



# City of Fort Bragg

416 N Franklin Street  
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## Meeting Agenda

### Finance and Administration Committee

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Wednesday, November 7, 2018

11:00 AM

Town Hall, 363 N. Main Street

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#### MEETING CALLED TO ORDER

#### ROLL CALL

#### 1. APPROVAL OF MINUTES

- 1A. [18-442](#) Approve Minutes of October 3, 2018

**Attachments:** [FACM2018-10-03](#)

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

#### 3. CONDUCT OF BUSINESS

- 3A. [18-440](#) Receive a Status Update on Legal Services Provided to the City from the Law Offices of Jones & Mayer

**Attachments:** [11072018 City Attorney Contract Review](#)

[Att 1: Retainer Agreement for City Attorney Services](#)

- 3B. [18-441](#) Receive Report and Consider Recommended Changes to Annual Fee Schedule Adjustments

**Attachments:** [11072018 Fee Schedule Process Review](#)

[Att 1: 2019 Fee Schedule - Proposed](#)

[Att 2: CSMFO Survey](#)

- 3C. [18-429](#) Receive Report Regarding Proposed Audit and Outsourcing Administration of The City's Transient Occupancy Tax Revenue Stream and Provide Direction to Staff

**Attachments:** [11072018 TOT Audit](#)

[Att 1: Muni Services Proposal](#)

[Att 2: Hdl Proposal](#)

- 3D. [18-415](#) Receive Oral Update from Staff on Departmental Activities

#### 4. 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 November 2, 2018.

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Brenda Jourdain, Administrative Assistant

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