



**CITY OF FORT BRAGG**

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**FINANCE AND ADMINISTRATION COMMITTEE ITEM SUMMARY REPORT**

**MEETING DATE:** January 8<sup>th</sup> 2020  
**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 on a quarterly basis. 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 the 1<sup>st</sup> quarter of Fiscal Year 2019-20 have been compiled to be presented today.

There were no approved intradepartmental budget transfers for the quarter.

**RECOMMENDATION:**

Accept report.

**ALTERNATIVES:**

Request additional information related to reportable items.

**ATTACHMENTS:**

1. Contracts under \$25k Report
2. Change Orders Report
3. Disbursements Listing