

Reporting Period:  
1/14 - 1/27/20

Agenda Worksheet  
Meeting Date: February 10, 2020

Due Date: January 28, 2020

**Checks:**

					Redevelopment Agency	
Accounts Payable Issued	Check Date	Check Numbers	Amount	Void Date	Check Date	Amount
	01/15/20	71705-71863	567,893.34		01/15/20	\$3,196.31
	01/22/20	71864-71978	314,069.80		01/17/20	\$67.03
					01/22/20	\$390.89
<b>Total</b>			<u>\$881,963.14</u>		<b>Total</b>	<u>\$3,654.23</u>
<b>Accounts Payable Voided</b>	01/15/20		\$324.39			
	01/22/20		\$45.00			
	01/00/00					
	01/00/00					
	01/00/00					
<b>Total</b>			<u>\$369.39</u>			\$3,654.23
<b>Payroll Issued</b>	01/15/20	411348-411377	\$22,277.32			
	01/22/20		\$0.00			
	01/00/00					
	01/00/00					
	01/00/00					
<b>Total</b>			<u>\$22,277.32</u>			
<b>Payroll Voided</b>	01/15/20		\$0.00			
	01/22/20		\$0.00			
	01/00/00					
	01/00/00					
	01/00/00					
<b>Total</b>			<u>\$0.00</u>			
<b>Bond Proceed Expenditures</b>						
<b>Total</b>			<u>\$0.00</u>			
<b>Debt Service Payment</b>						
<b>Total</b>			<u>\$0.00</u>			
<b>Wire Transfers / Electronic Payments:</b>						
Other Wires	01/15/20		\$99,242.17			
Other Wires	01/22/20		\$310,281.75			
Other Wires	01/00/00					
Other Wires	01/00/00					
Other Wires	01/00/00					
<b>Total</b>			<u>\$409,523.92</u>			
<b>Payroll Tax</b>	01/15/20		285,006.20			
<b>Payroll Tax</b>	01/22/20		0.00			
<b>Payroll Tax</b>	01/00/00					
	01/00/00					
	01/00/00					
<b>Payroll PERS ACH</b>	01/15/20		\$1,673,957.42			
<b>Payroll PERS ACH</b>	01/22/20		\$0.00			
<b>Payroll PERS ACH</b>	01/00/00					
	01/00/00					
	01/00/00					
<b>Payroll Direct Deposit</b>	01/15/20		1,476,884.46			
	01/22/20		0.00			
	01/00/00					
	01/00/00					
	01/00/00					
<b>Total</b>			<u>\$3,435,848.08</u>			
<b>Bond Proceed Expenditures</b>						
<b>Total</b>			<u>0.00</u>			
<b>Debt Service Payment</b>						
	01/15/20		\$0.00			
	01/22/20		\$0.00			
	01/00/00					
	01/00/00					
	01/00/00					
<b>Total</b>			<u>\$0.00</u>			<u>\$0.00</u>

**Investment Worksheet for 01/15/2020**

(new Wednesday date)

**Cash transactions 01/10/2020 - 01/15/2020**

(old Wed to new Wed range)

**Balance Forward:**

TH	1/9/2020	Cash Receipts	189,919.17
F	1/10/2020	Cash Receipts	59,778.21
M	1/13/2020	Cash Receipts	173,222.34
	1/14/2020	Accounts Payable Run	(567,893.34) 71705-71863
	1/14/2020	Voided AP Check - check date	324.39
	1/13/2020	Payroll Check Run -	(22,277.32) 411348-411377
	1/13/2020	VOID PR CKS # Voided & Reissued	
			<hr/>
	1/10/2020	False Alarm	5,966.26
	1/10/2020	Postage Replenish	(4,000.00)
	12/4/2020	Returned Items	(494.59)
	1/13/2020	Business License	(1,139.25)
	12/30/2020	Returned Items	(1.10)

Washoe County Distribution-Property Taxes	5,260,495.27
Fuel Tax (4) - State Direct Deposit	
Fair Share (5) - State Direct Deposit (LGTA)	
Ctax (5) - State Direct Deposit	

1/14/2020	Accounts Payable Electronic Payments	(80,301.08)
1/14/2020	Hometown Health Wire #	
1/14/2020	Infinisource Checks Transfer # 201EB0848PQL1P21	(205.00)
1/13/2020	Infinisource Bene TRANSFER# 201DC4802NTL2P27	(8,561.87)
1/15/2020	WellDyne Claims	
1/15/2020	Workers comp claims	(10,174.22)
	City Hall ACH postage replenish	
	Bail Checks	(99,242.17)
1/13/2020	PERS Electronic Payment	(1,673,957.42)
1/13/2020	Payroll Direct Deposit	(1,476,884.46)
1/13/2020	Wire Transfer ICMA 457 #	(10,373.03)
1/13/2020	VOYA OBRA	(2,681.92)
1/13/2020	VOYA FICA	(114,721.25)
1/13/2020	Payroll Taxes ACH	(285,006.20)
<b>Expected needs of next 7 days</b>		

Cash Balance before investment and needs	1,431,033.59
Expected future needs balance ( )	0.00
Amount to be settled through BNY other than 7 day repo	
Redemption / Purchase amount in Federated Money Market	(1,431,033.59) wire number below 201FA192226M1C31
Cash Balance after expected needs	1,431,033.59
Cash Balance after expected needs & investment	0.00

**Investment Worksheet for 01/22/2020**  
**Cash transactions 01/15/2020 - 01/22/2020**

(new Wednesday date)  
 (old Wed to new Wed range)

Balance Forward:		
T	1/14/2020 Cash Receipts	281,831.75
W	1/15/2020 Cash Receipts	276,839.71
TH	1/16/2020 Cash Receipts	478,472.23
F	1/17/2020 Cash Receipts	1,442,794.66
M	1/20/2020 Cash Receipts	***Holiday
	1/21/2020 Accounts Payable Run	(314,069.80) 71864-71978
	1/21/2020 Voided AP Check - check date	45.00
	1/20/2020 Payroll Check Run -	
	1/20/2020 VOID PR CKS # Voided & Reissued	
	1/2/2020 Bluefin bankcard	(8,211.80)
	1/7/2020 Return items	(1,598.70)
	1/15/2020 BofA Service Chatge	(1,085.65)

Washoe County Distribution-Property Taxes	331,683.40
Fuel Tax (4) - State Direct Deposit	
Fair Share (5) - State Direct Deposit (LGTA)	
Ctax (5) - State Direct Deposit	

1/21/2020 Accounts Payable Electronic Payments	(35,131.12)
1/21/2020 Hometown Health Wire #	
1/21/2020 Infinisource Checks Transfer # 201L94849D0L0777	(5,896.50)
1/20/2020 Infinisource Bene TRANSFER# 201LA0118P8K1256	(10,308.84)
1/22/2020 WellDyne Claims	(250,133.79)
1/22/2020 Workers comp claims	(8,311.50)
City Hall ACH postage replenish	
Bail Checks	(500.00)
1/20/2020 PERS Electronic Payment	
1/20/2020 Payroll Direct Deposit	
1/20/2020 Wire Transfer ICMA 457 #	
1/20/2020 VOYA OBRA	
1/20/2020 VOYA FICA	
1/20/2020 Payroll Taxes ACH	

Expected needs of next 7 days	

Cash Balance before investment and needs	2,176,419.05
Expected future needs balance ( )	0.00
Amount to be settled through BNY other than 7 day repo	
Redemption / Purchase amount in Federated Money Market	(2,176,419.05) <b>wire number below</b>
Cash Balance after expected needs	2,176,419.05
Cash Balance after expected needs & investment	0.00

**Neff, Kaela**

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**From:** Prowse, Marlene  
**Sent:** Tuesday, January 14, 2020 1:29 PM  
**To:** Neff, Kaela  
**Subject:** 1-15-20 AP check run remittance proposal ids

Kaela  
2001143 and 2001144  
Checks 71705 through 71863  
Marlene

3\* 3087.50  
108.81

80072772  
80072932

Screen:  
User : KNEFF

City of Sparks  
Posted Checks - by operating Fund

Page: 1  
1/15/2020 9:58:38 AM

Remitt Id	Fund	Amount
2001143	1101	5,123.80
2001143	1640	418.50
2001143	1703	6,394.13
2001143	1707	4,500.00
2001143	5605	79,457.91
2001143		95,894.34
		<hr/>
		95,894.34

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User : KNEFF

City of Sparks  
Posted Checks - by operating Fund

Page: 1  
1/15/2020 9:58:48 AM

Remitt Id	Fund	Amount
2001144	1101	126,134.65
2001144	1202	1,125.00
2001144	1204	6,965.00
2001144	1208	4,062.50
2001144	1221	3,464.39
2001144	1222	5,000.00
2001144	1401	27,692.22
2001144	1402	820.00
2001144	1404	35,098.29
2001144	1407	542.64
2001144	1630	8,519.67
2001144	1631	9,426.25
2001144	1640	15,198.75
2001144	1641	2,911.31
2001144	1650	25,000.00
2001144	1702	48,868.87
2001144	1703	110.00
2001144	1704	8,492.50
2001144	1707	3,160.00
2001144	1901	0.00
2001144	2201	9,510.64
2001144	3601	3,087.50
2001144	5605	113,458.53
2001144		458,648.71
		<hr/> 458,648.71

Fund	Amount
1101	290,459.38
1203	65.28
1204	347.02
1221	46,792.54
1224	255.31
1401	7,819.46
1402	1,151.62
1630	13,915.93
1640	8,989.28
1650	554.92
1702	5,273.75
2201	13,223.71
3401	108.81
5605	37,475.07
	<hr/>
	426,432.08

**Neff, Kaela**

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**From:** Prowse, Marlene  
**Sent:** Friday, January 17, 2020 12:02 PM  
**To:** Neff, Kaela  
**Subject:** 1-17-20 special AP check run remittance proposal id

Kaela  
2001171  
Check 71864  
Marlene

3 \* \$27.03



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User : KNEFF

City of Sparks  
Posted Checks - by operating Fund

Page: 1  
1/21/2020 8:46:51 AM

Remitt Id	Fund	Amount
2001171	1101	5,684.32
2001171	1221	162.23
2001171	1630	20.95
2001171	1640	8.24
2001171	1702	226.96
2001171	3401	67.03
2001171	5605	245.59
2001171	6100	30.40
2001171	6110	300.83
2001171	6120	139.42
2001171		6,885.97
		<u>6,885.97</u>

## Neff, Kaela

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**From:** Prowse, Marlene  
**Sent:** Wednesday, January 22, 2020 7:25 AM  
**To:** Neff, Kaela  
**Subject:** 1-22-20 AP check run remittance proposal ids

Kaela  
2001211 and 2001213  
Checks 71865 through 71978  
Marlene

3\* 390.89

Remitt Id	Fund	Amount
2001211	1101	21,719.89
2001211	1204	2,000.00
2001211	1221	3,020.21
2001211	1630	848.39
2001211	2201	511.79
2001211	3401	79.89
2001211	5605	125.00
2001211		28,305.17
		<hr/>
		28,305.17

Screen:  
User : KNEFF

City of Sparks  
Posted Checks - by operating Fund

Page: 1  
1/22/2020 9:25:40 AM

Remitt Id	Fund	Amount
2001213	1101	43,487.01
2001213	1221	2,796.00
2001213	1401	17,305.22
2001213	1630	5,368.89
2001213	1631	11,753.26
2001213	1640	10,797.85
2001213	1702	35,858.31
2001213	1704	35,234.68
2001213	1707	1,103.38
2001213	2201	13,936.74
2001213	3401	311.00
2001213	5605	100,881.32
2001213		278,833.66
		<hr/>
		278,833.66

**Neff, Kaela**

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**From:** Prowse, Marlene  
**Sent:** Friday, January 24, 2020 8:55 AM  
**To:** Neff, Kaela  
**Subject:** 1-24-20 AP check run remittance proposal id

Kaela  
2001241  
checks 71979 through 71982  
Happy Friday!  
Marlene

3\*φ

Screen:  
User : KNEFF

City of Sparks  
Posted Checks - by operating Fund

Page: 1  
1/27/2020 11:10:45 AM

Remitt Id	Fund	Amount
2001241	1101	2,750.43
2001241	1221	452.65
2001241	1630	22.11
2001241	1640	5.53
2001241	1702	11,359.06
2001241	2201	61.26
2001241	5605	72.32
2001241		14,723.36
		<hr/>
		14,723.36

Agresso Budget Adjustment Form

Fiscal Year: 2020

Batch #: 20058

Budget Version: AM2020

Requestor: Jazmin Lozano

\*\*Include on Claims & Bills?  Yes  No (circle one)

Council Approved Date (if already went to Council):

**\*\* Note: answer Yes to Claims & Bills if....**  
 1. Grant or donation under \$1,000 (Resolution 2451)  
 2. Revenue & expenses are being augmented for unexpected revenue where Council has not yet been informed such as Specialty Court, Forfeitures, etc. - **GRANT FUND ONLY** - NRS 354.598005  
 3. **Budget authority crosses functions (per NRS 354.598005 (5b))**

Reason for Request:

Budget move from 20-1091 to Alpha Program 20-1091C per RBidart. JL 1/13/20

Account Number	Account Description	Key Service Area	Program	Program Description	Function (code)	Function (if crosses function must include on Claims & Bills)	Fund	Budget Adj Amount + or - (Note: Increase Revenue budgets with a negative)
603445	Equip & Furnishings - Non Cap	130765-15	20-1091	1404 City Facilities - City Lighting Energy Retrofits	15	Public Works	1404	(12,260.00)
603445	Equip & Furnishings - Non Cap	130765-10	20-1091C	Fire Station 4 Engine Bay Lighting Retrofit	10	Public Safety	1404	12,260.00
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	0.00
	No Desc.	Not Found		No Desc.	Found	No Desc.	Not Found	0.00
NO MATCH							Total	0.00

Approved by:

Via Workflow

Finance Director, Accounting Manager or Senior Accountant

Fund	Keyserv	Keyserv(T)	Acctgroup	Program	Program(T)	Account	Account(T)	Budget	Actual	Encum	Pre-encum	Balance
1404	130755-15	Public Works Capital Projects Fund 1404	6300	20-1091	1404 City Facilities - City Lighting Energy Retrofits	603445	Equip & Furnishings - Non Cap	2,090.00	0.00	0.00	0.00	2,090.00
			6300	20-1091	1404 City Facilities - City Lighting Energy Retrofits	603445	Equip & Furnishings - Non Cap	2,090.00	0.00	0.00	0.00	2,090.00
1404	130755-15	Public Works Capital Projects Fund 1404	6300	20-1091A	City Hall Basement Hallway LED Retrofits	603445	Equip & Furnishings - Non Cap	800.00	800.00	0.00	0.00	0.00
			6300	20-1091A	City Hall Basement Hallway LED Retrofits	603445	Equip & Furnishings - Non Cap	800.00	800.00	0.00	0.00	0.00
1404	130755-15	Public Works Capital Projects Fund 1404	6300	20-1091B	Sparks Police Dept. Parking Lot Lights	603445	Equip & Furnishings - Non Cap	9,850.00	0.00	9,850.00	0.00	0.00
			6300	20-1091B	Sparks Police Dept. Parking Lot Lights	603445	Equip & Furnishings - Non Cap	9,850.00	0.00	9,850.00	0.00	0.00
1404	130755-10	Public Safety Capital Projects Fund 1404	6300	20-1091C	Fire Station 4 Engine Bay Lighting Retrofit	603445	Equip & Furnishings - Non Cap	12,260.00	0.00	0.00	12,260.00	0.00
			6300	20-1091C	Fire Station 4 Engine Bay Lighting Retrofit	603445	Equip & Furnishings - Non Cap	12,260.00	0.00	0.00	12,260.00	0.00
			6300					25,000.00	800.00	9,850.00	12,260.00	2,090.00
								25,000.00	800.00	9,850.00	12,260.00	2,090.00

Program Budget Checking"

**Lozano, Jazmin**

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**From:** Bidart, Rob  
**Sent:** Friday, January 3, 2020 10:31 AM  
**To:** Lozano, Jazmin; Marran, Dan  
**Cc:** Miles, Brandon; Anderson, Ryan  
**Subject:** PO request for the 20-1091C Fire Station 4 Engine Bay Lighting Retrofit  
**Attachments:** COS - Station 4 - LED Light Replacement.pdf

Jazmin:

Attached is a proposal from Titan Electrical Contracting, Inc. for the 20-1091C Fire Station 4 Engine Bay Lighting Retrofit. I need to cut a PO from Fund 1404 Program 20-1091 Annual City Lighting Energy Retrofits for \$12,260.00. Please create and alpha program for this project under the 20-1091 Program.

Dan:

Below is the contact info for this proposal:

Ryan Greenhalgh  
Owner  
Titan Electrical Contracting, Inc.  
PO Box 18202  
Reno, Nevada 89511  
O: (775) 857-4500

Thanks,

Robert R. Bidart, PE  
Senior Civil Engineer  
Community Services Engineering  
City of Sparks  
rbidart@cityofsparks.us  
C: (775) 224-2976

Create New Program  
Enter Budget Adjs.

Vendor: 302664  
Acct: 603445  
Prog: 20-1091C  
\$12,260<sup>00</sup>





**COS Fire Station 4 - LED Light Replacement**  
Sparks, Nevada

Bid Prepared for

**Contractor: City of Sparks**

Address: PO Box 857  
Sparks, NV 89432

Phone No: (775) 353-7809

Fax No: (775) 353-1638

Contact: Robert Bidart

Date: 12/31/2019

Time: 2:00pm

**Project Scope**

Replace twelve (12) existing wall mounted lights and seven (7) ceiling centered lights; cost is Not to Exceed.

*\*These lights are the more bright 4000 lumen lights, with a color temperature of 5,000K*

**Exclusions**

- 1 Permits, Fees and Bonds
- 2 Concrete or AC Cutting or Patching
- 3 Striping, Permanent Signage
- 4 Material Testing, Surveying

**Bid Pricing**

Bid Item #	Pay Item Number	Bid Item Description	Bid Quantity	Unit	Unit Price	Bid Amount
0	0	Replace Existing Lights & Fixtures in COS Fire Station 4	1	LS	\$ 12,260.00	\$ 12,260.00
		Total				\$ 12,260.00

Please do not hesitate to call me at 691-3759 with any questions.

Respectfully Submitted  
Titan Electrical Contracting

Ryan Greenhalgh  
Project Manager