Activity Report

TO: Board of Harbor Commissions

FROM: Glenn Lazof/Special Projects

DATE: January 6, 2015

SUBJECT: Activity Report Covering the period December 10, 2015 to December 30, 2015

Administration:

Holiday scheduling and coverage has impacted progress as should be expected for this time of year.

Board of Harbor Commissioners:

Assist with preparation for December 16, 2015 meeting
Assist with preparations for January 6, 2015 meeting
Assist with planning and tracking of potential items for future agenda's

Legal Mandates/Issues:

- Public Records Act: -Our goal is to respond to PRA's in a manner compliant with State Law while minimizing costs and disruption of administrative activities
    - Responding to three requests currently.
        - We have two individual requests which together will require a review of over 8,000 documents, so far.
        - One request was rescinded after we clarified that the result would not meet the requestor's expectations, which is much appreciated.
        - We have a request from a public agency will also likely be fairly large. However, the primary challenge will be locating documents in a very broad range of media in order to determine which materials are responsive. We cannot estimate the volume of materials to be reviewed in response to this request.

These are tasks which were completed during this period:

- HR- Ongoing confidential activities, including administration of benefits, payroll actions.

These are tasks where adequate progress was made during this period:

- Spirit of Sacramento – Federal Magistrate has approved the District's action The District judge should make the final determination this month
- West Trail Culvert Project
  - Pre-Bid Conference Conducted
  - The apparent lowest responsible bid was Stoloski and Gonzalez, Inc. at $95,500,
  - We expect to issue the Notice to Proceed before your meeting.
- Slurry Seal Asphalt at Oyster Point Marina
  - Request for Bids published December 26.
  - Deadline is January 19
  - CEQA Documentation has been filed.
- Repair of Fish Buyer Building Roof
  - Request for Bids published December 26.
  - Deadline is January 12.
  - CEQA Documentation has been filed
  - Tenants notified of pending work December 29.
  - Scheduling opportunity to discuss upcoming work with tenants will occur prior to this Commission meeting.
- Laundry Room Facilities at Oyster Point Marina we are awaiting vendor's contact to return from holidays to incorporate negotiated changes in agreement.
- HR:
  - Completion of required personnel documents
  - Life and Health Insurance sign ups and cancellations
  - Obtaining Benefits Information as requested by employees
  - Preparing for upcoming vacant Accounting Assistant positions

These are items in which some progress was made, but not as much as we would like:

- Looking for alternative coverages for 12 individuals from the regular plan and put on a COBRA like plan. This must be resolved by January 30, 2017. Attrition has shrunk this group to 4 individuals.
- Researching availability of Construction Manager to provide part time professional services.
- Formal execution agreements of approved at previous Commission meeting
- Romeo Pier Demolition:
  - We have been asked to provide the Coastal Commission with 5 additional items, but CCC staff has indicated that we are almost done.
  - Army Corps of Engineers Permit process will follow

- Beach Replenishment Pilot Project:
    - Update on applications requirements for potential project grant as well as potential funding for planning and permitting,
    - Contractor is gathering relevant information on past projects and plans.
    - Contractor working to build interagency support.
- HR
    - Contacting top applicants for Administrative Assistant III / Deputy Secretary position to verify continued interest in the position.
    - Supporting continuous improvement in employee performance.
    - Critical Review and Update of District's Job Application
    - Create a master HR Calendar
    - Streamlined access to DOJ criminal clearance for conditional hires
    - Internal Audit of I-9 compliance.

<u>These are items in which some progress was made, but far less than is required to limit exposures and forestall future issues:</u>

- Properly filing Confidential Documents from Interim General Manager assignment.

<u>These are tasks in which no progress was made during this period:</u>

- Meter reading procedural changes at PPH
- Annual Electrical Inspection at OPM and PPH
- OPM Bait Shop Lease- Awaiting response from DBW Notifying tenant of lease underpayment
- Validation of :Lessee contact list
- Summary report of Lease requirements, terms, value, issues
- Adequate Organization of files on computer network.
- Identification of and follow up to potential lessee payment issues.
- Information, Planning, Trainings, and Implementation of procedures improving our ability to respond to slip holders of concern.
- HR
    - Obtaining documentation of pre-employment requirements for recipients of conditional offers of employment
    - Review of safety chain of responsibility.