



# City of Fort Bragg

416 N Franklin Street  
Fort Bragg, CA 95437  
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## Meeting Agenda Finance and Administration Committee

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Wednesday, June 1, 2016

3:00 PM

City Hall Conference Room, 416 N. Franklin  
Street

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### MEETING CALLED TO ORDER

### ROLL CALL

### 1. APPROVAL OF MINUTES

- 1A. [16-217](#) Approve Minutes of Special Meeting of May 3, 2016

Attachments: [FACM2016-05-03\\_Special](#)

### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

### 3. CONDUCT OF BUSINESS

- 3A. [16-214](#) Receive Report Regarding Modifications to City Council, Council Committee, and Planning Commission Meeting Minutes Format and Provide Recommendation to the City Council

Attachments: [06012016 Brief Summary Minutes Staff Report](#)

[Attachment 1 - Features & Benefits of Brief Minutes](#)

[Attachment 2 - CCAC Guidelines for Preparing Minutes](#)

- 3B. [16-216](#) Receive Oral Update from Staff on Departmental Activities

### MATTERS FROM COMMITTEE / STAFF

### ADJOURNMENT

STATE OF CALIFORNIA       )  
                                          )ss.

COUNTY OF MENDOCINO    )

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on May 27, 2016.

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Brenda Jourdain, Administrative Assistant

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