

CITY OF LAGUNA WOODS

WARRANT REGISTER

February 21, 2024

ITEM 7.2

This Report Covers the Period 01/01/2024 through 01/31/2024

Date	Vendor Name	Description	Amount	
Debit				
<i>Automatic Bank Debits:</i>				
01/02/2024	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / December 2023	1,801.64	
01/02/2024	AUTHORIZE.NET	Online Credit Card Processing Fees / December 2023	12.00	
01/03/2024	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 12/01/2023	2,778.01	
01/03/2024	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 12/01/2023	1,970.11	
01/02/2024	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / January 2024	472.44	
01/04/2024	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / December 2023	194.96	
01/04/2024	ADP TAX	Payroll Taxes / Pay Period Ended 12/29/2023	9,081.68	
01/04/2024	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 12/29/2023	17,633.46	
01/05/2024	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 12/01/2023 & 12/15/2023	433.80	
01/05/2024	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 12/29/2023	2,420.00	
01/09/2024	NAVIA BENEFIT SOLUTIONS, INC	125 Cafeteria Plan Administration / December 2023	100.00	
01/11/2024	CALPERS - HEALTH	Employee Benefit Program / January 2024	8,895.33	
01/11/2024	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / January 2024	594.63	
01/12/2024	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / January 2024	253,453.70	
01/17/2024	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 12/15/2023	2,778.01	
01/17/2024	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 12/15/2023	1,909.67	
01/18/2024	ADP TAX	Payroll Taxes / Pay Period Ended 01/12/2024	9,194.67	
01/18/2024	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 01/12/2024	18,777.73	
01/19/2024	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 01/12/2024	1,420.00	
01/25/2024	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / December 2023	116.90	
01/25/2024	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / January 2024	67.95	
01/30/2024	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 12/29/2023	2,778.01	
01/30/2024	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 12/29/2023	1,906.50	
01/31/2024	ADP TAX	Payroll Taxes / Pay Period Ended 01/26/2024	9,186.71	
01/31/2024	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 01/26/2024	18,928.68	
Check				
<i>Warrants:</i>				
7212	01/05/2024	4LEAF, INC	Planning Services / August 2023	13,465.70
7213	01/05/2024	ACC BUSINESS	City Hall Internet Service / November 2023	608.66
7214	01/05/2024	ADT COMMERCIAL	Fire & Security Monitoring / January - March 2024	261.60
7215	01/05/2024	AT&T	Telephone / 458-3487 / December 2023	56.96
7216	01/05/2024	CALIFORNIA BLDG STANDARDS COMM	Building Permit Fee Assessment / October - December 2023	672.30
7217	01/05/2024	CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS	Elevator Inspection Fee	225.00
7218	01/05/2024	CAPTIONING UNLIMITED	Closed Captioning / December 2023	400.00
7219	01/05/2024	DEPARTMENT OF CONSERVATION	Strong Motion Instrumentation & Seismic Hazard Mapping Fee / October - December 2023	1,578.42
7220	01/05/2024	ECONOMIC & PLANNING SYSTEMS, INC.	Inclusionary Housing Market Study Services / August - October 2023	11,300.00
7221	01/05/2024	FIRST RESPONSE AIR CONDITIONING & HEATING INC.	City Hall Maintenance	1,760.00
7222	01/05/2024	HARDY & HARPER, INC	Pavement Management Project / Fiscal Year 2023-24	84,721.19
7223	01/05/2024	HINDERLITER DE LLAMAS & ASSOCIATES	Sales & Use Tax Consulting Services / October - December 2023	900.00
7224	01/05/2024	KIMLEY HORN & ASSOCIATES, INC	Traffic Engineering Services	5,775.00
7225	01/05/2024	ONE DIVERSIFIED, LLC	City Hall Maintenance	1,499.69
7226	01/05/2024	PARK CONSULTING GROUP, INC	Software Consulting Services / December 2023	787.50

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Date	Vendor Name	Description	Amount
7227	01/05/2024 PSOMAS	Geographic Information Systems Services / September - November 2023	1,983.00
7228	01/05/2024 RECREATION BRANDING SERVICES	Graphic Design Services	671.40
7229	01/05/2024 RINGCENTRAL, INC.	Telephone Services / January 2024	800.25
7230	01/05/2024 SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / November 2023	3,171.06
7231	01/05/2024 SUN TAMERS WINDOW TINTING	City Hall Refurbishment & Safety Project: Phase 5	561.00
7232	01/05/2024 TYLER TECHNOLOGIES, INC.	Annual Maintenance / February 2024 - January 2025	106.00
7233	01/05/2024 VISION SERVICE PLAN OF AMERICA	Employee Benefits Program / January 2024	45.62
7234	01/05/2024 WILLDAN ENGINEERING	Code Enforcement Services / October - November 2023	13,440.00
7235	01/16/2024 4LEAF, INC	Planning Services / December 2023	11,732.50
7236	01/16/2024 ABOUND FOOD CARE	Edible Food Recovery Program Services / December 2023	380.92
7237	01/16/2024 AETNA BEHAVIORAL HEALTH, LLC	Employee Benefit Program / February 2024	19.14
7238	01/16/2024 AT&T	White Pages / January 2024	4.30
7239	01/16/2024 BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / December 2023	16,512.49
7240	01/16/2024 CIVICPLUS, LLC	Codification Of Ordinances	2,315.46
7241	01/16/2024 COUNTY OF ORANGE	Automated Fingerprint ID System / January 2024	636.00
7242	01/16/2024 FHI CONSTRUCTION	Waste Diversion Deposit Refund	250.00
7243	01/16/2024 GEOSYNTEC CONSULTANTS, INC	Engineering Services	2,732.25
7244	01/16/2024 GOVERNMENT FINANCE OFFICERS	ACFR Award Program Application / Fiscal Year 2022-23	460.00
7245	01/16/2024 INTERWEST CONSULTING GROUP	Building Official, Permit Counter & Inspection Services / November 2023	75,288.00
7246	01/16/2024 IRWIN B BORNSTEIN, CPA	Financial Consulting Services / October - December 2023	575.00
7247	01/16/2024 KONE INC.	City Hall Elevator Maintenance / January 2024	232.31
7248	01/16/2024 MYKATON CONSTRUCTION	Waste Diversion Deposit Refund	250.00
7249	01/16/2024 ORANGE COUNTY REGISTER-NOTICES	Public Notices / November - December 2023	5,681.87
7250	01/16/2024 RICOH USA, INC.	Copier Usage / October - December 2023	842.17
7251	01/16/2024 SHARESQUARED, INC.	Document Tracking Project	3,145.00
7252	01/16/2024 SOUTHERN CALIFORNIA GAS COMPANY	Gas Service - City Hall / December 2023	97.52
7253	01/16/2024 SOUTHERN CALIFORNIA SHREDDING,	Shredding Services / December 2023	370.00
7254	01/16/2024 STAPLES	Office & Janitorial Supplies	504.82
7255	01/16/2024 SWEEPING CORPORATION OF AMERICA	Street Sweeping Services / December 2023	3,480.00
7256	01/16/2024 TRIPEPI, SMITH AND ASSOCIATES, INC.	Broadcasting Services / December 2023	1,662.50
7257	01/16/2024 U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	2,281.67
7258	01/16/2024 WM CURBSIDE, LLC	HHW & Sharps Program / December 2023	3,644.66
7259	01/19/2024 ALPHA CARD SYSTEM, LLC	Senior Mobility Program Supplies	1,324.25
7260	01/19/2024 AT&T	Telephone / 583-1105 / December 2023	29.25
7261	01/19/2024 AT&T	Telephone / 581-9821 / December 2023	61.85
7262	01/19/2024 CITY OF LAGUNA BEACH	Animal Control & Shelter Services / November - December 2023	19,168.00
7263	01/19/2024 COUNTY OF ORANGE	800MHz Communication Charges / January - March 2024	1,400.00
7264	01/19/2024 CSMFO	CSMFO Conference	330.00
7265	01/19/2024 FINANCIAL CREDIT NETWORK	Collection Services	39.00
7266	01/19/2024 INTERPRETING SERVICES INTERNATIONAL, LLC	Translation Services	569.70
7267	01/19/2024 INTERWEST CONSULTING GROUP	Building Official, Permit Counter & Inspection Services / October 2023	79,200.00
7268	01/19/2024 MAJESTIC FOUNTAINS	City Hall/Public Library Project	11,437.20
7269	01/19/2024 MARC DONOHUE	Administrative Services / January 2024	250.00
7270	01/19/2024 MITCHELL GENERAL CONTRACTORS, INC,	Project Deposit Refund	1,049.70

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7271	01/19/2024	RICOH USA, INC.	Copier Lease / February 2024	246.57
7272	01/19/2024	SOUTHERN CALIFORNIA EDISON	Electric Services / November - December 2023	7,265.66
7273	01/19/2024	VERIZON WIRELESS	Building iPads & Data Plans / December 2023	120.03
7274	01/19/2024	WILLDAN ENGINEERING	Code Enforcement Services / December 2023	9,835.00
7275	01/26/2024	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / December 2023	1,640.00
7276	01/26/2024	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / November 2023	16,512.49
7277	01/26/2024	BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / September 2023	8,976.45
7278	01/26/2024	DAVID LOTTIE CONSTRUCTION	Replacement for Check #6105 dated September 23, 2022	-
7279	01/26/2024	ECONOMIC & PLANNING SYSTEMS, INC.	Planning Services / November - December 2023	14,150.00
7280	01/26/2024	EPIC IO TECHNOLOGIES, INC.	City Hall Internet Service / January 2024	449.39
7281	01/26/2024	FUSCOE ENGINEERING, INC.	Traffic Engineering / December 2023	2,180.66
7282	01/26/2024	ITERIS, INC	Traffic Engineering / December 2023	4,224.00
7283	01/26/2024	KATHLEEN BENNETT	Replacement for Check #6152 dated October 13, 2022	-
7284	01/26/2024	MACEACHERN COMPANY	Building Review Refund	215.00
7285	01/26/2024	MARIO RAMIREZ	Replacement for Check #6111 dated September 23, 2022	-
7286	01/26/2024	NV5, INC.	Engineering Services / December 2023	16,485.00
7287	01/26/2024	OMNI ENTERPRISE INC	Janitorial Services / December 2023	2,100.00
7288	01/26/2024	OSCAR S. BAEZ ROJAS	City Hall/Public Library Project	968.00
7289	01/26/2024	PV MAINTENANCE INC	Maintenance Services / December 2023	10,390.19
7290	01/26/2024	RON HARBIN	Waste Diversion Deposit Refund	250.00
7291	01/26/2024	SHELBY ELECTRIC INC.	City Hall Maintenance	365.00
7292	01/26/2024	SUNIL KADAM	Replacement for Check #6163 dated October 13, 2022	-
7293	01/26/2024	SWEEPING CORPORATION OF AMERICA	Street Sweeping Services / November 2023	3,480.00
7294	01/26/2024	TONY'S LOCKSMITH & SAFE SERV.	Locksmith Services	561.63
7295	01/26/2024	VERTEX CONSTRUCTION	Replacement for Check #5765 dated May 27, 2022	-
7296	01/26/2024	WILLIAM K. KIM	Replacement for Check #6166 dated October 13, 2022	-
7297	01/31/2024	4LEAF, INC	Planning Services / November 2023	9,747.50
7298	01/31/2024	ACC BUSINESS	City Hall Internet Service / December 2023	608.66
7299	01/31/2024	ADT COMMERCIAL	City Hall Maintenance	571.33
7300	01/31/2024	ARC DOCUMENT SOLUTIONS, LLC.	City Hall/Public Library	437.21
7301	01/31/2024	AT&T	Telephone / 458-3487 / January 2024	57.17
7302	01/31/2024	BALLIET, MICHAEL	Waste Management Consulting Services / September - December 2023	2,000.00
7303	01/31/2024	BON APPETIT MANAGEMENT COMPANY	City Hall/Public Library Project	1,497.73
7304	01/31/2024	CALIFORNIA YELLOW CAB	Senior Mobility Transportation Services / December 2023	32,736.40
7305	01/31/2024	EL TORO WATER DISTRICT	Water Service / November - December 2023	7,782.30
7306	01/31/2024	HARDY & HARPER, INC	ADA Pedestrian Accessibility Improvement Project: Phase 7	16,225.81
7306	01/31/2024	HARDY & HARPER, INC	Pavement Management Plan Project	11,057.00
7307	01/31/2024	INTERWEST CONSULTING GROUP	Building Official, Permit Counter & Inspection Services / December 2023	66,890.00
7308	01/31/2024	KIMLEY HORN & ASSOCIATES, INC	Traffic Engineering Services	525.00
7309	01/31/2024	MISSION SQUARE RETIREMENT	Quarterly Plan Fee / January - March 2024	125.00
7310	01/31/2024	PETTY CASH	Replenish Petty Cash / January 2024	-
7311	01/31/2024	ROBERT'S WASTE & RECYCLING	Administrative Citation Refund	1,800.00
7312	01/31/2024	RUTAN & TUCKER, LLP	Legal Services / December 2023	10,336.50
7313	01/31/2024	SMITH ARCHITECTS	Architectural Services	10,000.00

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Date	Vendor Name	Description	Amount	
7314	01/31/2024	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / December 2023	3,170.71
7315	01/31/2024	SUN TAMERS WINDOW TINTING	City Hall Refurbishment & Safety Project: Phase 4	8,037.00
7316	01/31/2024	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 4)	5,448.22
7317	01/31/2024	VOID	VOID	-
7318	01/31/2024	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / February 2024	45.62
			Total Bank Debits and Warrants:	\$ 1,049,168.70

Petty Cash Expenditures Paid Out (See Note 2)

Home Depot	City Hall Maintenance		\$17.11
Dollar Tree	City Hall/Public Library Grand Opening		\$21.65
Michael's	City Hall/Public Library Grand Opening		\$31.52
Green Thumb	City Hall Maintenance		\$29.07
Home Depot	City Hall Maintenance		\$23.03
Trader Joe's	City Hall/Public Library Grand Opening		\$33.34
Target	City Hall/Public Library Grand Opening		\$36.62
Amazon	City Hall/Public Library Grand Opening		\$36.03
			Total Petty Cash:
			\$228.37

TOTAL \$ 1,049,397.07

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 January 2024, the following Councilmembers received compensation in the amount of \$300: Conners, Hatch, Horne, and McCary.

Note 2 - Petty cash is reported as cash is paid out, not when the fund is replenished.

Note 3 - The table below summarizes credit card expenditures paid via Check #7257 to U.S. Bank totaling \$2,281.67

Microsoft	Office 365 Online Services		\$475.00
Microsoft	Office 365 Subscription		\$162.00
Zoom	Video Conferencing		\$31.98
Department of Justice	Charitable Trust Registration (Civic Support Fund)		\$25.58
Everlit Survival	Trauma Kits		\$407.04
Stamps.com	Postage		\$529.99
Home Depot	Office Supplies		\$13.99
Wal Mart	Staff Holiday Event		\$9.87
Smart & Final	City Credit Card Used in Error / Reimbursed to City		\$103.80
Land's End	Office Supplies		\$522.42
			Total Credit Card Reimbursement:
			\$2,281.67

Note 4 - The table below summarizes credit card expenditures paid via Check #7316 to U.S. Bank totaling \$5,448.22

Microsoft	Office 365 Online Services		\$475.00
Microsoft	Office 365 Subscription		\$162.00
Zoom	Video Conferencing		\$31.98
Stamps.com	Postage		\$29.99

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Date	Vendor Name	Description	Amount
	Sabrosada	Staff Holiday Event	\$226.28
	Elkay	Office Supplies	\$67.88
	J&M Trophies	Councilmember Name Badges	\$39.73
	US Flagstore.com	Office Supplies	\$215.44
	Home Depot	Office Supplies	\$61.72
	Smart & Final	City Hall/Public Library Grand Opening	\$36.60
	Stater Brothers	City Hall/Public Library Grand Opening	\$38.44
	GovernmentJobs.com	Job Posting	\$398.00
	American Planning Association	Job Posting	\$395.00
	Land's End	Office Supplies	\$854.99
	Amazon	Broadcasting Equipment	\$1,912.99
	WP Engine	Website Hosting Subscription	\$180.00
	Wirecast Telestream	Website Streaming Subscription	\$322.18
Total Credit Card Reimbursement:			<u>\$5,448.22</u>

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