



Monthly Property Management Department Report

To: Brian L. Barroso, City Manager

Date: December 10, 2025

From: Gary Moreira, Senior Property Manager

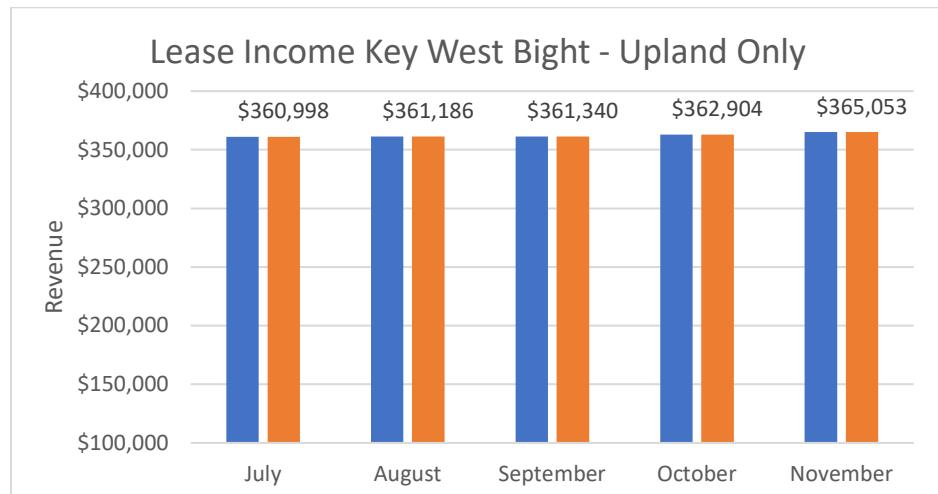
Subject: November 2025

Property Management

Rent Collections

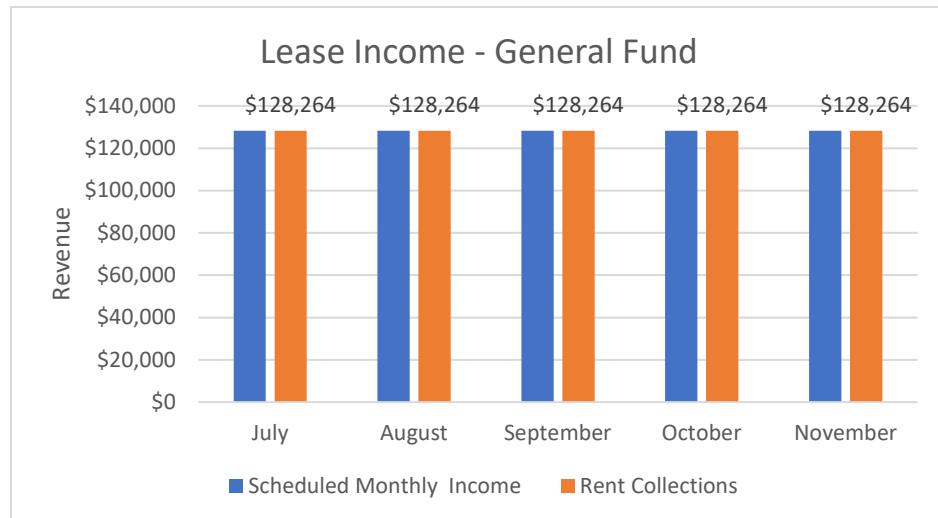
Projected Income - \$365,053

Collected - \$365,053



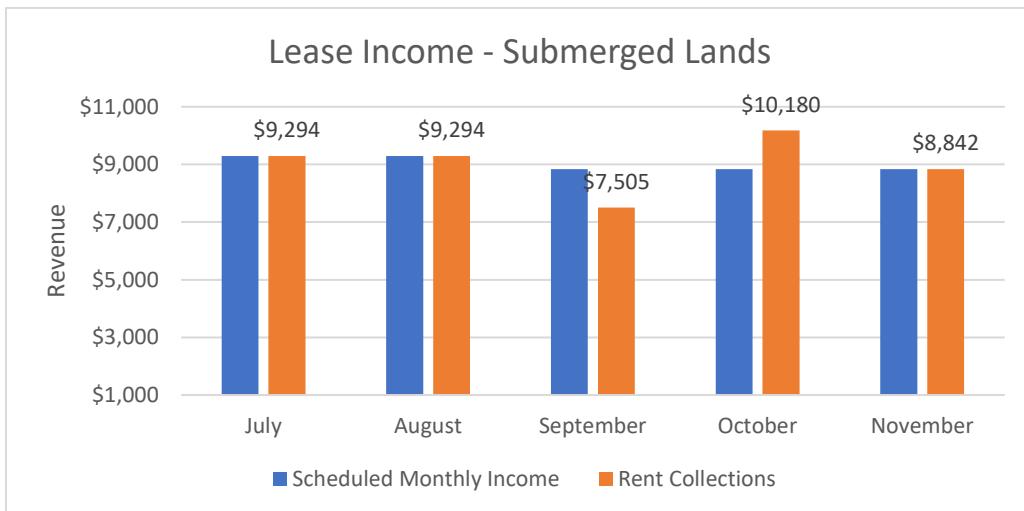
Projected Income – \$128,264

Collected - \$128,264



Projected Income – \$8,842

Collected – \$8,842



*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 5

Records Request/Research	1
Yardi & Maintain X database Import	5
Gross Sales data entry to Yardi	5
Leases/Licenses drafted	6
Leases/Agreements Reviewed	11
Rent Collected	See tables
Default Notices/Collection Calls	1
Tenant meetings/calls	16
Tenant Complaints received	1
Property Maintenance requested	3
Lease Language Modifications	0
Public Notices Published	1
RFP Selection	0