

CITY OF SANTA BARBARA WATERFRONT DEPARTMENT

MEMORANDUM

Date: January 14, 2016
To: Harbor Commission
From: Scott Riedman, Waterfront Director
Subject: **Proposed Lease Agreement with Harbor Mail Center**

RECOMMENDATION:

That Harbor Commission review and recommend to the City Council approval of a two-year lease agreement with Jacque Bertrand and David Villazana, doing business as Harbor Mail Center, at an initial base rent of \$468.75 per month for the 140 square foot lease space located at 125 Harbor Way #6.

DISCUSSION:

Mr. Bertrand has operated the Harbor Mail Center since April 1987. The current lease began in January 2010 and expired on October 31, 2014. Mr. Bertrand has been on a month-to-month lease since that time. The mail center offers approximately 180 mail boxes and basic mail services. Harbor Mail Center customers include Business Activity Permittees, slipholders, harbor organizations, owners of commercial fishing boats and visiting boaters.

The business terms of the proposed lease are as follows:

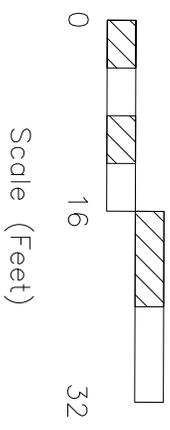
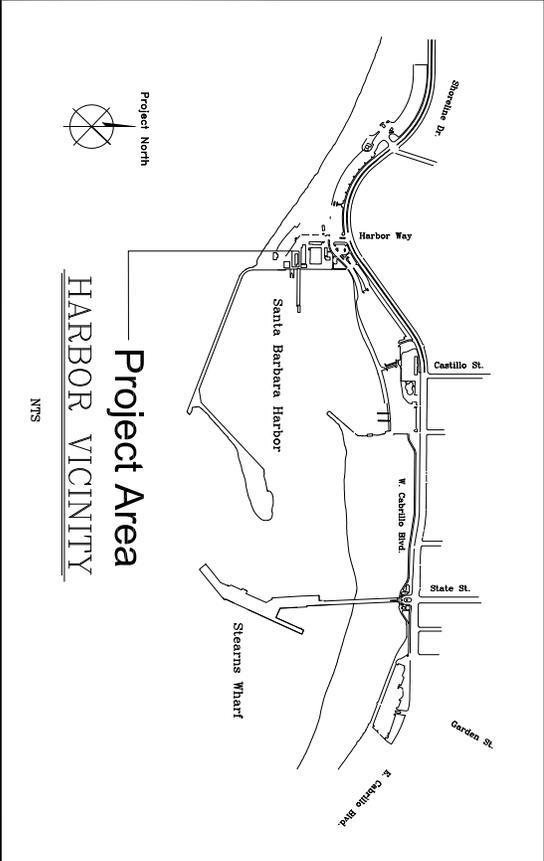
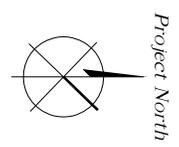
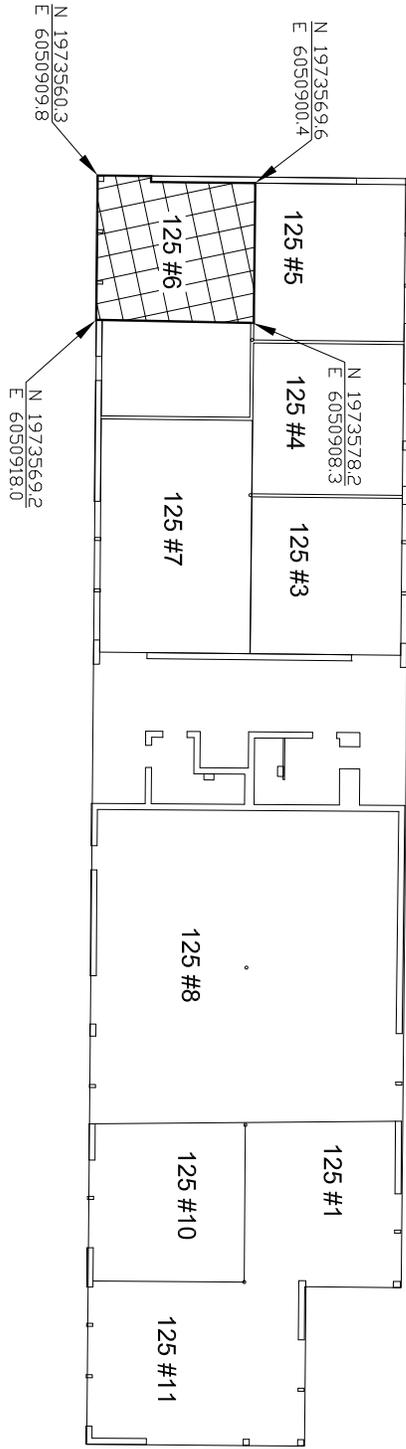
- **Term:** Two-year term.
- **Base Rent:** Initial rate of \$ 468.75 per month.
- **Annual Rent Adjustment:** Cost of Living increases based on the Consumer Price Index (CPI).

The proposed lease term is short to allow the Department the opportunity to evaluate the performance of the tenant during the next two years while at the same time allowing the Harbor Mail Center to continue to serve the harbor community. If the Department is not satisfied with the operations of the Mail Center over the lease period, the Department may elect to pursue a Request For Proposals process in an effort to contract with an entity to operate a mail center at a professional level expected in a busy Waterfront. 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 Map

Prepared by: Brian J. Bosse, Waterfront Business Manager

**First Floor Plan
125 Harbor Way Suite 6
140 Square Feet
Harbor Mail Center**



Lease Area		Exhibit A	
REVISIONS			
DATE:	12/03/2015	APPROVED BY:	
ADDRESS:	125 Harbor Way #6	DRAWN BY:	T. Lamler
	City of Santa Barbara	SHEET NO.	1 of 1
	Waterfront Department	DRAWING NO.	1250-029