



CITY OF FILLMORE
CENTRAL PARK PLAZA
250 Central Avenue
Fillmore, California 93015-1907
(805) 524-3701 * FAX (805) 524-5707

**City Manager's Office - Temporary eComment Policy (email
and ZOOM)
(July 30, 2020)**

Section 1 - eComment Overview

Due to the ongoing COVID-19 outbreak and the Governor's Executive Order allowing public meetings to be held remotely, until the public can once again be safely accommodated at public meetings, comments on City of Fillmore public meeting agenda items, including the public comment section, can now be made via eComment or Zoom. If you wish to participate via Zoom meeting, you will be able to participate in real time via video and need to complete this form and have the technology required to allow for your virtual participation. If you wish to submit your comment via eComment please submit that written comment to the Deputy City Clerk at eherrera@fillmoreca.gov. Please note that public comments are a tool to provide relevant and civil comments to the City Council in lieu of attending a meeting in person. All timely received eComments will be provided to City Council members before the relevant meeting.

eComment provides constituents an opportunity for participation when they cannot be at a City Council meeting in-person; and allows any person, anywhere, to provide public comment or leave a comment on a specific agenda item via email.

Section 2 - eComment Period

The comment period for each regular meeting agenda will begin at 4:30 p.m., the Friday before the Tuesday meeting. The comment period will close once the "Public Comment" section of the agenda or the applicable agenda item has been discussed at the meeting.

To participate via Zoom, you will need to complete a [Public Meeting Speaker Card](#). After the submission of your request, you will receive a follow up e-mail from the Deputy City Clerk, containing the link for the meeting and instructions on interpretation services if those are requested. Instructions will be received on the morning of Tuesday, the day of the scheduled meeting, if your request was submitted prior to that morning.

You may continue to submit eComments via e-mail from 4:30 p.m., the Friday before the Tuesday meeting. The comment period via Zoom will close once the applicable section of the agenda has been completed at that meeting. Although written eComments will be distributed to the City Council and read out loud during the "Public Comment" or applicable agenda item time during the Council meeting, eComment users should not expect responses to their comments.

Section 3 - eComment User Privacy

Personal information volunteered by the user is treated as a public record and may be subject to public inspection and copying if not protected by federal or state law.

Section 4 - eComment Format and Administration

The City Manager's Office will be responsible for the administration of eComment constituent submittals in accordance with the foregoing user policy requirements.

The following is how an eComment should be formatted prior to being emailed to Eherrera@filmoreca.gov.

-Title of email message: Public Comment Meeting Date: XX-XX-XXXX (add date of the meeting); Agenda Item XXX (if your comment relate to a specific agenda item you must identify which item)

-Name:

-Contact Information

*-Comment on subject matter jurisdiction or specific Agenda Item (please keep comments to under **500-word count**)*