ITEM 1

Staff Report

TO: Board of Harbor Commissioners

FROM: Kin Yip Chan & Marcia Schnapp

DATE: January 6, 2016

SUBJECT: Bills and Claims for Period Ending December 31, 2015

Dept. Code	Description		
101	Harbor Commission	$	28,885.91
103	Administration	$	12,712.55
201	Pillar Point Harbor	$	31,107.64
301	Oyster Point Marina	$	29,024.55
	Payroll Related	$	49,766.06
	Total for Review	$	151,496.71

Notes:

Handchecks Written for:

PAYROLL RELATED	$	17,348.95
UTILITIES	$	5,059.06
VESSEL REMOVAL SERVICES	$	23,445.00
Invoices with Due Dates on or Before Board Meeting	$	2,658.20
Total Handchecks Written	$	48,511.21

BILLS AND CLAIMS FOR 01/06/2016 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	HARBOR COM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
3E COMPANY ENVIRONMENTAL,ECO & ENG.	CONTRACTUAL SERVICES	460.00				460.00	
ACCOUNTEMPS	CONTRACTUAL SERVICES	12,648.00			12,648.00		
ACERO, VINCE	REFUND DESPOIT	204.27				204.27	
ADP, LLC	PAYROLL PROCESSING	1,247.75		189.05	264.67	491.54	302.49
ALLYN, CHRISTOPHER	REFUND DEPOSIT	404.50				404.50	
ARAMARK UNIFORM SERVICES	**UNIFORM SERVICES**	620.13					620.13
AT&T	TELEPHONE/COMMUNICATIONS	535.78				215.96	319.82
BEAUCHAMP, CHAD	REFUND DEPOSIT	181.12				181.12	
BIG CREEK LUMBER CO	CONTRACTUAL SERVICES	201.97				201.97	
BILLECI, ERIC	REFUND DEPOSIT	342.55				342.55	
BLUE LINE TRANSFER, INC	GARBAGE DISPOSAL	38.70					38.70
BLUE RIBBON SUPPLY COMPANY	JANITORIAL SUPPLIES	481.50			113.88		367.62
CINTAS CORPORATION	OPERATING SUPPLIES	145.61					145.61
CALIFORNIA WATER SERVICE COMPANY	UTILITIES	2,779.25					2,779.25
COASTSIDE COUNTY WATER DISTRICT	UTILITIES	7,882.28				7,882.28	
COMCAST	WIFI EXPENSES	203.45			203.45		
DERE, BEVERLY	REFUND DEPOSIT	120.22					120.22
EKLOF, LARS	REFUND DEPOSIT	498.06					498.06
FEDEX	CONTRACTUAL SERVICES	163.78			163.78		
GOPHER BUSTERS	CONTRACTUAL SERVICES	495.00				495.00	
GRAINGER	REPAIRS & MAINTENANCE	96.96					96.96
HALF MOON BAY HIGH SCHOOL	SPECIAL EVENT EXPENSES	500.00				500.00	
HALF MOON BAY REVIEW	ADVERTISING EXPENSES	300.00				300.00	
HANSON BRIDGETT LLP	LEGAL SERVICES	24,267.14		11,606.50	10,958.64	1,058.00	644.00
HMB COASTSIDE CHAMBER OF COMMERCE	MEMBERSHIPS, DUES & SUBSCRIPT	467.00			467.00		
HOLMAN PROFESSIONAL COUNSELING CENTERS	EMPLOYEE ASSISTANCE PROGRAM SERVICES	289.00		42.50	68.00	106.25	72.25
HUGHES, ALEX	REFUND DEPOSIT	151.20					151.20
KAMMERER, ROB	REFUND DEPOSIT	491.20				491.20	
KEO, JOHNSON	REFUND DEPOSIT	143.70					143.70
KONICA MINOLTA	EQUIPMENT RENTS	363.52				363.52	
LIEBERT, CASSIDY & WHITMORE	LEGAL SERVICES	3,725.80		874.50	1,433.80	708.75	708.75
MADRIGAL, DANTE	REIMBURSE TRAVEL EXPENSES	158.70				158.70	
MCCOY'S PATROL SERVICE	CONTRACTUAL SERVICES	7,501.49					7,501.49
MISSION UNIFORM	UNIFORM SERVICES	767.35				767.35	
NEXTEL COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	292.88					292.88
O'RIELLY AUTOMOTIVE, INC	REPAIRS & MAINTENANCE	382.19				382.19	
PG&E	UTILITIES	17,306.38				8,238.09	9,068.29
PITNEY BOWES	POSTAGE EXPENSES	400.00			400.00		
RASH CURTIS & ASSOCIATES	COLLECTION EXPENSES	172.48				172.48	
READY REFRESH BY NESTLE	OFFICE SUPPLIES	75.89					75.89
SSF CHAMBER OF COMMERCE	MEMBERSHIPS, DUES & SUBSCRIPT	245.00			245.00		
STANDARD INSURANCE COMPANY	LIFE & LTD INSURANCE	3,167.86	3,167.86				
STAPLES ADVANTAGE	OFFICE SUPPLIES	1,653.18			1,445.46	207.72	
SUMMERLOTT, LEE	REFUND DEPOSIT	393.00					393.00
SUTTON, DEAN	REFUND DEPOSIT	441.00				441.00	
TEAMSTERS LOCAL 856-HEALTH & WELFARE FUND	HEALTH INSURANCE PREMIUMS-COBRA	8,369.10	8,369.10				
TEAMSTERS UNION LOCAL 856	UNION DUES	253.00			107.00	82.00	64.00
TURBO DATA SYSTEMS, INC	CITATION PROCESSING	54.90				52.80	2.10
VERIZON	TELEPHONE/COMMUNICATIONS	291.59			75.89	177.75	37.95
WITTE, DAVID	REFUND DEPOSIT	441.00				441.00	
ZAMORA-HERNANDEZ, CARLOS	REFUND DEPOSIT	169.07					169.07
SUB-TOTAL OF PAYMENTS TO BE PROCESSED 01/06/16		102,985.50	11,536.96	12,712.55	28,594.57	25,527.99	24,613.43
AT&T	TELEPHONE/COMMUNICATIONS	2,449.89			183.07	1,489.56	777.26
BISHOP DIVING & SALVAGE	VESSEL REMOVAL SERVICES	23,445.00					23,445.00
BLUE SHIELD OF CALIFORNIA	HEALTH INSURANCE PREMIUMS	180.60	180.60				
CALPERS	PAYROLL DEDUCTION PAYABLE	12,075.35	12,075.35				
CALPERS SUPPLEMENTAL INCOME 457 PLAN	PAYROLL DEDUCTION PAYABLE	3,343.00	3,343.00				
COMCAST	TELEPHONE/COMMUNICATIONS	431.35					431.35
DEBORAH GLASSER LABOR RELATIONS, LLC	LABOR NEGOTIATOR	1,830.00			1,830.00		
MACCORKLE INSURANCE SERVICES	INSURANCE EXPENSES	5,660.00				2,830.00	2,830.00
REPLACED RISK STRATEGIES COMPANY	INSURANCE EXPENSES	(5,660.00)				(2,830.00)	(2,830.00)
PG&E	UTILITIES	2,177.82				1,842.90	334.92
PITNEY BOWES	POSTAGE METER LEASE	328.20				164.10	164.10
SAMCEDA	MEMBERSHIPS, DUES & SUBSCRIPT	1,500.00			1,500.00		
	PREV APPROVED INVOICE (12/16/15)	(1,000.00)			(1,000.00)		
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTION PAYABLE	1,750.00	1,750.00				
TOTAL HANDCHECKS		48,511.21	17,348.95	-	2,513.07	3,496.56	25,152.63
TOTAL BILLS & CLAIMS		151,496.71	28,885.91	12,712.55	31,107.64	29,024.55	49,766.06
			PAYROLL	COMM	ADMIN	PPH	OPM