



**COMMISSION MEETING
INFORMATION**

Date: October 30, 2023

Staff Review:

Executive Director	X
Deputy Executive Director	<input type="checkbox"/>
Port Attorney	<input type="checkbox"/>
Director of Finance & Administration	<input type="checkbox"/>
Director of Facilities & Maintenance	<input type="checkbox"/>
Manager of Properties & Econ. Dev.	<input type="checkbox"/>

To: Port Commission

Cost: N/A

From: Brittany Williams
Manager of Properties &
Economic Development

Attachments: July '23 – Sept '23 Revenue

SUBJECT: HARBOR SQUARE 3rd QUARTER 2023 REPORT

End of Lease:

N/A

New Lease:

N/A

Lease Extensions & Expansions:

Bldg. 1 Tenant extended 12 months (\$16,676.40), non-commissionable
Bldg. 1 Tenant extended 24 months (\$51,177.84), non-commissionable
Bldg. 2 Tenant extended 12 months (\$23,443.32), non-commissionable
Bldg. 2 Tenant extended 60 months (\$161,240.40), non-commissionable
Bldg. 3 Tenant extended 12 months (\$16,676.64), non-commissionable
Bldg. 3 Tenant extended 12 months (\$39,664.32), non-commissionable

Projects:

- Irrigation repairs
- Toilet line replacements throughout complex
- Pressure washing- bldg. 1, 2 & 4
- Asphalt repair at the Dayton St. entrance
- Toilet replacement- bldg. 1

Incidents:

- Water leak- bldg. 5: HVAC drain line
- Water leak- bldg. 2: Ceiling water heater

