



Agenda Item No. 9b.

Staff Report

Date: December 14, 2023
To: Mayor Brekhus and Council Members
From: Christa Johnson, Town Manager
Subject: Approve Demands of November 2023

Recommendation

It is recommended that the Town Council approve the November 2023 demands as part of the Consent Calendar.

Attachments

1. Demands

ATTACHMENT 1

List of Demands of the Town of Ross for the month of November 2023 presented to the Town Council at their regular meeting on December 14, 2023 for approval.

FUND	DEMAND NUMBERS	AMOUNT
PAYROLL	See below	\$ 286,875.63
OPERATING FUND	36912, 36913, 3916 - 37019 excluding checks below	574,548.63
FACIL & EQUIP FUND	37008	920.00
GAS TAX FUND		-
ROADWAY FUND	36957, 37007, 37020	45,436.65
DRAINAGE FUND	36914, 36915, 36970	135,602.63
PERMIT DEPOSITS	36972, 37009	18,417.00
UNDERGRD UTILITY	37012	15,696.58
Total Outflow (Total payroll, checks, EFTs)		<u>\$ 1,077,497.12</u>

PAYROLL

Check #	PAYABLE TO	11/3/23	11/17/23	11/30/23	TOTAL PAYROLL
Direct Deposits & checks	Employees	\$ 64,652.11	\$ 67,267.50	\$ 65,397.36	\$ 197,316.97
EFT	Fed Taxes - FWH, FICA, & Med.	25,654.75	25,797.80	23,191.84	74,644.39
EFT	Emply Dev Dept - SWH	4,777.54	5,126.97	4,868.71	14,773.22
EFT	Emply Dev Dept - SUI & ETT	100.69	28.21	12.15	141.05
		<u>\$ 95,185.09</u>	<u>\$ 98,220.48</u>	<u>\$ 93,470.06</u>	<u>\$ 286,875.63</u>

OPERATING FUND

Check #	Date	Payee	Amount
36912	11/1/23	Pacific Mobile Structures, Inc.	1,322.82
36913	11/1/23	Ross Valley Fire Department	208,324.83
EFT	11/1/23	Pacific Gas & Electric	2,431.77
EFT	11/1/23	ExpertPay - garnishment	99.74
EFT	11/1/23	Pacific Gas & Electric	103.90
36916	11/2/23	Donna Redstone	30.00
36917	11/2/23	Jeneane Wagner	25.12
36918	11/2/23	Elizabeth Ford - accountant	10,800.00
36919	11/2/23	ADVNC Lacrosse, Inc.	4,695.00
36920	11/2/23	American Sanitation Inc.	1,047.68
36921	11/2/23	AT & T	158.51
36922	11/2/23	AT&T Mobility	100.22
36923	11/2/23	ATCO Pest Control	391.25
36924	11/2/23	Bartlett Tree Experts	195.00
36925	11/2/23	C.L.E.A.	189.00
36926	11/2/23	DC Electric Group, Inc.	424.80
36927	11/2/23	Fara's Auto Inc.	2,983.52
36928	11/2/23	Greenclean Building Maintenance, Inc.	1,385.00
36929	11/2/23	HdL Software, LLC	180.00
36930	11/2/23	Jackson's	226.01
36931	11/2/23	Marin IT, Inc.	1,742.00
36932	11/2/23	MCCMC	850.00
36933	11/2/23	North Bay Lighting &	251.28
36934	11/2/23	Denny O'Keefe	320.00
36935	11/2/23	Pacific Gas & Electric	615.72
36936	11/2/23	Relevant Blue LLC - recreation website	2,025.00
36937	11/2/23	Ross Valley Fire Dept. - fire inspection fees	7,926.76
36938	11/2/23	Roy's Sewer Service, Inc.	1,700.00
36939	11/2/23	State of California Dept of Justice	32.00
36940	11/2/23	Sun Life Assurance Co. of Canada	905.37
36941	11/2/23	The Tree Man, LLC	700.00
36942	11/2/23	Transbay Lock, Inc.	90.70
36943	11/2/23	U.S. Bank Equipment Finance	1,374.65
36944	11/2/23	Town of Windsor - training and classes	2,505.00
36945	11/2/23	Tennis in Marin, George Zahorsky	21,870.40
36946	11/2/23	Steven Teijein Jr. - recreation program	2,422.00
36947	11/2/23	Wendy Calderon-Ochoa - rec program	1,324.05
36948	11/2/23	Pitney Bowes Global Financial Svcs LLC	187.77
EFT	11/3/23	California Public Emp. Retirement Sys. - health	26,206.78
EFT	11/3/23	Paychex, Inc.	159.30
EFT	11/3/23	California Public Emp. Retirement Sys.	7,051.63
EFT	11/3/23	California Public Emp. Retirement Sys.	2,282.74
EFT	11/3/23	California Public Emp. Retirement Sys.	4,905.41
EFT	11/3/23	California Public Emp. Retirement Sys.	3,868.88
36949	11/3/23	Bartlett Tree Experts	1,045.00
36950	11/3/23	Cagwin & Dorward	723.19
36951	11/3/23	Delta Dental of California	1,933.26
36952	11/3/23	Elite Tree Trimming Services Inc.	2,250.00
36953	11/3/23	Pacific Gas & Electric	1,001.30
36954	11/3/23	Shamrock Materials, Inc. - don't use	732.90
36955	11/3/23	Verizon	253.20
100001	11/3/23	Marin Sanitary Service - street sweeping	4,000.00
100002	11/3/23	Marin IT, Inc.	400.00
EFT	11/7/23	WEX Bank - fuel	1,426.67
EFT	11/7/23	WEX Bank - fuel	400.79
36956	11/8/23	Donna Seymour - dba Cucina	2,500.00
EFT	11/8/23	Pacific Gas & Electric	29.31
EFT	11/8/23	Pacific Gas & Electric	87.19
36958	11/9/23	American Messaging	7.85
36959	11/9/23	AT&T Mobility	270.18

OPERATING FUND

Check #	Date	Payee	Amount
36960	11/9/23	Burke, Williams & Sorensen, LLP-attorney - Sept	24,362.00
36961	11/9/23	Town of Fairfax - contract police services	3,203.04
36962	11/9/23	Town of Fairfax - MMCCMC	220.00
36963	11/9/23	Marin.Org	3,977.70
36964	11/9/23	Marin Independent Journal	251.58
36965	11/9/23	Pacific Gas & Electric	2,240.66
36966	11/9/23	PLAN JPA	688.00
36967	11/9/23	R3 Consulting Group	5,000.00
36968	11/9/23	The Tree Man, LLC	5,850.00
36969	11/9/23	Pitney Bowes Global Financial Svcs LLC	197.64
EFT	11/10/23	Cardknox Development Inc.	2.50
EFT	11/14/23	Pacific Gas & Electric	75.26
EFT	11/15/23	California Public Emp. Retirement Sys.	7,055.16
EFT	11/15/23	California Public Emp. Retirement Sys.	2,308.95
EFT	11/15/23	California Public Emp. Retirement Sys.	4,930.13
EFT	11/15/23	California Public Emp. Retirement Sys.	4,031.41
EFT	11/15/23	CalPERS 457 Program	3,894.03
EFT	11/15/23	Payroll Resource Group/PRG	85.00
36971	11/16/23	Ellie Janisen	35.00
36973	11/16/23	Abbey Party Rents - Town dinner	9,389.80
36974	11/16/23	AT & T	579.13
36975	11/16/23	ATCO Pest Control	328.90
36976	11/16/23	CSG Consultants, Inc. - plan review services	4,117.50
36977	11/16/23	IDT Inc.	175.00
36978	11/16/23	Jesse Dioquino - recreation program	7,234.50
36979 Void	11/16/23	Void	-
36980	11/16/23	Marin IT, Inc.	400.00
36981	11/16/23	Marin Sanitary Service - street sweeping	4,170.00
36982	11/16/23	Ian McAvoy - Recreation program	5,890.30
36983	11/16/23	North Bay Bottling	246.50
36984	11/16/23	North Bay Lighting &	262.20
36985	11/16/23	PB Electronics	563.00
36986	11/16/23	Pickleball Organized LLC	5,460.00
36987	11/16/23	PLAN JPA	5,338.73
36988	11/16/23	Santa Rosa Junior College	225.00
36989	11/16/23	Wells Fargo	5,847.38
36990	11/16/23	Jasmine Worrell - recreation program	480.00
36991	11/16/23	Jeff Koblick - planning application refund	9,448.00
36992	11/16/23	Cagwin & Dorward	3,355.00
36993	11/16/23	Home Depot Credit Services	425.50
EFT	11/17/23	Paychex, Inc.	159.30
EFT	11/17/23	Optum Financial	5.92
EFT	11/20/23	Expert Pay - garnishment	167.30
36994	11/21/23	Cyndie Martel - reimb including Clerk's Conference	604.24
36995	11/21/23	Donna Redstone	31.25
36996	11/21/23	All Autos, Inc.	1,079.96
36997	11/21/23	American Sanitation Inc.	1,047.68
36998	11/21/23	Dyett & Bhatia - housing element	24,905.00
36999	11/21/23	Fara's Auto Inc.	89.50
37000	11/21/23	Lisa Harper - minute taker	315.00
37001	11/21/23	Pacific Gas & Electric	320.11
37002	11/21/23	Ross Valley Fire Department - wildfire prevention	1,368.46
37003	11/21/23	Roto-Rooter Plumbers	1,525.00
37004	11/21/23	The Tree Man, LLC	2,500.00
37005	11/21/23	Greenclean Building Maintenance, Inc.	990.00
37006	11/21/23	Bay Alarm Company	215.61
EFT	11/21/23	CalPERS 457 Program	3,894.03
EFT	11/27/23	Wells Fargo - credit card - Town Manager	2,304.11
EFT	11/27/23	Wells Fargo - credit card - Police Chief	934.54
EFT	11/27/23	Wells Fargo - credit card - Public Works	315.14
37010	11/28/23	Mallory Beren	50.57

OPERATING FUND

Check #	Date	Payee	Amount
37011	11/28/23	Burke, Williams & Sorensen, LLP - attorney - Oct	26,046.50
37013	11/28/23	Greenclean Building Maintenance, Inc.	395.00
37014	11/28/23	Denny O'Keefe	320.00
37015	11/28/23	Staples Business Credit	942.40
37016	11/28/23	State of California Dept of Justice	128.00
37017	11/28/23	Transbay Lock, Inc.	2,485.43
37018	11/28/23	Tennis in Marin, George Zahorsky	684.00
37019	11/28/23	TGA Junior Golf Camp	1,143.35
EFT	11/28/23	Wells Fargo - wire transfer fee	15.00
EFT	11/29/23	Pacific Gas & Electric	1,760.93
EFT	11/30/23	California Public Emp. Retirement Sys.	6,856.21
EFT	11/30/23	California Public Emp. Retirement Sys.	4,931.17
EFT	11/30/23	California Public Emp. Retirement Sys.	2,307.70
EFT	11/30/23	California Public Emp. Retirement Sys.	3,885.94
EFT	11/30/23	CalPERS 457 Program	3,894.03
EFT	11/30/23	Pacific Gas & Electric	93.30
		Total Operating Fund	<u>574,548.63</u>

FACILITIES & EQUIPMENT FUND

Check #	Date	Payee	Amount
37008	11/28/23	Imprints Landscape Architecture	920.00
			<u>920.00</u>

GAS TAX FUND

Check #	Date	Payee	Amount
			<u>-</u>

ROADWAY FUND

Check #	Date	Payee	Amount
36957	11/9/23	BKF Engineers - Laurel Grove pathway	1,654.46
37007	11/28/23	BKF Engineers - Laurel Grove pathway	7,256.11
37020	11/28/23	Maggiora & Ghilotti, Inc. - Laurel Grove pathway	36,526.08
			<u>45,436.65</u>

DRAINAGE FUND

Check #	Date	Payee	Amount
36914	11/2/23	Harrison Engineering, Inc.- Bolinas Ave	27,565.17
36915	11/2/23	Linscott Engineering Contractors Inc. - Madrona	8,037.46
36970	11/16/23	LVI Eng. Inc. - El Camino Bueno, Shady Lane project	100,000.00
			<u>135,602.63</u>

PERMIT DEPOSITS

Check #	Date	Payee	Amount
36972	11/16/23	Mark Goldstein	4,656.00
37009	11/28/23	David & Erica Bell	13,761.00
36665Void	11/29/23	Michael or Joanna Dachs - void - orig chk date 7/21/23	(12,000.00)
37026	11/29/23	Michael or Joanna Dachs	12,000.00
			<u>18,417.00</u>

UNDERGROUND UTILITY ACCOUNT

Check #	Date	Payee	Amount
37012	11/28/23	CSW/Stuber-Stroeh Engr Group, Inc.	15,696.58
			<u>15,696.58</u>