Staff Report

TO: Board of Harbor Commissions

FROM: Glenn Lazof/ Special Projects Consultant
Emily Cooper/ Temporary Projects Coordinator

DATE: January 6, 2016

SUBJECT: Oyster Point Marina Kayak Rack Storage Fees

Recommendation/Motion:

Recommend the Board of Commissioners to set a fee for the Kayak Rack Storage at Oyster Point Marina at $30 per month for non-tenants, $20 per month for existing slip holders whose accounts are in good standing. One month's deposit will be required. Lessees may receive one month free if paying 12 months in advance.

Policy Implications:

3.10.010 Rates, charges and fees; The District shall establish rates and fees for the use of facilities of the District and for services performed by the District. This schedule of rates and fees will be adopted by resolution of the Board of Harbor Commissioners. It shall be the responsibility of the employees of the District or their agents to collect said fees and charges.

Fiscal Implications/Budget Status:

The cost of the rack is for materials only, as District staff built the rack. Therefore, with potential added annual revenue of approximately $3 thousand to $4 thousand per year, the District will see modest new additional revenue, year-over-year, from this item, yielding a very decent return-on-cost for the expense associated with building the rack. It also provides a nice benefit for the public.

Alternatives Considered:

1) Charge Tenants and non- tenants the same amount. Would not reflect lower administrative costs from adding to existing billing, nor provide an incentive to maintain accounts in good standing.
2) Base Fee on Cost of service, rather than solely on market prices. The small amount of revenue this fee is expected to provide does not justify the effort of an updated cost of service analysis.
3) Provide the service at no charge. The District has been asked to demonstrate our commitment to increasing revenue from enterprise activities.

Background/Discussion:

The Storage racks were recently completed by staff. Below is data collected from neighboring facilities. Half Moon Bay Kayak was used as our baseline for kayak rack fees due to proximity.

Brisbane: not offered
Morro Bay: not offered
Clipper Yacht Harbor Sausalito: not offered
Coyote Point San Mateo: not offered
Hi-Tide Marina San Rafael: not offered
Marin Surf Sports San Rafael: $60.00 per month
H.M.B. Kayak PPH: $ 30.00 per month
Marina Sq. Alameda: not offered
City Kayak, Pier 40 San Francisco: $39.00 per month plus tax
Treasure Island Sailing Center: $45.00 monthly
Santa Cruz Harbor: $53.30 for "Small Boat Rack" same rate for "Rowing Rack"

Summary/Recommendation:

Recommend that the Board of Commissioners sets a fee for the Kayak Rack Storage at Oyster Point Marina at $30 per month for non-tenants, $20 per month for existing slip holders whose accounts are in good standing. One month's deposit will be required. Lessees may receive one month free if paying 12 months in advance.

Motion: Adopt Resolution 01-16 establishing fees for kayak dry storage at Oyster Point Marina, and direct staff to implement necessary procedures

Attachments:

Resolution 01-16
Exhibit A Oyster Point Marina Park Rates and Fees Schedule

Resolution 01-16
To
Amend the Current
Rates and Fees Schedule
of the
San Mateo County Harbor District
For
Oyster Point Marina/Park

Whereas, the Board of Harbor Commissioners pursuant the San Mateo County Harbor District's Ordinance Code, have established a Rates and Fees Schedule for Oyster Point Marina/Park.

Whereas, District Staff have recently completed a Kayak Storage rack at Oyster Point Marina.

Whereas, a fee for Kayak Storage in the rack has yet be set by the Commission

Therefore, be it resolved, the fee for monthly Kayak storage in the Oyster Point Marina Kayak shall be $30 per month for the general public, $20 per month for existing slip holders in good standing. One month's deposit will be required. Lessees may receive one month free if paying 12 months in advance.

Approved this 6th day of January 2016 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Abstaining:

Attested

BOARD OF HARBOR COMMISSIONERS

Melanie Hadden
Temporary Deputy Secretary

Tom Mattusch
President

DRAFT

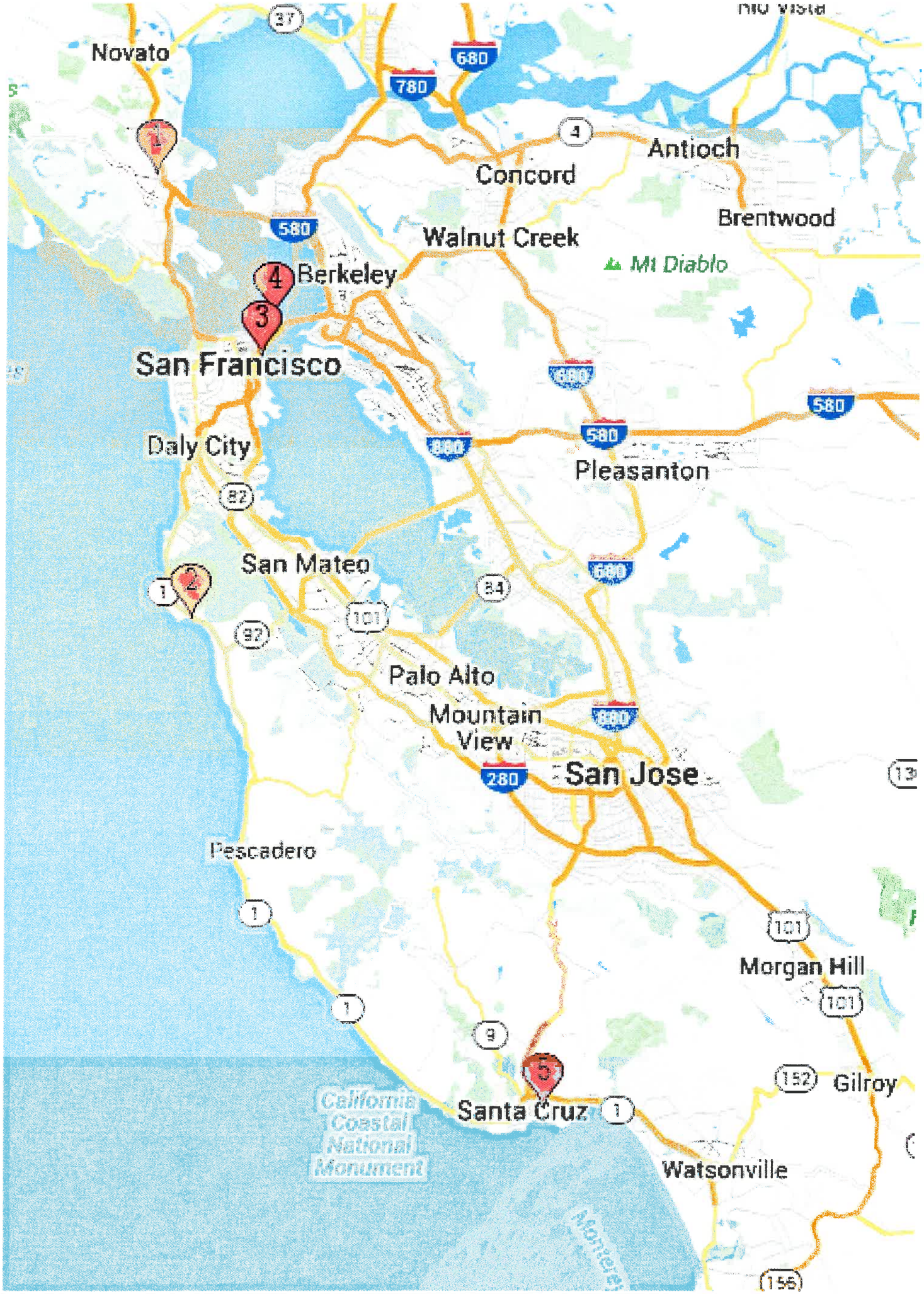
Novato
37
680
780
4
Antioch
Concord
Brentwood
580
Walnut Creek
Mt Diablo
Berkeley
San Francisco
680
580
580
Daly City
880
Pleasanton
82
San Mateo
680
1
84
101
92
Palo Alto
Mountain View
880
280
San Jose
Pescadero
1
101
Morgan Hill
101
1
9
152
Gilroy
California Coastal National Monument
Santa Cruz
1
Watsonville
Monterey
156

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

Service	**Oyster Point Marina/Park**
Berth Transfer Fee – Customer Initiated	$30.00 fee per vessel transferred
Berth Waiting List - Must be paid annually to maintain position on wait list	$25.00 annual fee
Berthing – Monthly Rates Vessels will be charged based on the size of the berth unless the vessel exceeds the length of the berth, in which case the vessel will be charged the fee for a berth that is large enough to fully accommodate the vessel.	Berth Size / Single Finger / Double Finger 26' n/a 210.00 30' 231.00 241.50 36' 278.50 288.75 40' 320.25 330.75 45' 357.00 372.75 50' 399.00 414.75 55' n/a 456.75 60' 477.75 498.75 Skiffs* 52.50 78.75 *and watercraft 16' and under in approved areas only. No charge for skiff 12' or less owned by the berth renter and contained totally within the berth renter's berth. Multi-hull rate is 150% of the single Hull rate.
Berthing – Discount	1 Month free with 1 year paid in advance
Berthing – Incentive	Part A: A new tenant to Oyster Point Marina/Park who maintains in good payment standing for 12 continuous months will receive the 13th month for $1. This would apply only for the first year as a new tenant, and the new tenant must not have been a tenant for a minimum of 6 months prior.

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

Berthing – Incentive	Part B: If an existing tenant in good standing sponsors an new tenant to sign up at Oyster Point Marina/Park, and if the new tenant (see part A conditions) meets the criteria of "Part A" for 12 continuous months, the existing sponsoring tenant will also receive the 13th month for $1. The existing tenant must remain in good standing for the 12 month period to receive the incentive.
Berthing –Transient	$.60 per foot per day – multi-hulled rate is 150%
Berthing-Transient-Incentive for District Special Events	Two night stay for the price of one. Maximum stay is two nights.
Bid Package	District cost – non refundable
Boat Wash	$1.25 per 5 minutes – coin operated – quarters only
CEQA Review – Initial Study	Base fee = $150.00 Plus District in-house and out-of pocket costs
CEQA Review – Negative Declaration	Base fee = $100.00 Plus District in-house and out-of pocket costs
Collections	District costs
Commercial Activity Permit	$250.00 annual fee Veterans may be eligible for waiver of fee, subject to documentation acceptable to District. No retroactivity available. Other fees may apply.
Commercial Services Activity Permit	$50.00 annual fee Additional license agreement may be required

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

Crab Pot Storage Deposit	Not available
Credit Check/Tenant Screening	District cost – not to exceed $50.00 per name
Day Use Parking	As designated in specific locations
Dock Box Rental	$10.00 monthly fee
Electricity	Amount, adjusted monthly, equal to amount paid by District for the electricity (including all associated charges and fees).
Emergency Pump Out Dockside	Actual labor (see Labor Charges) - $100.00 minimum
Events	See Events Policy
Faxing Service	$0.25 per page in/out – minimum $1.00 fee
Fish Sales Permit – Retail	$250.00 annual fee
Hoist – Public	Not available
Key Sale	$10.00 per key
Labor Charge	$100.00 per hour – regular time $150.00 per hour – overtime
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10th of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

Launch Ramp – Recreational Use Only	$11.00 per launch, in and out. - Annual permit $200.00 valid at all District operated launch ramps. - 20% discount on annual permit to Senior owner over 65 years of age or 20% discount on annual permit to person with disability displaying disabled placard or plate on towing vehicle.
Live Aboard Permit	$350.00 monthly fee $350.00 security deposit - 1 Month Free with 1 year paid in advance. - Senior (age 65 and older) discount of $35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.
Mailed Notices, including: - Postage - Individual notices - Agendas - Minutes - Audio Recording	District cost $.050 per page - $5.00 minimum Payable in advance by cash, check or credit card. Refund with mailing, if applicable
Memorial Bench	General public - $3,500.00 5-year berth holders or fishers taken by the sea - $2,500.00
Mooring Fee for Active Privately Owned Mooring	Not available
Mooring Fee for District Owned Mooring	Not available
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Not available

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

NEPA Review – Initial Study	Base fee = $150.00 Plus District in-house and out-of-pocket costs
NEPA Review – Negative Declaration	Base fee = $100.00 Plus District in-house and out-of-pocket costs
Oil Absorbent Pads (Heavy Weight)	Free – limit of six (excluding emergencies)
Passenger Fee – Commercial Sport Fishing and Other Charters	$2.25 per passenger
Photocopy	Paper copy - $0.25 per page – counter or meter used to determine usage. Compact Disc (CD) – $1.00 per document
Plaque on Existing Bench	General public - $500.00 5-year berth holders or fishers taken by the sea – optional donation
Proposals, Filing and Evaluation of Proposers, Proposers Credit Check	District cost – minimum $500.00 per proposal
Recreational Vehicle Parking (only for Commercial Fishermen)	Not permitted
Refloating Sunken Vessels	Minimum fee $450.00 – actual costs at District rates or, if using outside salvage company, at salvage company rates.
Returned Checks (Non-Sufficient Funds)	$30.00 per item
Security Deposit – monthly vessel berthing	Fee equal to 1 month's berthing
Temporary Vessel Storage Fee – Up to 30 days – no live aboard privileges	Equivalent to monthly berth rental fee for the appropriately sized berth.

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

Effective: October 1, 2014 – June 30, 2015

Towing – Applicable for all towing services except for towing that is required by the District to enable the District to perform maintenance or other necessary marina operations.	$200.00 per hour. Equipment fuel surcharge may be applied.
Vehicles – Use of	$85 per hour. Personnel charges additional.
Vessel Removal Fees	Actual costs incurred for staff time, equipment and materials. Cost recovery for District staff time associated with removing vessel from assigned berth and/or from the facility as a result of non-payment of fees which results in cancellation of the berth rental agreement of failure to pay transient dockage as charged.