



## COMMISSION MEETING INFORMATION

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**Date:** April 24, 2023

**Staff Review:**

Executive Director   
Port Attorney   
Director of Marina Operations   
Director of Facilities & Maintenance   
Manager of Finance & Accounting

**To:** Port Commission

**Cost:** N/A

**From:** Brittany Williams  
Manager of Properties &  
Economic Development

**Attachments:** January '23 – March '23 Revenue

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**SUBJECT: HARBOR SQUARE 1<sup>ST</sup> QUARTER 2023 REPORT**

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**End of Lease:** N/A

**New Lease:** N/A

**Assignment of Lease:**

Bldg. 2 Tenant, 25 months remaining on lease

**Lease Extensions & Expansions:**

Bldg. 3 Tenant extended 12 months (\$9,756.00), non-commissionable  
Bldg. 3 Tenant extended 12 months (\$73,216.68), non-commissionable  
Bldg. 5 Tenant extended 12 months (\$10,173.00), non-commissionable  
Bldg. 5 Tenant extended 12 months (\$27,975.12), non-commissionable  
Bldg. 5 Tenant extended 9 months (\$37,369.35), non-commissionable

**Projects:**

- Monument Sign Paver Repair
- Bldg 2: Restroom fan repair
- Bldg 2: Soffit Repair

**Incidents:** N/A

## Harbor Square Business Park: 1st Quarter Report - Gross

<b>2023</b>	GPI basis								
<b>Month</b>	<b>Bldg.1</b>	<b>Bldg.2</b>	<b>Bldg.3</b>	<b>Bldg.4</b>	<b>Bldg.5</b>	<b>Hotel</b>	<b>HSAC</b>	<b>Other</b>	<b>TOTAL</b>
January	\$20,502.42	\$50,418.50	\$25,786.63	\$19,237.21	\$33,457.40	\$8,162.28	\$29,980.17	(\$16.11)	\$ 187,544.61
February	\$20,502.42	\$50,218.50	\$25,786.63	\$19,561.93	\$33,528.82	\$8,162.28	\$29,980.17	\$14,728.12	\$ 187,740.75
March	\$20,702.42	\$51,625.29	\$26,265.89	\$20,358.23	\$34,506.58	\$8,575.59	\$30,679.23	\$1,011.70	\$ 192,713.23
				<b>2023</b>	<b>Occupancy at end of quarter</b>		<b>91.92%</b>	<b>2023</b>	<b>\$ 567,998.59</b>
				<b>2022</b>	<b>Occupancy at end of quarter</b>		<b>90.37%</b>	<b>2022</b>	<b>\$ 513,548.91</b>
								<b>Variance</b>	<b>\$ 54,449.68</b>
						<b>% Change</b>	<b>1.55%</b>	<b>% Change</b>	<b>10.60%</b>

CAM reconciliations took place in the month of February (see February "other" column)

### EOL:

N/A

### Security Deposit Refunded:

Building 2, \$31,631.28

### Security Deposit Received:

Building 2, \$10,011.96

<b>2022</b>									
<b>Month</b>	<b>Bldg.1</b>	<b>Bldg.2</b>	<b>Bldg.3</b>	<b>Bldg.4</b>	<b>Bldg.5</b>	<b>Hotel</b>	<b>HSAC</b>	<b>Other</b>	<b>TOTAL</b>
January	\$17,534.02	\$44,468.07	\$22,762.33	\$17,329.89	\$30,579.16	\$7,530.22	\$29,650.00	\$1,796.60	\$ 169,853.69
February	\$17,534.02	\$44,468.07	\$22,762.33	\$17,928.16	\$30,626.67	\$7,530.22	\$29,650.00	\$4,745.99	\$ 170,499.47
March	\$17,534.02	\$46,031.89	\$23,512.33	\$17,928.16	\$31,009.13	\$7,530.22	\$29,650.00	\$11,805.32	\$ 173,195.75
				<b>2022</b>	<b>Occupancy at end of quarter</b>		<b>90.37%</b>	<b>2022</b>	<b>\$ 513,548.91</b>
				<b>2021</b>	<b>Occupancy at end of quarter</b>		<b>89.63%</b>	<b>2021</b>	<b>\$ 493,278.24</b>
								<b>Variance</b>	<b>\$ 20,270.67</b>
						<b>% Change</b>	<b>0.74%</b>	<b>% Change</b>	<b>4.11%</b>

CAM reconciliations took place in the month of March