

**HUMBOLDT BAY HARBOR, RECREATION
AND CONSERVATION DISTRICT**

Resolution 2019-16

**A RESOLUTION ESTABLISHING
HARBOR DISTRICT OFFICE FEE SCHEDULE**

WHEREAS, the Humboldt Bay Harbor, Recreation and Conservation District provides a number of services; and

WHEREAS, by the authority provided in Appendix II of the California Harbors and Navigation Code, Section 35 and codified in Harbor District Ordinance 4, 9, 14 and 16, the Board of Commissioners may set fees for various Harbor District services; and

WHEREAS, the Harbor District desires to standardize and annualize the review and action regarding the various fees for Harbor District services; and

WHEREAS, some of the fees such as harbor surcharge were originally established by Ordinance and will not be able to go into effect until after the Ordinances are amended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, that,

The Harbor District Office fees for services detailed in Exhibit A and incorporated here by reference, are to be effective November 1, 2019.

PASSED AND ADOPTED THIS 24TH DAY OF OCTOBER 2019, BY THE FOLLOWING POLLED VOTE:

AYES: DALE, DOSS, HIGGINS, KULLMANN, MARKS

NOES: NONE

ABSENT: NONE



Greg Dale, President
Board of Commissioners

ATTEST:



Larry Doss, Secretary
Board of Commissioners

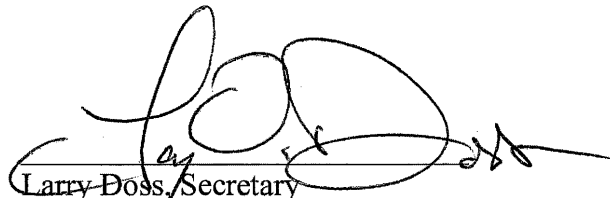
CERTIFICATE OF SECRETARY

The undersigned, duly qualified and acting Secretary of the HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, does hereby certify that the attached Resolution is a true and correct copy of RESOLUTION NO. 2019-10 entitled,

**A RESOLUTION ESTABLISHING
HARBOR DISTRICT OFFICE FEES**

as regularly adopted at a legally convened meeting of the Board of Commissioners of the HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, duly held on the day of 24th day of October 2019; and further, that such Resolution has been fully recorded in the Journal of Proceedings in my office, and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 24th day of October 2019.


Larry Doss, Secretary
Board of Commissioners

Harbor District Office

Exhibit A
Office Fee Schedule

Service/Charge	Effective 7/1/2015	Effective 12/1/2019
Requests for Copies of Public Documents		
Archival Research <i>*Archival research, as used in this context, is defined as the process of collecting any Harbor District information not dated within 30 days of the request.</i>	\$40 per hour*	\$75/hour, one hr minimum, 1/2 hr increments thereafter
Photocopy cost (no binding included): ~ Request 50 or more copies ~ Photocopy cost (less than 50 copies) - B&W ~ Photocopy cost - color (per page) ~ Photocopy cost - oversized up to 11"x17" ~ Electronic media (disk, tape, etc) <i>**Actual cost is the charge for the Harbor District cost for the actual time of the position reproducing any information (wage and payroll burden) plus the actual media cost (photocopy, computer disc, tape, etc) and any costs incurred for archival research.</i>	Actual Cost** \$0.10 per side \$1.00 per side \$0.25 per side Actual Cost**	Actual Cost** \$0.10 per side \$1.00 per side \$0.25 per side Actual Cost**
Facsimiles	\$1.00 per page	\$1.00 per page
Board Meeting Agendas Paper copies for entire Fiscal Year	\$25.00 per calendar year	\$25.00 per calendar year
Board Meeting Minutes Paper copies for entire Fiscal Year	\$25.00 per calendar year	\$25.00 per calendar year
Notary Services Fees set by state	\$10 per signature, per document	\$15 per signature, per page

Harbor District Office

Service/Charge	Effective 7/1/2015	Effective 12/1/2019
<p>Permit Process</p> <p>A non-refundable deposit is required with application for permits. In addition to the deposit, all actual costs beyond the deposit will be charged based on fully burdened rates and all third-party costs.</p> <p>~ Administrative Permit (Deposit)</p> <p>~ Emergency Permit (Deposit)</p> <p>~ Harbor District Permit (Deposit)</p> <p>~ CEQA Statutorial or Categorical Exemption (Deposit)</p> <p>~ CEQA Initial Study - Negative Declaration Review (Deposit)</p> <p>~ CEQA Environmental Impact Report Review (Deposit)</p>	<p>\$100 filing fee, plus processing costs</p>	<p>see below</p> <p>\$400</p> <p>\$400</p> <p>\$500</p> <p>\$100</p> <p>\$500</p> <p>\$1,000</p>
<p>Late Fees and Interest</p> <p>Monthly moorage rent <u>or lease payments are due on the first of each month and considered late if not paid on or before the 10th of each month. Interest is applied at the end of the month on the balance due. Yearly rent is due by the 10th of the first month of the lease year. If the rental or lease agreement specifies a different due date, fees and/or interest specified in the agreement supersede this proposal.</u></p> <p>Account balances between \$5-\$50</p> <p>Account balances between \$50.01-\$100</p> <p>Account balances over \$100.01</p> <p>Ten (10) days after due date.</p> <p>Thirty (30) days after due date and every 30 days thereafter.</p>	<p>\$10</p> <p>\$15</p> <p>\$25</p>	<p>see below</p> <p>see below</p> <p>see below</p> <p>10% of outstanding balance, \$25 minimum</p> <p>10% of outstanding balance, \$25 minimum</p>