



Edwin M. Lee, Mayor
Philip A. Ginsburg, General Manager

San Francisco Marina Small Craft Harbor

VIA CERTIFIED U.S. MAIL

March 18, 2013

RE: NOTIFICATION OF WEST BASIN POST-RENOVATION BERTHING ASSIGNMENT PROCESS

Dear West Basin Berthholder,

The San Francisco Marina Small Craft Harbor's West Basin capital renovation is nearly complete. Upon completion of the renovation, the San Francisco Recreation & Park Department (SFRPD) will begin the berthing assignment process, as outlined in the San Francisco Recreation and Park Commission's "**West Basin Post-Renovation Berthing Assignment Policy**" (the "Policy"), which is available on the SFRPD website (sfrecpark.org). **Please carefully review the information below as it provides important information on the upcoming reassignment process.**

A. WORKING SENIORITY LIST

Per Section III of the Policy, the berthholder with the most seniority will be offered the first choice of berth that properly fits the berthholder's vessel. Seniority is defined in the Policy as "*the length of continuous time an individual has had a valid signed berthing license (i.e. a "rental agreement" or "mooring license")*" with the San Francisco Marina Small Craft Harbor (Policy Section III.). Per Section V of the Policy, assignments will start with the smallest new berths in the West Basin, which will be the 25' and 30' berths, and work up to the 90' berths.

Attached is the "Working Seniority List" that has been prepared for the re-assignment process based on records in the Harbormaster Office and voluntary vessel inspections.

IMPORTANT: If you believe that (1) your seniority date is incorrect and have evidence of *a valid signed berthing license in your name* from an earlier date or (2) your vessel dimensions are not accurate, you may contact the Harbormaster's Office no later than **seven business days** from the date of this mailing, if you wish to **contest** your position on the Working Seniority List.

Once the Working Seniority List is further updated with the resolution of contested seniority placements, a Seniority List ("Seniority List") will be posted and berthholders will be notified of their Assignment Appointment dates. Berthholders with the "same seniority date" will be scheduled for their Assignment Appointments on the same day, and a random drawing will be conducted at that time to determine who will choose a berth first.

Per the Policy, berthholders will be offered "*the first choice of berth that properly fits the berthholder's vessel*" (Policy Section III). The berth size you may choose from will be either equal to the length of the berth of contract prior to the renovation, or the actual length overall of the vessel on record in the

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current berthing license, whichever is greater (Policy Section III(3)). Your vessel's draft may further determine which berth size you are able to choose from. Per Section III(2) of the Policy, you will only be able to choose from berths that allow for no less than one foot greater than the draft of your vessel at Mean Low Low tide.

Please note that on the enclosed "Working Seniority List" you have been designated either a narrow berth or a wide berth, indicated by a "N" or a "W", based on your berth size. You will only be able to choose a narrow or wide berth based on the dimensions of your vessel on record. In accordance with Section III(2) of the Policy, all vessels must be assigned berths that are a minimum of 16" wider than the vessel's beam. For your reference, a copy of the conversion table used to determine the size berth you will be able to choose from- in accordance with your vessel's beam and the Policy- is enclosed in this notice.

The "Seniority List" will be considered a working document, since one or more berthholders may provide evidence of earlier berthing licenses in their name and/or different vessel dimensions. Further, the "Seniority List" itself may be subject to change during the assignment process, since it is possible that as final inspections are conducted some vessels may be assigned to a different berth category than shown on the Seniority List due to their actual size.

B. NEW BERTHING LICENSE & COMPLIANCE WITH MARINA RULES AND REGULATIONS

Per Section V(3) of the Policy, at the time of your "Assignment Appointment" you will be required to execute a new berthing license and certify compliance with the Rules and Regulations of the San Francisco Marina Small Craft Harbor ("Marina Rules and Regulations"), as adopted on April 12, 2012 and available on the SFRPD website at http://sfrecpark.org/wp-content/uploads/SF_Marina_Rules_FINAL_20120501.pdf.

IMPORTANT: Failure to execute a new berthing license at the time of your Assignment Appointment will result in loss of your first choice of assignment, forfeiture of your seniority, and placement on the "Interim Holding Wait List". (Policy Section V(3)).

All vessels will undergo full inspection to confirm required slip size and ensure seaworthiness and compliance with the Marina Rules and Regulations. **If a berthholder is found to be non-compliant at the time of his/her Assignment Appointment, he/she will lose his/her first choice of berth assignment, forfeit his/her seniority, and be placed on the Interim Holding Wait List.** (See Policy Section V (4)).

Accordingly, it is your responsibility to ensure that your vessel is compliant by the time of your "Assignment Appointment".

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IMPORTANT: In order to be considered compliant, you must submit to the Harbormaster all documents required under the Marina Rules and Regulations including, but not limited to:

1. Vessel Ownership: Bertholders must establish their ownership of the boat that is in the slip, as evidenced by current California registration, U.S. Coast Guard Documentation, or Statement of Ownership in the case of a vessel owned by a corporation or Limited Liability Corporation (LLC).

- Note: Berthing Licenses will not be issued in the name of entities such as corporations or LLCs . All Berthing Licenses will be issued to one individual person, per Sections 7(B) and 12 of the Marina Rules and Regulations.

2. Statement of Ownership: Bertholders whose vessels are owned by corporations or LLCs must provide a fully executed Statement of Ownership and documents supporting their partnership or membership in the respective corporation or LLC, per Section 7(B) of the Marina Rules and Regulations.

3. Seaworthiness: Boats must be seaworthy and in clean and tidy condition, per Section 18 of the Marina Rules and Regulations.

4. Proof of Insurance: Applicant must provide proof of proper insurance on the vessel, per Section 13E of the Marina Rules and Regulations.

In order to help bertholders determine their compliance in preparation for the assignment process, over the last 14 months the San Francisco Marina Small Craft Harbor has offered West Basin bertholders the opportunity to schedule a “Pre-Assignment Appointment” to conduct a preliminary vessel inspection and review of documents on file. In addition, three separate “Review Events” were held on weekends during the months of November and December 2012 with extra staff available to complete vessel inspections.

If you are still interested in scheduling a preliminary inspection, please contact the Harbormaster’s Office immediately. Marina staff will try to do their best to accommodate you. Please feel free to contact me or the Marina Staff with any questions.

Sincerely,

John Moren, CMM

Harbormaster

San Francisco Marina Small Craft Harbor

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Office Phone: 415. 831.6322

Attachments: (1) Working Seniority List (rvd 03-15-13)
(2) Berth Conversation Table

C: Ana M. Alvarez, Superintendent of Parks & Open Spaces
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