



Agenda Item No. 6b.

Staff Report

Date: March 14, 2024
To: Mayor Brekhus and Council Members
From: Christa Johnson, Town Manager
Subject: Approve Demands of February 2024

Recommendation

It is recommended that the Town Council approve the February 2024 demands as part of the Consent Calendar.

Attachments

1. Demands

ATTACHMENT 1

List of Demands of the Town of Ross for the month of February 2024 presented to the Town Council at their regular meeting on March 14, 2024 for approval.

FUND	DEMAND NUMBERS	AMOUNT
PAYROLL	See below	\$ 196,602.23
OPERATING FUND	37166-37170, 37172 - 37266 excluding checks below	462,040.66
FACIL & EQUIP FUND	37173, 37202	7,477.50
GAS TAX FUND		-
ROADWAY FUND	37247	3,423.25
DRAINAGE FUND	37172, 37194, 37203, 37229	86,111.15
PERMIT DEPOSITS	37174, 37200, 37201, 37231	69,710.00
UNDERGRD UTILITY		-
Total Outflow (Total payroll, checks, EFTs)		\$ 825,364.79

PAYROLL

Check #	PAYABLE TO	2/9/24	2/23/24	TOTAL PAYROLL
Direct Deposits & checks	Employees	\$ 63,923.42	\$ 65,984.86	\$ -
EFT	Fed Taxes - FWH, FICA, & Med.	27,467.54	28,921.95	-
EFT	Emply Dev Dept - SWH	4,746.38	5,094.91	-
EFT	Emply Dev Dept - SUI & ETT	285.17	178.00	-
		<u>\$ 96,422.51</u>	<u>\$ 100,179.72</u>	<u>\$ -</u>
				<u>\$ 196,602.23</u>

OPERATING FUND

Check #	Date	Payee	Amount
37166	02/01/24	Sun Life Assurance Co. of Canada	941.18
37167	02/01/24	Delta Dental of California	1,922.35
37168	02/01/24	C.L.E.A.	224.00
37169	02/01/24	Pacific Mobile Structures, Inc.	1,585.87
37170	02/01/24	Ross Valley Fire Department	208,324.83
37171	01/29/24	January check	-
37175 Void	02/01/24	Void check	-
37176 Void	02/01/24	Void check	-
37177	02/01/24	American Solutions for Business	598.26
37178	02/01/24	Bay Alarm Company	196.40
37179	02/01/24	Burke, Williams & Sorensen, LLP - attorneys	25,027.00
37180	02/01/24	DC Electric Group, Inc.	742.87
37181	02/01/24	Elizabeth Ford - accountant	6,918.75
37182	02/01/24	Greenclean Building Maintenance, Inc.	990.00
37183	02/01/24	Ed Gurka - arborist	551.25
37184	02/01/24	Lisa Harper - minute taker	180.00
37185	02/01/24	League of California Cities	350.00
37186	02/01/24	Marin IT, Inc.	1,770.00
37187 Void	02/01/24	Void check	-
37188	02/01/24	Marin Municipal Water District	588.90
37189	02/01/24	Northbay Roofing	1,000.00
37190	02/01/24	Pacific Gas & Electric	823.87
37191	02/01/24	Roto-Rooter Plumbers	1,200.00
37192	02/01/24	City of San Rafael - property tax share	1,846.53
37193	02/01/24	Verizon	254.28
37195	02/01/24	Staples Contract and Commercial	484.49
37196 Void	02/01/24	Void check	-
EFT	02/01/24	Pacific Gas & Electric	102.98
37197	02/01/24	Pacific Gas & Electric	941.78
37198	02/02/24	Eric Robbe	160.00
EFT	02/02/24	ExpertPay - garnishment	167.30
EFT	02/02/24	California Public Emp. Retirement Sys. - health	30,716.15
EFT	02/06/24	WEX Bank - fuel	50.36
EFT	02/06/24	WEX Bank - fuel	1,064.40
EFT	02/07/24	California Public Emp. Retirement Sys.	5,716.40
EFT	02/07/24	California Public Emp. Retirement Sys.	4,462.18
EFT	02/07/24	California Public Emp. Retirement Sys.	5,106.38
EFT	02/07/24	California Public Emp. Retirement Sys.	4,519.76
EFT	02/08/24	Pacific Gas & Electric	417.62
EFT	02/08/24	Pacific Gas & Electric	652.12
EFT	02/08/24	CalPERS 457 Program	3,927.86
37199	02/09/24	Marin Manager's Association	150.00
EFT	02/09/24	Paychex, Inc.	172.90
EFT	02/12/24	Expert Pay - garnishment	167.30
37204	02/13/24	American Messaging	7.85
37205	02/13/24	American Sanitation Inc.	1,047.68
37206	02/13/24	AT & T	492.42
37207	02/13/24	ATCO Pest Control	342.06
37208	02/13/24	Bartlett Tree Experts	240.00
37209	02/13/24	Cagwin & Dorward	3,355.00
37210	02/13/24	CSG Consultants, Inc.	8,471.25
37211	02/13/24	FireMaster Dept. 1019	668.01
37212	02/13/24	Lori Garcia - CPR and first aid training	750.00
37213	02/13/24	Greenclean Building Maintenance, Inc.	395.00
37214	02/13/24	Hagel Supply Co.	212.70
37215	02/13/24	Marin IT, Inc.	800.00
37216	02/13/24	Marin Sanitary Service - street sweeping	5,000.00
37217	02/13/24	North Bay Bottling	357.00
37218	02/13/24	Denny O'Keefe - tennis court maint.	320.00
37219	02/13/24	Pacific Gas & Electric	2,304.68

OPERATING FUND

Check #	Date	Payee	Amount
37220	02/13/24	Relevant Blue LLC - recreation website	2,568.75
37221	02/13/24	Ross Valley Fire Dept - fire inspection fees	29,209.71
37222	02/13/24	Roto-Rooter Plumbers	1,250.00
37223	02/13/24	T & B Sports	2,996.00
37224	02/13/24	The Tree Man, LLC	3,000.00
37225	02/13/24	Wells Fargo - credit card - Admin Dept	1,631.53
37226	02/13/24	U.S. Bank Equipment Finance	1,374.65
37227	02/13/24	Home Depot Credit Services	753.87
37228	02/13/24	AT&T Mobility	270.42
EFT	02/13/24	Cardknox Development Inc.	2.50
EFT	02/13/24	Pacific Gas & Electric	8.24
EFT	02/13/24	Pacific Gas & Electric	130.67
37230	02/16/24	County of Marin	50.00
EFT	02/16/24	Payroll Resource Group/PRG - cafeteria plan	85.00
EFT	02/21/24	Optum Financial	8.14
EFT	02/21/24	Payroll Resource Group/PRG - cafeteria plan	1,000.00
37232	02/22/24	Cyndie Martel	196.25
37233	02/22/24	Alek Cordeiro - recreation program	3,035.50
37234	02/22/24	American Sanitation Inc.	1,047.68
37235	02/22/24	AT & T	296.14
37236	02/22/24	AT&T Mobility	100.15
37237	02/22/24	Civic Plus LLC - Town website	3,465.00
37238	02/22/24	Critical Reach, Inc.	125.00
37239	02/22/24	Lisa Harper - minute taker	300.00
37240	02/22/24	Marin Independent Journal	584.98
37241	02/22/24	Pickleball Organized LLC	1,960.00
37242	02/22/24	Quadient CXM USA Inc. - Sage 50 app	362.00
37243	02/22/24	Steven Teijein Jr. - recreation program	644.00
37244	02/22/24	Greenclean Building Maintenance, Inc.	990.00
37245	02/22/24	Kentfield School District - recreation rent	9,262.75
37246	02/22/24	Bay Alarm Company	215.61
37248	02/22/24	George Zahorsky - tennis instruction	7,214.40
37249	02/22/24	Debbie Ghiringhelli Catering - age friendly group	3,914.40
37250	03/01/24	March check	-
37251	03/01/24	March check	-
37252	03/01/24	March check	-
37253	03/01/24	March check	-
EFT	02/22/24	CalPERS 457 Program	3,927.86
EFT	02/22/24	California Public Emp. Retirement Sys.	4,380.07
EFT	02/22/24	California Public Emp. Retirement Sys.	5,026.11
EFT	02/22/24	California Public Emp. Retirement Sys.	4,416.62
EFT	02/22/24	California Public Emp. Retirement Sys.	5,752.08
37254	02/22/24	Roberta Feliciano	441.47
EFT	02/23/24	Paychex, Inc.	172.90
EFT	02/23/24	Expert Pay - garnishment	167.30
37255	02/23/24	AT & T	286.33
37256	02/23/24	Marin IT, Inc.	1,721.15
37257	02/26/24	Downing Heating Inc.	8,461.00
37258	02/26/24	Pacific Gas & Electric	376.13
37259	02/28/24	Pitney Bowes Global Financial Svcs LLC	192.71
EFT	02/28/24	Wells Fargo - credit card - Town Manager	282.04
EFT	02/28/24	Wells Fargo - credit card - Police Chief	366.20
EFT	02/28/24	Wells Fargo - credit card - Public Works	181.49
EFT	02/29/24	Pacific Gas & Electric	2,093.59
37260	02/29/24	DC Electric Group, Inc.	172.84
37261	02/29/24	Pacific Gas & Electric	894.98
37262	02/29/24	Total Compensation Syst, Inc. - OPEB valuation	1,890.00
37263	02/29/24	Verizon	254.28
37264	02/29/24	Marin IT, Inc.	1,235.00
37265	02/29/24	Staples	1,291.20
37266	02/29/24	C.L.E.A.	224.00
		Total Operating Fund	<u>462,040.66</u>

FACILITIES & EQUIPMENT FUND

Check #	Date	Payee	Amount
37173	02/01/24	Moe Engineering, Inc.- ADA transition plan	5,025.25
37202	02/13/24	Moe Engineering, Inc.- ADA transition plan	2,452.25
			<u>7,477.50</u>

GAS TAX FUND

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

ROADWAY FUND

Check #	Date	Payee	Amount
37247	02/22/24	BKF Engineers - Laurel Grove pathway	3,423.25
			<u>3,423.25</u>

DRAINAGE FUND

Check #	Date	Payee	Amount
37172	02/01/24	Moe Engineering, Inc.	7,591.50
37194	02/01/24	Roto-Rooter Plumbers	4,665.00
37203	02/13/24	Quincy Engineering - Winship Bridge	56,302.41
37229	02/13/24	Quincy Engineering - Winship Bridge	17,552.24
			<u>86,111.15</u>

PERMIT TIME COMPLETION DEPOSITS

Check #	Date	Payee	Amount
37174	02/01/24	Jeffrey & Jennifer Bogan	24,000.00
37200	02/13/24	Steve Akram	12,750.00
37201	02/13/24	The Quigney Family Trust	29,000.00
37231	02/21/24	John & Kelly Boynton	3,960.00
			<u>69,710.00</u>

UNDERGROUND UTILITY ACCOUNT

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