

Long Beach City Clerk Department  
333 West Ocean Boulevard  
Long Beach, CA 90802

April 2011

# Welcome to eComment

## eComment comes to Long Beach

Constituents can now comment on upcoming agenda items via our website using eComment. To leave a comment users click on eComment on our agenda page (<http://longbeach.legistar.com/Calendar.aspx>), select the item they wish to comment on and submit their written comment. eComment begins at 4:30 p.m., Friday of the prior week, and closes one hour before the start of the regular Tuesday meeting. Comments are exported into a report and distributed to Mayor and City Council, City Attorney, City Auditor, City Prosecutor and City department staff.

## eComment Improves Meeting Participation

Due to work, school, and family commitments, constituents are not always able to attend City Council meetings. The eComment solution provides constituents an opportunity for participation when they cannot be at a City Council meeting in person. Using eComment allows any person, anywhere to leave a comment on an agenda item via the Internet.

## eComment is Transparent Government

eComment is also a valuable tool for staff. Significant staff time savings can be realized by encouraging constituents to post their comments using eComment as opposed to sending emails or leaving phone messages with City staff. Having a central repository for comments ensures that the Council and City staff are in compliance with the Brown Act by having a transparent, predictable process for managing public comment that occurs outside the Council Chamber.

## eComment, Your Mayor and City Council

For each regular meeting, eComments will be distributed to the City or district office of the following elected officials: Bob Foster, Mayor; Robert Garcia, 1st District; Suja Lowenthal, Vice-Mayor, 2nd District; **Gary DeLong, 3rd District; Patrick O'Donnell, 4th District; Gerrie Schipske, 5th District; Dee Andrews, 6th District; James Johnson, 7th District; Rae Gabelich, 8th District; and Steven Neal, 9th District.**



## Getting Started with eComment

1. After viewing the Agenda Calendar page and selecting eComment, users will be redirected to the eComment Welcome Page.

2. Users are prompted and required to enter their email and address information, and Council District. This information is kept as part of the record, **but only a user's name is listed on the eComment report.** Users then click "Next" and the agenda is displayed.

3. Users scroll through the agenda and click Comment on the agenda item that they wish to remark on. Users may only comment on one item at a time. However, they can go back and select additional items and may comment as many times as they like.

The screenshot shows the Long Beach City Council Agenda Calendar page. The page has a navigation bar with 'City Home', 'Legislation', 'Calendar', 'City Council', 'Board and Commission', 'People', 'City View', and 'Web Portal'. Below the navigation bar is a search bar and a 'Search Calendar' button. The main content is a table with columns: Name, Meeting Date, Meeting Time, Meeting Location, Meeting Details, Agenda, Minutes, Files, and Comments. The 'Comments' column contains a link labeled 'eComment' which is circled in red. A green circle with the number '1' is overlaid on the 'eComment' link.

The screenshot shows the eComment Welcome Page. It has a navigation bar with 'Your Details', 'Select Agenda Item', and 'Comment'. Below the navigation bar is a form with fields for: First Name (Larry), Last Name (Herrera), Email (larry.herrera@longbeach.gov), Street (333 W. Ocean Blvd), I live in District (District 1), City/Town (Long Beach), State (CA), and Zip (90802). A 'Next' button is located at the bottom of the form. A green circle with the number '2' is overlaid on the 'Next' button.

The screenshot shows the eComment page with a list of agenda items. The navigation bar has 'Your Details', 'Select Agenda Item', and 'Comment'. Below the navigation bar is a section titled 'Select an item to comment on'. The list of items includes: 'Proclamation for Campfire USA 101 Birthday', 'PUBLIC COMMENT:', 'CONSENT CALENDAR:', 'lawsuit entitled Slavin v. City of Long Beach, et al; and to pay sum of \$17,000 in full settlement of lawsuit entitled Edward D. Sullivan and Valerie A. Sullivan v. City of Long Beach, et al.', '3. (11-0196) Recommendation to approve the minutes for the City Council meetings and City Council Study Sessions held Tuesday, February 8 and 15, 2011.', '4. (11-0221) Recommendation to refer to City Attorney damage claims received between February 7, 2011 and February 18, 2011.', '5. (11-0194) Recommendation to approve the destruction of records for Long Beach Police Department Internal Affairs as shown in Exhibit A; and adopt resolution.', and '6. (11-0198) Recommendation to adopt resolution approving the application for grant funds through the California Department of Exports and Economic Development under a grant agreement entitled "Leading...'. Each item has a 'Comment' button to its right. A green circle with the number '3' is overlaid on the 'Comment' button for the first item.

Your Details Select Agenda Item **Comment**

Selected Item

Proclamation for Campfire USA 101 Birthday.

Your Comment \*

The Campfire USA 101 Birthday is a good day for all. I will support their program by buying as many boxes of cookies as I can.

You have 173 characters remaining.

*ntrymand /es*

Prove that you are a human:

Submit

4

Your Details Select Agenda Item **Comment**

**Congratulations!**

Thank you for your comment. Your comment was submitted to the City Clerk Department for placement in the public record.

[Comment on Another Item](#)

5

eComments Summary Export to Excel CLOSE X

Item	0	0	1	1
15. (11-0218) Recommendation to request City Manager to evaluate the cost vs. benefits of installing video cameras on our street sweeping vehicles.	0	0	1	1
Proclamation for Campfire USA 101 Birthday.	0	0	1	1
12. (11-0204) Recommendation to authorize City Manager to execute any and all documents necessary for a License Agreement between the City of Long Beach and Signal Hill Petroleum (SHP), Inc., a California corporation, for use of City-owned land located at the corner of 2nd Street and Shopkeeper Road, to allow access to oil operations at the adjacent property; and increase appropriations in the General Fund (GF) of the Department of Public Works (PW) by \$12,000. (District 3)	0	0	1	1
1. (11-0197) Recommendation to receive and file report on travel to Sacramento for legislative business, February 14, 2011.	0	0	2	2
4. (11-0221) Recommendation to refer to City Attorney damage claims received between February 7, 2011 and February 16, 2011.	0	0	1	1
2. (11-0192) Recommendation to authorize City Attorney to pay the sum of \$110,000 in full settlement of lawsuit entitled <i>Slavin v. City of Long Beach</i> , et al) and to pay sum of \$37,000 in full settlement of lawsuit entitled <i>Edward D. Sullivan and Valene A. Sullivan v. City of Long Beach</i> , et al.	0	0	1	1
			7	

6

eComments Received

Date	Name	Email	Street	Neighborhood/City/Town	CD	Zip	Position	Comment	Received
15, (11-0218)	Merianne Nakagawa	Merianne.Nakagawa@longbeach.gov	303 W. Ocean Blvd.	Lakewood	CA	90711	None	#?	3/1/2011

4. Once an item is selected, the user will be shown a text box and will type in their remarks.

As eComment is not a blog page, and to protect eComment from spammers, users must enter the code words they see at the bottom of the screen.

5. After a user clicks "Submit", a Congratulations screen assures users that their comments have been received. Users may go back to the agenda or choose to comment on another item.

6. The eComment period will close one hour before the start of the Tuesday regular meeting. A report listing comments will be distributed at the start of the meeting and will be published to the minutes of a subsequent agenda.

Long Beach City Clerk  
April 2011

## eComment User Agreement

By posting to eComment, users agree to the following terms:

1. Users will only submit comments that are respectful of others and which are civil.
2. Users will complete all required identification information. Anonymous or incomplete submittal forms will not be accepted.
3. Users will use their real name and will not post comments using fictional or pseudo names.
4. Users warrant that they own or have permission to post the information contained in their postings, including but not limited to video, photos, or digital reproductions and that no copyright or trademark infringement has taken place due to posting it on this site. Further, the City of Long Beach does not guarantee or warrant that any information posted by users on this site is correct, and disclaims any liability whatsoever for any loss or damage resulting from reliance on any such information.
5. Users of this site do not retain any rights over their postings. Postings are intended for public view and any personal information posted constitutes a waiver of any rights to privacy or confidentiality.
6. Once posted, the City of Long Beach, reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, or religious group. Further, the City of Long Beach also reserves the right to delete comments that are: (i) spam or include links to other sites; (ii) clearly off topic; (iii) advocate illegal activity; (iv) promote particular services, products, or political organizations; (v) infringe on copyrights or trademarks; or (vi) are violative of Section 3 appropriateness guidelines.

## eComment User Privacy

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

## Questions About eComment

For more information about eComment Policy and User Requirements contact the City Clerk Department at (562) 570-6101, or via email at [cityclerk@longbeach.gov](mailto:cityclerk@longbeach.gov).

