



**CITY OF FORT BRAGG**

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**FINANCE AND ADMINISTRATION COMMITTEE ITEM SUMMARY REPORT**

**MEETING DATE:** December 5, 2018  
**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 1st quarter of Fiscal Year 2018-19 have been compiled. There were no approved intradepartmental budget transfers for the period. Staff will answer any questions posed by the committee regarding the reports.

**RECOMMENDATION:**

Accept report.

**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