

Office of the City Clerk  
835 East 14th Street  
San Leandro, CA 94577

August 2021

# Welcome to eComment

## eComment comes to San Leandro

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 (<https://sanleandro.legistar.com>), select the item they wish to comment on and submit their written comment. eComment begins at 4:30 p.m., Thursday of the week before the City Council meeting, and closes at 11:59 p.m. on the Sunday immediately prior to the upcoming regularly scheduled City Council meeting to provide the community the opportunity to use the weekend for agenda review. Comments are exported into a report and distributed to Mayor and City Council, City Attorney, and City department staff.

## eComment Improves Meeting Participation

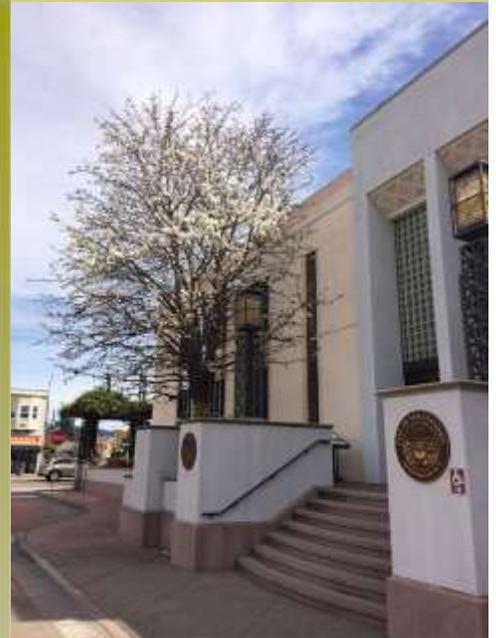
Due to work, school, and family commitments, constituents are not always able to attend City Council meetings. The eComment solution provides constituents an opportunity for participation when they cannot be at a City Council meeting in person. Using eComment allows any person, anywhere to leave a comment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



# How to Use eComment

1. Click on the agenda of an upcoming meeting on Meeting Central. For a specific agenda item, you can view any text and attachments.
2. Click eComment.

The screenshot shows the City of San Leandro Meeting Central website. The header includes the city logo and name. The navigation menu has tabs for Home, Records, Calendar, City Council & Committees, and Boards & Commissions. Below the navigation, there are search filters for year (2021) and committee (City Council). A table lists upcoming meetings. The first row, for a City Council meeting on 12/31/2021 at 11:59 PM, is highlighted. In this row, the 'Meeting detail' link, the 'Agenda' link (with a document icon), and the 'eComment' link are circled in red. Red arrows point from the text below to these links.

Name	Meeting Date	Meeting Time	Meeting Location	Meeting Details	Agenda	Minutes	Video/Audio	eComment
City Council	12/31/2021	11:59 PM	City Council Chambers <i>TEST ONLY</i>	<a href="#">Meeting detail</a>	<a href="#">Agenda</a>	Not available	Not available	<a href="#">eComment</a>
City Council	12/20/2021	6:30 PM		Meeting details	Not available	Not available	Not available	Not available
City Council	12/13/2021	6:30 PM	<i>Work Session</i>	Meeting details	Not available	Not available	Not available	Not available

**Explore the agenda and specific items.**

**Click eComment.**

## How to Use eComment 2

3. Click Comment to add your thoughts to specific item.

The screenshot shows the City of San Leandro eComment interface. At the top left is the City of San Leandro logo. The main header reads "CITY OF SAN LEANDRO CALIFORNIA". Below this, a blue banner indicates a meeting: "Meeting: City Council on 2021-09-05 6:30 PM". To the right of the banner are "SIGN UP" and "Connect" buttons, and an "email address" input field with a "Sign Up" button. Below the banner, the meeting details are shown: "Meeting Time: December 31, 2021 at 11:59pm PST". A "Disclaimer" section follows, stating: "Tell us what's on your mind. Your comments will become part of the official public record. If you do not want your personal information included, do not sign in. Constituents may eComment on a specific item one time only." Below the disclaimer, it says "7 Comments" and "Closes for Comment December 31, 2021 at 5:28am PST". The "Agenda Items" section is titled "Agenda Items" and includes a sub-header "Select an Agenda Item to Comment on". Two items are listed: "21-273 Test Only 1" with "Legislation Text" and "7 Comments", and "21-423 Test Only 2" with "Legislation Text" and "Attachment 1.pdf". Each item has a "Comment" button. Red arrows point from the text annotations to the "7 Comments" link for the first item and the "Comment" button for the second item.

**Click to view others' comments.**

**Click to add your comment for a specific item.**

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4. Indicate your position on the item.
5. Write your comment in the text box.
6. Click Submit to finish.

Agenda Item

21-273 Test Only 1

[Legislation Text](#)

Hello Guest User

Please enter your information or [Sign In](#)

Select a Position:  Oppose  Neutral  Support

**Select your position if desired.**

**Write your comment here.**

500 of 500 characters remain

**Click Submit and you're done!**

Submit Comment

## eComment User Agreement

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

1. Users will only submit comments that are respectful of, and germane to the agenda item.
2. Users will complete all required identification information. Incomplete submittal forms will not be accepted.
3. Users will use their real name and will not post comments using fictional or pseudo names. If Users wish to remain anonymous when participating in public comment they should attend and speak their comments during the City Council meeting when the agenda item is called.
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 when posting their comment. Further, the City of San Leandro 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 San Leandro 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 San Leandro 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.

## 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 (510) 577-3367, or via email at [cityclerk@sanleandro.org](mailto:cityclerk@sanleandro.org).

