Monthly Property Management Department Report

To: Brian L. Barroso, City Manager **Date: September 10, 2025**

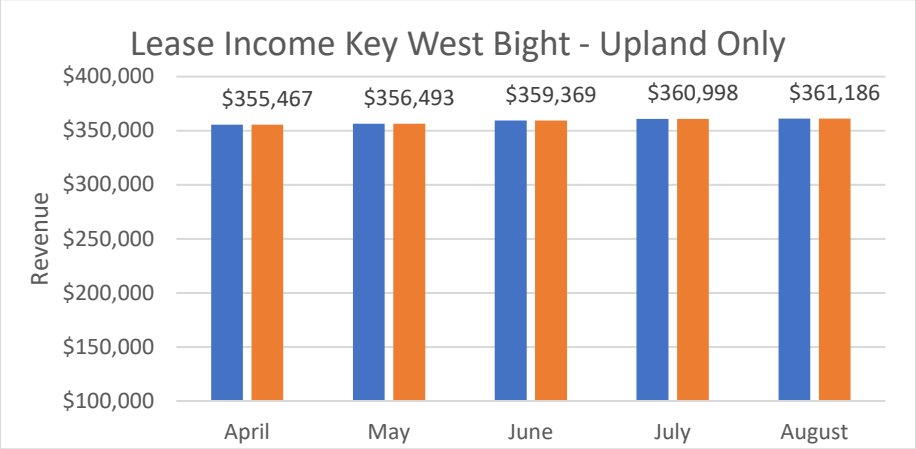
From: Gary Moreira, Senior Property Manager

Subject: August 2025

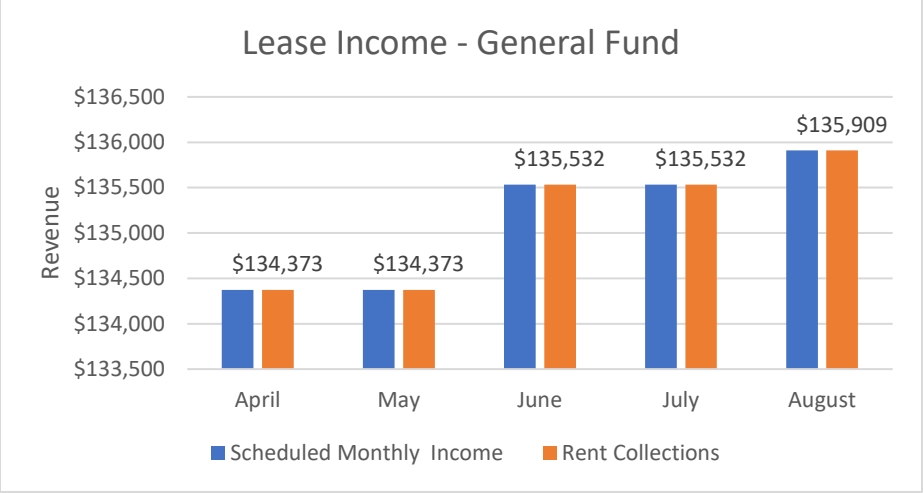
Property Management

Rent Collections –

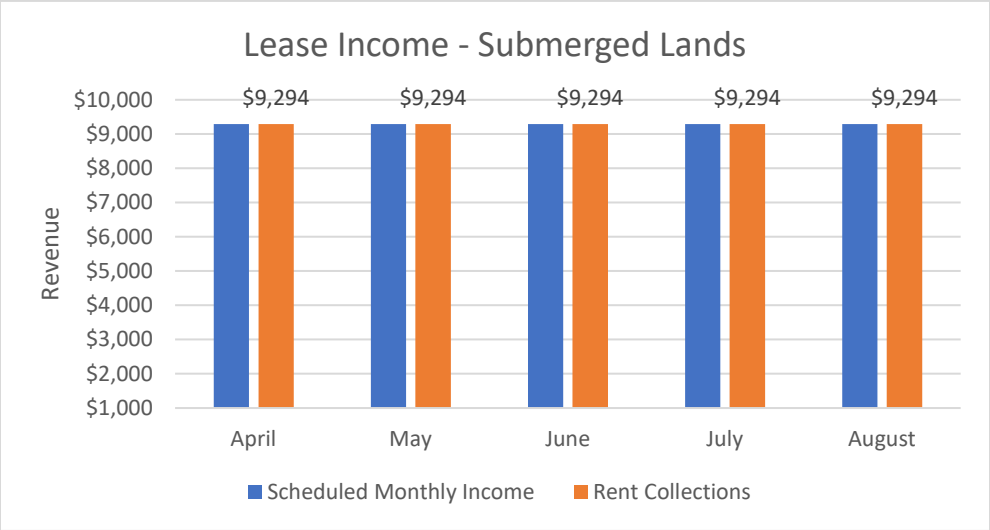
Projected Income - $361,186 Collected - $361,186



Projected Income – $135,909 Collected - $135,909



Projected Income – $9,294 Collected – $9,294



Leases/Licenses Renewed, Amendments/Executed	7
Records Request/Research	1
Yardi & Maintain X database Import	4
Gross Sales data entry to Yardi	5
Leases/Licenses drafted	4
Leases/Agreements Reviewed	9
Rent Collected	See tables
Default Notices/Collection Calls	0
Tenant meetings/calls	3
Tenant Complaints received	0
Property Maintenance requested	1
Lease Language Modifications	0
Public Notices Published	0
RFP Selection	0