



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** February 23, 2016

**TO:** Mayor and Councilmembers

**FROM:** Business Services Division, Waterfront Department

**SUBJECT:** Two-Year Lease Agreement With The Harbor Mail Center Located At 125 Harbor Way #6

### RECOMMENDATION:

That City Council approve a two-year lease agreement with Jacque Bertrand and David Villazana, doing business as Harbor Mail Center, at an average 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 commenced 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:** An average of \$ 468.75 per month
- **Annual Rent Adjustment:** Cost of Living increases based on the Consumer Price Index (CPI)
- **Insurance:** City standard insurance requirements including that lessee shall maintain a general liability insurance policy in the amount of \$2,000,000.

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.

The Harbor Commission recommended City Council approval of the proposed lease agreement with Harbor Mail Center at its meeting on January 14, 2016.

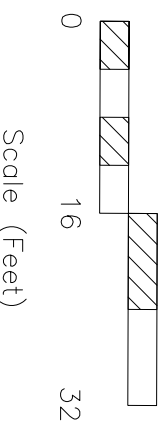
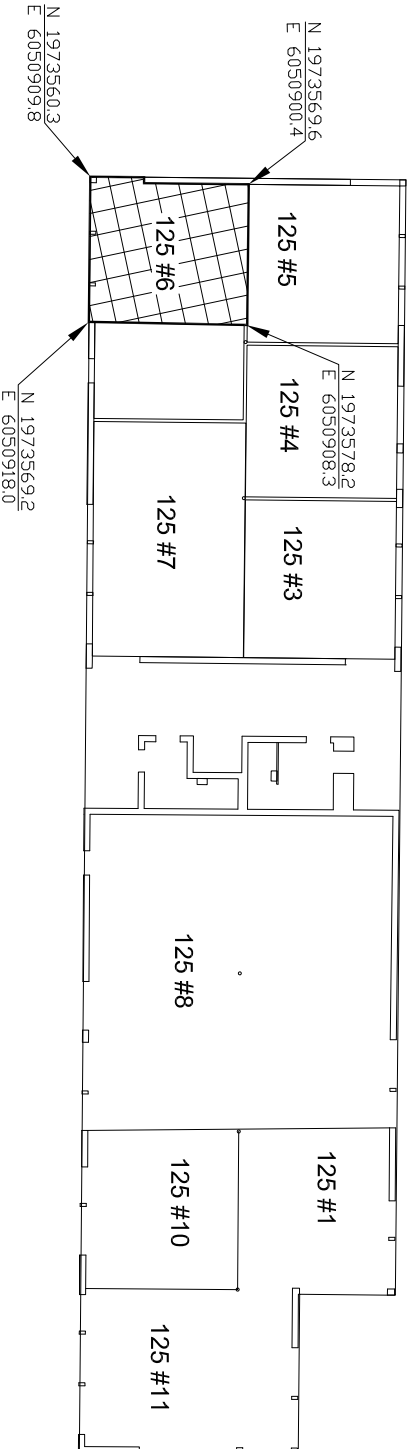
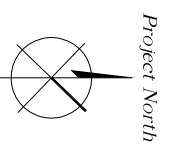
**ATTACHMENT:** Site Plan

**PREPARED BY:** Brian Bosse, Waterfront Business Manager

**SUBMITTED BY:** Scott Riedman, Waterfront Director

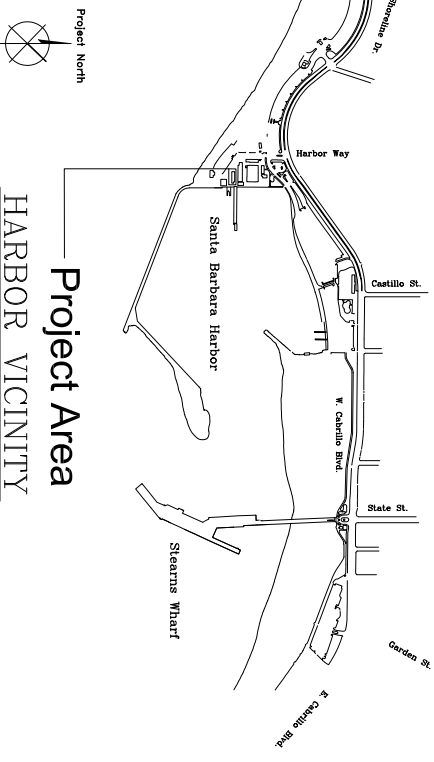
**APPROVED BY:** City Administrator's Office

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



**Lease Area  
Exhibit A**

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



**Project Area  
HARBOR VICINITY**

NTS