

# MUNICIPAL YACHT HARBOR MANAGEMENT CORPORATION

## SLIP ASSIGNMENT PROCESS (Revised 8/13/19)

In order to insure fairness in the assignment of slips in Municipal Yacht Harbor, the New Orleans Municipal Yacht Harbor Management Corporation (MYHMC) proposes the following process:

- Only Existing Harbor Slip Tenants (“Tenants”) in compliance with eligibility requirements of the Resolution “Authorizing Slip Lease Rules for Existing Tenants in the Restored Harbor” (“Slip Lease Rules”) adopted at the MYHMC Board meeting on 9/11/18 are eligible for this Phase 2 process.
- Slip assignments will be made in accordance with the Municipal Yacht Harbor Management Corporation Harbor Rules and Regulations (“Harbor Rules”)

### PHASE 1

Phase 1 was completed in accordance with the previously-adopted process

### PHASE 2

Prior to the completion of the construction on the West side of the Harbor, tenants will be allowed to select a slip on either the East or West side of the Harbor.

- On Wednesday, September 11, 2019 at 3:00PM at the New Orleans Yacht Club, a lottery to determine position in the final slip selection process will be held for existing tenants who desire a new slip. Tenants or their authorized representative are encouraged to attend as the numbers are drawn. A tenant who desires to remain in his or her existing slip must complete the “Desire To Remain In Current Slip” form and return the signed form to the MYHMC office no later than Friday, September 6, 2019 at 3:00PM.
- No sooner than two weeks later, a meeting for selection of slips will be held in which slip preference will be conducted in the order of the lottery numbers previously assigned. The tenant or his duly authorized representative (“Tenant”) should be present for this meeting. Tenants who desire to remain in their existing slip need not attend the slip selection function but are responsible for making certain that MYHMC has their desire to remain in their existing slip on file. A Tenant who does not have his or her desire to

remain in his or her existing slip on file prior to the number picking lottery and who does not attend the slip selection function will be assigned a new slip after all other tenants have made their selection.

- If a Tenant desiring a new slip or who has not made his or her desire to remain in his or her existing slip on a timely basis is not present to make a selection, his or her number will be passed over and no slip will be selected at that time.
- After all those Tenants present have made their selection, slips will be assigned by MYHMC representatives for the absent Tenants in the order of their lottery number. Those representatives will select slips either on the West or East side based on what is thought to be fair to the Tenant and serve the best interests of the harbor.
- Municipal Yacht Harbor staff shall be the ultimate determiner of the appropriateness of a given slip for a given boat.
- As part of this process, each tenant will sign a new lease at current slip rental rates as approved by the MYHMC Board, if this has not already been accomplished. The new lease must be signed, all documents received and all rents/fees paid before the tenant may occupy his selected slip.
- After all existing tenants have been accommodated, those on the Waiting List will be contacted to be processed for a slip assignment in accordance with the Waiting List Rules-Restored Harbor then in effect.

### PHASE 3

Upon completion of the Phase 2 (assignments/reassignments of slips), normal slip assignment and lease processing will begin

- An existing tenant desiring to change slips should notify MYHMC staff of their desire. Their name will be placed at the head of the Waiting List for that size/location slip. When and if the appropriate slip becomes available, the Tenant's lease will be transferred to that slip, subject to any adjustments for slip size and to a transfer processing fee of \$100.
- New tenants will be invited to apply for a slip lease on an ongoing basis as slips become available based on their position on the Waiting List and the required slip size. Those on the Waiting List should insure that the MYHMC staff has current contact information on file. Waiting List members who are unable to be contacted within 7 calendar days will be passed over once, but retain their position. Should such an occurrence recur, their name will be dropped from the Waiting list.

## MUNICIPAL YACHT HARBOR

### DESIRE TO REMAIN IN CURRENT SLIP

The undersigned is a current Tenant in Municipal Yacht Harbor in Slip\_\_\_\_\_

The Tenant is aware of the lottery process to assign new slips to existing Tenants within the Harbor and wishes to keep his or her existing slip and not participate in the lottery. The Tenant understands that it is his or her responsibility to make certain that the Municipal Yacht Harbor staff is in receipt and possession of this form no later than Friday, September 6, 2019 at 3:00 p.m. Forms may be delivered by hand or U.S Postal Mail to:

Office Manager  
Municipal Yacht Harbor Management Corporation  
401 North Roadway St.  
New Orleans, LA 70124

Or by email to: [whbloom@nola.gov](mailto:whbloom@nola.gov)

Boat Name\_\_\_\_\_ Slip#\_\_\_\_\_  
Or State Registration #\_\_\_\_\_

Tenant Name(s)\_\_\_\_\_  
(Print)

Tenant Signature(s)\_\_\_\_\_ Date\_\_\_\_\_  
\_\_\_\_\_ Date\_\_\_\_\_

Date Received by MYHMC\_\_\_\_\_