



COMMISSION MEETING INFORMATION

Date: May 9, 2022

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
and Economic Development

Attachments: January - March '22 revenue

SUBJECT: Harbor Square 1st Quarter 2022 Report

Accounting:

January - March '22 revenue enclosed

New Lease:

Bldg. 3 12 months (\$9,000.00) non-commissionable

Lease Extensions & Expansions:

Bldg. 2 Tenant expanded 710+/- sf for 19 months (\$24,655.54), non-commissionable

Bldg. 3 Tenant extended 12 months (\$60,292.44), non-commissionable

Bldg. 5 Tenant extended 12 months (\$23,753.76), non-commissionable

EOL: N/A

Projects:

- Bldg 5 Water heart installation
- Bldg 3 Prepped suite for new tenant
- Bldg 1-5 HVAC labeling

Incidents: N/A

Harbor Square Business Park: 1st Quarter Report - Gross

2022									
GPI basis									
Month	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Other	TOTAL
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
				2022	Occupancy at end of quarter		90.37%	2022	\$ 513,548.91
				2021	Occupancy at end of quarter		89.63%	2021	\$ 493,278.24
								Variance	\$ 20,270.67
						% Change	0.74%	% Change	4.11%

CAM adjustments took place in the month of March (see March "other" column)

EOL:
N/A

Security Deposit Refunded:
N/A

Security Deposit Received:
Trevor Sharp Bldg 3 \$750.00

2021									
Month	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Other	TOTAL
January	\$ 17,078.45	\$ 43,814.04	\$ 20,819.84	\$ 18,448.49	\$ 28,637.34	\$ 7,236.58	\$ 29,475.00	\$ 39.04	\$ 165,509.74
February	\$ 17,078.45	\$ 43,827.16	\$ 20,819.84	\$ 16,814.20	\$ 28,652.37	\$ 7,236.58	\$ 29,475.00	\$ 727.63	\$ 163,903.60
March	\$ 17,078.45	\$ 43,025.03	\$ 20,819.84	\$ 16,133.04	\$ 28,943.93	\$ 7,864.61	\$ 30,000.00	\$ (44,747.58)	\$ 163,864.90
				2021	Occupancy at end of quarter		89.63%	2021	\$ 493,278.24
				2020	Occupancy at end of quarter		94.90%	2020	\$520,385.61
								Variance	\$ (27,107.37)
						% Change	-5.27%	% Change	-5.21%

CAM adjustments took place in the month of March