

CITY OF LAGUNA WOODS  
WARRANT REGISTER  
August 19, 2020

ITEM 6.3

This Report Covers the Period 7/01/2020 through 7/31/2020

Date	Vendor Name	Description	Amount
<b>Debit</b>	<b><i>Automatic Bank Debits</i></b>		
07/02/2020	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / June 2020	172.61
07/07/2020	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 06/05/2020	2,857.41
07/07/2020	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 06/05/2020	1,844.09
07/09/2020	ADP TAX	Payroll Taxes / Pay Period Ended 07/03/2020	9,120.22
07/09/2020	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 07/03/2020	20,405.14
07/10/2020	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 7/03/2020	1,488.46
07/10/2020	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 06/05/2020 and 6/19/2020	359.70
07/13/2020	CALPERS - HEALTH	Employee Benefit Program / July 2020	6,907.86
07/14/2020	U.S. BANK	Bank Service Charges / June 2020	94.10
07/22/2020	BUSINESS PLANS	Employee Benefit Program / July 2020	416.67
07/22/2020	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 06/19/2020	2,857.41
07/22/2020	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 06/19/2020	1,804.19
07/23/2020	ADP TAX	Payroll Taxes / Pay Period Ended 07/17/2020	8,632.05
07/23/2020	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 07/17/2020	18,838.36
07/24/2020	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 7/17/2020	1,488.46
07/31/2020	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / June 2020	208,984.85
07/31/2020	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services (COVID-19) / March - June 2020	24,223.27
<b>Check</b>	<b><i>Warrants:</i></b>		
4002 07/02/2020	AT&T	Telephone / 581-9821 / May 2020	57.83
4003 07/02/2020	BARTEL ASSOCIATES, LLC	Final OPEB Valuation / Fiscal Year 2019-20	4,605.00
4004 07/02/2020	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / June 2020	9,425.00
4005 07/02/2020	CIVIL SOURCE	Building Inspection & Counter Services / May 2020	23,761.50
4006 07/02/2020	MICHAEL BAKER INTERNATIONAL	Planning Services / May 2020	10,470.00
4006 07/02/2020	MICHAEL BAKER INTERNATIONAL	General Plan Comprehensive Update Project / May 2020	2,470.00
4006 07/02/2020	MICHAEL BAKER INTERNATIONAL	City Hall/Public Library Project	1,288.75
4007 07/02/2020	RUTAN & TUCKER, LLP	Legal Services / March & May 2020	14,891.40
4008 07/02/2020	VAN DYKE LANDSCAPE ARCHITECTS	Landscape Architectural Services / May 2020	1,045.00
4009 07/02/2020	360 BUSINESS CONSULTING	Website Hosting / June 2020	200.00
4010 07/02/2020	CAPTIONING UNLIMITED	Closed Captioning / June 2020	200.00
4011 07/02/2020	PETTY CASH	Replenish Petty Cash / June 2020	-
4012 07/02/2020	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	1,395.66
4013 07/02/2020	ALLIANT INSURANCE SERVICES	Crime Insurance Policy / Fiscal Year 2020-21	818.00
4014 07/02/2020	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	Audit Services / Fiscal Year 2019-20	5,000.00
4015 07/02/2020	CALIFORNIA INTERNET LP	City Hall Internet Service / July 2020	349.00
4016 07/02/2020	CALIFORNIA JPIA	Pollution Liability Insurance / Fiscal Year 2020-21	452.00
4016 07/02/2020	CALIFORNIA JPIA	Liability & Worker's Compensation Insurance / Fiscal Year 2020-21	26,495.00
4017 07/02/2020	CITIES DIGITAL	Laserfiche Annual Support / August 2020 - August 2021	660.00
4018 07/02/2020	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / July 2020	450.05
4019 07/02/2020	MUNICIPAL CODE CORP	Hosting / June 2020 - May 2021	350.00
4020 07/02/2020	RED HAWK FIRE & SECURITY, LLC	Fire & Security Monitoring / July - September 2020	240.00
4021 07/02/2020	RICOH USA, INC.	Copier Lease / July 2020	214.20
4022 07/02/2020	SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS	Ctiy Dues / Fiscal Year 2020-21	1,492.80
4023 07/02/2020	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / July 2020	156.41

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Date	Vendor Name	Description	Amount	
4024	07/10/2020	360 BUSINESS CONSULTING	Website Maintenance / Fiscal Year 2019-20	1,400.00
4025	07/10/2020	ANAHEIM COMMUNITY PUBLISHING	Graphic Design	327.75
4026	07/10/2020	AT&T	Telephone / 639-0500 / June 2020	209.81
4027	07/10/2020	AT&T	Telephone / 458-3487 / June 2020	40.13
4028	07/10/2020	AT&T	Telephone / 452-0600 / June 2020	1,643.76
4029	07/10/2020	BALLIET, MICHAEL	Waste Management Consulting Services / June 2020	2,826.25
4030	07/10/2020	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / June 2020	1,344.44
4031	07/10/2020	CEP AMERICA AUC PC	Pre Employment Physical	50.00
4032	07/10/2020	CIVIL SOURCE	Traffic Engineering / May 2020	9,822.50
4033	07/10/2020	CLEARSOURCE FINANCIAL	Fee Study and Cost Allocation Consulting Services	300.00
4034	07/10/2020	EL TORO WATER DISTRICT	Water Service / May 2020	4,254.55
4035	07/10/2020	OBR ARCHITECTURE, INC.	City Hall/Public Library Project	21,600.00
4036	07/10/2020	PARK CONSULTING GROUP, INC	Software Implementation Services / June 2020	4,493.75
4037	07/10/2020	PV MAINTENANCE INC	Street, City Hall & Park Maintenance / June 2020	9,241.74
4037	07/10/2020	PV MAINTENANCE INC	Catch Basin Cleaning / June 2020	2,244.00
4038	07/10/2020	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / June 2020	1,375.06
4039	07/10/2020	STAPLES	Office and Janitorial Supplies / June 2020	435.68
4040	07/10/2020	SUNSET PROPERTY SERVICES	Street Sweeping Services / June 2020	3,540.00
4041	07/10/2020	TEAM ONE MANAGEMENT SERVICES	Janitorial Services / June 2020	1,447.60
4042	07/10/2020	THE GAS COMPANY	Gas Service - City Hall / June 2020	14.30
4043	07/10/2020	WLC ARCHITECTS	City Hall Refurbishment & Safety Project: Phase 2 / June 2020	1,080.00
4044	07/10/2020	WM CURBSIDE, LLC	HHW, Medicine & Sharps Program / June 2020	1,684.95
4045	07/10/2020	A-HOME SERVICES, INC	Cancelled Permit Refund	219.50
4046	07/10/2020	COUNTY OF ORANGE	Orange County LAFCO Cost-Allocation / Fiscal Year 2020-21	2,110.31
4047	07/10/2020	KONE INC.	City Hall Elevator Maintenance / July 2020	225.00
4048	07/10/2020	ORANGE COUNTY COUNCIL OF GOVTS	Annual Dues / Fiscal Year 2020-21	4,250.55
4049	07/16/2020	AT&T	Telephone / 583-1105 / June 2020	20.88
4050	07/16/2020	AT&T	Telephone / 581-9821 / June 2020	60.35
4051	07/16/2020	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / June 2020	14,679.57
4052	07/16/2020	CALIFORNIA YELLOW CAB	Taxi Voucher Services / June 2020	968.00
4052	07/16/2020	CALIFORNIA YELLOW CAB	NEMT Taxi Voucher Services / June 2020	1,913.00
4053	07/16/2020	CIVIL SOURCE	Building Inspection and Counter Services / June 2020	29,106.00
4053	07/16/2020	CIVIL SOURCE	Traffic Engineering / June 2020	17,612.50
4054	07/16/2020	CSG CONSULTANTS INC	Building Plan Check Services / June 2020	892.50
4055	07/16/2020	HINDERLITER DE LLAMAS & ASSOCIATES	Sales and Use Tax Consulting Services / 4th Quarter 2019	750.00
4056	07/16/2020	ORANGE COUNTY REGISTER-NOTICES	Public Notices / June 2020	4,810.37
4057	07/16/2020	RICOH USA, INC.	Copier Usage / June 2020	151.38
4058	07/16/2020	SOUTHERN CALIFORNIA EDISON	Electric Services / June 2020	5,702.37
4059	07/16/2020	AT&T	White Pages / July 2020	4.48
4060	07/16/2020	JEAN BERMAN	Taxi Voucher Refund	35.00
4061	07/16/2020	SOUTHERN CALIFORNIA SHREDDING, INC	Records Retention Shredding	175.00
4062	07/24/2020	BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / June 2020	1,125.00
4063	07/24/2020	CALIFORNIA BLDG STANDARDS COMM	Building Permit Fee Assessment / April - June 2020	180.00
4064	07/24/2020	DEPARTMENT OF CONSERVATION	Strong Motion Instrumentation & Seismic Hazard Mapping Fee / April - June 2020	335.02
4065	07/24/2020	GREAT SCOTT TREE SERVICE, INC.	Tree Pruning Services / June 2020	44,400.00

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4066	07/24/2020	MARC DONOHUE	Administrative Services / February 2020	200.00
4067	07/24/2020	MICHAEL BAKER INTERNATIONAL	General Plan Comprehensive Update Project / June 2020	13,601.00
4067	07/24/2020	MICHAEL BAKER INTERNATIONAL	Water Quality Services / June 2020	153.00
4067	07/24/2020	MICHAEL BAKER INTERNATIONAL	City Hall/Public Library Project	1,445.50
4067	07/24/2020	MICHAEL BAKER INTERNATIONAL	Waste Management Services / June 2020	568.00
4067	07/24/2020	MICHAEL BAKER INTERNATIONAL	Planning Services / June 2020	18,795.00
4068	07/24/2020	OFFICE DEPOT	Office Supplies / May 2020	53.86
4069	07/24/2020	PROTEL COMMUNICATIONS, INC	Telephone Maintenance / March 2020	299.00
4070	07/24/2020	RUTAN & TUCKER, LLP	Legal Services / June 2020	13,765.00
4071	07/24/2020	SIEMENS MOBILITY, INC.	Traffic Maintenance / December 2019	2,006.55
4072	07/24/2020	WILLDAN ENGINEERING	Code Enforcement Services / June 2020	2,653.50
4072	07/24/2020	WILLDAN ENGINEERING	Building Official Services / June 2020	13,620.00
4073	07/24/2020	CAPTIONING UNLIMITED	Closed Captioning / July 2020	100.00
4074	07/24/2020	CELINE MILLER	Taxi Voucher Refund	105.00
4075	07/24/2020	DELTA DENTAL OF CALIFORNIA	Employee Benefits Program / August 2020	450.05
4076	07/24/2020	JANE MCCORMICK	Taxi Voucher Refund	193.20
4077	07/24/2020	LOLA CLARKE	Taxi Voucher Refund	160.30
4078	07/24/2020	MANAGED HEALTH NETWORK	Employee Benefits Program / August 2020	18.81
4079	07/24/2020	PEARL VAN DENBURG	Cancelled Permit Refund	291.50
4080	07/24/2020	PETTY CASH	Replenish Petty Cash / July 2020	-
4081	07/24/2020	S.C. SIGNS AND SUPPLIES LLC	Traffic Signs / July 2020	5,301.30
4082	07/24/2020	OBR ARCHITECTURE, INC.	Replacement for Check #3956 dated June 4, 2020	27,000.00
4083	07/29/2020	ALISO CREEK PRINTING	Printing Services	2,167.94
4084	07/29/2020	AT&T	Telephone / 639-0500 / July 2020	215.47
4085	07/29/2020	AT&T	Telephone / 458-3487 / July 2020	42.00
4086	07/29/2020	AT&T	Telephone / 452-0600 / July 2020	1,641.74
4087	07/29/2020	BUSINESS PLANS, INCORPORATED	125 Cafeteria Plan Administration / July 2020	100.00
4088	07/29/2020	RICOH USA, INC.	Copier Lease / August 2020	214.20
4089	07/29/2020	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 4)	534.91
4090	07/29/2020	VISION SERVICE PLAN OF AMERICA	Employee Benefits Program / August 2020	156.41
4091	07/29/2020	EL TORO WATER DISTRICT	Water Services / June 2020	4,765.41
4092	07/29/2020	RUTAN & TUCKER, LLP	Legal Services / May 2020	632.50
4093	07/29/2020	SIEMENS MOBILITY, INC.	Traffic Maintenance / June 2020	1,708.45
			<b>Total Bank Debits and Warrants:</b>	<b>\$ 729,045.10</b>

**NOTES:**

Note 1 - City Councilmembers are eligible to receive either a salary or vehicle reimbursement allowance in the amount of \$300 per month (\$3,600 per year). Such compensation is included in the City's regular payroll (see "ADP Payroll Services" under "Automatic Bank Debits"), unless waived by the Councilmember. For the month of July 2020, the following Councilmembers received compensation in the amount of \$300: Connors, Hatch, Horne, and Rainey.

Note 2 - Petty cash is reported as cash is paid out, not when the fund is replenished. No petty cash transactions were paid during this time period. The petty cash replenishments on July 2 and July 24 were to replenish the overdrawn cash drawer for taxi voucher refunds.

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Date	Vendor Name	Description	Amount
Note 3 - The table below summarizes credit card expenditures paid via Check #4012 to U.S. Bank totaling \$1,395.66:			
	FedEx	Shipping	\$113.46
	USPS	Postage	\$17.90
	Amazon	City Hall Safety Floor Sign (COVID-19)	\$184.20
	Amazon	Office Supplies	\$21.56
	Dollar Tree	Office Supplies	\$4.31
	Home Depot	Office Supplies	\$3.34
	Amazon	Janitorial Supplies	\$92.60
	Amazon	Audio Equipment for Council Chambers	\$271.98
	Sinks Direct	City Hall Maintenance	\$69.46
	MCA Direct	Election Materials	\$304.35
	Microsoft	Office 365 Subscription	\$312.50
<b>Total Credit Card Reimbursement:</b>			<b>\$1,395.66</b>
Note 4 - The table below summarizes credit card expenditures paid via Check #4089 to U.S. Bank totaling \$534.91:			
	Tony's Locksmith	City Hall Maintenance	\$55.42
	Home Depot	Janitorial Supplies	\$5.15
	Zoom	Video Conferencing	\$14.99
	USA Blue Book	Catch Basin Signs	\$12.77
	FedEx	Shipping	\$78.03
	Microsoft	Office 365 Subscription	\$268.55
	League of California Cities	CARES Act Webinar	\$100.00
<b>Total Credit Card Reimbursement:</b>			<b>\$534.91</b>

**Administrative Services Director/City Treasurer's Certification**

I, Elizabeth Torres, Administrative Services Director / City Treasurer, do hereby certify:

- In accordance with California Government Code Section 37202, I hereby certify to the accuracy of the demands on cash summarized within;
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months; and
- That the City is in compliance with California Government Code Section 27108.

  
Elizabeth Torres, Administrative Services Director/City Treasurer

8/13/20  
Dated