



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

PUBLIC NOTICE

Date: April 16, 2020

Subject: Office of the City Clerk -LIMITED SERVICES

Customers are encouraged to visit sandiego.gov/dsd-covid19 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 MAIL ONLY. If included in the mailing as prescribed the Notice and Acknowledgement of Receipt will be mailed back.

-FPPC Filings: Filings may be submitted via electronic submission using our Netfile system at www.sandiego.gov/city-clerk or sent in via mail

-Appeals: May be submitted via e-mail at cityclerk@sandiego.gov or via mail.

-Passport Services: The acceptance facility is currently not processing any passport applications at this time.

-Proof of Life: Not processing Proof of Life forms at this time.

-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: 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 using the City Clerk [webform](#), and indicating the agenda item number they wish to submit their comment for. Only comments submitted no later than 4:00 pm the day prior to the meeting using the public comment form will 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 10:45 a.m. the day of the meeting will be provided to the City Council and posted online with the meeting materials. All comments are limited to 200 words.

Comments received after 10:45 a.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 using the City Clerk [webform](#) checking the appropriate box in order to be eligible to be read into the record. The City Clerk will read the first 30 comments received by 4:00 p.m. the day before the hearing. However, if there are less than 30 comments submitted by 4:00 p.m. the day before the hearing, the City will read comments submitted by 10:45 a.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 10:45 a.m. the day of the meeting will be provided to the City Council, made a part of the record, and posted with the meeting materials. All comments are limited to 200 words. Comments received after 10:45 a.m. the day of the meeting but before Non-agenda comment is called will be submitted into the written record for the meeting.

Closed Session Public Comment must be submitted using the City Clerk [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 8:45 a.m. the day of the meeting will be provided to the City Council and posted online with the meeting materials. All comments are limited to 200 words. Comments received after 8:45 a.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 cityclerk@sandiego.gov and it will be distributed to the Councilmembers in accordance with the deadlines described above.

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 \(link is external\)](#) ([link is external](#)).

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 or 619-508-1638

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.