

# Concord City Council Meeting FAQs

**The Concord City Council holds regular meetings** on the first, second and fourth Tuesday of the month at the Concord Civic Center, 1950 Parkside Dr. at 6:30 p.m. Meetings may be cancelled if there is not sufficient business to warrant a meeting.

The public is encouraged to participate in the City's decision-making process and is invited to attend City Council meetings or view them on Concord Cable TV channel 28 (Comcast), 29 (Astound), or AT&T Universe (99). Meetings are also streamed live from the City of Concord website at [www.cityofconcord.org](http://www.cityofconcord.org). Archive video of past meetings is available from the home page.

City Council meeting agendas and staff reports are generally posted on the City's website on the Wednesday before the Tuesday meeting. To access the agenda from the home page, select City Government/Agendas and Minutes/City Council or click on the meeting date on the calendar at the bottom of the home page.

## **Types of City Council meetings:**

- **Regular meetings convene at 6:30 p.m.** in the Council Chamber at the Concord Civic Center, 1950 Parkside Drive. Special meetings may be convened at other times as noticed.
- **Closed Session meetings** are held only under limited circumstances, as provided by State law, to discuss litigation and personnel matters and are not open to the public. The Closed Session agenda is posted on the website on the Friday afternoon prior to the Tuesday meeting date.
- **Study Sessions** provide an opportunity for City staff to report to the City Council on specified items and issues, normally without taking a formal action. Study sessions are held as needed.

## **City Council meeting agendas and minutes:**

- The City Manager oversees the preparation of an agenda for each City Council meeting. Agendas are generally posted as a courtesy to the public on the City's website on the Wednesday prior to the Tuesday night meeting.
- The Brown Act requires that City Council meeting agendas be posted in a public area 72 hours before the meeting. Concord's official posting cabinet is located adjacent to the entrance to the Civic Center at 1950 Parkside Drive.
- A Report to Council is prepared for each item on the agenda and is available online as a link to the agenda item for which the report is prepared. These reports contain a detailed description of the item being considered and the action recommended by City staff.
- Printed copies of the agendas and staff reports are available 72 hours in advance of the meeting at the City Clerk's Office at Civic Center, 1950 Parkside Drive.
- After the meeting, Annotated Agendas provide a brief summary of the action taken at the meeting and are generally posted on the website the day following the meeting.

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- Minutes of the meeting are the official record of the actions taken and are posted to the website following approval by the City Council at a subsequent meeting.

## What you will find on the City Council Meeting Agenda

- **Public Comment Period:**

The City Council welcomes your participation at its meetings. The public may address the City Council on any item not on the agenda during the public comment period at the beginning of the meeting. If you wish to address the City Council, please fill out a speaker's card and submit it to the City Clerk before the meeting. Comments are limited to three minutes per speaker. The Council cannot take action on matters presented during the public comment period.

If you have documents you wish to present to the City Council for consideration, please hand them to the City Clerk prior to making your comments. The City Clerk will distribute them to the Councilmembers.

- **Public Comment on Agenda Items:**

For each agenda item, the Mayor will call for speakers after the staff report is presented and prior to Council discussion. If you wish to address the City Council, you are requested to fill out a speaker's card and submit it to the City Clerk before the item is called, preferably at the beginning of the meeting. The information on the speaker's card is subject to disclosure under the California Public Records Act.

When your name is called, approach the podium and speak into the microphone, stating your name for the record.

After public comment is concluded, the item is closed and brought to the Council for discussion and action. Further comment from the audience will not be received unless requested by the Council.

- **Consent Calendar** matters are considered by the Council to be routine and are acted upon in a single motion. There is no separate discussion of these items unless a request is made prior to the time the Council considers the motion to adopt the consent calendar. If you wish to remove an item from the Consent Calendar for discussion, you are requested to fill out a speaker's card at the beginning of the meeting and present it to the City Clerk.
- **Public Hearings** are held on matters as required by law. Persons who wish to speak at public hearings will be heard when the hearing is opened, unless the public hearing was held previously and closed to public comment. No public hearing shall commence after 10 p.m. unless authorized by a majority vote of the City Council.
- **Consideration Items** require City Council discussion and/or decision, but do not legally require a public hearing. City Council members are permitted to ask questions of staff and the principals involved in the project before the mayor invites citizens to provide input.

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- **Council and Staff Reports** are informational reports presented by Councilmembers or staff that do not generally involve decisions by the Council.
- **Date and Time** of the next regular Council meeting is located at the end of the previous meeting's agenda.

**City Council Actions:** The City Council takes action in three ways:

- **Ordinances** are laws adopted at public hearings by the City Council which usually amend the Municipal Code or modify zoning designations. Most ordinances require votes at two separate Council meetings; introduction at the first meeting followed by adoption at the second meeting. Most ordinances become effective 30 days after adoption. Under certain circumstances, the Council may pass an urgency ordinance which becomes effective immediately and must have a four-fifths vote of the Council. An ordinance can be repealed only by another ordinance.
- **Resolutions** usually establish Council policy or direct certain types of administrative action. They require a majority vote and are usually effective immediately. Unlike an ordinance, a resolution requires only one reading and may be changed by a subsequent resolution. They do not usually require a public hearing.
- **Motions** are used to approve policy, establish procedures or provide direction to staff.

## **Televised Coverage:**

All regular meetings of the Concord City Council are televised live on Concord Cable TV channels 28 (Comcast), 29 (Astound), and AT&T U-verse (99). Meetings are also streamed live from the City of Concord website at [www.cityofconcord.org](http://www.cityofconcord.org). Archive video of the meetings is available from the website home page by selecting "All Videos" from the "Video & TV" box on the right panel.

## **Services for the Hearing Impaired:**

Hearing impaired attendees are welcome to use the Easy Listener Sound Amplifier units available in the Council Chamber. Please alert the City Clerk if you would like to use this service.

## **More information:**

For more information, contact the City Clerk's office at (925) 671-3495 or visit the Concord Civic Center, 1950 Parkside Drive.

