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### **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 Web site on the Tuesday prior to the Monday night meeting.

A Report to Council is prepared for each item 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 Web site on the Thursday afternoon prior to the Monday 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 Web site the day following the meeting.

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

Meetings are televised live on Concord Cable TV, channels 28 (Comcast) and 29 (Astound). For a rebroadcast schedule, locate the Concord TV logo in the lower right corner of the City's home page, and select "TV schedule."

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.