

CITY OF SANTA BARBARA WATERFRONT DEPARTMENT

MEMORANDUM

Date: November 19, 2009
To: Harbor Commission
From: John N. Bridley, Waterfront Director
Subject: **Proposed Lease Agreement with Jacques Bertrand
dba Harbor Mail Center**

RECOMMENDATION:

That Harbor Commission review and recommend to the City Council approval of a five-year lease agreement with Jacques Bertrand for a 140 square foot mail center office located at 125 Harbor Way # 6, at a monthly rent of \$425.

DISCUSSION:

Mr. Bertrand has operated the Harbor Mail Center since April 1987. The current lease commenced in November 2004 and expired on October 31, 2009. The mail center offers 180 mail boxes, UPS service, receipt of Federal Express, and a stamp machine. His customers include Business Activity Permittees, slipholders, harbor organizations, owners of commercial fishing boats and visiting boaters.

The basic lease terms of the proposed lease are as follows:

- **Term:** Five years commencing November 1, 2009
- **Rent:** \$425 per month, (\$3.03 per square foot) subject to annual Cost of Living increases based on the Consumer Price Index
- **Utility surcharge:** \$0.15 per square foot per month

The terms and conditions of the proposed lease are identical to the current lease. The proposed lease agreement will allow Jacques Bertrand to continue to serve the harbor community with his mail center. The Harbor Mail Center is specifically identified in Appendix E of the Harbor Master Plan as an ocean-related use. A copy of the proposed lease is available for review at the Waterfront Department Administration office.

Attachment: Site Plans

Prepared by: Scott Riedman, Waterfront Business Manager