presentation, in order, followed by slips for individuals donating their time to your presentation. **All individuals must be present at the meeting to donate their time.** Submit these slips as a packet once all slips are filled out.

*I would like to register my position, but I do not wish to speak.*