



Monthly Property Management Department Report

To: Albert P. Childress
City Manager 

Date: January 11, 2024

From: Gary Moreira
Senior Property Manager

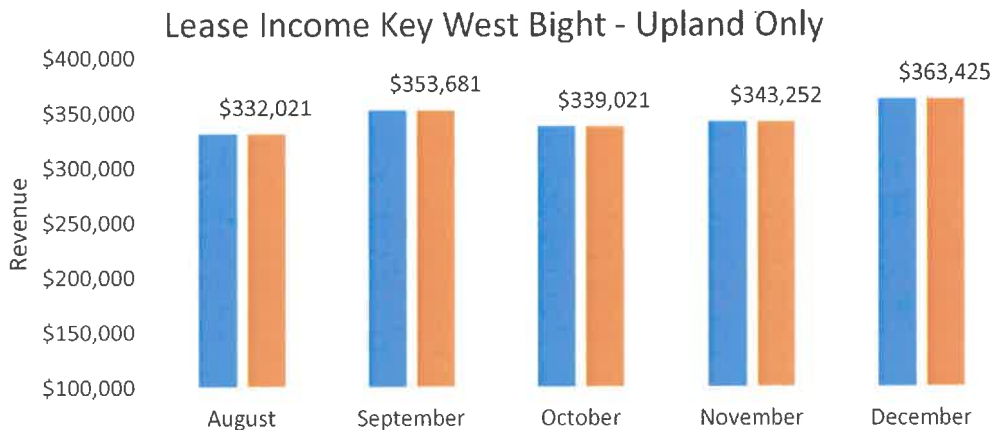
Subject: December 2023 Property Management Report

Property Management

Rent Collections – Note: tables have not included percentage rent estimates from percentage rent vs. base rent paying tenants.

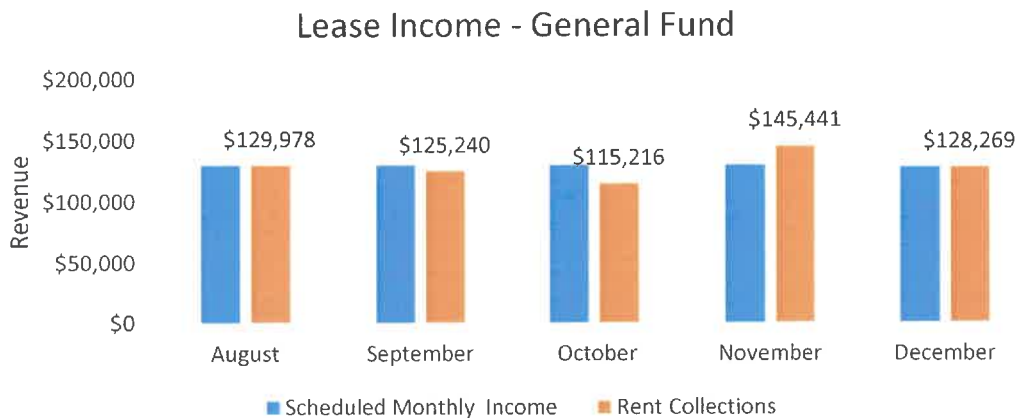
Projected Income - \$363,425

Collected - \$363,425



Projected Income – \$128,269

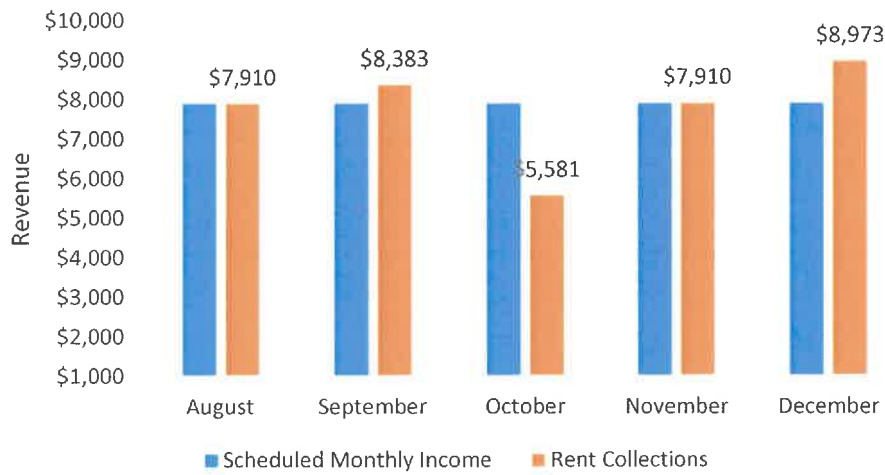
Collected - \$128,269



Projected Income – \$7,910*

Collected – \$7,910

Lease Income - Submerged Lands



Leases Renewed/Executed	0
Records Request/Research	2
Yardi database Import	8
Gross Sales data entry to Yardi	4
Leases/Licenses drafted	1
Leases/Agreements Reviewed	12
Rent Collected	See tables
Default Notices/Collection Calls	1/3
Tenant meetings	5
Tenant Complaints received	2
Property Maintenance requested	5 (From site inspections)
Lease Language Modifications	1
Public Notices Published	0