



**Agenda Item No. 8b.**

**Staff Report**

**Date:** June 13, 2024  
**To:** Mayor Kircher and Council Members  
**From:** Christa Johnson, Town Manager  
**Subject:** Approve Demands of May 2024

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**Recommendation**

It is recommended that the Town Council approve the May 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 May 2024 presented to the Town Council at their regular meeting on June 13, 2024 for approval.

FUND	DEMAND NUMBERS	AMOUNT
PAYROLL	See below	\$ 285,472.47
OPERATING FUND	37394 - 37397, 37431 - 37522 excluding checks below	536,904.47
FACIL & EQUIP FUND	37508	54,551.19
GAS TAX FUND		-
ROADWAY FUND	37430, 37475, 37476	13,858.73
DRAINAGE FUND	37462, 37463, 37503	7,892.50
PERMIT DEPOSITS	37518	20,900.00
UNDERGRD UTILITY	37436, 37509	8,098.30
<b>Total Outflow (Total payroll, checks, EFTs)</b>		<b><u>\$ 927,677.66</u></b>

**PAYROLL**

Check #	PAYABLE TO	05/03/24	05/17/24	05/31/24	TOTAL PAYROLL
Direct Deposits & checks	Employees	\$ 61,141.64	\$ 63,287.10	\$ 64,283.76	\$ 188,712.50
EFT	Fed Taxes - FWH, FICA, & Med.	26,685.75	27,953.89	28,120.83	82,760.47
EFT	Emply Dev Dept - SWH	4,434.49	4,750.54	4,736.91	13,921.94
EFT	Emply Dev Dept - SUI & ETT	51.97	7.64	17.95	77.56
		<u>\$ 92,313.85</u>	<u>\$ 95,999.17</u>	<u>\$ 97,159.45</u>	<u>\$ 285,472.47</u>

## OPERATING FUND

Check #	Date	Payee	Amount
37414 Void	05/01/24	Jackson Square Properties - orig chk date 4/24/24	(450.00)
37394	05/01/24	Sun Life Assurance Co. of Canada	1,070.96
37395	05/01/24	Ross Valley Fire Department	208,324.83
37396	05/01/24	Pacific Mobile Structures, Inc.	1,585.87
37397	05/01/24	Delta Dental of California	2,016.93
EFT	05/01/24	Pacific Gas & Electric	1,908.95
EFT	05/02/24	Pacific Gas & Electric	113.80
EFT	05/02/24	California Public Emp. Retirement Sys. - health	32,763.28
EFT	05/02/24	CalPERS 457 Program	3,927.86
EFT	05/02/24	California Public Emp. Retirement Sys.	5,832.40
EFT	05/02/24	California Public Emp. Retirement Sys.	5,493.24
EFT	05/02/24	California Public Emp. Retirement Sys.	4,928.46
EFT	05/02/24	California Public Emp. Retirement Sys.	4,123.57
EFT	05/03/24	Paychex, Inc.	175.90
37431	05/06/24	Advanced Etiquette - recreation program	4,392.00
37432	05/06/24	American Messaging	7.84
37433	05/06/24	Burke, Williams & Sorensen, LLP - attorney	11,941.50
37434	05/06/24	C.L.E.A.	288.00
37435	05/06/24	Central Square - TrakiT software	5,265.54
37437	05/06/24	Elizabeth Ford - accountant	8,235.00
37438	05/06/24	Greenclean Building Maintenance, Inc.	990.00
37439	05/06/24	Lisa Harper - minute taker	930.00
37440	05/06/24	HdL Software, LLC	150.00
37441	05/06/24	The Permanente Medical Group Inc.	907.00
37442	05/06/24	Kentfield School District - recreation program	2,688.00
37443	05/06/24	Marin County Fire Department - fuel reduction	21,006.76
37444	05/06/24	Marin Independent Journal	187.50
37445	05/06/24	Marin IT, Inc.	2,296.00
37446	05/06/24	North Bay Bottling	273.00
37447	05/06/24	Pacific Gas & Electric	3,496.28
37448	05/06/24	Pickleball Organized LLC	448.00
37449	05/06/24	Staples	555.89
37450	05/06/24	State of California Dept of Justice	117.00
37451	05/06/24	U.S. Bank Equipment Finance - copier	1,374.65
37452	05/06/24	Verizon	332.94
EFT	05/06/24	Cardknox Development Inc.	2.50
EFT	05/06/24	ExpertPay - garnishment	167.30
37453	05/07/24	Pitney Bowes Bank Inc Purchase Power	200.00
37454	05/07/24	Ross Valley Fire Department - fire inspect fees	10,805.26
37455	05/07/24	ADVNC Lacrosse, Inc.	3,606.75
37456	05/07/24	Alek Cordeiro - recreation program	2,385.50
37457	05/07/24	Dance Arts Ballroom & Fitness - rec program	20,176.80
37458	05/07/24	Helene Clarke - recreation program	975.00
37459	05/07/24	Pickleball Organized LLC	3,220.00
37460	05/07/24	Steven Teijein Jr. - recreation program	1,263.50
37461	05/07/24	Raffaello Pata - expense reimbursement	1,441.86
EFT	05/07/24	WEX Bank - fuel	170.07
EFT	05/07/24	WEX Bank - fuel	1,203.86
EFT	05/09/24	Pacific Gas & Electric	348.15
EFT	05/09/24	Pacific Gas & Electric	326.17
EFT	05/14/24	Pacific Gas & Electric	77.42
EFT	05/15/24	California Public Emp. Retirement Sys.	4,097.92
EFT	05/15/24	California Public Emp. Retirement Sys.	4,970.33
EFT	05/15/24	California Public Emp. Retirement Sys.	5,573.02
EFT	05/15/24	California Public Emp. Retirement Sys.	5,901.57
EFT	05/16/24	CalPERS 457 Program	3,927.86
37464	05/17/24	American Sanitation Inc.	1,047.68
37465	05/17/24	Marin Sanitary Service - street sweeping	4,000.00
37466	05/17/24	Pacific Gas & Electric	11.02
37467	05/17/24	Pitney Bowes Inc.	80.84

## OPERATING FUND

Check #	Date	Payee	Amount
37468	05/17/24	Quadient CXM USA - accounts payable software	362.00
37469	05/17/24	Home Depot Credit Services	115.56
37470	05/17/24	Wells Fargo - credit card - Recreation	2,613.64
37471	05/17/24	Wells Fargo - credit cards - Town Clerk & Pworks	874.60
EFT	05/17/24	Optum Financial	7.03
EFT	05/17/24	Paychex, Inc.	175.90
EFT	05/20/24	ExpertPay - garnishment	167.30
37472	05/23/24	Thomas Coates - refund of fee	450.00
37473	05/23/24	Reichers Engineering - plan review refund	4,378.00
37474	05/23/24	Mallory Beren	9.28
37477	05/23/24	Academic Chess	6,083.00
37478	05/23/24	AT & T	584.79
37479	05/23/24	AT&T Mobility	370.25
37480	05/23/24	ATCO Pest Control	342.06
37481	05/23/24	Bartlett Tree Experts	1,330.00
37482	05/23/24	Cagwin & Dorward - landscapers	9,184.47
37483	05/23/24	DC Electric Group, Inc.	172.84
37484	05/23/24	Ed Gurka - arborist	816.25
37485	05/23/24	Horizon - irrigation supplies	486.42
37486	05/23/24	Jackson's - Stihl batteries etc	2,012.20
37487	05/23/24	Marin County Sheriff's Office - investigation unit	12,471.00
37488	05/23/24	Marin IT, Inc.	815.15
37489	05/23/24	Marin Municipal Water District	112.74
37490	05/23/24	Ian McAvoy - recreation program	4,088.50
37491	05/23/24	Pacific Gas & Electric	377.88
37492	05/23/24	City of San Rafael - MCCMC meeting	220.00
37493	05/23/24	TGA Junior Golf Camp	2,762.40
37494	05/23/24	The Tree Man, LLC	1,400.00
37495 - 37497	06/01/24	June checks	-
37498	05/23/24	Bay Alarm Company	215.61
37499 - 37502	06/01/24	June checks	-
37504	05/24/24	Marin Municipal Water District	1,207.51
37505	05/24/24	Pacific Gas & Electric	268.72
37506	05/24/24	Horizon - irrigation supplies	281.96
EFT	05/28/24	Wells Fargo - credit card - Town Manager	3,779.30
EFT	05/28/24	Wells Fargo - credit card - Street Supervisor	1,007.94
EFT	05/28/24	Wells Fargo - credit card - Police Chief	859.78
37507	05/29/24	Debbie Ghiringhelli Catering - 5/29/24 picnic	764.49
37510	05/29/24	Thrive Girl Inc. - 9/27/24 Town dinner music	300.00
37511	05/29/24	Kidscontent TinkerTech	3,259.75
37512	05/29/24	C.L.E.A.	256.00
EFT	05/29/24	Pacific Gas & Electric	1,901.43
EFT	05/30/24	CalPERS 457 Program	3,927.86
EFT	05/30/24	California Public Emp. Retirement Sys.	5,899.49
EFT	05/30/24	California Public Emp. Retirement Sys.	5,582.71
EFT	05/30/24	California Public Emp. Retirement Sys.	4,940.26
EFT	05/30/24	California Public Emp. Retirement Sys.	4,097.92
37513	05/30/24	Marin Municipal Water District	760.47
37514	05/30/24	Pacific Gas & Electric	28.47
37515	05/30/24	William T. Higgins Tennis Pro Inc. - rec program	13,804.70
37516	05/30/24	Verizon	290.79
37517	05/30/24	Santa Rosa Junior College	263.75
37519	05/31/24	Bartlett Tree Experts	500.00
37520	05/31/24	Burke, Williams & Sorensen, LLP - attorney	13,535.00
37521	05/31/24	Marin IT, Inc.	22.91
37522	05/31/24	Pacific Gas & Electric	2,382.67
EFT	05/31/24	Pacific Gas & Electric	112.09
EFT	05/31/24	Paychex, Inc.	190.30
		Total Operating Fund	<u>\$ 536,904.47</u>

## FACILITIES &amp; EQUIPMENT FUND

Check #	Date	Payee	Amount
37508	05/29/24	Folsom Lake Ford - police vehicle	54,551.19
			<u>\$ 54,551.19</u>

## GAS TAX FUND

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

## ROADWAY FUND

Check #	Date	Payee	Amount
37430	05/06/24	BKF Engineers - safe pathway	9,847.13
37475	05/23/24	Imprints Landscape Architecture - safe pathway	3,990.00
37476	05/23/24	BKF Engineers - safe pathway	21.60
			<u>\$ 13,858.73</u>

## DRAINAGE FUND

Check #	Date	Payee	Amount
37462	05/17/24	Moe Engineering, Inc.	1,232.50
37463	05/17/24	Federated Indians of Graton Rancheria	637.50
37503	05/24/24	LVI Engineering - Shady Lane/El Camino Bueno	6,022.50
			<u>\$ 7,892.50</u>

## PERMIT TIME COMPLETION DEPOSITS

Check #	Date	Payee	Amount
37518	05/31/24	Gina & Chris Fasano	20,900.00
			<u>\$ 20,900.00</u>

## UNDERGROUND UTILITY ACCOUNT

Check #	Date	Payee	Amount
37436	05/06/24	CSW/Stuber-Stroeh Engr Group, Inc.	1,156.90
37509	05/29/24	CSW/Stuber-Stroeh Engr Group, Inc.	6,941.40
			<u>\$ 8,098.30</u>