

# 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.

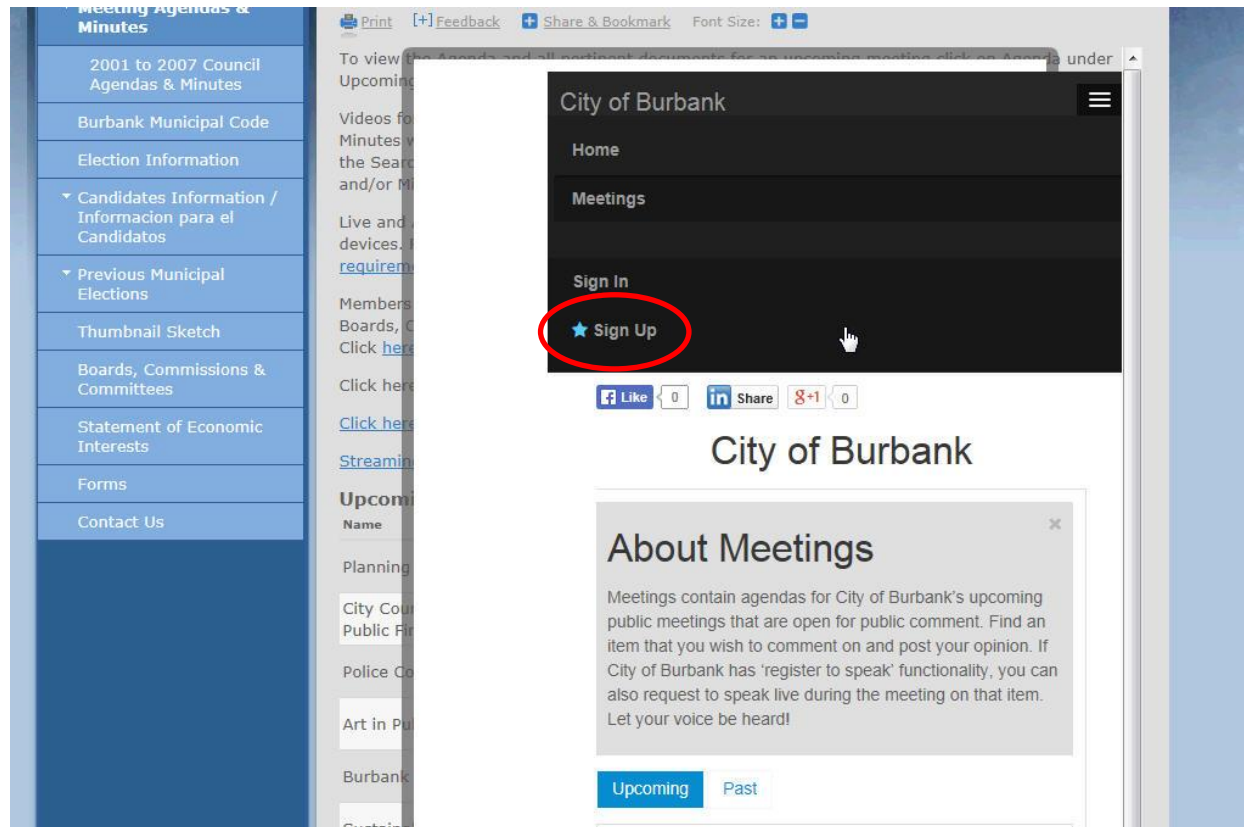


Find the upcoming meeting you wish to leave a comment and click on the eComment link next to the meeting.

The screenshot shows the City of Burbank website. On the left is a blue sidebar with a 'Minutes' section containing links to '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', and 'Contact Us'. The main content area has a header with 'Print', 'Feedback', 'Share & Bookmark', and 'Full Size' links. Below this is a paragraph about viewing the agenda and a search box. It then mentions video availability and provides a link to 'minimum system requirements'. A paragraph encourages public attendance and provides a link to the 'Agenda Forecast'. Below that is a link to 'Council Meeting Guidelines' and another to '2001-2007 Council Agendas & Minutes'. A section titled 'Streaming video support' is also present. The 'Upcoming Meetings' section is a table with columns for 'Name' and 'Date'. The table lists several meetings, with the 'City Council Meeting with Successor Agency and Public Financing Authority' on July 15, 2014, at 05:50 PM, having links for 'Agenda' and 'eComment'. The 'eComment' link is circled in red. The table continues with 'Police Commission Meeting' on July 16, 'Art in Public Places Committee' on July 17, 'Burbank Transportation Commission Meeting' on July 21, 'Sustainable Burbank Commission' on July 21, 'City Council Meeting' on July 22, and 'Senior Citizen Board (DARK JULY AND AUGUST)' on July 23.

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</a> <a href="#">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

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

Contact Us

Print [+]  
Feedback  
Share & Bookmark  
Font Size: + -

## Sign Up

Email

[Already have an account?](#)

Password

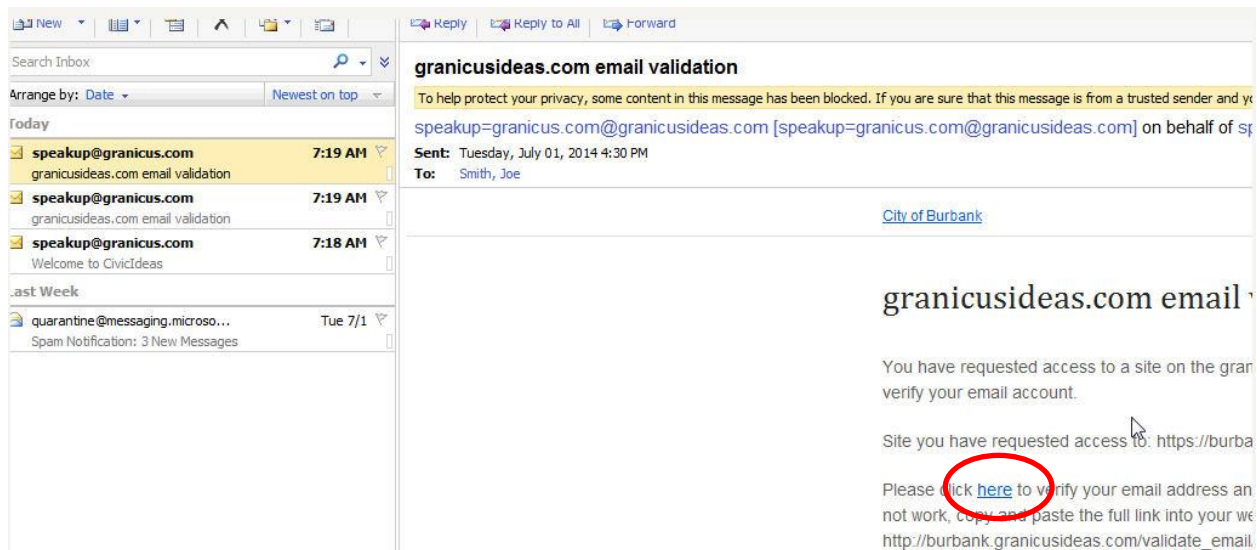
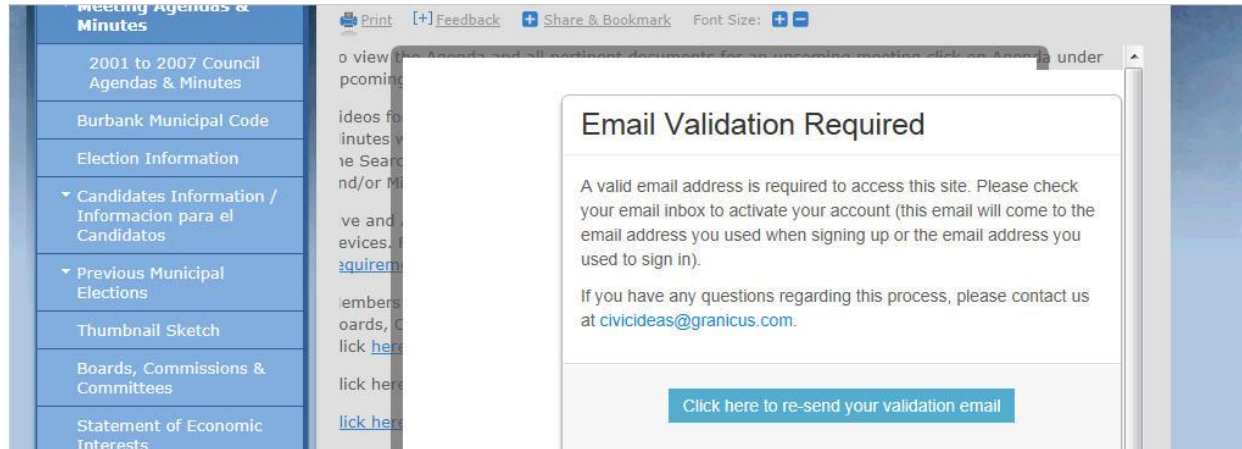
Name

Address

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.

[Sign Up](#) or [Connect](#)

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

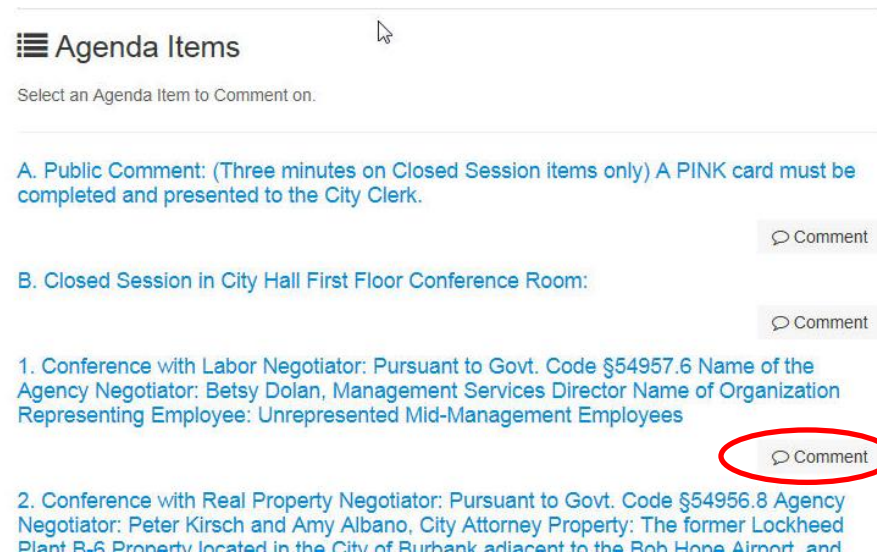
**Meeting: City Council Meeting with Successor Agency and Public Financing Authority**

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.

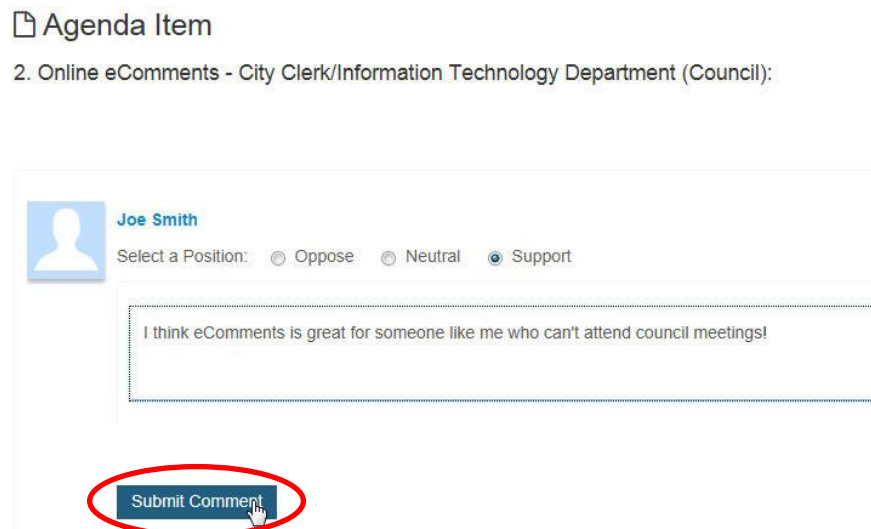
A. Public Comment: (Three minutes on Closed Session items only) A PINK card must be completed and presented to the City Clerk.

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

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

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