



Monthly Property Management Department Report

To: Todd Stoughton
Interim City Manager

Date: November 14, 2024

From: Gary Moreira
Senior Property Manager

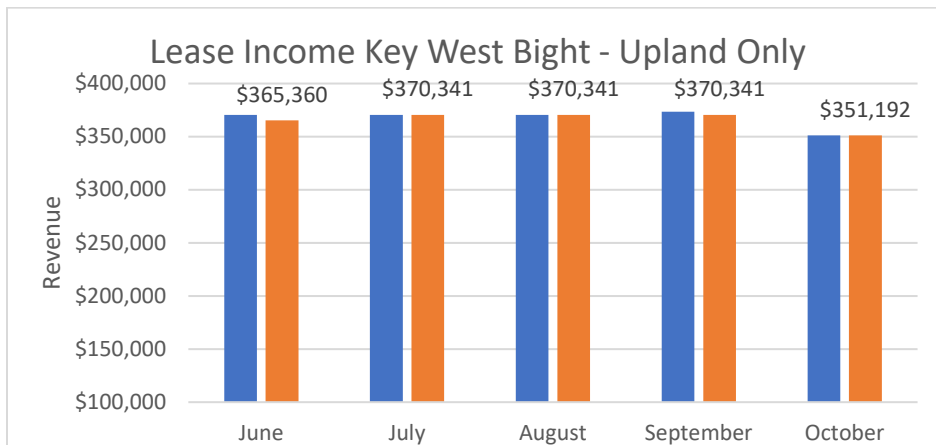
Subject: October 2024 Property Management Report

Property Management

Rent Collections –

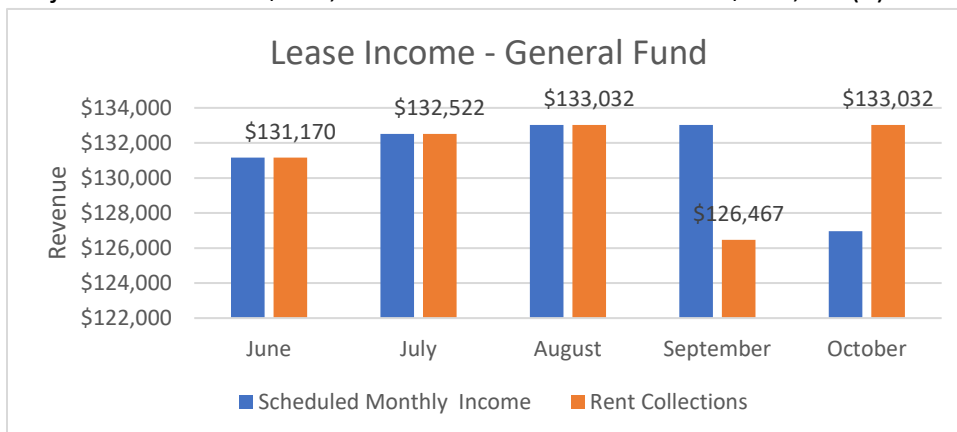
Projected Income - \$351,192

Collected - \$351,192 (1)



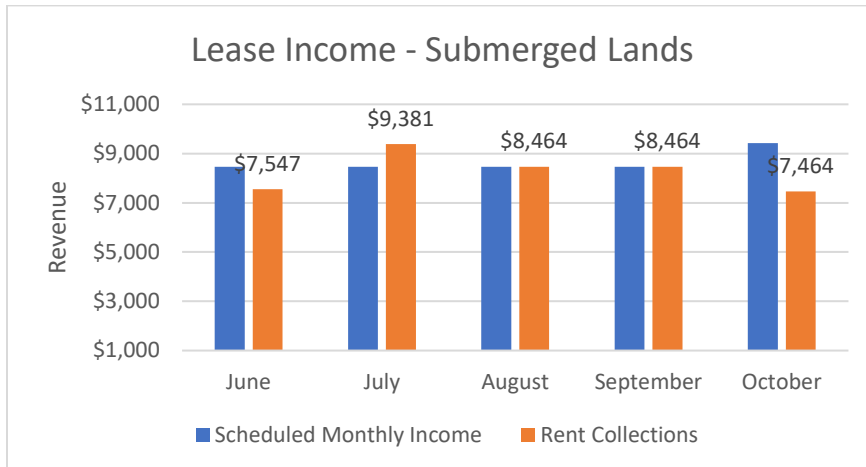
Projected Income – \$126,957

Collected - \$133,032(2)



Projected Income – \$9,431

Collected – \$7,597 (3)



- (1) Revenue decreased due to vacancy created by tenant, (Local Color), downsizing and Marker Hotel settlement.
- (2) Late payment collected from A-1 Boatyard. Tenant anticipated Sept. rent concession.
- (3) Two late payments due to adjusted billing amounts per lease renewals.

Leases/Licenses Renewed, Amendments/Executed	1
Records Request/Research	0
Yardi & Maintain X database Import	7
Gross Sales data entry to Yardi	4
Leases/Licenses drafted	0
Leases/Agreements Reviewed	9
Rent Collected	See tables
Default Notices/Collection Calls	1
Tenant meetings	4
Tenant Complaints received	1
Property Maintenance requested	6
Lease Language Modifications	2
Public Notices Published	0