



MEMORANDUM

Date: August 6, 2026

To: Honorable Mayor and Commissioners

From: Brian L. Barroso
City Manager

Subject: **LEASEHOLD PROPERTY INSPECTIONS AND MAINTENANCE PROTOCOL**

This discussion item is presented to brief the City Commission on the Property Management Department's protocols for regular inspections of leased commercial properties, tenant maintenance notifications, and the allocation of repair responsibilities between the City and its tenants.