



**CITY OF FORT BRAGG**

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**FINANCE AND ADMINISTRATION COMMITTEE ITEM SUMMARY REPORT**

**MEETING DATE:** DECEMBER 8<sup>TH</sup> 2021  
**TO:** Finance and Administration Committee  
**AGENDA ITEM TITLE:** Receive Reportable Items Report

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**BACKGROUND AND OVERVIEW:**

Municipal Code and fiscal policies of the City of Fort Bragg require certain items to be reported to the Finance and Administration Committee each Fiscal Quarter. Items required to be reported are:

- 1) The City's investment portfolio
- 2) Approved intradepartmental budget transfers
- 3) Contracts under \$25,000 which are approved by the City Manager
- 4) Change orders approved by the City Manager per Purchasing Policies and Procedures
- 5) List of disbursements

The reportable items for Quarter one of the Fiscal Year 2020/21 have been compiled to be presented today.

There were no approved intradepartmental budget transfers for the Quarter.

**RECOMMENDATION:**

The committee to accept the Quarter's report ended September 30, 2021, for information purposes only.

**ALTERNATIVES:**

Request additional information related to reportable items.

**ATTACHMENTS:**

1. Treasurer's Report (Investment Portfolio)
2. Contracts under \$25k Report
3. Change Orders Report
4. Disbursements Listing