



COMMISSION MEETING

INFORMATION

Date: January 30, 2023

To: Port Commission

From: Brittany Williams, Manager of Properties and Economic Development

SUBJECT: Harbor Square 4th Quarter 2022 Report

Accounting:

October '22 – December '22 revenue enclosed

New Leases: N/A

Lease Extensions & Expansions:

Bldg. 1 Tenant extended 12 months (\$25,545.00), non-commissionable
Bldg. 1 Tenant extended 12 months (\$37,683.72), non-commissionable
Bldg. 1 Tenant extended 24 months (\$46,560.96), non-commissionable
Bldg. 2 Tenant extended 12 months (\$7,865.64), non-commissionable
Bldg. 2 Tenant extended 12 months (\$9,813.12) non-commissionable
Bldg. 3 Tenant extended 12 months (\$50,922.12), non-commissionable
Bldg. 4 Tenant extend to MTM (\$3,581.64), non-commissionable

End of Lease: N/A

Projects:

- Bldg 1: New toilet
- Bldg 2: New toilet
- Bldg 2: Backflow, standpipe, and confidence testing
- Bldg 4: Water heater replacement
- Bldg 4: Common area electrical repairs
- Bldg 5: New mailbox
- All: Fire extinguisher testing and replacement
- Parking Lots: Drain sock replacements

Incidents: N/A

Harbor Square Business Park: 4th Quarter Report - Gross

2022	GPI basis								
Month	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Other	TOTAL
October	\$19,826.37	\$50,222.85	\$24,838.37	\$19,206.74	\$32,115.28	\$7,904.02	\$29,980.17	\$3,397.93	\$184,093.80
November	\$20,162.33	\$50,324.59	\$24,838.37	\$19,206.74	\$32,115.28	\$7,904.02	\$29,980.17	\$296.73	\$184,531.50
December	\$20,162.33	\$50,324.59	\$25,188.75	\$19,206.74	\$32,989.37	\$7,904.02	\$29,980.17	\$3,066.20	\$185,755.97
				2022	Occupancy at end of quarter		91.92%	2022	\$ 554,381.27
				2021	Occupancy at end of quarter		89.06%	2021	\$ 504,520.71
								Variance	\$ 49,860.56
						% Change	2.86%	% Change	9.88%

Rent Abatement per Lease:

N/A

Security Deposit Received:

N/A

Security Deposit Refunded:

N/A

2021									
Month	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Other	TOTAL
October	\$17,088.13	\$44,346.71	\$22,159.89	\$17,290.93	\$29,916.00	\$7,334.41	\$29,650.00	\$2,404.04	\$ 167,786.07
November	\$17,276.17	\$44,403.67	\$22,159.89	\$17,290.93	\$29,916.00	\$7,334.41	\$29,650.00	\$379.48	\$ 168,031.07
December	\$17,276.17	\$44,403.67	\$22,352.33	\$17,290.93	\$30,396.06	\$7,334.41	\$29,650.00	\$3,459.11	\$ 168,703.57
				2021	Occupancy at end of quarter		89.06%	2021	\$ 504,520.71
				2020	Occupancy at end of quarter		89.48%	2020	\$ 501,639.68