

32



CITY OF SACRAMENTO

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RECEIVED
JUN 1 1983

June 1, 1983

Sacramento City Council
Sacramento, CA 95814

Members in Session:

SUBJECT: New Council Agenda/Synopsis/Minutes Format

SUMMARY:

Attached for your review are two pages of the new agenda/synopsis/minutes formats to facilitate the use of the word processing equipment.

BACKGROUND:

On May 8, 1980, the Council adopted the new formats on the attached documents pending the acquisition of word processing equipment. This office was unable to utilize these new formats until staff was trained and familiar with the equipment.

Attached for review are the following:

1. Exhibit A - New Agenda format
2. Exhibit B - New Synopsis format
3. Exhibit C - New Minute format

FILED
By the City Council
Office of the City Clerk

JUN 7 1983

SUMMARY:

This is for information only and no action is required. The new formats will be implemented for the Council meeting of June 14, 1983.

Respectfully submitted,

Lorraine Magana
Lorraine Magana, City Clerk

Attachments

FOR INFORMATION ONLY:

Walter J. Slupe
Walter J. Slupe, City Manager

June 7, 1983
All Districts