



Activity Report

TO: Board of Harbor Commissioners

FROM: Julie van Hoff, Director of Administrative Services
THRU: James B. Pruet, General Manager

DATE: January 15, 2025

SUBJECT: Administrative Activity Report for December 2025

Grants

- In 'close out' stage for three FEMA grants- two storm grants and one Covid-19 grant.
- In process of completing Surrendered Abandoned Vessel Exchange (SAVE) for 6 vessels at OPM and 7 vessels at PPH.
- Submitted reimbursement request for SAVE grant of \$24,209.09 for OPM boats.
- Submitted final request for \$5,000 from Metropolitan Transportation Commission.
- Submitted reimbursement request from Division of Boating and Waterways Marine Law Enforcement Training Program \$2,124.65

Financial

- Continued Past Due Process including ERP system collection actions, working with legal counsel, filing liens, and researching past due accounts.
- Updated District Vendor credit accounts and credit cards and set up new vendor profiles.
- Continued ownership transfer process for two previously purchased parcels.
- Began preparation for 1099 forms.
- Provided documentation to Nigro & Nigro regarding audit. Final results are expected to be completed by the end of January.
- Sent refunds to entrants of the cancelled Chili Cookoff.
- Reviewed Possessory Interest Report.
- Requested Unclaimed Property from State.
- Calculated average rates of employees to charge customers for any requested services.

Human Resources/Payroll

- Completed Tyler Tech HR Onboarding webinar trainings.
- Attended DEI in Motion-Equity Study to Inclusive Workplace -CSDA webinar.

Leases/CAPs/Special Events

- Followed up with lessees regarding most recent proof of insurance documents, late submittals of Statement of Earnings and late rental payments.
- Met with plumber to assess issues at the retail center restroom.
- Coordinated pest control for residents.

Information Technology

- Continued working on project to transition manual HR business processes to the ERP system. Began configuration of employee onboarding.
- Participated in meeting with Streamline to review website accessibility requirements.

Other

- In process of organizing district electronic and paper records.
- Planned, coordinated and executed Lighted Boat Festival
- Continued coordinating the ordering and the installation of commemorative bench plaques.
- Continued coordinating carpet replacement and interior painting of the Admin Building.
- Coordinated PG&E service interruption notices for PPH.
- Attended Government Finance Officers Association annual GASB update webinar.
- Launched Ocean Science Center public survey, facilitated and attended meeting with the Sailing Science Center

Matrix of On-Going Activities

Number of:	Total FY 22/23	Total FY 23/24	Jul-Dec FY 24/25
A/P Checks/EFTs	1,260	1,207	604
Payroll Direct Deposits	1,159	1,226	621
Personnel Action Forms	65	110	55
Recruitments	6	1	-
Employee Leaves/ Workers' Comp	17	20	5
Journal Entries	291	269	134
A/R Transactions- PPH	25,232	24,967	12,086
OPM	16,550	16,560	7,455
Draft Policies	9	12	9
Commercial Activity Permits	25	26	20