

Reporting Period:  
2/26-3/10/20

Agenda Worksheet  
Meeting Date: March 23, 2020

Due Date: March 10, 2020

**Checks:**

Accounts Payable Issued	Check Date	Check Numbers
	02/25/20	72454-72578
	03/03/20	72579-72768

Amount	Void Date
720,327.05	
534,031.28	

Redevelopment Agency	
Check Date	Amount
02/11/20	\$3,800.00
02/18/20	\$68.97
02/26/20	\$146,004.52
03/04/20	\$932.28

Total

\$1,254,358.33

Total

\$150,805.77

Accounts Payable Voided	Check Date	Check Numbers
	02/25/20	68643
	03/03/20	71995/72085/67424
	01/00/00	
	01/00/00	
	01/00/00	

\$106.48  
\$1,093.24

\$150,805.77

Total

\$1,199.72

Payroll Issued	Check Date	Check Numbers
	02/25/20	411447-411478
	03/03/20	
	01/00/00	
	01/00/00	
	01/00/00	

\$20,383.09  
\$0.00

Total

\$20,383.09

Payroll Voided	Check Date	Check Numbers
	02/25/20	
	03/03/20	
	01/00/00	
	01/00/00	
	01/00/00	

\$0.00  
\$0.00

Total

\$0.00

**Bond Proceed Expenditures**

Total

\$0.00

**Debt Service Payment**

Total

\$0.00

**Wire Transfers / Electronic Payments:**

Other Wires	02/25/20	
Other Wires	03/03/20	\$356,684.95
Other Wires	01/00/00	\$423,762.31
Other Wires	01/00/00	
Other Wires	01/00/00	
Total		<u>\$780,447.26</u>

Payroll Tax	02/25/20	
Payroll Tax	03/03/20	289,509.31
Payroll Tax	01/00/00	0.00
	01/00/00	
	01/00/00	

Payroll PERS ACH	02/25/20	\$0.00
Payroll PERS ACH	03/03/20	\$0.00
Payroll PERS ACH	01/00/00	
	01/00/00	
	01/00/00	

Payroll Direct Deposit	02/25/20	1,473,763.63
	03/03/20	0.00
	01/00/00	
	01/00/00	
	01/00/00	

Total

\$1,763,272.94

**Bond Proceed Expenditures**

Total

0.00

**Debt Service Payment**

	02/25/20	\$0.00
	03/03/20	\$1,905,875.00
	01/00/00	
	01/00/00	
	01/00/00	

Total

\$1,905,875.00

\$0.00

**Investment Worksheet for 02/26/2020**

(new Wednesday date)

**Cash transactions 02/19/2020 - 02/26/2020**

(old Wed to new Wed range)

**Balance Forward:**

T	2/18/2020	Cash Receipts	691,849.40
W	2/19/2020	Cash Receipts	129,430.60
TH	2/20/2020	Cash Receipts	296,565.20
F	2/21/2020	Cash Receipts	225,631.43
M	2/24/2020	Cash Receipts	202,570.11
	2/25/2020	Accounts Payable Run	(720,327.05) 72454-72578
	2/25/2020	Voided AP Check - check date	106.48 68643
	2/24/2020	Payroll Check Run -	(20,383.09) 411447-411478
	2/24/2020	VOID PR CKS # Voided & Reissued	
	2/20/2020	Returned Items	(1,729.82)
	2/18/2020	BOFA Service Charge	(993.76)
	2/21/2020	False Alarm Receipts	9,702.00
	2/25/2020	PERS	59,427.51

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

2/25/2020	Accounts Payable Electronic Payments	
2/25/2020	Hometown Health Wire #	(220,718.98)
2/25/2020	Infinisource Checks Transfer #	(62.89)
2/24/2020	Infinisource Bene TRANSFER#	(6,440.55)
2/26/2020	Maxor Claims	(39,492.26)
2/26/2020	Workers comp claims	(85,520.27)
	City Hall ACH postage replenish	(4,000.00)
	Bail Checks	(450.00)
		(356,684.95)
2/24/2020	PERS Electronic Payment	
2/24/2020	Payroll Direct Deposit	(1,473,763.63)
2/24/2020	Wire Transfer ICMA 457 #	(20,362.66)
2/24/2020	VOYA OBRA	(2,682.04)
2/24/2020	VOYA FICA	(203,057.28)
2/24/2020	Payroll Taxes ACH	(289,509.31)

**Expected needs of next 7 days**

Cash Balance before investment and needs (1,474,210.86)

Expected future needs balance ( ) 0.00

Amount to be settled through BNY other than 7 day repo  
 Redemption / Purchase amount in Federated Money Market

1,474,210.86

Cash Balance after expected needs (1,474,210.86)

Cash Balance after expected needs & investment 0.00

**Investment Worksheet for 03/04/2020**

(new Wednesday date)

**Cash transactions 02/26/2020 - 03/04/2020**

(old Wed to new Wed range)

**Balance Forward:**

T	2/25/2020	Cash Receipts	210,182.07
W	2/26/2020	Cash Receipts	152,388.81
TH	2/27/2020	Cash Receipts	294,313.91
F	2/28/2020	Cash Receipts	108,254.13
M	3/2/2020	Cash Receipts	186,659.72
	3/3/2020	Accounts Payable Run	(534,031.28) 72579-72768
	3/3/2020	Voided AP Check - check date	1,093.24 71995, 72085, 67424
	3/2/2020	Payroll Check Run -	
	3/2/2020	VOID PR CKS # Voided & Reissued	
	2/26/2020	Room Tax	83,913.77
	2/24/2020	Return Items	(1,466.12)
	2/28/2020	Star Bond	1,479,823.08
	2/27/2020	Washoe County Business License Refund	77.75
	3/2/2020	Star Bond	(1,479,823.08)
	3/2/2020	Debt Service 2016 Flood	(1,905,875.00)

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

222,362.88  
2,941,345.87

3/3/2020 Accounts Payable Electronic Payments  
3/3/2020 Hometown Health Wire #  
3/3/2020 Infinisource Checks Transfer #  
3/2/2020 Infinisource Bene TRANSFER#  
3/4/2020 Maxor Claims  
3/4/2020 Workers comp claims  
City Hall ACH postage replenish  
Bail Checks  
3/2/2020 PERS Electronic Payment  
3/2/2020 Payroll Direct Deposit  
3/2/2020 Wire Transfer ICMA 457 #  
3/2/2020 VOYA OBRA  
3/2/2020 VOYA FICA  
3/2/2020 Payroll Taxes ACH

(207,742.65)  
(101,368.01)  
(7,553.67)  
(26,005.74)  
(77,897.24)  
(3,195.00)

(423,762.31)

Expected needs of next 7 days

Cash Balance before investment and needs

1,335,457.44

Expected future needs balance ()

0.00

Amount to be settled through BNY other than 7 day repo

Redemption / Purchase amount in Federated Money Market

(1,335,457.44) wire number below 2034908200U30131

Cash Balance after expected needs

1,335,457.44

Cash Balance after expected needs & investment

0.00

**Neff, Kaela**

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**From:** Prowse, Marlene  
**Sent:** Tuesday, February 25, 2020 12:53 PM  
**To:** Neff, Kaela  
**Subject:** 2-26-20 AP check run remittance proposal ids

Kaela  
2002252 and 2002253  
Checks 72455 through 72578  
Marlene

80073642  
80073765

3 \* 146,004.52

Screen: GL11  
User : KNEFF

City of Sparks  
AP Check Run Query

Page: 1  
2/26/2020 11:05:28 AM

Fund	Amount
1101	8,620.20
1203	12.26
1221	309.20
1630	107.54
1640	594.20
1702	36.00
2201	490.67
5605	2,197.96
	<hr/>
	12,368.03

Screen:  
User : KNEFF

City of Sparks  
Posted Checks - by operating Fund

Page: 1  
2/26/2020 11:02:41 AM

Remitt Id	Fund	Amount
2002252	1101	14,363.39
2002252	1204	2,000.00
2002252	1221	4,045.65
2002252	1401	137.92
2002252	1402	111,683.58
2002252	1630	1,459.89
2002252	1640	675.49
2002252	1650	107.44
2002252	1702	651.86
2002252	1707	2,592.60
2002252	1901	0.00
2002252	2201	885.38
2002252	5605	3,081.20
2002252		141,684.40
		141,684.40

Screen:  
User : KNEFF

City of Sparks  
Posted Checks - by operating Fund

Page: 1  
2/26/2020 11:02:57 AM


Remitt Id	Fund	Amount
2002253	1101	47,526.03
2002253	1203	18,325.00
2002253	1204	200.00
2002253	1221	584.50
2002253	1402	4,066.00
2002253	1404	20,451.60
2002253	1415	15,500.00
2002253	1630	65,926.52
2002253	1631	3,397.00
2002253	1640	20,717.43
2002253	1651	80.47
2002253	1702	81,992.10
2002253	1703	617.12
2002253	1707	4,293.41
2002253	1901	0.00
2002253	2201	14,050.97
2002253	3401	146,004.52
2002253	3901	0.00
2002253	5605	119,057.87
2002253		562,790.54
		562,790.54



## Neff, Kaela

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**From:** Prowse, Marlene  
**Sent:** Tuesday, March 3, 2020 11:16 AM  
**To:** Neff, Kaela  
**Subject:** 3-4-20 AP check run remittance proposal ids

Kaela  
2003031 and 2003032  
Checks 72579 through 72768  
Marlene  


3 \* \$932.28

80073748  
80073958



Screen: GL11  
User : KNEFF

City of Sparks  
AP Check Run Query

Page: 1  
3/4/2020 12:06:36 PM

Fund	Amount
1101	514.62
1221	45.10
1630	45.10
1640	45.10
1650	24.52
2201	44.98
5605	179.38
	898.80

Screen:  
User : KNEFF

City of Sparks  
Posted Checks - by operating Fund

Page: 1  
3/4/2020 12:04:01 PM

Remitt Id	Fund	Amount
2003031	1101	144,154.47
2003031	1204	230.97
2003031	1221	1,801.68
2003031	1224	66.47
2003031	1401	421.71
2003031	1630	1,898.76
2003031	1640	3,247.99
2003031	1650	1,224.94
2003031	1702	5,348.00
2003031	1703	4,191.00
2003031	2201	1,090.38
2003031	3401	932.28
2003031	5605	6,781.52
2003031	6100	15.25
2003031	6110	192.66
2003031	6120	32.07
2003031		171,630.15
		171,630.15

Screen:  
User : KNEFF

City of Sparks  
Posted Checks - by operating Fund

Page: 1  
3/4/2020 12:04:12 PM

Remitt Id	Fund	Amount
2003032	1101	54,119.13
2003032	1203	375.00
2003032	1204	1,163.82
2003032	1208	1,427.78
2003032	1221	38,529.42
2003032	1224	77.38
2003032	1401	77.38
2003032	1402	9,378.62
2003032	1404	115,262.40
2003032	1405	22,720.00
2003032	1630	8,152.07
2003032	1640	442.07
2003032	1641	2,500.00
2003032	1650	16.99
2003032	1702	13,526.25
2003032	1707	1,500.00
2003032	1901	0.00
2003032	2201	5,357.64
2003032	5605	79,456.18
2003032	6100	1,438.00
2003032	6110	3,768.00
2003032	6120	3,065.00
2003032		362,353.13
		362,353.13

# Agresso Budget Adjustment Form

Fiscal Year: 2020

Batch #: 20086

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 transfer from 20-1003 project savings to 17-1002 per RBidart's request

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)
604060	Site Improvements	130765-01	20-1003	1404 City Facilities - Maintenance Garage East	01	General	1404	(37,000.00)
604050	Buildings	130765-10	17-1002	1404 City Facilities - Police Dept HVAC System	10	Public Safety	1404	37,000.00
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
NO MATCH							Total	0.00

Approved by:

Via Workflow

Finance Director, Accounting Manager or Senior Accountant

Please forward any applicable backup (single-sided) to this budget adjustment request. I will scan & attach it to the transaction, and it will be available when doing budget inquires such as "Program Budget Checking"

	Fund	Keyserv	Keyserv(T)	Acctgroup	Program	Program(T)	Account	Account(T)	Budget	Actual	Encum	Pre-encum	Balance
1	1404	130765-01	Gen Gov't Capital Projects Fund 1404	6300	20-1003	1404 City Facilities - Maintenance Garage East Parking Lot Reconstruction - Ph	603242	Professional Services-Other	0.00	5,742.50	757.50	0.00	-6,500.00
2	1404	130765-01	Gen Gov't Capital Projects Fund 1404	6300	20-1003	1404 City Facilities - Maintenance Garage East Parking Lot Reconstruction - Ph	603270	Testing	0.00	0.00	2,700.00	0.00	-2,700.00
12				6300	20-1003	1404 City Facilities - Maintenance Garage East Parking Lot Reconstruction - Ph			0.00	5,742.50	3,457.50	0.00	-9,200.00
11				6300					0.00	5,742.50	3,457.50	0.00	-9,200.00
5	1404	130765-01	Gen Gov't Capital Projects Fund 1404	6400	20-1003	1404 City Facilities - Maintenance Garage East Parking Lot Reconstruction - Ph	604060	Site Improvements	256,500.00	0.00	142,444.00	0.00	114,056.00
12				6400	20-1003	1404 City Facilities - Maintenance Garage East Parking Lot Reconstruction - Ph			256,500.00	0.00	142,444.00	0.00	114,056.00
11				6400					256,500.00	0.00	142,444.00	0.00	114,056.00
Σ									256,500.00	5,742.50	145,901.50	0.00	104,856.00

**From:** [Bidart, Rob](#)  
**To:** [Lozano, Jazmin](#)  
**Cc:** [Cason, Brian](#); [Miles, Brandon](#)  
**Subject:** Prelim for Review: Request for Transfer of Funds from 20-1003 to 17-1002  
**Date:** Thursday, February 27, 2020 10:26:49 AM

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Jazmin:

I am requesting the transfer of \$37,000 from the project savings available in the Fund 1404 Program 20-1003 Maintenance Garage East Parking Lot Reconstruction – Phase 2 to Fund 1404 Program 17-1002 Police Department – HVAC System Retrofit 1<sup>st</sup>-2<sup>nd</sup>-Basement Construction. The requested \$37,000 is to cover budget overages on the HVAC System Retrofit Upgrade for permitting and professional construction services costs.

Thanks,

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

### CIP PROJECT BUDGET SUMMARY

Fund: 1404

CIP #: 17-1002

CIP NAME: Police Dept HVAC System Retrofit Construction

Description	Date	P.O.	P-Card	Other	Cost
Original Budget					\$425,000.00
Ph 2 Survey - Battle Born (Rob)	7/26/2018	100017658		HVAC	✓ (\$6,500.00)
Ph 1 Design Revisions - MMI (Rob)				enc. roll.	✓ (\$12,900.00)
Risk Nomics (Brandon)	12/23/2019	100019967		FD	✓ (\$685.00)
PD HVAC Upgrade Ph1 - Emcor		100020131		FD	✓ (\$404,947.00)
Ph1 Construction Admin - Kimley (Rob)		Not in Address		let	→ (\$13,325.00)
WC-Asbestos Acknowledge (Rob)	2/7/2020		Rob		→ (\$125.00)
City of Sparks Permit (Rob)	2/7/2020		Rob		→ (\$2,753.56)
Building Central Services	2/10/2020	PO # 100020245			(93,500)
Budget transfer from 201003	2/10/2020				+ 93,500
Remaining Budget =					(\$16,235.56)