



Monthly Property Management Department Report

To: Brian L. Barroso, City Manager

Date: November 17, 2025

From: Gary Moreira, Senior Property Manager

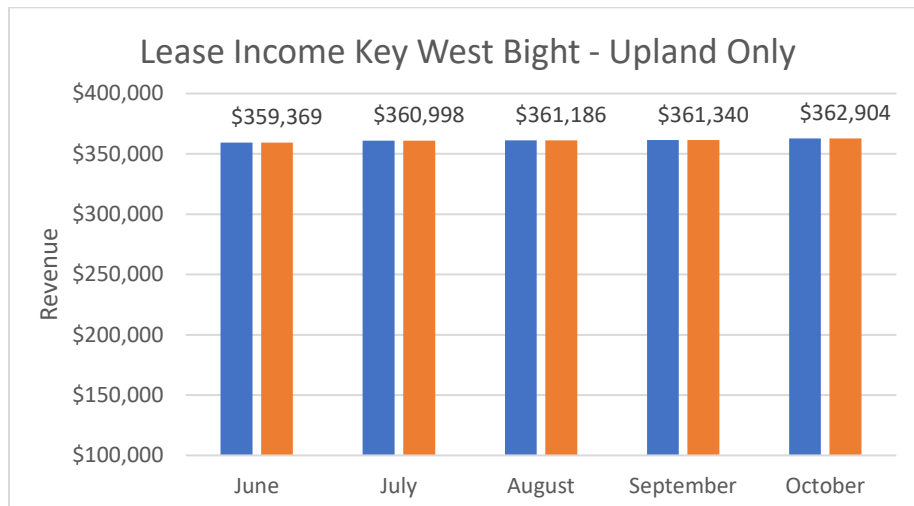
Subject: October 2025

Property Management

Rent Collections

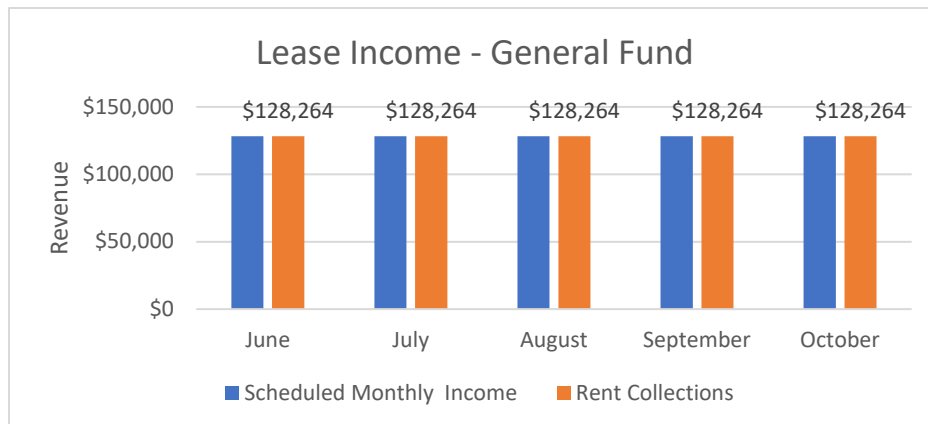
Projected Income - \$362,904

Collected - \$362,904



Projected Income – \$128,264

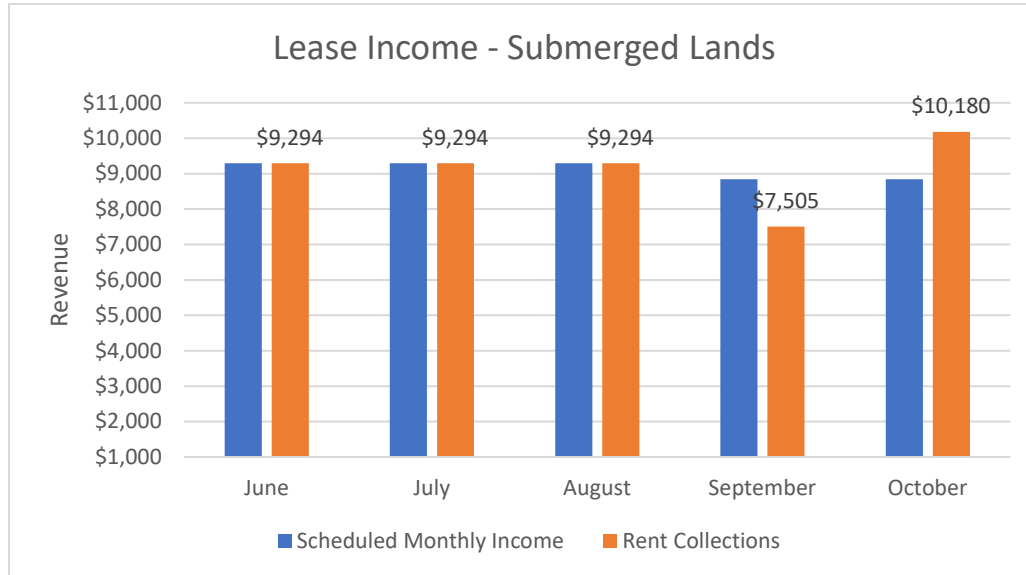
Collected - \$128,264



Rents previously reported from CPS were zero since rent abatement. Totals corrected here.

Projected Income – \$8,842

Collected – \$10,180



*Sales tax no longer collected. Amounts reflect zero sales tax and new lease rates effective 9/1 plus late collection from one tenant.

Leases/Licenses Renewed, Amendments/Executed	4
Records Request/Research	2
Yardi & Maintain X database Import	3
Gross Sales data entry to Yardi	10
Leases/Licenses drafted	2
Leases/Agreements Reviewed	14
Rent Collected	See tables
Default Notices/Collection Calls	1
Tenant meetings/calls	6
Tenant Complaints received	0
Property Maintenance requested	1
Lease Language Modifications	0
Public Notices Published	1
RFP Selection	0