# STAFF REPORT

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|---|---|
| **MEETING DATE:** | **2/25/14** |
| **SUBJECT:** | **Review and Approve Disbursements** |
| **AGENDA ITEM:** | **6-3** |
| **STAFF CONTACT:** | **Dave Wallace, Chief Fiscal Officer** |

**STAFF RECOMMENDATION:**

It is recommended that the board of directors review and approve disbursements for the period of December 1, 2013, to January 31, 2014.

**Daniel S. Little, AICP, Executive Director**

Attachments: SRTA Disbursements – December 1, 2013, to January 31, 2014

## Shasta Regional Transportation Agency
# Transactions by Account
### As of January 31, 2014

| Type | Date | Num | Name | Memo | Credit |
|---|---|---|---|---|---|
| General Journal | 12/01/2013 | 328 | Teamwork HR | P/R Ending 12/1/2013 | 30,843.11 |
| Check | 12/03/2013 | 1469 | CalPERS-Fiscal Services | 6/30/13 OPEB Liability | 14,492.00 |
| Bill Pmt -Check | 12/04/2013 | Debit Card | Record Searchlight | 00607708 | 47.80 |
| Bill Pmt -Check | 12/05/2013 | Debit Card | Deluxe | 2029481191-New Checks | 250.50 |
| Bill Pmt -Check | 12/10/2013 | 1470 | AT Conference | 625539-1113 | 92.00 |
| Bill Pmt -Check | 12/10/2013 | 1471 | City of Redding- Public Works | 120213Q1OWPCOR | 17,112.31 |
| Bill Pmt -Check | 12/10/2013 | 1472 | LyRo Printing | 9245 | 42.90 |
| Bill Pmt -Check | 12/10/2013 | 1473 | Office Depot | 59088894 | 276.14 |
| Bill Pmt -Check | 12/10/2013 | 1474 | Pacific Benefit Consultants Inc | 60855 | 75.00 |
| Bill Pmt -Check | 12/10/2013 | 1475 | PG&E | 6621859972-9 | 27.87 |
| Bill Pmt -Check | 12/10/2013 | 1476 | RABA | 12022013Q1OWPRABA | 26,692.58 |
| Bill Pmt -Check | 12/10/2013 | 1477 | System Metrics Group Inc | B-SCRTPA-EconDev-6 | 2,598.05 |
| Bill Pmt -Check | 12/10/2013 | Payroll | Keith Williams | ATP Mtg | 250.45 |
| General Journal | 12/15/2013 | 329 | Teamwork HR | P/R Ending 12/15/13 | 24,889.96 |
| Bill Pmt -Check | 12/17/2013 | Debit Card | Varidesk | Vari15775 | 305.18 |
| Bill Pmt -Check | 12/23/2013 | Debit Card | Easy Appliance Parts | 5771569 | 39.04 |
| Bill Pmt -Check | 12/23/2013 | 1478 | Apex Technology Management | Shasta County RTPA | 1,834.62 |
| Bill Pmt -Check | 12/23/2013 | 1479 | AT&T Mobility | 12162013 | 122.34 |
| Bill Pmt -Check | 12/23/2013 | 1480 | Bay Alarm | 511266 | 110.25 |
| Bill Pmt -Check | 12/23/2013 | 1481 | Charter Business | 8751 15 001 1557979 | 125.00 |
| Bill Pmt -Check | 12/23/2013 | 1482 | EAP Inc | 42847 | 75.00 |
| Bill Pmt -Check | 12/23/2013 | 1483 | Ideal Property Management | Jan 2014 | 3,056.00 |
| Bill Pmt -Check | 12/23/2013 | 1484 | Kenny, Snowden & Norine | 88142 | 33.62 |
| Bill Pmt -Check | 12/23/2013 | 1485 | Office Depot | 59088894 | 31.27 |
| Bill Pmt -Check | 12/23/2013 | 1486 | Rincon Consultants Inc | 19609 | 4,515.00 |
| Bill Pmt -Check | 12/23/2013 | 1487 | Shasta County Health & Human Services | July-Sept Invoices | 32,465.48 |
| Bill Pmt -Check | 12/23/2013 | 1488 | Vestra | 16517 | 2,227.28 |
| Bill Pmt -Check | 12/23/2013 | 1489 | Western Business Products | CNIN041096 | 234.77 |
| Bill Pmt -Check | 12/23/2013 | Debit Card | Abbott & Kindermann, LLP | 5033244 | 55.00 |
| Bill Pmt -Check | 12/27/2013 | Debit Card | Amazon.com | 105-9715762-6486614 | 45.92 |
| General Journal | 12/29/2013 | 331 | Teamwork HR | PR Ending 12/29/13 | 30,612.96 |
| Bill Pmt -Check | 12/30/2013 | 1490 | American Planning Association | 152580 | 1,020.00 |
| Bill Pmt -Check | 12/30/2013 | 1491 | Apex Technology Management | Shasta County RTPA | 460.00 |
| Bill Pmt -Check | 12/30/2013 | 1492 | Charter Business | 8751 15 001 1557979 | 125.00 |
| Bill Pmt -Check | 12/30/2013 | 1493 | FP Mailing Solutions | RI101801413 | 96.59 |
| Bill Pmt -Check | 12/30/2013 | 1494 | Maui Bob's Office Cleaning | 11092 | 155.00 |
| Bill Pmt -Check | 12/30/2013 | 1495 | Pacific Benefit Consultants Inc | 61200 | 75.00 |
| Bill Pmt -Check | 12/30/2013 | 1496 | Utility Telephone | 126271 | 855.09 |
| Bill Pmt -Check | 12/31/2013 | Payroll | Dan Little | Dec 2013 Mileage | 107.92 |
| Bill Pmt -Check | 01/07/2014 | 1497 | Apex Technology Management | Shasta County RTPA | 143.75 |
| Bill Pmt -Check | 01/07/2014 | 1498 | Citilabs | 1154 | 2,430.00 |
| Bill Pmt -Check | 01/07/2014 | 1499 | e Solutions | 29048 | 288.00 |
| Bill Pmt -Check | 01/07/2014 | 1500 | EAP Inc | 42869 | 75.00 |
| Bill Pmt -Check | 01/07/2014 | 1501 | Kimley-Horn and Associates | 5472760, 5262226 | 2,677.50 |
| Bill Pmt -Check | 01/07/2014 | 1502 | Office Depot | 59088894 | 199.38 |

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|---|---|---|---|---|---|
| Bill Pmt -Check | 01/07/2014 | 1503 | PG&E | 6621859972-9 | 149.51 |
| Bill Pmt -Check | 01/08/2014 | Payroll | Janie Coffman | Oct-Dec Mileage | 57.06 |
| Bill Pmt -Check | 01/08/2014 | Payroll | Jennifer Pollom | Dec Mileage | 17.68 |
| Bill Pmt -Check | 01/09/2014 | Payroll | Jennifer Pollom | Jenn Mileage | 24.86 |
| Bill Pmt -Check | 01/10/2014 | Debit Card | Varidesk | VARI16158 | 344.26 |
| General Journal | 01/12/2014 | 353 | Teamwork HR | PR Ending 1/12/14 | 25,557.32 |
| Bill Pmt -Check | 01/17/2014 | Payroll | Dan Little | Dan Travel | 610.24 |
| Bill Pmt -Check | 01/17/2014 | Payroll | Jennifer Pollom | Jenn FTP | 60.00 |
| Bill Pmt -Check | 01/17/2014 | 1504 | Apex Technology Management | Shasta County RTPA | 1,056.75 |
| Bill Pmt -Check | 01/17/2014 | 1505 | CAL ACT | 2014-1260 | 395.00 |
| Bill Pmt -Check | 01/17/2014 | 1506 | CALCOG | Jan CALCOG and 2014 Leadership | 480.00 |
| Bill Pmt -Check | 01/17/2014 | 1507 | City of Redding Utilities | 0216105-7 | 252.71 |
| Bill Pmt -Check | 01/17/2014 | 1508 | Kenny, Snowden & Norine | 88309 | 615.00 |
| Bill Pmt -Check | 01/17/2014 | 1509 | Office Depot | 59088894 | 153.18 |
| Bill Pmt -Check | 01/17/2014 | 1510 | Vestra | 16610 | 3,089.26 |
| Bill Pmt -Check | 01/17/2014 | 1511 | Western Business Products | CNIN041276 | 127.25 |
| Bill Pmt -Check | 01/22/2014 | Debit Card | American Planning Association | 152580 | 495.00 |
| Bill Pmt -Check | 01/23/2014 | Debit Card | Unique Communications | 1326090 | 119.88 |
| Bill Pmt -Check | 01/23/2014 | Payroll | Jennifer Pollom | Jenn-FTIP | 109.25 |
| Bill Pmt -Check | 01/23/2014 | Debit Card | American Planning Association | 152580 | 415.00 |
| General Journal | 01/26/2014 | 354 | Teamwork HR | PR Ending 1/26/14 | 26,077.36 |
| Bill Pmt -Check | 01/27/2014 | 1512 | AT&T Mobility | 287252631487X01162014 | 122.85 |
| Bill Pmt -Check | 01/27/2014 | 1513 | Charter Business | 8751 15 001 1557979 | 126.87 |
| Bill Pmt -Check | 01/27/2014 | 1514 | DH Scott & Company | 237712 | 7,500.00 |
| Bill Pmt -Check | 01/27/2014 | 1515 | DKS Associates | 53797 | 960.00 |
| Bill Pmt -Check | 01/27/2014 | 1516 | Ideal Property Management | February 2014 | 3,056.00 |
| Bill Pmt -Check | 01/27/2014 | 1517 | Maui Bob's Office Cleaning | 11206 | 155.00 |
| Bill Pmt -Check | 01/27/2014 | 1518 | Office Depot | 59088894 | 111.51 |
| Bill Pmt -Check | 01/27/2014 | 1519 | Western Business Products | CNIN041466 | 234.77 |
| Bill Pmt -Check | 01/27/2014 | Payroll | Kathy Urlie | Kathy-FTIP Mtg | 354.05 |
| | | | | | **275,115.25** |