STAFF REPORT

MEETING DATE:	**April 28, 2020**
SUBJECT:	**Approve Disbursements**
AGENDA ITEM:	**5-3**
STAFF CONTACT:	**Jennifer Pollom, Senior Transportation Planner**

STAFF RECOMMENDATION:

It is recommended that the board of directors review and approve disbursements for the period of February 1, 2020, to March 31, 2020.

Dan Little

Daniel S. Little, AICP, Executive Director

Attachments: SRTA Disbursements, February 1, 2020, to March 31, 2020

Shasta Regional Transportation Agency
Cash Disbursements
Febraury 1, 2020, to March 31, 2020

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/03/2020	3933	Advisor Services	Hang signs / bike	244.31
Bill Pmt -Check	02/03/2020	3930	Alta Planning & Design	Sustainable Shasta: A walk and bike network consultant	20,658.39
Bill Pmt -Check	02/03/2020	3932	Apex Technology Management	Shasta County RTPA	4,187.26
Bill Pmt -Check	02/03/2020	3929	Circa Now, LLC	Shasta Connect Marketing Strategy	5,793.90
Bill Pmt -Check	02/03/2020	3931	Dignity Health (DHCL)	December Operating Expenses	29,539.68
Bill Pmt -Check	02/04/2020	EFT	Facebook	Facebook Ad Campaign Cottonwood Walking/Biking Improvement Project	40.00
Bill Pmt -Check	02/11/2020	3934	Apex Technology Management	Shasta County RTPA	1,963.61
Bill Pmt -Check	02/11/2020	3949	AT&T Elevator	Elevator January	73.41
Bill Pmt -Check	02/11/2020	3941	Benefit Resource	Annual Compliance Fee	450.00
Bill Pmt -Check	02/11/2020	3939	Carrel's Office Solutions	Copier Usage January	154.94
Bill Pmt -Check	02/11/2020	3940	Circa Now, LLC	ShastaConnect Media Planning and Marketing Strategy January	103.20
Bill Pmt -Check	02/11/2020	3946	Enterprise	Consolidated Invoice Rental Car Pollom CARL #3	38.93
Bill Pmt -Check	02/11/2020	3945	Hylton Security, Inc	Courtesy Patrol January	200.00
Bill Pmt -Check	02/11/2020	3938	Kenny & Norine	January Legal	461.51
Bill Pmt -Check	02/11/2020	3943	MJM Services	January Janitorial	688.00
Bill Pmt -Check	02/11/2020	3937	North State Security	Security Patrol February	199.64
Bill Pmt -Check	02/11/2020	3948	Siskiyou Elevator	Elevator Quarterly MaintenanceQ3 2019/20	300.00
Bill Pmt -Check	02/11/2020	3942	Spectrum Business	Internet February	134.98
Bill Pmt -Check	02/11/2020	3935	Total Compensation Systems Inc	GASB 68 Footnote Disclosure Report FY 2019	980.00
Bill Pmt -Check	02/11/2020	3936	Utility Telephone	Telephone for February	357.34
Bill Pmt -Check	02/11/2020	3944	World Telecom	Troubleshoot Phones	142.50
Bill Pmt -Check	02/11/2020	3947	EAP Inc	EAP for February	75.00
Bill Pmt -Check	02/11/2020	Payroll 2-7	Dan Little	Dan Little Travel CTC Sacramento 1-30-20	179.60
Bill Pmt -Check	02/11/2020	Payroll 2-7	Jennifer Pollom	Pollom Travel CARL #3 and travel advance for plane tickets	1,217.94
Bill Pmt -Check	02/11/2020	Payroll 2-7	Julie McFall	McFall Travel 1/22 LCTOP Workshop and 1/30 Transportation Planning Academy	192.03
Bill Pmt -Check	02/11/2020	Payroll 2-7	Kathy Urlie	Urlie Travel FTIP Workshop 1-28-20	398.30
Bill Pmt -Check	02/11/2020	Payroll 2-7	Keith Williams	Williams Travel FTIP Workship 1-28-20	215.93
Bill Pmt -Check	02/11/2020	Payroll 2-7	Monika Long	Long Travel FHWA Highway Funding Course Sacramento 1-30-20	622.75
Bill Pmt -Check	02/11/2020	Payroll 2-7	Sean Tiedgen	Teidgen Travel LCTOP Request Workshop 1-22-20	103.25
Bill Pmt -Check	02/11/2020	Debit	City of Redding Utilities	January utilities	936.17
Bill Pmt -Check	02/11/2020	Debit	Hover	Domain Renewal2020	80.85
Bill Pmt -Check	02/11/2020	Debit	Adobe Creative Cloud	Adobe stock image small March	29.99
Bill Pmt -Check	02/11/2020	Debit	Mailchimp	Mailchimp Subscription February	14.98
Bill Pmt -Check	02/11/2020	Debit	Office Depot	Office supplies	590.61
Bill Pmt -Check	02/11/2020	Debit	PG&E	Natural Gas January	244.70
General Journal	02/14/2020	1782	Teamwork HR	Pay Period Ending 02/14/2020	38,463.64
Bill Pmt -Check	02/19/2020	3950	Dignity Health (DHCL)	Shasta Connect Vehicle Equipment	381.65
Bill Pmt -Check	02/19/2020	3951	Total Compensation Systems Inc	GASB 75 Actuarial Valuation Services 2nd Installament	1,350.00
Bill Pmt -Check	02/20/2020	Payroll2/21	Keith Williams	Keith Williams Travel CWBTAC and ATPTAC Meeting Sacramento 2-13-2020	429.03
Bill Pmt -Check	02/25/2020	Debit Card	Office Depot	Office supplies	101.57
Bill Pmt -Check	02/25/2020	Debit Card	US Post Office	Board Packet Postage to Rickert	8.25
Bill Pmt -Check	02/25/2020	Debit Card	Verizon	Mobile Phone Dan Little / SRTA Jan 8-Feb 7	181.24
Bill Pmt -Check	02/25/2020	Debit	GFOA	GFOA - Ad for CFO Position 2020	150.00
Bill Pmt -Check	02/25/2020	EFT	Mailchimp	Mailchimp Subscription 2-10/3-9	14.98
Bill Pmt -Check	02/25/2020	Debit	Facebook	Facebook Ad Campaign Redding Connections & Victor Ave Open House	44.98
General Journal	02/28/2020	1784	Teamwork HR	PPE 2/28/20	35,442.35
Bill Pmt -Check	03/02/2020	3962	Alta Planning & Design	Sustainable Shasta: A walk and bike network consultant	44,173.25
Bill Pmt -Check	03/02/2020	3960	AT&T Elevator	Elevator February	73.92
Bill Pmt -Check	03/02/2020	3955	AT&T Mobility	SRTA iPAD February 2020	43.23
Bill Pmt -Check	03/02/2020	3952	Carrel's Office Solutions	Copier - Staples	144.79
Bill Pmt -Check	03/02/2020	3959	Civic Plus	SRTA Website Annual Renewal Web Hosting/Support & SSL Cert	1,225.35
Bill Pmt -Check	03/02/2020	3958	CTE	PM for Procurement of BEB & Charging Infrastructure 12/1/19-1/31/20	14,733.32
Bill Pmt -Check	03/02/2020	3961	Enterprise	Consolidated Invoice Rental Car Pollom CARL #4 & KW ATP Project Site Visits	235.55
Bill Pmt -Check	03/02/2020	3957	Forest Design	February Landscape	270.53
Bill Pmt -Check	03/02/2020	3954	FP Mailing Solutions	Postage Meter 2-20/5-20	192.89
Bill Pmt -Check	03/02/2020	3953	Jobs Available Inc	Advertising CFO 2020	479.00
Bill Pmt -Check	03/02/2020	3956	Record Searchlight	Public Notices for Unmet Transit Needs and IT RFP	305.74
General Journal	03/04/2020	1783	Teamwork HR	Payroll associated with Monika Long's last check	4,623.23
Bill Pmt -Check	03/05/2020	3963	EAP Inc	EAP for March	75.00
Bill Pmt -Check	03/05/2020	3965	Hylton Security, Inc	Courtesy Patrol February	200.00
Bill Pmt -Check	03/05/2020	3964	North State Security	Security Patrol February and Special Response	256.00
Bill Pmt -Check	03/05/2020	3966	Utility Telephone	Telephone for March	335.74

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	03/05/2020	3967	MJM Services	March Janitorial	655.00
Bill Pmt -Check	03/06/2020	Payroll 3/6	Jennifer Pollom	Pollom Travel CARL #4 Stockton CA 2/19-2/21	377.12
Bill Pmt -Check	03/09/2020	Debit	Adobe Creative Cloud	Adobe stock image small March	29.99
Bill Pmt -Check	03/09/2020	Debit	Arakadin Inc (AT Conference)	Conference calls February and January	49.21
Bill Pmt -Check	03/12/2020	3969	Circa Now, LLC	Shasta Connect Marketing Strategy Ticket Info Hangout and Social Marketing February	2,382.25
Bill Pmt -Check	03/12/2020	3970	Kenny & Norine	February Legal	732.04
Bill Pmt -Check	03/12/2020	3971	Benefit Resource	February 2020	100.00
Bill Pmt -Check	03/12/2020	3972	Spectrum Business	Internet March	134.98
Bill Pmt -Check	03/12/2020	3973	Carrel's Office Solutions	Multi Function Printer Usage 2/1/20 to 2/29/20	240.36
Bill Pmt -Check	03/12/2020	3974	Apex Technology Management	Shasta County RTPA	299.00
General Journal	03/13/2020	1786	Teamwork HR	Payroll ending 03/13/2020	33,966.76
Bill Pmt -Check	03/19/2020	Debit Card	PG&E	Natural Gas February	118.63
Bill Pmt -Check	03/20/2020	Debit	City of Redding Utilities	February utilities	790.17
Bill Pmt -Check	03/24/2020	3977	Apex Technology Management	Shasta County RTPA	2,447.61
Bill Pmt -Check	03/24/2020	3978	Clarke Pest Control	March Pest Control	105.00
Bill Pmt -Check	03/24/2020	3976	Environmental Systems Research Institute	ESRI License 2020	4,615.66
Bill Pmt -Check	03/24/2020	3975	MJM Services	January Janitorial	678.00
Bill Pmt -Check	03/24/2020	3979	Record Searchlight	Public Notices for Board of Directors Feb meeting and CFO ad	787.84
Bill Pmt -Check	03/26/2020	3980	Dignity Health (DHCL)	Sunday On-Demand Transit planning and ShastaConnect operations Oct-Jan and equipment	35,825.51
Bill Pmt -Check	03/26/2020	3981	Apex Technology Management	Dell Warranty Extension 2 year	131.25
Bill Pmt -Check	03/26/2020	3983	AT&T Mobility	SRTA iPAD Feb9-Mar8 2020	43.23
Bill Pmt -Check	03/26/2020	3984	Bay Alarm	Bay Alarm 4/1/2020 - 7/1/2020	392.61
Bill Pmt -Check	03/26/2020	3985	Forest Design	March Landscape and irrigation repairs	346.53
Bill Pmt -Check	03/26/2020	3982	Verizon	Mobile Phone Dan Little / SRTA Feb 8-Mar 7	181.24
General Journal	03/27/2020	1787	Teamwork HR	Payroll ending 03/27/2020	35,443.04
Total Payments					336,421.96