

# eComments User Guide

Welcome to the online citizen engagement tool, eComments. This tool allows citizens to log on to the City's website, review agenda information for the specific Boards and Commissions, and comment directly on agenda items through the website. Please note – when using eComments, it renders best in Google Chrome browser, however other browsers will work.

Log on to the city's website and navigate to the Meetings & Agendas page.



Find the upcoming meeting you wish to leave a comment and click on the eComment link next to the meeting.

The screenshot shows a website interface with a sidebar on the left and a main content area on the right. The sidebar contains a 'Minutes' section with various links. The main content area includes introductory text, a table of upcoming meetings, and several informational links. The 'Upcoming Meetings' table has columns for Name, Date, and a link to the Agenda. The link for the July 15, 2014 meeting is 'Agenda eComment', which is circled in red.

**Minutes**

- 2001 to 2007 Council Agendas & Minutes
- Burbank Municipal Code
- Election Information
- ▼ Candidates Information / Información para el Candidatos
- ▼ Previous Municipal Elections
- Thumbnail Sketch
- Boards, Commissions & Committees
- Statement of Economic Interests
- Forms
- Contact Us

To view the Agenda and all pertinent documents for an upcoming meeting click on Agenda under Upcoming Events.

Videos for all archived meetings are arranged by date, with the most recent at the top of the list. Minutes will be available after approval. You can also search the archives by typing keywords into the Search box. An asterisk (\*) denotes that these meetings are not archived; only Agenda and/or Minutes are available.

Live and Archived video can be viewed on most desktop browsers and a range of popular mobile devices. For additional information on supported platforms, please view the [minimum system requirements](#).

Members of the public are encouraged to attend public meetings of the City Council and the City's Boards, Commissions and Committees. The City Council generally meets on Tuesdays at 6:00pm. Click [here](#) to view Agenda Forecast.

Click here to download [Council Meeting Guidelines](#)

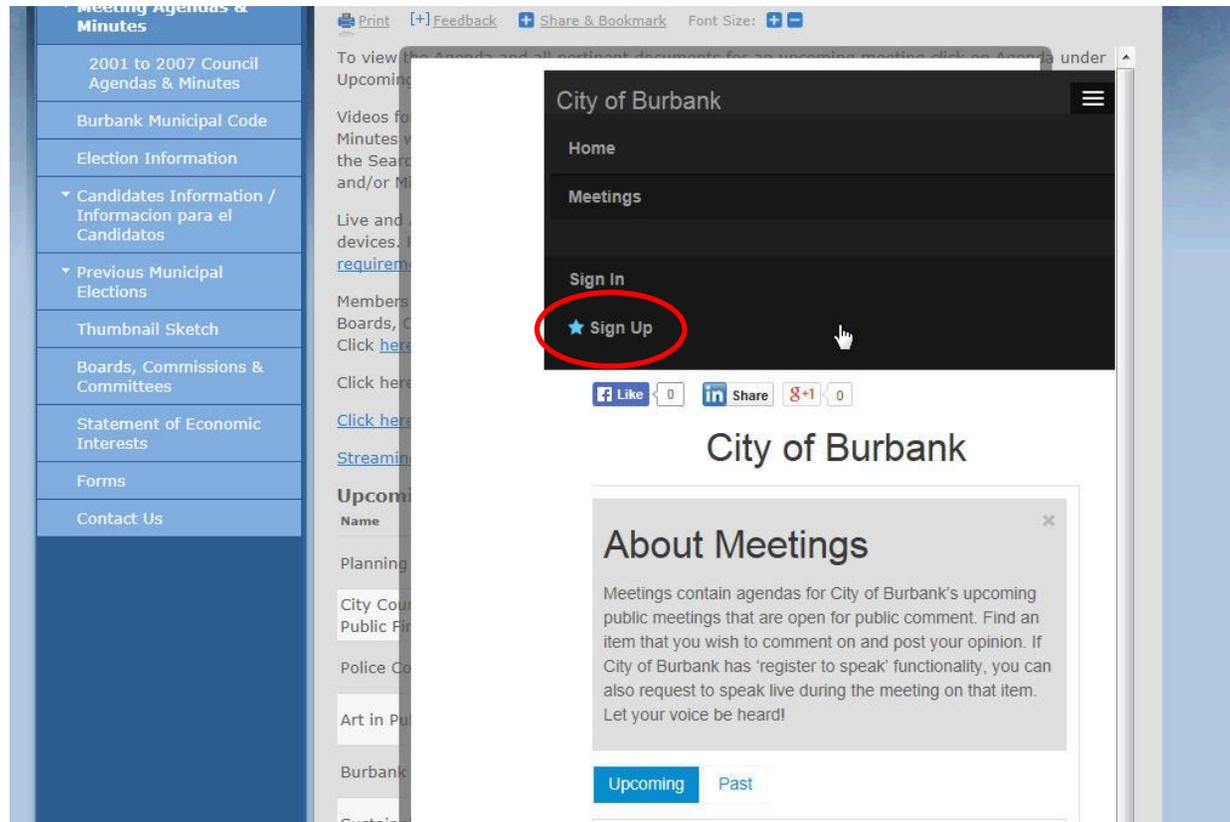
[Click here to view 2001-2007 Council Agendas & Minutes](#)

[Streaming video support](#)

**Upcoming Meetings**

Name	Date	
Planning Board Meeting	July 14, 2014 - 06:00 PM	<a href="#">Agenda</a>
City Council Meeting with Successor Agency and Public Financing Authority	July 15, 2014 - 05:50 PM	<a href="#">Agenda eComment</a>
Police Commission Meeting	July 16, 2014 - 06:00 PM	<a href="#">Agenda</a>
Art in Public Places Committee	July 17, 2014 - 06:00 PM	
Burbank Transportation Commission Meeting	July 21, 2014 - 05:00 PM	
Sustainable Burbank Commission	July 21, 2014 - 05:00 PM	
City Council Meeting	July 22, 2014 - 05:50 PM	
Senior Citizen Board (DARK JULY AND AUGUST)	July 23, 2014 - 06:00 PM	

If this is the first time submitting comments via eComments, a user must register with the site. Click on Sign Up.



The following information is required:

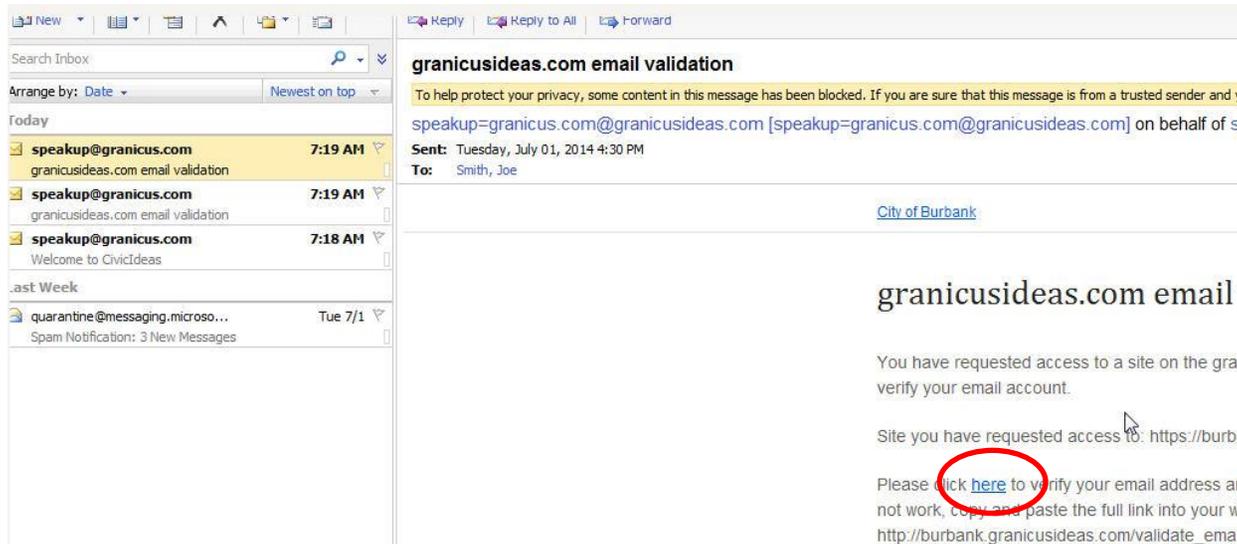
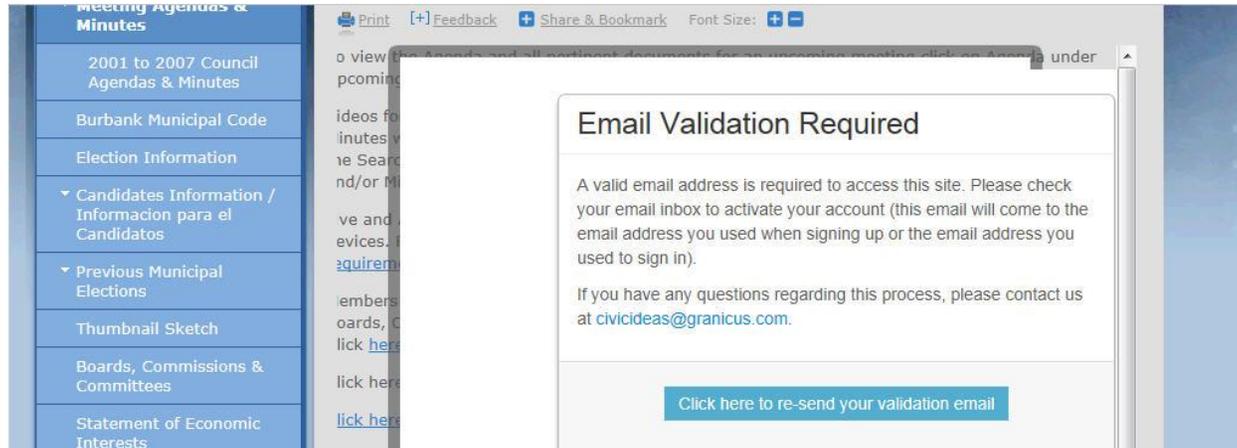
- A valid email address
- A password
- First and last name
- Address with postal code – if the user submits an invalid address or postal code, a warning will appear. The user may continue to sign up by submitting their postal code only.
- Click on Sign Up

The screenshot shows a web browser window with a 'Sign Up' form. The browser's address bar shows 'http://www.burbankca.gov'. The page has a blue sidebar with navigation links like 'Meeting Agendas & Minutes', '2001 to 2007 Council Agendas & Minutes', 'Burbank Municipal Code', 'Election Information', 'Candidates Information / Informacion para el Candidatos', 'Previous Municipal Elections', 'Thumbnail Sketch', 'Boards, Commissions & Committees', 'Statement of Economic Interests', 'Forms', and 'Contact Us'. The main content area is titled 'Sign Up' and contains the following fields:

- Email:** jsmith11@burbankca.gov
- Password:** (masked with dots)
- Name:** Joe Smith
- Address:** 275 E. Olive Ave. Burbank CA 91502

Below the form, there is a disclaimer: "By clicking 'Sign up' you agree to the [terms and conditions](#), and grant City of Burbank, Granicus and their designees the right use your ideas and submissions in any way they see fit without notice, attribution or compensation." At the bottom, there are two buttons: "Sign Up" and "Connect" (with a Facebook logo).

A user must validate their email address. To do so, navigate to your email. Open up the email titled “Granicus Ideas Email Validation” and find the link that says “please click here to verify your email address...”.



Once the mail address has been validated, it will direct back to the eComments page. A user may now begin leaving comments. Any upcoming meetings available through eComments will be listed. Click on View Agenda.

Please note when the eComments period closes for the meeting – it is approximately 24 hours prior to the start time of the meeting.

**City of Burbank**

### About Meetings ×

Meetings contain agendas for City of Burbank's upcoming public meetings that are open for public comment. Find an item that you wish to comment on and post your opinion. If City of Burbank has 'register to speak' functionality, you can also request to speak live during the meeting on that item. Let your voice be heard!

**Upcoming** Past

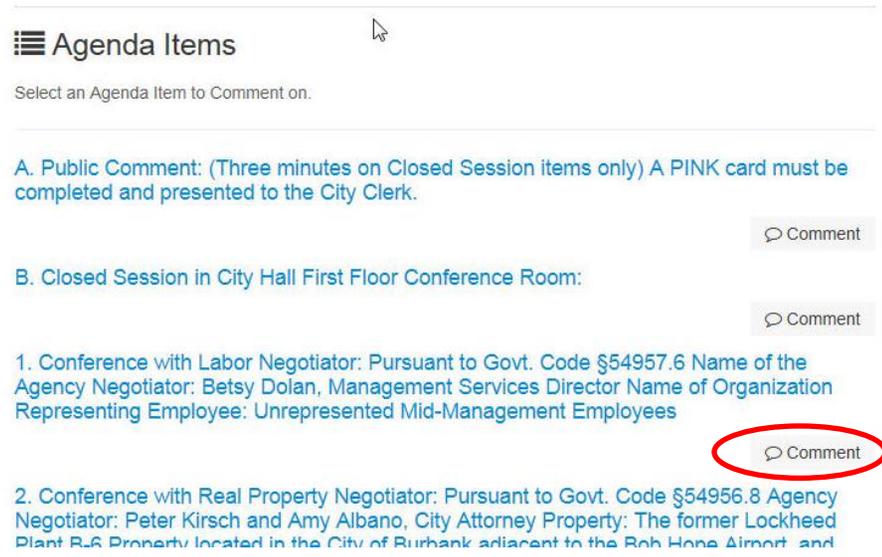
 **Meeting: City Council Meeting with Successor Agency and Public Financing Authority**

Meeting Time: July 15, 2014 at 5:50pm PDT

 Closes for Comment July 14, 2014 at 4:50pm PDT

[View Agenda](#)

Select the item(s) you wish to leave a comment.



**Agenda Items**

Select an Agenda Item to Comment on.

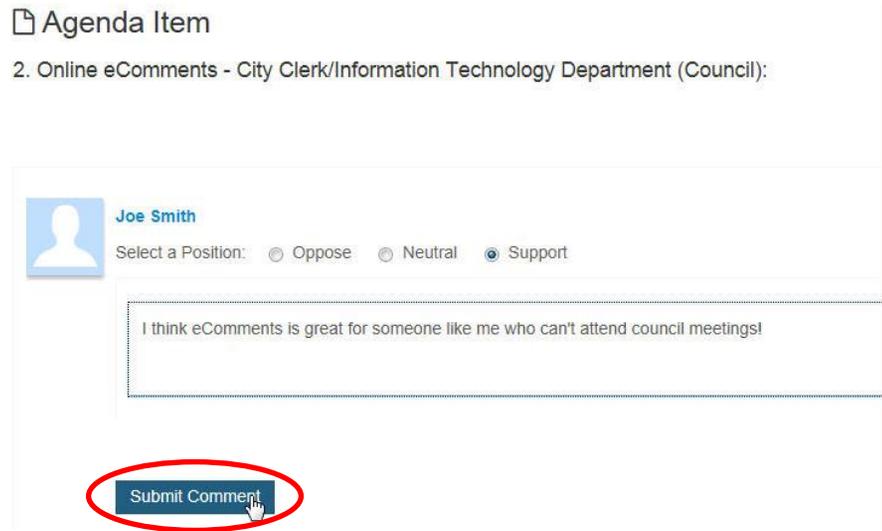
A. Public Comment: (Three minutes on Closed Session items only) A PINK card must be completed and presented to the City Clerk. Comment

B. Closed Session in City Hall First Floor Conference Room: Comment

1. Conference with Labor Negotiator: Pursuant to Govt. Code §54957.6 Name of the Agency Negotiator: Betsy Dolan, Management Services Director Name of Organization Representing Employee: Unrepresented Mid-Management Employees Comment

2. Conference with Real Property Negotiator: Pursuant to Govt. Code §54956.8 Agency Negotiator: Peter Kirsch and Amy Albano, City Attorney Property: The former Lockheed Plant R-6 Property located in the City of Burbank adjacent to the Bob Hope Airport and

A user must select a position: Oppose, Neutral or Support. Type a comment. Select Submit Comment when complete. Please note - users may comment on as many items on the agenda as they would like, however, they may only leave one comment per item. The comment character limit per item is 600 which is approximately 6 lines of text.



**Agenda Item**

2. Online eComments - City Clerk/Information Technology Department (Council):

**Joe Smith**  
Select a Position:  Oppose  Neutral  Support

I think eComments is great for someone like me who can't attend council meetings!

**Submit Comment**