



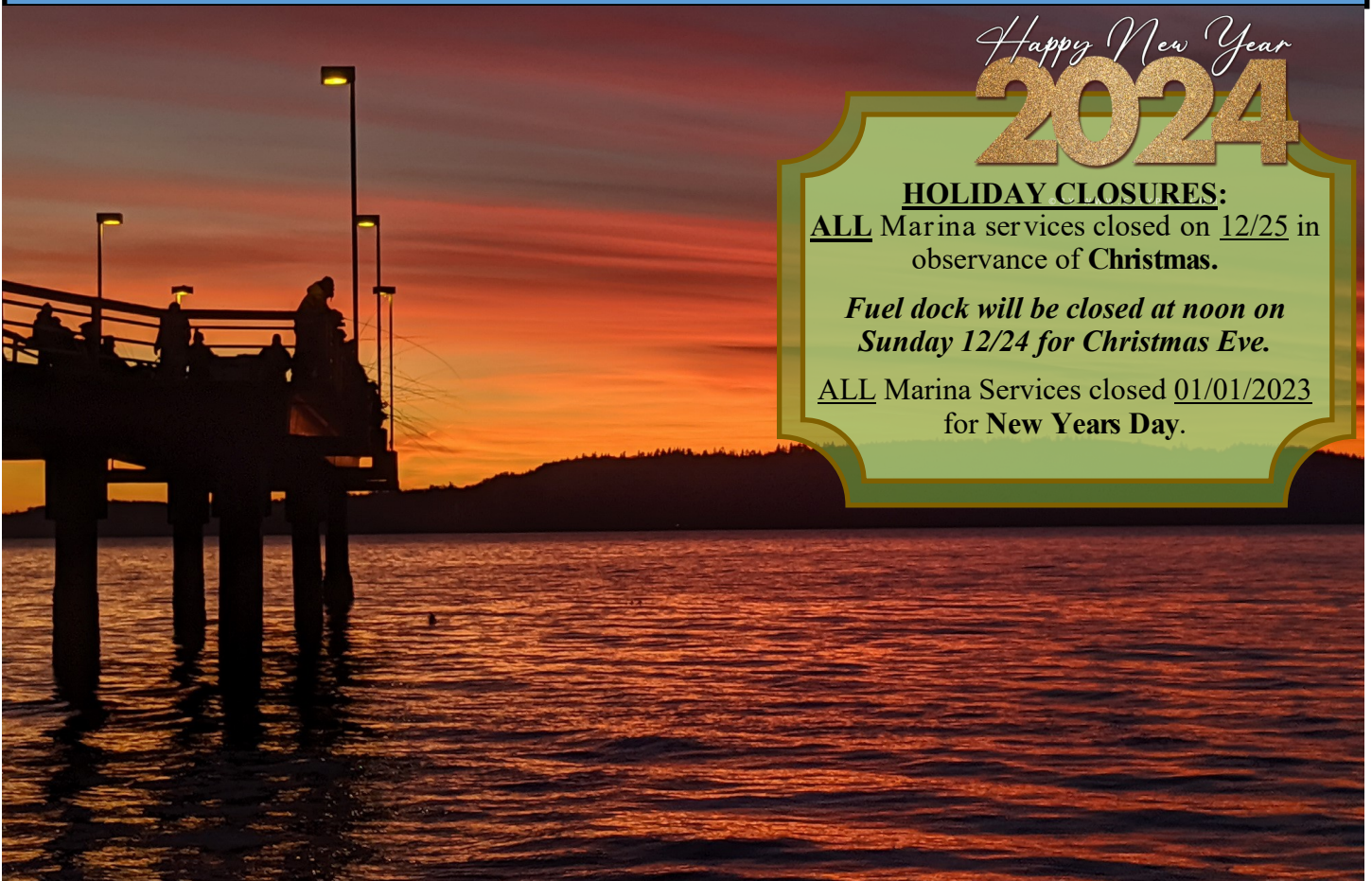
December 01, 2023

CITY OF Des Moines

Marina

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## HARBORMASTER'S REPORT



Happy New Year  
**2024**

**HOLIDAY CLOSURES:**

**ALL** Marina services closed on 12/25 in observance of **Christmas**.

*Fuel dock will be closed at noon on Sunday 12/24 for Christmas Eve.*

**ALL** Marina Services closed 01/01/2023 for **New Years Day**.

### Happy Holidays Everyone!

From our family to yours, we hope you all take the time to enjoy this holiday season with your friends and family.

**Welcome to our December monthly report.** This monthly report is in place to keep our tenant's updated with Marina information. From important harbor updates to upcoming events. As always, we continue to encourage all of our tenants to send questions and comments about Marina redevelopment and other Marina questions, comments or concerns to; [marinamasterplan@desmoineswa.gov](mailto:marinamasterplan@desmoineswa.gov).

As new comments come in we will update our Tenant Q&A document related to the Marina Master Plan. To review old questions feel free to visit our [website](#). General Marina related questions should be emailed to [marinainfo@desmoineswa.gov](mailto:marinainfo@desmoineswa.gov). For **Marina Step** redevelopment please email: [marinasteps@desmoineswa.gov](mailto:marinasteps@desmoineswa.gov)





## HARBORMASTER'S REPORT

### UPDATES

#### 2024 MOORAGE RATES

As noted in the November Harbormaster's Report, the 2024 permanent moorage rates have been approved by the City Manager. An increase of 7.4% will be implemented on January 1<sup>st</sup> 2024 to all moorage/storage accounts. Please visit the website at [www.desmoinesmarina.com](http://www.desmoinesmarina.com) for your new 2024 per foot rate.

#### 2024 TENANT PARKING PERMITS

The 2024 Tenant Parking Permits are now available! Every tenant is allowed two (2) permits at no additional cost. Each additional and/or replacement for a lost or stolen permit will be \$50.00 each. These parking permits allow permanent tenants to park in permit restricted spaces as well as leave a vehicle overnight for a maximum of 7 nights a month. Tenants and/or their guests, who receive a violation for not having a valid parking permit displayed, will NOT be voided.

How do you get your permit(s)? Tenants can pick them up in person during office hours or can request to have their permits mailed to their home address. Permits are not mailed unless requested. For mailed permits, a \$3.00 service fee will be billed to the account.

#### WINTER WEATHER REMINDER:

As we highlighted in last month's report, the winter weather season is upon us! Please remember to check on your vessel, before and after severe weather events (ex: high winds, excessive rain, and/or snow). If you are unable to get to your boat and would like a staff person to check on it, please email our office and we can arrange to send you a photo. For those that use water, please make sure your water systems are full as the water lines may be shut off due to freezing temperatures without notice. Water shut offs could span from a couple of days to a couple weeks.



### COMING UP

#### TENANT APPRECIATION

#### **\*\*HOLIDAY CELEBRATION\*\***

This year's Tenant Appreciation Party will be held at the dock side Pavilion on:

**Wednesday, 12/6 from 6-8pm**  
I hope you all can join us for **Chili, Cornbread, Hot Coco** and a drawing for **prizes**.

Free overnight guest moorage on our guest dock from 12/15 - 01/02/2024 for those boats that wish to display their lighted Holiday Spirit (does not include power.)

*2024 Tenant Parking Permits* will be available at the holiday party.





# Marina

## HARBORMASTER'S REPORT

### ANNUAL REMINDERS

#### Walkways/ Docks/ Piers

Marina policy and Fire Code requires that all main dock ways and finger piers between slips to be kept clear of ALL obstructions. Please keep personal items stored on your vessel, on your shelf (shore-side), or taken home. Example of personal items but not limited to are: crab/shrimp pots, bins, buckets, fishing gear, boat gear, dinghy's, kayaks etc. If you do not have room for your extras to be stored on your shelf or on your boat they must be taken home. Flammable items such as propane tanks and fuel cans must be stored on/in your vessel or taken home, they cannot be stored on the dock or shelf, no exceptions. Staff will be performing a thorough sweep of all docks this winter and any items remaining on the finger piers (even at the ends) will be removed by staff after February 1, 2024.

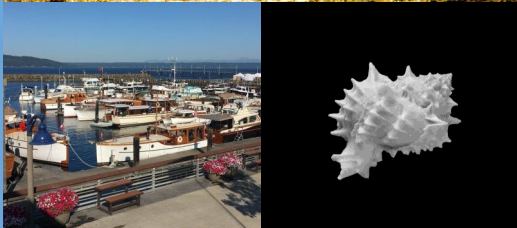
#### Vendors

All tenants are welcome to use any licensed and bonded vendor for vessel repair/maintenance. However, it is our tenant's responsibility to notify the office in advance should a vendor need Marina staff to provide them access to the dock without the tenant being present. This is for security purposes and to prevent any unwanted work to be performed to yours, or a neighbor's vessel. Vendors without prior tenant approval will not be granted access to Marina docks. Notification of work can be called in or emailed to the office during operating hours (206-824-5700 or email [marinainfo@desmoineswa.gov](mailto:marinainfo@desmoineswa.gov)).

#### Tenant Contact Information

For safety and emergencies, it is important that our tenants keep Marina staff informed of updated contact information. If you have a change in address, phone number(s), and/or email(s) please be sure to notify the office of those changes ASAP.

We have also transitioned to primarily emailed notification. If you wish to receive updates on the Marina as well as the monthly Harbormasters report please make sure to update your email address on file.



## REMINDERS

### NW MOBILE PUMP OUT

Don't forget the Marina has a mobile pump-out vendor that arrives every other week, usually on Mondays, providing their service. To schedule your appointment visit the [website](#).

### PAPERLESS STATEMENTS

As a reminder we have implemented a paperless statement option. If you would like to take advantage of this please email our office and staff will get that set up for you.

[E-Statement Disclosure Form](#)

[marinainfo@desmoineswa.gov](mailto:marinainfo@desmoineswa.gov)



# Marina

## HARBORMASTER'S REPORT

### ANNUAL REMINDERS (CONT.)

#### Updated Marina Rules and Regulations

Tenants can access current Marina Rules and Regulations on the Marina's website by clicking the 'Moorage' tab. You can also find the monthly Harbormasters Report's and letters on our website.

#### Payment Options

Monthly statements are emailed generally on the last day of the month for the upcoming month. **Payments are due by the 15th of the month with late fees posted on the 20th of the month.**

At this time, we still do not have an online payment option that connects to our customer account system. However, all tenants have several options for submitting a payment to their account.

1. Paying over the phone with a debit/credit card during office hours.
2. Placing a credit/debit card on file. You will still need to authorize payment monthly by email or phone.
3. Getting on the ACH program with a debit/checking account only. Here is that [form](#). Please send in with a voided check if you go this route. The City's finance department will auto draft any balance due on the account between the 8th and 10th of every month. Allow for 30 days for this process to complete as banks need to communicate with one another.
4. Pay through your own online banking system. Make sure to process within the 1st week of the month as your bank will physically cut a check and mail to our bank or to our office (postal service deliveries have taken up to 10-12 business days to deliver). That way it allows for travel time and usually can guarantee payment by the 15th which is the due date.

**Tenants are recommend to review statements as they are received.**

### City of Des Moines Marina

**Helpful Links and Information:** As a reminder, we publish and update Marina information on our website as soon as updates are available. Below are some direct links to some of the more popular topics.

- [Moorage Rates](#) | [Letters to Tenants](#) | [Waitlist Updates](#)
- [Harbormaster Reports](#) | [Fuel Prices](#)
- [Marina Master Plan and Project Updates](#)
- [Moorage Information](#)  
(Including location of [Rules & Regulations](#) and [Rates & Tariffs](#))
- [City of Des Moines Municipal Code: Harbor Code is Ch. 15](#)

[Des Moines Steps](#)



**2024  
TENANT MEETINGS**

Mark your calendars! Please join us at one of the following all tenant meetings in 2024. At these meetings we will review information provided in the monthly Harbormasters Report as well as allow tenant the opportunity to ask questions. Where/Time: Pavilion @ 6pm

**February 07, 2024**  
**June 5, 2024**  
**October 9, 2024**