



## HOW TO VIEW CITY COUNCIL AGENDAS

### Step 1:

Scroll down to the CivicPlus widget. Scroll through till you find the meeting you are looking for and click on the box (in this example we will use the City Council Meeting for Wednesday October 25<sup>th</sup>, 2023).

The screenshot shows a sidebar on the left with 'Public Notices' and 'Public Records Requests'. The main content area has a search bar and a 'VIEW TODAY' button. Below is a list of 'Past Events':

- 8:30 PM Planning Commission
- Thursday, OCT 19, 2023, 5:30 PM Parks and Recreation Commission - Cancelled (1600 Beverly Blvd. Montebello, CA 90640)
- Tuesday, OCT 24, 2023, 6:00 PM Civil Service Commission (1600 Beverly Blvd. Montebello, CA 90640)
- Wednesday, OCT 25, 2023, 6:00 PM City Council (1600 W. Beverly Boulevard Montebello, CA 90640) - **Selected by red arrow**
- Thursday, OCT 26, 2023, 4:00 PM City Council - Special (1600 W. Beverly Blvd. Montebello, CA 90640)

### Step 2:

From here you can look at the Agenda and Agenda Packet. To the left of the agenda preview you will find various bookmarks; clicking one will take you instantly to whichever section of the Agenda or Agenda Packet you would like to view. You can also download the Agenda and Agenda Packet by clicking on the arrows next to the respective items (please note you will need Adobe Acrobat to view the downloaded Agenda/Agenda Packet).

The screenshot shows the 'City Council - October 25, 2023' agenda page. The left sidebar contains a list of items:

- Agenda
- Agenda Packet
- FISCAL YEAR 2023-24 FIRST QUARTER
- Agenda Staff Report
- Attachment A - Revenue Summary
- Attachment B - Expenditure Summary
- First Quarter Fiscal Year 2023-24 Treasurer
- Agenda Staff Report
- Attachment A - Monthly Cash Report**
- Attachment B - Portfolio Summary**
- AWARD PROFESSIONAL SERVICES A.
- Agenda Staff Report
- Attachment A - Community Works Design Group Agreement In Substantial Form
- UNINTERRUPTED POWER SYSTEM IJ.
- Agenda Staff Report

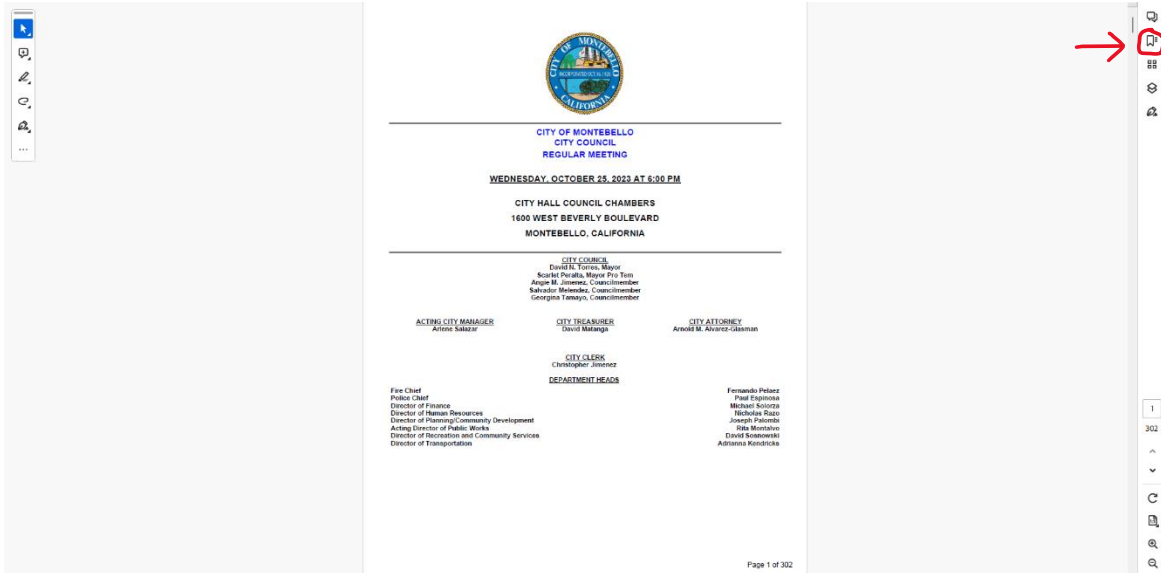
The main content area displays the agenda packet cover page, which includes the City of Montebello logo, the text 'CITY OF MONTEBELLO CITY COUNCIL REGULAR MEETING', the date and time 'WEDNESDAY, OCTOBER 25, 2023 AT 6:00 PM', and the location 'CITY HALL COUNCIL CHAMBERS 1600 WEST BEVERLY BOULEVARD MONTEBELLO, CALIFORNIA'. It also lists the City Council members and various city departments.

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## Step 3:

If you choose to download the Agenda/Agenda Packet. Once you open the Agenda/Agenda Packet you may click the small ribbon symbol on the right-hand side to access the same bookmarks from the website.



## Step 4:

Same as the bookmarks on the website, clicking on one of these will take you directly to that exact section in the Agenda/Agenda Packet.

