

**SPARKS CITY COUNCIL  
AGENDA ITEM SUBMITTAL FORM**

Date of Meeting October 10, 2011

Department: Finance      Contact Person: Jennifer Parmenter  
Phone Number 353-4058      Email: jparmenter@cityofsparks.us

**The Title here and on the Staff report must match exactly**

**Title:**              Report of Claims and Bills approved for payment and appropriation transfers for the period September 8, 2011 through September 21, 2011.

**Presenter:** Jeff Cronk, Financial Services Director  
**Special Placement on Agenda:** \_\_\_\_\_

**Action Item:**  Yes  No

**Materials Submitted:**  Staff Report  Memo  Power point or other presentation

**Special Instructions:** \_\_\_\_\_

**Financing Costs** (enter none if no costs): \_\_\_\_\_ **Fund:** \_\_\_\_\_ **Funds Budgeted:** \_\_\_\_\_

**Business Impact Statement Required (Per NRS 237):**  Yes  No

**Please check all that apply:**

Presentation  Consent Item  General Business  Public Hearing  Resolution

Ordinance  Originals Attached Originals Routed To: \_\_\_\_\_

\_\_\_\_\_ Reviewed by City Attorney (Requires Initials)

JR Reviewed by Finance (Requires Initials)

**Contract or Agreement:**

\_\_\_\_\_ Original Submitted to City Manager:

N/A Reviewed by City Attorney's Office (Requires Initials):

\_\_\_\_\_ Reviewed by Finance (Requires Initials):

\_\_\_\_\_ All Signatures on Jurat (Requires Initials)     Yes  No

List names and addresses of individuals to be notified following City Council action:

Name	Address	Phone	Email

**City Manager Use Only:** Ok for Agenda \_\_\_\_\_ Removed \_\_\_\_\_ Being Modified \_\_\_\_\_

REV 04/02/2010



**CITY COUNCIL AGENDA STAFF REPORT**  
**MEETING DATE: October 10, 2011**

<b>Title</b> Report of Claims and Bills approved for payment and appropriation transfers for the period September 8, 2011 through September 21, 2011.
<b>Petitioner:</b> Jeff Cronk, CPA, Financial Services Director <b>Presenter:</b> Jeff Cronk, CPA, Financial Services Director
<b>Recommendation:</b> It is recommended that the following listed checks and the appropriation transfers be approved by the Mayor and the City Council.
<b>Financial Impact:</b> Funds were budgeted and available for payment of claims submitted and funds were available for the appropriations transferred.
<b>Business Impact (Per NRS 237)</b> <input type="checkbox"/> A Business Impact Statement is attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule. <input type="checkbox"/> A Business Impact Statement is not required. This is a rule but does not impose a direct and significant economic burden on a business, or directly restrict the formation, operation or exemption of a business. <input type="checkbox"/> A Business Impact Statement is not required. Thus is a rule but emergency action is necessary to protect the public health and safety (requires a unanimous vote of the City Council and cannot be in effect for more than six months).
<b>Agenda Item Brief:</b> Report of Claims and Bills for the period September 8, 2011 through September 21, 2011.

**BACKGROUND:**

The Sparks City Charter, Article III Section 3.020, requires the submission of a summary of all claims and bills approved for payment to the City Council.

Nevada Revised Statute 354.598005 requires the governing body to be advised of any appropriation transfers between functions at its next regular meeting after the transfer. Resolution 2451 section 4 requires that each bequest, devise, gift and donation received by the Financial Services Director in an amount of less than \$1,000 be listed on claims and bills to allow appreciation and acknowledgment of the receipt of the individual bequest, devise, gift or donation. Also presented are budget amendments for Specialty Court and Forfeiture revenues received throughout the year.

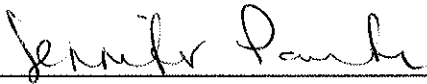
**ANALYSIS:**

1. Accounts Payable check numbers 20701 through 20992 were issued in the amount of \$2,856,569.22 of which \$19,292.55 was for the Redevelopment Agency of the City of Sparks, Nevada. General account checks were voided in the amount of \$25.00.
2. Payroll check numbers 381707 through 381832 were issued in the net amount of \$86,136.27. Payroll checks were voided in the amount of \$30.04.

3. There was no Accounts Payable check issued from Bond Proceeds. There was no Accounts Payable checks issued for Debt Service.
4. Wire/ACH bank transfers were made in the amount of \$773,145.71.
5. Payroll direct deposit wire/ACH was made in the amount of \$937,542.00.
6. There was no wire/ACH issued from Bond Proceeds. There was no wire/ACH issued for Debt Service.
7. There were no appropriation transfers made within governmental functions or between funds during the reporting period.

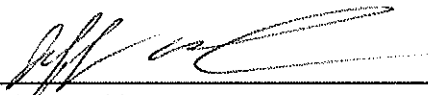
**Recommended Motion:**

I move to approve the Claims and Bills approved for payment and the appropriation transfers.



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**Prepared by:**  
Jennifer Parmenter, Accountant II



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**Submitted by:**  
Jeff Cronk, CPA, Financial Services Director

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**Approved:**  
Shaun D. Carey, City Manager