



## **General Information about the Agenda Process**

The City Manager oversees the preparation of an agenda for each City Council meeting.

The agendas for City Council meetings are generally posted as a courtesy to the public on the City's website on the Wednesday prior to the Tuesday night meeting.

A Report to Council is prepared for most items on the agenda and is available 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.

A Closed Session agenda, when needed, is posted to the website on the Friday afternoon prior to the Tuesday meeting date.

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.

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.

Annotated Agendas provide a brief summary of the action taken at the meeting and are generally posted to the website the day following the meeting.

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.

Meetings are televised live on Concord Cable TV, channels 28 (Comcast) and 29 (Astound) and can be found on AT&T U-verse on channel 99. For a rebroadcast schedule, from the "Video & TV" box on the home page in the right column, select "schedule" under the Concord TV heading.

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

\* Reports are linked to the Agenda in Adobe Acrobat format. You will need the free reader software to view them. Visit [www.adobe.com/products/reader](http://www.adobe.com/products/reader) for more information.

