



Agenda Item No. 8b

Staff Report

Date: January 11, 2024
To: Mayor Brekhus and Council Members
From: Christa Johnson, Town Manager
Subject: Approve Demands of December 2023

Recommendation

It is recommended that the Town Council approve the December 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 December 2023 presented to the Town Council at their regular meeting on January 11, 2024 for approval.

FUND	DEMAND NUMBERS	AMOUNT
PAYROLL	See below	\$ 183,078.30
OPERATING FUND	37021 - 37090 - excluding checks below	394,664.38
FACIL & EQUIP FUND		-
GAS TAX FUND		-
ROADWAY FUND		-
DRAINAGE FUND	37050, 37051, 37052, 37053	134,755.48
PERMIT DEPOSITS	37091	33,000.00
UNDERGRD UTILITY		-
Total Outflow (Total payroll, checks, EFTs)		<u>\$ 745,498.16</u>

PAYROLL

Check #	PAYABLE TO	12/15/23	12/29/23	TOTAL PAYROLL
Direct Deposits & checks	Employees	\$ 65,033.74	\$ 64,227.12	\$ - \$ 129,260.86
EFT	Fed Taxes - FWH, FICA, & Med.	22,384.57	21,741.91	- 44,126.48
EFT	Emply Dev Dept - SWH	4,870.24	4,811.41	- 9,681.65
EFT	Emply Dev Dept - SUI & ETT	4.06	5.25	- 9.31
		<u>\$ 92,292.61</u>	<u>\$ 90,785.69</u>	<u>\$ - \$ 183,078.30</u>

OPERATING FUND

Check #	Date	Payee	Amount
37021	12/1/23	Sun Life Assurance Co. of Canada	1,024.17
37022	12/1/23	Delta Dental of California	2,030.78
37023	12/1/23	Pacific Mobile Structures, Inc.	1,322.82
37024	12/1/23	Ross Valley Fire Department	208,324.83
37025	12/1/23	Pickleball Organized LLC	672.00
EFT	12/1/23	Paychex, Inc.	155.90
37027	12/1/23	Elizabeth Ford - accountant	5,130.00
37028	12/1/23	Marin IT, Inc.	1,773.00
37029	12/1/23	Marin Municipal Water District	2,690.38
37030	12/1/23	Pacific Gas & Electric	224.33
37031	12/1/23	Ross Valley Sanitary District	3,393.60
37032	12/1/23	Santa Rosa Junior College	225.00
37033	12/1/23	Sierra Pacific Turf Supply, Inc.	4,110.23
37034	12/1/23	Jeff Sutherland dba Sonoma Turf	3,850.00
37035	12/1/23	Verizon	253.79
37036	12/1/23	C.L.E.A.	189.00
37037	12/4/23	Christa Johnson	180.76
EFT	12/4/23	ExpertPay	167.30
EFT	12/4/23	California Public Emp. Retirement Sys. - health	27,886.18
37038	12/6/23	Marin County Clerk	50.00
37039	12/6/23	Jeneane Wagner	36.67
37040	12/6/23	AT&T Mobility	200.44
37041	12/6/23	Cagwin & Dorward	4,902.85
37042	12/6/23	Nvoicepay, Inc. dba Corpay - Sage a/p	3.00
37043	12/6/23	Francesca Perez	98.00
37044	12/6/23	HdL Software, LLC	195.00
37045	12/6/23	Marin Municipal Water District	609.39
37046	12/6/23	North Bay Bottling	245.40
37047	12/6/23	Pacific Gas & Electric	3,271.92
37048	12/6/23	Ross Valley Fire Dept - fire inspection fees	4,380.22
37049	12/6/23	State Water Resources Control Bd-storm water fees	7,067.00
EFT	12/6/23	WEX - fuel public works	281.63
EFT	12/6/23	WEX - fuel public safety	1,084.98
EFT	12/7/23	Pacific Gas & Electric	199.90
EFT	12/7/23	Pacific Gas & Electric	268.42
EFT	12/12/23	Cardknox Development Inc.	2.50
37054	12/13/23	AT & T	603.78
37055	12/13/23	Cagwin & Dorward	3,355.00
37056	12/13/23	CSG Consultants, Inc. - plan review	1,890.00
37057	12/13/23	Eastman Investigative LLC	1,400.00
37058	12/13/23	Bay Area Maintenance	1,190.00
37059 Void	12/13/23	Void	-
37060	12/13/23	PLAN JPA - claim	7,186.17
37061	12/13/23	R3 Consulting Group - cost analysis	5,000.00
37062	12/13/23	City of San Rafael - property tax share	2,185.43
37063	12/13/23	Wells Fargo - credit card - general government	419.70
37064	12/13/23	American Messaging	7.85
37065	12/13/23	Pitney Bowes Global Financial Svcs LLC	201.03
37066	12/13/23	Home Depot Credit Services	126.05
EFT	12/13/23	California Public Emp. Retirement Sys.	6,862.77
EFT	12/13/23	California Public Emp. Retirement Sys.	2,299.38
EFT	12/13/23	California Public Emp. Retirement Sys.	4,518.85
EFT	12/13/23	California Public Emp. Retirement Sys.	3,975.72
EFT	12/14/23	Payroll Resource Group/PRG - cafeteria plan	85.00
EFT	12/14/23	Pacific Gas & Electric	105.90
EFT	12/14/23	Payroll Resource Group/PRG - cafeteria plan	1,014.71
EFT	12/14/23	CalPERS 457 Program	3,562.83
EFT	12/15/23	Paychex, Inc.	155.90
37067	12/15/23	Donna Redstone	8.51
37068	12/15/23	Julie McMillan	137.51

OPERATING FUND

Check #	Date	Payee	Amount
37069	12/15/23	County of Marin	50.00
EFT	12/18/23	Expert Pay - garnishment	167.30
37070 Void	12/19/23	Void	-
37071	12/19/23	DC Electric Group, Inc.	691.79
37072	12/19/23	Lisa Harper - minute taker	495.00
37073	12/19/23	Marin Sanitary Service - street sweeping	5,000.00
37074	12/19/23	Wells Fargo - credit card - recreation	707.52
EFT	12/20/23	Optum Financial	5.92
37075	01/04/24	January check	-
37076	12/19/23	U.S. Bancorp Equipment Finance, Inc.	1,374.65
37077	12/20/23	American Sanitation Inc. - portable toilets	1,047.68
EFT	12/26/23	California Public Emp. Retirement Sys.	6,822.37
EFT	12/26/23	California Public Emp. Retirement Sys.	4,646.91
EFT	12/26/23	California Public Emp. Retirement Sys.	3,869.04
EFT	12/26/23	California Public Emp. Retirement Sys.	2,337.83
EFT	12/26/23	CalPERS 457 Program	3,662.70
EFT	12/27/23	Wells Fargo - credit card - Town Manager	923.33
EFT	12/27/23	Wells Fargo - credit card - Police Chief	748.59
EFT	12/27/23	Wells Fargo - credit card - Public Works	73.53
EFT	12/29/23	Pacific Gas & Electric	1,805.66
EFT	12/29/23	Pacific Gas & Electric	97.64
EFT	12/29/23	Paychex, Inc.	152.50
37078	12/31/23	Maureen Borthwick	814.21
37079	12/29/23	AT & T	328.83
37080	12/29/23	AT&T Mobility	100.22
37081	12/29/23	Greenclean Building Maintenance, Inc.	395.00
37082	12/29/23	Marin General Services Authority	19,203.50
37083	12/29/23	Denny O'Keefe	320.00
37084	12/29/23	Pacific Gas & Electric	388.15
37085	12/29/23	Pitney Bowes Bank Inc Purchase Power	201.03
37086	12/29/23	The Tree Man, LLC	4,450.00
37087	12/29/23	January check	-
37088	12/29/23	January check	-
37089	12/29/23	January check	-
37090	12/29/23	Greenclean Building Maintenance, Inc.	990.00
		Total Operating Fund	<u>394,664.38</u>

FACILITIES & EQUIPMENT FUND

Check #	Date	Payee	Amount
			-

GAS TAX FUND

Check #	Date	Payee	Amount
			-

ROADWAY FUND

Check #	Date	Payee	Amount
			-

DRAINAGE FUND

Check #	Date	Payee	Amount
37050	12/13/23	Harrison Engineering, Inc.	4,289.73
37051	12/13/23	LVI Eng. Inc. - El Camino Bueno, Shady Lane project	120,000.00
37052	12/13/23	Moe Engineering, Inc.	9,453.25
37053	12/13/23	Schaaf & Wheeler - storm drain master plan	1,012.50
			134,755.48

PERMIT DEPOSITS

Check #	Date	Payee	Amount
37026	11/29/23	November check	-
37091	12/29/23	Stephanie & Russ Haswell	33,000.00
			33,000.00

UNDERGROUND UTILITY ACCOUNT

Check #	Date	Payee	Amount
			-