

**CITY OF LAGUNA WOODS**  
**WARRANT REGISTER**  
**March 17, 2021**

ITEM 6.3

This Report Covers the Period 02/01/2021 through 02/28/2021

Date	Vendor Name	Description	Amount
<b>Debit</b>			
<i>Automatic Bank Debits:</i>			
02/02/2021	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / January 2021	624.54
02/02/2021	AUTHORIZE.NET	Online Credit Card Processing Fees / January 2021	12.00
02/02/2021	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 01/01/2021	2,993.56
02/02/2021	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 01/01/2021	1,796.62
02/02/2021	BUSINESS PLANS	Employee Benefit Program / January 2021	67.87
02/04/2021	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 01/29/2021	19,821.64
02/04/2021	ADP TAX	Payroll Taxes / Pay Period Ended 01/29/2021	9,124.28
02/05/2021	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 1/1/2021 and 1/15/2021	368.72
02/10/2021	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 01/29/2021	1,488.46
02/10/2021	BUSINESS PLANS	Employee Benefit Program / February 2021	6.60
02/11/2021	CALPERS - HEALTH	Employee Benefit Program / February 2021	6,671.20
02/12/2021	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / February 2021	241,139.80
02/12/2021	U.S. BANK	Bank Service Charges / January 2021	112.37
02/16/2021	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 1/15/2021	1,959.36
02/16/2021	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 1/15/2021	2,993.56
02/17/2021	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 02/12/2021	18,759.73
02/18/2021	ADP TAX	Payroll Taxes / Pay Period Ended 02/12/2021	8,662.38
02/19/2021	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 02/12/2021	1,488.46
02/23/2021	BUSINESS PLANS	Employee Benefit Program / January 2021	27.41
02/05/2021	ADP PAYROLL SERVICES	Payroll Processing Fees / Quarterly and Year End Processing	98.25
<b>Check</b>			
<i>Warrants:</i>			
4590	02/04/2021	BOUTWELL FAY LLP	510.00
4591	02/04/2021	BRIGHTVIEW LANDSCAPE SERVICES, INC.	15,237.11
4592	02/04/2021	BUREAU VERITAS NORTH AMERICA INC	3,851.25
4593	02/04/2021	CAPTIONING UNLIMITED	200.00
4594	02/04/2021	HINDERLITER DE LLAMAS & ASSOCIATES	750.00
4595	02/04/2021	MANAGED HEALTH NETWORK	18.81
4596	02/04/2021	MICHAEL BAKER INTERNATIONAL	7,539.00
4597	02/04/2021	NAVIA BENEFIT SOLUTIONS, INC	100.00
4598	02/04/2021	PV MAINTENANCE INC	33,666.51
4599	02/04/2021	RICOH USA, INC.	214.20
4600	02/04/2021	RUTAN & TUCKER, LLP	247.50
4601	02/04/2021	TALIMAR SYSTEMS, INC	4,104.20
4601	02/04/2021	TALIMAR SYSTEMS, INC	684.48
4602	02/04/2021	THE LIFETRENDS GROUP	110.91
4603	02/04/2021	VISION SERVICE PLAN OF AMERICA	83.95
4604	02/09/2021	SOUTHERN CALIFORNIA EDISON	1,859.85
4605	02/09/2021	MATRIX IMAGING PRODUCTS, INC	10,750.89
4606	02/12/2021	360 BUSINESS CONSULTING	200.00
4607	02/12/2021	AT&T	4.53
4608	02/12/2021	AT&T	2,012.72

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Date	Vendor Name	Description	Amount
4609	02/12/2021 AT&T	Telephone / 639-0500 / January 2021	120.15
4610	02/12/2021 AT&T	Telephone / 458-3487 / January 2021	45.59
4611	02/12/2021 BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / December 2020	1,840.10
4612	02/12/2021 BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / December 2020	4,252.50
4613	02/12/2021 CALIFORNIA CHAMBER OF COMMERCE	Office Supplies	143.24
4614	02/12/2021 COUNTY OF ORANGE	800 MHz Communication Charges / October - December 2020	264.00
4615	02/12/2021 COUNTY OF ORANGE	Automated Fingerprint ID System / February 2021	726.00
4616	02/12/2021 COUNTY OF ORANGE	800 MHz Communication Charges / January - March 2021	869.00
4617	02/12/2021 HARDY & HARPER, INC	Pavement Management Plan Project	182,658.40
4618	02/12/2021 IRWIN B BORNSTEIN, CPA	Financial Consulting Services / January 2021	213.75
4619	02/12/2021 ITERIS, INC	Traffic Engineering / January 2021	6,100.00
4620	02/12/2021 KONE INC.	City Hall Elevator Maintenance / February 2021	225.00
4621	02/12/2021 NEW MILLENNIUM CONSTRUCTION SERVICES, INC.	City Hall Refurbishment & Safety Project: Phase 2	31,258.56
4622	02/12/2021 OBR ARCHITECTURE, INC.	City Hall/Public Library Project	3,160.00
4623	02/12/2021 ORANGE COUNTY CLERK-RECORDER	Document Recording Fee	194.00
4624	02/12/2021 ORANGE COUNTY REGISTER-NOTICES	Public Notices / January 2021	1,227.00
4625	02/12/2021 PARK CONSULTING GROUP, INC	Software Implementation Services / January 2021	6,831.25
4626	02/12/2021 PETTY CASH	Replenish Petty Cash / January 2021	-
4627	02/12/2021 PRACTICAL DATA SOLUTIONS	IT Support Services / January 2021	3,051.64
4627	02/12/2021 PRACTICAL DATA SOLUTIONS	Remote Access Software Fees / February 2021 - January 2022	1,447.94
4628	02/12/2021 PV MAINTENANCE INC	Streets, City Hall & Park Maintenance / January 2021	13,817.10
4629	02/12/2021 RECREATION BRANDING SERVICES	Graphic Design / July 2020 - December 2020	552.00
4630	02/12/2021 RICOH USA, INC.	Copier Usage / November 2020 - January 2021	147.85
4631	02/12/2021 SOUTHERN CALIFORNIA EDISON	Electric Services / January 2021	6,694.85
4632	02/12/2021 SUNSET PROPERTY SERVICES	Street Sweeping Services / January 2021	2,832.00
4633	02/12/2021 THALES CONSULTING INC.	State Controller's Report / Fiscal Year 2019-20	1,060.00
4634	02/12/2021 THE GAS COMPANY	Gas Service - City Hall / January 2021	129.93
4635	02/12/2021 WILLDAN ENGINEERING	Code Enforcement Services / January 2021	2,987.00
4635	02/12/2021 WILLDAN ENGINEERING	Building Official, Permit Counter & Inspection Services / January 2021	44,255.00
4636	02/12/2021 WM CURBSIDE, LLC	HHW, Medicine & Sharps Program / January 2021	2,526.50
4637	02/18/2021 AT&T	Telephone / 583-1105 / January 2021	23.86
4638	02/18/2021 AT&T	Telephone / 581-9821 / January 2021	107.08
4639	02/18/2021 CALIFORNIA YELLOW CAB	Taxi Voucher Services / January 2021	1,006.00
4640	02/18/2021 CITY OF LAGUNA BEACH	Animal Control & Shelter Services / January 2021	9,087.17
4641	02/18/2021 COUNTY OF ORANGE	General Election Services / November 2020	20,183.78
4642	02/18/2021 DC PLUMBING, HEATING AND AIR CONDITIONING	City Hall Maintenance / January 2021	6,195.00
4643	02/18/2021 EL TORO WATER DISTRICT	Water Service / December 2020	3,633.10
4644	02/18/2021 ICMA RETIREMENT CORPORATION	Plan Fee / 3rd Quarter Fiscal Year 2020-21	125.00
4645	02/18/2021 NEW MILLENNIUM CONSTRUCTION SERVICES, INC.	City Hall Refurbishment & Safety Project: Phase 2	57,095.18
4646	02/18/2021 OMNI ENTERPRISE INC	Janitorial Services / January 2021	3,980.00
4647	02/18/2021 ORANGE COUNTY CLERK-RECORDER	Document Recording Fee	50.00
4648	02/18/2021 WLC ARCHITECTS	City Hall Refurbishment & Safety Project: Phase 2	1,000.00
4649	02/18/2021 IE, INC	Replacement for Check #3711 dated February 14, 2020	89.00
4650	02/26/2021 BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / January 2021	3,421.25

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Date	Vendor Name	Description	Amount	
4651	02/26/2021	CALIFORNIA DEPT. OF TAX & FEE ADMINISTRATION	2020 Use Tax Filing	707.00
4652	02/26/2021	CALIFORNIA YELLOW CAB	NEMT Taxi Voucher Services / January 2021	2,258.00
4653	02/26/2021	CAPTIONING UNLIMITED	Closed Captioning / February 2021	200.00
4654	02/26/2021	FOREST PRINTING & COPYING INC	Printing Services	743.48
4655	02/26/2021	MANAGED HEALTH NETWORK	Employee Benefits Program / March 2021	18.81
4656	02/26/2021	NAVIA BENEFIT SOLUTIONS, INC	125 Cafeteria Plan Administration / February 2021	100.00
4657	02/26/2021	RICOH USA, INC.	Copier Lease / March 2021	214.20
4658	02/26/2021	STAPLES	Office and Janitorial Supplies	382.33
4659	02/26/2021	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	899.84
			<b>Total Bank Debits and Warrants:</b>	<b>\$ 831,513.15</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 February 2021, the following Councilmembers received compensation in the amount of \$300: Conners, Hatch, Horne and Tao.

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 replenishment on February 12, 2021 was to replenish the overdrawn cash drawers for taxi voucher refunds.

Note 3 - The table below summarizes credit card expenditures paid via Check #4659 to U.S. Bank totaling \$899.84:

Amazon	Office Supplies (COVID-19)	\$86.88
Thomas Bai Studio	Office Supplies	\$68.00
Wayfair	Office Supplies	(\$90.00)
Adobe	Office Supplies	\$78.50
Authorize.net	Online Credit Card Processing Fees / December 2020	\$18.97
Zoom	Video Conferencing	\$14.99
Microsoft	Office 365 Subscription	\$262.50
Government Finance Officers Association	Comprehensive Annual Financial Report Review Fee	\$460.00
		<b>Total Credit Card Reimbursement:</b>
		<b>\$899.84</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

3/11/21  
Dated