



## COMMISSION MEETING

### INFORMATION

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**Date:** November 13, 2018

**To:** Port Commission

**From:** Brittany Williams, Manager of Properties and Marketing

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**SUBJECT: Harbor Square 3rd Quarter 2018 Report**

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Harbor Square Property Management:

**Accounting:**

July '18 - September '18 revenue enclosed

**New Lease:**

New Parking Agreement with Here and There

**Lease Extensions & Expansions:**

Bldg. 2 Tenant extended 12 months (\$8,821.44), non-commissionable

Bldg. 2 Tenant extended 60 months (\$128,568.60), non-commissionable

Bldg. 3 Tenant extended 12 months (\$13,383.72), non-commissionable

Bldg. 3 Tenant extended 12 months (\$4,919.52), non-commissionable

Bldg. 3 Tenant extended 12 months and added 614sf (\$31,845.96), non-commissionable

**Tenant Improvements:**

N/A

**Conference Room Rental:**

One ½ day tenant rental

Revenue = \$37.50

**EOL:**

Bldg. 2 B-6 MTM single-office tenant moved out

Bldg. 2 B-6 MTM single-office tenant moved out

**Projects:**

- Contract #2018-298 'Harbor Square Asphalt Repair 2018'
- Landscape sprinkler repair
- Exterior paint touch-ups to all buildings
- New tenant addresses on exterior
- Sidewalk grinding

**Incidents:**

N/A

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

Month	2018 GPI basis									
	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Other	TOTAL	
July	\$ 24,779.58	\$ 41,357.91	\$ 20,728.40	\$ 19,084.14	\$ 27,442.72	\$ 6,738.69	\$ 29,284.17	\$ 5,633.20	\$ 169,415.61	
August	\$ 24,779.58	\$ 41,357.91	\$ 20,739.57	\$ 19,584.14	\$ 27,442.72	\$ 6,738.69	\$ 29,284.17	\$ 4,100.42	\$ 169,926.78	
September	\$ 24,779.58	\$ 41,378.63	\$ 20,788.83	\$ 21,216.54	\$ 27,442.72	\$ 6,738.69	\$ 29,284.17	\$ 1,811.68	\$ 171,629.16	
<b>2018 Occupancy at end of quarter</b>							<b>98.52%</b>	<b>2018</b>	<b>\$ 510,971.55</b>	
2017 Occupancy at end of quarter							93.20%	<b>2017</b>	\$ 482,263.15	
								<b>Variance</b>	\$ 28,708.40	
<b>% Change</b>							<b>5.32%</b>	<b>% Change</b>	<b>5.95%</b>	

### Rent Abatement per Lease:

Nadler Law Group	Bldg.4	July, Aug, Sept (partial)	Paid LHT
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### EOL:

Eric Swanson	Bldg. 2
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### Security Deposit Received:

N/A

### Security Deposit applied to rent:

N/A

### Security Deposit Refunded:

Eric Swanson	Bldg. 2	\$450.00
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Month	2017									
	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Other	TOTAL	
July	\$24,145.47	\$38,617.20	\$19,450.91	\$17,209.43	\$26,218.93	\$6,266.86	\$28,591.67	\$629.73	\$160,500.47	
August	\$24,170.47	\$38,617.20	\$19,875.30	\$17,209.43	\$26,218.93	\$6,266.86	\$28,591.67	\$2,735.87	\$160,949.86	
September	\$24,082.99	\$38,771.26	\$19,875.30	\$17,209.43	\$26,015.31	\$6,266.86	\$28,591.67	\$484.04	\$160,812.82	
Occupancy						2017 Occupancy at end of quarter	93.20%	<b>2017</b>	\$482,263.15	
						2016 Occupancy at end of quarter	87.39%	<b>2016</b>	\$443,592.57	