



## COMMISSION MEETING INFORMATION

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**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

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### **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**

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

*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	2021										Other	TOTAL	
	Bldg.1	Bldg.2	Bldg.3	Bldg.4	Bldg.5	Hotel	HSAC	Occupancy at end of quarter		% Change			
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			\$ 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			\$ 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			\$ (44,747.58)	\$ 163,864.90
				<b>2021</b>	<b>Occupancy at end of quarter</b>		<b>89.63%</b>	<b>2021</b>	<b>\$ 493,278.24</b>			<b>2020</b>	<b>\$520,385.61</b>
				<b>2020</b>	<b>Occupancy at end of quarter</b>		<b>94.90%</b>	<b>2020</b>	<b>\$ (27,107.37)</b>			<b>Variance</b>	<b>\$ (27,107.37)</b>
							<b>-5.27%</b>					<b>% Change</b>	<b>-5.21%</b>

*CAM adjustments took place in the month of March*