

#### **COMMISSION MEETING**

### **INFORMATION**

Date:	October 30, 2023	Staff Review:							
			Executive Director	X					
			Deputy Executive Director						
			Port Attorney						
			Director of Finance & Administration						
			Director of Facilities & Maintenance						
			Manager of Properties & Econ. Dev.						
To:	Port Commission	Cost:	N/Δ						
10.	1 of Commission	Cost.	IVA						
From:	Brittany Williams Manager of Properties & Economic Development	Attach	aments: July '23 – Sept '23 Revenue						
	SUBJECT: HARBOR SQU	ARE 3	rd 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

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

203	<b>23</b> GPI basis								
Month	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Other	TOTAL
July	\$21,577.99	\$51,959.77	\$26,875.97	\$20,949.88	\$35,183.27	\$8,708.08	\$30,679.23	\$1,155.45	\$ 195,934.19
August	\$21,667.69	\$52,085.87	\$26,875.97	\$21,233.44	\$35,183.27	\$8,708.08	\$30,679.23	\$2,715.57	\$ 196,433.55
September	\$21,667.69	\$52,408.39	\$27,021.33	\$21,233.44	\$35,183.27	\$8,708.08	\$30,679.23	\$844.92	\$ 196,901.43
				2023	Occupancy at end of quarter		92.80%	2023	\$ 589,269.17
				2022	Occupancy at end of quarter		91.92%	2022	\$ 542,035.11
								Variance	\$ 47,234.06
						% Change	0.88%	% Change	8.71%

Rent Abatement per Lease:						
N/A						
Security Deposit Received:						
N/A						
Security Deposit Refunded:						
N/A						

#### 2022

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
				2022	Occupancy at	end of quarter	91.92%	2022	\$	542,035.11
			•	2021	Occupancy at end of quarter		90.33%	2021	\$	499,219.77