



## COMMISSION MEETING INFORMATION

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**Date:** November 1, 2022

**Staff Review:**

Executive Director	<input type="checkbox"/>
Port Attorney	<input type="checkbox"/>
Director of Marina Operations	<input type="checkbox"/>
Director of Facilities & Maintenance	<input type="checkbox"/>
Manager of Finance & Accounting	<input type="checkbox"/>

**To:** Port Commission

**Cost:** N/A

**From:** Brittany Williams,  
Manager of Properties  
and Economic Development

**Attachments:** July - September '22 revenue

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### **SUBJECT: Harbor Square 3rd Quarter 2022 Report**

**Accounting:** July – September '22 revenue enclosed

**EOL:** N/A

**New Lease:**

Bldg. 1 Tenant, 12 months (\$15,600.00), non-commissionable

**Lease Extensions & Expansions:**

Bldg. 1 Tenant extended 12 months (\$23,937.24), non-commissionable  
Bldg. 2 Tenant extended 12 months (\$21,930.12), non-commissionable  
Bldg. 3 Tenant extended 12 months (\$15,600.24), non-commissionable  
Bldg. 3 Tenant extended 12 months (\$37,920.00), non-commissionable  
Bldg. 3 Tenant expanded by 230sf for 12 months (\$4,800.00), non-commissionable

**Projects:**

- Elevator pit repair in Building 1
- Irrigation repairs
- Pressure walking throughout complex
- Lobby painting at Building 1
- Asphalt repairs and ADA ramp replacements throughout complex
- Parking lot striping

**Incidents:** N/A

### Harbor Square Business Park: 3rd Quarter Report - Gross

2022		GPI basis							
Month	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Other	TOTAL
July	\$18,351.37	\$47,248.00	\$24,548.49	\$18,863.96	\$32,115.28	\$7,904.02	\$29,980.17	\$735.48	\$ 179,011.29
August	\$19,826.37	\$47,400.43	\$24,548.49	\$19,206.74	\$32,115.28	\$7,904.02	\$29,980.17	\$2,679.86	\$ 180,981.50
September	\$19,826.37	\$48,171.37	\$24,838.37	\$19,206.74	\$32,115.28	\$7,904.02	\$29,980.17	\$1,571.94	\$ 182,042.32
				<b>2022</b>	<b>Occupancy at end of quarter</b>		<b>91.92%</b>	<b>2022</b>	<b>\$ 542,035.11</b>
				<b>2021</b>	<b>Occupancy at end of quarter</b>		<b>90.33%</b>	<b>2021</b>	<b>\$ 499,219.77</b>
								<b>Variance</b>	<b>\$ 42,815.34</b>
						<b>% Change</b>	<b>1.59%</b>	<b>% Change</b>	<b>8.58%</b>

**Rent Abatement per Lease:**

N/A

**Security Deposit Received:**

\$2,600.00 Bldg 1

**Security Deposit Refunded:**

N/A

2021									
Month	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Other	TOTAL
July	\$ 17,088.13	\$ 42,968.79	\$ 21,890.26	\$ 17,176.25	\$ 29,916.00	\$ 7,334.41	\$ 29,650.00	\$ 27.75	\$ 166,023.84
August	\$ 17,088.13	\$ 43,023.87	\$ 22,010.26	\$ 17,290.93	\$ 29,916.00	\$ 7,334.41	\$ 29,650.00	\$ 2,110.56	\$ 166,313.60
September	\$ 17,088.13	\$ 43,442.97	\$ 22,159.89	\$ 17,290.93	\$ 29,916.00	\$ 7,334.41	\$ 29,650.00	\$ (241.99)	\$ 166,882.33
				<b>2021</b>	<b>Occupancy at end of quarter</b>		<b>90.33%</b>	<b>2021</b>	<b>\$ 499,219.77</b>
				<b>2020</b>	<b>Occupancy at end of quarter</b>		<b>91.02%</b>	<b>2020</b>	<b>\$ 493,693.47</b>